



## Completing an online application for school admissions with the City and County of Swansea

### **Important**

Before completing an online application you are strongly advised to read the '*Information to Parents Booklet*' issued to parents in September.

### **Please Note**

Please do not use the Back and Forward buttons at the top of the window on your web browser. Information you have completed may be lost if you use these buttons. Instead use the back and continue buttons at the bottom of the webpage.

**If you are editing an existing application or you make changes to an application after you have submitted it, you must **RE-SUBMIT** your application before the closing date.**

Guidance on how to edit your existing application can be found at the end of this Document.

## Completing a New Application

After logging in you will be shown the Admissions Online Home Page.

1. To begin your application for a school place select **School Places**. If you have more than one child you will only need one account.

The screenshot shows the homepage of the 'Schools Admissions Online | System Derbyn i Ysgolion Ar-lein' for the City and County of Swansea. The page includes a header with the local authority logo and navigation links for 'Home', 'My Account', 'Sign Out', and a language selector. The main content area provides instructions for users, including a link to the 'Information for Parents Booklet 2017/2018' and a list of services: 'School Places', 'My Family', and 'My Account'. A closing date for applications is noted as Friday 1st December 2017. At the bottom, there are three large blue buttons: 'School Places', 'Messages', and 'My Family'. A blue callout box with an arrow points to the 'School Places' button, containing the text 'Click on School Places'. Another blue callout box with an arrow points to the 'My Family' button, containing the text 'My Family'. The footer contains links for 'About', 'Contact Us', 'Terms and Conditions', 'Privacy Notice', and 'Cookies Policy', along with copyright information for Capita 2012-2017.

City and County of Swansea  
Dinas a Sir Abertawe

### Schools Admissions Online | System Derbyn i Ysgolion Ar-lein

Home My Account Sign Out English/Cymraeg

Admissions Online Home Page

Before completing your online application, it is very important that you read the information contained in the [Information for Parents Booklet 2017/2018](#).

Below you will see a range of services available to you:

- To start your application for a school place select 'School Places'.
- To edit your family details you can use 'My Family'.
- To edit your account details use the link in the top right hand corner 'My Account'.
- Click on 'Messages' to view messages sent from the local authority, informing the parent, carer or guardian of the status of their application. N.B. A notification will be sent to your specified e-mail address informing you that there is a message in your portal account.

Please note; the closing date for applications for Reception and Year 7 places in September 2018 is **Friday 1st December 2017**. Please ensure you have submitted your application before this date. After the closing date any late applications will have to be made to the Admissions team and will be processed with 'Late' applications. Late applications for transfers and nursery are processed all year and there is no closing date.

**Click on School Places**

**My Family**

School Places Messages My Family

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2. You should now see the School Places home page which is shown below. If you already have children added via another service or the **My Family** icon they will be shown here, or, to begin a new application click on the **Add Child** button.

If you have more than one child, you will need to complete a separate application for each child. You can return to this page at any time and add further applications.

## Schools Admissions Online | System Derbyn i Ysgolion Ar-lein

Home

My Account

Sign Out

English/Cymraeg

### School Places

This is the School Places Home Page. From here you can make a new application or view or change the application you have already made. Before completing your online application, it is very important that you read the information contained in the [Information for Parents Booklet 2018/2019](#).

Please ensure you have submitted your application in the relevant time slot for Reception and Year 7. After the closing date applications will have to be made to the Admissions Team and will be processed with 'Late' applications.

**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.

#### Equal Preferences

The Council invites parents and carers to submit up to three preferences on their application form. Applications made in accordance with the Council's arrangements will be met except where this would prejudice efficient education or the efficient use of resources, i.e. where the year group in question is full.

#### How to apply?

To start your application click on the **'Add child'** button below. For further assistance please use the [Application Help Guide](#) or contact us using the details in the Contact Us link below.

Make a new application

You currently have no children without an application.

[Back](#)

Click **Add Child**

[Add child](#)

3. On the **Add Child** screen you will need to enter your child's legal names, gender, date of birth and relationship to the child. You can then either click on the address shown to confirm that they live with you or click in the box below to add a new address.

Add Child

Add a child

Forename \*

Bert

Middle Name \*

Harry

Surname \*

Bloggs

Gender \*

Male

Date of Birth \*

12/12/2004

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

Add child

Click **Add Child**

[Add child](#)

4. Once all the information has been entered click **Add child** to confirm the details and you will be taken back to the school places home page.

## School Places

This is the School Places Home Page. From here you can make a new application or view or change the application you have already made. Before completing your online application, it is very important that you read the information contained in the [Information for Parents Booklet 2018/2019](#).

Please ensure you have submitted your application in the relevant time slot for Reception and Year 7. After the closing date applications will have to be made to the Admissions Team and will be processed with 'Late' applications.

**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.

**Equal Preferences**

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**How to apply?**

To start your application click on the 'Add child' button below. For further assistance please use the [Application Help Guide](#) or contact us using the details in the Contact Us link below.

Make a new application

Can apply now

Bert Bloggs  
Date of birth: 12-Dec-2004

You can perform the following actions:

- [Start new application](#)

Back

Start new application

Add child

5. Your child should now appear on the School Places home page. You can start a new application by clicking on **Start new application** or if you need to add more children click again on **Add Child** and repeat the process above.

## Make an Application

6. On clicking **Start new application** you are taken to the **Select a Transfer Group** page. If a Transfer Group does not appear you may be too late to apply or your child's date of birth is out of range – either way please contact Admissions. Select the school place you wish to apply for and then the next screen to be displayed varies depending on the option that you selected:

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

Mid Year Transfer

Click the box

Back

If you selected **Change school immediately/in near future**, the **In Year Transfer** page is displayed.

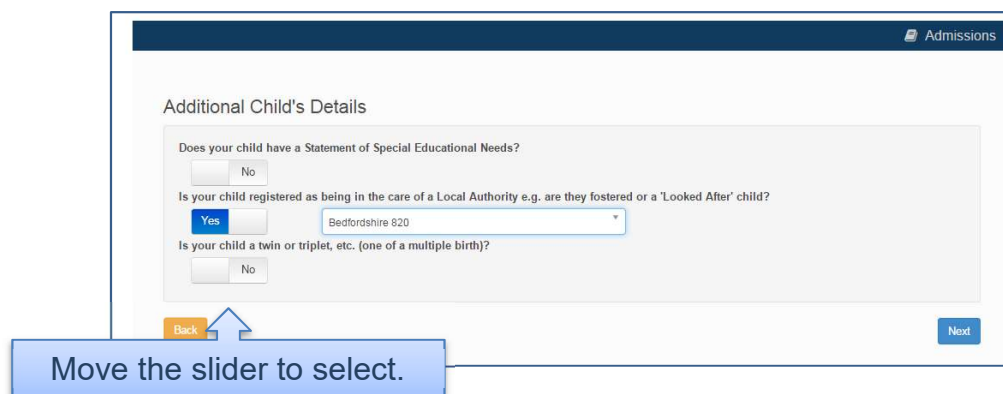


The screenshot shows the 'In year Transfer' form. It has a title 'In year Transfer' and two questions. The first question is 'Please tell us your reason for wanting to change school?' with a dropdown menu labeled 'Please select'. The second question is 'Please tell us the date you would like your child to start at the new school?' with a text input field. At the bottom, there are three buttons: 'Confirm' (blue), 'Back' (orange), and 'Next' (blue).

- i. Select a reason from the **reason for wanting to change school** field.
- ii. Enter the date that you would like your child to start at the new school and then click the **Confirm** button. The database will check to see which school year the child would be eligible for at the new school.
- iii. Click the **Next** button to display the **Find Child** screen.

If you selected an option other than **Change school immediately/in near future**, the **Find Child** screen is displayed, shown below.

7. On the Additional Childs Details page complete all the questions and click **next**. Move the slider to select.



The screenshot shows the 'Additional Child's Details' form. It has a title 'Additional Child's Details' and three questions. The first question is 'Does your child have a Statement of Special Educational Needs?' with a 'No' button. The second question is 'Is your child registered as being in the care of a Local Authority e.g. are they fostered or a 'Looked After' child?' with a 'Yes' button and a dropdown menu showing 'Bedfordshire 820'. The third question is 'Is your child a twin or triplet, etc. (one of a multiple birth)?' with a 'No' button. At the bottom, there are two buttons: 'Back' (orange) and 'Next' (blue). A blue callout box with an arrow pointing to the 'Back' button contains the text 'Move the slider to select.'

8. On the Address Details page the current address shown is one that has previously been indicated by you.

Admissions Online

### 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

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](#)

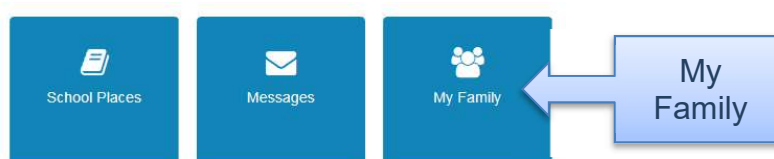
The next question is only for members of service (e.g. Army) and Crown Servant (e.g. Diplomat's) families. If this does not apply to you, please ignore this question and click the NEXT button below.

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](#)

If this is not correct this must be updated by using the **My Family** tile located on the **Admissions Online Home Page**.



9. If you are moving home before your child starts in the school they are applying for you will need to complete the **Moving Home?** section of this page.

Moving Home?

If your child is moving from their current address before they start their new school, please supply the date of moving. (If your child is not moving home, please ignore this question and proceed to the Returning Service Families section below.)

Moving Date

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

☐ No

[Next](#)

Move the slider to select.

10. If the child is a member of a service or Crown Servant family who are moving to the area, you will need to move the appropriate slider to **Yes**, shown above. Click the **Next** button to display the **Child's Current School** page.

11. The layout of the **Child's Current School** page changes depending on whether there is already a current school on record for the child.

The screenshot shows the 'Admissions' section of a website. The main heading is 'Child's Current School'. Below it, a text box asks: 'Where does Bert currently go to School? Use the search facility below to find Bert's current school.' The 'Find a School' section contains instructions: 'To find the school you are looking for, search using a postcode, local authority, school name or a combination of these, then click Search.' There are three input fields: 'Postcode' (with a house icon), 'Schools located in' (a dropdown menu showing 'Bedfordshire 820'), and 'School Name (Tip: Part names give better results)' (with a magnifying glass icon and the text 'mill'). A blue 'Search' button is to the right. Below the search fields, a green banner says '1 School(s) found'. A table lists the results:

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

Below the table, a text box says: '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.' It has a label 'Currently educated at:' and an input field with a magnifying glass icon. At the bottom are 'Back' and 'Next' buttons.

The following image shows what the screen looks like when there is a school on record.

The screenshot shows the 'Admissions' section of a website. The main heading is 'Child's Current School'. Below it, there are two input fields: 'School Name' (with a magnifying glass icon and the text 'Bedford Road Lower School') and 'School Address' (with a house icon and the text 'Hillgrounds Road, Kempston, , Bedford, Bedfordshire, MK42'). Below these fields, a text box says: 'If the above is the school [child's name] 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.' A blue button labeled 'Change current school' is to the right. Below this, a text box says: '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.' It has a label 'Currently educated at:' and an input field with a magnifying glass icon. At the bottom are 'Back' and 'Next' buttons.

If the child's current school is correct, click the **Next** button to display the **Preference School Search** page.

12. If you wish to change the child's current school, click the **Change Current School** button to remove that school from the application, then do the following to select a new school.

13. If there is no school on record (either because you clicked the **Change Current School** button or because there was never a school held in the database):

- i. Enter search criteria into the fields in the **Find a School** section and then click the **Search** button to display a list of schools that match those criteria.

**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:  School Name (Tip: Part names give better results):

**1 School(s) found**

| School Name                                             | Gender | Address                                        |
|---------------------------------------------------------|--------|------------------------------------------------|
| 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 below.

Currently educated at:

**Select and click Next.**

- ii. Click on a school to select it.
- iii. Click the **Next** button to display the **Preference School Search** page.

**Please note:** If you are applying for a place in a Secondary School (Year 7-11) you must also submit a Headteacher section which is completed by the Headteacher of your child's current school. It is a parent's responsibility to download and arrange for the completion and return of this form. The application will not be returned until the Headteacher section is returned.

**Preference School Search**

To search for a school press the search button.  
[Click here to view our web site for details about admissions criteria](#)

**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:  School Name (Tip: Part names give better results):

**NOTE:** If you cannot find the child's current school in the search you can enter the name of the school manually into the **Currently educated at** field.

## 14. Select a preference school.

The screenshot shows the 'Preference School Search' page. At the top, there's a header 'Admissions'. Below it, the 'Preference School Search' section contains instructions. The 'Find a School' section has three input fields: 'Postcode', 'Schools located in' (a dropdown menu), and 'School Name'. A blue arrow points from a 'Search' button to the 'School Name' field. Another blue arrow points from a 'Search' button to the 'Schools located in' dropdown. Below the inputs, a table lists search results. A blue box with the text 'Schools located in.' points to the 'Schools located in' dropdown.

**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:

School Name (Tip: Part names give better results):

2 School(s) found

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

- Enter search criteria into the fields in the **Find a School** section and then click the **Search** button to display a list of schools that match those criteria.
- IMPORTANT!** If searching for schools by postcode, you must add the postcode of the school, not your own. If your school is not listed in the postcode search remove the **Postcode** and change the **Schools located in** to your local authority and enter part of the school name.
- Click on a school to select it. **The Preference Reasons: Sibling** page is displayed.

The screenshot shows the 'Preference Reasons: Sibling' page. It has a header 'Admissions'. Below it, the 'Preference Reasons: Sibling' section contains a question: '(LA) Does your child have a sibling who will still be attending the school when your child starts?'. There are two buttons: 'No' and 'Yes'. A 'Back' button is at the bottom left.

**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?

15. If the child will have a sibling attending the selected school or a partner school at their start date, click the **Yes** button to display the **Sibling Details** screen.

**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 they live.

Forename \*

Middle Name

Surname \*

Gender \*  Please select a gender

Date of Birth \*

House Number

House Name

Building Name

Street Name

District / Village

Town

- i. Enter the sibling's name and address details and then click the **Next** button to display the **Sibling's School** page.

**Sibling's School**

The sibling's current school is shown below.

School Name

School Address

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.

- ii. If the sibling attends a different school to the preference school shown, click the **Find School** button and use the search fields to select the relevant 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:  School Name (Tip: Part names give better results):

11 School(s) found

| School Name                           | Gender | Address                                                                          | Website |
|---------------------------------------|--------|----------------------------------------------------------------------------------|---------|
| Bedford Academy                       | CoEd   | Mile Road, , Bedford, Bedfordshire, MK42 9TR                                     |         |
| Bedford College                       | CoEd   | Cauldwell Street, , Bedford, Bedfordshire, MK42 9AH                              |         |
| Bedford Drive Primary School          | CoEd   | Bedford Drive, Rock Ferry, , Birkenhead, Merseyside, CH42 6RT                    |         |
| Bedford Free School                   | CoEd   | Cauldwell Street, , Bedford, Bedfordshire, MK42 9AD                              |         |
| Bedford Hall Methodist Primary School | CoEd   | Breaston Avenue, , Leigh, Lancashire, WN7 3DJ                                    |         |
| Bedford High School                   | CoEd   | Manchester Road, , Leigh, Lancashire, WN7 2LU                                    |         |
| Bedford Primary School                | CoEd   | Quarry Road, , Bootle, Merseyside, L20 9LJ                                       |         |
| Bedford Road Lower School             | CoEd   | Hillgrounds Road, Kempston, , Bedford, Bedfordshire, MK42 9QH                    |         |
| Central Bedfordshire College          | CoEd   | Kingsway, , Dunstable, Bedfordshire, LU5 4HG                                     |         |
| Central Bedfordshire UTC              | CoEd   | Parkside Drive, Kingstand Skills Centre, , Houghton Regis, Bedfordshire, LU5 5PY |         |

Select a school.

- iii. Click on a school to select it and then click the next button to display the **Preference Reasons** page.

16. If the child will not have a sibling attending the selected school or a partner school at their start date, click the **No** button to display the **Preference Reasons** page shown below.

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

I believe my child attends a feeder school to this school

I am selecting this school because of the distance from my child's home to this school

I am selecting this school because Bert is a child of a member of staff currently working at this Preference school

Move the slider to select.

Select the reasons that you wish your child to attend the selected preference school using the toggle buttons and then click the **Next** button.

The screenshot shows a form titled "Other Reasons". At the top, there is a light grey box with 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 with the label "Other Reasons" in the top left corner. At the bottom of the input area, it says "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.

**17.** Enter any other reasons you may have to support your application into the **Other Reasons** free text field and then click the **Next** button to display the **Your Preferred Schools** page. Schools you have selected will appear in the Your Preferred Schools list.

The screenshot shows the "Your Preferred Schools" page. At the top right, there is a dark blue header with the word "Admissions" and a document icon. Below the header, the title "Your Preferred Schools" is followed by the text: "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". A light blue box contains the instruction: "Use the arrows to rank your preferred schools; your most preferred school must be at the top ranked 1." Below this is a table with the following content:

| Rank | School name        | Re-order    |
|------|--------------------|-------------|
| 1    | Green Abbey School | Edit Remove |

Below the table is a blue button labeled "Add a new preferred school". At the bottom left is an orange "Back" button, and at the bottom right is a blue "Next" button. Two blue callout boxes with arrows point to the interface: one points to the "Add a new preferred school" button with the text "Add more preferences.", and the other points to the "Edit" and "Remove" buttons with the text "Edit or remove.".

If you wish to:

- Add further preferences, click the **Add a new preferred school** button and then repeat steps 15-18. You can select up to a maximum of three schools.
- Edit the preference reasons given for a particular school, click the **Edit** button.
- Delete a preference altogether, click the **Remove** button.

18. Otherwise, click the **Next** button to display the **Application Summary** page. There are a few more actions to take before the application can be submitted.

The screenshot shows the 'Application Summary' page for Bert Bloggs, born 12/12/2004. It includes a message stating the application is saved and can be submitted or returned later. Below this is a 'Terms and Conditions' section with a declaration that the user has read and agreed to the terms. At the bottom, there are 'Return Later' and 'Submit Now' buttons.

- i. Please read the Terms and Conditions and Data Protection Policy. There is a declaration at the bottom of the page to indicate that you have done so.
- ii. Please indicate if you would like to receive your offer of a school place via email.
- iii. Preview and check your application by clicking on the button shown below.

This screenshot shows the 'Submit Your Application' page with several annotations in blue boxes and arrows. The 'Offer by Email?' box points to the 'Yes' radio button for receiving the offer via email. The 'Preview and check your application.' box points to the 'Preview' button. The 'Declare and Submit.' box points to the 'Yes' radio button for the declaration. The 'Submit Now' button is also visible.

19. Set the **Submit Your Application** toggle to **Yes** and then click the **Submit Now** button to submit your application and display a confirmation screen.

The screenshot shows the confirmation screen after the application has been successfully submitted. It informs the user that they will receive a confirmation email and provides a 'Preview' button to view the submitted application. It also states that changes can be made until 31/10/2015 23:59.

You will also be sent confirmation of your application for a school place by e-mail, as shown below.

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,<br>Bedford, Bedfordshire, MK42 1GH |

20. Alternatively, click the **Return Later** button to save your application for later but you must submit your application before the closing date.

21. To return to a previously-created application, return to the **Admissions Online Home Page** and click on **School Places**. You can then click the **Continue Application** link under the child's name if the application has not been submitted, or **Change Application** if it has.

**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.