Northumberland
County Council

Northumberland County Council – School Admissions

Applying Online using the Citizen Portal

Applications for yr 5 Middle, yr 7 Secondary or yr 9 High Sept 2021

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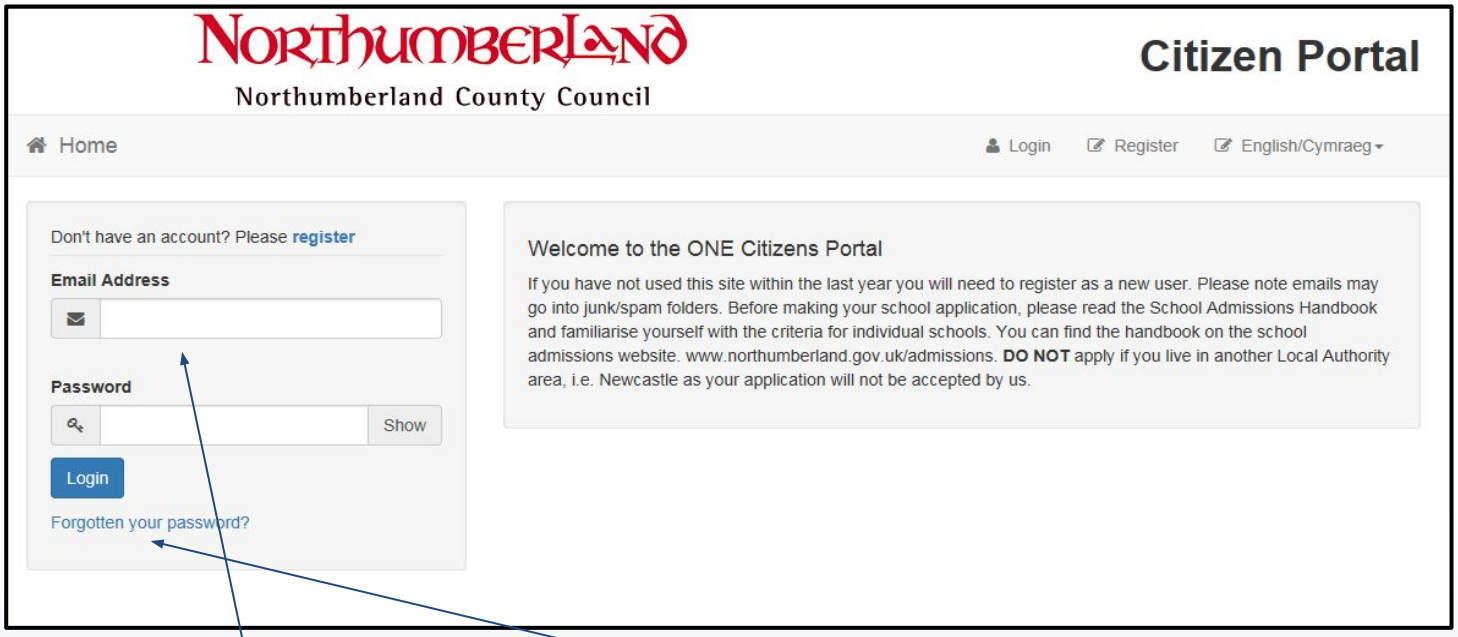

If you have already used the Portal before you can log into your account.

If you have forgotten your password please use forgotten password link. The link may go Into your email junk/spam folder. If you experience any problems please email School Admissions with a contact telephone number so we can call you back schooladmissions@northumberland.gov.uk

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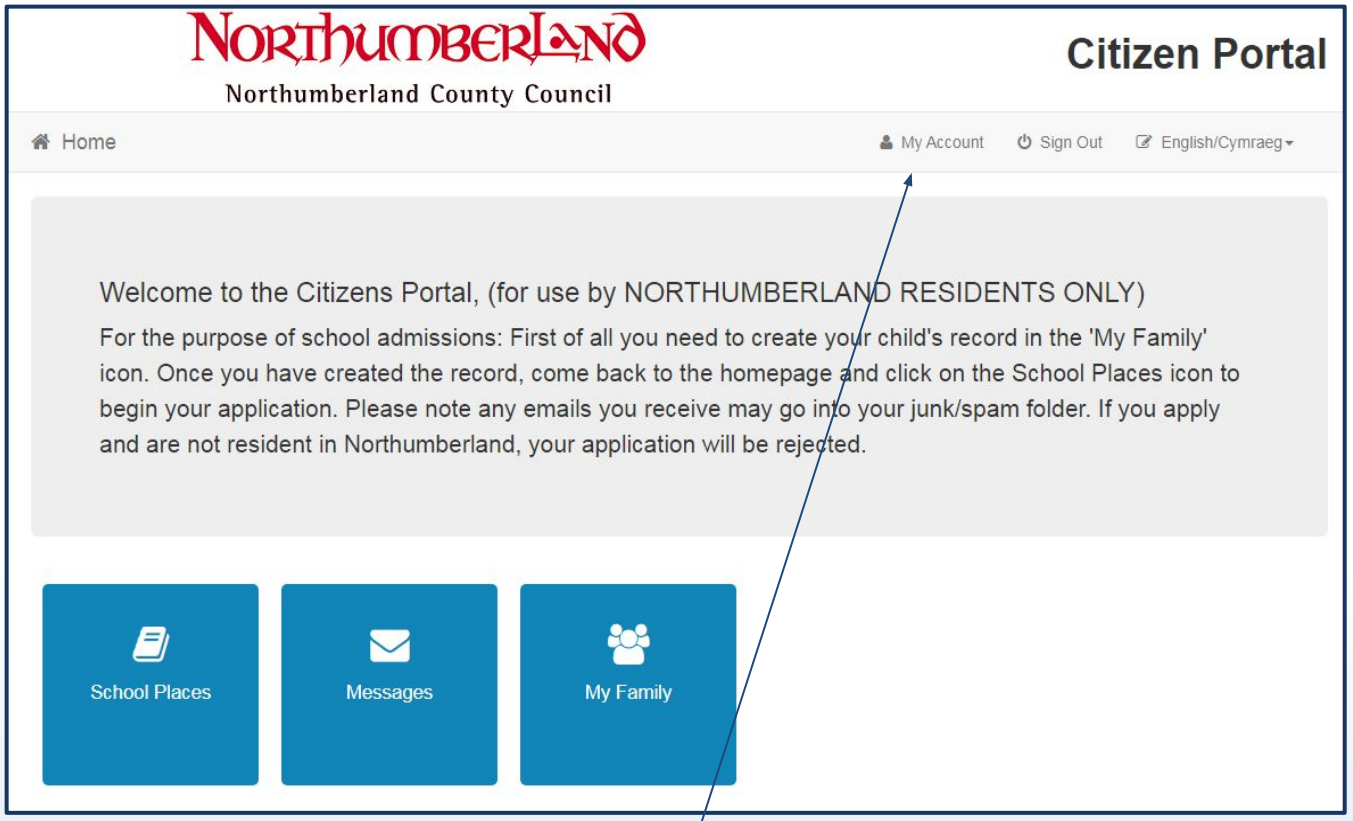

Once logged in if you wish to change any of your registration details, go to ‘My Account’

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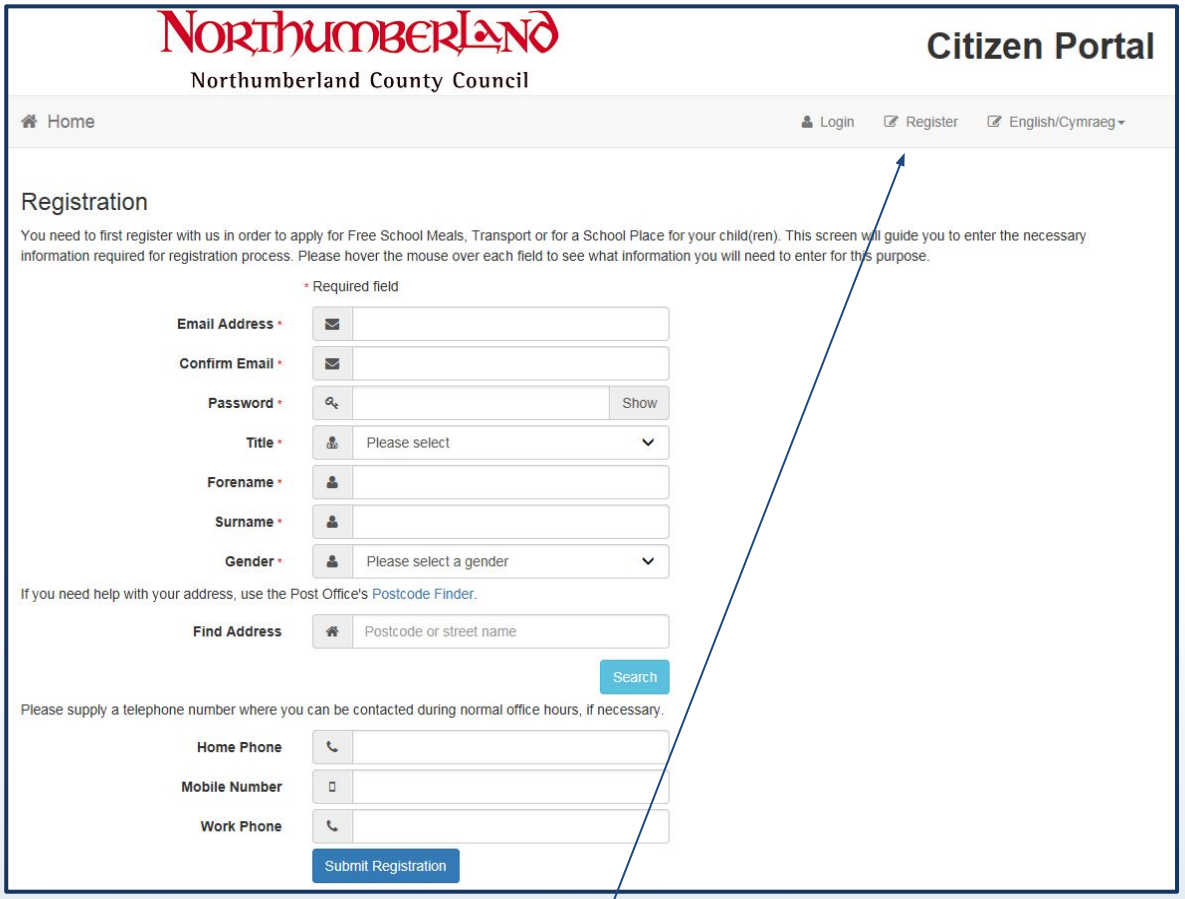

If you have not used the Portal before you will need to register

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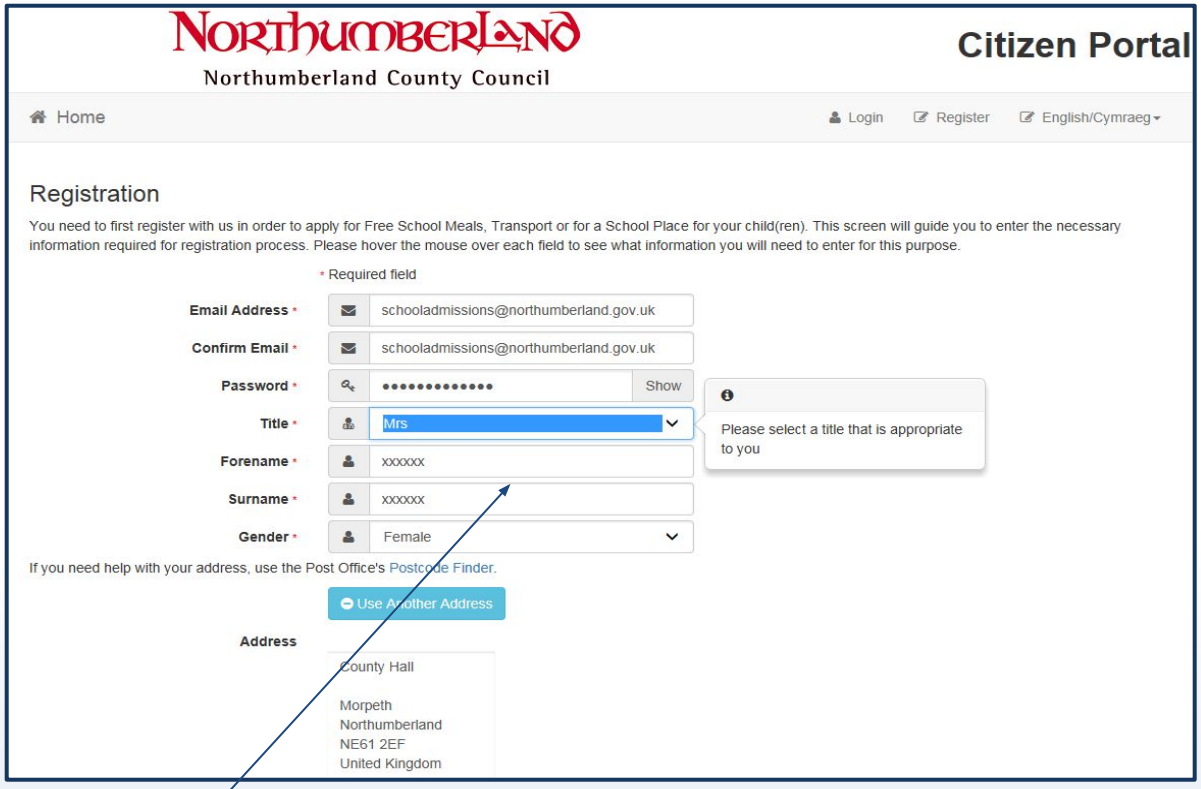

Complete the Registration

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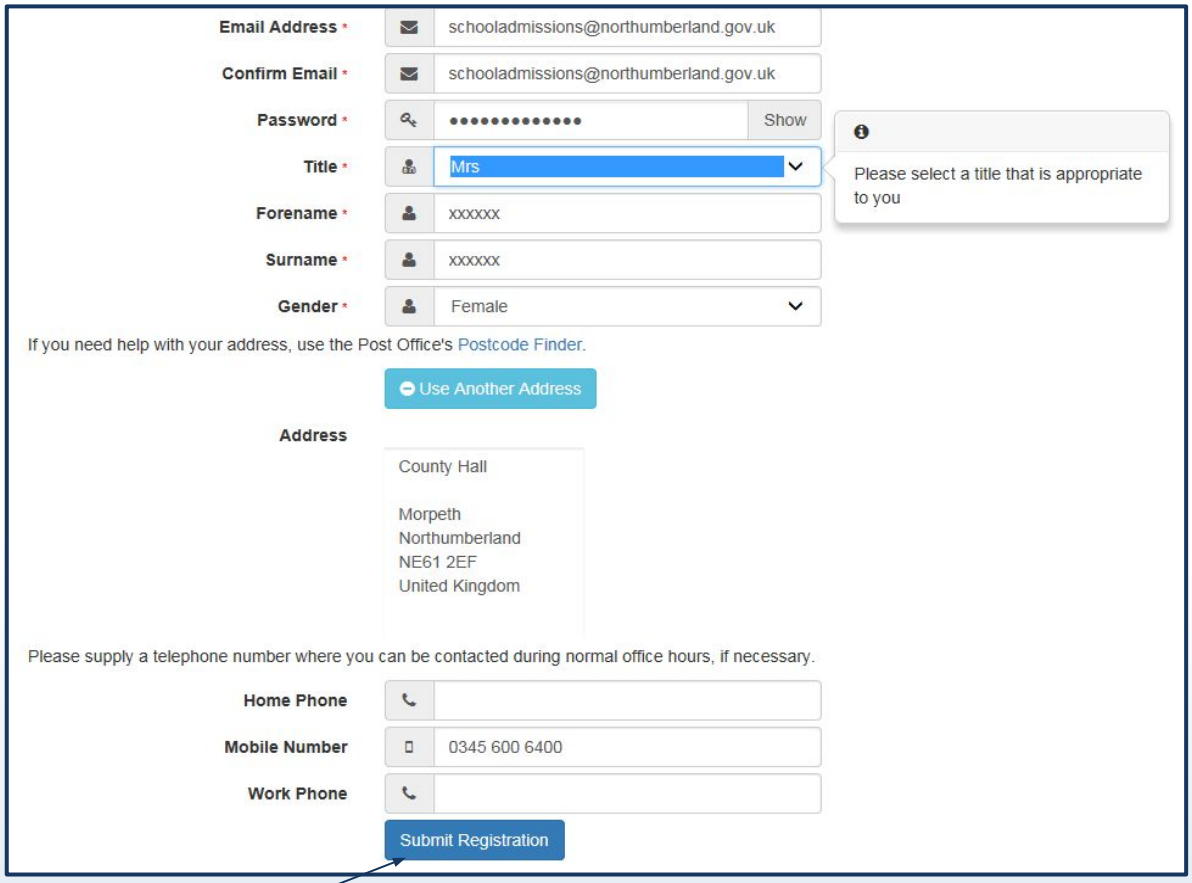

Remember to submit the registration

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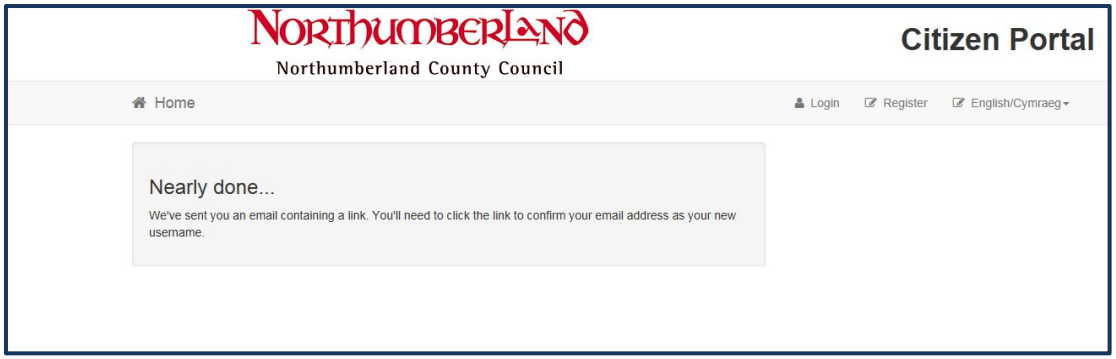
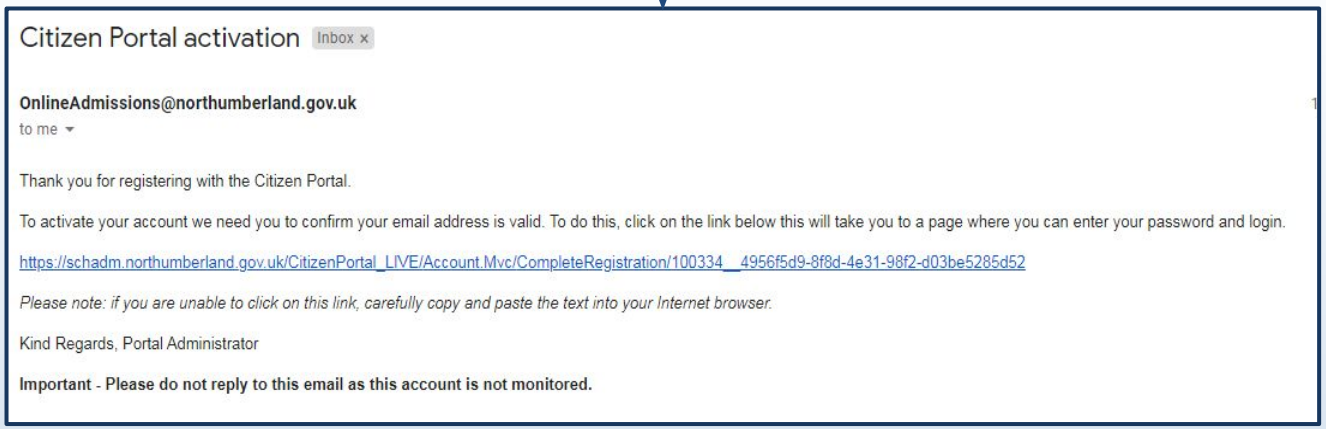


Once you have submitted your registration. Log onto your emails and click on link to verify email



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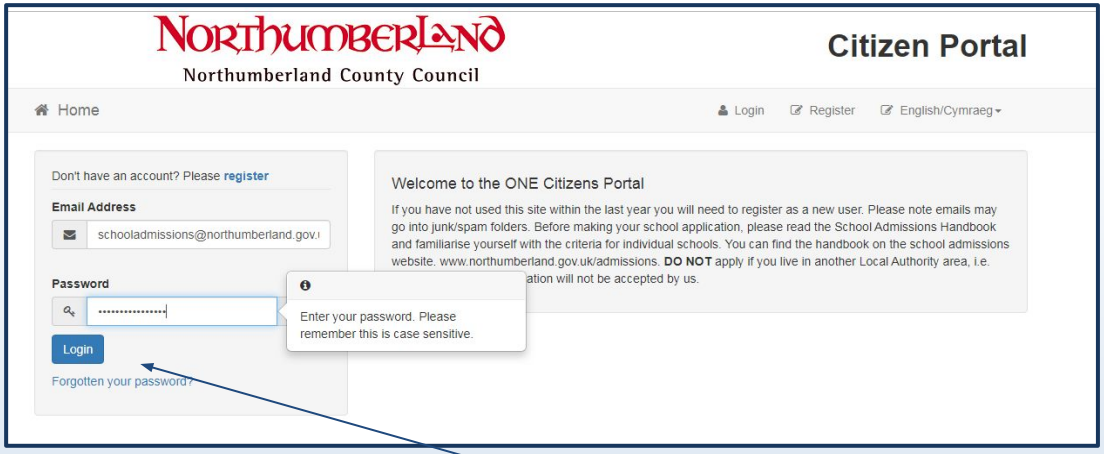
Login



Make sure your password contains letters numbers and characters. Then Login. Your password will be the one you created when registering.

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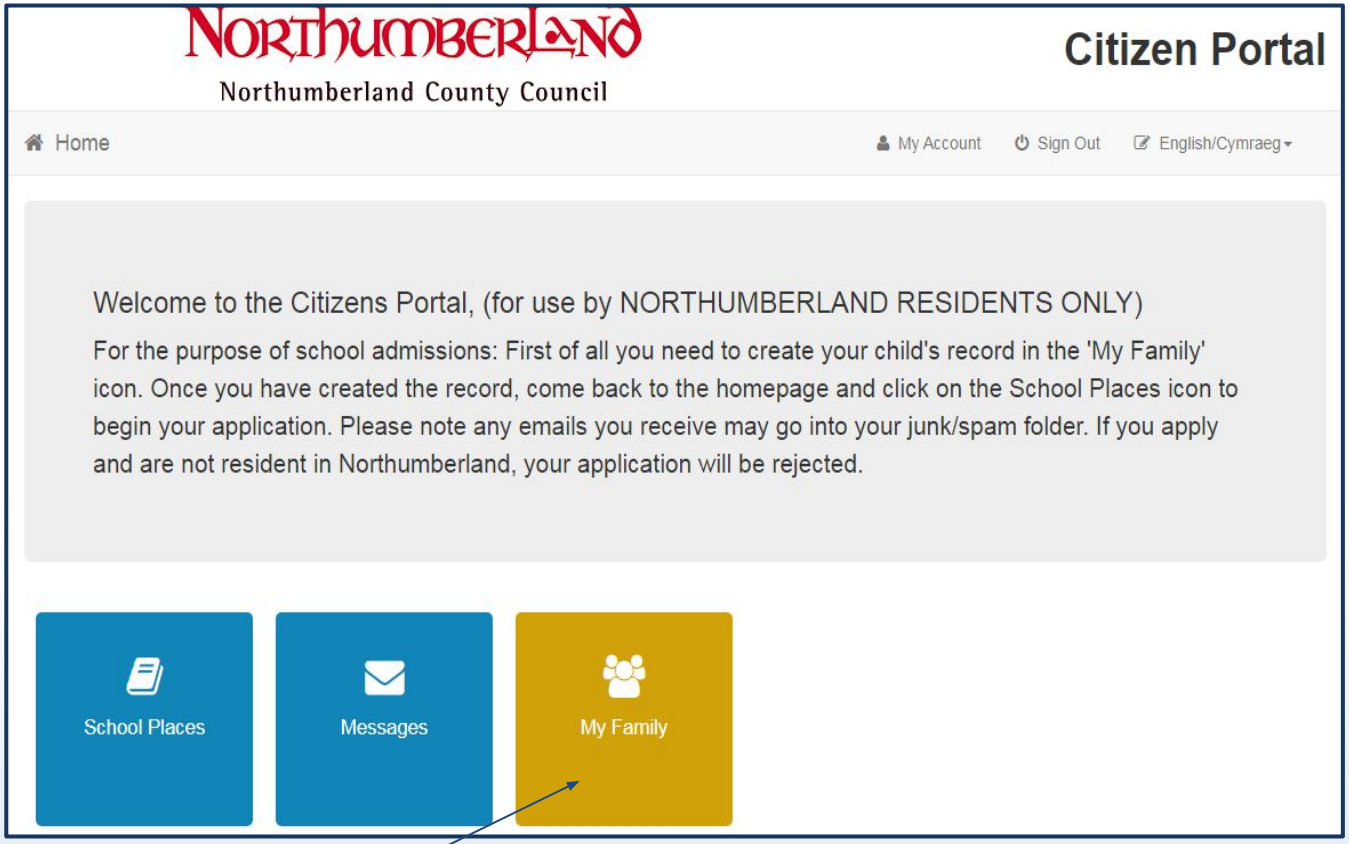

Once in the Portal select ‘My Family’

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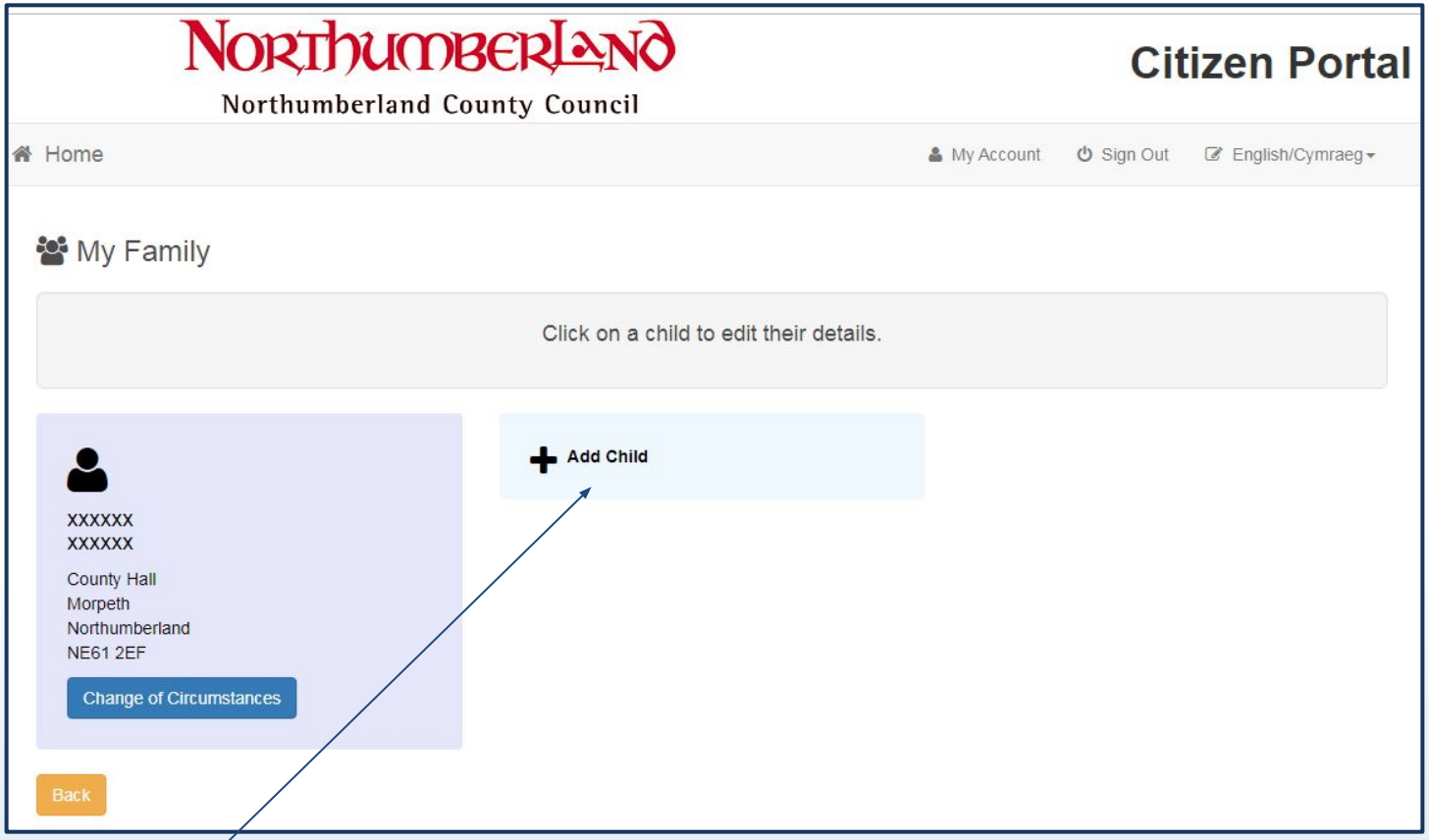

Select ‘Add Child’

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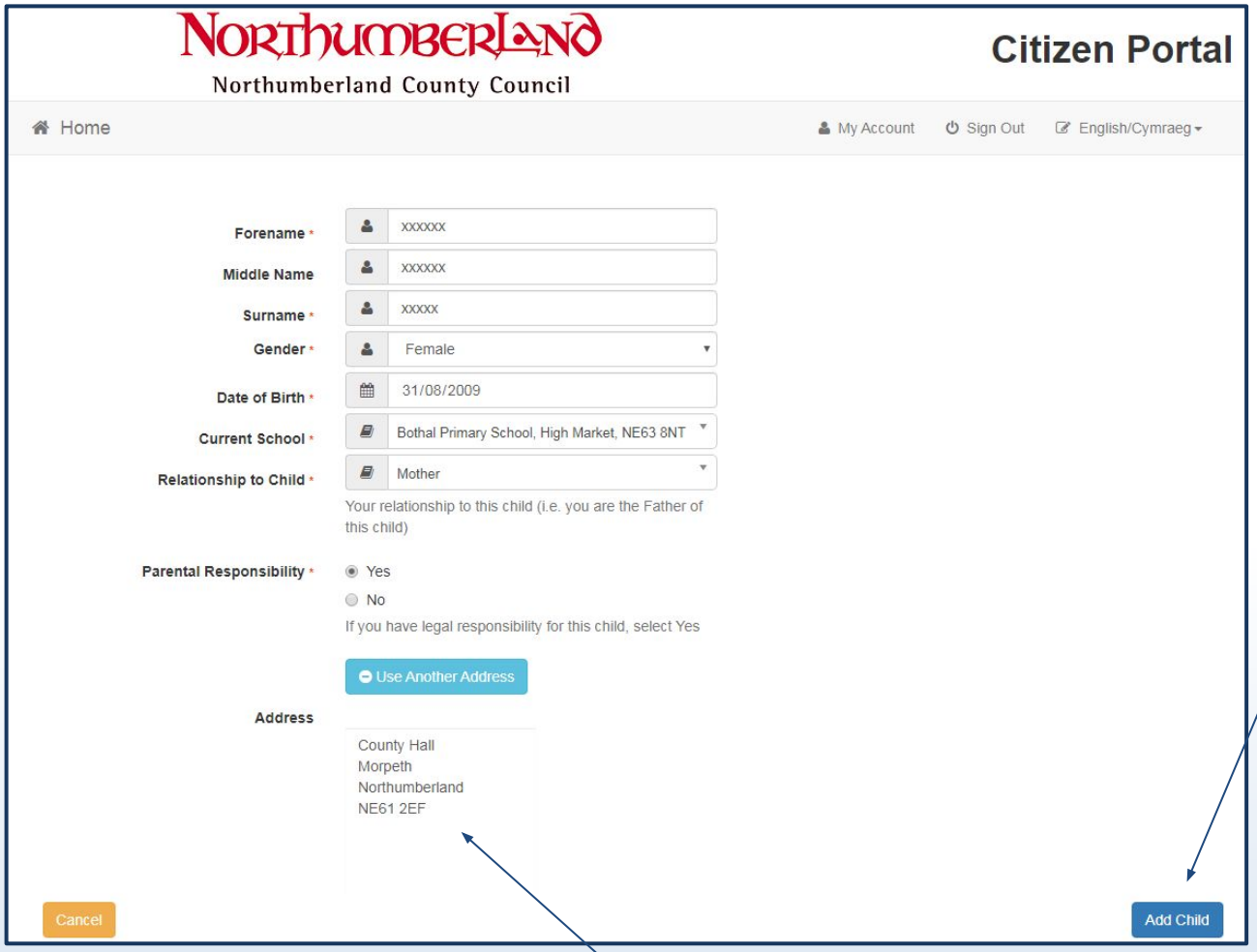

Once all the boxes are filled in select 'Add Child'.

Click on the address to activate it or select another address if appropriate.

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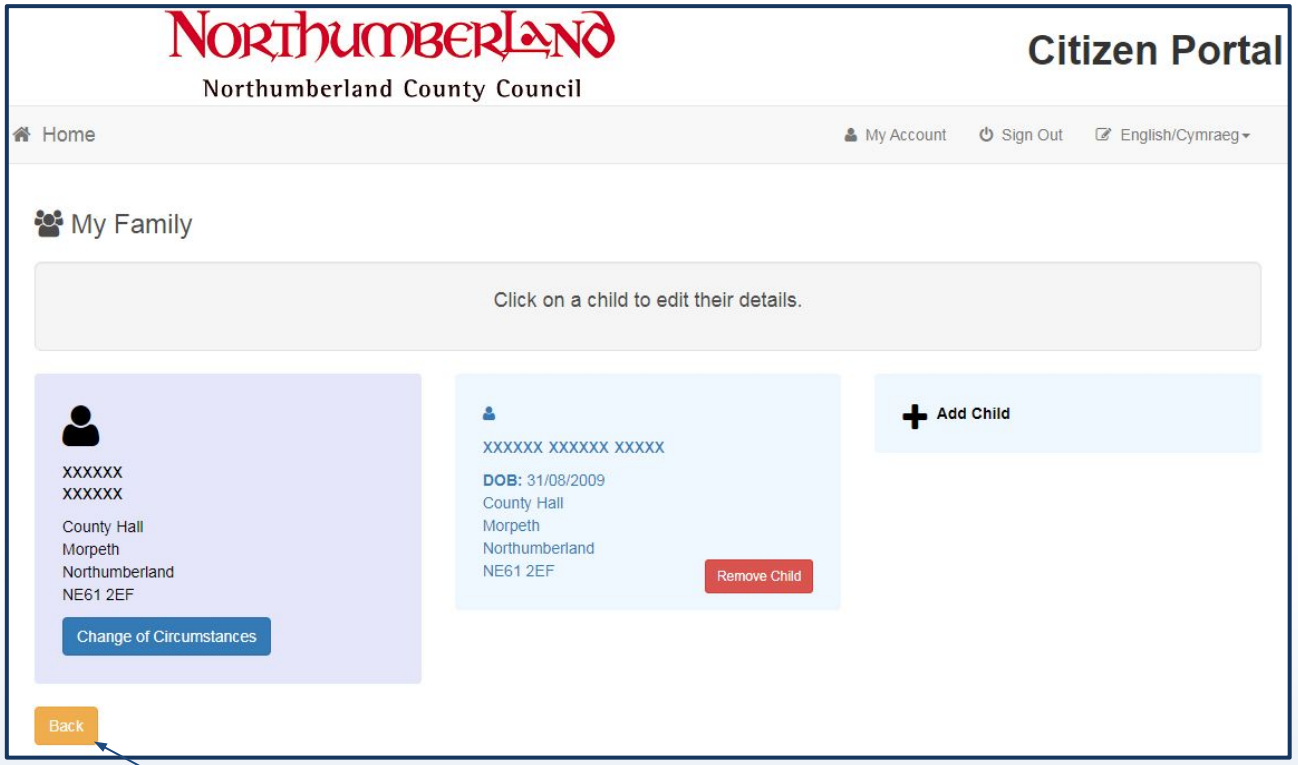

Click to go back.

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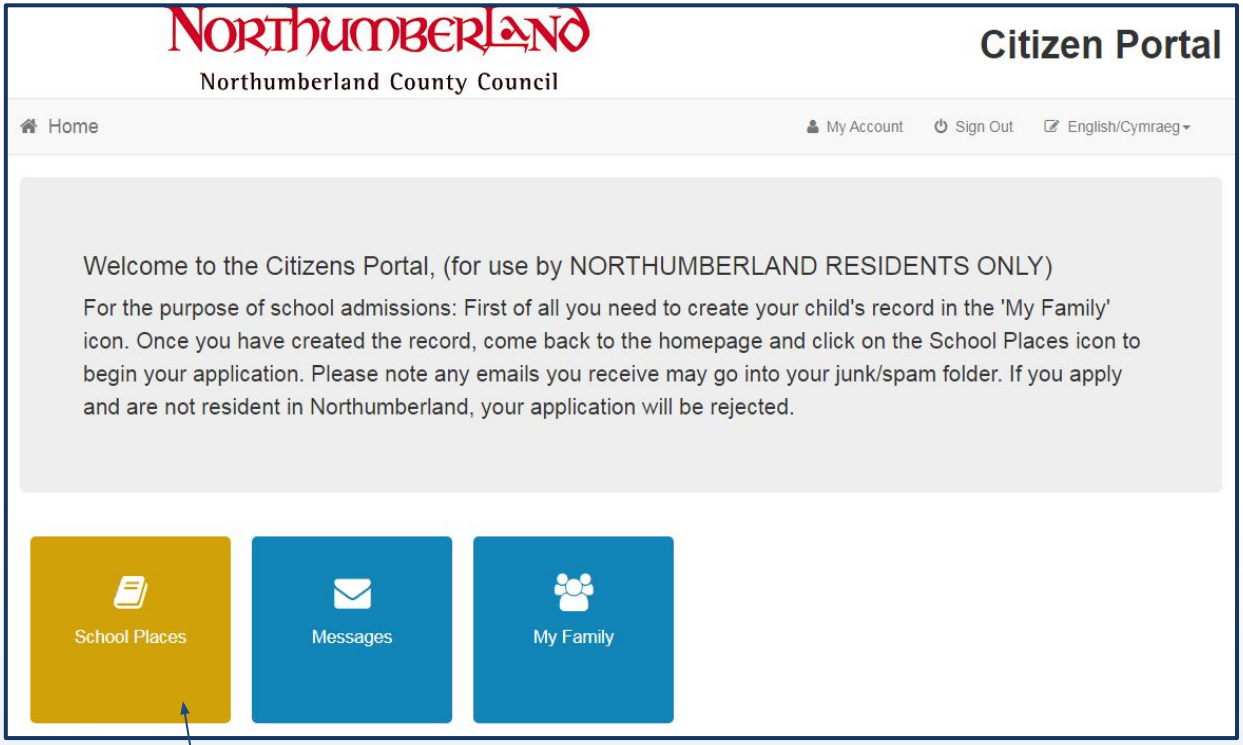

Click on School Places.

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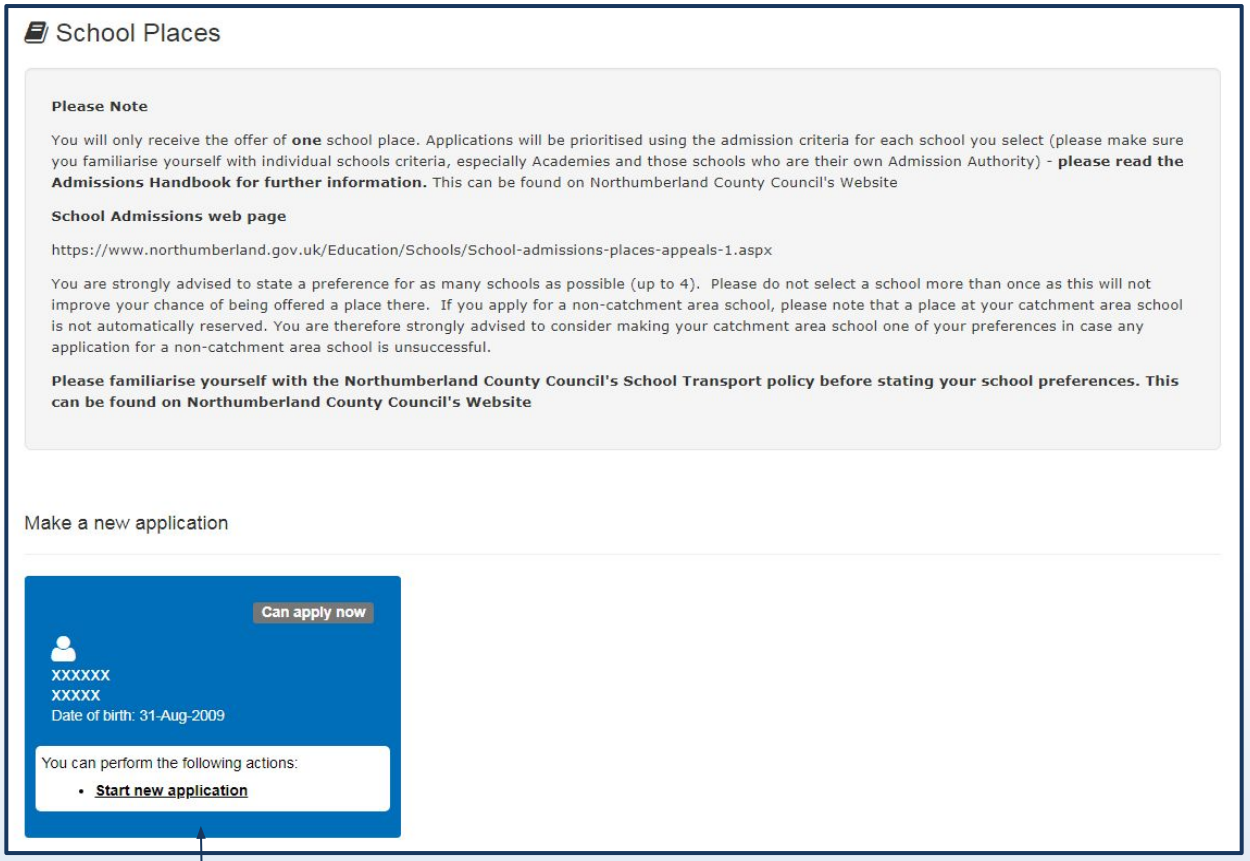

Click Start New Application.

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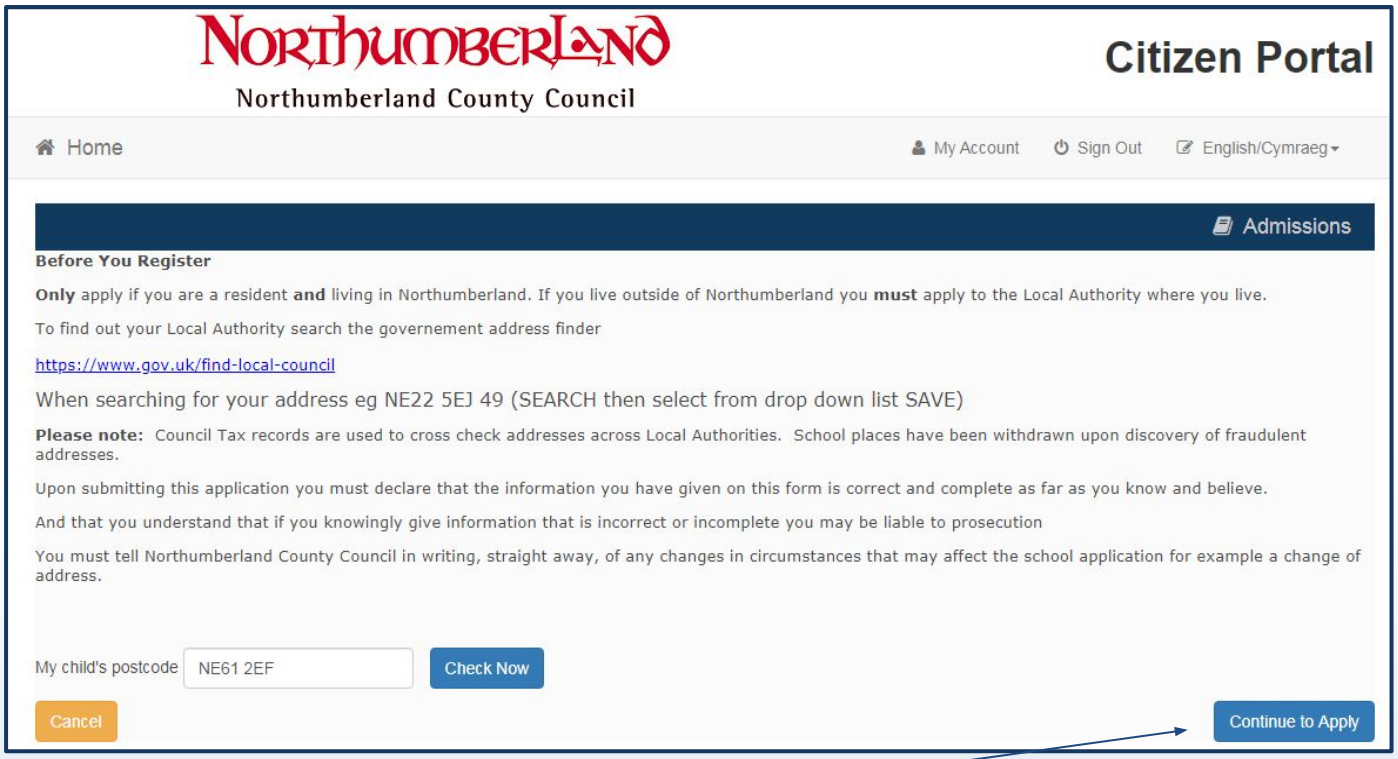

Continue to Apply

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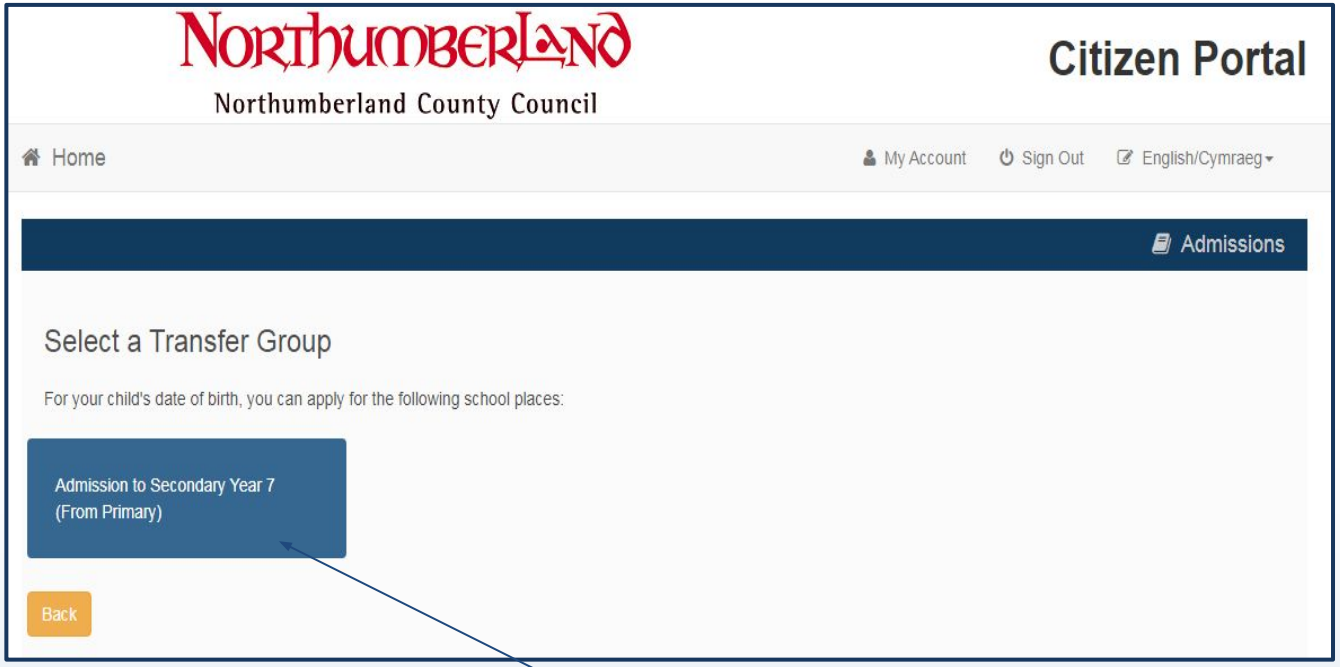

Click on the blue transfer group box

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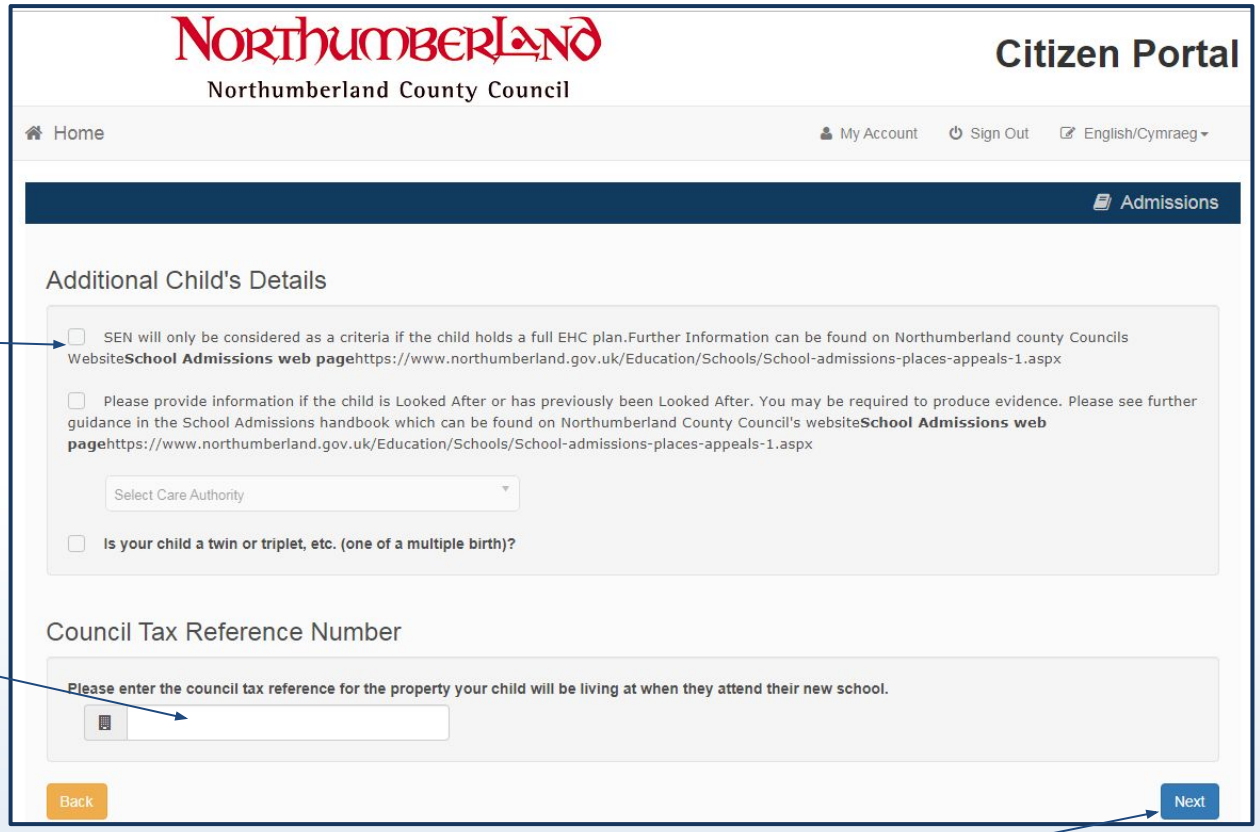

Click to state if SEN, Looked After or TWIN

Enter your Council Tax Reference

Then select Next

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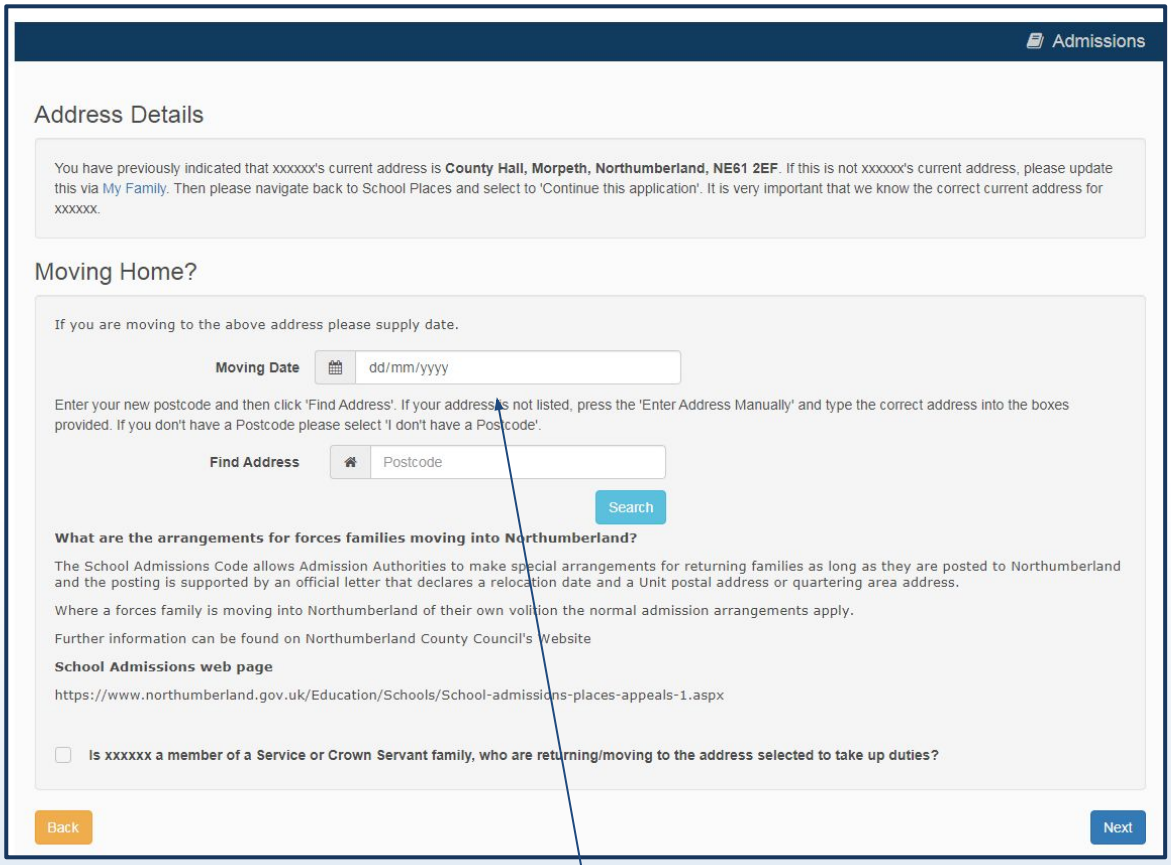

Enter any moving address Information or ‘Forces Family’ NEXT

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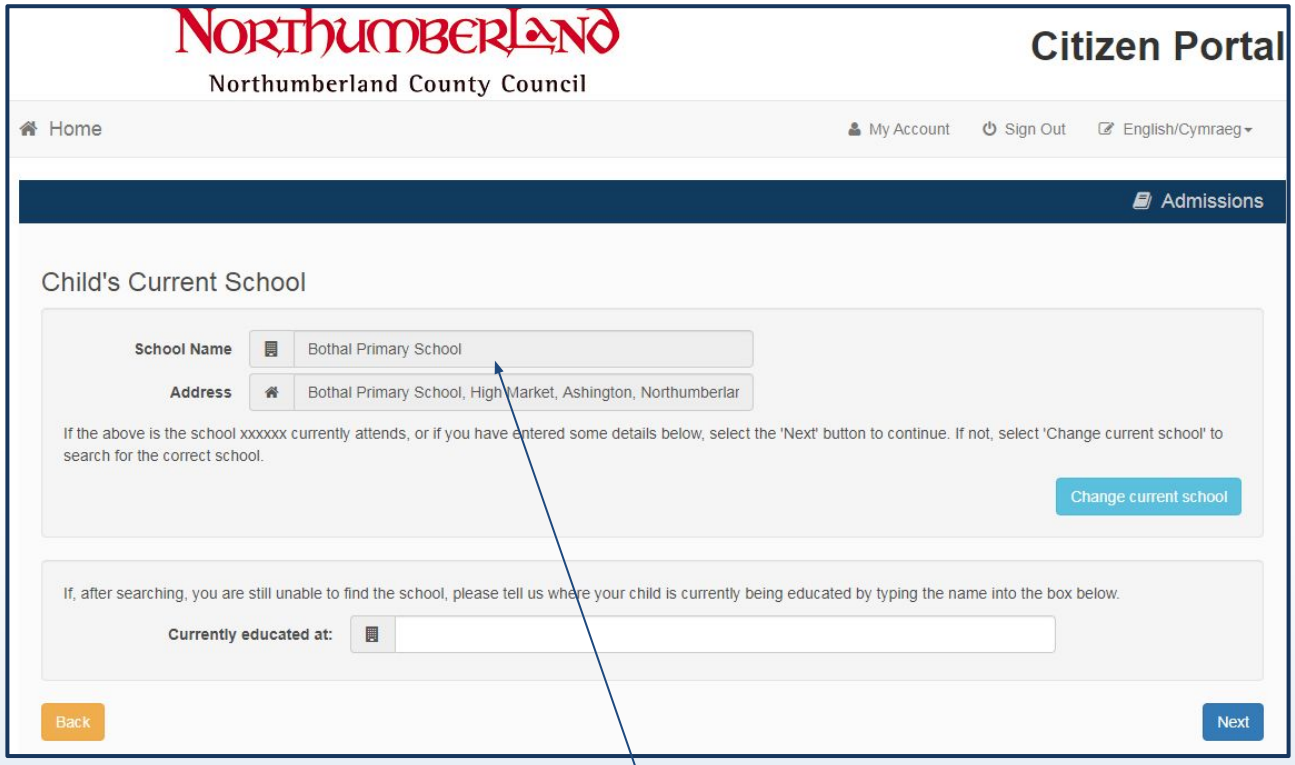

Check your child's current school. NEXT

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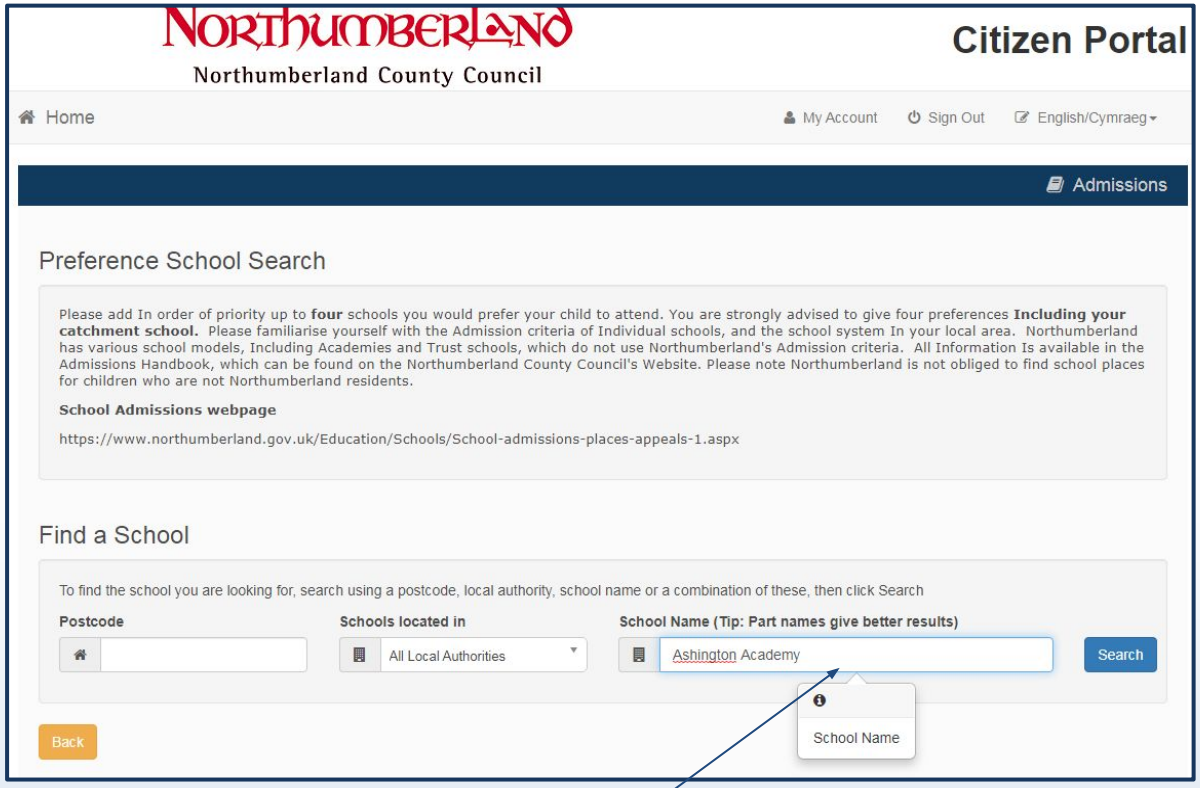

Do a search to select school you wish to apply for

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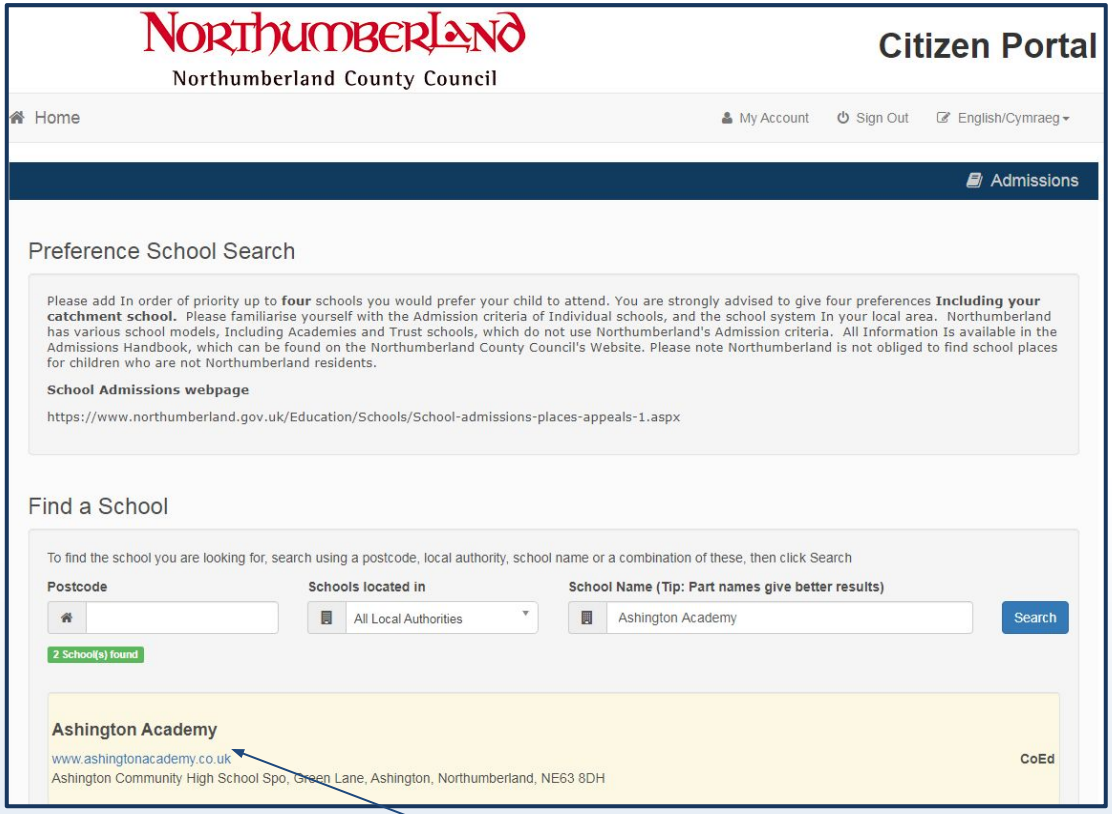

Click on school preferred

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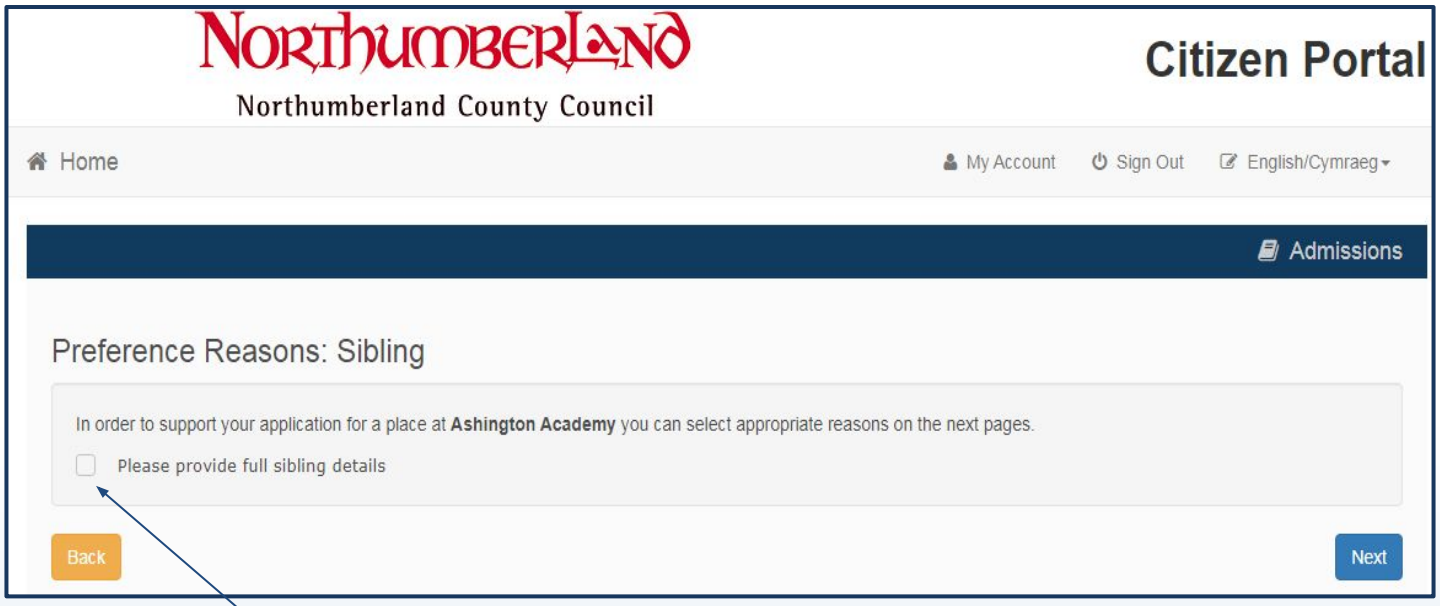

Enter any sibling details. NEXT

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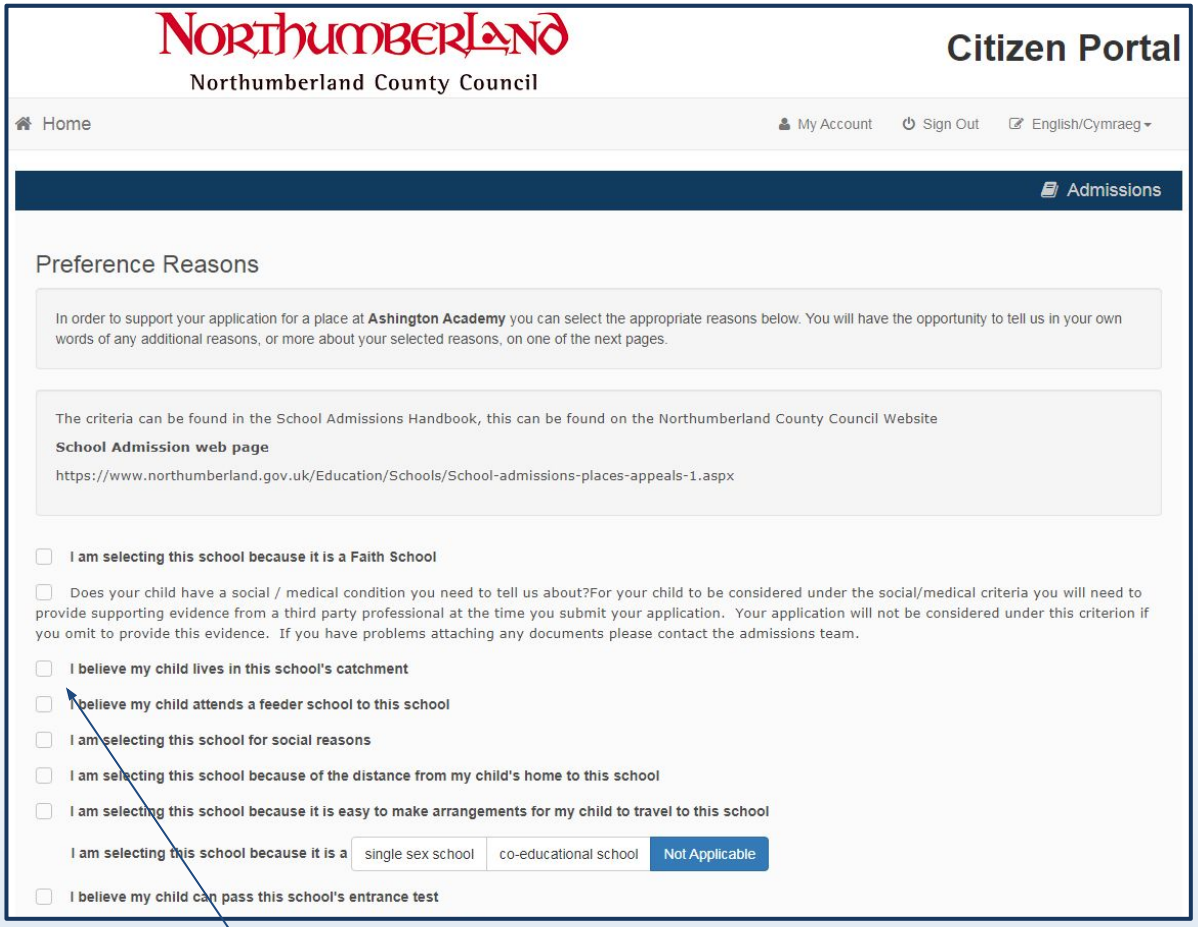

Enter preference details then NEXT

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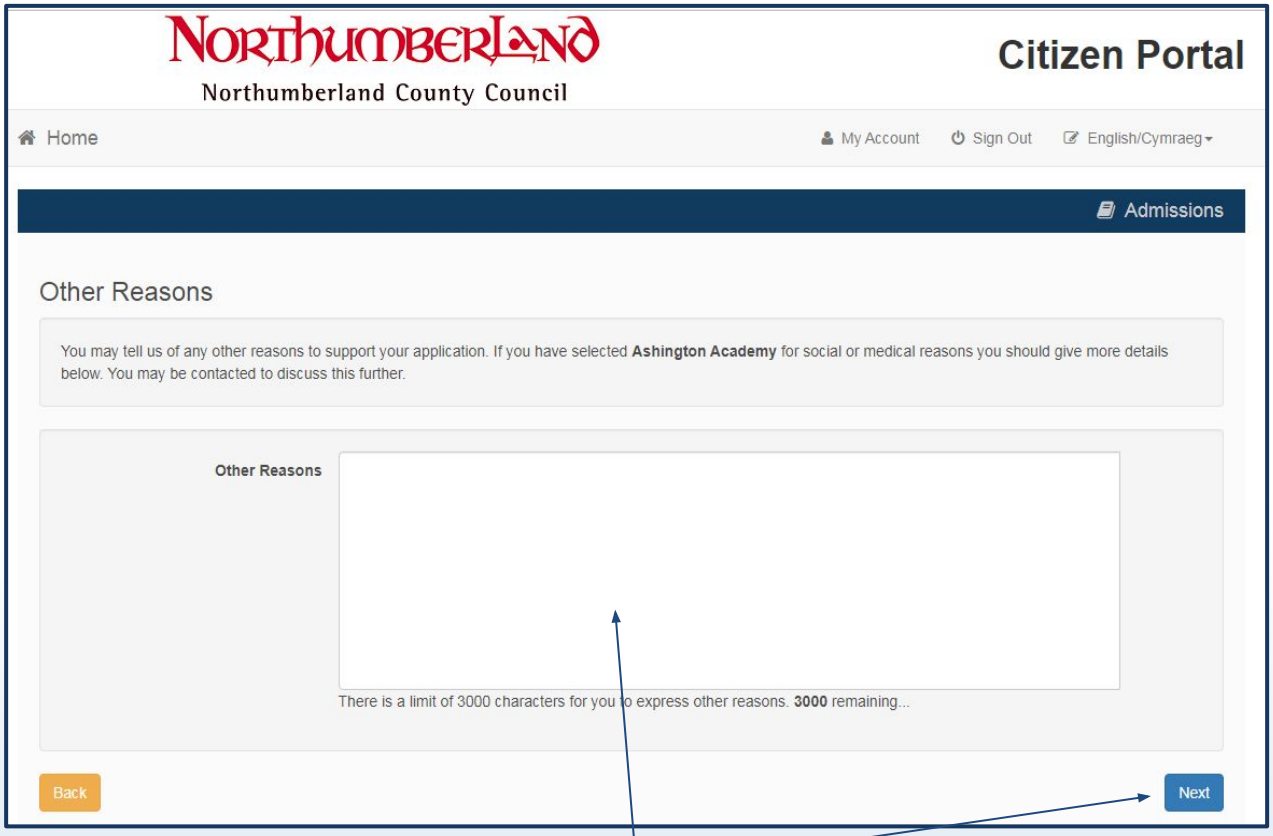

Enter other reasons (Please note this is not a required field). NEXT.

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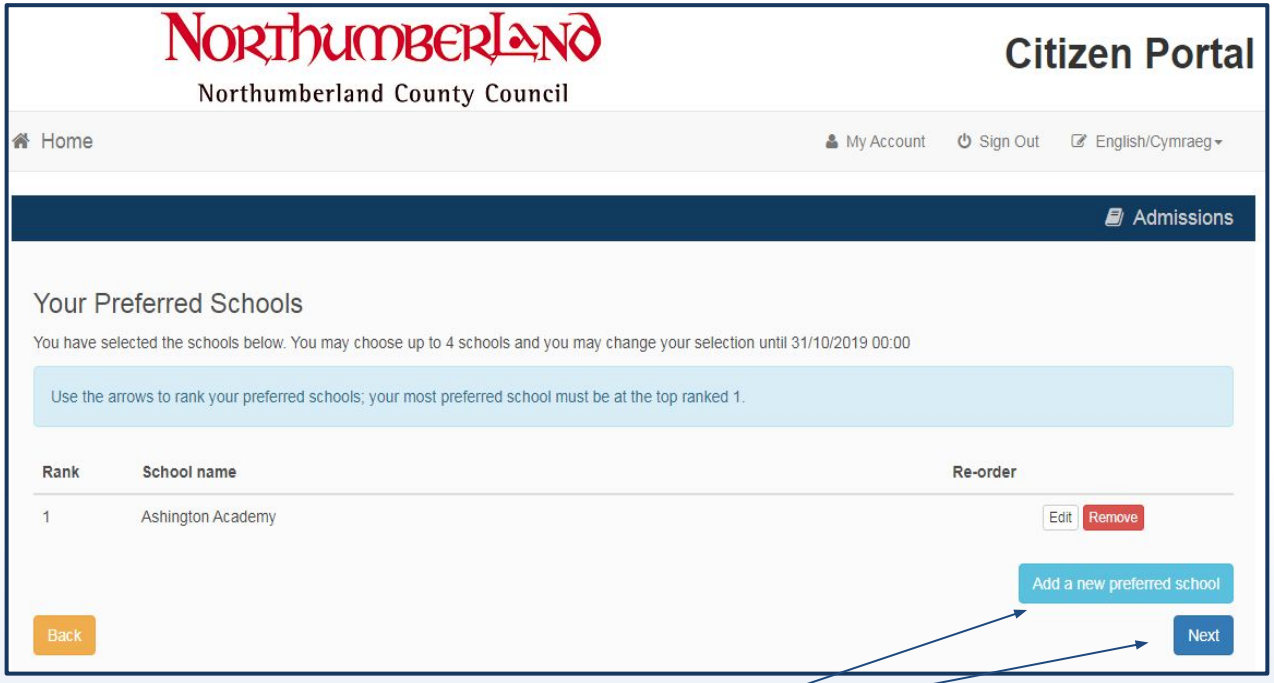

If you wish to add any other schools, add here. NEXT.

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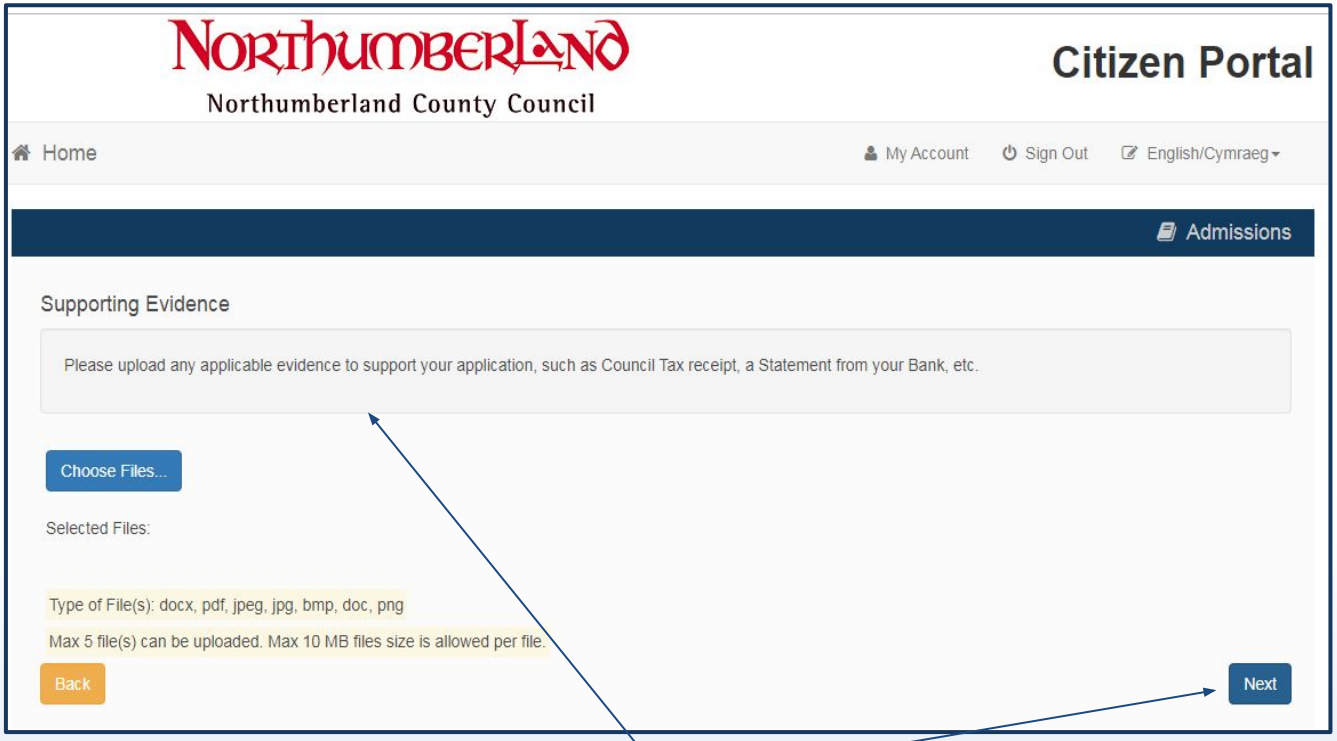

Supporting Evidence eg proof of social or medical Information - can be upload here. Any problems you can still post or email. schooladmissions@northumberland.gov.uk NEXT.

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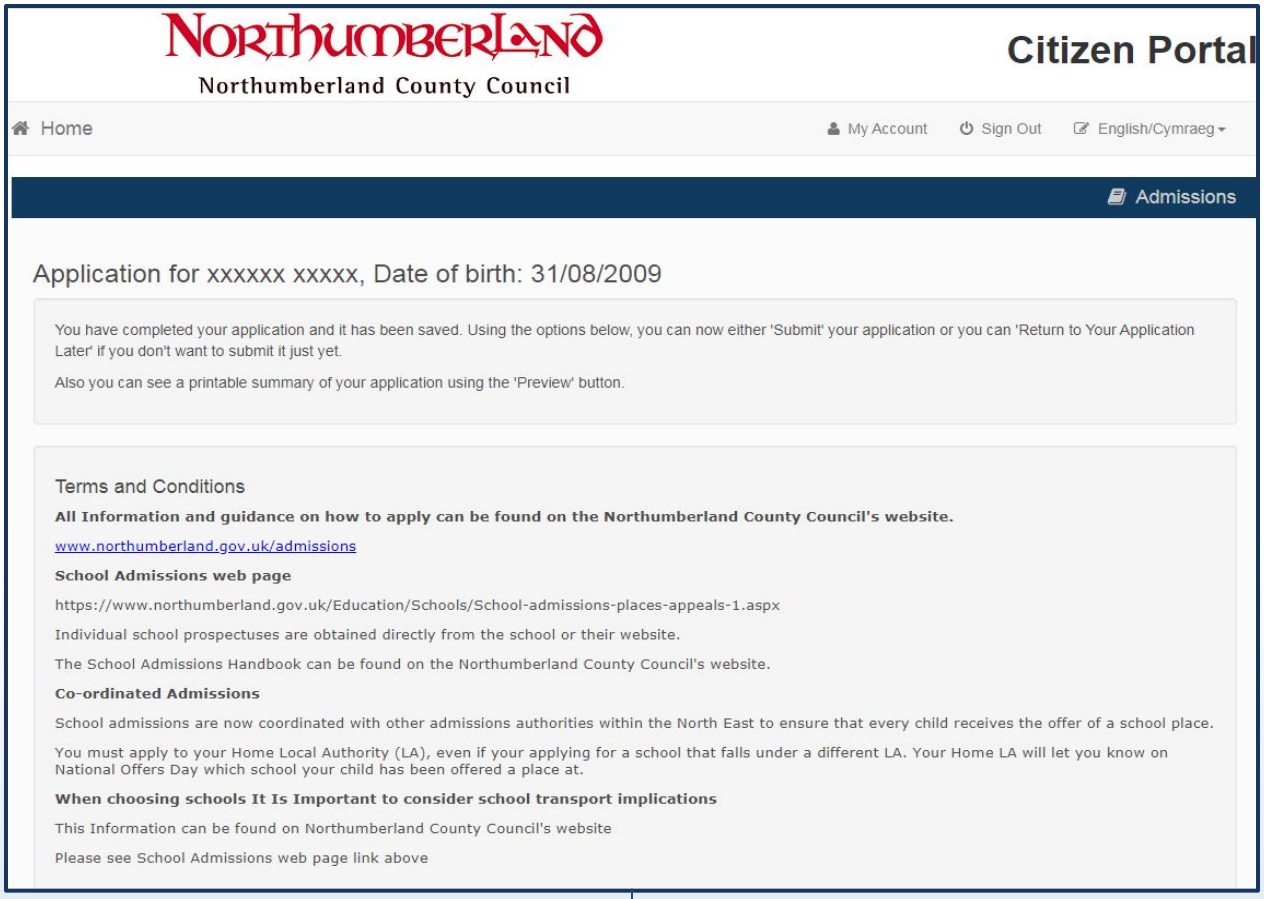

Scroll down to the bottom of the page.

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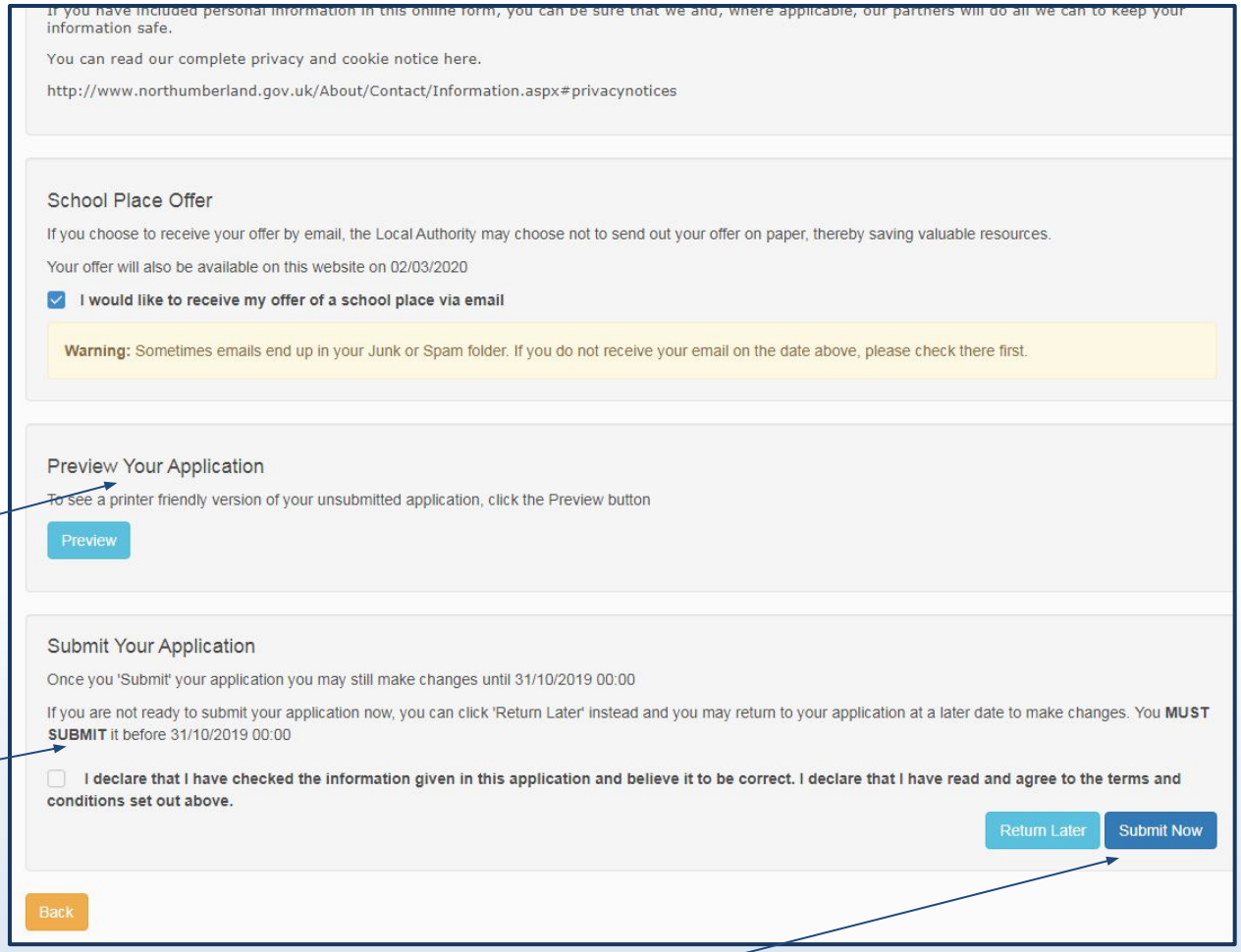

You can preview your application

Tick the declaration box to enable submit

Submit

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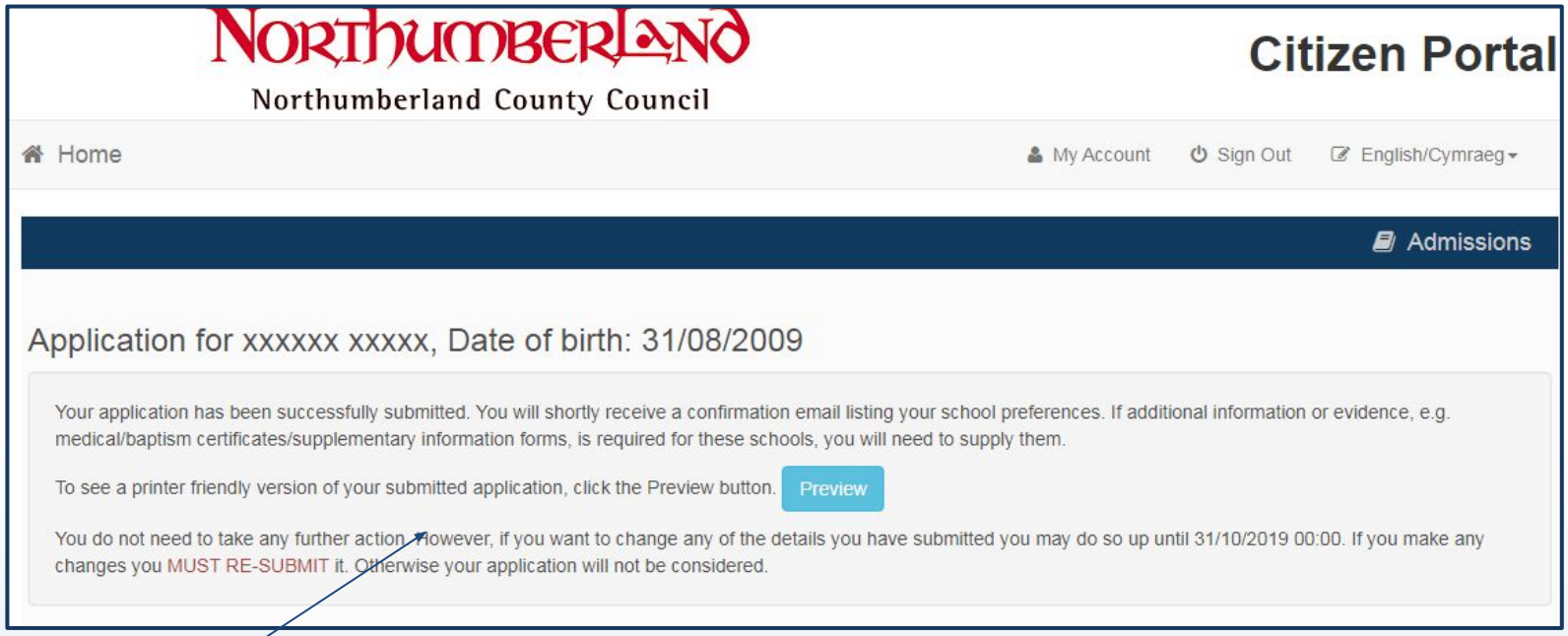

Successful - Email Confirmation.