How to Register and Make an Application for a School Place Using the Citizens Portal

Click on “register”

Enter your email and security details and create a password and click “Next”

Please note below the password format

[IL0: UNCLASSIFIED]
How to Register and Make an Application for a School Place Using the Citizens Portal

Enter your details and click “Next”

Enter your home postcode and click on “Find Address”. Alternatively if you can’t find your address you can enter it by clicking on “Enter Address Manually” and then “Submit Registration”
How to Register and Make an Application for a School Place Using the Citizens Portal

If you find your address by postcode, highlight your address and click “Select.”
How to Register and Make an Application for a School Place Using the Citizens Portal

Complete the remaining contact details (Home Phone number etc) and click on “Submit Registration”
Find the email sent to you and follow the instruction regarding clicking on the link

Thank you for registering with the Citizen 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.

https://smono.line.sandwell.gov.uk/CitizenPortal/LIVE/Account.Mvc/CompleteRegistration/14278_3e6a9b-14a2-8b31-b0fe-219f72c7d1de

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

Kind Regards, Portal Administrator

Important - Please do not reply to this email as this account is not monitored.

Click on this icon

Click on “Login”
How to Register and Make an Application for a School Place Using the Citizens Portal

Enter your email address and the password that you created and click “Login”

Click on the area you require (In this instance “School Places”) Please Note: If you make an error i.e. date of birth or spelling of name etc, click on the “My Family” icon and there you can amend the details
How to Register and Make an Application for a School Place Using the Citizens Portal

Click on “Add Child”

Complete your child’s details and click on the address. If child lives at a different address that can also be added by clicking on “Click to add new address” and creating the address as you did previously.
How to Register and Make an Application for a School Place Using the Citizens Portal

This then brings up the address for your child then click “Add child”

Check the details of your child and if they are correct click on “Start new application” If you are applying for places for more than one child, click on “Add child” and follow the process as before

[IL0: UNCLASSIFIED]
How to Register and Make an Application for a School Place Using the Citizens Portal

Click on “Admission to School” (The type of school and date may differ due to the child’s date of birth)

Find Child
Admission To Junior School - September 2015
You may have received a letter from your Local Authority, containing a UID (Unique Identifier) for your child, enter it in the “Unique Identifier” box and click “Next”. If you do not have a UID number, just click on the “No UID” button

Additional Child’s Details
Does your child have a Statement of Special Educational Needs - now known as an EHCP (Education, Health and Care Plan)?

Is the child in public care or was he/she previously in public care but ceased to be so because they were adopted or became subject to a residence order or special guardianship order? If yes, please state which Local Authority:

Is your child a twin or triplet, etc. (one of a multiple birth)?

Complete the 3 questions above accordingly by clicking on the boxes and click “Next”
How to Register and Make an Application for a School Place Using the Citizens Portal

Answer the questions above if they are applicable and click “Next”, if not applicable just go straight to “Next”

To find your child’s current school you can search in various ways i.e. by postcode or school name or by just part of the school name and click on “Search”

If you are unable to find your child’s current school, you can type the school name in to the Freetext box and then click on next
How to Register and Make an Application for a School Place Using the Citizens Portal

Double click on the school name

The current school name and address are then entered, if you have selected the wrong school click on “Change current school” and repeat the previous process. If correct school is entered click on “Next”
How to Register and Make an Application for a School Place Using the Citizens Portal

You now have to search for the preferred school, this is also done by postcode or school name as you did previously and click on “Search.”

Double click on school name.
How to Register and Make an Application for a School Place Using the Citizens Portal

Answer the question above accordingly by clicking on “No” or “Yes” (In this instance “Yes” was selected)

Here you can add any siblings going to the preferred school and click “Next”
How to Register and Make an Application for a School Place Using the Citizens Portal

Answer the questions accordingly and click on “Next”
How to Register and Make an Application for a School Place Using the Citizens Portal

Here you have a Freetext box where you can give other reasons to support your application and click on “Next”

This shows your preferred school(s). You can add other schools as you did previously or you can remove schools. If happy with your choice click on “Next”
How to Register and Make an Application for a School Place Using the Citizens Portal

On this page you have the option to return later to your application. If you are happy with the application click to “Yes” for this question and click on “Submit Now”

This page informs you that your application has been successfully submitted. You will then receive an email of confirmation that your application has been submitted (As below)
How to Register and Make an Application for a School Place Using the Citizens Portal

Dear Mr Any Parent,

Thank you for submitting your application for a school place.

Please ensure that you complete and return any additional forms, where appropriate - (the link can be found here Additional Forms )

This is to ensure that your application is complete.

You have expressed preferences for the following schools in this order of priority:

<table>
<thead>
<tr>
<th>Rank</th>
<th>School Name</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>George Salter Academy</td>
<td>Claypit Lane, West Bromwich, West Midlands, B70 9RW</td>
</tr>
</tbody>
</table>

If you wish to change the details of your application, you may do so by logging back into the School Admissions Service at any time until 23:59 on 31/10/2016.

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

https://www.soles.sandwell.gov.uk/CCSEnterprise_AdmissionsOnline.htm

Notification of your school place offer:

When you made your application, we gave you a choice about the way your school place offer will be communicated to you on 01/03/2017.

You chose to receive your school place offer via email.

To change your chosen method, please contact us using the contact details below.

Please note: your application has to be submitted for it to be actioned