

School Admissions Guidance for Worcestershire Residents

Completing an On-Line Application for First, Primary, Middle and Secondary Schools

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Introduction

This guidance has been created to help guide Worcestershire residents, through the on-line admission process for intake to all first, primary, middle and secondary schools.

It is very important that you read the appropriate Admission Book before completing an application, including considering how your child will travel to their preferred school(s). It is also important that you read the school's Admission Policy as some schools require a supplementary form to be completed. All of these documents are available to view at the link below shown on the next page.

To make an on-line application you will need a valid email address so you can register, receive confirmation that your application has been submitted and also receive your school offer.

Please note: The child's postcode determines which Local Authority is your Home LA and where you should apply. If the postcode is within another Local Authority, outside of Worcestershire (e.g. Birmingham, Dudley, Herefordshire, etc) then you should seek advice from your Home LA on how to apply. You can still make an application for a Worcestershire school through your Home LA.

If you have any questions, please contact the Worcestershire Hub on 01905 822700.

School Admissions Website, Information, Help and Relevant Links

As well as making an on-line application, you can access helpful information from our website: www.worcestershire.gov.uk/schooladmissions

You will be presented with the options below and can click on each of the options to view more information about each section:

The screenshot shows the 'School Admissions' section of the website. It features a navigation menu with 'School Admissions' selected. Below the menu, there are two main application paths: 'Primary/First/Junior and Middle School Applications for September 2019' and 'High School Applications for September 2019'. Each path includes a brief description and an 'Apply online' button. A section titled 'Will you also be applying for Travel Assistance?' provides a link to 'Find out more information'. Below this is a grid of eight buttons: 'Admissions 2019 Timetable', 'Policies and Appeals', 'In-Year Applications', 'School Transport', 'Tier Systems and Year Groups', 'Booklets and Guides', 'Frequently Asked Questions', and 'Free School Meals'. Further down, there are sections for 'University Technical Colleges, Studio Schools and 14 to 19 Academies' and 'Term Dates', each with a 'View the current term dates' button. A 'School Catchment and School Search' section explains how to find schools by postcode or area. There are also links for 'School Capacity and Surplus Places', 'Number on School Roll', and a 'Chat' button. At the bottom, there is an 'Online enquiry form' button and an RSS feed link.

Remember to read the Information for Parents Book and the Admission Policies of the Schools you wish to consider applying for.

Making an On-line Application

On-line applications for school places for Worcestershire residents can be made by clicking the Apply on-line button on our website. This guide will take through the process step by step.

Setting Up/Registering an Account

Before you create and complete an on-line application you will need a valid email address. Once you have an email account you can follow the steps below:

- Go to the school admissions website: www.worcestershire.gov.uk/schooladmissions
- Click **'Apply online'**
- The page below will open:

The screenshot shows the registration page for the Worcestershire On-Line School Admissions facility. The page has a header with 'Home', 'Login', 'Register', and 'English/Cymraeg' options. On the left, there is a registration form with fields for 'Email Address' and 'Password', a 'Login' button, and a link for 'Forgotten your password?'. The main content area is titled 'Welcome to Worcestershire On-Line School Admissions facility for School Entry in September 2019'. It contains several paragraphs of text explaining the facility, application requirements, and a 5-step registration process. The 'shire uncil' logo is visible in the bottom right corner.

Home Login Register English/Cymraeg

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

Email Address

Password

Login

[Forgotten your password?](#)

Welcome to Worcestershire On-Line School Admissions facility for School Entry in September 2019

The On-Line School Admission facility is now open for parents to be able to create their own account and submit an application for a school place for September 2019. This facility is for parents wishing to apply for the normal point of entry for a school, for example, children starting school for the first time, transferring from a first school to a middle school, transferring from a primary school to a high school, transferring from middle school to a high school or transferring from an infant school to a junior school. This facility is not to be used to make an application to transfer schools in-year. The in-year application process is completely separate and can be found at [In-Year Admissions Process](#)

All applications for school places must be made to the Local Authority where you live. E.g. If you live in Worcestershire you must apply to WCC for any school place, including those schools outside of the Worcestershire area. If you live in another Local Authority area, such as Birmingham, Warwickshire, Gloucestershire, Dudley etc. you will need to apply directly to your home Local Authority and not Worcestershire, even if your preferred schools are in Worcestershire. Your home Local Authority will send your application information directly to us after the relevant closing date.

PLEASE ENSURE THAT YOU HAVE READ AND UNDERSTOOD THE OVERSUBSCRIPTION CRITERIA, WHICH IS RELEVANT TO THE SCHOOLS YOU WISH TO APPLY FOR, PRIOR TO MAKING YOUR APPLICATION. THE RELEVANT POLICIES FOR ALL SCHOOLS IN WORCESTERSHIRE ARE AVAILABLE ON THE WCC WEBSITE.

PLEASE ENSURE THAT YOU HAVE READ AND UNDERSTOOD THE OVERSUBSCRIPTION CRITERIA, WHICH IS RELEVANT TO THE SCHOOLS YOU WISH TO APPLY FOR, PRIOR TO MAKING YOUR APPLICATION. THE RELEVANT POLICIES FOR ALL SCHOOLS IN WORCESTERSHIRE ARE AVAILABLE ON THE WCC WEBSITE.

In order to apply Online, you will need a valid email address. If you have previously registered with the Citizen Portal enter the 'Email Address' you used to register and your 'Password' and click 'Login'. If you have forgotten your password, please click the link to the left entitled 'Forgotten Your Password?'. It is important to check your Spam/Junk folder for this reminder.

If you are new to our school admissions website and creating an account for the first time or need to re-register with our online school admissions website guidance can be found at: [Guide to Applying Online](#) then take the following actions:

1. Register you details by clicking on the register button and completing the form.
2. You will receive a confirmation email with a link, by return. It is important to check your Spam/Junk folder for this reminder.
3. Re-enter the website using the link in your confirmation email. You must click on the link in that email to activate your account. Failure to do so within a few days may mean you will have to register again.
4. Once you have activated your account, you can re-enter the site at any time until the closing date using your email address and password to view, update or complete a new application. PLEASE NOTE THAT MAKING ANY AMENDMENTS TO YOUR APPLICATION WILL UN-SUBMIT THE APPLICATION. YOU MUST REMEMBER TO RE-SUBMIT THE APPLICATION IF YOU MAKE ANY CHANGES.
5. IF YOUR APPLICATION HAS BEEN SUBMITTED SUCCESSFULLY YOU WILL RECEIVE A CONFIRMATION EMAIL, CONFIRMING YOUR SCHOOL PREFERENCES. PLEASE KEEP THAT EMAIL AS EVIDENCE OF SUBMISSION. YOUR APPLICATION MAY NOT HAVE BEEN SUBMITTED CORRECTLY UNLESS YOU RECEIVE THAT EMAIL. It is important to check your Spam/Junk folder for this email.

Please be aware that, some users may have difficulties when accessing the system from mobile devices. If this does happen, please try logging in using a different device i.e. a laptop or computer.

shire uncil

Completing an On-Line Application for First, Primary, Middle and Secondary Schools

- If you have previously registered with the Citizen Portal enter the '**Email Address**' you used to register and your '**Password**' and click '**Login**'
- If you are new to our school admissions website and creating an account for the first time or need to re-register with our online school admissions website click '**Register**'
- This will open the '**Registration**' screen. Enter your details. Fields marked with an * are required fields:

The screenshot shows the registration page of the Citizen Portal. At the top, there are logos for 'prime education services' and 'worcestershire county council', along with the text 'Delivered on behalf of'. The page title is 'Citizen Portal'. Below the header, there are links for 'Home', 'Login', 'Register', and 'English/Cymraeg'. The main heading is 'Registration'. The text below explains that users need to register to apply for a school place and provides instructions on how to use the form. There are two links for more information: one for Free School Meals and one for School Transport. The registration form consists of several fields: 'Email Address', 'Confirm Email Address', 'Password', 'Confirm Password', 'Choose your Secret Question' (a dropdown menu with 'Applicants Secondary School' selected), 'Secret Answer', 'Title' (a dropdown menu with 'Please select' selected), 'Forename', 'Surname', and 'Gender' (a dropdown menu with 'Please select a gender' selected). Below these fields, there is a section for finding the home address, with a 'Postcode' field, a 'Find Address' button, and a link 'I don't have a Postcode'. There is also a section for providing a telephone number, with fields for 'Home Phone', 'Mobile Number', and 'Work Phone'. A 'Submit Registration' button is at the bottom of the form. A legend indicates that a red asterisk (*) denotes a required field.

- Enter your '**Email Address**' and input the same address into '**Confirm Email Address**'
- Enter your chosen '**Password**' and enter the same password into '**Confirm Password**'

Passwords must be a minimum of 10 characters, no longer than 128 characters and must contain a minimum of 2 number(s), minimum 1 lower case letter, minimum 1 upper case letter, minimum 1 special character and not be the same as the user name. Remember that your password is case sensitive.

- Select your '**Secret Question**' from the drop down menu
- Type in the answer to your 'Secret Question' into the '**Secret Answer**' box
- Select your '**Title**' from the drop down menu
- Enter your '**Forename**' and '**Surname**'
- Select your '**Gender**'

Completing an On-Line Application for First, Primary, Middle and Secondary Schools

- Enter your 'Postcode' and then click '**Find Address**' to search for your house details from the postcode you have provided
- If your address does not appear after entering the '**Postcode**' and clicking '**Find Address**' then click '**Enter Address Manually**' and enter your address details
- If you do not know your postcode then click where it says '**I don't have a Postcode**' and you can enter your address details manually
- Please provide a '**Home Phone**', 'Mobile Number' or '**Work Phone**'
- When you have entered all of your details click 'Submit Registration'

An email will now be sent to the email address you have used to register with.

Please check your inbox (including any Junk/Spam folders) for an email confirming your completed registration – you will need to click the link in the email to complete the registration process, only click the link once.

N.B. This must be done within 7 days of receiving the email or the registration will become invalid

After clicking the registration link in the email you receive, you will be asked to log in. Enter your '**Email Address**' and '**Password**'

- You have now completed your registration with the Worcestershire Citizen Portal
- Click Home to return to the Home page.

Logging in to the Citizen Portal

Once you have successfully registered with our admissions website you will be able to login and start making an application.

The screenshot shows the login interface for the Worcester County Council Citizen Portal. At the top, there is a navigation bar with 'Home', 'Login', 'Register', and 'English/Cymraeg' options. The main content area is divided into two columns. The left column contains a login form with fields for 'Email Address' and 'Password', a 'Login' button, and a link for 'Forgotten your password?'. The right column contains a welcome message and detailed instructions for users, including a list of five steps for registration and activation.

Home Login Register English/Cymraeg

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

Email Address

Password

Login

[Forgotten your password?](#)

Welcome to Worcestershire On-Line School Admissions facility for School Entry in September 2019

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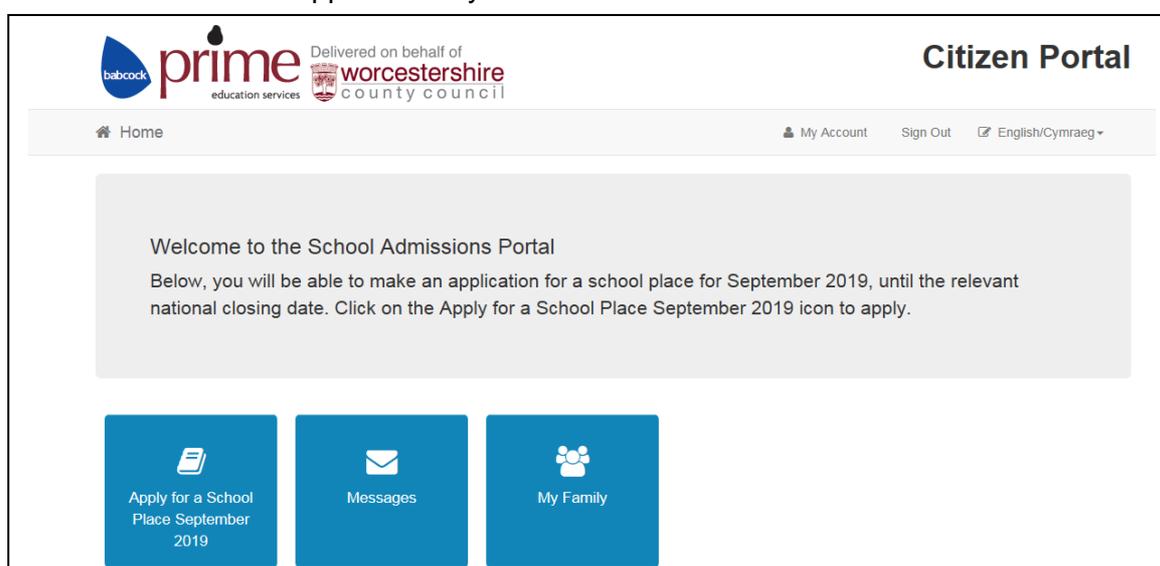
This section of the guidance shows you how to login to the Citizen Portal if you have already registered, further sections of this document, explain how to make an application, how to reset your password or change your email address.

- Open the Citizen Portal: https://emsi.worcestershire.gov.uk/CitizenPortal_LIVE/ Enter your **'Email Address'** and **'Password'** and click **'Login'**
- You will see the following screen when you have logged in:

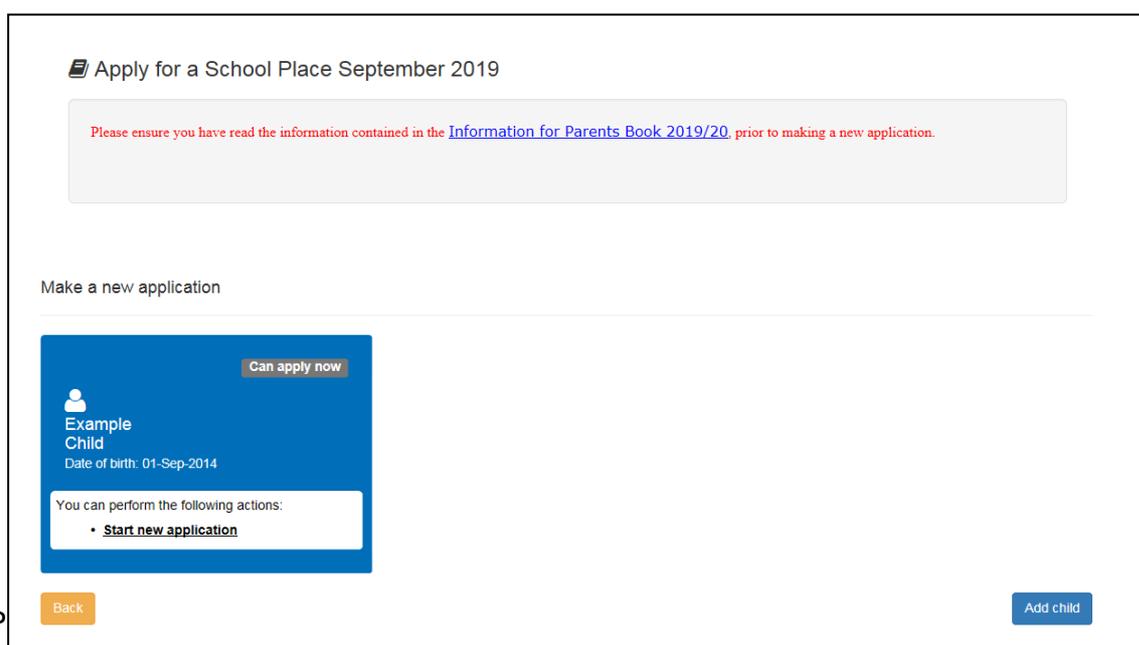
Creating a New Application

This section of the guidance will take you through 'Creating a new application and submitting' your school application.

During the process of creating a school application you are able to save any details and return later on to continue the application if you wish.



- Click **'Apply for a School Place September 2019'**
- If you have any existing school applications or school place offers, they will appear on this screen. You can **'View Offer'**, **'View Application'** or **'Start New Application'** against existing applications/offers.



If the child you are applying for is **not** shown here then click **'Add Child'** in the bottom right hand corner.

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

Please Click on Address Bar to verify home address *

- Enter your child's **'Legal Forename'**, **'Middle Name'** (if applicable), **'Legal Surname'**, **'Gender'**, **'Date of birth'** and your **'Relationship to Child'**. Please note, the fields marked * are required fields.
- Tick if you have **'Parental Responsibility'** or not, where more than one person has **'Parental Responsibility'** both parents should be in agreement over the preferences before submitting an application.
- Click on the address bar to verify the home address (populated from your registration details) or select **'Click to add a new address'**.
- Click **'Add Child'**.

If the child you are applying for is shown in Make a New Application, then click **'Start New Application'** against the child:

Selecting the Transfer Group

The **'Date of Birth'** you have entered for your child is used to determine the **'Transfer Group'** you are applying for - if you enter an incorrect **'Date of Birth'** this could affect finding the **'Transfer Group'** you require (Reception Year Group for 2019/20 for example)

- Select the **'Transfer Group'** you wish to apply for. For example **'Reception Year Group for 2019/20'** for a child starting Reception in 2019

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Please note the following Transfer Groups are available for 2019, but they will only appear for you to select, if the date of birth you have entered for your child is eligible.

- Reception Year Group for 2019 – (for children starting in Reception)
- Transfer to Junior Schools (Y3) - 2019
- Transfer to Middle Schools (Y5) 2019 (not Evesham)
- Transfer to Middle School (Y6) 2019 (Evesham Only)
- Transfers to High School (Y7) – September 2019
- Transfers to High School (Y8) – September 2019
- Transfers to High School (Y9) – September 2019

Find Child

This screen will only appear if your child is due to transfer to either middle or secondary school and you have received a letter from School Admissions containing your child's 'UID' (Unique Identifier).

- You will now see the '**Find Child**' screen. Enter the '**UID**' into the '**Unique Identifier**' box on the left hand side and check the child's '**Date of Birth**' is correct and click '**Next**':

Find Child

Transfers to High School (Y7) - September 2019

You may have received a letter from your Local Authority, containing a UID (Unique Identifier) for your child. This is a code which identifies your child's application and using it will make it faster to complete your application.

The UID will look something like this: **82011H5M4QQM6AB**

Please note the UID is specific to your child for this year's applications. If you have more than one child that you need to make an application for this year you may have received a separate UID for each child.

You are applying for a school place for the following child: **Example Child 2**

Unique Identifier

Date of Birth

Having problems finding or using the UID?
Continue making your application by clicking here

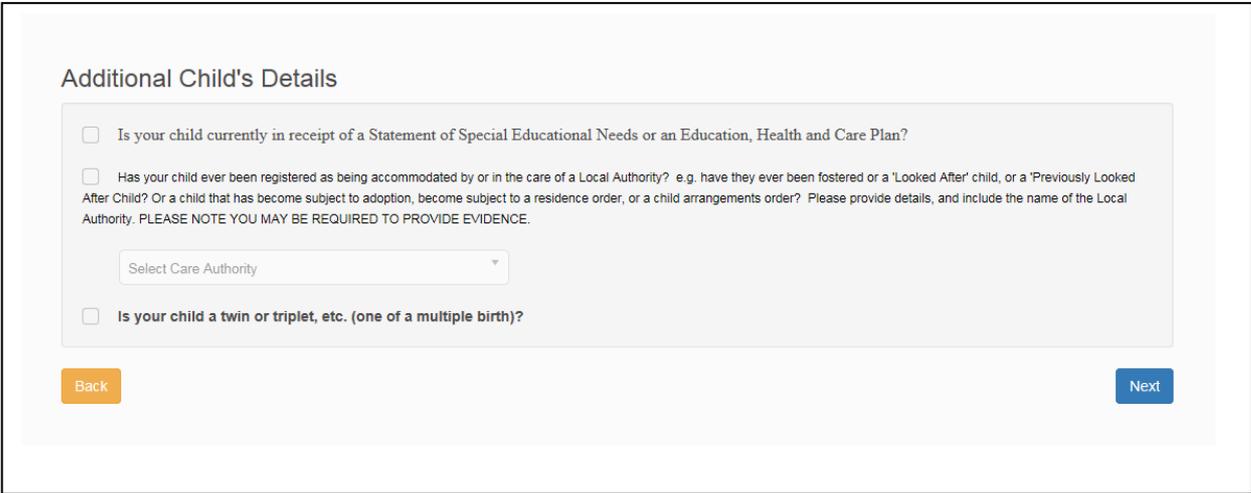
No UID

Back Next

- You can continue without the '**UID**' by clicking the '**No UID**' button on the right hand side

Additional Child's Details

- Read through the questions on screen and select the appropriate answers for your child



Additional Child's Details

Is your child currently in receipt of a Statement of Special Educational Needs or an Education, Health and Care Plan?

Has your child ever been registered as being accommodated by or in the care of a Local Authority? e.g. have they ever been fostered or a 'Looked After' child, or a 'Previously Looked After Child? Or a child that has become subject to adoption, become subject to a residence order, or a child arrangements order? Please provide details, and include the name of the Local Authority. PLEASE NOTE YOU MAY BE REQUIRED TO PROVIDE EVIDENCE.

Select Care Authority

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

Back Next

- Click 'Next' to continue

Address Details

- The address of the child you have previously entered will appear. Check this is correct and if not, click on the 'My Family' link to amend the details against the child you are applying for
- If applicable, read through the 'Returning Service Families Only' section and set the required options. (only for those returning from overseas that are in the Armed Forces or Crown Service). Leave this section blank if you are not a returning service family
- Click 'Next' to continue

Child's Current School

If you are applying for a **middle or secondary school place**, you will be asked to enter the child's '**Current School**' – **Primary school applications will not have this screen, so you can move onto the 'Preference School Search' section below.**

On the '**Current School**' screen you will be asked to enter details about the child's current school (if they already attend school).

Completing an On-Line Application for First, Primary, Middle and Secondary Schools

- You can search using the **Schools located in** and **School Name** or a combination of these to search for the current school here – you can narrow the search by selecting the Local Authority (For example: Worcestershire – which will appear at the top of the drop down list). Please note if you search using **Postcode**, it is the **school postcode** and not your child's postcode you should use here.

A tip when searching for a school, try entering part of the school name, for example 'Jose' for 'St Joseph's' or the first 4 digits of the School postcode, as it should make it easier to find the school you're looking for

- If after searching you are still unable to find the school, you can tell us where the child is currently being educated by typing the name into the 'Currently educated at' box

The screenshot shows a web form with two main sections. The first section, titled 'Child's Current School', contains a text box with the placeholder text: 'Where does Example currently go to School? Use the search facility below to find Example's current school.' The second section, titled 'Find a School', contains a text box with the placeholder text: 'To find the school you are looking for, you can search using the SCHOOL'S POSTCODE, the local authority or partial school name, then click Search. Click on the school name to select it.' Below this text box are three input fields: 'Postcode' with a house icon, 'Schools located in' with a dropdown menu showing 'All Local Authorities', and 'School Name (Tip: Part names give better results)' with a document icon. A blue 'Search' button is to the right of the School Name field. Below these fields is another text box with the placeholder text: '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.' This text box contains the label 'Currently educated at:' and a document icon. At the bottom left is an orange 'Back' button and at the bottom right is a blue 'Next' button.

- To select a school, click on the **School Name** this will then take you to the Preference School Search
- If you have typed in the name of the school in the **Currently educated at** box click **Next** to continue

Preference School Search

On the **Preference School Search** screen you will be asked to find the school preferences for the child. You can express a preference for up to 3 schools:

- Enter the **School Name** and use the **Search** button to locate your preferred school

A tip when searching for a school, try entering part of the school name, for example 'Cherr' for 'Cherry Orchard or the first 4 digits of the School Postcode as it should make it easier to find the school you're looking for.

Completing an On-Line Application for First, Primary, Middle and Secondary Schools

- You can search using the **'Postcode'**, **'Schools located in'** and **'School Name'** or a combination of these to search for the school – you can narrow the search by selecting the Local Authority (For example: Worcestershire)
- A list of school options will appear, which will tell you how many schools have been found (in the example below this says '4 School(s) found' and how many pages there are (which you can click **'Next'** or **'Previous'** on to see additional schools)

Preference School Search

Insert name of School and click on Search button. YOU MAY SELECT UP TO THREE PREFERENCES

Find a School

To find the school you are looking for, search using a schools 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)

5 School(s) found

School Name	Gender	Address	Website
Cherry Orchard First School, Pershore (Cherry Orchard First School)	CoEd	Cherry Orchard, Pershore, WR10 1ET	Link
Cherry Orchard Primary Academy	CoEd	Cherry Orchard, Cherry Orchard Road, Ebbsfleet Valley, Ebbsfleet, Kent,	
Cherry Orchard Primary School	CoEd	Cherry Orchard Road, Birmingham, B20 2LB	
Cherry Orchard Primary School	CoEd	Rectory Field Crescent, Marlborough Lane, , London, , SE7 7DG	
Cherry Orchard Primary School, Worcester (Cherry Orchard Primary School)	CoEd	Timberdine Close, Worcester, WR5 2DD	Link

- When you have found the school you require, click on the name of the school to select it

Preference Reasons: Sibling (brother/sister)

In order to support your application for a place at **Cherry Orchard Primary School, Worcester** you can select appropriate reasons on the next pages.

It is very important that you provide us with details if your child has a sibling who is currently attending the school and will still be attending the school when your child starts. This may give you a higher priority in the admission criteria. We will require the details of the sibling. Please be aware that different schools may have a different definition of sibling. Please ensure you read the admission policy for each school carefully prior to submission. **Some schools also have former sibling in their admission criteria. Please ensure if this applies to your child, you make reference to this in the free text box for reasons why you require a place at a particular school.**

- If your child has a sibling already attending the school and will still be attending when your child starts, select **Yes**

Completing an On-Line Application for First, Primary, Middle and Secondary Schools

Sibling Details

In order to support your application for a place at **Cherry Orchard Primary School, Worcester** 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 the sibling lives.

Forename *	<input type="text"/>
Middle Name	<input type="text"/>
Legal Surname *	<input type="text"/>
Gender *	<input type="text" value="Please select a gender"/>
Date of Birth *	<input type="text"/>
<input type="button" value="Use previous address"/>	
House Number	<input type="text"/>
House Name	<input type="text" value="Prime House"/>
Building Name	<input type="text"/>
Street Name	<input type="text" value="Woodbury Lane"/>
District / Village	<input type="text" value="Norton"/>
Town	<input type="text" value="Worcester"/>
County	<input type="text"/>
Postcode	<input type="text" value="WR5 2PT"/>
Country	<input type="text" value="Please select"/>

- Enter the 'forename', 'middle name' (if applicable) 'surname', 'gender' and 'date of birth' of the sibling
- Enter the siblings address
- Click '**Next**' to continue
- Check the school details are correct and select 'Next' to continue
- At this stage you will receive some questions to answer in order to support your application for this school, select the appropriate answers against these questions to proceed

The types of questions you will need to answer will depend on the type of school you've selected as a preference

- You will then be given the chance in 'Other Reasons' to write in any other reason to support your application for that school. A maximum of 3000 characters is allowed

Other Reasons

You may tell us of any other reasons to support your application. If you have selected **Cherry Orchard Primary School, Worcester** 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. Please note that if this information is detailed and takes a long period of time to type, the system may time you out. It is better to create a WORD document that you can copy paste from into your application to avoid being timed out. **3000** remaining...

Back
Next

A Tip, on some devices, the time allowed may be limited. If you have a lot of text to add, it is advisable to type your text into a Word document and then copy and paste into the ‘Other Reasons’ box. If you wish, you can omit this section and continue to the end of the process, then revisit this page to add your reasons.

- Click **‘Next’** to continue. This will add your preferred school to the list
- Click **‘Add a new preferred school’** to add another preference if you wish
- Repeat the above few steps to select up to 2 more school preferences, remembering that you can have a total of 3 preferences. You don’t have to choose 3 preferences, you can choose only one or two; but note there is no guarantee you will be offered your first preference so it is always wise to use all 3 preferences.

You can **always ‘Re-order’** your preferences once you’ve selected them if you wish, use the **‘Re-order’** up and down arrows as shown below. You can also **‘Edit’** or **‘Remove’** any of your preferences and the details you set on this screen:

Your Preferred Schools

You have selected the schools below. You may choose up to 3 schools and you may change your selection until 15/01/2019 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	Cherry Orchard Primary School, Worcester	<div style="display: flex; align-items: center; gap: 5px;"> ▼ Edit Remove </div>
2	Red Hill CE Primary School	<div style="display: flex; align-items: center; gap: 5px;"> ↕ Edit Remove </div>
3	Nunnery Wood Primary School	<div style="display: flex; align-items: center; gap: 5px;"> ▲ Edit Remove </div>

Back

Add a new preferred school
Next

- Once you are happy with your **'School Preferences'** click **'Next'**

Please note: Transport is not necessarily offered to the school you prefer, if transport to school is an issue for you, you may wish to contact the **'Education Travel Team'** on 01905 765765 prior to naming your preferences to check whether your child is eligible for transport to your preferred school.

Terms and Conditions/Data Protection

School Place Offer. Preview Your Application and Submit Your Application

Application for Example Child, Date of birth: 01/09/2014

You have almost completed your application and whilst the details have been saved, you have not yet submitted it. 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. Please be aware that unless an application has been submitted by the closing date, you will not have applied for a school place.

Also you can see a printable summary of your application using the 'Preview' button.

Terms and Conditions

- 1) I confirm that I have read the Information for Parents booklet 2019/2020, and/or Parental Information Guides, which are available via the website.
- 2) I understand that a place may be lawfully withdrawn if it is proved to have been offered on the basis of a fraudulent or misleading application.
- 3) I understand that if I move address I MUST inform School Admissions accordingly, and provide independent supporting evidence, or my application may be invalid. Please check the late application policy, including late changes to on time applications, for the schools you are applying for, for full details.
- 4) I have read the admission policy for each of the schools I have expressed a preference for.
- 5) I confirm I have read and understand the full Privacy Notice and understand the full use of the information I have provided, how it will be stored and used and who it will be shared with and that by submitting this application I am providing my full consent to the processing of my data in line with the full Privacy Notice.
- 6) I understand that where more than one parent has Parental Responsibility for a child, both parents should be in agreement over the preferences expressed. Failure to agree on preferences may mean that the application cannot be processed until either joint agreement is reached, or legal action determines who should make the final decision on expressing a preference for schooling.

Completing an On-Line Application for First, Primary, Middle and Secondary Schools

Data Protection

As part of our ongoing commitment to keeping you informed, here is our Privacy Notice which sets out how we store and use your information. We encourage you to read the Privacy Notice in full.

However, to summarise:

- We will always use your data within the law.
- We will never sell your data.
- We will always respect your wishes about how you would like to be contacted.

DATA CONTROLLER

The Data Controller is BABCOCK TRAINING LIMITED, part of Babcock International Group PLC, a company registered in England & Wales. Our Registration Number with the Data Protection Public Register is Z4715897 and our address is Babcock Prime, Prime House, Woodbury Lane, Norton, Worcester, Worcestershire, WR5 2PT.

Our Data Protection Officer is the HR Director, who can be contacted at 1000 Lakeside North Harbour, Western Road, Portsmouth, Hampshire, PO6 3EN.

The organisational name used in this notice i.e. Babcock Prime or Babcock refer to Babcock Training Limited.

OVERVIEW

Babcock Prime is committed to protecting your personal information in accordance with the Data Protection Act and GDPR Regulation. This Privacy Notice explains how your personal information is processed and used by Babcock Prime, and for what purposes it is held.

WHAT INFORMATION DO WE HOLD AND WHERE DOES IT COME FROM?

Babcock Prime is part of the UK's leading education support and improvement service. We work with academies, schools and settings, Worcestershire County Council and other Local Authorities and with a range of regional and national bodies. Babcock Prime provides a single integrated service; this enables us to understand more fully the needs of customers and to deliver the best services to meet those needs in a coherent way.

- Worcestershire County Council has a statutory duty to provide its residents with a School Admissions Service to process applications, offers, refusals, appeals and to co-ordinate this with other admission authorities and other Local Authorities, we deliver this service on their behalf.

- We collect information about you when you submit your application for School Admissions.

The personal information below is collected from paper applications and via a third party i.e; on-line applications from Worcestershire County Council's secure on-line School Admissions Citizen's Portal on their web-site:

- Personal information (Title, Full name, date of birth, address, telephone number, names of child/ren, date(s) of birth of child/ren, sibling information, school attended, school preferences, e-mail address, Special Educational Needs, Public Care, Religion, Social, Medical or Compassionate information) some of which is classed as Special Category Data.

LEGAL BASIS FOR PROCESSING YOUR DATA

We will only process your information where we have a lawful reason to do so. In all cases, this will be where it is necessary for us to collect and process your personal information for the allocation of school places, waiting list collation and school appeals. There is a statutory duty to share the information collected with schools and other Local Authorities in order for them to determine where your application should be ranked in line with admission policies and or the allocation of school places, waiting list collation and school appeals. There may be other times when we need to collect, share or use data about you using other lawful purposes as listed below:

- Statutory returns (including to Department for Education, Office of the Schools Adjudicator and the Education Skills Funding Agency) Special Educational Needs place co-ordination, Medical Education Team, School Transport Assistance, Appeals Team, Provision Planning, Education Forecasting Information, Education Improvement, Education Investigation and Virtual School co-ordination.

HOW DO WE USE YOUR DATA?

We use the personal data:

- for administration, operational support and delivery of the School Admissions service.

We will not process personal information for any further processing other than the purpose it was obtained for.

We are committed to protecting your data and will not disclose it to third parties other than those acting as processors for Babcock Prime under strictly controlled contracts. Any such companies are acting as processors of Babcock Prime and Babcock retains full responsibility for your personal data. Any transfers of data to such organisations will be done securely and in compliance with the Data Protection Act.

DATA RETENTION

We will hold your personal information on our systems for as long as is necessary for the relevant activity:

- All of the information you provide to us, in relation to the above purposes, will be stored securely for a period of 7 years.
- All paper records are scanned onto our system within three months and then placed in confidential waste bins and destroyed by Shred It.

WHO DO WE SHARE YOUR INFORMATION WITH?

To facilitate the provision of the School Admissions Service we share personal information with:

- Worcestershire County Council
- Medical Education Team
- Education Transport
- Provision Planning
- Education Improvement

Completing an On-Line Application for First, Primary, Middle and Secondary Schools

- Education Investigation
- Virtual School
- Special Educational Needs
- Social Care
- Worcestershire Schools
- Other Local Authorities
- Other Local Authority Schools
- Department for Education
- Office of the Schools Adjudicator
- Education Skills Funding Agency
- Where we are required to comply with other legal, statutory and/or regulatory obligations/requirements/for auditing.

AUTOMATED DECISION MAKING PROCESS

- The application will be processed using an automated decision making tool. Prior to the automated decision makings, manual checks and data validation are completed on all of the information collated to ensure accuracy when the decision making automated process is completed.

SECURITY & INTERNATIONAL DATA TRANSFERS

Information that we collect will be stored and processed in the UK and not transferred outside EEA. We will take reasonable technical and organisational precautions to prevent the loss, misuse or alteration of your personal information.

We will store all the personal information you provide directly to us on our secure servers using appropriate security controls.

CHANGES TO POLICY

This Privacy Notice was approved by Babcock Education HR Director and updated in April 2018. It will be reviewed annually and we will publish any changes we make to the Privacy Notice on our website.

YOUR RIGHTS

Under data protection legislation you have the right to request access to information we hold about you. To make a request for your personal information we hold about you please contact our Data Protection Officer in writing to:

Data Protection Officer, Babcock Education 1000 Lakeside North Harbour, Western Road, Portsmouth, Hampshire, PO6 3EN

You also have the right to:

- access the personal data which Babcock PRIME holds about you. This is called a Subject Access Request (SAR) and must be made to the Data Protection Officer whose contact details are provided above
- have your personal data rectified if it is inaccurate or incomplete
- request that we remove your personal data (other than name and email)
- restrict the processing of your personal data, for example, ask us not to contact you
- object to the processing of your data for specific purposes such as communications or direct marketing
- ask for the transfer of your data electronically to a third party (data portability)
- lodge a complaint with the Information Commissioner's Office <https://ico.org.uk>

Please note that by continuing to use our services by providing any personal information to us offline or via the third party or email addresses provided, you are consenting to our use of your personal information as set out in this Privacy Notice. Please do not provide us with any personal information if you do not want that information to be used by us in this manner.

Babcock Prime will never sell your data. We will also never share your data with anyone to use for their own purposes unless disclosure is permitted or required by law.

Any breach of the Data Protection Act will be reported to Babcock Prime Data Protection Officer in accordance with Babcock's Data Protection Policy.

CONTACT US

If you have any questions, need further information about our privacy practices, or would like to let us know that your details require updating, please contact:

- by email education.customercare@babcockinternational.com
- write to us at Babcock Prime, Privacy Notice Enquiry, Prime House, Woodbury Lane, Norton, Worcester, Worcestershire, WR5 2PT

Completing an On-Line Application for First, Primary, Middle and Secondary Schools

Read through the 'Terms and Conditions' and 'Data Protection' sections

- You will by default receive your offer of a school place via email, this is shown as **'Yes'** against 'I would like to receive my offer of a school place via email'– if you **do not wish to** receive your offer via email you will need to change this option to **'No'** and notify School Admissions in writing of this.
- **The email of a school place will be sent to the email address used to make the application via the Citizen Portal.**
- You can also see a printer friendly version of your application by clicking 'Preview'. If you wish, this version can then be printed and kept for your own records.

School Place Offer

You will, by default, receive your offer by email. If you choose not to receive your offer by email in the relevant box, you will only receive your offer by letter if you have contacted School Admissions directly and requested that we send your offer out in the post.

Your offer will also be available on this website on 16/04/2019

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

[Preview](#)

Submit Your Application

Once you 'Submit' your application you may still make changes until 15/01/2019 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 15/01/2019 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 'This application will be saved but NOT submitted'](#) [Submit Now](#)

Before you can submit, you must select 'Yes' against:

'I declare that I have checked the information given on this form and believe it to be correct. I declare that I have read and agree to the terms and conditions set out above'

- If you wish to save the details and submit later you can click **'Return Later'**
- Finally, when you're happy with the application and you would like to complete and submit the application, click **'Submit Now'**

Application for Example Child, Date of birth: 01/09/2014

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 directly to the schools.

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 15/01/2019 23:59. If you make any changes you **MUST RE-SUBMIT** it. Otherwise your application will not be considered.

You have now submitted your application, you do not need to take any further action.

If you need to make changes to the application, you can do so up until the stated closing date and time. If you need to make any changes to the application, you **MUST make sure you re-submit your application**, otherwise your application will not be considered.

Please note the following closing dates:

- First, Primary & Middle Schools – 15 January 2019
- Secondary Schools – 31 October 2018

Once you have submitted your application, you will receive an email to confirm this. You are advised keep this email as it can be used as proof of your application.

Editing an Existing Application

If you wish to make changes to your application, you may do so by logging back into the Citizen Portal website at any time until 23:59 on the closing date (First, Primary & Middle Schools: 15 January 2019, Secondary Schools: 31 October 2018)

- Open the citizen portal: https://emsi.worcestershire.gov.uk/CitizenPortal_LIVE/
- Enter your **'Email Address'** and **'Password'** and click **'Login'**
- Go into the **'Apply for School Admissions Here'**
- You will see a section here entitled **'View or change existing applications/offers'**
- Against any children with the badge **'Application Submitted'** against them, you are able to **'Change Application'**, **'View Application'** or **'Start New Application'**:

Completing an On-Line Application for First, Primary, Middle and Secondary Schools

 **Apply for a School Place September 2019**

Please ensure you have read the information contained in the [Information for Parents Book 2019/20](#), prior to making a new application.

View or change existing applications / offers

Application submitted

 Example Child
Date of birth: 01-Sep-2014
Reception Year Group for 2019/20
Last updated 07/09/2018 11:56
Preference 1: Cherry Orchard Primary School, Worcester 
Submission closing date 15/01/2019 23:59
School Place Offer published here: 16/04/2019

You can perform the following actions:

- [Change application](#)
- [View application](#)
- [Start new application](#)

Application started (not yet submitted)

 Example Child 2
Date of birth: 01-Sep-2007
Transfers to High School (Y7) - September 2019
Last updated 07/09/2018 11:47
Submission closing date 31/10/2018 23:59

You can perform the following actions:

- [Continue application](#)
- [Start new application](#)

- Click **'Change Application'** to edit an existing application you have submitted
- You will be asked to confirm you wish to change the application
- You can view your application if you wish by clicking **'View Application'** to read through the application you have already submitted. This will open a separate window. You can click **'Cancel'** if you do not wish to make changes or click **'Continue'** to proceed and make changes to the application you have submitted
- If you clicked 'Continue' to make changes to the application you will see a warning advising you that you must resubmit before the date/time given. If you require help with the application please see the **'Creating a new application'** section of this guidance.
- If making changes to the application you will need to go through all of the application screens again, making changes where required. Once you have made your changes, you must click **'Submit Now'** within the **'Submit Your Application'** section

Once you have submitted your application you will then see the following message:

Application for Example Child, Date of birth: 01/09/2014

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 directly to the schools.

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 15/01/2019 23:59. If you make any changes you **MUST RE-SUBMIT** it. Otherwise your application will not be considered.

You have now submitted your application; you do not need to take any further action

If you need to make changes to the application, you can do so up until the stated closure date and time. If you need to make any changes to the application, you **MUST** make sure you re-submit your application, otherwise your application will not be considered.

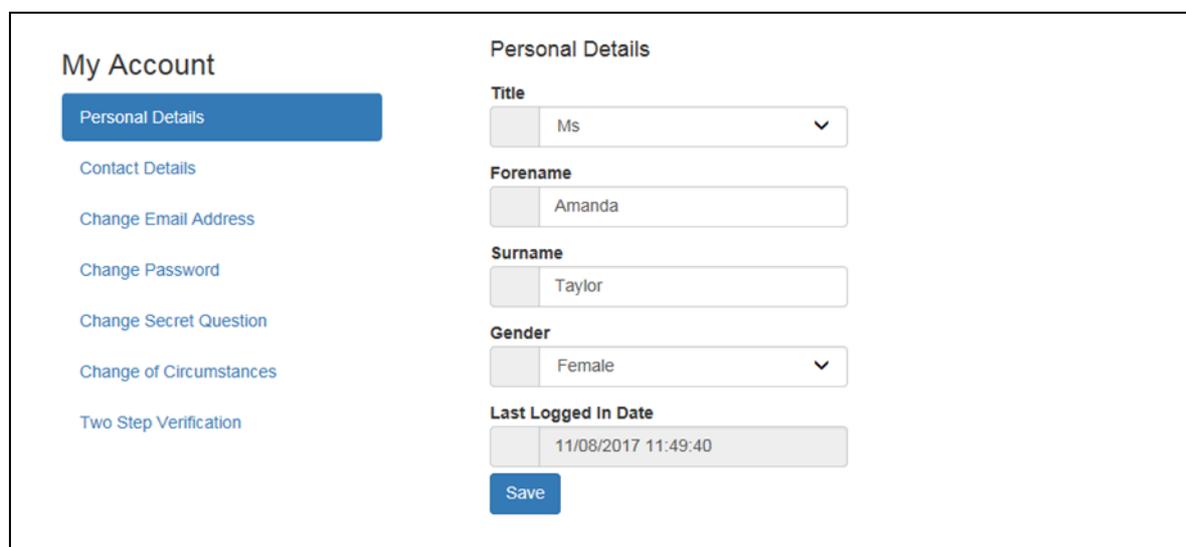
Please note the following closing dates:

- First, Primary & Middle Schools – 15 January 2019
- Secondary Schools – 31 October 2018

Once you have re-submitted your application, you will receive an email to confirm this. You are advised keep this email as it can be used as proof of your application.

Changing Your Details

You are able to change your personal details by logging into the Citizen Portal and selecting 'My Account' in the top right hand corner:



The screenshot shows the 'My Account' page with a sidebar menu on the left and a main content area on the right. The sidebar menu includes: Personal Details (highlighted in blue), Contact Details, Change Email Address, Change Password, Change Secret Question, Change of Circumstances, and Two Step Verification. The main content area is titled 'Personal Details' and contains the following fields: Title (dropdown menu with 'Ms' selected), Forename (text input with 'Amanda'), Surname (text input with 'Taylor'), Gender (dropdown menu with 'Female' selected), and Last Logged In Date (text input with '11/08/2017 11:49:40'). A blue 'Save' button is located at the bottom of the form.

Personal Details

After logging into the Citizen Portal, within '**My Account**' > '**Personal Details**' you can view/amend your: Title, Forename, Surname and Gender here. Click '**Save**' when you have made any amendments.

Contact Details

After logging into the Citizen Portal, within '**My Account**' > '**Contact Details**' you can view/amend your: address details and telephone numbers on this screen. Click '**Save**' when you have made any amendments.

Change Email Address

After logging into the Citizen Portal, within **'My Account' > 'Change Email Address'** you can view/amend your: Email Address and Password here. Click **'Submit'** when you have made any amendments.

Change Password

After logging into the Citizen Portal, within **'My Account' > 'Change Password'** you can view/amend your Citizen Portal Password. Click **'Submit'** when you have made any amendments.

Passwords must be a minimum of 8 characters, no longer than 15 characters and must contain a minimum of 2 number(s). Remember that your password is case sensitive.

Change Secret Question

After logging into the Citizen Portal, within **'My Account' > 'Change Secret Question'** you can view/amend your Citizen Portal Secret Question. Click **'Submit'** when you have made any amendments.

Change of Circumstances

See the details on the Citizen Portal screen regarding a change of circumstance.

Help/Frequently Asked Questions

Q: Do I need to know my Council Tax reference number to apply?

A: No, a Council Tax reference number is not needed for you to apply on-line in Worcestershire.

Q: I have Lost/forgotten my password, what do I do?

A: If you need to retrieve your password, click the 'Forgotten your password' link on the Citizen Portal log in screen. You will be asked to enter the e-mail address and the answer to your 'Secret Question' entered during your registration. Your password will be emailed to this email address.

You can also change your password after logging in within the 'My Account' > 'Change password' menu

Q: I cannot find my preferred school, what do I do?

A: Try entering just a few letters of the school name, e.g. Match for Matchborough First School, or George for St George's and then click the 'Search' button. Do not put any details in the postcode box.

Q: Do I need to complete a paper application form as well as the online form?

A: No. Duplicate forms can cause delays in the application process as additional checks need to be made. Where duplicates are received, the most recently received on time application will be the one processed and any previous applications withdrawn. However, you may need to complete an additional supplementary form if you apply for a Voluntary Aided (Church) school, Foundation school or Academy school to allow the governors to consider your application in accordance with their admission criteria.

Q: Where can I find the School's Admissions Policies?

A: The policies for all types of schools can be found on the Worcestershire County Council Website under 'School Admissions Policies and Appeals'

Q: Can I change the details on my application form?

A: Yes, you can edit any of the details on the on-line application form right up to the appropriate closing date, but not after.

*If you edit the application, do not forget to re-submit your form.

See the 'Editing an Existing Application and Resubmitting' section of this guidance for instructions on how to do this.

Q: I am moving house, what should I do?

A: The application form should be completed showing the address as at the time of application. If you move in the time between first completing the form and the closing date, resubmit your application giving the new address.

If you move after the closing date, contact the School Admissions in writing giving details of your new address so that we can contact you at the correct address. It is the address of the child as at the closing date that determines the priority given to the application for the first round of allocations.

Please note, in all instances of address changes, you will need to send independent supporting evidence of this to School Admissions. For full details please refer to Section 8B of the Information for Parents Book.

Post: School Admissions, Prime House, Woodbury Lane, Norton, WR5 2PT

Email: Primeschooladmissions@babcockinternational.com

Q: How will I learn of the outcome of my application?

A: You will receive an email giving details of your offer of a school place on the date specified in your application. You will also be able to view the outcome of your application by logging on to the website using your password on or after the relevant offer date.

Offer dates First, Primary & Middle Schools 16 April 2019

Secondary Schools

1 March 2019

A letter giving details of the offer of a school place will only be sent to those applicants who have applied by completing a paper application form. The letter will be sent via second class post on the relevant offer date.

Please note that you will only be able to view the outcome of your application online if you have applied online via the Citizen Portal. If you apply by paper application form, you will not be able to view information online.

Q: I don't know/have a UID (Unique Identifier), what do I do?

A: If your child is a Worcestershire resident and is currently attending a Worcestershire School (excluding Nursery), letters will have been sent to schools for them to give to you regarding your child's UID (Unique Identifier). Don't worry if you don't have the UID as you can submit an application without it by clicking on the 'No UID' button – see page 11, Find a Child.

Q: Where can I get some help with my application?

A: If you have any questions, or need some assistance, please contact the Worcestershire Hub on 01905 822700

'If you need help understanding this document in your own language, please contact Ethnic Access Link. Tel: 01905 25121' (English)

'যদি এই দলিলটি আপনার নিজের ভাষায় বুঝতে আপনার সাহায্যের প্রয়োজন হয়, অনুগ্রহ করে Ethnic Access Link (এথনিক অ্যাক্সেস)-কে 01905 25121 টেলিফোন নম্বরে যোগাযোগ করুন' (Bengali)

如果你需要這個文件的中文信息，請聯絡 Ethnic Access Link. 電話是01905 25121 (Cantonese)

'Jeśli potrzebujesz pomocy w zrozumieniu tego dokumentu we własnym języku, zadzwoń do Ethnic Access Link. Tel: 01905 25121' (Polish)

'Se necessitar de ajuda para perceber o conteúdo deste documento na sua língua, contacte a associação Ethnic Access Link pelo telefone: 01905 25121' (Portuguese)

'Si necesita ayuda para entender este documento en su idioma, puede ponerse en contacto con Ethnic Access Link en el teléfono 01905 25121' (Spanish)

Bu dokümanõ kendi dilinizde anlamak için yardım isterseniz Ethnic Access Link ile temasa geçiniz Tel: 01905 25121' (Turkish)

Ethnic Access Link (ایتنیک ایکسس لنک) سے رابطہ کریں۔ ٹیلی فون: 01905 25121 (Urdu) 'اگر آپ کو اس دستاویز کو آپ کی اپنی زبان میں سمجھنے میں مدد کی ضرورت ہے، تو براہ کرم