


Parents Guide to Online Admissions 2018/2019

Please note that some of the text
may vary slightly – this is for example
purposes only

Registration



Suffolk
County Council

Home

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

Email Address

Welcome to Suffolk County Council online applications. You can manage your applications in one place.

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 *

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

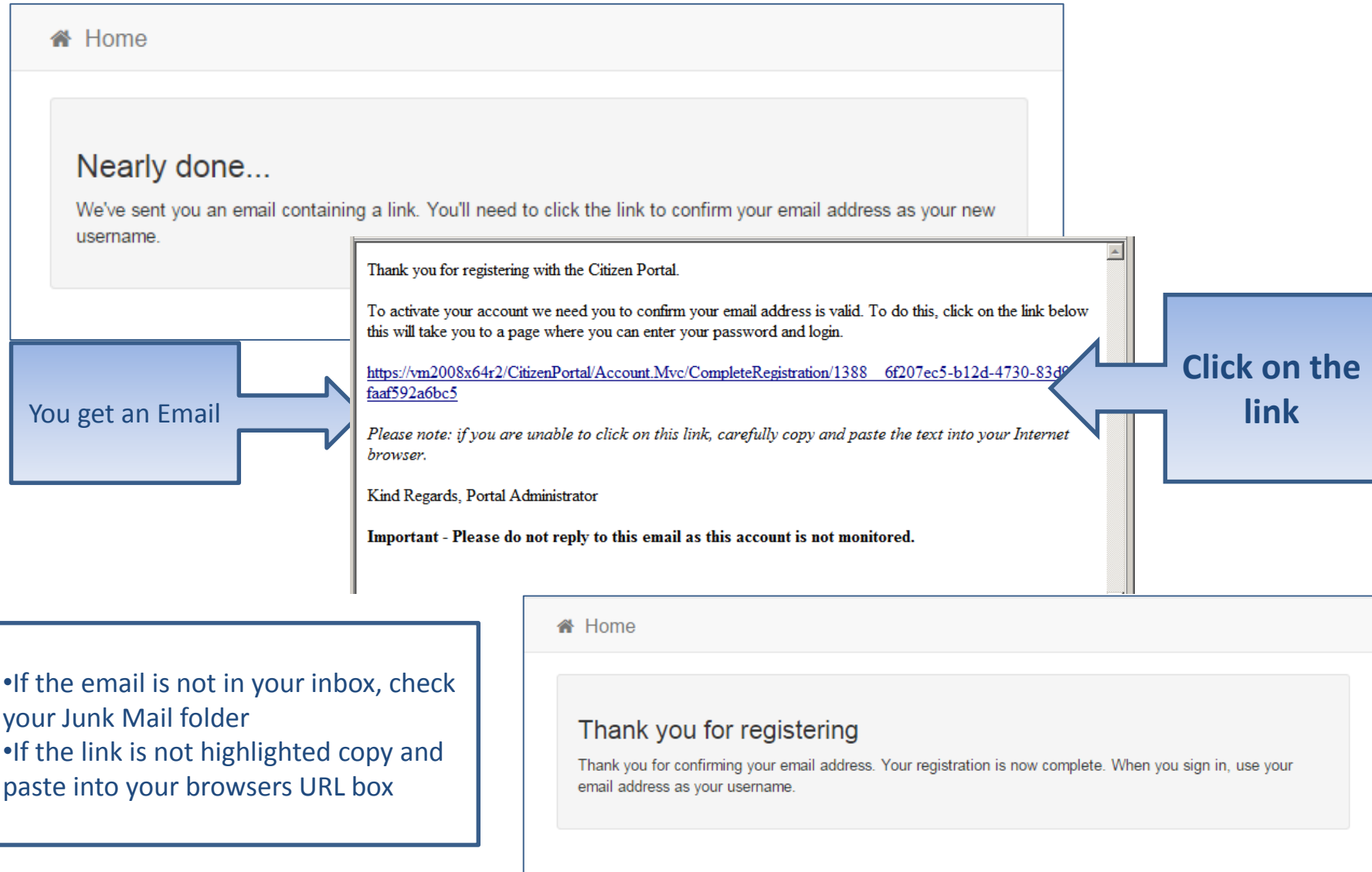
Submit Registration

* 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

The screenshot shows the Suffolk County Council Citizen Portal. At the top left is the Suffolk County Council logo. At the top right is the text 'Citizen Portal'. Below the header is a navigation bar with 'Home', 'My Account', 'Sign Out', and 'English/Cymraeg'. The main content area has a grey background with a notice about maintenance work from August 29 to 31, 2017. Below this is the title 'Suffolk County Council online application' and a welcome message. There are three sections: 'Services you can apply for' (secondary and primary school places), 'Services you can apply for in the future' (free school meals and travel), and 'Recommendations before applying online' (web browser support, 20-minute timeout, and mobile device recommendations). At the bottom are three blue tiles: 'School Places', 'Messages', and 'My Family'. A large blue arrow points from the 'My Family' tile to a text box on the right.

Suffolk County Council

Citizen Portal

Home My Account Sign Out English/Cymraeg

The online Citizen Portal will be unavailable from Tuesday 29 August 2017 (6pm) to Thursday 31 August 2017 (8.30am) due to maintenance work.

Suffolk County Council online application

Welcome to Suffolk County Council online applications where you can manage your applications in one place.

Services you can apply for

You can only apply online for a secondary (including high and upper) school place or a primary (including infant, junior and middle) school place for the 2018/2019 school year from 12 September 2017.

Services you can apply for in the future

In the future you will be able to apply for free school meals and home to school travel.

Recommendations before applying online

1. The following web browsers are supported: Internet Explorer v10 (32 & 64 bit) / Internet Explorer v11 (32 & 64 bit) Firefox Chrome Edge Safari
2. The online portal will **timeout after 20 minutes**. Please ensure you have all information to hand when completing your application. Your application **will be saved each time** the 'next/ continue' button is selected. If a timeout occurs you will need to login again to recommence the application form.
3. Whilst it is possible to use mobile devices to complete your application there are a number of questions and fields to complete. **We recommend** that a larger screen device is used, e.g. PC, laptop, notebook etc. and not mobile phone devices.

School Places Messages My Family

Your Home Page

There are two ways of making an application, via the My Family tile or by using the School Places tile.

Use the My Family tile to check your own details and to add a child


Method 1

My Family




Citizen Portal

 Home

 My Account

Sign Out

 English/Cymraeg ▾

 My Family

Important

If you need to **edit your details** e.g. change your address, please click on 'My Account' **above**.

If you wish to **edit your child's details** please click on the relevant child **below**.



Jane Doe

Endeavour House,
8 Russell Road
Ipswich
IP1 2BX

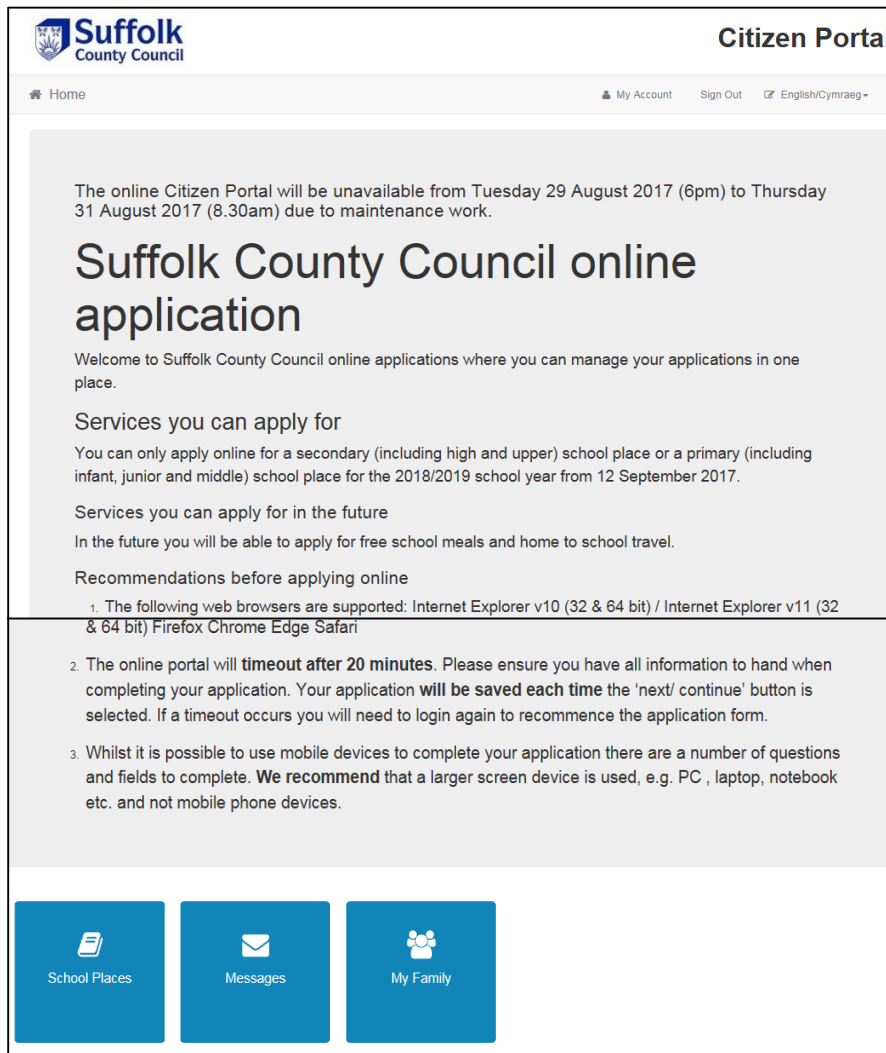
Change of Circumstances



Add Child

Click Add Child

Check your details and
make any changes using
'My Account'



Your Home Page

Method 2:
Click **School Places**

Method 2

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

Adding an Application

School Places

Please use this service if you live in Suffolk and you wish to apply for a school place in the normal year of entry for the 2017/2018 school year. It is very important that you apply by the closing date. Late applications will not normally be considered until after school places have been offered to those who applied on time.

The closing date for upper/high school applications is **Monday 31 October 2016**. For primary, infant, junior and middle school applications the closing date is **Sunday 15 January 2017**.

You must have completed and submitted your application before midnight on the relevant closing date. You will be unable to apply online or amend your submitted application after the closing date.

Please do not apply online if you are making an in-year application for the 2017/2018 school year.

If your contact details change before the closing date you will need to update your details which will automatically update your child's application.

If your contact details change after the closing date you will need to update your details and email us separately with the changes. This is because you are unable to update your child's online application after the closing date. You do not need to let us know if you change your email address.

If you experience any problems whilst using this online facility or you are unable to complete and submit your application please contact the Admissions Team on 0345 600 0981. The Admissions Team are available Monday - Thursday between 8.45 a.m. and 5.00 p.m. and Friday between 8.45 a.m. and 4.00 p.m.

Please ensure you check your Junk mail folder as the emails from this service could be in there. Your junk folder could be called 'Junk', 'Trash' or 'Spam'.

You may submit, or make changes to, applications before midnight on the published closing dates.

However, if you do make changes to your application, please remember to click on the 'Resubmit' button again.

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 (see next page for example)

Click Add Child

If you have added children via My Family (example)

School Places

Welcome to Suffolk County Council's Online Admissions Service

Please use this service if you live in Suffolk and you wish to apply for a school place in the normal year of entry for the 2018/2019 school year.

It is very important that you apply by the closing date. Late applications will not normally be considered until after school places have been offered to those who applied on time.

The closing date for upper/high school applications is **Tuesday 31 October 2017**. For primary, infant, junior and middle school applications the closing date is **Monday 15 January 2018**.

You must have completed and submitted your application before midnight on the relevant closing date. You will be unable to apply online or amend your submitted application after the closing date.

Please do not apply online if you are making an in-year application for the 2017/2018 school year.

If your contact details change before the closing date you will need to update your details which will automatically update your child's application.

If your contact details change after the closing date you will need to update your details and email us separately with the changes. This is because you are unable to update your child's online application after the closing date. You do not need to let us know if you change your email address.


If you experience any problems whilst using this online facility or you are unable to complete and submit your application please contact the Admissions Team on 0.345 600 0981. The Admissions Team are available Monday to Thursday between 8.45 a.m. and 5.00 p.m. and Friday between 8.45 a.m. and 4.00 p.m.

Please ensure that you check your junk mail folder as the emails from this service could be in there. Your junk folder could be called 'Junk', 'Trash' or 'Spam'.

You may submit or make changes to applications up to the published closing dates.

However, if you Make a new application

Can apply now

 Fred Bloggs
Date of birth: 12-Aug-2007

You can perform the following actions:

- **Start New Application (if you have already started one use 'continue application')**

Back

Click here to start
your application


Add child

Add your child (if you have added a child via My Family this information will already have been completed)


Add Child

Add a child


Forename *

 Bert


Middle Name

 Harry


Surname *

 Bloggs


Gender *

 Male

Birth Date *

 12/12/2004


Relationship to Child *

 Father

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
See note on left about DOB

Enter DOB Year FIRST, then select month, then day

Relationship

The date on which the child was born

Confirm they live with you by clicking on existing address 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

If your selection from drop down menu list includes a house name, please ensure you manually copy this from the 'Building name' field to 'House Name' field before continuing

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](#)

[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

- You should check you are using the right website to apply for a school place. **PLEASE ONLY MAKE AN APPLICATION IF YOU HAVE A POSTCODE IN SUFFOLK**

If your postcode is not a Suffolk postcode, please apply via your Local Authority

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

The postcode is not within this Local Authority; please either re-enter and click 'Check Now' to try again or click on Contact Us for instructions on how to apply.

Please only make an application if you have a postcode in Suffolk. If you are unsure if your address is in Suffolk please check below or contact the Admissions Team on **0345 600 0981**.

My child's current postcode

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 Box

•Please ensure that you have input your child's DOB correctly, this will automatically bring up the correct transfer group

Add UID number if you have it

The screenshot shows the 'Find Child' page on the Suffolk County Council Citizen Portal. The page is titled 'Find Child' and 'Primary to High School'. It explains that users may have received a letter from their Local Authority containing a UID (Unique Identifier) for their child, which can be used to speed up the application process. An example UID is provided: **82811HSH4QQH6AB**. A note states that the UID is specific to the child for the current year's applications and that users with multiple children need to provide a separate UID for each.

The form contains the following fields and buttons:


- A text box for the child's name, currently displaying 'Georgina Holiday'.
- A 'Unique Identifier' label above a text input field.
- A 'Date of Birth' label above a date input field, currently showing '09-Feb'.
- 'Back' and 'Next' buttons at the bottom of the form.
- A link labeled 'No UID' for users who do not have a UID.

Two blue callout boxes with arrows provide instructions:

- A box at the bottom left points to the 'Unique Identifier' field with the text: 'If you received a UID number in a letter from your child's current school – insert here'.
- A box on the right points to the 'No UID' link with the text: 'If you do not have a UID number, please click here to move on'.

The footer of the page includes links for 'Privacy Notice' and 'Cookies Policy', and copyright information: '© Capita 2012-2017 All rights reserved. Twitter Bootstrap licensed under the Apache License v2.0'.

Your child's details

Citizen Portal

[Home](#)[My Account](#)[Sign Out](#)

Admissions

Child's Additional Details

Does your child have a Statement of Special Educational Needs or an Education, Health and Care plan?

Is the child you are applying for a looked after or previously looked after child?

If the child you are applying for is a looked after or previously looked after child (child who was looked after, but ceased to be so because they were adopted, or became subject to a child arrangements order or special guardianship order, immediately following having been looked after) you should select 'yes' below and select the Care Authority from the drop down list.

You must provide evidence with your application that your child was previously looked after in the form of an adoption, child arrangements order or special guardianship order if you want this to be taken into consideration when ranking your application.

Please email your evidence to admissions@suffolk.gov.uk or post it to the Admissions Team at Endeavour House, 8 Russell Road, Ipswich, Suffolk, IP1 2BX. Please ensure that you include your child's name, date of birth and indicate the school you are applying for on any evidence or information you submit. If you send information through the post we strongly suggest you get proof of posting.

Is your child a twin, triplet or other multiple birth? If yes, you must submit separate applications for each child.

Slide to
select

Next

Moving Home?

Moving Home?

If you are moving please supply your new address and moving date below.

It is important that you apply on time even if you are planning to move house. If you are moving to a new address and you want to use that address as your child's 'ordinarily resident' address for your application you must email or post to us written evidence by the closing date that you are legally committed to the move and that it will happen before the start of the school year you have applied for. The evidence must be proof of exchange of contracts or a signed letting/tenancy agreement confirming your new address. Please note that a sale memorandum or an unsigned tenancy agreement will not be accepted. For UK Service Personnel an assignment order that declares a relocation date and a unit postal address or quartering area address must be provided and for returning Crown Servant families an official letter declaring a relocation date and evidence of a future address will also be required.

If you are unable to provide evidence of your move by the closing date you should still apply by the relevant closing date using your current address. You can then make a further application by completing a paper CAF1 once your plans have been confirmed. As long as we receive written evidence **by Friday 10 February 2017** we will use your new address to allocate a school place:

If you cannot provide evidence of your move by this date we will use your child's current address to allocate a school place.

You should email your evidence to admissions@suffolk.gov.uk or post to the Admissions Team, Endeavour House, Ipswich, Suffolk, IP1 2BX. Please ensure that you include your child's name, date of birth and indicate the school you are applying for. Any evidence or information you submit after the closing date. If you send information through the post we strongly recommend you use a tracked service.

Moving Date



Enter your new postcode and then click 'Find Address'. If your address is not listed, click on 'Enter Address Manually' and type the address provided. If you don't have a Postcode please type in XX11 1XX and then click 'Find Address' and then click on 'Enter Address Manually' in the boxes provided – do not click on 'Find Address'. Continue with your application and click on 'next' to move to the next page. If you have a POSTCODE LINK.

Postcode *



Find Address

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

The next question is only for UK Service Personnel (e.g. Army) and Returning 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 Robert a member of a UK Service Personnel or Returning Crown Servant family, who are returning/moving to the address selected to take up duties? If yes, we will allocate a place in advance of you arriving in the area as long as you provide a copy of your assignment order that declares a relocation date and a unit postal address or quartering area address by the closing date for applications.

If your moving date is in 2018 please manually enter using format dd-month-yyyy (eg 01-January-2018)

Next

Current School

If you created a child in 'My Family' their current school information should already be here. IMPORTANT – If your child is applying for a place in reception skip to 'Your Preferences'

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

School Name (Tip: Part names give better results)







Bedfordshire 820


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 below.

Currently educated at: 

BackNext

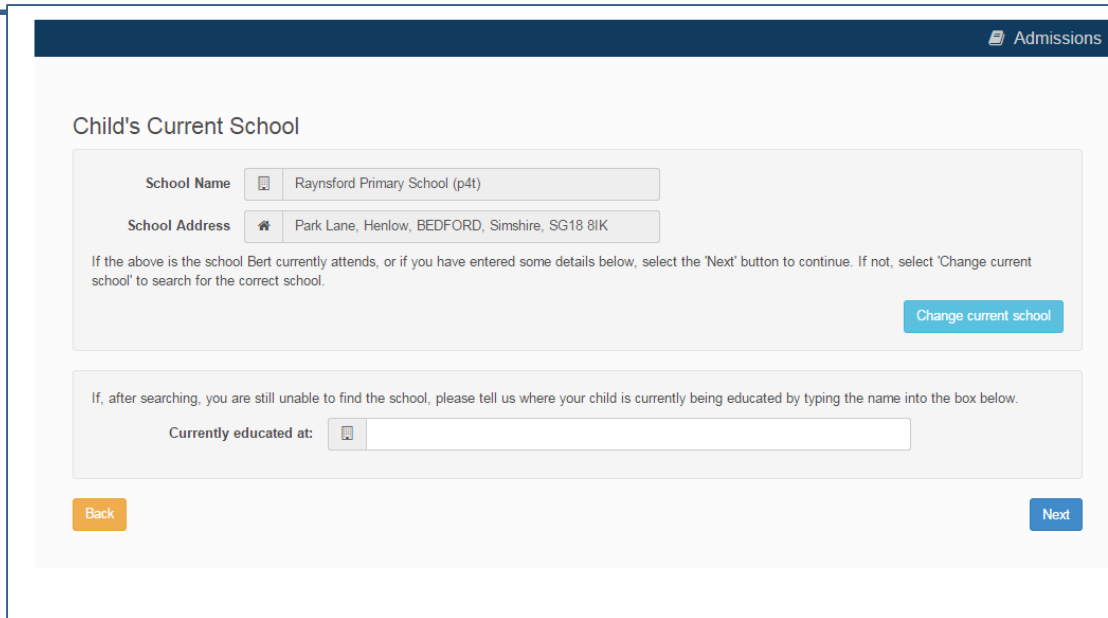
If correct, click to select

Search for your child's current school

If your school is not listed change remove the **School's 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 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, there is a 'Currently educated at:' label followed by an empty input box. 'Back' and 'Next' buttons are located at the bottom left and right of the form respectively.

Admissions

Child's Current School

School Name

School Address

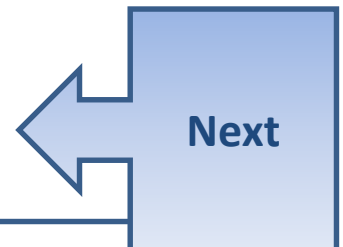
If the above is the school Bert currently attends, or if you have entered some details below, select the 'Next' button to continue. If not, select 'Change current school' to search for the correct school.

[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 | Link |
| Green Abbey School (Green Abbey Community School) | Link |

Back

If
correct,
click to
select

Schools Located In

Search for
your school

If your school is not listed my default remove the **School's 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 | <input type="text" value="Bob"/> |
| Middle Name | <input type="text"/> |
| Surname | <input type="text" value="Bloggs"/> |
| Gender | <input type="text" value="Male"/> |
| Date of Birth | <input type="text" value="dd/mm/yyyy"/> |
| <input type="button" value="Use previous address"/> | |
| 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"/> |

If Yes
Tell us about them

Sibling's School

The sibling's current school is shown below.


| | |
|----------------|--|
| School Name | <input type="text" value="Green Abbey School"/> |
| School Address | <input type="text" value="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

Special Reasons

Preference Reasons: Special Reasons

In order to support your application for a place at St Edmundsbury CEVA Primary School you can select appropriate reasons below.

The School operates its own Admissions Oversubscription Criteria and a summary of the policy can be found in the 'Directory of Schools in Suffolk for Primary (including Infant, Junior and Middle) Schools for the 2017/2018 school year'. Please refer to the Suffolk County Council or school's website for details of the full policy.

You have selected a Voluntary Aided School. You should obtain a Supplementary Information Form (SIF) from the school, the Admissions Team or you can download one from www.suffolk.gov.uk/admissions and return it direct to the school by the closing date.

Please note the preference details will be sent to the Governing Body of the school for the purpose of ranking.

I have sent written evidence that we are a military family. I have sent written evidence of my child's refugee status.

Yes No/Not Applicable

If you are applying as a military family you will need to send written evidence in support of your application by the closing date. If you are applying due to your child's refugee status you will need to send written evidence in support of your application by the closing date.

Which category is most applicable to your child?

Select Reason

You can provide more details here

I have completed and sent a Supplementary Information Form (SIF) directly to the school.

Yes No/Not Applicable

You will need to fill in a Supplementary Information Form (SIF). This can be obtained from the school, the Admissions Team or you can download one from www.suffolk.gov.uk/admissions and return it directly to the school by the closing date.

Which category is most applicable to your child?

Select Reason

You can provide more details here

Back

Next

If there are any special reasons to select, medical, social, military etc – choose the reasons relevant to the schools admissions oversubscription criteria

Next

Anything else we should know?

The image shows a screenshot of a web form titled "Other Reasons". The form has a light gray background. At the top, the title "Other Reasons" is in a dark gray font. Below it, a light gray box contains 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 white text area for input, with the label "Other Reasons" to its left. At the bottom of the text area, a small gray box contains the text: "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 "Type in here" and a blue arrow points to the text input area. A blue box with the text "Next" and a blue arrow points to the "Next" button. A blue-bordered box at the bottom left contains the text: "Your reasons must be relevant to the schools admissions oversubscription criteria. Please note there is a maximum of 3000 characters."

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. Please note there is a maximum of 3000 characters.

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 | Edit Remove |

[Add a new preferred school](#)

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

You can add up to the maximum number of 3 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.

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 |

You will receive an email to your registered address confirming submission

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.

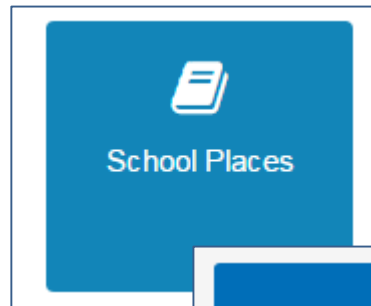
To see a printer friendly version of your submitted application, click the Preview button. [Preview](#)

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?



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. **Please ensure that you resubmit your application.**