Northumberland County Council

YOU MUST READ THE ADMISSIONS HANDBOOK AND CHECK THE RELEVANT ADMISSIONS POLICY FOR EACH SCHOOL YOU ARE APPLYING FOR, PRIOR TO COMPLETING YOUR APPLICATION.

How do I apply online?

If you live in **Northumberland,** you can apply for a school place online using the Northumberland County Council's online application system.

It is your responsibility to ensure that you are applying to the correct Local Authority. We can only process applications for children who live in **NORTHUMBERLAND**. If you live in another local authority, you should apply through that authority (even if you are applying for a Northumberland School).

If your child is due to start school for the first time or if they are transferring from First to Middle, Middle to High or from Primary to Secondary School in September 2024, you will have to apply for a school place either online or on a paper form.

Many parents find it easier and quicker to apply electronically using the County Council's online facility. This guide is designed to give you information about the online service and to help answer some of your questions about the electronic admissions system.

When can I use the online system?

The Online Admissions system is available 24 hours a day, 7 days a week, during the application period.

The Online Admissions portal will be open as follows:

for Middle, Secondary and High (Secondary Admissions):

from **12 September 2023 until 31 October 2023** (Closing date for applications is 31 October 2023).

for Primary and First (Primary Admissions):

from **1 November 2023 until 15 January 2024** (Closing date for applications is 15 January 2024).

If you miss the deadline and still want to submit an application form, you will find further information on how to do this on the Admissions website.

If you apply online the portal will reopen on Offers Day and using your login details, you can view the outcome of your application.

How can I get information about schools online?

The Education & Skills web page gives information about school **link here**. Details are also included in the Admissions Handbook.

How do I apply for a place at a school outside Northumberland?

If you wish to apply for a school in another authority, you can still apply online using this facility as long as you are a Northumberland resident.

What details will be requested online?

You will not be asked to give any more information than you would need if you were making a paper application.

Who makes the application?

The person who has parental responsibility should normally submit the application for the child's school place. Further advice can be found on the School Admissions web page (see contact details below).

Will my application be secure?

Yes, the system has a series of security features that will prevent others from seeing your information. If you have more than one child transferring school, you will only need to register once, but you will need to make a separate application for each child.

If I can't finish the application, may I go back to it later?

Yes, you have until the closing date to complete your online application form, but you must remember to **submit** your application using the button provided.

How will I know that the amendments have been logged?

Every time you make or change your online application you will receive an e-mail confirming the status of the application. You can also check the status when you log in to the system and select your existing application.

Having submitted an electronic application, will I be able to change my mind?

You can, you have up until the closing date to make any changes. Once you have made changes to your online application **you must remember to resubmit your application**. The latest application will be the one on which a school offer is made.

I am concerned that technology sometimes fails, should I send a paper copy as well?

No. The system notifies you of the status of your application by email. In the unlikely event that you do not get an acknowledgement, please log back into the application and ensure it has been submitted.

Will my application receive any preference if I apply online?

No, there are lots of advantages to applying online, but you will not get a higher priority for a school place,nor will you know the outcome sooner. You will be notified of the outcome on National Offers Day as specified in the Admissions Handbook.

Will I be told the result of my application electronically?

An e-mail will be sent telling you the outcome of your application on National Offers Day as specified in the school admissions timetable.

If you applied on a paper form or if you have been refused a place you will receive notification by post.

How can I make comments about the online facility or the admissions process?

We value your opinion, and we would like you to tell us what you think about the admissions process. To help us to improve this service, we have placed a School Admissions Quality Survey Form for you to complete on the School Admissions page on the County Council website at:

admissions.northumberland.gov.uk

I am applying on social/medical grounds. Where do I send my supporting information?

Your information must come from a professional third party e.g., consultant, doctor, social services and should be sent to the FIS and School Admissions Team Leader at the address overleaf to reach us by:

31 October 2023 (Secondary Admissions)
or
15 January 2024 (Primary Admissions)

Why should I apply online, what are the benefits?

Some of the benefits of applying online are:

- It is quick and easy to use.
- You can apply 24 hours a day, seven days a week.
- There is no risk that the application will get lost in the post.
- You can change/amend your application upuntil the deadline date.
- The system helps you by checking for errors.
- You can monitor your application and checkits progress.
- You will receive an e-mail confirmation that your application has been received.
- The results of your application will be available online on Offers Day in 2023.

What do I need to be able to apply online?

You will need access to a computer and an email account*. You need to be resident in Northumberland.

Once you have registered to apply online, please make a note below of your username and password:

Username: _____

Password   _____

Please note if you change internet provider after registration you will not receive notificationby email on Offers day. You can log back into the system on offers day using your login details above.

PLEASE NOTE:

A late application could mean that your child will not be allocated a school place.

It is your responsibility to ensure you have applied for a school place for your child.

Should you encounter any problems with the online system please contact the School Admissions Team as soon as possible.