

SECONDARY TRANSFER 2024

Your child is in Year 6 so you will need to make an online application to transfer from primary school to secondary school in September 2024.

Go to www.towerhamlets.gov.uk/secondaryadmissions here you will find:

- A short video that gives you all the most important information on when and how to apply
- The 'Ready for Secondary School in Tower Hamlets' booklet – this has information on each secondary school in Tower Hamlets, where to go for help, useful tips and advice and the admissions policy for Tower Hamlets Schools
- A film to support parents and children through the secondary transfer process
- Visiting arrangements for Tower Hamlets schools

Important dates to remember!

1 September	Make your application online at www.eadmissions.org
20 October	Submit your application by Friday before half term
31 October	Closing date to make applications
1 March	National Offer Day

Together with the Tower Hamlets Transition Support Service we have arranged a presentation on Secondary Transfer – book your place now at <https://ST2024.eventbrite.co.uk>

Contacts for help and advice:

The School Admission Service

Email: School.admissions@towerhamlets.gov.uk

Tower Hamlets Transition Support Service

Email: transitions@towerhamlets.gov.uk Tel: 020 7364 1533





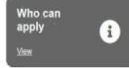




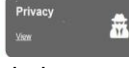

SEN Team (for those children who have an Education, Health and Care Plan)

Email: Asma.Begum@towerhamlets.gov.uk Tel: 020 7364 4880

Apply for your child's school place online at eadmissions.org.uk



Applying online for a school place is quick and easy. Follow the steps in this leaflet and you are ready to start your child's online application.

- Each screen will explain what you need to do; more information is available wherever you see this  icon, just click on it.
- 2 videos are available on the website to watch:
 - Creating a new account
 - Resetting your password and finding out your username
- All sections with a * need to be completed.
-  gives guidance on the following:
 -  [View](#)
 -  [View](#)
 -  [View](#)
 -  [View](#)
-  gives information on the following:
 -  [View](#)
 -  [View](#)
 -  [View](#)
 -  [View](#)
- When you first use the website you can download it as an app to the device you are using. Just follow the instructions.

Step 1: Getting started

- Before you start your online application, you will need to do some research.
- Visit your local authority's website for details about how applications are processed.
- Find schools in your area by using the Map.
- Read the admissions criteria for the schools you are interested in.
- Visit schools.
- Check how places were offered in previous years.
- You should check transport policies for local authorities (outside London).


Step 2: What to do if this is the first time you are applying online using eAdmissions

If you have used the eAdmissions system in the last 3 years to apply for a school place for any of your children you do not need to register again. Instead please go to Step 3.

- If you used the eAdmissions website over 3 years ago you will need to register to apply online.
- If this is the first time you are using the eAdmissions website you must register to apply online.
- You will need an email address to register.
- If you already have an email address you should set your spam/junk mail filter to 'Standard' so that emails from eAdmissions go straight to your inbox. **You should check your spam/junk email folder now and then to make sure that messages from the eAdmissions website are not sent there by mistake.**
- Register yourself on the eAdmissions website.
- Your username will be displayed on screen, make a note of it.

- You will then be asked to create your own **password**.
- Login to the eAdmissions website using the username and password that you have just created.
- You will be sent a validation email containing your **username** and instructions on how to validate your email address.
- The email will also contain a link which will take you to the eAdmissions login page to start your application.
- Please keep your username and password safe as you will need them to login and apply for any other children you have, and to see the outcome of your application. (It will be March for Secondary & 14/19 applications and April for Reception and Junior applications)
- You can opt to receive push notifications during the admissions process from an android phone or if you have an Apple device you can sign up to get notifications by downloading the 'ParentComms' mobile App.
- You can opt to receive text messages to your device during the admissions process, however you will not receive your outcome by text.
- It is important that you register well before the deadline in case there are any problems making your application. The closing dates are:
 - **31 October for Secondary & 14/19 applications**
 - **15 January for Reception and Junior applications**

Step 3: What to do if you have applied before using eAdmissions or you have just registered and received your username


- On the home page select 'Returning visitors' and enter your username and password.
- If you have forgotten your username we can re-send it to you, just select the 'Forgotten your user name or password?' link.
- If you have forgotten your password we can reset it and send it to you, just select the 'Forgotten your user name or password?' link.
- There is a video that you can watch, look out for the  icon

Step 4: Adding your child's details

- The next page is your home page called 'Your home page' Click 'Start application' button.
- Enter the details requested about the child you are making the application for on the 'Child details' page and select the 'Save and continue' button.

Please remember

Council tax account number: Some local authorities will ask you to provide this information for the address

where your child lives. For more information use the 


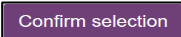
Child's current school: Please select the school from the drop down list. Only type the name of the school in the box if your child is at a nursery school or you cannot see the current school name listed.

- **Twins or triplets:** If you have twins or triplets you must make an application for each child and tick the multiple birth box.

Step 5: Adding school preferences

- Add your preferences in the order you prefer them. **You can select up to six schools** (if you live in Surrey you can only select four preferences for Reception. Preferences for junior applications will vary, so please check with your Local Authority).
- Make sure you include the details of any brothers or sisters who will be attending one of the schools or linked schools you have applied for. If you do not tell us you may lose out on a place allocated under the sibling criterion.
- Please be aware that not all schools have a medical or social criterion, please check before selecting your schools.
- If the schools you have selected allow medical or social criteria and you would like your child to be considered under this criterion you must tick the relevant box and attach supporting evidence. You can attach documents once you have submitted your application.

Important information

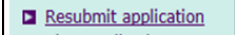
- **If you do not provide the evidence to support your application, your request cannot be considered under that criterion.**
- Some schools ask you to fill in extra forms called supplementary information forms (SIF). If you do not fill in these forms and/or send them direct to the relevant school, you risk your chance of getting a place at these schools.
- It is your responsibility to check that your online application is fully completed and that you have entered all details correctly. If you do not tick certain boxes or enter relevant information (for example sibling box) your application will not be considered under that criterion.
- Each time you fill in the information on a page, make sure that you select 'Continue'. Select  to add further schools to your application. When you have finished adding schools to your application then 

Step 6: Submitting your application


- Select the 'Submit application' button on the last page.
- After you have submitted your application you will receive an email confirming details of your online application. The email will list an application reference number similar to this: 123-2024-09-E-123456.
- If you do not receive a number it means your application was not submitted successfully and

you must login and select the 'Submit application' button again.

Editing/changing your application

- You can edit and make changes to your online application until the closing date, but for your most recent changes to be recorded you will need to  your application.
- Always keep your details and your child's details up to date on the website. You can do this on 'Your home page'.

Step 7: Attaching supporting evidence

Many local authorities need you to send them evidence to support your application. You can find out what each local authority needs by reading their information booklet about applying for school places or the  section, for example:

- Confirmation of your child's address and their date of birth.
 - Evidence to support your application such as doctor's letters if you have applied under the medical criterion.
 - Evidence to confirm your child was looked after or previously looked after.
 - Evidence to confirm that you are a crown servant.
- If you have ticked any of the categories above and do not provide evidence to show this, your local authority is unlikely to take this into account when making allocations.**

What happens next?

- If you submitted your application by the closing date you will be sent the outcome of your application during the evening of the published national offer day.
- You should respond within 14 days. There are 2 ways to do this:
 1. Use the reply button in the email that you will receive during the evening. It will take you to the eAdmissions website, log in and respond.
 2. Return to eadmissions.org.uk, log in and select view outcome and respond.
- Some local authorities do not send letters if you have applied online. Check your local authority's details on the left hand side of the 'My school admissions' page.

Receipt details

Use the space below to record your application reference number, you may need to refer to this at a later date.

Application Reference Number:

How to use the Pan London Support site School user Access



Amended January 2023

Introduction

The LGfL Support site allows Local Authorities and schools to send documents securely to each other. It will also allow schools within a Local Authority to access reports regarding online applications for admissions rounds.

1. The LGfL Support Site: -

The link to the support site is <https://support.lgfl.org.uk> Click on the 'Padlock Symbol' to go to the Login Page.

WELCOME TO A



SUPPORT SITE

You are connecting to support.lgfl.org.uk from 171.33.220.250



Find out how to obtain an LGfL USO username and password.



Read the support FAQ.



Change the password for your LGfL USO account.



If you are a member of staff at a school or LA that subscribes to LGfL, then you can log in to the secure area of the support site.


Call LGfL on **020 82 55 55 55**

Find out more at www.lgfl.net


This service for LGfL is supported by:



2. Enter your username and password in the appropriate boxes and 'Login'.



You have requested access to **the USO support site.**

 Please enter your USO username and password, then click the Login button.

Username (e.g. jsmith.123)

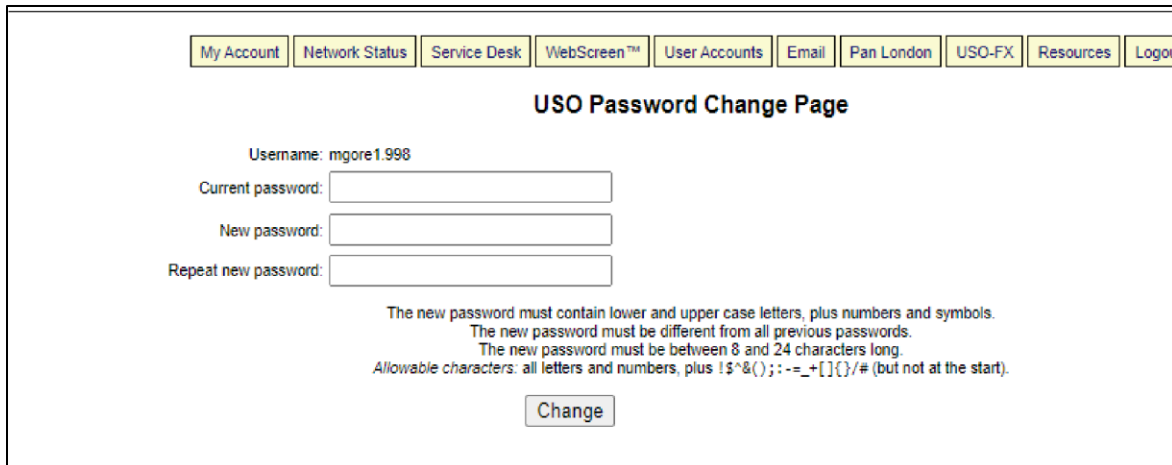
.....

Login

i If you are using a public or shared computer, please ensure that you log out and close all browser tabs so the next user is unable to access your account.
Note for system administrators: do not enable any browser features that re-open recently-viewed web pages at startup.

3. Changing your password

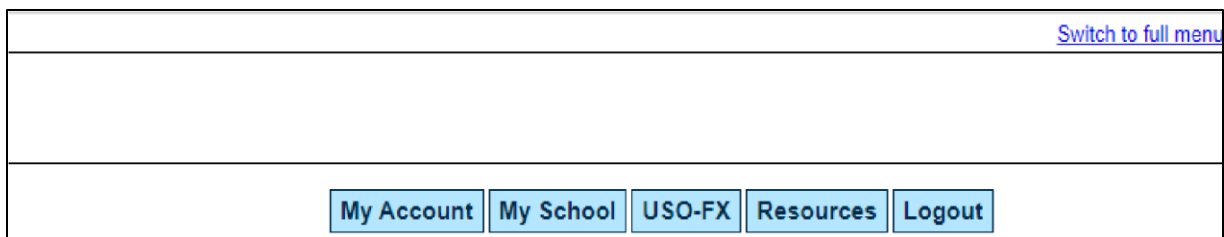
To change your password, go to the 'My Account' tab and select 'Change Password'. Follow the instructions on the page.



The screenshot shows the 'USO Password Change Page'. At the top, there is a navigation bar with tabs: 'My Account', 'Network Status', 'Service Desk', 'WebScreen™', 'User Accounts', 'Email', 'Pan London', 'USO-FX', 'Resources', and 'Logout'. The 'My Account' tab is selected. Below the navigation bar, the page title is 'USO Password Change Page'. The username is displayed as 'Username: mgore1.998'. There are three input fields: 'Current password:', 'New password:', and 'Repeat new password:'. Below the input fields, there are instructions: 'The new password must contain lower and upper case letters, plus numbers and symbols.', 'The new password must be different from all previous passwords.', 'The new password must be between 8 and 24 characters long.', and 'Allowable characters: all letters and numbers, plus !\$^&() ; :- _[]{} / # (but not at the start)'. A 'Change' button is located at the bottom of the form.

If your Tabs are Blue

Click on the "switch to full menus", your tabs will then be cream and you will then see the Pan London tab.



The screenshot shows the USO interface with blue tabs. At the top right, there is a link 'Switch to full menu'. Below the link, there is a navigation bar with tabs: 'My Account', 'My School', 'USO-FX', 'Resources', and 'Logout'.

4. Pan London Tab

The following headings will be available to school users they are:

4.1 Document Exchange: -

The document exchange can be used by LA's and schools for:

Sending and receiving multiple documents securely to/from your home LA and to/from other schools within your LA.

Uploading a single CSV file and getting it to split the spreadsheet across multiple schools and LA's.

Follow the instructions by the tick box on the 'New upload' section.

Forwarding several documents from your 'available downloads' section on to another school or LA.

Sorting Available Downloads and Previous Uploads lists by any of the 'Underlined' headers.

My AccountNetwork StatusService DeskWebScreen™User AccountsEmailPan LondonUSO-FXResourcesLogout

Available Downloads

Authority: * London Grid for Learning OfficePhase: All

☒ Don't list files which are more than thirty days old

	Phase	Document	Size	Downloads	Upload date	From
<input type="checkbox"/>	Delete	Other	New Officer at Hatch	18.9kB	Z	31 Aug 21, 16:56
		End.docx				Harrow (rpamar.310 at 310-0000)

Download selected as ZIPDelete selectedDelete all

New Upload

☒ Send new files☐ Forward available files

Choose filesNo file chosen

Relevant to phase: -- Pick a phase

Enter up to five USO usernames of people who should receive this file (separated by commas).
OR select any combination of Pan-London authorities and schools in your LA.
OR tick the box below if you are uploading a CSV file to split amongst multiple schools:

Barking and Dagenham (301)
Barnet (302)
Bexley (303)
Brent (304)

Clear selection

Barking and Dagenham (301)
Alamiyah School (301-6006)
All Saints Catholic School and Technology College (301-4703)
Barking Abbey School, A Specialist Sports And Humanities College (301-4021)
Barking and Dagenham College (301-8000)

Clear selection

☐ Tick this box if you are uploading a CSV file to split amongst multiple schools or LA's
The file must be a plain CSV file containing a header row, and with the first column containing DfE codes.
Columns 2 onwards will be extracted into one new CSV file per DfE code.

Notes:

500 characters available

Ready; max file size = 20MB

Upload

Previous Uploads

View all users' uploads for * London Grid for Learning Office?

	Phase	Document	Notes	Size	Upload date	Uploaded for	Downloads		
Edit	Reception	Reception Junior PLA Business User Guide 2021 intake v1 Final.pdf		2,413.4kB	29 Jan 21, 11:21	Bromley	1	Delete	<input type="checkbox"/>
Edit	Reception	Reception Junior PLA Business User Guide 2021 intake v1 Final.pdf		2,413.4kB	29 Jan 21, 11:21	Bromley	1	Delete	<input type="checkbox"/>
Edit	Reception	Reception Junior PLA Business User Guide 2021 intake v1 Final.pdf		2,413.4kB	29 Jan 21, 11:20	Bromley	0	Delete	<input type="checkbox"/>

Delete allDelete selected

Available Downloads (Blue Section)

All documents that have been sent to your school or you personally will be listed in the 'Available Downloads' section of the screen. You will also receive an email from 'londoneadmissions@lgfl.org.uk' informing you that there is a document available for you to download from the PLA Support site.

Please note: if there are more documents than can fit on a page, the pages will be numbered.

Available Downloads

Authority: * London Grid for Learning Office ▼ Phase: All ▼

☒ Don't list files which are more than thirty days old

<input type="checkbox"/>	Phase	Document	Size	Downloads	Upload date	From	
<input type="checkbox"/>	Delete	Other	New Officer at Hatch End.docx 	18.9kB	7	31 Aug 21, 16:56	Harrow (rpamar.310 at 310-0000)

[Download selected as ZIP](#) [Delete selected](#) [Delete all](#)

Headers in the 'Available Downloads' menu: -

- **Phase:** - Tells you what phase of education the document refers to.
 - **Document:** - This gives the document name.
 - **Size:** - This gives the document size.
 - **Upload date:** - This gives the date the document was sent to you.
 - **From:** - This tells you who sent the document (i.e., which LA or School the document came from).
- To Hide Documents older than 30 days: - Tick the 'Don't list files which are more than thirty days old' box.

Hover over the filename to see the notes (message) sent by the sender.

Deleting documents, you have finished with from the list of available documents:

To Delete a single document from the 'Available Downloads' list: - Click the 'Delete' link next to the document.

To Delete several documents in one go from the 'Available Downloads' list: - Tick the box next to each of the documents you want to delete from the list and then Click the 'Delete selected' link below the list of 'Available Downloads'.

To Delete All documents from the 'Available Downloads' list: - Click the 'Delete All' link below the list of 'Available downloads'

Once a document is deleted the only way to get it back is to ask for it to be resent to you.

Documents can only be deleted once they have been downloaded.

PLEASE NOTE: You must download documents to your computer that you want to keep as documents will be automatically deleted after 6 months.

New Upload (Beige Section)

New Upload

☒ Send new files ☐ Forward available files

No file chosen

Relevant to phase:

Enter up to five USO usernames of people who should receive this file (separated by commas),
OR select any combination of Pan-London authorities and schools in your LA,
OR tick the box below if you are uploading a CSV file to split amongst multiple schools:

Barking and Dagenham (301)

Barnet (302)

Bexley (303)

Brent (304)

[Clear selection](#)

Barking and Dagenham (301)

Alamiyah School (301-6006)

All Saints Catholic School and Technology College (301-4703)

Barking Abbey School, A Specialist Sports And Humanities College (301-4021)

Barking and Dagenham College (301-8000)

[Clear selection](#)

☐ Tick this box if you are uploading a CSV file to split amongst multiple schools or LA's
The file must be a plain CSV file containing a header row, and with the first column containing DfE codes.
Columns 2 onwards will be extracted into one new CSV file per DfE code.

Notes:

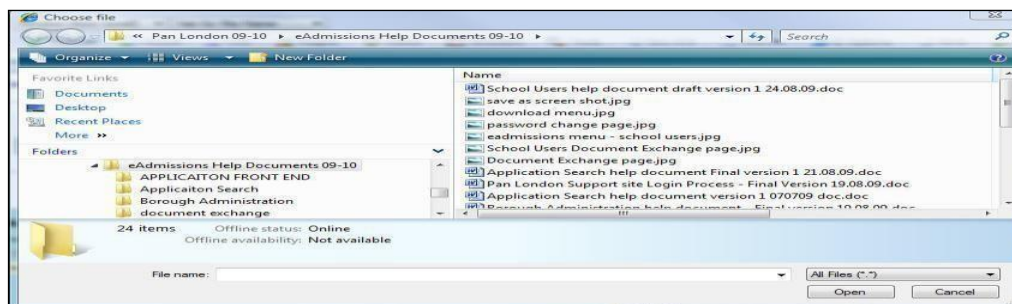
500 characters available

Ready; max file size = 20MB

To send new documents to Another User / LA / or Another School please do the following: -

Ensure the 'Send new file' radio button is selected

Click the 'Browse' button to open the 'Choose File' screen. Browse to the correct folder and **Select the Documents** you want to send.



Select who you want to send the document to as follows: -

Select the 'Phase of education' that the document being uploaded relates to. **This field is mandatory.**

Enter the **USO username of the person** you want to send the document to in the box provided to send the document only to that person. Up to 5 USO usernames can be added to this box.

Select the 'Local Authority' from the 1st list (This is a list of all the Boroughs who take part in the Pan London Coordination process) in order to send the document to all the eAdmissions Borough and Super users in that borough.

Select the 'School Name' from the 2nd list (this is a list of all schools in your borough who have been given access to the PLA Document Exchange) to send the document to all the users in that school with access to the 'Document Exchange'.

Type a short message in the 'Notes': section. This note should explain to the receiver why you are sending them the document. The message will be included in the email from 'londoneadmissions@lgfl.net' informing the recipient that there is a document available for them to download; it is therefore a good idea to sign the note, so they know who sent it to them.

Finally Click the 'Upload' button to send the document. The screen will say '**Upload Succeeded**' below the 'Notes:' section if your document has been sent successfully.

To forward documents from the 'available downloads' (blue section) onto another user / LA / or Another School please do the following: -

Ensure the 'Forward available files' radio button is selected on the 'New Upload' (Beige section).

Select the documents from the 'available downloads' (blue section) that you want to forward by 'ticking' the box on the left-hand side of the list.

Select who you want to send the document to as follows: -

Select the 'Phase of education' that the document being uploaded relates to. **This field is mandatory.**

Enter the USO username of the person you want to send the document to in the box provided to send the document only to that person. Up to 5 USO usernames can be added to this box.

Select the 'Local Authority' from the 1st list (This is a list of all the Boroughs who take part in the Pan London Coordination process) in order to send the document to all the eAdmissions Borough and Super users in that borough.

Select the 'School Name' from the 2nd list (this is a list of all schools in your borough who have been given access to the PLA Document Exchange) to send the document to all the users in that school with access to the 'Document Exchange'.

Type a short message in the 'Notes': section. This note should explain to the receiver why you are sending them the document. The message will be included in the email from 'londoneadmissions@lgfl.net' informing the recipient that there is a document available for them to download; it is therefore a good idea to sign the note so they know who sent it to them.

Finally Click the 'Upload' button to send the document. The screen will say '**Upload Succeeded**' below the 'Notes:' section if your document has been sent successfully.

Previous Uploads (Purple Section)

All documents uploaded by you will be listed in the 'Previous Uploads' section at the bottom of the page, until you delete them. These pages will be numbered.

Previous Uploads							
View all users' uploads for *London Grid for Learning Office? <input type="checkbox"/>							
Phase	Document	Notes	Size	Upload date	Uploaded for	Downloads	
Edit	Reception	Reception Junior PLA Business User Guide 2021 intake v1 Final.pdf	2,413.4kB	29 Jan 21, 11:21	Bromley	1	Delete <input type="checkbox"/>
Edit	Reception	Reception Junior PLA Business User Guide 2021 intake v1 Final.pdf	2,413.4kB	29 Jan 21, 11:21	Bromley	1	Delete <input type="checkbox"/>
Edit	Reception	Reception Junior PLA Business User Guide 2021 intake v1 Final.pdf	2,413.4kB	29 Jan 21, 11:20	Bromley	0	Delete <input type="checkbox"/>
Delete all Delete selected							

Headers in the 'Previous Uploads' section: -

Phase: - This shows the phase of education the document relates to.

Document: - This shows the document name.

Notes: - This shows the message you typed when you sent the message.

Size: - This shows the size of the document (maximum size of documents which can be sent is 8MB)

Upload Date: - This shows the date you sent the document

Uploaded for: - This shows who you sent the document too

Downloads: - This shows the number of times the document has been downloaded by the recipient(s).

Edit Document Details: -

Click 'Edit' link next to the document name to see the following screen which allows you to do the following:

Edit the 'Phase' or

Edit the 'Document name' or

Edit the 'Notes' you wrote when you sent it.

You can exit this screen by clicking on of the following links: -

'Cancel' link to exit without saving changes or

'Update' link to save changes and exit.

Previous Uploads									
	Phase	Document	Notes	Size	Upload date	Uploaded for	Downloads		
Update Cancel	All	Address Verification Polici	Dear Colleagues, I have u	81.0kB	15 Sep 09 11:21	London Grid for Learning in London, Barking & Dagenham, Barnet, Bexley, Brent, Bromley, Camden, City of London, Croydon, Ealing, Enfield, Essex, Greenwich, Hackney, Hammersmith & Fulham, Haringey, Harrow, Havering, Hertfordshire, Hillingdon, Hounslow, Islington, Kensington & Chelsea, Kent, Kingston-upon-Thames, Lambeth, Lewisham, Merton, Newham, Redbridge, Richmond upon Thames, Southwark, Surrey, Sutton, Thurrock, Tower Hamlets, Waltham Forest, Wandsworth, Westminster	89	Delete	<input type="checkbox"/>

Delete uploaded Documents: -

All Documents that you have upload will automatically be deleted after 6 months.

- To Delete a single document from the 'Previous Uploads' list: - Click the 'Delete' link next to the document.
- To Delete several documents in one go from the 'Previous Uploads' list: - Tick the box next to each of the documents you want to delete from the list and then Click the 'Delete selected' link below the list of previously uploaded documents.
- To Delete All documents from the 'Previous Uploads' list: - Click the 'Delete All' link below the list of previously uploaded documents

4.2 eAdmissions – Reports

There are four reports available for schools to use, they are:

- Current School Applications Report** – This report lists all the children currently attending this school who have applied online for their next school phase (e.g., the year six children in the 2013-14 school year, who have applied online for their Secondary School places in 2014-15).
Select the 'Phase of Education' the child will be applying online for transfer to. (E.g., to see the children in Year 6 of your primary school who have applied online to move into Year 7 in Secondary School the following year select 'Secondary' from the dropdown menu).

Application type will default to All but you can change it to On time or Late

My Account Network Status Service Desk WebScreen™ User Accounts Email Pan London USO-FX Resources Logout

Current school applications

Borough: ---- Select Local Authority School: -- No schools defined for this borough

Phase: Any Application Type: All

Export to Excel spreadsheet

This service for the London Grid for Learning is supported by

- b. **School Preferences Report** – This report shows the total number of children who have applied for a place at YOUR school in the next school year – it also shows you the total split by preference rank (e.g., for a primary school how many children have applied for this school and also showing this total split by preference rank). **Please note:** this report will keep changing until the online application rounds are closed and will therefore always give you the most up-to-date numbers on the day you run the report. **Select the 'Phase of education'** the child will be applying online to attend in your school. (E.g., to see the no. of children who have applied for a Reception Class place at your school select 'Primary' from the drop-down menu).
- Application type will default to 'All' but you can change it to 'On time' or 'Late'.
 - If you want to specify a 'date range' you must keep 'Application Type' set to 'All'

My Account Network Status Service Desk WebScreen™ User Accounts Email Pan London USO-FX Resources Logout

School Preferences

Borough: ---- Select Local Authority School: -- No schools defined for this borough

Phase: Any Application Type: All

Export to Excel spreadsheet

From Date: 01 Sep 2021 To Date: 29 Sep 2021 Refresh

- c. **List of school offers** – This report will be available the day after outcome day for a 2-week period and shows the number of pupils who have been offered a place at YOUR school, in the next school year as well as whether the applicant has accepted or declined online. It will constantly change during this period.

Select the '**Phase of education**' the child will be applying online to attend in your school. (E.g., to see the no. of children who have applied for a Reception Class place at your school select 'Primary' from the drop-down menu).

My Account

Network Status

Service Desk

WebScreen™

User Accounts

Email

Pan London

USO-FX

Resources

Logout

School application offers

Borough :

---- Select Local Authority ▼

School :

-- No schools defined for this borough ▼

Phase :

Any ▼

Export

to

Excel spreadsheet ▼

- d. **List of secondary school offers for primary school students** – This report will be available the day after outcome day for a **2-week** period and shows the primary schools what schools their year 6 students will have been offered in the next school year as well as whether they have accepted or declined online. It will constantly change during this period.



Hosted by  and developed by ADEPT  AdEPT
Education

Intellectual Property Rights (IPR) for eAdmissions and the Pan London Register

All intellectual property rights including copyright, Database Right, First Publication Rights, patents, Registered Trademarks, know-how, intellectual or industrial property rights including format, art direction, look and feel and content subsisting throughout the World shall vest in **the Pan London Admissions Executive Board**.