

Eliot Bank

**SECONDARY
TRANSFER MEETING**

Thursday 12 September 2019

APPLY ONLINE

Applying online is secure, fast and convenient.

Register at www.eadmissions.org.uk

This takes a few minutes & can be done anytime
from **1.9.19 to 31.10.19**

(We recommend you submit your form by 18.10.19)

NO PAPER APPLICATIONS – ask for help if you need it!

TIMETABLE

Secondary schools open for visits	Sep to Oct 2019
Closing date for applications	Thursday 31 st October 2019 We recommend that forms are submitted before Friday 18 October 2019 – Friday before half- term.
Results of applications	Monday 2nd March 2020 Applicants will receive an email after 5pm
Deadline for accepting your offer	Monday 16 th March 2020

USING EADMISSIONS

If this is the first time you are using the eAdmissions website, you must register to apply online. You will need an email address to register.

It is important that you register well before the deadline, in case there are any problems making your application. The closing date is 31 October for Secondary applications.

Once you have registered on the site, eAdmissions will send you an email with your username and instructions to follow. Follow the instructions and you will be sent a second email with your password.

Please keep these safe as you will need them to login and apply for any other children you have, and to see the outcome of your application. This will be published in March for Secondary applications.

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

STEP 1: ENTER YOUR CHILD'S DETAILS

The screenshot shows a web browser window with the URL <https://www.eadmissions.org.uk/eAdmissions/appjsessionid=D034F187430D3F586C24287F066F8A2A?component=newChildLink&page=UserHome&service=direct&session=T>. The page title is "Child Details".

Enter Child's Details

Select the underlined text for further information

First name

Middle name

Last name

Date of Birth (DD/MM/YYYY) 01 01 1990
Not valid for current admissions round

Gender Boy Girl

Use your home address

Council Tax Account Number for Child's home address

Relationship to child Select a relationship

Do you have parental responsibility Yes No

Is your child a twin or triplet etc. (multiple birth) Yes No

Tick if child is or has previously been in care of a local authority Child not in care

Tick if child has a statement of special educational needs

Child's current school/nursery Select a Local Authority

Select an option relating to your child's current school/nursery status At school/nursery Not currently attending school/nursery Educated at home Educated abroad School/nursery not listed

Enter school/nursery and postcode/country if not listed above

Optional - Second contact first name

Optional - Second contact

The browser's taskbar at the bottom shows the Windows Start button, icons for Internet Explorer, Google Chrome, and several utility icons. The system tray on the right shows the time as 08:52 on 08/09/2014.

STEP 2: ADD YOUR SCHOOL PREFERENCES

This system allows you to apply for any maintained schools in the 33 London Authorities and Surrey County Council.

For each school you select, you will be required to confirm the following information:

Sibling (brother or sister)

Exceptional medical reason

Exceptional social reason

The screenshot shows a web form titled "Add your school preferences (up to a maximum of 6)". It includes instructions to read the admissions policy and a warning not to log out before saving. The form has sections for "Apply for schools" (with a Local Authority dropdown set to "Lewisham" and a "Select a school" dropdown) and "Add a school using..." (with "Map" and "Keywords" buttons). A "Save and Continue" button is at the bottom, along with a "Back" button. The footer contains site information and logos for LONDON and ATOMWIDE.

Add your school preferences (up to a maximum of 6)

Please ensure you have read the admissions policy for each school you have selected.

Please do not log out before you have selected the 'Save and continue' button at the bottom of the page, otherwise your school preferences will not be saved.

Apply for schools

Select a Local Authority from the drop down list.

Lewisham

Select a school

Add this school [Help](#)

Add a school using...

Map [Help](#) [Keywords](#) [Help](#)

Save and Continue

Back

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STEP 3: CHECK AND SUBMIT APPLICATION

Check all of the details entered are correct on your application form before you submit it.

Read and tick the box to accept the declaration.

Finally submit your application select the '**Submit application**' button at the bottom of the page.

This takes you to the '**Confirmation**' page, where you will be given your '**Application reference number**' as well as any Local Authority specific information or supplementary information requirements.

You will receive an email confirmation. **Keep this email safe.**

SELECTION CRITERIA

Check for each school you are interested in. Below is the criteria from the admissions policy for community schools:

Priority is given to:

Children in public care

Children with a statement of special needs or EHCP

Children who have **exceptional** circumstances (severe medical or social need – but evidence is required)

Siblings

Nearness to school on distances measured in a straight line from home to school.

**SOME SCHOOLS HAVE ADDITIONAL CRITERIA AND
SUPPLEMENTARY APPLICATION FORMS TO COMPLETE**

PROCESS

Each of your 6 schools receives your application – **but** they will not know your ranking.

Each of the schools applies their admission criteria.

Each of the schools does/does not make an offer.

Each school sends their decision to the LA.

If more than one school has made an offer the LA looks at your preference list.

The LA offers you the school which is the highest ranked of your preferences.

OFFER DAY MONDAY 2 MARCH 2020

On offer day, your child will be offered **one** school place.

If they qualify for a place at more than one school on the list, **they will be offered a place at the school that comes highest out of those potential offers on their list of preferences.**

MAKING YOUR CHOICE:

You can apply to up to six schools, you don't have to but it is highly recommended that you do.

Please make sure you apply to your nearest community school somewhere in your list.

The order matters, because if you meet the criteria for more than one school, you will be offered the top one on your list.

Schools don't know what order you've chosen.

If you live in a borough other than Lewisham, you can apply to Lewisham schools. If you live in Lewisham you can include schools in other boroughs, but you must check their admissions criteria.

Some children do not get offered a place at one of their preferred schools. If that is the case, you will be offered a place at a school with a vacancy.

You do have the right of appeal, but not many appeals are upheld.

Don't think that you can sway things to get what you want.

The admissions criteria are adhered to rigidly. Don't let your determination to get our child into a particular school put your child through months of uncertainty. You cannot buck the system!

FINDING OUT

Read up on the schools – prospectus, website, data.

It's not just the results. Try to find out what value a school adds.

Visit schools you're interested in, but remember, they're putting on a show.

Just because you live close to it, doesn't mean it's bad. The grass isn't always greener.

Think about the travel on a cold, dark morning.

You might be aiming high, but don't be over ambitious (talk to the teachers), and don't stretch your children too far.

Think about **your** child – their aptitudes, friendships, personality.

Y6 SECONDARY SCHOOLS 2018/2019

Forest Hill School	25	Harris Boys East Dulwich	2
Sydenham School	26	Sydenham High School	2
Kingsdale	9	24 Other	24
Harris Academy (Crystal Palace)	3		
Prendergast School	2		
Prendergast Ladywell	2		
Trinity C.E. School (Lewisham)	2		
Norwood School	2		
St Dunstan's College	2		
St Joseph's College	2		

HELP!

Useful Websites

<https://lewisham.gov.uk/my services/education/schools/school-admission/applying-to-start-secondary-school>

Secondary School Admissions and Appeals

0208 314 8282

Email: secondaryadmissions@lewisham.gov.uk

Drop-ins to School:

Monday 14th October 2019 9.30 – 12.00

Wednesday 16 October 2019 2.00 – 4.00

Please contact the school office to arrange a time slot to complete an on-line application. Tel: 020 8699 0586



Applying to start secondary school in September 2020

Information about applying for a secondary school place, including how to apply, deciding which schools to apply for, admissions criteria and more.

[Get email alerts about applying for a 2020 school place](#) >

[See a map of school places offered last year](#) >

[Things to remember](#)

Watch a video about the important things to remember when you're applying for a secondary school place.

[Important dates](#)

Important dates for the admission process for children starting secondary school in September 2020.

[Open days](#)

Find out when school open days are for parents applying for secondary school places in 2020.