

## Applying on line

The online facility opens on 1 September 2017 and is available 24 hours a day, 7 days a week until 11.59pm on 15 January 2018. It is quick and easy, you can complete your application form over several sessions.

- Please complete a supplementary information form where required. These are available online.
- You will receive email and text message updates to let you know how your application is progressing.
- You must not complete a paper copy of the form as any further applications made, will make your earlier application invalid.
- Just follow the steps below to complete your child's online application.
- Each screen will explain what you need to do; there are guidance notes on the left hand side of the screen to help you.
- You can select any text that is underlined (usually a question/section of the form that needs to be completed) - this will open in a new window with an explanation of what is required.

### Step 1: Getting started

- Before you start your online application, you will need to do some research.
- Look at the council's website for details about how applications are processed.
- Visit schools.
- Check schools' websites.
- Read the admissions criteria for the schools you are interested in.
- Check how places were offered in previous years.

### Step 2: What to do if this is the first time you are applying online using eAdmissions

**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 3.**

- If this is the first time you are using the eAdmissions website you must register to apply online.
- You will need an email address to register, but don't worry if you do not have one. You can sign up for a free Google mail email account on the eAdmissions site.
- It is important that you register well before the deadline, in case there are any problems making your application. The closing date is Sunday 15 January 2018.
- We recommend Google Mail. However, if you already have an email address you should set your junk mail filter to 'Standard' so that emails from eAdmissions go straight to your inbox. You should check your junk email folder now and then to make sure that messages from eAdmissions Team are not sent there by mistake.

- Once you have registered on the eAdmissions site, you will be sent an email with your **username** and instructions to follow.
- Follow the instructions and you will be sent a second email with your **password**.
- **Please keep these safe as you will need them to log in and apply for any other children you have, and to see the outcome of your application on 16 April 2018.**
- The email will also contain a link which will take you to the eAdmissions log in page to start your application.

### Step 3: What to do if you have applied before using eAdmissions or you have just registered and received your user name and password

- On the home page select 'login to an existing account' and enter your username and password.
- If you have forgotten your username or password we can re-send them to you when you select the 'Forgotten your user name or password?' link.
- We will send you an email with your username and a new password. Use these to login to your account.
- **You must check your personal details** – your home address, email, telephone numbers. To make any changes select 'Edit your details' and enter the new details but make sure you press the 'Save and continue' button to record these changes.

### Step 4: Adding your child's details

- The next page is 'My school admissions.' If your child's name is not listed here, select the 'Start application for new child' button.
- If you can see your child's name on your 'My school admissions' page, select the 'Start new application' button below the child's name. This button will only be available for children whose date of birth falls within a relevant age range.
- Enter the details requested about the child you are making the application for on the 'Child details' page or check existing details and select the 'Save & continue' button. **(PLEASE USE YOUR CHILD'S LEGAL NAME AND SURNAME AS SHOWN ON HIS PASSPORT OR BIRTH CERTIFICATE).**
- Fill in all the questions on this page and press the 'save and continue' button at the end of the page.

Please remember

- **Child's current school:** Please select the nursery school, other pre-school provision or school attended from the drop down list. Only type the name of the school in the box if you cannot see the school name listed.
- **Twins or triplets:** If you have twins or triplets **you must make an application for each child and tick the multiple birth box.**

### Step 5: Adding school preferences

- Add your preferences in the order you prefer them. You can select up to six schools
- Make sure you include the details of any brothers or sisters who may be attending one of the schools you have applied for. If you do not tell us, you may lose out on the sibling criterion.
- If you would like your child to be considered under medical criteria for any of the schools you have applied 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.
- Some schools ask you to fill in extra forms called supplementary information forms (SIF). If you do not fill in these forms and send them direct to the relevant school, you risk your chance of getting a place at these schools.
- **It is your responsibility to check that your online application is fully completed and that you have entered all details correctly. If you do not tick certain boxes or enter relevant information (for example sibling box) your application will not be considered under that criterion.**
- Each time you fill in the information on a page, make sure that you select 'Save and continue' button or the information will not be registered.

### Step 6: Submitting your application

- You can make changes to your online application up until the closing date. **Each time you make a change you must resubmit your application.**
- Select the 'Submit application' button on the last page.
- After you have submitted your application you will receive an email confirming details of your online application. The email will list an application reference number similar to this: 306-2017-09-E-123456. If you do not receive a number it means your application was not submitted successfully and you must login and select the 'Submit application' button again.

### Step 7: Attaching documents

Many local authorities need you to send them information to support your application. You can find out what each local authority needs by reading their information booklet about applying for school places. Select 'Local Authority details' button on the left hand side bar. Documents you may need to attach:

- Confirmation of, your child's address and their date of birth.

- Information to support your application such as doctors letters if you have applied under the medical criterion.
- Information to confirm your child was looked after or previously looked after.
- Information to confirm that you are a crown servant.

### Important information

If you have ticked any of the categories above and do not provide evidence to show this, your local authority is unlikely to take account of this when making allocations.

### What happens next?

- If you submitted your application by the closing date, you will be sent the outcome of your application on the published offer day.
- You can also see the results of your application from the evening of 16 April 2018. In addition you will receive an email with the results of the application later that day.
- You should respond within 14 days. **Please note that you will not be sent a letter in the post on 16 April 2018 (National Offer Day).** To accept or decline your offer you should log back in to your eAdmissions account and select the 'View outcome of application and respond' button.
- Please ensure you keep Croydon Council informed of any changes in circumstance. After the closing date you must contact Croydon Council to inform us of any changes, e.g. change of address or contact details.

### Help

- Each page of the application has a dedicated help page, which can be accessed by selecting the 'help' button.
- If you have any technical problems regarding the online admissions website please call London Grid for Learning on [ 020 8255 5555
- If you do not have access to a computer or need help with using the online process please contact Croydon's Admissions Team on Tel. 020 8726 6400.

Parents are strongly encouraged to use the on-line application process. There are many benefits of using the on-line process:

- it is quick and easy – and you can complete your application form over several sessions
- supplementary information forms, and medical forms, where required to support your application, are all available on-line too
- you don't have to post the forms - the only thing you may have to post is documentary evidence, where this is required to support your application
- you will receive email and text message updates to let you know how your application is progressing
- you can make changes to your application once you have submitted it, prior to the closing date
- you have up until 11:59pm on 15 January 2018 to

submit your primary application

- you can see the results of your application from the evening of 16 April 2018
- you will also receive an email with the results of the application later that day.

You must also complete and submit a paper copy of the supplementary information form where required by individual schools. Schools in Croydon that need you to complete supplementary forms are listed in the 'Admission to primary schools 2018/2019' prospectus. Check the closing dates for receipt of the forms with the schools concerned.

**A supplementary information form will NOT be considered on its own: you MUST also include the school as a preference on the online application form.**

If you are applying on medical grounds you must supply all your supporting medical documents at the time of your application or by sending the supporting documents direct to Croydon Council before 15 January 2018.