Grazebrook Primary School
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Executive Headteacher: Mrs Michelle Thomas
Headteacher: Ms Jess Hutchison

Tuesday 26th September 2017

Dear Parents / Carers

Reception Class Admissions

If your child's date of birth falls between 1 September 2013 and 31 August 2014, then your child is due to start Reception in September 2018.

Along with this letter you should also receive a 'Brief Guide For Parents of 3 and 4 Year Olds' (this also available to view online at www.learningtrust.co.uk) which provides a wealth of information to assist you when making decisions regarding the schools that you may wish to visit with your child.

This year the Hackney Learning Trust would like everyone to make their applications on-line.

If parents are happy to go ahead and complete the applications themselves that is fine, but you must have an email address, this is so that you can receive email confirmation of your submitted application and any reminders that may be sent from eadmissions.

For parents who are happy to complete their own application form/s please visit:

- www.eadmissions.org.uk

Here are a few tips that will help you to complete your application:

- Click 'Register to apply online' and enter your user details-to apply online both the parent and child's home addresses need to be entered – enter postcode and click –'Find Address', you will then get a drop down page of addresses under that postcode for you to select one.

- Complete the other boxes and then click-'Register to complete registration'.

- Once you have registered you will be sent your first email which will contain your user name, on the same email you then have to click the link that they give you which takes you back to the edamssions site, once you have clicked that link you will then be sent another email which will have your password, this does take a few minutes to come through.

- Once you have both your user name and password you can carry on to 'completing and application'

- Click 'Add a child' then click on 'save and continue' to move to Step 2 –'Apply for school's and then Step 3 'Check and submit application'

- Your information will be saved at each step whenever you select the 'save & continue' or 'save & exit' button at the bottom of each page.

- The 'check and submit application' page allows you to preview your application before you make a formal submission.

- You must formally submit your application by accepting the declaration on the 'check & submit application' page and selecting the 'submit application' button, before the closing date which is 15 January 2018.

- The final confirmation page is proof that your application has been successfully submitted. This page will show your application reference (e.g. 204-2009-E09-E-123456).

- You will be sent email confirmation upon submission or your completed application, **please print a copy of this and give to Lisa in the school office.**

- Viewing the outcome of your application. Hackney parents can view the outcome of their application online on 16 April 2018 by visiting: www.eadmissions.org.uk . Parents will be sent an email reminder shortly before the outcome of their application is available to view online.

The above looks a little daunting but once you are on the website it is quite straightforward and you are welcome to call the school office who will be happy to help you with any queries you may have.

For those parents who may not have access to the internet or would just like a bit or reassurance when completing their forms you are welcome to come in to school and we can complete the application together in the IT suite.

If you would like to come in to school to complete your on-line application please contact Lisa in the school office who will be happy to arrange a day and time that is suitable for you.

Yours sincerely

Jess Hutchison
Headteacher