

Parent Portal – Parents View – Setting up & completing an application

1. Log in or Create an account

Warwickshire County Council [Register for updates](#)

Log in

Please enter your login details in the box below, and click 'Login' to continue.

If you do not have an account you can [create an account here](#).

Sign In

Email Address *

Password *

[Sign in](#)

[If you have lost or forgotten your password please click here](#)

2. Fill out details on create an account

Create new account

Enter the parent/carers details below for all applications.

Field marked with * cannot be left blank.

If you are going to apply for a school place, we require your council tax property reference number to be entered as proof of your address. You will be asked to provide this number before listing school preferences for your child.

Account Details

** indicates a required field*

Title *

Forename *

Middlename

Surname *

Evening Phone

Daytime Phone

3. You will need to confirm your account via the email you will receive. Once received, log in again.

4. Within the Applicant Summary, click "add a child"

Applicant

Mrs Jenny Cartledge
Saltisford Office Park,
Buildings 1 To 3,
Ansell Way,
Warwick,
CV34 4UL

[View Details](#)

[Add Child](#)

[Submit FSM Application](#)

5. Complete the details

Details

* indicates a required field

Forename *

Middlename

Surname *

DOB * (DD/MM/YYYY)

Gender * Male Female

Child address same as Applicant?

LA

Current School (Leave blank if not attending School)

6. Ensure to add a document (This would be proof of address at this stage)

Description *	File Name	Upload a file
No Documents Uploaded		

7. Back on the child Summary – you should see a new button, and the round available to apply to for that child.

Testchild1 Teschild1 01/01/2013

[Edit Child](#) [Delete Child](#)

School Admissions

[New School Admissions Application](#) Available Admissions
Rounds:
Year 1 2018/2019

8. It will ask to check the details are correct for your child, current school, address and the year you are applying for.

Testchild1 Teschild1 01/01/2013

Current School: Bidford-on-Avon CofE Primary School
Address:
Saltisford Office Park, Buildings 1 To 3, Ansell Way, Warwick,
CV34 4UL

If the information above is incorrect then please edit this child's information prior to applying by clicking [HERE](#).

Year 1 2018/2019

Year 1 2018/2019

Deadline for Applications: 31/08/2019
DOB From: 01/09/2012
DOB To: 31/08/2013

[<< Back](#) [Next >>](#)

9. Complete the further details section

Child further details

Please specify additional details about the child to which this application relates and then click 'Next' to continue.

Further Details

** indicates a required field*

Application Reason*

Council Tax Property Reference Number*

Relationship to Child*

Is the Child in care*, if so with which Local Authority?

*Children in the care of, or provided with accommodation by, a local authority and children who were looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).

Does the Child have a Education Health Care Plan (EHCP) ?* Yes No

Child's Parent/Guardian is a Crown Servant?* Yes No

Child is a Multiple Birth (e.g. Twin)?* Yes No

Date of Current/Previous Attendance (DD/MM/YYYY)

New School Request Date (DD/MM/YYYY)

Reason for Changing School

10. Confirm the details entered

School admission details confirmation

The information below is a confirmation of the school admission details you have supplied for the child. If the information you have supplied is correct click the Confirm button to continue. To amend any of the details, click the appropriate heading to return to that section and update the information as necessary.

Transfer Group [Edit Transfer Group section](#)

Transfer Group: Yr 1 - 18/19

Fair Access Questions [Edit Fair Access Questions section](#)

Fair Access Questions: GRT: No

Further Details [Edit Further Details section](#)

Relationship to Child: Mother

Is the Child in care*, if so with which Local Authority? *Children in the care of, or provided with accommodation by, a local authority and children who were looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order):

Not in Authority Care

Does the Child have a Education Health Care Plan (EHCP)?: No

Child's Parent/Guardian is a Crown Servant?: No

Child is a Multiple Birth (e.g. Twin)?: No

Application Reason: House Move (Moving into Warwickshire)

New Arrivals [Edit New Arrivals section](#)

Does your child have English as an additional language?: No

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Confirm

11. Select the school you wish to apply for. If searching for a school, use "Any Distance" instead of a set distance. It may be easier to use part of a name.

Further information for each school is available by clicking on the name of any school in the search results. To select a school click on the Select link beside the school.

This is preference 1 of a possible 6.

Name

Distance Radius (miles) Any Distance

LA

Postcode

Gender Mix

38 schools were found matching your search criteria:

Results

1 2 3 4

[St Mary Immaculate Catholic Primary School](#)

School Type: infant and junior school, 5-11
Gender Mix: Mixed
Address:
St Marys Immaculate Rc Primary School, Wathen Road, Warwick, CV34 5BG
Distance (miles): 0.4
Age From: 4
Age To: 11

12. Parents will not be able to select schools who do not use our In-Year process – these schools will be marked with If they click on this they will be greeted with:

Please Contact School Directly

School cannot be applied for online - please contact your school directly to apply

Please click on School name for contact details

13. Once the school is selected it will ask for sibling details

SIBLING TICKBOX

Sibling At The School Or Partner Infant/junior

Reason for applying to this school (if applicable)

Sibling Details

** indicates a required field*

Forename*

Middlename

Surname*

DOB* (DD/MM/YYYY)

Gender* Male Female

Address same as Child

14. If the school is a faith school add faith details

Add faith details below

Faith

** indicates a required field*

Faith

Details of baptism and/or attendance at place of worship

15. Then add any documents that will support the preference - you can select documents you may have added earlier on the application. This is where the previous school information form would be uploaded by the parent.

Supporting Evidence Details

This page allows the user to provide documents to support their application and these files may be used by the LA to determine school placement.

Attached Documents

Shown below are any documents uploaded for this child and applicant.

Attach any documents that are relevant to this preference. Please ensure that Proof of Address is attached to the first preference.

Ensure that all relevant documentation is attached to the relevant preferences including the Previous School Information Form for all in year applications. Without a completed School Information Form the application will be on hold. If you have difficulties in obtaining this please contact our office.

Attached documents will support your application to the school.

Description	File Name	
Help	SAM Guidance - In Year Applications (1).pdf	<input type="button" value="Not Attached"/>

New Documents

Please upload any documents which support this preference.

Please enter a Description to clarify what the file contains. Allowed file types are: All file types permitted. Files may not be larger than 999 MB.

Description *	File Name	<input type="button" value="Upload a file"/>
No Documents Uploaded		

16. Now further schools can be added, or you can finish the application.

Add Another School Preference?

You can apply for up to:
6 schools for a Primary/Infant/Junior school application
6 schools for a Secondary school application

Applying for more than one school does not affect your chance of gaining a place at a school.

The order you list your preferences in will be looked at if more than one school can be offered. We would then offer the highest preference possible.

If there are more applications than places available, places are offered in criteria order (<http://www.warwickshire.gov.uk/schoollcriteria>)

Do you wish to apply for another school?

Yes No

17. It will ask you to double check preferences, you can, at this point, alter the order of the preferences by clicking the arrow keys next to each preference to move them up and down. Click Review and Submit

Preferences exist with a status of 'Not Submitted'. To review and submit preferences, please click on 'Review and Submit' below

Delete Application

Edit Admissions Details

Review and Submit

Testchild1 Teschild1

Round: Year 1 2018/2019

Preferences		+ Add Preference
Rank: 1		Edit Preference
School:	▼	Delete Preference
St Mary Immaculate Catholic Primary School		
Status:	Not Submitted	
Attached Documents:	Test	

Rank: 2		Edit Preference
School:	▲	Delete Preference
Woodloes Primary School		
Status:	Not Submitted	
Attached Documents:	No documents attached	

18. The final part of the application is the disclaimer – the box saying the disclaimer has been read must be ticked – then submit application.

If you do not submit your application, it will not be sent through to Warwickshire County Council to be processed.

Disclaimer

By submitting this application you confirm that:

- You have read and understood the admission arrangements for the appropriate transfer group.
- You certify that the information you have given is correct and understand that giving false or misleading information may result in a place being withdrawn
- You understand that once your application is submitted you must not edit any part of the application including school preferences using the on-line system. You will contact the Admissions Service directly if any changes are required
- You have legal responsibility for the child detailed above
- You give permission to the Admissions Service to use the council tax property reference number you provided as proof of your address, and check this with district councils where necessary

We recommend that you print a copy of your application for your records.(You can do this by clicking on 'Print Summary').

I have read the disclaimer

[Print Summary](#)

[Return to Preference Summary](#)

[Submit Application](#)

Account Details	Child Details
<p>Full Name: Mrs Jenny Cartledge Address: Saltisford Office Park, Buildings 1 To 3, Ansell Way, Warwick,</p>	<p>Name: Testchild1 Teschild1 Address: <i>As Parent / Applicant</i> DOB: 01/01/2013 Gender: Female Current School: Bidford on Avon CofE Primary School</p>

19. The application will not be submitted and show on the applicant summary like this:

 Testchild1 Teschild1 01/01/2013

[Edit Child](#) [Delete Child](#)

School Admissions

Year 1 2018/2019

Application Date: 07/01/2019 [School admission details](#)

Preference 1: St Mary Immaculate Catholic Primary School (Submitted to LA)

In Year Admissions FAQs

If I live in the catchment area for a school am I guaranteed a place?

We will always endeavour to allocate a school of your choice but unfortunately if a school is full or oversubscribed this is not always possible. We cannot 'hold' school places for future children moving into area therefore your catchment school may be full when you apply. Please be aware that waiting lists are held in criteria order therefore living in catchment will position you higher on the waiting list than those applicants out of catchment. Parent/carers are advised to look at the individual school's admissions policy to determine how specific criteria is applied.

Does putting only one preference mean I'm more likely to get it?

No, all preferences are looked at in equal preference order which means that we only look at your 2nd, 3rd choice and so on if the higher preference cannot offer due to being full or oversubscribed. Putting only one school on your application may even put you at a disadvantage as if we cannot offer your preferred school of choice you will not be considered for any other closer schools. We give you the opportunity to be on the waiting list for up to 6 schools. Please note if you are moving into the County without a school place we are legally obliged to offer you the next closest school with a space (this may not be a school you have listed on your application form) if the schools you have applied for are full.

How long does the process take?

Fully completed application forms (including the **previous school information form and proof of address**) should be processed in 10 school days. Please be advised if you submit a form without this information the application will **not be processed** therefore processing will take longer. It is the Parent/Carer's responsibility to ensure that the application is completed in full. At busier times of the year, for example applications submitted just before the Summer holidays for a September place, the process may take longer due to the higher volume of applications at this time.

Can I apply without the Previous School Information Form?

No. We cannot process an application from a UK resident without a completed Previous School Information Form. It is the Parents/Carers responsibility to obtain this information, if you have moved a distance away from the previous school we recommend you email the school directly. If your child is having issues at the current school we would advise parents to have a meeting with the school to discuss the move and ask for the form to be completed during this meeting. **We will not request this information on your behalf.** However, if you have moved to the UK from abroad and your child hasn't previously attended a UK school, you can supply a recent school report as a substitute for the previous school information form.

Are Faith Schools only for children of that particular faith?

No, but some faith schools incorporate faith into their oversubscription criteria, therefore your child may be positioned lower on the waiting list. If a school has spaces anybody can apply for the vacancy.

Can I apply for schools in other areas and how does this work?

Yes, you can list up to 6 preferences on an application form. We will liaise with other local authorities for you if you wish to apply for an out of County school but if you wish to discuss appeals and which schools have spaces for an out of County area you must contact the relevant LA for this information.

Will I qualify for transport assistance?

Please refer to the School Travel website for information:

| <https://www.warwickshire.gov.uk/schooltravel>

What happens if you can't offer me one of my preferences?

If you are moving into the County without a school place and have provided proof of a Warwickshire address, we are legally obliged to offer you a place at the next closest school with a space (this may not be a school you have listed on your application form) if all the

schools you have applied for are full. This is known as an 'unplaced' offer. We advise listing more than one preference on your application so that you have more possibilities for an offer.

When a school place has been offered, how do I apply for Free School Meals?

| <https://www.warwickshire.gov.uk/freeschoolmeals>

My child has an EHCP, what do I do?

We would recommend you contact the SENDAR team firstly to discuss your application. The email address is

| SEN@Warwickshire.gov.uk they will then advise whether you must submit an application through them or the admissions team.

I want a place for this coming September, when do I apply?

Applications for places starting in September 2019 can be submitted from Monday 3rd June 2019.

How far in advance can I apply to change school for an In-Year place?

The application usually takes around 10 school days to process and once an offer is made the school place must be taken up (started) within 4 school weeks. We recommend allowing approximately 6 school weeks from start to finish so please factor this in to the timing of your application. As schools are closed during the school holidays, we cannot confirm the offer of a place during these periods.

Please be advised that if you are refused a place at your preferred school and wish to appeal, this process can take up to 6 school weeks to be heard after it has been lodged. Therefore if you are applying for an oversubscribed school and you wish to appeal you may need to allow more time.

