

Instructions for accepting an offer online

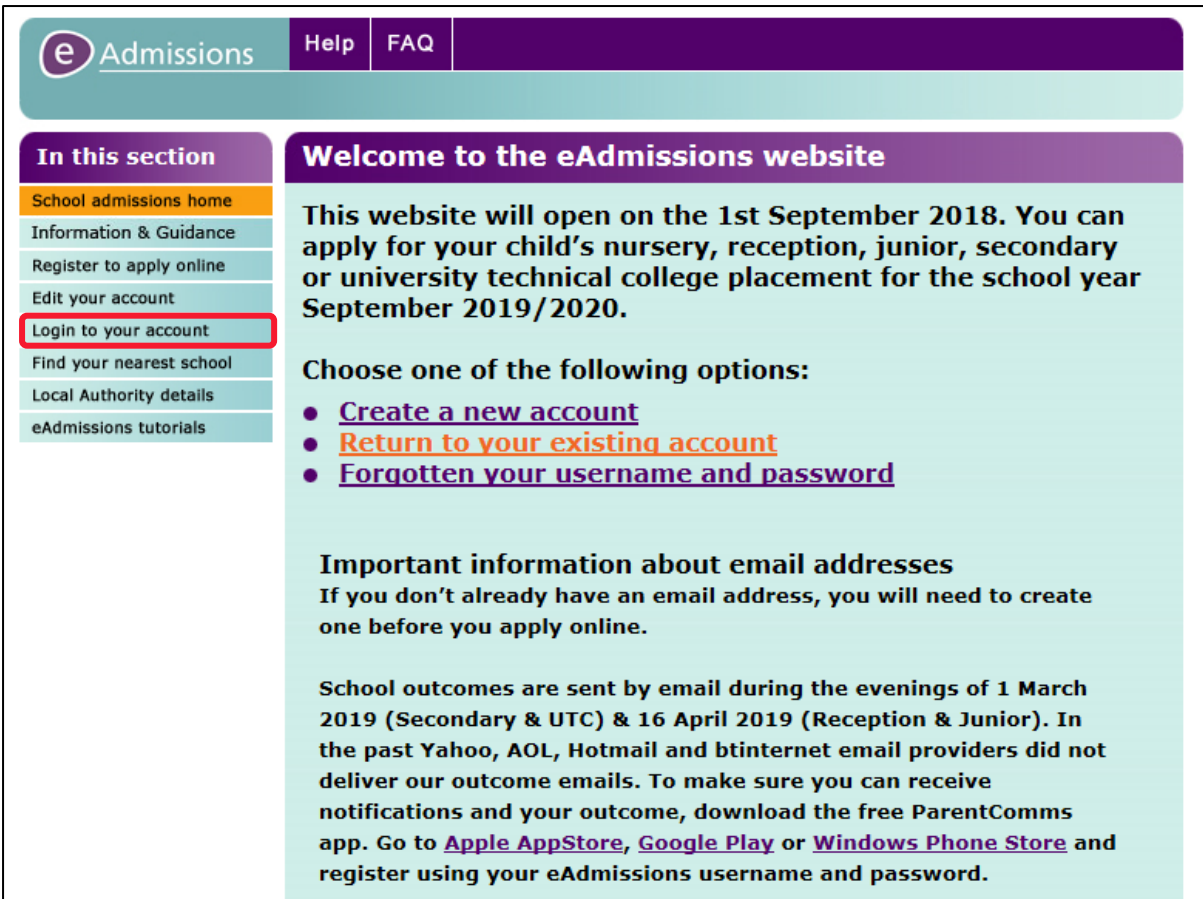
It is important that you accept the offer made by 15 March 2019 to prevent it being withdrawn.

To do this please log into <https://www.lambeth.gov.uk/school-admissions/apply-for-a-secondary-school-place>

- Scroll down the page until you see the following:



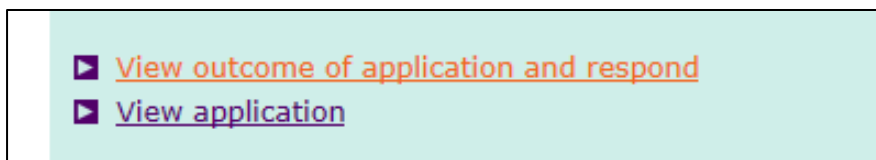
- Click on this link portal link and it will take you to the following page:

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 with the text "Welcome to the eAdmissions website". On the left side, there is a vertical menu titled "In this section" with several links: "School admissions home", "Information & Guidance", "Register to apply online", "Edit your account", "Login to your account" (highlighted with a red box), "Find your nearest school", "Local Authority details", and "eAdmissions tutorials". The main content area contains the following text: "This website will open on the 1st September 2018. You can apply for your child's nursery, reception, junior, secondary or university technical college placement for the school year September 2019/2020." Below this is a section titled "Choose one of the following options:" with three bullet points: "Create a new account", "Return to your existing account", and "Forgotten your username and password". At the bottom, there is a section titled "Important information about email addresses" with the text: "If you don't already have an email address, you will need to create one before you apply online." and "School outcomes are sent by email during the evenings of 1 March 2019 (Secondary & UTC) & 16 April 2019 (Reception & Junior). In the past Yahoo, AOL, Hotmail and btinternet email providers did not deliver our outcome emails. To make sure you can receive notifications and your outcome, download the free ParentComms app. Go to Apple AppStore, Google Play or Windows Phone Store and register using your eAdmissions username and password."

- 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

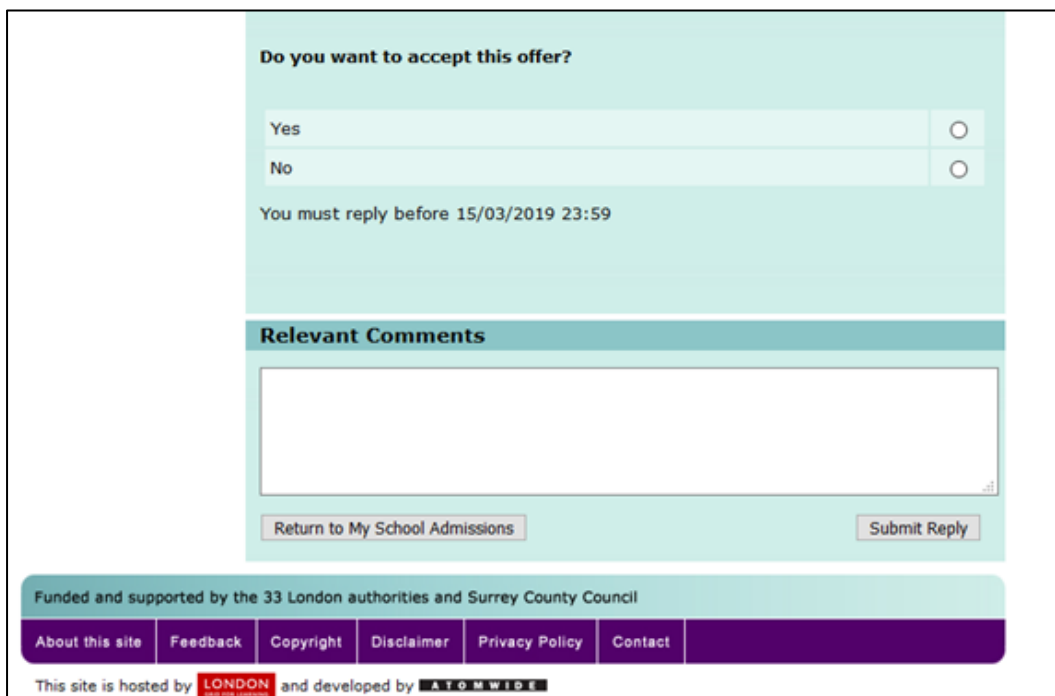
from Eadmissions when you submitted your application. If you still cannot find this information, click on the “Forgotten username or password” link (as shown above) and follow the instructions.

- **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 web 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 15/03/2019 23:59". A section titled "Relevant Comments" contains a large empty text box. At the bottom of the form are two buttons: "Return to My School Admissions" and "Submit Reply". Below the form is a footer with the text "Funded and supported by the 33 London authorities and Surrey County Council" and a navigation bar with links for "About this site", "Feedback", "Copyright", "Disclaimer", "Privacy Policy", and "Contact". At the very bottom, it says "This site is hosted by LONDON and developed by ATOWIDE".

- **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'.