

APPLY ON TIME FOR SCHOOL

A guide for Brent parents to help you apply on time and online for a school place starting September 2022.

Full information for parents/carers of children starting school in September 2022 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 2010 and 31 August 2011	Primary: Apply for children born between 1 September 2017 and 31 August 2018 Junior: If your child is in year 2 at an infant school and born between 1 September 2014 and 31 August 2015, you must apply for a place at a junior school
Deadline	31 October 2021	15 January 2022
Offer Day	1 March 2022	19 April 2022
School Starts	September 2022	September 2022

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 3.

Also if you work in a school and have a USO account ending .XXX or a user account ending .uso please go to step 3.

4+2

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 Complete the 'Details' section, pressing 'Save and Continue' to progress.
- 4 Click 'Add school' to complete the Preferences section. Change the local authority if the school is outside Brent.
- 5 Add specific information about the school (e.g. brothers or sisters already attending)

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 Details or Preferences 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. 304-2022-09-E-001234)
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.



Further support and advice

Help logging in/registering ...

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

Help completing the online form...

- Click on the 'Help & Tutorials' button at the bottom of the eAdmissions home page 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
from 9am-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 or Google Play and register your username and password to receive important reminders and your school offer directly on your smartphone or tablet!



Secondary School Open Events 2022

We recommend you attend the open events of the schools you intend to apply to which are being held in the autumn term, 2021.

School	Open events	School	Open events
Alperton Community School	<p>Wednesday 29 September 2021 Parents can book an appointment online or via the school office for one of the three sessions held at 9:30 - 11:00, 13:00-14:30 or 17:00-19:30. See website for full details www.alperton.brent.sch.uk</p> <p>Location School Site Ealing Road, Wembley, Middlesex HA0 4PW</p>	Michaela Community School	<p>Thursday 23rd September 2021, 10:30am / 10:50am. Headmistress Talk and pupil guided tour. Book a place via website.</p> <p>Monday 4th October 2021, 5-6:15pm. Headmistress Talk every 15 minutes and meet teachers. Final talk is at 6:15pm.</p> <p>Friday 15th October 2021, 10:30am / 10:50am. Headmistress Talk and pupil guided tour. Book a place via website.</p> <p>See website for full details and booking www.mcsbrent.co.uk</p>
Ark Academy	Please check the www.arkacademy.org for further information.	Newman Catholic College	<p>Thursday 23 September 2021, 4 - 7pm See website for full details www.ncc.brent.sch.uk</p>
Ark Elvin Academy	<p>Tuesday 14 September 2021, 6pm Tuesday 28 September 2021, 6pm</p> <p>Also, every Wednesday between 9am and 10am. Wednesday visits must be prebooked. Please email info@arkelvinacademy to let us know when you wish to visit.</p>	North Brent School	<p>NO PLANNED OPEN EVENING Please see our website www.northbrentschool.co.uk for further details in September.</p>
Capital City Academy	<p>Thursday 30 September 2021, 5 - 7pm</p> <p>STUDENT - LED TOURS Thursday 8 July 2021 Wednesday 22 September 2021 Wednesday 6 October 2021 Thursday 14 October 2021 See website for full details www.capitalcityacademy.org</p>	Preston Manor School	<p>Monday 27 September 2021, 9 - 11am Tuesday 28 September 2021, 9 - 11am Thursday 23 September 2021, 6 - 8:30pm See website for full details www.preston-manor.com</p>
Claremont High School Academy	<p>Thursday 23 September 2021, 5pm See website for full details www.claremont-high.org.uk</p>	Queens Park Community School	<p>Wednesday 22 September 2021, 6pm See website for full details www.qpcs.brent.sch.uk</p>
E-Act Crest Academy	<p>Wednesday 15 September 2021, 4:30 - 6:30pm See website for full details www.crestacademy@e-act.org.uk</p>	St Gregory's Catholic Science College	<p>Thursday 16 September 2021, 3pm See website for full details www.stgregorys.harrow.scxh.uk</p>
JFS	<p>Wednesday 14 September 2021, 9 - 10.30am Wednesday 21 September 2021, 9 - 10.30am Tuesday 12 October 2021, 4 - 8pm, See website for full details www.jfs.brent.sch.uk</p>	St.Claudine's Catholic School for Girls	<p>OPEN EVENING Tuesday 21 September 2021 Individual family tours can be booked between 20 September 2021 to 20 October 2021.</p> <p>Contact admissions@stclaudines.co.uk to book. See website for full details www.stclaudines.co.uk</p>
Kingsbury High School	<p>Tuesday 28 September 2021, 5 - 7:30pm (Lower School Site - Bacon Lane) Followed by Open Mornings - to be confirmed. Please check the school website www.kingsburyhigh.org.uk - for further details and updates.</p>	Wembley High Technology College	<p>NO PLANNED OPEN EVENING Please see our website www.northbrentschool.co.uk for further details in September.</p>