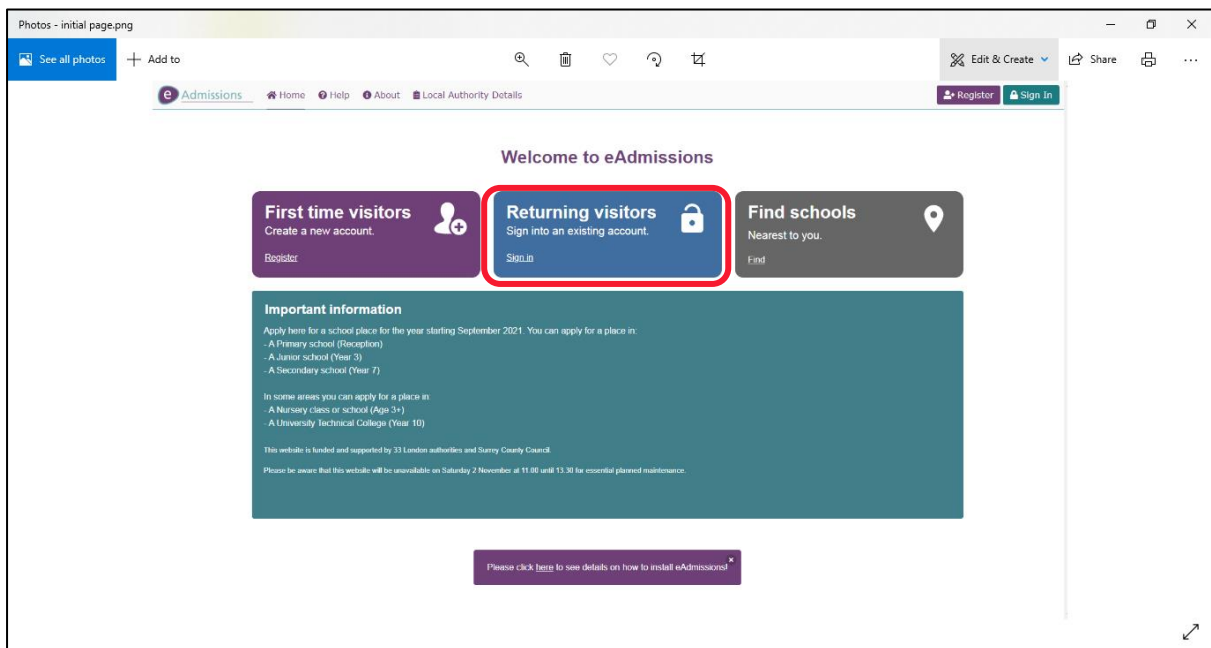


## Instructions for accepting an offer online

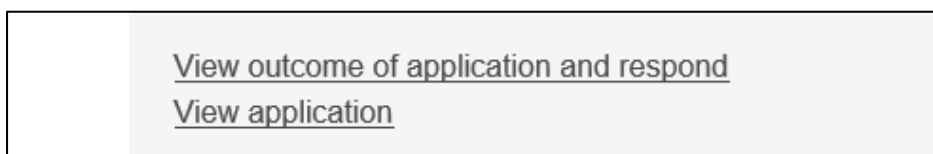
It is important that you accept the offer made by 30 April 2024 to prevent it being withdrawn.

To do this please respond to the email received on National Offer Day by clicking on the 'Reply' button at the bottom. Or log into your online account via the portal link on our webpage: <https://www.lambeth.gov.uk/schools-and-education/school-admissions-and-appeals/primary-school-admissions/apply-primary-school-place-2024-25>

- When you reach the online portal, it will take you to the following page:



- Once on this page, click 'Returning visitors' button to login into your account' on the top right 'Sign in' button.
- Enter your username and password on the next page to access your account. If you cannot remember these, please check back through your emails as you will have received an email from Eadmissions when you submitted your application. If you still cannot find this information, click on the "Forgotten username or password" link (as shown above) and follow the instructions.
- In the box where your child's name and application reference number is listed click on the 'view outcome of application and respond' link.



The name of the school offered will appear at the top of the page. This is the outcome of the application.

- **Read through the details ‘Information relating to outcome’ and view the links as necessary.**
- **At the bottom of the page you will see the following:**

### Reply to offer

This is the official outcome to your child's Common Application Form. It is important that you respond online to the offer made by: 30 April 2024 otherwise your child's offer could be withdrawn. Once you have responded to the offer, you will receive confirmation of this by email.

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Do you want to accept this offer for [school name]?

Yes  No

You must reply before 30/04/2024 12:59

Relevant Comments

- **Chose the correct option to accept the offer or not by clicking on the circle.**
- **If you are rejecting an offer you must provide the name and area of the school in which you have secured a place for your child in the ‘Relevant Comments’ text box. Please note that Lambeth Schools Admissions Team will not accept any rejections of offers until you are able to demonstrate that you have made alternative arrangements for your child’s education, or if your child has been made an offer elsewhere.**
- **Then click on ‘Submit Reply’.** This will then log your decision.
- **Check that you have received the confirmation email.** This will be sent within a minute of you clicking on the ‘Submit Reply’ button. If you do not receive a confirmation email, please repeat the steps above as the decision was not submitted. If you have followed these steps and the email has not come through, check your ‘spam’ folder, as it may be there.