



Admissions

Applying for Reception

2025-26

Who should apply?

- ▶ If your child was born between **1st September 2020 and 31st August 2021**, your child is due to start **Reception in September 2025**. All children are expected to start school in the reception year in September, if they will be 5 that school year.
- ▶ **You must apply even if your child is already attending the school's nursery.** There is no automatic right of transfer from the nursery class to the reception class in the same school, and attending a nursery class does not give any priority for admission to reception class at the same school. You must therefore make a separate application for a reception place. Please note that by applying you are not guaranteed that place will be offered so it is strongly advised you apply to six primary school in order of preference.

How to Apply

Apply ONLINE

www.eadmissions.org.uk

by midnight **15 January 2025.**

Visit www.eadmissions.org.uk to register or you can use the link from the Tower Hamlets website at [www.towerhamlets.gov.uk/ schooladmissions](http://www.towerhamlets.gov.uk/schooladmissions).

If you have applied for a school place before you should have an existing eadmissions account and login details. You can reset your password if you have forgotten it.

To start your online application please visit:

www.eadmissions.org.uk

You can also use the link from the Local Authority's website:

www.towerhamlets.gov.uk/schooladmissions

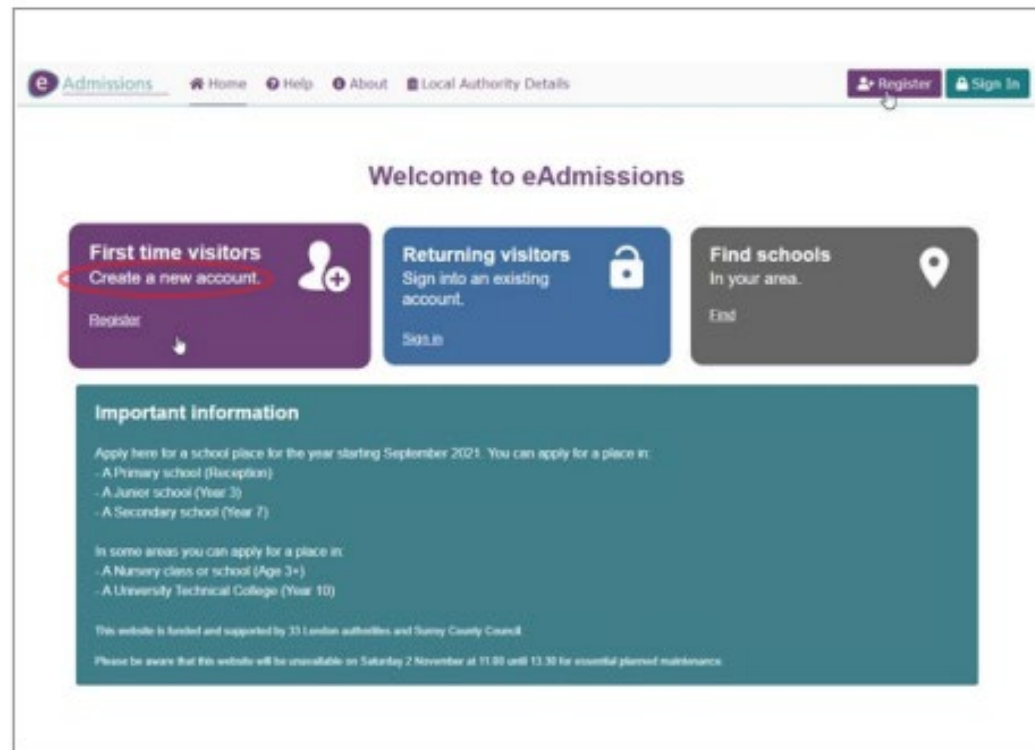


Registration

Go to **www.eadmissions.org.uk**

This will take you to the welcome page – click on 'Create a new account' – see figure 1.

If you have previously applied using the online system you will be able to log in without the need for registration.

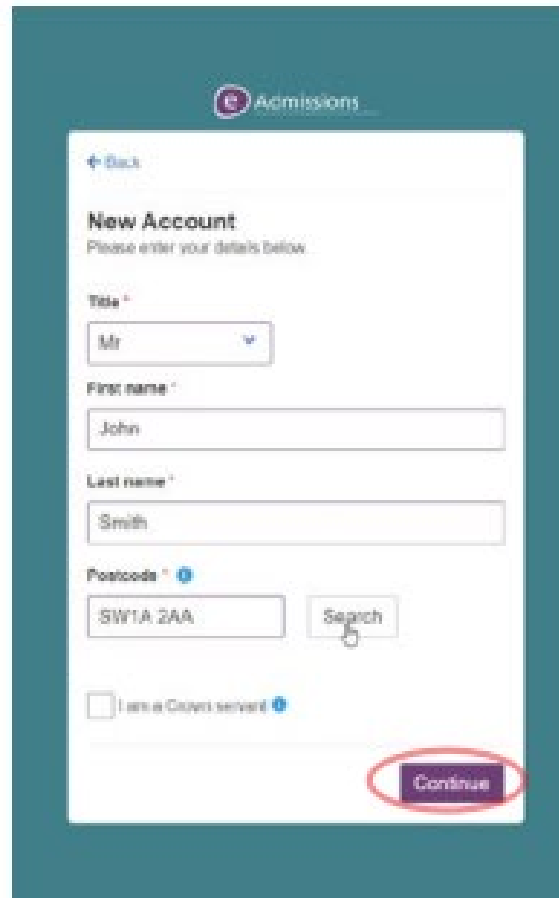


Then enter your details and click "Continue" – see figure 2.

You will then need to create a password (please note the password for future reference).

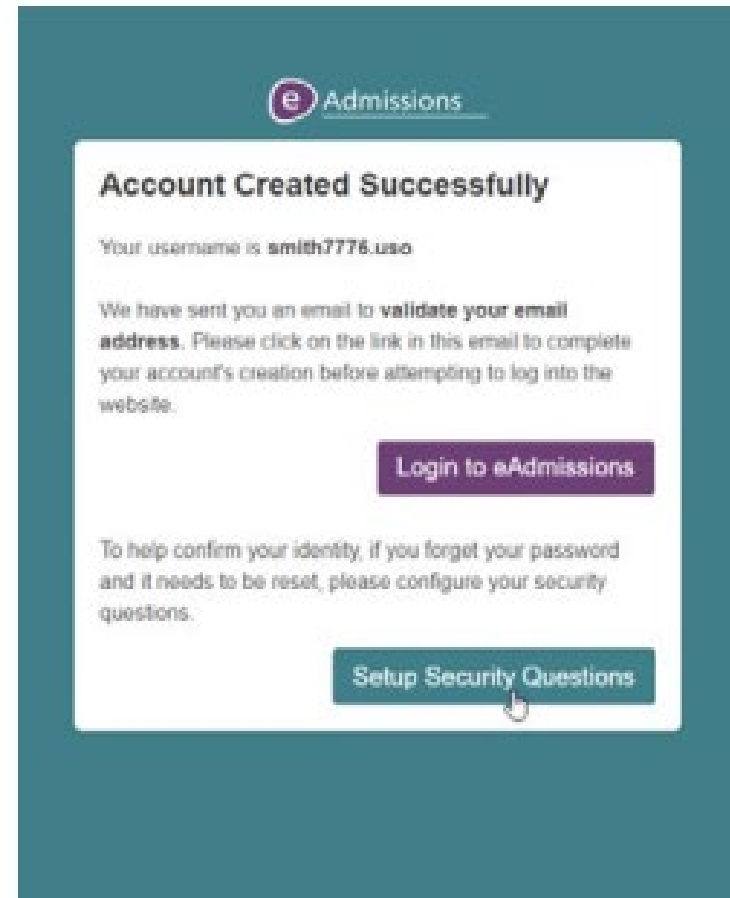
You will receive confirmation that your USO account has been set up and will be sent a reminder of your username – see figure 3.

You will need to validate your email address by clicking on the link in the email that is sent to you.



The screenshot shows the 'New Account' form in the eAdmissions system. The form is titled 'New Account' with a subtitle 'Please enter your details below'. It includes fields for 'Title' (a dropdown menu with 'Mr' selected), 'First name' (text input with 'John'), 'Last name' (text input with 'Smith'), and 'Postcode' (text input with 'SW1A 2AA'). There is a 'Search' button next to the postcode field. At the bottom, there is a checkbox labeled 'I am a Client server' and a 'Continue' button, which is circled in red. The eAdmissions logo is at the top.

Figure 2



The screenshot shows the 'Account Created Successfully' confirmation page in the eAdmissions system. It displays the message 'Your username is smith7776.uso'. Below this, it states 'We have sent you an email to validate your email address. Please click on the link in this email to complete your account's creation before attempting to log into the website.' There are two buttons: 'Login to eAdmissions' and 'Setup Security Questions', with a mouse cursor pointing at the latter. The eAdmissions logo is at the top.

Figure 3

Start an application

You can now log in with your email or username and will be directed to the home page – see figure 4.

From here you can make a new application, edit an existing application, view the details of any application already submitted and view the outcome of your application once it is available.

Click on 'Start Application' to begin.

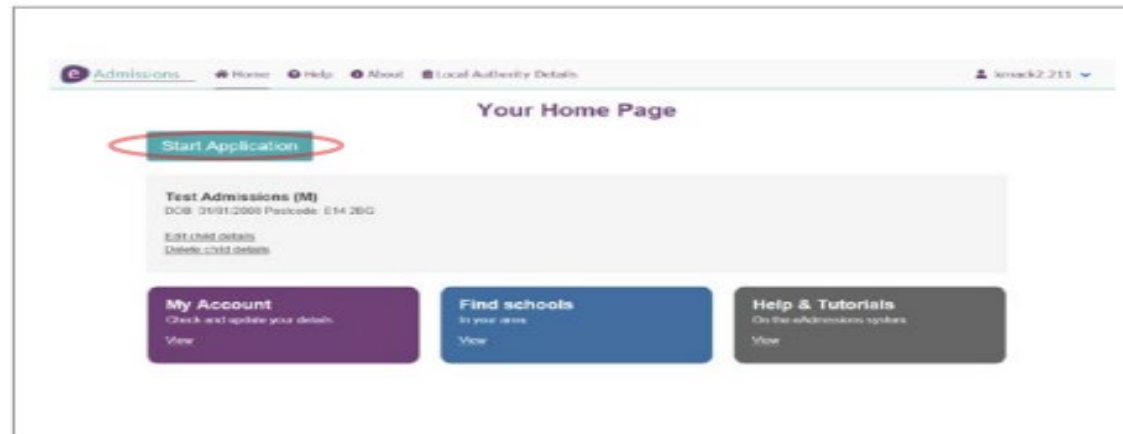


Figure 4

Stage 1 – Child details

Fill in your child's details and then click 'Save and continue' – see figure 5.

Stage 2 – School preferences

Here you can apply for up to six schools, in Tower Hamlets and/or other boroughs. You should select the schools in order of preference, with the first selected school being your first preference and so on.

You can add a school in one of three ways:

1. By selecting the borough of the school using the dropdown list and then selecting the school.
2. By selecting your school from its location on a map.
3. By searching for the school by using keywords.

Click on 'Continue' – see figure 7.

For each school selected you will be asked to provide the following information:

1. Sibling information – you should click on the relevant box and fill in the details if your child has a brother or sister already at the school.
2. Exceptional medical or social reasons – you should tick the relevant box if there are medical or social reasons for your child to attend a particular school. You will be required to provide documentary evidence to support this.
3. Additional reasons – this is for you to give additional reasons

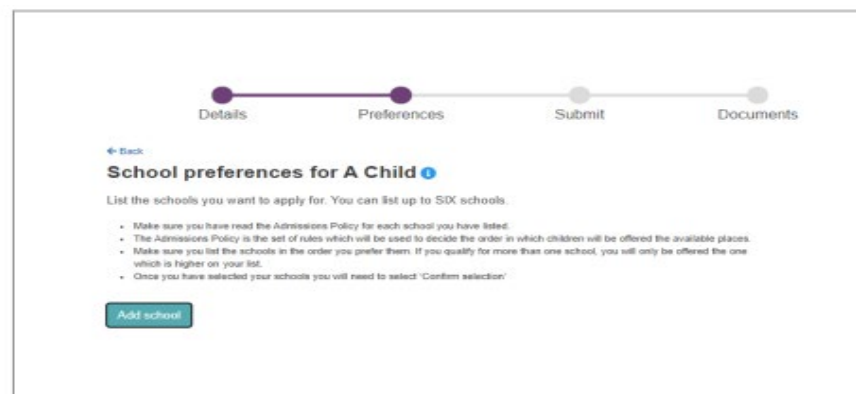


Figure 6

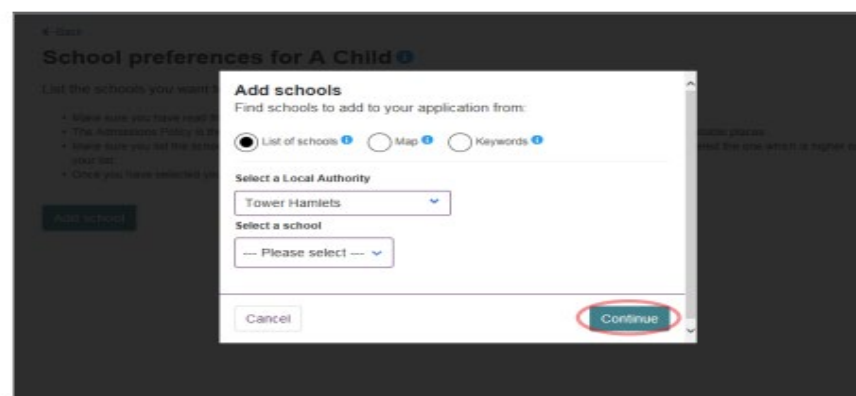


Figure 7

Stage 3 – Check and submit

When you have entered all the required information, you will be prompted to check that the information is accurate and then asked to submit application – see figure 8.

Even if you submit it straight away, you can still make changes later, right up until the closing date.

The screenshot shows a progress bar at the top with four stages: Details, Preferences, Submit, and Documents. The 'Submit' stage is currently active. Below the progress bar is a 'Check & submit application' heading with a back arrow. The text instructs the user to check the information and use the 'Submit Application' button at the bottom. The contact information for The London Borough of Tower Hamlets is displayed, including the phone number 020 7364 5006 and the email school.admissions@towerhamlets.gov.uk. A table shows the child's details: 'A Child' with the address 'MULBERRY PLACE TOWN HALL, 5 CLOVE CRESCENT, LONDON, E16 1JH'. Below the table is a 'Declaration' section with a list of terms and conditions. A checkbox for 'I have read and accepted the above declaration' is present. At the bottom, the 'Submit application' button is highlighted with a red oval.

Details Preferences Submit Documents

← Back

Check & submit application

Please check the information you have supplied and then use the "Submit Application" button at the bottom of the page to submit your application for processing by your home Local Authority shown below:

 The London Borough of Tower Hamlets
020 7364 5006
school.admissions@towerhamlets.gov.uk

Child details	
Child name	A Child
Address	MULBERRY PLACE TOWN HALL 5 CLOVE CRESCENT LONDON E16 1JH

Declaration

By submitting this form I agree to the following:

- I have read the admissions guidance issued by the Local Authority for each school I have selected.
- I wish to apply for a place at each of the schools named above and have listed these in my order of preference.
- I will keep the Local Authority informed of any change of circumstances (e.g. change of address) and failure to do so may make this application invalid or lead to the offer of a place being withdrawn.
- I understand that the Local Authority may take steps to verify any information relating to this application.
- I understand that any false or deliberately misleading information given on this form and/or supporting information may make this application invalid or lead to the offer of a place being withdrawn.
- I understand that the Local Authority where I live is under a duty to protect the public funds it administers and may therefore share the information I have provided in this application within the Local Authority and with other bodies administering public funds, for the detection and prevention of fraud.

☐ I have read and accepted the above declaration

Submit application

Figure 8

Confirmation

Once you have submitted an application, you will see the confirmation page, with a reference number. Please keep your reference number for any enquiries. You will also be sent an email to confirm that your application has been submitted.

It is advisable to print a copy of your application for your information.

Note: The last submitted application will be processed as your final application. If you have applied online, please do not fill out a paper application.

Thank you for applying online.

Checklist

Before submitting this form, please:

- Read the admission policy
- Check the address in the form
- Completed all required fields
- Checked whether any of the rules
- Made a note of any existing applications, other you have
- Made a note of any existing applications, other you have

Declaration

By submitting this form, I agree:

- I have read the admission policy
- I want to apply for a place
- I will keep the Local Authority informed of the status of a place
- I understand that the Local Authority will not accept any other applications
- I understand that the Local Authority will not accept any other applications
- I understand that the Local Authority will not accept any other applications

Your application has now been submitted!

You have been sent a confirmation email for your records. If you haven't received the email please check your junk/spam folder.

Please ensure you read the email carefully for any additional requirements e.g. links to supplementary information forms.

Application reference: 211-2020-09-5-000037
Version: 1
Application date: 22/07/2020 12:46
Closing date: 31/08/2020 23:59
Outcome date: 15/09/2020 14:00

Please click the Home button to go to the home page.

If you wish to attach the documents requested by your home Local Authority, please click the Upload documents button now. Alternatively, you can attach them before the closing date from 'Your home page' by selecting 'Attach a document'.

[Home](#) [Upload documents](#)

Figure 9

When to apply

- ▶ Start Applying now to avoid disappointment. Don't wait until the last minute.
- ▶ Deadline **15 January 2025**. If you apply after this date, you will have to wait until the first round of offers have been made before your application is processed. This means you are less likely to get your preferred choice of schools.

National offer day (only if you applied on time)

- ▶ Parents will be able to log into their account on eadmissions to view the outcome of their application on 16 April 2025.
- ▶ All parents that applied for a Reception school place before 15 January 2025 will be sent an email with the outcome of their application on 16 April 2025. Parents will also be able to view the outcome of their application on the evening of 16 April 2025 by visiting the [eadmissions portal](#).

Waiting lists

- ▶ If your child is not offered a place at your first preference school or you are offered one of your lower preference schools, your child will be added to the waiting list. You will need to reapply in December 2025 to remain on the waiting list after this time.

Application timescales and important dates

- ▶ **15th January 2025:** Application deadline
- ▶ **16th April 2025:** Parents will be sent a letter and email by the School Admissions Service informing you of the outcome of your application. If you are offered a place at a school, the school will write to you to confirm the arrangements for you to accept the place.
- ▶ **30th April 2025:** Deadline for you to confirm acceptance of a place directly with the school you have been offered.
- ▶ **15th May 2025:** Deadline for making an appeal to admissions for a preferred school

Support with Applications

We are holding virtual information sessions for parents with the Transition Support Service on Reception and Nursery admissions as it is now time to apply. Please advise parents of the following sessions' details which can also be found on the Tower Hamlets website:

Reception Admissions sessions Date & Time:

Tuesday 26th November

Friday 13th December

Friday 10th January

To book a place: <https://GS25.eventbrite.co.uk>

Nursery Admissions sessions Date & Time:

Wednesday 11th December

Tuesday 14th January

Tuesday 4th February

To book a place: <https://GR25.eventbrite.co.uk>

Please advise parents that all information regarding admissions is available on the prospectuses also on the website.

Useful contacts

The School Admissions Service can offer advice and answer any questions on 020 7364 5006 or at school.admissions@towerhamlets.gov.uk

Tower Hamlets Transitions Support Team provides information and advice about the admissions process to help families manage change and make informed decisions Email: transitions@towerhamlets.gov.uk
Telephone: 020 7364 1533.

Integrated Early Years Service Tel: 020 7364 1553 Email: early.years@towerhamlets.gov.uk

Tower Hamlets Family Information, Advice and Support Service (formally Parents Advice Centre)
Tel: 020 7364 6489

The Family Information Service (FIS) The FIS provides free, impartial information and advice on a comprehensive range of services for children, young people and their families. As well as a Brokerage Service to support parents/carers in finding suitable childcare. Tel: 020 7364 6495
Email: fis@towerhamlets.gov.uk