Parents Guide to Admissions
Registration

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

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 this process. Please hover the mouse over each field to see what information you will need to enter for this purpose.

Security Details

<table>
<thead>
<tr>
<th></th>
<th>Email Address</th>
<th>Confirm Email</th>
<th>Password</th>
<th>Confirm Password</th>
<th>Secret Question</th>
<th>Secret Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Mothers Maiden Name</td>
<td></td>
</tr>
</tbody>
</table>

Next
Who you are

Add your security details
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

For 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 manually' and type the correct address in the boxes provided.

<table>
<thead>
<tr>
<th>Postcode</th>
<th>MK41 6AS</th>
</tr>
</thead>
</table>

- Find Address
- Enter Address Manually

- If you don’t find your address you can type it in Enter Address Manually

- Click on Address

- Select
Give us your contact details

Enter your telephone Numbers

Submit Registration
What happens Next

You get an Email

• If the email is not in your inbox, check your Junk Mail folder
• If the link is not highlighted copy and paste into your browser’s URL box

Click on the link
Log in

Don't have an account? Please register

Email Address
fredbloggs@hotmail.com

Password

Login

Forgotten your password?

If you have forgotten your password follow the ‘Forgotten your password?’ link
Your Home Page

Welcome to the Citizens Portal

Below, you will see a range of services available to you.

- To apply for admissions to school select 'School Places'
- To edit your family details later you can use 'My Family'
- To edit your details use the link in the top right hand corner 'My Account'

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.

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

Click Add Child
Add your child

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..

Click Add Child
Start the application

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Make a new application

Bert Bloggs
Date of birth: 12 Dec 2004
Current age: 10

You can perform the following actions:
- Start new application

Start new Application
Which Local Authority do you live in?

• You should check you are using the right website to apply for a school place
When is your child changing school?

If you don’t get an Admissions Group you maybe too late or your child’s date of birth is out of range – either way please contact Admissions.
Your child’s details?

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
  - Bedfordshire

Is your child a twin or triplet, etc. (one of a multiple birth)?
- No

Slide to select

Next
Moving Home?

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 '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

Next
Current School

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

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
Confirm School

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

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

Select

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

Search for your school

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?

If Yes
Tell us about them

Click No or Yes

Sibling's School
The sibling's current school is shown below:

<table>
<thead>
<tr>
<th>School Name</th>
<th>Green Abbey School</th>
</tr>
</thead>
<tbody>
<tr>
<td>School Address</td>
<td>Green Abbey School, Burnaby Road, Bedford, Bedfordshire</td>
</tr>
</tbody>
</table>

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.
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

I believe my child attends a feeder school to this school

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

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

Next
Anything else we should know?

Your reasons must be relevant to the schools admissions oversubscription criteria.
More Preferences

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

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.

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
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:

<table>
<thead>
<tr>
<th>Rank</th>
<th>School Name</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Green Abbey School</td>
<td>Green Abbey School, Burnaby Road, Bedford, Bedfordshire, MK42 1GH</td>
</tr>
</tbody>
</table>

Confirmation on Screen

Email
What next?

You can return to the Citizen Portal and at any time change your application up until the closing date.

You can perform the following actions:
- Change application
- View application
- Start new application
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.