



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: midnight on 31 October 2020

Before You Begin:

Before you start your application you should:

- read our [Moving up to Secondary School](#) web pages.
- read the Admissions Policy for each school you are interested in. You will find each school's Admissions Policy on their website.

If you and your child live in England, you must only make **one** secondary school application for your child. You must submit this application to your current home Local Authority.

In your child's application you may include schools located in other areas.

You can find your home Local Authority on the [DirectGov](#) website.

If you and your child do not live in Buckinghamshire, visit your home Local Authority's website for more information on how to apply. You must apply to your current home Local Authority even if you plan to move to Buckinghamshire in the future.

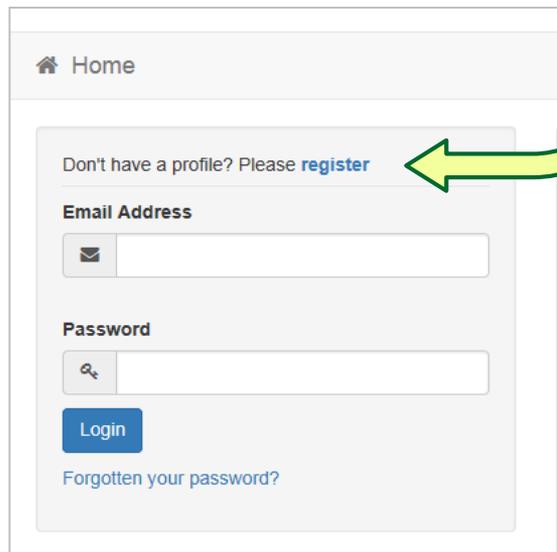
If you and your child currently live abroad (or in Northern Ireland, Scotland or Wales), and will be returning to live in Buckinghamshire, you should apply to us.

If you and your child are planning to move to Buckinghamshire, you must provide us with evidence before we will accept your Buckinghamshire address. You should check our [website](#) for information about what evidence we need to see.

Login to the Application Portal

If you have not used the [Application Portal](#) in the last 3 years, you must create a new profile before you can apply.

Click “Register” to create your profile.



The screenshot shows a web interface for the Application Portal. At the top left, there is a 'Home' link with a house icon. Below it, a text prompt reads 'Don't have a profile? Please [register](#)'. Underneath, there are two input fields: 'Email Address' with an envelope icon and 'Password' with a magnifying glass icon. A blue 'Login' button is positioned below the password field. At the bottom left of the form area, there is a link for 'Forgotten your password?'. A green arrow originates from the 'register' link in the text above and points to the 'register' link in the screenshot.

If you have an existing profile, log in using your email address and password, then go to Page 9 in this guide.

Register on the Application Portal

Email Address *	<input type="text"/>
Confirm Email *	<input type="text"/>
Password *	<input type="password"/>
Confirm Password *	<input type="password"/>
Secret Question *	<input type="text" value="Favourite animal"/>
Secret Answer *	<input type="text"/>
Title *	<input type="text" value="Please select"/>
Forename *	<input type="text"/>
Surname *	<input type="text"/>
Gender *	<input type="text" value="Please select a gender"/>



Enter your details in the boxes.

Your password must:

- Be at least 10 characters long
- Contain at least 2 numbers
- Contain at least 1 lower case letter
- Contain at least 1 upper case letter
- Contain at least 1 special character
- Not be the same as your username

IMPORTANT NOTE

The email address you use must be one you will be able to access on National Offer Day (1 March 2021): your offer email will be sent to this email address.

It should be a personal email address, not a work email address.

We may use this email address to contact you if we have any questions about your child's application.

You should write 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

Postcode *

[Find Address](#)

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

Postcode *

[Find Address](#) [Enter Address Manually](#)

- 1, Silvermead, Worminghall, Aylesbury, HP18 9JS
- 2, Silvermead, Worminghall, Aylesbury, HP18 9JS
- 3, Silvermead, Worminghall, Aylesbury, HP18 9JS
- 4, Silvermead, Worminghall, Aylesbury, HP18 9JS
- 6, Silvermead, Worminghall, Aylesbury, HP18 9JS

[Select](#)

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” and type in your address.

Register on the Application Portal

Please supply a daytime telephone number where you can be contacted, if necessary.

Home Phone	<input type="text"/>
Mobile Number	<input type="text"/>
Work Phone	<input type="text"/>

* Required field

Next, enter your contact telephone number/s.

We may use these telephone numbers to contact you if we have questions about your child's application.

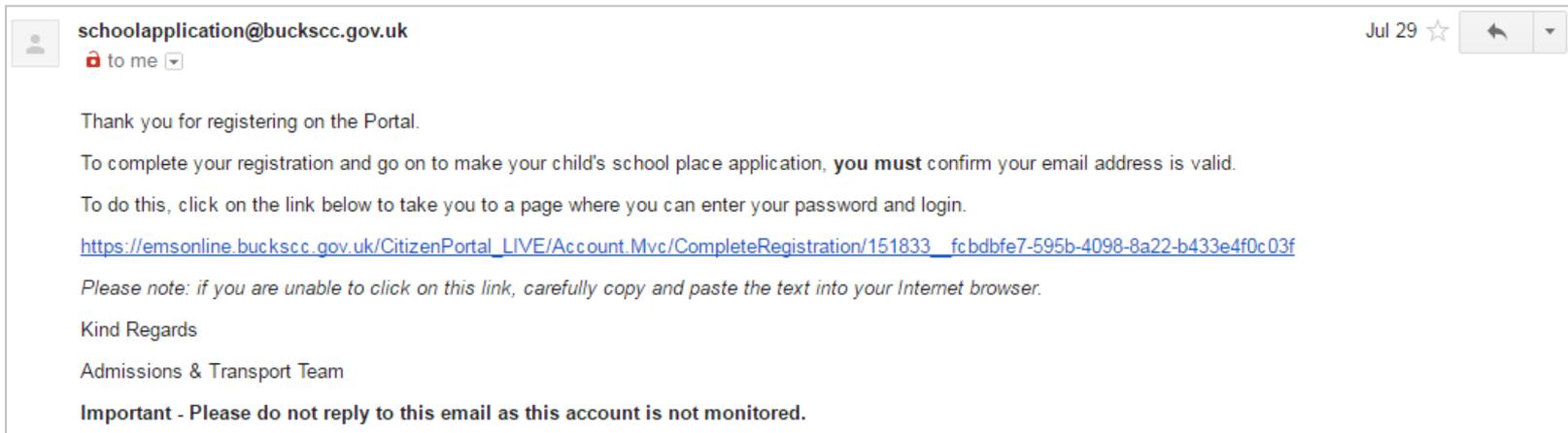
Finally, click "Submit Registration" and you will see the message shown below:

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

We will now send you an email confirmation that looks like this:



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.

Register on the Application Portal

When you click on the link in your email, you will be taken to the Application Portal.

You will see this message:



Click "Home" to continue to the Portal home page.

You can now log in and start your child's application.

Login to the Application Portal

Don't have a profile? Please [register](#)

Email Address

Password

[Login](#)

[Forgotten your password?](#)

Enter your username and password, and click "Login".

The screenshot shows the Buckinghamshire Council Citizen Portal. At the top left is the council's logo and name. To the right is the text "Citizen Portal". Below this is a navigation bar with "Home", "My Profile", "Sign Out", and "English/Cymraeg". The main content area features a welcome message: "Welcome to the Portal. From 8 September you will be able to apply for your child's secondary school place for admission to Year 7 in September 2021. You will also be able to view, and respond to, the outcome of your application on 1 March 2021." Below the message are three blue buttons: "School Places Apply/View", "Messages", and "My Family". A green arrow points from the "School Places Apply/View" button to the text box on the right.

When you log in, you will see the home page.

To start the application process, click "School Places Apply/View".

Secondary School Application: Add Child



Buckinghamshire
Council

Citizen Portal

Home

My Profile Sign Out English/Cymraeg

School Places

Between 8 September and midnight on 31 October 2020, the Portal will allow you to apply for your child's secondary school place for admission to Year 7 in September 2021.

You will also be able to view and respond to the outcome of your application on 1 March 2021.

Between 2 October and 13 November 2020, the Portal will allow you to make an application for the late transfer process, for admission to years 8 or 9 in September 2021.

Make a new application

There are currently no children in "My Family" without an application. Please add you child's details to continue.

Back

Add child

To begin, click
"Add Child".

Secondary School Application: Add Child

Next, enter your child's details.

The screenshot shows a web form titled "Add Child" with the subtitle "Add a child". The form contains several fields: "Forename", "Middle Name", "Surname", "Gender" (with a dropdown menu), "Date of Birth", and "Relationship to Child" (with a dropdown menu). Below these fields is a section for "Parental Responsibility" with radio buttons for "Yes" and "No", and a note: "If you have legal responsibility for this child, select Yes". At the bottom of the form is a "Select Address" section with a blue button labeled "Click to add new address". A green arrow points from a text box on the right to this button.

The address you enter for your child should be their 'Normal Home Address'. A definition of this is on our [website](#).

If your child's address is the same as your address, just click on the address where it is shown.

If your child lives at a different address, "Click to add new address". You should then [contact us](#) to explain why your child lives at a different address. Please also see the note below.

When you have finished, click "Add child".

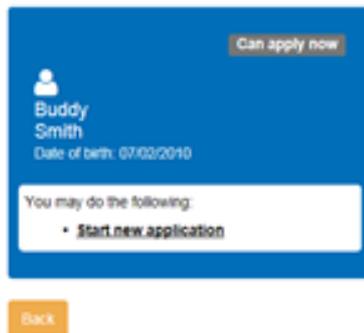
IMPORTANT NOTE:

If you are a split family and your child lives between two addresses, the parent with whom the child spends most of the school week should make the application. You should read the information about shared/joint residence on our [website](#) before you apply.

Secondary School Application: Start Your Application

Now that you have added your child's details, you can start their secondary school application.

Make a new application



The screenshot shows a blue user profile card for 'Buddy Smith' with a date of birth of '07/02/2010'. A 'Can apply now' badge is in the top right. Below the name, it says 'You may do the following:' followed by a list item '• Start new application'. At the bottom left is an orange 'Back' button.

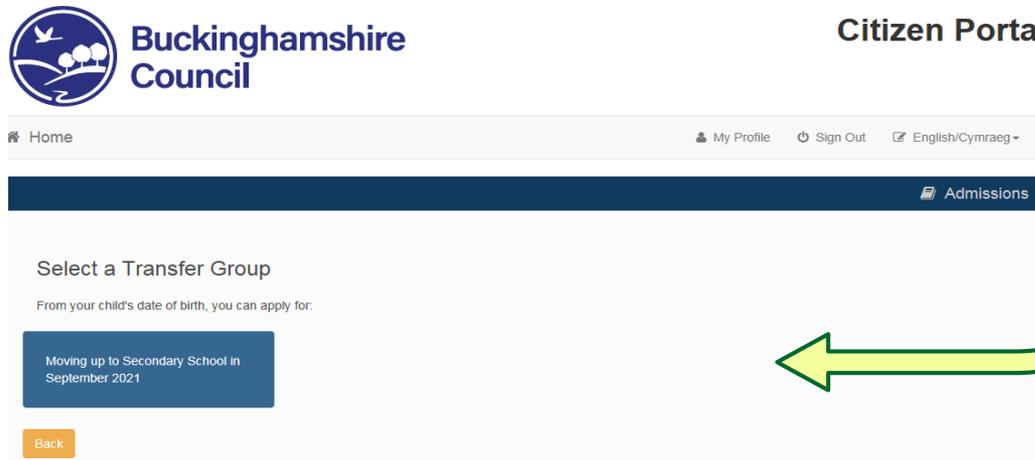


To begin, click “Start new application”

Add child

Secondary School Application: Select the application you want to make

Click on the blue tile – “Moving up to Secondary School in September 2021”



The screenshot shows the Buckinghamshire Council Citizen Portal. The header includes the council logo and the text 'Buckinghamshire Council' and 'Citizen Portal'. Below the header is a navigation bar with 'Home', 'My Profile', 'Sign Out', and 'English/Cymraeg'. A dark blue bar contains the 'Admissions' link. The main content area is titled 'Select a Transfer Group' and includes the text 'From your child's date of birth, you can apply for:'. A blue tile labeled 'Moving up to Secondary School in September 2021' is highlighted with a green arrow pointing to it from the instruction box above. A 'Back' button is visible at the bottom left of the content area.

IMPORTANT NOTE

If your child is in Year 6 but was **not** born between 01/09/2009 and 31/08/2010, 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: Your child's UID Number

IMPORTANT NOTE

If the details you enter for your child exactly match what we have on record, you will **NOT** be prompted for your child's Unique Identification Number (UID). Just carry on with your application by following the other steps.

If you are prompted for your child's UID but you have mislaid your UID letter (or did not receive one) you can still apply. Just click on "No UID".

UID Number: if you are prompted for your child's UID enter it here and click "Next".

No UID Number: if you are prompted for your child's UID but do not have one or have mislaid your letter, click on "No UID".

Find Child
Moving up to Secondary School in September 2021

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 easier for us to link to your application to your child's record on our database.

The UID will look something like this: **82811H5MU4QQM6AB**

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 not be asked to enter the UID.

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

Unique Identifier

Date of Birth

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

Having problems finding or using the UID?
Continue making your application by clicking here
[No UID](#)

Secondary School Application: Your child's UID Number

If you are prompted for your child's UID and you see this error message after entering it:

- 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 l/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.

This could mean:

- you have entered the UID incorrectly, or;
- your child's details are different to what we hold on our system.

You can still make your application: click "No UID" to continue.

Secondary School Application: Important information about your child

Tick the box (or boxes) if your child:

- has an Education, Health and Care Plan (previously a Statement of Special Educational Needs);
- is a 'Looked After Child' (currently or previously in Public Care – see definition on our [website](#));
- is a twin or triplet (or other multiple birth sibling).

Click "Next" when you have finished.

Child's additional details

Does your child have an Education, Health & Care Plan (previously a Statement of Special Educational Needs)?

Is your child a **Looked After Child**?

The definition of a **Looked After Child** for admissions purposes, is explained on our [website](#).

For applications under this rule, please provide a letter from your child's Social Worker or other documentary evidence confirming this situation.

Select Care Authority

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

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Secondary School Application: Confirm your child's address

Check that this is your child's Normal Home Address (see definition on our [website](#)).

Only complete this section if you are a Returning Service or Crown Servant family.

Address Details

You have told us that Peter's 'Normal Home Address' is **Buckinghamshire County Council, Walton Street, Aylesbury, HP20 1UZ, UK**. If this is not Peter's address, please update it by going to [My Family](#). Once you have done this, go back to 'School Place Application' and select 'Continue this application'. It is very important that Peter's address is up-to-date.

Returning Service and Crown Servant Families only

The next question is for members of Service families or families of other Crown Servants ONLY. Please ignore this question if it does not apply to you - simply click the NEXT button below to continue with your application.

Is Peter's family a Service or Crown Servant family returning/moving to the address given?

Moving Date



Enter your new postcode and then click 'Find Address'. If your address is not listed, click '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 *



Find Address

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

Back

Next

Secondary School Application: Add your child's school

Tell us where your child currently goes to school.

**This section may not appear (or may already be filled in) if you successfully added your child's UID number.
If this is the case, go to page 21 of this guide.**

Child's Current School

Where does Peter currently go to school? Search below to find Peter's current school.

Find a School

To find the school you are looking for, search using the school postcode, local authority, school name or a combination of these, then click "Search". "Click" on the preferred school to select it from the list displayed.

Postcode

Schools located in

School Name (Tip: Part names give better results)

If, after searching, you are still unable to find the school, please tell us where your child is currently at school by typing the name and full postal address into the box below.

Current school:

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

If you can't find your child's school, type the school's name, and town or postcode, in the box provided.
E.g. "St Joseph's, Thame"

Secondary School Application: Add your child's school

EXAMPLE: Search for William Harding School

To find the school you are looking for, search using the school postcode, local authority, school name or a combination of these, then click "Search". "Click" on the preferred school to select it from the list displayed.

Postcode Schools located in School Name (Tip: Part names give better results)

2 School(s) found

Thomas Harding Junior School http://www.thomasharding.org.uk Fullers Hill, Chesham, HP5 1LR	CoEd
William Harding School Hazlehurst Drive, Aylesbury, HP21 9TJ	CoEd

2 School(s) found

1. Leave the 'Postcode' box blank.
2. Select "Buckinghamshire" in the middle box, because William Harding School is in Buckinghamshire.
3. Type part of the school's name into the 'School Name' box (e.g. "William Harding" for William Harding School), and click "Search".
4. Your search results will display underneath.
5. Click on your child's school from the list.

Secondary School Application: Add your child's school

Child's Current School

School Name

Address

If the above is the school Peter currently attends, or if you have entered some details below, select the 'Next' button to continue. If not, select 'Change current school' to search for the correct school.

[Change current school](#)

If, after searching, you are still unable to find the school, please tell us where your child is currently at school by typing the name and full postal address into the box below.

Current school:

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

Check that the details are correct, then click “Next” to continue.

Secondary School Application: Select your child's preference 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 2021, you can put up to six schools on your application. You must submit your application by midnight on 31 October 2020.

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.



Read this information carefully.

We have included links to our web pages that you should find helpful.

Read our [Moving up to Secondary School](#) web pages before you apply.

Secondary School Application: Select your child's preference 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
(an example is given in the following pages):



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)

Search

Secondary School Application: Select your child's preference schools

To find the school you are looking for, search using the school 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)**

  Buckinghamshire  holmer

1 School(s) found

Holmer Green Senior School
www.holmer.bucks.sch.uk CoEd
Parish Piece, Holmer Green, High Wycombe, HP15 6SP

1 School(s) found

Example: search for Holmer Green Senior School

Use the “Postcode”, “Schools Located In” and “School Name” boxes to search for your preferred school. In this example, Holmer Green Senior School is the preferred school.

Select ‘Buckinghamshire’ as the area the school is located in, and type “holmer” into the “School Name” box.

Click “Search”, then click on “Holmer Green Senior School” to select it from the list.

Secondary School Application: Example: The Mandeville School

This guide will now show you how to add a school to your application: we have chosen The Mandeville School for this example.

In this example, “Buckinghamshire” has been selected in the “**Schools located in**” menu, and “*mandeville*” has been typed into the “**School Name**” box, to search for The Mandeville School.

Click “Search” and click on the preferred school (as indicated below) to select it from the list.

To find the school you are looking for, search using the school 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)	
<input type="text"/>	<input type="text" value="Buckinghamshire"/>	<input type="text" value="Mandeville"/>	<input type="button" value="Search"/>

1 School(s) found

Mandeville School, The (The Mandeville School)

www.mandeville.bucks.sch.uk

Ellen Road, Aylesbury, HP21 8ES

CoEd

1 School(s) found

Secondary School Application: Example: The Mandeville School

Tell us if your child has a **brother or sister** who already attends the school.

If they **do**, click in the tick-box and click then “Next”. You can enter the sibling’s details on the next page.

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 **Mandeville School**, **The** 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.

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Secondary School Application: Example: The Mandeville School

If your child **does** have a brother or sister who attends the school:

Your child might have more than one brother or sister currently attending this school. Please enter the details of the sibling closest in age and select the address where the sibling lives.

Forename *	<input type="text" value="Adam"/>
Middle Name	<input type="text"/>
Surname *	<input type="text" value="Smith"/>
Gender *	<input type="text" value="Male"/> ▼
Date of Birth *	<input type="text" value="01/09/2005"/>
	<input type="button" value="Use previous address"/>
	<input type="button" value="Use Another Address"/>
House Number	<input type="text"/>
House Name	<input type="text"/>
Building Name	<input type="text" value="Buckinghamshire County Council"/>
Street Name	<input type="text" value="Walton Street"/>
District / Village	<input type="text"/>
Town	<input type="text" value="Aylesbury"/>
County	<input type="text"/>
Postcode	<input type="text" value="HP20 1UZ"/>
Country	<input type="text" value="United Kingdom"/> ▼
	<input type="button" value="Find Address"/>

Enter the sibling's details here.

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: The Mandeville School

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

Sibling's School

The sibling's current school is shown below.

School Name



Mandeville School, The

Address



Ellen Road, Aylesbury, HP21 8ES

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.

Find School

Back

Next

Secondary School Application: Example: The Mandeville School

Now, you should tell us the reasons for your preference.

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

On this page, you will also be told if the school has a **Supplementary Form** that you might need to fill in.

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

Reasons for preference

In order to support your application for a place at **Mandeville School**, **The** you can select the appropriate reasons below. Your application will be considered under the admission rule(s) you have selected.

This is a Buckinghamshire Community Upper school. You can find more information on our [website](#) and on the school's [website](#).

- I believe my child lives in this school's catchment
- I am selecting this school because of the distance from my child's home to this school

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Secondary School Application: Example: The Mandeville School

Tell us if you are applying under any “Special Rules” the school may have, for example:

- exceptional medical or social needs (evidence required – please [Contact Us](#) to provide the information);
- children of members of staff;
- attendance at feeder schools;
- brothers or sisters at a linked school;
- Free School Meals or Pupil Premium entitlement (evidence required – please send evidence directly to your preferred school/s).

When you have finished, click “Next”.

This is a Buckinghamshire Community Upper school. You can find more information on our [website](#) and on the school's [website](#).

If you are applying under Rule 2 (exceptional social or medical needs) please forward to us supporting evidence from an independent professional, for example a doctor, social worker or education welfare officer at the time you submit this application. Please make sure your child's name and date of birth are clearly marked on any documents.

Rule 2

Which category is most applicable to your child?

Select Reason

You can provide more details here

If you are applying under Rule 5 (child of a member of staff who has been employed at the school for two or more years at the time at which the application for admission to the school is made or the member of staff is recruited to fill a vacant post for which there is a demonstrated skill shortage) please give your full name here.

Rule 5

Which category is most applicable to your child?

Select Reason

You can provide more details here

Important Note:

Not every school has the same rules: the ‘Special Reasons’ you see on this page of your application may be different from those shown in this example.

Each school's Admission Rules can be found in their Admissions Policy. You will be able to find a copy of each school's Admissions Policy on their website.

Secondary School Application: Example: The Mandeville School

Finally, you have the option to enter any additional details.
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 **Mandeville School, The** . 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.

Additional reasons for your
preference

There is a limit of 3000 characters for you to tell us about other reasons. **3000** remaining...

Important Note:

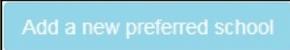
Any information you choose to put here will be recorded against your child's application, but **will not be read in detail**.

You must tell us 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.

You may leave this section blank if you have no further information to add: most parents do not record information here.

Secondary School Application: Your child's preference schools

You can now see the preferences you have selected.

You can add further preferences (up to six in total) by clicking: 

If you would like to edit or remove a preference, click  or 

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

When you have finished adding schools to your child's application, and you are happy they are in your preferred order, click "Next".

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 31/10/2019 15:00

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.

Rank	School name	Re-order
1	Mandeville School, The	  
2	Sir William Borlases Grammar School	   
3	Amersham School	   
4	St Michaels RC School (Aylesbury)	   
5	Buckingham School, The	   
6	Dr Challoners Grammar School (Boys)	  

Important Note:

It is important to list the schools in the order you really want them. The school you most want your child to go to should be number 1, followed by your next best school at number 2, and so on.

Read the information on our [website](#) about getting the order of your preferences right.

Secondary School Application: Terms and Conditions

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

* have read the information on our [website](#)

* 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. 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 a utility bill (gas or electricity) which is in your name, is no more than three months old, and shows current usage appropriate to your family.

The evidence should be scanned and sent using our [Address Evidence](#) form.

Alternatively, you may post it 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.

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 8 of our [website](#)

* 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 and evidence of 'Free School Meals' & 'Pupil Premium' should be returned directly to the school concerned.

Secondary School Application: Data Protection

Data Protection: you **must** read this information carefully.
Make sure you understand it before you submit your application.

Data Protection

Buckinghamshire 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 GL Assessment, 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 8 September 2020.

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

We will not post your child’s school offer to you.

All online applicants will receive their child’s school place offer by email, and you will also be able to log in and respond to the offer from 2 March.

School Place Offer

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 01/03/2021

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

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

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 31/10/2020 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 31/10/2020 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 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 until the deadline to make changes.

Remember the application deadline: midnight on 31 October 2020

Secondary School Application: Your application is submitted

You have now submitted your application.

You can preview your application by clicking “Preview”.

If you need to make changes you can log back in to the application until 3pm on 31 October 2019 – see [page 38](#) onwards for further information. If you need to make changes later, you **must** remember to re-submit your application when you’ve finished, otherwise your application will be lost.

Application for Buddy Smith, Date of birth: 07/02/2010

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.buckscc.gov.uk/addresssevidence

To see a printer friendly version of your submitted application, click the Preview button. [Preview](#)

If you want to change any of the details you have submitted you may do so up until 31/10/2020 23:59. If you make any changes to your application you **must re-submit** it otherwise your application will not be considered.

You will now 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

If you have not uploaded evidence of your child's Normal Home Address, you **must** send this to us. This should be a recent utility bill (gas or electricity). Visit www.buckscc.gov.uk/addresssevidence to upload your evidence. You cannot currently post a paper copy to us.

You must make sure your child's name and date-of-birth are in the email that you send.

Supplementary Information Forms (SIFs)

All Supplementary Information Forms (SIFs) should be sent **directly to the school** – check their websites for more information.

Dr Challoner's Grammar School – SIF required if you want your child considered under the 'Catchment' rule.

Khalsa Secondary Academy - SIF required if you want your child considered under a faith rule.

St Michael's Catholic School (High Wycombe OR Aylesbury) - SIF required if you want your child considered under a faith rule.

Waddesdon Church of England School – Church Affiliation Form required if you want your child considered under a faith rule.

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

Other supporting evidence

If you have not uploaded it, you need to provide evidence if you are applying under a special rule (e.g. Free School Meals, looked-after child, exceptional medical/social reasons). Check if 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: midnight on 31 October 2020

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

An unsubmitted application cannot be processed.

If you do not click “Submit” before the deadline of midnight on 31 October, your application will be lost. This is likely to significantly impact the chance of your child being offered a preferred school.

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

To submit your application if it is unsubmitted:

- Login 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”

What if I want to make changes to my application?

Application submitted


Buddy Smith
Date of birth: 07/02/2010

Moving up to Secondary School in September 2021
Last updated 25/08/2020 13:44
Preference 1: Mandeville School, The
Application deadline - 31/10/2020 23:59
School Place Offer published here 01/03/2021

You may do the following:

- [Change application](#)
- [View application](#)
- [Start new application](#)

If you have submitted your child's application and you want to make changes, log back into the portal and click "Change application".

If you just want to look at the application you have submitted, click "Preview Application".

If you want to make changes, click "Continue"

If you click "continue", your application will become unsubmitted, so you must remember to submit it before midnight on 31 October. **If you do not submit it, your application will be lost.**

Please confirm you wish to CHANGE your application

You have chosen to change a previously submitted application. Are you sure you want to make changes? If you just want to view your application, please use the Preview button.

[Preview Application](#)

If you continue to make changes, your application will become unsubmitted. If so, you must remember to submit this application by 31/10/2020 23:59 or we will be unable to accept your online application.

[Cancel](#)

[Continue](#)

How do I change my details or my child's details?

If you want to make changes to **your child's details**, login to the [Application Portal](#) and click on "My Family".

If you want to make changes to **your personal details**, login to the [Application Portal](#) and click on "My Profile".

Buckinghamshire Council **Citizen Portal**

Home My Profile Local Authority Administration Sign Out English/Cymraeg

Welcome to the Portal

From 8 September you will be able to apply for your child's secondary school place for admission to Year 7 in September 2021. You will also be able to view, and respond to, the outcome of your application on 1 March 2021

School Places Apply/View Messages My Family

How do I change my child's details?

Here are your details.

You cannot change your personal details here. If you want to change your personal details, follow the instructions on page 40 of this guide.

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 are your child's details.

Click on your child's record to make any changes: instructions are on the next page.

The screenshot shows a web interface titled "My Family". At the top, there is a grey bar with the text "Click on a child to edit their details." Below this, there are two main sections. On the left, a light blue box contains the user's profile: a person icon, the name "Jane Smith", and the address "Buckinghamshire County Council, Walton Street, Aylesbury, HP20 1UZ". At the bottom of this box is a blue button labeled "Change of Circumstances". On the right, another light blue box shows a child's profile: a person icon, the name "Peter Smith", the date of birth "DOB: 01/09/2008", and the address "Buckinghamshire County Council, Walton Street, Aylesbury, HP20 1UZ". At the bottom of this box is a white button labeled "Remove Child". To the right of the child's profile is a blue button with a plus sign and the text "+ Add Child". A green arrow points from the "Change of Circumstances" button in the user's profile to the text box on the left. Another green arrow points from the "+ Add Child" button to the text box on the right. A third green arrow points from the child's profile box to the text box on the right. At the bottom left of the interface is an orange button labeled "Back".

How do I change my child's details?

Change Child Details

Forename *

Middle Name

Surname *

Gender *

Date of Birth *

Current School *

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

House Number

House Name

Building Name

Street Name

District / Village

Town

County

Postcode

Country

Type your changes in the boxes here.

Click "Save child's details" when you have finished.

How do I change my child's details?

If you already submitted your child's application, and you then change your child's details, you will see one of the two messages shown below.

Read the information, then 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.

A guide showing you how to respond to your child's offer will be available from National Offer Day (1 March 2021).

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

www.buckscc.gov.uk/contactadmissions