How to Apply Online for a School Place

You should read this guide, as well as the information on our website, before you make your application.

You may find it useful to have this guide open in a separate window, or to print yourself a copy, to refer to as you apply.

Deadline to apply: 3pm on 31 October 2018
Before you begin...

Your child’s secondary school application **must** be made to your current home Local Authority, even if you would like to apply for Buckinghamshire schools.

You can find your home Local Authority on the [DirectGov](https://www.direct.gov.uk) website.

If you are not a Buckinghamshire resident, please visit your home Local Authority’s website for more information on how to apply.

Remember, if you live in Milton Keynes, you must apply to Milton Keynes Council.

**If you will be moving into Buckinghamshire in the future**, but do not live in Buckinghamshire yet, you must still make your application to your current home Local Authority. You can include preferences for Buckinghamshire schools on your application. You must then contact us when you have moved: please see our [web page](https://www.direct.gov.uk) for information about moving deadlines.

The only exception is where you live overseas, and will be returning to live in Buckinghamshire: you should make your application to us.
Register on the Application Portal

Before you can begin the application process, you must create a new profile on the Application Portal if you have not used it in the last three years to apply for a school place.

Click “Register” to create your profile.
IMPORTANT!

Make sure that the email address you use is one that you will be able to access in March.

You should note down your email address, password, and secret question/answer, and keep it in a safe place: you will need this in March, when you log back in to the Portal to view your child’s school place offer.
Register on the Application Portal – Contact details

Enter your postcode, then click “Find Address”. Select your address from the list that appears below.

If your address does not appear, click “Enter Address Manually” to type in your address.
Register on the Application Portal – Contact details

Finally, click “Submit Registration” and you will see the message shown below.

Next, enter your contact telephone number/s. We will use these to contact you if we need to discuss your child’s secondary school application.

Nearly done...

We have sent you an email containing a link. You will need to click on the link or carefully copy, paste then enter the link into your Internet browser, **within 7 days**, to confirm your email address as your new username.
Register on the Application Portal – Email Confirmation

You will receive an email that looks like this, to confirm your registration:

The email may take up to 15 minutes to arrive. If you cannot find the email, check your junk or spam folder. If your email does not arrive, please contact us.

Click on the link in your email, or copy and paste it into your internet browser then press ‘enter’.

This will complete your registration. You should do this straight away: the link will expire after 7 days. If you do not use your link before it expires, your account will be deleted, and you will need to start the registration process again from the beginning.
When you have confirmed your registration by clicking on the link in your email, you will be taken to the Application Portal where you will see this message:

Click “Home” to continue to the Portal home page, where you can then log in and start your child’s application.
Log in to the Application Portal

Enter your username and password, and click “Login”.

When you log in, you will go to the home page, as shown here.

You now need to add your child’s details before you start the application process. To do this, click “Apply for a school place”.

Welcome to the Parent Portal
Here you will able to apply for your child’s secondary school place for admission to Year 7 in September 2019. You will also be able to view, and respond to, the outcome of your application on 1 March 2019.
Secondary School Application – Add Child

To begin, click "Add Child".

Next, enter your child’s details in the boxes provided.

Between 11 September and 3pm on 31 October 2018, the Portal will allow you to apply for your child’s secondary school place for admission to Year 7 in September 2019. You will also be able to view and respond to the outcome of your application on 1 March 2019.

There are currently no children in “My Family” without an application. Please add your child’s details to continue.
Secondary School Application – Add Child

Select your child’s address.

If your child’s address is the same as your address (i.e. the address you gave when you set up your account), just click on the address:

If your child lives at a different address, “Click to add new address” and enter the details.

You should then contact us to explain the difference in address (for example, if you are a split family).

When you have finished entering your child’s information, click Add child.
Now that you have added your child’s details to the Portal, you can continue to make their application for secondary school.

To begin, click “Start new application”
Secondary School Application – Select the type of application you want to make

Click on the blue tile – “Moving up to Secondary School in September 2019”

If your child is in Year 6 but was **not** born between 01/09/2007 and 31/08/2008, you will **not** be able to apply online for your child’s secondary school place.

Please [contact us](#) for information about how to make your application.
Secondary School Application – Enter your child’s UID number

**UID Number:** if you have your child’s UID (Unique Identification), you should enter it in the box as indicated if asked to do so, and click “Next”.

**No UID Number:** if you do not have a UID for your child, click on “No UID”.

Find Child

Moving up to Secondary School in September 2019

You may have received a letter containing a UID (Unique Identifier) for your child. This is a code which identifies your child’s application and using it will make it faster to complete your application.

The UID will look something like this: 82931176MU4QQM6AB

Please note the UID is specific to your child for this year’s applications. If you have more than one child that you need to make an application for this year you may have received a separate UID for each child. If what you have entered so far exactly matches your child’s details on our Admissions database, you will not be asked to enter the UID. Additionally, if you and your child live at different addresses you will only be asked to enter the UID.

You are applying for a school place for the following child: John Smith

Unique Identifier

Date of Birth

01-September-2007

Having problems finding or using the UID? Continue making your application by clicking here
Secondary School Application – Enter your child’s UID number

If you enter the UID number and see this error message, either you have entered the UID incorrectly, or the details you have previously entered for your child are not the same as the information we hold on our system.

If you are sure you have entered the number correctly, and that the details you have entered for your child are correct, click “No UID” to continue with your application.

- The details you have entered are incorrect or the details you have for your child do not match the details we have on record. When entering a Unique Identifier, please enter exactly what is printed on the form you have been given, taking particular care with the letter ‘O’ number ‘0’ and letter I/number 1. If you continue to have difficulties with entering the Unique Identifier then instead you can make your application using the ‘No UID’ button.
Now, you should let us know if your child has an Education, Health and Care Plan (previously a Statement of Special Educational Needs), if they are a ‘looked-after child’, or if they have a twin/triplet (or other multiple birth siblings): tick the boxes if any of these apply to your child.
Check that this is your child’s normal home address.

If you want to change these details at any point, you can do so by following the instructions from page 38.

When you have finished on this page, click “Next”.

If you are a Returning Service or Crown Servant family, who will be relocating to Buckinghamshire, tick the box then please enter your moving date and the address you will be moving to.
Secondary School Application – Where does your child go to school?

Now, you should tell us where your child currently goes to school
(If you entered your child's UID, this information appears automatically: proceed to page 21).

Use the three boxes here to search for your child’s school – an example is given on the next page.

If you are unable to find your child’s school, enter the school's full name, and town or postcode, in the box provided.
Secondary School Application – Where does your child go to school?

**Example – Search for Ashmead School**

1. Leave the ‘Postcode’ box blank.
2. Type part of the school’s name into the ‘School Name’ box (e.g. “ashm” for Ashmead Combined School), and click “Search”.
3. Your search results will display in a list.
4. Click on your child’s school from the list.

<table>
<thead>
<tr>
<th>School Name</th>
<th>Gender</th>
<th>Address</th>
<th>Website</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ashmead Combined School</td>
<td>CoEd</td>
<td>Cole Road, Aylesbury, HP21 8SU</td>
<td>Link</td>
</tr>
<tr>
<td>Ashmead Primary School (London) (Ashmead Primary School)</td>
<td>CoEd</td>
<td>Ashmead Road, Deptford, London, SE8 4DX</td>
<td></td>
</tr>
<tr>
<td>Ashmole Primary School (London) (Ashmole Primary School)</td>
<td>CoEd</td>
<td>Ashmole Street, London, SW8 1EU</td>
<td>Link</td>
</tr>
<tr>
<td>Ashmount Primary School</td>
<td>CoEd</td>
<td>Crouch Hill Park, 83 Crouch Hill, , London, , N8 9EG</td>
<td></td>
</tr>
<tr>
<td>Ashmount School</td>
<td>CoEd</td>
<td>Thorpe Hill, , , Loughborough, Leicestershire, LE11 4SQ</td>
<td></td>
</tr>
</tbody>
</table>
Secondary School Application – Where does your child go to school?

Check that the details are correct, then click “Next” to continue.
Secondary School Application – Select your preferred schools

Preference School Search

You cannot choose a school for your child but you can make preferences. We cannot guarantee that your child will be offered a place at your catchment school, or any of your preferred schools.

For children who are Moving up to Secondary School in September 2019, you can put up to six schools on your application. You must submit your application by 3pm on 31 October 2018.

On your application, you can include Voluntary-Aided schools, Foundation schools, Academies, Free schools and schools in other areas. Please do not include special schools or fee paying schools.

You should list the schools in the order you would really like them. You can give reasons for your preferences.

Use the 'Find my child a school place' service to find schools near to you, see which are your catchment schools and also to check here if your child would be entitled to free school transport.

First, read this information carefully.
In the text we have included links to our Moving up to Secondary School webpages, and to our online “Find my child a school place” and “Free School Transport Checker” facilities, that you will find helpful.
Secondary School Application – Select your preferred schools

Now, add your preferred school, or schools, to your child’s application.
Use the search boxes here to look for the school/s you wish to add:

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.
Secondary School Application – Select your preferred schools

Use the “Postcode”, “Schools Located In” and “School Name” boxes to search for your preferred school. In this example, Newlands Girls School in Windsor & Maidenhead is the preferred school.

Select ‘Windsor & Maidenhead’ as the area the school is located in, and type “new” into the School Name box.

Click “Search”, and click on the preferred school to select it from the list.
This guide will now show you how to add a school to your application: we have chosen St Michael’s RC School (High Wycombe site) for this example.

In this example, ‘Buckinghamshire’ has been selected in the ‘Schools located in’ menu, and “mich” has been typed into the ‘School Name’ box, to search for St Michael’s RC School.

Click “Search” and click on the preferred school (as indicated below) to select it from the list.
Secondary School Application –
Example: add a preference for St Michael’s RC School

Now, let us know if your child has a brother or sister who already attends the preferred school.

If they do, click in the tick-box and proceed to enter the sibling’s details (as shown on the following page) by clicking ‘next’.

If they do not have a sibling, leave the tick-box blank, then click ‘next’ and go to page 28 in this guide.

Preference Reasons: Sibling

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

Does your child have a sibling (brother or sister) who is already at the school and who will still be there when your younger child would start? Please make sure you check the sibling rule and definition carefully for the school for which you are applying as it will vary from school to school. You can find more information about sibling definitions and rules for Buckinghamshire schools on our website, as well as on each school’s website. If your preferred school is in another local authority’s area, you should check the definition of sibling and the other admission rules on the LA or school’s website. Please remember to make it clear if the sibling has a different family name. Also, if you have two or more children already at the school, always list the younger one.
Enter the sibling’s details in the boxes.

If your child has more than one sibling already attending the school, enter the details of the youngest of those siblings.

For example, if your child has a sibling in both Year 8 and Year 10 at the preferred school, you should only enter the details of the child in Year 8.

When you have finished, click “Next”.
Secondary School Application –
Example: add a preference for St Michael’s RC School

Confirm the details are correct, then click “Next”.

Sibling's School
The sibling's current school is shown below.

<table>
<thead>
<tr>
<th>School Name</th>
<th>St Michael's RC School</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td>Daws Hill Lane, High Wycombe, HP11 1PW</td>
</tr>
</tbody>
</table>

The sibling (brother or sister) should already be at the above school. If the sibling attends a different school, check the sibling rule and definition carefully for this school and if applicable, continue to the “linked sibling” question.
Now, you should tell us the reasons for your preference.

You should read the information on this page carefully, as there may be important information specific to the school.

Here, you will also be told if the school would like you to fill in a Supplementary Form.

Click “Next” when you have completed the information on this page.

Reasons for preference

In order to support your application for a place at St Michael’s RC School you can select the appropriate reasons below. Your application will be considered under the admission rule(s) you have selected.

This is a Voluntary-Aided All-Through Roman Catholic school for children aged 4-18. It is promoted by the Diocese of Northampton and the school governors are responsible for their own admissions. You can find more information on our website and on the school’s website.

This school also has a supplementary form which you may wish to complete to support your application. The completed form should be returned directly to the school by 31 October 2018.

PLEASE NOTE - If your child is already in Year 6 at St Michael’s Catholic School, you do not need to re-apply for a place. Year 7 places are automatically allocated to children in Year 6 if their parent wishes.

- I am selecting this school because it is a Faith School
- I am selecting this school because of the distance from my child’s home to this school

Back Next
Now, let us know if you are applying under any special rules the school may have (e.g. exceptional medical or social needs, children of members of staff, feeder schools, brothers or sisters at a linked school, Free School Meals), and give us details.

Remember that you will need to provide evidence to support an application under ‘Free School Meals’ or ‘exceptional medical or social needs’, either to the school directly or to the Admissions & Transport Team. Be sure to check where you need to send the evidence.

When you have finished, click “Next”.

Remember, not every school has the same rules: the details on this page will be for the school you have selected and may be different from those shown in this example.

The admission rules for all schools should be available on their website within their admissions policy.
Finally, you have the option to enter any additional reasons you may have for wanting a place at the school.

When you have finished, click “Next”.

Additional reasons for your preference

You may tell us of any other reasons to support your application for a place at St Michael's RC School. Any reasons you give for a particular school preference will be shared with other admission authorities. It is essential that you indicate on the previous pages if you want your child’s application considered under the admission rules of the preferred school.

Any information you choose to put here will be recorded against your child’s application, but will not be read in detail.

This means that it is essential you indicate on the previous pages if you want your child’s application considered under a particular admission rule/rules for the preferred school, and provide independent supporting evidence as necessary.
Secondary School Application – Your school preferences

You can now see the preferences you have selected, and can add further preferences (up to six in total) by clicking **Add a new preferred school**.

If you would like to edit or remove a preference, click **Edit** or **Remove**.

If you would like to change your preference order, use the arrows:

---

### Your Preferred Schools

You have expressed a preference for the school(s) below. You may list up to 6 schools on this application and you can make changes until 31/10/2018 15:30.

Use the arrows to rank (list) your preferred schools in the order you would like them - make sure you consider the School Transport rules when making your application. Your most preferred school must be at the top of the list, ranked as number 1.

<table>
<thead>
<tr>
<th>Rank</th>
<th>School name</th>
<th>Re-order</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>St Michaels RC School</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Sir William Borlases Grammar School</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>John Hampden Grammar School</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Princes Risborough School</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Sir William Ramsay School</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Gilotts School (Henley-on-Thames)</td>
<td></td>
</tr>
</tbody>
</table>

---

If you have finished adding schools to your child's application, click “Next”.
Terms and Conditions: you **must** read this information carefully. Make sure you understand it before you submit your application.

**Terms and Conditions**

Please read these Terms and Conditions carefully before you SUBMIT your application.

In submitting (making) this application you are certifying that you:

- are the person with parental responsibility for the child and that the information given is true to the best of your knowledge and belief and made with the agreement of all people with parental responsibility for the child.
- have understood that the offer of a school place for your child may be withdrawn if you have given deliberately false or misleading information in this application or in any supporting documents, or you have withheld any relevant information.
- read the information on our [website](#) and
- have checked the admission arrangements for the schools you are applying for as well as the order in which you have listed them.

Please remember to send us:

- Evidence to confirm that you live at the address given as your child’s normal home address. This evidence should be a clear photocopy of one of the following:
  - A Council Tax bill (for 2018/2019) for the property showing that you (the applicant) are paying the Council Tax or
  - A utility bill (gas or electricity) which is in your name, is no more than three months old, and shows usage appropriate to your family.

The address given on your application must be a residential property that is your child’s only or main residence, not an address at which your child may sometimes stay or sleep due to your domestic arrangements. The property must be owned, leased or rented, by the child’s parent(s) or person with parental responsibility.

Where a child has shared or joint residence, please see Section 7 of our [website](#).

The evidence should be scanned and sent to us at [www.buckcc.gov.uk/addressevidence](http://www.buckcc.gov.uk/addressevidence) or posted to The Admissions & Transport Team, County Hall, Aylesbury HP20 1UZ. Please ensure that your child’s name and date of birth are clearly written on all documents you send us.

- Supporting evidence if you are applying under an “exceptional needs” rule. This supporting evidence should be from an independent professional person (this might be a doctor, health visitor or Education Welfare Officer, for example) who knows about your situation and supports your case.
- Evidence of the circumstances if you are applying under the ‘Looked After Child’ admission rule.
- Supplementary forms should be returned directly to the school concerned.
Data Protection: you **must** read this information carefully. Make sure you understand it before you submit your application.

---

**Data Protection**

Buckinghamshire County Council (the 'council') respects your privacy rights and is committed to ensuring that it protects your details, the information about your dealings with the council and other information available to the council ('your information').

In accordance with the Data Protection Act 1998, the council will use your information, for the purposes of processing your application for a school place, to (a) deal with your requests and administer its departmental functions, (b) meet its statutory obligations; and (c) prevent and detect fraud.

The council may share your information (but only the minimum amount of information necessary to do the above and only where it is lawful to do so) within the council (including the elected members), with other admission authorities; district councils; central government departments; law enforcement agencies; statutory and judicial bodies; community service providers, and contractors (including CEM, the test provider) that process data on its behalf or on behalf of schools. The council may also use and disclose information that does not identify individuals for research and strategic development purposes.

The full data protection policy is available on the council’s website. All the information provided in this online application system was accurate at 12 September 2017.

Once you press the submit button you will receive an email confirming that we have received your child's application. Make sure you check this carefully and save it for your records.
Secondary School Application – Submitting your Application: School Place Offer

School Place Offer: you must tick the box against this statement – “I would like to receive my offer of a school place via email”

All online applicants will receive their child’s school place offer by email, and you will also be able to log in to view the offer on 1 March, and to respond online (e.g. to accept any offered place).

School Place Offer

You must answer ‘yes’ to the next question as all parents/carers who apply online for their child’s school place will receive an email detailing the outcome of their application. **Please note** that this does not apply for those applying for a Year 10 place in a University Technical College.

Your offer will also be available on this website on 01/03/2019

☑️ I would like to receive my offer of a school place via email

**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.
Secondary School Application – Submitting your Application: Preview and Submit

If you would like to preview your application before you submit it, click “Preview”.

You must tick this box to confirm you have read and understood the Terms and Conditions.

When you have finished, click “Submit Now”.

We strongly recommend you “Submit Now” rather than “Return Later”: if you press “Submit Now”, you will still be able to log back in to your application before the deadline to make changes.

Remember the application deadline: 3pm on 31 October 2018
Secondary School Application –
Your application is submitted

You have now submitted your application.

You can preview your application by clicking “Preview”, and if you need to make changes you can log back in to the application – see page 38 onwards for further information.

Your application has been successfully submitted and you will shortly receive a confirmation email listing your school preferences. You must now provide evidence of where you live with your child. Upload the evidence here: www.bucksc.gov.uk/addressevidence

To see a printer friendly version of your submitted application, click the Preview button.

If you want to change any of the details you have submitted you may do so up until 31/10/2018 15:00. If you make any changes to your application you must re-submit it otherwise your application will not be considered.

You will receive an email to confirm your application has been submitted – please check your inbox to make sure this has arrived, and make sure you keep this email safe.
What Should I Do Now?

Address Evidence

You **must** send us evidence of your child’s normal home address. This can be a recent Council Tax bill or utility bill (gas, electricity or water). Visit [www.buckscc.gov.uk/addressevidence](http://www.buckscc.gov.uk/addressevidence) to upload a digital copy of your information, or you can post copies to the following address:

**Secondary School Applications, Admissions and Transport Team, County Hall, Aylesbury, HP20 1UZ**

If you are posting information to us, please **DO NOT send originals**: we cannot return these documents to you. Also ensure you clearly write your child’s name and date-of-birth on any documents sent by post.

Supplementary Forms

If you are applying for one of the following Buckinghamshire schools, you should see if you need to complete their supplementary form:

- Dr Challoner’s Grammar School
- Khalsa Secondary Academy
- St Michael’s Catholic School
- Waddesdon Church of England School (Church Affiliation Form)

If you are applying for a school (or schools) in other areas, check to see if you need to complete a supplementary form.

Other supporting evidence

If you want us to consider your application under a special rule (e.g. Free School Meals, looked-after child, exceptional medical/social reasons), you will need to send evidence to support this. Check to see if your evidence should be sent to the [Admissions and Transport Team](#) or the school, and then send it as soon as possible.

**Exceptional Medical/Social Reasons**: further information about this rule and what evidence you need to provide can be found on our [website](#).
What if I want to make changes to my application?

You can make changes up to the deadline:
3pm on 31 October 2018

**IMPORTANT**: as soon as you click on “Change Application”, your application will become **UNSUBMITTED**.

We cannot process an unsubmitted application.

If you do not click “Submit” before the deadline of 3pm on 31 October, your application will be lost.

If your application is unsubmitted, you will receive automatic emails reminding you to “submit” as the deadline (3pm on 31 October) approaches.

To submit your application if it is unsubmitted:

- Log in to the online portal
- Click “Apply for a school place”
- Find your child, and click “continue application”
- Continue through the pages of your application by clicking “next” until you reach the final page
- Select “yes” to agree to the Terms and Conditions
- Click “Submit Now”
If you have submitted your school place application and you want to make changes, you can log back into the online portal and click “Change application”.

If you just want to look at the information you have given, click “Preview Application”. If you want to make changes to the application, click “Continue”. 
How can I change my details or my child’s details?

If you want to make changes to **your personal details**, log in to the Application Portal and click on “My Profile”.

If you want to make changes to **your child’s details**, log in to the Application Portal and click on “My Family”.

Welcome to the Parent Portal
Here you will able to apply for your child’s secondary school place for admission to Year 7 in September 2019. You will also be able to view, and respond to, the outcome of your application on 1 March 2019.
How can I change my child’s details?

Here you will see your own details. You cannot change your details here (e.g. name, contact details), you must click on “My Profile” as shown on page 40.

If you would like to tell us about a change of circumstances (e.g. you have moved house), click “Change of Circumstances” and follow the instructions.

Here you will see your child’s details. Click on your child’s record to make any changes.
How can I change my child’s details?

After you click on your child’s record, you will see this screen.

Change any of the details as necessary, then click “Save child’s details” when you have finished.
How can I change my child’s details?

If you make changes to your child’s details and have previously submitted your child’s school place application, you will see one of the two messages below.

Click “Continue” to return to your home page.

Change of personal details

The changes have now been saved. You have a submitted school place application for this child where the application closing date has not passed. This update to your child’s details has automatically been sent to The Admissions & Transport Team and your application has been updated. You will get a resubmission confirmation email shortly. If you want to check your application details, navigate to School Places and select the ‘View Application’.

Continue

Change of personal details

The changes have now been saved.

If you have updated your child's address and there is a submitted school place application for that child, where the application closing date has not passed, then the update to the child’s address will be sent to The Admissions & Transport Team and your school place application will be resubmitted with the updated details. If this is the case, you will get a resubmission confirmation email shortly.

If you want to check the details of any submitted school place applications, navigate to School Places and click the link to ‘View Application’.

Continue
Feedback

Thank you for using our How to Apply Online guide – we hope you have found it helpful.

Please let us know if you have any feedback that would help us further improve this guide. You can contact us to let us know your thoughts.