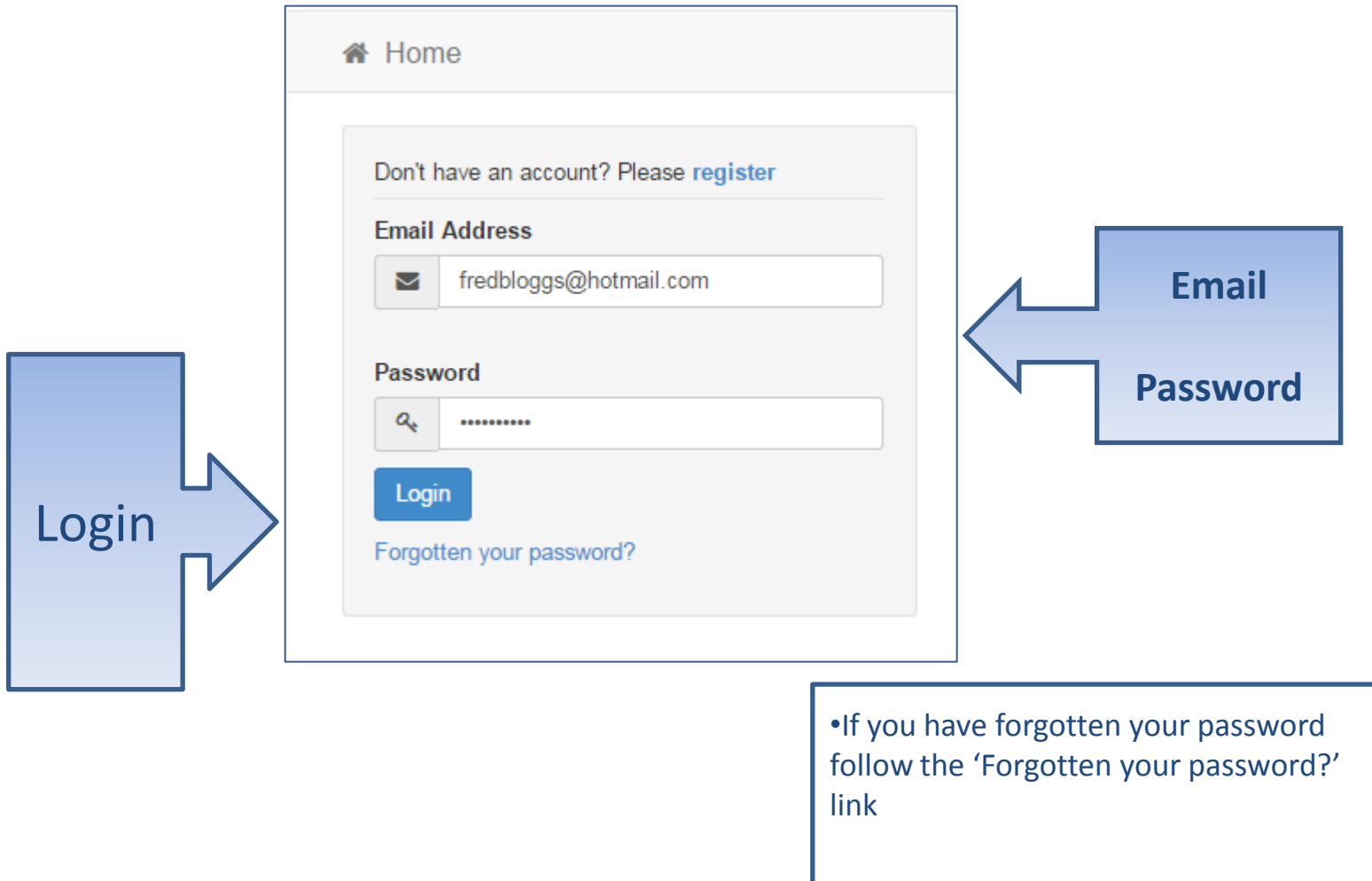


# Parents Guide to making an Admissions application

(You need to have registered before  
going any further)

# Login



# Your Home Page

The screenshot shows a web browser window with the URL [https://emsonline.liverpool.gov.uk/CitizenPortal\\_TEST/](https://emsonline.liverpool.gov.uk/CitizenPortal_TEST/). The page header includes the Liverpool City Council logo and the text "Liverpool City Council" on the left, and "Citizen Portal" on the right. Below the header is a navigation bar with a "Home" link and "My Account" and "Sign Out" options. The main content area features a welcome message and instructions on how to apply for school places and nursery funding. Below the text are four blue buttons: "Reception & Year 7 Admissions Applications", "Funded Early Education for Two Year Olds", "Messages", and "My Family". The footer contains links for "About", "Contact Us", "Terms and Conditions", "Privacy Notice", and "Cookies Policy", along with copyright information for Capita 2015.

https://emsonline.liverpool.gov.uk/CitizenPortal\_TEST/ Home - Intranet Citizen Portal - Home

**Liverpool City Council** **Citizen Portal**

Home My Account Sign Out

Welcome to the Liverpool Citizens Portal  
Below, you will see a range of services available to you.

In order to apply for a Reception or Year 7 school place for your child, please click on the "Reception and Year 7 Admissions Applications" icon.

If you have a two year old or a child coming up for two you could be eligible for support with nursery funding. Click on the Two Year Old Funding icon to check eligibility and apply.

Reception & Year 7 Admissions Applications  
Funded Early Education for Two Year Olds  
Messages  
My Family

About Contact Us Terms and Conditions Privacy Notice Cookies Policy

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Twitter Bootstrap licensed under the Apache License v2.0

15:40 31/08/2016

Click **Reception & Year 7 Admissions Applications**

•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

Relationship to Child \* Father

Parental Responsibility \*  Yes  No

Select Address \* 85 Milton Road Clapham Bedford MK41 6AS UK

[Click to add new address](#)

[Cancel](#)

**Relationship** →

**Enter you child's legal names, gender and date of Birth** ←

**Confirm they live with your or click in the box below to add their address** ←

The date on which the child was born

# 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

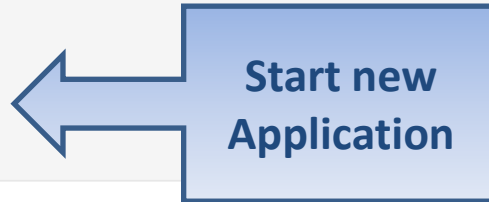
**Can apply now**

 Bert Bloggs

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

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

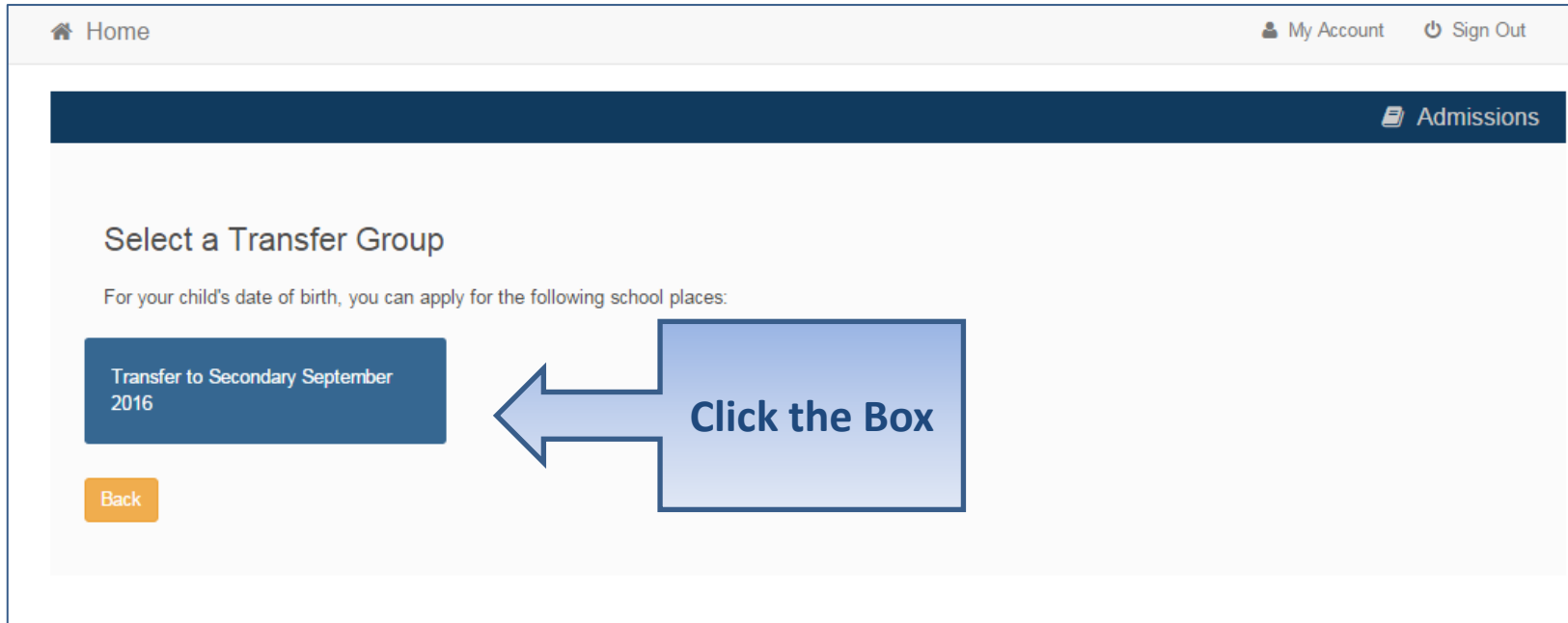
**Before You Apply** To make an application for a school place you **MUST** make your application to the Local Authority where the majority of addresses in this and surrounding Local Authorities. To check you are applying to the right Local Authority please enter **your child's postcode** to search our 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



# When is your child changing school?



The screenshot shows a web application interface. At the top left, there is a 'Home' link with a house icon. At the top right, there are links for 'My Account' (with a person icon) and 'Sign Out' (with a power icon). Below the top navigation is a dark blue header bar with the word 'Admissions' and a document icon. The main content area is titled 'Select a Transfer Group'. Below the title, it says 'For your child's date of birth, you can apply for the following school places:'. There is a dark blue button labeled 'Transfer to Secondary September 2016'. To the right of this button is a light blue box with the text 'Click the Box' and a large blue arrow pointing left towards the button. Below the button is an orange 'Back' button.

•If you don't get an Admissions Transfer Group you maybe too late in applying or your child's date of birth is out of range – either way please contact Admissions on 233 3006 or by e-mail at [admissions@liverpool.gov.uk](mailto:admissions@liverpool.gov.uk)

# Your child's details?

Admissions

## Additional Child's Details

Does your child have a Statement of Special Educational Needs?

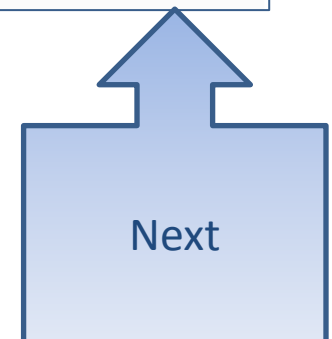
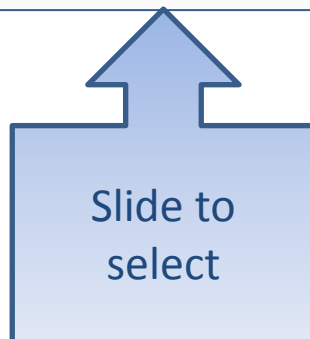
No

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



# Current School

- IMPORTANT – If your child is applying for a place in reception skip to 'Your Preferences' on Slide 14.
- If you used a UID you will skip this page anyhow.

The screenshot shows a web form titled 'Child's Current School' under an 'Admissions' header. It includes a search section for finding a school based on postcode, local authority, or school name. A search for 'Bedfordshire 820' and 'mill' has returned one result: 'Raynsford Primary School (p4t) (Pinchmill Lower School)'. The form also has a 'Currently educated at:' field and 'Back' and 'Next' buttons.

Annotations on the screenshot:

- A blue arrow labeled 'Select' points to the first row of the search results table.
- A blue arrow labeled 'Search for your child's current school' points to the 'Search' button.
- A blue box contains the text: 'If your school is not listed change remove the **Postcode** and change the **Schools located in** to the relevant local authority'.

School Name	Gender	Address	Website
Raynsford Primary School (p4t) (Pinchmill Lower School)	CoEd	Park Lane, Henlow, BEDFORD, Simshire, SG18 8IK	

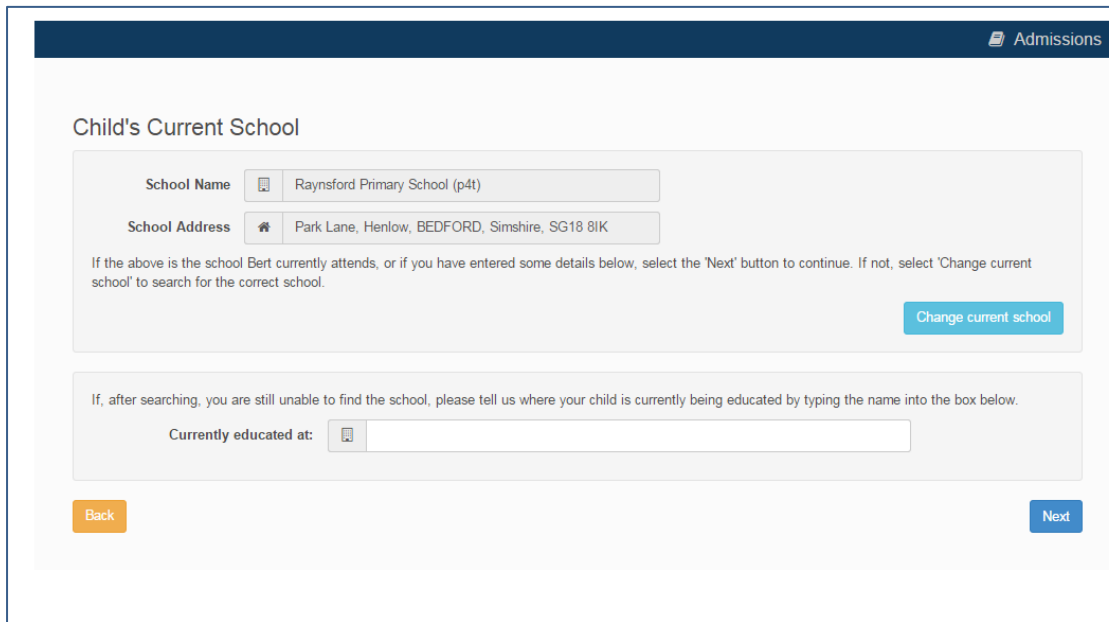
Select

Search for your child's current school

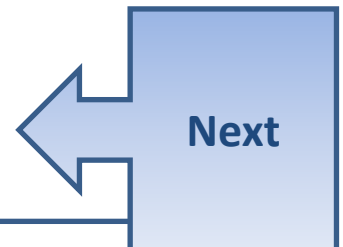
If your school is not listed change remove the **Postcode** and change the **Schools located in** to the relevant local authority

# Confirm School

IMPORTANT – If your child is applying for a place in reception skip to ‘Your Preferences’ on the next slide, Slide 14.



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. A second section contains a "Currently educated at:" label and an empty input field. At the bottom of the form are "Back" and "Next" buttons.



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

School Name (Tip: Part names give better results)

2 School(s) found

School Name	Website
Applegreen School	
Green Abbey School (Green Abbey Community School)	<a href="#">Link</a>

Select

Schools Located In

Search for your school

If your school is not listed by default 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

Middle Name

Surname

Gender  Please select a gender

Date of Birth

House Number

House Name

Building Name

Street Name

District / Village

Town

If Yes  
Tell us about them

### Sibling's School

The sibling's current school is shown below.

School Name

School Address

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

# Anything else we should know?

The screenshot shows a web form titled "Other Reasons". At the top, there is a grey box containing 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 input field with the label "Other Reasons" above it. At the bottom of the input field, it says "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 an arrow points to the input field. Another blue box with the text "Next" and an arrow points to the "Next" button.

Please Note – if you are applying under Social/Medical priority you **MUST** submit documentary evidence in order to be formally considered under any admission authorities admission policy which include this criterion. A reminder is provided at the top of this page for you to do so.

Next

# 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	<a href="#">Edit</a> <a href="#">Remove</a>

[Add a new preferred school](#)

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

**Add more preferences**

**Next**

You can add up to the maximum number of preferences, and we strongly recommend you add more than one. Liverpool local authority operate a 5 preference system for Secondary school Year 7 applications and a 3 preference system for Reception class applications.



# 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.

Read the Terms and conditions

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

**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

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



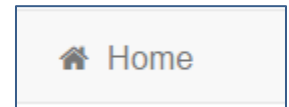
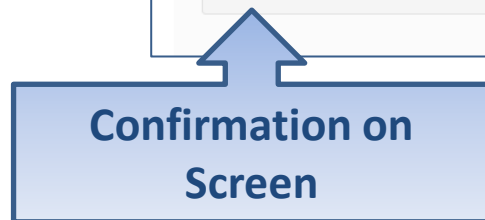
Admissions

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.



# 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. Closing dates are as follows annually:-

**Secondary Year 7 applications, 31<sup>st</sup> October**  
**Reception class applications, 15<sup>th</sup> January**

# 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 Welcome page log in page, click on the link "Forgotten your password?" and enter your username.

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'
- **I am unable to find my address on the dropdown address list**
  - Just enter your address into the address boxes

# 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.