

INSTRUCTIONS FOR APPLYING ONLINE

From **Friday 9 September 2016** you can apply for your child's school place online. You **must** apply to the Local Authority where you pay your council tax. **Only North Tyneside residents can apply on the North Tyneside online system.** You can apply for any school in any area using the online system.

COMPLETING YOUR ON ONLINE APPLICATION

Before completing your online application consider which schools you wish to apply for, and which school you have the best chance of being offered a place for your child. We would advise you to apply for more than one school – this will not reduce your chances of being offered your first preference. The admission policies for each school are available in the Essential Guide booklet at www.northtyneside.gov.uk **you will need to read the policy for each school you apply for to understand how the places will be allocated at the school.**

Log onto www.northtyneside.gov.uk

On the home page you will see a box with **School Admissions Apply online** click on this box

Before you start you will need to register first.

Click on **I am new to this service Register and complete your details.**

Once you have done this you will be sent an email with a link (**please check your spam folder if you do not receive an email**). **Click on the link** (you can do this only once) this will take you back to the online system

*****As well as setting up your password, you will be asked for your favourite colour as a security check in case you forget your password so please make sure this is memorable.***

Enter your email address and password and click on **Login**

To make a new application click on the green arrow on the right hand side of the page.

Enter your child's date of birth and select the transfer group (Please note that this system is to apply for the year of entry to a school and therefore **if your child is transferring into Year 7 of a High School you will not be able to select a Middle School on the system.** To do this you will need to complete an in year application form.

Continue to complete your Child's details and **click on next**

Enter your address (**please make sure the system has the correct address for you**) and, if **you will be moving house** complete the information required *please note if you have not moved into your new address we can not take this into consideration when allocating the school place.

Click on next

To find your child's current school

Click on the box **schools located in** and select the Local Authority

In the box **school name** put in part of the name of the school (**for example for Western Primary type in we**) click on search and select school

Click on next.

To enter your School Preferences

Read through the information as you may be required to submit your child's baptismal certificate if you are applying for a Voluntary Aided School

Scroll to the bottom of the page **Find a School**

Click on the box **schools located in** and select Local Authority

In the box **School Name** just type in part of the school you want. For example for St Thomas More RC Academy type in **St t** and click on search and select the school

Continue to select the information required and **click on next**

Make sure you include information about brothers and sisters (siblings) attending the school.

Other Reasons

You may give Other Reasons for your preferences if you do not want to click on next

Selecting another school preference

If you want to select another school follow the instructions as above (you can apply for up to three schools) If you do not want to apply for another school click on **next**

Submitting your application

If you want to submit your application click on **Continue**

Please read the terms and conditions

School Place Offer - confirm if you would like to receive your school offer by email or by letter (letters are sent out 2nd class on 'Offer Day)

click on Yes to confirm you have read and agree to the terms and conditions and **click on submit**

Confirmation of your online application form

You will be sent an email showing you the schools you have applied for and that your application has been submitted (**please check your spam folder if you do not receive an email**) If you do not receive an email at all this means you have not completed the application correctly and you will need to log back into the system - you may not have clicked on **submit**.

Changing your school preferences

You can change your school preferences as many times as you like up until the deadline dates. Just log back into the system and follow the steps above to make the changes. Remember to click on **submit application** and you will get an email confirmation to say that your application form has been resubmitted successfully.

Offer Day

1 March 2017 for Middle and High Schools

17 April 2017 for First and Primary Schools

If you requested to receive your school offer by email log back into **www.northtyneside.gov.uk** on the right hand side of the home page you will see a button click on view and accept your child's school place. If you requested to be notified by letter this will be sent out 2nd class on the offer day.

For applicants of Voluntary Aided School or Church of England Schools

You cannot attach your child's baptismal certificate or a letter from a Minister with the online application these must be either emailed to

school.admissions@northtyneside.gov.uk or sent in the post to: **The Access Team, Quadrant West, Silverlink North, Cobalt Business Park, North Tyneside, NE27 0BY. Please state your child's name and date of birth on any correspondence.**

What happens if I change my email address after the deadline?

We will not be able to amend the email address to which we send an email on offer day. However, you will be able to log onto your old account to view and accept your school place.

What happens if I forget my password AND cannot remember my favourite colour?

Please contact the Access Team on telephone number 643 8724/8723 or email **school.admissions@northtyneside.gov.uk**

Problems Applying

Please contact the Access Team on telephone 643 8724/8723 or email **school.admissions@northtyneside.gov.uk**