


School Admissions
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USERS 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 then

Click **register**

Add your
security
details

Registration

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

Security Details

About you

Contact Details

Email Address *



Confirm Email *



Password *



Confirm Password *



Secret Question *



Mothers Maiden Name



Secret Answer *



Next

Who you are


Security Details

About you

Contact Details

Add your security details


Title *




Please select

▼


Forename *



Surname *



Gender *



Please select a gender

▼

Previous

Next

* Required field

Where do you live


Registration

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

[Details](#) [About you](#) [Contact Details](#)

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

Postcode *



Find Address


I don't have a Postcode

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

Enter your Post Code

Find Address

Postcode *



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

Select

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

Click on Address

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, click 'Address Manually' and type the correct address in the boxes provided

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

Find Address

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

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

Previous

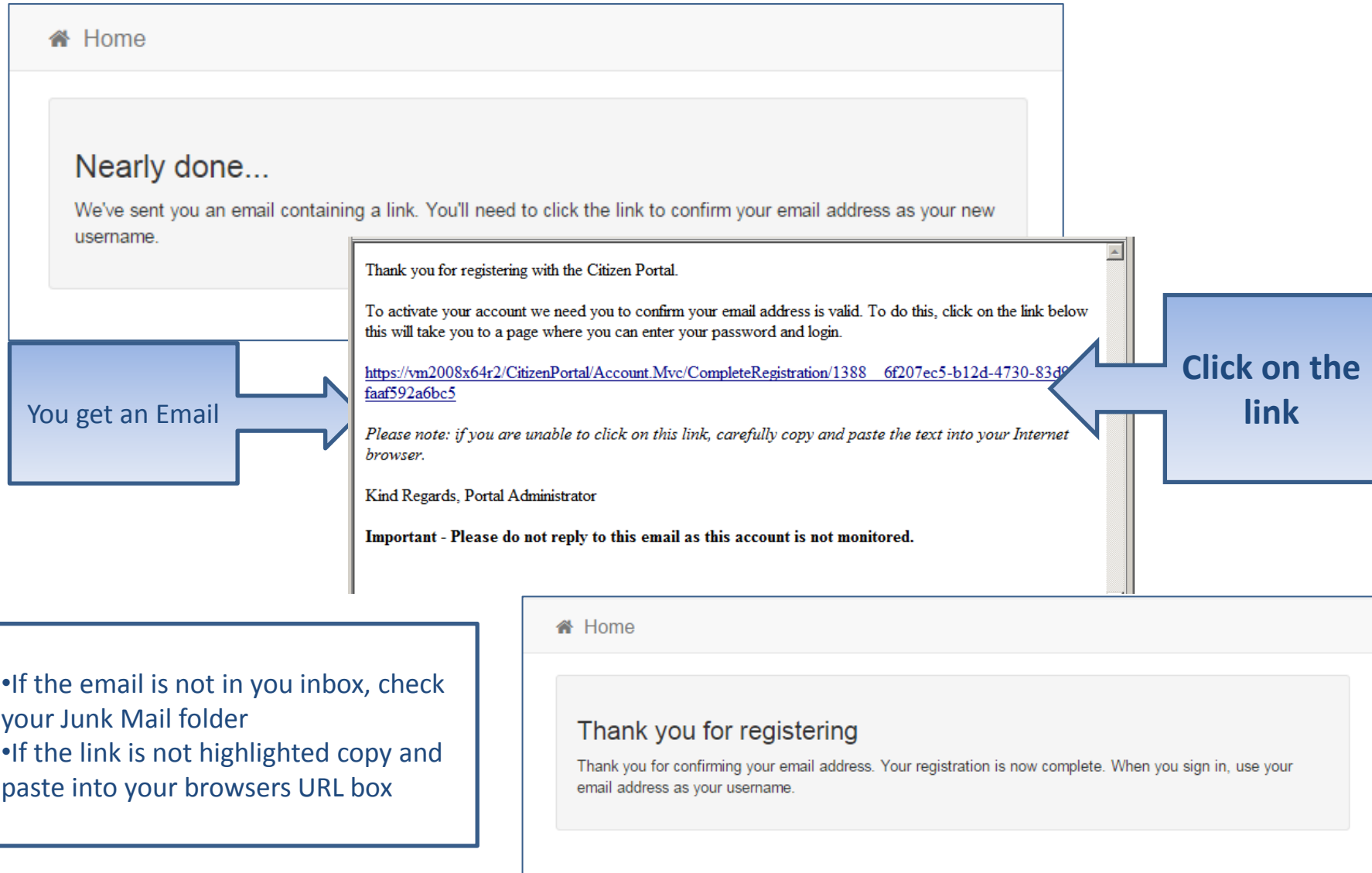
Submit Registration

* Required field

Enter
your
telephone
Numbers

Submit
Registration

What happens Next



Log in

Home

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

Email Address

Password

Login

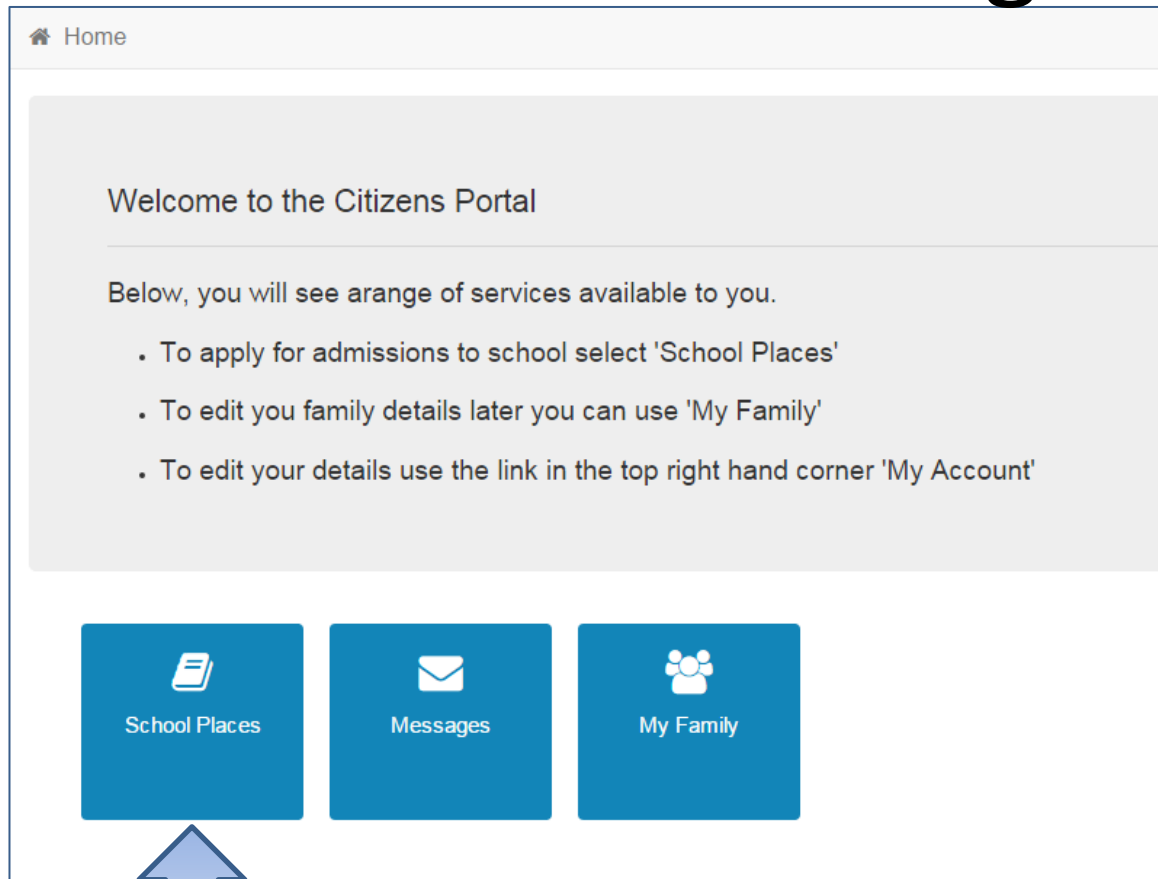
[Forgotten your password?](#)

Login

Email
Password

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

Your Home Page



Click **School Places**

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

Adding an Application

School Places

This is the Home Page. From here you can make a new application or view or change the application you have already made. You can use the Help we have provided if you get stuck or contact us using the details in the Contact Us link below. When you have finished your application and are happy with the details you have provided, you must SUBMIT it to the Local Authority. Follow the instructions that will be displayed to help you do this.

Important! You can still change your application after it has been submitted, up until the closing date, but you MUST SUBMIT it again or we will be unable to consider your application.

Make a new application

You currently have no children without an application.

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

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


Click **Add Child**

Add your child


Add Child

Add a child


Forename *

 Bert


Middle Name

 Harry


Surname *

 Bloggs

Gender *


 Male ▼

Date of Birth *

 12/12/2004 x ▼

The date on which the child was born

Relationship to Child *

 Father ▼

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


Parental Responsibility *


☒ Yes

☐ No

If you have legal responsibility for this child, select Yes

Select Address *

 85 Milton Road Clapham Bedford MK41 6AS UK

 Click to add new address

Cancel

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

Relationship

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

Add Child cont..

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

[Use previous address](#)

House Number

House Name

Building Name

Street Name

District / Village

Town

County

Postcode •

Country

[Find Address](#)

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



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

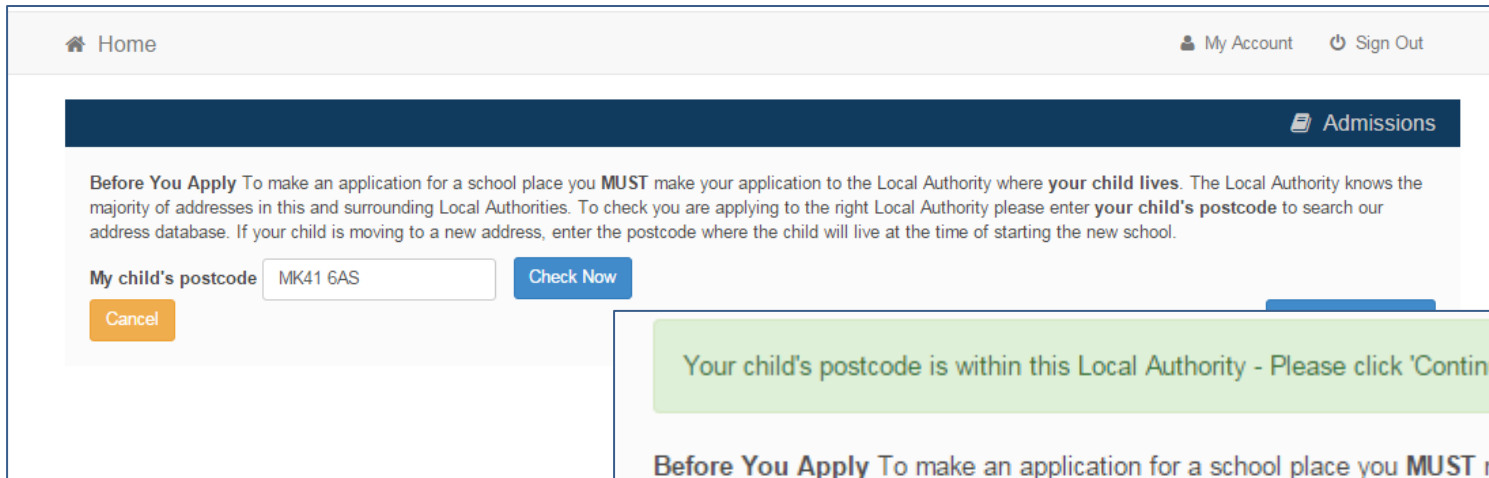
Date of birth: 12-Dec-2004
Current age: 10

You can perform the following actions:

- [Start new application](#)

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

Which Local Authority do you live in?



The screenshot shows a web interface for school admissions. At the top, there is a navigation bar with a 'Home' link and user options 'My Account' and 'Sign Out'. Below this is a dark blue header with the word 'Admissions'. The main content area contains a text block explaining that users must apply to the Local Authority where their child lives. Below the text is a form with the label 'My child's postcode', a text input field containing 'MK41 6AS', and two buttons: 'Check Now' (blue) and 'Cancel' (orange).

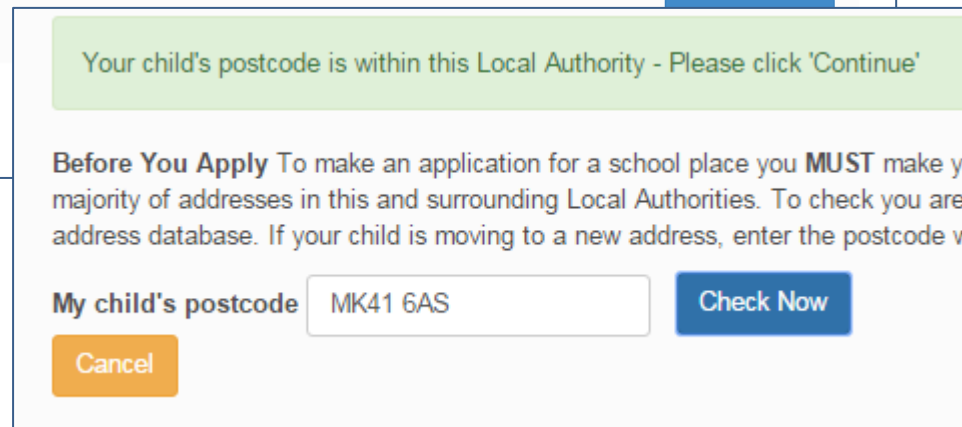
Home My Account Sign Out

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



This block contains two parts. The top part is a green confirmation message stating that the postcode is within the Local Authority and instructing the user to click 'Continue'. The bottom part is a second instance of the postcode checker form, identical to the one in the first screenshot, with the same text, input field containing 'MK41 6AS', and 'Check Now' and 'Cancel' buttons.

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

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

My child's postcode

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

- 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

Your child's details?

 Admissions

Additional Child's Details

Does your child have a Statement of Special Educational Needs?

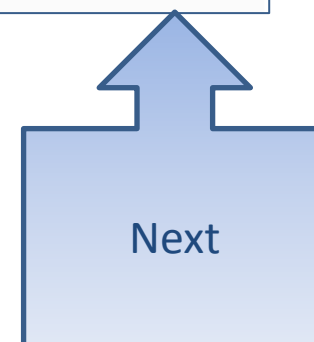
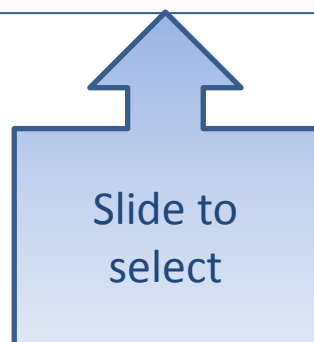
☐ No

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

☒ Yes

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

☐ No



Moving Home?

Admission:

Address Details

You have previously indicated that Bert's current address is **85, Milton Road, Clapham, Bedford, MK41 6AS, UK**. If this is not Bert's current address, please update this via [My Family](#). Then please navigate back to School Places and select to 'Continue this application'. It is very important that we know the correct current address for Bert.

Moving Home?

(LA) If you are moving to the above address please supply date.

Moving Date



dd/mm/yyyy

Enter your new postcode and then click 'Find Address'. If your address is not listed, press the 'Enter Address Manually' and type the correct address into the boxes provided. If you don't have a Postcode please select 'I don't have a Postcode'.

Postcode *



Find Address

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

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

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

No

Back

Next

Next

Current School

•IMPORTANT – If your child is applying for a place in Reception you will skip this page

Admissions

Child's Current School

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

Find a School

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

Postcode

Schools located in

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

Currently educated at:

Back

Next

Select

Search for your
child's current
school

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

17.

Confirm School

Admissions

Child's Current School

School Name

Raynsford Primary School (p4t)

School Address

Park Lane, Henlow, BEDFORD, Simshire, SG18 8IK

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

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

Select

Schools Located In

Search for
your school

IMPORTANT! If searching for schools by postcode, you must add the postcode of the school, not your own

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

Sibling attending the school?

Admissions

Preference Reasons: Sibling

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

No Yes

Back

Click No or Yes

Sibling Details

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

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

Forename	<input type="text" value="Bob"/>
Middle Name	<input type="text"/>
Surname	<input type="text" value="Bloggs"/>
Gender	<input type="text" value="Male"/> <small>Please select a gender</small>
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

Anything else we should know?

The image shows a web form titled "Other Reasons". At the top, 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 text input area. To the left of this area is a blue box with the text "Type in here" and a blue arrow pointing into the input field. The input field itself has the label "Other Reasons" at the top left and a character count at the bottom: "There is a limit of 3000 characters for you to express other reasons. 3000 remaining...". At the bottom left of the form is an orange "Back" button, and at the bottom right is a blue "Next" button. A large blue arrow points from a box labeled "Next" at the bottom right towards 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".

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

 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 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



Email

 Admissions

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


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

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

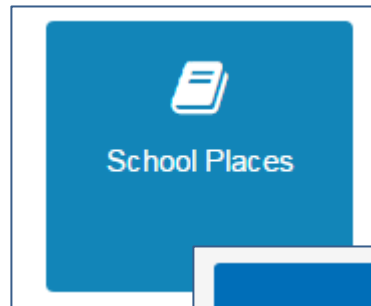
You do not need to take any further action. However, if you want to change any of the details you have submitted you may do so up until 31/10/2015 23:59. If you make any changes you **MUST RE-SUBMIT** it. Otherwise your application will not be considered.




Confirmation on
Screen

 Home

What next?



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 log in page, click on the link "Forgotten your password?" and enter your email address.

A new email will be generated and sent to your registered email address with a link to reset the password details.

FAQ's

- **What if I change my email address??**
 - Log in with your old address and select 'My Account'
 - Or, contact us and we can help you update your account
- **I am unable to find my address on the dropdown address list**
 - Just enter your address into the address boxes. Please note that House number and Postcode is required.

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.