

Applying for a primary school place

When to Apply

- You will be able to apply for reception 2026 online at: www.eadmissions.org.uk from **01 September 2025**. The deadline for on time applications is the **15 January 2026**.
- Paper applications are only provided in exceptional circumstances and will be available from the admissions team on request.

How to Apply

- All parents living in a London Borough can apply online at www.eadmissions.org.uk Once you have submitted your application you will receive immediate confirmation by email.
- Paper applications must be made to the Local Authority that you reside in. You will not receive confirmation of receipt and are therefore strongly advised to retain proof of postage.

Types of Schools

Schools to list on your application:

- State maintained primary schools; Academies, Faith Schools, Foundation Schools and Community Schools

Schools **not** to list on your application:

- Private/Independent Schools
- New schools that are proposed to open in 2026

Preference Order

- You must list the schools in the **order of your preference**.
- The preference order does not affect your priority to be offered a place and schools will not see where they are listed on your application.
- If you meet the admissions criteria to be allocated a place at more than one school, you will receive an offer for the highest preference only, the lower preferences will be withdrawn.

Outcome Example:

Preference Rank	Meets admissions criteria to be offered	Outcome on National Offer Day
1 st Preference School	No	Placed on Waiting List
2 nd Preference School	Yes	Place Offered
3 rd Preference School	No	Application Withdrawn
4 th Preference School	Yes	Application Withdrawn
5 th Preference School	Yes	Application Withdrawn
6 th Preference School	No	Application Withdrawn

Faith Schools

- If you are applying to a faith school you will need to complete a supplementary information form (SIF)
- The SIF must be completed in addition to your application. You will need to go to the school website for details on how to submit the SIF and the deadline.

Looked after and previously looked after children

- If you are completing your application for child that is currently in the care of a local authority you will need to attach a letter from the child's social worker to your application.
- If your child was in the care of a local authority immediately prior to adoption or becoming subject to a residence, special guardianship or child arrangements order you will need to provide a copy of the order / proof of adoption and proof of your child's previous looked after status.
- If your child was in state care outside of England and ceased to be as a result of being adopted you will need to provide evidence with the application for priority to be considered.

Exceptional Medical/Social Circumstances

- Check if the school to which you are applying gives priority to exceptional medical or social circumstances.
- If the school does not have an exceptional medical/social criteria, priority cannot be awarded.
- If the school does award priority under this criteria you must provide **a supporting letter from a consultant (medical) or appropriate professional i.e social worker (social)** stating why education must be at the preferred school by the closing date.

Information Required

- **Proof of date of birth**, e.g. your child's passport , birth certificate or medical card.
- **Proof of address** is not required at the time of application, however, if we are unable to verify the address from our records we will require proof of address.

Please note that if you give a false address any offer that has been made will be withdrawn.

Moving Address

- If you move after submitting your application form and before the closing date, 15 January you must update your application with the new address. Failure to do so may result in the withdrawal of the school place offered.
- If you move address between 16 January and 10 February you may update your address and preferences for offers made on 16 April.
- Any change of address or preferences received after 10 February cannot be dealt with until after 16 April.

Making Realistic Choices

- Read the **admissions criteria** for the schools you are applying to.
- For Ealing Schools Look at the school's page in the primary school prospectus which can be viewed online: www.ealing.gov.uk/admissions
- Look at the way in which places are offered (the admissions criteria) and how places were offered for 2025.
- Based on this ask yourself: am I likely to gain a place at the school?
- If you are a lower criteria or live further away from the school than the last child to be offered in 2025 it is unlikely that you will gain a place at the school.
- Always apply to at least 1 school that you are likely to gain a place at based on your criteria and distance to the school.

Home to School Measurement

- How the measurement is made to each school is defined in their admission arrangements
- To get accurate measurements to your preferred Ealing schools **email:**
mainroundadmissions@ealing.gov.uk
- Make sure that you provide your full address and the name of the schools that you would like the measurement for.