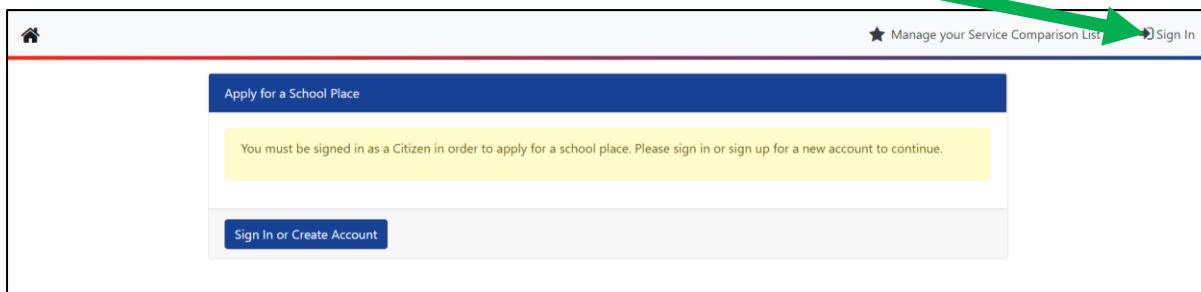


## Applying for a school place – normal round (annual cycle) on the new portal

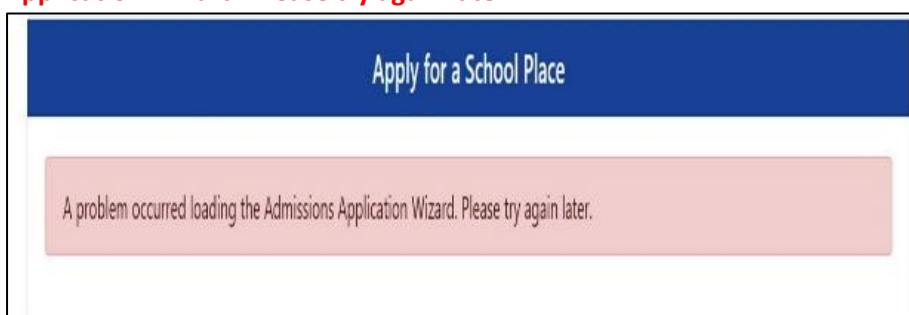
Log on via the green button on the school admissions pages at [www.leeds.gov.uk/apply](http://www.leeds.gov.uk/apply)

The URL is <https://parentportal.leeds.gov.uk/Synergy/Enquiries/Citizen/citizen.aspx/>

This is the log in screen – users who have applied before, can sign in



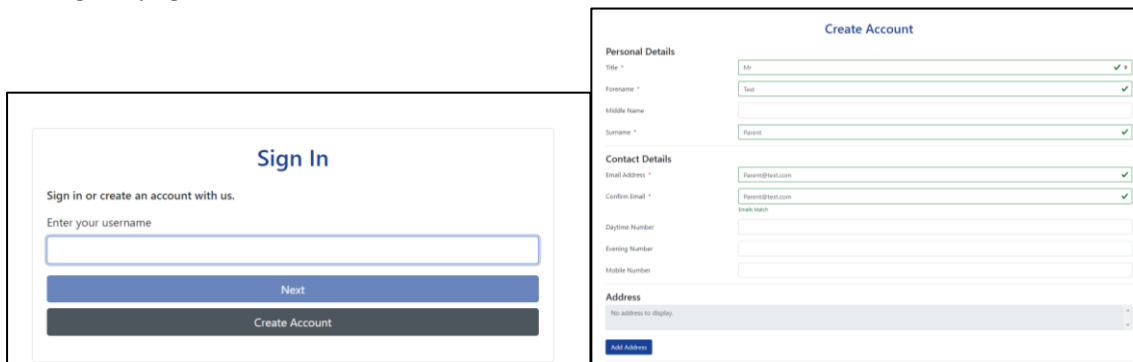
If a parent logs in and gets a red error message that reads: **A problem occurred loading the Application Wizard. Please try again later**



Please advise parent to

1. try creating a new account using a new email address
2. if they cannot do this, admission team may need to delete their account – contact admissions to ask for this - Parent's email address must be provided to be able to delete the old account

The sign in page also allows creation of a new account:




The parent needs to add their address using the **Add Address** button and then the address search tool. The search may not find addresses outside of Leeds Local Authority (only in-year applicants should be applying from addresses outside Leeds). There is an **Enter Address Manually** button – they should use this.

If they can't see that button (there is a bug) they may see a red error message that reads: **Something went wrong while searching for an address. Please try again. If the problem persists, please contact us and let us know what went wrong.** If this message comes up, advise them to

## Applying for a school place – normal round (annual cycle) on the new portal

enter a Leeds address (like Civic Hall LS1 1UR) and when that is found, they will see the [Enter Address Manually](#) button below the found address – they can enter their actual address manually at this stage. See below images and the green circle



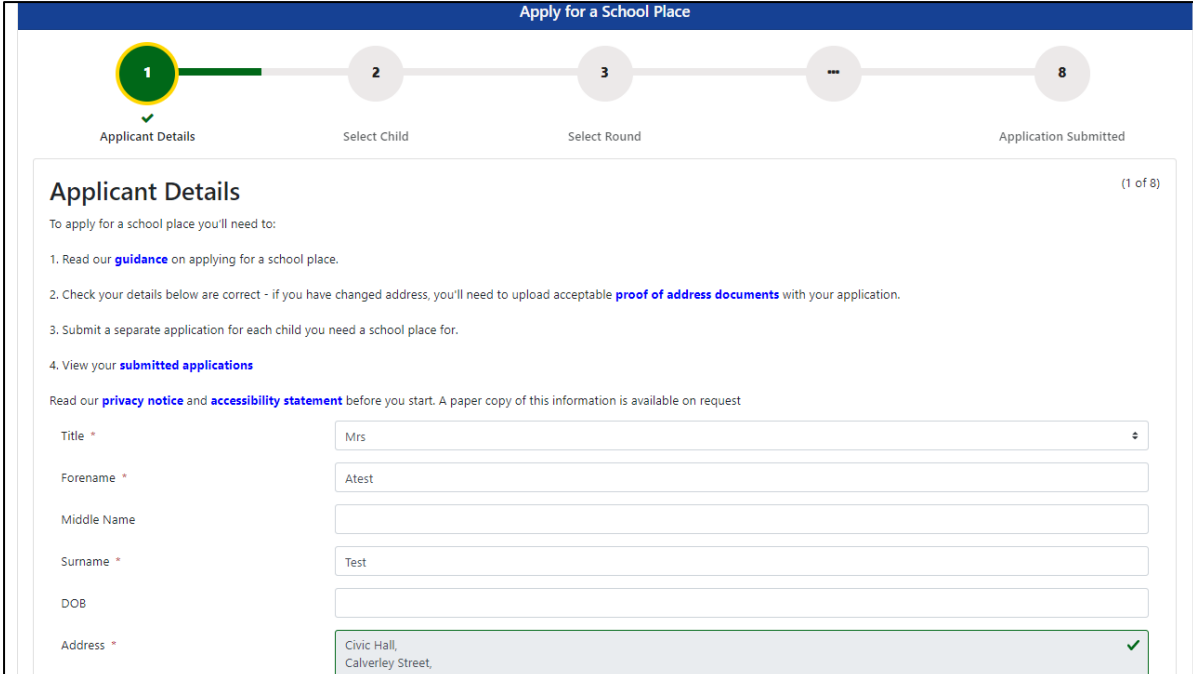
The screenshot shows a 'Search Results' window with a 'Search' button in the top right. Below the title is a 'Selected Address' section with several input fields: Secondary, Primary (Civic Hall), Street (Calverley Street), Locality, Town (Leeds), County, and Postcode (LS1 1UR). At the bottom left is a yellow 'Cancel' button. At the bottom right, there are two blue buttons: 'Enter Address Manually' (circled in green) and 'Confirm Selected'.

Making the application - There are 7 steps for a normal round application

### Step 1 – Applicant parent details.

Parents who have made a previous school admissions application will be able to see their details here. Anyone updating their address, needs to upload proof of address as part of the application process.

Parents can click on the numbered circles to return to that page at any stage



The screenshot shows the 'Apply for a School Place' application process. At the top, a blue header reads 'Apply for a School Place'. Below it is a progress bar with eight numbered steps: 1 (Applicant Details), 2 (Select Child), 3 (Select Round), 4 (Application Submitted), 5 (Application Submitted), 6 (Application Submitted), 7 (Application Submitted), and 8 (Application Submitted). Step 1 is highlighted with a green circle and a checkmark. Below the progress bar is the 'Applicant Details' form. The form includes instructions: 'To apply for a school place you'll need to: 1. Read our [guidance](#) on applying for a school place. 2. Check your details below are correct - if you have changed address, you'll need to upload acceptable [proof of address documents](#) with your application. 3. Submit a separate application for each child you need a school place for. 4. View your [submitted applications](#)'. Below the instructions, there are fields for Title (Mrs), Forename (Atest), Middle Name, Surname (Test), and DOB. The Address field is pre-filled with 'Civic Hall, Calverley Street, Leeds' and has a green checkmark next to it. The page number '(1 of 8)' is in the top right corner.

## Applying for a school place – normal round (annual cycle) on the new portal

### Step 2 – Select a child or add a new child

The screenshot shows the 'Select Child' step of the application process. At the top, there are four tabs: 'Applicant Details' (with a green checkmark), 'Select Child' (with a question mark), 'Select Round', and 'Application Submitted'. The main content area is titled 'Select Child' and includes a sub-header '(2 of 8)'. Below the title, there is a prompt: 'Please select the child you wish to apply for'. A blue button labeled 'New Child' is positioned to the left of a table. The table has four columns: 'Name', 'Address', 'Gender', and 'DOB'. A single row is visible with the following data: Name: 'Ytest Test', Address: 'Civic Hall, Calverley Street, Leeds, LS1 1UR', Gender: 'Male', and DOB: '10/04/1975'. There is a radio button to the left of the row and a small edit icon to the right. Below the table, there is another prompt: 'Please select the child you wish to apply for'. At the bottom left is a 'Back' button, and at the bottom right is a 'Next' button.

The create a new child screen looks like:

The screenshot shows the 'Create Child' screen. At the top, there is a blue header with the text 'Apply for a School Place'. Below the header, the title 'Create Child' is displayed. A sub-header reads: 'To create a new child, please complete the following details and then save these details using the buttons at the end of the form.' The form contains several fields: 'Forename \*' with the value 'Ytest' and a green checkmark; 'Middle Name' which is empty; 'Surname \*' with the value 'Test' and a green checkmark; 'DOB \*' with the value '10 Apr 1975' and a green checkmark; and 'Gender \*' with the value 'Male' and a green checkmark. To the right of these fields is a 'Current School' dropdown menu with the value '\*Not Currently in Education' and an 'Update School' button. At the bottom left is a 'Cancel' button, and at the bottom right is a 'Save' button. A checkbox is checked, with the text: 'My child's permanent address is the same as the address on my applicant profile (if the child's address differs, uncheck the checkbox to add their address)'. There is also a small green checkmark next to the checkbox.

### Step 3 - Select a round

This will be populated with any available rounds - children held back a year+ (so not in their peer chronological year) will not be able to apply online.

**It is possible to make more than one in-year application for the same child – please advise parents NOT to amend or make further applications in portal – all changes to submitted applications should be made by emailing us**

Parents should email us with any changes, including the reason they need to make them and include their child's full details in your email. Send emails to:

- [startingsecondary@leeds.gov.uk](mailto:startingsecondary@leeds.gov.uk) - for year 7 applications for September
- [startingprimary@leeds.gov.uk](mailto:startingprimary@leeds.gov.uk) - for reception and year 3 junior applications for September
- [education.transfers@leeds.gov.uk](mailto:education.transfers@leeds.gov.uk) - for in-year applications to move to a Leeds school

## Applying for a school place – normal round (annual cycle) on the new portal

### Select Round (3 of 8)

Please select the application you wish to make

**Selected Child:**  
Ytest Test

#### Continue existing application

Applications which have been started but not yet completed

Round	Deadline	Date Started	Preferences	Completed (%)
<i>There are no existing applications for this child which can be continued</i>				

#### Start a new application

For children starting reception, junior or secondary school for the very first time in September

Round	Deadline	DOB Range (From - To)
<input type="radio"/> High20-21 Quick Offers Test	31/07/2021 (after deadline) ⓘ	01/09/1970 - 31/08/1980

#### Start a new in-year application

For children looking to change schools during the school year

Round	Deadline	DOB Range (From - To)
<input type="radio"/> Matt Test For Rec 21-22	30/08/2021 (after deadline) ⓘ	01/09/1970 - 31/08/1980

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

Any started but not submitted applications will also show on the select round screen:

Applicant Details      Select Child      **Select Round**      Application Submitted

### Select Round (3 of 8)

Please select the application you wish to make

**Selected Child:**  
Ytest Test

#### Continue existing application

Applications which have been started but not yet completed

Round	Deadline	Date Started	Preferences	Completed (%)
<input checked="" type="radio"/> High20-21 Quick Offers Test	31/07/2021 (after deadline) ⓘ	27/07/21 17:57	1st - Woodkirk Academy 2nd - Cockburn School 3rd - Abbey Grange C Of E Academy 4th - Corpus Christi Catholic College 5th - Allerton Grange School	75%

#### Start a new application

For children starting reception, junior or secondary school for the very first time in September

Round	Deadline	DOB Range (From - To)
<i>No rounds available at this time</i>		

The next steps shown are for those in a normal round (annual cycle) application. There is different content on the screens on in-year applications

### Step 4 – Application details

The parent will be asked a number of questions and will be able to upload documents to attach to the application. Any documents uploaded at this stage are not visible to the school – they can attach them to schools later.

Remember: **SIFs should be sent to the school directly.** It is the parent's responsibility to ensure school has this.

Uploaded documents need to be given names like: **Address evidence** or **looked after child evidence** or **exceptional needs request** or **deferment request**

## Applying for a school place – normal round (annual cycle) on the new portal

Select Child
Select Round
Application Details
Application Submitted

### Application Details (4 of 8)

Please review the round details and answer the following questions

**Selected Child:**
Ytest Test
↑

Round: High20-21 Quick Offers Test
Deadline for Applications: 31/07/2021 23:59
Date of Birth from: 01/09/1970
Date of Birth to: 31/08/1980

Please tell us your council tax reference

Your relationship to child \*

Is your child living with you under an Adoption Order, Special Guardianship Order or Child Arrangements Order? \*  Yes  No

Is the child currently in care or has the child previously been in care, if so, by which Local Authority?

Does your child have a current Education, Health & Care Plan? \*  Yes  No

Is your child's parent / guardian a Crown Servant? \*  Yes  No

Is your child part of a multiple birth? e.g. twin \*  Yes  No

### Supporting Documents

Add documents which support your application. For example, change of address documents or evidence to show your child meets a specific admission priority. Please give the document a name so we know what it is (e.g. address evidence or previously looked after evidence)

Attach documents

Filename	File Description	Created Date	Actions
Paperwork -Moderna School.docx	Address evidence	27/07/2021 17:53	

Table of your selected documents for this application

Please confirm the attached documents are correct

### Step 5 – Select the 5 school preferences.

4  
Application Details

5  
Select Your Preferences

6  
Preference Reasons

7  
Submit Application

8  
Application Submitted

### Select Your Preferences (5 of 8)

Please select or search for schools below. List them in your order of importance - schools do not know what number they are on your list.

**Selected Child:**
Ytest Test
↑

Round: High20-21 Quick Offers Test
Deadline for Applications: 31/07/2021 23:59
Date of Birth from: 01/09/1970
Date of Birth to: 31/08/1980

Disable animations

Preference	School	Preference Order	
1st *	Woodkirk Academy	↓	
2nd	Cockburn School	↑ ↓	
3rd	Abbey Grange C Of E Academy	↑ ↓	
4th	Corpus Christi Catholic College	↑ ↓	
5th	Allerton Grange School	↑	

Your preferred schools. You need to select a minimum of one school.

I wish to proceed with 5 of 5 possible preferences.  
Leaving blank preferences does not increase your chances of getting your first preference. If you need to find out how the admission process works go to [www.leeds.gov.uk/apply](http://www.leeds.gov.uk/apply)

Back

Save and Continue

## Applying for a school place – normal round (annual cycle) on the new portal

### Step 6 – Add reasons for each preferences.

Parents can tick reasons and add free text. They will need to fill in their reasons for each school.

Reasons check boxes - some of these are set at system level not on a school level so parents need to check if they apply to the school preference – they do this by reading the school's individual admissions policy.

Parents can also upload documents to be seen by that school preference only. Remember: SIFs need to be sent directly to the school by the parent

### Preference Reasons (6 of 8)

If you'd like to explain your reasons for applying for your schools, you can enter them below. Schools can only take reasons into account if they relate to the school's individual admission policy. You may need to provide additional evidence if your child meets a specific admissions policy criteria

**Selected Child:**  
Vtest Test

Round: High20-21 Quick Offers Test	Deadline for Applications: 31/07/2021 23:59	Date of Birth from: 01/09/1970	Date of Birth to: 31/08/1980
------------------------------------	---	--------------------------------	------------------------------

**1st Preference**  
Woodkirk Academy

#### Your Reasons

Select your reasons.

- Brother Or Sister At School
- Named Feeder School
- Exceptional Needs Only Met At This School
- Religion
- Staff

Add your individual reasons for this school preference. Schools can only take account of information that relates to their individual admission policy. Please read it carefully and ensure you provide any required evidence.

---

#### Supporting Documents

Add documents which support your application for Woodkirk Academy . The school will see any documents you upload here.

[Attach documents for Woodkirk Academy](#)

**ⓘ** No documents have been attached to this preference

Please confirm that you wish to proceed without attaching any documents

**2nd Preference**

**Adding sibling details** – the definition of sibling differ between school policies. Parents should check the definition by reading the school's individual admission policy.

If a parent ticks **brother or sister at school** for a school, this will bring up a sibling information box. If the child is already created on the parents account, they can choose them from the drop down list or

## Applying for a school place – normal round (annual cycle) on the new portal

if not, they can add a new child. This screen will show if they choose to add a new sibling:-

### Apply for a School Place

#### Create Child

To create a new child, please complete the following details and then save these details using the buttons at the end of the form.

Forename \*  ✓

Middle Name

Surname \*  ✓

DOB \*  ✓

Gender \*  ✓ ▾

This child's primary address is the same as the address that I have saved on my profile (if the child's address differs, uncheck the checkbox to add their address).

This is the preference reason section showing the sibling details:-

#### Your Reasons

Select your reasons.

Brother Or Sister At School  
 Named Feeder School  
 Exceptional Needs Only Met At This School  
 Religion

Add your individual reasons for this school preference. Schools can only take account of information that relates to their individual admission policy. Please read it carefully and ensure you provide any required evidence.

#### Sibling Information

Add details of any siblings that attend this school. Make sure you read the school's own admission policy to check your child meets the sibling definition.

Select Sibling \*

##### Select Sibling

Use the sibling select drop down to populate the sibling details

Forename \*

Middle Name

Surname \*

DOB \*

Gender \*  ▾

Sibling's address is same as child

This sibling will now also show up on step 2 – select child

## Applying for a school place – normal round (annual cycle) on the new portal

The screenshot shows the 'Select Child' step of the application process. At the top, there are four tabs: 'Applicant Details', 'Select Child', 'Select Round', and 'Application Submitted'. The 'Select Child' tab is active. Below the tabs, the title 'Select Child' is displayed with '(2 of 8)' on the right. A sub-header reads 'Please select the child you wish to apply for'. There is a 'New Child' button. Below this is a table with columns: Name, Address, Gender, and DOB. Two rows are visible. The first row is highlighted in green and has a radio button selected. The second row has an unselected radio button. Each row has a small edit icon on the right. Below the table, there is another 'Please select the child you wish to apply for' text. At the bottom, there are 'Back' and 'Next' buttons.

Name	Address	Gender	DOB
Ytest Test	Civic Hall, Calverley Street, Leeds, LS1 1UR	Male	10/04/1975
Ztest Test	Civic Hall, Calverley Street, Leeds, LS1 1UR	Female	08/03/2018

### Faith schools

If the school is a faith school that admits based on faith priority – there is red warning box that reads: **If you are applying under faith priority, remember to send the school a Supplementary Information form (SIF) so they can verify your child meets the faith criteria** and the parent has to complete faith details and select a faith – there is the option of No faith.

### SIFs must be sent directly to the school by the parent

The screenshot shows the '3rd Preference' form for 'Abbey Grange C of E Academy'. At the top, there is a dark header with the school name. Below this is a red warning box with the text: 'If you are applying under faith priority, remember to send the school a Supplementary Information Form (SIF) so they can verify your child meets the faith criteria'. The main section is titled 'Your Reasons' and asks the user to 'Select your reasons.' There are four radio button options: 'Brother Or Sister At School', 'Named Feeder School', 'Exceptional Needs Only Met At This School', and 'Religion'. Below these is a text area for 'Add your individual reasons for this school preference. Schools can only take account of information that relates to their individual admission policy. Please read it carefully and ensure you provide any required evidence.' The next section is 'Faith Details', which includes a note: 'If you are applying under faith priority, remember to submit a Supplementary Information Form (SIF). You need to send this to the school by any deadline.' There is a sub-section 'Enter Faith Details' with a 'Select a Faith' dropdown menu and an 'Enter any additional information' text area.

### Step 7 – Submit application

This screen shows all the information in the child's application. It allows the parent to check it.

By pressing the arrows on the right-hand side, parents can open/close that part of the application.


Parents must agree the disclaimer to submit the application





## Applying for a school place – normal round (annual cycle) on the new portal


This application has NOT yet been submitted.

The on time submission date has now passed.  
You may still continue this application until the after deadline period ends on **Saturday, 31 July 2021 23:59**.  
After this time you will no longer be able to submit this application.

Applicant Details 

Selected Child 

Application Details 

Selected Preferences 

1st Preference  
Woodkirk Academy

2nd Preference  
Cockburn School

3rd Preference  
Abbey Grange C Of E Academy

4th Preference  
Corpus Christi Catholic College

5th Preference  
Allerton Grange School

[Collapse All](#) [Expand All](#)

**Disclaimer**

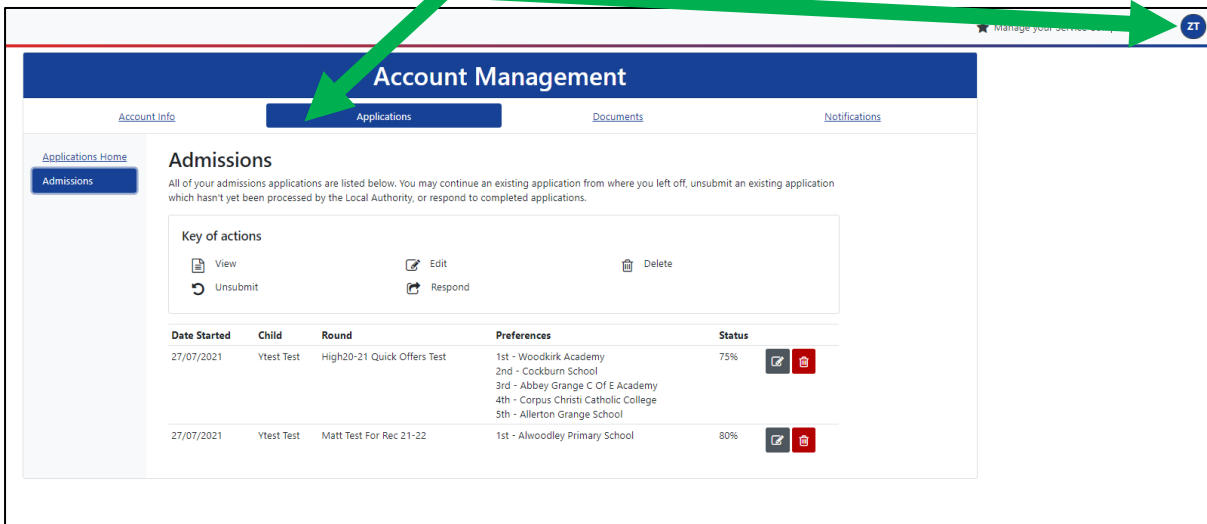
By pressing the submit button, I confirm that all details are correct to the best of my knowledge, I understand a school place may be withdrawn if I am found to have provided false or misleading information. I know I must tell the School Admissions team about any change to my circumstances that could affect my application immediately, such as a house move, and I may need to provide evidence of the change. I confirm I hold parental responsibility for the child, and I have agreed this application with anyone else who holds this before I have applied. I am aware of how Leeds City Council use the information in my application for the purposes of offering a place in a Leeds school and have read the Schools Admissions Privacy Notice - [www.leeds.gov.uk/privacy-and-data/service-privacy-notice/children-and-families-privacy/school-admissions-notice](http://www.leeds.gov.uk/privacy-and-data/service-privacy-notice/children-and-families-privacy/school-admissions-notice) if you need to amend any details before you press submit, use the back button to amend the application.

I have read and agree with the disclaimer \*

[Back](#) [Submit Application](#)

Parents will receive an automatic email to confirm they have submitted the application

**Account management** - To view submitted applications, parents should click on their initials in the blue circle (top right) and choose applications and admissions. Parents should not amend submitted applications in the portal - they should email us – see step 3 above



Account Management

Account Info Applications Documents Notifications





Applications Home

Admissions

All of your admissions applications are listed below. You may continue an existing application from where you left off, unsubmit an existing application which hasn't yet been processed by the Local Authority, or respond to completed applications.

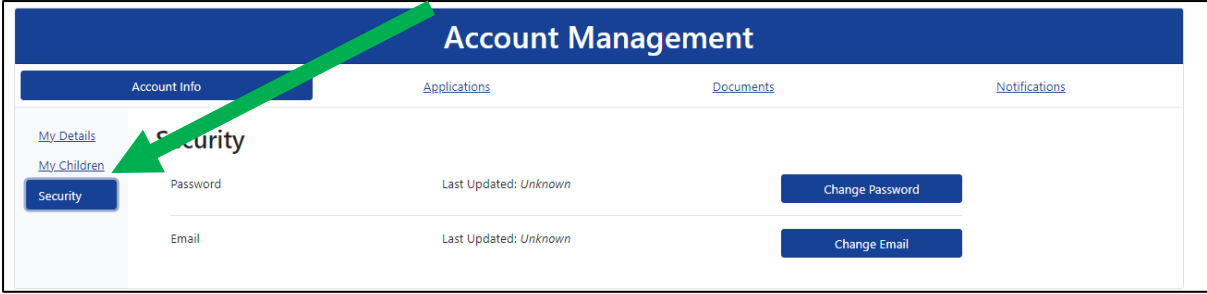
Key of actions

- View
- Edit
- Delete
- Unsubmit
- Respond

Date Started	Child	Round	Preferences	Status
27/07/2021	Ytest Test	High20-21 Quick Offers Test	1st - Woodkirk Academy 2nd - Cockburn School 3rd - Abbey Grange C Of E Academy 4th - Corpus Christi Catholic College 5th - Allerton Grange School	75%  
27/07/2021	Ytest Test	Matt Test For Rec 21-22	1st - Alwoodley Primary School	80%  

Parents can change their account email address in the portal – go to Account info and security – they have to add their password and the new email address

## Applying for a school place – normal round (annual cycle) on the new portal



The screenshot displays the 'Account Management' interface. At the top, there is a blue header with the title 'Account Management'. Below the header, a navigation bar contains four tabs: 'Account Info', 'Applications', 'Documents', and 'Notifications'. The 'Account Info' tab is currently selected. On the left side, there is a vertical menu with three options: 'My Details', 'My Children', and 'Security'. The 'Security' option is highlighted with a blue background. A green arrow points from the top of the page down to the 'Security' menu item. The main content area is titled 'Security' and contains two rows of information. The first row is for 'Password', showing 'Last Updated: Unknown' and a 'Change Password' button. The second row is for 'Email', showing 'Last Updated: Unknown' and a 'Change Email' button.

Account Info	Applications	Documents	Notifications
<a href="#">My Details</a>			
<a href="#">My Children</a>			
<b>Security</b>			
Password	Last Updated: <i>Unknown</i>	<a href="#">Change Password</a>	
Email	Last Updated: <i>Unknown</i>	<a href="#">Change Email</a>	