




DARLINGTON
BOROUGH COUNCIL



Parents Guide to Admissions

Registration

 Home

Don't have an account? Please [register](#)

Email Address

Welcome to the ONE Citizens Portal

To use this site you will need to first register then

Click **register**

Before you can register please give your consent

Post: Data Protection, Capitaashire Council, 1 High Street, Capitaashire, MK41 6AS Last Updated: 24 May 2018

 I agree

Continue

Create your account

Registration

You need to first register with us in order to apply for Free School Meals, Transport or for a School Place for your child(ren). This screen v information required for registration process. Please hover the mouse over each field to see what information you will need to enter for thi



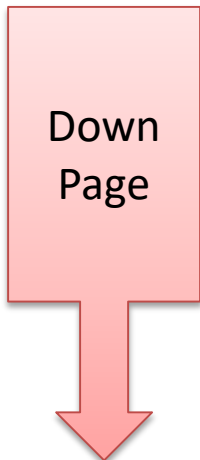
* Required field

| | |
|-----------------|--|
| Email Address * | <input type="text" value="parent123@hotmail.co.uk"/> |
| Confirm Email * | <input type="text" value="parent123@hotmail.co.uk"/> |
| Password * | <input type="password" value="....."/> Show |
| Title * | <input type="text" value="Mrs"/> ▼ |
| Forename * | <input type="text" value="Parry"/> |
| Surname * | <input type="text" value="Parent"/> |
| Gender * | <input type="text" value="Female"/> ▼ |

i Please select a gender

If you need help with your address, use the Post Office's [Postcode Finder](#).

Hide



Where do you live

If you need help with your address, use the Post Office's [Postcode Finder](#).

Find Address

Search

Please supply a telephone number where you can be contacted during normal office hours, if necessary.

Home Phone

Mobile Number

Work Phone

Submit Registration

Enter
your Post
Code

Find Address



mk41 6as

- 85, Milton Road, Clapham, Bedford, MK41 6AS
- 25, Milton Road, Clapham, Bedford, MK41 6AS
- 101, Milton Road, Clapham, Bedford, MK41 6AS
- 66, Milton Road, Clapham, Bedford, MK41 6AS
- 110, Milton Road, Clapham, Bedford, MK41 6AS

Search using e... de or
your street nam

Click on
Address

Search

If you can't find your address?

•If you don't find your address you can type it in **Enter Address Manually** once you have searched

Find Address

No matching address was found

Not able to find your address?

Search using either your postcode or your street name

| | |
|--------------------|--|
| House Number | <input type="text" value="111a"/> |
| House Name | <input type="text" value="The Gables"/> |
| Building Name | <input type="text"/> |
| Street Name | <input type="text" value="Bringlow Road"/> |
| District / Village | <input type="text" value="Cooerton"/> |
| Town | <input type="text" value="Bedford"/> |
| County | <input type="text"/> |
| Postcode * | <input type="text" value="MK34 6AD"/> |
| Country | <input type="text" value="Please select"/> |

Please enter a postcode

Give us your contact details

Provide a telephone number where you can be contacted during normal office hours, if necessary.

Home Phone



Mobile Number



Work Phone



Submit Registration

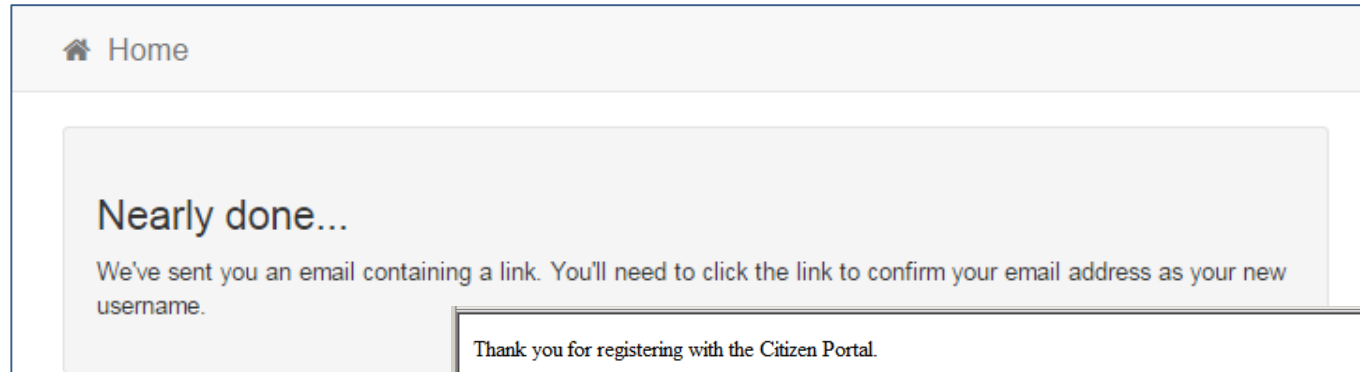


Please enter a mobile number

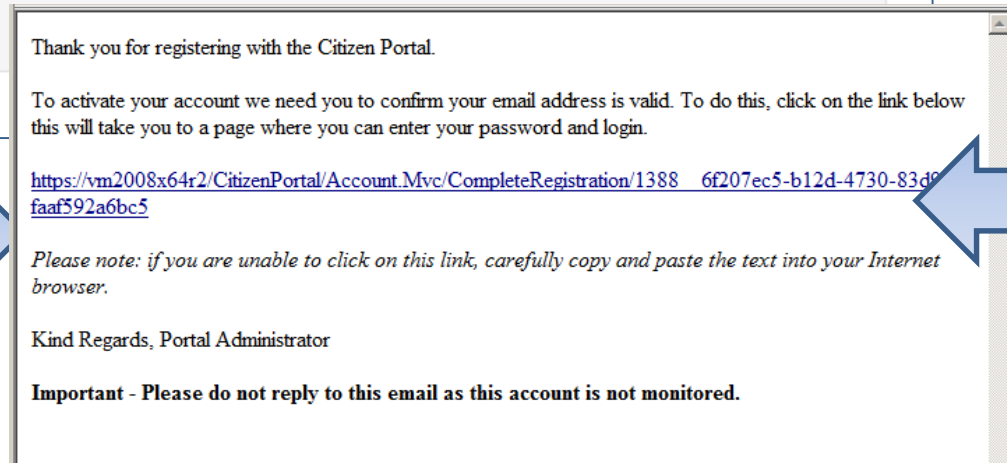
Enter
your
telephone
Numbers

Registration

What happens Next

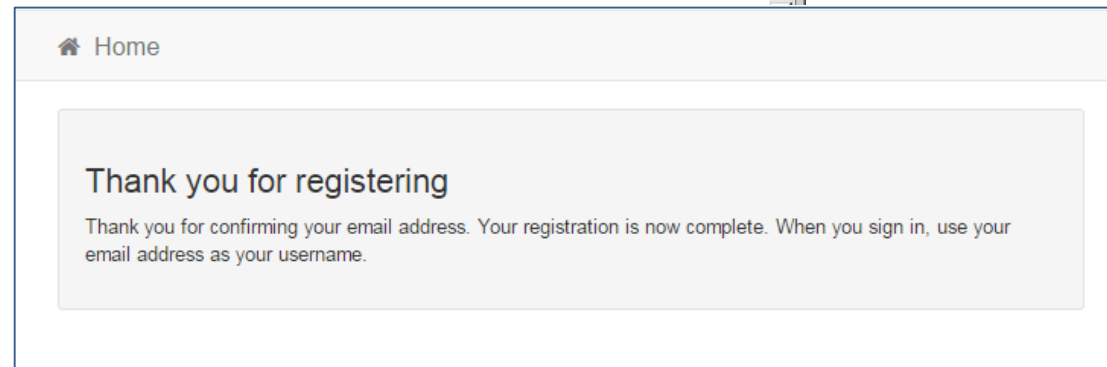


You get an Email

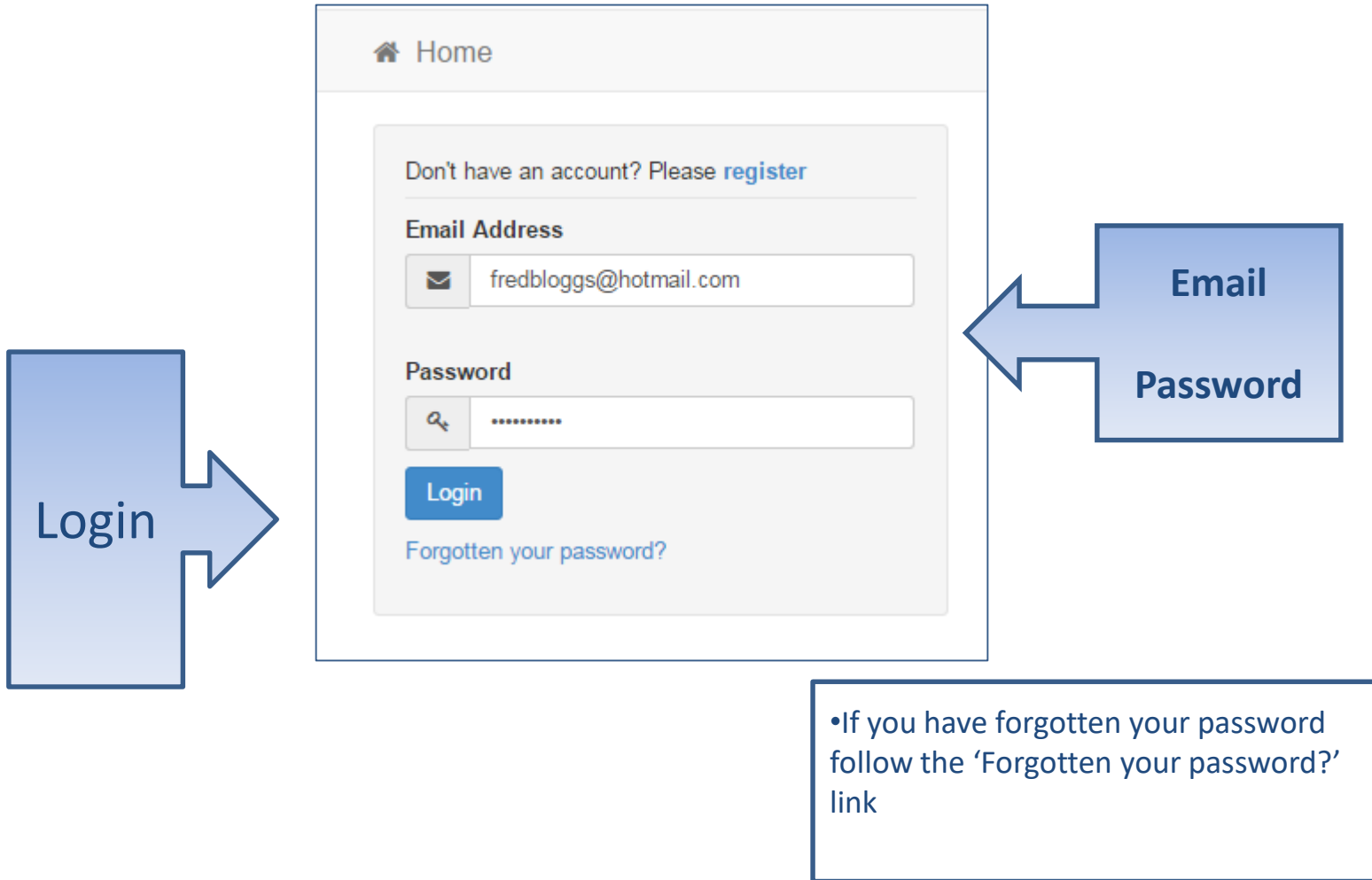


Click on the link

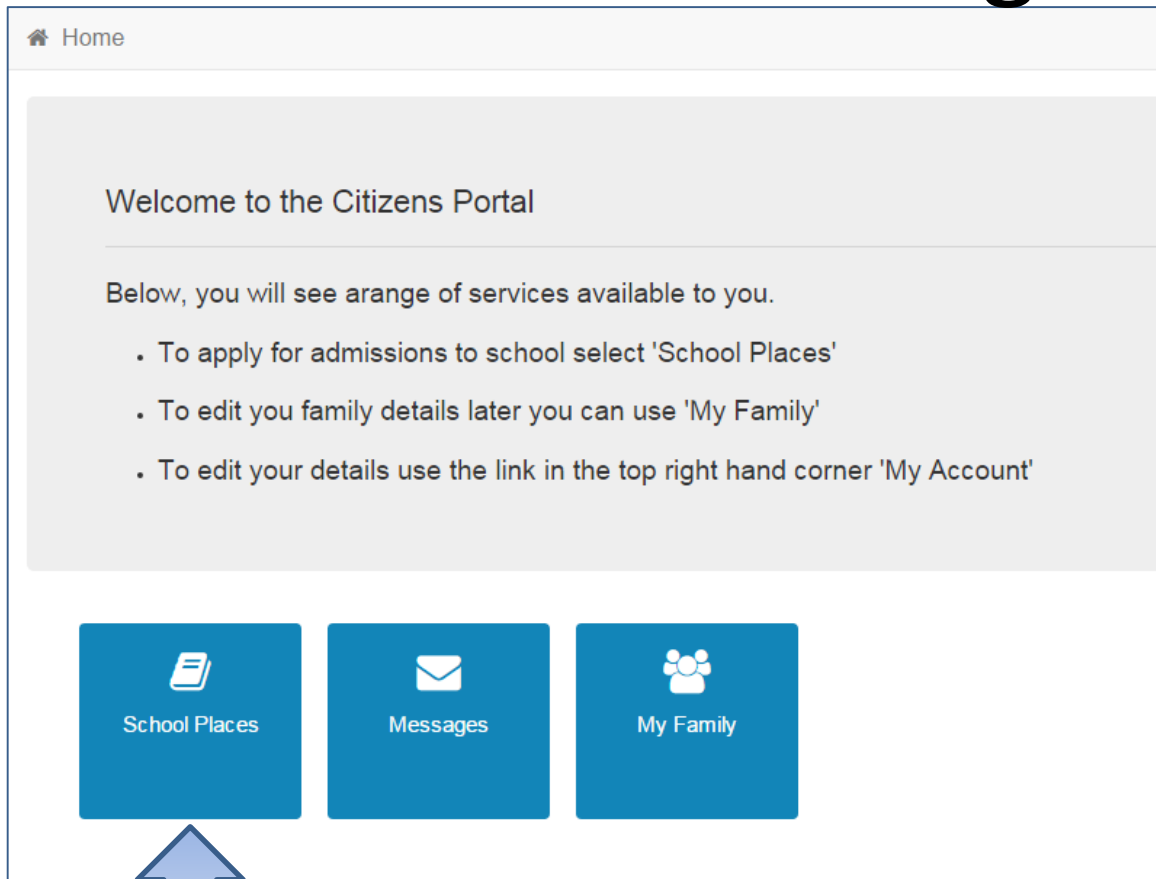
- If the email is not in you inbox, check your Junk Mail folder
- If the link is not highlighted copy and paste into your browsers URL box



Log in



Your Home Page



Home

Welcome to the Citizens Portal

Below, you will see a range of services available to you.

- To apply for admissions to school select 'School Places'
- To edit your family details later you can use 'My Family'
- To edit your details use the link in the top right hand corner 'My Account'

School Places Messages My Family

The screenshot shows a web interface for a citizens portal. At the top left, there is a home icon and the word 'Home'. Below this is a large grey box containing a welcome message and a list of services. At the bottom of the page, there are three blue buttons with icons: 'School Places' (document icon), 'Messages' (envelope icon), and 'My Family' (group of people icon).

Click **School Places**

•If you have more than one child you only need one account

Adding an Application

[Home](#)

[My Account](#)

[Sign Out](#)

[English/Cymraeg](#)

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](#)

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•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 you or click in the box below to add their address

The date on which the child was born

Add Child cont..

| | |
|--------------------------------|---|
| Forename * | <input type="text" value="Dora"/> |
| Middle Name | <input type="text" value="Explorer"/> |
| Surname * | <input type="text" value="Bloggs"/> |
| Gender * | <input type="text" value="Female"/> |
| Date of Birth * | <input type="text" value="01/04/2009"/> |
| Relationship to Child * | <input type="text" value="Father"/> |

Your relationship to this child (i.e. you are the Father of this child)

Parental Responsibility *

Yes
 No

If you have legal responsibility for this child, select Yes

Address


111a
The Gables
Bringlow Road
Cooerton
Bedford
MK34 6AD



Start the application

Make a new application

Can apply now


Dora
Bloggs
Date of birth: 01-Apr-2009

You can perform the following actions:

- Start new application

Back



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?

Select a Transfer Group

For your child's date of birth, you can apply for the following school places:

Transfer to Secondary September 2020

Change school immediately/in near future

Back

Click the Box

•If you don't get an Admissions Group you maybe to late or your child's date of birth is out of range – either way please contact School Admissions

Your child's details?

Additional Child's Details

Does your child have a Statement of Special Educational Needs?

Is your child registered as being in the care of a Local Authority e.g. are they fostered or a 'Looked After' child?

Select Care Authority ▼

Is your child a twin or triplet, etc. (one of a multiple birth)?

A blue button with a white outline, featuring a large upward-pointing arrow above the text "Next".

Next

Address Details

You have previously indicated that Billy's current address is **66, Milton Road, Clapham, Bedford, MK41 6AS**. If this is not Billy's current address, please update this via [My Family](#). Then please navigate back to School Places and select to 'Continue this application'. It is very important that we know the correct current address for Billy.

Moving Home?

(LA)If you are moving to the above address please supply date.

Moving Date

Enter your new postcode and then click 'Find Address'. If your address is not listed, press the 'Enter Address Manually' and type the correct address into the boxes provided. If you don't have a Postcode please select 'I don't have a Postcode'.

Find Address

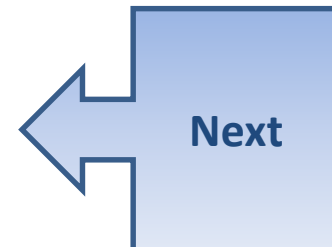
Search

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 Billy a member of a Service or Crown Servant family, who are returning/moving to the address selected to take up duties?

Back

Next



Current School

Child's Current School

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

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



MK4

Schools located in



All Local Authorities

School Name (Tip: Part names give better results)



4 School(s) found

Emerson Valley School

Waddor Lane, Emerson Valley, , Milton Keynes, Buckinghamshire, MK4 2JR

CoEd

Giles Brook Primary School

Holborn Crescent, , Tattenhoe, Milton Keynes, Buckinghamshire, MK4 3GB

CoEd

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 your local authority

Confirm School

Admissions

Child's Current School

School Name

School Address

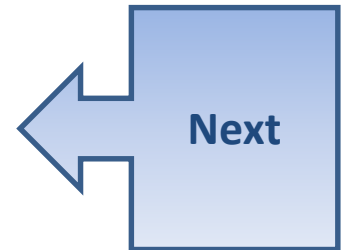
If the above is the school Bert currently attends, or if you have entered some details below, select the 'Next' button to continue. If not, select 'Change current school' to search for the correct school.

[Change current school](#)

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

Currently educated at:

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



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) | Link |

Select

Schools Located In

Search for your school

If your school is not listed my 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?

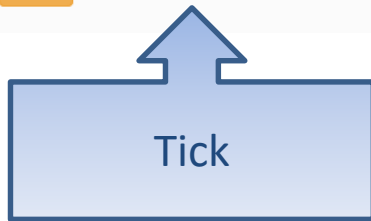
Preference Reasons: Sibling

In order to support your application for a place at **Bluestine 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?

Back

Next



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 | <input type="text" value="Bob"/> |
| Middle Name | <input type="text"/> |
| Surname | <input type="text" value="Bloggs"/> |
| Gender | <input type="text" value="Male"/> <small>Please select a gender</small> |
| Date of Birth | <input type="text" value="dd/mm/yyyy"/> |
| <input type="checkbox"/> Use previous address | |
| House Number | <input type="text" value="85"/> |
| House Name | <input type="text"/> |
| Building Name | <input type="text"/> |
| Street Name | <input type="text" value="Milton Road"/> |
| District / Village | <input type="text" value="Clapham"/> |
| Town | <input type="text" value="Bedford"/> |



Sibling's School

The sibling's current school is shown below.

| | |
|----------------|--|
| School Name | <input type="text" value="Green Abbey School"/> |
| School Address | <input type="text" value="Green Abbey School, Burnaby Road, Bedford, Bedfordshire"/> |

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

Tell us your Reasons

Preference Reasons

In order to support your application for a place at **Bluestine School** you can select the appropriate reasons below. You will have the opportunity to tell us in your own words of any additional reasons, or more about your selected reasons, on one of the next pages.

- I am selecting this school for medical reasons
- I am selecting this school for social reasons
- I am selecting this school because of the distance from my child's home to this school
- I am selecting this school because Billy is a child of a member of staff currently working at this Preference school

Back

Next



Next

Anything else we should know?

Other Reasons

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.

Other Reasons

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

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

Type in here up to 3,000 characters

Your reasons must be relevant to the schools admissions oversubscription criteria

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 | Edit Remove |

[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

Submit Application

Admissions

Application for Bert Bloggs, Date of birth: 12/12/2004

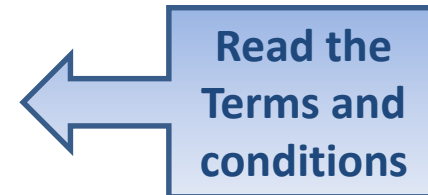
You have completed your application and it has been saved. Using the options below, you can now either 'Submit' your application or you can 'Return to Your Application Later' if you don't want to submit it just yet.

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.



Submit Your Application

Once you 'Submit' your application you may still make changes until 31/10/2019 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 31/10/2019 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.

Return Later

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 |



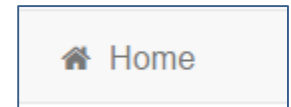
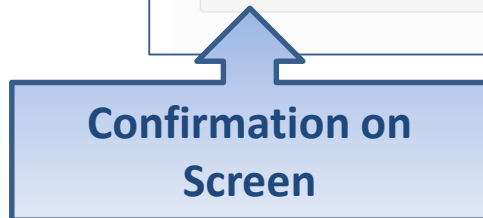
Admissions

Application for Bert Bloggs, Date of birth: 12/12/2004

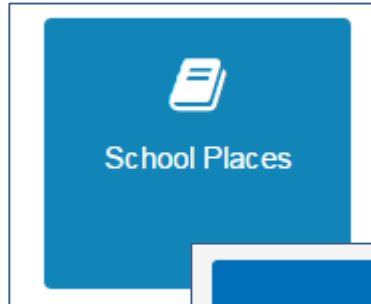
Your application has been successfully submitted. You will shortly receive a confirmation email listing your school preferences. If additional information or evidence, e.g. medical/baptism certificates/supplementary information forms, is required for these schools, you will need to supply them.

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.

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 me 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.