



Coventry City Council

# Coventry Schools and Early Years Portal

User-Guide

Updated November 2022

1. Coventry Schools and Early Years Portal- Admissions User-guide .....	2
1.1 Logging in for the first time .....	2
1.2 Primary schools -view whether year 6 have applied to Secondary school.....	5
1.3 Viewing your applications .....	7
1.4 Verifying Siblings.....	10
1.5 Ranking applications .....	13
1.6 Primary schools -view where year 6 are going to Secondary school .....	18
1.7 Download Admissions Transfer File (ATF).....	20
Appendix 1 – Verifying Siblings.....	21
Appendix 2 – Ranking applications - Recommended sort orders by school (alphabetical order).....	22
Appendix 3 – what to do if you encounter an error message when clicking <i>View applications</i> .....	65

Please see also our video user-guides:

[Video user-guide: Verify Siblings – Primary](#)

[Video user-guide: Verify Siblings – Secondary](#)

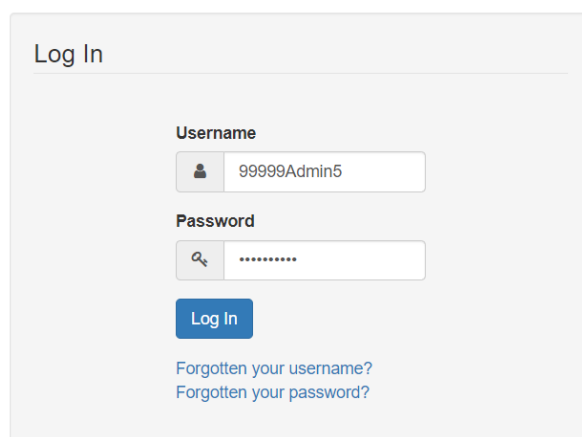
[Video user-guide: Ranking - Abridged](#)

[Video user-guide: Ranking - Full video](#)

# 1. Coventry Schools and Early Years Portal- Admissions User-guide

## 1.1 Logging in for the first time

1.1.1 Visit the URL below and enter your user-name and password  
[https://emsonline.lea.coventry.sch.uk/ProviderPortal\\_LIVE/Account/Account/Login](https://emsonline.lea.coventry.sch.uk/ProviderPortal_LIVE/Account/Account/Login)



1.1.2 You will see this screen and receive an e-mail asking you to click on a link to confirm your e-mail address



## Coventry Schools and Early Years Provider Portal

Home

### Register User

We have sent a confirmation email to your registered email address. The email contains a confirmation link which will bring you back to the main login page. You must use this link to continue with your registration.

1.1.3 Click on the link in the e-mail

Thank you for registering with the Coventry Schools and Early Years Provider 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. After you login you will be able to access the Coventry Schools and Early Years Provider Portal.

[https://emsonline.lea.coventry.sch.uk/ProviderPortal\\_TEST/Account/Account/ConfirmRegistration/75578\\_3490-4f9a-bb9c-64160678c1cb](https://emsonline.lea.coventry.sch.uk/ProviderPortal_TEST/Account/Account/ConfirmRegistration/75578_3490-4f9a-bb9c-64160678c1cb)


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

Coventry Schools and Early Years Provider Portal Administrator


#### 1.1.4 Re-enter your user-name and password

### Log In

**Username**

 99999Admin5

**Password**

 .....

**Log In**

[Forgotten your username?](#)  
[Forgotten your password?](#)

#### 1.1.5 Enter the password again and set a new one, known only to you





## Coventry Schools and Early Years Provider Portal


 Home

### Change Password

Your password must be changed to allow access to the portal.

**Current password** · 

**New password** · 

**Confirm new password** · 

**Change password**

#### 1.1.6 Click OK



## Coventry Schools and Early Years Provider Portal

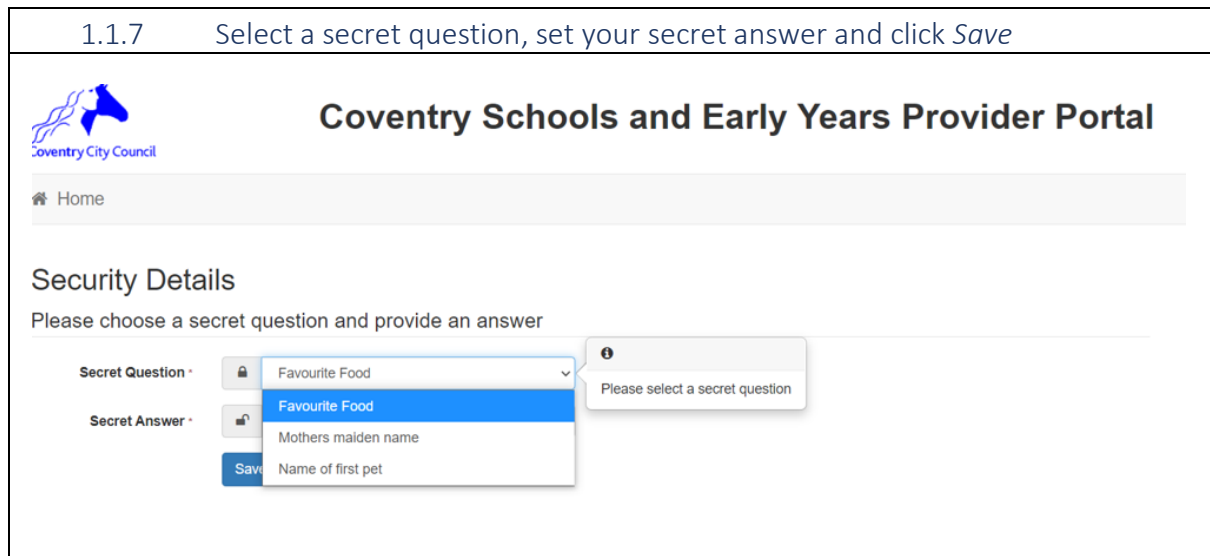
 Home


### Manage Account

Your password has been changed.

**OK**

1.1.7 Select a secret question, set your secret answer and click *Save*






 **Coventry Schools and Early Years Provider Portal**

[Home](#)

### Security Details

Please choose a secret question and provide an answer


**Secret Question**  Favourite Food 

**Secret Answer**  Favourite Food

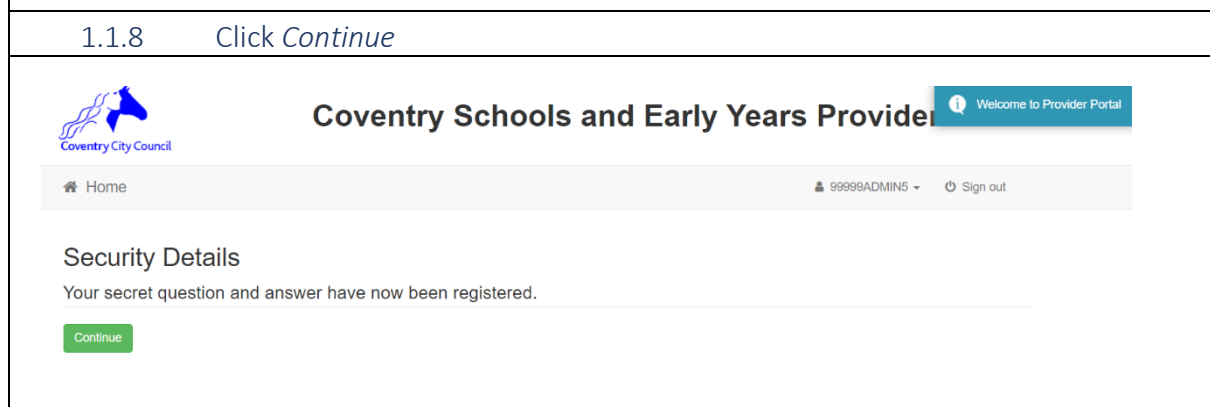
**Mothers maiden name**



**Name of first pet**



[Save](#)

 Please select a secret question

1.1.8 Click *Continue*



 **Coventry Schools and Early Years Provider Portal** 

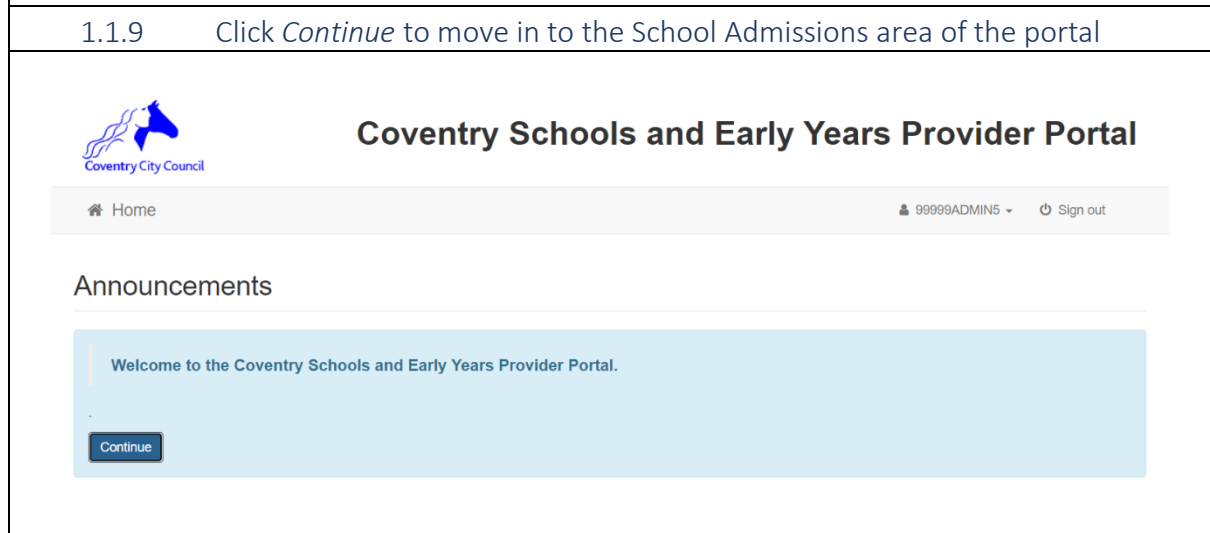
[Home](#)  99999ADMIN5  [Sign out](#)


### Security Details



Your secret question and answer have now been registered.

[Continue](#)

1.1.9 Click *Continue* to move in to the School Admissions area of the portal



 **Coventry Schools and Early Years Provider Portal**

[Home](#)  99999ADMIN5  [Sign out](#)

### Announcements

Welcome to the Coventry Schools and Early Years Provider Portal.

[Continue](#)

## 1.2 Primary schools -view whether year 6 have applied to Secondary school

- 1.2.1 When invited to view leaver application status, log in to the Coventry Schools and Early Years Provider Portal and click *View Leavers* in the Moving to secondary tile.

Moving to secondary: DOB 01/09/10-31/08/11

 [View Leavers](#)

- 1.2.2 Here you will see a list of Year 6 children and whether a school application has been received

☐ Only show those with no application submitted

Student Name	DoB	Gender	Student ID	Home LA	Application Submitted to Coventry LA
		Female		Coventry	✓
		Female		Coventry	
		Male		Coventry	✓
		Female		Coventry	
		Female		Coventry	✓

- 1.2.3 You can search for a particular child by typing their name

### Leavers School Admissions

Student(s) 0 (Home LA 0 Other LA 0 LA not record

1.2.4 You can filter the list to show those who haven't applied by ticking *Only show those with no application submitted*

☐ Only show those with no application submitted


.....

1.2.5 At any time, you can download the data you are viewing in to a csv file

☐ Only show those with no application submitted

## 1.3 Viewing your applications

### 1.3.1 Log in to the Coventry Schools and Early Years Provider Portal and click *View Applications*



### Coventry Schools and Early Years Provider Portal

Home 99999ADMIN2 Sign out

#### School Admissions

Welcome to the School Admissions Portal. Here, depending on your access rights, you will see a tile for each current or recent Admissions group along with options to carry out such activities as viewing applications to your school, ranking applications to your school (only if your school is an Own Admission Authority), verifying claimed siblings for applications to your school and viewing leavers and whether they have submitted an application. Please first identify the Admissions group and then select the option you require.

Moving to secondary: DOB 01/09/10-31/08/11

- View Applications
- Verify Claimed Siblings

### 1.3.2 Your applications will be shown in the table. If you wish to hide some of the columns or view other details included in the applications, click *Show/Hide Columns*. (If you encounter an error message when doing so, please follow the steps in Appendix 3 – what to do if you encounter an error message when clicking *View applications*)

#### Applications - Moving to secondary: DOB 01/09/10-31/08/11

Receiver Summary ^

PAN: 0

Applications: 0 ( )

Ranked: 0 Unranked: 0

Q Next > Download Show/Hide columns Choose sort order Clear All Ranks

Filter: Verified and unverified applications, Ranked and Unranked ^

Verified and unverified applications Ranked and Unranked Clear Filters

Highlight applications added between dd/mm/yyyy and 13/12/2021



1.3.3 The columns displayed in the table are on the right, in the Visible Columns list. To hide one of them, click on the small arrow to the left of the column name.

Show/Hide columns to display in applications list
X

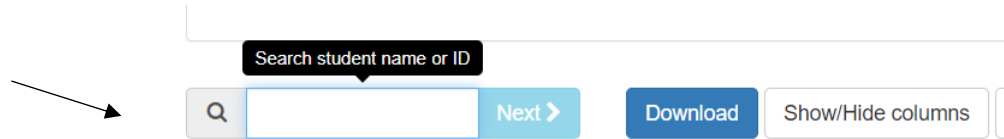
Hidden Columns	Visible Columns
Address verified	Rank
Application reference	Student name
Application verified	Address
Aptitude(s)	DoB
Crown service	Gender
Do not consider for mainstream	Student ID
EHCP/Statemented	Current school
Faith	Catchment (LA)
Feeder Link (Applicant)	Distance (LA)
Feeder Link (LA)	Postcode
Home LA	Sibling verified
Late	Public care
Medical	Named school
Multiple birth	Catchment (Applicant)
Pupil premium	Distance (Applicant)
Sibling claimed (Applicant)	School gender
Social	

1.3.4 The columns hidden from view are on the left, in the Hidden Columns list. To show one of these in the table, click on the small arrow to the right of the column name

Show/Hide columns to display in applications list
X

Hidden Columns	Visible Columns
Address verified	Rank
Application reference	Student name
Application verified	Address
Aptitude(s)	DoB
Crown service	Gender
Do not consider for mainstream	Student ID
EHCP/Statemented	Current school
Faith	Catchment (LA)
Feeder Link (Applicant)	Distance (LA)
Feeder Link (LA)	Postcode
Home LA	Sibling verified
Late	Public care
Medical	Named school
Multiple birth	Catchment (Applicant)
Pupil premium	Distance (Applicant)
Sibling claimed (Applicant)	School gender
Social	

1.3.5 You also have the option to search for a particular child, type their name into the search box and select *Next*



1.3.6 To view the full details of an application, hover your mouse over the application and when it is highlighted light orange, click on the application.

Rank	Student name	Address	DoB	Gender	Student ID	Current school	Catchment (LA)	Distance (LA)	Postcode	Sibling verified	Public care	Name school
1	Kangaroo, Kayla	Aspire Family Hub, Humber Avenue, Gosford Park, Coventry, CV1 2SF	04/09/2010	Female	425654				CV1 2SF	✓		
2	Dingo, Dahlia	Families for All Hub, 454 Foleshill Road, Foleshill, Coventry, CV6 5LB	03/09/2010	Female	425652				CV6 5LB	✓		
		Council House, Earl										

1.3.7 The full application details will be displayed



## Coventry Schools and Early Years Provider Portal

Home

99999ADMIN3 Sign out

### Application Details

#### Basic details

<b>Name</b>	Dahlia Dingo	<b>ID</b>	425652
<b>Date of Birth</b>	03 September 2010	<b>Gender</b>	Female
<b>Address verified</b>			
<b>Address</b>	Families for All Hub, 454 Foleshill Road, Foleshill, Coventry, CV6 5LB		
<b>Current School</b>			

#### Application details

<b>Application reference</b>	331-2022-09-K-206047	<b>Application verified</b>	
<b>On-time/Late</b>	On-time		
<b>Rank</b>	2		
<b>In Catchment</b>		<b>Distance</b>	
<b>Applicant claims Sibling</b>	✓	<b>Verified sibling</b>	✓

#### Sibling details

<b>Name</b>	David Dingo	<b>Date of Birth</b>	03 September 2008
<b>Gender</b>	Male	<b>Address</b>	Families for All Hub, 454 Foleshill Road

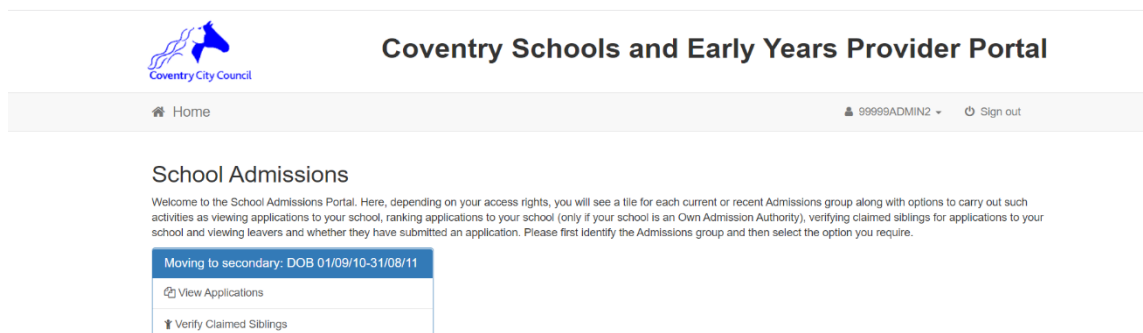
## 1.4 Verifying Siblings

Please also see our video user-guides:

[Video user-guide: Verify Siblings – Primary](#)

[Video user-guide: Verify Siblings – Secondary](#)

### 1.4.1 On the homepage, click on *Verify Claimed Siblings*.



**Coventry Schools and Early Years Provider Portal**

Home 99999ADMIN2 Sign out

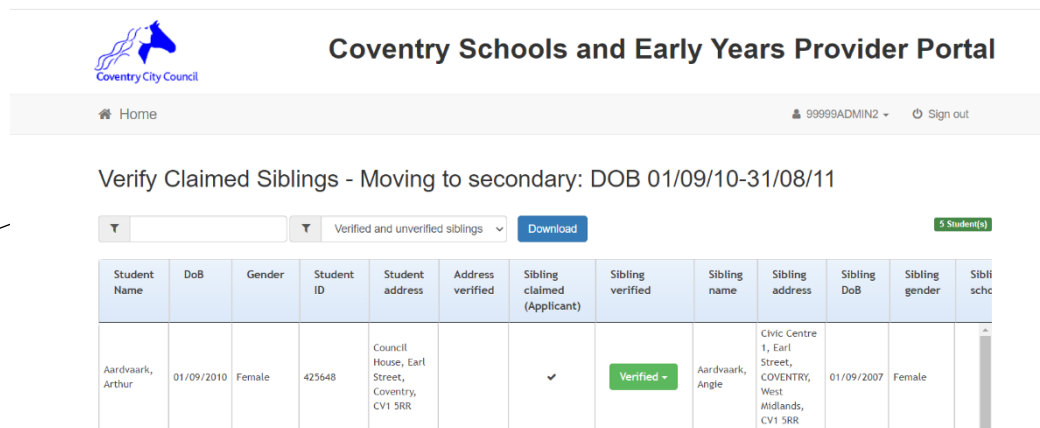
**School Admissions**

Welcome to the School Admissions Portal. Here, depending on your access rights, you will see a tile for each current or recent Admissions group along with options to carry out such activities as viewing applications to your school, ranking applications to your school (only if your school is an Own Admission Authority), verifying claimed siblings for applications to your school and viewing leavers and whether they have submitted an application. Please first identify the Admissions group and then select the option you require.

Moving to secondary: DOB 01/09/10-31/08/11

- View Applications
- Verify Claimed Siblings

### 1.4.2 If you wish to search for a particular child, enter part of their name into the search box and press *Enter* to filter the rows.



**Coventry Schools and Early Years Provider Portal**


Home 99999ADMIN2 Sign out

**Verify Claimed Siblings - Moving to secondary: DOB 01/09/10-31/08/11**

Verified and unverified siblings Download 5 Student(s)

Student Name	DoB	Gender	Student ID	Student address	Address verified	Sibling claimed (Applicant)	Sibling verified	Sibling name	Sibling address	Sibling DoB	Sibling gender	Sibling school
Aardvaark, Arthur	01/09/2010	Female	425648	Council House, Earl Street, Coventry, CV1 5RR		✓	Verified	Aardvaark, Angle	Civic Centre 1, Earl Street, COVENTRY, West Midlands, CV1 5RR	01/09/2007	Female	

- 1.4.3 You can filter your view on this page by clicking on the drop down menu and selecting which option you wish to view. To see a list of siblings awaiting verification, select *Unverified siblings only* and press *Enter*.



## Coventry Schools and Early Years Provider Portal

Home
99999ADMIN2 Sign out

Verify Claimed Siblings - Moving to secondary: DOB 01/09/10-31/08/11

Filter by verified/unverified siblings

Filter by verified/unverified siblings


Verified and unverified siblings  
 Verified siblings only  
 Unverified siblings only

Download

5 Student(s)

Student Name	DoB	Gender	Student ID	Student address	Address verified	Sibling claimed (Applicant)	Sibling verified	Sibling name	Sibling address	Sibling DoB	Sibling gender	Sibling school
Aardvaark, Arthur	01/09/2010	Female	425648	Council House, Earl Street, Coventry, CV1 5RR		✓	Verified +	Aardvaark, Angle	Civic Centre 1, Earl Street, COVENTRY, West Midlands, CV1 5RR	01/09/2007	Female	
Dingo, Dahlia	03/09/2010	Female	425652	Families for All Hub, 454 Foleshill Road, Foleshill, Coventry, CV6 5LB		✓	Verified +	Dingo, David	Families for All Hub, 454 Foleshill Road, Foleshill, Coventry, CV6 5LB	03/09/2008	Male	
Kanaroo.				Aspire Family Hub, Humber Avenue.				Kanaroo.	Aspire Family Hub, Humber Avenue.			

- 1.4.4 Information about the student who has applied for a place and the sibling can be found under the Student Name and Sibling Name columns



## Coventry Schools and Early Years Provider Portal

Home
99999ADMIN2 Sign out

Verify Claimed Siblings - Moving to secondary: DOB 01/09/10-31/08/11

Unverified siblings only


Unverified siblings only

Download

2 Student(s)

Student Name	DoB	Gender	Student ID	Student address	Address verified	Sibling claimed (Applicant)	Sibling verified	Sibling name	Sibling address	Sibling DoB	Sibling gender	Sibling school
Koala, Kacie	05/09/2010	Female	425656	Harmony Family Hub, Clifton Street, Hillfields, Coventry, CV1 5GR		✓	Not verified +	Koala, Kain	Harmony Family Hub, Clifton Street, Hillfields, Coventry, CV1 5GR	05/09/2005	Male	
Wallaby, Wilfred	02/09/2010	Male	425650	Mosaic Family Hub, Jardine Crescent, Tile Hill, Coventry, CV4 9PL		✓	Not verified +	Wallaby, Wilhelmina		02/09/2006	Female	

1.4.5 At any time, you can download the data to a spreadsheet by clicking *Download*.



## Coventry Schools and Early Years Provider Portal

[Home](#)
99999ADMIN2
[Sign out](#)

Verify Claimed Siblings - Moving to secondary: DOB 01/09/10-31/08/11

Filter by verified/unverified siblings

2 Student(s)

Student Name	DoB	Gender	SIB ID	Address	Sibling claimed (Applicant)	Sibling verified	Sibling name	Sibling address	Sibling DoB	Sibling gender	Sibb schc
Koala, Kacie	05/09/2010	Female	425656	Harmony Family Hub, Clifton Street, Hillfields, Coventry, CV1 5GR	✓	Not verified	Koala, Kain	Harmony Family Hub, Clifton Street, Hillfields, Coventry, CV1 5GR	05/09/2005	Male	
Wallaby, Wilfred	02/09/2010	Male	425650	Mosaic Family Hub, Jardine Crescent, Tile Hill, Coventry, CV4 9PL	✓	Not verified	Wallaby, Wilhelmina		02/09/2006	Female	

1.4.6 Once you have completed your ranking, e-mail [rising5@coventry.gov.uk](mailto:rising5@coventry.gov.uk) or [11plus@coventry.gov.uk](mailto:11plus@coventry.gov.uk) to notify the team that the verifications are complete.

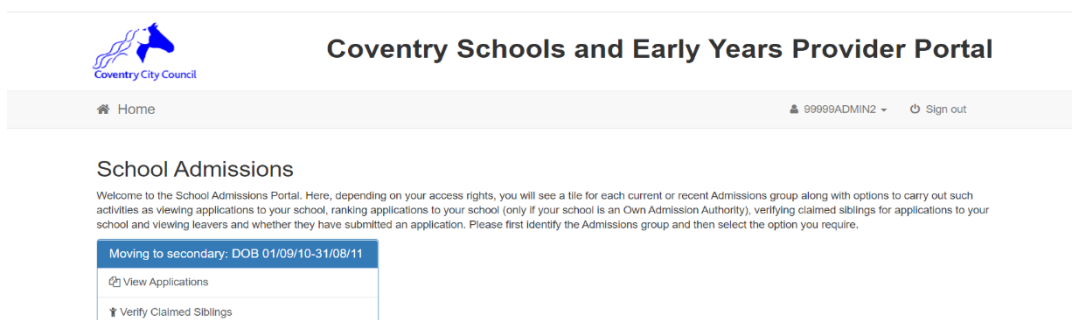
## 1.5 Ranking applications

Please also see our video user-guides:

[Video user-guide: Ranking - Abridged](#)

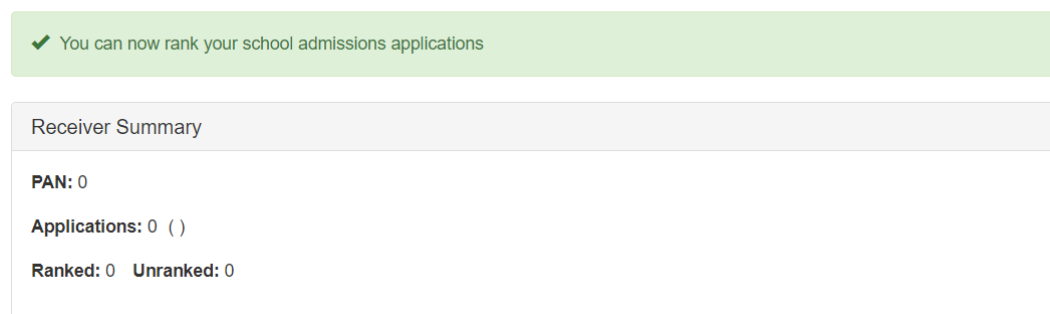
[Video user-guide: Ranking - Full video](#)

1.5.1 When invited to complete rankings, log in to the Coventry Schools and Early Years Provider Portal and click *View Applications*

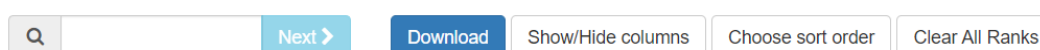


1.5.2 The notification that ranking is now available through the portal is shown in green. (If you encounter an error message when doing so, please follow the steps in Appendix 3 – what to do if you encounter an error message when clicking *View applications*)

### Applications - Moving to secondary: DOB 01/09/10-31/08/11



1.5.3 Start by ensuring the most useful columns are visible in your table. To do this, click *Show/Hide Columns*



1.5.4 Use the left hand and right hand arrows to move the columns you want to see displayed in the table on the right. We recommend ensuring that as a minimum, the following columns relevant to most admissions policies are visible before you start ranking:

Rank, Student ID, EHCP/Statemented, Faith, Public Care, Sibling Verified, Distance (LA), Staff Child, Postcode, Feeder Link (LA), Catchment (LA)

Show/Hide columns to display in applications list
X

Hidden Columns		Visible Columns	
Address	>	< EHCP/Statemented	< >
Address verified	>	< Rank	< >
Application reference	>	< Student ID	< >
Application verified	>	< Public care	< >
Aptitude(s)	>	< Faith	< >
Catchment (Applicant)	>	< Sibling verified	< >
Catchment (LA)	>	< Distance (LA)	< >
Crown service	>		
Current school	>		

1.5.5 Use the up and down arrows to put the criteria in the order you would like to see them displayed in the table. The criteria at the top will appear as the leftmost column of the table. We recommend ordering the criteria according to the precedence in your admissions criteria.

Show/Hide columns to display in applications list
X

Hidden Columns		Visible Columns	
Address	>	< Rank	< >
Address verified	>	< Student ID	< >
Application reference	>	< EHCP/Statemented	< >
Application verified	>	< Faith	< >
Aptitude(s)	>	< Public care	< >
Catchment (Applicant)	>	< Sibling verified	< >
Catchment (LA)	>	< Distance (LA)	< >
Crown service	>		
Current school	>		
Distance (Applicant)	>		

1.5.6 When you are happy with the criteria visible and the order they are displayed, click *Done*

Done

1.5.7 Continue by amending the sort order of the applications in line with your admissions criteria. To do this click *Choose sort order*

1.5.8 Use the left hand and right hand arrows to move the columns related to your admissions criteria to the right.

Choose sort order of applications list ✕

Available Columns

Aptitude(s)  
Catchment (Applicant)  
Catchment (LA)  
Crown service  
Current school  
Distance (Applicant)



Sorted Columns

Rank  
EHCP/Statemented  
Faith  
Sibling verified  
Public care  
Distance (LA)



1.5.9 Once you have done this, use the up and down arrows to put the criteria in order of precedence from top to bottom. (If you are not sure what criteria to use or what order to place it in, please see Appendix 2 – Ranking for a recommended order, based on your school's current admissions criteria.)

Choose sort order of applications list ✕

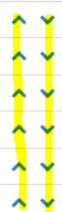
Available Columns

Aptitude(s)  
Catchment (Applicant)  
Catchment (LA)  
Crown service  
Current school  
Distance (Applicant)  
Do not consider for mainstream  
DoB



Sorted Columns

Rank  
EHCP/Statemented  
Faith  
Public care  
Sibling verified  
Distance (LA)



1.5.10 When you are happy with your sort order, click *Done*



1.5.11 If this sort has taken in to account all your admissions criteria, check you are happy with the order and select *Rank list in current order* and proceed to 1.5.15. If there is further work to so on the data, proceed to 1.5.12.

1.5.12 Once complete, download the data showing in the table to a spreadsheet by clicking *Download*.

✓ You can now rank your school admissions applications

Receiver Summary

**PAN:** 0

**Applications:** 0 ( )

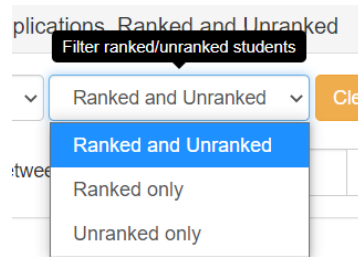
**Ranked:** 0 **Unranked:** 0

1.5.13 Once downloaded, continue to sort the applications according to your ranking criteria giving each application a rank, giving the application with highest priority rank 1 and the next rank 2 and the next rank 3 etc.

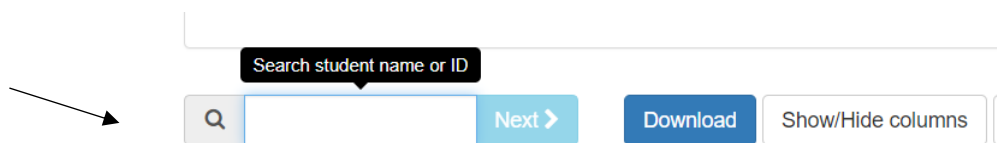
1.5.14 Return to the portal and add the rank for each application one at a time, by entering it in the Rank column

Rank	Student name	Address	DoB	Gender	Student ID	Current school	Catchment (LA)	Distance (LA)	Postcode	Sibling verified	Public care	Name schoc
1 ✓	Dingo, Dahlia	Families for All Hub, 454 Foleshill Road, Foleshill, Coventry, CV6 5LB	03/09/2010	Female	425652				CV6 5LB	✓		
TBC ✓	Kangaroo, Kayla	Aspire Family Hub, Humber Avenue, Gosford Park, Coventry, CV1 2SF	04/09/2010	Female	425654				CV1 2SF	✓		
TBC ✓	Aardvaark, Arthur	Council House, Earl Street, Coventry, CV1 5RR	01/09/2010	Female	425648				CV1 5RR			

1.5.15 If you wish to, you can filter the applications to show those applications that are Ranked, Unranked to show both Ranked and Unranked using the drop down menu



1.5.16 You also have the option to search for a particular child, type their Student ID into the search box and select *Next*




1.5.17 Once you have completed your ranking, e-mail [rising5@coventry.gov.uk](mailto:rising5@coventry.gov.uk) or [11plus@coventry.gov.uk](mailto:11plus@coventry.gov.uk) to notify the team that the ranks are complete.

## 1.6 Primary schools -view where year 6 are going to Secondary school

1.6.1 When invited to view leavers, log in to the Coventry Schools and Early Years Provider Portal and click *View Leavers* in the Moving to secondary tile.

Moving to secondary: DOB 01/09/10-31/08/11

 [View Leavers](#)

1.6.2 Here you will see a list of Year 6 children and their allocated school

### Leavers School Admissions - Moving to secondary: DOB 01/09/10-31/08/11

Student(s) 60 (Home LA 60 Other LA 0 LA not recorded 0) Application not submitted count 0 (Home LA 0 Other LA 0 LA not recorded 0)

☐ Only show those with no application submitted

[Clear Filters](#)

[Download](#)

60 Student(s)							
Student Name	DoB	Gender	Student ID	Home LA	Application Submitted to Coventry LA	Allocated School	Address
		Female		Coventry	✓	331 4001 Ernesford Grange Community Academy	
		Female		Coventry	✓	331 4002 Eden Girls' School	
		Male		Coventry	✓	331 4800 Blue Coat CE School & Music College	
		Female		Coventry	✓	331 4800 Blue Coat CE School & Music College	
		Female		Coventry	✓	331 4037 Finham Park Mathematics and Computing College	

1.6.3 You can search for a particular child by typing their name

### Leavers School Admissions

Student(s) 0 (Home LA 0 Other LA 0 LA not record

#### 1.6.4 You can also filter by allocated school

Secondary: DOB 01/09/10-31/08/11

Application submitted count 0 (Home LA 0 Other LA 0 LA not recorded 0)

Filter by Allocated School

331 4001 Ernesford Grange Community Academy

331 4002 Eden Girls' School

331 4008 Stoke Park School

331 4010 Foxford Community School

331 4011 Whitley Academy

331 4028 Caludon Castle School

331 4037 Finham Park Mathematics and Computing College

#### 1.6.5 At any time, you can download the data you are viewing in to a csv file

Leavers School Admissions - Moving to secondary: DOB 01/09/10-31/08/11

Student(s) 60 (Home LA 60 Other LA 0 LA not recorded 0)

Application not submitted count 0 (Home LA 0 Other LA 0 LA not recorded 0)

Filter by Allocated School

Student Home LA - any

Filter by Allocated School

☐ Only show those with no application submitted

Clear Filter

Download

## 1.7 Download Admissions Transfer File (ATF)

- 1.7.1 When invited to download your ATF, log in to the Coventry Schools and Early Years Provider Portal and click *Download ATF files* in the Moving to secondary/primary tile

Moving to secondary: DOB 01/09/10-31/08/11	
	View Applications
	View Allocations
	Verify Claimed Siblings
	View Leavers
	Download ATF Files

- 1.7.2 Select *All Allocated Students/Allocated/Accepted* and click *Download*

Downloads-Moving to secondary: DOB 01/09/10-31/08/11

A&T Export: ATF-File	
Student selection from EMS	
<input checked="" type="radio"/>	All Allocated and Provisional Students(Allocated / Accepted / Provisional)
<input type="radio"/>	All Allocated Students(Allocated/Accepted)
<div>Download</div>	

## Appendix 1 – Verifying Siblings

Verifying siblings relates to the school admissions team undertaking the necessary verification of each application that has stated a sibling already attends the school in question.

Each school has its own admissions and sibling verification criteria which will be adhered to when undertaking this task.

When referring to Brothers and Sisters, the guidelines suggest that brothers and sisters are those children who live at the same address and either have one or both natural parents in common; are related by a parent's marriage or whose parents are living as partners. We include children who are adopted within our definition of brothers and sisters.

All brothers or sisters must still be attending the school when the applicant is due to be admitted. Please note that children attending nursery will not be classed as brothers or sisters for the purposes of this definition as they are not attending the main school.

If you are in any way unsure if verification criteria have been met, then please contact Coventry City Council admissions team for further information. Should further information be required, contact can be made with the previous school to clarify sibling status.

## Appendix 2 – Ranking applications - Recommended sort orders by school (alphabetical order)

### All Souls' Catholic Primary School

Choose sort order of applications list

X

Available Columns



Sorted Columns

Aptitude(s)	>	< Rank	<	>
Catchment (Applicant)	>	< EHCP/Statemented	<	>
Catchment (LA)	>	< Faith	<	>
Crown service	>	< Public care	<	>
Current school	>	< Sibling verified	<	>
Distance (Applicant)	>	< Distance (LA)	<	>
Do not consider for mainstream	>			

Once the applications have been sorted by these criteria, download the spreadsheet, highlight the cells in green where the child is Catholic, add a column for whether the child lives in the parish, noting TRUE or FALSE for each child and sort the data in the spreadsheet as shown below. Once satisfied with the order, add your rankings to the portal.

Sort

?

X

☒ My data has headers

Column	Sort On	Order
Sort by EHCP/Statemented	Cell Values	Largest to Smallest
Then by Faith	Cell Color	On Top
Then by Public care	Cell Values	Largest to Smallest
Then by Live in Parish	Cell Values	Largest to Smallest
Then by Sibling verified	Cell Values	Largest to Smallest
Then by Distance (LA)	Cell Values	Smallest to Largest

## Barr's Hill School

Choose sort order of applications list

X

### Available Columns

Aptitude(s)	>
Catchment (Applicant)	>
Crown service	>
Current school	>
Distance (Applicant)	>
Do not consider for mainstream	>
DoB	>

### Sorted Columns

< EHCP/Statemented	^	v
< Public care	^	v
< Catchment (LA)	^	v
< Sibling verified	^	v
< Distance (LA)	^	v

Once the applications have been sorted by these criteria check you are happy with the order and select *Rank list in current order*



## Bishop Ullathorne Catholic School

Choose sort order of applications list

X

Available Columns

Aptitude(s)	>
Catchment (Applicant)	>
Catchment (LA)	>
Crown service	>
Current school	>
Distance (Applicant)	>

Sorted Columns

< EHCP/Statemented	<	>
< Faith	<	>
< Public care	<	>
< Feeder Link (LA)	<	>
< Distance (LA)	<	>

Once the applications have been sorted by these criteria, download the spreadsheet, highlight the cells in green where the child is Catholic and add a column for whether the child 'Lives a feeder parish area and is baptised', noting TRUE or FALSE for each child and sort the data in the spreadsheet as shown below. Once satisfied with the order, add your rankings to the portal.

Sort

?

X

+ Add Level
✖ Delete Level
📄 Copy Level
⬆ ⬇
Options...
☒ My data has headers

Column	Sort On	Order
Sort by EHCP/Statemented	Cell Values	Largest to Smallest
Then by Faith	Cell Color	<div>🟢</div> On Top
Then by Public Care	Cell Values	Largest to Smallest
Then by Feeder link (LA)	Cell Values	Largest to Smallest
Then by Lives in Feeder Parish	Cell Values	Smallest to Largest
Then by Distance (LA)	Cell Values	Smallest to Largest

OK
Cancel

## Caludon Castle

Choose sort order of applications list

X

### Available Columns

Aptitude(s)	>
Catchment (Applicant)	>
Crown service	>
Current school	>
Distance (Applicant)	>
Do not consider for mainstream	>
DoB	>

### Sorted Columns

< EHCP/Statemented	^	v
< Public care	^	v
< Catchment (LA)	^	v
< Sibling verified	^	v
< Distance (LA)	^	v

Once the applications have been sorted by these criteria check you are happy with the order and select *Rank list in current order*

Next >

Download

Show/Hide columns

Choose sort order

Rank list in current order

## Coundon Court

Choose sort order of applications list

X

### Available Columns



Aptitude(s)	>
Catchment (Applicant)	>
Crown service	>
Current school	>
Distance (Applicant)	>
Do not consider for mainstream	>
DOB	>

### Sorted Columns

< EHCP/Statemented	^	v
< Public care	^	v
< Staff child	^	v
< Catchment (LA)	^	v
< Sibling verified	^	v
< Distance (LA)	^	v

Once the applications have been sorted by these criteria check you are happy with the order and select *Rank list in current order*



Next >

Download

Show/Hide columns

Choose sort order

Rank list in current order

## Coventry Blue Coat Church of England School & Music College

Choose sort order of applications list

X

Available Columns



Sorted Columns

Aptitude(s)	>	< EHCP/Statemented	<	>
Catchment (Applicant)	>	< Public care	<	>
Catchment (LA)	>	< Sibling verified	<	>
Crown service	>	< Staff child	<	>
Current school	>	< Distance (LA)	<	>

Once the applications have been sorted by these criteria, download the spreadsheet, add three columns to denote whether the child meets criteria 1, 2 and 3 noting TRUE or FALSE for each child in each column and sort the data in the spreadsheet as shown below. Once satisfied with the order, add your rankings to the portal.

- 1) Can demonstrate frequent participation by the child and either of their parents or guardians in the life of a Church of England worshipping community.
- 2) Can demonstrate frequent participation by the child and their parent(s) or family members, in the life of "another Christian worshipping community" recognised by the governing body
- 3) Can demonstrate frequent participation by the child and their parent(s) or family members, in the life of a recognised place of worship for other major world faiths.

Sort

?

X

+ Add Level
✖ Delete Level
📄 Copy Level
⬆ ⬇
Options...
☒ My data has headers

Column	Sort On	Order
Sort by EHCP	Cell Values	Largest to Smallest
Then by Public Care	Cell Values	Largest to Smallest
Then by Sibling verified	Cell Values	Largest to Smallest
Then by Faith criteria 1	Cell Values	Largest to Smallest
Then by Staff	Cell Values	Largest to Smallest
Then by Faith criteria 2	Cell Values	Largest to Smallest
Then by Faith criteria 3	Cell Values	Largest to Smallest
Then by Distance (LA)	Cell Values	Smallest to Largest

## Cardinal Newman Catholic School

Choose sort order of applications list

X

Available Columns

Sorted Columns

Aptitude(s)	>	< EHCP/Statemented	^ v
Catchment (Applicant)	>	< Faith	^ v
Catchment (LA)	>	< Public care	^ v
Crown service	>	< Staff child	^ v
Current school	>	< Feeder Link (LA)	^ v
Distance (Applicant)	>	< Sibling verified	^ v
Do not consider for mainstream	>	< Distance (LA)	^ v

Once the applications have been sorted by these criteria, download the spreadsheet, highlight the cells in green where the child is Catholic and add a column for whether the child 'Attends a feeder school and is baptised', noting TRUE or FALSE for each child and sort the data in the spreadsheet as shown below. Once satisfied with the order, add your rankings to the portal.

Sort ? X

☒ My data has headers

Column	Sort On	Order
Sort by EHCP	Cell Values	Largest to Smallest
Then by Faith	Cell Color	<div> <input type="text" value="Green"/> <input type="button" value="On Top"/> </div>
Then by Public Care	Cell Values	Largest to Smallest
Then by Staff	Cell Values	Smallest to Largest
Then by Feeder School and B	Cell Values	Largest to Smallest
Then by Sibling verified	Cell Values	Largest to Smallest
Then by Feeder link (LA)	Cell Values	Smallest to Largest
Then by Distance (LA)	Cell Values	Smallest to Largest

## Cardinal Wiseman Catholic School

Choose sort order of applications list

X

Available Columns

Aptitude(s)	>
Catchment (Applicant)	>
Catchment (LA)	>
Crown service	>
Current school	>
Distance (Applicant)	>

Sorted Columns

< EHCP/Statemented	<	>
< Faith	<	>
< Public care	<	>
< Feeder Link (LA)	<	>
< Distance (LA)	<	>

Once the applications have been sorted by these criteria, download the spreadsheet, highlight the cells in green where the child is Catholic and add a column for whether the child 'Lives a feeder parish area and is baptised', noting TRUE or FALSE for each child and sort the data in the spreadsheet as shown below. Once satisfied with the order, add your rankings to the portal.

Sort

?

X

+ Add Level
✖ Delete Level
📄 Copy Level
⬆ ⬇
Options...
☒ My data has headers

Column	Sort On	Order
Sort by EHCP/Statemented	Cell Values	Largest to Smallest
Then by Faith	Cell Color	<div> <div></div> <div>On Top</div> </div>
Then by Public Care	Cell Values	Largest to Smallest
Then by Feeder link (LA)	Cell Values	Largest to Smallest
Then by Lives in Feeder Parish	Cell Values	Smallest to Largest
Then by Distance (LA)	Cell Values	Smallest to Largest

OK
Cancel

## Christ the King Catholic Primary School

Choose sort order of applications list

X

Available Columns

Aptitude(s)	>
Catchment (Applicant)	>
Crown service	>
Distance (Applicant)	>
Distance (LA)	>
Do not consider for mainstream	>

Sorted Columns

< Rank	^	v
< EHCP/Statemented	^	v
< Faith	^	v
< Public care	^	v
< Catchment (LA)	^	v
< Sibling verified	^	v

Once the applications have been sorted by these criteria, download the spreadsheet, highlight the cells in green where the child is Catholic, and sort the data in the spreadsheet as shown below. Once satisfied with the order, add your rankings to the portal.

Sort

?

X

+ Add Level

✖ Delete Level

📄 Copy Level

⬆

⬇

Options...

☒ My data has headers

Column	Sort On	Order
Sort by EHCP/Statemented	Cell Values	Largest to Smallest
Then by Faith	Cell Color	<div>🟢</div> On Top
Then by Public Care	Cell Values	Largest to Smallest
Then by Catchment	Cell Values	Largest to Smallest
Then by Sibling verified	Cell Values	Largest to Smallest

OK

Cancel

## Corpus Christi Catholic Primary School

Choose sort order of applications list

X

Available Columns

Sorted Columns

Aptitude(s)	>	<	Rank	<	>
Catchment (Applicant)	>	<	EHCP/Statemented	<	>
Catchment (LA)	>	<	Faith	<	>
Crown service	>	<	Public care	<	>
Current school	>	<	Sibling verified	<	>
Distance (Applicant)	>	<	Distance (LA)	<	>
Do not consider for mainstream	>				

Once the applications have been sorted by these criteria, download the spreadsheet, highlight the cells in green where the child is Catholic, add a column for whether the child lives in the parish, noting TRUE or FALSE for each child and sort the data in the spreadsheet as shown below. Once satisfied with the order, add your rankings to the portal.

Sort

?

X

+ Add Level
✖ Delete Level
📄 Copy Level
^
v
Options...
☒ My data has headers

Column	Sort On	Order
Sort by EHCP/Statemented	Cell Values	Largest to Smallest
Then by Faith	Cell Color	<div></div> On Top
Then by Public care	Cell Values	Largest to Smallest
Then by Live in Parish	Cell Values	Largest to Smallest
Then by Sibling verified	Cell Values	Largest to Smallest
Then by Distance (LA)	Cell Values	Smallest to Largest

OK
Cancel



## Eden Girls' School

Choose sort order of applications list

X

Available Columns



Aptitude(s)	>
Catchment (Applicant)	>
Catchment (LA)	>
Crown service	>
Current school	>
Distance (Applicant)	>

Sorted Columns

< Rank	>	>
< EHCP/Statemented	>	>
< Public care	>	>
< Staff child	>	>
< Sibling verified	>	>
< Distance (LA)	>	>

Once the applications have been sorted by these criteria, download the spreadsheet, add a column to denote where children meet the exceptional circumstances criteria noting TRUE or FALSE for each child and sort the data as shown in the spreadsheet below. Once satisfied with the order, add your rankings to the portal.

Sort

?

X

+ Add Level

✖ Delete Level

📄 Copy Level



Options...

☒ My data has headers

Column	Sort On	Order
Sort by	EHCP	Cell Values
Then by	Public Care	Cell Values
Then by	Staff	Cell Values
Then by	Sibling verified	Cell Values
Then by	Exceptional circumst	Cell Values
Then by	Distance (LA)	Cell Values

## Ernesford Grange

Choose sort order of applications list

X

Available Columns



Aptitude(s)	>
Catchment (Applicant)	>
Crown service	>
Current school	>
Distance (Applicant)	>
Do not consider for mainstream	>
DOB	>

Sorted Columns

< EHCP/Statemented	^	v
< Public care	^	v
< Staff child	^	v
< Catchment (LA)	^	v
< Sibling verified	^	v
< Distance (LA)	^	v

Once the applications have been sorted by these criteria check you are happy with the order and select *Rank list in current order*



Next >

Download

Show/Hide columns

Choose sort order

Rank list in current order

## Finham Park 2

Choose sort order of applications list

X

### Available Columns

Aptitude(s)	>
Catchment (Applicant)	>
Catchment (LA)	>
Crown service	>
Current school	>
Distance (Applicant)	>

### Sorted Columns

< Rank	^	v
< EHCP/Statemented	^	v
< Public care	^	v
< Sibling verified	^	v
< Staff child	^	v
< Distance (LA)	^	v

Once the applications have been sorted by these criteria check you are happy with the order and select *Rank list in current order*

[Next >](#) [Download](#) [Show/Hide columns](#) [Choose sort order](#) [Rank list in current order](#)

Once complete, manually amend the final rankings to reflect the allocation of places according to distance from the school.

## Finham Park

Choose sort order of applications list

X

Available Columns

Aptitude(s)	>
Catchment (Applicant)	>
Crown service	>
Current school	>
Distance (Applicant)	>
Do not consider for mainstream	>
DoB	>

Sorted Columns

< EHCP/Statemented	^	v
< Public care	^	v
< Sibling verified	^	v
< Staff child	^	v
< Catchment (LA)	^	v
< Distance (LA)	^	v

Once the applications have been sorted by these criteria check you are happy with the order and select *Rank list in current order*

Q

Next >

Download

Show/Hide columns

Choose sort order

Rank list in current order

## Foxford

Choose sort order of applications list

X

### Available Columns

Aptitude(s)	>
Catchment (Applicant)	>
Crown service	>
Current school	>
Distance (Applicant)	>
Do not consider for mainstream	>
DoB	>

### Sorted Columns

< EHCP/Statemented	^	v
< Public care	^	v
< Catchment (LA)	^	v
< Sibling verified	^	v
< Distance (LA)	^	v

Once the applications have been sorted by these criteria check you are happy with the order and select *Rank list in current order*



Next >

Download

Show/Hide columns

Choose sort order

Rank list in current order

## Grace Academy

Choose sort order of applications list

X

### Available Columns

Aptitude(s)	>
Catchment (Applicant)	>
Crown service	>
Current school	>
Distance (Applicant)	>
Do not consider for mainstream	>
DoB	>

### Sorted Columns

< EHCP/Statemented	^	v
< Public care	^	v
< Catchment (LA)	^	v
< Sibling verified	^	v
< Distance (LA)	^	v

Once the applications have been sorted by these criteria check you are happy with the order and select *Rank list in current order*



Next >

Download

Show/Hide columns

Choose sort order

Rank list in current order

## Good Shepherd Catholic Primary School

Choose sort order of applications list

X

Available Columns

Sorted Columns

Aptitude(s)	>	<	Rank	<	>
Catchment (Applicant)	>	<	EHCP/Statemented	<	>
Catchment (LA)	>	<	Faith	<	>
Crown service	>	<	Public care	<	>
Current school	>	<	Sibling verified	<	>
Distance (Applicant)	>	<	Distance (LA)	<	>
Do not consider for mainstream	>				

Once the applications have been sorted by these criteria, download the spreadsheet, highlight the cells in green where the child is Catholic, add a column for whether the child lives in the parish, noting TRUE or FALSE for each child and sort the data in the spreadsheet as shown below. Once satisfied with the order, add your rankings to the portal.

Sort

?

X

+ Add Level
✖ Delete Level
📄 Copy Level
⬆ ⬇
Options...
☒ My data has headers

Column	Sort On	Order
Sort by EHCP/Statemented	Cell Values	Largest to Smallest
Then by Faith	Cell Color	<div></div> On Top
Then by Public care	Cell Values	Largest to Smallest
Then by Live in Parish	Cell Values	Largest to Smallest
Then by Sibling verified	Cell Values	Largest to Smallest
Then by Distance (LA)	Cell Values	Smallest to Largest

OK
Cancel

## Holy Family Catholic Primary School

Choose sort order of applications list

X

Available Columns

Sorted Columns

Aptitude(s)	>	<	Rank	<	>
Catchment (Applicant)	>	<	EHCP/Statemented	<	>
Catchment (LA)	>	<	Faith	<	>
Crown service	>	<	Public care	<	>
Current school	>	<	Sibling verified	<	>
Distance (Applicant)	>	<	Distance (LA)	<	>
Do not consider for mainstream	>				

Once the applications have been sorted by these criteria, download the spreadsheet, highlight the cells in green where the child is Catholic, add a column for whether the child lives in the parish, noting TRUE or FALSE for each child and sort the data in the spreadsheet as shown below. Once satisfied with the order, add your rankings to the portal.

Sort

?

X

+ Add Level
✖ Delete Level
📄 Copy Level
⬆ ⬇
Options...
☒ My data has headers

Column	Sort On	Order
Sort by EHCP/Statemented	Cell Values	Largest to Smallest
Then by Faith	Cell Color	<div style="background-color: #90EE90; width: 20px; height: 15px; display: inline-block;"></div> On Top
Then by Public care	Cell Values	Largest to Smallest
Then by Live in Parish	Cell Values	Largest to Smallest
Then by Sibling verified	Cell Values	Largest to Smallest
Then by Distance (LA)	Cell Values	Smallest to Largest

OK
Cancel



## Leigh Church of England Academy

Choose sort order of applications list

X

Available Columns

Sorted Columns

Aptitude(s)	>	< Rank	<	>
Catchment (Applicant)	>	< EHCP/Statemented	<	>
Catchment (LA)	>	< Public care	<	>
Crown service	>	< Sibling verified	<	>

Once the applications have been sorted by these criteria, download the spreadsheet, add a column for whether the child lives in the priority area and whether they meet the faith criteria, noting TRUE or FALSE for each child, and sort the data in the spreadsheet as shown below. Once satisfied with the order, add your rankings to the portal.

Sort

?

X

+ Add Level
✖ Delete Level
📄 Copy Level
⬆
⬇
Options...
☒ My data has headers

Column	Sort On	Order
Sort by	EHCP/Statemented	Cell Values
Then by	Public care	Cell Values
Then by	Priority area	Cell Values
Then by	Sibling verified	Cell Color
Then by	Faith criteria	Cell Values

On Top

## Lyng Hall

Choose sort order of applications list

X

### Available Columns

Aptitude(s)	>
Catchment (Applicant)	>
Crown service	>
Current school	>
Distance (Applicant)	>
Do not consider for mainstream	>
DoB	>
...	>

### Sorted Columns

< EHCP/Statemented	^	v
< Public care	^	v
< Sibling verified	^	v
< Staff child	^	v
< Catchment (LA)	^	v
< Distance (LA)	^	v

Once the applications have been sorted by these criteria check you are happy with the order and select *Rank list in current order*



Next >

Download

Show/Hide columns

Choose sort order

Rank list in current order

## Meadow Park

Choose sort order of applications list

X

Available Columns

Aptitude(s)	>
Catchment (Applicant)	>
Crown service	>
Current school	>
Distance (Applicant)	>
Do not consider for mainstream	>
DoB	>

Sorted Columns

< EHCP/Statemented	<	>
< Public care	<	>
< Catchment (LA)	<	>
< Staff child	<	>
< Sibling verified	<	>
< Distance (LA)	<	>

Once the applications have been sorted by these criteria, download the spreadsheet, add a column for whether the child *lives in catchment and has a verified sibling* noting TRUE or FALSE for each child and sort the data in the spreadsheet as shown below. Once satisfied with the order, add your rankings to the portal.

Sort

?

X

+ Add Level
✗ Delete Level
📄 Copy Level
⬆ ⬇
Options...
☒ My data has headers

Column	Sort On	Order
Sort by EHCP	Cell Values	Largest to Smallest
Then by Public Care	Cell Values	Largest to Smallest
Then by Catchment & Sibling	Cell Values	Largest to Smallest
Then by Catchment	Cell Values	Largest to Smallest
Then by Staff	Cell Values	Largest to Smallest
Then by Sibling verified	Cell Values	Largest to Smallest
Then by Distance (LA)	Cell Values	Largest to Smallest

## Our Lady of the Assumption Catholic Primary School

Choose sort order of applications list

X

Available Columns

Sorted Columns

Aptitude(s)	>	< Rank	<	>
Catchment (Applicant)	>	< EHCP/Statemented	<	>
Catchment (LA)	>	< Faith	<	>
Crown service	>	< Public care	<	>
Current school	>	< Sibling verified	<	>
Distance (Applicant)	>	< Distance (LA)	<	>
Do not consider for mainstream	>			

Once the applications have been sorted by these criteria, download the spreadsheet, highlight the cells in green where the child is Catholic, add a column for whether the child lives in the parish, noting TRUE or FALSE for each child and sort the data in the spreadsheet as shown below. Once satisfied with the order, add your rankings to the portal.

Sort

?

X

+ Add Level
✖ Delete Level
📄 Copy Level
⬆ ⬇ ⬆
Options...
☒ My data has headers

Column	Sort On	Order
Sort by EHCP/Statemented	Cell Values	Largest to Smallest
Then by Faith	Cell Color	<div style="background-color: #90EE90; width: 20px; height: 15px; display: inline-block;"></div> On Top
Then by Public care	Cell Values	Largest to Smallest
Then by Live in Parish	Cell Values	Largest to Smallest
Then by Sibling verified	Cell Values	Largest to Smallest
Then by Distance (LA)	Cell Values	Smallest to Largest

OK
Cancel

## President Kennedy

Choose sort order of applications list

X

### Available Columns

Aptitude(s)	>
Catchment (Applicant)	>
Crown service	>
Current school	>
Distance (Applicant)	>
Do not consider for mainstream	>
DoB	>

### Sorted Columns

< EHCP/Statemented	^	v
< Public care	^	v
< Catchment (LA)	^	v
< Sibling verified	^	v
< Distance (LA)	^	v

Once the applications have been sorted by these criteria check you are happy with the order and select *Rank list in current order*



Next >

Download

Show/Hide columns

Choose sort order

Rank list in current order

## Sacred Heart Catholic Primary School

Choose sort order of applications list

X

Available Columns

Sorted Columns

Aptitude(s)	>	<	Rank	<	>
Catchment (Applicant)	>	<	EHCP/Statemented	<	>
Catchment (LA)	>	<	Faith	<	>
Crown service	>	<	Public care	<	>
Current school	>	<	Sibling verified	<	>
Distance (Applicant)	>	<	Distance (LA)	<	>
Do not consider for mainstream	>				

Once the applications have been sorted by these criteria, download the spreadsheet, highlight the cells in green where the child is Catholic, add a column for whether the child lives in the parish, noting TRUE or FALSE for each child and sort the data in the spreadsheet as shown below. Once satisfied with the order, add your rankings to the portal.

Sort

?

X

+ Add Level
✖ Delete Level
📄 Copy Level
⬆
⬇
Options...
☒ My data has headers

Column	Sort On	Order
Sort by EHCP/Statemented	Cell Values	Largest to Smallest
Then by Faith	Cell Color	<div style="background-color: #90EE90; width: 20px; height: 15px; display: inline-block;"></div> On Top
Then by Public care	Cell Values	Largest to Smallest
Then by Live in Parish	Cell Values	Largest to Smallest
Then by Sibling verified	Cell Values	Largest to Smallest
Then by Distance (LA)	Cell Values	Smallest to Largest

OK
Cancel

## Seva School

Choose sort order of applications list

X

Available Columns

Sorted Columns

Aptitude(s)	>	< Rank	^ v
Catchment (Applicant)	>	< EHCP/Statemented	^ v
Catchment (LA)	>	< Faith	^ v
Crown service	>	< Public care	^ v
Current school	>	< Sibling verified	^ v
Distance (Applicant)	>	< Staff child	^ v

Once the applications have been sorted by these criteria, download the spreadsheet, add a column for whether the child meets the Founders criteria, another for their scored commitment to Sikh faith criteria and sort the data in the spreadsheet to add your rankings to Priority groups A & B. Once satisfied, add your rankings to the portal.

## Sidney Stringer Primary

Choose sort order of applications list

X

Available Columns



Aptitude(s)	>
Catchment (Applicant)	>
Catchment (LA)	>
Crown service	>
Current school	>
Distance (Applicant)	>

Sorted Columns

< Rank	^	v
< EHCP/Statemented	^	v
< Public care	^	v
< Sibling verified	^	v
< Staff child	^	v
< Distance (LA)	^	v

Once the applications have been sorted by these criteria check you are happy with the order and select *Rank list in current order*



Next >

Download

Show/Hide columns

Choose sort order

Rank list in current order



## Sidney Stringer Academy

Choose sort order of applications list

X

Available Columns



Aptitude(s)	>
Catchment (Applicant)	>
Crown service	>
Current school	>
Distance (Applicant)	>
Do not consider for mainstream	>
DoB	>
Faith	>

Sorted Columns

< EHCP/Statemented	^	v
< Public care	^	v
< Staff child	^	v
< Feeder Link (LA)	^	v
< Catchment (LA)	^	v
< Sibling verified	^	v
< Distance (LA)	^	v

Once the applications have been sorted by these criteria check you are happy with the order and select *Rank list in current order*



Next >

Download

Show/Hide columns

Choose sort order

Rank list in current order

## SS Peter & Paul Catholic Primary School

Choose sort order of applications list

X

Available Columns

Sorted Columns

Aptitude(s)	>	<	Rank	<	>
Catchment (Applicant)	>	<	EHCP/Statemented	<	>
Catchment (LA)	>	<	Faith	<	>
Crown service	>	<	Public care	<	>
Current school	>	<	Sibling verified	<	>
Distance (Applicant)	>	<	Distance (LA)	<	>
Do not consider for mainstream	>				

Once the applications have been sorted by these criteria, download the spreadsheet, highlight the cells in green where the child is Catholic, add a column for whether the child lives in the parish, noting TRUE or FALSE for each child and sort the data in the spreadsheet as shown below. Once satisfied with the order, add your rankings to the portal.

Sort

?

X

+ Add Level
✖ Delete Level
📄 Copy Level
⬆
⬇
Options...
☒ My data has headers

Column	Sort On	Order
Sort by EHCP/Statemented	Cell Values	Largest to Smallest
Then by Faith	Cell Color	<div></div> On Top
Then by Public care	Cell Values	Largest to Smallest
Then by Live in Parish	Cell Values	Largest to Smallest
Then by Sibling verified	Cell Values	Largest to Smallest
Then by Distance (LA)	Cell Values	Smallest to Largest

OK
Cancel

## St Anne's Catholic Primary School

Choose sort order of applications list

X

Available Columns

Sorted Columns

Aptitude(s)	>	<	Rank	<	>
Catchment (Applicant)	>	<	EHCP/Statemented	<	>
Catchment (LA)	>	<	Faith	<	>
Crown service	>	<	Public care	<	>
Current school	>	<	Sibling verified	<	>
Distance (Applicant)	>	<	Distance (LA)	<	>
Do not consider for mainstream	>				

Once the applications have been sorted by these criteria, download the spreadsheet, highlight the cells in green where the child is Catholic, add a column for whether the child lives in the parish, noting TRUE or FALSE for each child and sort the data in the spreadsheet as shown below. Once satisfied with the order, add your rankings to the portal.

Sort

?

X

+ Add Level
✖ Delete Level
📄 Copy Level
⬆ ⬇
Options...
☒ My data has headers

Column	Sort On	Order
Sort by EHCP/Statemented	Cell Values	Largest to Smallest
Then by Faith	Cell Color	<div style="background-color: #90EE90; width: 20px; height: 15px; display: inline-block;"></div> On Top
Then by Public care	Cell Values	Largest to Smallest
Then by Live in Parish	Cell Values	Largest to Smallest
Then by Sibling verified	Cell Values	Largest to Smallest
Then by Distance (LA)	Cell Values	Smallest to Largest

OK
Cancel

## St Augustine's Catholic Primary School

Choose sort order of applications list

X

Available Columns

Sorted Columns

Aptitude(s)	>	<	Rank	<	>
Catchment (Applicant)	>	<	EHCP/Statemented	<	>
Catchment (LA)	>	<	Faith	<	>
Crown service	>	<	Public care	<	>
Current school	>	<	Sibling verified	<	>
Distance (Applicant)	>	<	Distance (LA)	<	>
Do not consider for mainstream	>				

Once the applications have been sorted by these criteria, download the spreadsheet, highlight the cells in green where the child is Catholic, add a column for whether the child lives in the parish, noting TRUE or FALSE for each child and sort the data in the spreadsheet as shown below. Once satisfied with the order, add your rankings to the portal.

Sort

?

X

+ Add Level
✖ Delete Level
📄 Copy Level
⬆ ⬇ ⬆
Options...
☒ My data has headers

Column	Sort On	Order
Sort by EHCP/Statemented	Cell Values	Largest to Smallest
Then by Faith	Cell Color	<div style="background-color: #90EE90; width: 20px; height: 10px; display: inline-block;"></div> On Top
Then by Public care	Cell Values	Largest to Smallest
Then by Live in Parish	Cell Values	Largest to Smallest
Then by Sibling verified	Cell Values	Largest to Smallest
Then by Distance (LA)	Cell Values	Smallest to Largest

OK
Cancel

## St Elizabeth's Catholic Primary School

Choose sort order of applications list

X

Available Columns

Sorted Columns

Aptitude(s)	>	<	Rank	<	>
Catchment (Applicant)	>	<	EHCP/Statemented	<	>
Catchment (LA)	>	<	Faith	<	>
Crown service	>	<	Public care	<	>
Current school	>	<	Sibling verified	<	>
Distance (Applicant)	>	<	Distance (LA)	<	>
Do not consider for mainstream	>				

Once the applications have been sorted by these criteria, download the spreadsheet, highlight the cells in green where the child is Catholic, add a column for whether the child lives in the parish, noting TRUE or FALSE for each child and sort the data in the spreadsheet as shown below. Once satisfied with the order, add your rankings to the portal.

Sort

?

X

+ Add Level
✖ Delete Level
📄 Copy Level
⬆ ⬇ ⬆
Options...
☒ My data has headers

Column	Sort On	Order
Sort by EHCP/Statemented	Cell Values	Largest to Smallest
Then by Faith	Cell Color	<div></div> On Top
Then by Public care	Cell Values	Largest to Smallest
Then by Live in Parish	Cell Values	Largest to Smallest
Then by Sibling verified	Cell Values	Largest to Smallest
Then by Distance (LA)	Cell Values	Smallest to Largest

OK
Cancel

## St Gregory's Catholic Primary School

Choose sort order of applications list

X

Available Columns

Sorted Columns

Aptitude(s)	>	<	Rank	<	>
Catchment (Applicant)	>	<	EHCP/Statemented	<	>
Catchment (LA)	>	<	Faith	<	>
Crown service	>	<	Public care	<	>
Current school	>	<	Sibling verified	<	>
Distance (Applicant)	>	<	Distance (LA)	<	>
Do not consider for mainstream	>				

Once the applications have been sorted by these criteria, download the spreadsheet, highlight the cells in green where the child is Catholic, add a column for whether the child lives in the parish, noting TRUE or FALSE for each child and sort the data in the spreadsheet as shown below. Once satisfied with the order, add your rankings to the portal.

Sort

?

X

+ Add Level
✖ Delete Level
📄 Copy Level
^
v
Options...
☒ My data has headers

Column	Sort On	Order
Sort by EHCP/Statemented	Cell Values	Largest to Smallest
Then by Faith	Cell Color	<div></div> On Top
Then by Public care	Cell Values	Largest to Smallest
Then by Live in Parish	Cell Values	Largest to Smallest
Then by Sibling verified	Cell Values	Largest to Smallest
Then by Distance (LA)	Cell Values	Smallest to Largest

OK
Cancel

## St John Fisher Catholic Primary School

Choose sort order of applications list

X

Available Columns

Sorted Columns

Aptitude(s)	>	<	Rank	<	>
Catchment (Applicant)	>	<	EHCP/Statemented	<	>
Catchment (LA)	>	<	Faith	<	>
Crown service	>	<	Public care	<	>
Current school	>	<	Sibling verified	<	>
Distance (Applicant)	>	<	Distance (LA)	<	>
Do not consider for mainstream	>				

Once the applications have been sorted by these criteria, download the spreadsheet, highlight the cells in green where the child is Catholic, add a column for whether the child lives in the parish, noting TRUE or FALSE for each child and sort the data in the spreadsheet as shown below. Once satisfied with the order, add your rankings to the portal.

Sort

?

X

+ Add Level
✖ Delete Level
📄 Copy Level
^
v
Options...
☒ My data has headers

Column	Sort On	Order
Sort by EHCP/Statemented	Cell Values	Largest to Smallest
Then by Faith	Cell Color	<div></div> On Top
Then by Public care	Cell Values	Largest to Smallest
Then by Live in Parish	Cell Values	Largest to Smallest
Then by Sibling verified	Cell Values	Largest to Smallest
Then by Distance (LA)	Cell Values	Smallest to Largest

OK
Cancel

## St John's C of E Academy

Choose sort order of applications list

x

Available Columns



Aptitude(s)



Catchment (Applicant)



Catchment (LA)



Crown service



Sorted Columns

< Rank



< EHCP/Statemented



< Public care



< Sibling verified



Once the applications have been sorted by these criteria check you are happy with the order and select *Rank list in current order*



Next >

Download

Show/Hide columns

Choose sort order

Rank list in current order



## St John Vianney Catholic Primary School

Choose sort order of applications list

X

Available Columns

Sorted Columns

Aptitude(s)	>	<	Rank	<	>
Catchment (Applicant)	>	<	EHCP/Statemented	<	>
Catchment (LA)	>	<	Faith	<	>
Crown service	>	<	Public care	<	>
Current school	>	<	Sibling verified	<	>
Distance (Applicant)	>	<	Distance (LA)	<	>
Do not consider for mainstream	>				

Once the applications have been sorted by these criteria, download the spreadsheet, highlight the cells in green where the child is Catholic, add a column for whether the child lives in the parish, noting TRUE or FALSE for each child and sort the data in the spreadsheet as shown below. Once satisfied with the order, add your rankings to the portal.

Sort

?

X

+ Add Level
✖ Delete Level
📄 Copy Level
⬆ ⬇ ⬆
Options...
☒ My data has headers

Column	Sort On	Order
Sort by EHCP/Statemented	Cell Values	Largest to Smallest
Then by Faith	Cell Color	<div style="background-color: #90EE90; width: 20px; height: 15px; display: inline-block;"></div> On Top
Then by Public care	Cell Values	Largest to Smallest
Then by Live in Parish	Cell Values	Largest to Smallest
Then by Sibling verified	Cell Values	Largest to Smallest
Then by Distance (LA)	Cell Values	Smallest to Largest

OK
Cancel

## St Mary & St Benedict Catholic Primary School

Choose sort order of applications list

X

Available Columns

Sorted Columns

Aptitude(s)	>	<	Rank	<	>
Catchment (Applicant)	>	<	EHCP/Statemented	<	>
Catchment (LA)	>	<	Faith	<	>
Crown service	>	<	Public care	<	>
Current school	>	<	Sibling verified	<	>
Distance (Applicant)	>	<	Distance (LA)	<	>
Do not consider for mainstream	>				

Once the applications have been sorted by these criteria, download the spreadsheet, highlight the cells in green where the child is Catholic, add a column for whether the child lives in the parish, noting TRUE or FALSE for each child and sort the data in the spreadsheet as shown below. Once satisfied with the order, add your rankings to the portal.

Sort

?

X

+ Add Level
✖ Delete Level
📄 Copy Level
⬆
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Options...
☒ My data has headers

Column	Sort On	Order
Sort by EHCP/Statemented	Cell Values	Largest to Smallest
Then by Faith	Cell Color	<div style="background-color: #90EE90; width: 20px; height: 15px; display: inline-block;"></div> On Top
Then by Public care	Cell Values	Largest to Smallest
Then by Live in Parish	Cell Values	Largest to Smallest
Then by Sibling verified	Cell Values	Largest to Smallest
Then by Distance (LA)	Cell Values	Smallest to Largest

OK
Cancel

## St Osburg's Catholic Primary School

Choose sort order of applications list

X

Available Columns

Sorted Columns

Aptitude(s)	>	<	Rank	<	>
Catchment (Applicant)	>	<	EHCP/Statemented	<	>
Catchment (LA)	>	<	Faith	<	>
Crown service	>	<	Public care	<	>
Current school	>	<	Sibling verified	<	>
Distance (Applicant)	>	<	Distance (LA)	<	>
Do not consider for mainstream	>				

Once the applications have been sorted by these criteria, download the spreadsheet, highlight the cells in green where the child is Catholic, add a column for whether the child lives in the parish, noting TRUE or FALSE for each child and sort the data in the spreadsheet as shown below. Once satisfied with the order, add your rankings to the portal.

Sort

?

X

+ Add Level
✖ Delete Level
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⬆
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Options...
☒ My data has headers

Column	Sort On	Order
Sort by EHCP/Statemented	Cell Values	Largest to Smallest
Then by Faith	Cell Color	<div style="background-color: #90EE90; width: 20px; height: 15px; display: inline-block;"></div> On Top
Then by Public care	Cell Values	Largest to Smallest
Then by Live in Parish	Cell Values	Largest to Smallest
Then by Sibling verified	Cell Values	Largest to Smallest
Then by Distance (LA)	Cell Values	Smallest to Largest

OK
Cancel

## St Patrick's Catholic Primary School

Choose sort order of applications list

X

Available Columns

Sorted Columns

Aptitude(s)	>	<	Rank	<	>
Catchment (Applicant)	>	<	EHCP/Statemented	<	>
Catchment (LA)	>	<	Faith	<	>
Crown service	>	<	Public care	<	>
Current school	>	<	Sibling verified	<	>
Distance (Applicant)	>	<	Distance (LA)	<	>
Do not consider for mainstream	>				

Once the applications have been sorted by these criteria, download the spreadsheet, highlight the cells in green where the child is Catholic, add a column for whether the child lives in the parish, noting TRUE or FALSE for each child and sort the data in the spreadsheet as shown below. Once satisfied with the order, add your rankings to the portal.

Sort

?

X

+ Add Level
✖ Delete Level
📄 Copy Level
⬆ ⬇ ⬆
Options...
☒ My data has headers

Column	Sort On	Order
Sort by EHCP/Statemented	Cell Values	Largest to Smallest
Then by Faith	Cell Color	<div style="background-color: #90EE90; width: 20px; height: 15px; display: inline-block;"></div> On Top
Then by Public care	Cell Values	Largest to Smallest
Then by Live in Parish	Cell Values	Largest to Smallest
Then by Sibling verified	Cell Values	Largest to Smallest
Then by Distance (LA)	Cell Values	Smallest to Largest

OK
Cancel

## St Thomas More Catholic Primary School

Choose sort order of applications list

X

Available Columns

Sorted Columns

Aptitude(s)	>	<	Rank	<	>
Catchment (Applicant)	>	<	EHCP/Statemented	<	>
Catchment (LA)	>	<	Faith	<	>
Crown service	>	<	Public care	<	>
Current school	>	<	Sibling verified	<	>
Distance (Applicant)	>	<	Distance (LA)	<	>
Do not consider for mainstream	>				

Once the applications have been sorted by these criteria, download the spreadsheet, highlight the cells in green where the child is Catholic, add a column for whether the child lives in the parish, noting TRUE or FALSE for each child and sort the data in the spreadsheet as shown below. Once satisfied with the order, add your rankings to the portal.

Sort

? X

+ Add Level
✖ Delete Level
📄 Copy Level
⬆ ⬇
Options...
☒ My data has headers

Column	Sort On	Order
Sort by EHCP/Statemented	Cell Values	Largest to Smallest
Then by Faith	Cell Color	<div style="background-color: #90EE90; width: 20px; height: 15px; display: inline-block;"></div> On Top
Then by Public care	Cell Values	Largest to Smallest
Then by Live in Parish	Cell Values	Largest to Smallest
Then by Sibling verified	Cell Values	Largest to Smallest
Then by Distance (LA)	Cell Values	Smallest to Largest

OK
Cancel

## Stoke Park

Choose sort order of applications list

X

Available Columns

Aptitude(s)	>
Catchment (Applicant)	>
Crown service	>
Current school	>
Distance (Applicant)	>
Do not consider for mainstream	>
DoB	>

Sorted Columns

< EHCP/Statemented	^	v
< Public care	^	v
< Catchment (LA)	^	v
< Sibling verified	^	v
< Staff child	^	v
< Distance (LA)	^	v

Once the applications have been sorted by these criteria check you are happy with the order and select *Rank list in current order*

Next >

Download

Show/Hide columns

Choose sort order

Rank list in current order

## The Westwood

Choose sort order of applications list

X

Available Columns

Aptitude(s)	>
Catchment (Applicant)	>
Crown service	>
Current school	>
Distance (Applicant)	>
Do not consider for mainstream	>
DoB	>

Sorted Columns

<	EHCP/Statemented	^	v
<	Public care	^	v
<	Catchment (LA)	^	v
<	Sibling verified	^	v
<	Staff child	^	v
<	Distance (LA)	^	v

Once the applications have been sorted by these criteria check you are happy with the order and select *Rank list in current order*

## West Coventry Academy

Choose sort order of applications list

X

### Available Columns

Aptitude(s)	>
Catchment (Applicant)	>
Crown service	>
Current school	>
Distance (Applicant)	>
Do not consider for mainstream	>
DoB	>

### Sorted Columns

< EHCP/Statemented	^	v
< Public care	^	v
< Catchment (LA)	^	v
< Sibling verified	^	v
< Distance (LA)	^	v

Once the applications have been sorted by these criteria check you are happy with the order and select *Rank list in current order*

Next >

Download

Show/Hide columns

Choose sort order

Rank list in current order



## WMG

Choose sort order of applications list

X

Available Columns


Sorted Columns

Aptitude(s)	>	< EHCP/Statemented	^ v
Catchment (Applicant)	>	< Public care	^ v
Catchment (LA)	>	< Distance (LA)	^ v

Once the applications have been sorted by these criteria check you are happy with the order and select *Rank list in current order*

## Appendix 3 – what to do if you encounter an error message when clicking *View applications*

There is a known error in the portal which means that sometimes, when clicking *View applications*, you will see an error message like this. The software supplier for the portal is aware of this and we hope it will be soon resolved. Meanwhile, if this happens, please try the following steps:

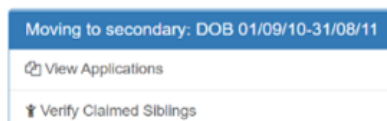


Click *Home*



Home

Click *View Applications* again



If the error persists, log out and log back in again and click *View Applications*

If the error remains, please email [capitaone@coventry.gov.uk](mailto:capitaone@coventry.gov.uk) with a screenshot of your error.