

How to apply online



If you live in North Somerset please ensure that you apply using North Somerset's application system for children starting school or transferring to secondary school and not that of any other Council. This is regardless of the schools you are applying for.

You can enter the online application system via the [School Admissions Team website](#). There are occasions when the online system may not be available because it is performing a back-up. This usually happens sometime between 11pm and 4am.

Please check the parent guide documents on the [School Admissions Team website](#) for details of closing dates and times.

If you have previously registered online for the same or a different child you do not need to reregister, just log in as you did before with the same email address and password. Please click 'My Account' to change your personal details, address, password, secret question and email address. Once you have registered you can return to the system at any time to complete your application.

IMPORTANT – To prevent emails from the School Admissions Team going into your spam or junk folder please add the email address eduadmissions.online@n-somerset.gov.uk to your list of approved senders. Please do not send emails to this account as it is not monitored.

Before the closing date you are able to go back into the system and make changes to your preferences, but please make sure you **resubmit** your application or the changes won't be saved. You will receive an email to confirm it has been resubmitted.

If you have completed an online application then you do not need to submit a paper application as well. You will be sent an email acknowledging that North Somerset Council have received your online application safely and confirming your preferences. Your notification by email is your proof that you have made your application. In the unlikely event that you do not get an acknowledgement you should contact the School Admission Team for further advice.

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

Email Address



Password



Login

[Forgotten your password?](#)

New users will need to register first.

Registration

You need to first register with us in order to apply. 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.

Email Address *	<input type="text"/>
Confirm Email *	<input type="text"/>
Password *	<input type="password"/>
Confirm Password *	<input type="password"/>
Secret Question *	Father's Place of Birth? <input type="text"/>
Secret Answer *	<input type="text"/>
Title *	Please select <input type="text"/>
Forename *	<input type="text"/>
Surname *	<input type="text"/>
Gender *	Please select a gender <input type="text"/>

Add your security details

Add your details

Add your address

To find your 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 Address Manually' and type the correct address in the boxes provided

Postcode *

Find Address

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

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

Home Phone

Mobile Number

Work Phone

Add your phone numbers

Submit

Submit Registration

* Required field

North Somerset COUNCIL

Home

Nearly done...
We've sent you an email containing a link. You'll need to click the link to confirm your email address as your new username.

You get an email

Thank you for registering with the Citizen Portal.

To activate your account we need you to confirm your email address is valid. To do this, click on the link below which will take you to a page where you can enter your password and login.

https://vm2008x64r2/CitizenPortal/Account.Mvc/CompleteRegistration/1388_6f207ec5-b12d-4730-83d9-faaf592a6bc5

Click on the link

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

Kind Regards, Portal Administrator

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

If the email is not in your inbox, please check your junk/spam folder

Home

Thank you for registering

Thank you for confirming your email address. Your registration is now complete. When you sign in, use your email address as your username.

North Somerset COUNCIL

Home

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

Email Address

Password

Login

[Forgotten your password?](#)

Registered users can log in

Click on school places

Welcome to North Somerset Council's Citizen Portal

Please only use this site if you are a resident of North Somerset Council. Councils are required to coordinate their admission arrangements. For parents this means that the application must be made to the applicant's home Council regardless of where the schools that the parents would like to apply for are situated.

You can use our Citizen Portal to apply for a school place. You must only apply if you have parental responsibility for the child.

You should read the relevant [parent guide](#) before making your application. These guides contain information about the application process, North Somerset schools, definitions and how to apply. More information about the admissions process is also available on our [website](#).

If you are applying for a school outside of North Somerset please check that Local Authority's school admissions web page for their parent guide.

The closing dates for submitting applications are:

- Starting school (reception) - OPENS on 12 September 2019. CLOSES 11.59pm on Monday 15 January 2020
- Junior (year 3) - OPENS on 12 September 2019. CLOSES 11.59pm on Monday 15 January 2020
- First to middle school (year 5) - OPENS on 12 September 2019. CLOSES 11.59pm on Monday 15 January 2020
- Transfer to secondary school (year 7) - OPENS on 12 September 2019. CLOSES 11.59pm on Tuesday 31 October 2019
- Middle to upper school (year 9) - OPENS on 12 September 2019. CLOSES 11.59pm on Tuesday 31 October 2019

School Places Messages My Family

School Admissions

For any applications for children **starting school, transferring to junior or secondary schools** in September 2019, you are advised to read the relevant parent guide before completing your application. The parent guides are available here:

[Parent Guide for Starting School and Transferring to Junior School](#)

[Parent Guide for Transferring to Secondary School](#)

If you are applying for a school outside of North Somerset please check the website of the Local Authority in which the school is situated for the relevant parent guide. You may apply for any school regardless of whether the school is within or outside North Somerset.

Make a new application

You currently have no children without an application.

Back **Click Add Child** Add child

If you already have children added via My Family they will be shown here

Add Child

Add a child

Forename
 Middle Name
 Surname
 Gender
 Date of Birth
 Relationship to Child
 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. If you do not have legal parental responsibility for the child (see the relevant guide for parents) select No and you must provide an accompanying letter/email explaining the reasons why you are applying rather than a person with parental responsibility.

Enter your relationship to the child

Enter your child's legal names, gender and date of birth

Select if you have parental responsibility for the child

Confirm they live with you or click in the box below to add the child's home address if it is different to yours

Click Add Child

School Admissions

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[Parent Guide for Transferring to Secondary School](#)

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Make a new application

Can apply now

example example
Date of birth: 01-Sep-2013

You can perform the following actions:

- [Start new application](#)

Start a new application

If you don't get an admissions group you may be trying to apply after the closing date or your child's date of birth is out of range – either way please contact Admissions

Select the relevant application phase

Select a Transfer Group

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

Starting School 2019

Additional Child's Details

Does your child have a Statement of Special Educational Needs?

No

Is the child in the care of a local authority or was he/she previously in Care, but was then immediately either adopted, became subject to a Child Arrangements Order* or a Special Guardianship Order? If 'Yes', provide full details on the 'Other reasons' page.

*NB A Residence Order is deemed to be a Child Arrangements Order

No

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

No

Council Tax Reference Number

Please enter the council tax reference for the property your child is currently living at.

Slide to select

Enter your council tax number

Click next

Address Details

You have previously indicated that John's current address is Avon And Somerset Constabulary Cast, Tickenham Road, Clevedon, North Somerset, BS21 6FW, UK. If this is not John's current address, please update this via My Family. Once updated, please navigate back to School Places and select to 'Continue this application'. It is important that we know the correct current address for John because if any of your preferred schools are oversubscribed, the distance between your child's home address and the school may be used when considering your application. If a child obtained a school place based on fraudulent or intentionally misleading information, North Somerset Council may withdraw any offer of a school place. Please see the relevant parent guide for more information.

Moving Home?

It is important that this information is completed accurately. The distance between your child's home address and the school you are applying for, may be taken into account when considering your application.

Please Note: If you are entering a new address, please keep your current address under the My Family section. You will also be required to provide independent confirmation of your new address by the closing time and date.

You must inform North Somerset Council if you change address as soon as possible or you risk any offer of a place being withdrawn. If a change of address happens after the Closing Date and time (but before the start of term 1), and independent confirmation is submitted by the Closing Date and time, it will be considered in the first round of allocations.

Examples of independent confirmation of a change of address are:

- a solicitor's letter confirming the exchange of contracts with a completion date,
- a tenancy agreement signed by both parties,
- a utility bill dated within three months prior to submission.

If your child is from a family of a Crown Servant or of UK Service Personnel, a letter from the MOD, FCO or GCHQ declaring a return date and residency area.

Please provide proof of your new address to the School Admissions Team. You can do this by uploading a document to your application within the next few pages or by e-mailing it to admissions@n-somerset.gov.uk including your child's full name and date of birth with the documentation.

Please enter the date manually.

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

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

If you are moving, enter your moving date and new address

Click next

Preference School Search

Please enter the names, in order, of any schools that you would like your child to attend.

Whilst you may give reasons for your preference(s), the relevant oversubscription criteria will be used to determine who should be offered places if a school receives more applications than there are places available.

We recommend that you enter up to three preferences, to maximise your chances of gaining a place at one of your preferred schools. North Somerset Council operate an 'equal preference system'. This means that all your preferences are considered equally regardless of whether it is your first, second or third preference. In the event you are unsuccessful at gaining a place at one of your preferences, your application will not be treated less favourably for the other preferences.

If your child qualifies for a place at more than one of your preferences, we will offer the highest preference possible and the lower preferences will become no longer required.

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
Bournville Primary School	CoEd	Bournville Primary School, Selworthy Road, Weston-Super-Mare, North Somerset, BS23 3ST	

Check the correct school is displayed and click on it to select

Click search

If your school is not listed, try leaving the postcode and school name blank and only select the Local Authority the school is within. This will show every school in the selected Local Authority

Preference Reasons: Sibling

Does your child have a brother or sister attending this school? If you select this box, the following page will require additional details about your child's brother or sister. For any North Somerset schools, there is additional information in the [Parent Guide for Starting School and Transferring to Junior School](#), which explains what an appropriate sibling link is.

Click if true

Click next

Sibling Details

In order to support your application for a place at Bournville Primary 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 the sibling lives.

Forename

Middle Name

Surname

Gender

Date of Birth

House Number

House Name

Building Name

Street Name

District / Village

Town

County

Postcode

Country

If yes then complete the sibling details

Preference Reasons

In order to support your application for a place at **Bournville Primary School** you can select the appropriate reasons below (if applicable). 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.

A summary of the oversubscription criteria is available in the [Parent Guide for Starting School and transferring to Junior School](#).

The full oversubscription criteria is available either on the school website or in the [admission arrangements](#) on North Somerset Council's website.

The criteria is used to determine who should be offered places if a school is oversubscribed.

I am selecting this school because example is a child of a member of staff currently working at this Preference school (please see the admissions policy for this school for the definition of a member of staff) Yes No/Not Applicable

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

Select the reason(s) relevant for your application and click next

The preference reasons page is customised to the individual school using the admissions criteria. Some schools will show more options, others will have different options, some may not have any options.

Other Reasons

You may wish to tell us of any other reasons to support your application. Please note the system has a timeout period and, depending on the length of your reasons, you may wish to consider copy and pasting your reasons in to the text box below. The reasons entered here are to support your application :

Other Reasons

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

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

You can let us know any other information and/or reasons for your preference. However please keep in mind that only the oversubscription criteria is used for allocating places

Your Preferred Schools

You have selected the schools below. You may choose up to 3 schools and you may change your selection until 15/01/2019 23:59

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	Bournville Primary School	Edit Remove

[Add a new preferred school](#)

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

You can name up to three preferences. It is strongly recommended you add more than one school.

Click here to add more preferences

Click next when you have added all the schools you wish to apply for

Supporting Evidence

Please upload any applicable evidence to support your application, such as Council Tax receipt, a Statement from your Bank, etc.

[Choose Files...](#)

Selected Files:

Type of File(s): docx, pdf, jpeg, jpg, bmp, doc, png

Max 5 file(s) can be uploaded. Max 10 MB files size is allowed per file.

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

Additional information can be uploaded along with your application

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

I understand that by submitting an application I am confirming that all the details I have given are to the best of my knowledge. I accept that admission authorities reserve the right to withdraw the offer of a school place that has been obtained by providing fraudulent or intentionally misleading information.

Parents of children who regularly live at more than one address are reminded to read the relevant [admission arrangements](#) to ensure they are the appropriate person to make the application.

I confirm that if any of my preferences are for an own admission authority school, I have read the school's own [admissions arrangements](#). I have checked to see if the school that I am applying for requires additional evidence to be submitted to support my application. For example, a certificate, a letter from a Church/religious leader and/or supplementary form.

I also confirm that I am aware of any deadlines that I need to meet regarding information to be submitted by a specific time and date and I have checked the address of where it should be received.

Data Protection

North Somerset Council is registered with the Information Commissioner's Office for the purposes of processing personal data. The School Admissions service is administered on behalf of North Somerset Council by our partner Agilisys, who can be contacted on 01275 88 4014 / 4078.

The information you provide will be held and used in accordance with the requirements of UK and European data protection law. The information will form part of your School Admissions account, which will be held until the child leaves that educational stage (eg until they leave primary school, until they leave secondary etc).

Unless otherwise agreed with you, we will only collect the minimum personal data required to deliver the service, which includes child's name date of birth and home address, applicant name address and contact information. It does not include any special category personal information, or information relating to criminal convictions or offences.

The information will be used for the administration of School Admissions; our statutory duty under the School Admissions Code December 2014 (GDPR Article 6(1)(c)).

We will not use your personal information in a way that may cause you unwarranted nuisance. Failure to provide the information could result in the school application not being processed.

The information provided may be shared with schools, other council departments, other councils, North Somerset Community Partnership and Early Years setting (e.g. pre-schools), who have demonstrated that they have a lawful and legitimate interest in the information. The information will be used for the purposes of processing applications to schools, determining home to school transport entitlements throughout the time the pupil is at the registered setting, verifying the accuracy of the application, processing applications to schools in other councils, delivering School Nursing services, to confirm if an application has been submitted and so that the setting and school can communicate to ensure a smooth transition for your child and to fulfil our statutory duties under the School Admissions Code December 2014. At no point is your data shared or processed outside of the UK.

We may lawfully disclose information to public sector agencies to prevent or detect fraud or other crime, or to support the national fraud initiatives and protect public funds under the Local Audit and Accountability Act 2014. Under the conditions of the Digital Economy Act 2017, we may also share personal data provided to us with other public authorities as defined in the Act, for the purposes of fraud or crime detection or prevention, to recover monies owed to us, to improve public service delivery, or for statistical research. We do not share the information with other organisations for commercial purposes.

You have the right to see the personal data we process about you, as well as the right of objection, rectification, restriction and erasure in some circumstances. For details of how to make such a request, please [click here](#).

If you have any questions or concerns about the way we process your personal data, our Data Protection Officer can be contacted at DPO@n-somerset.gov.uk.

Please read terms and conditions, and data protection

Tick to confirm that you understand that the outcome will be emailed to you on the national offer day

School Place Offer

Your offer email will be sent on national offer day. North Somerset Council will not send out your offer on paper, thereby saving valuable resources. Your offer will also be available on this website on 16/04/2019

Please tick to confirm that you are aware the outcome of your application will be available on National Offer Day. An e-mail will be sent to your e-mail address or alternatively, you can login to view the outcome of your application.

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

[Preview](#)

Submit Your Application

Once you 'Submit' your application you may still make changes until 15/01/2019 23:59

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 15/01/2019 23:59

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.

[Return Later](#) [Submit Now](#)

You can preview your application before you submit it

Tick the declaration

You must submit your application before the closing date and time for it to be processed in the first round

Submit the application or return to it later.

Your application has been successfully submitted. You will shortly receive a confirmation email stating your application has been submitted listing your school preferences. Please ensure that if any additional information or evidence is required for the schools you have applied for, e.g. baptism certificates/Supplementary Information Forms. It is your responsibility to submit this directly to the school.

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 15/01/2019 23:59. If you make any changes you **MUST RE-SUBMIT** it. Otherwise your application will not be considered.

You will see confirmation after submitting and you will receive an email