

APPLY ON TIME FOR SCHOOL

A guide for Brent parents to help you apply on time
and online for a school place starting September 2024.

Full information for parents/carers of children starting school in
September 2024 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 2012 and 31 August 2013	Primary: Apply for children born between 1 September 2019 and 31 August 2020 Junior: If your child is in year 2 at an infant school and born between 1 September 2016 and 31 August 2017, you must apply for a place at a junior school
Deadline	31 October 2023	15 January 2024
Offer Day	1 March 2024	16 April 2024
School Starts	September 2024	September 2024

Apply now at www.eadmissions.org.uk





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**



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'.



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. 304-2024-09-E-001234)
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

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 2024

We recommend you attend the open events of the schools you intend to apply to which are being held in the autumn term, 2023.

School	Open events
Alperton Community School	Open School Day will take place on Wednesday 27 September 2023. Further Dates for Open Days will be announced in the Autumn Term 2024. See website for full details www.alperton.brent.sch.uk
Ark Academy	Monday 2 October 2023, 9am. Tuesday 3 October, 9am. Wednesday 4 October, 9am. Thursday 5 October, 5pm - 7pm. See school's website for more details www.arkacademy.org
Ark Elvin Academy	Please check the school's website www.arkelvinacademy.org
Claremont High School Academy	Open Evening Thursday 21 September 2023, 5pm - 7.30pm. See school's website for more details www.claremont-high.org.uk
E-Act Crest Academy	Open Evening Wednesday 27 September 2023, 5pm - 8pm. Open Morning Week beginning Monday 2 October 2023. See school's website for more details www.crestacademy.e-act.org.uk
Harris Lowe Academy Willesden	Open Week Tours Monday 25 September 2023, 9am - 10:30am. Tuesday 26 September 2023, 9am - 10:30am. Wednesday 27 September 2023, 9am - 10:30am. Monday 2 October 2023, 9am - 10:30am. Tuesday 3 October 2023, 9am - 10:30am. Friday 4 October 2023, 9am - 10:30am. Open Evening Thursday 28 September 2023, 5pm - 7pm. See school's website for more details www.harrislowewillesden.org.uk
JFS	Open Morning Wednesday 27 September 2023, 9am - 10.45am. Wednesday 18 October 2023, 9am - 10.45am. Open Evening Wednesday 20 September 2023, 4pm - 7pm. See school's website for more details www.jfs.brent.sch.uk
Kingsbury High School	Open Evening Tuesday 26 September 2023, 5pm - 7:30pm. Open Morning arrangements will be confirmed on the website in September. See school's website for more details - www.kingsburyhigh.org.uk

School	Open events
Michaela Community School	Open Events Thursday 21 September, 10.30am - 12.00pm. Monday 2 October, 5.00pm - 6.30pm. Friday 6 October, 10.30am - 12.00pm. Online booking at www.mcsbrent.co.uk
Newman Catholic College	Open Morning Tuesday 19 September 2023, 9.15am - 10.45am. Thursday 21 September 2023, 9.15am - 10.45am. Tuesday 26 September 2023, 9.15am - 10.45am. Thursday 28 September 2023, 9.15am - 10.45am. Tuesday 3 October 2023, 9.15am - 10.45am. Thursday 5 October 2023, 9.15am - 10.45am. After School Tours Wednesday 20 September 2023, 4pm - 5pm. Wednesday 27 September 2023, 4pm - 5pm. Wednesday 4 October 2023, 4pm - 5pm. Open Evening Thursday 12 October 2023, 5pm - 8pm. Please check website for full details www.ncc.brent.sch.uk
North Brent School	Open Evening Tuesday 19 September 2023, 5.30pm - 8.30pm. See school's website for more details www.northbrentschool.co.uk
Preston Manor School	Open Morning Monday 25 September 2023, 9:15am - 11:00am. Tuesday 26 September 2023, 9:15am - 11:00am. Open Evening Thursday 21 September 2023, 6pm - 8:30pm. See school's website for more details www.preston-manor.com
Queens Park Community School	Open Evening Thursday 21 September 2023, 6pm. See school's website for more details www.qpcs.brent.sch.uk
St Gregory's Catholic Science College	Open Evening Thursday 5 October 2023, 3pm. See school's website for more details www.stgregorys.harrow.sch.uk
St.Claudine's Catholic School for Girls	Open Morning Tours Tuesday 19 - Friday 22 September 2023, 9.15am - 12.15pm. Open Evening Monday 25 September 2023, 3.30pm - 7pm. See school's website for more details www.stclaudines.co.uk
Wembley High Technology College	Open Evening Tuesday 19 September 2023, 5.30pm - 8.30pm. See school's website for more details www.northbrentschool.co.uk