

How to Apply Online for a School Place

City of Bradford Metropolitan District Council
Department of Children's Services
School Admissions Team



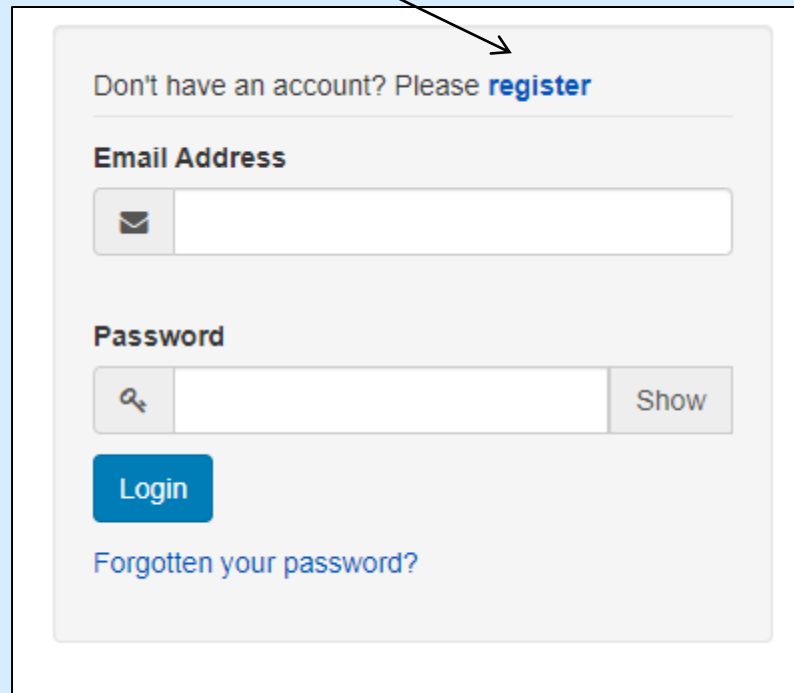
Go to the Website

Go to www.bradford.gov.uk/admissions and click on 'Apply now for a place at school'.

This takes you to the Citizen Portal.

Creating an Account - Step 1

Click on 'register'.



Don't have an account? Please [register](#)

Email Address

Password

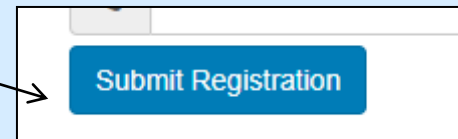
[Forgotten your password?](#)

Creating an Account - Step 2

Fill in the details requested.

Ensure the password meets the criteria
(at least 10 characters in total, at least 2 numbers,
at least 1 lower case letter, at least 1 upper case
letter and at least 1 special character such as ? or !).

Click on 'Submit Registration'.



Creating an Account - Step 3

You will be sent an email once you have clicked on 'Submit Registration'.

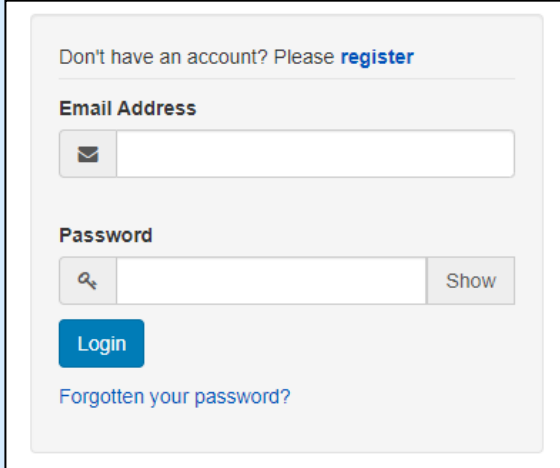
Please log in to your email account and view the email. Please check your spam folder if necessary.

Please click on the link in the email to confirm your email address and complete the registration process.

Submitting an Application – Step 1

Login to Citizen Portal Account

Enter your email address and password and then click 'Login'.



The screenshot shows a login form with the following elements:

- A link at the top: "Don't have an account? Please [register](#)"
- An "Email Address" section with an envelope icon and a text input field.
- A "Password" section with a key icon, a text input field, and a "Show" button.
- A blue "Login" button.
- A link at the bottom: "[Forgotten your password?](#)"

If you have forgotten your password, please click the 'Forgotten your password?' link to receive an automated password reset email. Follow the instructions in the email to re-set your password. If the automated email does not arrive within 30 minutes (and you have checked in your spam folder), please contact the Admissions Team on 01274 439200 and we will be able to manually send you the password reset email.

Important Notes

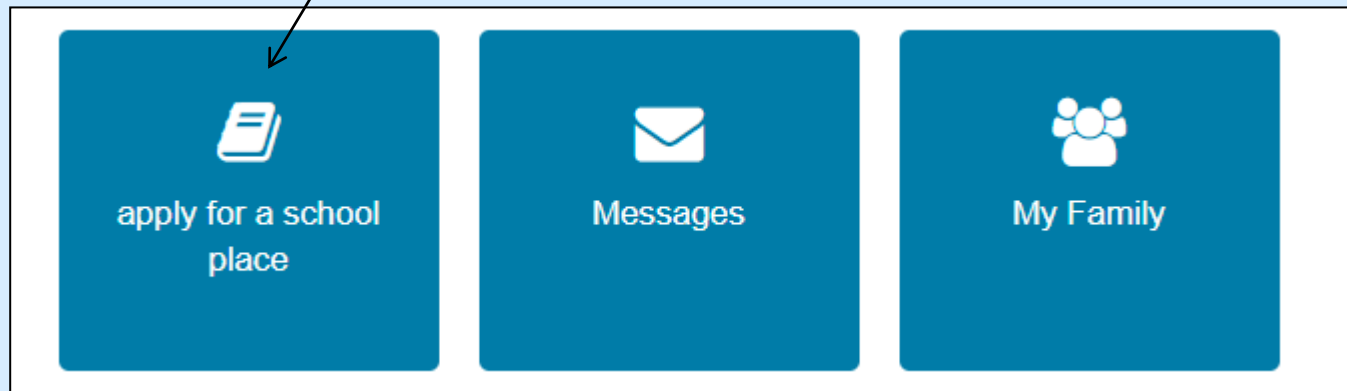
If you used the Citizen Portal to make an application in the past, please check that your address, telephone number, etc. in the 'My Account' section are still correct, and edit them if they are not, before you make your new application.

If you are helping a friend/family member to apply, please ensure the parent's details (name, address, phone number, email address, etc.) are given in the 'My Account' section, not yours. The parent needs to be present when the application is submitted to confirm that they have parental responsibility for the child and that all the details submitted are correct.

Submitting an Application – Step 2

Click on ‘apply for a school place’

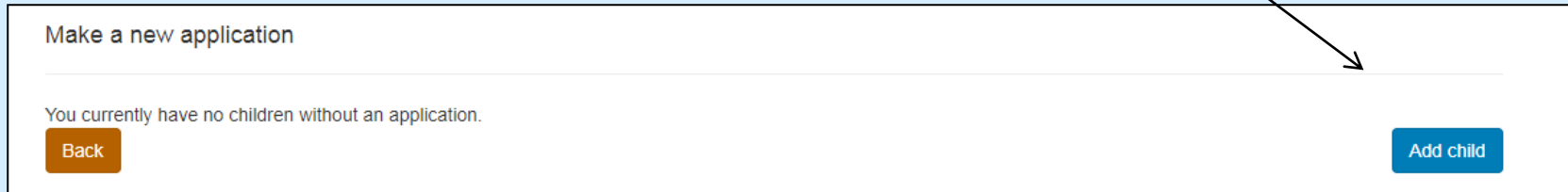
This can be located at the bottom of the screen.



Submitting an Application – Step 3

Adding the Child's Details

If the child's details are not already there to select at the bottom of the page, click on 'Add child', enter your child's details and then press 'Add child' again once you have filled them in.



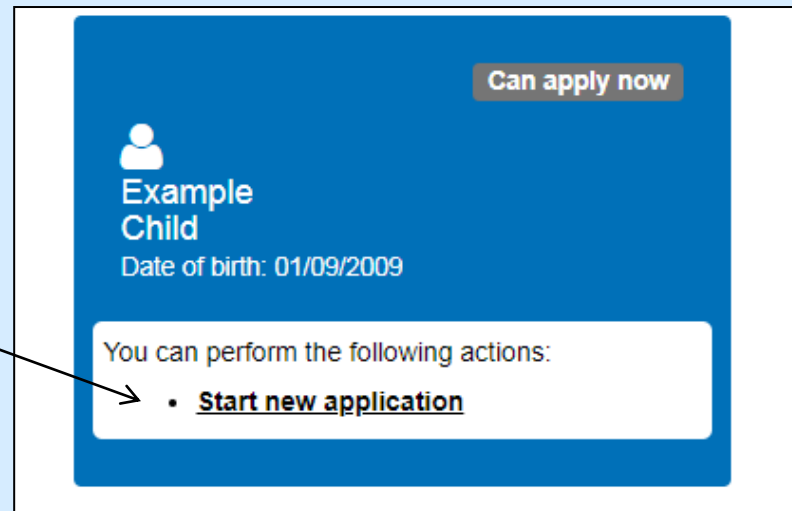
The screenshot shows a web interface for adding a child's details. At the top, it says "Make a new application" followed by a horizontal line. Below this, it states "You currently have no children without an application." There are two buttons: a blue "Back" button on the left and a blue "Add child" button on the right. A black arrow points from the text above to the "Add child" button.

If this does not apply, go to Step 4.

Submitting an Application – Step 4

Click on ‘Start new application’

Select the correct child at the bottom of the page, and click on ‘Start new application’.



This will only appear if the online application process is open and the child's DOB (as entered by the parent) falls into the standard date of birth range for applications.

If a child is formally offset, parents must apply on a paper form.

Late applications must be made on a paper form.

Submitting an Application – Step 5

Checking Your Home Authority

Check that your address falls under Bradford district, by clicking on ‘Check Now’.

If it does not, you must apply through the authority in which you are resident. You can still apply for Bradford district schools through you home authority.

If your address does fall under Bradford district, click on ‘Continue to Apply’.

Admissions

Before You Apply

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.

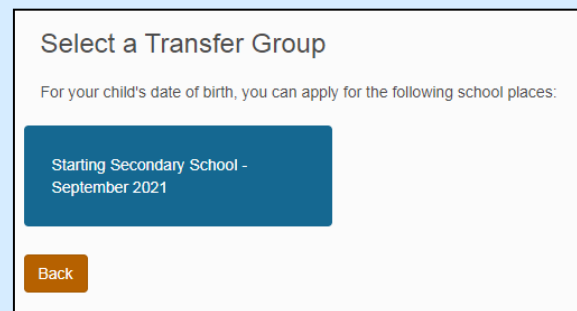
If your child is moving to a new address which falls under another local authority after the closing date, you must still apply through the current Local Authority.

My child's postcode

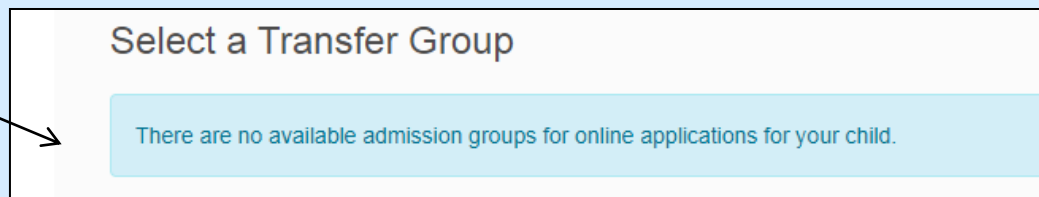
Submitting an Application – Step 6

Selecting a Transfer Group

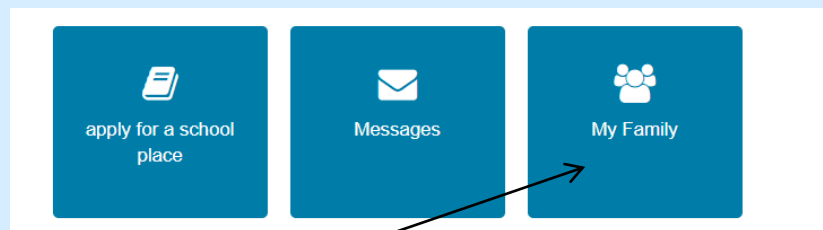
Select the transfer group you wish to submit an application for, e.g.



If you see the message below, then either the online application process is not open or the DOB entered for the child does not fall in the standard DOB range for the application you are trying to make.



If the closing date for applications has passed or your child is offset, you need to apply on a paper form.



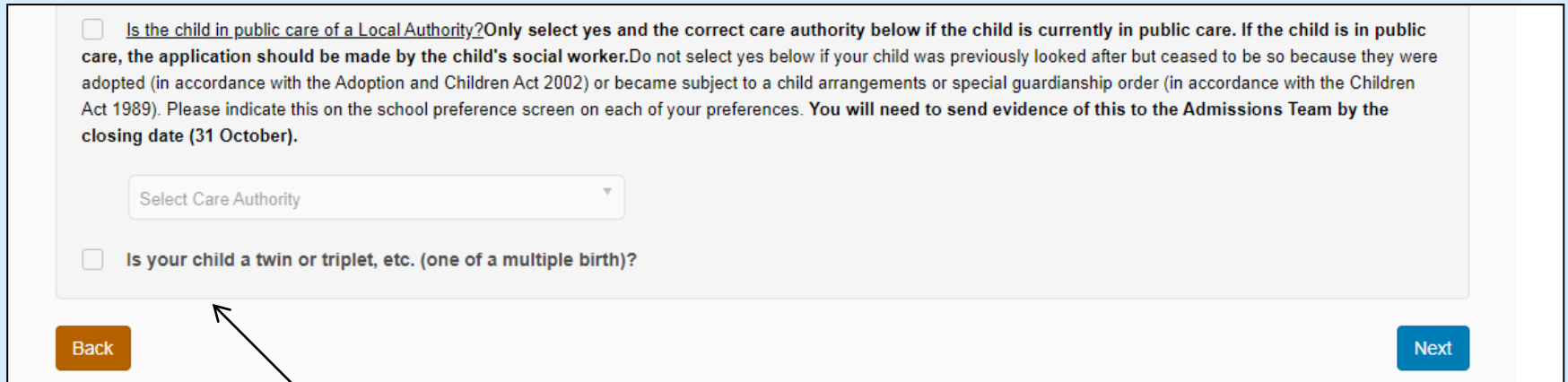
If neither of these circumstances apply, please check you have entered your child's DOB correctly by looking in the 'My Family' section of the website, and please correct it if necessary.

Submitting an Application – Step 7

Additional Child's Details

Most applicants will just select 'Next', as they do not need to tick any of the boxes for the child they are applying for.

If the child is in public care, please indicate on this page. The application should be submitted by the social worker and the Care Authority must be selected.



Is the child in public care of a Local Authority? Only select yes and the correct care authority below if the child is currently in public care. If the child is in public care, the application should be made by the child's social worker. Do not select yes below if your child was previously looked after but ceased to be so because they were adopted (in accordance with the Adoption and Children Act 2002) or became subject to a child arrangements or special guardianship order (in accordance with the Children Act 1989). Please indicate this on the school preference screen on each of your preferences. You will need to send evidence of this to the Admissions Team by the closing date (31 October).

Select Care Authority

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

Back Next

If the child is one of a multiple birth, please indicate on this page.

Submitting an Application – Step 8

Address Details

If you have moved recently or plan to move by September, this page advises you of the proof we require and the deadline to return this.

If you have not yet moved, but you have details of the address you will be moving to and a moving date, please enter them on this page.

Submitting an Application – Step 9

Child's Current School

This page may not appear for every transfer group.

If it appears and your child's current school is not displayed, please select your child's current school, using the search function.

Child's Current School

Where does Example currently go to School? Use the search facility below to find Example's current school. If your child is not currently attending a school, please select - Schools located in: BRADFORD School Name: ADMISSION APPLICATION IN PROGRESS and click 'next'. If your child's current school does not appear, please call 01274 439200 or email secondaryadmissions@bradford.gov.uk for assistance.

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.

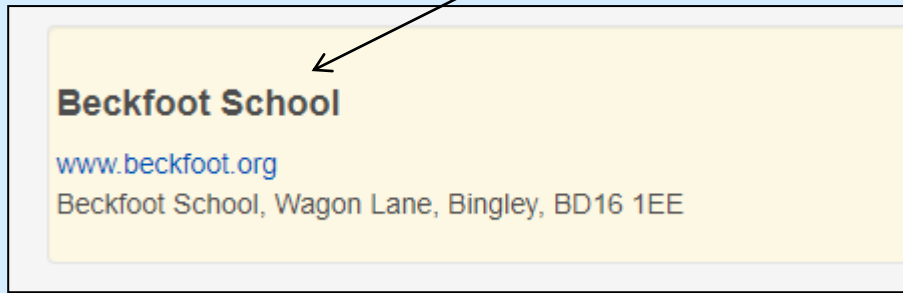
Postcode	Schools located in	School Name (Tip: Part names give better results)	
<input type="text" value="Postcode"/>	<input type="text" value="All Local Authorities"/>	<input type="text"/>	<input type="button" value="Search"/>

Submitting an Application – Step 10

Adding School Preferences 1

Please list up to five preferences in the order you prefer them.

Use the search function to find the first school you wish to apply for, select it by clicking on the school's name (not the website address), e.g.



and then tick applicable boxes and fill in relevant information.

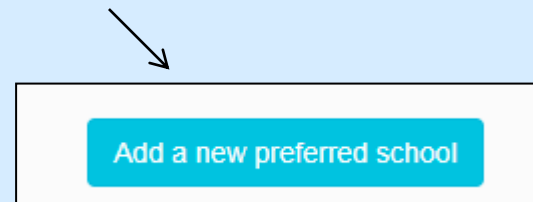
You may also need to submit additional documents, such as a supplementary information form.

If requesting priority on exceptional medical/social grounds (if applicable), you will need to send in supporting documentation.

Submitting an Application – Step 10

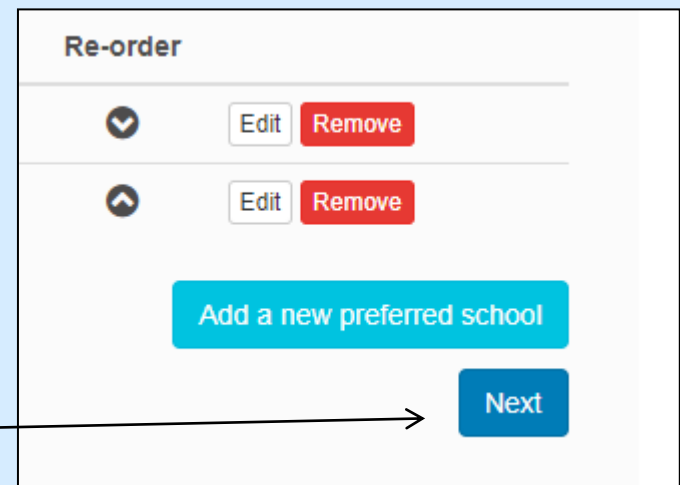
Adding School Preferences

Once you have completed the information for your first preference, you can add another by selecting 'Add a new preferred school' and then filling in the information for the next preference.



This can be repeated until you have added all the preferences you wish, up to the maximum of 5.

If you want to edit, remove or re-order your preferences, you can do this by clicking on the relevant button.



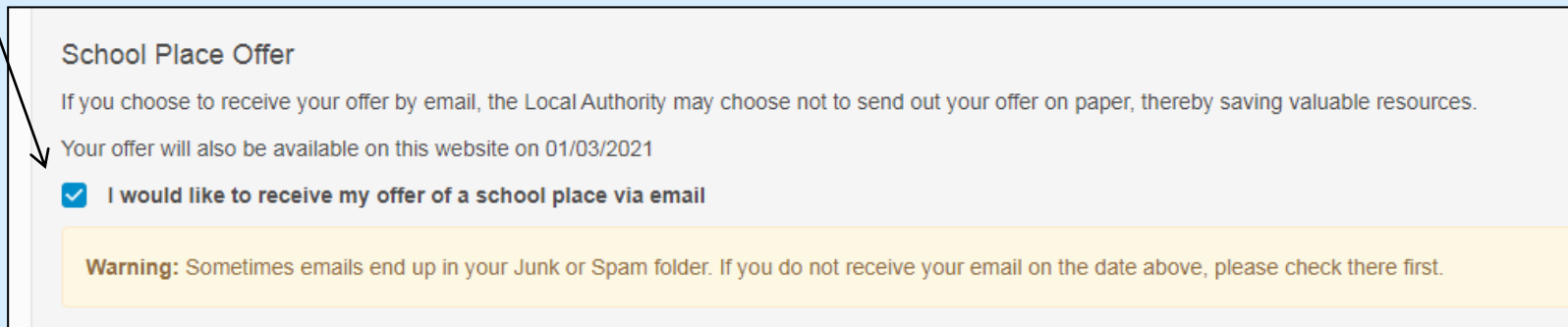
Once you have added all the preferences you wish (up to 5), click 'Next'.

Submitting an Application – Step 11

Submitting the Application 1

Once you are happy that you have completed the application fully, please read the information on the submission page.

Allocation letters are emailed on offer day to parents who applied online, unless the tick is removed from the box below. If the tick is removed, the child's allocation letter will be posted out on offer day.



School Place Offer

If you choose to receive your offer by 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 01/03/2021

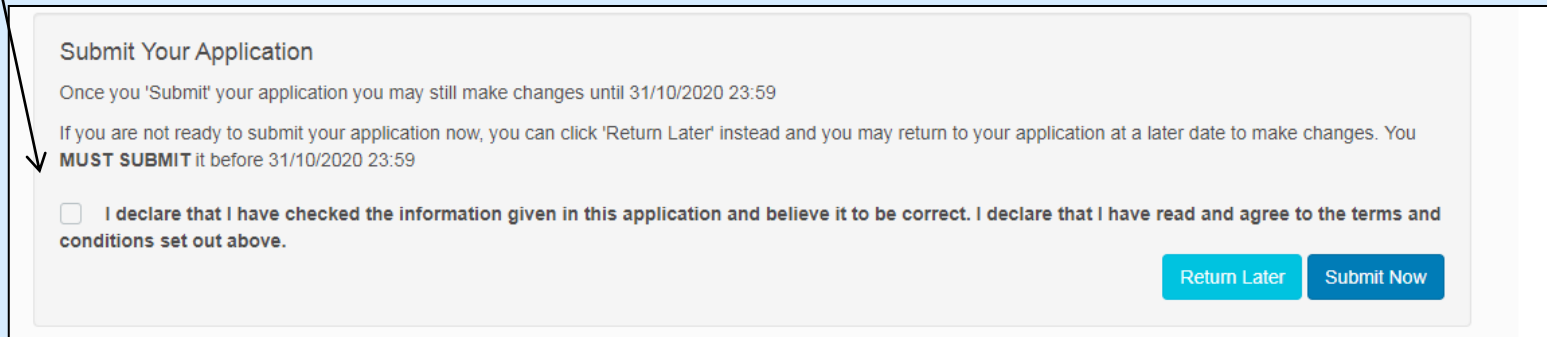
I would like to receive my offer of a school place via email

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.

Submitting an Application – Step 11

Submitting the Application 2

The declaration below must be ticked before you can submit the application.



Submit Your Application

Once you 'Submit' your application you may still make changes until 31/10/2020 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 31/10/2020 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](#)

Once you have submitted the application, you will be sent a brief emailing, confirming that your application has been submitted and listing your preferences. It will not include additional information included on the application, such as sibling details.

If you are not ready to submit the application, you can click on 'Return Later' to save the information you have already entered. Please remember to return and submit the application by the deadline.

You can go back into your application and make changes up to the closing date, even if you have already submitted it. If you go back in to a submitted application it becomes unsubmitted, and you must go all the way through to the final page and resubmit the application.