


# Parents' Guide to Admissions

## **A Guide to using the Citizen Portal for Leicestershire Parents**

Some of the pages on the Leicestershire Portal may have slightly different wording from this general guide. However the basic processes outlined in this guide still apply. You should read each page of the Leicestershire Portal as you make your application to make sure you are not missing any local advice or requirements.

# Registration

 Home

Don't have an account? Please [register](#)

**Email Address**

Welcome to the ONE Citizens Portal

To use this site you will need to first register then

Click **register**

Add your  
security  
details

## Registration

You need to first register with us in order to apply for a School Place for your child(ren). This screen will guide you to the process. Please hover the mouse over each field to see what information you will need to enter for this purpose.

Security Details

About you

Contact Details

Email Address \*



Confirm Email \*



Password \*



Confirm Password \*



Secret Question \*



Mothers Maiden Name



Secret Answer \*



Next

# Who you are


Security Details

About you

Contact Details

Add your security details


Title \*




Please select

▼


Forename \*



Surname \*



Gender \*



Please select a gender

▼

Previous

Next

\* Required field

# Where do you live

## Registration

You need to first register with us in order to apply for a School Place for your child(ren). This screen will guide you to enter the necessary information required for registration process. Please hover the mouse over each field to see what information you will need to enter for this purpose.

Details About you Contact Details

home address please enter your postcode and then click Find Address. If you do not know your postcode, look it up [here](#). If your address is not listed, press the 'Enter Address Manually' and type the correct address in the boxes provided

Postcode \*



Find Address

I don't have a Postcode

or a telephone number where you can be contacted during normal office hours, if necessary.

Enter  
your Post  
Code

Find  
Address

Postcode \*



MK41 6AS

Find Address

Enter Address Manually

25, Milton Road, Clapham, Bedford, MK41 6AS  
44, Milton Road, Clapham, Bedford, MK41 6AS  
66, Milton Road, Clapham, Bedford, MK41 6AS  
85, Milton Road, Clapham, Bedford, MK41 6AS  
101, Milton Road, Clapham, Bedford, MK41 6AS

Select

•If you don't find your address  
you can type it in **Enter  
Address Manually**

Click on  
Address

Select

# 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	<input type="text" value="85"/>
House Name	<input type="text"/>
Building Name	<input type="text"/>
Street Name	<input type="text" value="Milton Road"/>
District / Village	<input type="text" value="Clapham"/>
Town	<input type="text" value="Bedford"/>
County	<input type="text"/>
Postcode *	<input type="text" value="MK41 6AS"/>
Country	<input type="text" value="United Kingdom"/>

Find Address

Please supply a telephone number where you can be contacted during normal office hours, if necessary.

Home Phone	<input type="text"/>
Mobile Number	<input type="text"/>
Work Phone	<input type="text"/>

Previous

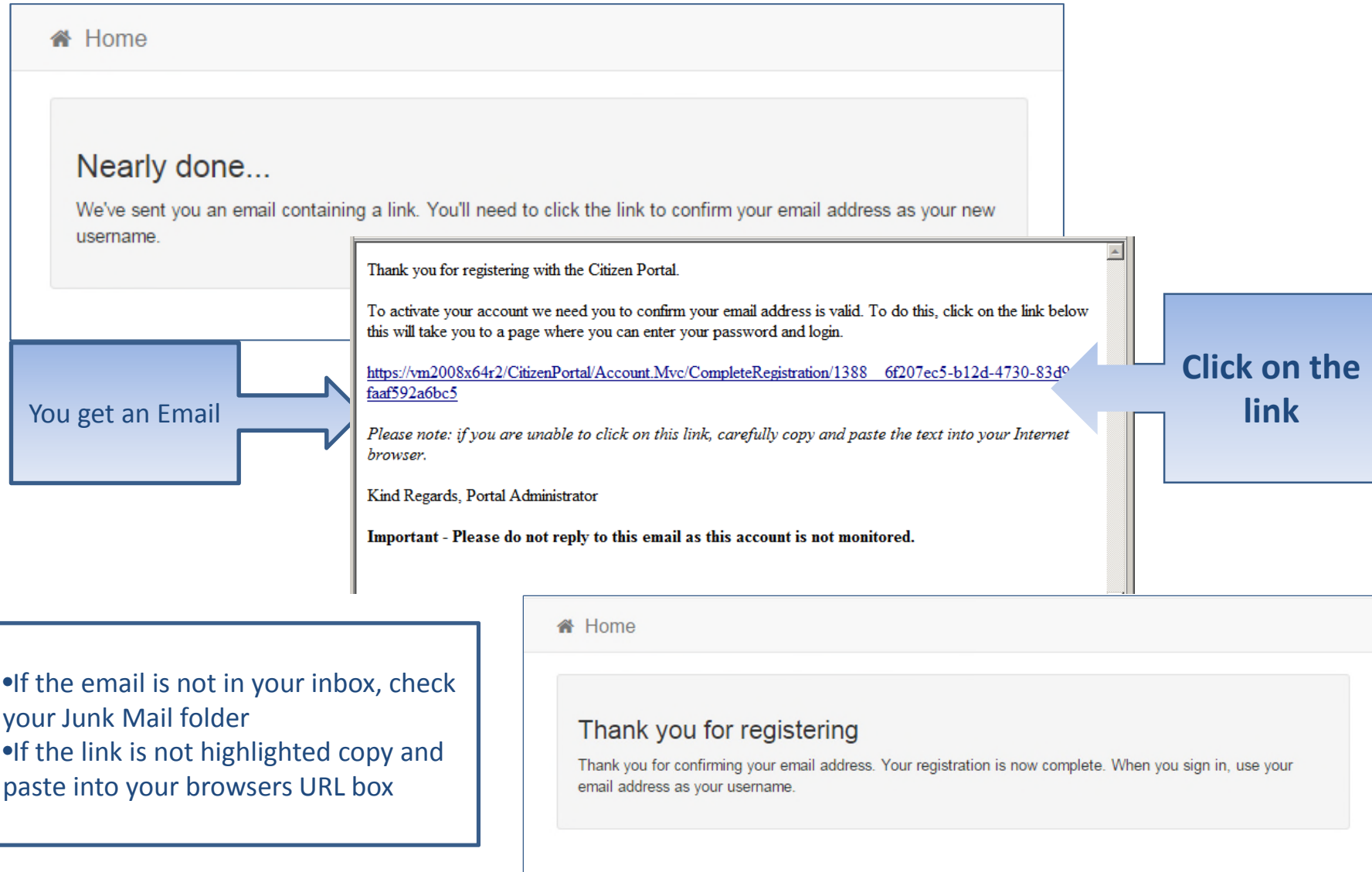
Submit Registration

\* Required field

Enter  
your  
telephone  
Numbers

Submit  
Registration

# What happens Next



# Log in

Home

Don't have an account? Please [register](#)

Email Address

Password

Login

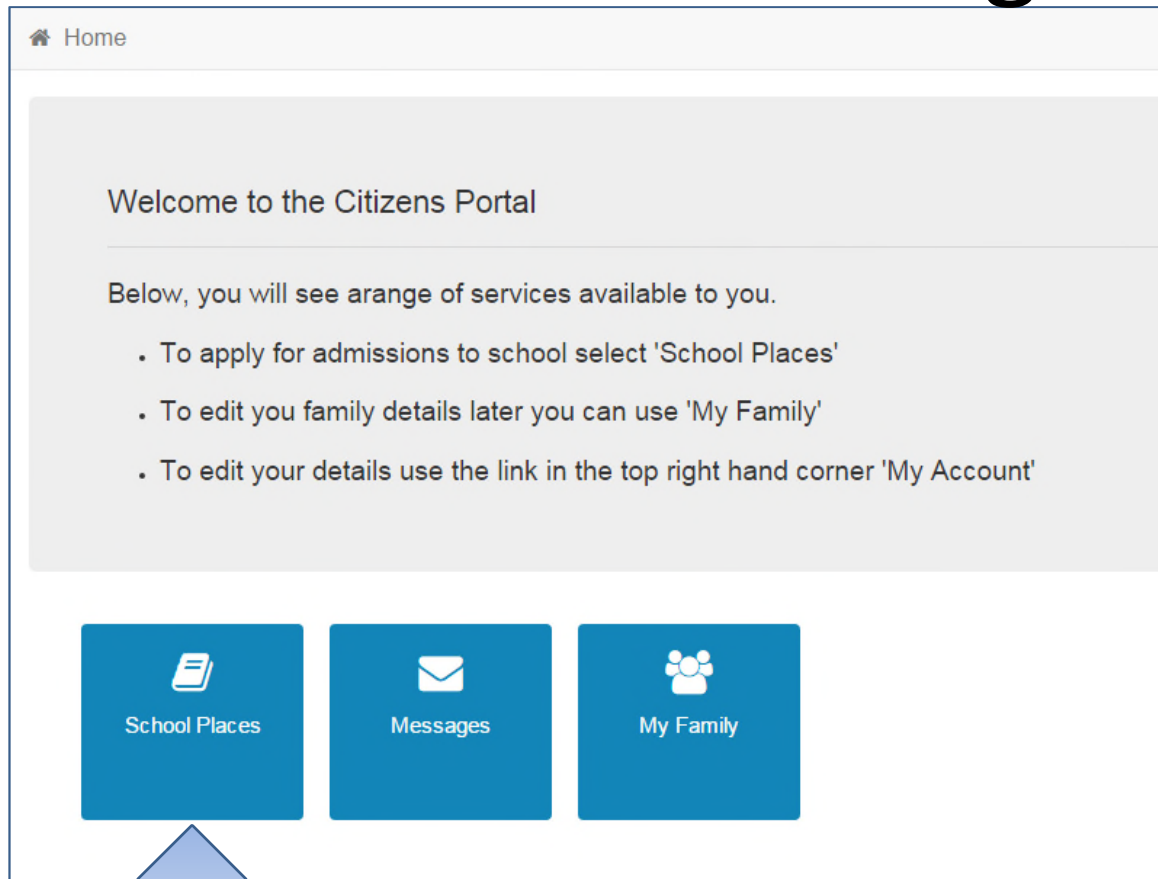
[Forgotten your password?](#)

**Login**

**Email**  
**Password**

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

# Your Home Page



Click **School Places**

•If you have more than one child you only need one account



# 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](#)[Add child](#)

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


Click **Add Child**

# Add your child


## Add Child

Add a child


Forename \*

 Bert


Middle Name

 Harry


Surname \*

 Bloggs

Gender \*


 Male ▼

Date of Birth \*

 12/12/2004 x ▼

The date on which the child was born

Relationship to Child \*

 Father ▼

Your relationship to this child (i.e. you are the Father of this child)


Parental Responsibility \*


☒ Yes

☐ No

If you have legal responsibility for this child, select Yes

Select Address \*

 85 Milton Road Clapham Bedford MK41 6AS UK

 Click to add new address

Cancel

Enter your child's legal names, gender and date of Birth

Relationship

Confirm they live with you or click in the box below to add their address

# Add Child cont..

Parental Responsibility • ☒ Yes  
☐ No  
If you have legal responsibility for this child, select Yes

[← Use previous address](#)

House Number

House Name

Building Name

Street Name

District / Village

Town

County

Postcode •

Country

[Find Address](#)

[Cancel](#) [Add child](#)

Click **Add Child**

# 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.

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

**Can apply now**

Date of birth: 12-Dec-2004  
Current age: 10

You can perform the following actions:

- [Start new application](#)

**Make new  
Application**

Back

Add child

# Which Local Authority do you live in?

Home My Account Sign Out

Admissions

**Before You Apply** To make an application for a school place you **MUST** make your application to the Local Authority where **your child lives**. The Local Authority knows the majority of addresses in this and surrounding Local Authorities. To check you are applying to the right Local Authority please enter **your child's postcode** to search our address database. If your child is moving to a new address, enter the postcode where the child will live at the time of starting the new school.

My child's postcode  [Check Now](#) [Cancel](#)

- You should check you are using the right website to apply for a school place

Your child's postcode is within this Local Authority - Please click 'Continue'

**Before You Apply** To make an application for a school place you **MUST** make y majority of addresses in this and surrounding Local Authorities. To check you are address database. If your child is moving to a new address, enter the postcode v

My child's postcode  [Check Now](#) [Cancel](#)

[Continue to Apply](#)

# When is your child changing school?

Home My Account Sign Out

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

Back

Click the Tile

- You may see two tiles, one for First Time Admissions or for Transfer to Secondary School and one to Change School immediately. Click the relevant tile.

# If you have a UID?

The screenshot shows a web page titled 'Find Child' under the 'Admissions' header. The page is for a 'Transfer to Secondary September 2016'. It explains that a UID (Unique Identifier) can speed up the application process and provides an example: 82011H5MU4QQM6AB. It also notes that the UID is specific to the child and year. Below this, a form shows the child's name as 'Bert Bloggs'. There are input fields for a UID (with a person icon) and a date (12/12/2004, with a calendar icon). A 'Back' button is at the bottom left, and a 'Next' button is at the bottom right. A 'No UID' button is also present in a side panel. Two large blue arrows are overlaid: one pointing from the left towards the UID input field with the text 'Enter your UID Then press Next', and another pointing from the right towards the 'No UID' button with the text 'Or No UID'.

Admissions

## Find Child

Transfer to Secondary September 2016

You may have received a letter from your Local Authority, containing a UID (Unique Identifier) for your child. This is a code which identifies your child's application and using it will make it faster to complete your application.

The UID will look something like this: 82011H5MU4QQM6AB

Please note the UID is specific to your child for this year's applications. If you have more than one child that you need to make an application for this year you may have received a separate UID for each child.

You are applying for a school place for the following child: **Bert Bloggs**

Enter your UID

Then press Next

Having problems finding or using the UID?  
Continue making your application by clicking


No UID

Or  
No UID

Back

Next

# Your child's details?

 Admissions

## Additional Child's Details

Does your child have a Statement of Special Educational Needs?

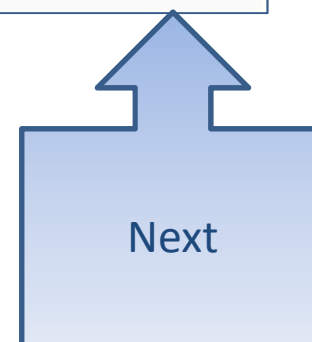
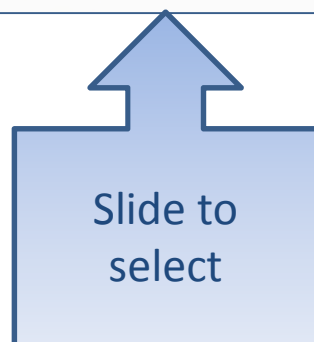
☐ No

Is your child registered as being in the care of a Local Authority e.g. are they fostered or a 'Looked After' child?

☒ Yes

Is your child a twin or triplet, etc. (one of a multiple birth)?

☐ No





# Moving Home?

Admission:

## 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 to 'Continue this application'. It is very important that we know the correct current address for Bert.

## Moving Home?

(LA) 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


Back

Next

Next

# Current School

- IMPORTANT – If your child is applying for a place in Reception skip to 'Your Preferences'
- If you used a UID you will skip this page

 Admissions


### Child's Current School

Where does Bert currently go to School? Use the search facility below to find Bert's current school.


### Find a School

To find the school you are looking for, search using a postcode, local authority, school name or a combination of these, then click Search.

Postcode




Schools located in



Bedfordshire 820

School Name (Tip: Part names give better results)



mill

Search

1 School(s) found

School Name	Gender	Address	Website
Raynsford Primary School (p4t) (Pinchmill Lower School)	CoEd	Park Lane, Henlow, BEDFORD, Simshire, SG18 8IK	

If, after searching, you are still unable to find the school, please tell us where your child is currently being educated by typing the name into the box

Currently educated at:

Back

Next

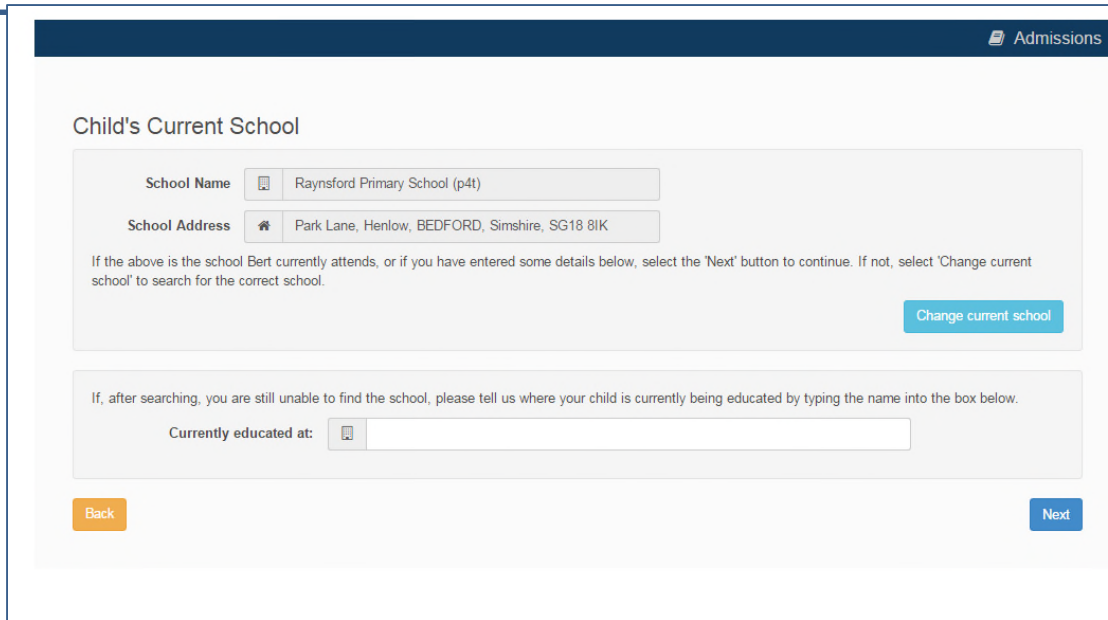
Select

Search for your  
child's current  
school

You can search for the school using  
either the school name or postcode.  
You can also filter by Local Authority.

# Confirm School

**IMPORTANT** – If your child is applying for a place in Reception skip to ‘Your Preferences’



The screenshot shows a web form titled 'Child's Current School' under an 'Admissions' header. It contains two input fields: 'School Name' with the value 'Raynsford Primary School (p4t)' and 'School Address' with the value 'Park Lane, Henlow, BEDFORD, Simshire, SG18 8IK'. Below these fields is a paragraph of instructions and a 'Change current school' button. At the bottom of the form is a 'Currently educated at:' label followed by an empty input box, a 'Back' button, and a 'Next' button.

Admissions

### Child's Current School

School Name

School Address

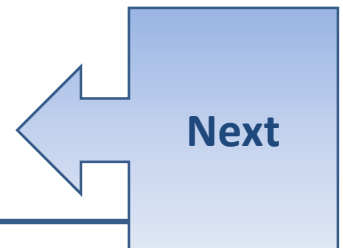
If the above is the school Bert currently attends, or if you have entered some details below, select the 'Next' button to continue. If not, select 'Change current school' to search for the correct school.

[Change current school](#)

If, after searching, you 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.


Currently educated at:

[Back](#) [Next](#)



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

# Your Preferences

 Admissions

## Preference School Search


This is where you will tell us the school you would prefer your child to attend. You may select more than one school and if you do, it is important that you rank them in the order you prefer, with the school you most want at Rank 1. Use the up and down arrows that will appear once you have selected more than one school to rank your schools.

For each school you select, you will then be able to tell us your reasons for having chosen that school. You do not have to give any reasons if you do not wish to and depending upon the reasons you claim, we may have to ask you to provide further evidence.


### Find a School

To find the school you are looking for, search using a postcode, local authority, school name or a combination of these, then click Search.


Postcode



Schools located in

 Bedfordshire 820

School Name (Tip: Part names give better results)

 gre

Search

2 School(s) found

School Name	Website
Applegreen School	<a href="#">Link</a>
Green Abbey School (Green Abbey Community School)	<a href="#">Link</a>

Back

Select

Schools Located In

Search for  
your school

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?

Admissions

Preference Reasons: Sibling

In order to support your application for a place at **Green Abbey School** you can select appropriate reasons on the next pages.  
(LA) Does your child have a sibling who will still be attending the school when your child starts?

No Yes

Back

Click No or Yes

Sibling Details

In order to support your application for a place at **Green Abbey School** you can select appropriate reasons on the next pages.

Your child might have multiple siblings currently attending the school. Please enter the details of the sibling closest in age and select the address where

Forename		Bob
Middle Name		
Surname		Bloggs
Gender		Male
Date of Birth		dd/mm/yyyy
Use previous address		
House Number		85
House Name		
Building Name		
Street Name		Milton Road
District / Village		Clapham
Town		Bedford

If Yes  
Tell us about them

Sibling's School

The sibling's current school is shown below.


School Name		Green Abbey School
School Address		Green Abbey School, Burnaby Road, 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 correct school.

Find School

Back Next

# Tell us your Reasons

 Admissions

## 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

Back

Next

Slide to  
highlight Yes  
as Blue

Yes No/Not Applicable

Next

# Anything else we should know?

The image shows a screenshot of a web form titled "Other Reasons". At the top, there is a light gray box containing the text: "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." Below this is a large text input area. To the left of this area is a blue box with the text "Type in here" and a blue arrow pointing to the input field. The input field itself has the label "Other Reasons" and a character count at the bottom: "There is a limit of 3000 characters for you to express other reasons. 3000 remaining...". At the bottom left of the form is an orange "Back" button, and at the bottom right is a blue "Next" button. A blue box with the text "Next" and a blue arrow pointing up to the "Next" button is located at the bottom right of the image. A blue box with the text "Your reasons must be relevant to the school's admissions oversubscription criteria" is located at the bottom left of the image.

**Type in here**

**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.

Other Reasons

There is a limit of 3000 characters for you to express other reasons. 3000 remaining...


Back

Next

**Next**

Your reasons must be relevant to the school's admissions oversubscription criteria

# More Preferences

 Admissions

## Your Preferred Schools

You have selected the schools below. You may choose up to 3 schools and you may change your selection until 31/10/2015 23:59

Use the arrows to rank your preferred schools; your most preferred school must be at the top ranked 1.

Rank	School name	Re-order
1	Green Abbey School	<div>EditRemove</div>

Add a new preferred school

BackNext

Add more preferences

Next

You can state a preference for up to 3 schools. We recommend you include your catchment school as one of your preferences.



# Submit Application

Admissions

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

You have completed your application and it has been saved. Using the options below, you can now either 'Submit' your application or you can 'Return to Your Application Later' if you don't want to submit it just yet.

Also you can see a printable summary of your application using the 'Preview' button.

**Terms and Conditions**

Before you submit your application you should read the following Terms and Conditions. Unless you indicate otherwise you will be sent your offer in an email and you will be able to see the details on this website. This page also details our Data Protection statement.

To submit your application you must accept the terms and conditions at the bottom of the page.

Submit Now

**School Place Offer**

If you choose to receive your offer by email, the Local Authority may choose not to send out your offer on paper, thereby saving valuable resources.

Your offer will also be available on this website on 01/03/2016

I would like to receive my offer of a school place via email

☒ Yes ☐ No

**Warning:** Sometimes emails end up in your Junk or Spam folder. If you do not receive your email on the date above, please check there first.

**Preview Your Application**

To see a printer friendly version of your unsubmitted application, click the Preview button

**Submit Your Application**

Once you 'Submit' your application you may still make changes until 31/10/2015 23:59

If you are not ready to submit your application now, you can click 'Return Later' instead and you may return to your application at a later date to make changes. You **MUST SUBMIT** it before 31/10/2015 23:59

I declare that I have checked the information given in this application and believe it to be correct. I declare that I have read and agree to the terms and conditions set out above.

☒ Yes ☐ No

Read the  
Terms and  
Conditions

- Offer by Email?
- Preview and check your application

Finally – 'I declare' and  
Submit Now

Submit Now

# 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



Email

 Admissions

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.

[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 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.



Confirmation on  
Screen

 Home

# What next?



School Places

Application submitted



Bert Bloggs

Transfer to Secondary September 2016

Date of birth: 12-Dec-2004

Current age: 10

Last updated 26/08/2015 13:18

Submission closing date 31/10/2015 23:59

School Place Offer published here 01/03/2016

You can perform the following actions:

- [Change application](#)
- [View application](#)
- [Start new application](#)

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 home/log in page, click on the link "Forgotten your password?" and enter your username.

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'
- **I am unable to find my address on the dropdown address list**
  - Just enter your address into the address boxes

# 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.