# APPLY ON TIME FOR SCHOOL

**A guide for Brent parents to help you apply on time and online for a school place starting September 2021.**

**Full information for parents/carers of children starting school in September 2021 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 2009 and 31 August 2010 | **Primary:** Apply for children born between 1 September 2016 and 31 August 2017<br><br>**Junior:** If your child is in year 2 at an infant school and born between 1 September 2013 and 31 August 2014, you must apply for a place at a junior school |
| **Deadline** | **31 October 2020** | **15 January 2021** |
| **Offer Day** | **1 March 2021** | **16 April 2021** |
| **School Starts** | **September 2021** | **September 2021** |

Apply now at **www.eadmissions.org.uk**

Brent

## 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** which 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 made a previous application on the eAdmissions system, you can use your email and password to log in. 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' button.

3. Enter your child's details and click 'Save and continue' after each section.

4. Click 'Add School' to choose your preferred schools. 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 'Continue' after each section and 'Add School' when you have finished adding additional information.

   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 the up or down arrows.

**7** Once all your preferred schools are listed click 'Confirm selection'. 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 top 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. 304-2021-09-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 you 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…
● Click on the Menu button in the top right corner of the page and choose 'Help' 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 to Friday 9am-5pm

### Late applications
If you miss the deadline to apply you can still submit your application on the eAdmissions website, but your application will not be considered until the second round of offers when we will only be able to offer places at schools that still have vacancies.

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

ParentComms

# Secondary School Open Events 2021

We recommend you attend the open events of the schools you intend to apply to which are being held in the autumn term, 2020.

| School | Open events | School | Open events |
|---|---|---|---|
| **Alperton Community School** | Open Evening: Wednesday 23 September 2020, 6pm Dates for Open Days will be announced in the Autumn Term.<br><br>Please see our website for details www.alperton.brent.sch.uk | **Michaela Community School** | Thursday 1 October 2020, 10.20am Thursday 1 October 2020, 10.50am Friday 9 October 2020, 10.20am Friday 9 October 2020, 10.50am Wednesday 14 October 2020, 5-6pm See website for full details and booking www.mcsbrent.co.uk |
| **Ark Academy** | Please check the website or contact school for open day date and time | **Newman Catholic College** | Thursday 24 September 2020, 4-7pm Tuesday 29 September 2020, 9.15-11am Wednesday 30 September 2020, 9.15-11am Thursday 1 October 2020, 9.15-11am Tuesday 6 October 2020, 9.15-11am Wednesday 7 October 2020, 9.15-11am Thursday 8 October 2020, 9.15-11am |
| **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.<br><br>Tuesday 15 September 2020, 5pm Tuesday 29 September 2020, 5pm | **North Brent School** | Tuesday 15 September 2020, 5.30-8pm |
| **Capital City Academy** | Wednesday 23 September 2020, 10am Wednesday 30 September 2020, 5pm Wednesday 7 October 2020, 10am Thursday 15 October 2020, 10am | **Preston Manor School** | Thursday 24 September 2020, 6–8.30pm Monday 28 September 2020, 9-11am Tuesday 29 September 2020, 9-11am |
| **Claremont High School Academy** | Wednesday 30 September 2020, 5pm | **Queens Park Community School** | Thursday 24 September 2020, 6-8.30pm See website for days and details www.qpcs.brent.sch.uk |
| **Convent of Jesus and Mary Language College** | Open Morning Events and Tours: Tuesday 22 September 2020, 9.15am-12.15pm Wednesday 23 September 2020, 9.15am-12.15pm Thursday 24 September 2020, 9.15-12.5pm Friday 25 September 2020, 9.15am-12.15pm | **St Gregory's Catholic Science College** | Thursday 17 September 2020, 3pm |
| **JFS** | Thursday 10 September 2020, 9-10.30am Wednesday 23 September 2020, 9-10.30am Wednesday 14 October 2020, 4-8pm | **The Crest Academy** | Wednesday 30 September 2020, 5pm See website for days and details www.crestacademy@e-act.org.uk |
| **Kingsbury High School** | Tuesday 29 September 2020, 5-7.30pm | **Wembley High Technology College** | Tuesday 15 September 2020, 5.30-8pm |