

APPLY ON TIME FOR SCHOOL

A guide for Brent parents to help you apply on time and online for a school place starting September 2025.

Full information for parents/carers of children starting school in September 2025 can be found at 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 2013 and 31 August 2014 | <p>Primary: Apply for children born between 1 September 2020 and 31 August 2021</p> <p>Junior: If your child is in year 2 at an infant school and born between 1 September 2017 and 31 August 2018, you must apply for a place at a junior school</p> |
| Deadline | 31 October 2024 | 15 January 2025 |
| Offer Day | 3 March 2025 | 16 April 2025 |
| School Starts | September 2025 | September 2025 |

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.

- 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.
- 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.

D Final check and Submit

- Check your application carefully. To make changes click Details or Preferences at the top of the page.
- Read and agree the declarations by clicking in the boxes then click 'Submit Application'.
- You will receive a confirmation email with your application reference number.
(eg. 304-2025-09-E-123456)
This is your proof that you have submitted your application successfully.

E Make changes and Attach documents

- 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.
- Each time you make a change you must re-submit your application. You will receive a confirmation email each time your successfully change your application.
- You will also receive a confirmation for each document you attach.

F 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

