



Woodberry Down Community Primary School

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Executive Headteacher: Mrs Michelle Thomas

Headteacher: Mr Derek Hewie

Friday 9th September 2016

Dear Parents / Carers

SECONDARY TRANSFER

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

Along with this letter you will also receive a list of all the Secondary Schools Open Evenings and a Secondary School Guide which provides a wealth of information to assist you when making decisions regarding the schools will also be sent home within the next few days.

This year the Learning Trust would like everyone to make their applications online.

If you 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.

If you 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 **28th October 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 Sheila in the office along with a copy of your Council Tax Bill and Utility Bill (gas or electric bill). We are obliged to collect all information from parents after they have submitted their applications.**
- You will be able to view the outcome of your application online on Tuesday 1st March 2017 by visiting: www.eadmissions.org.uk . An email reminder will be sent shortly before the outcome of applications are 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.

If you do 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 form together in the office. When you come in to school to complete the applications please also bring along your **council tax bill** and **utility bill** (gas or electric) which we will have to send on to the Learning Trust.

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

Sally Sawdon
Assistant Headteacher
Y6 Class Teacher

