Apply for your child's school place online

Online school admission applications are quick and easy to do. Follow the steps overleaf and you are ready to start your child's online application.
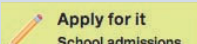
Use this space to record your unique user name, password and application reference number which you will use to make your application. It is important that you keep this information in a safe place as you will need these same details to log in if you plan to make any future online applications using eAdmissions.

User name

Password

Application reference number

Step 1: Getting started

- Before starting the online application please view Southwark's online 'Starting primary/secondary school 2014/15' brochure which can be found at **www.southwark.gov.uk/schooladmissions**. You may also want to print any pages from the brochure that you think you will need.

- To apply online go to **www.southwark.gov.uk/schooladmissions**

- Click on [Apply for it School admissions] to be taken to the eAdmissions webpage.

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

- **If you have previously used the eAdmissions website to apply for a school place for any of your children you do not need to register again. Please go to Step 3.**

- If this is the first time you are using the eAdmission 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 email account by reading our leaflet "Registering for an email account" which can be found at **www.southwark.gov.uk/schooladmissions** or can be requested by calling the school admissions team on 020 7525 5337.

- We recommend that applicants use GoogleMail if possible. However, if you already have an existing email account you should set your junk mail filter to 'Standard' so that emails from eAdmissions are directed to your inbox. You should also occasionally check your junk email folder to make sure that messages from eAdmissions are not directed there by mistake.

- Once you have registered on eAdmissions, you will be sent an email with your **username** and instructions for you to follow.

- Once you have followed the instructions you will be sent another email with your **password**.

- The email will also contain a link which will take you to the eAdmissions log in page to start your application.

- **Please go to Step 4** for guidance on how to complete your child's online application.

Step 3: What to do if you have previously applied online using eAdmissions

- You will need to click on **'Login to an existing account'** or **'User login'** and log in with the same user name and password that you used when you previously applied online.

- If you want to change any of your personal details e.g. your address, email or phone numbers please click on **'Edit your details'**. You can then make the necessary changes but you must ensure you click **'Save and continue'**.

- If you have forgotten your user name and password you must contact the technical support team by telephone on 020 8255 5555 (option 1) who will be able to assist you.
- **Please go to Step 4** for guidance on how to complete your child's online application.

Step 4: Completing the application

- Each page on your screen will explain what you need to do; there are guidance notes on the left to help you.
- When completing your child's details, you must select your child's current school from the drop down list. All Southwark schools will appear here and you should only type the school's name if it has not been listed.
- You must select the school you want for your first preference. You can apply for up to six schools. Please ensure that the correct school is selected especially when there are other schools with a similar name in the borough.
- It is your responsibility to check that your online application is fully completed and that you enter the details correctly. Failure to tick certain boxes, e.g. the sibling box will mean that the sibling criterion will not be considered.
- You must ensure that you click **'Save and continue'** each time you complete a page of the application.
- You can make changes to your online application up until the closing date. If you do go back and make further changes you must save and submit your application again before the closing date.

Step 5: Submitting the application

- When you have completed your application you must submit it by the closing date (**Secondary – 31 October 2013/Primary – 15 January 2014**).
- Use the **'Submit application'** button to submit your application.
- Once you have submitted your online application you will receive an email confirming details of your application and you will be given a unique **application reference number** similar to this: 210-2014-09-E-002100. If you do not receive a number it means your application was not submitted successfully and you must submit it again.
- After the closing date Southwark Council's school admissions team will accept the last submitted version of your application.

Important information

- If you are experiencing any problems with the website or cannot remember your password or user name you must contact the technical support team by telephone on 020 8255 5555 (option 1) who will be able to assist you.

- If the online application system does not recognise your postcode or address you must contact the Southwark school admissions team by email at **schools.admissions@southwark.gov.uk** or by telephone on 020 7525 5337 and our school admissions officer will be able to assist you.

- You **must** complete a supplementary information form (SIF) if the school you have listed as one of your preferences requires this. Please view the individual school's page within Southwark's 'Starting primary/secondary school 2014-15' brochure to check if a SIF is required.

- The SIF will be available from the schools and must be completed and returned directly to the school. Please check the individual deadline date for returning the SIF with each school.

- If you are providing additional information to support your application such as a social/medical letter make sure you submit these by post before the closing date of 31 October 2013.

- You **must** submit the final version of your online application form by the closing date (**Secondary – 31 October 2013/Primary – 15 January 2014**). eAdmissions closes at 23:59 hours on the day of the deadline.

What happens next?

- During the evening of the actual offer day (**Secondary – 3 March 2014/Primary – 16 April 2014**) you will receive an email informing you of your child's offer of a school place provided you submitted your application by the deadline.

- You will also be sent a detailed letter by first class post on the offer day which will provide more information on what to do next.