



APPLY FOR A SECONDARY SCHOOL PLACE 2023

A GUIDE FOR PARENTS OF CHILDREN IN YEAR 6



WHO?

Apply if your child was born between **1 September 2011** and **31 August 2012**.

WHEN?

Apply before **31 October 2022**.
Offer day is Wednesday 1 March 2023.

HOW?

Apply online at www.eadmissions.org.uk
Follow the step-by-step instructions in this guide.

ACT NOW!

Get more information

Read this guide carefully and get more information online at education.hackney.gov.uk/secondaryguide

View an online video briefing using your smartphone, tablet, laptop or desktop computer. Visit education.hackney.gov.uk/secondarybriefings for more information.

Find your local schools

Use the map at the back of this guide or you can find schools near your home online at map.lgfl.org.uk/eAdmissions/

Open events are listed on pages 10 and 11.

Decide the order of your preferences

You should list more than one school (maximum 6). Listing only one school does not mean you will be offered a place.

The order is important. List your favourite school as the first preference, then your next favourite school as your second preference and so on. Listing a school as your first preference does not increase your chance of being offered a place.


Each school is given equal consideration regardless of where you list it in your preferences. The order of your preferences will only be considered if your child qualifies to be offered more than one place.

Hackney Education is the department within Hackney Council that is responsible for Hackney's children's centres, schools and early years providers. Our vision is to provide excellent education for every child and young person.




Welcome to eAdmissions

First time visitors
Create a new account.




Register

Returning visitors
Sign into an existing account.



Sign in

Find schools
In your area.



Find

Important information

From the 1st September 2022 you can apply for a school place for September 2023. You can apply for a place in:

- A Primary school (Reception)
- A Junior school (Year 3)
- A Secondary school (Year 7)
- A University Technical College (Year 10)

. In some areas you can apply for a place in:

- A Nursery class or school (Age 3+)

If you require a school place for your child now (In Year) please contact your home Local Authority.

To make changes to your application login to your eAdmissions account and click on:

- Edit child's details to change your child's information, at any time (you may need to speak to your home Local Authority about changing the date of birth and the address.
- Edit selected schools to change the school. [Please click here to see details on how to install eAdmissions on your device!](#) If you need help please contact your home Local Authority.

Parent Workshop – 12th October 345 – 430 if help with device is needed



APPLYING ONLINE – STEP BY STEP GUIDE

BEFORE YOU START

Decide the order of your preferences before you start the online application.

Get an email address – you need one to apply and you need to be able to access it in March 2023. If you don't have one go to www.googlemail.com and click 'Create an account'.

Get help if you have trouble with computers. Ask a friend, a relative, your child or their school to help you make the application.

LOGIN OR REGISTER

01. Go to www.eadmissions.org.uk

02. If you have applied for an older child in the last 3 years choose 'Sign in'. Enter your email and password from your previous application and click 'Sign in'. If you can't remember your username or password click 'Forgot username or password?' and follow the instructions.

→ **Skip to step 09**

03. If this is the first time you have applied or you applied more than 3 years ago you must register your details and choose your password. Click 'Register'.

04. Enter your name and postcode then click 'Search'. Click the down arrow next to 'Please Select Address' and click on your address from the drop down list. Click 'Continue'.

Enter your email address and contact phone numbers. Click 'Continue'.

05. Enter the password of your choice and click the box to agree the privacy policies. Click 'Create'.

Note down your password and username from the confirmation screen in the space provided on the opposite page.

06. Check your email - you must confirm your email address before you can make your application. Click the link in the confirmation email from noreply@eadmissions.org.uk

07. After you click the validation link a confirmation message appears and you can sign in with your username and password to continue your application.

08. Click 'Start Application'. → **Skip to step 11**

09. You must check and update your details if they have changed. Click 'Change details' if you need to make changes. When your details are correct tick the boxes to confirm and to agree the privacy policy at the bottom of the page, then click 'Confirm details'.

10. If your child is already listed then click 'Edit child details' in the section under their name. If they are not listed click the 'Start Application' button at the top of the page.

CHILD DETAILS AND PREFERRED SCHOOLS

11. Enter your child's details and click 'Save and continue' at the bottom of each page. If your child was already listed you must confirm their details are correct. Make changes if required by clicking 'Change details'. Confirm everything is correct by clicking 'Save and continue'.

12. Click 'Add school'. You can select the school from a list, from a map or by searching for the name (keywords). Select the school from the list by clicking the small arrow at the end of the 'Select a school' box. Select a different local authority to apply for schools outside Hackney.

Confirm you selected the right school, read any important information and then click 'Continue'.

13. Answer the questions about your application for the school. Indicate if your child has brothers or sisters already attending, if they have medical/social reasons to attend the school or if you are a staff member, then click 'Add school'.

14. Repeat steps 12 & 13 to list more schools until you have listed all your preferences.

15. The schools you select show in preference order. The one you want the most should be at the top of the list. You can change the order by clicking the up and down arrows. You can edit the details you entered for a school or remove it from the list using the 'Edit' and 'Delete' options. When you have listed all your preferences and they are in your preferred order click 'Confirm selection'.

16. If you listed fewer than six schools you will get a warning message. Click 'Continue' if you are happy with your preferences or add more schools.

CHECK AND SUBMIT

17. Check the details of your application carefully. If you need to make changes click on 'Details' or 'Preferences' in the navigation bar at the top of the screen.

18. When your application is checked scroll to the bottom of the 'Check & Submit' page. Read and agree the declaration and Hackney Council terms and conditions by ticking the boxes.

19. Click 'Submit Application'. Note your Application Reference Number in the space provided on this page.

20. You will receive a confirmation email with your application reference number (e.g. 204-2023-09-E-001234). This email is proof that you have submitted your application successfully.

MAKE CHANGES AND ATTACH DOCUMENTS

- You can make changes and attach supporting information up to the closing date (31 October 2022) by signing into the system with your username or email address and your password.
- Each time you make a change you must resubmit your application. You will receive a confirmation email each time you successfully change your application.
- You will also receive a confirmation email for each document you attach.
- NEW:** You do NOT need to provide proof of your address. We will confirm your address against council tax and other council records.

HELP AND SUPPORT

If you need help logging into your online application or registering to apply online you can contact the London eAdmissions support helpdesk on 020 8255 5555 (option 1) or visit www.eadmissions.org.uk/support/step1

If you have any other problems or questions please contact the admissions team on 020 8820 7000 or email secondary.transfer@hackney.gov.uk

YOUR APPLICATION DETAILS

Note your application details below for future reference and keep this guide safe and secure.

Email address: _____

Username: _____

Password: _____

Application Reference Number: _____



OPEN EVENTS IN 2022

These open mornings and evenings at Hackney secondary schools are intended for students who will transfer from primary to secondary school in September 2023.

1. Cardinal Pole Catholic School
205 Morning Lane, E9 6LG
020 8985 5150
www.cardinalpole.co.uk
Thursday 22 September, 4.30-7.30pm
(Headteacher's speech at 5.00pm and 6.30pm, last entry 7.00pm)
Monday 26 September through to Friday 7 October from 9-10.15am (by appointment only)

2. City of London Academy, Shoreditch Park, 40 Hyde Road, N1 5JU
020 3011 2162
www.shoreditch.cola.org.uk
Thursday 13 October, 4.30-7.00pm
(Principal's speeches at 5.00pm and 6.00pm, last entry to the Academy at 6.30pm)
Thursday 6 October, 9-10.30am
(Principal's speech at 10.00am) and 11.00am-12.30pm (Principal's speech at 12 noon) (open morning by appointment only)
Please note, these are the only dates and times offered for visits by prospective applicants and their parents/carers.

3. Clapton Girls' Academy, Laura Place, Lower Clapton Road, E5 0RB
020 8985 6641
www.clapton.hackney.sch.uk
Tuesday 20 September, 9.15-10.30am
Thursday 29 September, 9.15-10.30am
Tuesday 4 October, 9.15-10.30am
(please arrive by 9.15am at the latest for a tour)
Thursday 6 October, 5-7.30pm
(Headteacher's speeches at 5.30pm and 6.30pm, last entry to the Academy at 7pm)

4. Haggerston School
Weymouth Terrace, E2 8LS
020 7739 7324
www.haggerston.hackney.sch.uk
Wednesday 28 September, 9-10.30am
Monday 3 October, 5-7.30pm
Wednesday 5 October, 9-10.30am

Wednesday 12 October, 9-10.30am
Wednesday 19 October, 9-10.30am

5. Lubavitch Senior Girls School
107-115 Stamford Hill, N16 5RP
020 8049 1899 ext 2003
www.lubavitchseniorgirls.com
Open mornings are held in September and October by appointment only.

6. Mossbourne Community Academy
100 Downs Park Road, E5 8JY
020 8525 5200
www.mca.mossbourne.org
Thursday 29 September, 4.30-7.30pm
(Last entry at 7.15pm)
Please note, this is the only date and time offered for visits by prospective applicants and their parents/carers.
The Principal's speech will be shown throughout the evening and available on our website from 29 September.

7. Mossbourne Victoria Park Academy
Victoria Park Road, E9 7HD
020 8510 4550
www.mvpa.mossbourne.org
Thursday 29 September, 4.30-8pm
(Last entry 7.15pm. Last Principal's speech at 7.30pm. Evening ends at 8pm)
Please note, this is the only date and time offered for visits by prospective applicants and their parents/carers.

8. Our Lady's High School
6-16 Amhurst Park, N16 5AF
020 8800 2158
www.ourlady.sch.uk
Friday 30 September through to Friday 14 October from 9.30-10.30am
(Please notify the school of your attendance by emailing officeadmin@olchs.co.uk)

Wednesday 28 September, 4-8pm (Last entry: 7.00pm. Headteacher's speech at 4.15pm, 6pm and 7.15pm)
Saturday 1 October, 10am-12noon

9. Skinners' Academy
Woodberry Grove, N4 1SY
020 8800 7411
www.skinnersacademy.org.uk
Wednesday 21 September, 4.30-6.30pm
(Tours. Principal's presentation at 4.45pm and 5.45pm)
Wednesday 12 October, 5-7pm
(Tours. Principal's presentation at 5.15pm and 6.15pm)
Thursday 13 October, 9-9.45am
(Tours. Final tour at 9.15am)

10. Stoke Newington School and Sixth Form, Clissold Road, N16 9EX
020 7241 9600
www.sns.hackney.sch.uk
Thursday 22 September, 9-10am
Thursday 29 September, 9-10am
(Open mornings by appointment only, email Year6Transition@sns.hackney.sch.uk)
Wednesday 5 October, 4-6.30pm

11. The Bridge Academy
Laburnum Street, E2 8BA
020 7749 5240
www.bridgeacademy.hackney.sch.uk
Tuesday 13 September, 4.30-7.30pm.
(Last admission 7pm)
Tuesday 20 and 27 September, 9-10am
(Last admission at 9.15am)

12. The City Academy, Hackney
Homerton Row, E9 6EA
020 8525 5440
www.thecityacademy.org
Tuesday 27 September, 5-8pm
(Last entry: 7.30pm)
Thursday 6 October

Friday 7 October
(By appointment via Eventbrite)

13. The Petchey Academy
Shacklewell Lane, E8 2FY
020 7275 1500
www.petcheyacademy.org.uk
Monday 26 September, 5.30-7.30pm
(Headteacher talks at 6-6.30pm and 7-7.30pm; tours between 5.30-6pm and 6.30-7pm)
Tours (by appointment only) every Thursday between 15 September and 20 October, 8.30-9.30am. Details on how to book on the academy's websites.

14. The Urswick School
Paragon Road, E9 6NR
020 8985 2430
www.theurswickschool.co.uk
Tuesday 4 October, 5.30-7.30pm
(Headteacher speaks at 6.15pm and 7pm. No booking required)
Tours of the school at 9.30am every Tuesday and Thursday between 20 September and 20 October
Contact the school by phone or email admin@theurswickschool.co.uk to book your tour.

15. Waterside Academy
317-319 Kingsland Road, E8 4DL
020 7617 7181
www.watersidecst.org
Tuesday 20 September, 4.30-7pm
School Tours every day from 8.30am.
Book a tour by visiting watersidecst.org/30/school-tours

16. Yesodey Hatorah Senior Girls School
Egerton Road, N16 6UB
020 8826 5500
www.yesodeyhatorah.org
Open mornings are held in September and October by appointment only.