

Secondary transfer 2018 application guide
Applying for a school place at
www.eadmissions.org.uk



Who is this for?

Children born between 1 September 2006 and 31 August 2007 are due to transfer from primary school to secondary school in September 2018. If your child is due to transfer to a secondary school next year you should apply for a place online 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 and follow the link to 'Secondary School Admissions'

- download a copy of the booklet 'A guide to secondary education in Barnet 2018'
- go to the open evenings
- read the school prospectuses
- visit the school websites
- read the admissions criteria for the schools you are interested in
- get advice from the Admissions Team.

Registering online

Before you can register online you will need an email address

- register your details at www.eadmissions.org.uk
- you will be sent an email with your login details
- make a note of your user name and password in the space provided on the next page.

Beginning your application

You are now ready to start your application

- login to your account
- this will take you to 'My school admissions' homepage
- select 'Start Application for New Child' and follow the on screen instructions
- have your Council Tax reference number ready as you will need to provide it.

Submitting your application

The closing date for applications is 31 October 2017.

When you have added your child's details and school preferences:

- use the 'Save and Continue' button to continue to the 'Check and Submit' page
- check all the details entered on your application
- complete your application by using the 'Submit Application' button
- once you have submitted your application successfully you will be taken to a 'Confirmation' page and you will also be sent a confirmation email with a summary of your application
- make a note of your application reference number in the space provided below
- you can attach supporting documents once you have submitted your application
- you can return and re-submit your application if you want to make any changes.

Offer day 1 March 2018

- 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

After you have submitted your online application, make a note of your application reference number

Applying online is quick and easy

- you can change your application as many times as you like before the closing date
- you can attach supporting documents
- the system is secure and your information is safe
- the system helps you by checking for errors
- the system is available 24 hours a day seven days a week up until the closing date
- you can register your mobile phone to receive reminder alerts.



Contact details

Admissions Team

Building 2, North London Business Park,
Oakleigh Road South, London N11 1NP
(No public access)

tel: 020 8359 7651

email: school.admissions@barnet.gov.uk

or visit www.barnet.gov.uk/schooladmissions