#### Parents Guide to Making an Online Application for a School Place

Online applications can be made for children due to start school in Reception, transfer from Year 6 to secondary school, or transfer from Year 2 at infant school to junior school. Any other applications should be made directly to schools.

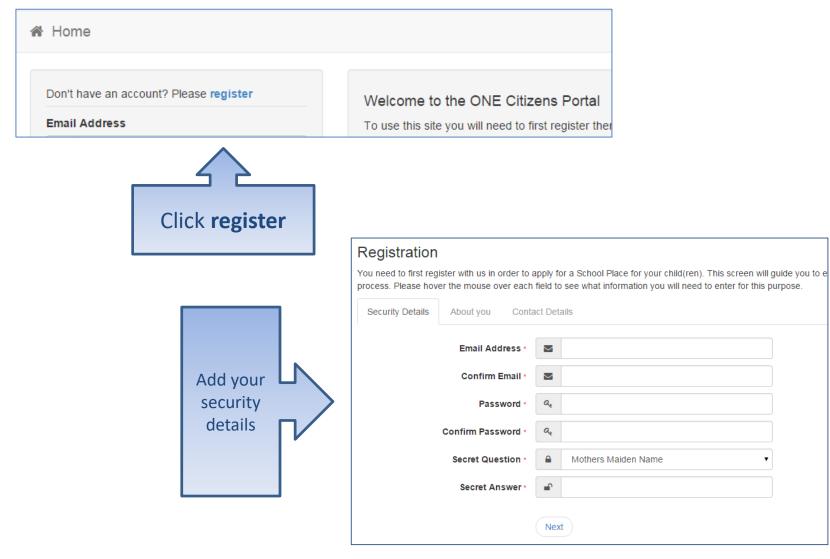
Parents and carers who have an e-mail address can access the online application facility through the following web page. Parents can access the internet at Shropshire Council Libraries or, if necessary, by visiting your local primary school :

1. Go to www.shropshire.gov.uk/schooladmissions, and select starting-or-transferring-school

Service newsflash:		plication successful? d junior school allocations were published on 16 /	April 2019 Dor t Read more
	Starti	ng or transferring	school
♠ School admission	ns More in Sta	rting or transferring school 👻	
daunting process. What our information will he	atever stage in the ed Ip make this as simpl	g schools mid-term, can be a ducation process your child is at e as possible. Use the links stage of education your child is	
Starting infant or p Find out what you need due to start primary sci	d to do if your child is	Transferring to junior school Information and advice for parents whose child is moving from infant to junior school	Transferring to secondary school Information and advice for parents whose child is starting secondary school
	id's school	Secondary school open evenings	Schools with sixth forms

Choose either "Starting primary school", "Transferring to junior school" or "Transferring to secondary school", whichever is applicable. Then click on "Apply Now?"

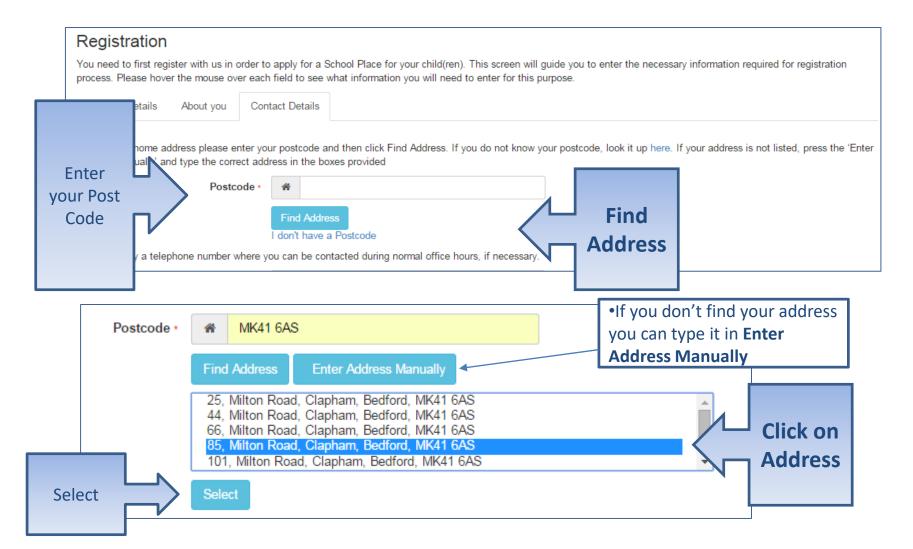
#### Registration



### Who you are



## Where do you live



#### Give us your contact details

Security Details

About you Contact Details

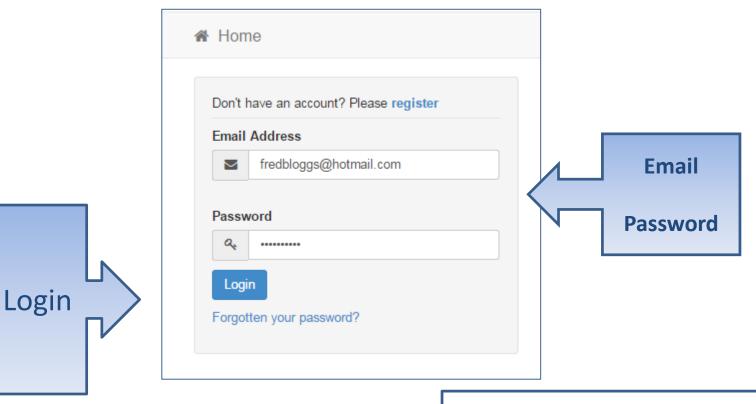
To find your home address please enter your postcode and then click Find Address. If you do not know your postcode, I Address Manually' and type the correct address in the boxes provided

House Number	*	85	
House Name	*		
Building Name	*		
Street Name	*	Milton Road	
District / Village	*	Clapham	
Town	*	Bedford	
County	*		
Postcode •	*	MK41 6AS	
Country	0	United Kingdom	
	Find	Address	
Enter Please supply a telephone number where yo	ou can	be contacted during normal office hours, if necessary.	
your Home Phone	e.		
telephone Mobile Number			
Numbers Work Phone	e.		
	Subr	vious mit Registration	Submit Registration
	* Ked	quired field	

#### What happens Next

A Home	
Username. Thank you for regis To activate your ac this will take you to https://vm2008x644 faaf592a6bc5 Please note: if you browser. Kind Regards, Port	eed to click the link to confirm your email address as your new  tering with the Citizen Portal.  count we need you to confirm your email address is valid. To do this, click on the link below a page where you can enter your password and login.  2/CitizenPortal/Account Mvc/CompleteRegistration/1388 6f207ec5-b12d-4730-83d  Click on the link  a are unable to click on this link, carefully copy and paste the text into your Internet tal Administrator e do not reply to this email as this account is not monitored.
<ul> <li>If the email is not in you inbox, check your Junk Mail folder</li> <li>If the link is not highlighted copy and paste into your browsers URL box</li> </ul>	Home Thank you for registering Thank you for confirming your email address. Your registration is now complete. When you sign in, use your email address as your username.

# Log in



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

#### Your Home Page

#### Welcome to Shropshire Council Online School Admissions

Before you use this site:

Please ensure that you have read and understood the Parent's Guide to Education in Shropshire.

The guide provides all the correct information to help you make your application.

Please view the maps to check which school catchment area you live in.

If your application is not made by the closing date, it will be classed as late and your application may not be successful because of this.

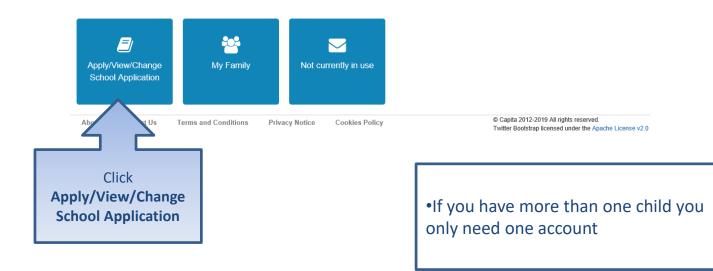
The Guide advises the importance of why you should state 3 preferences on your application.

#### To start your application

Select "My Family" and add your child(ren)

Return to the home page

and then select "Apply/View/Change School Application" to continue.



## Adding an Application

#### 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.

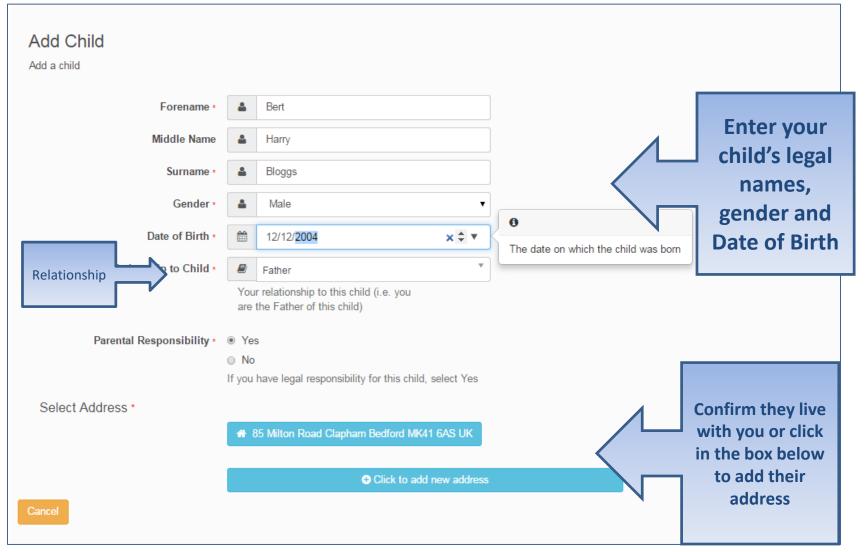
Back

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

Add child



### Add your child



#### Add Child cont..

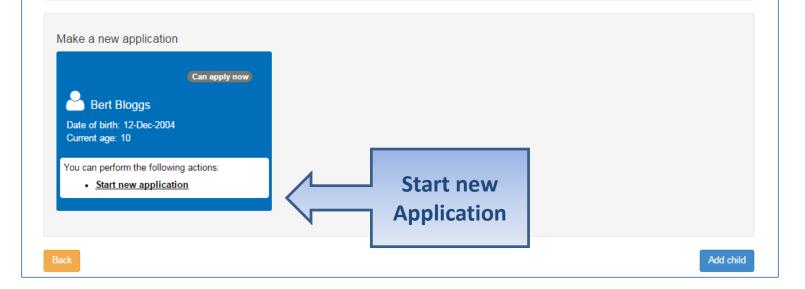
Parental Responsibility *	Vo	6		
Falental Responsibility *	<ul> <li>No</li> </ul>			
		have legal responsibility for this child, select Yes		
	n you	have legal responsibility for this child, select res		
		Use previous address		
House Number	ñ	85	]	
nouse number		05		
House Name	*			
Building Name	裔			
Street Name	A	Milton Road		
District / Village	ñ	Clapham		
Town	A	Bedford		
County	*			
Postcode *	ñ	MK41 6AS		
Country	0	United Kingdom *		
		Address		
	FIR	Address		
ancel				Ado
				Click Ac

### Start the application

#### 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.

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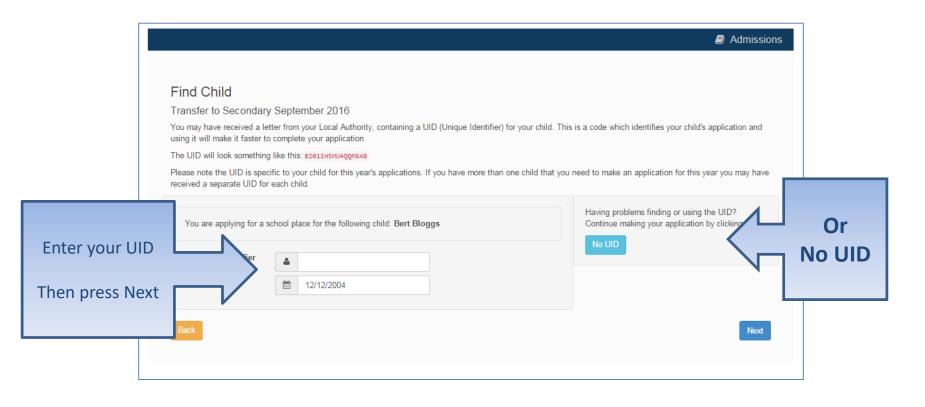


#### When is your child changing school?

A Home	🛔 My Account	<b>്</b> Sign Out
	B	Admissions
Select a Transfer Group		
For your child's date of birth, you can apply for the following school places:		
Transfer to Secondary September 2016 Click the Box		
Back		

•If you don't get an Admissions Group you maybe to late or your child's date of birth is out of range – please check that you have entered your child's date of birth correctly.

## If you have a UID?



### Your child's details?

	Ø	Shropshire				Citi	zen Portal
	🖀 Ho	ome		۵	My Account	) Sign Out	I English/Cymraeg ▼
							Admissions
Select what is applicable otherwise leave blank			cation Health and Care Plan (EH child (in the care of a local author at the time of making an applicat ere immediately adopted (or beca	ity or being provided with accomi ion to a school?Or is your child p	reviously looked	after (was lo	oked after, but
		Back					Next
							Next

### Moving Home?

Admission:
dress Details
bu have previously indicated that Bert's current address is <b>85, Milton Road, Clapham, Bedford, MK41 6AS, UK</b> . If this is not Bert's current address, please odate this via My Family. Then please navigate back to School Places and select to 'Continue this application'. It is very important that we know the correct irrent address for Bert.
ving Home?
A)If you are moving to the above address please supply date.  Moving Date d/mm/yyyy  Inter 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 ovided. If you don't have a Postcode please select 'I don't have a Postcode'.  Postcode •  Find Address I don't have a Postcode
he 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 nore this question and click the NEXT button below. Bert a member of a Service or Crown Servant family, who are returning/moving to the address selected to take up duties?
No
ck Next

#### **Current School**

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

a School				
ode Schools	ocated in	School Name (Tip: Part names give bette	er results)	Search for y child's curr school
ol Name sford Primary School (p4t) (Pinchmill Lower ol)	Gender CoEd	Address Park Lane, Henlow, BEDFORD, Simshire, SG18 8IK	· · · · · · · · · · · · · · · · · · ·	is not listed change ostcode and change
	d the school you are looking for, search using pode Schools I Be of(s) found ol Name sford Primary School (p4t) (Pinchmill Lower al)	d the school you are looking for, search using a postcode, loo pode Schools located in Bedfordshire 820 of(s) found of Name Gender sford Primary School (p4t) (Pinchmill Lower CoEd	d the school you are looking for, search using a postcode, local authority, school name or a combination of these, then click Search. Dode Schools located in School Name (Tip: Part names give better Bedfordshire 820  mill ol Name Gender Address sford Primary School (p4t) (Pinchmill Lower CoEd Park Lane, Henlow, BEDFORD, Simshire, SG18 8IK show the state of the s	d the school you are looking for, search using a postcode, local authority, school name or a combination of these, then click Search. Defended Schools located in School Name (Tip: Part names give better results) Bedfordshire 820   imil Search Search Stop Journe Search Sear

#### **Confirm School**

Child's Current S	School	
School Name	Raynsford Primary School (p4t)	
School Address	Park Lane, Henlow, BEDFORD, Simshire, SG18 8IK	
If, after searching, you a	are still unable to find the school, please tell us where your child is currently being educated by typing the name into the box below.	

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

#### **Your Preferences**

Preference School \$	Search			
		'ou may select more than one school and if you do, it is impo up and down arrows that will appear once you have selected		
	ou will then be able to tell us your reasons for hav ons you claim, we may have to ask you to provide	ing chosen that school. You do not have to give any reasons further evidence.	if you do not wish to	
Postcode	king for, search using a postcode, local authority, Schools located in Bedfordshire 820	school name or a combination of these, then click Search. School Name (Tip: Part names give bet	ter results) Search	
Postcode	Schools located in	School Name (Tip: Part names give bet		
Postcode	Schools located in	School Name (Tip: Part names give bet	Search	Search your sch

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

Select

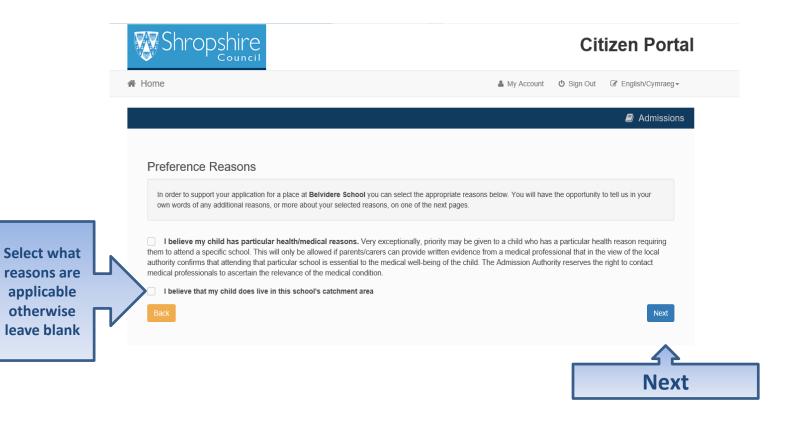
If your school is not listed remove the **Postcode** and change the **Schools located in** to your local authority and enter part of the school name

## Sibling attending the school?

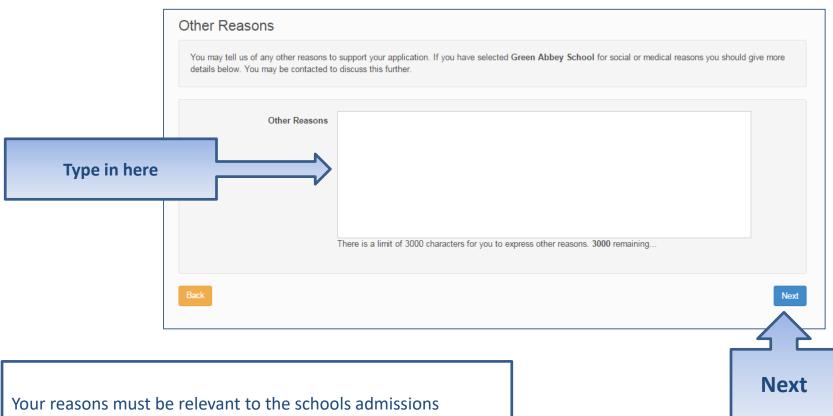
	Shropshir	Citize	n Portal
	🖀 Home	👗 My Account 🕐 Sign Out 🕼 En	iglish/Cymraeg <del>-</del>
		Ē	Admissions
	Preference Reaso	ns: Sibling	
Insert tick if there is an older sibling	Does the child have	a sibling who will still be attending the selected school on the date that they are due to start? (A sibling connective, step-brother or step-sister, half-brother or half-sister, living at the same address as part of a family unit. Foster and active and active and active address as part of a family unit. Foster and active address as part of a family unit.	
	Back		Next
ng Details rder to support your application for a place at Green Abbey School you can select appr	opriate reasons on the next pages.		Next
ild might have multiple siblings currently attending the school. Please enter the details o Forename	f the sibling closest in age and select the address where	Insert sibling details if applicable	
Middle Name  Surname  Bloggs	0		
Gender · A Male Date of Birth · dd/mm/yyy  Use previous addres	Please select a gender	Sibling's School The sibling's current school is shown below.	
House Number 🕷 85 House Name 🕷		School Name Green Abbey School	
Building Name 🐖 Street Name 💘 Milton Road District / Village 🕷 Clapham		School Address 🕢 Green Abbey School, Burnaby Road, Bedford, Bedford, Bedfordshire If the sibling does not attend the above school, but instead attends a partner school, please click on the Find School button to select the co school.	
Town Sedford		Eack	Next

Sibling In orde Your child

#### Tell us your Reasons



# Anything else we should know?

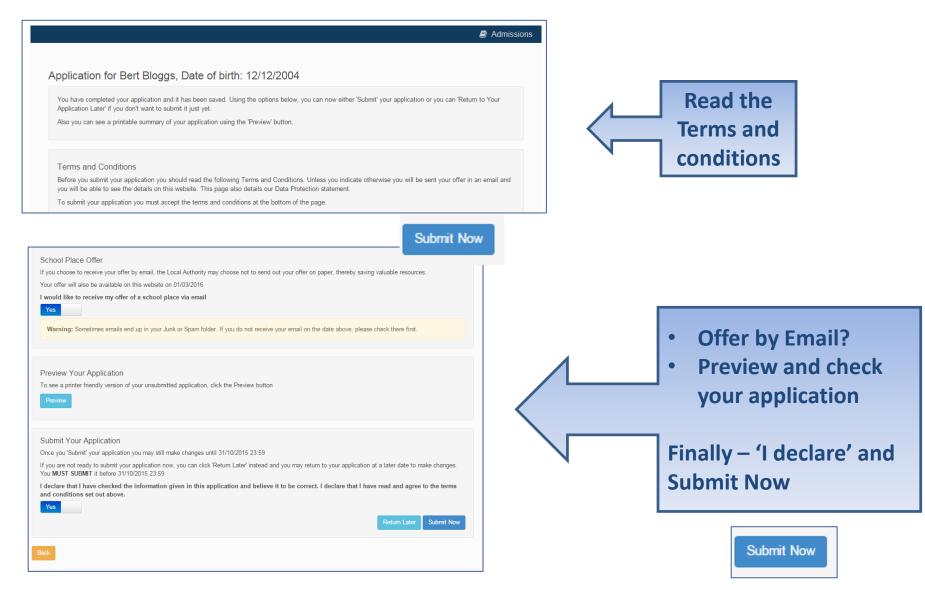


oversubscription criteria

#### More Preferences

	eferred Schools	Admissions	
	ected the schools below. You may choose up to 3 schools and you may change your	selection until 31/10/2015 23:59	
Use the arro	ows to rank your preferred schools; your most preferred school must be at the top ran	nked 1.	
Rank	School name	Re-order	
1 Back	Green Abbey School	Edit Remove Add a new preferred school Next	Add more preferences
		Next	
	add up to 3 preferences, and we ecommend you add more than one		

#### **Submit Application**



#### What next?

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.

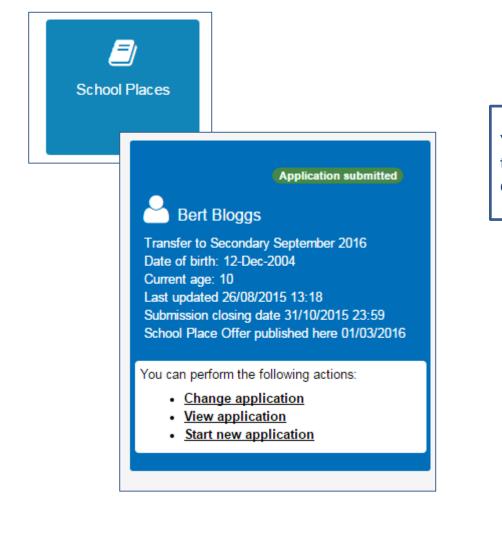
You have expressed preferences for the following schools in this order of priority:

Rank	School Name	Address
1	Green Abbey School	Green Abbey School, Burnaby Road, Bedford, Bedfordshire, MK42 1GH



	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 preference e.g. medical/baptism certificates/supplementary information forms, is required for these schools, you will need to supply the To see a printer friendly version of your submitted application, click the Preview button. Preview You do not need to take any further action. However, if you want to change any of the details you have submitted you may make any changes you MUST RE-SUBMIT it. Otherwise your application will not be considered.	em.
Con	firmation on Screen	

#### 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.