

Parents Guide to Admissions

Registration

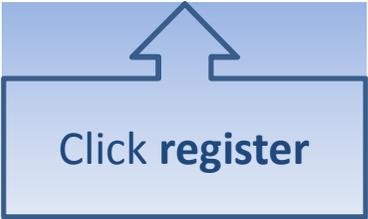
Home

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 the



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 e 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 *

Secret Answer *

[Next](#)

Who you are

Security Details About you Contact Details

Add your security details

Title *

Forename *

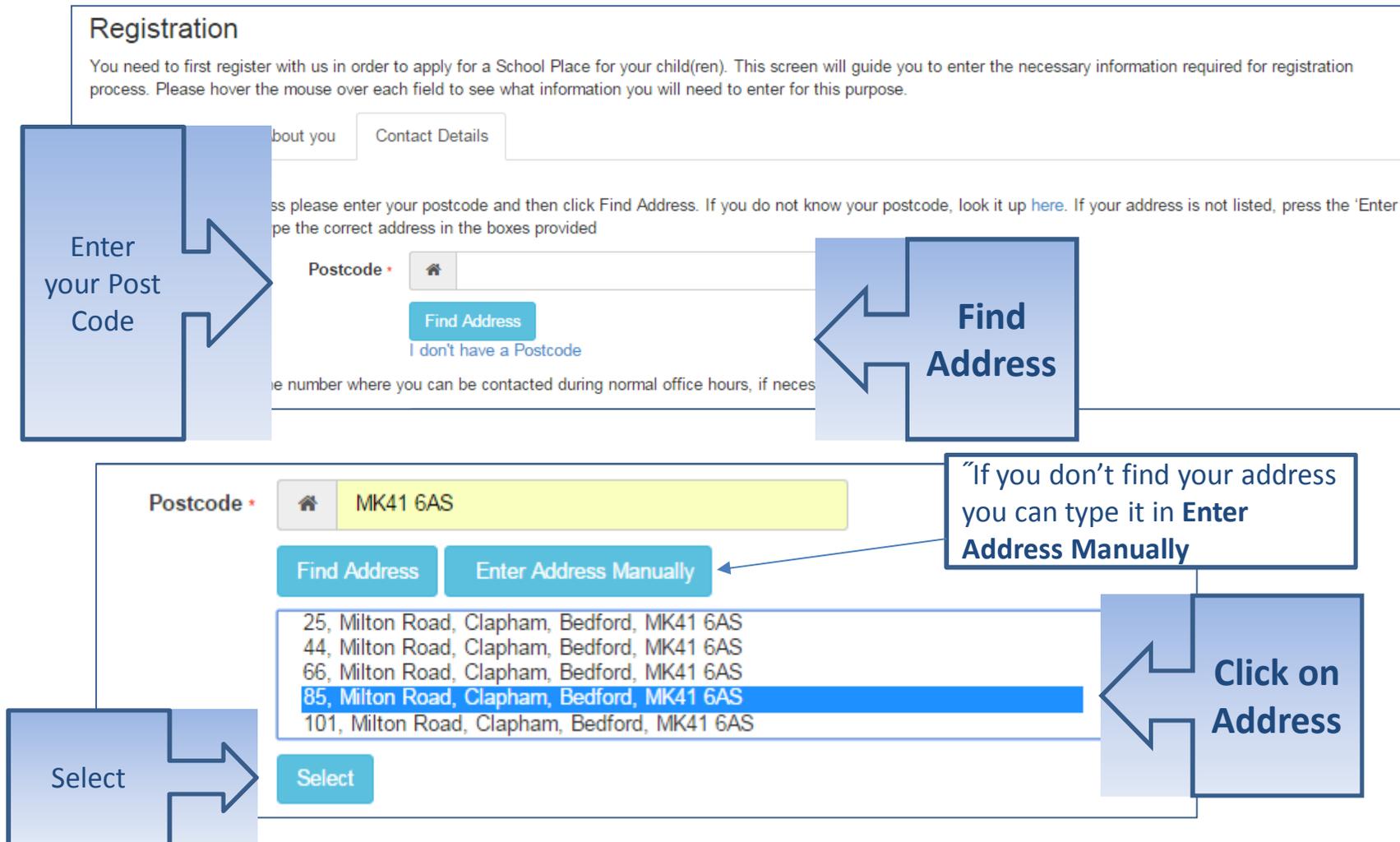
Surname *

Gender *

[Previous](#) [Next](#)

* Required field

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	<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

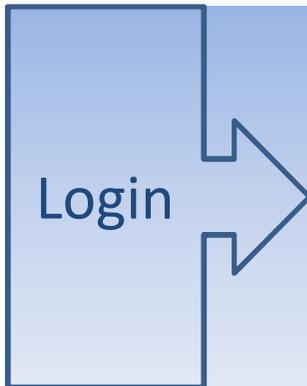
What happens Next

The top part of the image shows a web portal home page with a 'Home' link and a message: 'Nearly done... We've sent you an email containing a link. You'll need to click the link to confirm your email address as your new username.' Below this is a screenshot of an email. A blue box on the left says 'You get an Email' with an arrow pointing to the email. A blue box on the right says 'Click on the link' with an arrow pointing to the URL in the email. The email text includes: 'Thank you for registering with the Citizen Portal. To activate your account we need you to confirm your email address is valid. To do this, click on the link this will take you to a page where you can enter your password and login. https://vm2008x64r2/CitizenPortal/Account.Mvc/CompleteRegistration/1388_6f207ec5-b12d-4730-83faaf592a6bc5 Please note: if you are unable to click on this link, carefully copy and paste the text into your Internet browser. Kind Regards, Portal Administrator Important - Please do not reply to this email as this account is not monitored.'

~If the email is not in you inbox, check your Junk Mail folder
~If the link is not highlighted copy and paste into your browsers URL box

The bottom part of the image shows a web portal home page with a 'Home' link and a message: '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



🏠 Home

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

Email Address

Password

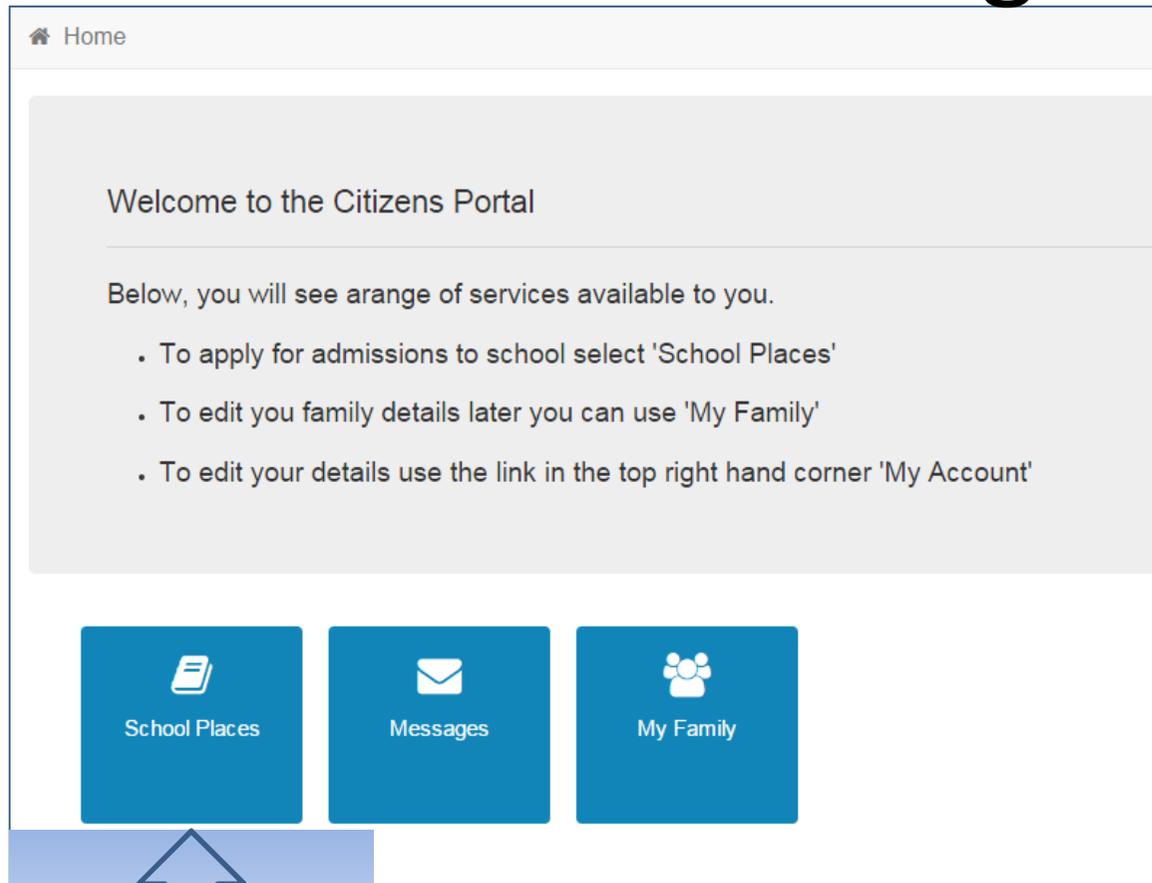
[Login](#)

[Forgotten your password?](#)



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

Your Home Page



~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 *

Middle Name

Surname *

Gender *

Date of Birth *

Relationship to Child *

Parental Responsibility * Yes No
If you have legal responsibility for this child, select Yes

Select Address *

Relationship →

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

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

The date on which the

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

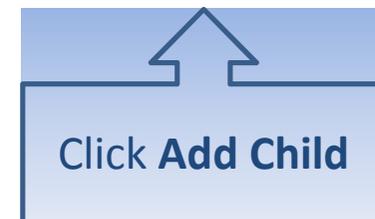
District / Village

Town

County

Postcode •

Country



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

Can apply now

 Bert Bloggs

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

You can perform the following actions:

- [Start 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

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 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

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

When is your child changing school?



The screenshot shows a web application interface. At the top, there is a navigation bar with a home icon and the text "Home" on the left, and "My Account" and "Sign Out" on the right. Below this is a dark blue header with a document icon and the text "Admissions". The main content area has the heading "Select a Transfer Group" and the text "For your child's date of birth, you can apply for the following school places:". There is a dark blue button labeled "Transfer to Secondary September 2016" and an orange button labeled "Back". A large blue box with a white arrow pointing left and the text "Click the Box" is overlaid on the right side of the page, pointing towards the "Transfer to Secondary September 2016" button.

“If you don’t get an Admissions Group you maybe to late or your child’s date of birth is out of range – either way please contact Admissions

If you have a UID?

The image shows a screenshot of a school admissions website. At the top right, there is a dark blue header with the word "Admissions" and a document icon. Below this, the page title is "Find Child" and the sub-heading is "Transfer to Secondary September 2016". The main text explains that a UID (Unique Identifier) from the Local Authority can speed up the application process. An example UID is shown in red: 82011H5MU4QQM6AB. A note states that the UID is specific to the child and year. Below the text is a form for entering a child's name and date of birth. The name field contains "Bert Bloggs" and the date field contains "12/12/2004". To the right of the form, there is a "No UID" button and a "Next" button. A large blue callout box on the left contains the text "Enter your UID" and "Then press Next" with an arrow pointing to the form. Another large blue callout box on the right contains the text "Or No UID" with an arrow pointing to the "No UID" button.

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.

a school place for the following child: **Bert Bloggs**

Having problems finding or using the UID? Continue making your application by clicking **No UID**

Next

Enter your UID
Then press Next

Or
No UID

Your child's details?

Admissions

Additional Child's Details

Does your child have a Statement of Special Educational Needs?

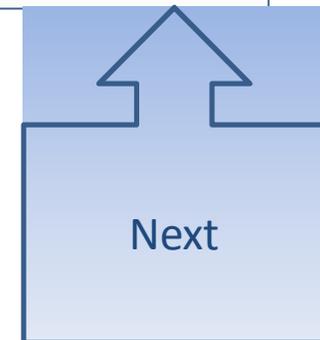
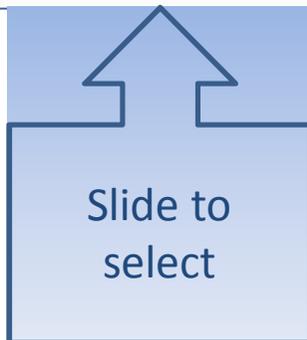
No

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?

Admissions

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](#)

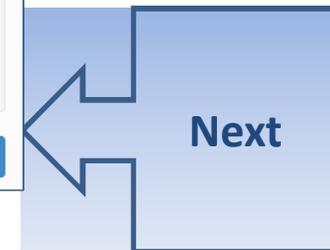
[I don't have a Postcode](#)

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](#)



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

The screenshot shows a web form titled "Child's Current School" under an "Admissions" header. It includes a search section with fields for Postcode, Schools located in, and School Name, and a table of search results. Annotations include a "Select" box pointing to the first result, a "Search for your child's current school" box pointing to the search button, and a text box explaining how to handle schools not listed.

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

School Name (Tip: Part names give better results)

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:

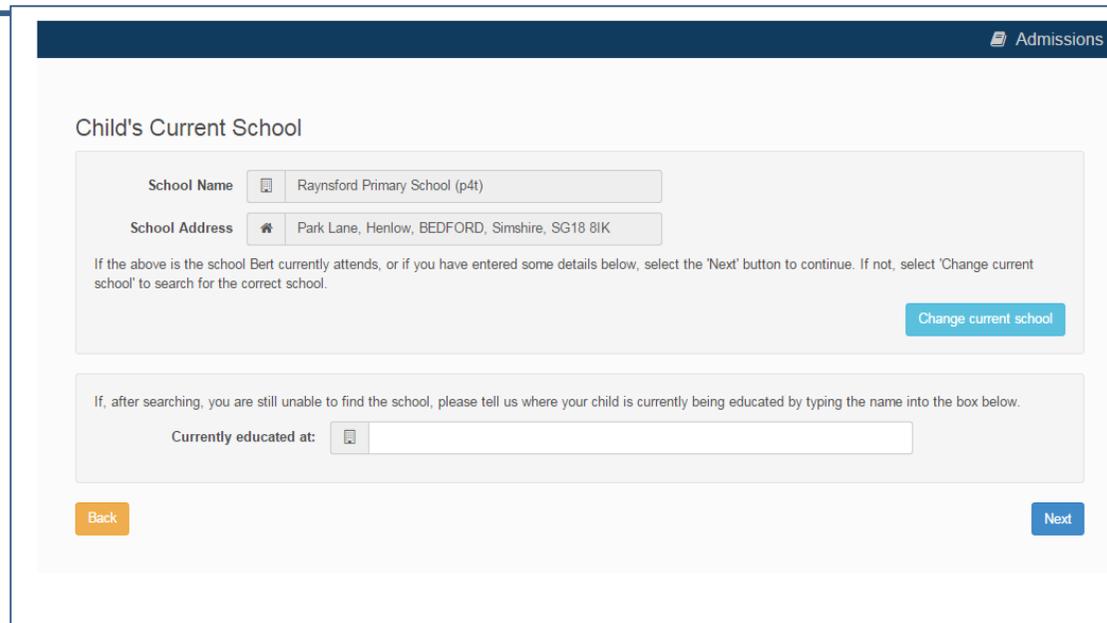
Search for your child's current school

Select

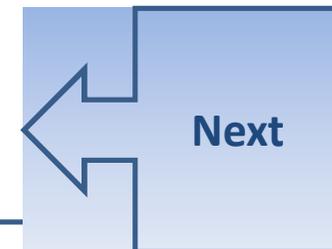
If your school is not listed change remove the **Postcode** and change the **Schools located in** to your local authority

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 the "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 blue button labeled "Change current school". A paragraph of text explains that if the above information is correct, the user should click "Next", or if not, they should click "Change current school". Below this text is another input field labeled "Currently educated at:" with a search icon. At the bottom of the form are two buttons: an orange "Back" button on the left and a blue "Next" button on the right.



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

Your Preferences

The screenshot shows a web form titled 'Preference School Search' under the 'Admissions' header. It includes a 'Find a School' section with search criteria: Postcode, Schools located in (dropdown), and School Name. A 'Search' button is present. Below the search fields, a table lists two schools: Applegreen School and Green Abbey School. Callouts include a 'Select' box pointing to the table, a 'Schools Located In' box pointing to the dropdown menu, and a 'Search for your school' box pointing to the Search button.

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	Link
Green Abbey School (Green Abbey Community School)	Link

If your school is not listed my default 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

Middle Name

Surname

Gender Please select a gender

Date of Birth Use previous address

House Number

House Name

Building Name

Street Name

District / Village

Town

If Yes
Tell us about them

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.

Find School

Back Next

Tell us your Reasons

Preference Reasons

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

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

I believe my child lives in this school's catchment

Yes No/Not Applicable

I believe my child attends a feeder school to this school

Yes No/Not Applicable

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

Yes No/Not Applicable

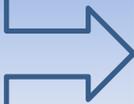
I am selecting this school because Bert is a child of a member of staff currently working at this Preference school

Yes No/Not Applicable

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". The form includes a text box for entering reasons, a character count, and navigation buttons. Annotations include a blue box with an arrow pointing to the text box and a larger blue box with an arrow pointing to the "Next" button.

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

Type in here

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 schools admissions oversubscription criteria

More Preferences

The screenshot shows a web interface for selecting preferred schools. At the top right, there is a dark blue header with the text 'Admissions'. Below this, the main heading is 'Your Preferred Schools'. A sub-heading reads: '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 instruction box says: '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 columns 'Rank', 'School name', and 'Re-order'. The table contains one row: Rank 1, School name 'Green Abbey School', and 'Re-order' buttons 'Edit' and 'Remove'. To the right of the table is a blue button '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 callout boxes are present: one on the right with a left-pointing arrow and the text 'Add more preferences', and one at the bottom with an upward-pointing arrow and the text 'Next'.

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

Back

Next

Add a new preferred school

Add more preferences

Next

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

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.

Read the Terms and conditions

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

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

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



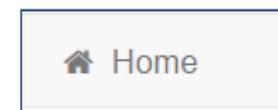
Admissions

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

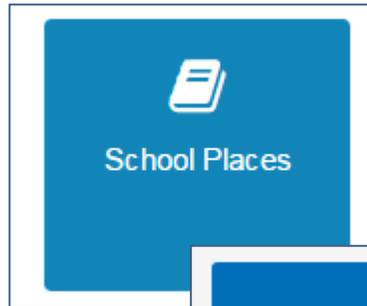
Your application has been successfully submitted. You will shortly receive a confirmation email listing your school preferences. If additional information or evidence, e.g. medical/baptism certificates/supplementary information forms, is required for these schools, you will need to supply them.

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.



What next?



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 Welcome page 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 me 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.