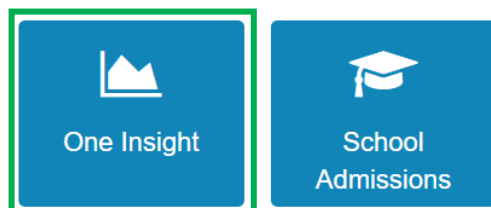


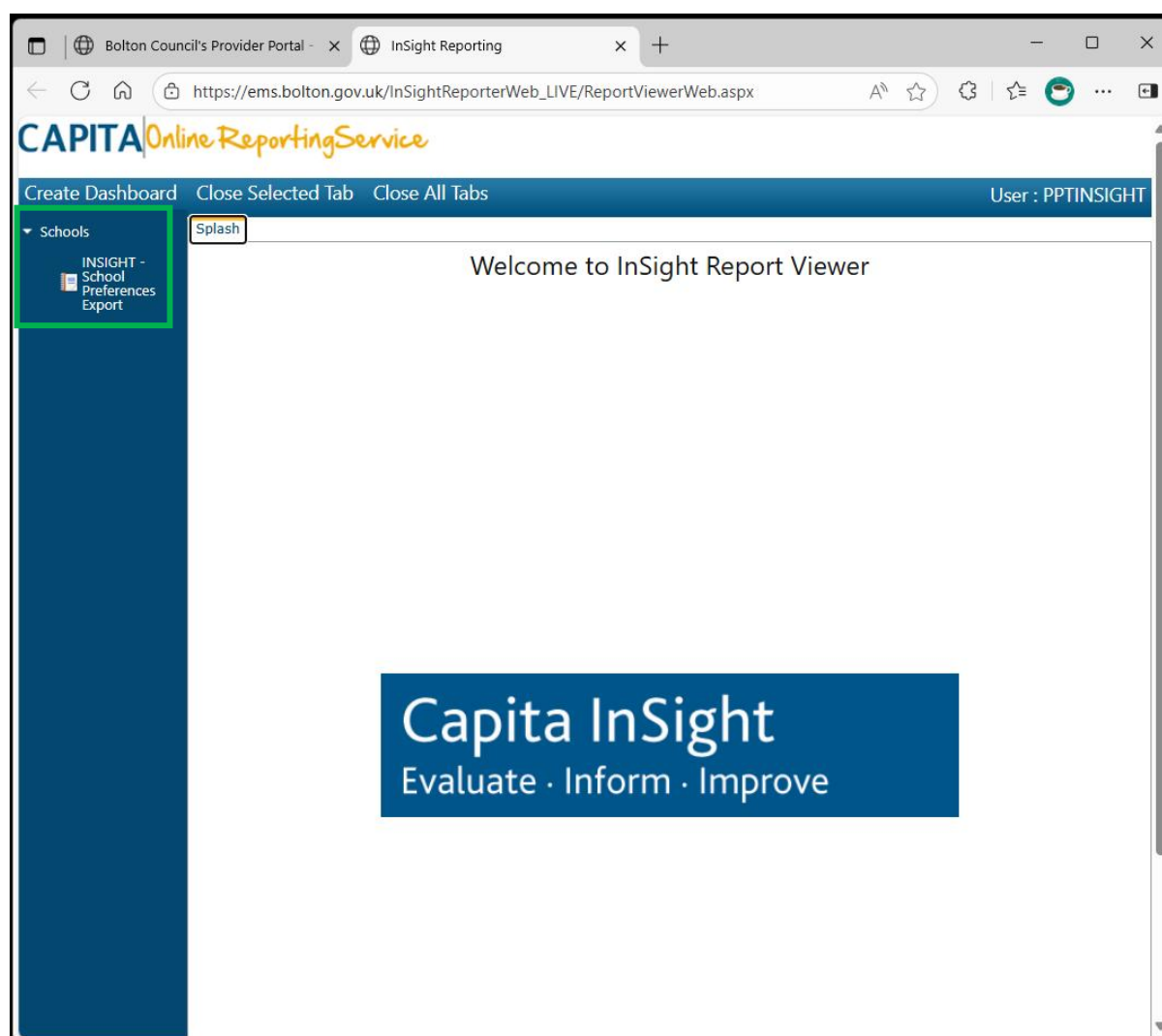
Children's Providers Portal Insight Reports

Log on to the Children's Providers Portal, a separate guide is available. See "School Admissions Portal – Guidance" on <https://www.bolton.gov.uk/portalsguidance>

Click on One Insight, a new tab opens in your web browser.



On the following page click the required report on the left under Schools to open. The list will vary of viewable reports.



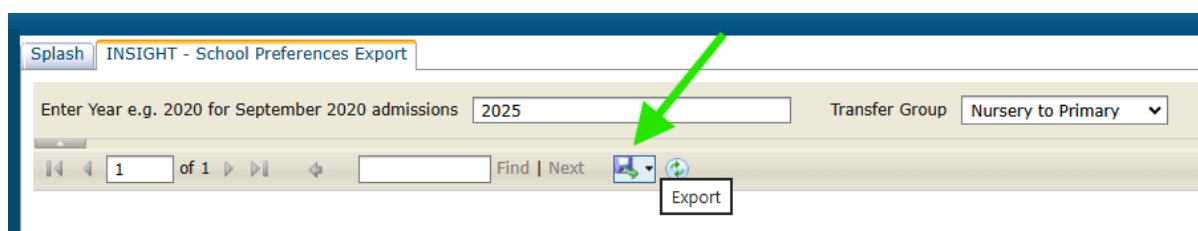
To open the desired report.

- Enter the required year for admissions e.g. 2026 for September 2026 admissions.
- Select “Nursery to Primary” or “Primary to Secondary” as appropriate.
- Click “View Report”

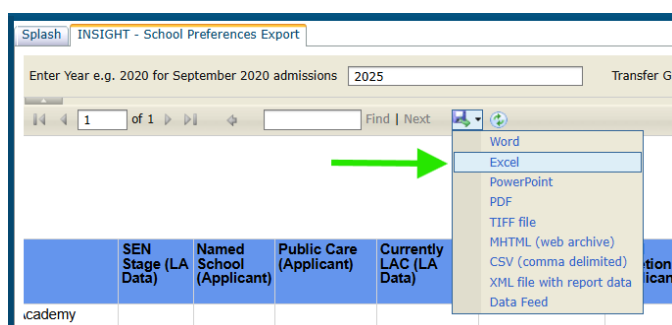
The output will look similar to below, there are many more lines of children details down the page. Additional details are viewable by scrolling across the screen sideways also.

Forename	Surname	Gender	DOB	Admissions Address	Post Code	Current School	Preference School	SEN Stage (LA Data)	Named School (Applicant)	Public Care (Applicant)	C L D
M	M	M	2021	BL2		Bolton St Catherine's Academy	Bolton St Catherine's Academy				

When you hover over the icon “Export” label appears, click the Export icon.



Click Excel.



The file will download to your computer, where you can open the report to view all the information. To open the report in Microsoft Excel, click “Open file”. Alternatively navigate to where the file downloaded and again, open with Microsoft Excel.

