

# Parents Guide to applying online for school admissions to;

Year R

Year 3

Year 7

To be read in conjunction with the Primary and Secondary School Admissions Booklets

[www.southend.gov.uk/admissions](http://www.southend.gov.uk/admissions)

for in-year admission (current years R-11 please read guidance on [www.southend.gov.uk/admissions](http://www.southend.gov.uk/admissions))

# Registration

Home

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

**Email Address**

Welcome to the ONE Citizens Portal

To use this site you will need to first register then

Click **register**

Add your security details

## Registration

You need to first register with us in order to apply for a School Place for your child(ren). This screen will guide you to the registration process. Please hover the mouse over each field to see what information you will need to enter for this purpose.

Security Details | About you | Contact Details

**Email Address \***

**Confirm Email \***

**Password \***

**Confirm Password \***

**Secret Question \***

**Secret Answer \***

Next

# Who you are

Security Details   About you   Contact Details

**Title \***

**Forename \***

**Surname \***

**Gender \***

[Previous](#) [Next](#)

\* Required field



Add your security details

# Where do you live

## Registration

You need to first register with us in order to apply for a School Place for your child(ren). This screen will guide you to enter the necessary information required for registration process. Please hover the mouse over each field to see what information you will need to enter for this purpose.

Details About you Contact Details

For your home address please enter your postcode and then click Find Address. If you do not know your postcode, look it up [here](#). If your address is not listed, press the 'Enter Address Manually' and type the correct address in the boxes provided

Enter your Postcode

Postcode

Find Address

I don't have a Postcode

Find Address

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

•If you don't find your address you can type it in **Enter Address Manually**

Postcode

Find Address

Enter Address Manually

Click on address

- Southend-on-Sea Council, Victoria Avenue, Southend-On-Sea, Essex, SS2 6EX
- Southend Central Library, Victoria Avenue, Southend-On-Sea, Essex, SS2 6EX
- The Museum Old Library, Victoria Avenue, Southend-On-Sea, Essex, SS2 6EX
- Multi-Storey Car Park, Southend Central Library, Victoria Avenue, Southend-On-Sea, Essex, SS2 6EX

Select

Select

# Give us your contact details

[Security Details](#) [About you](#) [Contact Details](#)

To find your home address please enter your postcode and then click Find Address. If you do not know your postcode, I Address Manually' and type the correct address in the boxes provided

House Number	<input type="text"/>
House Name	<input type="text" value="Southend On Sea Borough Cou"/>
Building Name	<input type="text" value="Civic Centre"/>
Street Name	<input type="text" value="Victoria Avenue"/>
District / Village	<input type="text"/>
Town	<input type="text" value="Southend On Sea"/>
County	<input type="text" value="Essex"/>
Postcode	<input type="text" value="SS2 6ER"/>
Country	<input type="text" value="United Kingdom"/>
<input type="button" value="Find Address"/>	
Home Phone	<input type="text"/>
Mobile Number	<input type="text"/>
Work Phone	<input type="text"/>

Enter your telephone Numbers

[Previous](#)

• Required field

Submit Registration

# What happens Next

Home

Nearly done...

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

You get an Email

Thank you for registering with the Citizen Portal.

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

[https://vm2008x64r2/CitizenPortal/Account.Mvc/CompleteRegistration/1388\\_6f207ec5-b12d-4730-83d8-faaf592a6bc5](https://vm2008x64r2/CitizenPortal/Account.Mvc/CompleteRegistration/1388_6f207ec5-b12d-4730-83d8-faaf592a6bc5)

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

Kind Regards, Portal Administrator

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

Click on the link

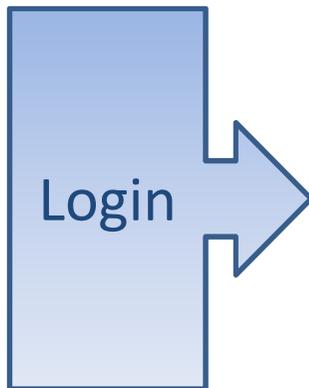
- If the email is not in you inbox, check your Junk Mail folder
- If the link is not highlighted copy and paste into your browsers URL box

Home

Thank you for registering

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

# Log in



🏠 Home

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

Email Address

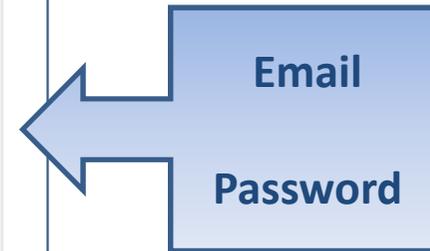
✉ fredbloggs@hotmail.com

Password

🔍 .....

Login

[Forgotten your password?](#)



•If you have forgotten your password follow the 'Forgotten your password?' link

# Updating old contact details

If you have previously made an application on the Citizen Portal you **must** ensure your contact details are up-to-date for each application you make. Where necessary make changes and **save**.

The image shows a screenshot of the Citizen Portal interface. At the top, there is a navigation bar with 'Home', 'My Account', 'Sign Out', and 'English/Cymraeg'. Below this, a welcome message is displayed, followed by a blue box with the text 'Click My Account' and an arrow pointing to the 'My Account' link in the navigation bar. Below the welcome message, there are four blue buttons: 'School Admissions', 'Funded Early Education for Two Year Olds', 'Messages', and 'My Family'. To the right of these buttons, the 'My Account' section is visible, with a blue box highlighting the 'Contact Details' link. Below this, the 'Contact Details' form is shown, with a blue box highlighting the 'Click Contact Details' text and an arrow pointing to the 'Contact Details' link. The form includes fields for 'House', 'Street', 'District / Village', 'Town', 'County', 'Postcode', 'Country', 'Home Phone', 'Mobile Number', and 'Work Phone'. A 'Find Address' button is located below the 'Country' field. At the bottom of the form, there is a 'Save' button. A blue box with the text 'Make changes and click Save' and an arrow points to the 'Save' button.

Home My Account Sign Out English/Cymraeg

Welcome to the Early Years & Education Portal  
Below, you will see the services available to you.  
If you have a two year old or a child coming up for two year old funding, click on the Two Year Old Funding icon to apply.  
If you wish to apply for a school place for your child and you pay council tax to Southend Borough Council, click School Admissions below to begin the admissions process. If you're not a Southend resident and pay your council tax to another local authority your application will not be processed by us, please contact your own local authority for your child's school admission applications.

Home My Account Sign Out English/Cymraeg

School Admissions Funded Early Education for Two Year Olds Messages My Family

My Account  
Personal Details  
Contact Details  
Change Email Address  
Change Password  
Change Secret Question  
Change of Circumstances  
Two Step Verification  
Consent History  
Withdraw Consent

Contact Details  
House  
Street  
District / Village  
Town Southend On Sea  
County Essex  
Postcode SS2 6ER  
Country United Kingdom  
Find Address  
Home Phone 01702 123456  
Mobile Number  
Work Phone

Click My Account

Click Contact Details

Make changes and click Save

# Your Home Page

 Home

 My Account

Sign Out

 English/Cymraeg ▾

Welcome to the Early Years & Education Portal

Below, you will see the services available to you.

If you have a two year old or a child coming up for two you could be eligible for support with nursery funding. Click on the Two Year Old Funding icon to apply.

If you wish to apply for a school place for your child and you pay council tax to Southend Borough Council, click School Admissions below to begin the admissions process. If you're not a Southend resident and pay your council tax to another local authority your application will not be processed by us, please contact your own local authority for your child's school admission applications.



School Admissions



Funded Early  
Education for Two  
Year Olds



Messages



My Family

Click **School Admissions**

If you have more than one child you only need one account

# Adding an Application

## School Admissions

### Welcome to the Southend-on-Sea Borough Council Schools Admissions Service

The online system is available to make the following school applications:

**Please make sure that you are applying on the correct application form for your child. If you are unsure please contact the school admissions team using the 'Contact Us' tab below.**

**Note:** Applications for Reception, Year 3 and Year 7 MUST be completed by the closing dates above. Applications submitted after the closing date will need to be made by paper application and will be considered as LATE. For details on how late applications are processed please see the School Admissions Booklets available [here](#).

Please refer to the School Admissions booklets for full details on admission criteria for the schools, important dates and much more on [www.southend.gov.uk/admissions](http://www.southend.gov.uk/admissions)

Please refer to the Privacy Notice for information on how we collect, how we use and may share information about you [http://www.southend.gov.uk/downloads/file/5784/school\\_admission\\_privacy\\_notice](http://www.southend.gov.uk/downloads/file/5784/school_admission_privacy_notice)

### Make a new application

You currently have no children without an application.

[Back](#)

•If you already have children added via another service or My Family they will be shown here

[Add child](#)

Click **Add Child**

# Add your child

## Change Child Details

Forename *	<input type="text" value="Ann"/>
Middle Name	<input type="text"/>
Surname *	<input type="text" value="Example"/>
Gender *	<input type="text" value="Female"/>
Date of Birth *	<input type="text" value="01-September-2014"/>
Current School *	<input type="text" value="Not known"/>
Relationship to Child *	<input type="text" value="Mother"/>

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

## Select Address \*

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

Confirm they live with you or click in the box below to add their address

# Add Child continued...

Parental Responsibility \*

Yes

No

If you have legal responsibility for this child, select

Yes

Use Another Address

House Number	<input type="text"/>
House Name	<input type="text" value="Southend On Sea Borough Council"/>
Building Name	<input type="text" value="Civic Centre"/>
Street Name	<input type="text" value="Victoria Avenue"/>
District / Village	<input type="text"/>
Town	<input type="text" value="Southend On Sea"/>
County	<input type="text" value="Essex"/>
Postcode	<input type="text" value="SS2 6ER"/>
Country	<input type="text" value="United Kingdom"/>

Cancel

Save Child

Click Add Child

# Start the application

## School Admissions

### Welcome to the Southend-on-Sea Borough Council Schools Admissions Service

The online system is available to make the following school applications;

**Please make sure that you are applying on the correct application form for your child. If you are unsure please contact the school admissions team using the 'Contact Us' tab below.**

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Please refer to the School Admissions booklets for full details on admission criteria for the schools, important dates and much more on [www.southend.gov.uk/admissions](http://www.southend.gov.uk/admissions)

Please refer to the Privacy Notice for information on how we collect, how we use and may share information about you [http://www.southend.gov.uk/downloads/file/5784/school\\_admission\\_privacy\\_notice](http://www.southend.gov.uk/downloads/file/5784/school_admission_privacy_notice)

Make a new application

Click Start Application below

  
Ann  
Example  
Date of birth: 01-Sep-2014

You can perform the following actions:

- [Start new application](#)

[Back](#)



[Add child](#)

# When is your child changing school?

Home My Account Sign Out English/Cymraeg

Admissions

## Select a Transfer Group

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

Application for Reception 2019

Back

Click the Box

•If you don't get an Admissions Group you maybe to late or your child's date of birth is out of range – either way please contact Admissions

# Your child's details?

## Additional Child's Details

**Does your child have a current Education Health Care Plan (EHCP)?** If your child currently has an EHCP plan and you are unsure if you need to apply for a school place through the co-ordinated round of admissions please check with the Special Educational Needs Team. A Statement of Special Educational Need is a statement made by the local authority under Section 324 of the Education Act 1996, specifying the special educational provision required for that child. If the school is oversubscribed, the admission of pupils with a Statement of Special Educational Needs or Education, Health and Care Plan where the school is named in the Statement or Plan, is mandatory.

**Is this child a looked after child or previously looked after?** Children who are in the care of local authorities as defined by Section 22 of the Children Act 1989. In relation to school admissions legislation a 'looked after child' is a child in public care at the time of application to the school'. Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order). **Parents/carers will need to provide a copy** of the residence, special guardianship order or the full adoption order (that shows the child was looked after by an authority) with the application.

Select Care Authority

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

Next

Click to  
select

Next

# Moving Home?

## Address Details

You have previously indicated that Ann's current address is Southend On Sea Borough Council, Civic Centre, Victoria Avenue, Southend On Sea, Essex, SS2 6ER, UK. If this is not Ann's current address, please update this via [My Family](#). Then please navigate back to School Admissions and select to 'Continue this application'. It is very important that we know the correct current address for Ann.

## Moving Home?

If you move address during the admissions process (September to July), you must notify School Admissions immediately by email or letter ([admissions@southend.gov.uk](mailto:admissions@southend.gov.uk)). You should provide proof of exchange of contracts if you have purchased your new home, or tenancy agreement if you are renting. If there are changes to your plans you must let School Admissions know immediately or your child's offer of a place could be withdrawn.

If you know you are moving to Southend Borough before the closing date for applications but are not able to provide evidence by that date, you must apply for Southend schools via your current home authority.

If you make an online application and you have moved house it is not sufficient only to change your address on your online application. You must inform School Admissions in writing, by email or letter, and provide evidence of your move as described. If there are changes to your address details you must let School Admissions know immediately or your child's offer of a place could be withdrawn.

Please refer to the [Primary Admissions Booklet](#) on the Council's website for further details on admissions policies and procedures.

Moving Date

Enter your new postcode and then click 'Find Address'. If your address is not listed, press the 'Enter Address Manually' and type the correct address into the boxes provided. If you don't have a Postcode please select 'I don't have a Postcode'.

Postcode

Find Address

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

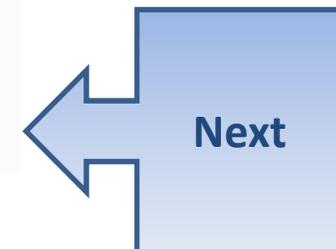
### Children of UK service Personnel (UK Armed Forces)

In line with the School Admissions Code, the School Admissions Team will allocate a place in advance of the family arriving in the area, provided the application is accompanied by an official letter that declares a relocation date and a Unit postal address or quartering area address. The application will be considered against the school oversubscription criteria. The nearest school with places will be considered in the first instance.

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

Back

Next



# Current School

## Child's Current School

Where does Ann currently go to School? Use the search facility below to find Ann's current school.

## 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. To see the full list of schools in your chosen area please click on the local authority of your choice in the 'schools located in' tab and then click search. For example, to see schools within the Southend on Sea area choose 'Southend on Sea' from the local authority list and then click search. The full list of schools will appear below.

Postcode

Schools located in

School Name (Tip: Part names give better results)

Search

5 School(s) found

School Name	Gender	Address	Website
Barons Court Primary School and Nursery	CoEd	Barons Court Primary School, Avenue Road, Westcliff-On-Sea, Essex, SS0 7PJ	
Blenheim Primary School	CoEd	Blenheim Pri Sch & Children's Cen., School Way, Leigh-On-Sea, Essex, SS9 4HX	
Bournemouth Park Primary School	CoEd	Bournemouth Park Primary School, Bournemouth Park Road, Southend-On-Sea, Essex, SS2 5JN	
Bournes Green Infant School	CoEd	Bournes Green Infant School, Burlescombe Road, Thorpe Bay, Southend-On-Sea, Essex, SS1 3PS	
The Westborough Academy	CoEd		

If, after searching, you are still unable to find the school, please tell us where your child is currently being educated by typing the name into the box below.

Currently educated at:

Back

Next

Select  
Current  
School

Search for your  
child's current  
school

# Confirm School

Admissions

### Child's Current School

**School Name**

**Address**

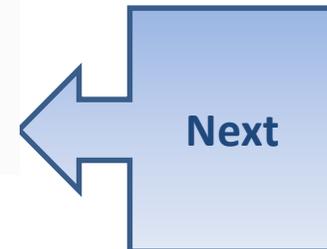
If the above is the school Ann currently attends, or if you have entered some details below, select the 'Next' button to continue. If not, select 'Change current school' to search for the correct school.

[Change current school](#)

If, after searching, you are still unable to find the school, please tell us where your child is currently being educated by typing the name into the box below.

**Currently educated at:**

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



If your child is not in school please tell us in the box at the bottom

# Your Preferences

## Preference School Search

You can apply for up to five schools for Secondary applications and three schools for Primary applications, including out of borough schools and selective schools. **We recommend that you use all the preferences available to you** and, you should put your preferences in the order you would like to gain a place. The coordinated arrangements mean that the School Admissions Team at the Council will assess which school(s) can offer you a place according to the admission criteria of the school and if there is more than one school that can accommodate you, the School Admissions Team will offer the school for which you expressed the highest preference.

There is no guarantee that any of your preferences will be successful as applications are allocated in accordance with each schools admission criteria. If you live in the borough and it has not been possible to allocate your child a place at any of your preferred schools, the School Admissions Team will allocate a place to your child at the nearest school in the borough to your home address which has vacancies at that time.

Primary Admission Booklet 2019 available [here](#)

Secondary Admission Booklet 2019 available [here](#)

### CLOSING DATE REMINDER:

**Secondary applications (year 7 for 2019 start) must be completed by 31 October 2018.**

**Primary applications (Reception and Year 3 for 2019 start) must be completed by 15 January 2019.**

## 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 To see the full list of schools in your chosen area please click on the local authority of your choice in the 'schools located in' tab and then click search. For example, to see schools within the Southend on Sea area choose 'Southend on Sea' from the local authority list and then click search. The full list of schools will appear below. Clicking on your chosen school will add them to your list of preferences. You can choose from more than one local authority when making your selection.

Postcode

Schools located in

School Name (Tip: Part names give better results)

29 School(s) found

<< Previous 1 2 3 Next >>

School Name	Website
Barons Court Primary School and Nur...	Primary School, Avenue Road, Westcliff-On-Sea, Essex, SS0 7PJ
Blenheim Primary School	ch & Children's Cen., School Way, Leigh-On-Sea, Essex, SS9
Bournemouth Park Primary School	CoEd Bournemouth Park Primary School, Bournemouth Park Road, Southend-On-Sea, Essex, SS2 5JN

Schools Located In

Search for your school

# Sibling attending the school?

## Preference Reasons: Sibling

In order to support your application for a place at Barons Court Primary School and Nursery you can select appropriate reasons on the next pages.

Does your child have a sibling who attends the school, or partnered junior school and will still be attending when your child starts? Or, is your child one of a multiple birth? (ie./ twin) If details change during this round (between now and end of July) you will need to inform the School Admissions Team immediately. Please refer to the [Primary Admissions Booklet](#) on the Council's website for further details on admissions policies and procedures.

Next

Click box if Yes

## Sibling Details

In order to support your application for a place at Barons Court Primary School and Nursery you can select appropriate reasons on the next pages.

Your child might have multiple siblings currently attending the school. Please enter the details of the sibling closest in age and select the

Forename \*

Middle Name

Surname \*

Gender \* Please select a gender

Date of Birth \*

Use previous address

Use Another Address

House Number

House Name Southend On Sea Borough Council

Building Name Civic Centre

Street Name Victoria Avenue

District / Village

Town Southend On Sea

If Yes  
Tell us about them

## Sibling's School

The sibling's current school is shown below.

School Name Barons Court Primary School and Nursery

Address Barons Court Primary School, Avenue Road, Westcliff-On-S

If the sibling does not attend the above school, but instead attends a partner school, please click on the Find School button to select the correct school.

Find School

Back

Next

# Tell us your Reasons

## Preference Reasons

In order to support your application for a place at **Barons Court Primary School and Nursery** you can select the appropriate reasons below. You will have the opportunity to tell us in your own words of any additional reasons, or more about your selected reasons, on one of the next pages.

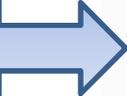
Please see oversubscription criteria in the [Primary Admissions Booklet](#)

- 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
- I am selecting this school because Ann is a child of a member of staff currently working at this Preference school

Back

Next

Tick to  
respond Yes



Next



# Anything else we should know?

## Other Reasons

You may tell us of any other reasons to support your application. You have selected **Barons Court Primary School and Nursery** . You are not required to give reasons for your preference, however it would be helpful if any reasons you give relate to the published admission criteria for the school.

Other Reasons

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

Back

Next

Type in here

Next

# More Preferences

Admissions

## Your Preferred Schools

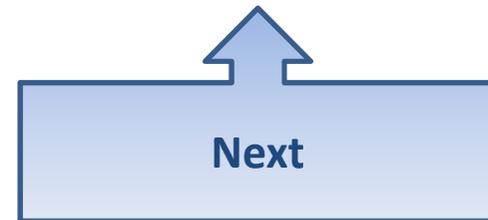
You have selected the schools below. You may choose up to 3 schools and you may change your selection until 15/01/2019 23:59

Use the arrows to rank your preferred schools; your most preferred school must be at the top ranked 1.

Rank	School name	Re-order
1	Barons Court Primary School and Nursery	<a href="#">Edit</a> <a href="#">Remove</a>

[Back](#) [Add more preferences](#) [Add a new preferred school](#) [Next](#)

Your can add up to the maximum number of preferences, and we strongly recommend you add more than one



# Submit Application

Admissions

Application for Ann Example, Date of birth: 01/09/2014

You have completed your application and it has been saved. Using the options below, you can now either 'Submit' your application or you can 'Return to Your Application Later' if you don't want to submit it just yet.

Also you can see a printable summary of your application using the 'Preview' button.

## Terms and Conditions

Southend-on-Sea resident parent/carers should complete all sections of the Southend-on-Sea Borough Council online application form and read the relevant admissions booklet available by clicking [here](#).

General Data Protection Regulation (GDPR) – We are committed to protecting your privacy when you use our services. It is important to us that you can trust us to keep your information safe and to use it in ways that you will think are reasonable and ethical. Southend-on-Sea Borough Council are the data controller for the information we have about you, this means we control how your personal information is processed and for what purposes.

The School Admissions Privacy Notice, available in full on the council website

Read the  
Terms and  
conditions

## School Admissions Offer

If you choose to receive your offer by email, the Local Authority will not send out your offer on paper, thereby saving valuable resources.

Your offer will also be available on this website on 16/04/2019

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.

## Preview Your Application

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

Preview

## Submit Your Application

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

If you are not ready to submit your application now, you can click 'Return Later' instead and you may return to your application at a later date to make changes. You **MUST SUBMIT** it before 15/01/2019 23:59

I declare that I have checked the information given in this application and believe it to be correct. I declare that I have read and agree to the terms and conditions set out above.

Return Later

Submit Now

Back

- Offer by Email?
- Preview and check your application

Finally – 'I declare' and  
Submit Now

Submit Now

# What next?

Child's name: Ann Example  
Date of Birth: 01/09/2014

Dear Mrs Example Example,

Thank you for submitting your application for a school place.

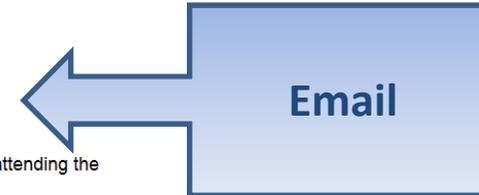
Please check that you have submitted all the necessary information, for example, that you have provided sibling details (siblings must be attending the school at the time of admission). What you view on your copy of the application form is what is used to process your form.

Please note if you move address during the admissions process (September to July), you must notify School Admissions immediately by email or letter, ensuring your child's name and date of birth is included on all correspondence.

Please refer to the [Primary Admissions Booklet](#) on the Council's website for further details on admissions policies and procedures.

You have expressed preferences for the following schools in this order of priority:

Rank	School Name	Address
1	Barons Court Primary School and Nursery	Barons Court Primary School, Avenue Road, Westcliff-On-Sea, Essex. SS0 7PJ

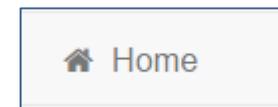


## Application for Ann Example, Date of birth: 01/09/2014

Your application has been successfully submitted. You will shortly receive a confirmation email listing your school preferences. If additional information or evidence, e.g. medical/baptism certificates/supplementary information forms, is required for these schools, you will need to supply them.

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

You do not need to take any further action. However, if you want to change any of the details you have submitted you may do so up until 15/01/2019 23:59. If you make any changes you **MUST RE-SUBMIT** it. Otherwise your application will not be considered.



# What next?



School Admissions

Application submitted



Ann  
Example

Date of birth: 01-Sep-2014

**Application for Reception 2019**

Last updated 12/11/2018 11:37

Preference 1: Barons Court Primary School and  
Nursery

Submission closing date 15/01/2019 23:59

School Admissions Offer published here  
16/04/2019

You can perform the following actions:

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

You can return to the Citizen Portal and at any time change your application up until the closing date.

# FAQ's

- **I have filled in the online form to register but have not yet received an email**

- It is possible that the email has been quarantined by anti-spam measures taken by your Internet Service Provider or by settings in your mail client.

Check to make sure that, if you are an Outlook/Outlook Express user, the relevant email has not been misidentified as "junk" and deposited in the Junk folder. If the email has definitely not been delivered to you then contact your ISP to see whether the email can be tracked and its fate discovered.

- **I have forgotten my password**

- Visit the Welcome page log in page, click on the link "Forgotten your password?" and enter your username.

A new email will be generated and sent to your registered email address with a link to reset the password details.

# FAQ's

- **What if I change my email address?**
  - Log in with your old address and select 'My Account'
- **How do I change my home address?**
  - Log in and select 'My Account', contact details. Remember to inform the admissions team of your change of address.
- **I am unable to find my address on the dropdown address list**
  - Just enter your address into the address boxes

# FAQ's

- **Can I use the same account to make more than one application (e.g. applications for twins or siblings in different year groups)**
  - You are able to apply for twins, triplets etc. using the online admissions system but **MUST** ensure that you submit a separate application for each child.