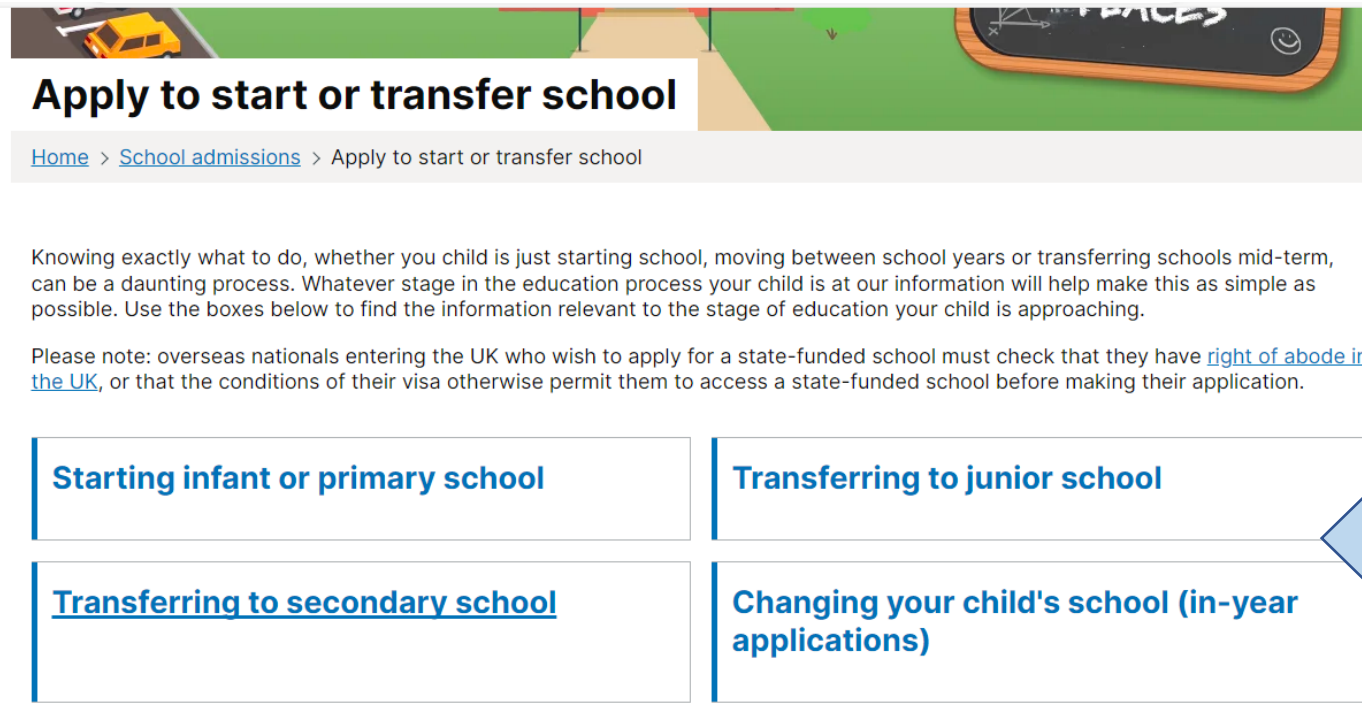


Parents' Guide to Making an Online Application for a School Place

All applications for school places should be made online.

Parents and carers who have an e-mail address can access the online application facility through the following web page. Parents can access the internet at Shropshire Council Libraries or, if necessary, by visiting your local primary school:

Go to <https://next.shropshire.gov.uk/school-admissions/apply-to-start-or-transfer-school/>



The screenshot shows the top section of the website. At the top, there is a banner with a yellow school bus on the left and a chalkboard on the right with the word 'PLACES' written on it. Below the banner, the main heading reads 'Apply to start or transfer school'. Underneath this heading is a breadcrumb trail: 'Home > School admissions > Apply to start or transfer school'. The main content area contains a paragraph of text explaining the process, followed by a note for overseas nationals. At the bottom, there are four rectangular buttons arranged in a 2x2 grid, each with a blue border and blue text. A large blue arrow points from the right towards these buttons.

Apply to start or transfer school

[Home](#) > [School admissions](#) > Apply to start or transfer school

Knowing exactly what to do, whether your child is just starting school, moving between school years or transferring schools mid-term, can be a daunting process. Whatever stage in the education process your child is at our information will help make this as simple as possible. Use the boxes below to find the information relevant to the stage of education your child is approaching.

Please note: overseas nationals entering the UK who wish to apply for a state-funded school must check that they have [right of abode in the UK](#), or that the conditions of their visa otherwise permit them to access a state-funded school before making their application.

Starting infant or primary school	Transferring to junior school
Transferring to secondary school	Changing your child's school (in-year applications)

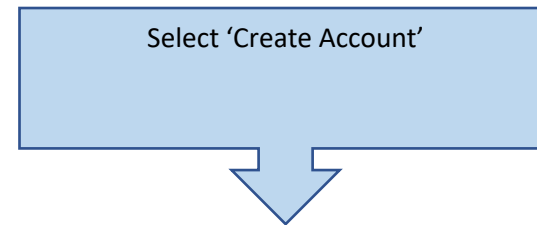
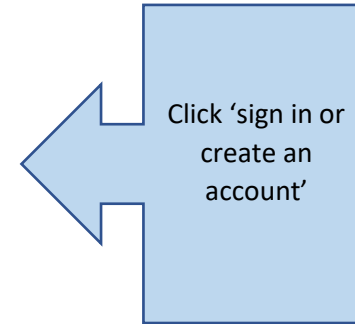
Choose whichever option is applicable. Then click on the green button "Apply Here?"

Registration

Apply for a School Place

You must be signed in as a Citizen in order to apply for a school place. Please sign in or sign up for a new account to continue.

Sign In or Create Account



Sign In

Sign in or create an account with us.

Enter your username

Next

Create Account

About You

Create Account

Personal Details

Title *

Forename *

Middle Name

Surname *

Contact Details

Email Address *

Confirm Email *
Please confirm your email

Daytime Number

Evening Number

Mobile Number

Address

No address to display.

Add Address

Account Security

New Password *

Confirm Password *
Please confirm your password

Start Again

Create

Enter all the required fields and create a password. This must be made up of a capital letter, numbers, a special character for example @!? and be at least 12 characters long.

Click Add Address to input home address and click confirm selected once correct address is found.

Then click 'Create'

What happens Next.

Verify email address

We have sent you an email to verify your account. You must click the link in this email before you can sign in.

You can click "Resend Email" to have a new one sent out.

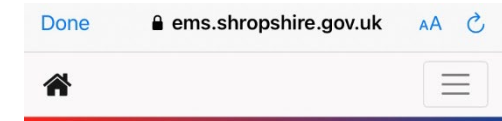
Resend email in 15 seconds.


Live | © 2021 Servelec Education Ltd | 21.1.1.8

Go to your mailbox and you should receive an email that says: Parent Portal account verification.

If not, please first check your spam/junk folder & if not received, click the 're-send button'.

Once done, you will see this screen
You can now sign in and make your application



Account has been verified

Your email address has been verified.
Please sign in to continue.

Sign In

Click or copy and paste the link into your web browser to verify your account.

This email should be used to verify your account in the Parent Portal, in order to allow you to use the system.

Please click the following link or copy/paste to your browser to login to the system.

Do not reply to this email. It has been sent from an automated process.

<https://ems.shropshire.gov.uk/synergyweb/login.aspx?U=dc59f5e7-92b2-4c88-b7d0-1752f5e74e55>


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Log in

Sign In

Sign in or create an account with us.

Enter your username

Next

Back

Create Account

Sign-In
Your username will be
your e-mail address.

Select 'School Admissions'

Free School Meals Application




Click here to apply for Free School Meals



Back to Shropshire website

Go back to www.shropshire.gov.uk

24U Application



Click here to apply for 24U funding

School Admissions

Click here to make an application for a school place

Start the Application

There are 8 stages to your application; you can track your progress using this bar.

The screenshot shows the 'Apply for a School' application progress bar and the 'Applicant Details' form. The progress bar has 8 stages: 1. Applicant Details (completed), 2. Select Child, 3. Select Round, 4. ..., 5. ..., 6. ..., 7. ..., 8. Application Submitted. The 'Applicant Details' form is pre-populated with the following information:

Field	Value
Title *	Mrs
Forename *	T
Middle Name	
Surname *	Test
DOB	
Address *	The Shirehall, Abbey Foregate, Shrewsbury, SY2 6ND
Daytime Number	
Evening Number	
Mobile Number	
Email Address	shellcarson86@gmail.com

Buttons: Back, Save and Continue, Update Address.

You will see that your details are already pre-populated, all you'll need to do is click 'save and continue' at the bottom of the screen:

Your child's details?

Click 'new child'.

Apply for a School Place

1 ✓ Applicant Details 2 ? Select Child 3 Select Round ... 8 Application Submitted

Select Child

Please select the child you wish to apply for

[New Child](#)

Name	Address	Gender	DOB
There are no records to show			

Please select the child you wish to apply for

[Back](#)

Add your child's details.
Double check you enter your child's correct dob. Otherwise, you will make an application for the wrong year group.

Apply for a School Place

Create Child

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

Forename *

Middle Name

Surname *

DOB *

Gender *

Address same as Applicant?

Please tick the box if you are about to move to another address. The home address for the application provided must be the normal and genuine residence of the child, usually this is also the address of the person who has parental care of the child. You must not use a business address, grandparent's, friend's or other family member's address. Parents and carers must keep the Admissions Team updated with any changes.

Current School

[Add School](#)

[Cancel](#) [Save](#)

Current School

If your child attends a primary school outside of Shropshire, change the Local authority to that which the school is in before searching.

Alternatively, keep Shropshire as local authority and type 'out of area' or 'Independent school' and type name of current school on next page in the box named - Reason for Changing School.

Click 'confirm selected'.



Search for a School

Local Authority

Shropshire

Gender *

All Applicable Schools

"All Applicable Schools" finds all mixed-gender schools and all schools which only accept young children.

School *

Belvidere Primary School

Belvidere Primary School

Code

8932164

Ofsted URN

123437

Address

Belvidere County Primary School,
Tenbury Drive,
Shrewsbury,
SY2 5YB

Headteacher

Mr Andrew Davis

Phone

01743 365211

Ages

3 - 11

Gender Mix

Select Round

Apply for a School Place

1 Applicant Details ✓ | 2 Select Child ✓ | 3 Select Round ? | ... | 8 Application Submitted

Select Child

(2 of 8)

Please select the child you wish to apply for

[New Child](#)

Name	Address	Gender	DOB
<input checked="" type="radio"/> Test Test	The Shirehall, Abbey Foregate, Shrewsbury, SY2 6ND	Female	16/10/2010

Please select the child you wish to apply for

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

Select your child and click 'next'



Apply for a School Place

1 Applicant Details ✓ | 2 Select Child ✓ | 3 Select Round ? | ... | 8 Application Submitted

Select Round

(3 of 8)

Please select a round from the below options

Selected Child:
Test Test

Continue existing application

Applications which have been started but not yet completed

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

Start a new application

Begin application for your child to start Primary School, transfer to Junior School or transfer to Secondary School.

Round	Deadline	DOB Range (From - To)
<input type="radio"/> Transfer To Secondary 2022/23	31/10/2021	01/09/2010 - 31/08/2011

Start a new in-year application

This facility is not available online. Please download the in-year application form from the Shropshire School Admissions website and send directly to your preferred school(s).

Round	Deadline	DOB Range (From - To)
<i>Not applicable</i>		

Select the round you wish to apply for. The active rounds based on your child's date of birth will be visible.

Application Details

Apply for a School Place

2 ✓ Select Child 3 ✓ Select Round 4 ? Application Details ... 8 Application Submitted

Application Details (4 of 8)

Please review the round details and answer the following questions. For further details, please see the Parents' Guide to Education in Shropshire booklet.

Selected Child: Test Test

Round: Transfer To Secondary 2022/23 Deadline for Applications: 31/10/2021 23:59 Date of Birth from: 01/09/2010 Date of Birth to: 31/08/2011

Relationship to Child *

Is your child a Looked after child OR is your child previously looked after and has ceased to be so as they have either been adopted or are subject to a child arrangements order or special guardianship order? If so, by which Local Authority?

Does the Child have a current Education, Health & Care Plan? * Yes No

Is the Child's parent /guardian a Crown Servant? * Yes No

Is the Child part of a multiple birth? e.g. twin * Yes No

Supporting Documents

If you have any documentation that supports any of the above selections, eg Looked After Child status or Crown Service posting notice, please attach them here.

Attach documents

No documents have been attached to this application

Please confirm that you wish to proceed without attaching any documents

[Back](#) [Save and Continue](#)

Supporting documents
You can upload any documents to support your child's looked after, adoption status or if you have a posting notice to Shropshire.

Select the options applicable and click 'save and continue'

Your Preferences

Apply for a School Place

4 Application Details 5 **Select Your Preferences** 6 Preference Reasons 7 Submit Application 8 Application Submitted

Select Your Preferences (5 of 8)

Please select or search for schools below and rank them in your desired order.

To understand the criteria that will be applied to your application for your preferred school(s), please view the appropriate admissions policy for either the admission authority school or Shropshire Council's own policy, whichever is applicable.

Selected Child:
Test Test

Round: Transfer To Secondary 2022/23 Deadline for Applications: 31/10/2021 23:59 Date of Birth from: 01/09/2010 Date of Birth to: 31/08/2011

Disable animations

Preference	School	Rank Order	
1st *	Belvidere School ⓘ	↓	✖
2nd	Meole Brace School ⓘ	↑ ↓	✖
3rd	Shrewsbury Academy ⓘ	↑	✖

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

Save and Continue

Search for your school and select once it appears. You have a maximum of three preferences, and you will need to tick the 'confirm' box before continuing.

PLEASE NOTE: If you wish to select a school outside of Shropshire, you will need to click the blue 'advanced search' button. Change the Local Authority from Shropshire to the authority the school comes under and enter part of the school name in the search. If you cannot see your school, please email school-admissions@shropshire.gov.uk & we shall investigate.

Save and Continue

Click 'save and continue'

Preference Reasons

Apply for a School Place

4 ✓ Application Details 5 ✓ Select Your Preferences 6 ? Preference Reasons 7 Submit Application 8 Application Submitted

Preference Reasons (6 of 8)

Please select your details below

Selected Child:
Test Test

Round: Transfer To Secondary 2022/23 Deadline for Applications: 31/10/2021 23:59 Date of Birth from: 01/09/2010 Date of Birth to: 31/08/2011

1st Preference
Belvidere School

Preference Reasons
Select Reasons for preference

- Medical
- Catchment
- Sibling
- Distance
- Staff

Notes

You can upload any documents you feel support your application. These will be viewed by the Admission Authority and considered against their admissions criteria.

Supporting Documents
Please upload documents which support reason(s) to apply for Belvidere School. E.g. medical. The document(s) must be in PDF or Word format.

Attach documents for Belvidere School

No documents have been attached to this preference

Select what reasons are applicable for each of your preferences, otherwise leave blank.

The Parents' Guide to Education in Shropshire contains the admissions criteria for each school. You can view this on the Shropshire Council website.

Whether adding supporting documents or not, you will need to tick the 'confirm' box before moving on.

Sibling attending the school?

2022/23 23:59 01/09/2010 31/08/2011


1st Preference
Belvidere School

Preference Reasons
Select Reasons for preference

Medical
 Catchment
 Sibling
 Distance
 Staff

Notes

Sibling Information
Select a sibling for this preference

Select Sibling  [Add New Sibling](#)

Supporting Documents
Please upload documents which support your reason(s) to apply for Belvidere School. E.g. medical. The document(s) will be supplied to the school as evidence to support your application

[Attach documents for Belvidere School](#)

Tick if there is an older sibling.

Click 'add new sibling' or select from the list if previously added.

Add sibling's details here and then save.

Apply for a School Place

Create Child

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

Forename *

Middle Name

Surname *

DOB *

Gender *

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

[Cancel](#) [Save](#)

Apply for a School Place



Submit Application (7 of 8)

This application has NOT yet been submitted. Please only submit your application when you are certain it is correct and you have read the Parents' Guide to Education. Once this has been submitted, it will not be possible for you to amend it online.

The on time submission period for this application ends on **Sunday, 31 October 2021 23:59**. After this time your application can still be submitted, but it may be considered late in accordance with the late application policy.

Applicant Details [↗](#)

Applicant Name
T Test

Address
The Shirehall, Abbey Foregate, Shrewsbury, SY2 6ND

Evening Number
Not Supplied

Daytime Number
Not Supplied

Mobile Number
Not Supplied

Email Address
[Redacted]

Selected Child [↗](#)

Name
Test Test

Address
Same as applicant

Future Address
Not due to change address

DOB
16/10/2010

Gender
Female

Current School
Belvidere Primary School

Application Details [↗](#)

Round
Transfer To Secondary 2022/23

Application Reference
893-2022-09-E-001350

Relationship to Child
Mother

Is your child a Looked after child OR is your child previously looked after and has ceased to be so as they have either been adopted or are subject to a child arrangements order or special guardianship order? If so, by which Local Authority?
Not Looked After

Does the Child have a current Education, Health & Care Plan?
No

Is the Child's parent /guardian a Crown Servant?
No

Is the Child part of a multiple birth? e.g. twin
No

Selected Preferences [↗](#)

1st Preference
Belvidere School

2nd Preference
Meole Brace School

3rd Preference
Shrewsbury Academy

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

Disclaimer

Are you sure? (Once your application is submitted and downloaded by the LA you cannot amend your application.) Before submitting your application you are required to read the Parents' Guide to Education. You are only allowed to submit an application if you have legal responsibility for the child. By submitting the application using the button below, you are confirming that you have legal responsibility for the child detailed above, 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 sign out now.

I have read the disclaimer and the Parents' Guide to Education. *

[Back](#)

[Submit Application](#)

Submit Application

Double check your application, expand the preferences to ensure you have added all the key information in order for you application to be processed.

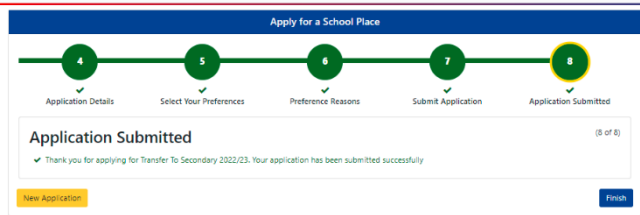
Read the terms and conditions disclaimer.

A reminder that once you submit your application it **cannot** be changed.

Tick to confirm when you have read and understood the disclaimer and that you have read the Parents' Guide to Education booklet.

Click 'submit application'.

What Next?



Your application has been submitted.

From: <noreply@shropshire.gov.uk>
Date: Fri, 24 Sep 2021 at 10:58
Subject: Thank you for submitting your admissions application.
To: [REDACTED]

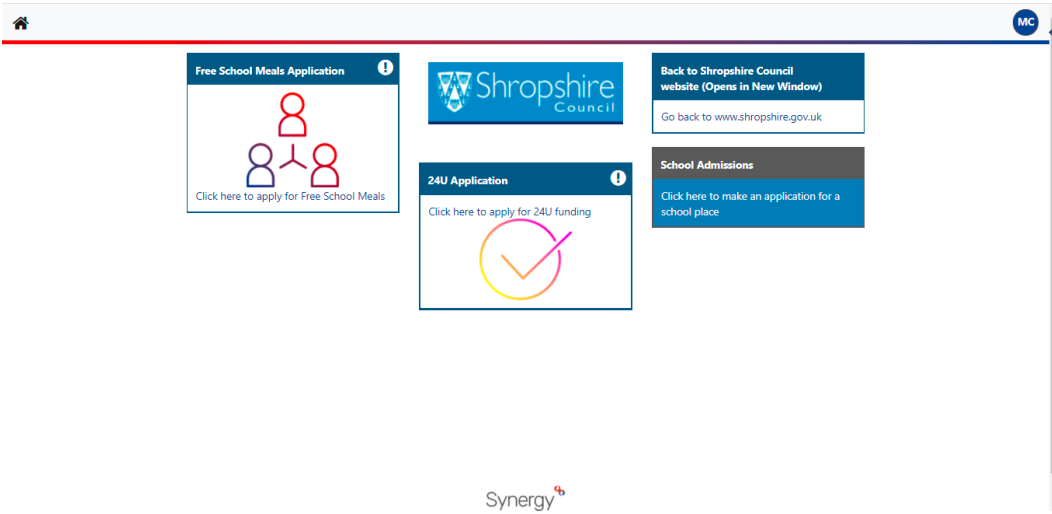
Dear Parent / Guardian,
This email confirms that you have submitted your child's online admissions application.
Application Details:
Transfer To Secondary 2022/23

- Preference 1: Belvidere School
- Preference 2: Meole Brace School
- Preference 3: Shrewsbury Academy

Confirmation of your preferences will be emailed to you.

You can visit your account to check the status of your applications and details submitted.

Click the icon containing your initials.



Account Management

[Account Info](#)

Applications

[Documents](#)

[Notifications](#)

[Applications Home](#)

Admissions

[Childcare](#)

[Free School Meals](#)

Admissions

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

Key of actions



View



Edit



Delete



Unsubmit



Respond

Date Started	Child	Round	Preferences	Status	
22/09/2021	Test Test	Transfer To Secondary 2022/23	1st - Belvidere School 2nd - Meole Brace School 3rd - Shrewsbury Academy	Submitted to LA	

You can view your submitted applications and update contact details from here.