

Parent's guide to applying online

[Create Account](#)
[Login](#)

School Admissions Online

Welcome to Enrol: Peterborough City Council's 2011 on line school admissions website

Enrol allows parents of children living in Peterborough Local Authority to apply to start school (Reception), transfer from Infant to Junior School (Year 3) or to transfer to Secondary School (Year 7).

THERE IS NO FACILITY AT THIS TIME TO APPLY FOR A IN YEAR PLACE USING THIS ON LINE PROCESS.

The process is an extremely safe and secure way of applying for a school place. We strongly advise all parents and carers to read the admission arrangements before choosing preferences for their children. The admission arrangements are found in our 2011 Admission to School Booklets. Some schools request that you also complete a Supplementary Information Form (SIF) please refer to the booklets. Both booklets, application forms and SIF's are available to download from the following links:

[PRIMARY APPLICATION INFORMATION](#)
[SECONDARY APPLICATION INFORMATION](#)

Alternatively a hard copy is available from the Admissions Team – Tel: 01733 864007.

To begin using Enrol, you will need to create an account using the 'Create Account' link which can be found on the top left side of this page. Once you have created your account you can return to Enrol at any time using the 'Log In' link, which is also found on the top left side of this page.

TIMETABLE FOR SCHOOL ADMISSIONS IN PETERBOROUGH

Transfer to Secondary School – Year 7 (Children born between 01/09/1999 and 31/08/2000)
Round Opens: 02/09/2010 Round Closes: 31/10/2010
Offer letters posted: 01/03/2011 (on line offers available from 00.30 hrs on offer day)

Admission for the first time – Reception Intake (Children born between 01/09/2006 and 31/08/2007)
Round Opens: 02/09/2010 Round Closes: 15/01/2011
Offer letters posted: 09/05/2011 (on line offers available from 00.30 hrs on offer day)

Transfer to Junior School – Year 3 (Children in their last year at an Infant School)
Round Opens: 02/09/2010 Round Closes: 15/01/2011
Offer letters posted: 09/05/2011 (on line offers available from 00.30 hrs on offer day)

Applications for The King's (Cathedral) School, Junior Department (Year 4, Year 5 or Year 6)
Round Opens: 02/09/2010 Round Closes: 15/01/2011
Offer letters posted: 09/05/2011 (on line offers available from 00.30 hrs on offer day)

Once application rounds have closed, parents must contact the Admissions Team for a paper application. Any application received after the closing date will be considered as a 'late' application. If you have any questions regarding admissions please email the Admissions Team admissions@peterborough.gov.uk.

TRIBAL W3C WAI-AA WCAG 1.0

The first thing that you must do is create an account. You will need to do this even if you applied for a school place online last year. Please click on the 'Create Account' link.

Only your details are required at this stage.

Setting up your online account

Home
 Logo Home Page

1. Add User 2. Add Child 3. Add Preference 4. Summary 5. Submit

Create new user account

To create a new account, please give the details of the applicant below.

The Applicant should be the person who has **parental responsibility** for the child/children they are applying for. Items marked with asterisks are mandatory fields and need to be completed. Click Next to continue once you have completed your details.

Please ensure you choose a secure password containing at least 8 characters. Your password must have at least one of each of the following: a lower-case letters, an upper-case letters, a digit and a special characters (eg: £ \$ % & * # @).

** indicates a required field*

Title * << Please Select >>

Forename *

Middlename

Surname *

Evening Phone

Daytime Phone

Mobile Phone

Email Address *

Confirm Email Address *

Secret Question * What is your mother's maiden name?

Secret Answer

Password * (please see above for secure password policy)

Confirm Password *

Give Email Decision Consent * Yes No

Next >>

Use the drop down box to choose your title.

Add your personal details – fields with * must be completed.

Input your email address and confirm.

Set up your secret question and fill in your answer.

What is your mother's maiden name?
 What is the name of your pet?
 Where were you born?
 What is the name of your first school?
 What is your first girlfriend/boyfriend's last name?

Confirm whether you wish to give Email Decision Consent.

Once all details are input – click 'Next'

Choose a password for your account. Your password will need to be at **least 8** characters long and include at least one upper-case letter, one lower-case letter a digit and a special character (eg %, &, *, @). Confirm password.

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

[1. Add User](#)
[2. Add Child](#)
[3. Add Preference](#)
[4. Summary](#)
[5. Submit](#)

Applicant account details confirmation

The information below is a confirmation of the details you have supplied to add a new account. If the information you have supplied is correct click the Confirm button to continue. To amend any of the details, click the appropriate heading to return to that section and update the information as necessary.

Applicant Details [Edit Applicant Details section](#)

Title Mrs
Forename Linda
Surname
Evening Phone
Daytime Phone
Mobile Phone
Email Address
Give Email Decision Consent Yes

Applicant Address [Edit Applicant Address section](#)

House Number or Name 56
Street
Locality
Town
County
Postcode

Your personal details will display here and if incorrect you can edit all details input.

Your address details will display here and again you can amend them if they are not correct.

If you are happy with the information you have input click to confirm or go back and amend. Once you confirm your details you will be sent a verification email. Please note that due to security on some email accounts the verification email may be placed in your 'junk' or 'trash' email box please check all boxes before requesting a further email.

Account Verification Required

You cannot use the system until your email address has been verified.

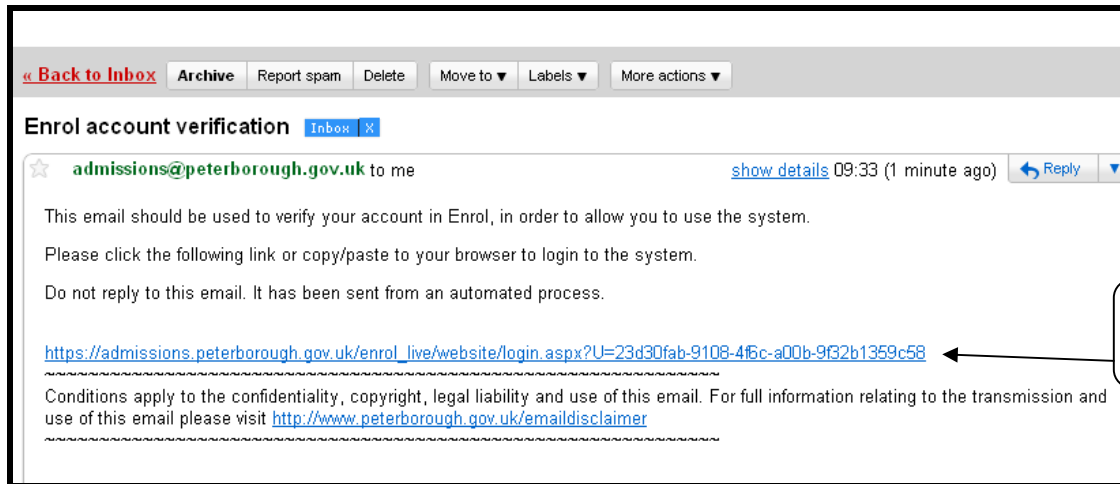
Please keep a note of your email address and password as you will need this to access your account.

An email has been sent to the address that you supplied.
Please read the email and follow the instructions.

Clicking Exit takes you back to the 'Home' screen. You cannot log back in until their account has been verified. Clicking on Resend requests a verification email again.

Account verification

Your verification email will look like this:



You must follow the instructions in the email to access the account for the first time.

Once you use the link from your verification email you will be shown the home screen.

If you do not receive the verification email contact the admissions team for assistance.

Adding your child and your school preferences

[Create Account](#)
[Login](#)

Welcome to Enrol: Peterborough City Council's 2011 on line school admissions website

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The process is an extremely safe and secure way of applying for a school place. We strongly advise all parents and carers to read the admission arrangements before choosing preferences for their children. The admission arrangements are found in our 2011 Admission to School Booklets. Some schools request that you also complete a Supplementary Information Form (SIF) please refer to the booklets. Both booklets, application forms and SIF's are available to download from the following links:

You will need to **Login** this time using the link under the Create Account. You will need to input the email address and password that you set up at the beginning of the process.

Choosing the admission round

[Logout](#)

1. Add User 2. Add Child 3. Add Preference 4. Summary 5. Submit

Admissions round

Please select which Admissions Round you wish to make an application for.

Select Admissions Round * << Please Select >>

<< Back Next >>

The first thing that you have to do is choose the round which you wish to apply for using the drop down box. If you are unsure please call the admissions team on (01733) 864007.

The round is important so please ensure that the one you have chosen is correct for your child.

CITY COUNCIL

Logout

1. Add User 2. Add Child 3. Add Preference 4. Summary 5. Submit

Admissions round

The details of the selected round are displayed below. If this is the correct round, click Next to continue, otherwise click Back and choose an alternative round.

Admission To Reception 2011
 Starting School - Reception 2011 Date Of Birth 01/09/06 To 31/08/07

DEADLINE FOR APPLICATIONS	15/01/2011
DOB From	01/09/2006
DOB To	31/08/2007

<< Back Next >>

Once the round has been selected the following screen displays to confirm your choice. Confirm by clicking 'Next' if correct or if not correct click on 'back' to change round.

Adding child details

CITY COUNCIL

Logout

1. Add User 2. Add Child 3. Add Preference 4. Summary 5. Submit

Child details

Please give the details of the child you wish to make an application for and then click the Next button to continue. Fields marked with an asterisk are mandatory and must to be completed.

** indicates a required field*

Forename *

Middlename

Surname *

DOB * (DD/MM/YYYY)

Gender * Male Female

Child address same as Applicant?

<< Back Next >>

You must input your child's first name.

Input your child's surname, date of birth and gender. After inputting all details click on 'Next' to proceed.

If your child lives at the same address as you tick this box.

Click Next to continue.

Warning message if date of birth and admission round is not matching

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School Admissions Online

Logout

1. Add User **2. Add Child** 3. Add Preference 4. Summary 5. Submit

Child details

Please give the details of the child you wish to make an application for and then click the Next button to continue. Fields marked with an asterisk are mandatory and must be completed.

Validation Error(s)

- The Child's date of birth is outside the range of accepted values, however you may ignore this warning and continue if you choose.

Change Round Change Details Continue

If your child's date of birth is incorrect for the admissions round that you have chosen you will receive a warning message.

You can go back and change the round.

Correct the date of birth if you have put it in wrong.

Or if you are happy that this is the correct round click 'continue' to proceed to the next stage.

Logout

1. Add User **2. Add Child** 3. Add Preference 4. Summary 5. Submit

Child further details

Please give any additional details about the child to which this application relates and then click the Next button to continue.

** indicates a required field*

Relationship to Child * << Please Select >>

Is the Child a 'Child in Care', if so by which Local Authority? Not a Child in Care

Does the Child have a full statement of Special Education Needs? * Yes No

<< Back Next >>

Input your relationship to the child here using the drop down box.

If your child is in the care of the local authority choose the authority using the drop down box.

If your child has a full statement of special education needs (SEN) click 'Yes' if not click 'No'.

Click next to continue.

[Logout](#)

1. Add User

2. Add Child

3. Add Preference

4. Summary

5. Submit

Child details confirmation

The information below is a confirmation of the details you have given us for your child. If the information you have given is correct click the Confirm button to continue. To amend any of the details, click the appropriate heading to return to that section and update the information as necessary.

Admissions Round

Round



[Edit Admissions Round section](#)

Starting School - Reception 2011 Date Of Birth 01/09/06 To 31/08/07

Child Details

Forename



[Edit Child Details section](#)

Sylvia

Surname

Broughton

DOB

01/02/2007

Gender

Female

Child address same as Applicant?

True

Child Address

Child address same as Applicant?



[Edit Child Address section](#)

Yes

Further Details

Relationship to Child



[Edit Further Details section](#)

Mother

Is the Child a 'Child in Care', if so by which Local Authority?

Not a Child in Care

Does the Child have a full statement of Special Education Needs?

No

School Details

Current School



[Edit School Details section](#)

Not Currently at School

<< Back

Confirm

This screen allows you to check all details input so far. Each section can be changed by using the 'Edit' links.



Check round and ensure correct.

Your child's details are here.

Child's address is here if **different** from parents.

Any further details about your child are shown here.

You can add your child's current school here. To add a school click on the Edit button and a list of schools will display.

Adding current school details

A screen similar to the one below will display which will allow you to choose your child's current school. The initial list will be for Peterborough schools only.

If you are applying for a Reception place or are new to Peterborough your child's nursery school may not display – please click on the option that your child does not have a current school.

If your child's school is displayed click on 'select' to add to your child's application.

If the child is attending an 'out of county' school you will need to click on the 'School Search' icon and change the local authority to the one that maintains their child's current school.

Change authority here using the drop down box if your child's current school is not in Peterborough. If your school does not display please contact the admissions team on (01733) 864007.

Use 'Search' to search for schools in the chosen authority.

[Logout](#)

1. Add User

2. Add Child

3. Add Preference

4. Summary

5. Submit

Child details confirmation

The information below is a confirmation of the details you have given us for your child. If the information you have given is correct click the Confirm button to continue. To amend any of the details, click the appropriate heading to return to that section and update the information as necessary.

Admissions Round

Round



[Edit Admissions Round section](#)

Starting School - Reception 2011 Date Of Birth 01/09/06 To 31/08/07

Child Details

Forename



[Edit Child Details section](#)

Sylvia

Surname

Broughton

DOB

01/02/2007

Gender

Female

Child address same as

Applicant?

True

Child Address

Child address same as

Applicant?



[Edit Child Address section](#)

Yes

Further Details

Relationship to Child



[Edit Further Details section](#)

Mother

Is the Child a 'Child in

Care', if so by which Local

Authority?

Not a Child in Care

Does the Child have a full

statement of Special

Education Needs?

No

School Details

Current School



[Edit School Details section](#)

Not Currently at School

<< Back

Confirm

Once all details are input the 'Child details confirmation' screen will appear again and you will need to confirm the details are correct.

Once confirmed you will then be able to add your preferences. You can add up to three preferences.

Logout

1. Add User 2. Add Child 3. Add Preference 4. Summary 5. Submit

Child Preference Summary

This screen shows a summary of all the Preferences for the selected Child.

If you wish to change the position of the chosen preference please use the arrows shown.

If you wish to make amendments to your chosen schools please use the appropriate buttons to delete/edit each preference.

To add a preference please use the link at the bottom of the page.

- Return to Application Summary

Jenna blogs Edit Child

Admission To Reception 2011

- No preferences set
- Add Preference

Add preference by clicking on the 'Add Preference' link.

From the first list will be all the Peterborough Schools that you can choose from.

<u>Longthorpe Primary School</u> School Type: infant and junior school, 5-11 Gender Mix: Mixed Longthorpe Cp School, Bradwell Road, Peterborough, Cambridgeshire, PE3 9QW	Distance (miles): 0.9 Age From: 4 Age To: 11	<input type="button" value="select"/>
<u>Ravensthorpe Primary School</u> School Type: infant and junior school, 5-11 Gender Mix: Mixed Ravensthorpe Primary School, Brigstock Court, Peterborough, Cambridgeshire, PE3 7NB	Distance (miles): 0.9 Age From: 4 Age To: 11	<input type="button" value="select"/>
<u>Watergall Primary School</u> School Type: infant and junior school, 5-11 Gender Mix: Mixed Watergall Primary School, Watergall, Bretton, Peterborough, Cambridgeshire, PE3 8NX	Distance (miles): 1.0 Age From: 4 Age To: 11	<input type="button" value="select"/>
<u>West Town Primary School</u> School Type: infant and junior school, 5-11 Gender Mix: Mixed West Town County School, Williamson Avenue, Peterborough, Cambridgeshire, PE3 6BA	Distance (miles): 1.5 Age From: 4 Age To: 11	<input type="button" value="select"/>
<u>Discovery Primary School</u> School Type: infant and junior school, 5-11 Gender Mix: Mixed Walton Discovery School, Mountsteven Avenue, Peterborough, Cambridgeshire, PE4 6HX	Distance (miles): 1.6 Age From: 4 Age To: 11	<input type="button" value="select"/>

1 2 3 4 5

School Search Advanced Search

Preference schools are listed in distance order, the first school **may not** be your catchment school. Please refer to the correct 'Admission to School' booklet. Click on the select button to add a preference.

If you wish to input an out of county school you will need to click on 'Search' again and the following screen is displayed.

COUNCIL

1. Add User 2. Add Child 3. Add Preference 4. Summary 5. Submit

School Search

This page allows you to search for a school for a preference. The results may be refined by specifying criteria to the search, such as all or part of the School's Name and a maximum distance from the Child's address.

Further information for each school is available by clicking on the name of any school in the search results.

If your preferred school is not maintained by Peterborough City Council please use the drop down box to select the relevant Local Authority, before selecting the school.

If the school is not listed please contact Peterborough Local Authority on 01733 864007 or email admissions@peterborough.gov.uk to request the school is added to the on line database.

Alternatively you can complete a paper application.

This is preference 1 of a possible 3.

Name

Distance Radius (miles) Any Distance < 5 miles < 10 miles Other

LA

<< Back Search Advanced Search

Change to the local authority that the school is located in. Click 'Search' to produce a list of schools.

Parent Reasons

Preference Reasons

- Aptitude
- In Catchment Area
- Coeducational School
- Distance
- Feeder School
- Medical
- Religion
- Sibling
- Single Sex School
- Social Reasons
- Travelling Time
- Other

Reason Notes

Once a preference has been added, you have the option to choose reasons for selecting a school including a free text box for additional information.

At this stage you are given the option to amend. Amendments can be made at any time up to the closing date. However if the application has been downloaded you will need to contact the admissions team to make any changes.

Preference school details confirmation screen

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School Admissions Online

Logout | 1. Add User | 2. Add Child | **3. Add Preference** | 4. Summary | 5. Submit

Preference school details confirmation

The information below is a confirmation of the details you have supplied for your child's preference. If you are satisfied that the information is correct, click Confirm to save the details and return to the home page where you can add further preferences and/or children.

To amend any of the details, click the appropriate heading to return to that section and update the information as necessary.

School Details [Edit School Details section](#)
School Farcet C of E (Controlled) Primary School

Preference Reasons [Edit Preference Reasons section](#)

<< Back | Confirm

TRIBAL | W3C WAI-AA WCAG 1.0

If you are happy at this stage you can confirm your selection and the option to input a further preference is given should you wish to do so.

Logout | 1. Add User | 2. Add Child | **3. Add Preference** | 4. Summary | 5. Submit

Preference school details confirmation

The information below is a confirmation of the details you have supplied for your child's preference. If you are satisfied that the information is correct, click Confirm to save the details and return to the home page where you can add further preferences and/or children.

To amend any of the details, click the appropriate heading to return to that section and update the information as necessary.

School requires Supplementary Information Form (SIF) to be sent separately to support application

School Details [Edit School Details section](#)
School Sacred Heart RC (VA) Primary School

Preference Reasons [Edit Preference Reasons section](#)

<< Back | Confirm

If you choose a school that requires a supplementary information form (SIF) the system will remind you at this stage.

If you only wish to input one school and confirm at this stage, only one school will display as a preference. You can change the number of preferences at any time up to the maximum allowed by the system.

Applicant summary screen

Once the maximum number of preferences has been input the system will not allow you to add any further preferences. It will also not allow duplicate preferences to be input. Once all decisions have been made and confirmed a screen similar to the one below will be displayed for all children input and the details of the preferences made. The screen will change from green to grey and this shows that at least one preference has been added.

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Logout

1. Add User 2. Add Child 3. Add Preference 4. Summary 5. Submit

Applicant Summary

This screen shows a summary of all the Children and their Preferences that you have entered. To add new children and preferences, use the appropriate buttons.

- [Add Child](#)

Jenna bloggs View Details

Admission To Reception 2011

- No preferences set

Sean Allread View Details Delete Child

Transfer To Junior/primary School 2011

- No preferences set

Sylvia Broughton View Details

Admission To Reception 2011

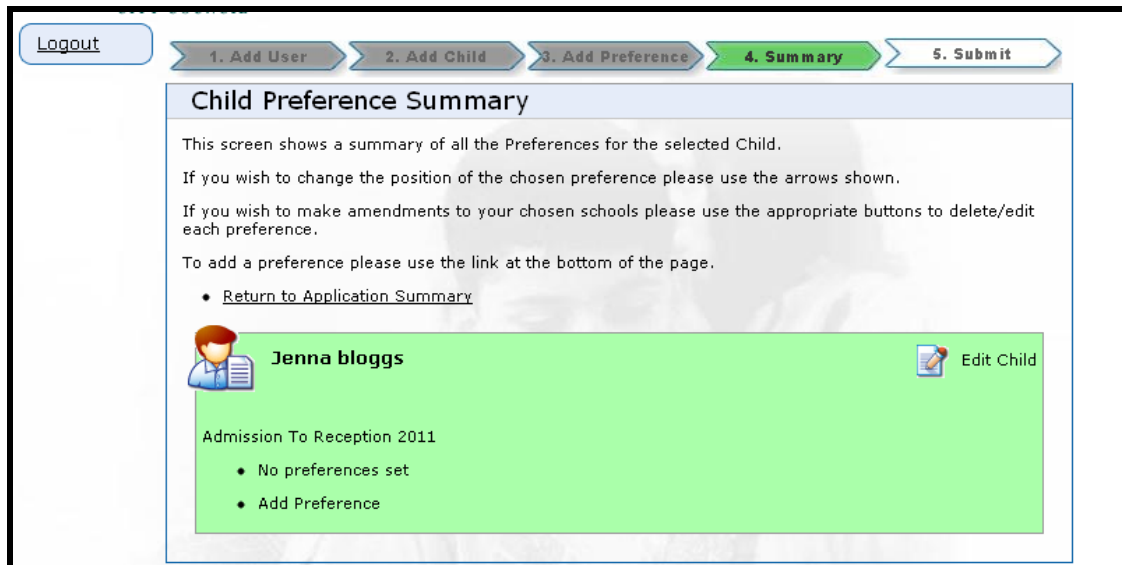
- Preference 1: Farcet C of E (Controlled) Primary School (Not Submitted)
- Preference 2: Sacred Heart RC (VA) Primary School (Not Submitted)
- Preference 3: Middleton Primary School (Not Submitted)

These children have no preferences at this present time and only the child details have been input. You can return at any time up to the closing date and add/change preferences.

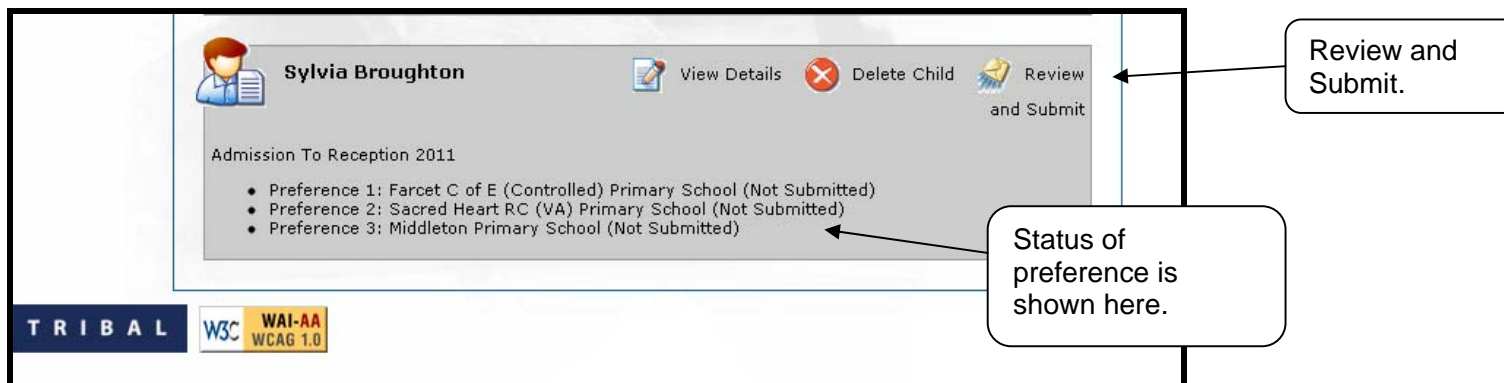
This child has the maximum number of preferences allowed by the system and therefore no more can be added, but they can be changed up to the closing date.

Adding or amending a preference for a child

Where a child does not have any preferences or does not have the maximum preferences allowed, you can return to the child details at any time to add a preference. You will need to click on 'view details' if you wish to amend/update the child details. The following screen displays:



From here you have the option to edit the child's details or add a preference if the maximum number of preferences has not been reached. Once preferences have been added an extra option will appear next to the child details and this is 'review and submit'. This does not display if no preferences have been input.



Once this button is clicked then you can review the application and if happy with the details can submit. You can submit more than once as the application can be edited right up until the closing date. However it must be resubmitted or the changes **will not** be received by the admissions team. The system does indicate against each preference on the summary screen whether the preference has been submitted or not.

Submit Child Application x Virgin Media Mail - Enrol acc... x
https://admissions.peterborough.gov.uk/Enrol_Live/Website/submit_review.aspx
 booklet and that all details are correct to the best of your knowledge.
 If any details are incorrect, return to the summary screen and amend them before continuing. If you do not have legal responsibility to submit this application, you should close your browser now.
 I have read the disclaimer
 Print Summary Return to Preference Summary Submit Application

Account Details	
Full Name	Mrs Linda
Address	
Evening Phone	
Daytime Phone	
Mobile Phone	
Email Address	linda.alldread@peterborough.gov.uk

Child 1 Details (Admission To Reception 2011)	
Name	Sylvia Broughton
Address	As Parent / Applicant
DOB	01/02/2007
Gender	Female
Relationship to Child	Mother
Current School	Not Currently at School
Application Reference	
Child in Care	N/A
Does the Child have a full statement of Special Education Needs?	No

Preference 1 Details	
Rank	1st
Status	Not Submitted
School Name	Farcet C of E (Controlled) Primary School
SIF Required	No

Preference 2 Details	
Rank	2nd
Status	Not Submitted
School Name	Sacred Heart RC (VA) Primary School
SIF Required	Yes

Preference 3 Details	
Rank	3rd
Status	Not Submitted
School Name	Middleton Primary School
SIF Required	No

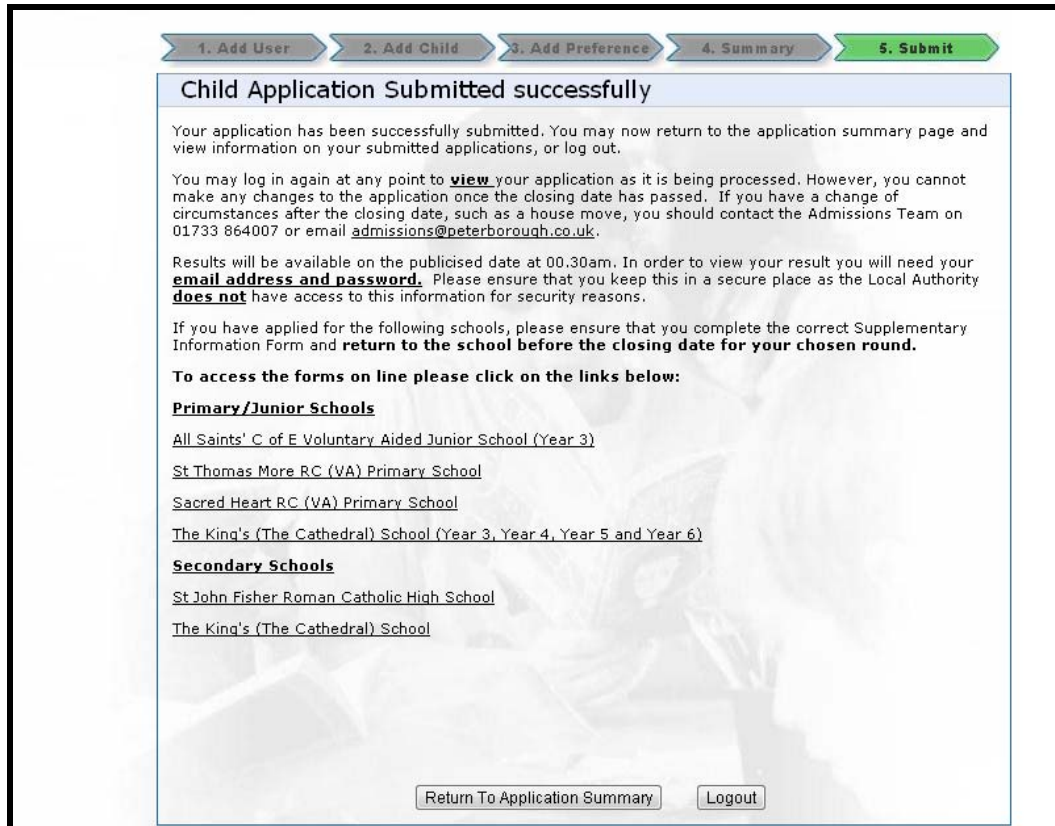
Back to Top

Once clicked the 'review and submit' screen displays. This gives you a full overview of the details input for each application. You need to indicate that you have read the disclaimer on the online application before it can be submitted. At this stage you have the option to return to the application and also can print the summary if you wish.

Full details of preference schools including status are indicated here and also if SIF is required.

Child application submitted successfully screen

Once submitted the following screen is displayed and a reminder is given regarding the completion of SIF's including links to the appropriate pages on the Peterborough City Council's website.



1. Add User 2. Add Child 3. Add Preference 4. Summary 5. Submit

Child Application Submitted successfully

Your application has been successfully submitted. You may now return to the application summary page and view information on your submitted applications, or log out.

You may log in again at any point to **view** your application as it is being processed. However, you cannot make any changes to the application once the closing date has passed. If you have a change of circumstances after the closing date, such as a house move, you should contact the Admissions Team on 01733 864007 or email admissions@peterborough.co.uk.

Results will be available on the publicised date at 00.30am. In order to view your result you will need your **email address and password**. Please ensure that you keep this in a secure place as the Local Authority **does not** have access to this information for security reasons.

If you have applied for the following schools, please ensure that you complete the correct Supplementary Information Form and **return to the school before the closing date for your chosen round**.

To access the forms on line please click on the links below:

Primary/Junior Schools

- [All Saints' C of E Voluntary Aided Junior School \(Year 3\)](#)
- [St Thomas More RC \(VA\) Primary School](#)
- [Sacred Heart RC \(VA\) Primary School](#)
- [The King's \(The Cathedral\) School \(Year 3, Year 4, Year 5 and Year 6\)](#)

Secondary Schools

- [St John Fisher Roman Catholic High School](#)
- [The King's \(The Cathedral\) School](#)

[Return To Application Summary](#) [Logout](#)

Application summary screen

Enrol: Summary of Account x Virgin Media Mail - Enrol acc... x

https://admissions.peterborough.gov.uk/Enrol_Live/Website/appssummary.aspx

PETERBOROUGH
CITY COUNCIL

Logout

1. Add User 2. Add Child 3. Add Preference 4. Summary 5. Submit

Applicant Summary

This screen shows a summary of all the Children and their Preferences that you have entered. To add new children and preferences, use the appropriate buttons.

- [Add Child](#)

Jenna blogs View Details Delete Child

Admission To Reception 2011

- No preferences set

Sean Allread View Details Delete Child Review and Submit

Transfer To Junior/primary School 2011

- Preference 1: Sacred Heart RC (VA) Primary School (Not Submitted)

Sylvia Broughton View Details Delete

Admission To Reception 2011

- Preference 1: Farcet C of E (Controlled) Primary School (Submitted to LEA)
- Preference 2: Sacred Heart RC (VA) Primary School (Submitted to LEA)
- Preference 3: Middleton Primary School (Submitted to LEA)

TRIBAL W3C WAI-AA

On returning to the 'Application Summary' you will notice that the submitted application details have changed back to green and the status of the application has changed.

This child's application has no preferences and starts green.

This child's application has not been submitted and remains grey.

Status of preferences changed to submitted and the screen has changed back to green.

You will also receive a confirmation email that the application has been submitted.

Please note: any previous confirmation email is invalid if you make any changes to the application and do not resubmit the application to the local authority – each time an application is submitted to the local authority a new confirmation email is sent. A log is kept of these in the admin section of the software.

Once the application has been downloaded the applicant will receive a confirmation email to inform them that the application has been downloaded.

Responding to an offer

On offer day you can log back in using their email address and password at 00.30am on offer day to find out which school your child has been offered.

The following screen will display:

Logout

1. Add User 2. Add Child 3. Add Preference 4. Summary 5. Submit **Enrol Logo**

Applicant Summary

This screen shows a summary of all the Children and their Preferences. To add new children and preferences, use the appropriate buttons.

Applicant's Name and Address appear here [View Details](#)

Child's Name appears here [View Details](#)

Transfer To Secondary School 2011 Deadline for Round has Passed
You have not received any of your preferences, but you have been allocated the nearest school with available places.

- Unplaced Preference : Orton Longueville School (A Place Has Been Offered At This School) [School Code = 8745414]
- Preference 1: Ormiston Bushfield Academy (A Place Has Been Requested At This School)
- Preference 2: The Thomas Deacon Academy (A Place Has Been Requested At This School)
- Preference 3: Hampton College (A Place Has Been Requested At This School)

This screen displays a summary of the outcome of the allocation.

To send a response you must click on 'View Details' which will allow you to input a response online.

Once 'View Details' has been clicked the following screen displays. Each school is displayed with the current status and each has a 'Response' button which you can send your response to the local authority electronically.

School Admissions Online

Logout | 1. Add User | 2. Add Child | 3. Add Preference | **4. Summary** | 5. Submit

Child Preference Summary

This screen shows a summary of all the Preferences for the selected Child.
If you wish to change the position of the chosen preference please use the arrows shown.
If you wish to make amendments to your chosen schools please use the appropriate buttons to delete/edit each preference.
To add a preference please use the link at the bottom of the page.
You have now provided the maximum number of preferences

- [Return to Application Summary](#)

Child's Name displays here

Transfer To Secondary School 2011
You have not received any of your preferences, but you have been allocated the nearest school with available places.

Rank	School	Status	Response
Unplaced	Orton Longueville School [8745414]	A Place Has Been Offered At This School	Response
1	Ormiston Bushfield Academy	A Place Has Been Requested At This School	Response
2	The Thomas Deacon Academy	A Place Has Been Requested At This School	Response
3	Hampton College	A Place Has Been Requested At This School	Response

- Preferences have been downloaded, please contact us if you would like to make a change to them.

You can respond to each preference by clicking on the 'Response' button.

Each preference requested is displayed with the status that the allocation process has given.

Once the 'Response' button is clicked the following screen will display

For offered schools, you will need to decide whether to accept or decline and can give further information if you wish.

The screenshot shows a web interface for 'Response Details'. At the top, there is a progress bar with five steps: 1. Add User, 2. Add Child, 3. Add Preference, 4. Add Response, and 5. Submit. The 'Response Details' section contains a message: 'Please specify the details of the response you wish to make and then click the Confirm button to save them. Fields marked with an asterisk are mandatory.' Below this is a link 'Return to Preference Summary'. The 'Selected Child and Preference' section displays: Child (blurred), Round (Transfer To Secondary School 2011), School (Orton Longueville School), and Current Status (A Place Has Been Offered At This School). The 'Response Details' section includes a 'Parent/Carer Decision' dropdown menu with 'A Place Has Been Offered At This School' selected, a 'Parent/Carer Reason' dropdown menu with 'None' selected, and a 'Further Information' text area. Two callout boxes are present: one pointing to the 'Current Status' field with the text 'School details and current status is shown here.', and another pointing to the 'Parent/Carer Decision' dropdown with the text 'The 'Parent/Carer Decision' drop down box only appears against a school that has been offered. This is mandatory to complete.'

Where a school has been offered you **must** use the option to either **accept** or **decline** by using the drop down box 'Parent/Carer Decision'. If this is not changed the local authority will not receive the decision.

This close-up shows the 'Parent/Carer Decision' dropdown menu expanded. The current selection is 'A Place Has Been Offered At This School'. The dropdown list shows the following options: '<< Please Select >>', 'A Place Has Been Offered At This School' (highlighted), 'Declined By Parent', and 'Accepted By Parent'. A callout box points to the dropdown list with the text 'Options available for an offered school are displayed for parents to select.'

Once the decision has been input you can then give a reason for the decision if you are declining and you can input additional text in the 'Further Information' box if you wish.

Response Details

Parent/Carer Decision: A Place Has Been Offered At This School

Parent/Carer Reason: None

Further Information:

- None
- Appeal
- Other
- Waiting List

Confirm

Reason for Parent/Carer Decision.

Once all details have been input you can click confirm and the information is saved ready to be downloaded by the admissions team. You will receive an email to confirm this.

For 'discarded' or 'requested' schools, you can respond to a requested or discarded status, however, you will **not** have the option to accept or decline, these options are only available to an offered status.

You will then have the option to request to appeal, to go on a waiting list or choose other and input your reasons in the 'Further Information' box.

Response Details

Parent/Carer Reason: None

Further Information:

- None
- Appeal
- Other
- Waiting List

These responses will be downloaded by the local authority and you will receive a confirmation email.