

Guidance for completing an online application for admission to school

This document has been compiled to assist parent(s) / carer(s) in completing an online application for their child's admission to a **Newport community-maintained school**.

Before completing any application for admission to school, applicants should ensure that they have read the **Parents Information Handbook**. This booklet and further information on admission arrangements is available from the Council's website, address as below.

If you have not already done so, you will first need to register with a valid email address.

Contacts: School Admissions Team

Telephone: 01633 656656

Email: school.admissions@newport.gov.uk

Visit: www.newport.gov.uk/schooladmissions

Updated November 2014





Contents

1

Registration

- 1.1 Information Before Registering 2
- 1.2 Registering 3

2

Logging On To Admissions Online

- 2.1 First Time Logging In 8
- 2.2 Logging In 8
- 2.3 Resetting Password 9

3

Processing An Application

- 3.1 Making A New Application 12
- 3.2 New Application With Unique Identifier (UID) 14
- 3.3 New Application Without Unique Identifier (UID) 15
- 3.4 Selecting School Preferences 21
- 3.5 Terms & Conditions and Submitting Your Application 27
- 3.6 Making An Additional Application 29

4

Editing An Application

- 4.1 Editing An Existing Application 30

5

Respond To Offer

- 5.1 Responding To School Place Offer 32

6

Further Assistance

- 6.1 Contact Us 34

IMPORTANT: Note that screen images in this document are for illustration purposes only and may differ slightly from the actual online system.

1 Registration

1.1 Information Before Registering

Before you can complete an online application, you will need to register with a valid email address, if you have not already done so before. You only need to register once, no matter how many children you are applying for.

Please note that your child's application(s) is attached to your registered email address and therefore you **must not** allow other parents to use your online admissions account, as this may affect the application for your child(ren). Furthermore, it is important that you update any change of email address online as soon as possible in order to ensure that you are able to receive any relevant correspondence.

You are strongly advised to read the **Parents Information Handbook** before making your application. This handbook explains how to apply for a school place, in Newport. It also provides some facts about the schools and information about some of Newport's policies for education.

To register, visit our admissions homepage at www.newport.gov.uk/schooladmissions and follow the **online school admission** link.

Where you find an  against an item on the online application, clicking on  will display system guidance on the meaning of that term. There is a  ^{Help} button on the top right hand of each page; this can guide you through the online application process as well. By clicking on [[Newid i Gymraeg](#)] you can change the language of the website to Welsh and if you click on                                        , this adjusts the size of the text that is displayed.

Any fields marked with * are mandatory and must be completed. Other fields are optional.

It is important not to use your web browser's back or forward buttons to move around the screens when using the admissions online system, but instead that you use the navigation within the screens.

When an email is sent out and you have not received it within a few hours in your Inbox, please ensure you check your Junk Mail or Spam Folders before retrying.

Please note: Applications can be made in accordance with the admissions timetable at www.newport.gov.uk/schooladmissions

Online applications MUST be submitted by the closing date stipulated.

Reminder: Where you are asked to submit supporting evidence, such as your child's birth certificate, proof of residency, proof of parental responsibility, medical evidence or a copy of a residence order, please use the link provided or email your documents to school.admissions@newport.gov.uk

1.2 Registering

The homepage for admissions online will be similar to that shown below. An introductory statement and various other links can also be accessed from this screen.

Newport
cwmwllebach
ysgolion
Casnewydd

A A A
? Help

Welcome to School Admissions Online

I am new to this service.
Help me register. **Register**

I am already registered and want to log in.
Email Address
Password
[Forgotten your password?](#) **Login**

Before you begin...you will need:

- Any information you have been given about applying for a school place
- Your child's full address (including postcode)
- Your child's date of birth
- Approx 15-20 minutes to complete the application (but you can save and come back to it later)
- For security, the website will timeout if you login and do not use it
- Do not use the Browser's Back button; use the Back button on each page

Welcome to **Newport City Council's** online admissions service, where parents of children who will be starting secondary school in September 2012 can apply for a place. Please note that this online facility is available for Newport residents applying for secondary school in September 2012 only. Applications for primary school places can be obtained via the **Blank Application Forms** link at the bottom of this page. Parents should then follow the submission instructions on the form itself.

For those parents wishing to apply in Welsh, application forms are available via the **Blank Application Forms** link at the bottom of this page.

Before completing any application for admission to school, parents should ensure that they have read the booklet [Starting School in Newport](#).

In order to use this online service, you will first need to register with a valid email address. Registering is quick and easy to do and you only need to register once, no matter how many children you are applying for. Please note that your child's application is attached to your registered email address and therefore you MUST NOT allow other parents to use your online admissions account, as this may affect the application for your child. Furthermore, it is important that you update any change of email address online as soon as possible in order to ensure that relevant correspondence is received.

When you are ready to register, please select the **Register** button. If you have used the service before, please select the **Login** button.

Where you find an against an item on the eForm, clicking on the **i** will display guidance on the meaning of that term.

We have also provided a Help button on the top right hand of each page; this will guide you through the application process.

[Contact us](#) [Data Protection Statement](#) [Blank Application Forms](#) [Education Websites](#) [Terms & Conditions](#)

To start your registration, click the **Register** button. A screen similar to the following will appear.

Registration - Your Personal Details

To make an online application you need to register your details with Newport Local Authority. Once you have completed the registration you will be able to use your email and password to log in and record your child's details and other application information.

* = required information

YOUR PERSONAL INFORMATION

Title * Forename * Surname * Gender *
 Male Female

You are advised to enter a telephone number where you can be contacted during normal office hours, if necessary.

Home Phone No Mobile Phone No Business Phone No

YOUR ADDRESS

To find your home address on our database, please enter your postcode and then click Find Address. The address will only be used as a mailing address and correspondence will be sent there. If your address is not listed, please type the correct address in the boxes below.

If you do not know your postcode, click [here](#).

Postcode

House No, Flat No/Name, Building
Street Name
District/Village
Town
County/State
Postcode/Zip *
Country

[Next](#)

YOUR PERSONAL INFORMATION

- Select your Title by clicking on the drop down menu.
- Click in the Forename and Surname fields to type in your name.
- Select your Gender by clicking on the appropriate radio button.
- You are able to add your home, business and mobile phone numbers if you wish, by clicking and typing into the fields.

YOUR ADDRESS

To look up your address, enter your postcode and click the button. A list of addresses matching your postcode will appear, an example is shown on the next page.

ADDRESS

If the parent/carer does not know their postcode, click [here](#)

Postcode
 

Double click on your address to choose it

Civic Centre, Newport, South Wales, NP20 4UR 

School Support, Civic Centre, Newport, South Wales, NP20 4UR 

Civic Centre, Newport, South Wales, NP20 4UR

Behaviour Support Team, Civic Centre, Newport, South Wales, NP20 4UR

Chief Education Officer, Civic Centre, Newport, South Wales, NP20 4UR 

House No, Flat No/Name, Building

Street Name

District/Village

Town

County/State

Postcode/Zip *

Country

To select your address from the list, just double click on it. If you cannot find your address then please ensure you have put the right postcode in and try again. Otherwise, please complete the following address fields:

- House No, Flat No/Name, Building
- Street Name
- District Village
- Town
- Postcode/Zip

Once your address has been selected or entered then click on the [Next](#) button.

YOUR LOGIN DETAILS

You will now need to register with a valid email address and enter a password. Once this has been completed you will be able to use your email address and password to log in and start to make your child's application.

Registration - Your Login details

To make an online application you need to register your details with Newport Local Authority. Once you have completed the registration you will be able to use your email and password to log in and record your child's details and other application information.

* = required information

YOUR LOGIN INFORMATION

Please ensure that you provide a valid, active Email Address.

Email Address * Confirm Email Address *

Your password must be a minimum of 6 characters in length. It must contain at least 2 numbers.

Password * Confirm Password *

Please choose a secret question from the list and then type your answer below. We will ask you this question if you forget your password so please choose a question that you will remember the answer to.

Secret Question * Secret Answer *

[Back](#) [Registration complete](#)

- Enter a valid email address. **Note:** you must enter the same email address in the "Email Address" and "Confirm Email Address" fields.
- Choose a password and enter this in both the "Password" and "Confirm Password" fields. The password must be between 8 and 20 characters in length and must contain at least 2 numbers, 1 capital letter and 1 lower case letter.
- Select a "Secret Question" by clicking on the drop down menu, and then enter a "Secret Answer" in relation to your chosen question and specific to yourself.

Do not disclose your Password or Secret Answer to anyone. **Please note the School Admissions Team is not able to access or reset your password should you lose it, so it is essential that you enter a valid email address and choose a Password that you can easily remember.** It is possible for you to reset your Password. However to do this you will need to remember the answer when asked your Secret Question. Otherwise you will need to reregister using a new email address.

Click the [Registration complete](#) button to take you to the "Registration Successful" page similar to that below. By clicking the [Back](#) button at this point you will be able to go back and amend any of your personal details.

Registration successful

Thank you for supplying your registration details. You will shortly receive an Email to the Email Address you supplied, please follow the instructions in this email to allow you to complete your registration.

Please note that you will not be able to use our easy, online service to apply for a school place, until you have clicked on the link in the email you will receive.

Please close this browser window now and re enter our website via the link in your confirmation email.

An email, like the image shown below, will be sent to the email address you supplied, providing a link that you must follow in order to complete your registration and begin making an application.

Dear Mr Doe,

Thank you for registering with the Newport Online Admissions Application Service.

To complete your registration please click on the link below and login using the password you have chosen.

If you are unable to open the Online Admissions Service when clicking on the link, please copy and paste it into your Web Browser.

https://emsonline111/CCSEnterprise_AdmissionsOnline_Test//Account.Mvc/CompleteRegistration/2429__b3bdc49e-6fb2-496a-9e43-71f9541b1f8b

Kind regards,

Admissions Administrator

IMPORTANT - PLEASE DO NOT REPLY TO THIS EMAIL AS IT WILL NOT GO TO YOUR LOCAL AUTHORITY.
TO CONTACT US PLEASE SEE THE DETAILS BELOW:

School Organisation Team
Newport City Council
Civic Centre
Newport
NP20 4UR

Telephone: (01633) 656656

Email: school.admissions@newport.gov.uk

[Use our online Contact form](#)

2 Logging on to Admissions Online

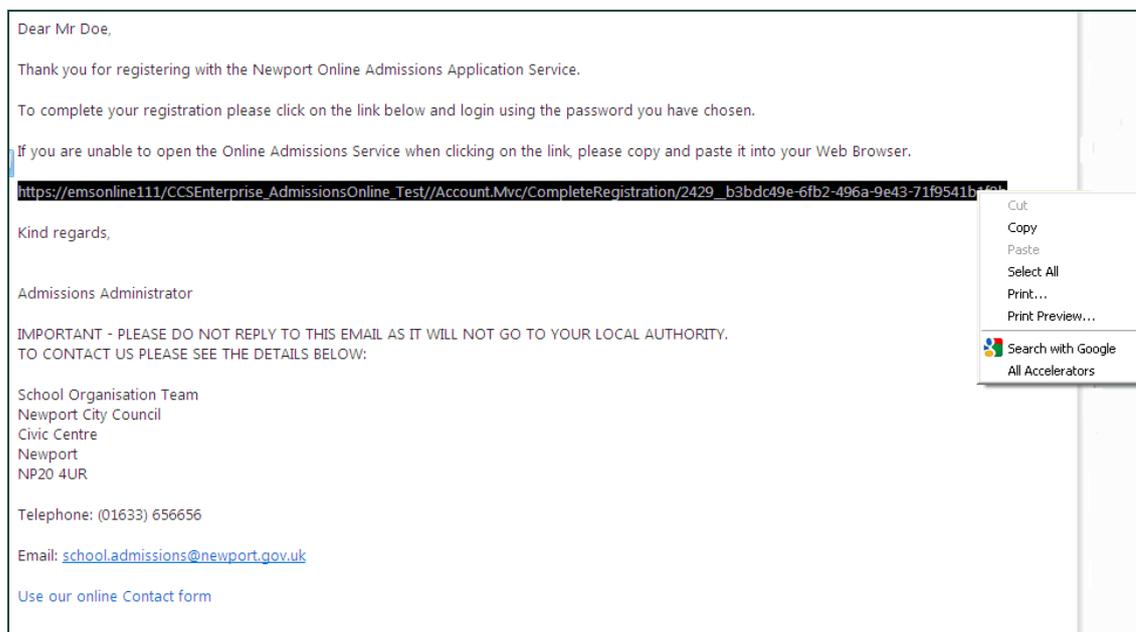
2.1 First Time Logging In

To log on to the site for the first time, open your email confirming registration and, depending on the email client you use, either:

1. Click on the link, which will open the site in your web browser (*e.g. Internet Explorer, FireFox, etc...*).

Or

2. Highlight, copy and paste the link into the Address Bar of your web browser. Remember to press the Enter / Return key on your keyboard after pasting the link to actually load the site (*see example below*).



Note: The link in the email to confirm your registration is only valid for a week, after that it will expire and your registration details lost. If when clicking or pasting the link to go on the website and the system notifies you that it has now expired, you must register again as in section **1.2 Registering** on page 3 of this guidance, using the same email and details as before.

2.2 Logging In

When accessing the homepage for the first time via the above link, your email address will automatically be displayed. Please check that this is correct.

For all subsequent visits, the homepage should be accessed via www.newport.gov.uk/schooladmissions where you will be required to enter your email address, as shown in the following example.

I am new to this service.

Help me register.

I am already registered and want to log in.

Email Address

Password

[Forgotten your password?](#)

Before you begin...you will need:

- Any information you have been given about applying for a school place
- Your child's full address (including postcode)
- Your child's date of birth
- Approx 15-20 minutes to complete the application (but you can save and come back to it later)
- For security, the website will timeout if you login and do not use it
- Do not use the Browser's Back button; use the Back button on each page

Welcome to **Newport City Council's** online admissions service, where parents of children who will be starting secondary school in September 2012 can apply for a place. Please note that this online facility is available for Newport residents applying for secondary school in September 2012 only. Applications for primary school places can be obtained via the **Blank Application Forms** link at the bottom of this page. Parents should then follow the submission instructions on the form itself.

For those parents wishing to apply in Welsh, application forms are available via the **Blank Application Forms** link at the bottom of this page.

Before completing any application for admission to school, parents should ensure that they have read the booklet [Starting School in Newport](#).

In order to use this online service, you will first need to register with a valid email address. Registering is quick and easy to do and you only need to register once, no matter how many children you are applying for. Please note that your child's application is attached to your registered email address and therefore you **MUST NOT** allow other parents to use your online admissions account, as this may affect the application for your child. Furthermore, it is important that you update any change of email address online as soon as possible in order to ensure that relevant correspondence is received.

When you are ready to register, please select the **Register** button. If you have used the service before, please select the **Login** button.

Where you find an against an item on the eForm, clicking on the **i** will display guidance on the meaning of that term.

We have also provided a Help button on the top right hand of each page; this will guide you through the application process.

Enter your email address and password then click on the button.

2.3 Resetting Password

If you have forgotten your password, click the **Forgotten your password?** link as shown below.

I am already registered and want to log in.

Email Address

Password

[Forgotten your password?](#)

You'll be asked to enter your email address and then click on the button.

Forgotten Password - Email Address

Please enter your Email Address, and select Continue. You will then be asked for the answer to your secret question.

Email Address *

You'll then be prompted to answer your Secret Question and then click on the [Continue](#) button.

Forgotten Password - Secret Question

Please answer your secret question, and select Continue. You will then be sent an email with a link allowing you to enter a new password.

Favourite Colour?? [Continue](#)

A screen will appear, confirming that an email has been sent to you (*See example below*). At this point you can click on the [Close](#) button.

Forgotten Password Confirmation

An email has been sent to you. Please follow the instructions in the email. You will be given a link to click on which will take you to our web site. From there you will be able to choose a new password.

[Close](#)

Dear Mr Joe Doe,

You have chosen to reset your password, to enable you to login to the Online Admissions Application Service.

Please click on the link below, you will then be able to complete the process.

https://emsonline111/CCSEnterprise_AdmissionsOnline_Test//Account.Mvc/ResetPassword/2429_f4738dce-0eb6-46f1-9d11-022581913645

If the link does not work, please copy and paste it into the address field of your internet browser.

Kind regards,

Admissions Administrator

IMPORTANT - PLEASE DO NOT REPLY TO THIS EMAIL AS IT WILL NOT GO TO YOUR LOCAL AUTHORITY.
TO CONTACT US PLEASE SEE THE DETAILS BELOW:

School Organisation Team
Newport City Council
Civic Centre
Newport
NP20 4UR

Telephone: (01633) 656656

Email: school.admissions@newport.gov.uk

[Use our online Contact form](#)

Again, depending on the email client you use you will either be able to click on the link or copy and paste the link in to your web browser. The link will load up the "Reset Password" page.

Reset Password

Please enter a new password.

Your password must be a minimum of 6 characters in length. It must contain at least 2 numbers.

Password *

Confirm Password *

[Continue](#)

Enter a new password in both the "Password" and "Confirm Password" fields, noting the password must be between 8 and 20 characters in length and must contain at least two numbers, 1 capital letter and 1 lower case letter. Click on the [Continue](#) button once you have entered your password.

3 Processing An Application

After logging in, you will be shown a screen similar to that below:

Newport City Council
COUNCIL CYMRU
CASSIOWYDD

Welcome Mr Doe [Change My Personal Details](#) [Change My Login Details](#) [Logout](#) [Help](#)

Admissions Online Home Page

This is your Home Page. From here you can make a new application or view / 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 completed your application and are happy with the details you have provided, you must SUBMIT your entry to the Council. Follow the on-screen instructions to help you do this.

Important: You are able to amend your application after submission, up until the closing date. However, any amended application must be RESUBMITTED for any amendments to be considered.

Please note that this application must be made by the adult who has parental responsibility for the child. Where parental responsibility is equally shared, the Council will ask the child's parents to determine which parent should submit the application. If parents cannot agree and neither has obtained a court order stating who should be making the application, the Council will accept an application from the parent who is receiving Child Benefit for the child concerned.

YOUR CURRENT APPLICATIONS:-

You have no applications

Click 'Go' to begin a new application

NEW APPLICATION

Make a new application for a school place

GO

[Contact us](#) [Data Protection Statement](#) [Blank Application Forms](#) [Education Websites](#) [Terms & Conditions](#)

The 3 links at the top right hand side of screen will allow the following:

- **Change My Personal Details** – Allows you to modify your personal details.
- **Change My Login Details** – Allows you to modify your login details. This is where you can update your email address if you change it from the email you originally registered with.
- **Logout** – Click on this to log out of the site.

In each of the three links above, the pages will have a **Home** link to bring you back to this “Admissions Online Home Page”.

3.1 Making A New Application

To make an application for a school place click the  button.

You will then be required to enter your child's date of birth.

Reminder: It is the Council's expectation that children are taught in their chronological year group, unless exceptional circumstances apply. For this reason, in all cases except where the child is transferring from one Newport school to another, applications must be supported by a photocopy of the child's birth certificate, NHS medical card or valid passport. Use the link provided to upload your evidence or email it to school.admissions@newport.gov.uk

Make an Application

CHILD'S DATE OF BIRTH

Please enter your child's date of birth. We will use this to locate the Admissions Group that your child is part of.

Date of Birth (dd/mm/yyyy)

This is to ensure that your child is eligible to apply for school at this time. If this criterion is not met, the following message will be displayed:

Make an Application

No Admissions Group found for your child based on the Date of Birth entered.

CHILD'S DATE OF BIRTH

Please enter your child's date of birth. We will use this to locate the Admissions Group that your child is part of.

Date of Birth (dd/mm/yyyy)

Have you entered the correct date of birth? If not, please try again.
If you are still having problems or are not sure what to do, please contact us using the 'Contact us' link below.

If your child is eligible to transfer to school, the following example information will be displayed:

Make an Application

CHILD'S DATE OF BIRTH

Please enter your child's date of birth. We will use this to locate the Admissions Group that your child is part of.

Date of Birth (dd/mm/yyyy)

ADMISSIONS GROUPS

We have found the Admission Group shown below. If this is correct, please confirm it by pressing the SELECT button.

Admission to Secondary School 2012	Select
------------------------------------	--------

If this is not correct, have you entered the correct date of birth? If not, please try again.
If you are still having problems or are not sure what to do, please contact us using the 'Contact us' link below.

Click on the Admission Group link to proceed.

Find Child

Admission to Secondary School 2012

You may have received a letter from your Local Authority, containing a UID (Unique Identifier) for your child. This is a code which identifies your child's application and using it will make it faster to complete your application.

The UID will look something like this: 82011H5M74QQM6AB

Please note the UID is specific to your child for this year's applications. If you have more than one child that you need to make an application for this year you may have received a separate UID for each child.

<p>FIND CHILD</p> <p>Unique Identifier</p> <input type="text"/>	<p>Having problems finding or using the UID? Continue making your application by clicking here</p> <p>No UID</p>
<p>Date of Birth (dd/mm/yyyy)</p> <input type="text" value="01/01/2001"/>	
<p>« Back Next »</p>	

Your child's details can be located in one of two ways.

The simplest way is by entering his / her UID reference (*Unique Identifier*) which you may have received from the Council. Upon entering this reference your child's details will be automatically populated (*paragraph 3.2 applies*).

Alternatively, you can enter your child's details manually in full (*paragraph 3.3 applies*).

3.2 New Application With Unique Identifier

If you have received your child's UID from the Council, please enter this reference number and your child's date of birth in the appropriate fields. As the UID reference is quite long, it is advisable to use the copy and paste facility to transfer this information in order to reduce the margin of error. Click on the [Next >>](#) button to proceed.

Find Child

Admission to Secondary School 2012

You may have received a letter from your Local Authority, containing a UID (Unique Identifier) for your child. This is a code which identifies your child's application and using it will make it faster to complete your application.

The UID will look something like this: 82011H5M74QQM6AB

Please note the UID is specific to your child for this year's applications. If you have more than one child that you need to make an application for this year you may have received a separate UID for each child.

<p>FIND CHILD</p> <p>Unique Identifier</p> <input type="text" value="68012GZ2FJZ4TYVG"/>	<p>Having problems finding or using the UID? Continue making your application by clicking here</p> <p>No UID</p>
<p>Date of Birth (dd/mm/yyyy)</p> <input type="text" value="25/12/2000"/>	
<p>« Back Next »</p>	

At the top of the screen on the subsequent page, you will see a progress bar that highlights the stage of the process which you are at.

Admission to Secondary School 2012

CHILD'S DETAILS

Legal Forename *	Middle Name	Legal Surname *
<input type="text" value="John"/>	<input type="text"/>	<input type="text" value="Doe"/>
Date of Birth (dd/mm/yyyy)	Gender *	
<input type="text" value="25/12/2000"/>	<input type="text" value="Male"/>	
Does your child have a Statement of Special Educational Needs?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Is your child registered as being in the care of a Local Authority e.g. are they fostered or a 'Looked After' child?	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="text" value="Select Care Authority"/>

YOU AND YOUR CHILD

What is your relationship to the Child? *	<input type="text" value="Select Relationship"/>
Do you have Parental responsibility for the child?	<input checked="" type="radio"/> Yes <input type="radio"/> No

If any of the details we hold about your child are incorrect, please advise us of the correct details using the box below.

[Next >](#)

CHILD'S DETAILS

Your child's name, date of birth and gender should be pre-populated in the appropriate fields. If this information is incorrect please advise us of the correct details using the free text field at the foot of the page.

You will then be asked to confirm:

- Whether your child has a Statement of Special Educational Needs. Click "Yes" or "No" as appropriate.
- Whether your child is or has previously been in the care of a Local Authority (*i.e. A Looked After Child either under a Care Order (Section 31 of the Children Act 1989) or Accommodated (Section 20 of the Children Act 1989)*). Click "Yes" or "No" as appropriate. **Note:** If you select "Yes", then you must select the Care Authority from the drop down menu.
- Whether your child is of multiple births, e.g. twin or triplet. Click "Yes" or "No" as appropriate.

Go to the section entitled "You and Your Child" on page 17.

3.3

New Application Without Unique Identifier

If you do not have your child's Unique Identifier (*UID*) from the Council click on the [No UID](#) button.

At the top of the screen on the subsequent page, you will see a progress bar that highlights the stage of the process which you are at.

Child Details » Address Details » Current School » School Preferences » Finish for now & return later » Ts & Cs » Confirm

Admission to Secondary School 2012

CHILD'S DETAILS

Legal Forename * Middle Name Legal Surname *

Date of Birth (dd/mm/yyyy) Gender *

01/01/2001 Male Female

Does your child have a Statement of Special Educational Needs? Yes 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 No Select Care Authority

YOU AND YOUR CHILD

What is your relationship to the Child? * Select Relationship

Do you have Parental responsibility for the child? Yes No

Next »

CHILD'S DETAILS

You are required to manually enter the following information relating to your child:

- Legal Forename.
- Middle Name (*If you require*).
- Legal Surname.
- Date of Birth.
- Select your child's Gender as appropriate.

You will then be asked to confirm:

- Whether your child has a Statement of Special Educational Needs. Click "Yes" or "No" as appropriate.
- Whether your child is or has previously been in the care of a Local Authority (*i.e. A Looked After Child either under a Care Order (Section 31 of the Children Act 1989) or Accommodated (Section 20 of the Children Act 1989)*). Click "Yes" or "No" as appropriate.
Note: If you select "Yes", then you must select the Care Authority from the drop down menu.
- Whether your child is of multiple births, e.g. twin or triplet. Click "Yes" or "No" as appropriate.

YOU AND YOUR CHILD

YOU AND YOUR CHILD

What is your relationship to the Child? * 

Do you have Parental responsibility for the child?  Yes No

Please note that the application must be made by an adult who has parental responsibility for the child.

From the drop down menu select your relationship to the child and confirm whether or not you hold parental responsibility. Click on the **Next »** button to proceed.

CHILD'S CURRENT ADDRESS

CHILD'S CURRENT ADDRESS

We need to know where John lives now. If the address displayed is incorrect, please enter John's postcode below and click FIND ADDRESS.

House No, Flat No/Name, Building

Street Name

District/Village

Town

County/State

Postcode/Zip *

Country

Enter your child's postcode and click FIND ADDRESS. If, after searching, you cannot find the correct address, please type it into the boxes above.

Postcode 

The address now displayed will either be the address of your child held by the Authority, or the address you registered with depending on whether you use the UID. If this is not the correct home address for the child, enter the correct postcode in the relevant field and click

. A list of addresses matching the postcode will appear, similar to the example shown below.

Enter your child's postcode and click FIND ADDRESS. If, after searching, you cannot find the correct address, please type it into the boxes above.

Postcode 

Double click on your address to choose it

Double click on the relevant address to select. If you are unable to find your address, please ensure you have entered the right postcode and try again. Otherwise, please overtype the correct information in the following address fields:

- House No, Flat No/Name, Building
- Street Name
- District/Village
- Town
- Postcode/Zip

Reminder: The Council requires proof of residency in support of all applications, and for this purpose the Council will refer to your Council Tax record if you are a Newport resident. This can only be done with your consent and it is a condition of the online application system that applicants give this consent. Therefore, consent will be assumed by the making of an online application. If you are unwilling to give consent for this, you should make a paper application for which physical, photocopied evidence will be required. Those applicants who live outside of Newport must also provide physical evidence as the School Admissions Team will not be able to refer to your Council Tax record. Use the link provided to upload your evidence or email it to school.admissions@newport.gov.uk

MOVING HOME?

MOVING HOME?

If you are moving please tell us your proposed new address and the date on which you are expecting to move.

For the purposes of your application for admission to school, the Council will consider the child's home address to be the place where the child permanently resides for the majority of the school week. This would normally be at the same address as the person who has parental responsibility for the child and is the main carer. Where the child spends equal time with both parents, the place of residence of the person who receives Child Benefit will be considered the child's home. Please note that the Council will undertake thorough residency checks and reserves the right to request independent confirmation of the child's address. Parents may be asked to supply additional documentation to support their application.

Moving Date (dd/mm/yyyy)

Enter your new postcode and click FIND ADDRESS. If the address is not listed, please type the correct address in the boxes below.

Postcode

House No, Flat No/Name, Building

Street Name

District/Village

Town

County/State

Postcode/Zip *

Country

RETURNING SERVICE FAMILIES ONLY

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 John a member of a Service or Crown Servant family, who are returning/moving to the address above to take up duties? If so, please tick here.

This section allows you to state if you will shortly be moving home or are a Service / Crown Servant family. If this is not applicable, click on the **Next »** button.

If you are moving home during the application process, enter the date you will be moving and the new postcode. Click **Find Address** and select / enter the relevant address, as before.

Click on the **Next »** button to proceed.

If a UID has been used, your child's current school should be populated in the School Name field like the image below, otherwise, you will be taken to a screen with a search facility to find the school your child currently attends (*Go to the section entitled "Find A School" below*).

CHILD'S CURRENT SCHOOL

School Name
 School Address

If the above is the school John currently attends, or you have entered some details below, select the 'Next' button to continue. 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 the child is currently being educated by typing the name into the box below.

Currently educated at:

[« Back](#) [Next »](#)

If this is correct, click the **Next »** button and go to paragraph 3.4.

If this is incorrect, you can search for the correct school by clicking the **Change current school** button.

FIND A SCHOOL

CHILD'S CURRENT SCHOOL

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

FIND A SCHOOL

If you cannot find the school you are looking for search again using a different postcode, 'located in', school name, or a combination of these, then click **Search**.

Postcode Schools located in School Name (Tip: Part names give better results) [Search](#)

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z | All

	School Name	Gender	Address	School Website
Select	Newport High School	CoEd	Newport High School - Bettws Lane, Bettws Lane, Bettws, Newport, NP20 7YB	
Select	Brynglas Primary School	CoEd	Brynglas Primary School, Brynglas Drive, Newport, South Wales, NP20 5QS	
Select	Clytha Primary School	CoEd	Clytha Primary School, Bryngwyn Road, Newport, South Wales, NP20 4JT	
Select	Crindau Primary School (Crindau Junior and Infant School)	CoEd	Crindau Primary School, Ailesbury Street, Newport, South Wales, NP20 5ND	
Select	Don Close Nursery (Bettws) (Don Close Nursery)	CoEd	Bettws Don Close Nursery, Monnow Way, Bettws, Newport, South Wales, NP20 7RT	
Select	Gaer Infants School (Gaer Infant School)	CoEd	Gaer Infants School, Melfort Road, Newport, South Wales, NP20 3FP	
Select	Gaer Junior School	CoEd	Gaer Junior School, Gaer Road, Newport, South Wales, NP20 3GY	
Select	Glasllvch Primary School (Glasllvch C.P. School)	CoEd	Glasllvch Primary School, Melbourne Way, Newport, South Wales, NP20 3RH	
Select	Kimberley Nursery School	CoEd	Kimberley Nursery School, Blaen-y-Pant Crescent, Newport, South Wales, NP20 5QB	
Select	Maes Ebbw School	CoEd	Maes Ebbw School, Maesglas Road, Newport, South Wales, NP20 3DG	

< 1 2 3 >

If, after searching, you are still unable to find the school, please tell us where the child is currently being educated by typing the name into the box below.

Currently educated at:

[« Back](#) [Next »](#)

In order to find and select the school your child currently attends, you can search in any or all of the following ways:

1. Enter the school postcode (*You can type over the partial postcode that defaults on screen*).
2. Select the school's Local Authority from the drop down menu.
3. Type part of the school name.

Once you have entered your criteria, click on the **Search** button to return the results. You can use the A to Z navigation at the top of the search and / or page navigation at the bottom of the search to go through the results to look for the school. Once you found the school, click on the **Select** button alongside the school name. You will be returned to the "CHILD'S CURRENT SCHOOL" page.

If you are unable to find the school your child currently attends then type the school into the "Currently educated at:" free text field, and click on the **Next »** button to proceed.

The school that you selected or typed in will be displayed, if you have selected the wrong school you are able to go back and change the school by clicking the **Change current school** button. If you have typed in the wrong school, you can amend this in the "Currently educated at:" free text field.

CHILD'S CURRENT SCHOOL

School Name

School Address

If the above is the school John currently attends, or you have entered some details below, select the 'Next' button to continue. 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 the child is currently being educated by typing the name into the box below.

Currently educated at:

[« Back](#) [Next »](#)

Once you have the correct current school details for your child, click on the **Next »** button to proceed.

3.4 Selecting School Preferences

You must select at least one school preference for your child; however, you may choose up to three. It is recommended that you state as many preferences as possible. The order or priority of your choice can be changed later.

Child Details » Address Details » Current School » **School Preferences** » Finish for now & return later » Ts & Cs » Confirm

SCHOOL PREFERENCES

This is where you can tell us about the school you would prefer your child to attend. You may select more than one school but it is important that you rank them in the order you prefer, with the school you want most ranked first. Use the up and down arrows to adjust your ranking once you have selected the schools you would prefer.

All children living with a secondary school's catchment area are entitled to attend that school if parents put it as their first choice on the form. Alternatively, parents may express a preference for a different school. Each request for a non-catchment school will be considered individually and complied with wherever possible. Some schools will however have more requests for places than there are spaces available. Where a school is oversubscribed, preference requests will still be considered, but the priorities set by the Council will be applied.

In deciding which children to admit to a school, the Council will apply its oversubscription criteria in order of priority and examine the merits of each case by considering any reasons put forward supporting any expressed preference. Should the application to your preferred school be unsuccessful, we will consider your second preference for your child, and so on.

For applications where the preference is based on medical grounds, the application must be supported by a medical consultant's report, obtained by parents, specifying the medical advantage of the child attending the preferred school. Please note that reports from family doctors are **not** accepted for this purpose.

FIND A SCHOOL

If you cannot find the school you are looking for search again using a different postcode, 'located in', school name, or a combination of these, then click **Search**.

Postcode: Schools located in: School Name (Tip: Part names give better results):

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z | All

	School Name	Gender	Address	School Website
<input type="button" value="Select"/>	Newport High School	CoEd	Newport High School - Bettws Lane, Bettws Lane, Bettws, Newport, NP20 7YB	
<input type="button" value="Select"/>	Brynglas Primary School	CoEd	Brynglas Primary School, Brynglas Drive, Newport, South Wales, NP20 5QS	
<input type="button" value="Select"/>	Clytha Primary School	CoEd	Clytha Primary School, Bryngwyn Road, Newport, South Wales, NP20 43T	
<input type="button" value="Select"/>	Crindau Primary School (Crindau Junior and Infant School)	CoEd	Crindau Primary School, Ailesbury Street, Newport, South Wales, NP20 5ND	
<input type="button" value="Select"/>	Don Close Nursery (Bettws) (Don Close Nursery)	CoEd	Bettws Don Close Nursery, Monnow Way, Bettws, Newport, South Wales, NP20 7RT	
<input type="button" value="Select"/>	Geer Infants School (Geer Infant School)	CoEd	Geer Infants School, Melfort Road, Newport, South Wales, NP20 3FP	
<input type="button" value="Select"/>	Geer Junior School	CoEd	Geer Junior School, Geer Road, Newport, South Wales, NP20 3GY	
<input type="button" value="Select"/>	Glaslwrch Primary School (Glaslwrch C.P. School)	CoEd	Glaslwrch Primary School, Melbourne Way, Newport, South Wales, NP20 3RH	
<input type="button" value="Select"/>	Kimberley Nursery School	CoEd	Kimberley Nursery School, Blaen-y-Pant Crescent, Newport, South Wales, NP20 5QB	
<input type="button" value="Select"/>	Maes Ebbw School	CoEd	Maes Ebbw School, Maesglas Road, Newport, South Wales, NP20 3DG	

< 1 2 3 >

Only a list of Newport community-maintained schools is searchable. You can search for a school in any or all of the following ways:

1. Enter the school postcode.
2. Type part of the school name.
3. Chose "Newport" in the Schools located in, leaving the both the Postcode and Scholl Name blank to display all Newport community-maintained schools.

Once you have entered your criteria, click on the [Search](#) button to return the results. You can use the A to Z navigation at the top of the search and / or page navigation at the bottom of the search to go through the results to look for the school.

Note: Some schools may have links to their own websites that you can click on, if you wish to view more information on that particular school.

Once you have found the school you are looking for, click on the [Select](#) button next to the school name.

Note: If you wish to apply for a school that is not maintained by Newport City Council (*e.g. Faith school or a school based in another Council area*) then the Council will not be able to process your application and you should contact the relevant admission authority directly.

You are now able to outline the reasons for your choice of school by answering the questions posed.

JOHN SMITH, DATE OF BIRTH: 01/01/2001 : APPLICATION FOR NEWPORT HIGH SCHOOL

In order to support your application for a place at this school you can select appropriate reasons below. You will have the opportunity to tell us in your own words, of any additional reasons, on the next page.

Does your child have a sibling who will still be attending the school when your child starts? Yes No/Not Applicable

Children who will have older brothers or sisters at the school to which the parent is applying, after the date of admission, will be admitted in preference to those who do not. Where there is more than one such case, priority will be given to those children closest in age to the siblings already attending the preferred school, as at the admission date. Brothers and sisters, whether half, full, step, or foster will be considered relevant where living in the same household.

I am selecting this school for medical reasons. Yes No/Not Applicable

I believe my child lives in this school's catchment. Yes No/Not Applicable

[« Back To Preferences](#) [Continue »](#)

Where you indicate that your child has a sibling already attending the preferred school, you will be asked to identify this sibling. If your child has more than one sibling already attending the preferred school, please identify the sibling closest in age to the child that the application relates to.

Click on the **Next »** button to outline any other reasons that specifically support your application to this particular school.

JOHN SMITH, DATE OF BIRTH: 01/01/2001 : APPLICATION FOR NEWPORT HIGH SCHOOL

OTHER REASONS

You may tell us of any other reasons to support your application. If you have selected this school for social or medical reasons you should give more details below. You may be contacted to discuss this further.

Other Reasons

There is a limit of 3000 characters for you to express other reasons. **3000** remaining...

[« Back To Reasons](#) [Done »](#)

If, you answered “Yes” to the medical question on the previous screen, you can provide more detail regarding your child’s medical condition here. You may also use this free text field to elaborate on any of the other reasons you provided.

Reminder: For applications where the preference is based on medical grounds, the application must be supported by a medical consultant's report, obtained by parents, specifying the medical advantage of the child attending the preferred school. Please note that reports from family doctors are not accepted for this purpose. Use the link provided to upload your evidence or email it to school.admissions@newport.gov.uk

You can use the [« Back To Reasons](#) button to go back and amend any answers you provided. Otherwise, click the **Next »** button to return to the “SCHOOL PREFERENCES” page.

SCHOOL PREFERENCES

This is where you can tell us about the school you would prefer your child to attend. You may select more than one school but it is important that you rank them in the order you prefer, with the school you want most ranked first. Use the up and down arrows to adjust your ranking once you have selected the schools you would prefer.

All children living with a secondary school's catchment area are entitled to attend that school if parents put it as their first choice on the form. Alternatively, parents may express a preference for a different school. Each request for a non-catchment school will be considered individually and compiled with wherever possible. Some schools will however have more requests for places than there are spaces available. Where a school is oversubscribed, preference requests will still be considered, but the priorities set by the Council will be applied.

In deciding which children to admit to a school, the Council will apply its oversubscription criteria in order of priority and examine the merits of each case by considering any reasons put forward supporting any expressed preference. Should the application to your preferred school be unsuccessful, we will consider your second preference for your child, and so on.

For applications where the preference is based on medical grounds, the application must be supported by a medical consultant's report, obtained by parents, specifying the medical advantage of the child attending the preferred school. Please note that reports from family doctors are not accepted for this purpose.

YOUR PREFERRED SCHOOLS

The following schools have been selected for this online application. Please note you may state a preference for a maximum of 3 schools. Changes may be made to this selection until 31/08/2011 23:59

	Re-order	Rank	School Name
Remove	Edit	1	Newport High School

FIND A SCHOOL

We've listed schools close to your post code. If you cannot find the school you are looking for search again using a different postcode, located in, school name, or a combination of these, then click **Search**.

Postcode: Schools located in: School name (Tip: Part names give better results):

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z | All

	School Name	Gender	Address	School Website
Select	Brynglas Primary School	CoEd	Brynglas Primary School, Brynglas Drive, Newport, South Wales, NP20 5QS	
Select	Clytha Primary School	CoEd	Clytha Primary School, Bryngwyn Road, Newport, South Wales, NP20 4JT	
Select	Crindau Primary School (Crindau Junior and Infant School)	CoEd	Crindau Primary School, Allesbury Street, Newport, South Wales, NP20 5ND	
Select	Don Close Nursery (Bettws) (Don Close Nursery)	CoEd	Bettws Don Close Nursery, Monnow Way, Bettws, Newport, South Wales, NP20 7RT	
Select	Gaer Infants School (Gaer Infant School)	CoEd	Gaer Infants School, Melfort Road, Newport, South Wales, NP20 3FF	
Select	Gaer Junior School	CoEd	Gaer Junior School, Gaer Road, Newport, South Wales, NP20 3BY	
Select	Glaslwich Primary School (Glaslwich C.F. School)	CoEd	Glaslwich Primary School, Melbourne Way, Newport, South Wales, NP20 3RH	
Select	Kimberley Nursery School	CoEd	Kimberley Nursery School, Blaeny-Pant Crescent, Newport, South Wales, NP20 5QB	
Select	Maes Ebbw School	CoEd	Maes Ebbw School, Maesglas Road, Newport, South Wales, NP20 3DG	
Select	Maesglas Primary School (Maesglas C.F. School)	CoEd	Maesglas Primary School, Maesglas Road, Newport, South Wales, NP20 3DG	

[<](#) [1](#) [2](#) [3](#) [>](#)

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

Note that the school you have chosen appears as Rank 1.

YOUR PREFERRED SCHOOLS

The following schools have been selected for this online application. Please note you may state a preference for a maximum of 3 schools. Changes may be made to this selection until 31/08/2011 23:59

	Re-order	Rank	School Name
Remove	Edit	1	Newport High School

Use the **Remove** button if this is incorrect. You are able to amend your reasons for choosing a school via the **Edit** button. Do not use the **« Back** button at the foot of this page once you have made your preference as this will delete any information you have provided.

To add more preferences, find a school as before using the **Select** button and repeat the process.

Once you have made a second preference then the “YOUR PREFERRED SCHOOLS” section of the “SCHOOL PREFERENCES” page will look similar to the following:

YOUR PREFERRED SCHOOLS

The following schools have been selected for this online application. Please note you may state a preference for schools. Changes may be made to this selection until 31/08/2011 23:59

Important! The school at Rank 1 should be the school you most want your child to be considered for. Use the arrows to place the schools in your preferred order.

		Re-order	Rank	School Name
Remove	Edit	↓	1	Waverley High School
Remove	Edit	↑	2	St. Thomas of A.C. High School

Selecting three preferences will look similar to the following:

SCHOOL PREFERENCES

YOUR PREFERRED SCHOOLS

The following schools have been selected for this online application. Please note you may state a preference for a maximum of 3 schools. Changes may be made to this selection until 31/08/2011 23:59

Important! The school at Rank 1 should be the school you most want your child to be considered for. Use the up and down arrows to place the schools in your preferred order.

		Re-order	Rank	School Name
Remove	Edit	↓	1	Waverley High School
Remove	Edit	↑ ↓	2	St. Thomas of A.C. High School
Remove	Edit	↑	3	High School of Commerce

You have now selected the maximum number of schools. You can change the selection you have made by removing schools from your Preferred Schools.

« Back **Next »**

You are able to re-order your preferences as many times as is necessary using the green arrows.

Click on the **Next »** button at the foot of the page once you have entered all of your preferences.

A screen similar to the following will appear.

APPLICATION FOR JOHN SMITH, DATE OF BIRTH: 01/01/2001

You have now completed your application. You can either 'Continue' to the terms and conditions to submit your application to us, or you can 'Finish for now & return later' if you don't want to submit just yet.

If you choose to 'Continue' and submit the application you may still make changes up until **31/08/2011 23:59**

If you choose to 'Finish for now & return later', your application will be saved but you must return before **31/08/2011 23:59** to complete and submit it

To see a printer friendly version of your unsubmitted application, click the Preview button

You may now choose to either:

- Click on the button to view a copy of the application you have made so far. If you wish to print this application for your records then there is a button at the bottom of the page. When you finished viewing and / or printing you can then click the button, also at the bottom of the page; or,
- Go back to amend your child's details and school preferences by clicking on the button; or,
- Click on the button to go the "Admission Online Home Page", remembering to click on the **Logout** link to exit the system (should you choose this option please remember to revisit the site and submit your application before the closing date, otherwise the School admissions Team will not have received your application and will be unable to process it.); or,
- To read the Terms and Conditions and then finally submit your application, click on the button.

3.5 Terms & Conditions and Submitting Your Application

The “TERMS & CONDITIONS” page will now be displayed, including a link to the **Parents Information Handbook**. It is important that you read and understand the terms and conditions under which you are making your application as you will not be able to submit your application unless you indicate that you have done so.

Child Details >> Address Details >> Current School >> School Preferences >> Finish for now & return later >> **Ts & Cs** >> Confirm

TERMS & CONDITIONS

All parents are advised to read the information on the 'Terms & Conditions' page, which gives full details of how applications are processed and the features which may be offered.

Whether a child is a yearling or a school leaver, parents will be asked to sign a consent form for the school. The Council will not accept an application for a school place unless the parent signs the consent form.

Parents who go ahead to place a child at their preferred school will have the right to an independent appeal.

The Council will not accept an application for a school place unless the parent has signed the consent form.

Parents should note that transport is only available where the parent's child is living at the time of the application. The Council will not accept an application for a school place unless the parent has signed the consent form.

Parents should note that the Council will not accept an application for a school place unless the parent has signed the consent form. The Council will not accept an application for a school place unless the parent has signed the consent form.

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DATA PROTECTION

Use the following link for information on [data protection](#).

SCHOOL PLACE OFFER

If you choose to receive your offer via 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 02/03/2015.

I would like to receive my offer of a school place via email. Yes No

If you change your mind about the option chosen, please contact the Admissions team using the Contact us link below.

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.

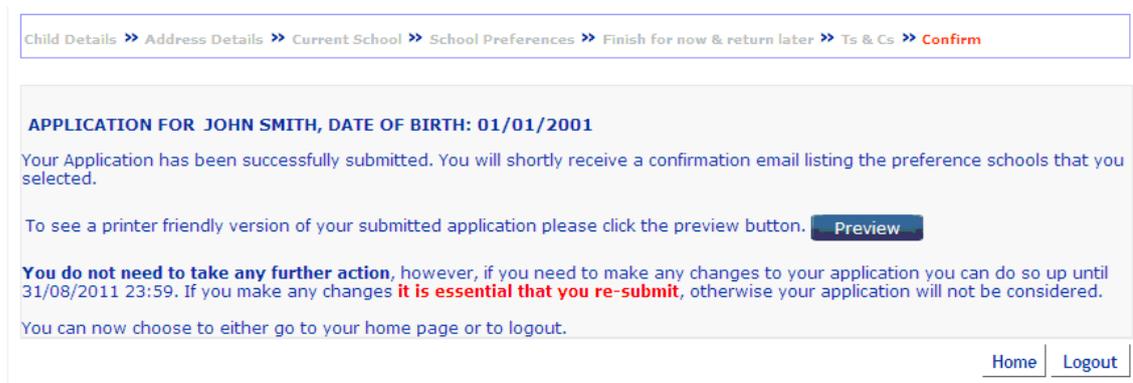
To see a printer friendly version of your unsubmitted application, click the Preview button

I declare that I have checked the information given on this form and believe it to be correct. I confirm that I have read and agree to the terms and conditions set out above

Yes No

You'll have the option to choose whether you want to receive your offer via email by selecting "Yes" or "No". In addition, you are given the option again to view a copy of the application you have made so far by clicking on the **Preview** button. If you wish to print this application for your records then there is a **Print** button at the bottom of the page. When you finished viewing and / or printing you can then click the **Close** button, also at the bottom of the page.

IMPORTANT: Click on the **Submit** button to complete your application, after selecting "Yes" to the Declaration. The following page will be displayed, confirming your application has been made successfully. You will also shortly receive an email confirming that your application has been received. If you do not receive this confirmation email your application has not been successfully submitted and the School Admissions team will not be able to process it.



The screenshot shows a confirmation page with a breadcrumb trail at the top: "Child Details >> Address Details >> Current School >> School Preferences >> Finish for now & return later >> Ts & Cs >> Confirm". The main content area is titled "APPLICATION FOR JOHN SMITH, DATE OF BIRTH: 01/01/2001" and contains the following text: "Your Application has been successfully submitted. You will shortly receive a confirmation email listing the preference schools that you selected." Below this is a link to a printer-friendly version with a **Preview** button. A warning states: "You do not need to take any further action, however, if you need to make any changes to your application you can do so up until 31/08/2011 23:59. If you make any changes it is essential that you re-submit, otherwise your application will not be considered." At the bottom, there are links for "Home" and "Logout".

You may now choose to either:

- Click on the **Preview** button to view a copy of the application you have made so far. If you wish to print this application for your records then there is a **Print** button at the bottom of the page. When you finished viewing and / or printing you can then click the **Close** button also at the bottom of the page; or,
- Click on the **Home** button to go the "Admission Online Home Page".
You will need to return to the Home Page if you need to make an application for another child, see paragraph **3.6 Making An Additional Application**.
- Or, click on the **Logout** button to exit the system.

If you choose to submit your application, you will not need to take any further action unless you wish to make any changes to your original submission (*refer to paragraph 4*). You are able to make as many changes as you wish before the closing date; **however, you must remember to RE-SUBMIT after any amendment.**

If you have more than one child for whom you need to make an application to school, click the



button, and repeat the process of making an application (*return to paragraph 3.1.*).

Welcome **Mr Doe** [[Change My Personal Details](#) | [Change My Login Details](#) | [Logout](#)]

Admissions Online Home Page

This is your Home Page. From here you can make a new application or view / 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 completed your application and are happy with the details you have provided, you must **SUBMIT** your entry to the Council. Follow the on-screen instructions to help you do this.

Important: You are able to amend your application after submission, up until the closing date. However, any amended application must be **RESUBMITTED** for any amendments to be considered.

Please note that this application must be made by the adult who has parental responsibility for the child. Where parental responsibility is equally shared, the Council will ask the child's parents to determine which parent should submit the application. If parents cannot agree and neither has obtained a court order stating who should be making the application, the Council will accept an application from the parent who is receiving Child Benefit for the child concerned.

YOUR CURRENT APPLICATIONS:-

[John Smith](#)



John Smith
Admission to Secondary School 2012
Preferred Schools

1. [Redacted]
2. [Redacted]
3. [Redacted]

[Change my Preferences](#)

Application Started ✓
Last updated 03/08/2011 15:37

[Change my Application Details](#)

[Show me my Application](#)

Application Submitted ✗
Closing date for Submission of Application
31/08/2011 23:59

[Submit Application Now](#)

School Place Offer ☺

NEW APPLICATION

Make a new application for a school place



Your Home Page will display the names of all children for whom you have successfully submitted an application. The children's names will appear on the left hand side of the screen as a link.

4 Editing An Application

You may edit your application at any time before the closing date.

Important: Should you choose to edit your application, you **MUST RE-SUBMIT**, even if you do not make any changes. Failure to do so will render your application incomplete and will prevent the Council from receiving your submission.

4.1 Editing An Existing Application

Log in using your email and password (*paragraph 2.2 refers*).

Welcome **Mr Doe** [[Change My Personal Details](#) | [Change My Login Details](#) | [Logout](#)]

Admissions Online Home Page

This is your Home Page. From here you can make a new application or view / 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 completed your application and are happy with the details you have provided, you must **SUBMIT** your entry to the Council. Follow the on-screen instructions to help you do this.

Important: You are able to amend your application after submission, up until the closing date. However, any amended application must be **RESUBMITTED** for any amendments to be considered.

Please note that this application must be made by the adult who has parental responsibility for the child. Where parental responsibility is equally shared, the Council will ask the child's parents to determine which parent should submit the application. If parents cannot agree and neither has obtained a court order stating who should be making the application, the Council will accept an application from the parent who is receiving Child Benefit for the child concerned.

YOUR CURRENT APPLICATIONS:-

[John Smith](#)


John Smith
Admission to Secondary School 2012
Preferred Schools

1. [Redacted]
2. [Redacted]
3. [Redacted]

[Change my Preferences](#)

Application Started ✓
Last updated 03/08/2011 15:37

[Change my Application Details](#)

[Show me my Application](#)

Application Submitted ✗
Closing date for Submission of Application
31/08/2011 23:59

[Submit Application Now](#)

School Place Offer ⚙

NEW APPLICATION

Make a new application for a school place



- If you have submitted an application for more than one child, click on the name of the child for whom you wish to make the amendment.
- Click **Change my Preferences** to amend the school, or details relating to your choice of school. Refer to paragraph 3.4 for further instruction.
- Click **Change my Application Details** to amend your child's application starting with your child's details. Refer to page 15 for further instruction.

- Click **Show me my Application** to view a copy of the application you have made. If you wish to print this application for your records then there is a  button at the bottom of the page. When you finished viewing and / or printing you can then click the  button also at the bottom of the page.
- Click **Submit Application Now** if you have not already submitted your application. Refer to paragraph 3.5 for further instructions.
- Click **Change My Personal Details** to modify your personal details, such as your address.
- Click **Change My Login Details** to modify your login details. This is where you should update your email address if it changes during the course of the application process.
- Click **Logout** to log out of the site.

5 Respond To Offer

5.1 Responding To School Place Offer

When you receive your email offering you a school place, you will need to log into the website using your email and password (*paragraph 2.2 refers*).

Welcome **Mrs Sansom** [[Change My Personal Details](#) | [Change My Login Details](#) | [Logout](#)]

Admissions Online Home Page

This is the Home Page. From here you can make a new application or change the application you have already made. You can use the Help we have provided if you get stuck or you can 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 to 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 may be unable to consider your application.

YOUR CURRENT APPLICATIONS:-

[Chloe Jones](#)
[Mark Smith](#)
[Tracy Williams](#)



Tracy Williams
Primary to Secondary,
September 2011
Preferred Schools

1. Mark Rutherford School
2. Sharnbrook Upper School
3. Biddenham Community School

School Place Offer ✓
Published on 17/11/2010

Respond to Offer ⚙️
Closing Date for Responses is 23:59 on 03/12/2010

[View / Respond to Offer](#)

NEW APPLICATION

Make a new application for a school place



[Contact us](#) [Data Protection Statement](#) [Blank Application Forms](#) [Education Websites](#) [Terms & Conditions](#)

Click on the **View / Respond to Offer** link.

View / Respond to Offer**TRACY WILLIAMS, DATE OF BIRTH: 01/01/2000****Response Closing Date: 03/12/2010**Your child has been offered a place at **Sharnbrook Upper School**

Please respond to this offer in the table below.

Rank	School	Website	Offer Status On 17/11/2010	Your Response	Supporting Text
1	Mark Rutherford School Grosvenor Street, Bedford, MK42 0PL	Link	Not Offered	Please select a response ▾	<input type="button" value="Add"/>
2	Sharnbrook Upper School Howard Ave, Queens Park, Bedford, Bedfordshire, MK40 4EA		Place Offered	Please select a response ▾ Please select a response Accept Other Decision Reject	<input type="button" value="Add"/>
3	Biddenham Community School Linden Road, Bedford, Bedfordshire, MK40 2DA	Link	Not Offered		<input type="button" value="Add"/>

It is important that you respond to the offer made to you. Please select your Responses from the options provided by clicking in the 'Your Response' column.

You can also enter or change any supporting information that you may wish to record to explain any of your response selections by clicking on 'Add' or 'Edit' in the 'Supporting Text' column.

If you intend to make alternative arrangements, for example, sending your child to an independent school, then please select 'Other Decision' and include the name of the independent school within the 'Supporting Text' .

The Supporting Text is optional unless you have responded 'Other Decision' or 'Reject', in these cases we do need you to record supporting text please.

Select the response to the schools like the example above. If you need to add some support text in relation to your response, then click on the **Add** button. Once you have chosen your response click on the **Done »** button that will take you to the "YOUR RESPONSES HAVE BEEN SUBMITTED" page similar to below and you will receive an email confirming your responses.

Your responses have been submitted**Tracy Williams , DATE OF BIRTH: 01/01/2000**

Thank you for submitting your responses. You will shortly receive an email confirming your responses. You can return and change your responses up until 03/12/2010 23:59 After this date your responses will be processed.

[Contact us](#) [Data Protection Statement](#) [Blank Application Forms](#) [Education Websites](#) [Terms & Conditions](#)

By clicking on **Home** button takes you back to "Admissions Online Home Page" where again it confirms your response is complete. By clicking on the **View / Edit Response Now**, you are able to amend your response any time up to the stated closing date (*normally two weeks from the Offer being published*). To log out of the site, click **Logout**.

Admissions Online Home Page

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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 to do this.

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YOUR CURRENT APPLICATIONS:-

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Tracy Williams
Primary to Secondary,
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03/12/2010

1. Mark Rutherford School [View / Edit Response Now](#)
2. Sharnbrook Upper School
3. Biddenham Community School

NEW APPLICATION

Make a new application for a school place



[Contact us](#) [Data Protection Statement](#) [Blank Application Forms](#) [Education Websites](#) [Terms & Conditions](#)

6 Further Assistance

6.1 Contact Us

Please note that the Council is unable to reset your password (*please refer to paragraph 2.3 for further details*). However, if you require any further information regarding your application to school, please contact:

Write to: School Admissions Team
Newport City Council
Civic Centre
Newport
NP20 4UR

Telephone: 01633 656656

Email: school.admissions@newport.gov.uk

Visit: www.newport.gov.uk/schooladmissions