



**Grazebrook Primary School**  
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*Interim Executive Headteacher: Ms Nicole Reid*  
*Headteacher: Ms Jess Hutchison*

Thursday 6th September 2018

Dear Parents / Carers

## **SECONDARY TRANSFER**

The time for applying for your child's secondary school has arrived!

Along with this letter you should also receive a brief guide for Parents of Children in year 6. The Learning Trust would like everyone to make their applications on line by 19<sup>th</sup> October 2018.

There is a full guide available at: [www.learningtrust.co.uk/secondaryguide](http://www.learningtrust.co.uk/secondaryguide)

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

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

- [www.eadmissions.org.uk](http://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. You then have to click the link on this email which takes you back to the e-admissions site. Once you have clicked this link you will 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 schools' 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.

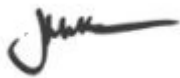
- You must formally submit your application by accepting the declaration on the 'check & submit application' page and selecting the 'submit application' button, before the closing date which is 19<sup>th</sup> October 2018.
- The final confirmation page is proof that your application has been successfully submitted. This page will show your application reference (e.g. 204-2009-E09-E-123456).
- You will be sent email confirmation upon submission of your completed application, **please print a copy of this and give to Lisa in the school office.**
- Hackney parents can view the outcome of their application online on 1<sup>st</sup> March 2019 by visiting: [www.eadmissions.org.uk](http://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 of reassurance when completing their forms you are welcome to come into school and we can complete the application together.

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