

APPLY ON TIME FOR SCHOOL

A guide for Brent parents to help you apply on time
and online for a school place starting September 2023

Full information for parents/carers of children starting school in
September 2023 can be found via www.brent.gov.uk/admissions.

	Transferring to Secondary school	Starting Primary school and transferring to Junior school
Who should apply?	Apply for children born between 1 September 2011 and 31 August 2012	Primary: Apply for children born between 1 September 2018 and 31 August 2019 Junior: If your child is in year 2 at an infant school and born between 1 September 2015 and 31 August 2016, you must apply for a place at a junior school
Deadline	31 October 2022	15 January 2023
Offer Day	1 March 2023	17 April 2023
School Starts	September 2023	September 2023

Apply now at www.eadmissions.org.uk



A Plan your application

- You need an **email address** to apply. If you don't have one go to **www.googlemail.com** and click 'Create an account'.
- **Decide** the schools you want to apply for before you start the application form online.
- **Read** the handbooks online at **www.brent.gov.uk/admissions** for detailed information about how to apply and Brent schools.
- **Visit** the schools
 - ◆ Open events for secondary schools are listed in this leaflet.
 - ◆ Telephone primary schools to arrange a visit.
- **List six preferences**
Listing only one school does not improve your chances.
- Include your **catchment area school** if you are applying for Primary schools. Find out your catchment area school online at **www.brent.gov.uk/admissions**

B Register and Login

- 1 Go to **www.eadmissions.org.uk**
- 2 Log in with your email and password from a previous application.

If you have used the eAdmissions system before to apply for a school place for any of your children you do not need to register again. Instead please go to Step 3.

Also if you work in a school and have a USO account ending .XXX or a user account ending .uso please go to step 3.

Follow the instructions and you will be sent a second email with your password. You must validate your email.

- 3 If this is the first time you have applied choose 'Create a new account'.
- 4 Enter your details and click 'Register'. You will be sent a confirmation by email. Open the email and click the link to confirm your email address.
- 5 You will be sent another email with both your username and password. Save this email for future reference. Click the link in this email, enter your username or email address and password, then click 'Login'.

C Child details and preferred schools

- 1 If you have applied before please check and update your details if they have changed.
- 2 Click the 'Start application' button.
- 3 Complete the 'Details' section, pressing 'Save and Continue' to progress.
- 4 Click 'Add school' to complete the Preferences section. Change the local authority if the school is outside Brent.
- 5 Add specific information about the school (e.g. brothers or sisters already attending)

Some schools will have a medical and/or social criterion that you may like your child to be considered for. You must tick the relevant box and attach supporting evidence. You can attach documents once you have submitted your application. If you do not provide the evidence to support your application, your request cannot be considered under that criterion.

6 Repeat steps 4 and 5 to list more schools until you have listed all your preferences. Change the order of the schools by clicking the up or down arrows.

7 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.



Further support and advice



Help logging in/registering ...

● Phone **020 8255 5555 – Option 1**
(eAdmissions Support)

Help completing the online form...

● Click on the 'Help & Tutorials' button at the bottom of the eAdmissions home page to view step by step instructions.

Help with anything else...

● Online
www.brent.gov.uk/admissions

● Email
school.admissions@brent.gov.uk

● Phone
020 8937 3110
Times: Monday to Friday
from 9am-5pm

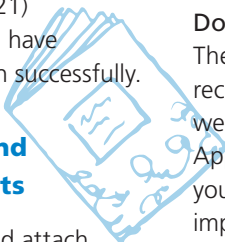


D Final check and Submit

1 Check your application carefully. To make changes click Details or Preferences at the top of the page.

2 Read and agree the declarations by clicking in the boxes then click 'Submit Application'.

3 You will receive a confirmation email with your application reference number.
(eg. 304-2023-09-E-654321)
This is your proof that you have submitted your application successfully.



E Make changes and Attach documents

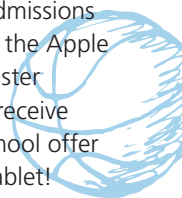
1 You can make changes and attach supporting information up to the closing date by logging into the system using your username or email address and your password.

2 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.

3 You will also receive a confirmation for each document you attach.

Download the app

The ParentComms app is an easy way to receive notifications from the eAdmissions website. Download the app from the Apple AppStore or Google Play and register your username and password to receive important reminders and your school offer directly on your smartphone or tablet!



Secondary School Open Events 2023

We recommend you attend the open events of the schools you intend to apply to which are being held in the autumn term, 2022.

School	Open events	School	Open events
Alperton Community School	Open School Day will take place on Wednesday 28 September 2022 . Further Dates for Open Days will be announced in the Autumn Term 2023. See website for full details www.alperton.brentsch.uk Location School Site Ealing Road, Wembley, Middlesex, HA0 4PW	Michaela Community School	See website for full details and booking www.mcsbrent.co.uk
Ark Academy	Please check the school's website www.arkacademy.org	Newman Catholic College	Open morning Tuesday 27 September 2022, 9.15am - 10.45am Wednesday 28 September 2022, 9.15am - 10.45am Tuesday 4 October 2022, 9.15am to - 10.45am Wednesday 5 October 2022, 9.15am - 10.45am See website for full details www.ncc.brentsch.uk
Ark Elvin Academy	Open Evening Tuesday 20 September 2022, 6pm Tours of the school every Wednesday at 9.30am. Must be prebooked through school website www.arkelvinacademy.org	North Brent School	Open Evening Tuesday 20 September 2022, 5.30pm - 8.30pm Please see our website www.northbrentschool.co.uk Location School Site East Lane, North Wembley, HA0 3NT
Capital City Academy	Open Morning Wednesday 6 July 2022, 10am - 11.15am Tuesday 12 July 2022, 10am - 11.15am Tuesday 20 September 2022, 09.15am - 10.45am Tuesday 4 October 2022, 09.15am - 10.45am Tuesday 11 October 2022, 09.15am - 10.45am Tuesday 18 October 2022, 09.15am - 10.45am Open Evening Thursday 29 September 2022, 5pm - 7pm See website for full details www.capitalcityacademy.org	Preston Manor School	Open Evening Thursday 22 September 2022, 6pm - 8.30pm Open Morning Monday 26 September 2022, 9am - 11am Tuesday 27 September 2022, 9.15am - 11am See website for full details www.prestonmanor.com
Claremont High School Academy	Open Evening Thursday 22nd September 2022, 5pm - 7.30pm See website for full details www.claremont-high.org.uk	Queens Park Community School	Open Evening Thursday 22 September 2022, 6pm See website for full details www.qpcs.brentsch.uk
E-Act Crest Academy	Open evening Thursday 29 September 2022, 5pm - 8pm Open morning Monday 3 October 2022, 9.15am - 10.45am, and 2pm - 2.45pm Tuesday 4 October 2022, 9.15am - 10.45am Wednesday 5 October 2022, 9.15am - 10.45am See website for full details www.crestacademy@e-act.org.uk	St Gregory's Catholic Science College	Open Evening Thursday 22 September 2022, 3pm - 7pm Open Morning Tours Friday 23 September 2022, 9.15am - 12.15pm Monday 26 September 2022, 9.15am - 12.15pm Tuesday 27 September 2022, 9.15am - 12.15pm Wednesday 28 September 2022, 9.15am - 12.15pm See website for full details www.stclaudines.co.uk
JFS	Open Morning Thursday 29 September 2022, 9.30am - 10.30am Thursday 10 October 2022, 9.30am - 10.30am Open Evening Wednesday 21 September 2022, 4pm - 7pm See website for full details www.jfs.brentsch.uk	St.Claudine's Catholic School for Girls	Open Evening Thursday 6 October 2022, 3pm See website for full details www.stgregorys.harrow.sch.uk
Kingsbury High School	Open Evening Tuesday 4 October 2022, 5.00pm - 7.30pm Please check the school website - www.kingsburyhigh.org.uk	Wembley High Technology College	Open Evening Tuesday 20 September 2022, 5.30pm - 8.30pm Please see our website www.northbrentschool.co.uk