



# Parents Guide to Online Admissions

We suggest you read this guide before you apply for your child's school place or have it open in a separate window to refer to as you are making your application.



# Registration

**Welcome to School Admissions Online**

I am new to this service.

Help me register.

Welcome to the online admissions service, where you can apply for a school place for your child/ren. Before applying, please read the admissions guide to parents. You can find a copy of this guide here [click here to view our web site](#)

Using this online service has the following benefits:-

**Click Register** – on the next screen enter your postcode without a space to check if we are your child's home LA and whether you should use our application system.

Add your details

**Registration - Your Personal Details**

To make an online application you need to register your details with Bedfordshire 820 Local Authority. Once you have completed the registration you will be able to use your email and password to log in and record your child's details and other application information.

**\* = required information**

**YOUR PERSONAL INFORMATION**

Title \*      Forename \*      Surname \*      Gender \*

                  Male  Female

You are advised to enter a telephone number where you can be contacted during normal office hours, if necessary.

Home Phone No      Mobile Phone No      Business Phone No

# Where do you live?

Enter your Postcode with a space

**YOUR ADDRESS**

To find your home address on our database, please enter your postcode and then click Find Address. The address will only be used as a mailing address and correspondence will be sent there. If your address is not listed, please type the correct address in the boxes below.  
If you do not know your postcode, click [here](#).

Postcode  
mk41 6as

Double click on your address to select it, or click on your address and then click on the Select button

25, Milton Road, Clapham, Bedford, MK41 6AS	<input type="button" value="Select"/>
44, Milton Road, Clapham, Bedford, MK41 6AS	
66, Milton Road, Clapham, Bedford, MK41 6AS	
85, Milton Road, Clapham, Bedford, MK41 6AS	
101, Milton Road, Clapham, Bedford, MK41 6AS	

House No, Flat No/Name, Building

Street Name

District/Village

Town

County/State

Postcode/Zip \*

Country

There is no select button

•If you cannot find your address you can type it in

Click Next

# Your Login details

Email address.  
Make a note of  
the email you  
use.

Password  
(this is case  
sensitive)

**Registration - Your Login details**

To make an online application you need to register your details with Bedfordshire 820 Local Authority. Once you have completed the registration you will be able to use your email and password to log in and record your child's details and other application information.  
\* = required information

**YOUR LOGIN INFORMATION**

Please ensure that you provide a valid, active Email Address.

Email Address \*  Confirm Email Address \*

Your password must be a minimum of 6 characters in length. It must contain at least 2 numbers.

Password \*  Confirm Password \*

Please choose a secret question from the list and then type your answer below. We will ask you this question if you forget your password so please choose a question that you will remember the answer to.

Secret Question \*  Secret Answer \*

[Back](#) [Registration complete](#)

Select your Secret Question. Make a note of your answer on the application checklist that we provide on our website.

**Registration complete**

# What happens next?

**Registration successful**

Thank you for supplying your registration details. You will shortly receive an Email to the Email Address you supplied, please follow the instructions in this email to allow you to complete your registration.

Please note that you will not be able to use our easy, online email you will receive.

Sometimes emails can end up in your Junk or Spam folder. AntAdmin@capita.co.uk in your 'Safe Senders' list or check your Junk Mail folder.

Please close this browser window now and re enter our website via the link below.

**Confirmation of Your Registration - Bedfordshire 820 Online Admissions.**

From: AntAdmin@capita.co.uk  
Date: 22 July 2011 12:30  
To: sarasmith@hotmail.com  
Subject: Confirmation of Your Registration - Bedfordshire 820 Online Admissions.

Dear Ms Smith,

Thank you for registering with the Bedfordshire 820 Online Admissions Application Service.

In order to complete your registration, you must login again using the password you have chosen.

If you can see a link below, please click on it to open our service, otherwise please copy and paste the text into your Internet browser.

[https://is-01/CCSEnterprise\\_AdmissionsOnline/Account.Mvc/CompleteRegistration/697\\_5bdf8b2d-f995-428f-a740-356195973f76](https://is-01/CCSEnterprise_AdmissionsOnline/Account.Mvc/CompleteRegistration/697_5bdf8b2d-f995-428f-a740-356195973f76)

Kind regards,

You get an Email

- If the email is not in you inbox, check your Junk Mail folder
- If the link is not highlighted copy and paste into the **Welcome Page**
- Passwords are case sensitive

On the **Welcome Page**  
Enter your **password**

I am already registered and want to log in.

Email Address  
sarasmith@hotmail.com

Password  
●●●●●●

[Forgotten your password?](#)

# Your Home Page

Welcome **Ms Smith** [ [Change My Personal Details](#) | [Change My Login Details](#) | [Logout](#) ]

## Admissions Online Home Page

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.

**YOUR CURRENT APPLICATIONS:-**

**You have no applications** Click 'Go' to begin a new application

**NEW APPLICATION**  
Make a new application for a school place

**GO**

[Contact us](#) [Data Protection Statement](#) [Blank Application Forms](#) [Education Websites](#) [Terms & Conditions](#)

- If you have more than one child return here to add their applications

# Make an Application

**Make an Application**

**CHILD'S DATE OF BIRTH**

Please enter your child's date of birth. We will use this to locate the Admissions Group that your child is part of.

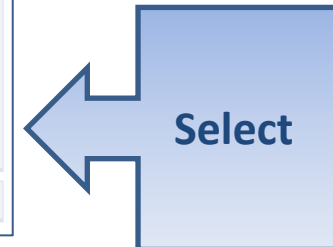
Date of Birth (dd/mm/yyyy)



**ADMISSIONS GROUPS**

We have found the Admission Group shown below. If this is correct, please confirm it by pressing the SELECT button.

If this is not correct, have you entered the correct date of birth? If not, please try again.  
If you are still having problems or are not sure what to do, please contact us using the 'Contact us' link below.



- If you don't see an Admissions Group you may be too late to apply or your child's date of birth is out of range – either way please contact us at [admissions@buckscc.gov.uk](mailto:admissions@buckscc.gov.uk)

# Enter your child's details

[Child Details](#) >> [Address Details](#) >> [Current School](#) >> [School Preferences](#) >> [Finish for now & return later](#) >> [Ts & Cs](#) >> [Confirm](#)

**Transfer to Secondary September 2012**

**CHILD'S DETAILS**

Legal Forename \*  Middle Name  Legal Surname \*

Date of Birth (dd/mm/yyyy)  Gender \*  Male  Female

Does your child have a Statement of Special Educational Needs?  Yes  No

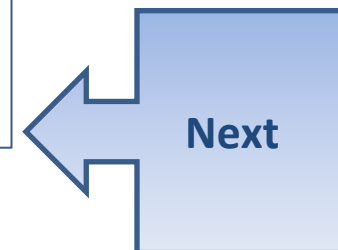
Is your child registered as being in the care of a Local Authority e.g. are they fostered or a 'Looked After' child?  Yes  No

**YOU AND YOUR CHILD**

What is your relationship to the Child? \*

Do you have Parental responsibility for the child?  Yes  No

[Next >>](#)



# Where does your child live?

Child Details >> **Address Details** >> Current School >> School Preferences >> Finish for now & return later >> Ts & Cs >> Confirm

**CHILD'S CURRENT ADDRESS**

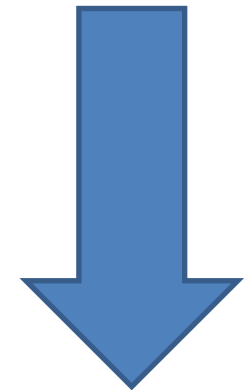
We need to know where Fred lives now. If the address displayed is incorrect, please enter Fred's postcode below and click FIND ADDRESS.

Is the child's Home Address the same as yours

House No, Flat No/Name, Building	<input type="text" value="101"/>	<input type="text"/>	<input type="text"/>
Street Name	<input type="text" value="Milton Road"/>		
District/Village	<input type="text" value="Clapham"/>		
Town	<input type="text" value="Bedford"/>		
County/State	<input type="text"/>		
Postcode/Zip *	<input type="text" value="MK41 6AS"/>		
Country	<input type="text" value="United Kingdom"/>		

Enter your child's postcode and click FIND ADDRESS. If, after searching, you cannot find the correct address, please type it into the boxes above.

Postcode  ⓘ



# Moving Home?

The moving home option will not be displayed. Please see pages 25 to 27 of our Guide for Parents for details of what to do if you are going to move or move after you have made your application. Service families should provide the information requested here.

**MOVING HOME?**

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

Moving Date (dd/mm/yyyy)

Enter your new postcode and click FIND ADDRESS. If the address is not listed, please type the correct address in the boxes below.

Postcode  

House No, Flat No/Name, Building

Street Name

District/Village

Town

County/State

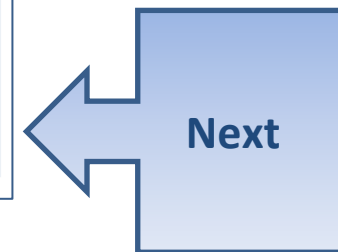
Postcode/Zip \*

Country

**RETURNING SERVICE FAMILIES ONLY**

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 Fred a member of a Service or Crown Servant family, who are returning/moving to the address above to take up duties? If so, please tick here.



# Current School

- IMPORTANT – If you are applying for a place in Reception skip to ‘Your Preferences’

Child Details >> Address Details >> **Current School** >> School Preferences >> Finish for now & return later >> Ts & Cs >> Confirm

**CHILD'S CURRENT SCHOOL**

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

**FIND A SCHOOL**

If you cannot find the school you are looking for search again using a different postcode, 'located in', school name, or a combination of these, then click **Search**.

Postcode:  Schools located in:  School Name (Tip: Part names give better results):

A B C D E F **G** H I J K L M N O P Q R S T U V W X Y Z | All

	School Name	Gender	Address	School Website
<input type="button" value="Select"/>	Beauchamp Middle School	CoEd	Hawk Drive, Bedford, Bedfordshire, MK41 7JE	
<input type="button" value="Select"/>	Goldington Middle School	CoEd	Haylands Way, Bedford, Bedfordshire, MK41 9BX	
<input type="button" value="Select"/>	Newnham Middle School	CoEd	Polhill Avenue, Bedford, Bedfordshire, MK41 9DT	
<input type="button" value="Select"/>	Woodside Middle School	CoEd	Church Lane, Bedford, Bedfordshire, MK41 0DH	

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Search for your child's current school

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

Select

# Confirm School

IMPORTANT – If you are applying for a place in Reception skip to ‘Your Preferences’

Child Details >> Address Details >> **Current School** >> School Preferences >> Finish for now & return later >> Ts & Cs >> Confirm

**CHILD'S CURRENT SCHOOL**

School Name

School Address

If the above is the school Fred currently attends, or you have entered some details below, select the 'Next' button to continue. Select 'Change current school' to search for the correct school.

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

Currently educated at:

[Contact us](#) [Data Protection Statement](#) [Blank Application Forms](#) [Education Websites](#) [Terms & Conditions](#)

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

# Your 1<sup>st</sup> Preference

Home

Child Details >> Address Details >> Current School

welcome **Ms Smith** [ [Change My Personal Details](#) | [Change My Login Details](#) | [Logout](#) ]

Finish for now & return later >> Ts & Cs >> Confirm

### SCHOOL PREFERENCES

This is where you will tell us the schools you are interested in attending. You may select more than one school and if you do, it is important that you rank them in the order you prefer, with Rank 1 being your preferred school.

For each school you select, you will be asked to provide reasons for having chosen that school. You do not have to give any reasons if you do not wish to provide further evidence.

### FIND A SCHOOL

Search using postcode, 'located in' or 'school name'.

Postcode:

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

We have been unable to find any schools that meet your search options. Please either choose some different search options or make your search less specific and try again.

« Back 

Search for your preferred school

Schools Located In

If the school you are looking for is not listed, remove the **Postcode** and change the 'Schools located in' to the area in which the school is located and enter part of the school name, or just click 'search' for a list of all schools in that LA's area.

# Select the school

Child Details >> Address Details >> Current School >> **School Preferences** >> Finish for now & return later >> Ts & Cs >> Confirm

## SCHOOL PREFERENCES

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

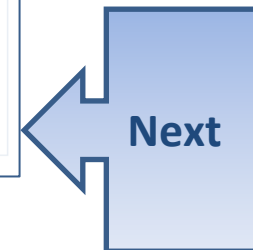
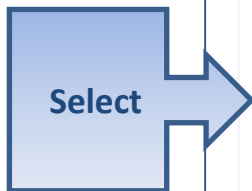
Search using postcode, 'located in', school name, or a combination of these, then click **Search**.

Postcode:   
Schools located in:   
School Name (Tip: Part names give better results):

ABCDEF **G** HIJKLMN OPQRSTUVWXYZ | All

	School Name	Gender	Address	School Website
Select	Green Abbey School (Green Abbey Community School)	CoEd	Green Abbey School, Burnaby Road, Bedford, Bedfordshire, MK42 1GH	<a href="#">Link</a>

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# Tell us your Reasons

Child Details » Address Details » Current School » **School Preferences** » Finish for now & return later » Ts & Cs » Confirm

**FRED SMITH, DATE OF BIRTH: 12/12/2000 : APPLICATION FOR GREEN ABBEY COMMUNITY SCHOOL**

In order to support your application for a place at this school you can select appropriate reasons below. You will have the opportunity to tell us in your own words, of any additional reasons, on the next page.

Admissions for this school are controlled by this Local Authority. Preferences are ranked equally - for further details please refer to Section D of the Guide to parents

[Download - Right Click and Select Save Target As](#)

Does your child have a sibling who will still be attending the school when your child starts?  Yes  No/Not Applicable

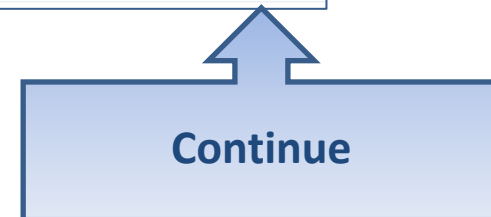
I am selecting this school for medical reasons.  Yes  No/Not Applicable

I believe my child lives in this school's catchment.  Yes  No/Not Applicable

I am selecting this school for social reasons.  Yes  No/Not Applicable

I am selecting this school because of the distance from my child's home to this school.  Yes  No/Not Applicable

[« Back To Preferences](#) [Continue »](#)



Continue

# Anything else we should know?

Child Details >> Address Details >> Current School >> **School Preferences** >> Finish for now & return later >> Ts & Cs >> Confirm

**FRED SMITH, DATE OF BIRTH: 12/12/2000 : APPLICATION FOR GREEN ABBEY COMMUNITY SCHOOL**

**OTHER REASONS**

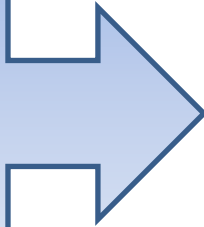
You may tell us of any other reasons to support your application. If you have selected this school for social or medical reasons you should give more details below. You may be contacted to discuss this further.

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

[« Back To Reasons](#) [Done »](#)

You may type in here.  
The only punctuation you should use are full stops and commas.

If you are applying under an 'exceptional needs' rule, you must provide independent evidence to support your case.



Done

# Your 2<sup>nd</sup> Preference

**YOUR PREFERRED SCHOOLS**

The following schools have been selected for this online application. Please note you may state a preference for a maximum of 3 schools. Changes may be made to this selection until 29/10/2011 12:00

Remove	Edit	Re-order	Rank	School Name
			1	Green Abbey Community School

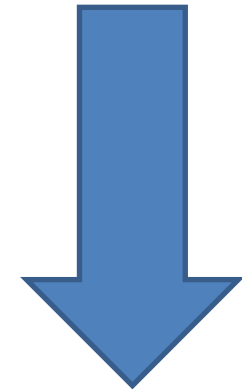
**FIND A SCHOOL**

Search using postcode, 'located in', school name, or a combination of these, then click **Search**.

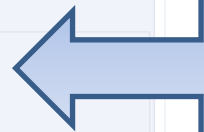
Postcode:   
Schools located in:   
School Name (Tip: Part names give better results):

ABCDEF | G | HI | **Schools Located In** | XYZ | All

Select	Gender	Address	School Website
<input type="button" value="Select"/>	CoEd	John Bunyan Specialist Science School, Almond Road, St. Neots, Cambs, PE19 3DS	
<input type="button" value="Select"/>	CoEd	Mark Rutherford Secondary School, Wilstead Road, Elstow, Bedford, MK42 9YF	
<input type="button" value="Select"/>	Girls	Milland Girls School (Discrete)	
<input type="button" value="Select"/>	CoEd	Millennium School (Aptitude), Jetty Road, Grays, Essex, RM15 1QT	
<input type="button" value="Select"/>	CoEd	Perth High (Ability), 12 Helburn Street, Aberdeen, AB9 2YF	



Search for your school



Schools Located In

Select

If the school you are looking for is not listed, remove the **Postcode** and change the **'Schools located in'** to the area in which the school is located and enter part of the school name, or just click 'search' for a list of all schools in that LA's area.

# Add more preferences

Remove	Edit	Re-order	Rank	School Name
<input type="button" value="Remove"/>	<input type="button" value="Edit"/>	↓	1	Green Abbey Community School
<input type="button" value="Remove"/>	<input type="button" value="Edit"/>	↑	2	John Bunyan Specialist Science School

**FIND A SCHOOL**  
Search using postcode, 'located in', school name, or a combination of these, then click **Search**.

Postcode   
Schools located in   
School Name (Tip: Part names give better results)

Child Details >> Address Details >> Current School >> **School Preferences** >> Finish for now & return later >> Ts & Cs >> Confirm

### SCHOOL PREFERENCES

**YOUR PREFERRED SCHOOLS**

The following schools have been selected for this online application. Please note you may state a preference for a maximum of 3 schools. Changes may be made to this selection until 29/10/2011 12:00

**Important!** The school at Rank 1 should be the school you most want your child to be considered for. Use the up and down arrows to place the schools in your preferred order.

Remove	Edit	Re-order	Rank	School Name
<input type="button" value="Remove"/>	<input type="button" value="Edit"/>	↓	1	Green Abbey Community School
<input type="button" value="Remove"/>	<input type="button" value="Edit"/>	↑ ↓	2	John Bunyan Specialist Science School
<input type="button" value="Remove"/>	<input type="button" value="Edit"/>	↑	3	Mark Rutherford Secondary School

*You have now selected the maximum number of schools. You can change the selection you have made by removing schools from your Preferred Schools list.*

Remove a school

Edit reasons

Change order

« Back Next »

Next

# Submit your application

**SCHOOL PLACE OFFER**

If you choose to receive your offer via 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 01/03/2012.

I would like to receive my offer of a school place via email.  Yes  No

If you change your mind about the option chosen, please contact the Admissions team using the Contact us link below.

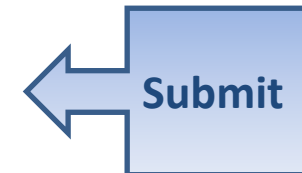
Warning: Sometimes emails end up in your Junk or Spam folder, if you do not receive your email on the date above, please check there first.

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

Yes  No

[« Back](#) [Submit](#)

[Contact us](#) [Data Protection Statement](#) [Blank Application Forms](#) [Education Websites](#) [Terms & Conditions](#)



[Child Details](#) >> [Address Details](#) >> [Current School](#) >> [School Preferences](#) >> [Finish for now & return later](#) >> [Ts & Cs](#) >> **Confirm**

**APPLICATION FOR FRED SMITH, DATE OF BIRTH: 12/12/2000**

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

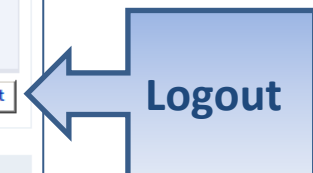
To see a printer friendly version of your submitted application please click the preview button. [Preview](#)

**You do not need to take any further action**, however, if you need to make any changes to your application you can do so up until 29/10/2011 12:00. If you make any changes **it is essential that you re-submit**, otherwise your application will not be considered.

You can now choose to either go to your home page or to logout.

[Home](#) [Logout](#)

[Contact us](#) [Data Protection Statement](#) [Blank Application Forms](#) [Education Websites](#) [Terms & Conditions](#)



# Your completed application

Welcome **Ms Smith** [ [Change My Personal Details](#) | [Change My Login Details](#) | [Logout](#) ]


## Admissions Online Home Page

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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.

**YOUR CURRENT APPLICATIONS:-**

[Fred Smith](#)



**Fred Smith**  
**Transfer to Secondary September 2012**  
**Preferred Schools**

1. Green Abbey School
2. John Bunyan Specialist Science School
3. Mark Rutherford Secondary School

[Change my Preferences](#)

**Application Submitted** ✓  
Closing date for Submission of Application 29/10/2011 12:00:00

[Change my Application Details](#)

[Show me my Application](#)

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**School Place Offer** 📄  
Will be published here on 01/03/2012

**NEW APPLICATION**

Make a new application for a school place

**GO**

Logout

Or

Go

# FAQs

- **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 account.

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.

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 log in page, click on the link "Forgotten your password?" and enter your username.
- We suggest you use our application checklist to record this information when you first register.
- A new email will be generated and sent to your registered email address with a link to reset the password details.

# FAQs

- **What if I change my email address?**
  - Log in with your old address and select 'Change my login details'
  
- **I am unable to find my address on the dropdown address list**
  - Just enter your address into the address boxes

# FAQs

- **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.

# And finally

Once you have submitted your application, you will receive a confirmation email. Check this carefully straight away, If you need to make any changes you can log back in to do this up to the closing date. Remember to resubmit your application if you do make changes.