

Parents' Guide to Making an Online Application for a School Place

Online applications can be made for children due to start school in Reception, transfer from Year 6 to secondary school, or transfer from Year 2 at infant school to junior school. Any other applications should be made directly to schools using an in year application form.

Parents and carers who have an e-mail address can access the online application facility through the following web page. Parents can access the internet at Shropshire Council Libraries or, if necessary, by visiting your local primary school:

[Go to www.shropshire.gov.uk/schooladmissions](http://www.shropshire.gov.uk/schooladmissions), and select [starting-or-transferring-school](#)

The screenshot shows the Shropshire Council website. At the top left is the Shropshire Council logo. To its right is a search bar with the text "Search for..." and a "Search" button. Below the logo is a green "Menu" button. The main heading is "Apply to start or transfer school" in a large, bold font. To the right of this heading is a blue "Subscribe" button. Below the heading is a breadcrumb trail: "Home" (with a house icon), "School admissions", and "More in Apply to start or transfer school" (with a dropdown arrow). Below the breadcrumb trail is a paragraph of text: "Knowing exactly what to do, whether you child is just starting school, moving between school years or transferring schools mid-term, can be a daunting process. Whatever stage in the education process your child is at our information will help make this as simple as possible. Use the links below to find the information relevant to the stage of education your child is approaching."

Starting infant or primary school »
Find out what you need to do if your child is due to start primary school

Transferring to junior school »
Information and advice for parents whose child is moving from infant to junior school

Transferring to secondary school »
Information for parents with a child due to transfer to secondary school the following year

Choose whichever option is applicable. Then click on the green button "Apply Here?"

This option is for in year applications apply directly to the school

Changing your child's school »
Information and advice on in year (mid term) applications

Secondary school open evenings »
Details of open evenings at Shropshire secondary schools

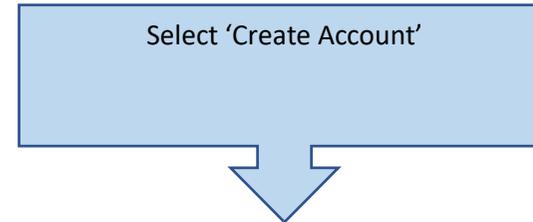
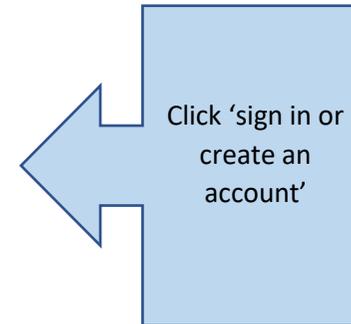
Schools with sixth forms »
Details of admission arrangements for schools with sixth forms.

Registration

Apply for a School Place

You must be signed in as a Citizen in order to apply for a school place. Please sign in or sign up for a new account to continue.

Sign In or Create Account



Sign In

Sign in or create an account with us.

Enter your username

Next

Create Account

About You

Create Account

Personal Details

Title *

Forename *

Middle Name

Surname *

Contact Details

Email Address *

Confirm Email *
Please confirm your email

Daytime Number

Evening Number

Mobile Number

Address

No address to display.

[Add Address](#)

Account Security

New Password *

Confirm Password *
Please confirm your password

[Start Again](#) [Create](#)

Enter all the required fields and create a password. This must be made up of a capital letter, numbers, a special character for example @!?, and be at least 12 characters long.

Click Add Address to input home address and click confirm selected once correct address is found.

Then click 'Create'

What happens Next

Verify email address

We have sent you an email to verify your account. You must click the link in this email before you can sign in.

You can click "Resend Email" to have a new one sent out.

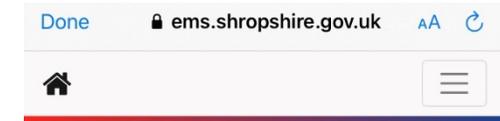
Resend email in 15 seconds.


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Go to your mailbox and you should receive an email that says: Parent Portal account verification

If not, please first check your spam/junk folder & if not received, click the 're-send button'

Once done, you will see this screen
You can now sign in and make your application



Account has been verified

Your email address has been verified.
Please sign in to continue.

Sign In

Click or copy and paste the link into your web browser to verify your account.

This email should be used to verify your account in the Parent Portal, in order to allow you to use the system.

Please click the following link or copy/paste to your browser to login to the system.

Do not reply to this email. It has been sent from an automated process.

<https://ems.shropshire.gov.uk/synergyweb/login.aspx?U=dc59f5e7-92b2-4c88-b7d0-1752f5e74e55>


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Log in

Sign In

Sign in or create an account with us.

Enter your username

Next

Create Account

Sign-In
Your username will be
your e-mail address

Select 'School Admissions'

The screenshot shows a website navigation menu with several items. A callout box points to the 'School Admissions' link, which is highlighted in a darker blue. Other items include 'Free School Meals Application', '24U Application', and 'Back to Shropshire website'. The Shropshire Council logo is visible in the top right of the menu area. The Synergy logo is at the bottom of the page.

- Free School Meals Application
- Shropshire Council
- 24U Application
- School Admissions
- Back to Shropshire website

Start the Application

There are 8 stages to your application; you can track your progress using this bar

The screenshot shows the 'Apply for a School' application process. At the top, a progress bar indicates 8 stages: 1. Applicant Details (completed), 2. Select Child, 3. Select Round, 4. (represented by three dots), and 8. Application Submitted. Below the progress bar is the 'Applicant Details' form, which is pre-populated with the following information:

Applicant Details (1 of 8)

Ensure your details are correct and update if necessary. Please read the Parent's Guide to Education in Shropshire booklet as this provides all the correct information to help you make your application. If your application is not submitted by the closing date, it will be classed as late and your application may not be successful because of this.

Title * Mrs

Forename * T

Middle Name

Surname * Test

DOB

Address * The Shirehall, Abbey Foregate, Shrewsbury, SY2 6ND

Update Address

Daytime Number

Evening Number

Mobile Number

Email Address shellcarson86@gmail.com

Back Save and Continue

You will see that your details are already pre-populated, all you'll need to do is click 'save and continue' at the bottom of the screen:

Your child's details?

Click 'new child'

Apply for a School Place

1 ✓ Applicant Details 2 ? Select Child 3 Select Round ... 8 Application Submitted

Select Child (2 of 8)

Please select the child you wish to apply for

[New Child](#)

Name	Address	Gender	DOB
<i>There are no records to show</i>			

Please select the child you wish to apply for

[Back](#) [Next](#)

Add your child's details



Apply for a School Place

Create Child

To create a new child, please complete the following details and then save these details using the buttons at the end of the form.

Forename *

Middle Name

Surname *

DOB *

Gender *

Please tick the box if you are about to move to another address. The home address for the application provided must be the normal and genuine residence of the child, usually this is also the address of the person who has parental care of the child. You must not use a business address, grandparent's, friend's or other family member's address. Parents and carers must keep the Admissions Team updated with any changes.

Current School

Address same as Applicant?

[Cancel](#) [Add School](#) [Save](#)



Current School

Apply for a School Place

Search for a School

Local Authority

Shropshire



Gender *

All Applicable Schools



All Applicable Schools finds all mixed-gender schools and all schools which only accept your child's gender.

School *

Belvidere Primary School



Belvidere Primary School

Code

8932164

Ofsted URN

123437

Address

Belvidere County Primary School,
Tenbury Drive,
Shrewsbury,
SY2 5YB

Headteacher

Mr Andrew Davis

Phone

01743 365211

Ages

3 - 11

Gender Mix

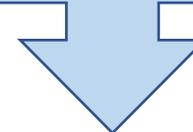
Mixed

Supplementary Information Form (SIF) Required

No

If your child attends a primary school outside of Shropshire, change the Local authority to that which the school is in before searching.

Click 'confirm selected'



Cancel

Confirm Selected

Select Round

Apply for a School Place

Progress: 1 (Applicant Details) ✓, 2 (Select Child) ✓, 3 (Select Round) ?, ... (Application Submitted)

Select Child (2 of 8)

Please select the child you wish to apply for

[New Child](#)

Name	Address	Gender	DOB
<input checked="" type="radio"/> Test Test	The Shirehall, Abbey Foregate, Shrewsbury, SY2 6ND	Female	16/10/2010

[Back](#) [Next](#)

Select your child and click 'next'



Apply for a School Place

Progress: 1 (Applicant Details) ✓, 2 (Select Child) ✓, 3 (Select Round) ✓, ... (Application Submitted)

Select Round (3 of 8)

Please select a round from the below options

Selected Child: Test Test

Continue existing application

Applications which have been started but not yet completed

Round	Deadline	Date Started	Preferences	Completed (%)
<i>There are no existing applications for this child which can be continued</i>				

Start a new application

Begin application for your child to start Primary School, transfer to Junior School or transfer to Secondary School.

Round	Deadline	DOB Range (From - To)
<input type="radio"/> Transfer To Secondary 2022/23	31/10/2021	01/09/2010 - 31/08/2011

Start a new in-year application

This facility is not available online. Please download the in-year application form from the Shropshire School Admissions website and send directly to your preferred school(s).

Round	Deadline	DOB Range (From - To)
<i>Not applicable</i>		

[Back](#) [Next](#)

Select the round you wish to apply for. The active rounds based on your child's date of birth will be visible



Application Details

Apply for a School Place

2 Select Child 3 Select Round 4 Application Details ... 8 Application Submitted

Application Details (4 of 8)

Please review the round details and answer the following questions. For further details, please see the Parents' Guide to Education in Shropshire booklet.

Selected Child:
Test Test

Round: Transfer To Secondary 2022/23	Deadline for Applications: 31/10/2021 23:59	Date of Birth from: 01/09/2010	Date of Birth to: 31/08/2011
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Relationship to Child *

Is your child a Looked after child OR is your child previously looked after and has ceased to be so as they have either been adopted or are subject to a child arrangements order or special guardianship order? If so, by which Local Authority?

Does the Child have a current Education, Health & Care Plan? * Yes No

Is the Child's parent /guardian a Crown Servant? * Yes No

Is the Child part of a multiple birth? e.g. twin * Yes No

Supporting Documents

If you have any documentation that supports any of the above selections, eg Looked After Child status or Crown Service posting notice, please attach them here.

Attach documents

No documents have been attached to this application

Please confirm that you wish to proceed without attaching any documents

[Back](#) [Save and Continue](#)

Supporting documents
You can upload any documents to support your child's looked after, adoption status or if you have a posting notice to Shropshire.

Select the options applicable and click 'save and continue'

Your Preferences

Apply for a School Place

4 Application Details 5 Select Your Preferences 6 Preference Reasons 7 Submit Application 8 Application Submitted

Select Your Preferences (5 of 8)

Please select or search for schools below and rank them in your desired order.

To understand the criteria that will be applied to your application for your preferred school(s), please view the appropriate admissions policy for either the admission authority school or Shropshire Council's own policy, whichever is applicable.

Selected Child:
Test Test

Round: Transfer To Secondary 2022/23 Deadline for Applications: 31/10/2021 23:59 Date of Birth from: 01/09/2010 Date of Birth to: 31/08/2011

Disable animations

Preference	School	Rank Order	
1st *	Belvidere School ⓘ	↓	🗑️
2nd	Meole Brace School ⓘ	↑ ↓	🗑️
3rd	Shrewsbury Academy ⓘ	↑	🗑️

Your preferred schools. You need to select a minimum of one school.

I confirm that I am happy to proceed with 3 of 3 possible preferences.

Search for your school and select once it appears. You have a maximum of three preferences, and you will need to tick the 'confirm' box before continuing.

PLEASE NOTE: If you wish to select a school outside of Shropshire, you will need to click the blue 'advanced search' button. Change the Local Authority from Shropshire to the authority the school comes under and enter part of the school name in the search. If you cannot see your school, please email school-admissions@shropshire.gov.uk & we shall investigate.

Save and Continue

Click 'save and continue'

Preference Reasons

Apply for a School Place



Preference Reasons

(6 of 8)

Please select your details below

Selected Child:

Test Test

Round: Transfer To Secondary 2022/23

Deadline for Applications: 31/10/2021 23:59

Date of Birth from: 01/09/2010

Date of Birth to: 31/08/2011

1st Preference

Belvidere School

Preference Reasons

Select Reasons for preference

- Medical
- Catchment
- Sibling
- Distance
- Staff

Notes

You can upload any documents you feel support your application. These will be viewed by the Admission Authority and considered against their admissions criteria.

Select what reasons are applicable for each of your preferences, otherwise leave blank.

The Parents' Guide to Education in Shropshire contains the admissions criteria for each school. You can view this on the Shropshire Council website.

Supporting Documents

Please upload documents which support reason(s) to apply for Belvidere School. E.g. medical. The document(s) should be in PDF or Word format.

Attach documents for Belvidere School

Whether adding supporting documents or not, you will need to tick the 'confirm' box before moving on.

No documents have been attached to this preference

Please confirm that you wish to proceed without attaching any documents

Sibling attending the school?

2022/23 23:59 01/09/2010 31/08/2011

1st Preference
Belvidere School

Preference Reasons
Select Reasons for preference

- Medical
- Catchment
- Sibling
- Distance
- Staff

Notes

Tick if there is an older sibling

Click 'add new sibling' or select from the list if previously added

Sibling Information

Select a sibling for this preference

Select Sibling

Please select a sibling



Add New Sibling

Supporting Documents

Please upload documents which support your reason(s) to apply for Belvidere School. E.g. medical. The document(s) will be supplied to the school as evidence to support your application

Attach documents for Belvidere School

Add siblings details here and then save

Apply for a School Place

Create Child

To create a new child, please complete the following details and then save these details using the buttons at the end of the form.

Forename *

Middle Name

Surname *

DOB *

Gender *

This child's primary address is the same as the address that I have saved on my profile (if the child's address differs, uncheck the checkbox to add their address).

Cancel

Save

4

Application Details

5

Select Your Preferences

6

Preference Reasons

7

Submit Application

8

Application Submitted

Submit Application (7 of 8)

This application has NOT yet been submitted.

Please only submit your application when you are certain it is correct and you have read the Parents' Guide to Education. Once this has been submitted, it will not be possible for you to amend it online.

The on time submission period for this application ends on **Sunday, 31 October 2021 23:59**.

After this time your application can still be submitted, but it may be considered late in accordance with the late application policy.

Applicant Details 

Applicant Name

T Test

Address

The Shirehall, Abbey Foregate, Shrewsbury, SY2 6ND

Evening Number

Not Supplied

Daytime Number

Not Supplied

Mobile Number

Not Supplied

Email Address

[Redacted]

Selected Child 

Name

Test Test

Address

Same as applicant

Future Address

Not due to change address

DOB

16/10/2010

Gender

Female

Current School

Belvidere Primary School

Application Details 

Round

Transfer To Secondary 2022/23

Application Reference

893-2022-09-E-001350

Relationship to Child

Mother

Is your child a Looked after child OR is your child previously looked after and has ceased to be so as they have either been adopted or are subject to a child arrangements order or special guardianship order? If so, by which Local Authority?

Not Looked After

Does the Child have a current Education, Health & Care Plan?

No

Is the Child's parent /guardian a Crown Servant?

No

Is the Child part of a multiple birth? e.g. twin

No

Selected Preferences 

1st Preference

Belvidere School

2nd Preference

Meole Brace School

3rd Preference

Shrewsbury Academy

Collapse All

Expand All

Disclaimer

Are you sure? (Once your application is submitted and downloaded by the LA you cannot amend your application.) Before submitting your application you are required to read the Parents' Guide to Education. You are only allowed to submit an application if you have legal responsibility for the child. By submitting the application using the button below, you are confirming that you have legal responsibility for the child detailed above, and that all details are correct to the best of your knowledge. If any details are incorrect, return to the summary screen and amend them before continuing. If you do not have legal responsibility to submit this application, you should sign out now.

 I have read the disclaimer and the Parents' Guide to Education. *

Back

Submit Application

Submit Application

Double check your application, expand the preferences to ensure you have added all the key information in order for you application to be processed.

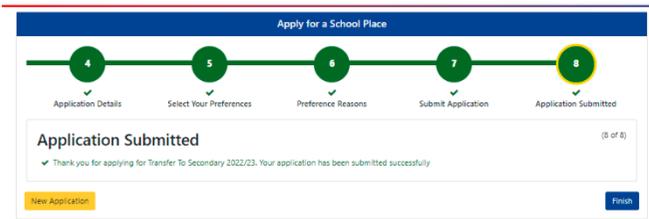
Read the terms and conditions disclaimer.

A reminder that once you submit your application it **cannot** be changed.

Tick to confirm when you have read and understood the disclaimer and that you have read the Parents' Guide to Education booklet.

Click 'submit application'

What Next?



Your application has been submitted

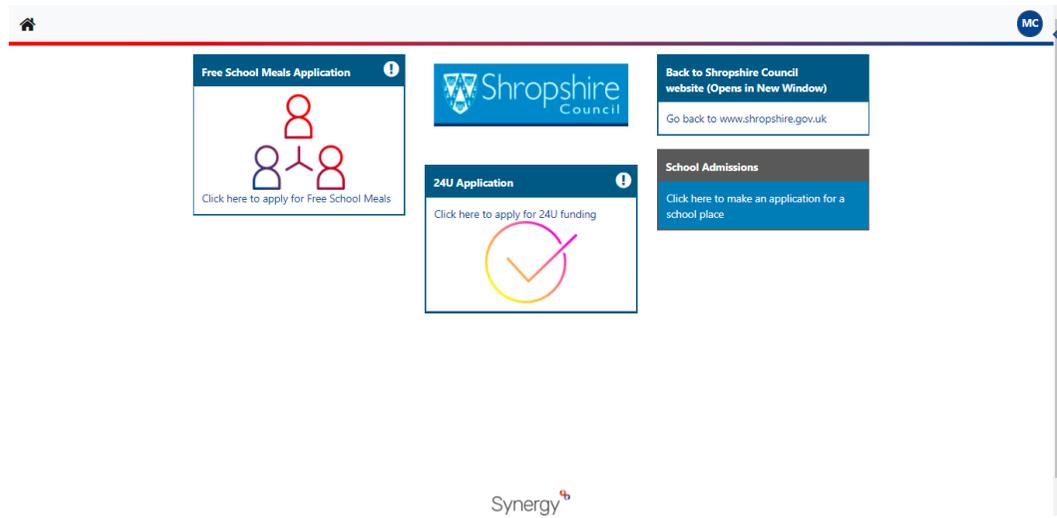
From: <noreply@shropshire.gov.uk>
Date: Fri, 24 Sep 2021 at 10:58
Subject: Thank you for submitting your admissions application.
To: [REDACTED]

Dear Parent / Guardian,
This email confirms that you have submitted your child's online admissions application.
Application Details:
Transfer To Secondary 2022/23

- Preference 1: Belvidere School
- Preference 2: Meole Brace School
- Preference 3: Shrewsbury Academy

Confirmation of your preferences will be emailed to you

You can visit your account to check the status of your applications and details submitted.



Click the icon containing your initials

Account Management

[Account Info](#)
Applications
[Documents](#)
[Notifications](#)

[Applications Home](#)

Admissions

[Childcare](#)

[Free School Meals](#)

Admissions

All of your admissions applications are listed below. You may continue an existing application from where you left off, unsubmit an existing application which hasn't yet been processed by the Local Authority, or respond to completed applications.

Key of actions

 View

 Edit

 Delete

 Unsubmit

 Respond

Date Started	Child	Round	Preferences	Status	
22/09/2021	Test Test	Transfer To Secondary 2022/23	1st - Belvidere School 2nd - Meole Brace School 3rd - Shrewsbury Academy	Submitted to LA	 

You can view your submitted applications and update contact details from here

