



Coventry City Council

Parents Guide

Applying for a school place online

Online Admissions

Before starting your application, please make sure you have the following to hand:

- Your home postcode
- If applying for a place at a Catholic school, your child's place and date of Baptism
- Your Council Tax customer reference number

To log into the Admissions School pages, please click this link or copy and paste the address into your browser:

[https://emsonline.lea.coventry.sch.uk/CitizenPortal LIVE/](https://emsonline.lea.coventry.sch.uk/CitizenPortal_LIVE/)

You should then be taken directly to the log in page.

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



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 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

Add your security details

Title *

Forename *

Surname *

Gender *

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

* Required field

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

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

Postcode *

Find Address

I don't have a Postcode

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

Enter your Post Code

Find Address

Postcode *

Find Address

Enter Address Manually

25, Milton Road, Clapham, Bedford, MK41 6AS
44, Milton Road, Clapham, Bedford, MK41 6AS
66, Milton Road, Clapham, Bedford, MK41 6AS
85, Milton Road, Clapham, Bedford, MK41 6AS
101, Milton Road, Clapham, Bedford, MK41 6AS

Select

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

Click on Address

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, click 'Address Manually' and type the correct address in the boxes provided

House Number	<input type="text" value="85"/>
House Name	<input type="text"/>
Building Name	<input type="text"/>
Street Name	<input type="text" value="Milton Road"/>
District / Village	<input type="text" value="Clapham"/>
Town	<input type="text" value="Bedford"/>
County	<input type="text"/>
Postcode *	<input type="text" value="MK41 6AS"/>
Country	<input type="text" value="United Kingdom"/>

Find Address

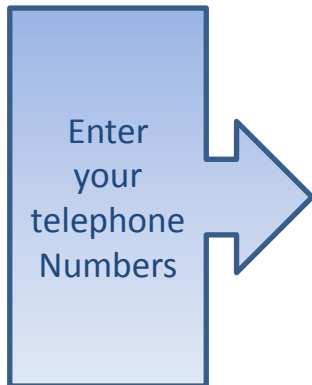
Please supply a telephone number where you can be contacted during normal office hours, if necessary.

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

Previous

Submit Registration

* Required field



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-4730-83d9faaf592a6bc5

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

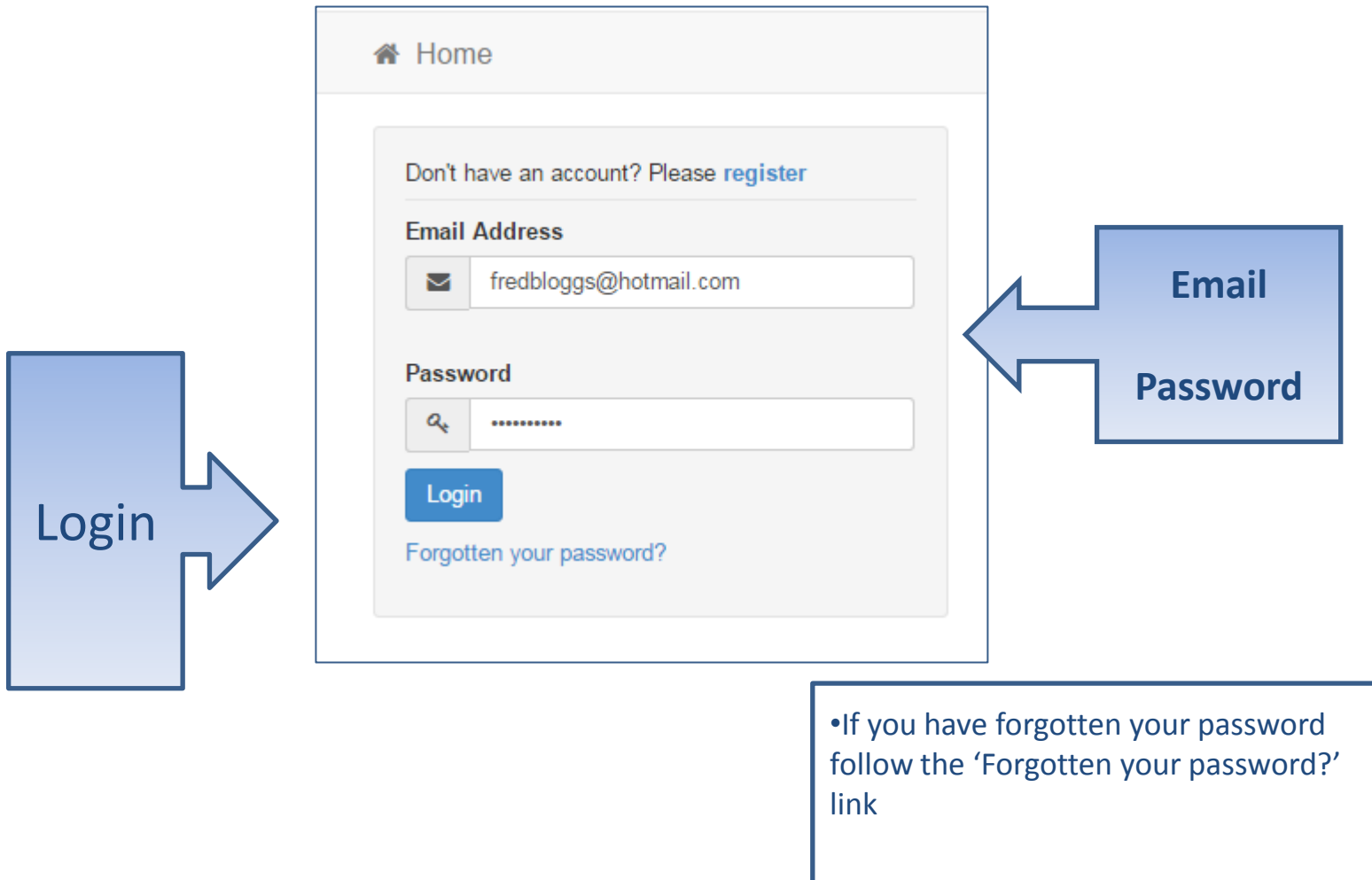
- If the email is not in you inbox, check your Junk Mail folder
- If the link is not highlighted copy and paste into your browsers URL box

🏠 Home

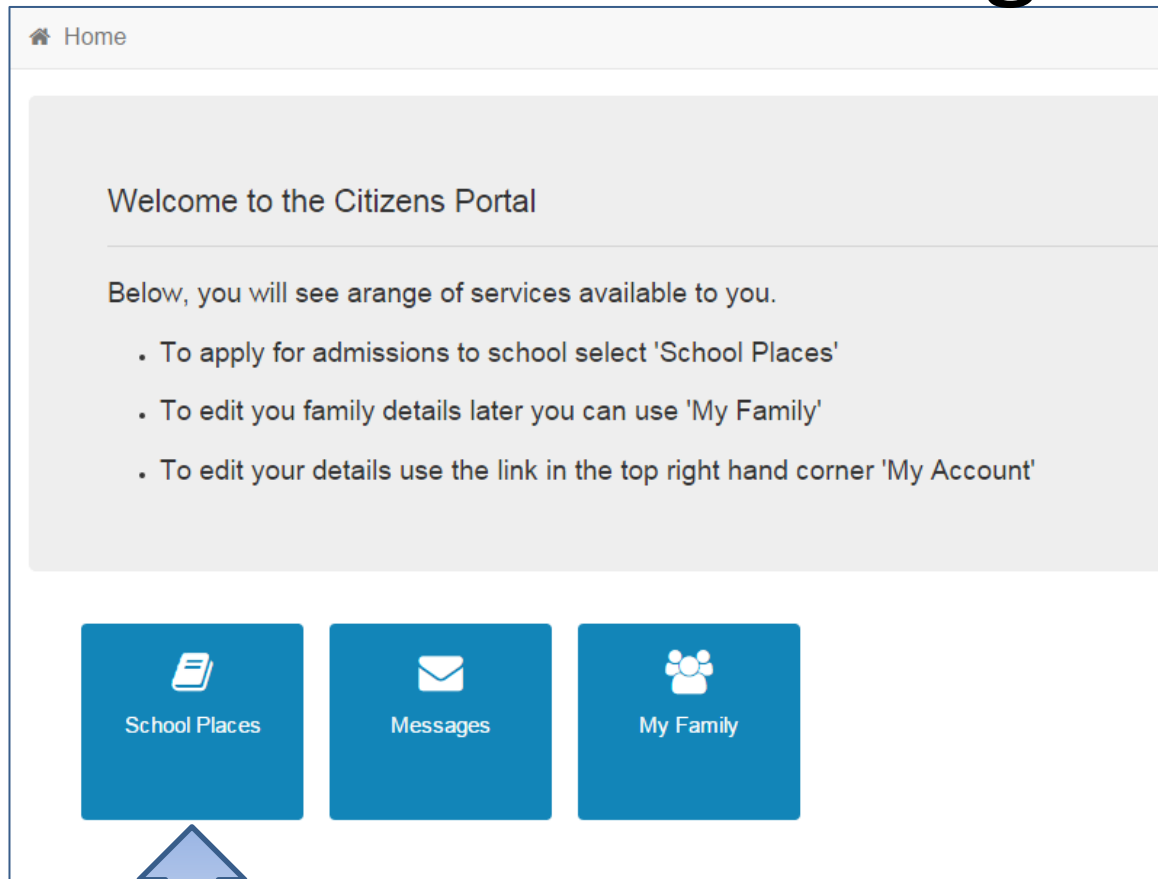
Thank you for registering

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



Your Home Page



Home

Welcome to the Citizens Portal

Below, you will see a range of services available to you.

- To apply for admissions to school select 'School Places'
- To edit your family details later you can use 'My Family'
- To edit your details use the link in the top right hand corner 'My Account'

School Places Messages My Family

Click **School Places**

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

Adding an Application

School Places

For help on completing an online application, please download our [userguide](#)

Before starting your application, please make sure you have the following to hand:

- Your home postcode
- If applying for a place at a Catholic school, your child's place and date of Baptism
- Your Council Tax customer reference number

If you are making a new application for admission to Primary, Junior, Secondary or Year 10 school please select: **'Add child'**.

If you have already started or submitted an application, please select: **'Change application'** or **'View application'**

You may continue to edit and re-submit your application until the following dates:

- for admission to Primary or Junior school in September 2018 until midnight on 15th January 2018.
- for admission to Secondary or Year 10 School in September 2018 until midnight on 31st October 2017.

IMPORTANT! If you go into 'change application' for any reason even if you make no changes, **it is essential that you re-submit** otherwise your application will **not** be considered.

Make a new application

You currently have no children without an application.

[Back](#)

[About](#)

[Contact Us](#)

[Terms and Conditions](#)

[Privacy Notice](#)

[Cookies Policy](#)

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[Add child](#)

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

Click Add Child

Add your child

Add Child

Add a child

Forename * Bert

Middle Name Harry

Surname * Bloggs

Gender * Male

Date of Birth * 12/12/2004

Relationship to Child * Father

Parental Responsibility * Yes No

Select Address * 85 Milton Road Clapham Bedford MK41 6AS UK

[Click to add new address](#)

[Cancel](#) [Add Child](#)

Relationship →

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

To confirm they live with you, click on the address box or click in the box below to add their address ←

The date on which the child was born

Add Child cont..

Parental Responsibility • Yes
 No
If you have legal responsibility for this child, select Yes

[← Use previous address](#)

House Number

House Name

Building Name

Street Name

District / Village

Town

County

Postcode •

Country

[Find Address](#)

[Cancel](#) [Add child](#)

Click **Add Child**
to continue

Start the application

School Places

For help on completing an online application, please download our [userguide](#)

Before starting your application, please make sure you have the following to hand:

- Your home postcode
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- for admission to Secondary or Year 10 School in September 2018 until midnight on 31st October 2017.

IMPORTANT! If you go into 'change application' for any reason even if you make no changes, **it is essential that you re-submit** otherwise your application will **not** be considered.

Make a new application

Can apply now

 Mickey Mouse
Date of birth: 07-Jul-2006

You can perform the following actions:

- **Start new application**



Back

Add child

When is your child changing school?

The screenshot shows a web interface for school admissions. At the top, there is a navigation bar with a home icon and the text 'Home' on the left, and 'My Account' and 'Sign Out' on the right. Below this is a dark blue header with a document icon and the text 'Admissions'. The main content area is titled 'School Admissions for September 2017'. Below the title, it says 'For your child's date of birth, you can apply for the following school places:'. There is a dark blue box containing the text 'Moving to secondary: DOB 01/09/05-31/08/06'. To the right of this box is a light blue box with the text 'Click the Box' and a large blue arrow pointing left towards the dark blue box. Below the dark blue box is an orange 'Back' button.

•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?

Admissions

Additional Child's Details

Does your child have a Statement of Special Educational Needs?

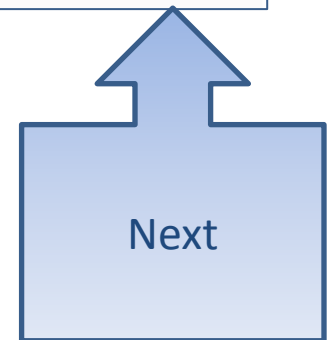
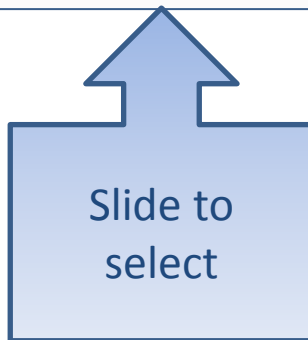
No

Is your child registered as being in the care of a Local Authority e.g. are they fostered or a 'Looked After' child?

Yes

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

No



Moving Home?

Address Details

You have previously indicated that Bert's current address is **85, Milton Road, Clapham, Bedford, MK41 6AS, UK**. If this is not Bert's current address, please update this via [My Family](#). Then please navigate back to School Places and select to 'Continue this application'. It is very important that we know the correct current address for Bert.

Moving Home?

(LA) If you are moving to the above address please supply date.

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](#)

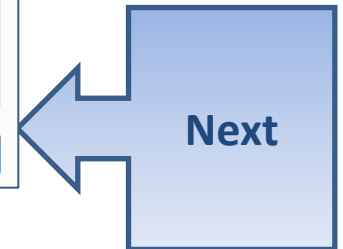
The next question is only for members of service (e.g. Army) and Crown Servant (e.g. Diplomat's) families. If this does not apply to you, please ignore this question and click the NEXT button below.

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

No

[Back](#)

[Next](#)



Current School

•IMPORTANT – If your child is applying for a place in reception skip to 'Your Preferences'

Child's Current School

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

Find a School

Postcode

Schools located in

School Name (Tip: Part names give better results)

Search

2 School(s) found

School Name	Gender	Address	Website
Coundon Primary School	CoEd	Forfield Road, COVENTRY, West Midlands, CV6 1FQ	
St Joseph's Roman Catholic Voluntary Aided Primary School, Coundon	CoEd	Victoria Lane, Coundon, , Bishop Auckland, County Durham, DL14 8NN	

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

Search for your child's current school

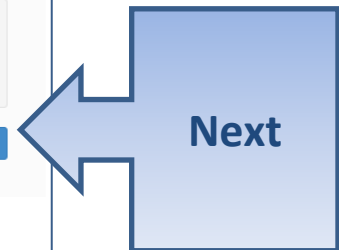
Click on the correct school

If your school is not listed change remove the **Postcode** and change the **Schools located in** to your local authority

Confirm School

IMPORTANT – If your child is applying for a place in reception skip to ‘Your Preferences’

The screenshot shows a web form titled "Child's Current School" under an "Admissions" header. It contains two main input sections. The first section has "School Name" (Raynsford Primary School (p4t)) and "School Address" (Park Lane, Henlow, BEDFORD, Simshire, SG18 8IK). Below these is a "Change current school" button. The second section is a text box for "Currently educated at:" with a "Next" button. A "Back" button is also present at the bottom left.



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

Your Preferences

Preference School Search

For help on completing an online application, please download our [userguide \(2.38mb\)](#).

We strongly advise you to list 3 schools and you must rank them in order of preference. The school you name first should be the one you would most like your child to go to.

You can find your catchment area school at: www.coventry.gov.uk/catchmentareas

We strongly recommend that you include your catchment school, even if it is your lowest preference.

If you choose to list just one (or two) schools and are unsuccessful, you may have no say in the school you are allocated.

If you don't include your catchment area school you could be allocated a school some distance from your home if nearer schools have received more applications than there are places.

If your child attends St Andrews C of E Infant School and you are requesting a place at Eastern Green Junior School, you will only need to include that one preference.

Requests for admission to private or independent schools must be made directly to the school and not to the Local Authority

If your child has a statement of special educational needs or an education, health and care plan then please contact the Special Educational Needs Team on 024 7683 1615 about agreeing a school placement rather than continuing with this application.

Please check the confirmation email to ensure that your choices have been entered in the correct order. Should you not receive a confirmation email on allocation day, please log in to your account and you will be able to see what school your child has been allocated.

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)

1 School(s) found

School Name	Website
Sidney Stringer Academy	

Back

Select

Schools Located In

Search for your school

If your school is not listed my default remove the **Postcode** and change the **Schools located in** to your local authority and enter part of the school name

Sibling attending the school?

Admissions

Preference Reasons: Sibling

In order to support your application for a place at Green Abbey School you can select appropriate reasons on the next pages.
(LA) Does your child have a sibling who will still be attending the school when your child starts?

No Yes

Back

Does your child have a brother or sister who will still be attending the school when your child starts? If the answer to this question is yes, you **MUST** enter the details of the child who is currently attending your preferred school on your application to ensure that you will be given a higher priority. **Failure to include this information may result in your child not being given a place.**

Click No or Yes

Sibling Details

In order to support your application for a place at Green Abbey School 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 address where

Forename

Middle Name

Surname

Gender Please select a gender

Date of Birth

Use previous address

House Number

House Name

Building Name

Street Name

District / Village

Town

If Yes
Tell us about them

Sibling's School

The sibling's current school is shown below.

School Name

School Address

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

Baptised Catholic?

Has your child been baptised? Please indicate in the box below. For your child to be considered under the Catholic criteria YOU MUST forward a copy of the Baptismal certificate to all Catholic schools you have requested by DATE.

Please provide details *

Close

Is your child a Baptised Catholic? (You have to click to tick the box and then type in the text box). If the answer to this question is yes, you **MUST** give a copy of the Baptismal certificate to **all** your chosen Catholic schools to ensure that your child is considered under the Catholic criteria. **Failure to send this information may result in your child not being given a place.**

Anything else we should know?

The image shows a screenshot of a web form titled "Other Reasons". The form contains a text area for entering reasons, a "Back" button, and a "Next" button. Annotations include a blue box with "Type in here" and an arrow pointing to the text area, and another blue box with "Next" and an arrow pointing to the "Next" button. A separate box at the bottom left contains the text: "Your reasons must be relevant to the schools admissions oversubscription criteria".

Other Reasons

You may tell us of any other reasons to support your application. If you have selected **Green Abbey School** for social or medical reasons you should give more details below. You may be contacted to discuss this further.

Other Reasons

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

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

Type in here

Next

Your reasons must be relevant to the schools admissions oversubscription criteria

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 31/10/2016 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	Sidney Stringer Academy	<input type="button" value="Edit"/> <input type="button" value="Remove"/>

Add more preferences

Your can add up to 3 preferences, and we strongly recommend you add more than one

Next

Submit Application

Admissions

Application for Mickey Mouse, Date of birth: 07/07/2006

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

It is important that the information you provide is accurate and honest. If we find that any information in your application is false and you are not entitled to the place you have been offered it will be withdrawn.

If you know anyone who is using an incorrect address you should phone us and we will investigate. Coventry Local Authority will check the information you have provided to prevent and detect fraud.

Data Protection

Data Protection

The data controller is Coventry City Council. The data provided to the Admissions and Benefits Team will only be used to allocate a school place for your child, for the purposes of a school appeal and for the efficient management of school places across the City.

Coventry City Council in fulfilling its data protection obligations will treat all personal data, held manually and on a computerised administration database with due care, and will only disclose data in accordance with the Data Protection Act 1998.

School Place Offer

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

Your offer will also be available on this website on 01/03/2016

I would like to receive my offer of a school place via email

Yes

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 31/10/2015 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 31/10/2015 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.

Yes

[Return Later](#)

[Submit Now](#)

[Back](#)

Read the
Terms and
conditions

- Offer by Email?
- Preview and check your application

Finally – 'I declare' and
Submit Now.

You **MUST** ensure your
application has been
submitted otherwise it will
not be considered

What next?

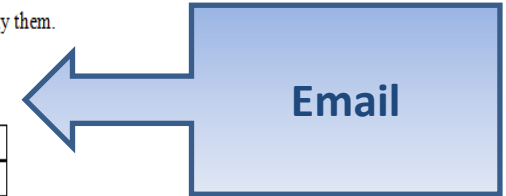
Thank you for submitting your application for a school place.

Your application has been received by the Coventry School Admissions Team and does not require any further action by you in order for it to be processed. However, if additional evidence or information is required for the schools you have expressed preferences for e.g. medical/baptism certificates or supplementary forms, you will need to supply them.

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

Rank	School Name	Address
1	Sidney Stringer Academy	2 Primrose Hill Street, COVENTRY, West Midlands, CV1 5LY
2	Barr's Hill School & Community College	Radford Road, COVENTRY, West Midlands, CV1 4BU
3	SEVA School	Sevak Education Trust, Eden Road, COVENTRY, CV2 2TB

If you wish to change the details of your application, you may do so by logging back into the School Admissions Service at any time until 23:59 on 31/10/2016.



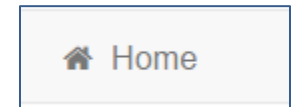
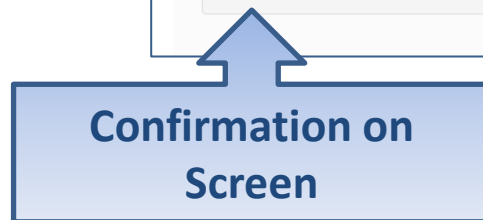
Admissions

Application for Bert Bloggs, Date of birth: 12/12/2004


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 31/10/2015 23:59. If you make any changes you **MUST RE-SUBMIT** it. Otherwise your application will not be considered.




What next?



School Places

Application submitted

 Bert Bloggs

Transfer to Secondary September 2016
Date of birth: 12-Dec-2004
Current age: 10
Last updated 26/08/2015 13:18
Submission closing date 31/10/2015 23:59
School Place Offer published here 01/03/2016

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.

For Primary/Junior places the closing date is 15th January 2018

For Secondary/Year 10 places the closing date is 31st October 2017

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 Internet Service Provider to see whether the email can be tracked and its fate discovered.

The service providers who suffer most from the problem of incorrectly identifying key emails as spam have proved to be aol.com, hotmail.com, hotmail.co.uk, yahoo.co.uk, yahoo.com and btinternet.com

- **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'
- **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.