

Ealing School Admissions Guide to Applying Online

The eAdmissions website opens on 1 September 2020 for the following applications:

- **Starting primary school (reception) in September 2021**
- **Transferring to junior school (Year 3) in September 2021**
- **Starting high school (Year 7) in September 2021**

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- **Set security questions**

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- **Details**
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Reset account

- **Forgot username/password**
- **Find username**
- **Reset password**

Registration

To register for an account to make an eAdmissions application, please visit the website www.eadmissions.org.uk and then choose the option to "Register"

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Create New Account

Completing this form will create a new account on the [eAdmissions website](#).

You can then easily find details about the schools maintained by the 33 London Local Authorities and Surrey County Council, and complete an application online.

Continue

Registration 1: Create New Account

You will be taken to the Registration section, where you will need to enter your details.

Please click "Continue" on this page.

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New Account

Please enter your details below.

Title *

Mr

First name *

John

Last name *

Smith

Postcode * [i](#)

SW1A 2AA

Search

☐ I am a Crown servant [i](#)

Continue

Please then select your address from the list that will appear.

Your address will now appear on the screen, and can be changed by clicking on the "Edit" button.

If you are a crown servant currently stationed abroad, please tick the "I am a Crown servant" box, otherwise click "Continue".

Registration 2: New Account

Please enter your Title, First name, Last name and Postcode. Once these have been entered, please click on the "Search" button to find your address.

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New Account

Please enter your details below.

Title *

Mr

First name *

John

Last name *

Smith

Postcode * [i](#)

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LONDON
SW1A 2AA

Edit

☐ I am a Crown servant [i](#)

Continue

Registration

Registration 3: Contact Details

On this screen you will need to enter your contact details.

Please enter your email address and at least one phone number before clicking "Continue".

Registration 4: Set password

You will now need to choose the password for your eAdmissions account. Please enter it the password box and then re-enter in the box below. The password complexity rules are displayed at the top of the screen.

Once your password has been entered, please review the privacy policies before ticking the box and then clicking "Create".

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Contact Details

These details will be used for communications from the eAdmissions system.

Email address *

Confirm email address *

Phone number * 

Home phone number

Work phone number

Mobile phone number

Continue

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Set Password

- The password must be between 6 and 12 characters long.
- Allowed characters:
 - all letters and numbers,
 - !\$^&(){};:-=_+[]{}/#.
- Password must not start with a special character.

Password *

Confirm Password *



I agree to the [Privacy Policy](#) and [Privacy Policy USO](#)

Create

Your account has now been created and you will receive an email to the email address supplied with a link to validate your account.

Set up your security questions by clicking "Setup Security Questions"

To help confirm your identity, if you forget your password and it needs to be reset, please configure your security questions.

Setup Security Questions

Registration

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Security Questions

These questions and answers will be used if you ever lose access to your account.

Security Question 1

What's your favourite colour? 

green

Security Question 2

What was the name of your first pet? 

felix

Security Question 3

What was your mother's maiden name? 

jones

 Save

Registration 5: Security Questions

Please select your security questions and your answers. Once set, security questions can be used to recover access to your eAdmissions account.

Once the questions and answers have been entered, please click "Save".

Security Questions Configured

Your username is **smith7776.uso**

Login to eAdmissions

The security questions have been successfully entered, please click "Login to eAdmissions".

Registration 6: Sign In

Your username will automatically be put in the username field for you and your password will need to be entered before clicking "Sign in".

Please make a note of your username as you will need to enter this the next time you log in.

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Username *

 smith7776.uso

Password *

 

Sign in

Email address not validated

Your email address has not been validated. You will not receive any further emails or be able to make an application until you have completed the validation process.

You would have received an email to **johnsmith@test.com** with a link to validate your account. If you have not received this, then please resend it below. Alternatively you can change your email address by clicking 'Continue' and then using the 'change details' button.

Resend validation email

Continue

Registration 7: Validate Email

If you have not validated your account please now find the validation email that has been sent to you and click on the link to validate.

Upon clicking the validation link in your email, you will be informed that it has been validated successfully and you will now be able to start an application.

Application - details

To start your application, click "Start Application" on your home page. If you need help with a particular question, please click on the "i" icon.

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Child details

Child's name must be as it appears on their birth certificate

First Name *

John

Middle Name

Junior

Last Name *

Smith

Date of Birth * [i](#)

01

09

2008

Gender * [i](#)



Boy



Girl

Address * [i](#)



Use your home address

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Save and continue

Details 1 Child Details

On this screen you will need to enter your child's name and date of birth. Please make sure the name is as it appears on their birth certificate.

You will also need to confirm their gender and that they live at your home address before clicking "Save and continue"

Please note that if your child lives at a different address you will need to provide a supporting document that confirms the living arrangements.

On the next screen you will need to confirm if your child is from a multiple birth (twin, triplet etc.) before clicking "Save and continue"

Please also tick the appropriate box if either of the following applies to your child:

Your child is in care of a local authority (are a 'Looked After Child' under the care of social services) or were in care of a local authority immediately prior to adoption, special guardianship order or child arrangements order. If ticked evidence from your social worker must be provided.

Your child has an Education, Health and Care Plan (EHCP).

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Child details continued

Is your child a twin or triplet etc. (multiple birth)? * [i](#)



Yes



No



Tick if child is currently, or has previously been, in care of a Local Authority [i](#)



Tick if child has an Education Health and Care Plan (EHCP) [i](#)

Save and continue

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Current school

Is your child currently attending a school/nursery? * [i](#)

- ☐ Attending a school/nursery
- ☐ Not currently attending school/nursery
- ☐ Educated at home
- ☐ Educated abroad

Save and continue

Details 2: Current School

Select the option that applies to your child before clicking "Save and continue".

If your child is not currently attending a school or nursery, is educated at home or educated abroad go to step 3.

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Current school

Is your child currently attending a school/nursery? * [i](#)

- ☒ Attending a school/nursery

Where is the school located? *

Ealing

Name of school *

Test School

- ☐ Not currently attending school/nursery
- ☐ Educated at home
- ☐ Educated abroad

[School/nursery not listed above?](#)

Save and continue

To enter your child's current school/nursery use the drop down box to select the borough that the school/nursery is located in.

Now choose the name of the school/nursery that your child attends from the list. before clicking "Save and continue".

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Current school

Is your child currently attending a school/nursery? * [i](#)

- ☒ Attending a school/nursery
- ☐ Not currently attending school/nursery
- ☐ Educated at home
- ☐ Educated abroad

Enter your child's current school/nursery or postcode *

Test School, W5 2HL

[Return to school selection](#)

Save and continue

If your child's school/nursery is not in the list check that the location is correct.

If the location is correct click on the link "School/nursery not listed above?" to enter the name manually.

Application - details

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Relationship details

Relationship to Child * [i](#)

Father [v](#)

Do you have parental responsibility? * [i](#)

☒ Yes ☐ No

[Save and continue](#)

Details 3: Relationship Details

Please confirm your relationship to the child by selecting the appropriate option in the drop down menu. You will also need to confirm if you have parental responsibility before clicking "Save and continue".

Please note: If you select "Other relative", "Other Contact" or do not have parental responsibility you must provide a supporting letter confirming the child's living arrangements.

Details 4: Second Contact

You can choose to add a second contact who can act on your behalf regarding the application by completing this section.

If you do not wish to enter a second contact tick the box before clicking "Save and continue".

Please note that admissions staff will not be able to discuss details of the application with anyone not entered as a contact on your application form.

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Second contact (optional) [i](#)

This person will be able to act on your behalf regarding this application.

First Name *

Jane

Last Name *

Smith

Relationship to Child *

Mother [v](#)

If you do not wish to enter a second contact for this application, then please tick the box below.

☐ I do not wish to enter a second contact

[Save and continue](#)

You have now completed the 'Details' section of the application and your child will be shown on your home page with the following links:

- [Edit child details](#)
- [Start new application](#)
- [Delete child details](#)

If you are ready to select your preference schools move on to the next steps. You can also exit and return later by selecting the "Start new application" link under your child's name on the home page.

Application - preferences

Preferences 1: Add School

You may apply for up to 6 different maintained schools in or outside the Borough of Ealing.

Click 'Add school' to begin adding your school preferences.

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School preferences for John Smith

List the schools you want to apply for. You can list up to SIX schools.

- Make sure you have read the Admissions Policy for each school you have listed.
- The Admissions Policy is the set of rules which will be used to decide the order in which children will be offered the available places.
- Make sure you list the schools in the order you prefer them. If you qualify for more than one school, you will only be offered the one which is higher on your list.
- Once you have selected your schools you will need to select 'Confirm selection'

Add school

Add schools

Find schools to add to your application from:

☒ List of schools  ☐ Map  ☐ Keywords 

Select a Local Authority

Ealing

Select a school

Test School

--- Please select ---

Cancel

Continue

You can search for schools in three ways.

Select "Map" to view schools by location
Select "Keywords" to search by the school name.

In this example we will select a school from the "List". First you will need to select the Local Authority where the school is located, then select the school from the list before clicking "Continue".

The next screen will provide you with information specific to the chosen school.

Please ensure that you read this carefully and follow any additional instructions on applying for the school before clicking "Continue".

Please note that some schools require you to complete a supplementary information form. This will be displayed here with details on how to complete the form.

If you do not follow the guidance your child will not be considered correctly against the school's criteria and you may miss out on a place.

Test School

Test School Avenue
London
W5 2HL

020 8888 8888
test@testschool.ealing.sch.uk
[School website](#)

Important School Information

Test School is an all through school, if your child is currently in Year 6 at the school you do not need to include Test School as a preference on your high school application. Your child has an automatic transition to Year 7.

Admissions Criteria

You should make sure you have read and understood the admissions criteria for this school. Please use the following link if you need to re-read them.

[Local Authority Guidance](#)

Supplementary Information Form

Please follow the below link to download the supplementary information form from the Ealing Council website, this must be returned directly to the school by the closing date.

[Supplementary Form](#)

Change School

Continue

Application - preferences

Preferences 2: Add Sibling

You will need to confirm if there is a sibling who will still be attending the school before clicking "Continue". Please make sure that you read the definition of sibling before you select yes or no.

If you have selected "No" go to step 3.

Is there a sibling (brother or sister) who will be attending this (or a linked) school?

The words brother and sister refer to all blood, half, foster, step and adoptive brothers and sisters (not cousins) who live at the same home and in the same family unit as the child on a permanent basis, or for the majority of the time, in any calendar year.

☐ Yes ☐ No

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Continue

Sibling details

First Name *

Jenny

Middle Name

Middle Name

Last Name *

Smith

Date of Birth *

01

02

2007

Gender *



Boy



Girl

Address * 



Use your home address

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Current school *

Test School



Back

Continue

After selecting "Yes" you will need to enter the sibling's name, date of birth, and gender. Please also check their address and select the school they attend from the drop down list before clicking "Continue".

If there is more than one sibling attending the school please give details of the youngest child (not in the nursery).

Please note: If you do not provide the siblings details in this section your child will not be considered for sibling priority and you may miss out on a place at your preferred school.

Application - preferences

Exceptional Medical or Social Reasons

Confirmed special medical reason which necessitates attendance at **Test School** (a letter from a qualified medical practitioner is required as proof of such a reason).

OR

Special personal circumstances relating to the student which necessitate attendance at **Test School** (supporting written evidence will be required from a professional e.g. social worker).

Please send supporting evidence directly to the school.

[Show less](#)

- ☐ No
- ☐ Medical
- ☐ Social
- ☐ Medical and Social

Reasons for Preference (Optional)

Only use the space below if you wish to give any reasons for your preference for this school. These might include religious, philosophical or any other reasons.

Please do not use this box to enter any exceptional, medical or social reasons or sibling (brother or sister) information. Please complete the relevant sections above.

(0 of 1000 characters used)

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[Add School](#)

Preferences 3: Medical/Social

Schools that award priority for exceptional medical or social circumstances as part of their criteria will provide a section for you to confirm if there is a medical or social reason that requires attendance at the school.

You will need to confirm either 'Medical', 'Social', 'Medical and Social' or 'No' before proceeding.

Please note that supporting documents must be sent to the school for your claim to be considered.

You have the option to give reasons for your preference for all schools, which you can enter into the space provided before clicking "Add School".

The school has now been added to your application.

Complete these steps for each school that you want to apply for before clicking "Confirm selection"

1st Preference

Test School Test School Avenue, London, W5 2HL

[Edit](#)

[Delete](#)

[Confirm selection](#)

Application - submit

Submit 1: Add Another School

If you have not used all of your 6 preferences you will be advised of this and given the opportunity to 'Add further Schools'. If you are happy with your preferences click "Continue"

You have only applied for TWO schools. You can apply for up to SIX schools.

- Adding more schools will not affect the outcome at schools you prefer more
- Include schools at which your child is most likely to qualify for a place
- This makes it more likely that you will be offered a school on your list.

Add another school

Continue

☒ I have read and accepted the above declaration

☒ I have read and accepted the Ealing Council [terms and conditions](#)

Submit application

Submit 2: Submit Application

Please make sure that you carefully read through all of the details in your application to ensure they are correct before proceeding.

You will need to read and accept the Declaration and the Ealing Council Terms and Conditions before clicking "Submit application"

Your application has now been submitted!

You have been sent a confirmation email for your records. If you haven't received the email please check your junk/spam folder.

Please ensure you read the email carefully for any additional requirements e.g. links to supplementary information forms.

Application reference: 307-2020-09-E-000027

Version: 1

Application date: 05/08/2020 12:41

Closing date: 10/08/2020 17:00

Outcome date: 12/08/2020 14:00

Please click the **Home** button to go to the home page. If you wish to attach the documents requested by your home Local Authority, please click the **Upload documents** button now. Alternatively, you can attach them before the closing date from 'Your home page' by selecting 'Attach a document'.

Home

Upload documents

Your application has now been submitted. You will be sent an email with your application details and reference number. This is your proof of having submitted an application, keep it somewhere safe.

You can choose to upload your documents now by clicking "Upload documents". You can also exit and return later by selecting the link "Upload documents" under your child's name on the home page.