



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

Thursday 10th September 2020

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 **31st October 2020**.

There is a full guide available at: education.hackney.gov.uk/secondaryguide

There will be online briefings that you can access from home – visit this website for more information: education.hackney.gov.uk/secondarybriefings.

Should you wish to contact the Hackney Education Team the number is: 0208 820 7000 or email: secondary.transfer@hackney.gov.uk

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

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 **31st October 2020**.
- 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 **Monday 1st March 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



Katie Beecroft
Headteacher

