

APPLY ON TIME FOR SCHOOL

A guide for Brent parents to help you apply on time and online for a school place starting September 2020.

Full information for parents/carers of children starting school in September 2020 can be found via www.brent.gov.uk/admissions.

	Transferring to Secondary school	Starting Primary school and transferring to Junior school
Who should apply?	Apply for children born between 1 September 2008 and 31 August 2009	Primary: Apply for children born between 1 September 2015 and 31 August 2016 Junior: If your child is in year 2 at an infant school and born between 1 September 2012 and 31 August 2013, you must apply for a place at a junior school
Deadline	31 October 2019	15 January 2020
Offer Day	2 March 2020	16 April 2020
School Starts	September 2020	September 2020

Apply now at www.eadmissions.org.uk





A Plan your application

- You need an **email address** to apply. If you don't have one go to **www.googlemail.com** and click 'Create an account'.
- **Decide** the schools you want to apply for before you start the application form online.
- **Read** the handbooks online at **www.brent.gov.uk/admissions** for detailed information about how to apply and Brent schools.
- **Visit** the schools
 - ◆ Open events for secondary schools are listed in this leaflet.
 - ◆ Telephone primary schools to arrange a visit.
- **List six preferences**

Listing only one school does not improve your chances.
- Include your **catchment area school** if you are applying for Primary schools. Find out your catchment area school online at **www.brent.gov.uk/admissions**



B Register and Login

- 1 Go to **www.eadmissions.org.uk**
- 2 Log in with your email and password from a previous application.

If you have used the eAdmissions system before to apply for a school place for any of your children you do not need to register again.
Instead please go to Step C.

Also if you work in a school and have a USO account ending .XXX or a user account ending .uso please go to step C.

Follow the instructions and you will be sent a second email with your password. You must validate your email.

- 3 If this is the first time you have applied choose 'Create a new account'.
- 4 Enter your details and click 'Register'. You will be sent a confirmation by email. Open the email and click the link to confirm your email address.
- 5 You will be sent another email with both your username and password. Save this email for future reference. Click the link in this email, enter your username or email address and password, then click 'Login'.



C Child details and preferred schools

- 1 If you have applied before please check and update your details if they have changed.
- 2 Click the 'Start application for New Child' button.
- 3 Enter your child's details and click 'Next'.
- 4 Choose your preferred school from the list. Change the local authority if the school is outside Brent. Click 'Add this school'.
- 5 Add specific information about the school (e.g. brothers or sisters already attending) then click 'Next'.

Some schools will have a medical and/or social criterion that you may like your child to be considered for. You must tick the relevant box and attach supporting evidence. You can attach documents once you have submitted your application. If you do not provide the evidence to support your application, your request cannot be considered under that criterion.

6 Repeat steps 4 and 5 to list more schools until you have listed all your preferences. Change the order of the schools by clicking 'Move up'/'Move down'.

7 Once all your preferred schools are listed click 'Next' You will also need to click 'Continue' if you have listed fewer than six preferences.

D Final check and Submit

- 1 Check your application carefully. To make changes click 'Back' at the bottom of the page.
- 2 Read and agree the declarations by clicking in the boxes then click 'Submit Application'.
- 3 You will receive a confirmation email with your application reference number.
(eg. 304-2020-09-E-123456)
This is your proof that you have submitted your application successfully.

E Make changes and Attach documents

- 1 You can make changes and attach supporting information up to the closing date by logging into the system using your username or email address and your password.
- 2 Each time you make a change you must re-submit your application. You will receive a confirmation email each time your successfully change your application.
- 3 You will also receive a confirmation for each document you attach.

F Further support and advice

Help logging in/registering ...

- Phone **020 8255 5555 – Option 1**
(eAdmissions Support)

Help completing the online form...

- Find the 'In this section' menu in the top left hand corner of the page and choose 'eAdmissions tutorials' to view step by step instructions.

Help with anything else...

- Online
www.brent.gov.uk/admissions
- Email
school.admissions@brent.gov.uk
- Phone
020 8937 3110
Times: Monday, Wednesday,
Thursday and Friday from 11am-5pm
Tuesday from 11.30am-5pm

Download the app

The ParentComms app is an easy way to receive notifications from the eAdmissions website. Download the app from the Apple AppStore, Google Play or Windows Phone Store and register your username and password to receive important reminders and your school offer directly on your smartphone or tablet!



Secondary School Open Events 2020

We recommend you attend the open events of the schools you intend to apply to which are being held in the autumn term, 2019.

School	Open events	School	Open events
Alperton Community School	Wednesday 25 September 2019, 6pm. School tours by appointment. See website in September for days and details www.alperton.brent.sch.uk	Michaela Community School	Thursday 3 October 2019 10.30am/10.50am/11.10am. Book a place via website Friday 11 October 2019 10.30am/10.50am/11.10am. Book a place via website Wednesday 16 October 2019 5pm-6.15pm. Final talk is at 6.15pm.
Ark Academy	Monday 30 September 2019, 9.30am Tuesday 1 October 2019, 9.30am Wednesday 2 October 2019, 9.30am Thursday 3 October 2019, 5pm	Newman Catholic College	Thursday 26 September 2019, 4pm-7pm Wednesday 2 October 2019, 9.15am-11am Thursday 3 October 2019, 9.15am-11am Thursday 10 October 2019, 9.15am-11am Friday 11 October 2019, 9.15am-11am
Ark Elvin Academy	Every Wednesday between 9am and 10am. All visits must be pre booked. Please email info@arkelvinacademy to let us know when you wish to visit. Tuesday 17 September 2019, 5pm Tuesday 1 October 2019, 5pm	Preston Manor School	Thursday 26 September 2019, 6pm-8.30pm Monday 30 September 2019, 9am-11am Tuesday 1 October 2019, 9am-11am
Capital City Academy	Friday 27 September 2019, 10am Thursday 10 October 2019, 5pm-7pm Wednesday 16 October 2019, 10am Tuesday 29 October 2019, 10am	Queens Park Community School	Thursday 19 September 2019, 6pm-8.30pm School tours by appointment 9am. See website for days and details www.qpcs.brent.sch.uk
Claremont High School	Wednesday 18 September 2019, 5pm-8pm	St Gregory's Catholic Science College	Thursday 19 September 2019, 3pm-8pm
Convent of Jesus and Mary Language College	Thursday 3 October 2019, 5pm Tuesday 8 October 2019, 9.30am and 11.15am Wednesday 9 October 2019, 9.30am and 11.15am Thursday 10 October 2019, 9.30am and 11.15am Friday 11 October 2019, 9.30am and 11.15am	The Crest Academy	Wednesday 18 September 2019, 9.30am-11am Wednesday 18 September 2019, 4.30pm-6.30pm Wednesday 25 September 2019, 9.30am-11am Wednesday 25 September 2019, 4.30pm-6.30pm
JFS	Thursday 19 September 2019, 4.30pm-8.30pm Thursday 3 October 2019, 9am-10.30am Tuesday 29 October 2019, 9am-10.30am	Wembley High Technology College	Wednesday 11 September 2019, 5.30pm-8pm
Kingsbury High School	Tuesday 24 September 2019, 5pm-7:30pm Tuesday 1 October 2019, 9.30am Wednesday 2 October 2019, 9.30am Thursday 3 October 2019, 9.30am Tuesday 8 October 2019, 9.30am Wednesday 9 October 2019, 9.30am Thursday 10 October 2019, 9.30am		