USERS GUIDE TO ADMISSIONS
Registration

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 the

Click register

Add your security details

Registration
You need to first register with us in order to apply for a School Place for your child(ren). This screen will guide you to the process. Please hover the mouse over each field to see what information you will need to enter for this purpose.

Security Details  About you  Contact Details

<table>
<thead>
<tr>
<th>Security Details</th>
<th>About you</th>
<th>Contact Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Email Address</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Confirm Email</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Password</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Confirm Password</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Secret Question</td>
<td></td>
<td>Mothers Maiden Name</td>
</tr>
<tr>
<td>Secret Answer</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Next
Who you are

Add your security details
Where do you live

Registration
You need to first register with us in order to apply for a School Place for your child(ren). This screen will guide you to enter the necessary information required for registration process. Please hover the mouse over each field to see what information you will need to enter for this purpose.

Details About you Contact Details

At home address please enter your postcode and then click Find Address. If you do not know your postcode, look it up here. If your address is not listed, press the ‘Enter Manually’ and type the correct address in the boxes provided.

Postcode •  

Find Address
I don’t have a Postcode

If you don’t find your address you can type it in Enter Address Manually

Click on Address

Select

Select
Give us your contact details

<table>
<thead>
<tr>
<th>Security Details</th>
<th>About you</th>
<th>Contact Details</th>
</tr>
</thead>
</table>

To find your home address please enter your postcode and then click Find Address. If you do not know your postcode, enter Address Manually and type the correct address in the boxes provided.

- **House Number**: 85
- **House Name**: 
- **Building Name**: 
- **Street Name**: Milton Road
- **District / Village**: Clapham
- **Town**: Bedford
- **County**: 
- **Postcode**: MK41 6AS
- **Country**: United Kingdom

Find Address

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

- **Home Phone**: 
- **Mobile Number**: 
- **Work Phone**: 

Submit Registration

* Required field
What happens Next

You get an Email

• If the email is not in your inbox, check your Junk Mail folder
• If the link is not highlighted copy and paste into your browser's URL box

Click on the link
Log in

Don't have an account? Please register

Email Address

Email
fredbloggs@hotmail.com

Password

Password

Login

Forgotten your password?

• If you have forgotten your password follow the ‘Forgotten your password?’ link
Your Home Page

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 family details later you can use 'My Family'
- To edit your details use the link in the top right-hand corner 'My Account'

Click School Places

If you have more than one child you only need one account
Adding an Application

• 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

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Forename</td>
<td>Bert</td>
</tr>
<tr>
<td>Middle Name</td>
<td>Harry</td>
</tr>
<tr>
<td>Surname</td>
<td>Bloggs</td>
</tr>
<tr>
<td>Gender</td>
<td>Male</td>
</tr>
<tr>
<td>Date of Birth</td>
<td>12/12/2004</td>
</tr>
<tr>
<td>Relationship to Child</td>
<td>Father</td>
</tr>
<tr>
<td>Parental Responsibility</td>
<td>Yes</td>
</tr>
<tr>
<td>Select Address</td>
<td>85 Milton Road Clapham Bedford MK4 6AS UK</td>
</tr>
</tbody>
</table>

**Enter your child’s legal names, gender and Date of Birth**

**Confirm they live with you or click in the box below to add their address**
Add Child cont..

Click Add Child
Start the application

School Places

This is the Home Page. From here you can make a new application or view or change the application you have already made. You can use the Help we have provided if you get stuck or contact us using the details in the Contact Us link below. When you have finished your application and are happy with the details you have provided, you must SUBMIT it to the Local Authority. Follow the instructions that will be displayed to help you do this.

Important! You can still change your application after it has been submitted, up until the closing date, but you MUST SUBMIT it again or we will be unable to consider your application.

Make a new application

Bert Bloggs
Date of birth: 12 Dec 2004
Current age: 10

You can perform the following actions:
- Start new application

Start new Application
Which Local Authority do you live in?

- You should check you are using the right website to apply for a school place

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.

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 majority of addresses in this and surrounding Local Authorities. To check you are in address database. If your child is moving to a new address, enter the postcode you

My child’s postcode  MK41 6AS  Check Now

Continue to Apply
When is your child changing school?

• If you don’t get an Admissions Group you maybe too late or your child’s date of birth is out of range – either way please contact Admissions
Your child’s details?

Additional Child's Details

- 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: Bedfordshire 820

- Is your child a twin or triplet, etc. (one of a multiple birth)?  
  - Yes
  - No

Slide to select

Next
Moving Home?

Address Details
You have previously indicated that Bert’s current address is 85, Milton Road, Clapham, Bedford, MK41 6AS, UK. If this is not Bert’s current address, please update this via My Family. Then please navigate back to School Places and select ‘Continue this application’. It is very important that we know the correct current address for Bert.

Moving Home?
If you are moving to the above address, please supply date.

Moving Date: dd/mm/yyyy

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’.

Postcode: [field]

Find Address
I don’t have a Postcode

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

No

Next
Current School

• IMPORTANT – If your child is applying for a place in Reception you will skip this page

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
If your child is not in school please tell us in the box at the bottom
Your Preferences

In your school is not listed remove the postcode and change the schools located in to your local authority and enter part of the school name.

IMPORTANT! If searching for schools by postcode, you must add the postcode of the school, not your own.

Search for your school.

Select.
Sibling attending the school?

Click **No** or **Yes**

If **Yes**
Tell us about them

Sibling's School
The sibling's current school is shown below:

- **School Name**: Green Abbey School
- **School Address**: 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.
Tell us your Reasons

Preference Reasons

In order to support your application for a place at Green Abbey 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. "IMPORTANT - To select "Yes", click to make the YES turn BLUE."

Admissions for this school are controlled by this Local Authority. Preferences are ranked equally - for further details please refer to Section D of the Guide to parents.
Download - Right Click and Select Save Target As

I believe my child lives in this school’s catchment

I believe my child attends a feeder school to this school

I am selecting this school because of the distance from my child’s home to this school

I am selecting this school because Burt is a child of a member of staff currently working at this Preference school

Yes
No/Not Applicable

Next
Anything else we should know?

Your reasons must be relevant to the schools admissions oversubscription criteria
More Preferences

Your can add up to the maximum number of preferences, and we strongly recommend you add more than one
Submit Application

• Offer by Email?
• Preview and check your application

Finally – ‘I declare’ and Submit Now

Read the Terms and conditions
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:

<table>
<thead>
<tr>
<th>Rank</th>
<th>School Name</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Green Abbey School</td>
<td>Green Abbey School, Burnaby Road, Bedford, Bedfordshire, MK42 1GH</td>
</tr>
</tbody>
</table>

Email

Confirmation on Screen
What next?

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 log in page, click on the link "Forgotten your password?" and enter your email address.

  A new email will be generated and sent to your registered email address with a link to reset the password details.
FAQ’s

• What if I change my email address??
  – Log in with your old address and select ‘My Account’
  – Or, contact us and we can help you update your account

• I am unable to find my address on the dropdown address list
  – Just enter your address into the address boxes. Please note that House number and Postcode is required.
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.