Parent’s Guide to School Admissions Online Application

User Guide

This user guide provides you with illustrations of the various screens that you will need to go through to create an account on the Gloucestershire Family Portal and make an online application for Primary or Secondary school.
Registration

To register for a new ‘Gloucestshire Family Portal’ account click on the ‘Register’ link.

‘Registration’ page

This screen will guide you to enter the necessary information required for registration Process.  
*(Useful Tip: Clicking into each box will display what information you need to enter)*

Security Details

*Email address* – This will also be your username every time you sign into the portal. It must be your own email address and in use. A confirmation email will be sent as part of the Registration process.

*Password* - Ensure your password has a minimum of 10 and maximum of 128 characters, contains a minimum of 2 numbers, 1 lower case character, 1 upper case character and 1 special character.

*Secret Question* and *Secret Answer* – select a secret question and add the answer.

Complete the remaining details.

Click the ‘Register’ link

Add your ‘Security Details’
Add your contact details

Enter your ‘Contact Details’

Enter your Postcode

Don't know your postcode? Click ‘here’ to search and add address manually

Click ‘Find Address’

If you don’t know your postcode, enter your address manually and click ‘Find Address’

Enter your Telephone Numbers

Click ‘Submit Registration’
What Happens Next

After completing and submitting your registration you will receive an email containing a ‘link’. You need to confirm your email address as your username by clicking the link in the email.

Thank you for registering with the Family Portal.

To activate your account we need you to confirm your email address is valid. To do this, click on the link below this will take you to a page where you can enter your password and login.


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

Thank you for registering.

Your registration is now complete. Please click on the Home button to log in using your email address as your username.
Log in to your account

Enter your ‘Email Address’ and ‘Password’

‘Login’

If you have forgotten your password, follow the ‘Forgotten your Password?’ link

Your Home Page

My Account – Click here to make changes/updates to your (Parent/Carer) details e.g. Contact details, Address,

Sign Out – to sign out of your account

Welcome to the Family Portal
Please click on the relevant box for the service you require.

Free School Meals   School Places   Funded Early Education for Two Year Olds   Messages   My Family

Click on ‘School Places’ to make an application for a school place
School Admissions statement

Before starting your application it is very important to read all the information on the ‘School Admissions’ page

(The below School Places information is based on Secondary 2018 Transfer)

School Places

Welcome to Gloucestershire On-Line School Admissions facility for transfer to Secondary or High School in September 2018.

Please read the following before proceeding with your registration/application:

- You should only register and use this service if you are a Gloucestershire resident (i.e. you pay your council tax to Gloucestershire). You will need to register to use this service if you have not used this service before. If you have made previous online applications for school places, please logon using your current username and password. If you cannot remember your password, please use the forgotten password link to reset. If you still experience problems with the site, then either contact us on 01452 425407 or email school.admissions@gloucestershire.gov.uk.

- If your child will be attending a private or independent school from September 2018 you do not need to make an online application but you will need to inform the Co-ordinated Admissions by emailing school.admissions@gloucestershire.gov.uk with the details.

- If your child has a EHCP (Education Health & Care Plan) please do not make an application and refer to your child’s statement. If you have any queries please contact your SENCO or SEND review officer.

It is important that you read the Secondary School/Academy Admissions Guidance & Secondary Information Booklets which contains important information and will guide you through the application process. These are available to view in the related documents tab on the secondary webpage www.gloucestershire.gov.uk/education-and-learning/school-admissions/transfer-to-secondary-school

The closing date for applications is 31st October 2017. Please ensure that you have applied and made a successful submission by this date.

PLEASE ENSURE THAT YOU RECEIVE A CONFIRMATION EMAIL CONFIRMING YOUR SCHOOL PREFERENCES, AFTER SUBMITTING (OR RESUBMITTING) YOUR APPLICATION, OTHERWISE YOUR APPLICATION MAY NOT BE REGISTERED. THIS EMAIL MAY BE USED TO HELP RESOLVE ANY DISPUTES.

Make a new application. If your child/children’s details are not showing please click Add Child button.

You currently have no children without an application.

If you already have children added, they will be shown here

If your child is not showing, you will need to add the child by clicking ‘Add Child’
Your Child’s details

Your child’s details will now show near the bottom of the ‘School Places’ page.

(You can repeat this process to add another child/children if you need to make multiple applications)

Please note: Once you have added your child’s details any amendments or updates to your child’s details can only be made via ‘My Family’ on the ‘Home’ page.
Making a new school application

Please ensure that you have read all the information on the ‘School Places’ page and that your child’s details are correct before starting your application.

Click ‘Start new application’

When is your child changing school?

If you don’t see a ‘Transfer Group’ box (see below) you may be too late, your child’s date of birth is out of range or the date of birth has been entered incorrectly when setting the child up. Any amendments or updates to your child’s details can only be made via ‘My Family’ on the ‘Home’ page.

Select ‘No UID’ to continue with the application if you do not have your child’s UID number
Tell us more about your child

Slide to select ‘Yes’ or ‘No’

Check the address before continuing

Only ‘Service Families’ need to complete this

Click ‘Next’
Please tell us where your child currently goes to school. Use the search facility to find their school.

**IMPORTANT**— If your child is applying for a place in Reception click ‘Next’ to skip to ‘Your Preferences’

**Hint:** Search for the school using part of the school name

Use the search facility to search for and find the school your child is currently attending

Leave postcode box blank

Select the school from the list displayed

‘Search’ for your child’s current school

Not able to find your child’s current school? Type the full school name into this box

Click ‘Next’
If your school is not listed change your search criteria e.g. remove the School's Post code and change the schools located in to your local authority

Check current school is correct

Click ‘Next’

Your preferred schools

Important: Read these notes before you start making your choices

Preference School Search

All parents and carers must apply for a school place. The online application form gives you the opportunity to list up to five schools, but remember to check each school's criteria very carefully before making your final choice. Some schools may require you to complete a supplementary form as well as applying online for a place.

It is very important that you think about transport when you consider the school/academy you would like your child to attend. If you are not choosing to attend the nearest school (for whatever reason) or the school is within walking distance assistance is very unlikely to be granted. The majority of children are not eligible for free transport and this will usually have to be organised and paid for by yourselves. Please click the link to find our current transport policy [Transport Policy](#).

Click this link to view your closest schools [Gloucestershire Mapping Tool](#).

If your child has a brother or a sister who will be attending your preferred school in September 2018 you must still fill in the online application form to request a place.

School Search

To search for schools in Gloucestershire please change 'Schools Located In' to Gloucestershire. You may search for the school by entering the first few letters of your preferred school and click on search. Once your school name appears click on the school name and this will make your selection.

If you wish to view all schools or if your preferred school name is not shown please delete your postcode.
Is there a sibling attending the preferred school?

Preference Reasons: Sibling

In order to support your application for a place at Rednock School you can select appropriate reasons on the next pages. Sibling refers to a brother or sister, half brother or sister, adopted brother or sister, step brother or sister or the child of the parent/carer’s partner as well as children brought together as a family by a same sex civil partnership. In every case, the child must be living full time in the same family unit full-time at the same address, at the time of application.

Click ‘Yes’ or ‘No’

If you selected ‘Yes’ to a sibling Link – Tell us about the sibling

Complete the Sibling’s details

Click ‘Next’
Confirm the Sibling’s school details

Tell us your reasons
Select the appropriate reasons to support your application for a place at this school

Preference Reasons

In order to support your application for a place at Redrock 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.

Please refer to the Secondary School/Academy Information booklet for the full admission criteria.

Children for whom only this particular school is appropriate due to an exceptional medical condition. Applications under this criteria will only be considered if they are supported by a written statement from the child’s doctor at the time of submitting the application. This must demonstrate that there is a very specific connection between medical need and the facilities or resources of this school. The final decision to accept a child under this category will be made by the governors’ admission sub-committee through consultation with an independent medical practitioner.

I believe my child lives in this school’s catchment

Other Reasons

If you have selected Redrock School please refer to the school admissions criteria in the School/Academy Information booklet for any other reasons that will be considered. If your reasons are not identified in the admissions criteria and are personal to you please do not provide any further information at this stage. It will not be taken into consideration.

Anything else we should know?

Type it in this box

Click ‘Next’
Repeat the process to add all your preferred schools by clicking ‘Add a new preferred school’

Use the arrows to re-order your preferences

When all preferred schools have been selected and ranked, click ‘Next’
Important: Read all statements before completing your application.

Offer by Email?
Select ‘Yes’ or ‘No’

‘Preview’ to check your application
Select ‘Yes’ to confirm that all information is correct and ‘Terms and Conditions’ agreed

Before submitting the application it is important to ‘Preview’ the details you have provided and that you read ALL information including: ‘Terms and Conditions’ and ‘Data Protection’.

When satisfied that the child’s details, your preferred schools and any supporting information are correct, then you are ready to ‘Submit’ your application.
Confirmation of your submitted application

After clicking ‘Submit’ you will see the confirmation message below:

You can ‘Preview’ your application by clicking here.

You will also receive a confirmation email listing your school preferences (see example below)

Dear Mr Test,

Thank you for submitting your application for a school place.

Your application has been received by the Gloucestershire 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 a preference 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:

<table>
<thead>
<tr>
<th>Rank</th>
<th>School Name</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Coombe Road School</td>
<td>GL5 3HE</td>
</tr>
<tr>
<td>2</td>
<td>Marlborough School</td>
<td>GL5 2DP</td>
</tr>
<tr>
<td>3</td>
<td>Katharine Lady Bulkeley’s School</td>
<td>Henley-on-Thames, GL5 2ED</td>
</tr>
</tbody>
</table>

If you wish to change the details of your application, you may do so by logging back into the School Admissions Service at any time until 31/10/2017.

If you can see a link below, you may click on this to open our service, otherwise please copy and paste the text into your internet browser.

http://www.glos.gluceshires.gov.uk/GreenPortal

Notification of your school place offer:

When you made your application, we gave you a choice as to how your school place offer will be communicated to you on 01/03/2018.

You chose to receive your school place offer via email.

To change your chosen method, please contact us using the contact details below.

Kind regards,

After ‘Submitting’ your application you can still make changes to it until the closing date for the Admissions round appropriate to the age of your child.

Please Note: The closing dates are different for Primary and Secondary Admissions.
What next?

**Before** the closing date of the Admissions round for your child, you can still make changes to your submitted application, such as current school, preferred schools, order of preference etc.

However you **must** remember to ‘**RE-SUBMIT**’ the application after you have made the changes.

Changes to your child’s details such as, date of birth can be made via ‘My Family’ tab on the Home page

**Make changes to your ‘Submitted’ application**

**Login** to your portal account and go to ‘School Places’

**Note:** If you make any changes to your application you **must** remember to ‘**RE-SUBMIT**’ the application.

**Click ‘Change application’** to make any changes

**Click ‘Continue’** to make changes

**Warning!** Message appears on each page as a reminder that you **must** remember to ‘**RE-SUBMIT**’ after you have made changes to the application.

**Warning!** This application is now unsubmitted. Resubmit by pressing Next on the following pages and then select Submit on the ‘Terms and Conditions’ page. Resubmit by 31/10/2017 23:59 for this online application to be considered.