



Grazebrook Primary School
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Executive Headteacher: Ms Nicole Reid
Headteacher: Mrs Katie Beecroft

Tuesday 15th September 2020

Dear Parents / Carers

Reception Class Admissions

If your child's date of birth falls between born between 1 September 2016 and 31 August 2017, then your child is due to start Reception in September 2021.

To complete your child's school application please visit:

- www.eadmissions.org.uk – the closing date for applications to be submitted is **15th January 2021**.

The admissions team at Hackney Learning Trust are hosting online information sessions that families can attend using a smartphone, tablet, laptop or desktop computer.

Please visit education.hackney.gov.uk/primarybriefings for the dates and more information.

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 eadmissions 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 2021**.

- 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.
- Viewing the outcome of your application. Hackney parents can view the outcome of their application online on **Friday 16th April 2021** 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.

Yours sincerely

A handwritten signature in black ink that reads "Katie Beecroft". The signature is written in a cursive style and is set against a light grey rectangular background.

Katie Beecroft
Headteacher