

Top tips for completing your secondary admissions form

Here are some tips for when you are completing the application form online.

Make sure you fill in your child's name correctly

This sounds obvious, but make sure you spell your child's name correctly. It must be exactly the same as on their birth certificate, unless it has been changed legally. If this is the case, you need to provide a copy of the legal document.

Entering your address

You should enter your child's permanent home address, which must be in the borough of Lewisham. The address cannot be a temporary address, or one you have rented to increase your child's chance of getting into a particular school.

If eAdmissions doesn't recognise your address

If your address is not recognised when you try to apply online, or you live in a new development, call us on 0208 314 8282 or email secondaryadmissions@lewisham.gov.uk

If you move house

If you move house between now and September 2021, you must let us know immediately in writing. You should give us written evidence of your new address, such as a copy of your new tenancy agreement or a solicitor's letter confirming you have completed the house purchase.

If you move before 12 December 2020, your new home address will be used for your application.

If you move after 12 December 2020 and before 1 March 2021, your offer will be based on your original permanent home address.

Things to remember

Make sure you have:

- [checked the admissions criteria](#) for schools you are interested in, to see if your child has a good chance of being offered a place
- [set up an account](#) so you can apply online
- checked to see if you need to submit [supplementary information forms](#)

CLOSING DATE FOR APPLICATIONS 31 OCTOBER 2020.

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