



Brentfield Primary School

Children of Today, Champions for Tomorrow

Brentfield Primary School
41 - 43 Meadow Garth
Neasden
London
NW10 0SL

Head Teacher: Nicola Harmer
Telephone: 020 8965 5326
Email: admin@brentfield.brent.sch.uk

9th January 2025

Dear Nursery Parent/Carer,

**Nursery to Reception Transfer - September 2025
(For children born 1st Sept 2020 – 31st Aug 2021 & currently 3 – 4 years old)**

The transfer from Nursery to Reception class in September is NOT automatic.

You must therefore apply via *Brent School Admissions* for a Reception Class place for your child for September 2025.

The deadline for Reception Class applications is Wednesday 15th January 2025.

Applications must be made online at www.eadmissions.org.uk

If you have not yet applied for a Reception Class place for your child in September 2025, please read the attached leaflets and apply now using the link above.

Yours faithfully,

Brentfield Primary School
Admissions Team

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	Primary: Apply for children born between 1 September 2020 and 31 August 2021 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
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





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.

- 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.



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. 304-2025-09-E-123456)
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 your successfully change your application.
- 3 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.

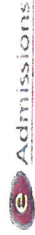
Help with anything else...

- Online
www.brent.gov.uk/admissions
- Email
school.admissions@brent.gov.uk
- Phone
020 8937 3110






Apply for your child's school place online at eadmissions.org.uk



Applying online for a school place is quick and easy. Follow the steps in this leaflet and you are ready to start your child's online application.

- Each screen will explain what you need to do; more information is available wherever you see this  icon, just click on it.
- 2 videos are available on the website to watch:
 - Creating a new account
 - Resetting your password and finding out your username

• All sections with a  need to be completed.

•  **Help** gives guidance on the following:



 **About** gives information on the following:



• When you first use the website you can download it as an app to the device you are using. Just follow the instructions.

Step 1: Getting started

- Before you start your online application, you will need to do some research.
- Visit your local authority's website for details about how applications are processed.
- Find schools in your area by using the Map.
- Read the admissions criteria for the schools you are interested in.
- Visit schools.
- Check how places were offered in previous years.
- You should check transport policies for local authorities (outside London).


Step 2: What to do if this is the first time you are applying online using eAdmissions

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

- If you used the eAdmissions website over 3 years ago you will need to register to apply online.
- 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.
- If you already have an email address you should set your spam/junk mail filter to 'Standard' so that emails from eAdmissions go straight to your inbox. **You should check your spam/junk email folder now and then to make sure that messages from the eAdmissions website are not sent there by mistake.**
- Register yourself on the eAdmissions website.
- Your username will be displayed on screen, make a note of it.

- You will then be asked to create your own **password**.
- Login to the eAdmissions website using the username and password that you have just created.
- You will be sent a validation email containing your **username** and instructions on how to validate your email address.
- The email will also contain a link which will take you to the eAdmissions login page to start your application.
- Please keep your username and password safe as you will need them to login and apply for any other children you have, and to see the outcome of your application. (It will be March for Secondary & 14/19 applications and April for Reception and Junior applications)
- You can opt to receive push notifications during the admissions process from an android phone or if you have an Apple device you can sign up to get notifications by downloading the 'ParentComms' mobile App.
- You can opt to receive text messages to your device during the admissions process, however you will not receive your outcome by text.
- It is important that you register well before the deadline in case there are any problems making your application. The closing dates are:
 - **31 October for Secondary & 14/19 applications**
 - **15 January for Reception and Junior applications**

Step 3: What to do if you have applied before using eAdmissions or you have just registered and received your username

- On the home page select 'Returning visitors' and enter your username and password.
- If you have forgotten your username we can re-send it to you, just select the 'Forgotten your user name or password?' link.
- If you have forgotten your password we can reset it and send it to you, just select the 'Forgotten your user name or password?' link.
- There is a video that you can watch, look out for the  icon

Step 4: Adding your child's details

- The next page is your home page called 'Your home page' Click 'Start application' button.
- Enter the details requested about the child you are making the application for on the 'Child details' page and select the 'Save and continue' button.

Please remember

Council tax account number: Some local authorities will ask you to provide this information for the address

where your child lives. For more information use the  icon.

Child's current school: Please select the school from the drop down list. Only type the name of the school in the box if your child is at a nursery school or you cannot see the current school name listed.

- **Twins or triplets:** If you have twins or triplets you must make an application for each child and tick the multiple birth box.

Step 5: Adding school preferences

- Add your preferences in the order you prefer them. **You can select up to six schools** (if you live in Surrey you can only select four preferences for Reception. Preferences for junior applications will vary, so please check with your Local Authority). Make sure you include the details of any brothers or sisters who will be attending one of the schools or linked schools you have applied for. If you do not tell us you may lose out on a place allocated under the sibling criterion.
Please be aware that not all schools have a medical or social criterion, please check before selecting your schools.
- If the schools you have selected allow medical or social criteria and you would like your child to be considered under this criterion you must tick the relevant box and attach supporting evidence. You can attach documents once you have submitted your application.

Important information


- **If you do not provide the evidence to support your application, your request cannot be considered under that criterion.**
- Some schools ask you to fill in extra forms called supplementary information forms (SIF). If you do not fill in these forms and/or send them direct to the relevant school, you risk your chance of getting a place at these schools.
- It is your responsibility to check that your online application is fully completed and that you have entered all details correctly. If you do not tick certain boxes or enter relevant information (for example sibling box) your application will not be considered under that criterion.
- Each time you fill in the information on a page, make sure that you select 'Continue'. Select  to add further schools to your application. When you have finished adding schools to your application then 

Step 6: Submitting your application

- Select the 'Submit application' button on the last page.
- After you have submitted your application you will receive an email confirming details of your online application. The email will list an application reference number similar to this: 123-2025-09-E-123456.
- If you do not receive a number it means your application was not submitted successfully and

you must login and select the 'Submit application' button again.

Editing/changing your application

- You can edit and make changes to your online application until the closing date, but for your most recent changes to be recorded you will need to  your application.

- Always keep your details and your child's details up to date on the website. You can do this on 'Your home page'.

Step 7: Attaching supporting evidence

Many local authorities need you to send them evidence to support your application. You can find out what each local authority needs by reading their information booklet about applying for school places or

the  **Local Authority Details**

- section, for example:
 - Confirmation of your child's address and their date of birth.
 - Evidence to support your application such as doctor's letters if you have applied under the medical criterion.
 - Evidence to confirm your child was looked after or previously looked after.
 - Evidence to confirm that you are a crown servant.
- **If you have ticked any of the categories above and do not provide evidence to show this, your local authority is unlikely to take this into account when making allocations.**

What happens next?

- If you submitted your application by the closing date you will be sent the outcome of your application during the evening of the published national offer day.
- You should respond within 14 days. There are 2 ways to do this:
 1. Use the reply button in the email that you will receive during the evening. It will take you to the eAdmissions website, log in and respond.
 2. Return to eadmissions.org.uk, log in and select view outcome and respond.
- Some local authorities do not send letters if you have applied online. Check your local authority's details on the left hand side of the 'My school admissions' page.

Receipt details

Use the space below to record your application reference number, you may need to refer to this at a later date.

Application Reference Number: