

School Admissions
Parent Guide for
completing school
applications

How to apply for a school place

Firstly, you will need to visit the School Admissions website

[Parent Portal: Home \(telford.gov.uk\)](http://www.telford.gov.uk)



Welcome to the Parent Portal

The Parent Portal allows applicants to apply to Telford & Wrekin Council for both a **School place** and a **Talking 2s place**.

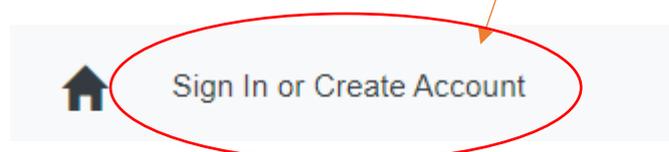
To begin using the Portal, please create an account using the 'Sign In or Create Account' link which can be found on the upper left side of this page.

Please note that when creating or changing a password, it must include a capital letter, a number and a special character and should not be a word.

Using a tablet or a smartphone? Use the sign in or create an account link at the top of the screen.

School Admissions	Talking 2's Online 2 Year Old Application
Information regarding In Year Transfers, starting school, transferring from Infant to Junior School and moving to Secondary School and when to apply is available on our website www.telford.gov.uk/admissions . Further detailed information is also available in our information booklet: If you live outside of Telford and are applying for	As from January 2018 this is the official process to apply for a Talking 2s Place under the financial criteria. Parents/carers applying under the alternative criteria found here should contact the childcare provider of their choice directly. A child's funding starts the term after the child's 2nd birthday.

Click on **Sign In or Create Account**



You will need to create an account, please use an email address that you have access to.

Sign In

Sign in or create an account with us.

Enter your username

Next

Create Account

You will then complete the following:

Create Account

Personal Details

Title *	<input type="text"/>
Forename *	<input type="text"/>
Middle Name	<input type="text"/>
Surname *	<input type="text"/>

Contact Details

Email Address *	<input type="text" value="admissions@telford.gov.uk"/>	✓
Confirm Email *	<input type="text"/>	
	<small>Please confirm your email</small>	
Daytime Number	<input type="text"/>	
Evening Number	<input type="text"/>	

You will be required to set a password.

[Update Address](#)

Account Security

New Password *

 ✖

Requirements:

- Alpha character ✓
- Uppercase character ✓
- Numeric character
- Special character
- 12 characters
- Not username ✓
- Not last 4 passwords

Confirm Password *

Please confirm your password

[Start Again](#) [Create](#)

Once complete you will then need to verify your email address.

Verify email address

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

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

[Resend email in 16 seconds.](#)



Parent Portal account verification

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

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

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

https://earlyyears.telford.gov.uk/Synergy_Test/login.aspx?U=b7ab6a6f-a5df-467f-91e9-9b6ee2cfd324&ReturnUrl=.%2fParents%2f

Once you have verified your email address you will need to sign into your account. Your username is your email address. Once logged in you will be taken to the home screen.

Applicant Summary

This screen shows a summary of all the Children and their Preferences. To add new children and preferences, use the appropriate buttons.

[Click here for more information about school admissions](#)

This screen shows a summary of all the Children within the Family that will be included in the Talking 2s Free Nursery Place (EY) application. Before submitting a Free Nursery Place (EY) application, please ensure all Children within the Family have been added. To add new children to the Family, use the appropriate button.

Applicant

Mr School Admissions
Darby House,
Lawn Central,
Telford Town Centre,
Telford,
TF3 4JA

[View Details](#)

[Add Child](#)

[Back to Top](#)

To complete a school application please click on Add Child.

Complete the child form, at this stage you will be able to upload any supporting documents that you may have e.g. address evidence; adoption certificate. Once you have uploaded any documents please press Next.

Child details

Please specify the details of the child you wish to make an application for and then click the Next button to continue. Fields marked with an asterisk are mandatory.

If making a Talking 2's application current school is not necessary and can be left blank.

Details	
* indicates a required field	
Forename *	<input type="text"/>
Middlename	<input type="text"/>
Surname *	<input type="text"/>
DOB * (DD/MM/YYYY)	<input type="text"/>
Gender *	<input type="radio"/> Male <input type="radio"/> Female
Child address same as Applicant?	<input checked="" type="checkbox"/>
Child due to change address in the near future?	<input type="checkbox"/>
LA	<input type="text" value="Telford & Wrekin District"/>

Uploaded Documents

This section can be used to upload any documents which can later be attached in support of your preferences when applying for a school place. If you do not attach any documents here, you will have the opportunity to do so when selecting your preferences.

Please enter a Description to clarify what the file contains.

Allowed file types are: All file types permitted

Files may not be larger than 5 MB.

Description *	File Name	Upload a file
No Documents Uploaded		

Please check that the child's details are correct and press Continue.

Child details confirmation

The information below is a confirmation of the details you have supplied for the child. If the information you have supplied is correct click the Confirm button to continue. To amend any of the details, click the appropriate heading to return to that section and update the information as necessary.

Child Details Edit Child Details section Forename: Claude Surname: Monet DOB: 23/06/2008 Gender: Male Child address same as Applicant?: Yes Child due to change address in the near future?: No Uploaded Documents: No documents uploaded	School Details Edit School Details section Current School: Haberdashers' Abraham Darby
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[<< Back](#) [Continue](#)

You will now be able to apply for a school place.

 Claude Monet 23/11/2008

[Edit Child](#) [Delete Child](#)

School Admissions

[Apply for a school place](#)

Available Admissions Rounds:
Year 8 In Year Transfer 21/22

Admissions round

Please check the round details and confirm this is the round you want, click Next to continue.

Claude Monet 23/11/2008 Current School: Haberdashers' Abraham Darby Address: Darby House, Lawn Central, Telford Town Centre, Telford, TF3 4JA Future Address: <i>Not due to change address</i> If the information above is incorrect then please edit this child's information prior to applying by clicking HERE .
Year 8 In Year Transfer 21/22 Year 8 In Year Transfer 21/22 Deadline for Applications: 31/08/2021 DOB From: 01/09/2008 DOB To: 31/08/2009

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You will be asked to check your child's details, and update if any details have changed since your last application.

You will be asked to complete additional information about your child.

Child further details

Please specify additional details about the child to which this application relates and then click the Next button to continue.

Further Details

** indicates a required field*

Application Reason* << Please Select >> ▼

Relationship to Child* << Please Select >> ▼

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? Not Looked After ▼

Does the Child have a current EHC Plan?* Yes No

Child's Parent/Guardian of UK service personnel (UK armed forces)?* Yes No

Child is a Multiple Birth (e.g. Twin)?* Yes No

Alternative Contact Notes (If

Please check that the additional information that you have submitted is correct.

School admission details confirmation

The information below is a confirmation of the school admission details you have supplied for the child. If the information you have supplied is correct click the Confirm button to continue. To amend any of the details, click the appropriate heading to return to that section and update the information as necessary.

Admissions Round / Edit Admissions Round section Round: Year 8 In Year Transfer 21/22	New Arrivals / Edit New Arrivals section Is the Child a New Arrival to the UK?: Yes Date of Arrival in the UK: 23/06/2021 Country Arrived From: Antigua and Barbuda Country of Origin (If Different): Antigua and Barbuda Status in the UK: Asylum Seeker First Language: Maltese Does the Child Speak/Read/Write English?: Yes
Further Details / Edit Further Details section Relationship to Child: Religious/Spiritual Contact Is the Child currently in care, or has the Child previously been in care? If so, by which Local Authority?: Birmingham Does the Child have a current EHC Plan?: No Reason for Changing School: Don't like current school Child's Parent/Guardian of UK service personnel (UK armed forces)?: No Child is a Multiple Birth (e.g. Twin)?: Yes Is the Child living with you due to a court agreement?: No Application Reason: Moving In from Over Seas	

[<< Back](#) [Continue](#)

Click Continue and you will be taken to the school preference page. This will show you your nearest schools. You can search for a school by name, but you must click the **search** button, do not press enter.

School Search

This page allows you to search for the school for the preference. The results may be refined by specifying criteria to the search, such as all or part of the School's Name and a maximum distance from the Child's address.

Further information for each school is available by clicking on the name of any school in the search results. To select a school click on the Select link beside the school.

This is preference 1 of a possible 4.

Hide Search Options

Name LA

Distance Radius (miles) Any Distance Other Postcode Gender Mix

[<< Back](#) [Search](#)

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Name LA

Distance Radius (miles) Any Distance Other Postcode Gender Mix

[<< Back](#) [Search](#)

Results	
9 schools were found matching your search criteria: <hr/> 1 <hr/> 1 Madelev Academy	

Select the schools that you want to add to your application. You will be taken to the preference reason page. Please click on the reason that you would like this school and complete any additional comments. Then click Next.

You will then be taken to the supporting evidence page where you will be able to add any supporting documents for your application specifically relevant to this school, this may include your medical evidence if you are applying under exceptional health reasons.

Preference Reasons

This page shows a list of preference reasons available for the chosen school, and allows the user to specify some text against that reason.

Preference Reasons

- Distance
- Exceptional Health Reasons
- Sibling
- Faith

Reason Notes

[<< Back](#) [Next >>](#)

Supporting Evidence Details

This page allows the user to provide documents to support their application and these files may be used by the LA to determine school placement.

Attached Documents

Shown below are any documents uploaded for this child and applicant.
Attach any documents that are relevant to this preference.

Attached documents will support your application to the school.

Description	File Name	
No Documents Uploaded		

New Documents

Please upload any documents which support this preference.

Please enter a Description to clarify what the file contains.

Allowed file types are: All file types permitted

Files may not be larger than 5 MB.

Description *	File Name	Upload a file
No Documents Uploaded		

<< Back

Next >>

Please check that your preference details are correct before clicking continue.

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.

Add Another Preference

Do you want to add another Preference?

Yes

No

Please check your preference summary carefully. If you are happy with your preferences, please click on review and submit.

Child Preference Summary

This screen shows a summary of all the Preferences for the selected Child. To add/edit new preferences, use the appropriate buttons.

[← Return to Home Page](#)

Preferences exist with a status of 'Not Submitted'. To review and submit preferences, please click on 'Review and Submit' below

[Delete Application](#)

[Edit Admissions Details](#)

[Review and Submit](#)

Claude Monet

Round: Year 8 In Year Transfer 21/22

Preferences		+ Add Preference
Rank: 1	Edit Preference	Delete Preference
School: The Telford Park School		
Status: Not Submitted		
Attached Documents:		
No documents attached		

You will be required to select the tick box to state that you have read the disclaimer. **It is important that you then submit your application otherwise your application will not be received by the admissions team.**

Terms and Conditions

Details that you give on this application form may affect the outcome of your application. Details of your child's home address are particularly important, and all information may be checked by the LA. Any place offered may be withdrawn by the LA if your application is found to be fraudulent or intentionally misleading.

For further information regarding Telford & Wrekin sharing your/your family's personal information please [click here](#).

I certify that I understand I will be responsible for the transport arrangements and associated costs.

I have read the disclaimer

[Print Summary](#)

[Return to Preference Summary](#)

[Submit Application](#)

You will see this message when you have successfully submitted your application you will also receive an email. Please check the email and contact School Admissions if you have any issues.

Child Application Submitted Successfully

Your application has been successfully submitted!

We aim to respond to your request within 10 school days of the application being received wherever possible.

You may now return to the application summary page and view information on your submitted applications, or sign out. You may log in again at any point to view your application as it is being processed.

If you wish to add an additional school preference or make any changes to your application, please email the Admissions Team directly.

Primary, Junior or Secondary (transitional rounds)

Results of your application will be available on national offer day. For more information please see [publicised dates](#).

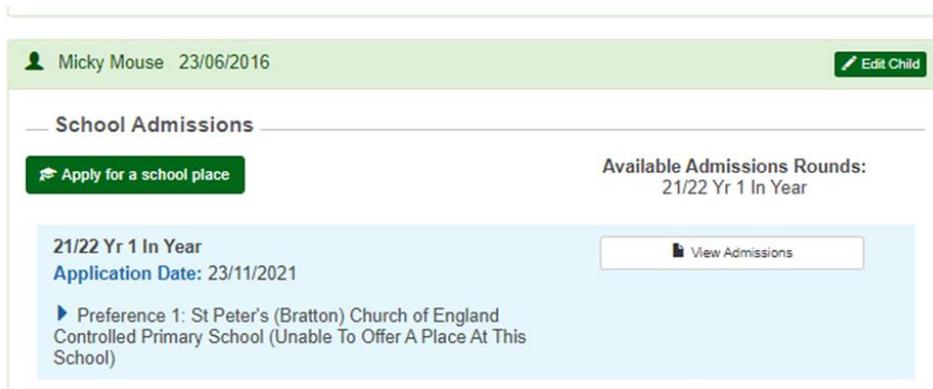
In-Year Applications

We aim to respond to 'In-Year' applications within 15 school working days and the outcome will be communicated to you via email.

[← Return to Home Page](#)

How to submit a School Appeal – Parents Guide

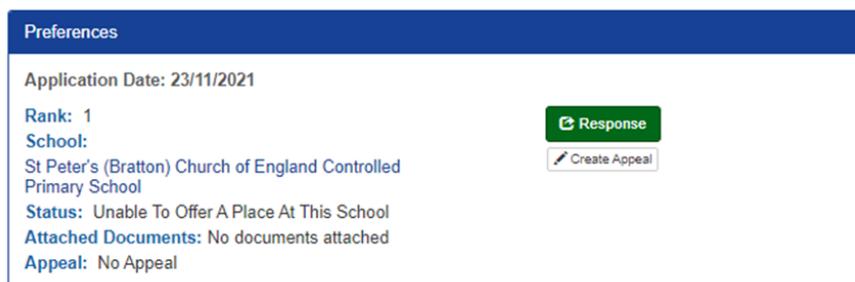
Log into your parent portal account. Click on the view admissions button



Click on the Create Appeal button for the school preference you wish to appeal to.

Micky Mouse

Round: 21/22 Yr 1 In Year



Complete the appeal details page clearly outlining the reason you are appealing for a school place at this preference school. Then press continue.

Appeal details

Please clearly specify the reasons why you would like to appeal for this school and then click the continue button to save. Fields marked with an asterisk are mandatory.

[← Return to Preference Appeal Summary](#)

** indicates a required field*

Selected Child and Preference

Child	Micky Mouse
Round	21/22 Yr 1 In Year
School	St Peter's (Bratton) Church of England Controlled Primary School
Current Status	Unable To Offer A Place At This School

Appeal Information

Reason*

Notes*



Press Review and Submit.

Appeal Submission Period

Submit Appeals From: 01/09/2021 **Deadline for all Appeals: 30/06/2022**

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Carefully read and tick that you have understood the disclaimer.

Submit Preference Appeals

Full details of your appeals are shown below. If all details are correct, submit them using the button at the bottom of this page. If you wish to amend any item, return to the summary page and make changes until the appeal is correct, then return here to submit it.

Disclaimer

You are only allowed to submit an appeal if you have legal responsibility for the child. By submitting the appeal using the button below, you are confirming that you have legal responsibility for the child detailed above, and that all details are correct to the best of your knowledge. If any details are incorrect, return to the summary screen and amend them before continuing. If you do not have legal responsibility to submit this appeal, you should sign out now.

I confirm that I have read and understood the information within the disclaimer.

[Print Summary](#)

[Return to Preference Summary](#)

[Submit Appeal\(s\)](#)

Press the Submit Appeal button.

Submit Preference Appeals

Full details of your appeals are shown below. If all details are correct, submit them using the button at the bottom of this page. If you wish to amend any item, return to the summary page and make changes until the appeal is correct, then return here to submit it.

Disclaimer

You are only allowed to submit an appeal if you have legal responsibility for the child. By submitting the appeal using the button below, you are confirming that you have legal responsibility for the child detailed above, and that all details are correct to the best of your knowledge. If any details are incorrect, return to the summary screen and amend them before continuing. If you do not have legal responsibility to submit this appeal, you should sign out now.

I confirm that I have read and understood the information within the disclaimer.

[Print Summary](#)

[Return to Preference Summary](#)

[Submit Appeal\(s\)](#)

Once complete the below page will appear that tells you that you have submitted the appeal successfully.

Application Appeal(s) Submitted successfully

Your appeal(s) have been successfully submitted. You may now return to the application summary page and view information on your submitted appeals, or Sign Out.

You may log in again at any point to view your appeal(s) as they are being processed. Results will be available on the publicised date.

[← Return to Home Page](#)