Telford & Wrekin Co-operative Council

Protect, care and invest to create a better borough

Telford & Wrekin Council Parent Portal Guide

Guidance for applying for a school place via the Admissions Portal

Telford & Wrekin Council - Parent Portal Guide for completing school applications.

This guide provides step-by-step instructions for parents and carers on how to apply for a school place using the Telford & Wrekin Council Parent Portal. Please read all sections carefully to ensure your application is completed accurately and submitted on time.

At the end of this document there is guidance on how to re access your application should you need to leave the form unsubmitted at any stage before completion.

How to apply for a school place:

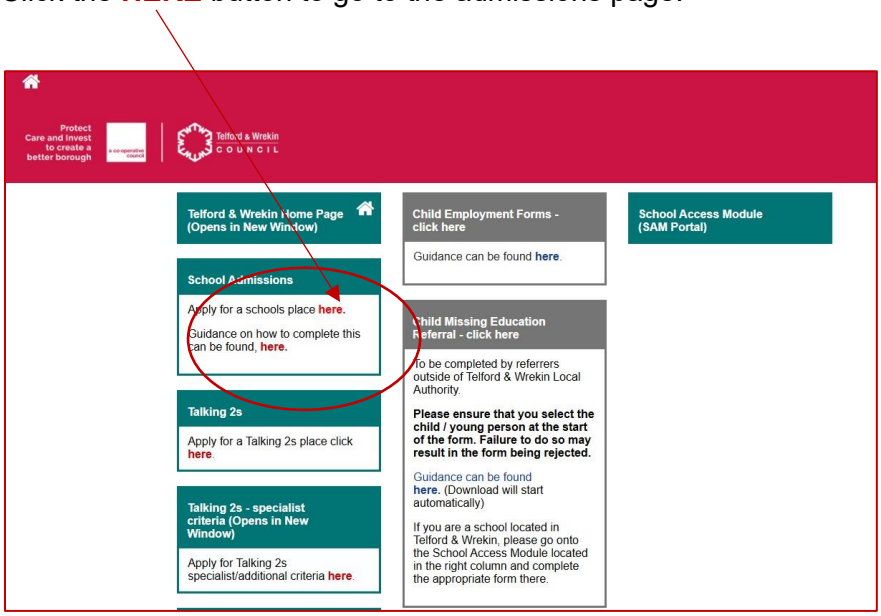
Step 1: Accessing the Admissions Portal

Click the link provided on the Telford & Wrekin School Admissions page to proceed to the application portal. Go to: Telford & Wrekin School Admissions

You will now be taken to the applying for a school place homepage. Click on the button shown below at the bottom of the page.

You will now be taken to the School Admissions - Applying for a school place homepage as shown below:

Click the **HERE** button to go to the admissions page:



You will now be taken to the School Admissions - Applying for a school place homepage as shown below:

School Admissions - Applying for a school place

You can apply here for the following:

- Starting Primary School (Reception) - Closing Date 15th January
- Transferring from Infant to Junior School - Closing Date 15th January
- Transferring from Primary to Secondary School - Closing Date 31st October
- In Year Transfer - For the current academic year

Further information on School Admissions is available on our website: www.telford.gov.uk/admissions.

Please ensure you read the information below before you proceed with your application.

Applying for Primary or Secondary School

If you your child is starting primary school (Reception) or transferring from primary to secondary school (Year 7), we strongly recommend that you apply to four local schools, including your catchment area/nearest school.

You can check which school is your catchment area/nearest school using our school catchment area finder.

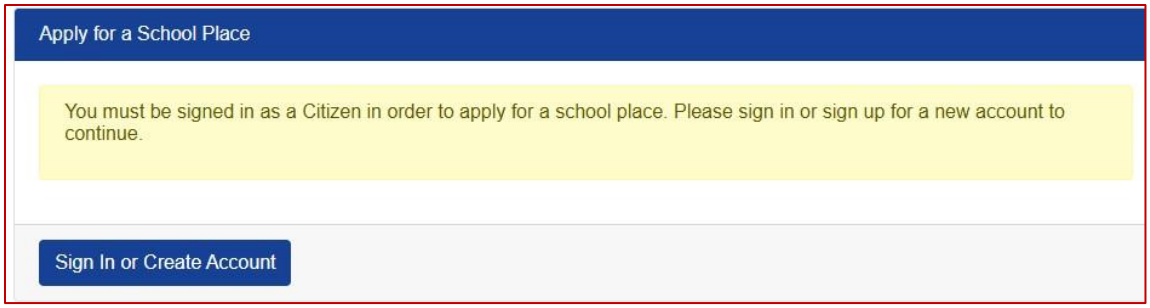
Please ensure you read **ALL** of the information presented on the homepage before proceeding.

Click the button shown below to take you to the next application page:

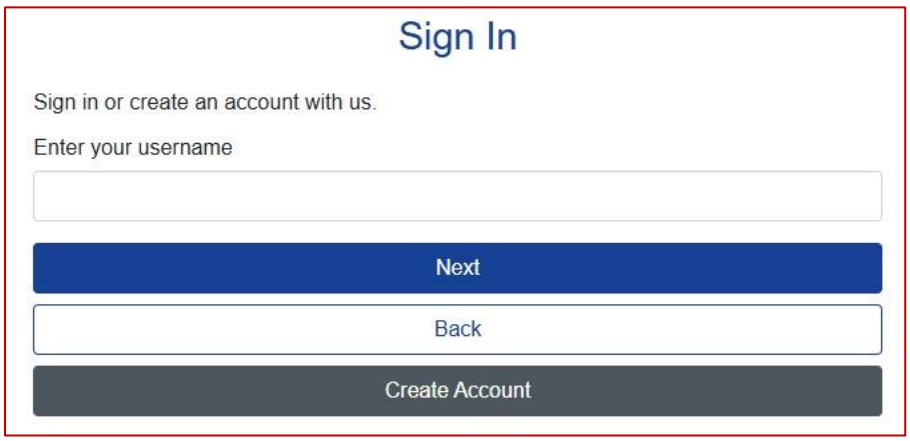
Step 2: Signing In or Creating an Account

To apply for a school place, you must sign in as a registered Citizen. If you do not have an account, you will need to create one.

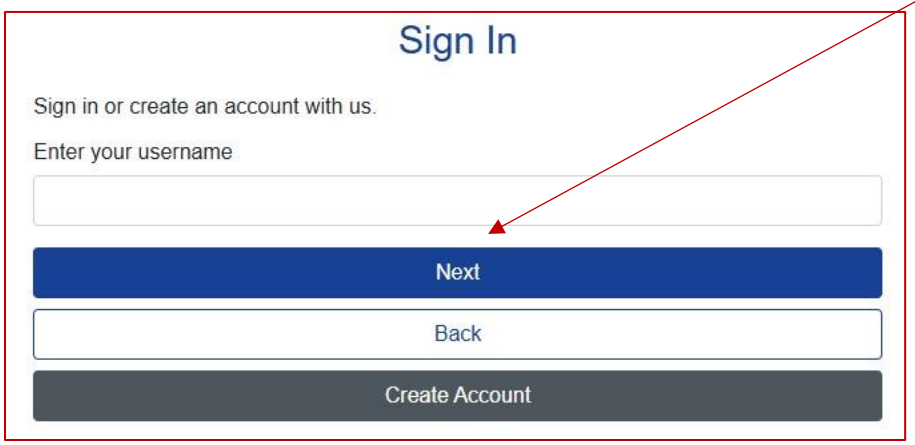
Click the **SIGN IN OR CREATE AN ACCOUNT** button shown below:



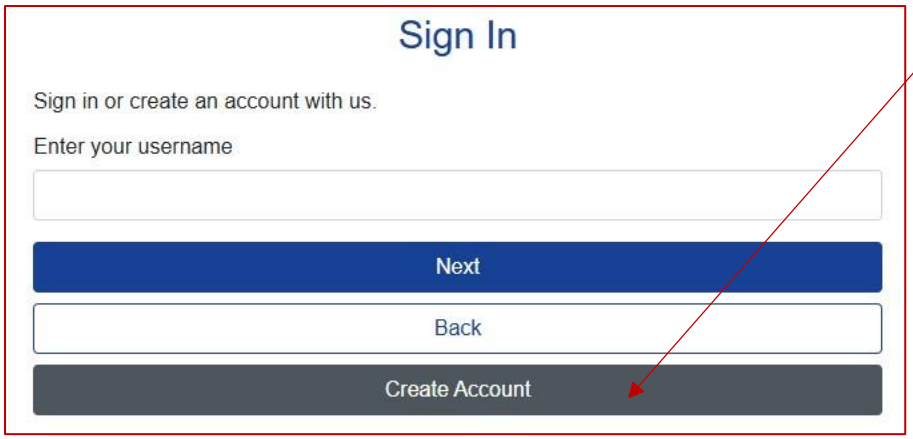
You will now be asked to sign in or create an account as shown below:



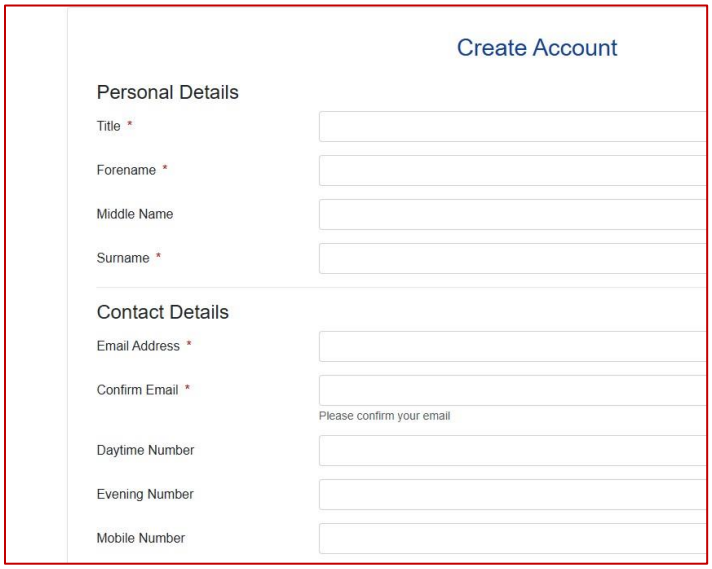
If you **DO** have an account, please enter your username and click – **NEXT.**



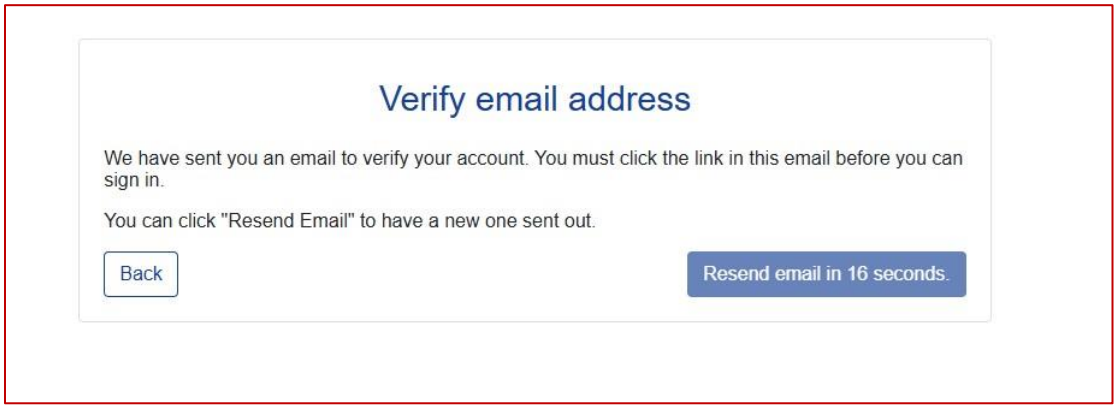
If you have **NOT** used the parent portal and do not have an account click on the **CREATE ACCOUNT** button as shown below:



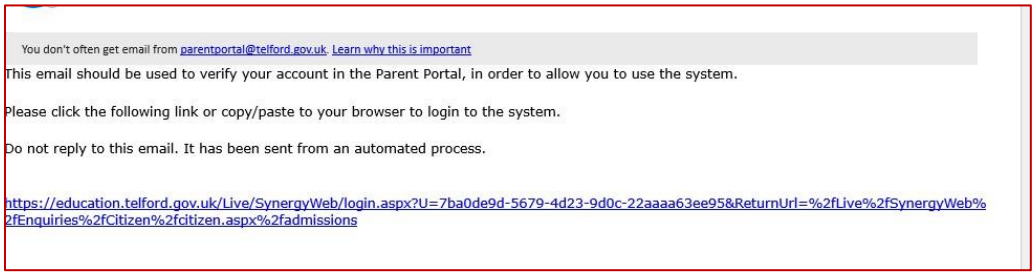
You will need to complete **ALL** of the sections shown below, all fields marked with an asterisk (*) are mandatory.



After creating your account, you will be asked to verify your email address. Follow the instructions sent to your email to complete verification.

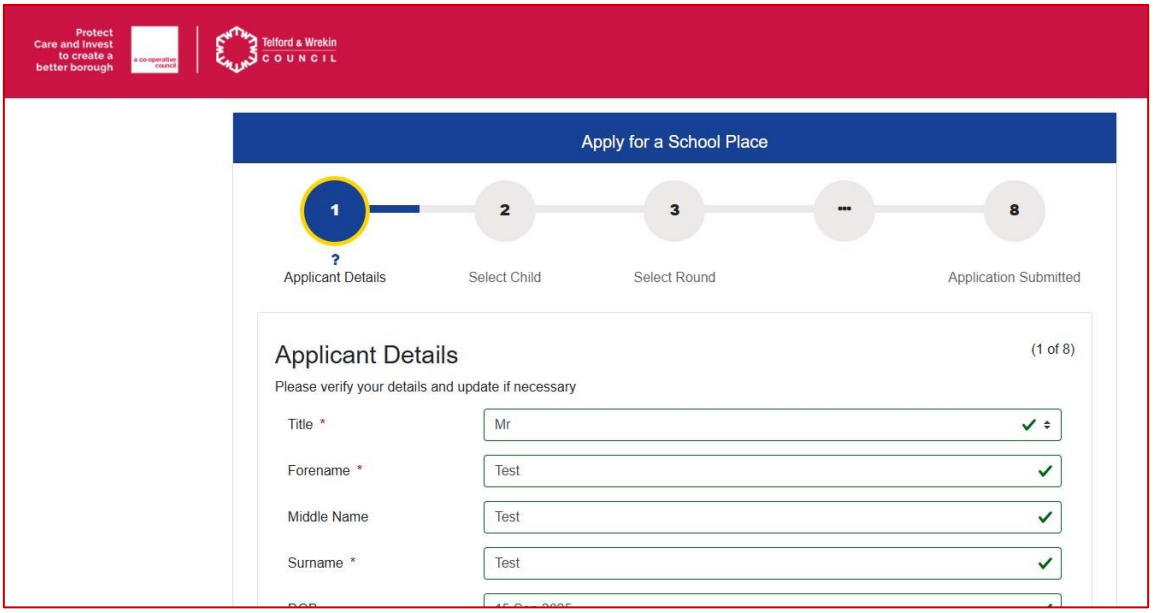


Go into your email account and follow the instructions given by clicking on the **BLUE UNDERLINED TEXT** as shown below:

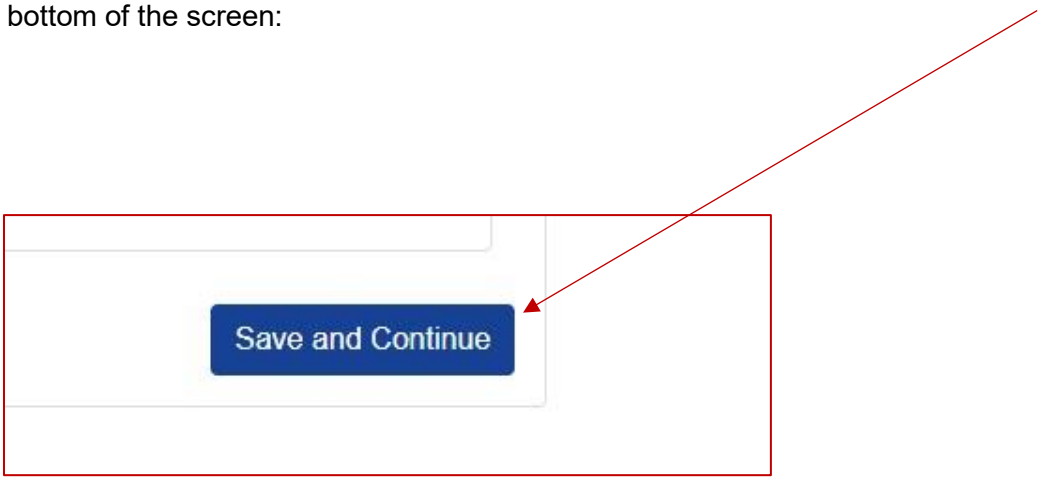


Once you have verified your email address you will need to sign into your account. Your username is your email address.

You will then log in and be taken to this screen:



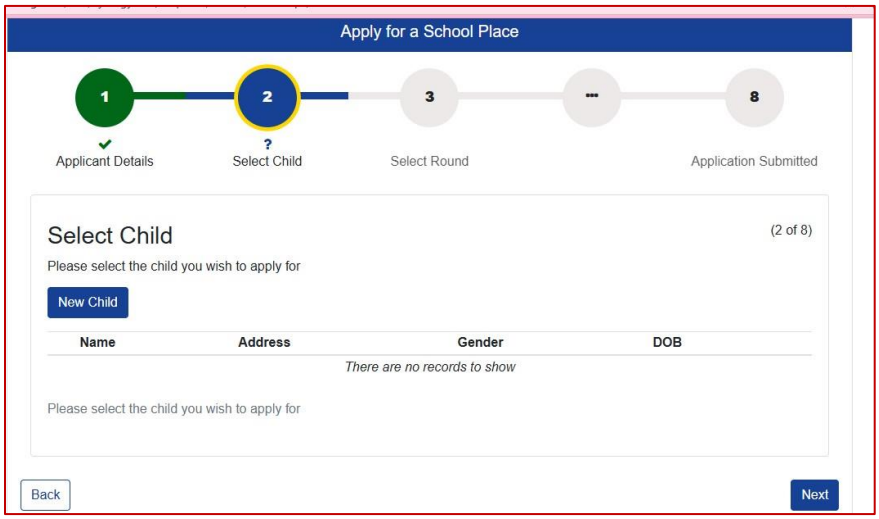
Check the information is correct and then click the **SAVE AND CONTINUE** button at the bottom of the screen:



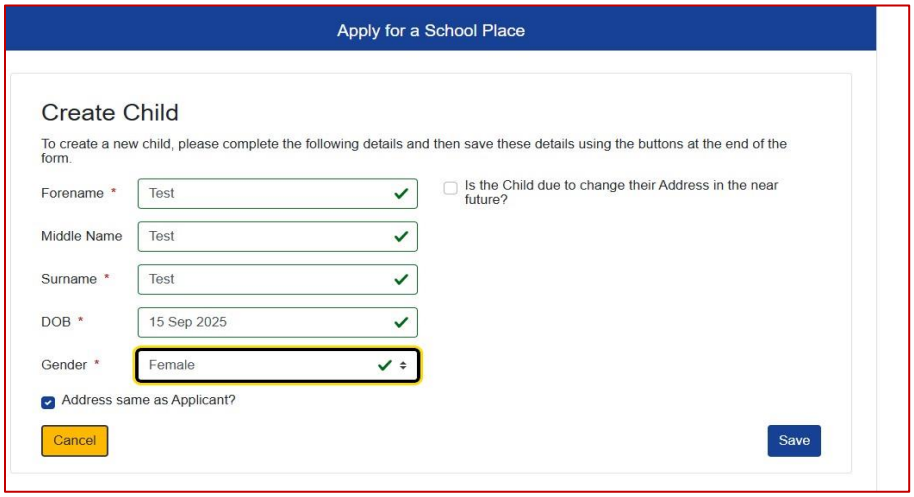
Step 3: Entering Child Details

You will now be required to fill in your child's information, the Select child page is displayed, listing the children who are attached to the parent or carer account, if no child is listed, please follow the steps below.

If your child is already listed, please select the correct name.

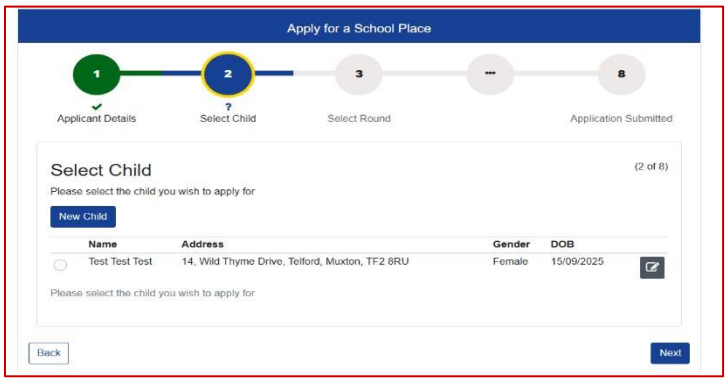


Click on **NEW CHILD** and complete all required fields marked with an asterisk (*).



Click **SAVE** once the information is correct. The information will now show on a new line.

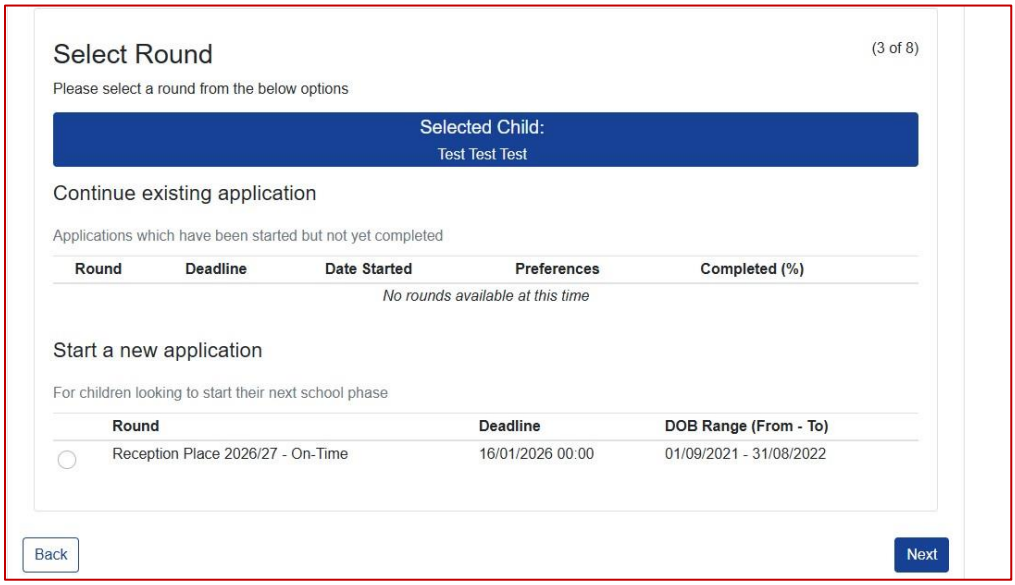
You need to select the child you are applying for and then click **NEXT**



Step 4: Selecting the Application Round

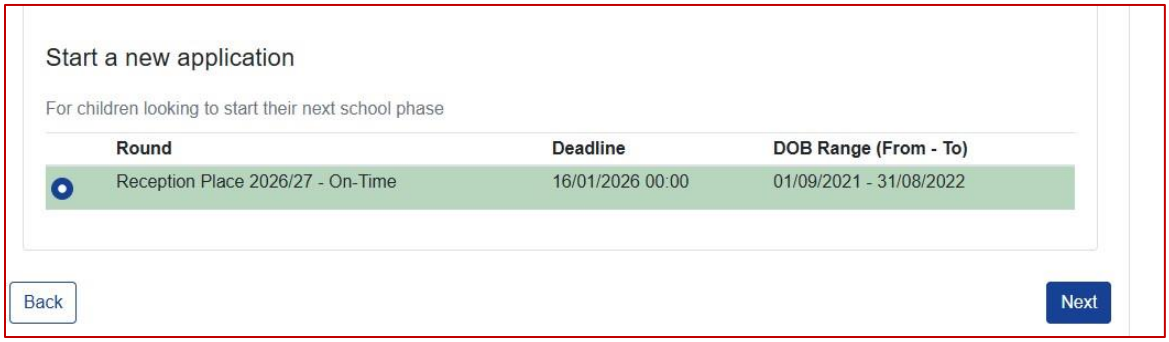
You will now be asked to select the round. The select round page is split into 2 sections displaying existing applications (for continuing), new applications (for starting) and in year applications (for mid year transfers)

Available rounds depend on the child having an eligible date of birth. The system validates the child's date of birth against DOB from and to fields within the admissions round.



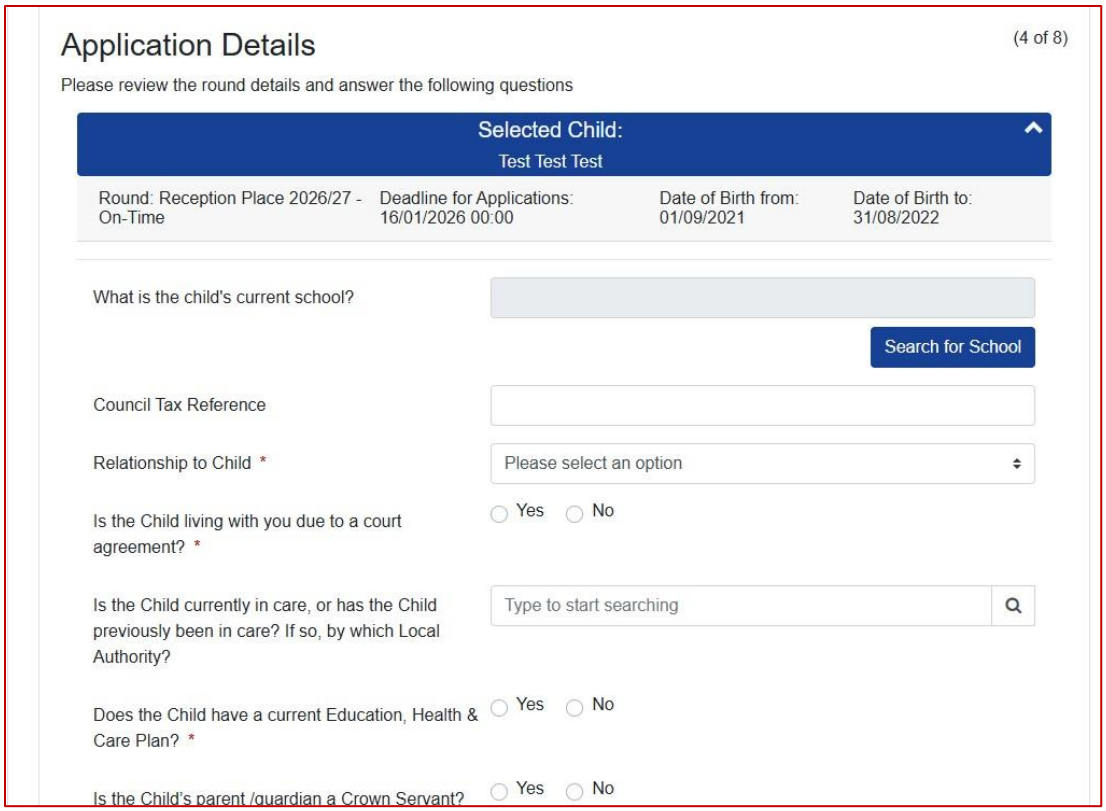
If parents or carers have applications in progress, the selected round appears in the continue an existing application section.

Select the round you want to apply for and click **NEXT**



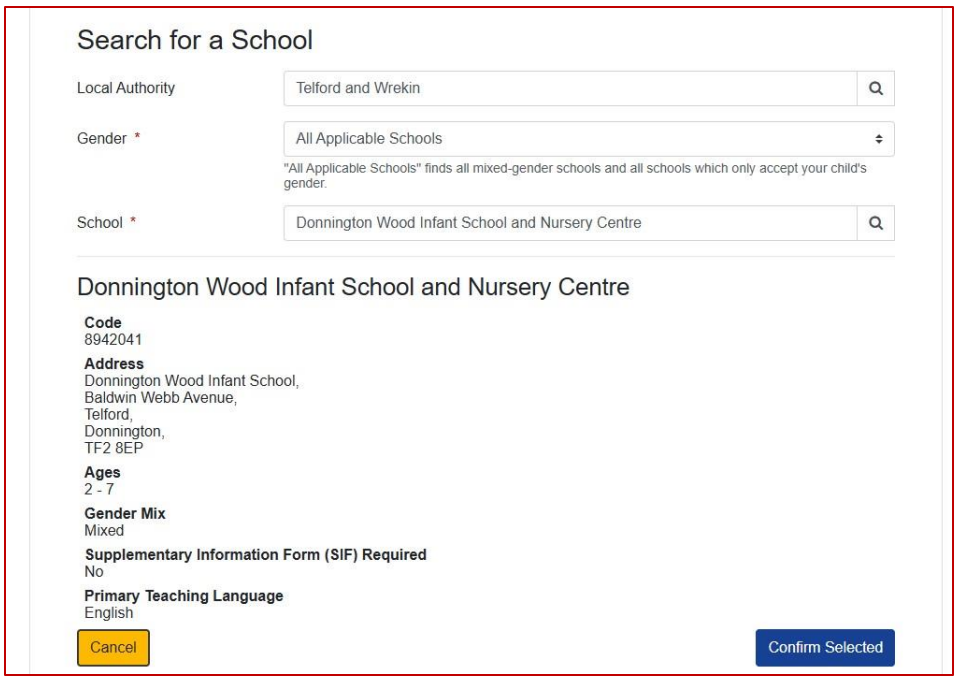
Step 5: Completing Application Details

You will now need to complete the application details as shown below. Complete all required fields marked with an asterisk (*).

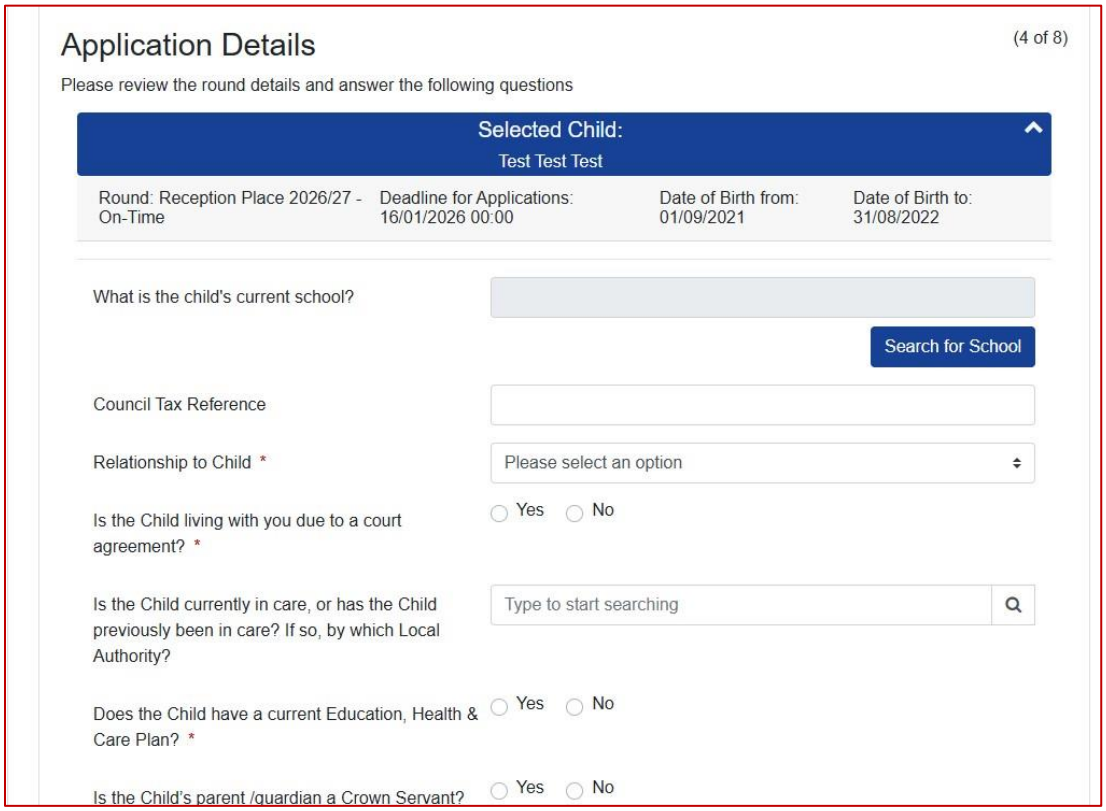


When selecting search for a school you need to ensure you have the correct Local authority chosen.

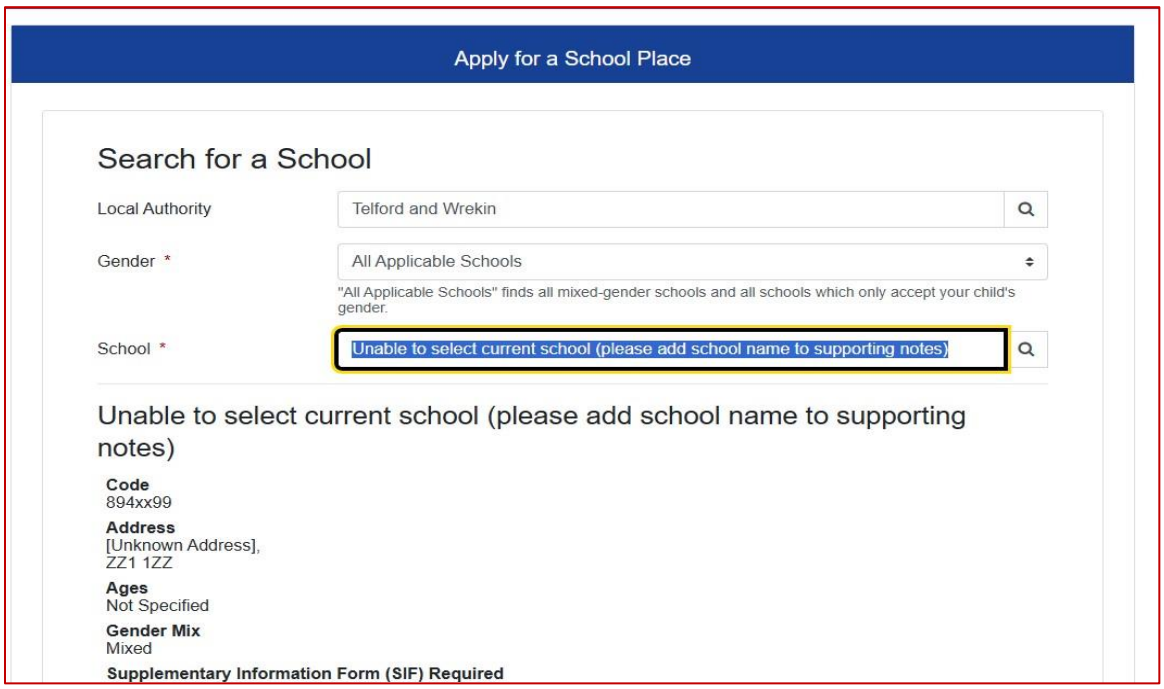
Please check that your chosen school details are correct before clicking **CONFIRM SELECTED**:



If your child's school is not listed or in a different local authority, please select **Search for school** button**:**



In the School search bar please type Unable to select current school. You will then be able to provide your child's current school details in the supporting notes in the section below:



You will now need to complete the required information shown below. Complete all required fields marked with an asterisk (*).

Please review the round details and answer the following questions

Selected Child:
Test Test Test

Round: Reception Place 2026/27 - On-Time	Deadline for Applications: 16/01/2026 00:00	Date of Birth from: 01/09/2021	Date of Birth to: 31/08/2022

What is the child's current school? Donnington Wood Infant School and Nursery Centre ✓

Change School

Council Tax Reference

Relationship to Child * Please select an option

Is the Child living with you due to a court agreement? * ○ Yes ○ No

Is the Child currently in care, or has the Child previously been in care? If so, by which Local Authority? Type to start searching

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

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

At the bottom of the application, you will be able to upload any supporting documents you feel may be relevant to the application, this may include your medical evidence if you are applying under exceptional health reasons.

Supporting Documents

Add documents which support your application. E.g. Child Date of Birth, Tax form.

Attach documents

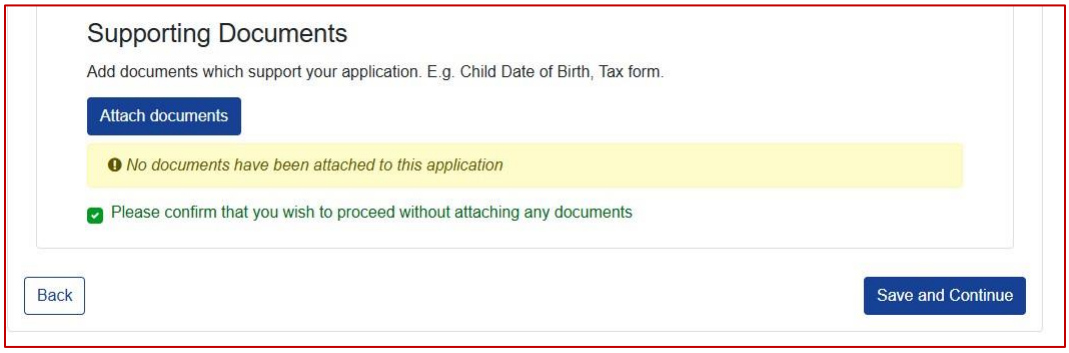
No documents have been attached to this application

☐ Please confirm that you wish to proceed without attaching any documents

Back

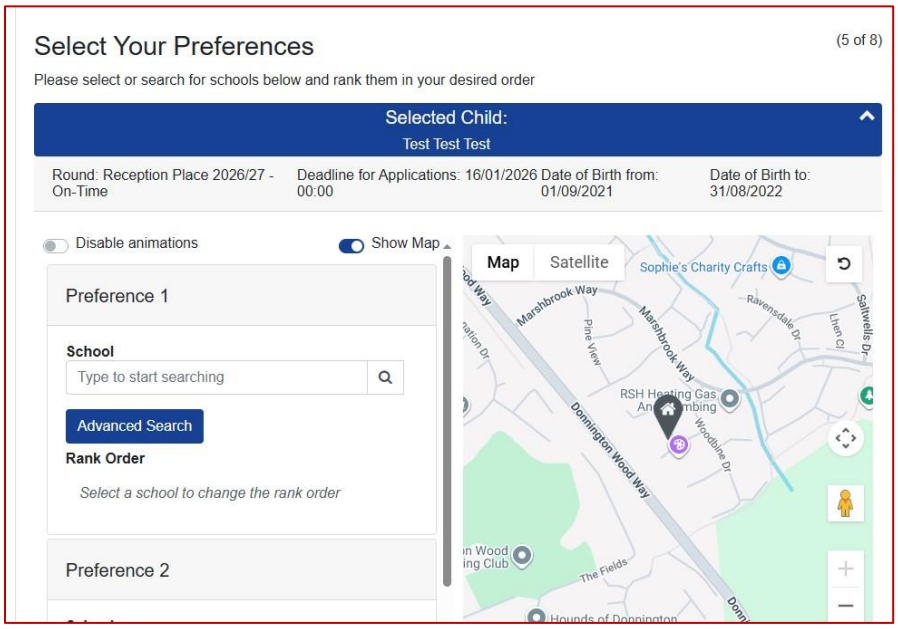
Save and Continue

If you do not have supporting documents, please ensure you tick the box to confirm this before selecting **SAVE AND CONTINUE**

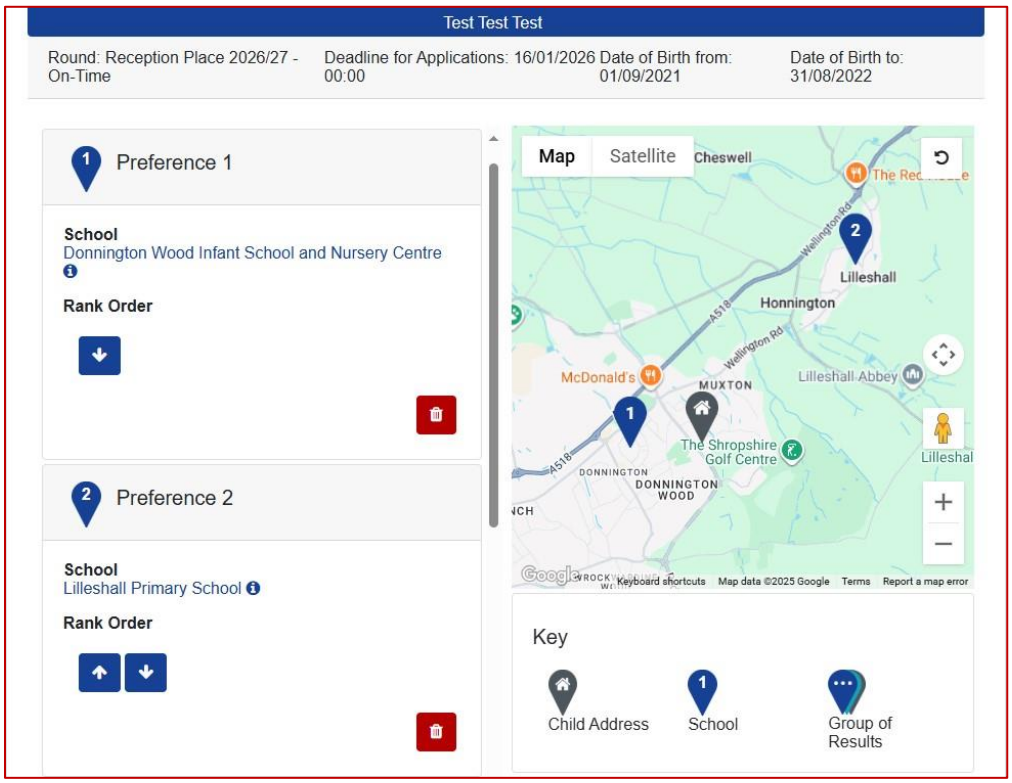


Step 6: Selecting School Preferences

The select your preferences page enables the parent or carer to select and rank their school preferences. You will now be asked to choose your preferences: **If you wish to select a school that is out of area please follow the steps further down.**



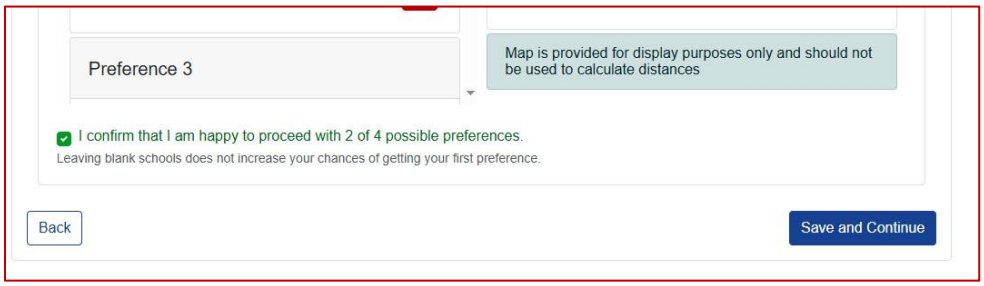
Please ensure you input the school in preference order as shown here:



You will then be asked if you would like to add an additional preference. We recommend that you submit 4 different school preferences and where possible include your catchment school, to maximise the possibility of being offered a place at one of your preferred schools.

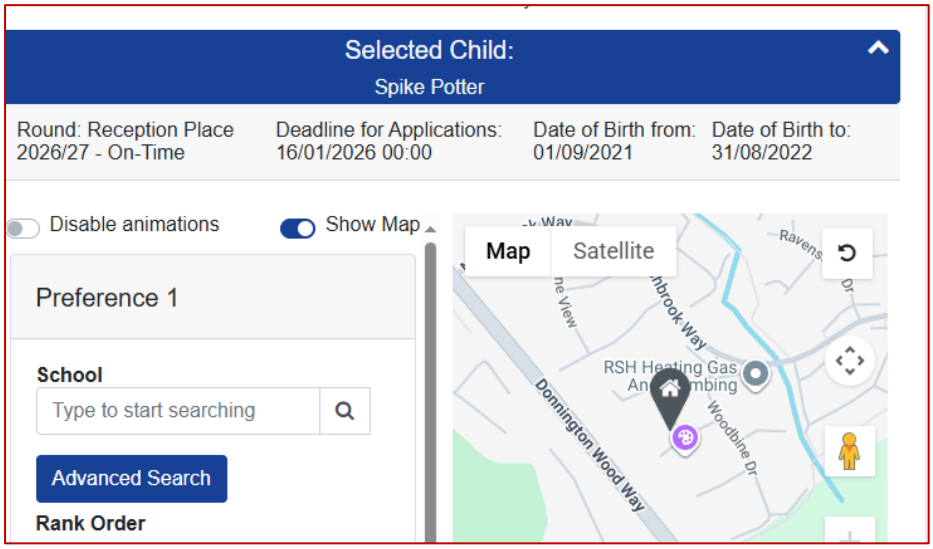
You can amend the rank order by clicking on the blue arrows up or down dependant on preference number from 1-4.

Once you have input your choices, you will be required to select the tick box to state that you have read the disclaimer please select the button to confirm you agree and then select **SAVE AND CONTINUE:**

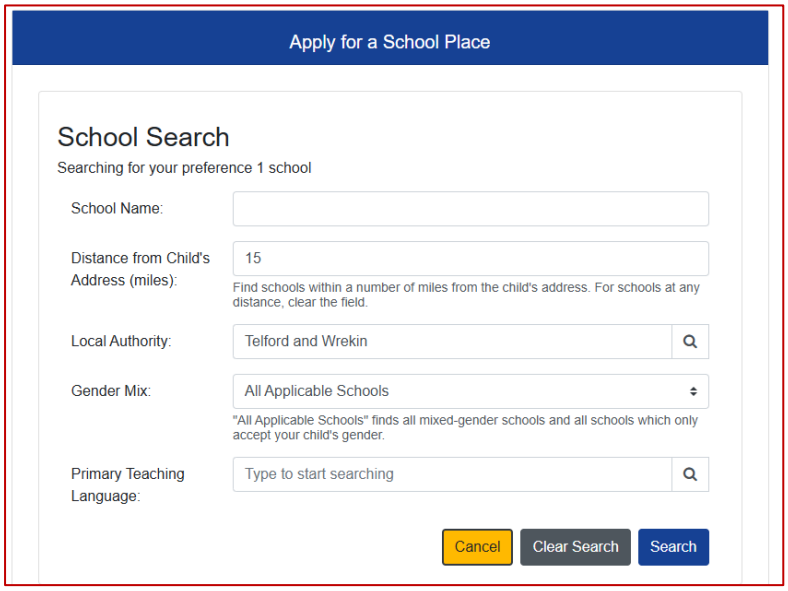


Selecting an out of area school:

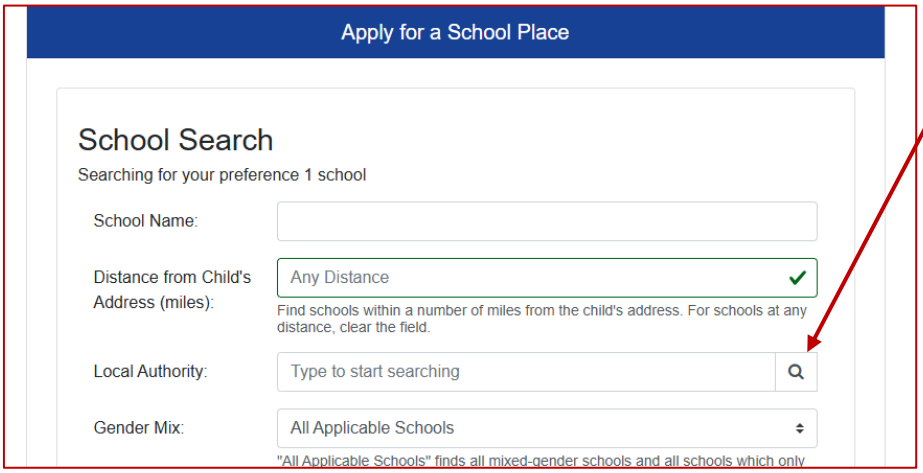
You will need to choose the Advanced search button as shown below:



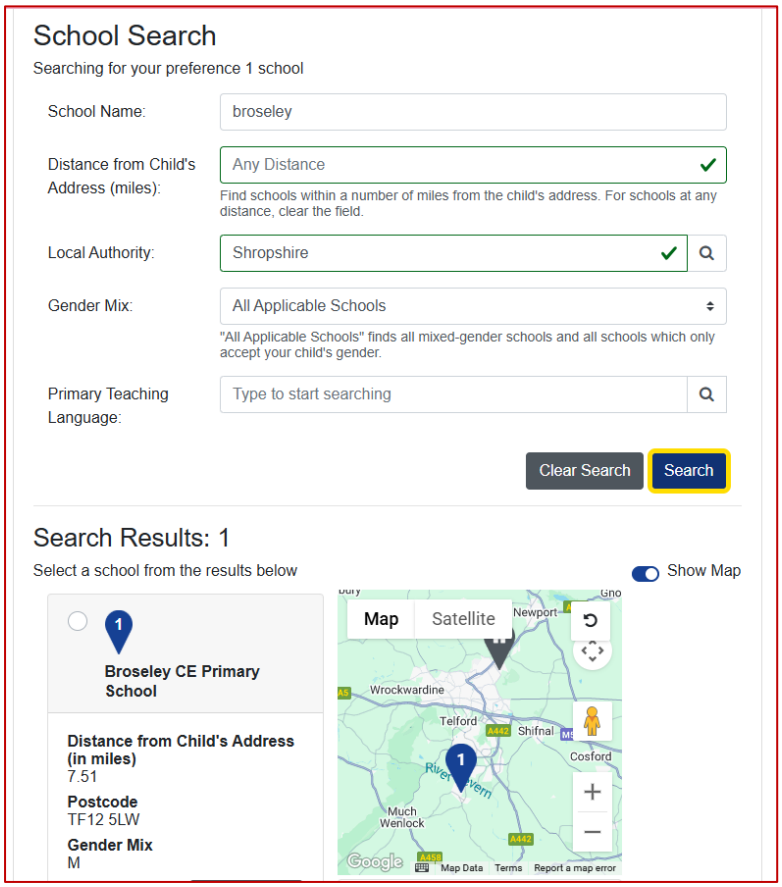
You will now be taken to this screen:



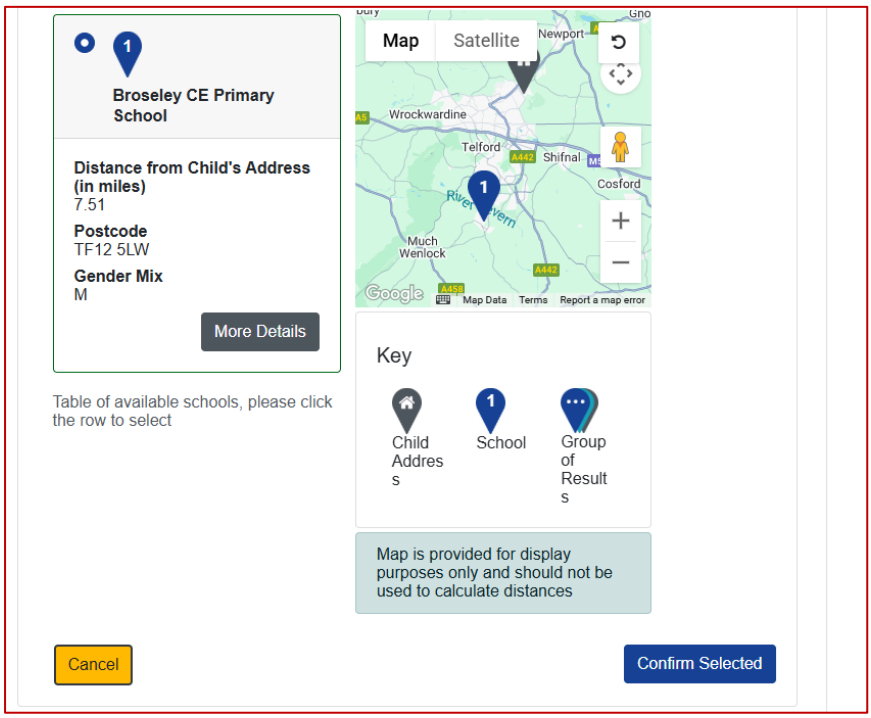
To search for an out of area school you must type in the name of your chosen school and then delete the number showing in the Distance from child's address (miles) box – leave this line blank. In the local authority box, you need to delete Telford and Wrekin and input your chosen Authority and use the search button icon.



The schools will show in the search results below.



Now you must select your chosen school as shown below and then at the bottom of the page choose the confirm selected.

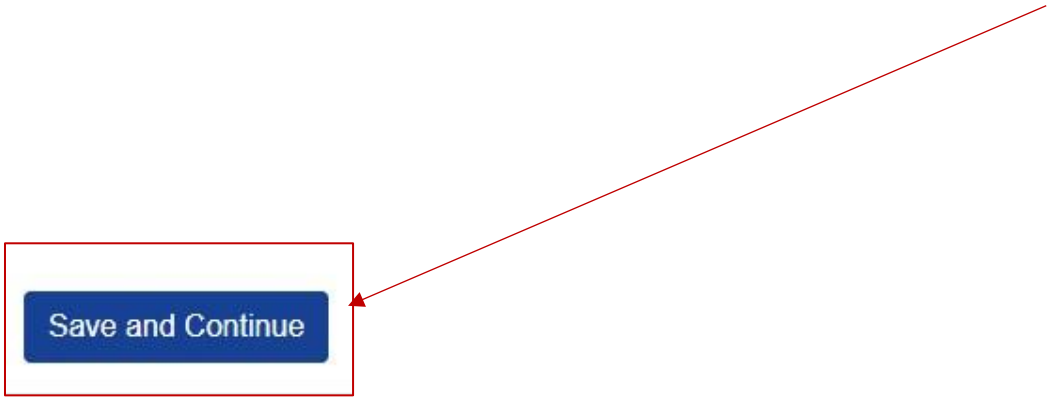


Step 7: Providing Preference Reasons

You will now be asked to complete your preference reasons. Reasons to support the preference can be entered into the free text notes section at the bottom of the form. If the preference OTHER is selected the free text notes field becomes mandatory.

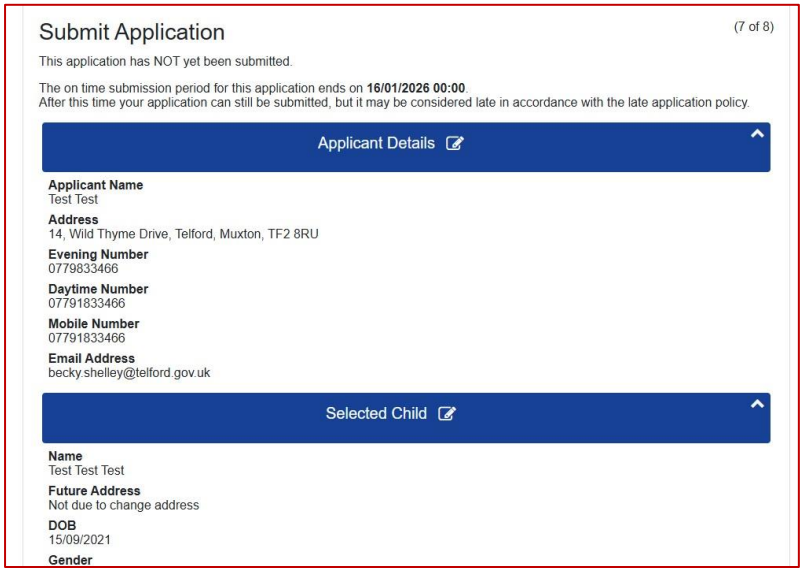
If the preference reason is sibling – the parent or carer will be required to provide the sibling information. If the sibling is not listed – click the Add New Sibling button and complete the boxes.

Check the information is correct and then click the button at the bottom of the screen:

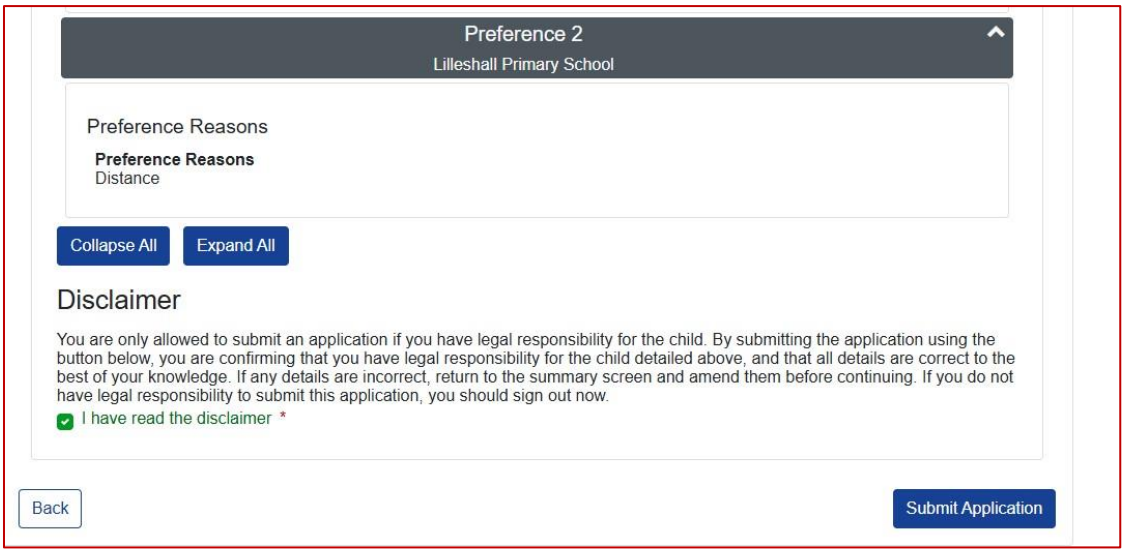


Step 8: Reviewing and Submitting Your Application

The submit application page provides the parent/carer with a summary of the application details. You now need to check all the information you have chosen is correct:

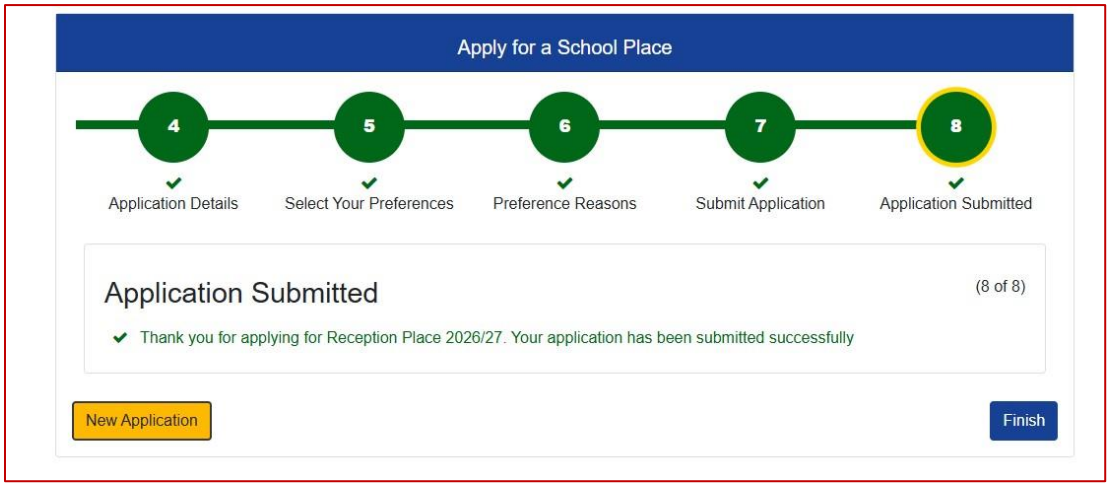


Once you have checked all the information is correct the parent or carer must confirm legal responsibility for the child by selecting the **I HAVE READ THE DISCLAIMER** button at the bottom to confirm.

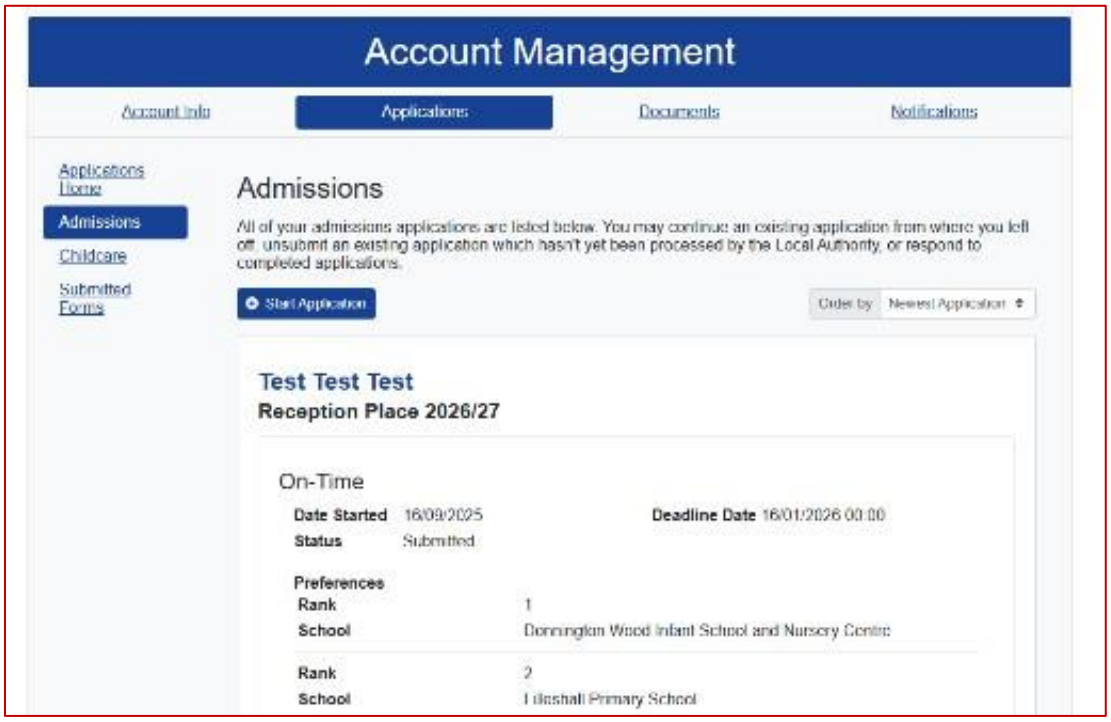


Then select the **SUBMIT APPLICATION** button:

Once you have submitted you will get this message as the system sends a confirmation email to the admissions team confirming the application has been submitted.



Then select the **FINISH** button and you will be taken back to the Account Management screen.



Your application has now been submitted, and you will receive a confirmation email. Please check the email and contact the School Admissions team if you have any issues.

How to re access the application form if left incomplete before submission.

This guide provides step-by-step instructions for parents and carers on how to access the application should you need to leave and then access it again at any time before final submission.

How to find your application:

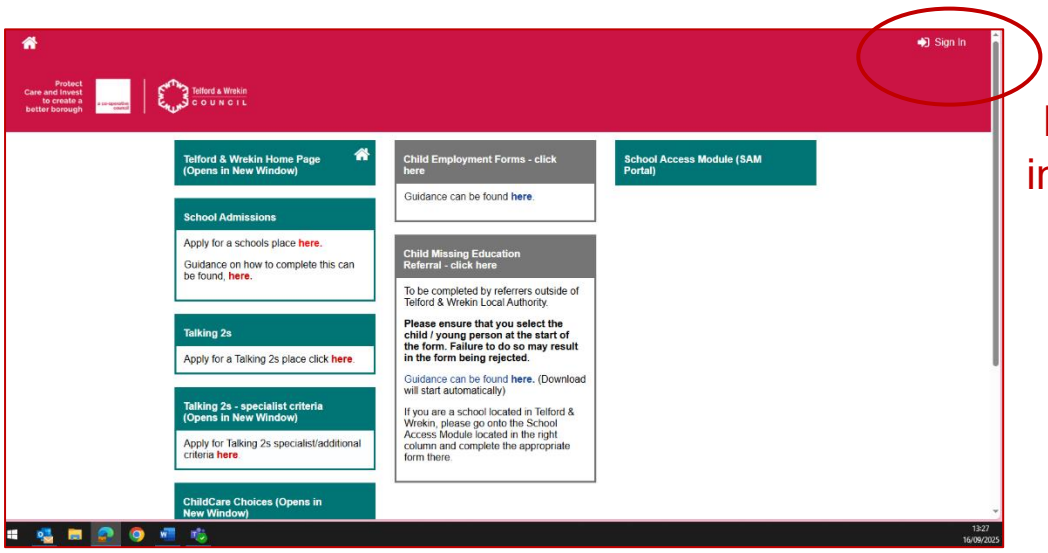
Step 1: Re Accessing the Admissions Portal

Click the link provided on the Telford & Wrekin School Admissions page to proceed to the application portal. Go to: Telford & Wrekin School Admissions

You will now be taken to the applying for a school place homepage. Click on the button shown below at the bottom of the page.

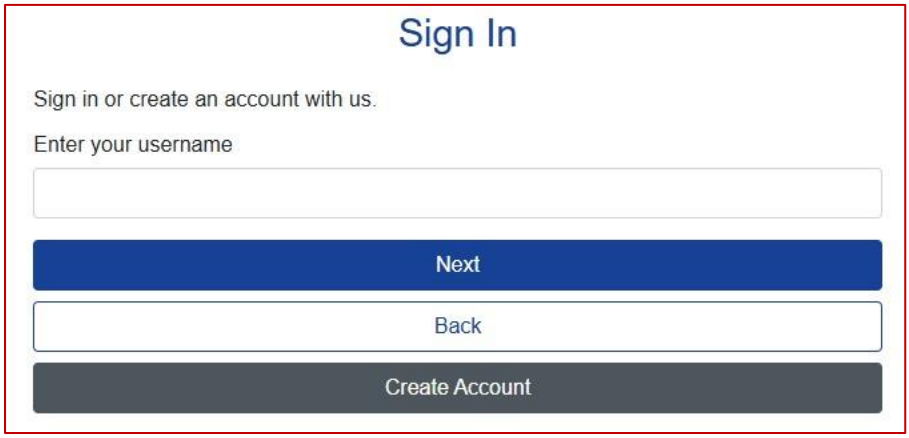
You will now be taken to the School Admissions - Applying for a school place homepage as shown below:

At the top in the right-hand corner of the page is a button saying **SIGN IN**
You need to click this.



Step 2: Logging into the Admissions Portal

You will now need to sign back into this page:



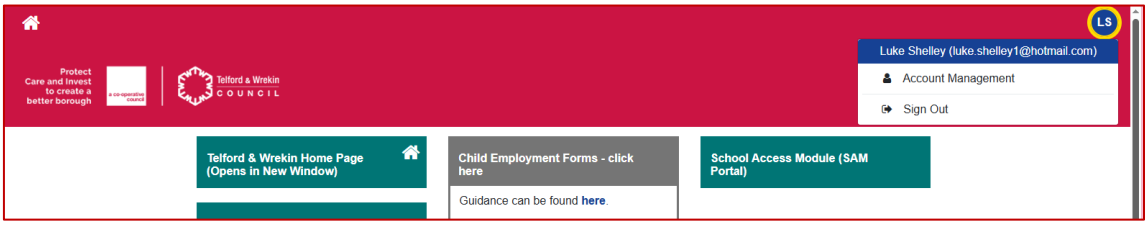
You need to re enter your username and password.

You will now be taken back to this page – the blue icon in the top right-hand corner of the page will show your initials.

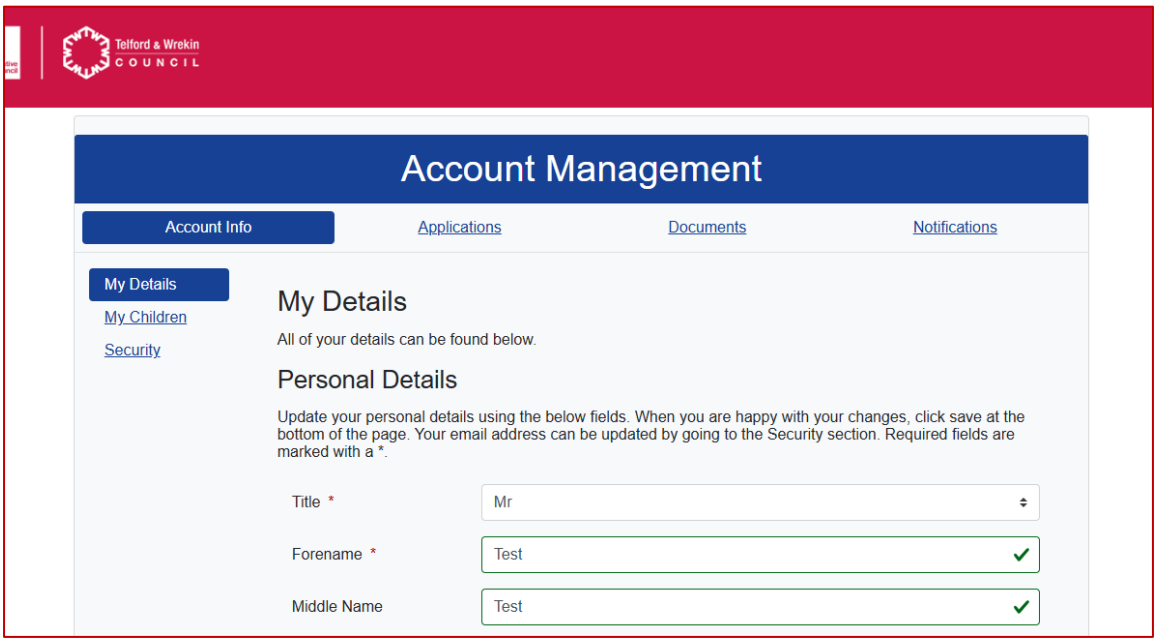
You need to click this button.

Step 3: Account selection

Two options will appear as shown below – select **ACCOUNT MANAGEMENT.**

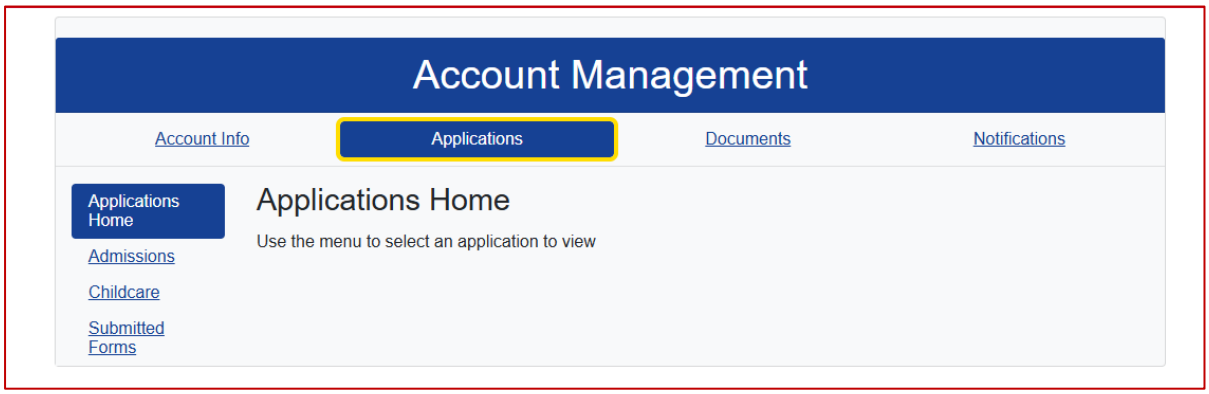


You will be taken to this screen below:



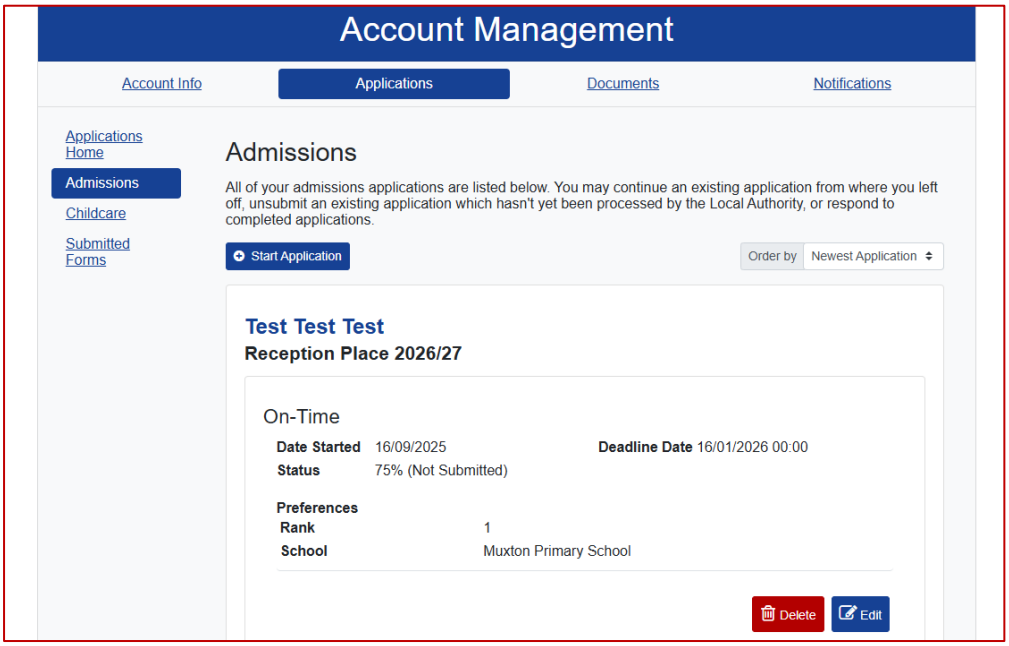
There is a tab across the top saying **APPLICATIONS** – click on this.

Step 4: Application amendments



On the left-hand side is a blue underlined button saying **ADMISSIONS** – click on this.

You will now be taken to the screen below.



You can now **DELETE** the application or **EDIT** the application. Please chose the button relevant.

By selecting the **DELETE** button, the application this will remove the progress you have made and remove the application form from your account. This cannot be restored once deleted and will have to be re input from the beginning.

By selecting the **EDIT** button this will then take you to the progress page you were last working on before you closed the application form. Please continue to follow the instructions above all the way to completion to submit the application.