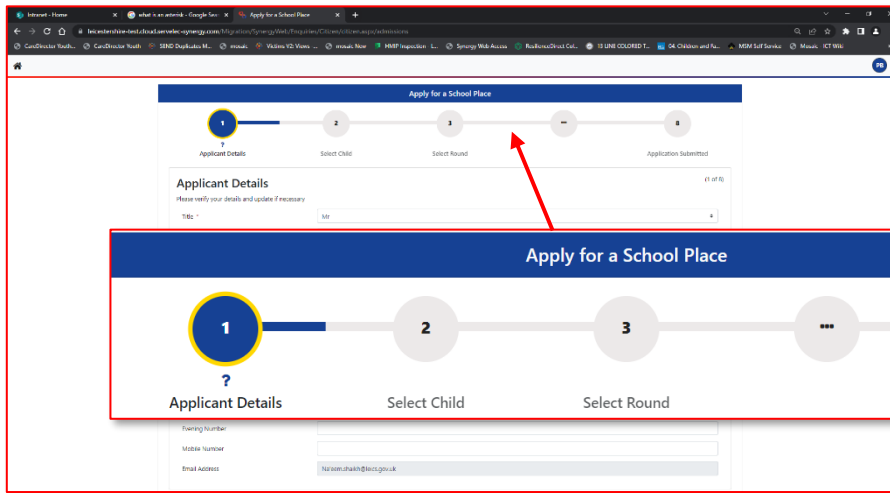
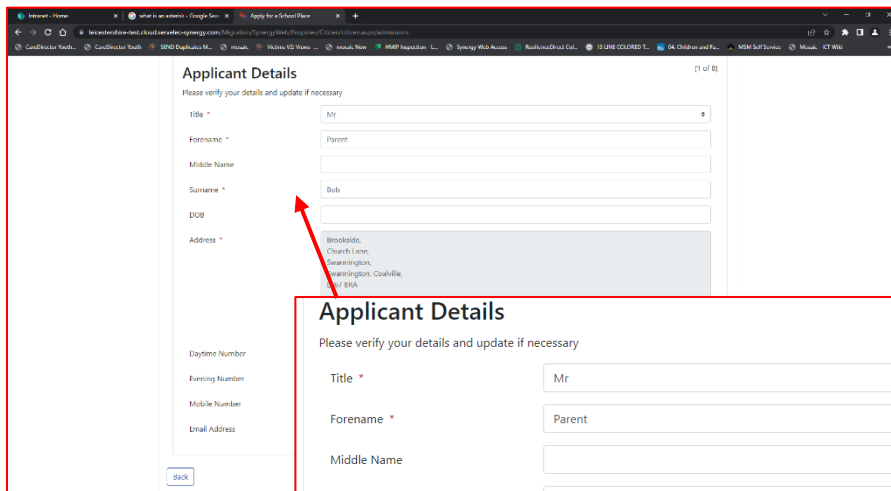
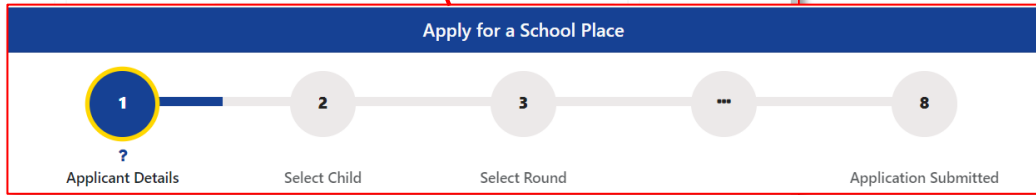


# Step-by-Step Guide to Apply for a School Place



Here you will see the progress of your application, you will need to complete all eight pages to submit the application.



**Step 1: Applicant Details**  
This should be already populated. You can amend any fields.

A detailed view of the 'Applicant Details' form. The form includes fields for Title, Forename, Middle Name, Surname, DOB, Address, Daytime Number, Evening Number, Mobile Number, and Email Address. The 'Update Address' button is highlighted with a red box and a callout. The 'Save and Continue' button is also highlighted with a red box and a callout.

You can **Update Address** by clicking on this button.

Click on **Save and Continue** to go to the next part.

Apply for a School Place

1 Applicant Details 2 **Select Child** 3 Select Round 4 Application Submitted

Select Child (2 of 8)

**New Child**

Name	Address	Gender	DOB
<input type="radio"/> Son Bob	Brookside Church Lane, Southampton, City of Southampton, PO2 2ST	Male	09/09/2012
<input type="radio"/> Ben Bob	Brookside Church Lane, Southampton, City of Southampton, PO2 2ST	Male	10/12/2017

Please select the child you wish to apply for.

Back Next

Synergy

Step 2: **Select Child**

Click on **New Child** to input the child's details.

Apply for a School Place

Create Child

To create a new child, please complete the following details and then save these details using the buttons at the end of the form.

Forename \*   Is the Child due to change their Address in the near future?

Middle Name  Current School  **Add School**

Surname \*

DOB \*

Gender \*  Please select an option

Address same as Applicant? **Save**

Fill in the mandatory fields.

Click on the checkbox to untick if the child is **NOT** living in the same household as the applicant.

Create Child

To create a new child, please complete the following details and then save these details using the buttons at the end of the form.

Forename \*   Is the Child due to change their Address in the near future?

Middle Name  Current School  **Add School**

Surname \*

DOB \*

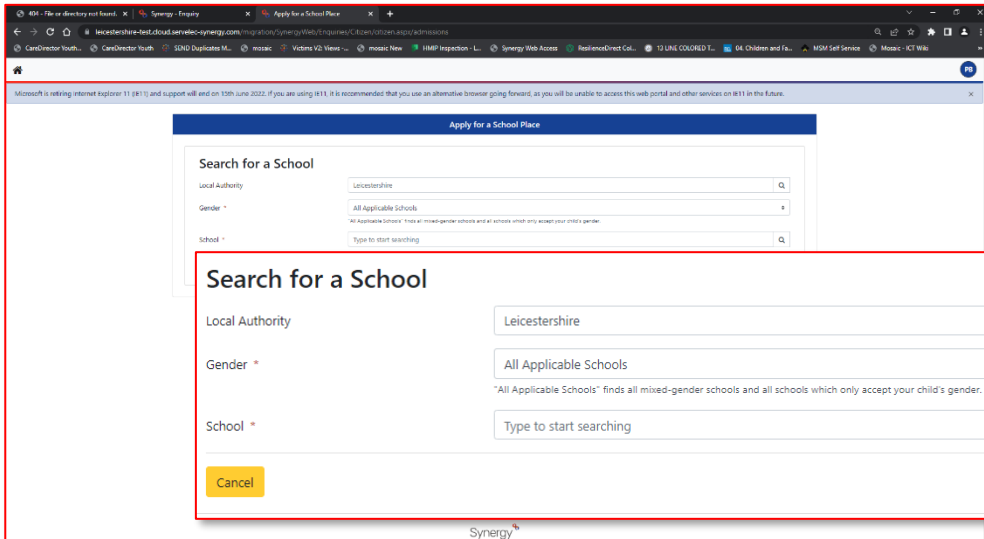
Gender \*  Please select an option

Address same as Applicant? **Save**

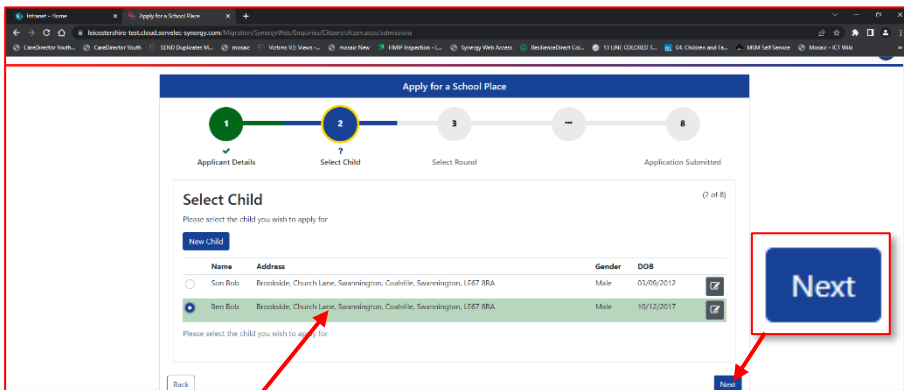
Address same as Applicant?

**Add School**

If they are currently in a school, click on the **Add School** button.



If your Local Authority or School is not found, you can skip this, click the **Cancel** button, and move on to the next step. This section is not mandatory.

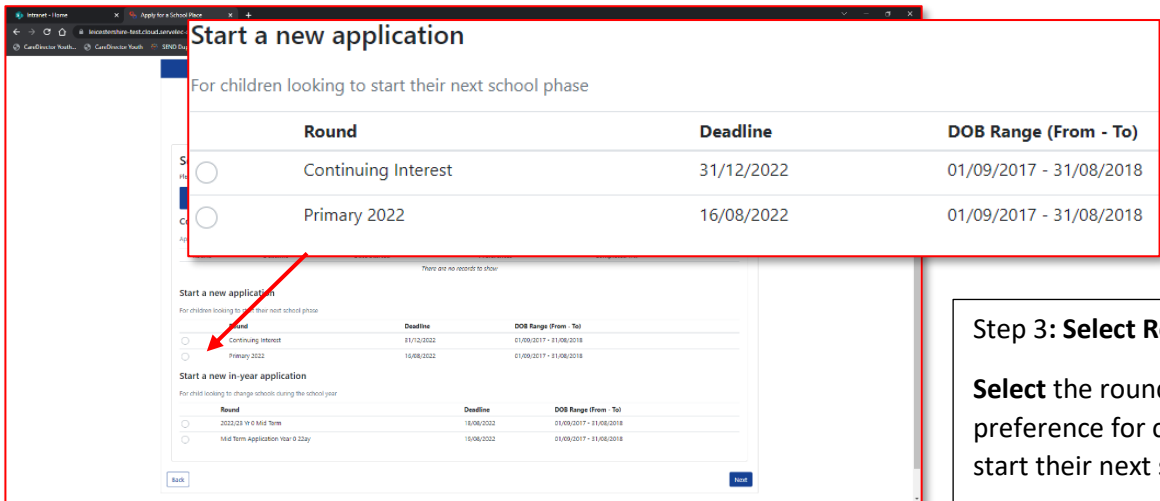


Once you have created the child and filled out the details, the list of the children will be under the **Select Child** tab.

Name	Address	Gender	DOB
<input type="radio"/> Son Bob	Brookside, Church Lane, Swannington, Coalville, Swannington, LE67 8RA	Male	03/09/2012
<input checked="" type="radio"/> Ben Bob	Brookside, Church Lane, Swannington, Coalville, Swannington, LE67 8RA	Male	10/12/2017

Please select the child you wish to apply for

Select the child you wish to apply for and click on **Next**.



**Step 3: Select Round**  
 Select the round of your preference for children looking to start their next school phase.

### Start a new in-year application

For child looking to change schools during the school year

Round	Deadline	DOB Range (From - To)
<input type="radio"/> 2022/23 Yr 0 Mid Term	18/08/2022	01/09/2017 - 31/08/2018
<input type="radio"/> Mid Term Application Year 0 22ay	19/08/2022	01/09/2017 - 31/08/2018

Back

Next

Or start a **new in-year application** for a child looking to change schools during the school year.

### Start a new application

For children looking to start their next school phase

Round	Deadline	DOB Range (From - To)
<input type="radio"/> Continuing Interest	31/12/2022	01/09/2017 - 31/08/2018
<input type="radio"/> Primary 2022	16/08/2022	01/09/2017 - 31/08/2018

As an example, I am going to **start a new application**.

I will be selecting **Primary 2022**.

### Start a new application

For children looking to start their next school phase

Round	Deadline	DOB Range (From - To)
<input type="radio"/> Continuing Interest	31/12/2022	01/09/2017 - 31/08/2018
<input type="radio"/> Primary 2022	16/08/2022	01/09/2017 - 31/08/2018

Next

Once you have selected your round, click on **Next**.

### Application Details

Application Details

Please review the round details and answer the following questions

Selected Child: Ben Bob

Round: Primary 2022    Deadline for Applications: 16/08/2022 23:59    Date of Birth from: 01/09/2017    Date of Birth to: 31/08/2018

Relationship to Child \*    Please select an option

Is the Child currently in care, or has the Child previously been in care? if so, by which Local Authority?    Type to start searching

Does the Child have a current Education, Health & Care Plan? \*    Yes    No

### Step 4: Application details

Complete the section by using the drop-down options and clicking onto the button provided.

You can free type text in the box to provide your **Application reason**.

Application reason, please provide further information (character limit 200)

Application reason, please provide further information (character limit 200)

### Supporting Documents

Add documents which support your application. E.g. Child Date of Birth, Tax form.

Attach documents

No documents have been attached to this application

Please confirm that you wish to proceed without attaching any documents

### Supporting Documents

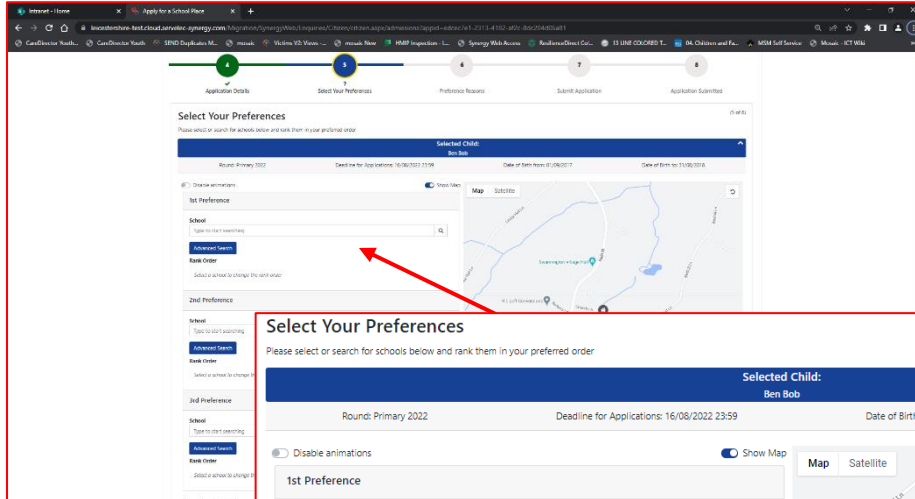
Add documents which support your application. E.g. Child Date of Birth, Tax form.

Attach documents

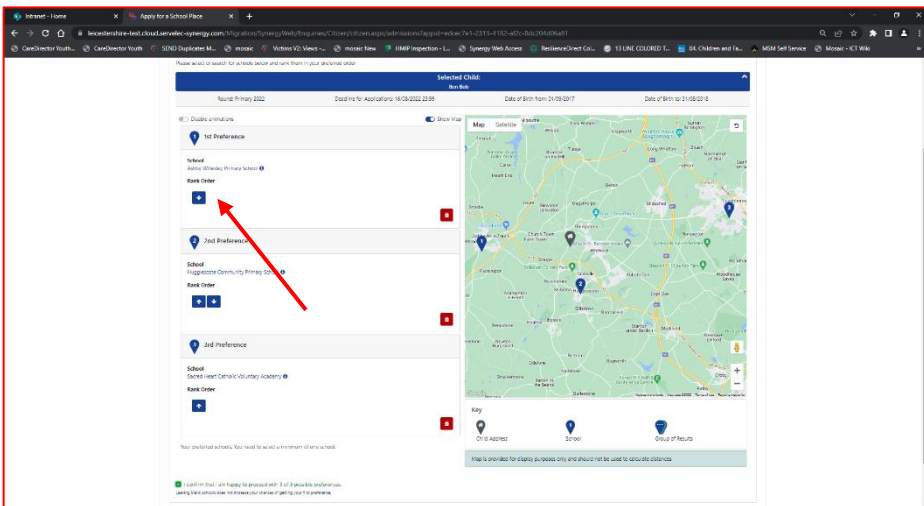
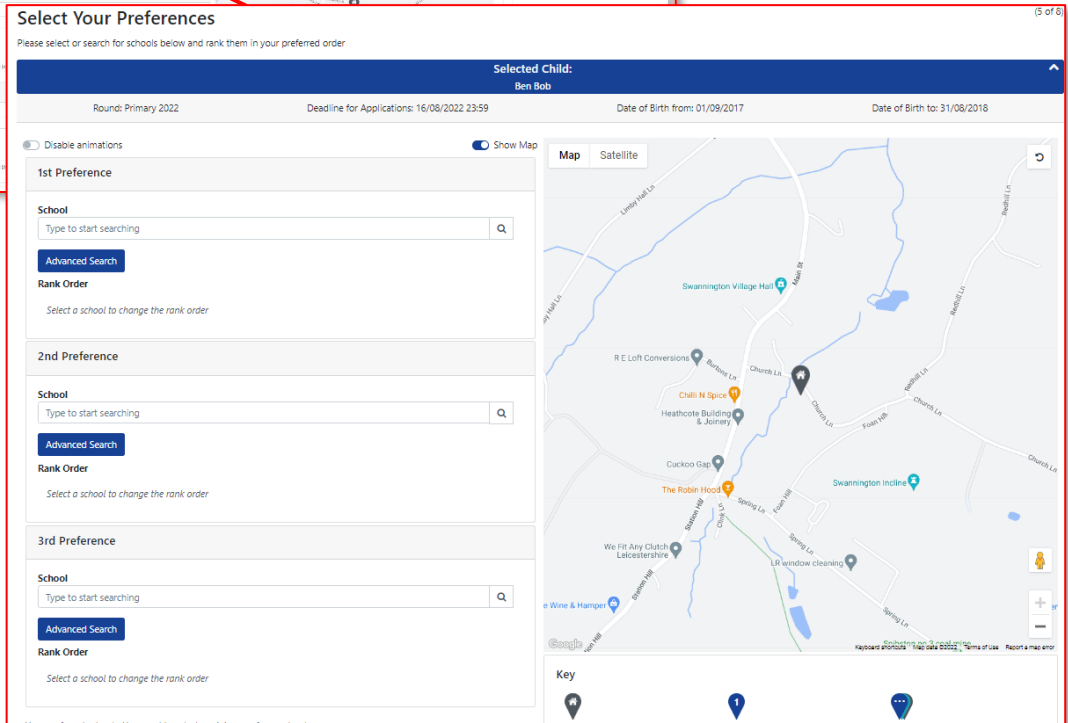
No documents have been attached to this application

Please confirm that you wish to proceed without attaching any documents

Attach any document that will support your application or tick the checkbox below if you do not need to provide any documents.



**Step 5: Select Your Preferences**  
 Select or search for schools and rank them in your preferred order.  
 leaving blank schools does not increase your chances of getting your first preferences.



I have selected my preferences of school and have ranked them accordingly.

**Selected Child:**  
Ben Job

Round: Primary 2022      Deadline for Applications: 16/08/2022 23:59      Date of Birth from: 01/09/2017      Date of Birth to: 31/08/2018

Disable animations       Show Map

**1st Preference**

School: Ashby Willesley Primary School

Rank Order: [Up Arrow] [Down Arrow]

**2nd Preference**

School: Hugglescote Community Primary School

Rank Order: [Up Arrow] [Down Arrow]

**3rd Preference**

School: Sacred Heart Catholic Voluntary Academy

Rank Order: [Up Arrow]

Your preferred schools. You need to select a minimum of one school.

I confirm that I am happy to proceed with 3 of 3 possible preferences.  
Leaving blank schools does not increase your chances of getting your first preference.

**Key**

- Child Address
- School
- Group of Results

Map is provided for display purposes only and should not be used to calculate distances

I have selected my preferences of school and have ranked them accordingly.

**Child:**  
Job

Date of Birth from: 01/09/2017      Date of Birth to: 31/08/2018

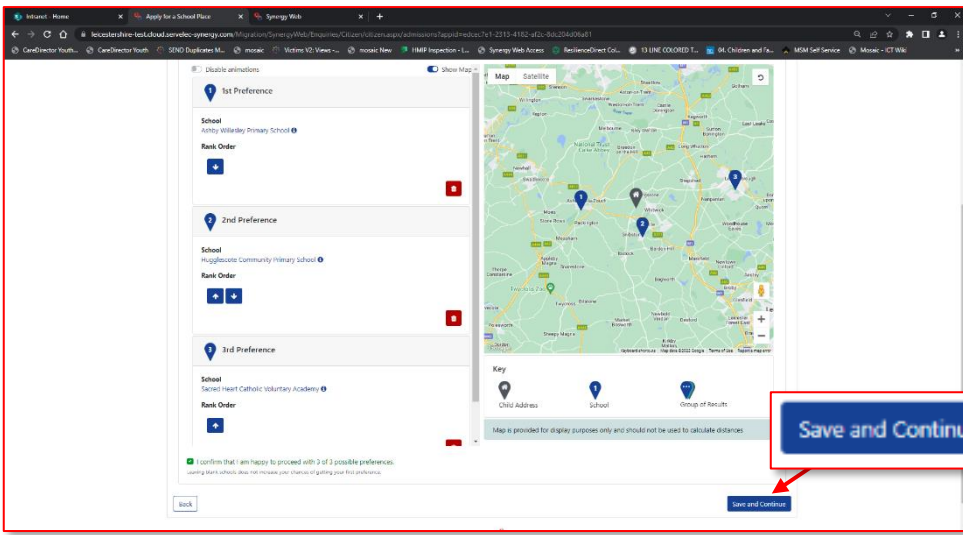
**Key**

- Child Address
- School
- Group of Results

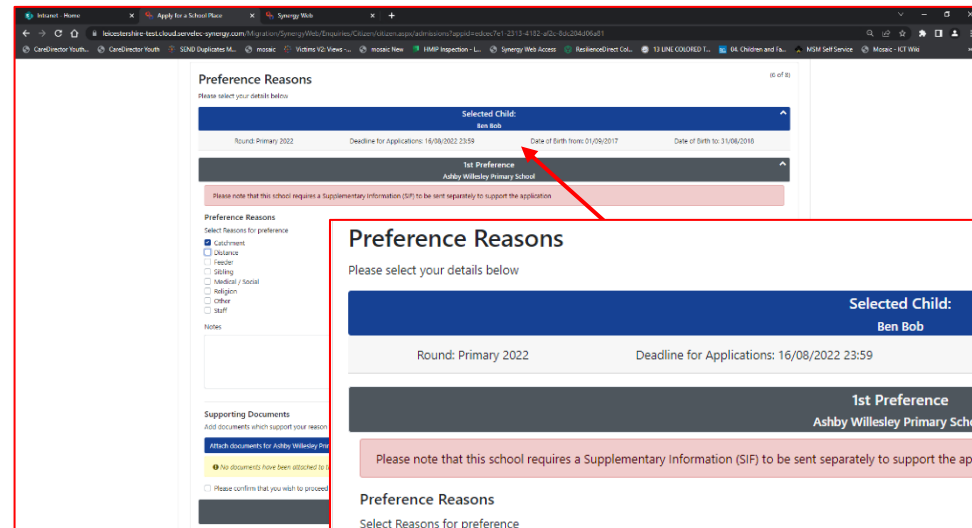
Map is provided for display purposes only and should not be used to calculate distances

You can see on the Map displayed the home Address and the three preferred schools numbered in rank Order.

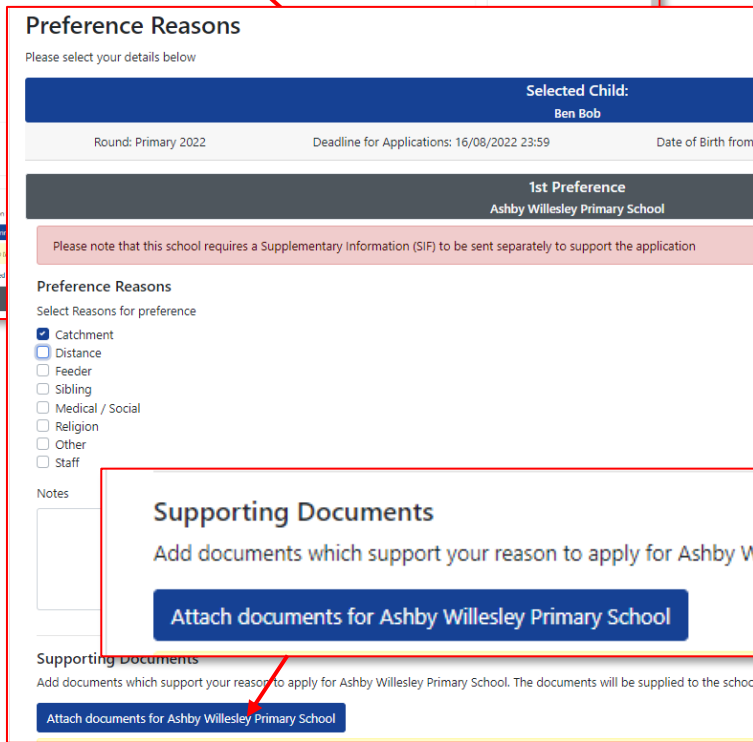
Map is provided for display purposes only and should not be used to calculate distances.



Once you have selected your preferences, click on **Save and continue** to progress to the next part.

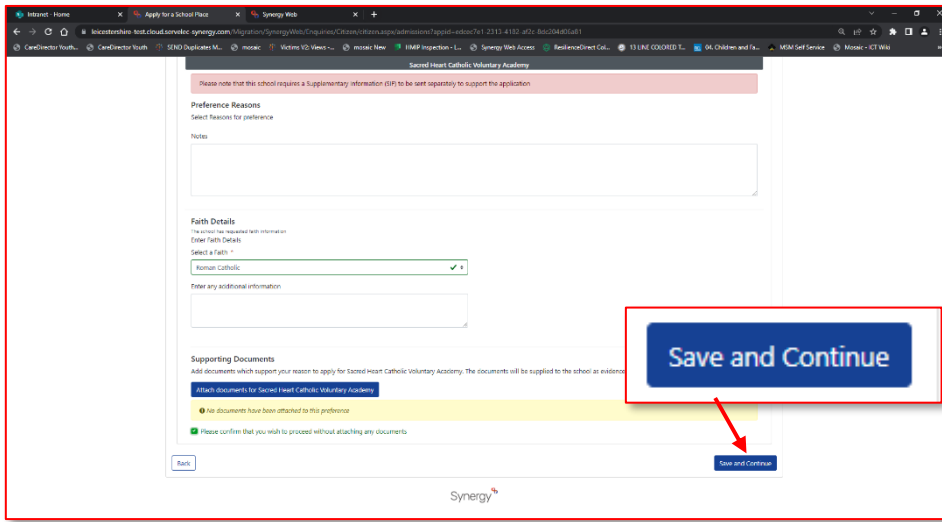


**Step 6: Preference Reasons**  
Select your reasons for preference by ticking the check boxes.

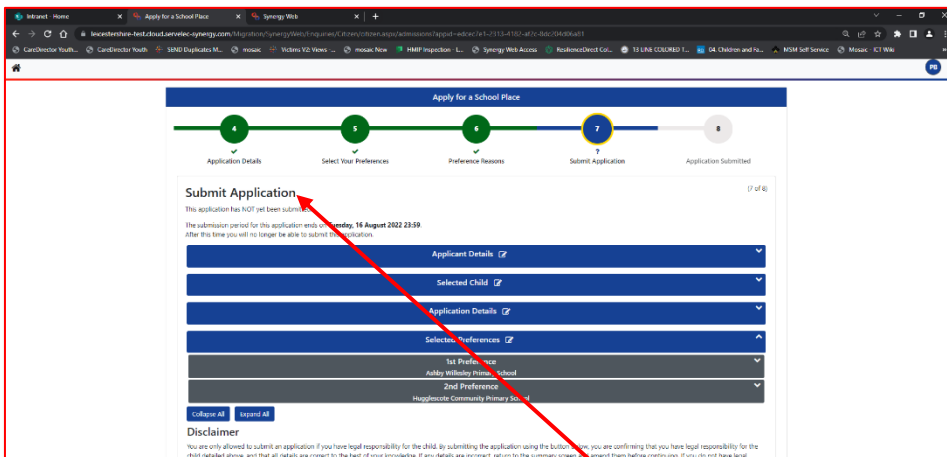


You can attach a document to support your reasons to apply for the schools.

Complete the reasons of preference for all three schools you have chosen.



**Save and continue** to go to the next step.



**Step 7: Submit Application**  
Here you can view the summary of your application and can check the information you have provided by expanding the section you want to edit.

**Submit Application** (7 of 8)

This application has NOT yet been submitted.

The submission period for this application ends on **Tuesday, 16 August 2022 23:59**. After this time you will no longer be able to submit this application.

- Applicant Details
- Selected Child
- Application Details
- Selected Preferences
- 1st Preference: Ashby Willesley Primary School
- 2nd Preference: Hugglescote Community Primary School

[Collapse All](#) [Expand All](#)

**Disclaimer**

You are only allowed to submit an application if you have legal responsibility for the child. By submitting the application using the button below, you are confirming that you have legal responsibility for the child. If any details are incorrect, return to the summary screen and amend them before continuing. If you do not have legal responsibility to submit this application, you should sign out now.

**Disclaimer**

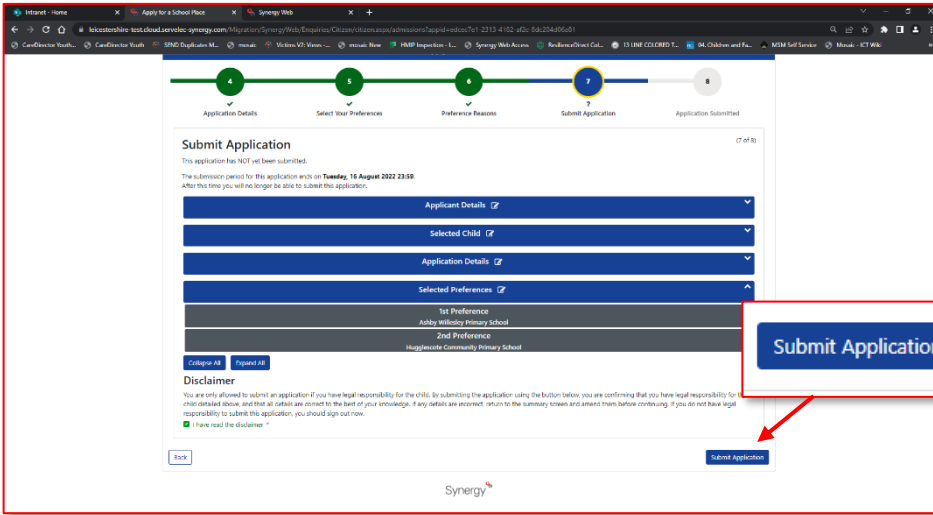
You are only allowed to submit an application if you have legal responsibility for the child. By submitting the application using the button below, you are confirming that you have legal responsibility for the child. If any details are incorrect, return to the summary screen and amend them before continuing. If you do not have legal responsibility to submit this application, you should sign out now.

I have read the disclaimer \*

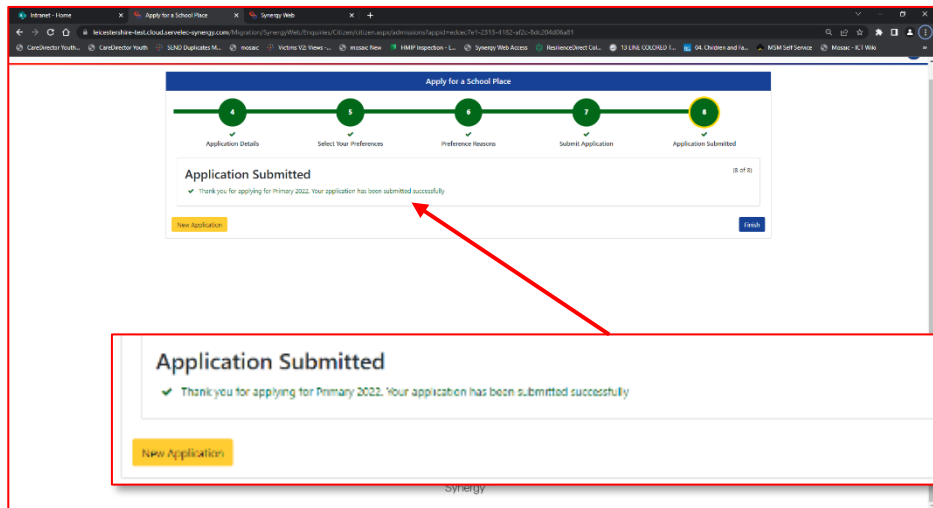
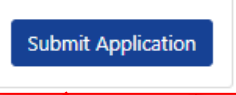
I have read the disclaimer \*

It is essential to read the **Disclaimer** and have ticked the **check box**.

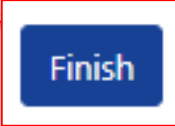
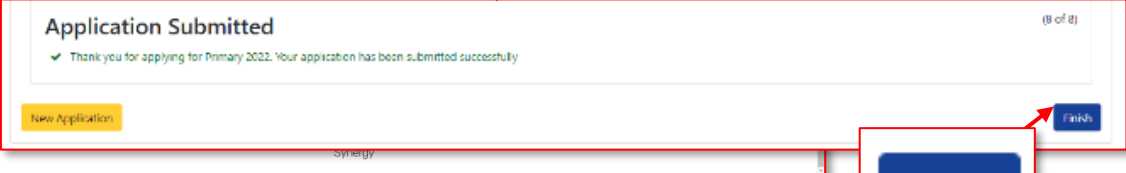




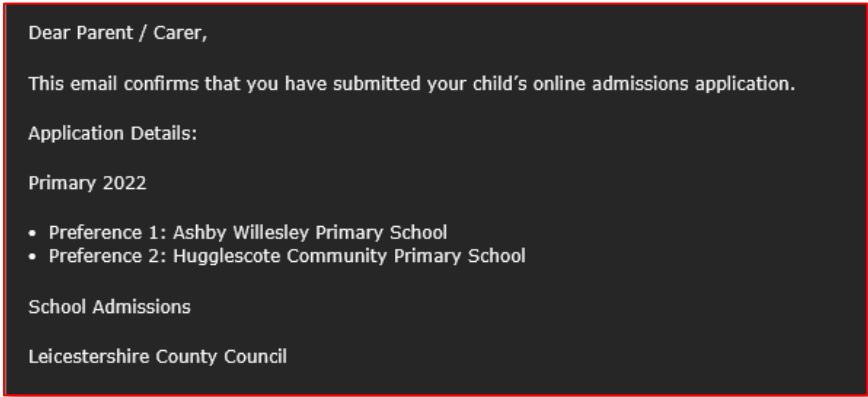
Once you are confident with the information you have provided, you can click on **Submit Application**.



**Step 8: Application Submitted**  
The application has been submitted and you will receive a confirmation email that you have completed your child's admission application.



Click on Finish.



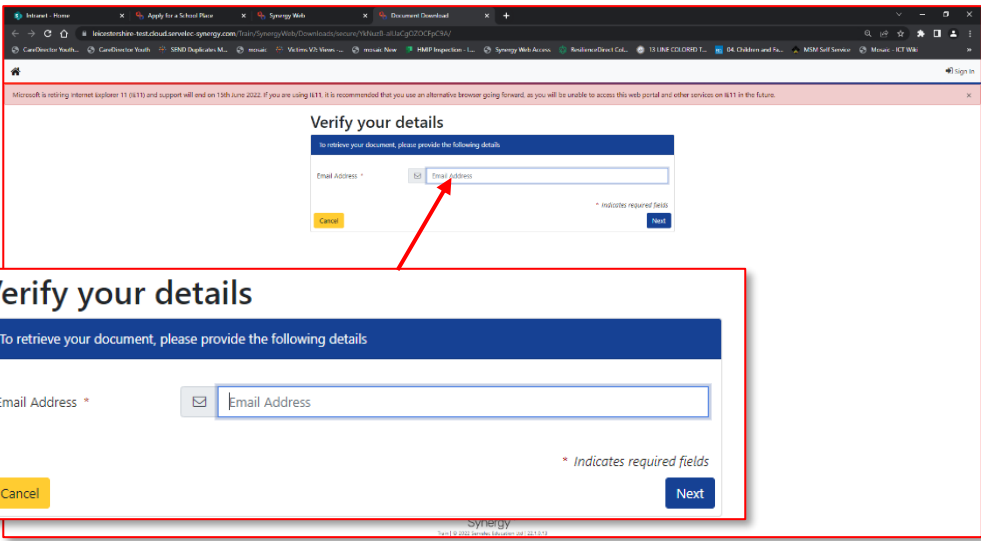
Example of email confirmation that you have submitted the application.



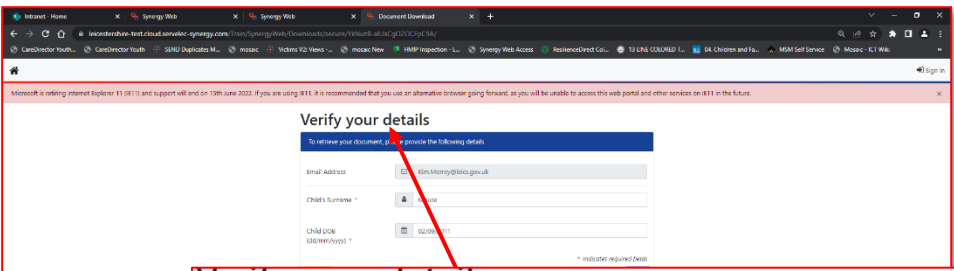
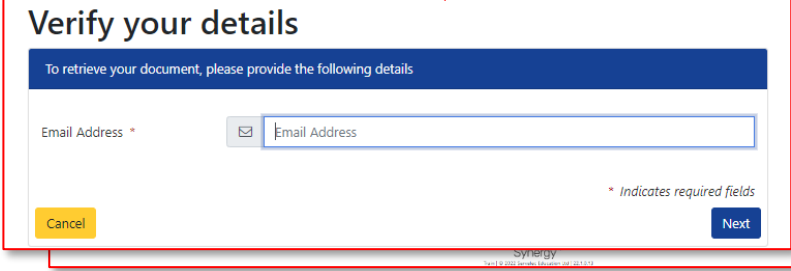
When you receive any correspondence from Admissions via the Parent Portal, you will receive an email notification with a link to view the document.

Click on the blue hyperlink.

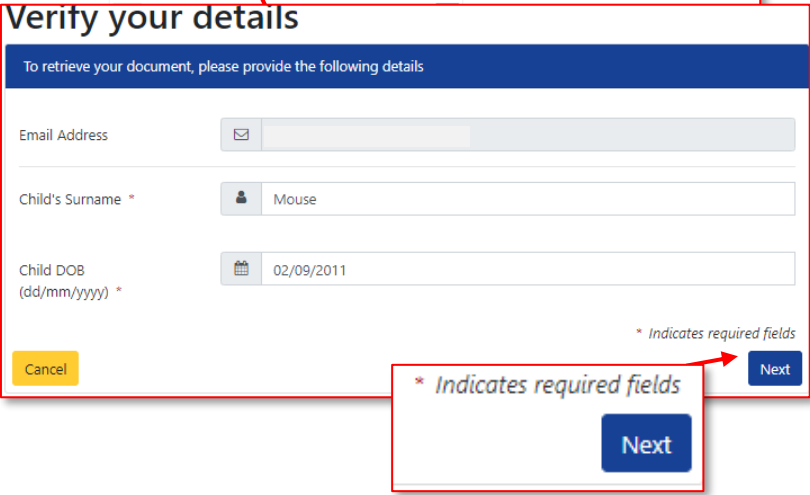
Please make sure that you are **not** signed-in to your Parent Portal account in your web browser when you click the link – it won't work if you are.



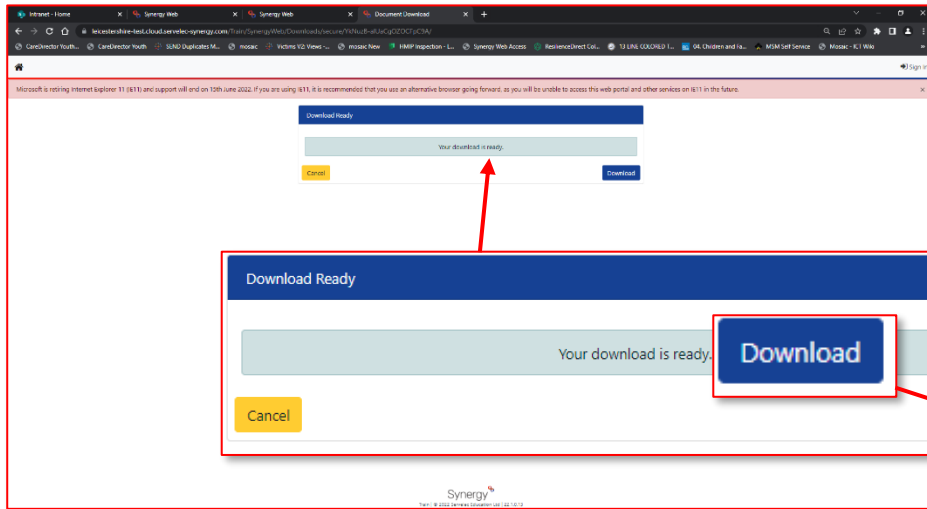
Insert your email address to verify.



Insert your details to verify.



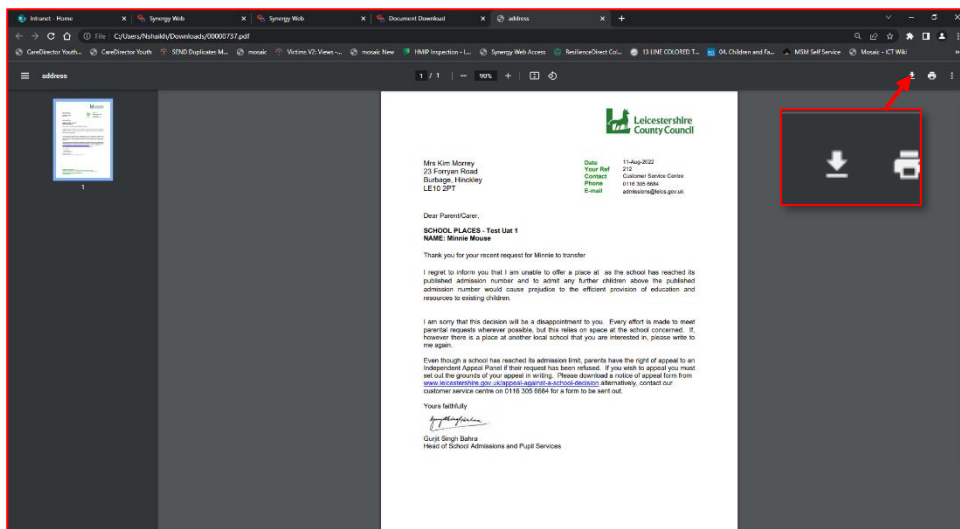
Click on **Next** to view the document.



Download is ready.

Click on the **Download Button.**

If you want to save the document, please do so as it is only viewable via the URL in the email and will **not** be available in the Parent Portal.



You can download the document using this icon here.