

**Are you applying using the online service?
You may find these notes helpful**

Step 1 Southend-on-sea Borough Council website



1. Go to www.southend.gov.uk/admissions
2. Click on 'online forms School admissions' under the green box on the **right** of the screen.

Step 2 Registering your details



1. Click on 'Register'
2. Add your name details. Please add at least one phone number.
3. Email address: please check exactly how you have entered your email address and write it down here for future reference (it is case-sensitive):

4. Email address used:

5. Security question: the answer that you provide is case sensitive.
6. Click on 'Registration complete' and wait for a registration confirmation email.

Please note that you must click on the link in the registration confirmation email and continue with your application within 7 days of registering otherwise the link will expire.

Please remember that changing your email address during the admission round between September and March will mean that your application will be managed as a paper form and you will receive the offer by post. Where possible, please keep the same email address during the round. Please inform us if you change your email address during these months if you have applied online.

Step 3 Add an application



1. Click on the link in the email to return to the login screen.
2. Enter your password.

Proceed with your application

Step 4



1. Read the text and scroll all the way to the bottom of the page
2. Click on the green arrow to 'Make a new application for a school place'.
3. Enter your child's date of birth
4. Click on the application that comes up – for example if you child is born 21/02/2011 it will come up as 'Application for Reception 2015'
5. Enter your child's details requested.

Guidance on each part of the form is available on screen as you proceed.

Additional notes

Your child's address

Child's current address: Please enter the address where the child is living now.

NB If you move during the application period (that is any time after you have made your application and before offers are made) you **MUST** let the School Admissions Team know by email or by post and provide proof of address. Please do not just change your address online once you have submitted your application without letting us know by email or letter as well.

Selecting a school

1. Choose the local authority in which your preference school is located.
2. Put part of the school name in the 'School name' box – e.g. Eastwood for The Eastwood Academy.

Adding a sibling at the school

If your child has a sibling link for the school you have selected, you must select the Yes option and provide details.

Adding reasons for your preference

Reasons can be added if you wish, but they should generally only relate to the school's admission policy. The school's admission policies are on the web site. You do not have to give reasons here.

Please remember that this screen will time-out after 5 minutes which could happen whilst you are typing your reasons and will result in the site failing to save your preference reasons, so you are advised to prepare your reasons in another program and copy and paste them in.

Adding more schools (the maximum is 3 schools for reception and year 3 and 5 school for year 7)

Repeat the last three steps to add further schools. We would advise you to select your catchment school somewhere in your list of preferences. You are reminded that places are not guaranteed at your catchment school. The full admission criteria and policies are on the website.

Step 5



Completing your application

1. When you have selected all the schools you want to, click on 'Next' at the bottom right of the screen.
2. Click 'Continue'.
3. Read the 'Terms and Conditions' and the other information on the screen.
4. Preview your application and make sure that what you have stated is correct. If you notice any errors you need to go back to the relevant screen and correct them.
5. Select the 'Yes' button to declare that information is correct and that you have read the Terms and Conditions.
6. **Click on 'Submit'**
7. Check that you receive an email which confirms your application and check the preferences you have selected are in the correct order.

If you wish you can print a copy of your application

Printing your application will show you everything that you have submitted to us.

Do you want to make changes to a submitted application form?

Please remember: You can only do this before the closing dates. After the closing date please contact the School Admissions Team.

1. Go to www.southend.gov.uk/admissions
2. Click on 'Apply online' in the list on the left of the screen.
3. Click on 'View or amend existing online application' in the centre of the next screen.
4. Enter your email address and password.
5. Click on 'Change my Preferences' in the blue box on the centre of the first screen. NB Do not click on the green arrow to make a new application.
6. Make any changes you require e.g. deleting schools, adding schools or changing the order (using the Up and Down arrows beside the school names). To edit your Reasons click on 'Edit' beside the school's name.
7. **Re-submit your application.** You will receive a new email confirmation. Please check the preferences you have selected are in the correct order.

Have you forgotten your password?

1. Click on 'Forgotten password?' on the login screen.
2. Enter your email address and answer your Secret Question
4. Click on the link in the email you will receive. You may need to copy the link in the email and paste it into a new internet browser window.
5. Enter your new password and confirm it.

Full admission arrangements, admission booklets, catchment maps and details and online application forms are available on www.southend.gov.uk/admissions

School Admissions Team Contact Details

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