


Parents Guide to Admissions

Registration

 Home

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

Email Address

Welcome to the ONE Citizens Portal

To use this site you will need to first register then

Click **register**

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 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 *



Mothers Maiden Name ▼

Secret Answer *



Next

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

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.

Details About you Contact Details

home address please enter your postcode and then click Find Address. If you do not know your postcode, look it up [here](#). If your address is not listed, press the 'Enter manually' and type the correct address in the boxes provided

Postcode 


Find Address

[I don't have a Postcode](#)

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

Enter your Post Code

Find Address

Postcode  NE76 1ER

Find Address **Enter Address Manually**

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

27 Milton Road, Newcastle, NE76 1ER
28 Milton Road, Newcastle, NE76 1ER
29 Milton Road, Newcastle, NE76 1ER

Click on Address

Select

Select

Give us your contact details

Security Details

About you

Contact Details

To find your home address please enter your postcode and then click Find Address. If you do not know your postcode, click 'Address Manually' and type the correct address in the boxes provided

House Number

29

House Name

Building Name

Street Name

Milton Road

District / Village

Town

Newcastle upon Tyne

County

Postcode *

NE76 1ER

Country

United Kingdom

Find Address

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

Home Phone

Mobile Number

Work Phone

Previous

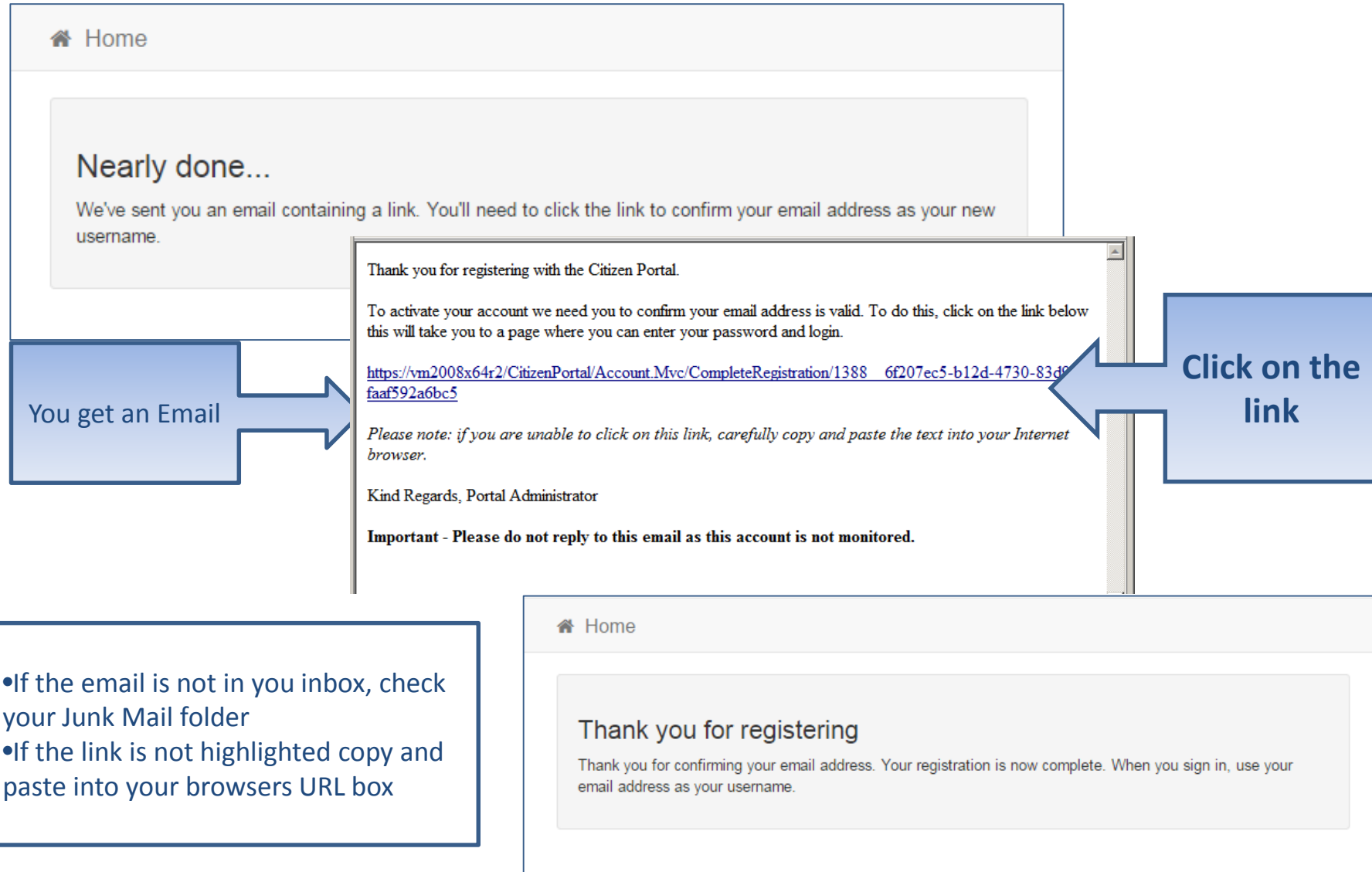
Submit Registration

* Required field

Enter
your
telephone
Numbers

Submit
Registration

What happens Next



Log in

Home

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

Email Address

Password

Login


[Forgotten your password?](#)


Login

Email
Password


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

Your Home Page

 Home

 My Account

[Sign Out](#)

 English/Cymraeg ▾

Welcome to the Citizens Portal

Please select "Apply for a School" to make an application. Do not use this form if you live in another Local Authority. You must apply using your own Local Authority form (the council you pay your council tax to). You can select Newcastle Schools on your Local Authority form. We will not process submitted forms if you do not live in Newcastle.

Only use the "My Family" option to correct child's details if you have miss spelt their name or put a wrong date of birth, then save



Apply for a school



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

The closing date for applications to start school in September 2018 is midday **15 January 2018**. The offer date for on time applications is **15 April 2018**.

The closing date for applications to transfer to middle, secondary or high school for September 2018 is **midday 31 October 2017**. The offer date for on time applications is **1 March 2018**.

If you are starting a new application you need to press **ADD CHILD** from the bottom of this page. Once child is added you then select **Start New Application**. If you are returning to change the application then select **Continue Application** or **Change Application**.

Please note you do not need a "UID" number to apply. If you do not have a UID number just apply using the "No UID" option

Before you complete the form it is important that you read the admissions guidance and the admissions arrangements for the schools you are interested in. This can be found on our admissions website at www.newcastle.gov.uk/admissions

Please ensure that you list your schools in order, with the school you most want first. All school preferences are assessed equally but if you meet the rules of more than one of the schools on your application we will offer you the school you listed highest.

- Make realistic choices. Use the school information from the previous year as a guide.
- Use all your preferences. Do not waste the opportunity to be considered for other schools.
- There is no advantage in listing the same school more than once because we can only process one application per child per school.

Make a new 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 *

 Bert


Middle Name

 Harry


Surname *


 Bloggs

Gender *

 Male ▼


Date of Birth *

 12/12/2006 x ↕ ▼



The date on which the child was born

Relationship to Child *


 Father ▼


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 *

 29 Milton Road, Newcastle, NE76 1ER

 Click to add new address

Cancel

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

Relationship

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

Add Child cont..

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

☒ Use previous address

House Number

House Name

Building Name

Street Name

District / Village

Town

County

Postcode

Country

Click **Add Child**

Start the application


School Places

This is the Home Page. From here you can make a new application or view or change the application you have already made. You can use the Help we have provided if you get stuck or contact us using the details in the Contact Us link below. When you have finished your application and are happy with the details you have provided, you must SUBMIT it to the Local Authority. Follow the instructions that will be displayed to help you do this.

Important! You can still change your application after it has been submitted, up until the closing date, but you MUST SUBMIT it again or we will be unable to consider your application.

Make a new application

Can apply now

 Bert Bloggs
Date of birth: 12-Dec-2008

You can perform the following actions:

- [Start New Application](#)

**Start new
Application**

Back

Add child

Which Local Authority do you live in?

Home My Account Sign Out

Admissions

Before You Apply To make an application for a school place you **MUST** make your application to the Local Authority where **your child lives**. The Local Authority knows the majority of addresses in this and surrounding Local Authorities. To check you are applying to the right Local Authority please enter **your child's postcode** to search our address database. If your child is moving to a new address, enter the postcode where the child will live at the time of starting the new school.

My child's postcode

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

Your child's postcode is within this Local Authority - Please click 'Continue'

Before You Apply To make an application for a school place you **MUST** make y majority of addresses in this and surrounding Local Authorities. To check you are address database. If your child is moving to a new address, enter the postcode v

My child's postcode


- Please note many NE postcodes will show as OK but if you should apply on the form you pay your Council Tax to. For Example North Tyneside.


Continue to Apply

When is your child changing school?




Citizen Portal

 Home

 My Account

 Sign Out

 Admissions

Select a Transfer Group

For your child's date of birth, you can apply for the following school places:

Transfer from Year 6 to Year 7

Back

Click the Box

- If you don't get an Admissions Group you may be too late or your child's date of birth is out of range – either way please contact Admissions (admissions.information@newcastle.gov.uk)

If you have a UID?

The image shows a web form titled 'Find Child' under the 'Admissions' header. The form is for a 'Transfer to Secondary September 2018'. It provides instructions on how to use a Unique Identifier (UID) to speed up the application process. A sample UID '82011H5M4QQM6AB' is shown. The form includes a section for entering the child's name 'Bert Bloggs', the UID, and the date of birth '12/12/2006'. There are 'Back' and 'Next' buttons. A blue arrow points to the UID input field with the text 'Enter your UID Then press Next'. Another blue arrow points to the 'No UID' button with the text 'Or No UID'.

Admissions

Find Child

Transfer to Secondary September 2018

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: Bert Bloggs

Unique Identifier	<input type="text"/>
Date of Birth	<input type="text" value="12/12/2006"/>

[Back](#) [Next](#)


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

[No UID](#)

Enter your UID
Then press Next

Or
No UID

Your child's details?

 Admissions

Additional Child's Details

Does your child have a Statement of Special Educational Needs?

☐ No

Is your child registered as being in the care of a Local Authority e.g. are they fostered or a 'Looked After' child?

☒ Yes ☐ No

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

☐ No

Slide to
select

Next

Moving Home?

Admissions

Address Details

You have previously indicated that Bert's current address is 29 Milton Road, Newcastle upon Tyne, NE76 1ER, UK. If this is not Bert'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 Bert.

Moving Home?

(LA) 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](#)

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

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

☐ No

[Back](#) [Next](#)

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. It includes a search section 'Find a School' with fields for Postcode, Schools located in, and School Name. A search button is present. Below the search fields, a table lists search results. A blue arrow labeled 'Select' points to the first result, 'Millfield Primary School'. Another blue arrow labeled 'Search for your child's current school' points to the search button. A third blue box contains instructions for when a school is not found. At the bottom are 'Back' and 'Next' buttons.

Admissions

Child's Current School

Where does Bert currently go to School? Use the search facility below to find Bert's current school.

Find a School

To find the school you are looking for, search using a postcode, local authority, school name or a combination of these, then click Search.

Postcode:

Schools located in:

School Name (Tip: Part names give better results):

1 School(s) found

School Name	Gender	Address	Website
Millfield Primary School	CoEd	2 Fold Lane, Newcaastle, NE4 1XX	

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

Currently educated at:

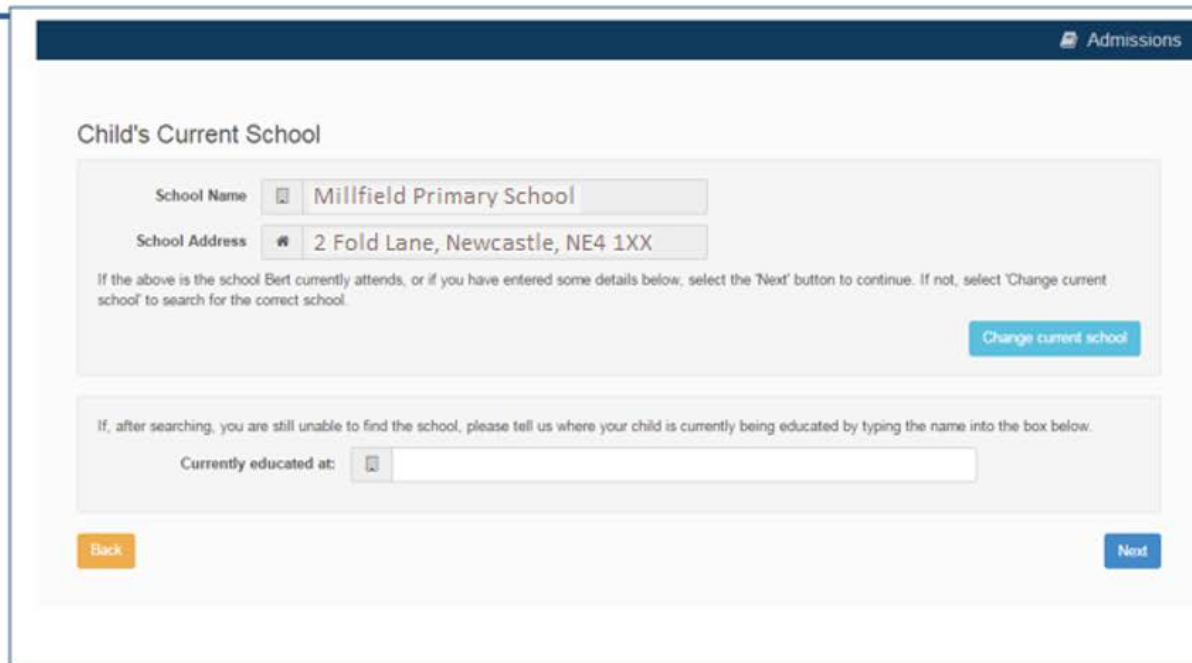
Search for your
child's current
school

Select

If your school is not listed change
remove the **Postcode** and change the
Schools located in to your local
authority

Confirm School

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



The screenshot shows a web form titled 'Admissions' with the heading 'Child's Current School'. It contains two input fields: 'School Name' with the value 'Millfield Primary School' and 'School Address' with the value '2 Fold Lane, Newcastle, NE4 1XX'. Below these fields is a paragraph of instructions: 'If the above is the school Bert currently attends, or if you have entered some details below, select the 'Next' button to continue. If not, select 'Change current school' to search for the correct school.' To the right of this text is a blue button labeled 'Change current school'. Below the instructions is another 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.' This is followed by a label 'Currently educated at:' and an empty text input field. At the bottom left is an orange 'Back' button, and at the bottom right is a blue 'Next' button.

Admissions

Child's Current School

School Name

School Address

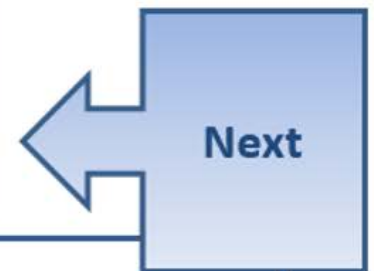
If the above is the school Bert currently attends, or if you have entered some details below, select the 'Next' button to continue. If not, select 'Change current school' to search for the correct school.

[Change current school](#)

If, after searching, you are still unable to find the school, please tell us where your child is currently being educated by typing the name into the box below.

Currently educated at:

[Back](#) [Next](#)



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

Your Preferences

Admissions

Preference School Search

This is where you will tell us the school you would prefer your child to attend. You may select more than one school and if you do, it is important that you rank them in the order you prefer, with the school you most want at Rank 1. Use the up and down arrows that will appear once you have selected more than one school to rank your schools.

For each school you select, you will then be able to tell us your reasons for having chosen that school. You do not have to give any reasons if you do not wish to and depending upon the reasons you claim, we may have to ask you to provide further evidence.


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)







Newcastle 391

gre

Search

2 School(s) found

School Name	Website
Applegreen School	castle upon Tyne, NE4 5RT
Green Abbey School (Green Abbey Community School)	West Street Newcastle upon Tyne NE3 7ZYH Link

Back

Select

Schools Located In

Search for your school

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?

Admissions

Preference Reasons: Sibling

In order to support your application for a place at Green Abbey School you can select appropriate reasons on the next pages.

(LA) Does your child have a sibling who will still be attending the school when your child starts?

No

Yes

Back

Click **No or Yes**

Sibling Details

In order to support your application for a place at Green Abbey School you can select appropriate reasons on the next pages.

Your child might have multiple siblings currently attending the school. Please enter the details of the sibling closest in age and select the address where

Forename

Bob

Middle Name

Surname

Bloggs

Gender

Male

Please select a gender

Date of Birth

dd/mm/yyyy

Use previous address

House Number

29

House Name

Building Name

Street Name

Milton Road

District / Village

Town

Newcastle upon Tyne

If Yes
Tell us about them

Sibling's School

The sibling's current school is shown below.

School Name

Green Abbey School

School Address

Green Abbey School, West Street, Newcastle upon Tyne


If the sibling does not attend the above school, but instead attends a partner school, please click on the Find School button to select the correct school.

Find School

Back

Next

Tell us your Reasons

 Admissions

Preference Reasons

In order to support your application for a place at **Green Abbey School** you can select the appropriate reasons below. You will have the opportunity to tell us in your own words of any additional reasons, or more about your selected reasons, on one of the next pages. *IMPORTANT - To select 'Yes', click to make the YES turn BLUE*

I believe my child attends a feeder school to this school

I am selecting this school because Bert is a child of a member of staff currently working at this Preference school



Anything else we should know?

Other Reasons

Medical TEXT BOX BELOW

If you feel your child should attend a specific mainstream school on medical grounds and medical reasons are included in the admission policy (for example where the child or one or both parents has a disability that means that the child can only go to one school) you must provide a letter from an appropriate health professional by 15 January 2017 explaining why the named school is the only school that the child can attend. If the evidence is late it may not be considered when places are allocated.

Please note a very small percentage of students admitted on these grounds.

Can I tell you my reason for wanting a particular school?

Yes, but only related to medical - DO NOT WRITE ANYTHING NOT MEDICAL RELATED

The following examples will not be taken into account. "The school is easy to get to", "the school is near my place of work", "cousins attend that school", "I've visited the school and really like it", "all my child's friends go there."

Other Reasons

Type in here

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


Back

Next

Your reasons must be relevant to the schools admissions oversubscription criteria

Next

More Preferences

 Admissions

Your Preferred Schools

You have selected the schools below. You may choose up to 4 schools and you may change your selection until 31/10/2017 12:00

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	Green Abbey School	Edit Remove

[Add a new preferred school](#)

[Back](#) [Next](#)

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

Submit Application

 Admissions

Application for Bert Bloggs, Date of birth: 12/12/2006

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

Before you submit your application you should read the following Terms and Conditions. Unless you indicate otherwise you will be sent your offer in an email and you will be able to see the details on this website. This page also details our Data Protection statement.

To submit your application you must accept the terms and conditions at the bottom of the page.

**Read the
Terms and
conditions**

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 01/03/2016

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 31/10/2017 12:00

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 31/10/2017 12:00

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.

☒ Yes

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

**Finally – 'I declare' and
Submit Now**

Submit Now

What next?

Dear Mr Fred Bloggs,

Newcastle 391

Thank you for submitting your application for a school place.


Your application has been received by the Newcastle 391 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 Abbet School, West Street, Newcastle upon Tyne, NE3 7YH



Email

 Admissions

Application for Bert Bloggs, Date of birth: 12/12/2006


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

To see a printer friendly version of your submitted application, click the Preview button. [Preview](#)

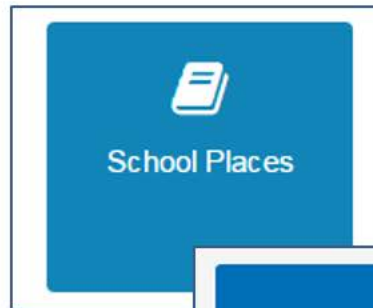
You do not need to take any further action. However, if you want to change any of the details you have submitted you may do so up until 31/10/17 12:00. If you make any changes you **MUST RE-SUBMIT** it. Otherwise your application will not be considered.




Confirmation on
Screen

 Home

What next?



Application submitted

 **Bert Bloggs**

Transfer to Secondary September 2018
Date of birth: 12-Dec-2006
Current age: 10
Last updated 26/08/2017 13:17
Submission closing date 31/10/2017 12:00
School Place Offer published here 01/03/2018

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.

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 my 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 manually into the address boxes

- **Can I use the same account to make more than one application (e.g. applications for twins or siblings in different year groups)**

You are able to apply for twins, triplets etc. using the online admissions system but **MUST** ensure that you submit a separate application for each child.