

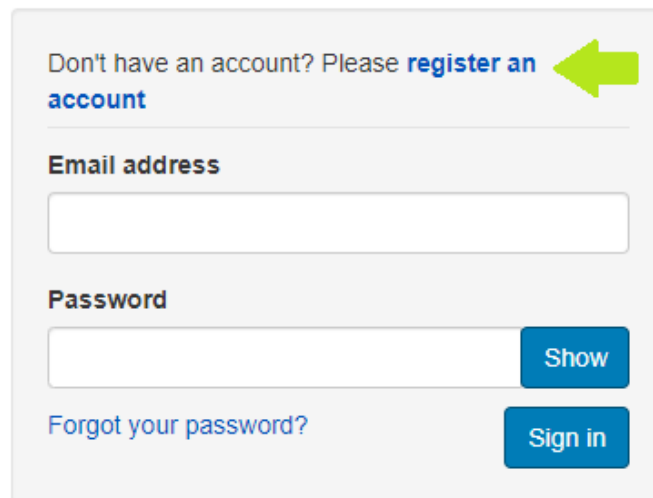
Creating a Citizen Portal account for phased school admissions

For Starting School for the First Time, Transferring from Infant to Junior School and Transferring from Primary to Secondary School applications.

1. Go to the [Apply for a school place webpage](#) on the North East Lincolnshire Council website and click on the link button to the “Citizen Portal for phased school admissions”:

[Citizen Portal for phased school admissions](#) ↗

2. For new registrations, click on the words “register an account” above the log-on fields:



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

Email address

Password

 [Show](#)

[Forgot your password?](#) [Sign in](#)

3. Enter your details to create your Citizen Portal account. This must be in *your* name, as the applicant (not that of your child).
 - Use a valid email address as your school place offer will be communicated to you by email.
 - When creating a password, please ensure that it satisfies the following requirements: minimum 10 characters long; includes both upper and lower case letters; includes minimum of 2 numbers; includes a special character (e.g. ! £ \$ % & *).
 - Once completed, please press “Submit Registration”. If there are any issues when submitting your registration, please check all the required information (indicated by a red asterisk *) has been entered correctly. Please note that you may need to click on your selected home address to ensure that it is entered.

Register an account

You need to register with us in order to use the Portal to make an application. This screen will guide you through the process of entering the information required for you to complete your registration. Please hover the mouse over each field for tips on what information you will need to enter.

* Required fields are marked with a red asterisk

Email address *
Confirm email address *
Password * [Hide](#)
Title *
First name *
Surname *
Gender *

If you need help with your address, use the Post Office's [Postcode Finder](#).

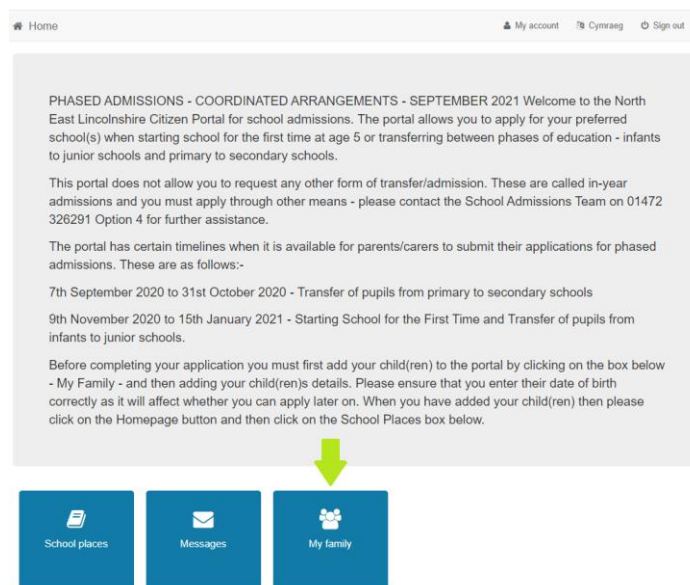
Address

Provide a phone number where you can be contacted during normal office hours, if necessary

Home phone number
Mobile phone number
Work phone number

[Submit](#)

- After pressing Submit, you will receive an email thanking you for registering with the Citizen Portal. To activate your account you will need to click on the verification link contained in the email. This will take you back to the Citizen Portal in your web browser, where you can log into your account.
- On your Citizen Portal account home page, click on the "My Family" box. You can then click on "+ Add child" to create a profile of the child that you will be applying for (please repeat for any other children that you also need to apply for in the same process).



6. Enter the details for your child as below.

Please note that when entering “Current School” details for a child of nursery age (Starting School for the First Time applications), if your child’s nursery is not listed please select “Private Day NEL Nursery”.



Citizen Portal

Home

My account

Cymraeg

Sign out

Forename *

Middle name

Surname *

Gender *

Date of birth *

Current school *

Relationship to child *

Your relationship to this child

Parental responsibility * Yes
 No
Do you have legal responsibility for this child?

Address

Cancel

Add child

7. Once you have created the profile for your child (or children, if more than one), click on the “School Places” box and “Start new application” to begin the application process.

Home My account Cymraeg Sign out

PHASED ADMISSIONS - COORDINATED ARRANGEMENTS - SEPTEMBER 2021 Welcome to the North East Lincolnshire Citizen Portal for school admissions. The portal allows you to apply for your preferred school(s) when starting school for the first time at age 5 or transferring between phases of education - infants to junior schools and primary to secondary schools.

This portal does not allow you to request any other form of transfer/admission. These are called in-year admissions and you must apply through other means - please contact the School Admissions Team on 01472 326291 Option 4 for further assistance.

The portal has certain timelines when it is available for parents/carers to submit their applications for phased admissions. These are as follows:-

7th September 2020 to 31st October 2020 - Transfer of pupils from primary to secondary schools

9th November 2020 to 15th January 2021 - Starting School for the First Time and Transfer of pupils from infants to junior schools.

Before completing your application you must first add your child(ren) to the portal by clicking on the box below - My Family - and then adding your child(ren)s details. Please ensure that you enter their date of birth correctly as it will affect whether you can apply later on. When you have added your child(ren) then please click on the Homepage button and then click on the School Places box below.

Your child’s eligibility to apply for a process (Starting School for the First Time; Infant to Junior Transfer or; Primary to Secondary Transfer) is based upon their date of birth, so please ensure that this has been correctly entered in your child’s profile.

After you have completed your application...

Once you have completed and submitted your application you will receive a confirmation email to advise that this has been received by the School Admissions team.

You can amend and re-submit your application through the Citizen Portal at any point *whilst the application period is open*; once the deadline for your child's application process has passed you will be unable to change the details of your application via the Citizen Portal.

You will receive notification of your child's allocated school place by email on the relevant National Offer Day (typically 1st March for Primary to Secondary Transfers; 16th April for Starting School for the First Time and Infant to Junior Transfers).

If you change your email address during the process, please contact the School Admissions team so that your Citizen Portal account can be updated accordingly.

Further guidance

Please visit the School Admissions section of the North East Lincolnshire Council website for further information:

<https://www.nelincs.gov.uk/children-families-and-schools/schools-and-education/school-admissions/apply-for-a-school-place/>

If you have any further queries regarding the application process (online or otherwise), please contact the School Admissions team by email at schooladmissions@nelincs.gov.uk or call 01472 326291 (option 4).