

Applying online

The online facility opens on 1 September 2019 and is available 24 hours a day, 7 days a week until 11.59pm on **31 October 2019**. 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.
- 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.
- Attend secondary schools' open days/evenings
- 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 in the last 3 years 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 or if you last used the website over 3 years ago you **must** register to apply online.
- You will need an email address to register.
- It is important that you register well before the deadline, in case there are any problems making your application. **The closing date is Thursday 31 October 2019.**
- If you already have an email address you should set your junk/spam mail filter to 'Standard' so that emails from eAdmissions go straight to your inbox. **You should check your junk/spam 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 and chosen your password, you will be sent an email with your **username** and instructions to follow to validate your email address.
- The email will also contain a link which will take you to the eAdmissions log in page to start your application.

- **Please keep your username and password 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 2 March 2020.**

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 **and update them straight away.**
- You must tick the mandatory box to confirm that your details are correct.
- You must tick the mandatory box to confirm that you have read and agree to the Privacy Policy.
- Then select the 'Save and continue' button to move on to the application process.

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 'Next' button. **(PLEASE USE YOUR CHILD'S LEGAL NAME AND SURNAME AS SHOWN ON HIS PASSPORT OR BIRTH CERTIFICATE).**
Please remember
- **Child's current school:** Please select the primary 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 the medical criterion 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.
- Please be aware that not all schools have a medical 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 'Next' 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 (including changes to your details or your child's details) 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 national offer day.
- You can also see the results of your application from the evening of 2 March 2020. 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 2 March 2020 (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.