

## GUIDANCE FOR APPLYING IN-YEAR ADMISSIONS

### STEP 1:

Go to: <http://enrol.ealing.gov.uk/Website/default.aspx> you will be taken to:

Create Account   Login

## In-year admissions applications

You will need to make an in-year school application if either of the following apply to you:

- Your child is without a school place and you wish to apply for a school in Ealing
- Your child is in school and you wish to apply for an immediate transfer to a school in Ealing

You will need to create an account, add the child / children to the account, and create up to three school preferences for each child. Once the application has been submitted you will receive an email to confirm that your application has been received.

For more information on in year admissions please [visit the in-year admission pages](#)

Using a tablet/smartphone? Access the menu items including the 'Create Account' and 'Login' links using the menu in the top right hand corner.

Click [Create Account](#) and you will be asked to enter your details.

## GUIDANCE FOR APPLYING IN-YEAR ADMISSIONS

### STEP 2:


# Create new user account

To create a new account, please enter your details below. Items marked with asterisks are mandatory fields. Click next to continue once you have completed your details.

Your password must be a minimum of 8 characters long and include at least one lower-case letter, upper-case letter, number and special character e.g. ! £ \$ % & \* # @ (for example: Ealing1!).


**Account Details**

*\* indicates a required field*

<b>Title*</b>	<< Please Select >> 
<b>Forename*</b>	<input type="text"/>
<b>Middlename</b>	<input type="text"/>

The applicant should be the parent/guardian of the pupil(s) they will be used as the main contact for the pupil(s)

## GUIDANCE FOR APPLYING IN-YEAR ADMISSIONS

<b>Surname*</b>	<input type="text"/>
<b>Evening Phone</b>	<input type="text"/>
<b>Daytime Phone</b>	<input type="text"/>
<b>Mobile Phone</b>	<input type="text"/>
<b>Email Address*</b>	<input type="text"/>
<b>Confirm Email Address*</b>	<input type="text"/>
<b>Secret Question*</b>	<input type="text" value="What is your mother's maiden name?"/> 
<b>Secret Answer*</b>	<input type="text"/>
<b>Password*</b>	<input type="text"/> <i>(please see above for secure password policy)</i>
<b>Confirm Password*</b>	<input type="text"/>
<input type="button" value="Next &gt;&gt;"/>	

You must include at least one telephone number as this will be provided to the school to use when it is possible to offer a school place to your child.

The email address you input will become your username so please ensure this is input correctly as you will need this to verify and log in to your account.

## Your address

Please enter the first line of your address and/or postcode below. Click the Find button to search for the address. If you wish to enter your address manually, click the Manual Address button.

**Find Address**

Flat/house number

Postcode\*

\* indicates a required field

<< Back

Find

Or

Enter Manual Address

The address used must be where your child is residing at the time of this application.

**If you are in the process of moving**, please apply from the address where your child is residing at the time of application, when you have moved to your new property you must [telephone or email the in-year admissions team](#) to update us with your new address details and provide [proof of your new address](#).

## GUIDANCE FOR APPLYING IN-YEAR ADMISSIONS

# Applicant address: select matching address

The address details you have entered have returned multiple matches. Please select the relevant address from the list and click the Select button to continue.

### Select Matching Address

Electricity Sub Station 28m From London Borough Of Ealing, Perceval House 14-16 Uxbridge Road  
**14 - 16 London Borough Of Ealing Perceval House Uxbridge Road**  
Surface Car Park, 14 - 16 Perceval House Uxbridge Road

Select

## Confirm address

Please confirm your address by clicking the Next button. You may amend any details which are incorrect, or click Search Again to find a new address.

### Address Details

**Flat/house number\***

14 - 16 London Borough Of Ealing Perceval House

**Secondary****Street\***

Uxbridge Road

**Locality****Town**

Ealing, London

**County****Postcode\***

W5 2HL

**Home LA**

Ealing

&lt;&lt; Back

Search Again

Next &gt;&gt;

Please ensure you put the full address including any flat numbers or house names to ensure that any formal offer letters or other correspondence will reach you.

## Account details confirmation

The information below is a confirmation of the details you have supplied to add a new account. If the information you have supplied is correct click the confirm button to continue. To amend any of the details, click the appropriate heading to return to that section and update the information as necessary.

**Applicant Details** [Edit Applicant Details section](#)

**Title:** ■■■  
**Forename:** ■■■  
**Surname:** ■■■  
**Evening Phone:** 020 ■■■■■■■■  
**Email Address:** ■■■■■■■■■■

**Applicant Address** [Edit Applicant Address section](#)

**Flat/house number:**  
14 - 16 London Borough Of Ealing Perceval House  
**Street:** Uxbridge Road  
**Town:** Ealing, London  
**Postcode:** W5 2HL

<< Back

Confirm

If your details appear correctly please click confirm.

## GUIDANCE FOR APPLYING IN-YEAR ADMISSIONS

# Account Verification Required

You cannot use the system until your email address has been verified.

An email has been sent to the address that you supplied.

Please read the email and follow the instructions.

Exit

Resend

You will receive an email that contains a link which will take you to a log in screen for you to access your account.

admissions@ealing.gov.uk  
to lost\_chylde@hotmail.com



Fri 19 Aug 12:23

## Ealing admissions account verification

This email should be used to verify your account in order to allow you to use the system.

Please click the following link or copy/paste to your browser to login to the system.

Do not reply to this email. It has been sent from an automated process.

<https://enrol.ealing.gov.uk/website/login.aspx?U=76ae6abb-89e6-491f-9b79-753097086afb>

\*\*\*\*\*

Please consider the environment before printing this email.

The content of this email and any attachment transmitted within are confidential and may be privileged. If you are not the intended recipient and have received this email in error, please notify the sender and delete this message along with any attachments immediately. Unauthorised usage, disclosure, copying or forwarding of this email, its content and/or any attachments is strictly forbidden.

This footnote also confirms that this email message has been swept by Mimecast for the presence of computer viruses.

www.mimecast.com

\*\*\*\*\*



## Sign In

Please enter your email address account id and password below, and click 'Sign in' to continue.

Your account will be verified when you have logged in successfully.

Sign In

Email Address\*

lost\_chylde@hotmail.com

Password\*

Sign in

[Click here if you have lost or forgotten your password](#)

You will be taken to your home page where you can

 Add Child

or

 View Details

.

## GUIDANCE FOR APPLYING IN-YEAR ADMISSIONS

### STEP 4:

[Sign Out](#)

## Home page

This screen shows a summary of all the Children and their Preferences. To add new children and preferences, use the appropriate buttons.



Applicant

Mrs Sarah Guest  
14 - 16 London Borough Of Ealing Perceval  
House,  
Uxbridge Road,  
Ealing, London,

 Add Child

 Add Child

Click to start adding your child's details (you will need to do this every time you wish to add an additional child)

## GUIDANCE FOR APPLYING IN-YEAR ADMISSIONS

## Child details

Please specify the details of the child you wish to make an application for and then click the Next button to continue. Fields marked with an asterisk are mandatory.

**Details**

*\* indicates a required field*

**Forename \***

**Middlename**

**Surname \***

**DOB \*** (DD/MM/YYYY)

**Gender \*** ☐ Male ☐ Female

**Child address same as Applicant?** ☒

**LA**

**Current/Previous School**

Please add your child's current/previous school. If your child has arrived from abroad then you can select "Educated Abroad" from the drop down options similarly if you are a registered home educator then please select "Educated at Home". If your child is currently/previously attended a school outside of Ealing then please select the borough where the current/previous school is located and select the school. If, however, your school does not appear you can select "Unknown School."

&lt;&lt; Back

Next &gt;&gt;

## GUIDANCE FOR APPLYING IN-YEAR ADMISSIONS

You will be asked to check and confirm your child's details:

# Child details confirmation

The information below is a confirmation of the details you have supplied for the child. If the information you have supplied is correct click the Confirm button to continue. To amend any of the details, click the appropriate heading to return to that section and update the information as necessary.

### Child Details Edit Child Details section

**Forename:** TEST

**Middlename:** TEST

**Surname:** TEST

**DOB:** 01/01/2001

**Gender:** Female

**Child address same as Applicant?:** Yes

### School Details Edit School Details section


**Current School:** Ark Swift Primary Academy

<< Back


Confirm

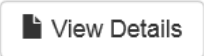
## GUIDANCE FOR APPLYING IN-YEAR ADMISSIONS


### STEP 5:

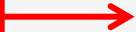
 **Applicant**

Mrs Sarah Guest  
14 - 16 London Borough Of Ealing Perceval  
House,  
Uxbridge Road,  
Ealing, London,  
W5 2HL




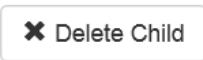



 **TEST TEST TEST**



Child's Name will appear here.







Your child's name will then appear on your homepage. You can edit your child's details by clicking



OR click



to

## GUIDANCE FOR APPLYING IN-YEAR ADMISSIONS

# Admissions round

Please check the round details and confirm this is the round you want, click Next to continue.

Test Test 01/01/2001

**Current School:** Alec Reed Academy

**Address:**

14 - 16 London Borough Of Ealing Perceval House, Uxbridge Road, Ealing,  
London, W5 2HL

If the information above is incorrect then please edit this child's information prior  
to applying by clicking [HERE](#).

High School Year 11

2016/17 Year 11 ←

**Deadline for Applications:** 31/08/2017

**DOB From:** 01/09/2000

**DOB To:** 31/08/2001

The school round will be automatically calculated from the  
date of birth that you have input for your child.

<< Back

## Further details

Please provide additional details about the child to which this application relates and then click the Next button to continue.

Further Details

*\* indicates a required field*

**Application Reason\*** << Please Select >>

**Relationship to Child\*** << Please Select >>

**Is the Child currently Looked After (in care) or was Looked After immediately prior to adoption, a special guardianship or child arrangements order. If so, by which Local Authority?** Not Looked After

**Does the Child have an Education Health and Care Plan?\*** ☐ Yes ☒ No

**Are you a Crown Servant?\*** ☐ Yes ☒ No

**Is the Child a Twin or Multiple Birth?\*** ☐ Yes ☒ No

**Date left previous school (if still attending leave blank)** (DD/MM/YYYY)

**Date place required (if immediately leave blank)** (DD/MM/YYYY)

**Reason for Changing School**

<< Back Next >>

## GUIDANCE FOR APPLYING IN-YEAR ADMISSIONS

# Fair access questions

Please tick any box that applies to your child, this will help us to ensure that children that meet the fair access criteria are placed in suitable education provision as quickly as possible.

### Fair Access Questions

- ☐ Child has a history of attendance below 80%
- ☐ Child has had one Permanent Exclusion
- ☐ Child has had two or more Permanent Exclusions
- ☐ Child is a young carer
- ☐ Child is a young person who has offended - known to the police or returning from the criminal justice system
- ☐ Child of a refugee or asylum seeker
- ☐ Child of a Traveller or Roma
- ☐ Child with a disability or medical condition but without an Education Health and Care Plan (EHCP)
- ☐ Child with a history of Fixed Term Exclusions
- ☐ Child with special educational needs but without an Education Health and Care Plan (EHCP)

[<< Back](#)[Next >>](#)



## GUIDANCE FOR APPLYING IN-YEAR ADMISSIONS

## STEP 6:

## School admission details confirmation

The information below is a confirmation of the school admission details you have supplied for the child. If the information you have supplied is correct click the Confirm button to continue. To amend any of the details, click the appropriate heading to return to that section and update the information as necessary.

**Admissions Round** [Edit Admissions Round section](#)**Round:** 2016/17 Year 11**Further Details** [Edit Further Details section](#)**Relationship to Child:** Mother**Is the Child currently Looked After (in care) or was Looked After immediately prior to adoption, a special guardianship or child arrangements order. If so, by which Local Authority?:**

Not Looked After

**Does the Child have an Education Health and Care Plan?:** No**Date left previous school (if still attending leave blank):**

01/01/2016

**Date place required (if immediately leave blank):** 01/09/2016**Reason for Changing School:** Moved to UK**Are you a Crown Servant?:** No**Is the Child a Twin or Multiple Birth?:** No

Please note if you are applying for a LAC child the in-year admissions team will contact you for additional information and liaise with your social worker.

SEN or EHCP pupils must apply via their SEND Co-ordinator.

If you are UK service personnel (UK Armed Forces) or a Crown Servant, if you are not living in Ealing but have a confirmed posting to the area, or if you are a crown servant returning from overseas you will be allocated a place in advance of arriving into the borough. You must supply an official letter that confirms a relocation date and a Unit postal address or quartering area address.

Please check the details you have input are accurate before confirming your child's details.

&lt;&lt; Back

**Confirm**

## GUIDANCE FOR APPLYING IN-YEAR ADMISSIONS

# School search results

To view more details about a school click on a school name. To add the school as a preference click on the Select link beside the school.

11 schools were found matching your search criteria: Tried to find schools in **Ealing** within 5 miles for a **female child**.

### Results

1 2

 [The Ellen Wilkinson School For Girls](#)

✓ Select

**School Type:** comprehensive all-through, 11-18

**Gender Mix:** Girls Only

**Address:** Ellen Wilkinson High School, Queens Drive, London, W3 0HW

**Distance (miles):** 0.9

**Age From:** 11

**Age To:** 19

## Preference reasons

If there is a sibling (brother or sister) currently attending the school please tick the Sibling box so that your child can be given sibling priority.

**Preference Reasons**

☐ **Sibling**

☐ **Distance**

☐ **Other**

☐ **Staff** Child's Parent/Guardian is a member of staff at School

**Reason Notes**

If you select Staff Child please note that the school that has hired you must contact school admissions with evidence that you have been hired to your position due to a demonstrable skills shortage.

## Preference school details confirmation

The information below is a confirmation of the details you have supplied for your child's preference. If you are satisfied that the information is correct, click Confirm to save the details and return to the home page where you can add further preferences and/or children.

To amend any of the details, click the appropriate heading to return to that section and update the information as necessary.

**School Details**  Edit School Details section

**School:** The Ellen Wilkinson School For Girls

**Preference Reasons**  Edit Preference Reasons section

**Preference Reasons:** Distance

**Staff:** No

<< Back

Confirm

Click confirm if you are happy with your first preference.

You can add up to another 2 preferences of those schools co-ordinating their in-year admission within the Ealing borough if you wish by clicking **Yes**. If you just wish to apply for 1 school then click **No**.

### Add another preference

Do you want to add another preference?

Yes

No

## Child preference summary

Please see below summary of all the preferences for the selected child.

**You have not completed your application, please click on 'Review and Submit'**

← Return to Home page

 Edit Admissions Details

 Review and Submit

Please ensure you Review and Submit your application.

### TEST TEST TEST

*Round: High School Year 11*

Preferences		<a href="#">+ Add Preference</a>
<b>School choice:</b> 1		
<b>School:</b>		
The Ellen Wilkinson School For Girls		
<b>Status:</b> Not Submitted		
	<div><a href="#">✎ Edit Preference</a> <a href="#">✕ Delete Preference</a></div>	

## Submit your application

Full details of your application are shown below. If all the details are correct submit the application using the appropriate button. If you wish to amend any item, return to the summary page and make changes until the application is correct, then return here to submit it.

### Disclaimer

By submitting this form I agree to the following:

- I have legal responsibility for the child detailed below
- I wish to apply for a place at each of the schools named below and have listed these in my order of preference
- I will keep Ealing Council 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 Ealing Council 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.
- The Local Authority is under a duty to protect the public funds it administers and may therefore share the information you have provided in this application within the Local Authority and with other bodies administering public funds, for the detection and prevention of fraud.

Please read the Disclaimer carefully and tick the ☐ **I have read the disclaimer** where you agree to the information set out in this portion of the application.

☐ I have read the disclaimer

Print Summary

Return to Preference Summary

Submit Application

If you are happy with the details please submit your application.

#### Account Details

**Full Name:** Mrs Sarah Jones  
**Address:**  
14 - 16 London Borough Of Ealing Perceval House,  
Uxbridge Road,  
Ealing, London,  
W5 2HL  
**Evening Phone:** 020 8996 1234  
**Daytime Phone:**  
**Mobile Phone:**  
**Email Address:** s.jones@ealing.gov.uk

#### Child Details

**Round:** High School Year 11  
**Name:** TEST TEST TEST  
**Address:** As Parent / Applicant  
**DOB:** 01/01/2001  
**Gender:** Female  
**Council Tax Ref No (optional):**  
**Relationship to Child:** Mother  
**Current School:** Ark Swift Primary Academy  
**Looked After:** N/A  
**Does the Child have an Education Health and Care Plan?:**  
No

### Preference Details

**Preference 1 Details:**

**Rank:** 1st

**Status:** Not Submitted

**School Name:** The Ellen Wilkinson School For Girls

**SIF Required:** No

**Reason Code:** Distance

Where a preference status appears as **Not Submitted** this means you have not sent your request to the in-year admissions team.

If you have successfully submitted your request the status will show as **Submitted**

When in-year admissions have downloaded your application the status will show as **Received by LA**

[Back to Top](#)

[Sign Out](#)

## Application successfully submitted

Your application has been successfully submitted. You may now return to the application summary page and view information on your submitted applications, or Sign Out.


[← Return to Home page](#)

You will also receive an email to confirm the receipt of your successfully submitted preferences.




## Home page


This screen shows a summary of all the Children and their Preferences. To add new children and preferences, use the appropriate buttons.

 **Applicant**


**[REDACTED]**

14 - 16 London Borough Of Ealing Perceval House,  
Uxbridge Road,  
Ealing, London,  
W5 2HL

 View Details


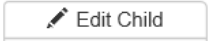
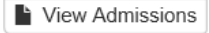


You can amend your application any time before it has been downloaded by the in-year admissions team. If you are unable to amend your application this indicates that it has been downloaded. If this is the case [you can make further amendments to your application by email](#)

 **TEST TEST TEST**

**High School Year 11**

➤ Preference 1: The Ellen Wilkinson School For Girls (Submitted to LA)

## GUIDANCE FOR APPLYING IN-YEAR ADMISSIONS

- Once your application has been successfully submitted this will be downloaded by the in-year admissions team.
- If you cannot amend your application please email [in-yearadmissions@ealing.gov.uk](mailto:in-yearadmissions@ealing.gov.uk) with any further amendments to your application.
- Please note data received after Friday 4pm up to the following Friday 4pm will be considered the following Monday during term time.
- Due to the volume of applications and number of schools allocations can take up to 4 working days to complete and updates are available on the Friday of that week e.g.

**EG.**

