Parents Guide to Admissions

Application Process
Log in

- Email: fredbloggs@hotmail.com
- Password: [redacted]

• If you have forgotten your password follow the ‘Forgotten your password?’ link

Don't have an account? Please register

Email Address

Password

Login
Welcome to the Citizens Portal

Below, you will see a range of services available to you.

- To apply for admissions to school select 'School Places'
- To edit your family details later you can use 'My Family'
- To edit your details use the link in the top right-hand corner 'My Account'

If you have more than one child you only need one account
Adding an Application

• If you already have children added via another service or My Family they will be shown here

Click Add Child

School Places

This is the Home Page. From here you can make a new application or view or change the application you have already made. You can use the Help we have provided if you get stuck or contact us using the details in the Contact Us link below. When you have finished your application and are happy with the details you have provided, you must SUBMIT it to the Local Authority. Follow the instructions that will be displayed to help you do this.

Important! You can still change your application after it has been submitted, up until the closing date, but you MUST SUBMIT it again or we will be unable to consider your application.

Make a new application
You currently have no children without an application.

Back  Add child
Add your child

<table>
<thead>
<tr>
<th>Forename</th>
<th>Bert</th>
</tr>
</thead>
<tbody>
<tr>
<td>Middle Name</td>
<td>Harry</td>
</tr>
<tr>
<td>Surname</td>
<td>Bloggs</td>
</tr>
<tr>
<td>Gender</td>
<td>Male</td>
</tr>
<tr>
<td>Date of Birth</td>
<td>12/12/2004</td>
</tr>
</tbody>
</table>

**Relationship to Child:**
- Father

**Parental Responsibility:**
- Yes
- No

**Select Address:**
- 85 Milton Road Clapham Bedford MK41 6AS UK

- Enter your child’s legal names, gender and Date of Birth.
- Confirm they live with you or click in the box below to add their address.

- Click to add new address

- Cancel
Add Child cont..

Click Add Child
Start the application

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Important! You can still change your application after it has been submitted, up until the closing date, but you MUST SUBMIT it again or we will be unable to consider your application.

Make a new application

Bert Bloggs
Date of birth: 12 Dec 2004
Current age: 10

You can perform the following actions:
- Start new application
Which Local Authority do you live in?

- You should check you are using the right website to apply for a school place.
When is your child changing school?

If you don’t get an Admissions Group you maybe too late or your child’s date of birth is out of range – either way please contact Admissions.
If you have a UID?

Enter your UID
Then press Next

Or
No UID
Your child’s details?

Additional Child’s Details

- Does your child have a Statement of Special Educational Needs? (Yes/No)
- Is your child registered as being in the care of a Local Authority e.g. are they fostered or a 'Looked After' child? (Yes/No)
- Is your child a twin or triplet, etc. (one of a multiple birth)? (Yes/No)

Next
Back

Slide to select
Moving Home?

Address Details

You have previously indicated that Bert's current address is 85, Milton Road, Clapham, Bedford, MK41 6AS, UK. If this is not Bert's current address, please update this via My Family. Then please navigate back to School Places and select 'Continue this application'. It is very important that we know the correct current address for Bert.

Moving Home?

If you are moving to the above address please supply date.

Moving Date: [dd/mm/yyyy]

Enter your new postcode and then click 'Find Address'. If your address is not listed, press the 'Enter Address Manually' and type the correct address into the boxes provided. If you don't have a Postcode please select 'I don't have a Postcode'.

Postcode: [ ]

Find Address
I don't have a Postcode

The next question is only for members of service (e.g. Army) and Crown Servant (e.g. Diplomat's) families. If this does not apply to you, please ignore this question and click the NEXT button below.

Is Bert a member of a Service or Crown Servant family, who are returning/moving to the address selected to take up duties?

[ ] No

[ ] Yes

Next

Back
Current School

• IMPORTANT – If your child is applying for a place in Reception you will skip this page

Search for your child’s current school

If your school is not listed change remove the Postcode and change the Schools located in to your local authority
Confirm School

If your child is not in school please tell us in the box at the bottom
Your Preferences

If your school is not listed remove the Postcode and change the Schools located in to your local authority and enter part of the school name.

IMPORTANT! If searching for schools by postcode, you must add the postcode of the school, not your own.

If your school is not listed remove the Postcode and change the Schools located in to your local authority and enter part of the school name.
Sibling attending the school?

Click No or Yes

If Yes
Tell us about them
Tell us your Reasons

Preference Reasons

In order to support your application for a place at Green Abbey School you can select the appropriate reasons below. You will have the opportunity to tell us in your own words of any additional reasons, or more about your selected reasons, on one of the next pages. "IMPORTANT - To select "Yes", click to make the YES turn BLUE."

Admissions for this school are controlled by this Local Authority. Preferences are ranked equally - for further details please refer to Section D of the Guide to parents.
Download - Right Click and Select Save Target As

- I believe my child lives in this school’s catchment
  - Yes
  - No/Not Applicable

- I believe my child attends a feeder school to this school
  - Yes
  - No/Not Applicable

- I am selecting this school because of the distance from my child’s home to this school
  - Yes
  - No/Not Applicable

- I am selecting this school because Bert is a child of a member of staff currently working at this Preference school
  - Yes
  - No/Not Applicable

Next

Slide to highlight Yes as Blue

Back

Next
Anything else we should know?

**Other Reasons**

You may tell us of any other reasons to support your application. If you have selected Green Abbey School for social or medical reasons you should give more details below. You may be contacted to discuss this further.

Type in here

Your reasons must be relevant to the schools admissions oversubscription criteria

Next
More Preferences

Your can add up to the maximum number of preferences, and we strongly recommend you add more than one.
Submit Application

Read the Terms and conditions

Offer by Email?
Preview and check your application

Finally – ‘I declare’ and Submit Now
Dear Mr Fred Bloggs,

Thank you for submitting your application for a school place.

Your application has been received by the Bedfordshire 820 School Admissions Team and does not require any further action by you in order for it to be processed. However, if additional evidence or information is required for the schools you have expressed preferences for e.g. medical/baptism certificates or supplementary forms, you will need to supply them.

You have expressed preferences for the following schools in this order of priority:

<table>
<thead>
<tr>
<th>Rank</th>
<th>School Name</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Green Abbey School</td>
<td>Green Abbey School, Burnaby Road, Bedford, Bedfordshire, MK42 1GH</td>
</tr>
</tbody>
</table>

Application for Bert Bloggs, Date of birth: 12/12/2004

Your application has been successfully submitted. You will shortly receive a confirmation email listing your school preferences. If additional information or evidence, e.g. medical/baptism certificates/supplementary information forms, is required for these schools, you will need to supply them.

To see a printer friendly version of your submitted application, click the Preview button. You do not need to take any further action. However, if you want to change any of the details you have submitted you may do so up until 31/10/2015 23:59. If you make any changes you MUST RE-SUBMIT it. Otherwise your application will not be considered.
What next?

You can return to the Citizen Portal and at any time change your application up until the closing date.
FAQ’s

• I have filled in the online form to register but have not yet received an email
  – It is possible that the email has been quarantined by anti-spam measures taken by your Internet Service Provider or by settings in your mail client.

  Check to make sure that, if you are an Outlook/Outlook Express user, the relevant email has not been misidentified as "junk" and deposited in the Junk folder. If the email has definitely not been delivered to you then contact your ISP to see whether the email can be tracked and its fate discovered.

  The service providers who suffer most from the problem of incorrectly identifying key emails as spam have proved to be aol.com, hotmail.com, hotmail.co.uk, yahoo.co.uk, yahoo.com and btinternet.com

• I have forgotten my password
  – Visit the log in page, click on the link "Forgotten your password?" and enter your email address.

  A new email will be generated and sent to your registered email address with a link to reset the password details.
FAQ’s

• **What if I change my email address??**
  – Log in with your old address and select ‘My Account’
  – Or, contact us and we can help you update your account

• **I am unable to find my address on the dropdown address list**
  – Just enter your address into the address boxes. Please note that House number and Postcode is required.
FAQ’s

• Can I use the same account to make more than one application (e.g. applications for twins or siblings in different year groups)
  – You are able to apply for twins, triplets etc. using the online admissions system but MUST ensure that you submit a separate application for each child.