

# Welcome to Bradford Online School Admissions

The online application system has  
changed.

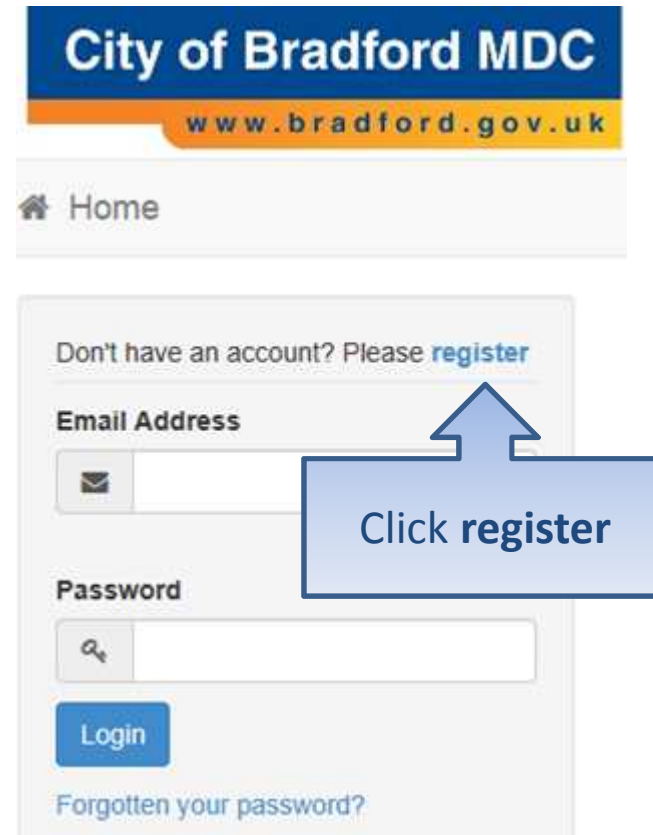
Please watch read this guidance before  
making your application.

# Which authority do you apply to?

- Your 'home authority' is whoever you pay Council Tax to.
- If you live in Bradford, you need to apply using the Bradford online application system. If you do not live in Bradford, you need to register to use your 'home authority' application system, even if the school you want to apply for is in Bradford.

# Do you need to register?

- If you have never applied for a school place online before, you will need to register to use the system.
- You do not need to register again if you have used the online application system previously and remember your login details (email address and password). Just enter your details and follow the prompts on screen. **(Ignore the next 3 screens).**
- Follow the 'Forgotten your password?' link if you cannot remember your password.



The screenshot shows the City of Bradford MDC website header with the URL www.bradford.gov.uk. Below the header is a 'Home' link. The main content area features a login form with the text 'Don't have an account? Please register' at the top. The form includes an 'Email Address' field with an envelope icon, a 'Password' field with a magnifying glass icon, a blue 'Login' button, and a 'Forgotten your password?' link. A blue callout box with the text 'Click register' and an upward-pointing arrow is positioned over the 'register' link.

# Registration

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 next step in 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

**Email Address \***

**Confirm Email \***

**Password \***

**Confirm Password \***

**Secret Question \***

**Secret Answer \***

[Next](#)

---

Security Details | **About you** | Contact Details

**Title \***

**Forename \***

**Surname \***

**Gender \***

[Previous](#) [Next](#)

\* Required field

Add your 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.

Home Details | About you | Contact Details

If you have an 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' button and type the correct address in the boxes provided.

Postcode \*

I don't have a Postcode

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

Postcode \*

Princes Way, Bradford, BD1 1NN  
Bradford Achievement Service, Margaret McMillan Tower, Princes Way, Bradford, BD1 1NN  
Library, Archives & Info Service, Central Library, Princes Way, Bradford, BD1 1NN  
Margaret McMillan Tower, Princes Way, Bradford, BD1 1NN

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

Home Phone

Mobile Number

Please enter a home phone number

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

# 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.

You get an Email

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://vm2008x64r2/CitizenPortal/Account.Mvc/CompleteRegistration/1388\\_6f207ec5-b12d-4730-83d8-faaf592a6bc5](https://vm2008x64r2/CitizenPortal/Account.Mvc/CompleteRegistration/1388_6f207ec5-b12d-4730-83d8-faaf592a6bc5)

*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.**

Click on the link

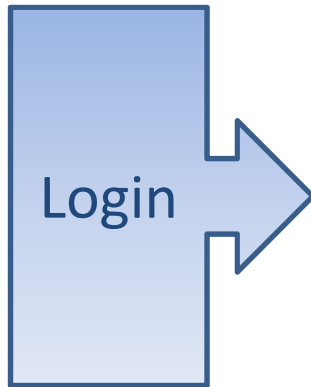
- If the email is not in you inbox, check your Junk Mail folder
- If the link is not highlighted copy and paste into your browsers URL box

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

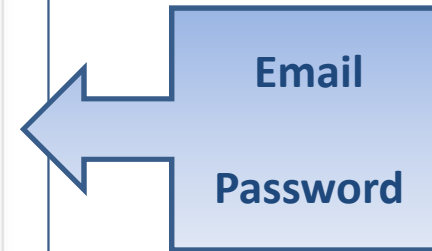
Don't have an account? Please [register](#)

**Email Address**

**Password**

[Login](#)

[Forgotten your password?](#)



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

# Your home page

Home My Account Sign Out

Welcome to the Citizens Portal

This website must only be used by parents/carers who live in the Bradford district and whose child will be transferring to secondary school in September 2017, for children who were born between 1/9/2005 and 31/08/2006.

Please select the 'apply for a school place' tile below to start the application process.


apply for a school place Messages My Family

Click **School Places**

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



# Adding an application

 Apply for a school place

**Welcome to Bradford Online School Admissions**

This website must only be used by parents/carers who live in the Bradford district and whose child will be transferring to secondary school in September 2017, for children who were born between 1/09/2005 and 31/08/2006.

Before making your application please read the '[Guide for Parents](#)' which gives details of the admissions process and school admission policies, and we also recommend you attend the secondary school open days/evenings.

- If the child you are applying for is not listed below, please use the 'add child' button to add the child's details.
- If you have already added the child's details but not yet started your application, please select 'start new application' below.
- If you have started your application and need to amend or submit it, please select 'continue application' below.
- If you have submitted your application and want to make changes, please select 'change application' below and ensure you resubmit at the end, so that your new application is processed.

**Make a new application**  
You currently have no children without an application.

[Back](#) [Add child](#)

•if you already have children added via another service or My Family they will be shown here

Click **Add Child**

# Add your child

**Add Child**  
Add a child

**Forename \***

**Middle Name**

**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 \***

Enter you child's legal names, gender and date of Birth

Confirm they live with your or click in the box below to add their address

Click **Add Child**

# Start the application

## Apply for a school place


### Welcome to Bradford Online School Admissions

This website must only be used by parents/carers who live in the Bradford district and whose child will be transferring to secondary school in September 2017, for children who were born between 1/09/2005 and 31/08/2006.

Before making your application please read the '[Guide for Parents](#)' which gives details of the admissions process and school admission policies, and we also recommend you attend the secondary school open days/evenings.

- If the child you are applying for is not listed below, please use the 'add child' button to add the child's details.
- If you have already added the child's details but not yet started your application, please select 'start new application' below.
- If you have started your application and need to amend or submit it, please select 'continue application' below.
- If you have submitted your application and want to make changes, please select 'change application' below and ensure you resubmit at the end, so that your new application is processed.

### View or change existing applications / offers

 Mickey Mouse

Starting Secondary School - September 2017  
Date of birth: 01-Sep-2005  
Current age: 11

You can perform the following actions:

- [Start new application](#)

**Start new  
Application**



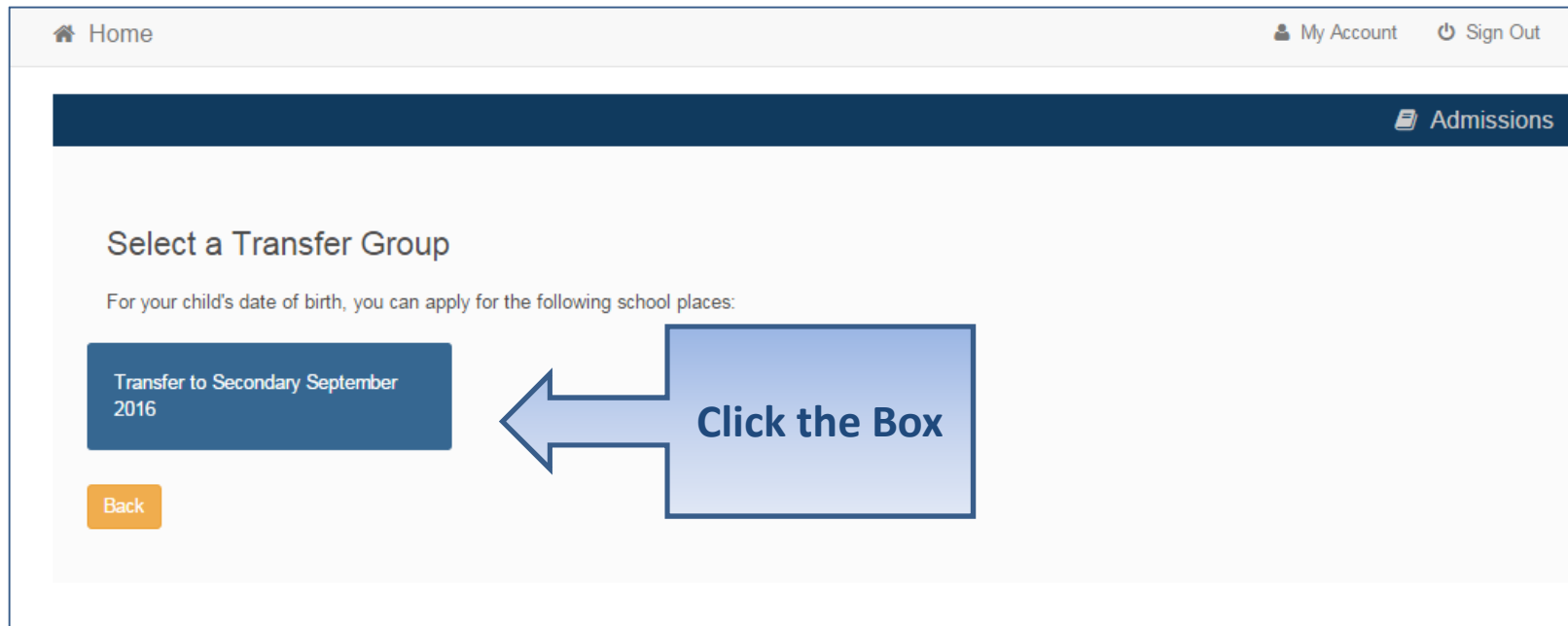
# Final check- Which Local Authority do you live in?

The screenshot shows a web page for school admissions. At the top, there is a navigation bar with 'Home', 'My Account', and 'Sign Out'. Below this is a dark blue header with 'Admissions'. The main content area contains a section titled 'Before You Apply' with instructions: '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 be moving to.' Below the text is a form with a label 'My child's postcode', a text input field containing 'BD1 1NN', a blue 'Check Now' button, and an orange 'Cancel' button. A green success message box is overlaid on the form, stating: 'Your child's postcode is within this Local Authority - Please click 'Continue''. Below the success message, the form is repeated, but the 'Check Now' button is now highlighted with a dashed border, indicating it is the next step to click.

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

Continue to Apply

# When is your child changing school?



The screenshot shows a web application interface. At the top, there is a navigation bar with a home icon and the text 'Home' on the left, and 'My Account' and 'Sign Out' on the right. Below this is a dark blue header with a document icon and the text 'Admissions'. The main content area has the heading 'Select a Transfer Group' and the subtext 'For your child's date of birth, you can apply for the following school places:'. There is a dark blue button labeled 'Transfer to Secondary September 2016'. Below this button is an orange button labeled 'Back'. To the right of the 'Transfer to Secondary September 2016' button is a light blue box with the text 'Click the Box' and a large blue arrow pointing left towards the button.

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

# If you have a UID

The screenshot shows a web page titled "Admissions" with a sub-header "Find Child" and the text "Transfer to Secondary September 2016". It explains the UID (Unique Identifier) process and provides an example UID: 82011H5MU4QQM6AB. Below this, there is a form for entering the child's name and date of birth. The child's name is "Bert Bloggs" and the date of birth is "12/12/2004". There are "Back" and "Next" buttons. To the right, there is a section titled "Having problems finding or using the UID?" with a "No UID" button. Annotations include a blue box on the left with the text "Enter your UID Then press Next" and an arrow pointing to the form fields, and another blue box on the right with the text "Or No UID" and an arrow pointing to the "No UID" button.

Admissions

## Find Child

Transfer to Secondary September 2016

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: 82011H5MU4QQM6AB

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: Bert Bloggs

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

No UID

Enter your UID  
Then press Next

Or  
No UID

Back

Next

# Your child's details

Home My Account Sign Out

Admissions

### Additional Child's Details

Does your child have a statement of special educational needs or Education, Health and Care Plan (EHCP)?

Only fill in this section if your child has a statement of special educational needs or Education, Health and Care Plan (EHCP). You can apply for mainstream schools online, if you are applying for a special school, you will need to complete a paper application form, which can be obtained by email request from the [School Admissions Team](#).

No

Is the child in public care of a Local Authority?

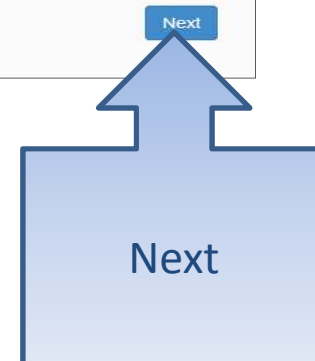
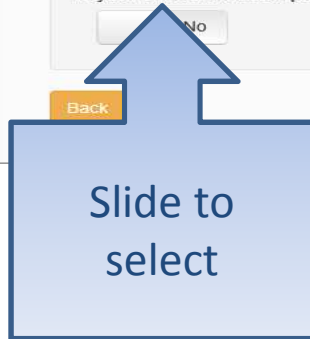
Only select yes and the correct care authority below if your child is currently in public care.

Do not select yes below if your child was previously looked after but ceased to be so because they were adopted (in accordance with the Adoption and Children Act 2002) or became subject to a child arrangements or special guardianship order (in accordance with the Children Act 1989). Please indicate this on the school preference screen on each of your preferences. **You will need to send evidence of this to the Admissions Team by the closing date.**

No

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

No



# Moving home?

## Address Details

You have previously indicated that Mickey's current address is **Margaret McMillan Tower, Princes Way, Bradford, BD1 1NN, UK**. If this is not Mickey's current address, please update Mickey's current school and send evidence of your address to the Admissions Team. This would need to be a utility bill and child benefit or Tax Credits document in your name or that of your child. It is very important that we know the correct current address for Mickey.

## Moving Home?

When considering applications we use the 'child's permanent address at the time of admission'. If you expect to move by September but you are still living at your current address when you apply, we can only consider your application from the new address if you provide the following documents:

- **Proof of exchange of contracts on your new property and a solicitor's letter to confirm the sale of your previous property; or**
- **A rental agreement on the new property and confirmation of the sale or ending of your tenancy agreement for the previous property.**

We will **not** accept mortgage offers or letters from estate agents as proof.

If your house purchase or rental has not reached a stage where you can provide these documents by **21 November 2016**, we will consider your application from your current address. However, it is important that you tell us if you move house at any time as it could affect your child's allocation.

**Please ensure your child's current school is aware of your new address.**

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](#)

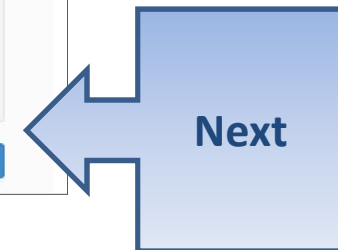
**The next question is only for members of service (e.g. Army) and Crown Servant (e.g. Diplomat's) families. If this does not apply to you, please ignore this question and click the NEXT button below.**

Is Mickey 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 your child is applying for a place in reception skip to 'Your Preferences'
- If you used a UID you will skip this page

The screenshot shows a web form titled 'Child's Current School' under an 'Admissions' header. The form includes a text box for the child's current school, a 'Find a School' section with search criteria (Postcode, Schools located in, School Name), a 'Search' button, and a 'Currently educated at:' field. Annotations include a blue arrow pointing to the 'School Name' field with the text 'Select', and another blue arrow pointing to the 'Search' button with the text 'Search for your child's current school'. A tooltip for the 'School Name' field is also visible.

Admissions

Child's Current School

Where does Mickey currently go to School? Use the search facility below to find Mickey'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)

**Select** →

Search for your child's current school →

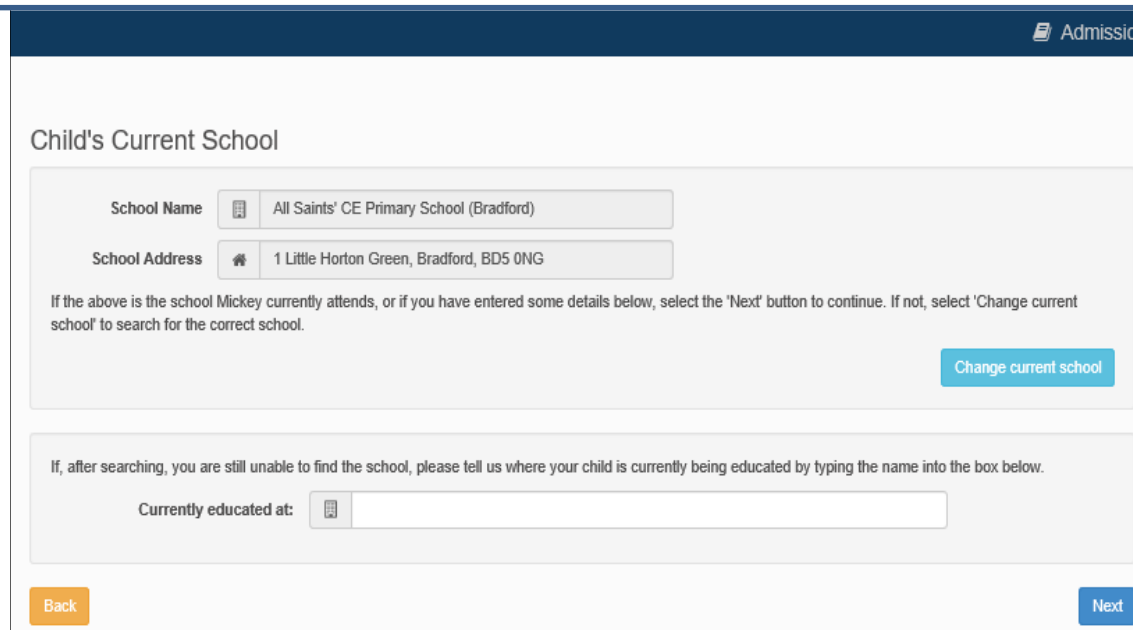
School Name

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 of the school into the box below.

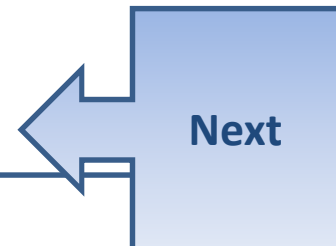
Currently educated at:

# Confirm school

IMPORTANT – If your child is applying for a place in reception skip to ‘Your Preferences’



The screenshot shows a web form titled "Child's Current School" with a dark blue header containing the word "Admission". The form has two main sections. The first section contains two input fields: "School Name" with the value "All Saints' CE Primary School (Bradford)" and "School Address" with the value "1 Little Horton Green, Bradford, BD5 0NG". Below these fields is a paragraph of instructions: "If the above is the school Mickey 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." To the right of this paragraph is a blue button labeled "Change current school". The second section contains a paragraph: "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." Below this is an input field labeled "Currently educated at:". At the bottom left of the form is an orange "Back" button, and at the bottom right is a blue "Next" button.



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

# Your preferences

## Preference School Search

Please list up to five preferences in the order you prefer them.

We strongly advise you to include your nearest school, or the school in whose priority admission area you live as one of your preferences. The most effective way to search for your preferred school(s) is to select the local authority in which the school is based, leave the postcode and school name boxes empty, and click on 'search'. This will show you all schools located in the selected authority.

Each school you apply for will be treated as a separate application and we or the governors work out if you child qualifies for a place at each school using the oversubscription rules (see section 2 of the Guide for Parents). This means that, for example, if how close children live to the school is an important factor, the children living closest are most likely to be offered places, regardless of the order the school was listed on the application. The order in which you named the schools only matters if more than one of the schools can offer your child a place. If that happens, we will look at your order of preference and offer you the school listed highest on the application.

If you would like to apply for an Independent/Private school (fee paying), you need to contact the school directly.

## 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)

12 School(s) found

<< Previous 1 2 Next >>

School Name	Gender	Address	Website
Appleton			<a href="#">Link</a>
Bradford			<a href="#">Link</a>
Bradford			<a href="#">Link</a>
Dixons A			<a href="#">Link</a>
Dixons C			<a href="#">Link</a>
Dixons Kings Academy	COLU	Northside Road, Bradford, DD7 2AN	<a href="#">Link</a>

The most effective way to search for schools is to select the authority the school is in and type the first few letters of the school name.

Search for your school

Select

# Sibling attending the school?

Admissions

## Preference Reasons: Sibling

In order to support your application for a place at **Appleton Academy** you can select appropriate reasons on the next pages.

Does your child have a brother or sister who lives at the same address and will still be attending the school when your child starts?

Forename •

Middle Name

Surname •

Gender •

Date of Birth •

**If Yes  
Tell us about them**

### 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.

# Tell us your reasons

## Preference Reasons: Special Reasons

In order to support your application for a place at **Appleton Academy** you can select appropriate reasons below.

This is an Academy whose governing body is responsible for admissions. Please see section 2 of the ['Guide for Parents'](#) booklet for further information on the admissions criteria.

Pupils in year 6 at Appleton Academy have an automatic right to transfer into year 7, however, parents must still complete the common application form listing Appleton Academy as their first preference if they wish their child to continue in year 7.

Select Formerly Looked After from the drop down box below if your child was previously looked after but ceased to be so because they were adopted (in accordance with the Adoption and Children Act 2002) or became subject to a child arrangements or special guardianship order (in accordance with the Children Act 1989). Please indicate this on the school preference screen on each of your preferences. You will need to send evidence of this to the Admissions Team by the closing date.

Formerly Looked After

Which category is most applicable to your child?

Select Reason

You can provide more details here

Yes No/Not Applicable

Slide to highlight Yes as Blue

Yes No/Not Applicable

Next

Next

# Anything else we should know?

The image shows a screenshot of a web form titled "Other Reasons". At the top, there is a grey box with the following text: "You may tell us of any other reasons to support your application. If you have selected **Appleton Academy** for social or medical reasons you should give more details below. You may be contacted to discuss this further." Below this is a large white text input field with the label "Other Reasons" above it. A blue box with the text "Type in here" and a blue arrow points to the input field. Below the input field, there is a character count: "There is a limit of 3000 characters for you to express other reasons. 3000 remaining...". At the bottom left of the form is an orange "Back" button, and at the bottom right is a blue "Next" button. A blue box with the text "Next" and a blue arrow points to the "Next" button.

**Other Reasons**

You may tell us of any other reasons to support your application. If you have selected **Appleton Academy** for social or medical reasons you should give more details below. You may be contacted to discuss this further.

**Other Reasons**

Type in here

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

Back

Next

Next

Your reasons must be relevant to the schools admissions oversubscription criteria

# More preferences

Admissions

## Your Preferred Schools

You have selected the schools below. You may choose up to 5 schools and you may change your selection until 04/09/2016 22:00

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	Appleton Academy	<input type="button" value="Edit"/> <input type="button" value="Remove"/>

Add more preferences

Next

Your can add up to five preferences, and we strongly recommend you add more than one

# Submit application

Admissions

Application for Mickey Mouse, Date of birth: 01/09/2005

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.

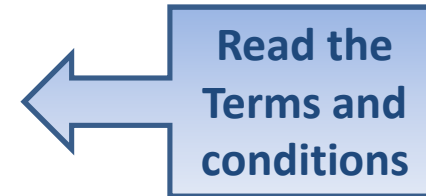
Also you can see a printable summary of your application using the 'Preview' button.

**Terms and Conditions**

I have ranked in preference order the schools I wish to apply for.

I confirm I have parental responsibility for the child named in this application and that the information given is true to the best of my knowledge and belief.

I understand that any false or deliberately misleading information given on this form and/or supporting papers, or any information withheld, may mean I must make a new application and any school place offered may be withdrawn and legal action may be taken against me.



**School Place Offer**

If you choose to receive your offer by email, the Local Authority may choose not to send out your offer on paper, thereby saving valuable resources.

Your offer will also be available on this website on

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

Yes

**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

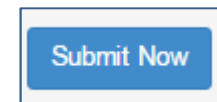
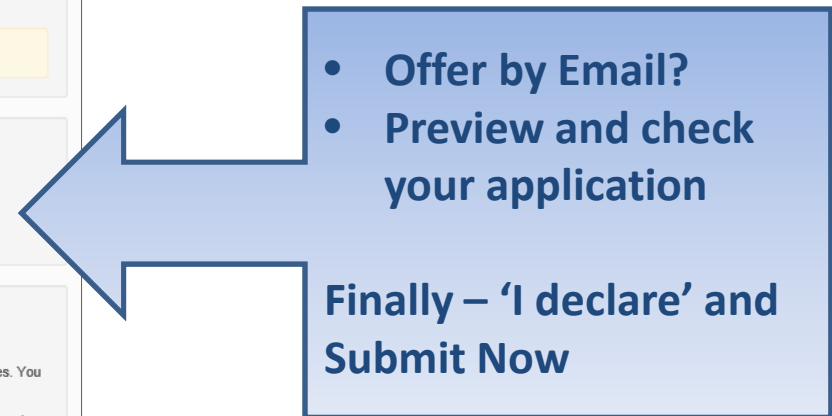
**Submit Your Application**

Once you 'Submit' your application you may still make changes until 04/09/2016 23:00

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 04/09/2016 23:00

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.

No





# What next?

Child's name: Mickey Mouse

Date of Birth: 01/09/2005

Dear Mrs Ann Parent,

Thank you for submitting your application for a school place.

Your application has been received by the Bradford School Admissions Team and does not require schools you have expressed preferences for e.g. medical/baptism certificates or supplementary forms.

You have expressed preferences for the following schools in this order of priority:

Rank	School Name	Ad
1	Appleton Academy	Wc



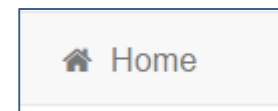
Admissions

### Application for Mickey Mouse, Date of birth: 01/09/2005

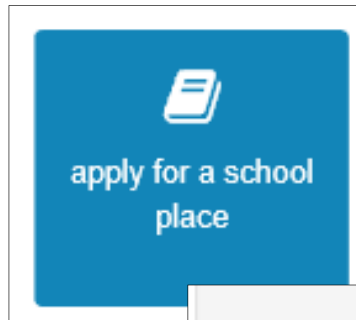
Your application has been successfully submitted. You will shortly receive a confirmation email listing your school preferences. If additional information or evidence, e.g. medical/baptism certificates/supplementary information forms, is required for these schools, you will need to supply them.

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 04/09/2016 23:00. If you make any changes you **MUST RE-SUBMIT** it. Otherwise your application will not be considered.




# What next?



View or change existing applications / offers

Application submitted

 Mickey Mouse

Starting Secondary School - September 2017  
Date of birth: 01-Sep-2005  
Current age: 11  
Last updated 04/09/2016 21:35  
Submission closing date 04/09/2016 23:00

You can perform the following actions:

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

You can return to the Citizen Portal and at any time change your application up until the closing date.

# Frequently asked questions

- **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 (internet service provider) to see whether the email can be tracked and its fate discovered.

The service providers who suffer most from the problem of incorrectly identifying key emails as spam have proved to be aol.com, hotmail.com, hotmail.co.uk, yahoo.co.uk, yahoo.com and btinternet.com

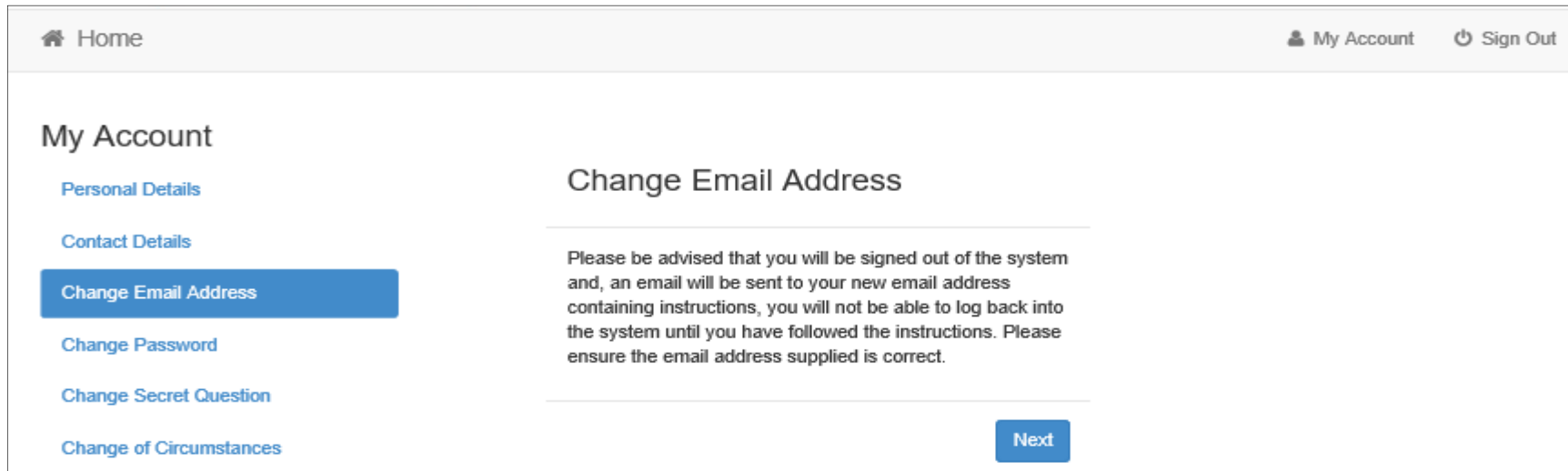
- **I have forgotten my password**

- Visit the Welcome page log in page, click on the link "Forgotten your password?" and enter your username.

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

# Frequently asked questions

- **What if I change my email address?**
  - Log in with your old address and select 'My Account'



The screenshot shows a web interface for 'My Account'. The top navigation bar includes a 'Home' link with a house icon, and 'My Account' and 'Sign Out' links with a user icon and a power icon respectively. The main content area is titled 'My Account' and features a sidebar with several options: 'Personal Details', 'Contact Details', 'Change Email Address' (highlighted with a blue background), 'Change Password', 'Change Secret Question', and 'Change of Circumstances'. The main content area is titled 'Change Email Address' and contains a warning message: 'Please be advised that you will be signed out of the system and, an email will be sent to your new email address containing instructions, you will not be able to log back into the system until you have followed the instructions. Please ensure the email address supplied is correct.' A blue 'Next' button is located at the bottom right of the main content area.

- **I am unable to find my address on the dropdown address list**
  - Just enter your address into the address boxes

# Frequently asked questions

- **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.

**If you have any further queries please contact the Admissions Team.**