How to apply online



If you live in North Somerset please ensure that you apply using North Somerset's application system for children starting school or transferring to secondary school and not that of any other Council. This is regardless of the schools you are applying for.

You can enter the online application system via the <u>School Admissions Team website</u>. There are occasions when the online system may not be available because it is performing a back-up. This usually happens sometime between 11pm and 4am.

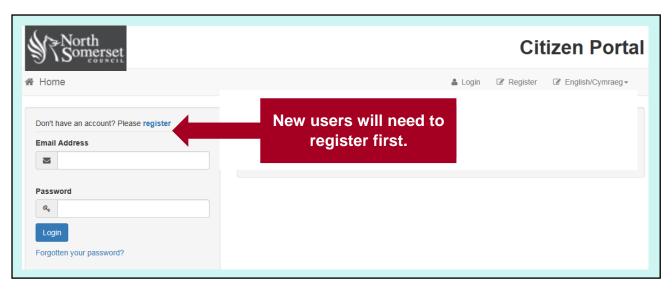
Please check the parent guide documents on the <u>School Admissions Team website</u> for details of closing dates and times.

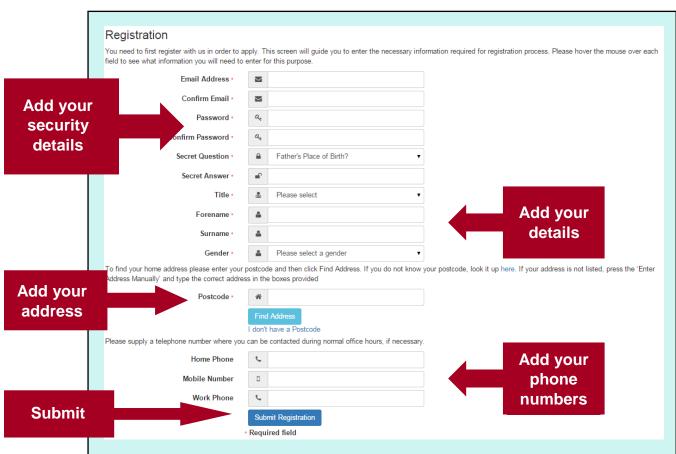
If you have previously registered online for the same or a different child you do not need to reregister, just log in as you did before with the same email address and password. Please click 'My Account' to change your personal details, address, password, secret question and email address. Once you have registered you can return to the system at any time to complete your application.

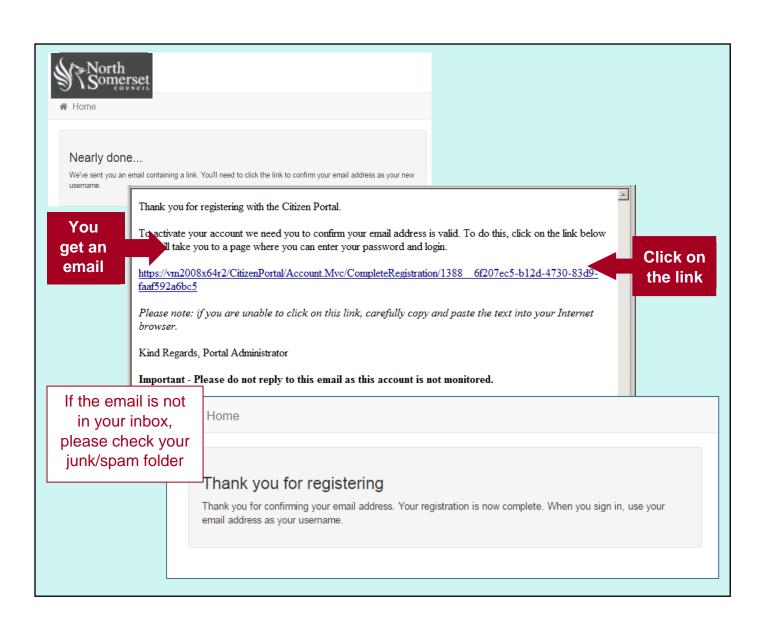
IMPORTANT – To prevent emails from the School Admissions Team going into your spam or junk folder please add the email address eduadmissions.online@n-somerset.gov.uk to your list of approved senders. Please do not send emails to this account as it is not monitored.

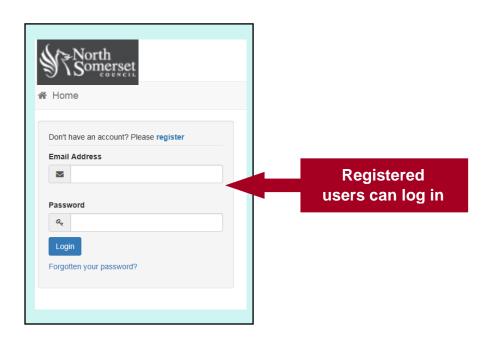
Before the closing date you are able to go back into the system and make changes to your preferences, but please make sure you <u>resubmit</u> your application or the changes won't be saved. You will receive an email to confirm it has been resubmitted.

If you have completed an online application then you do <u>not</u> need to submit a paper application as well. You will be sent an email acknowledging that North Somerset Council have received your online application safely and confirming your preferences. Your notification by email is your proof that you have made your application. In the unlikely event that you do not get an acknowledgement you should contact the School Admission Team for further advice.









Welcome to North Somerset Council's Citizen Portal

Please only use this site if you are a resident of North Somerset Council. Councils are required to coordinate their admission arrangements. For parents this means that the application must be made to the applicant's home Council regardless of where the schools that the parents would like to apply for are situated.

You can use our Citizen Portal to apply for a school place. You must only apply if you have parental responsibility for the child

You should read the relevant parent guide before making your application. These guides contain information about the application process, North Somerset schools, definitions and how to apply. More information about the admissions process is also available on our website.

If you are applying for a school outside of North Somerset please check that Local Authority's school admissions web page for their parent guide.

The closing dates for submitting applications are:

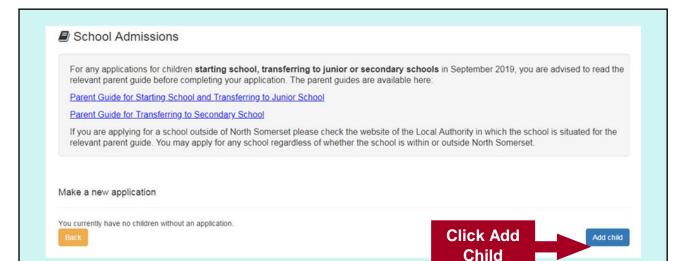
- Starting school (reception) OPENS on 12 September 2019. CLOSES 11.59pm on Monday 15 January 2020.
- Junior (year 3) OPENS on 12 September 2019. CLOSES 11.59pm on Monday 15 January 2020
- First to middle school (year 5) OPENS on 12 September 2019. CLOSES 11.59pm on Monday 15 January 2020
- Transfer to secondary school (year 7) OPENS on 12 September 2019. CLOSES 11.59pm on Tuesday 31 October 2019
- Middle to upper school (year 9) OPENS on 12 September 2019. CLOSES 11.59pm on Tuesday 31 October 2019

Click on school places

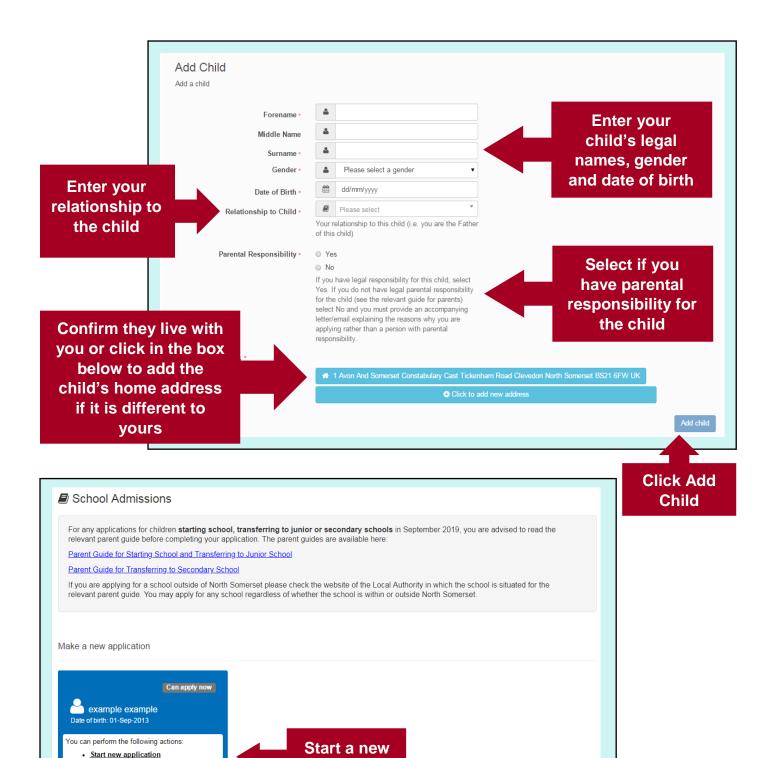








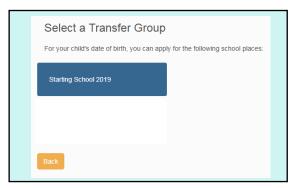
If you already have children added via My Family they will be shown here



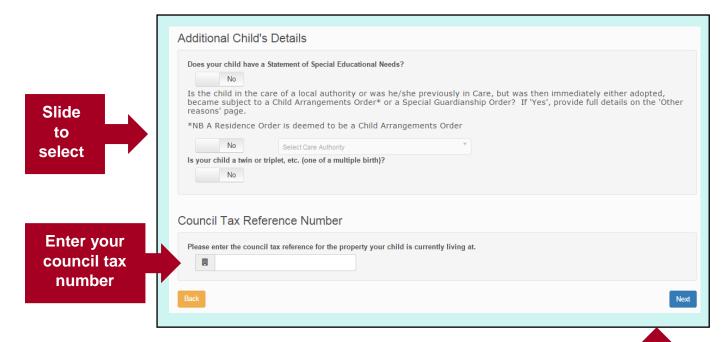
If you don't get an admissions group you may be trying to apply after the closing date or your child's date of birth is out of range – either way please contact Admissions

Select the relevant application phase

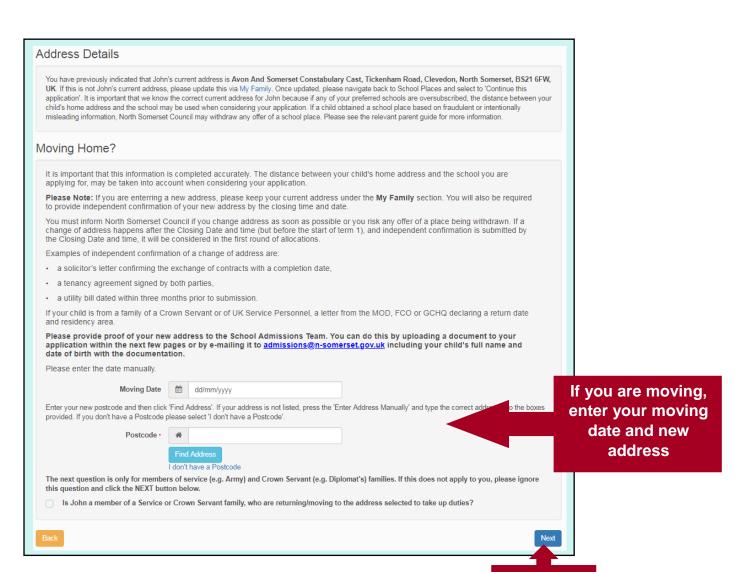
application

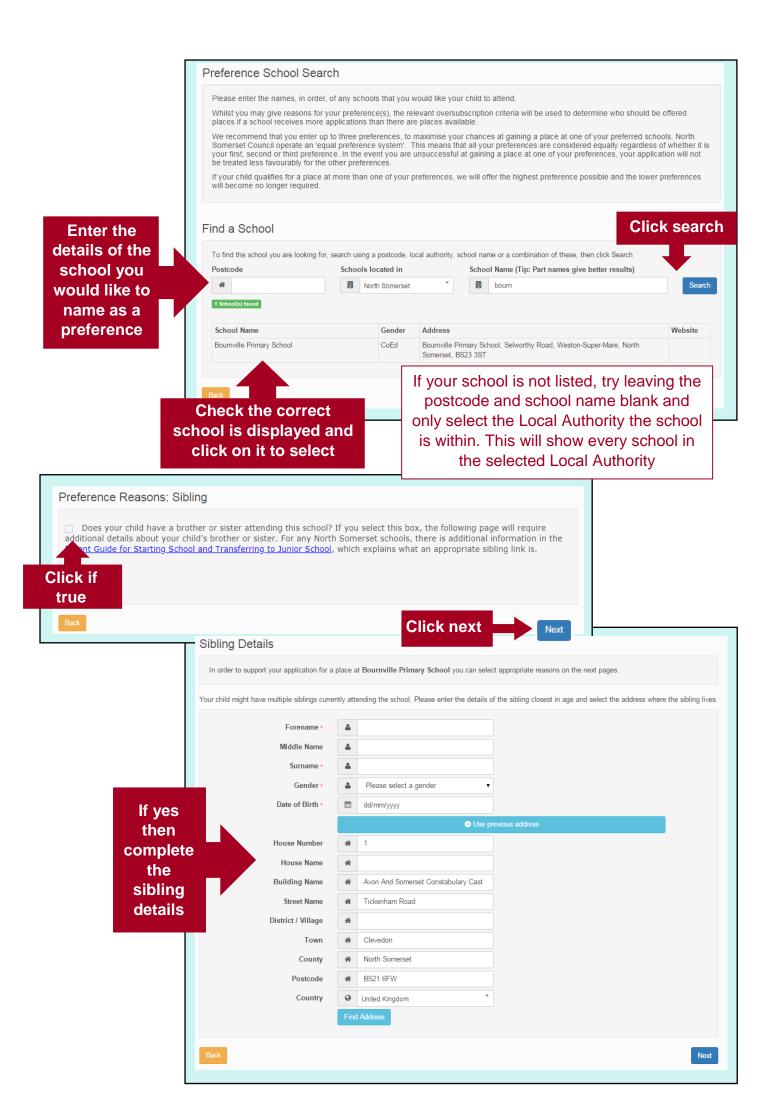


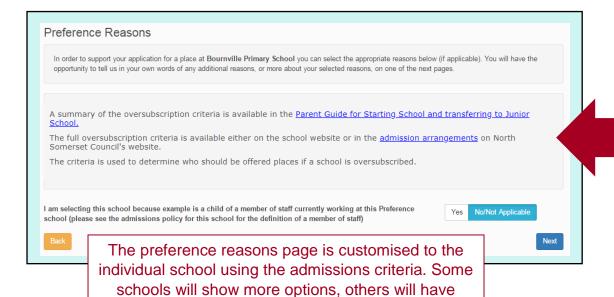
Add child



Click next





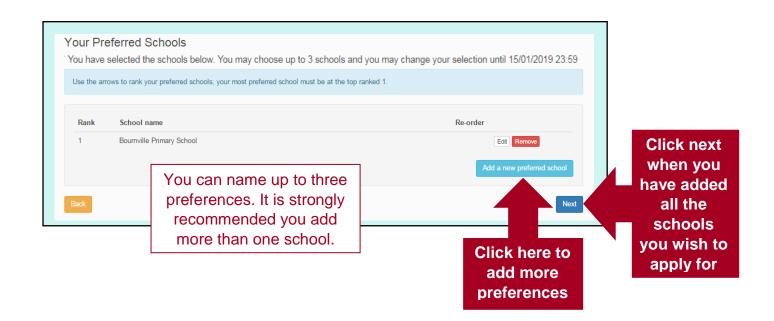


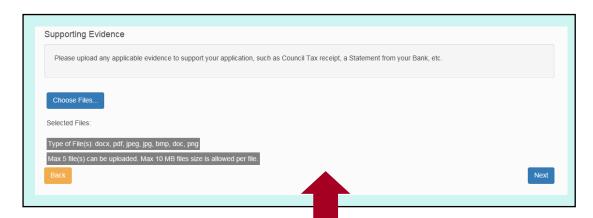
different options, some may not have any options.

Select the reason(s) relevant for your application and click next

Next

Other Reasons You can let us You may wish to tell us of any other reasons to support your application. Please note the system has an timeout period and, depending on the length of your know any other asons, you may wish to consider copy and pasting your reasons in to the text box below. The reasons entered here are to support your application information and/or reasons for your Other Reasons preference. However please keep in mind that only the oversubscription criteria is used for There is a limit of 3000 characters for you to express other reasons. 3000 remaining. allocating places





Additional information can be uploaded along with your application

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 understand that by submitting an application I am confirming that all the details I have given are to the best of my knowledge. I accept that admission authorities reserve the right to withdraw the offer of a school place that has been obtained by providing fraudulent or intentionally misleading information.

Parents of children who regularly live at more than one address are reminded to read the relevant <u>admission arrangements</u> to ensure they are the appropriate person to make the application.

I confirm that if any of my preferences are for an own admission authority school, I have read the school's own admissions arrangements. I have checked to see if the school that I am applying for requires additional evidence to be submitted to support my application. For example, a certificate, a letter from a Church/religious leader and/or supplementary form.

I also confirm that I am aware of any deadlines that I need to meet regarding information to be submitted by a specific time and date and I have checked the address of where it should be received.

Data Protection

North Somerset Council is registered with the Information Commissioner's Office for the purposes of processing personal data. The School Admissions service is administrated on behalf of North Somerset Council by our partner Agillsys, who can be contacted on 01275 88 4014 / 4078.

The information you provide will be held and used in accordance with the requirements of UK and European data protection law. The information will form part of your School Admissions account, which will be held until I the child leaves that educational stage (eg until they leave primary school, until they leave secondary etc).

Unless otherwise agreed with you, we will only collect the minimum personal data required to deliver the service, which includes child's name date of birth and home address, applicant name address and contact information. It does not include any special category personal information, or information relating to criminal convictions or offences.

The information will be used for the administration of School Admissions; our statutory duty under the School Admissions Code December 2014 (GDPR Article 6(1)(c)).

We will not use your personal information in a way that may cause you unwarranted nuisance. Failure to provide the information could result in the school application not being processed.

The information provided may be shared with schools, other council departments, other councils, North Somerset Community Partnership and Early Years setting (e.g., pre-schools), who have demonstrated that they have a lawful and legitimate interest in the information. The information will be used for the purposes of processing applications to schools, determining home to school transport entitlements throughout the time the pupil is at the registered setting, verifying the accuracy of the application, processing applications to schools in other councils, delivering School Nursing services, to confirm if an application has been submitted and so that the setting and school can communicate to ensure a amonth transition for your child and to fulfil our statutory duties under the School Admissions Code December 2014. At no point is your data shared or processed outside of the UK.

We may lawfully disclose information to public sector agencies to prevent or detect fraud or other crime, or to support the national fraud initiatives and protect public funds under the Local Audit and Accountability Act 2014. Under the conditions of the Digital Economy Act 2017, we may also share personal data provided to us with other public authorities as defined in the Act, for the purposes of fraud or crime detection or prevention, to recover monies owed to us, to improve public service delivery, or for statistical research. We do not share the information with other organisations for commercial purposes.

You have the right to see the personal data we process about you, as well as the right of objection, rectification, restriction and erasure in some circumstances. For details of how to make such a request, please click here.

If you have any questions or concerns about the way we process your personal data, our Data Protection Officer can be contacted at DPO@n-somerset.gov.uk.

Please read terms and conditions, and data protection

Tick to confirm that you understand that the outcome will be emailed to you on the national offer day

> Tick the declaration

Your offer email will be sent on national offer day. North Somerset Council will not send out your offer on paper, thereby saving valuable resources. Please tick to confirm that you are aware the outcome of your application will be available on National Offer Day. An e-mail will be sent to your e-mail address or alternatively, you can login to view the outcome of your application. 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 You can preview To see a printer friendly version of your unsubmitted application, click the Preview button your application before you submit it 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 Return Later Submit Now

You must submit your application before the closing date and time for it to be processed in the first round

Submit the application or return to it later.

Your application has been successfully submitted. You will shortly receive a confirmation email stating your application has been submitted listing your school preferences. Please ensure that if any additional information or evidence is required for the schools you have applied for, e.g. baptism certificates/Supplementar Information Forms. It is your responsibility to submit this directly to the school.

To see a printer friendly version of your submitted application, click the Preview button. Prev

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 any changes you MUST RE-SUBMIT it. Otherwise your application will not be considered.

You will see confirmation after submitting and you will receive an email