

Parents guide to Online Admissions

A step-by-step guide



To complete your application on-line visit:

www.walsall.gov.uk and follow the link to Education – School Admissions



Walsall Council

Introduction

The purpose of this guide is to provide assistance to parents and carers with making an online application for their child.

It will take parents and carers through each step, from registration to completing and submitting the application for their child.

If further assistance is required, please contact either:

The Parent Support Adviser

Tel, 01922 652578

Email, schooladmissionsadvice@walsall.gov.uk

Or a member of the Admissions and Pupil Place Planning Team

Tel, 01922 652585

We recommend that applications are completed and submitted using a laptop or desktop computer or tablet device as some portions of the screens may not be visible on mobile phones.



Registration



Walsall Council

Citizen Portal

[Home](#)

[Login](#)

[Register](#)

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

Email Address

Password

Login

[Forgotten your password?](#)

Welcome to the ONE Citizens Portal

To use this site you will need to first register then you can add and view applications for school places. Before you use this site please ensure you have read your Information for Parents Leaflet and the Information for Parents Booklet (available from the [Walsall Council Web Site](#)).

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.

Security Details

About you

Contact Details

Email Address *

Confirm Email *

Password *

Confirm Password *

Secret Question *

Secret Answer *

[Next](#)

Add your security details

Who you are

Security Details

About you

Contact Details

Title *

Forename *

Surname *

Gender *

[Previous](#)

[Next](#)

* Required field

Add your personal 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.

Security Details About you **Contact Details**

To find your 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 Address Manually' and type the correct address in the boxes provided

Postcode

Enter your Post code

If you dont find your address you can type it in
Enter Address Manually

Postcode

Click on Address

Give us your contact details

Security Details About you **Contact Details**

To find your home address please enter your postcode and then click Find Address. If your address is not listed, press the boxes provided

House Number

House Name

Building Name

Street Name

District / Village

Town

County

Postcode

Country

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

Home Phone

Mobile Number

Work Phone

Enter your telephone numbers

Submit Registration

• Required field

What happens Next

Home

Nearly done...

We've sent you an email containing a link. You'll need to click the link to confirm your email address as your new username.



Thank you for registering with the Citizen Portal.

To activate your account we need you to confirm your email address is valid. To do this, click on the link below this will take you to a page where you can enter your password and login.

https://admissions.walsallgfl.org.uk/CitizenPortalLIVE/Account.Mvc/CompleteRegistration/24474_a1233dff-f1b5-40a3-a954-577dbd3cec96

Please note: if you are unable to click on this link, carefully copy and paste the text into your internet browser.

Kind Regards, Portal Administrator

Important - Please do not reply to this email as this account is not monitored.



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

Home

Thank you for registering

Thank you for confirming your email address. Your registration is now complete. When you sign in, use your email address as your username.

log in

Home

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

Email Address

Password

[Login](#)

[Forgotten your password?](#)

Enter Email Address

Enter Password

Login

If you have forgotten your password follow the 'Forgotten your password?' link

Welcome to School Admissions

Transfers to secondary schools in September 2017

Children born between 1 September 2005 and 31 August 2006 will be eligible to transfer to a secondary school in September 2017.

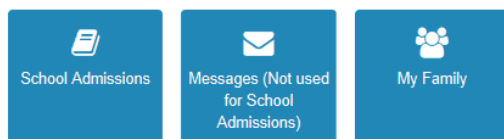
Admission to primary school in September 2017

Children born between 1 September 2012 and 31 August 2013 will be due to start reception in September 2017. Children born between 1 September 2009 and 31 August 2010 and attending an infant school, will be due to transfer to junior school (Year Three).

Please click on school Admissions below to commence your child's application.

The School Admissions button is only available for Secondary Admissions during the following period 14 September 2016 - 31 October 2016.

Reception and Year Three Admissions will be available from mid November 2016 - 15 January 2017



Click
School Admissions

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

Adding an Application

School Admissions

Transfer from Nursery to Reception.
Children born between 1 September 2012 & 31 August 2013

Transfer from Infant to Junior.
Children born between 1 September 2009 & 31 August 2010

Transfer from Primary to Secondary.
Children born between 1 September 2005 & 31 August 2006

Make a new application

You currently have no children without an application.

Back

Click Add Child

Add child

If you already have children added via My Family they will be shown here

Add your child

Add Child

Add a child

Legal Forename

Middle Name

Legal Surname

Gender

Date of Birth

Relationship to Child

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

Select Address *

Education Development Centre Pelsall Lane Rushall Walsall WS4 1NG

Click to add new address

Cancel

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

Parental Responsibility Yes
 No
 If you have legal responsibility for this child, select Yes

[Use previous address](#)

House Number

House Name

Building Name

Street Name

District / Village

Town

County


Postcode

Country

[Find Address](#)

[Cancel](#)

[Add child](#)



Start the application

School Admissions


Transfer from Nursery to Reception.
 Children born between 1 September 2012 & 31 August 2013

Transfer from Infant to Junior.
 Children born between 1 September 2009 & 31 August 2010

Transfer from Primary to Secondary.
 Children born between 1 September 2005 & 31 August 2006

Make a new application

[Can apply now](#)

 Bert Bloggs

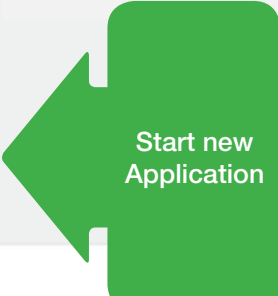
Date of birth: 12-Dec-2005
 Current age: 10

You can perform the following actions:

- [Start new application](#)

[Back](#)

[Add child](#)



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

My child's postcode



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

If you live outside Walsall, you should complete an application through your home Local Authority.

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:



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 and Pupil Place Planning Team 01922 652585

Your child's details?

Child's Additional Details

Does your child have a Statement of Special Educational Needs or an Education Health and Care Plan?

 No

Is your child in Public Care (looked after)?

Children in Public Care are children in the care of a local authority or provided with accommodation by a local authority and previously looked after 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. These children are given priority over other children when applications are considered.

 Yes

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

 No

Council Tax Reference Number

Please enter the council tax reference for the property your child will be living at when they attend their new school.

Back

Next

Enter your Council
Tax reference

You will find your Council Tax reference number on your
Council Tax bill.

Moving Home?

Address Details

You have previously indicated that Bert's current address is **Education Development Centre, Pelsall Lane, Rushall, Walsall, WS4 1NG, UK**. If this is not Bert's current address, please update this via [My Family](#). Then please navigate back to School Admissions and select to '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. Parents and carers intending to move house during the school admissions process are advised that it is essential that they provide documentary evidence to the Admissions and Pupil Place Planning Team e.g. a solicitor's letter confirming exchange of contracts and the date of legal completion or a tenancy agreement for a minimum of six months.

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'.

Postcode

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

Back

Next

Current School

IMPORTANT - If you are applying for a place in Reception for your child skip to 'Your Preferences'

Child's Current School

Where does Bert currently go to School? Use the search facility below to find Bert'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 Schools located in School Name (Tip: Part names give better results)

1 School(s) found

School Name	Gender	Address	Website
Rushall Primary School (Rushall JMI)	CoEd	Pelsall Lane, Rushall, Walsall, WS4 1NG	Link

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:

Select the school

Search for your child's current school

If your child's current school is not listed remove the **Postcode** and change the **Schools Located in** to your local authority and search again

Confirm School

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.

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:

Click Next

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

Your Preferences

Preference School Search

Once you have searched for a school, you can find out more about an individual school, by clicking on the link provided next to the school selected. To select a school click on the school name.

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) Search

2 School(s) found

School Name	Gender	Address	Website
St Francis of Assisi Catholic School (St Francis of Assisi Catholic Technology College)	CoEd	Erdington Road, Walsall, WS9 0RN	Link
St Thomas More Catholic School	CoEd	Darlaston Lane, Bilston, WV14 7BL	Link

Back

Select the school

Search for the school

If your preferred school is not listed remove the **Postcode** and change the **Schools Located in** to your local authority and search again

Sibling attending the school?

Preference Reasons: Sibling

In order to support your application for a place at **St Thomas More Catholic School** you can select appropriate reasons on the next pages.

Does your child have a sibling who is currently attending the school and will still be attending when your child starts? A sibling must live at the same address as the child for whom the application is being made.

No Yes

Back

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

Middle Name

Surname

Gender Please select a gender

Date of Birth

Use previous address

House Number

House Name

Building Name

Street Name

District / Village

Town

Sibling's School

The sibling's current school is shown below.

School Name

School Address

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

Click No or Yes

If Yes Tell us about them

Tell us your Reasons

Preference Reasons

In order to support your application for a place at **St Thomas More Catholic 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.

THIS SCHOOL HAS A SUPPLEMENTARY EVIDENCE FORM THAT MUST ALSO BE COMPLETED. THIS FORM IS AVAILABLE IN THE PACK PROVIDED TO YOUR CHILD OR YOU CAN CONTACT THE SCHOOL DIRECT TO OBTAIN A COPY.

I am selecting this school because it is a Faith School

Yes No/Not Applicable

I believe my child attends a feeder school to this school

Yes No/Not Applicable

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

Yes No/Not Applicable

Back

Next

Slide to highlight yes as blue

Yes No/Not Applicable

Anything else we should Know?

Other Reasons

You may tell us of any other reasons for your application. If you have selected **St Thomas More Catholic School** for a particular reason you may give details below. If you are applying for reasons such as medical, social, sibling, faith...etc, please ensure that you have completed the relevant sections on the previous pages and submitted documentary evidence where appropriate. It is essential that you submit supporting evidence as applications for certain reasons can only be considered when accompanied by documentary evidence from an appropriate professional. It is your responsibility to provide this evidence. Please note, all applications are processed strictly in accordance with the published admission criteria for each school. We recommend that you read these in the downloadable Information for Parents booklet available from Walsall Council's School Admissions web pages.

Other Reasons

Type in here

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

Back

Next

Your reasons must be relevant to the schools admissions oversubscription criteria.

More Preferences

Your Preferred Schools

You have selected the schools below. You may choose up to 5 schools and you may change your selection until 31/10/2016 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	St Thomas More Catholic School	<input type="button" value="Edit"/> <input type="button" value="Remove"/>



You can add up to the maximum number of preferences (3 for Primary and 5 for Secondary), and we strongly recommend you add more than one. We also suggest you include at least one school that you consider to be a “realistic” option.

Submit Application

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

All parents and carers are advised to read the Parents' Information Leaflet. There is also an Information for Parents booklet, available on the Walsall Council website, containing details of how the co-ordinated admissions scheme operates and how applications are processed.

Parents and carers intending to move house during the school admissions process are advised that it is essential that they provide documentary evidence to the school admissions team e.g. a solicitor's letter confirming exchange of contracts and the date of legal completion or a tenancy agreement for a minimum of six months.

School Place Offer

You may choose to receive your offer by email here. An offer letter will also be posted to the applicant address on offer day providing details of your child's offer.

Your offer will also be available on this website on 31/10/2017

I would like to receive my offer of a school place via email

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.

Preview Your Application

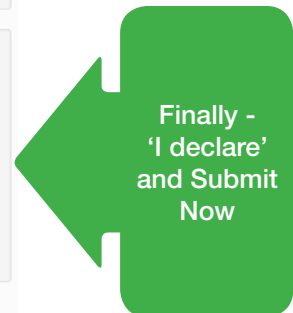
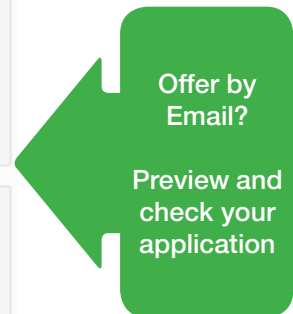
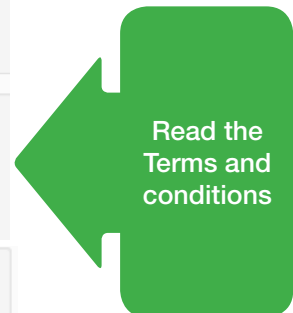
To see a printer friendly version of your unsubmitted application, click the Preview button

Submit Your Application

Once you 'Submit' your application you may still make changes until 31/10/2016 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 31/10/2016 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.



What next?

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.

Dear Mrs Fred Bloggs,

Thank you for submitting your application for a school place.

Your application has been received by the Walsall 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	St Thomas More Catholic School	Darlaston Lane, Willenhall, WV14 7BL

The screenshot shows a blue header with 'School Admissions' and a document icon. Below it, a blue box contains the text 'Application submitted' in a yellow box. The user's name 'Bert Bloggs' is displayed with a profile icon. The details listed are: 'Transfer to Secondary September 2017', 'Date of birth: 12-Dec-2004', 'Current age: 10', 'Last updated 26/08/2015 13:18', 'Submission closing date 31/10/2015 23:59', and 'School Place Offer published here 01/03/2016'. At the bottom, a white box lists actions: 'Change application', 'View application', and 'Start new application'.

Confirmation on Screen

Recieve submission confirmation email

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 Internet Service Provider (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 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.

What if I change my email address

Log in with your old email address and select 'My Account'. Then select "Change Email Address", on screen instructions will guide you through the process.

I am unable to find my address on the dropdown address list

Just enter your address into the free text address boxes.

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 seperate application for each child.

For further information please contact:

School Admissions and Pupil Place Planning Team

Walsall Council
2nd Floor, Zone 2E
Civic Centre
Walsall
WS1 1TP

Tel: 01922 652585

Apply on-line at www.walsall.gov.uk and follow the link to **Education - Secondary School Admissions**
Parent Support Adviser on 01922 652578 or email: schooladmissionsadvice@walsall.gov.uk