Parents Guide to Admissions Portal

This document has been compiled to assist parent(s) / carer(s) in completing an online application for their child's admission to a Torfaen school.

Before completing any application for admission to school, applicants should ensure that they have read the Parent / Carers Information Booklet. This booklet and further information on admission arrangements is available from the Council's website, address as below.

If you have not already done so, you will first need to register with a valid email address.

If you would prefer to make a written application you should obtain an application from the school admissions team as follows:

Torfaen Admissions Team Education Department C/O Pearl House
Civic Centre Pontypool NP4 6YB

Telephone: 01495 766915

Fax: 01495 766904

Email: school.admissions@torfaen.gov.uk

Visit: www.torfaen.gov.uk

TORFAEN COUNTY BOROUGH
BWRDEISTREF SIROL TORFAEN

Updated August 2016

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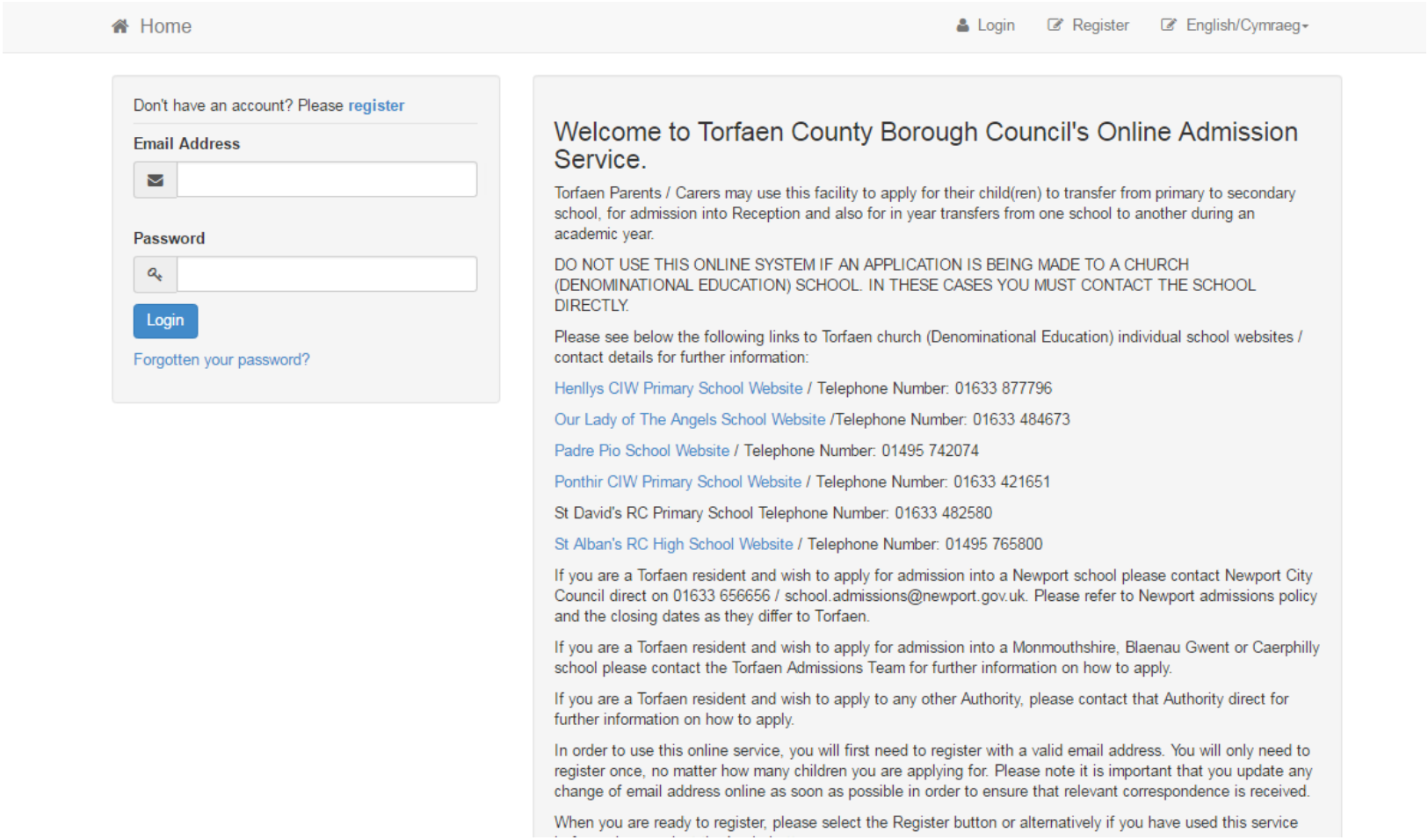
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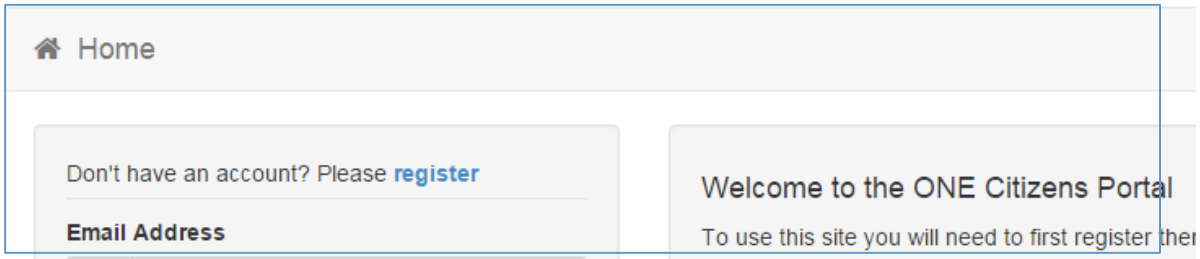
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Home Page

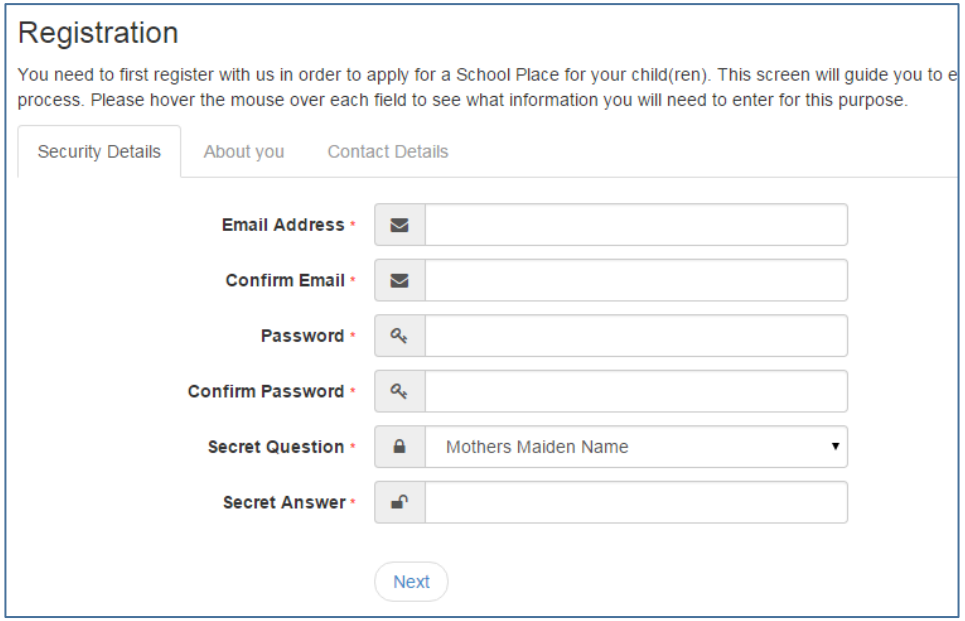

Home
Login
Register
English/Cymraeg
Don't have an account? Please register
Email Address
Password
Login
Forgotten your password?
Welcome to Torfaen County Borough Council's Online Admission Service.
Torfaen Parents / Carers may use this facility to apply for their child(ren) to transfer from primary to secondary school, for admission into Reception and also for in year transfers from one school to another during an academic year.
DO NOT USE THIS ONLINE SYSTEM IF AN APPLICATION IS BEING MADE TO A CHURCH (DENOMINATIONAL EDUCATION) SCHOOL. IN THESE CASES YOU MUST CONTACT THE SCHOOL DIRECTLY.
Please see below the following links to Torfaen church (Denominational Education) individual school websites / contact details for further information:
Henllys CIW Primary School Website / Telephone Number: 01633 877796
Our Lady of The Angels School Website /Telephone Number: 01633 484673
Padre Pio School Website / Telephone Number: 01495 742074
Ponthir CIW Primary School Website / Telephone Number: 01633 421651
St David's RC Primary School Telephone Number: 01633 482580
St Alban's RC High School Website / Telephone Number: 01495 765800
If you are a Torfaen resident and wish to apply for admission into a Newport school please contact Newport City Council direct on 01633 656656 / school.admissions@newport.gov.uk. Please refer to Newport admissions policy and the closing dates as they differ to Torfaen.
If you are a Torfaen resident and wish to apply for admission into a Monmouthshire, Blaenau Gwent or Caerphilly school please contact the Torfaen Admissions Team for further information on how to apply.
If you are a Torfaen resident and wish to apply to any other Authority, please contact that Authority direct for further information on how to apply.
In order to use this online service, you will first need to register with a valid email address. You will only need to register once, no matter how many children you are applying for. Please note it is important that you update any change of email address online as soon as possible in order to ensure that relevant correspondence is received.
When you are ready to register, please select the Register button or alternatively if you have used this service

Registration

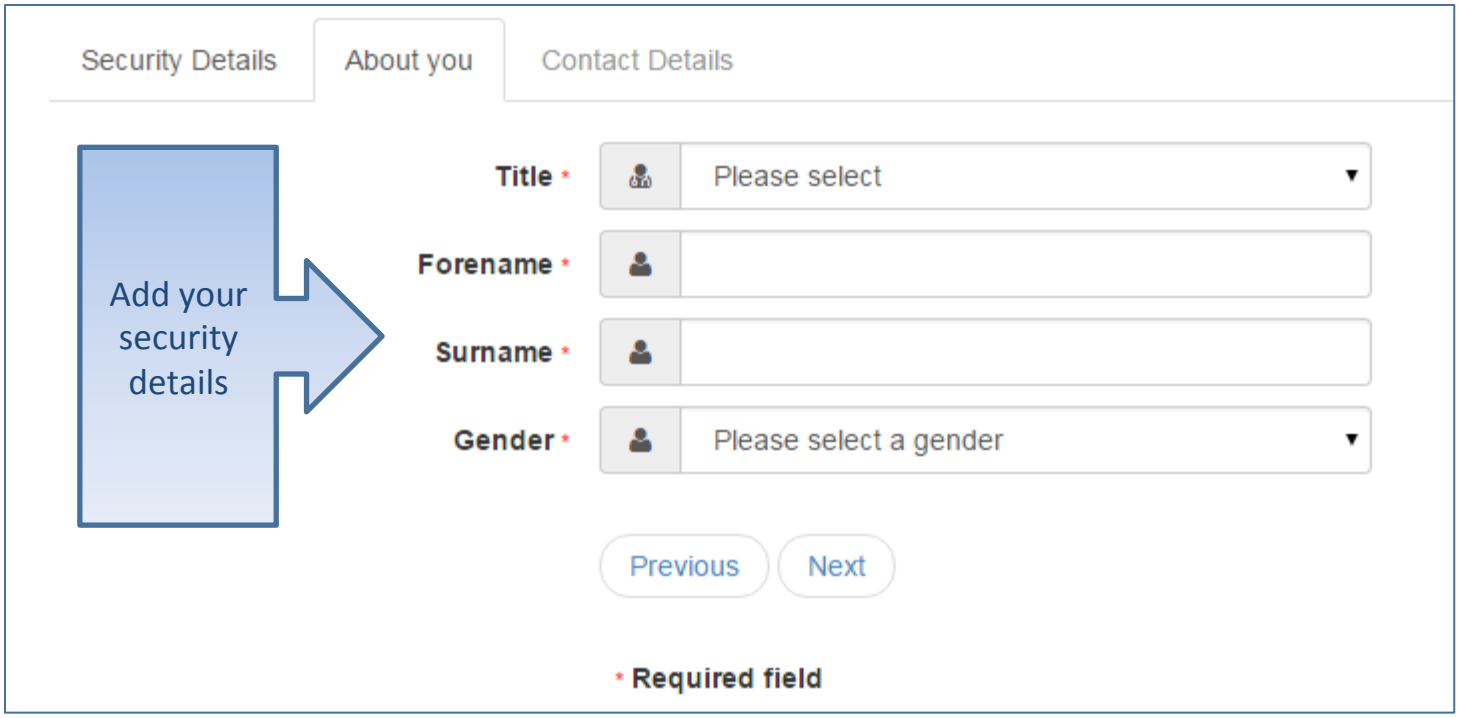


Click **register**

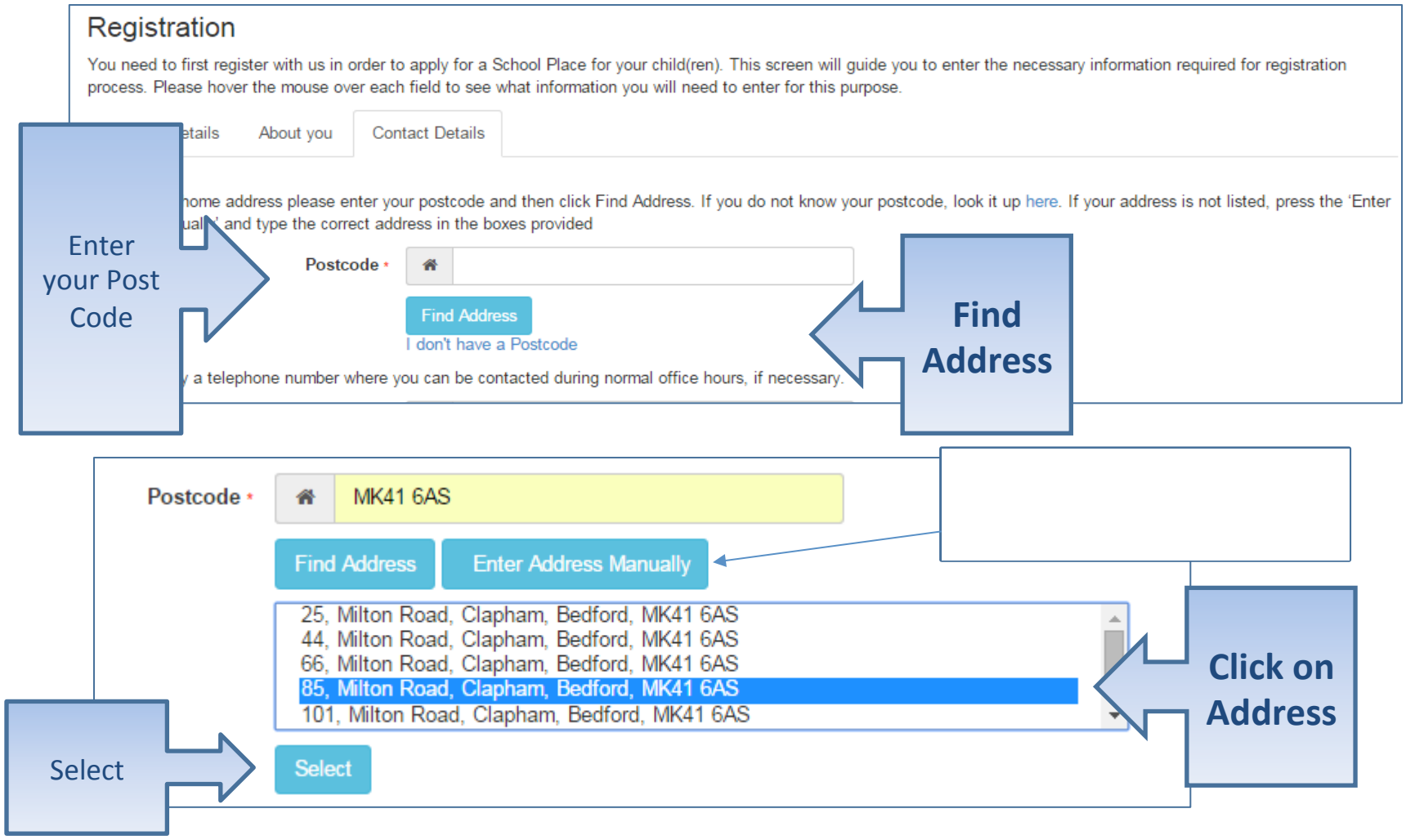
Add your security details



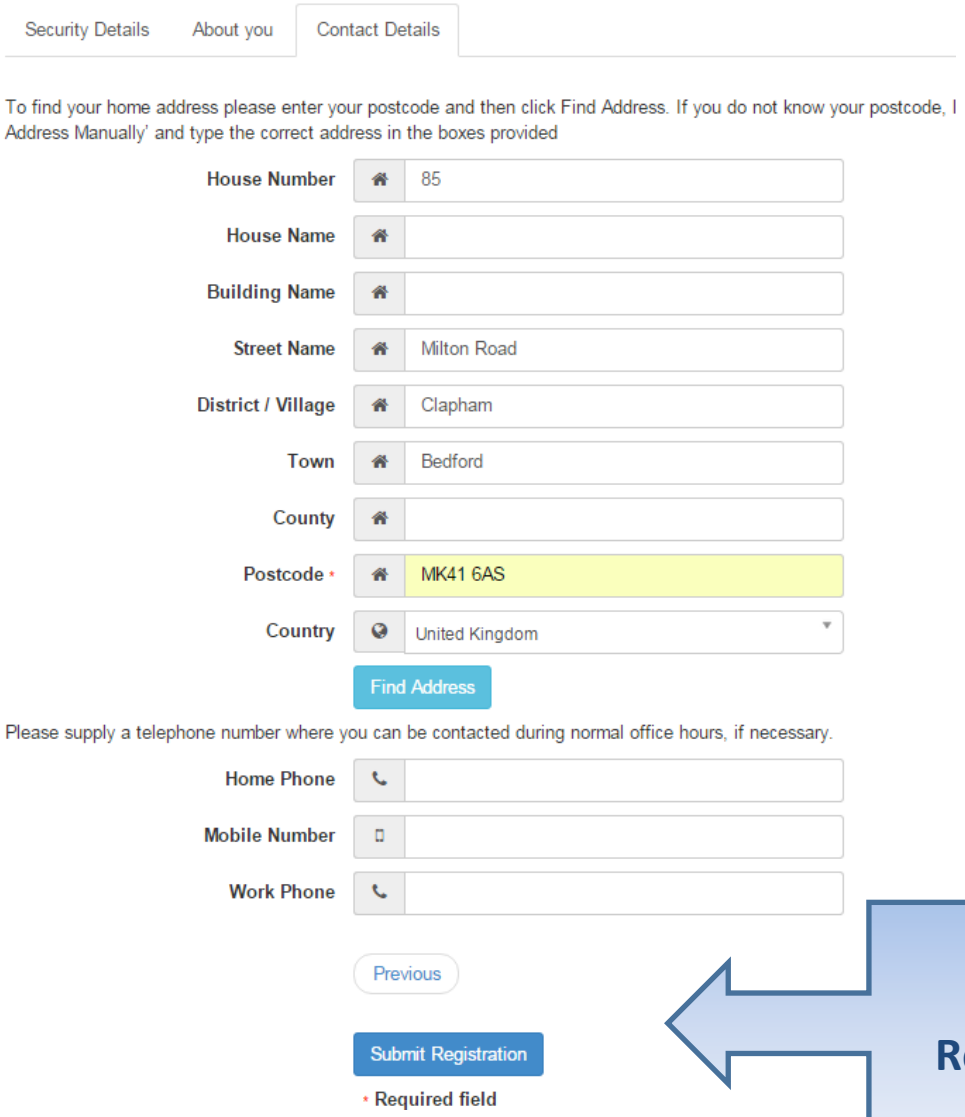
Who you are


Security Details
About you
Contact Details
Add your security details
Title *
Please select
Forename *
Surname *
Gender *
Please select a gender
Previous
Next
* Required field

Where do you live



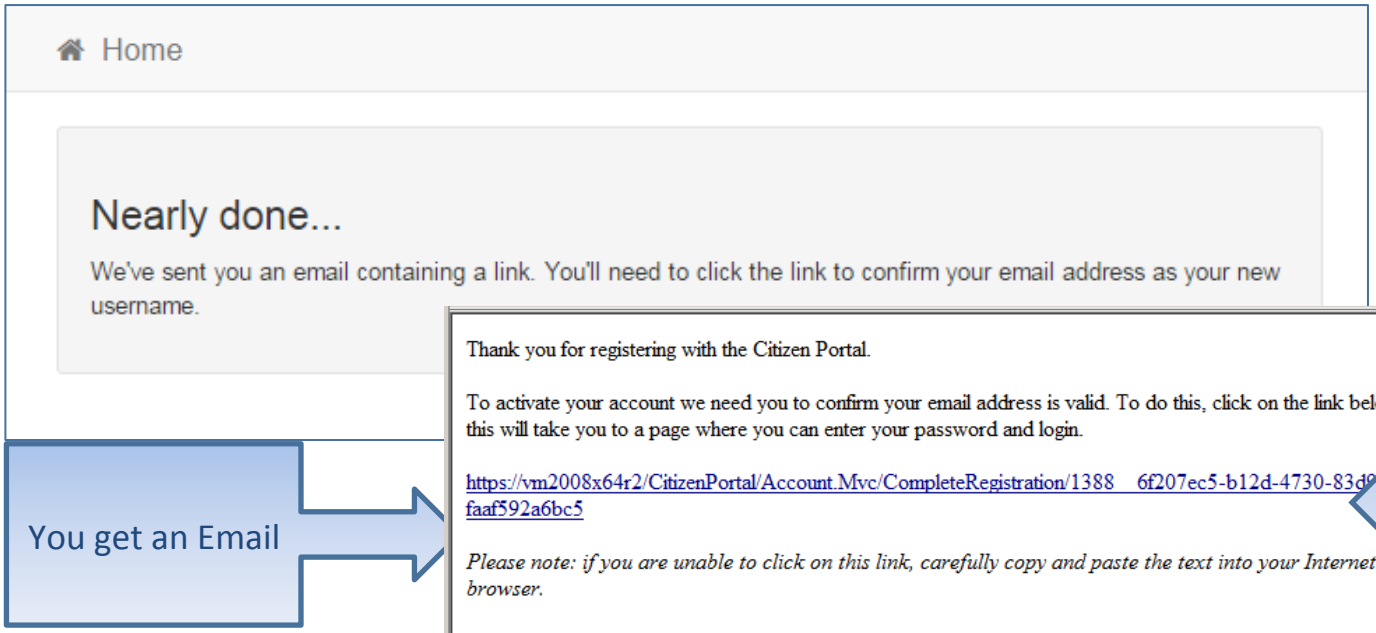
Give us your contact details



Enter your telephone Numbers

Submit Registration

What happens Next



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-4730-83d9-faaf592a6bc5

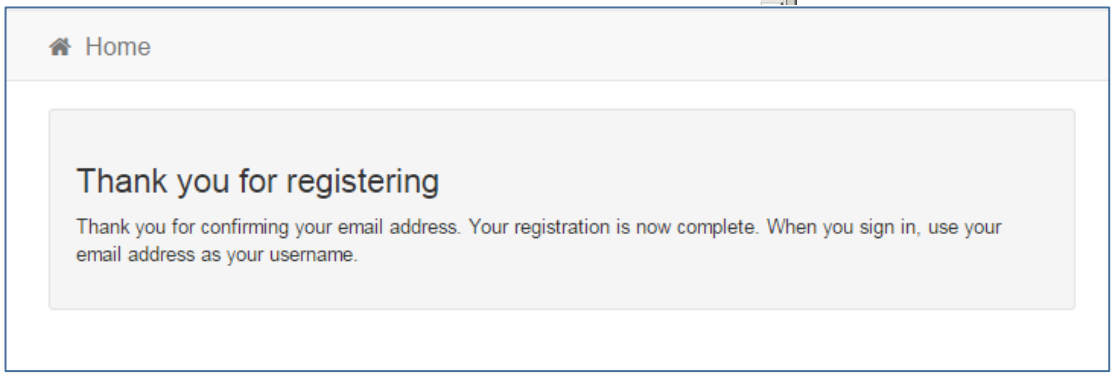
Please note: if you are unable to click on this link, carefully copy and paste the text into your Internet browser.

Kind Regards, Portal Administrator

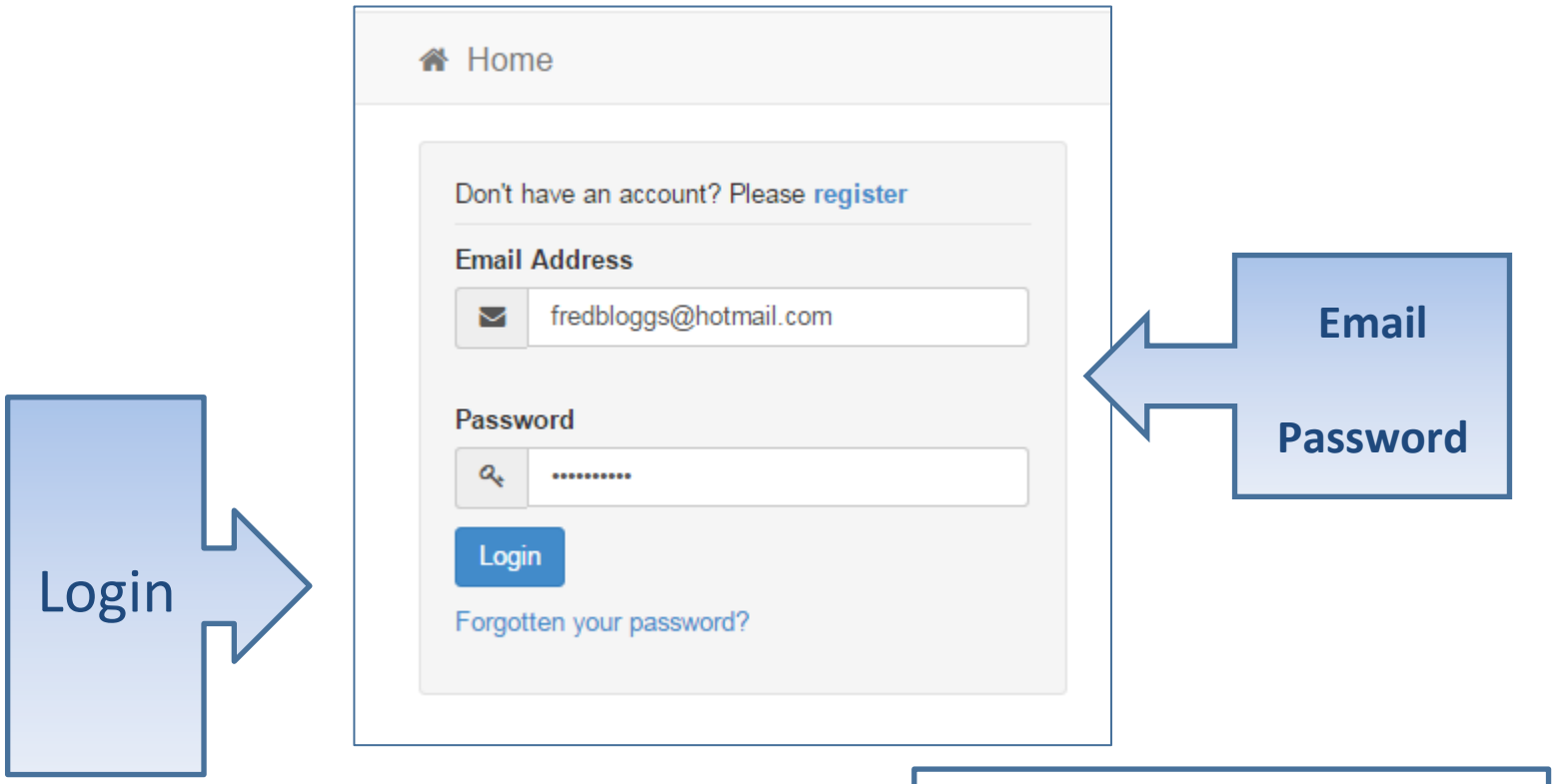
Important - Please do not reply to this email as this account is not monitored.

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

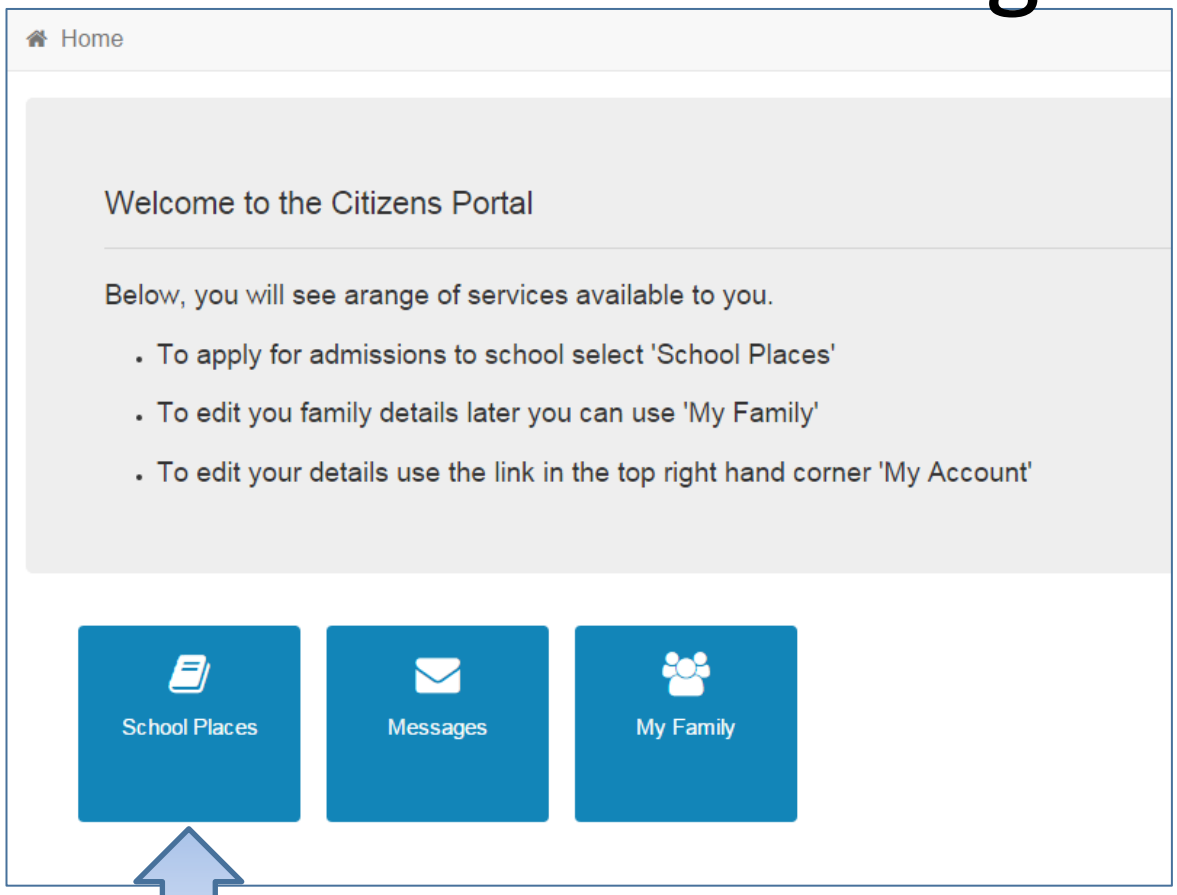


Log in



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

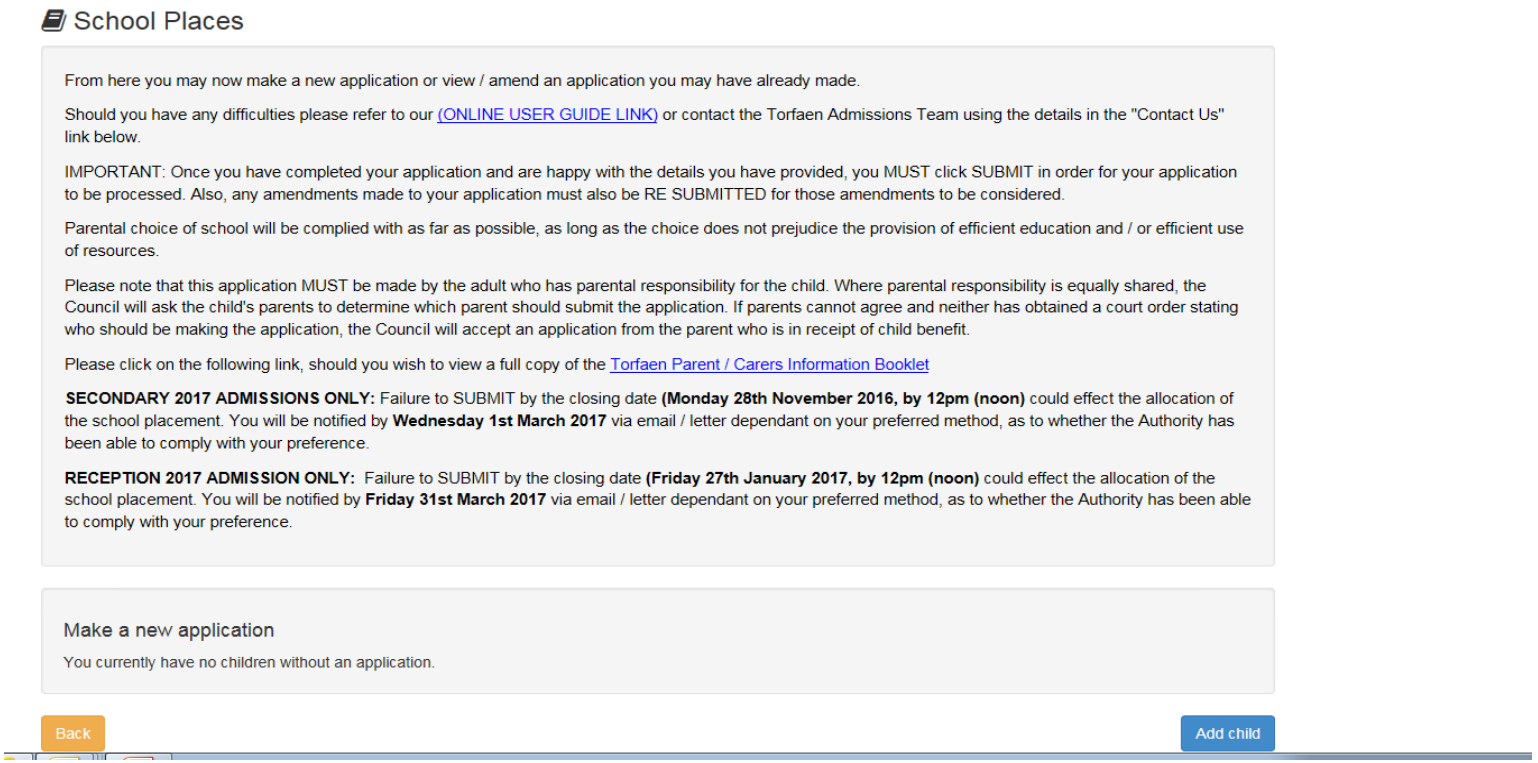
Your Home Page



Click **School Places**

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

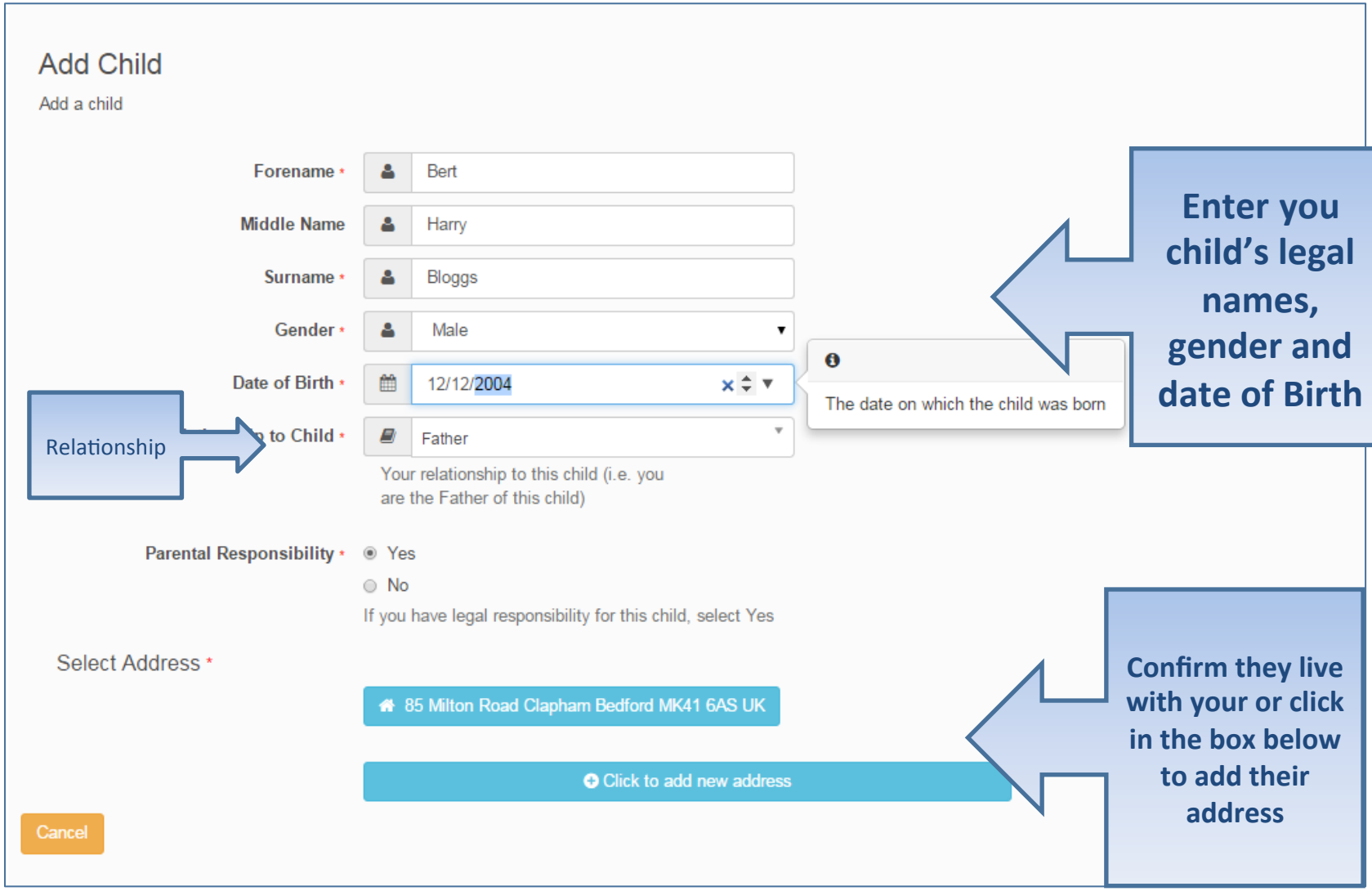
Adding an Application



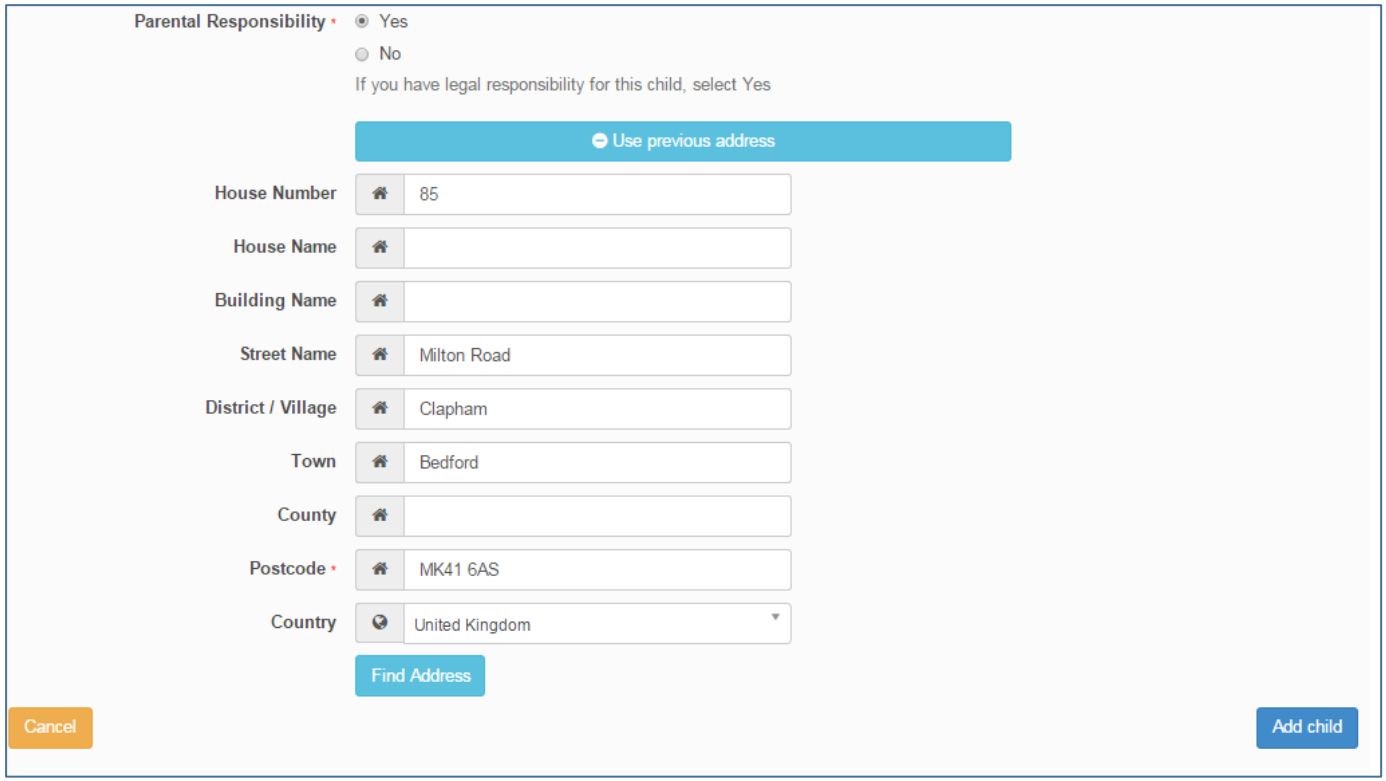
- If you already have children added via another service or My Family they will be shown here

Click **Add Child**

Add your child

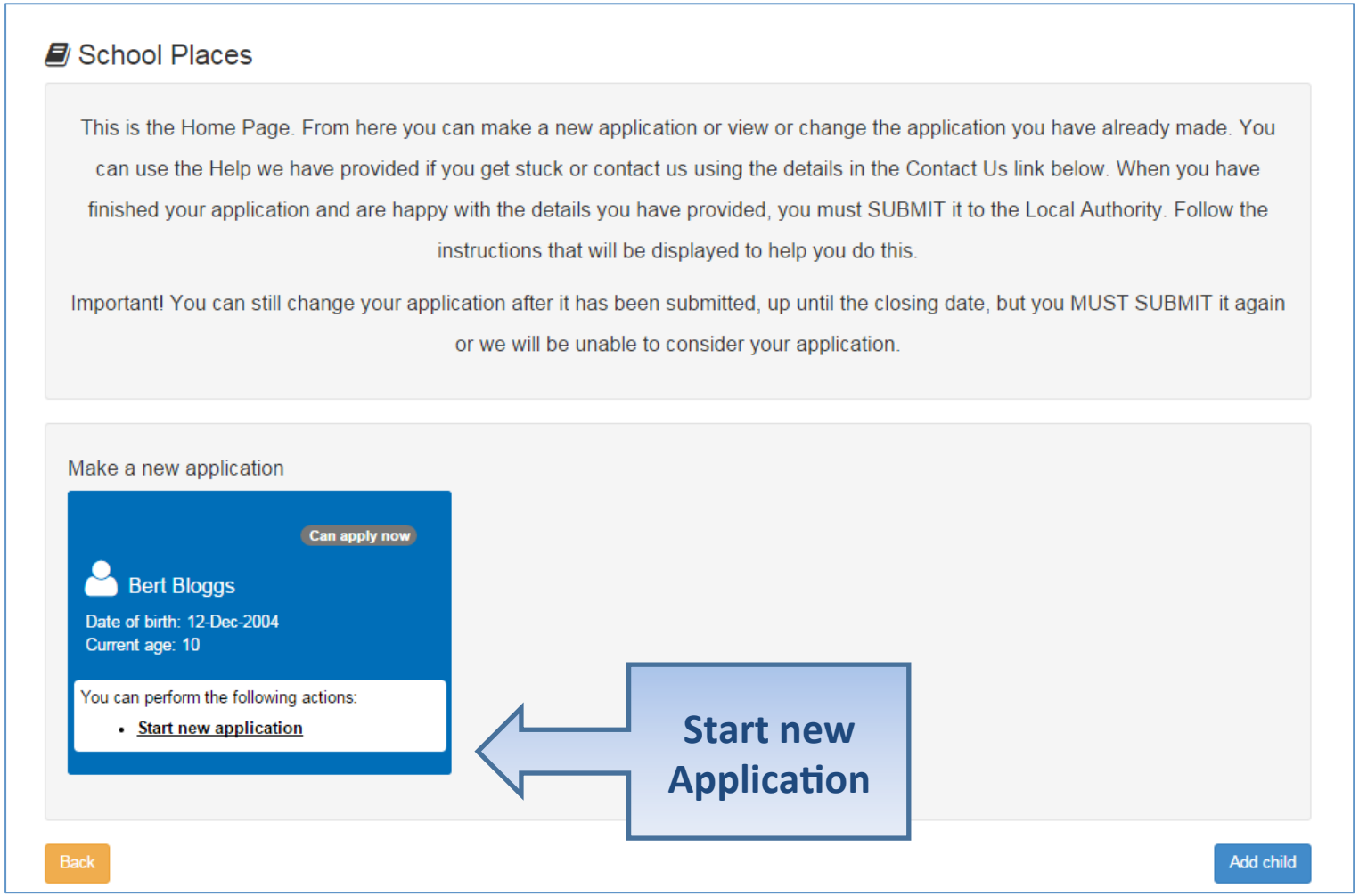


Add Child cont..

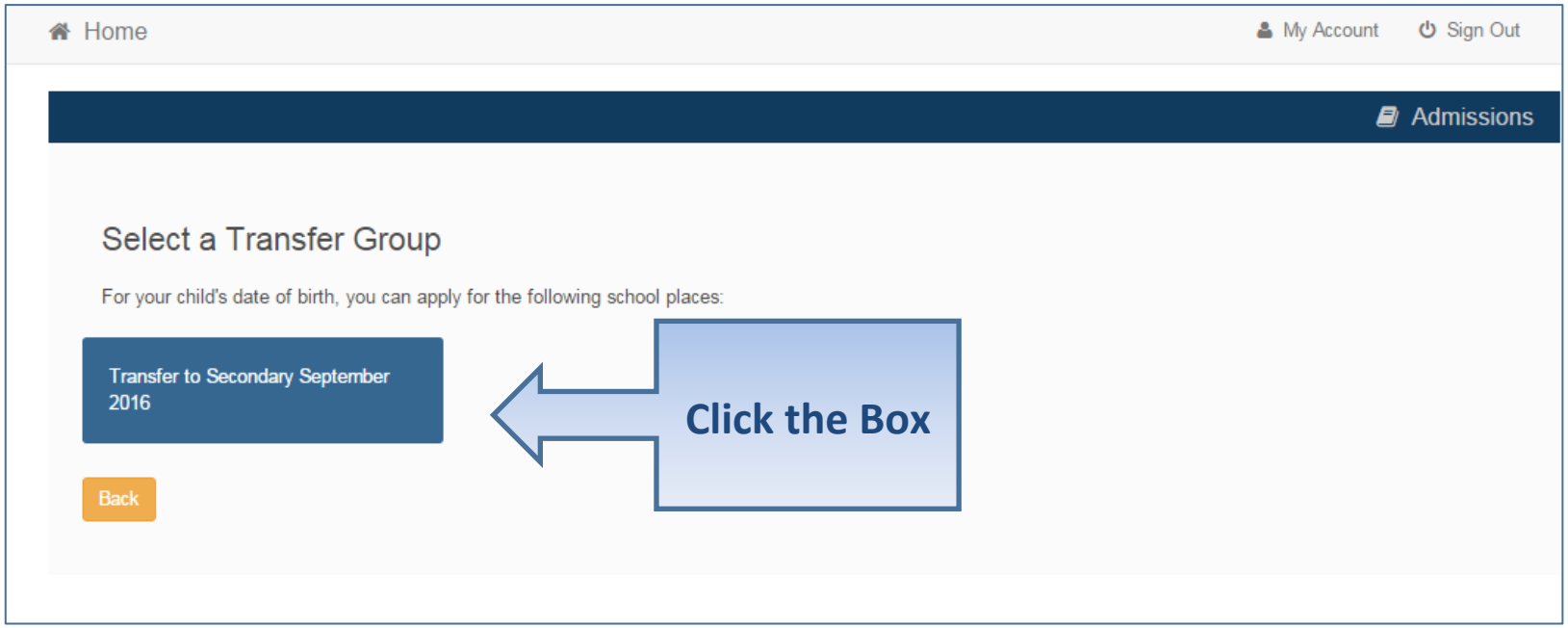


Click **Add Child**

Start the application

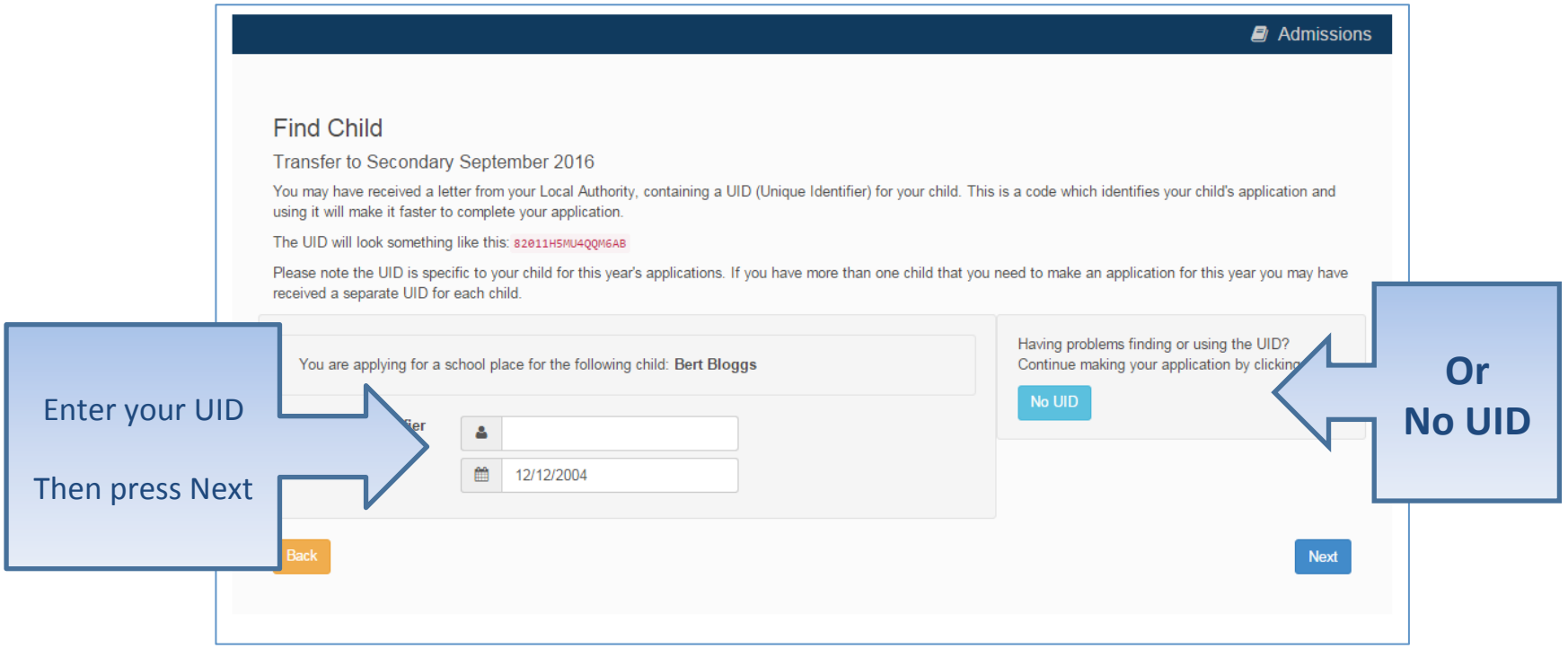


When is your child changing school?

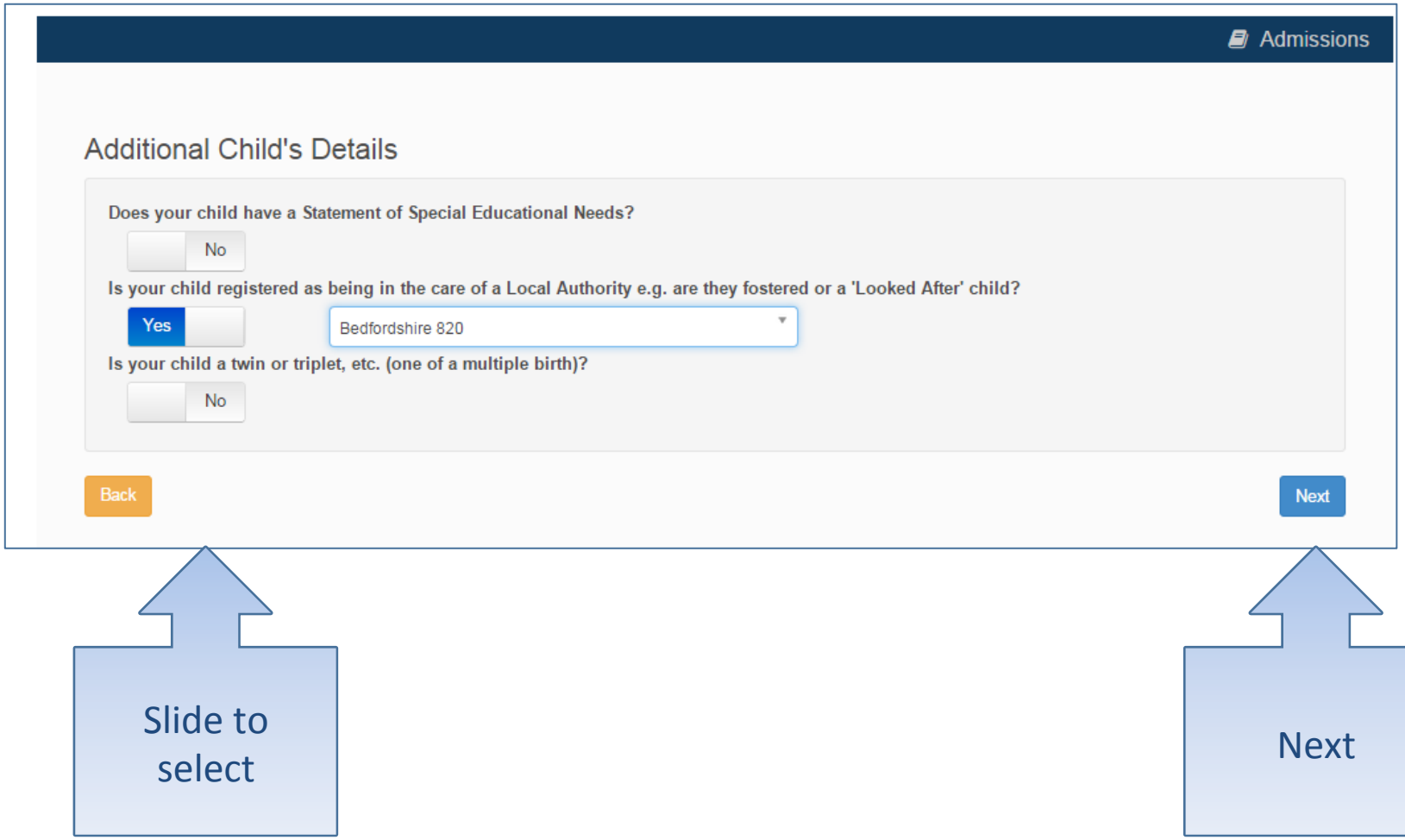


- If you don't get an Admissions Group you maybe to late or your child's date of birth is out of range – either way please contact Admissions

If you have a UID?



Your child’s details?



Slide to select

Next

Moving Home?

Address Details

You have previously indicated that hi's current address is **3, WENTSLAND CRESCENT, TRANCH, PONTYPOOL, GWENT, NP4 6BD**. If this is not hi's current address, please update this via My Family. Then please navigate back to School Places and select to 'Continue this application'. It is very important that we know the correct current address for hi. For the purposes of your application for admission to school, the Council will consider the child's home address to be the place where the child permanently resides for the majority of the school week. This would normally be at the same address as the person who has parental responsibility for the child and is the main carer. Where the child spends equal time with both parents, the place of residence of the person who receives child benefit will be considered the child's home. Please note the Council will undertake thorough residency checks and reserves the right to request independent confirmation of the child's address. Parents may be asked to supply additional documentation to support their application.

Moving Home?

If you are moving to the above address please supply date.

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

Families of UK service personnel and other Crown Servants are subject to frequent movement within the UK and from abroad, often at relatively short notice. School places **should** be allocated to children and their families in advance of the approaching school year if accompanied by an official Ministry of Defence (MOD)or Foreign or Commonwealth Office (FCO) letter declaring a return date.

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

No

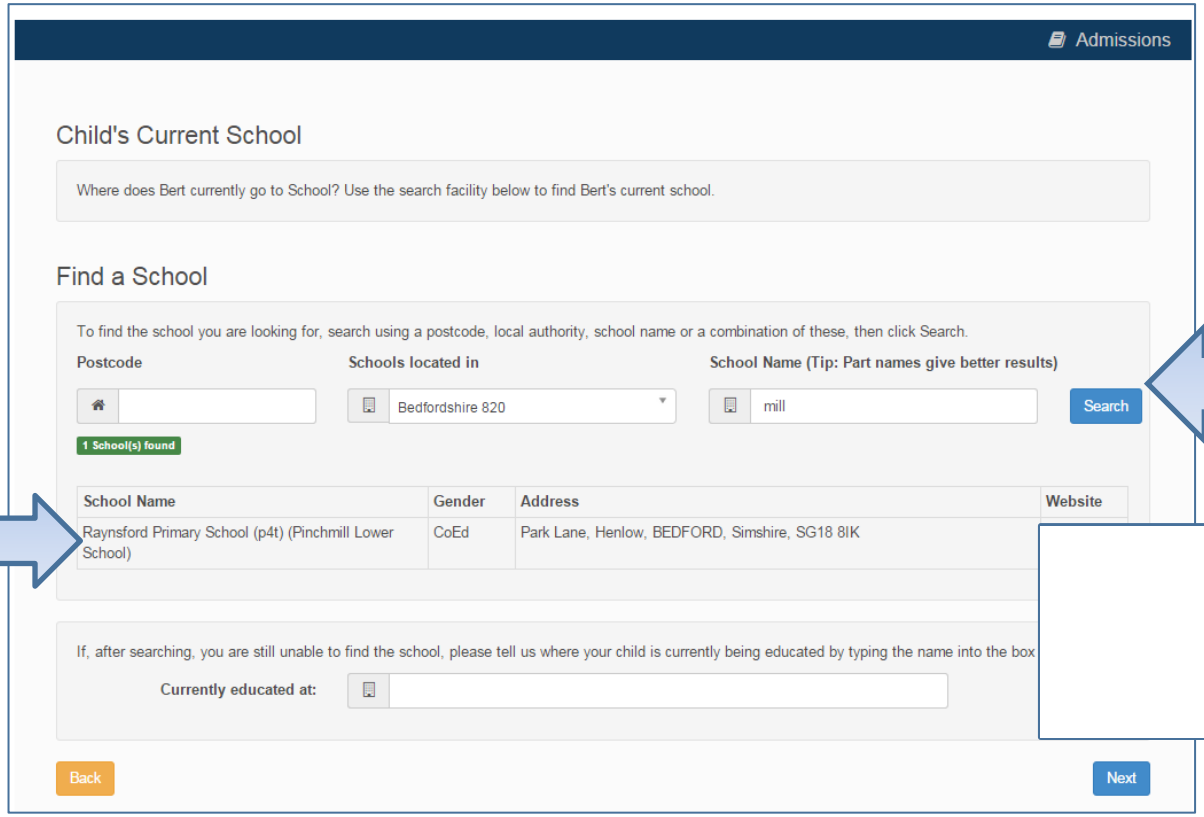
Back

Next

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

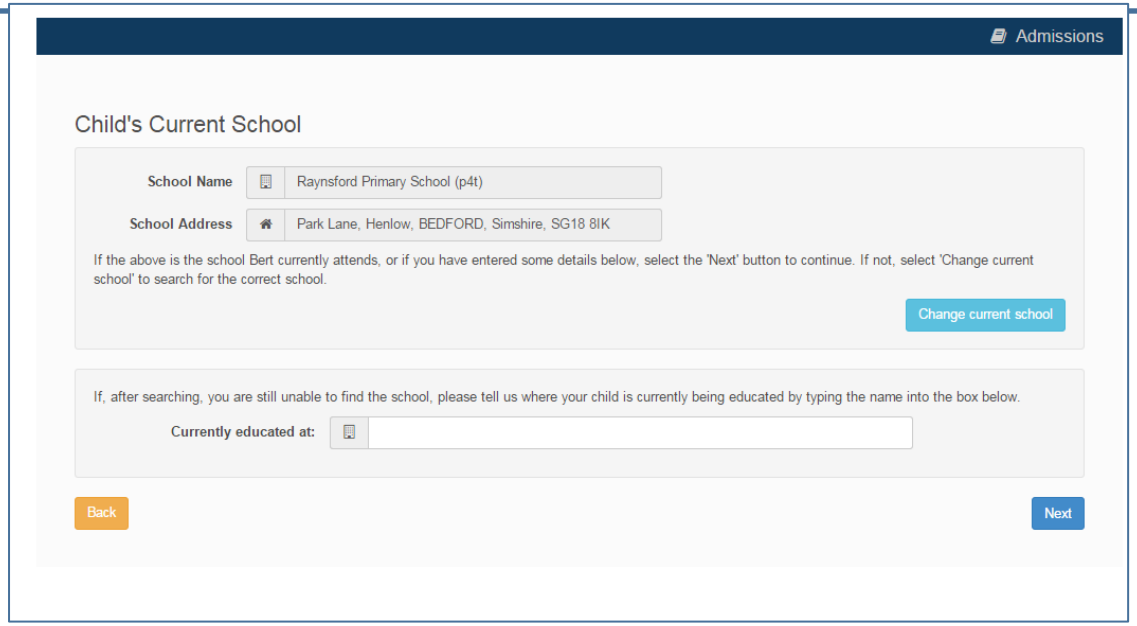


Search for your child's current school

Select

Confirm School

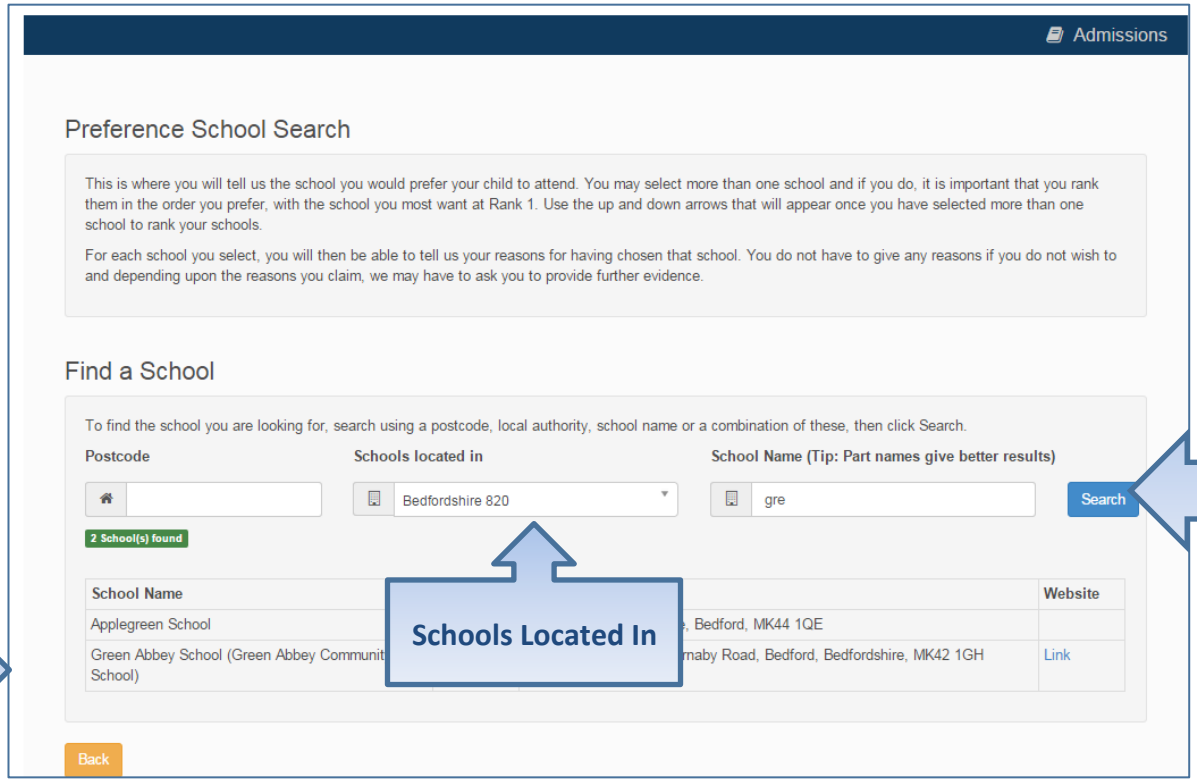
IMPORTANT – If your child is applying for a place in reception skip to ‘Your Preferences’



Next

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

Your Preferences



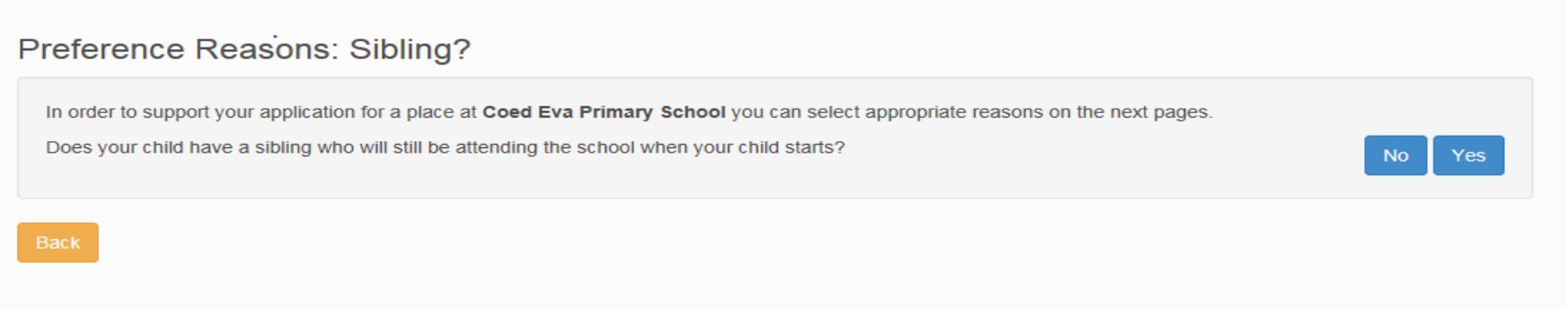
Search for your school

Schools Located In

Select

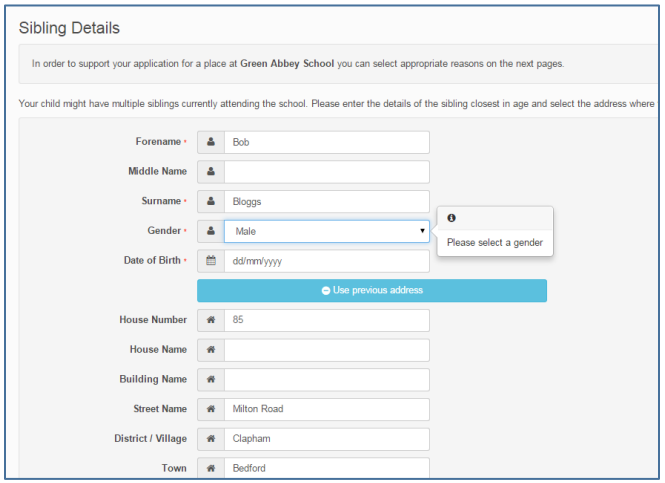
If your school is not listed my default remove the **Postcode** and change the **Schools located in** to your local authority and enter part of the school name

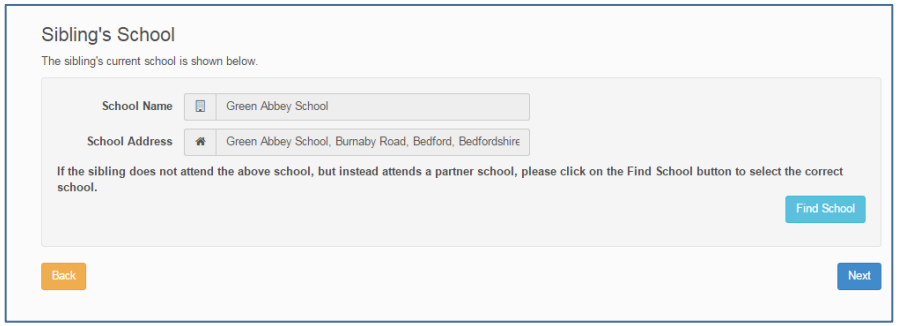
Sibling attending the school?



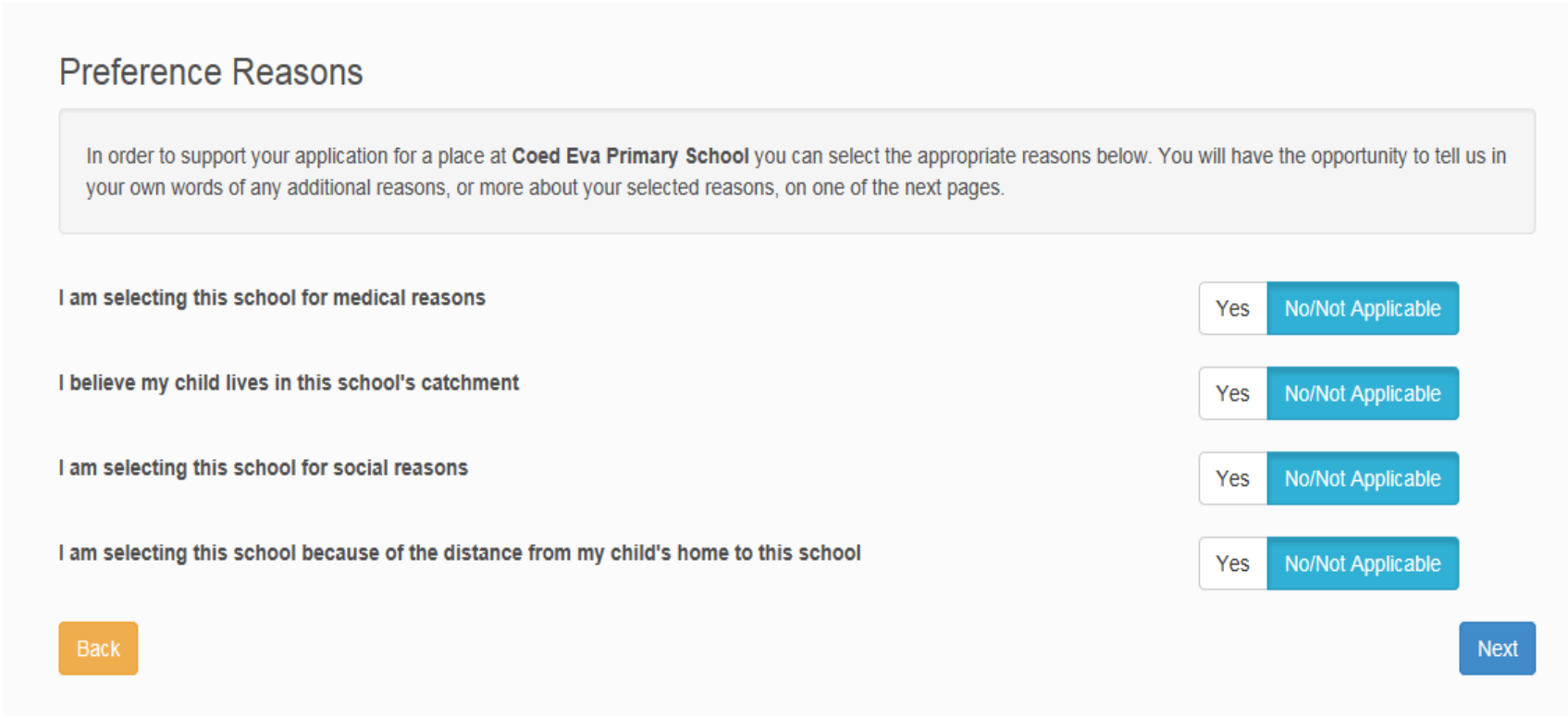
Click **No or Yes**

If Yes
Tell us about them

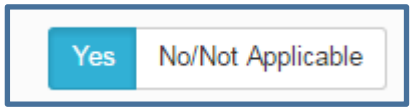




Tell us your Reasons

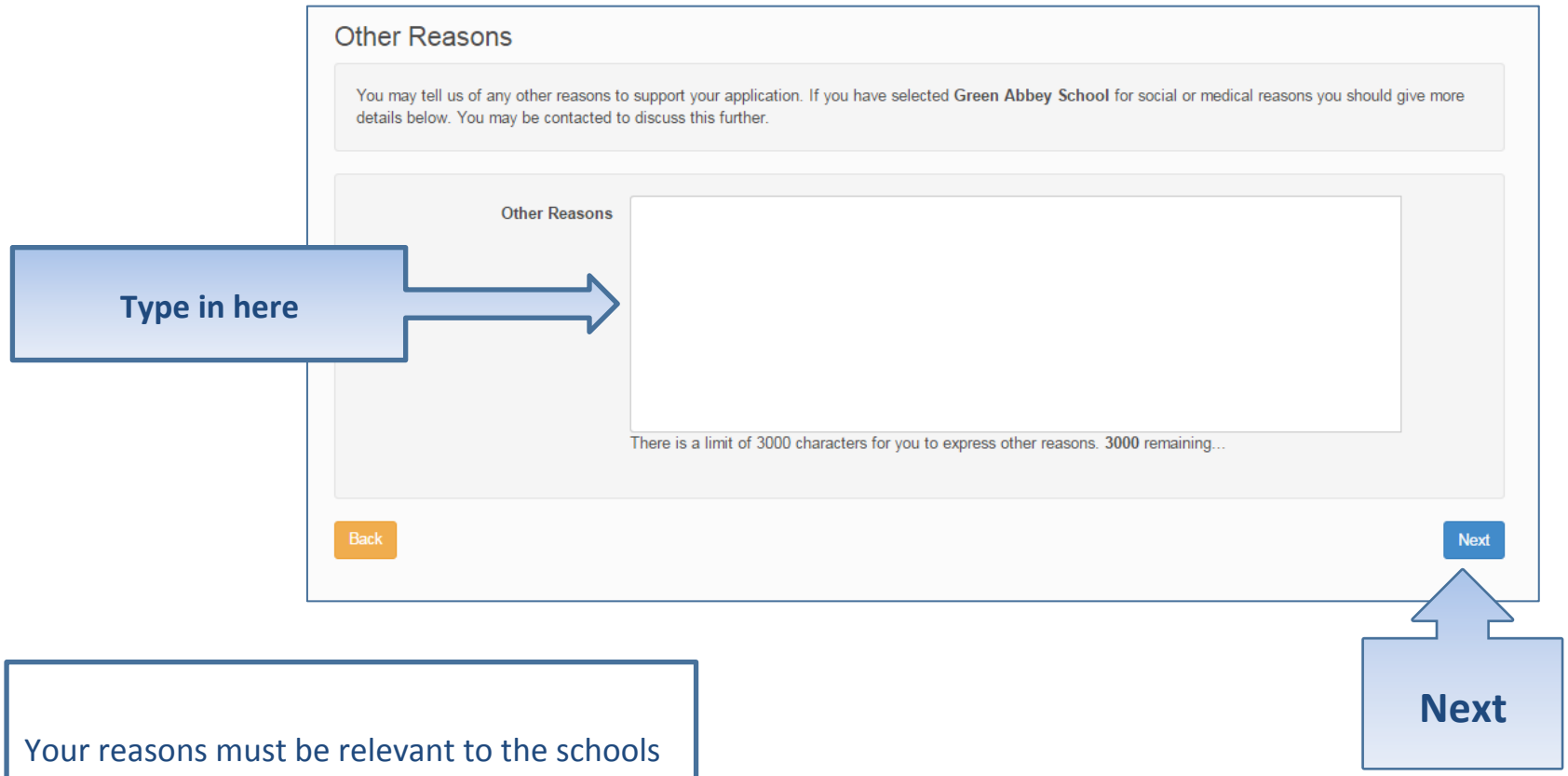


Slide to highlight Yes as Blue



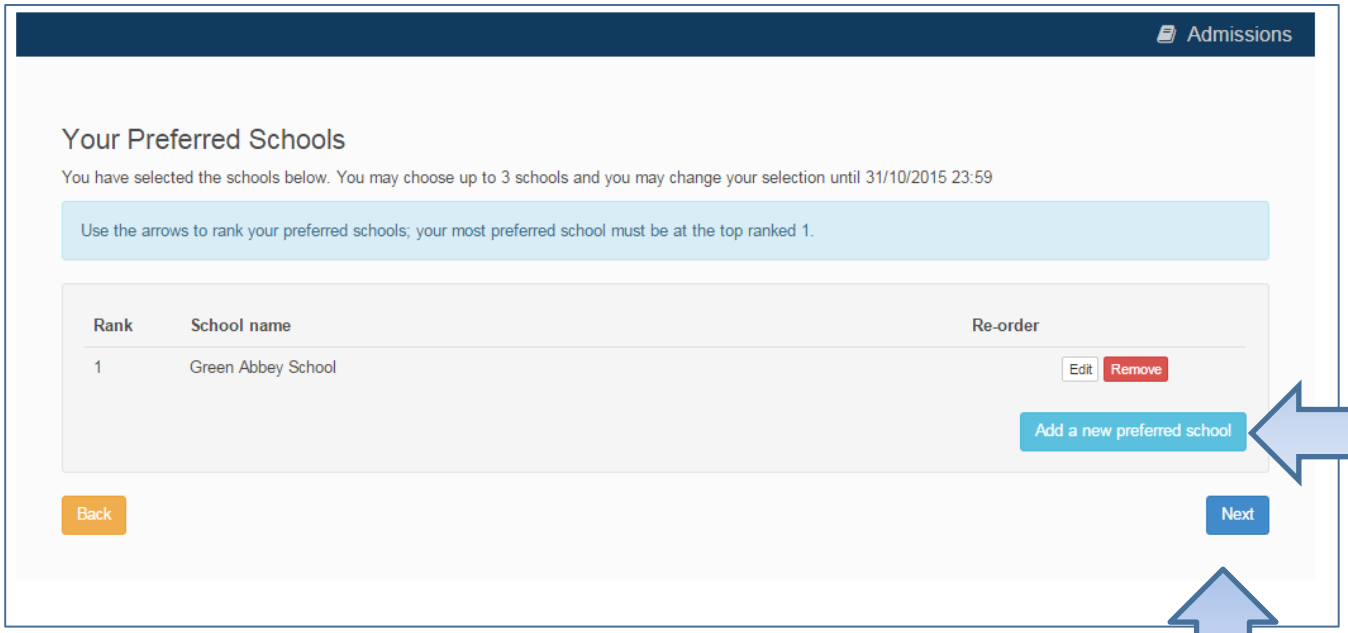
Next

Anything else we should know?



Your reasons must be relevant to the schools admissions oversubscription criteria

More Preferences

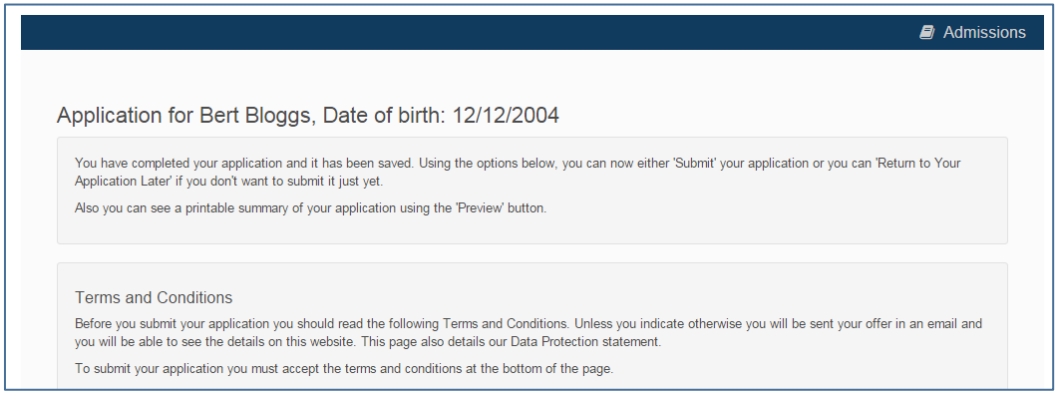


Add more preferences

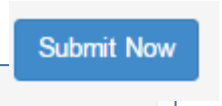
Next

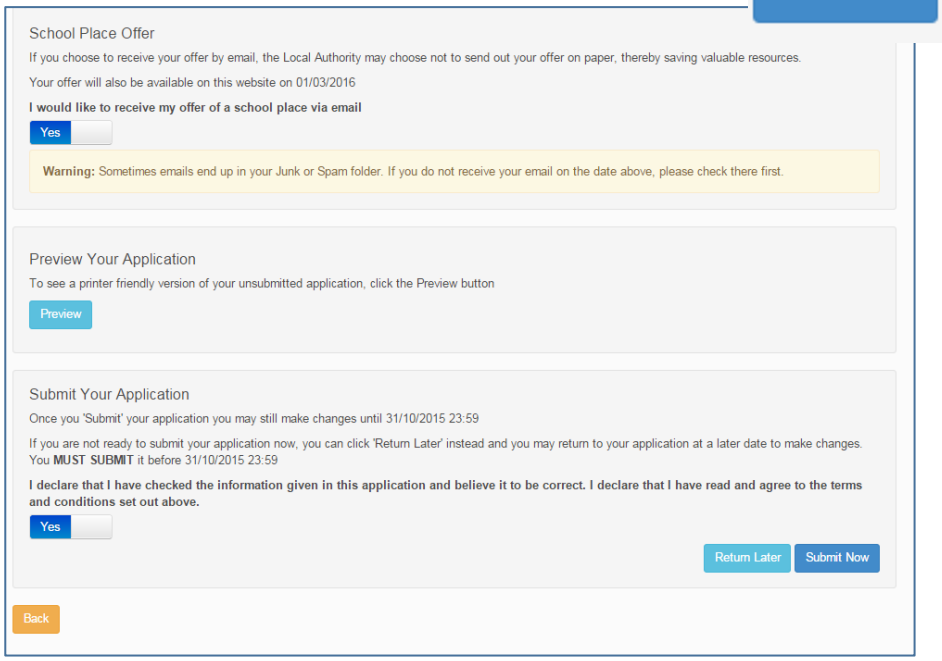
Your can add up to the maximum number of preferences, and we strongly recommend you add more than one

Submit Application



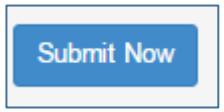
Read the Terms and conditions





- **Offer by Email?**
- **Preview and check your application**

Finally – 'I declare' and Submit Now



What next?

Dear Mr Fred Bloggs,

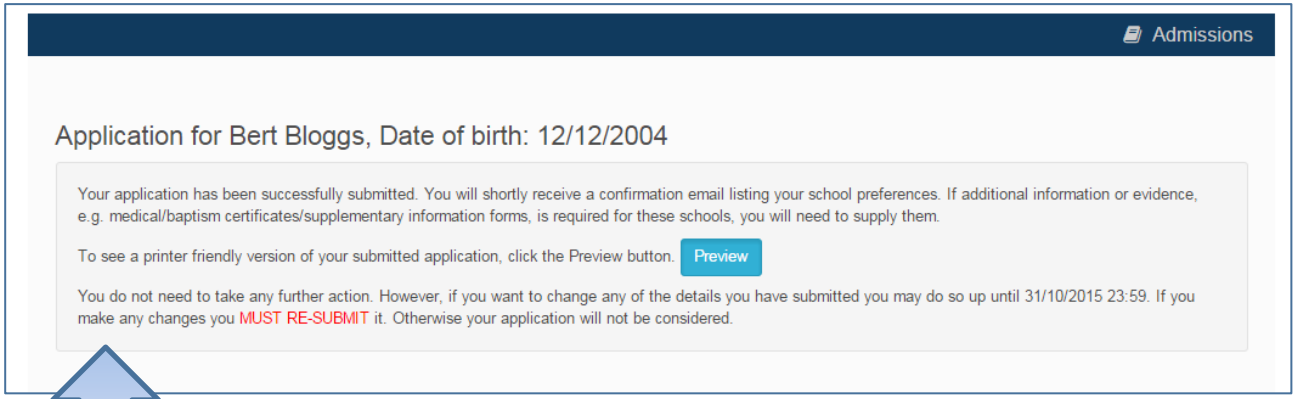
Thank you for submitting your application for a school place.

Your application has been received by the Bedfordshire 820 School Admissions Team and does not require any further action by you in order for it to be processed. However, if additional evidence or information is required for the schools you have expressed preferences for e.g. medical/baptism certificates or supplementary forms, you will need to supply them.

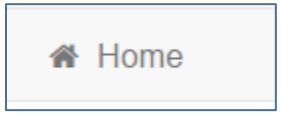
You have expressed preferences for the following schools in this order of priority:

Rank	School Name	Address
1	Green Abbey School	Green Abbey School, Burnaby Road, Bedford, Bedfordshire, MK42 1GH

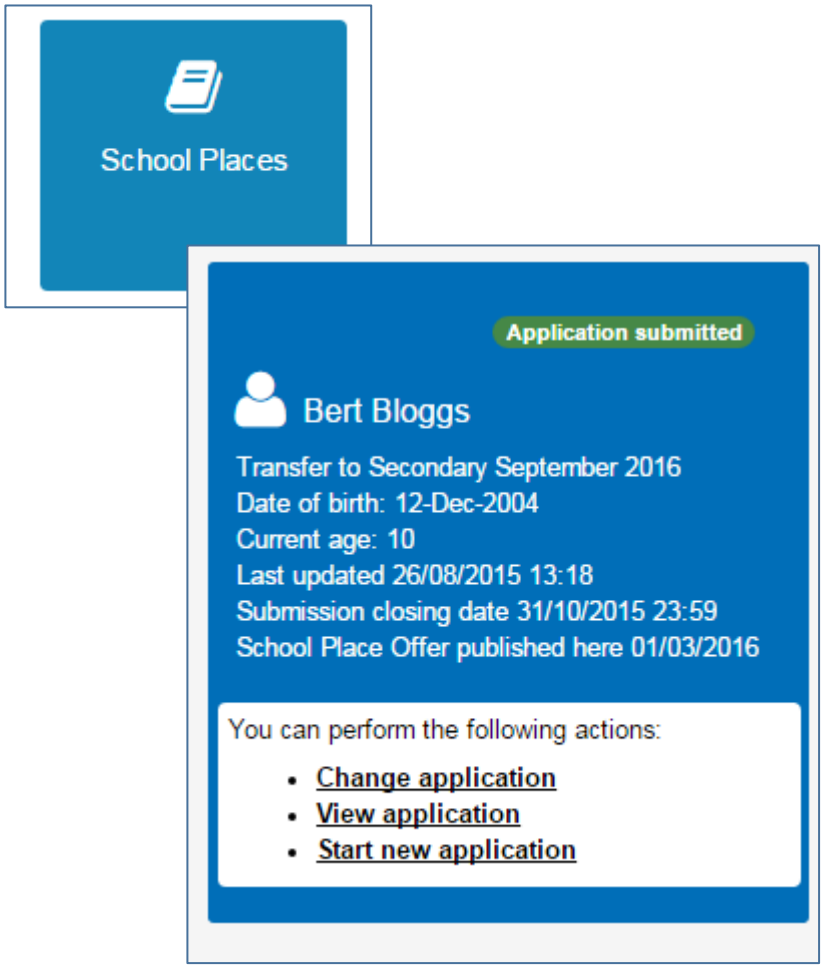
Email



Confirmation on Screen



What next?



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

FAQ’s

- **I have filled in the online form to register but have not yet received an email**
  - It is possible that the email has been quarantined by anti-spam measures taken by your Internet Service Provider or by settings in your mail client.

    Check to make sure that, if you are an Outlook/Outlook Express user, the relevant email has not been misidentified as "junk" and deposited in the Junk folder. If the email has definitely not been delivered to you then contact your ISP to see whether the email can be tracked and its fate discovered.

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

FAQ’s

- **What if I change me email address??**
  - Log in with your old address and select ‘My Account’
- **I am unable to find my address on the dropdown address list**
  - Just enter your address into the address boxes

FAQ's

- **Can I use the same account to make more than one application (e.g. applications for twins or siblings in different year groups)**
  - You are able to apply for twins, triplets etc. using the online admissions system but MUST ensure that you submit a separate application for each child.