

Parents guide to online school admissions 2012-13

Welcome to School Admissions Online

I am new to this service.

Help me register.

I am already registered and want to log in.

Email Address

Password

[Forgotten your password?](#)

Before you begin...you will need:

- Any information you have been given about applying for a school place
- Your child's full address (including postcode)
- Your child's date of birth
- Approx 15-20 minutes to complete the application (but you can save and come back to it later)
- For security, the website will timeout if you login and do not use it
- Do not use the Browser's Back button; use the Back button on each page

Welcome to Cambridgeshire's Online Application facility


PLEASE NOTE THAT THIS FACILITY WILL ONLY BE AVAILABLE FROM 12 SEPTEMBER 2012, ANY APPLICATIONS ATTEMPTED BEFORE THIS TIME WILL NOT BE CONSIDERED

Please note ALL applications must be made through your home Local Authority. If you are not a Cambridgeshire resident, please do not use this facility, but contact your home Local Authority for details of how to make your application.

All users must register for the online system, even if you have used the facility in previous years.

You must have read the [Next Steps - applying for secondary school](#) booklet before applying for your preferred school(s) online.

If you experience any difficulties in using this facility please contact the Admissions Team at admissions@Cambridgeshire.gov.uk

 [Click here for a step by step guide to applying online.](#)

All users must register for the online system, even if they have used it before. Please click on the 'Register' button. Please make a note of your password as you will need it every time you log into the site. You will be sent an email to the email address you have given and will need to click on the link within this email to progress.

Important...

Before You Register

To make an application for a school place you **MUST** make your application to the Local Authority where **your child lives**. The Local Authority knows the majority of addresses in this and surrounding Local Authorities.

To check you are applying to the right Local Authority please enter **your child's postcode** to search our address database.

If your child is moving to a new address, enter the postcode where the child will live at the time of starting the new school.

My child's postcode



Check Now

Your child's postcode is within this Local Authority - Please click 'Continue to Register'

[Continue to Register](#)

If you are not sure whether Cambridgeshire is your home Local Authority please enter your postcode in this box and press search. If you do not pay your council tax to Cambridgeshire you must apply through the authority to whom you do, even if you wish to apply for a Cambridgeshire school.

Registration - Your Personal Details

To make an online application you need to register your details with Cambridgeshire Local Authority. Once you have completed the registration you will be able to use your email and password to log in and record your child's details and other application information.
* = required information

YOUR PERSONAL INFORMATION

Title * Forename * Surname * Gender *
 Male Female

You are advised to enter a telephone number where you can be contacted during normal office hours, if necessary.

Home Phone No Mobile Phone No Business Phone No

YOUR ADDRESS

To find your home address on our database, please enter your postcode and then click Find Address. The address will only be used as a mailing address and correspondence will be sent there. If your address is not listed, please type the correct address in the boxes below.

If you do not know your postcode, click [here](#).

Postcode



Find Address

House No, Flat No/Name, Building

Street Name

District/Village

Town

County/State

Postcode/Zip *

Country

Select Country

Next

Here you will need to fill in your personal details.

Registration - Your Login details

To make an online application you need to register your details with Cambridgeshire Local Authority. Once you have completed the registration you will be able to use your email and password to log in and record your child's details and other application information.
* = required information

YOUR LOGIN INFORMATION

Please ensure that you provide a valid, active Email Address.

Email Address * Confirm Email Address *

Your password must be a minimum of 6 characters in length. It must contain at least 2 numbers.

Password * Confirm Password *

Please choose a secret question from the list and then type your answer below. We will ask you this question if you forget your password so please choose a question that you will remember the answer to.

Secret Question * Secret Answer *

[Back](#)

[Registration complete](#)

Type your email address carefully twice. An email will be sent to this address with a link for you to click on to continue with your application

The secret question will be needed if you forget your password and need it to be re-sent.

Registration successful

Thank you for supplying your registration details. You will shortly receive an Email to the Email Address you supplied, please follow the instructions in this email to allow you to complete your registration.

Please note that you will not be able to use our easy, online service to apply for a school place, until you have clicked on the link in the email you will receive.

Sometimes emails can end up in your Junk or Spam folder. To avoid missing important emails from us, please include our email address admissions@cambridgeshire.gov.uk in your 'Safe Senders' list or check these folders if you do not receive our emails.

Please close this browser window now and re enter our website via the link in your confirmation email.

When you see this screen, check your email account. The email normally arrives within a few minutes.

[Contact us](#) [Data Protection Statement](#) [Blank Application Forms](#) [Education Websites](#) [Terms & Conditions](#)

Dear Mrs Williams,

Thank you for registering with the Cambridgeshire Online Admissions Application Service.

In order to complete your registration, you must login again using the password you have chosen.

If you can see a link below, please click on it to open our service, otherwise please copy and paste the text into your Internet browser.

https://ems.cambridgeshire.gov.uk/CCSEnterprise_AdmissionsOnline_LIVE//Account.Mvc/CompleteRegistration/61626__9c595119-0230-4da6-80fb-fd2e8a97b086

Kind regards,

Admissions Administrator

IMPORTANT - PLEASE DO NOT REPLY TO THIS EMAIL AS IT WILL NOT GO TO YOUR LOCAL AUTHORITY.
TO CONTACT US PLEASE SEE THE DETAILS BELOW:

If you have a query about on-line admissions you can visit our FAQ and Parents guide to online admissions web page at:
<http://www.cambridgeshire.gov.uk/education/parents/admission/online.html> Alternatively you can email us your query at admissions@Cambridgeshire.gov.uk.

Example email. If the link is not highlighted just copy and paste it into the address window on your browser.

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When you click on the link in your email (or post it into your browser window) it takes you back to the main screen. Your email address will be automatically completed, simply add the password you created and click on Login.

Admissions Online Home Page

Welcome to Cambridgeshire's Online Application facility.

Please remember you must be a Cambridgeshire resident in order to use this facility.

If you re-visit your application at any time you MUST ensure it is re-submitted. Failure to do so will mean the application will not be received or considered.

YOUR CURRENT APPLICATIONS:-

You have no applications [Click 'Go' to begin a new application](#)

NEW APPLICATION

Make a new application for a school place



Click on the 'Go' button to begin your application.

Make an Application

CHILD'S DATE OF BIRTH

Please enter your child's date of birth. We will use this to locate the Admissions Group that your child is part of.

Date of Birth (dd/mm/yyyy)

15/05/2001

Find Admissions Group

Enter your child's date of birth as directed, and click on 'Find admissions group'

ADMISSIONS GROUPS

We have found the Admission Group shown below. If this is correct, please confirm it by pressing the SELECT button.

Transferring from Primary to Secondary School 2012

Select

The correct transfer group will appear below. Click 'select'. (If it does not, please contact the admissions team)

If this is not correct, have you entered the correct date of birth? If not, please try again.

If you are still having problems or are not sure what to do, please contact us using the 'Contact us' link below.

[Contact us](#) [Data Protection Statement](#) [Blank Application Forms](#) [Education Websites](#) [Terms & Conditions](#)

Find Child

Transferring from Primary to Secondary School 2012

You may have received a letter from your Local Authority, containing a UID (Unique Identifier) for your child. This is a code which identifies your child's application and using it will make it faster to complete your application.

The UID will look something like this: 82011H5MU4QQM6AB

Please note the UID is specific to your child for this year's applications. If you have more than one child that you need to make an application for this year you may have received a separate UID for each child.

FIND CHILD

Unique Identifier

Date of Birth (dd/mm/yyyy)

15/05/2001

Having problems finding or using the UID? Continue making your application by clicking here

No UID

<< Back

Next >>

[Contact us](#) [Data Protection Statement](#) [Blank Application Forms](#) [Education Websites](#) [Terms & Conditions](#)

If you have a UID (Unique Identifier) please enter it exactly as shown on your letter.

If you do not have your UID to hand you can proceed by selecting 'No UID'.

Transferring from Primary to Secondary School 2012

CHILD'S DETAILS

Legal Forename * Middle Name Legal Surname *

Date of Birth (dd/mm/yyyy) Gender * Male Female

Does your child have a Statement of Special Educational Needs? Yes 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 No

YOU AND YOUR CHILD

What is your relationship to the Child? *

Do you have Parental responsibility for the child? Yes No

[Next >>](#)

Please complete your child's details (some of these will already be filled in if you are using a UID).

Please click to indicate your relationship to the child and whether you have parental responsibility.

CHILD'S CURRENT ADDRESS

We need to know where Angela lives now. If the address displayed is incorrect, please enter Angela's postcode below and click FIND ADDRESS.

It is very important that the address you give will be your child's permanent address at the time school places are allocated on 1 March 2012. This should also be the address where your child will be residing when they start school in September 2012.

House No, Flat No/Name, Building	<input type="text"/>	Admissions	Castle Court
Street Name	<input type="text" value="Castle Street"/>		
District/Village	<input type="text"/>		
Town	<input type="text" value="Cambridge"/>		
County/State	<input type="text"/>		
Postcode/Zip *	<input type="text" value="CB3 0AP"/>		
Country	<input type="text" value="United Kingdom"/>		

Enter your child's postcode and click FIND ADDRESS. If, after searching, you cannot find the correct address, please type it into the boxes above.

Postcode 

If your child lives at the address displayed you do not need to change anything. If they live at a different address you must enter it here. The easiest way is to enter the postcode and click on 'find address'

MOVING HOME?

If you are moving from the above address please supply the information below. Please note you will also be required to provide proof of residency at the new address.

Moving Date (dd/mm/yyyy)

Enter your new postcode and click FIND ADDRESS. If the address is not listed, please type the correct address in the boxes below.

Postcode



Find Address

House No, Flat No/Name, Building

Street Name

District/Village

Town

County/State

Postcode/Zip *

Country

Select Country

RETURNING SERVICE FAMILIES ONLY

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 Angela a member of a Service or Crown Servant family, who are returning/moving to the address above to take up duties? If so, please tick here.

« Back

Next »

If you are moving please add details. It is important that offer letters and other communications are sent to the right address.

If you are a military family or a Crown Servant please indicate here.

CHILD'S CURRENT SCHOOL

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

FIND A SCHOOL

If you cannot find the school you are looking for search again using a different postcode, 'located in', school name, or a combination of these, then click **Search**.

Postcode	Schools located in	School Name (Tip: Part names give better results)	<input type="button" value="Search"/>
<input type="text" value="CB3"/>	<input type="text" value="All Local Authorities"/> ▼	<input type="text"/>	

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

Currently educated at:

[Contact us](#) [Data Protection Statement](#) [Blank Application Forms](#) [Education Websites](#) [Terms & Conditions](#)

Postcode	Schools located in	School Name (Tip: Part names give better results)	<input type="button" value="Search"/>
<input type="text"/>	<input type="text" value="Cambridgeshire"/> ▼	<input type="text"/>	

A B C D E F G H I J K L N O P Q R S T U V W X Y Z |

This section does not apply for those applying for a Reception school place. If using a UID this section will also be pre-filled in for you.

CHILD'S CURRENT SCHOOL

School Name
School Address

If the above is the school Angela currently attends, or you have entered some details below, select the 'Next' button to continue. Select 'Change current school' to search for the correct school.

[Change current school](#)

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

Currently educated at:

[« Back](#) [Next »](#)

If you are unable to find your child's current school type the school name here.

SCHOOL PREFERENCES

You can express a preference for up to 3 schools. You can apply for any school, however, it is recommended that one of your preferences should be for your catchment school.

FIND A SCHOOL

We've listed schools close to your post code. If you cannot find the school you are looking for search again using a different postcode, 'located in', school name, or a combination of these, then click **Search**.

Postcode: Schools located in: School Name (Tip: Part names give better results):

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z | All

	School Name	Gender	Address	School Website
<input type="button" value="Select"/>	Chesterton Community College Academy	CoEd	Chesterton Community College, 297 Gilbert Road, Cambridge, CB4 3NY	
<input type="button" value="Select"/>	The Manor	CoEd	The Manor, Arbury Road, Cambridge, CB4 2JF	

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The search facility will automatically provide a list of schools according to the first part of your postcode. You can, however search for any school by selecting the relevant Local Authority and searching by school name.

ANGELA WILLIAMS, DATE OF BIRTH: 15/05/2001 : APPLICATION FOR CHESTERTON COMMUNITY COLLEGE ACADEMY

In order to support your application for a place at this school you can select appropriate reasons below. You will have the opportunity to tell us in your own words, of any additional reasons, on the next page.

Does your child have a sibling who will still be attending the school when your child starts? Yes No/Not Applicable

I am selecting this school because it is a Faith School. Yes No/Not Applicable

I am selecting this school because my child has an aptitude for the school's specialism(s):- Yes No/Not Applicable

I believe my child lives in this school's catchment. Yes No/Not Applicable

I believe my child attends a feeder school to this school. Yes No/Not Applicable

I am selecting this school for social reasons. Yes No/Not Applicable

I am selecting this school because of the distance from my child's home to this school. Yes No/Not Applicable

I am selecting this school because it is easy to make arrangements for my child to travel to this school. Yes No/Not Applicable

[« Back To Preferences](#)

[Continue »](#)

You should click on all options relevant to your application. These options may change depending upon the oversubscription criteria for the school. If you wish to add additional information you may add a memo by clicking on social reasons.

ANGELA WILLIAMS, DATE OF BIRTH: 15/05/2001 : APPLICATION FOR CHESTERTON COMMUNITY COLLEGE ACADEMY

OTHER REASONS

You may tell us of any other reasons to support your application. If you have selected this 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 To Reasons](#)

[Done »](#)

If you wish to add further schools then click on search another preference and repeat as for the last step. You may apply for a maximum of 3 schools

SCHOOL PREFERENCES

YOUR PREFERRED SCHOOLS

The following schools have been selected for this online application. Please note you may state a preference for a maximum of 3 schools. Changes may be made to this selection until 01/11/2011 00:00

Important! The school at Rank 1 should be the school you most want your child to be considered for. Use the up and down arrows to place the schools in your preferred order.

		Re-order	Rank	School Name
<input type="button" value="Remove"/>	<input type="button" value="Edit"/>		1	Chesterton Community College Academy
<input type="button" value="Remove"/>	<input type="button" value="Edit"/>		2	The Manor

You may change the order of your preferences by clicking on the green arrows or remove schools completely by clicking on 'remove'.

FIND A SCHOOL

We've listed schools close to your post code. If you cannot find the school you are looking for search again using a different postcode, 'located in', school name, or a combination of these, then click **Search**.

Postcode: Schools located in: School Name (Tip: Part names give better results):

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z | All

School Name	Gender	Address	School Website
<	>		

SCHOOL PREFERENCES

YOUR PREFERRED SCHOOLS

The following schools have been selected for this online application. Please note you may state a preference for a maximum of 3 schools. Changes may be made to this selection until 01/11/2011 00:00

Important! The school at Rank 1 should be the school you most want your child to be considered for. Use the up and down arrows to place the schools in your preferred order.

		Re-order	Rank	School Name
<input type="button" value="Remove"/>	<input type="button" value="Edit"/>	↓	1	The Manor
<input type="button" value="Remove"/>	<input type="button" value="Edit"/>	↑	2	Chesterton Community College Academy

FIND A SCHOOL

We've listed schools close to your post code. If you cannot find the school you are looking for search again using a different postcode, 'located in', school name, or a combination of these, then click **Search**.

Postcode: Schools located in: School Name (Tip: Part names give better results):

A B **C** D E F G H I J K L M N O P Q R S T U V W X Y Z | All

School Name	Gender	Address	School Website
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A B **C** D E F G H I J K L M N O P Q R S T U V W X Y Z | All

School Name	Gender	Address	School Website
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When you have finished adding/amending your preferences click on 'next'.

APPLICATION FOR ANGELA WILLIAMS, DATE OF BIRTH: 15/05/2001

You have now completed your application. You can either 'Continue' to the terms and conditions to submit your application to us, or you can 'Finish for now & return later' if you don't want to submit just yet.

If you choose to 'Continue' and submit the application you may still make changes up until **01/11/2011 00:00**

If you choose to 'Finish for now & return later', your application will be saved but you must return before **01/11/2011 00:00** to complete and submit it

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

Closing dates will differ depending upon the year group you are applying for.

If you click on 'finish now and return later' you will still need to log back in and submit the application.

TERMS & CONDITIONS

By submitting this application you are confirming that:

- You have read and understood the information in the '**Admissions to Schools in Cambridgeshire - A Guide for Parents**' booklet.
- This application is accurate to the best of your knowledge.
- You are aware that if you have knowingly provided false information any offer made on the basis of that information may be withdrawn.
- You understand that if you re-enter this application at any time it **must** be re-submitted.

Please read the terms and conditions carefully.

DATA PROTECTION

The information on this on-line form will be held and used by Cambridgeshire County Council in accordance with the provisions of the Data Protection Act 1998 for the purposes of administration of school admissions. We will never sell or transfer your details to third parties for marketing purposes. You have a right to know what information is held about you. If you wish to access this information, please put your request in writing to us.

SCHOOL PLACE OFFER

If you choose to receive your offer via 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 01/03/2012.

I would like to receive my offer of a school place via email. Yes No

If you change your mind about the option chosen, please contact the Admissions team using the Contact us link below.

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.

Please indicate if you would like to be emailed your allocation information on the offer date.

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

Yes No

You must click to agree to the terms and conditions, and then click on 'submit'.

APPLICATION FOR ANGELA WILLIAMS, DATE OF BIRTH: 15/05/2001

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

To see a printer friendly version of your submitted application please click the preview button.

[Preview](#)

You do not need to take any further action, however, if you need to make any changes to your application you can do so up until 01/11/2011 00:00. If you make any changes **it is essential that you re-submit**, otherwise your application will not be considered.

You can now choose to either go to your home page or to logout.

[Home](#)

[Logout](#)


If you have successfully submitted your application you will see this screen. You may wish to preview and print your application for your records.

Then click on log out.

ADMISSIONS APPLICATION FORM

Transferring from Primary to Secondary School 2012

An example of the application preview.



Status of Application : SUBMITTED

This form details the information that you have provided on the Cambridgeshire Local Authority's Online Application Form. The deadline for online applications is 18/08/2011 15:00 however you may go online to make changes to the preferences you have expressed until that date. After that date the information will be used to decide at which school we can offer you a place for Ieuan Williams; this offer will be communicated to you on 19/08/2011.

APPLICANT'S DETAILS

Mrs Angela Williams is the adult making an application for the child for Transferring from Primary to Secondary School 2012 . The details below are relevant to this application.

Applicant's address	Castle Court, Castle Street, Cambridge, CB3 0AP, United Kingdom
Gender	Female
Home Phone no	01223699794
Work Phone no	01223699794
Mobile Phone no	01223699794
Email Address	angela.williams@cambridgeshire.gov.uk
Relationship to child	Mother
Do you have parental responsibility for this child?	Yes

Child's Details

Forename/given name	Ieuan
Middle Name(s)	Owen
Surname/family name	Williams
Date of Birth	15/05/2001
Gender	Male
Home Address	Castle Court, Castle Street, Cambridge, CB3 0AP, United Kingdom
Is Ieuan a member of a returning Service or Crown Servant family?	No
Current School Name	Milton Road P
Current School Address	Milton Road Primary School, Ascham Road, Cambridge, CB4 2BD

PREFERRED SCHOOLS

Preference School Rank 1

Name of School

Parkside CC

School address

Parkside Community College, Parkside, Cambridge, CB1 1EH

Reasons for this Preference

I believe my child lives in this school's catchment

Yes

I am selecting this school for social reasons

Yes

I am selecting this school because of the distance from my child's home to this school

Yes

I am selecting this school because it is easy to make arrangements for my child to travel to this school

Yes

Preference School Rank 2

Name of School

Manor

School address

The Manor, Arbury Road, Cambridge, CB4 2JF

Reasons for this Preference

TERMS AND CONDITIONS

When the application was submitted you agreed to the Local Authority's terms and conditions.

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- this application is accurate to the best of your knowledge
- you are aware that if you have knowingly provided false information any offer made on the basis of that information may be withdrawn
- you understand that if you look at this application after submitting it in the edit mode you must re-submit the application

When you submitted your application you indicated that you would like your offer information to be sent to you by email. The Local Authority may choose not to send out your offer on paper, thereby saving valuable resources.

APPLICATION SUBMISSION DATE AND TIME: 17/08/2011 09:36

[Print](#) [Close](#)

Making changes to existing applications

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YOUR CURRENT APPLICATIONS:-

[Angela Williams](#)



Angela Williams
Transferring from Primary to
Secondary School
Preferred Schools

1. The Manor
2. Chesterton Community
College Academy

[Change my Preferences](#)

Application Submitted

Closing date for Submission of Application
01/11/2011 00:00:00

[Change my Application Details](#)

[Show me my Application](#)

School Place Offer

Will be published here on 01/03/2012

**NEW
APPLICATION**

Make a new
application for
a school place



You have the option to:

- Make an application for another child;
- View your existing application;
- Edit an existing application.

Please confirm you wish to CHANGE your application

You have chosen to change a previously submitted application. Are you sure you want to make changes? If you just want to view your application, select [Show me my Application](#) link.

If you continue with changing your application, your application will become unsubmitted. If so, you **MUST remember to resubmit this application**, or we will be unable to accept your online application and you will need to apply by contacting us directly.

Cancel Continue

If you click on either 'change my application details' or 'change my preferences' the following warning appears and is repeated on the following screens if you continue. You **MUST** resubmit your application even if you do not make any changes. If you do not, your online application will not be considered.

Warning! Application is now unsubmitted. Resubmit by pressing NEXT (or CONTINUE) and then SUBMIT on submission page. Or go to the Home Page and submit from there. Resubmit by 01/11/2011 00:00 for this online application to be considered.

Child Details >> Address Details >> Current School >> School Preferences >> Finish for now & return later >> Ts & Cs >> Confirm

APPLICATION FOR ANGELA WILLIAMS, DATE OF BIRTH: 15/05/2001

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

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

You do not need to take any further action, however, if you need to make any changes to your application you can do so up until 01/11/2011 00:00. If you make any changes **it is essential that you re-submit**, otherwise your application will not be considered.

You can now choose to either go to your home page or to logout.

Home Logout

If you have successfully resubmitted your application you will see this screen. You may wish to preview and print your application for your records