

Instructions for accepting an offer online

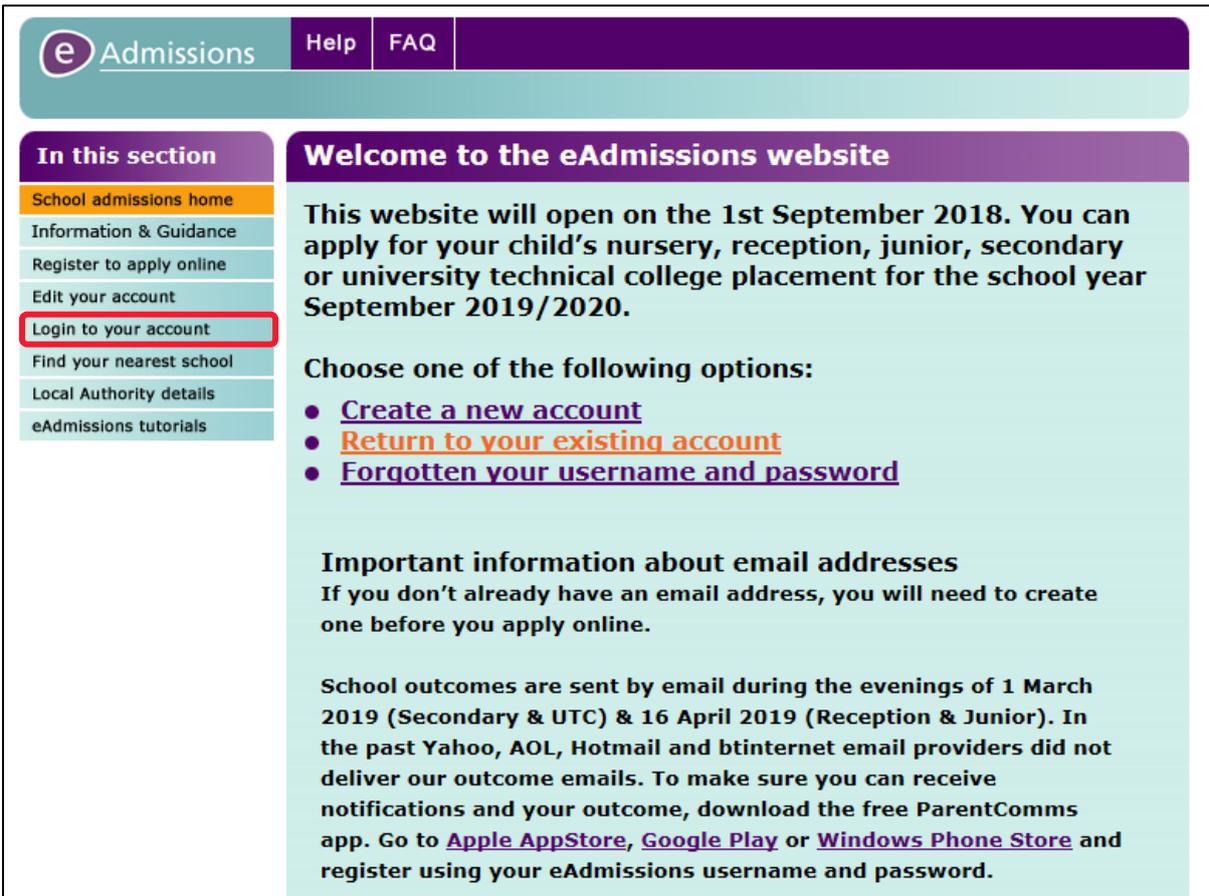
It is important that you accept the offer made by 30 April 2019 to prevent it being withdrawn.

To do this please log into <https://www.lambeth.gov.uk/school-admissions/junior-school-admissions>

- Scroll down the page until you see the following:



- Click on this link portal link and it will take you to the following page:

A screenshot of the eAdmissions website homepage. The top navigation bar is purple and contains the "e Admissions" logo, "Help", and "FAQ" links. Below the navigation bar is a purple header for the main content area. On the left, there is a sidebar menu titled "In this section" with several links, including "Login to your account" which is highlighted with a red box. The main content area has a purple header "Welcome to the eAdmissions website" and contains text about the website opening on 1st September 2018, a list of options to create a new account, return to an existing account, or forgotten username and password, and important information about email addresses and school outcomes.

- Once on this page, click 'Login to your account' on the left or 'Return to your existing account' in the middle of the page to login to your account. You will need your username and password 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. Please read through the details ‘Information relating to outcome’ and view the links as necessary.

- **Then scroll down the page until you see the following:**

A screenshot of a form with a light blue background. At the top, it asks "Do you want to accept this offer?". Below this are two radio button options: "Yes" and "No". Underneath the options, it states "You must reply before 30/04/2019 23:59". A section titled "Relevant Comments" contains a large, empty text box with a vertical scrollbar on the right. At the bottom of the form, there are two buttons: "Return to My School Admissions" on the left and "Submit Reply" on the right.

- **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 and a confirmation email of this will be sent within a minute. 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.

The confirmation email from London Grid for Learning states the following:

Application reference: [for example] 208-2019-09-E-0012434

Offer from [school name] accepted.

Thank you for confirming your acceptance. You do not need to return the paper reply slip which was included with your offer letter.

Under the co-ordinated admission arrangements your child's name has automatically been placed on the waiting list for the schools you listed as a higher preference and applications for any lower preference are automatically withdrawn.

The school will contact you in due course with further details about your child's admission.

Please note, if you have entered text into the comments field when accepting/declining this outcome, it will be displayed below:

Then click on 'Submit Reply'.