How to apply for your school place

To complete the application you will need an email address.

Go to www.cardiff.gov.uk/schooladmissions

Select school type (Nursery, Primary, Secondary)

Click the 'Log in to the School Applications system' button.

You will arrive at the page below.

If you have not used the system before you will need to register.

Click register and continue to page 2 of this guide.

If you have an account, enter your email address and password, click log in and skip to page 3 of this guide.

Please use the 'Back' and 'Next' buttons at the bottom of each section rather than your web browser's back button.

You must tick the Data Protection box to proceed. For information on this, click the link (immediately above the tick box).

Tick the box and click 'Continue'.

Fill in your details on the 'Registration' screen.

When you click the password box, you will see a pop-up box with the minimum requirement for the strength of the password (see the example below).

To proceed, complete all the boxes marked with an asterisk.

Provide at least one phone number.

Click 'Submit Registration'.

Citizen Portal

🏠 Home   👤 Login   ☑ Register   ☑ English/Cymraeg ▾

Registration

You need to first register with us in order to apply for online services. This screen will guide you to enter the [_____] on process.

Field		
Email Address *	✉	
Confirm Email *	✉	
Password *	🔑		
Confirm Password *	🔑	
Secret Question *	🔒	Favourite Country ▾
Secret Answer *	🔓	
Title *	👤	Please select ▾
Forename *	👤	
Surname *	👤	
Gender *	👤	Please select a gender ▾

ℹ

Please enter password

- It must be a minimum of 10 characters, not longer than 128 characters
- It must contain a minimum of 2 number(s)
- It must contain a minimum of 1 lower case character
- It must contain a minimum of 1 upper case character
- It must contain minimum 1 special characters
- It must not be same as the username

Remember that your password is case sensitive.

To find your home address please enter your postcode and then click Find Address. If you do not know your postcode, look it up here. If your address is not listed, press the 'I don't have a postcode' and type the correct address in the boxes provided.

| Postcode * | 🏠 | |

Find Address

Once complete, the system will ask you to check your email.

Click the link in the message you have received from schooladmissions@cardiff.gov.uk. This will verify your account.

The next screen will confirm success of your registration.

Click 'Login' and enter your email address and password.

Below is the first screen you will see when you have logged in. To return to this screen at any time, click 'Home'.

If you leave this screen unattended, you will be logged out and you will need to log back in to resume your application.

Citizen Portal

| 🏠 Home | | 👤 My Account   Sign Out   ☑ English/Cymraeg ▾ |

Welcome to the Citizens Portal

| 📕 School Places | ✉ Messages | 👥 My Family |
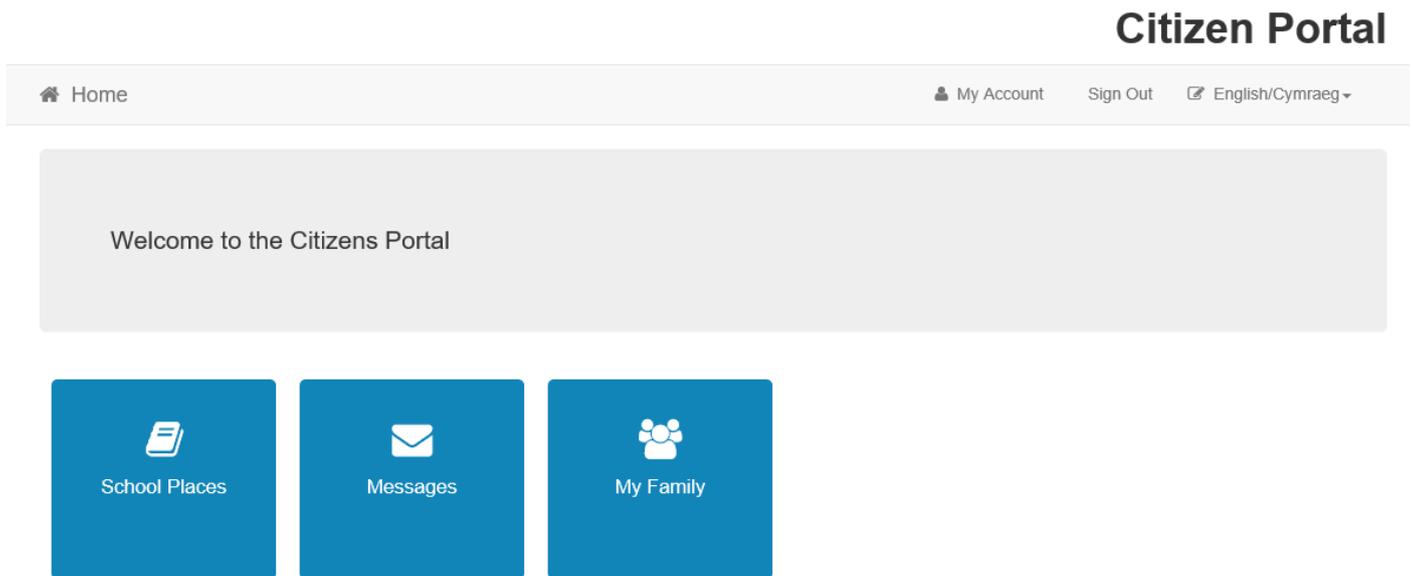
Click on the 'My Family' icon. From here you can create a new record for your child.

Citizen Portal

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👥 My Family

Click on a child to edit their details.

👤

Parent
Example

Change of Circumstances

➕ **Add Child**

Back

Click 'Add Child' and complete the details on the subsequent screen. As before, you must complete all parts marked with an asterisk.

If the child you are applying for also lives at this address, the address you gave for your account details will be offered.

Click on this address to select it and then click the blue 'Add Child' button.
If you wish to use a different address, click 'Click to add new address' and add a new one, then click 'Add Child'.

If you need to add another child (ie for twins), repeat the last procedure. Once you have added all the children you wish to add, return to the 'Home' page and click the 'School Places' icon to begin your application.

On the 'School Places' screen, each child record you have created will have a separate blue tile. The information on this tile will change depending on the status of your application and at different stages through the admissions process. You may want to return here to make changes to your application or, after the offer date, to check the outcome of your application.

Click 'Start new application'.

On this next screen, choose your 'Transfer Group'. Transfer Group is our name for a type of application. This screen only displays Transfer Groups that are available to the child, based on their date of birth. Usually there is only one.

Click the box that describes the type of application you wish to make.

On the following screens you will be asked a number of questions about your application. Tick any statements that apply to you, otherwise leave unticked. Please use the 'Back' and 'Next' buttons at the bottom of each section rather than your web browser's back button.

On the above screen, read the statements and tick them if they apply to your child. If your child is Looked After/Previously Looked After, please:

- specify the Care Authority
- supply your Council Tax Reference number (you can find this on your Council Tax Statement or related correspondence). This will help us confirm your address without having to contact you later for further evidence.

Click 'Next'

📖 Admissions

Address Details

You have previously indicated that Child's current address is ███████████████████████████████ If this is not Child's current address, please update this via My Family. Then please navigate back to School Places and select to 'Continue this application'. It is very important that we know the correct current address for Child.

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

Moving Date   📅 [ ]

Enter your new postcode and then click 'Find Address'. If your address is not listed, press the 'Enter Address Manually' and type the correct address into the boxes provided. If you don't have a Postcode please select 'I don't have a Postcode'.

Postcode *   🏠 [ ]

[Find Address]

I don't have a Postcode

[Back]   [Next]

If you are a Service or Crown Servant family (eg Military or Diplomatic service) and will be at a different address before the beginning of the 2019 September term, please supply the address here.

If this does not apply to you, click 'Next'.

Child's Current School is usually pre-filled from information you supplied when you set up the child record. You can change it here if you wish. When satisfied, click 'Next'.

 Home   My Account   Sign Out   English/Cymraeg ▾

 Admissions

Preference School Search

Admission to Secondary Education 2019

You are able to apply for up to five (5) School Preferences

You are strongly advised to apply for 5 different schools, at least one being your catchment area school.

If you are **only** applying for Welsh medium education, please note that there are only three (3) community schools. You do not have to apply for 5 schools.

Applying for one school only, does not increase the likelihood of being offered a place

Please remember to resubmit your application if you make any changes.

Please be aware when using FIND A SCHOOL the search is based on the school's postcode.

Find a School

To find the school you are looking for, search using a postcode, local authority, school name or a combination of these, then click Search

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

[🏠] [   ]   [▤ Cardiff   ▾]   [▤   ]   Search

Back

Please read the section on this page that describes the amount of applications that are recommended for your type of application.

Tell us which schools you wish to apply for. It's quickest if you add them in your order of preference. Find your school by typing the first few letters of the school name into the 'School Name' box and clicking search. If you search with no added text, you'll see the full list of all schools.

To select your school, click on its name from the subsequent list.

The next screens will ask questions specific to this preference.

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📖 Admissions

Preference Reasons: Sibling

In order to support your application for a place at **Ysgol Gyfun Gymraeg Bro Edern** you can select appropriate reasons on the next pages.

☐ **My child has a brother or sister attending the school during the 2019/20 school year** (i.e. in year 8-11 from September 2019). This means older siblings living at the same address. Siblings can include half, step, adopted or fostered children.

Back   Next

Tick if this statement applies.

Click 'Next'. You will be asked the details about the sibling if you proceed with this box ticked.

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📖 Admissions

Preference Reasons

In order to support your application for a place at **Ysgol Gyfun Gymraeg Bro Edern** you can select the appropriate reasons below. You will have the opportunity to tell us in your own words of any additional reasons, or more about your selected reasons, on one of the next pages.

☐ **My child has compelling medical or compelling social reasons** You must provide a letter or email with this form from a medical consultant, social worker or similar professional. It must state detailed reasons for the pupil's admission to a specific school to be considered under this criteria

Back   Next

Tick if this statement applies.

Click 'Next'.

Tick if this statement applies.

Click 'Next'.

If you wish to add a supporting statement or similar, you can do so in this screen. Please be aware that all the details relevant to your application are asked elsewhere. Text you enter here may not be considered.

You must upload any supporting evidence separately. All evidence must be from official sources (eg. hospital consutlant, family court, adoption certificate etc)

This screen gives a running list of your preferences as you add them. When you have added your first preference, please click 'Add a new preferred school'.

Once you've added more than one preference, you can re-order the preferences with the arrows in the re-order column. You can change your order of preferences by clicking the 'Edit' button on that school's row.

When you are happy with the order, click 'Next'.

We recommend 5 preferences for secondary and 3 for primary applications. We also recommend you include the school in your catchment area school as one of your preferences.

Here you can upload supporting documents. The page describes what kind of information might be appropriate.

If you wish to add documents, click 'Choose Files…'.

On your computer, locate the files you wish to upload and click 'Next'.

On a smartphone or tablet you can send us photos of the documents. Please make sure any photos are clear enough to read all text.

You can add photos at a later date, but you must add these before the deadline.

School Place Offer

If you wish to receive your offer by letter through the post please deselect (untick) the box below.

Your offer will also be available on this website on 01/03/2019

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

Warning: Sometimes emails end up in your Junk or Spam folder. If you do not receive your email on the date above, please check there first.

Preview Your Application

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

Preview

Submit Your Application

Once you 'Submit' your application you may still make changes until 19/11/2018 23:59

If you are not ready to submit your application now, you can click 'Return Later' instead and you may return to your application at a later date to make changes. You **MUST SUBMIT** it before 19/11/2018 23:59

☐ **I declare that I have checked the information given in this application and believe it to be correct. I declare that I have read and agree to the terms and conditions set out above.**

Return Later   Submit Now

Back

On this final screen you can:

- choose how you are notified. The outcome of all applications will be available from the 'School Places' screen of the Citizen Portal. In addition we will send you an email. If you untick this option, we will send you a letter instead

- click on 'Preview your Application' to see a one-page summary of your application in a new tab. This function is also available after you submit your application.

Finally, when you have read and understood the information on this page, tick the final box and click 'Submit Now'.

We will send you a confirmation email.

You can edit this application up to the closing date. But if you do so, be sure to return to this page and submit it again.

If you have any further queries, please contact 029 20872087.