

Starting school 2020
Applying for a school place at
www.eadmissions.org.uk



From 1 September 2019 you can apply for a school place online

Who is this for?

Children born between 1 September 2015 and 31 August 2016 are due to start in a reception class in the year beginning September 2020. If your child is due to start school next year you should apply for a place now.

Before you start

Choosing a school

You need to decide which schools you want to apply to.

To help you do this, visit www.barnet.gov.uk/schooladmissions

- download a copy of the booklet 'A guide to primary education in Barnet 2020'
- arrange to visit the schools
- read the school prospectuses
- visit the school websites
- read the admissions criteria for the schools you are interested in

Registering online and logging in

Before you can register online you will need an email address

- register your details at www.eadmissions.org.uk
- create a password and get your username

Beginning your application

You are now ready to start your application

- login to your account and validate your email address
- have your Council Tax reference number ready as you will need to provide it

Entering your child's details

- select 'Start a new application for a child that is not listed below'
- enter your child's details and click 'Next'



Apply online at: www.eadmissions.org.uk For a quick, easy and secure application online

Adding school preferences

- select your preferred school from the list
- change the local authority if the school is outside Barnet
- click 'Add this school'
- answer the questions about the selected school (e.g. *whether there is a sibling at the school*)
- repeat these steps for each of your preferred schools

Submitting your application

The closing date for applications is 15 January 2020

- check your application carefully and make sure all the details are correct
- read and agree the declarations then click 'Submit Application'
- you will be given an Application Reference Number – 302-2020-09-E-XXXXXX
- an email confirmation will be sent, this is proof that you have successfully submitted your application

Making changes and attaching documents

- you can make changes and attach supporting information up to the closing date
- each time you make a change you must resubmit your application
- documents should be in JPG or PDF format and no bigger than 5MB
- if you are unable to scan a document you can attach a photograph of it

Offer day 16 April 2020

- you will be sent an email with the outcome of your application
- you can see your outcome details online in the evening
- you must respond within 14 days
- log into your account and select 'View Outcome and Respond'.



Use this space to record your username, password and reference number that you have used to make your application

Username

Password

Application
Reference Number

Further support and advice

Help registering or logging in:

tel: **020 8255 5555 – Option 1**

Help completing the application form:

Choose 'Information & Guidance' or 'eAdmissions tutorials' from the menu on the login page for guidance notes and step-by-step instructions

Help with anything else:

online: **www.barnet.gov.uk/schooladmissions**

tel: **020 8359 7651**

email: **school.admissions@barnet.gov.uk**



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