

# APPLYING ONLINE – STEP BY STEP GUIDE

## BEFORE YOU START

- **Decide your order of preference** before you start the online application.
- **Get an email address** – you need one to apply and you need to be able to access it in **March 2024**. If you don't have one go to [www.googlemail.com](http://www.googlemail.com) and click 'Create an account'.
- If you have trouble with computers **get a friend, relative or your child to help you make the application.**

## LOGIN OR REGISTER

01. Go to [www.eadmissions.org.uk](http://www.eadmissions.org.uk)



02. If you have applied before (e.g. for an older child), click 'Returning visitors' and login with your email and password from your previous application. **Skip to number 07 and check your details are still correct.**

If you can't remember your username or password, click 'Returning visitors' then click the 'Forgot username or password?' link.

03. If this is the first time you have applied you must register your details and email address. Click 'First time visitors'.

04. Follow the website prompts and enter your details.
05. You will be sent a confirmation by email. Open the email and click the link to validate your email address.

**Save this email for future reference** – you will need to log back into the system to make changes and on offer day.

06. Click the link in the email, enter your username or email address and password, then click 'Login'.

## CHILD DETAILS AND PREFERRED SCHOOLS

07. If you have applied before you must **check and update your details if they have changed** – particularly your address. Click on the purple 'My Account' button at the bottom of the screen, update any details as necessary then click 'Save'.

08. Click 'Start Application' button.



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### School preferences for

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

09. Enter your child's details and click 'Save and continue'.

### Add schools

Find schools to add to your application from:

☒ List of schools ☐ Map ☐ Keywords

10. Choose your preferred school from the list. Change the local authority if the school is outside Croydon. Click 'Add school'.

11. Add specific information about the school (e.g. brothers or sisters already attending) then click **'Next'**.
12. Repeat steps 10 & 11 to list more schools until you have listed all your preferences.
13. Change the order of preferences by clicking the up and down arrows by each school.
14. 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.

Details Preferences Submit Documents

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Add school

East London Science School Ground Floor Unit 1, The Clockmill House, Three Mill Lane, Sleaford, London, E3 3DU	Edit	Delete
Harris City Academy Crystal Palace Maberley Road, Upper Norwood, London, SE19 2JH	Edit	Delete
Harris Academy Wimbledon Whitley Avenue, Wimbledon Chase, London, SW20 9NS	Edit	Delete
Oasis Academy Shirley Park Shirley Road, Croydon, CR9 7AL	Edit	Delete

Add school Confirm selection

## FINAL CHECK AND SUBMIT

15. Check your application carefully. To make changes click **'Back'** at the top of the page.
16. Read and agree the declaration by clicking in the box.
17. Click **'Submit Application'**.
18. You will receive a confirmation email with your application reference number (e.g. 306-2018-09-E-001234). This email is proof that you have submitted your application successfully.

### Checklist

Before submitting this form, please ensure that you have:

- Read the admissions policy used to decide the order in which places will be offered at each school you have selected.
- Listed the schools in the order that you prefer them.
- Completed all relevant sections of this application.
- Checked whether any of the schools you have selected require a supplementary information form. These must be obtained and returned by the closing date.
- Made a note of any evidence that you may need to provide in support of an exceptional medical or social reason. You should attach evidence to this application after you have submitted it.
- Made a note of any evidence that you may need to provide in support of a child in care of a Local Authority or previously in care of a Local Authority. You should attach evidence to this application after you have submitted it.

### Declaration

By submitting this form I agree to the following:

- I have read the admissions guidance issued by the Local Authority for each school I have selected.
- I wish to apply for a place at each of the schools named above and have listed these in my order of preference.
- I will keep the Local Authority informed of **any** change of circumstances (e.g. change of address) and failure to do so may make this application invalid or lead to the offer of a place being withdrawn.
- I understand that the Local Authority may take steps to verify any information relating to this application.
- I understand that any false or deliberately misleading information given on this form and/or supporting information may make this application invalid or lead to the offer of a place being withdrawn.
- I understand that the Local Authority where I live is under a duty to protect the public funds it administers and may therefore share the information I have provided in this application within the Local Authority and with other bodies administering public funds, for the detection and prevention of fraud.

☐ I have read and accepted the above declaration

Submit application

## MAKE CHANGES AND ATTACH DOCUMENTS

- You can make changes and attach supporting information up to the closing date by logging into the system with your username or email address and your password.
- 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.
- You will also receive a confirmation email for each document you attach.

### YOUR APPLICATION DETAILS

Note your application details below for future reference and keep this information safe and secure

Email address:

Username:

Password:

Application Reference Number:

### HELP AND SUPPORT

If you need help logging into your online application or registering to apply online you can contact the London eAdmissions support helpdesk on 020 8255 5555 (option 1 or 4) or email [support@eadmissions.org.uk](mailto:support@eadmissions.org.uk)

If you have any other problems or questions please contact Croydon Council on 0208 726 6400