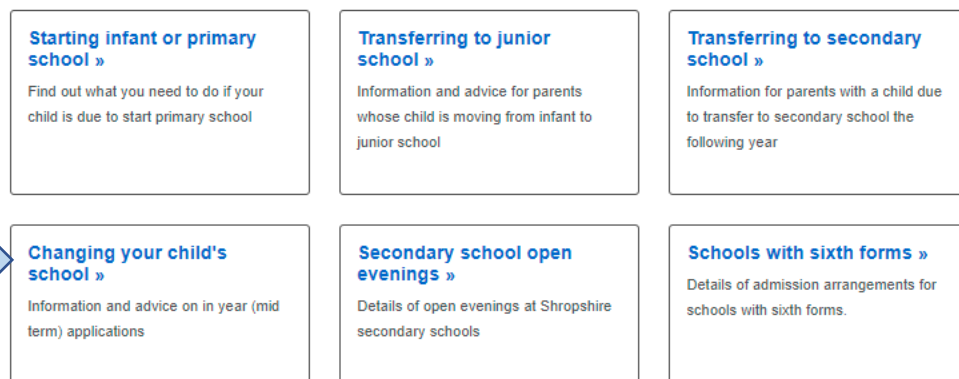
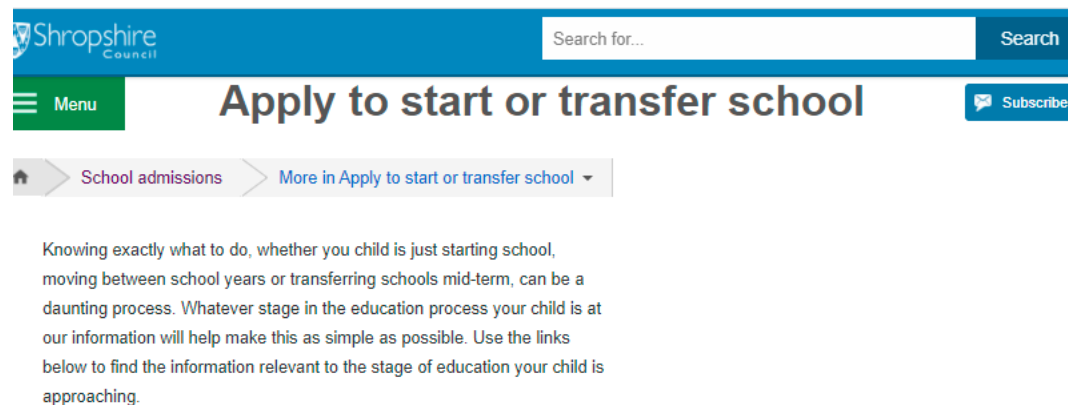


Parents' Guide to Making an Online Application for a School Place

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, and select starting-or-transferring-school



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

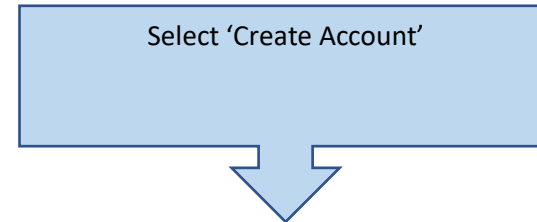
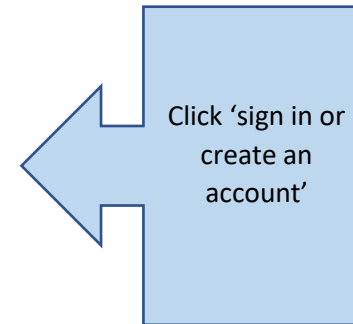
This option is for in year applications apply directly to the school

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.

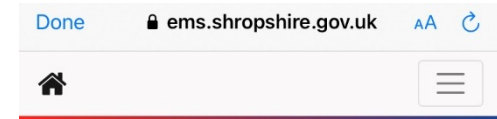

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Go to your mailbox and you should receive an email that says: Parent Portal account verification

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

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

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

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](#)

[Back](#)

[Create Account](#)

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

Select 'School Admissions'



Free School Meals Application

Click here to apply for Free School Meals

24U Application

Click here to apply for 24U funding

School Admissions

Click here to make an application for a school place

Synergy

Start the Application

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

Apply for a School Place

1 2 3 ... 8

Applicant Details Select Child Select Round Application Submitted

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

2

3

...

8

Applicant Details

Select Child

Select Round

Application Submitted

Select Child

(2 of 8)

Please select the child you wish to apply for

New Child

Name	Address	Gender	DOB
There are no records to show			

Please select the child you wish to apply for

Back

Next

Synergy

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 select an option

☐ 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

Add School

Save

☒ Address same as Applicant?

Cancel

Synergy

Current School

Apply for a School Place

Search for a School

Local Authority	<input type="text" value="Shropshire"/>	<input type="button" value="Q"/>
Gender *	<input type="text" value="All Applicable Schools"/>	<input type="button" value="v"/>
<small>"All Applicable Schools" finds all mixed-gender schools and all schools which only accept your child's gender.</small>		
School *	<input type="text" value="Belvidere Primary School"/>	<input type="button" value="Q"/>

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

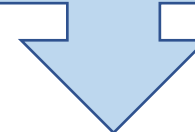
Mixed

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

1 2 3 ... 8

Applicant Details Select Child 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

Please select the child you wish to apply for

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

Select your child and click 'next'

Synergy

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

Apply for a School Place

1 2 3 ... 8

Applicant Details Select Child 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 (%)
There are no existing applications for this child which can be continued				

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)
Not applicable		

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

Synergy

Application Details

Apply for a School Place

2

3

4

...

8

Select Child

Select Round

Application Details

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

Relationship to Child *

Please select an option

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?

Type to start searching

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

5

6

7

8

Application Details

Select Your Preferences

Preference Reasons

Submit Application

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.

Save and Continue

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.

Click 'save and continue'

Synergy

Preference Reasons

Apply for a School Place

4

Application Details

5

Select Your Preferences

6

Preference Reasons

7

Submit Application

8

Application Submitted

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

Supporting Documents

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

Attach documents for Belvidere School

No documents have been attached to this preference

☐ Please confirm that you wish to proceed without attaching any documents

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.

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

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

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 *

Please select an option

☒ 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

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.

Application 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

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

093-2022-09-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'

Synergy

What Next?

Apply for a School Place

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

Application Submitted (8 of 8)

✓ Thank you for applying for Transfer To Secondary 2022/23. Your application has been submitted successfully

New Application Finish

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.

Home Shropshire Council MC

Free School Meals Application
Click here to apply for Free School Meals

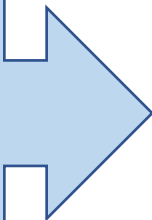
24U Application
Click here to apply for 24U funding

Back to Shropshire Council website (Opens in New Window)
Go back to www.shropshire.gov.uk

School Admissions
Click here to make an application for a school place

Click the icon containing your initials

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



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

Synergy