



## Online admissions quick guide

1. Register for an account if you have not used the service before, otherwise login with your email address and password.

If you have forgotten your password and do not receive a password reset link, please contact [school.admissions@newport.gov.uk](mailto:school.admissions@newport.gov.uk)

2. If you need to add a new child that you have not previously made an online application for, click on 'My Family' and then 'add child'
3. Once/If the child is added click on 'School Places' to bring up the application form. Once in this screen you may be able to:
  - Start new application
  - View application – once submitted
  - Change application – once submitted
4. Select the relevant school place option e.g. 'Admission to secondary school Sept 2020'
5. Complete the following screens:
  - Additional child's details
  - Address details and whether you are a returning service family or crown servant
6. Confirm, search for or enter your child's current school - to see a list of all valid Newport schools select 'Newport' from the drop-down box and click 'Search'.
7. Search for and enter your school preferences, answering the relevant preference reasons about each option and any other reasons that may support your application.
8. Ensure that you have selected all relevant preferences and that they are ranked in order of preference.
9. Check through and review your application before continuing.
10. Read and understand the terms and conditions under which your application is being made.
11. Submit your application.
12. Upload any evidence using the link provided.
13. Check receipt of your submission confirmation email or contact [school.admissions@newport.gov.uk](mailto:school.admissions@newport.gov.uk) if you do not receive it as this indicates that your application has not been submitted successfully.

If you chose to receive your decision via email, you will also get a paper copy through the post. Please make a note of your password to make the acceptance online. If the paper slip is completed and not the online form then you will continue to receive email reminders to do this.