

**Grazebrook Primary School**  
**Lordship Road, London N16 0QP**  
**Telephone: 0208 802 4051**  
**Fax: 0208 442 5202**  
**[contacts@grazebrook.hackney.sch.uk](mailto:contacts@grazebrook.hackney.sch.uk)**

*Executive Headteacher: Mrs Michelle Thomas*



Tuesday 15<sup>th</sup> September 2015

Dear Parents / Carers

### **Reception Class Admissions**

**If your child's date of birth falls between 1 September 2011 and 31 August 2012 then your child is due to start Reception in September 2016.**

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, you will need to 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](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, 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 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 15<sup>th</sup> January 2016.
- 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 office along with a copy of your child's birth certificate or medical card to show date of birth, a copy of child tax credit or child benefit letter (if you haven't got one please contact HM Revenue and Customs on 0845 302 1444, a council tax bill or housing benefit letter and a utility bill received within the last 2 months (gas, water, electric, landline phone bill or TV licence ). We are obliged to collect all information from parents after they have submitted their applications.**
- Hackney parents can view the outcome of their application from Wednesday 18th April 2016 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 in to school and we can complete the application together. When you come in to school to complete the applications please also bring along your documents to be submitted with the application **(listed above)** which we will have to send on to the Hackney Learning Trust. Also, if you already have an email account please ensure you bring in your username and password so we can access this whilst completing the application

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

Michelle Thomas  
**EXECUTIVE HEADTEACHER**

