

Creating a Portal Application

Contents

Introduction.....	2
Login / Register for an Account	2
Starting an application	3
Navigating your Application	4
1 About You	5
2 About the Child.....	6
3 Type of Application	6
4 Preferences	7
5 Supporting Information	9
6 Summary	9
7 Submit.....	9

Introduction

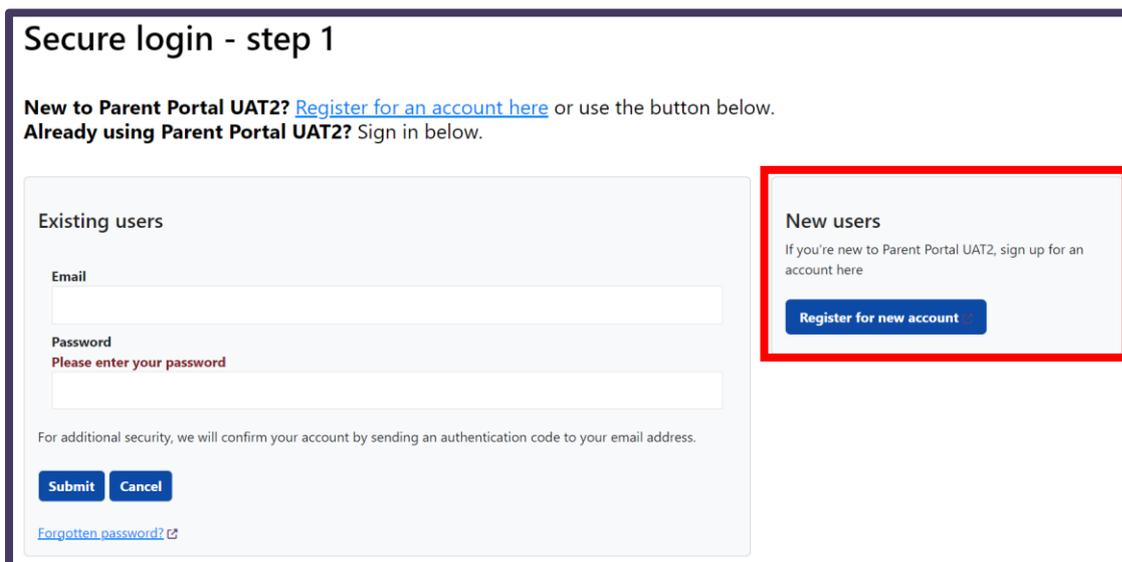
This guide will explain how to create and submit an admissions application via the Parent Portal.

Login / Register for an Account

From the Home page, click **Login / Register**.



If you do not have an account, click on **Register for new account**.

A screenshot of the "Secure login - step 1" page. The page is divided into two main sections: "Existing users" and "New users". The "Existing users" section contains input fields for "Email" and "Password" (with a red error message "Please enter your password"), and "Submit" and "Cancel" buttons. The "New users" section contains a "Register for new account" button. A red box highlights the "New users" section. At the bottom, there is a link for "Forgotten password?".

Complete the steps to enter your details and create a password.

You can then login to your account using the steps below.

If you already have an account, enter your email and password and click **Submit**.

Secure login - step 1

New to Parent Portal UAT2? [Register for an account here](#) or use the button below.
Already using Parent Portal UAT2? Sign in below.

Existing users

Email

Password

Please enter your password

For additional security, we will confirm your account by sending an authentication code to your email address.

[Submit](#) [Cancel](#)

[Forgotten password?](#)

New users

If you're new to Parent Portal UAT2, sign up for an account here

[Register for new account](#)

A verification code will be sent to your email address. Enter the code and click **Finish**.

Secure login - step 2

We have just sent you an email to confirm your account. Please enter the code this contains below.

If you can't find this email, it may be in your spam/junk email folder.

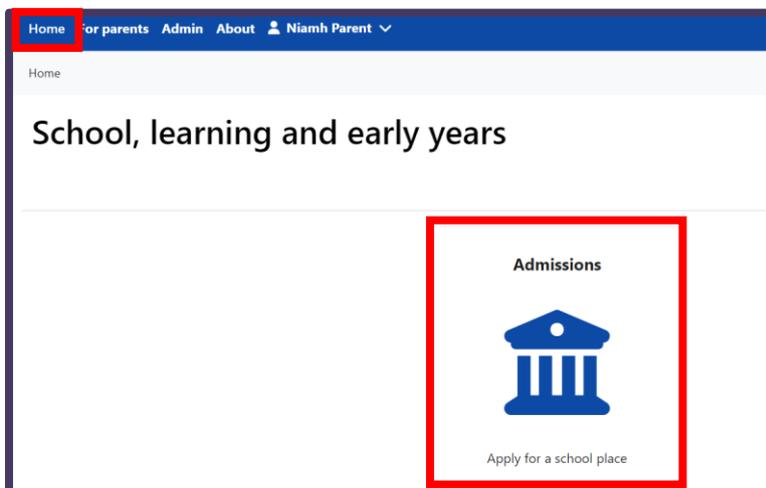
Code

[Finish](#) [Cancel](#)

[Please send me a new code](#)

Starting an application

From the **Home** page, click **Admissions - Apply for a school place**.



Key information will be displayed. There are several buttons to view further information.

nelincs.gov.uk

Home For parents Admin About Oliver Peatman-Denham

Home > For parents > Welcome to the Parent Portal

Welcome to the Parent Portal

Welcome to the North East Lincolnshire Parent Portal for phased and in-year school admissions. This portal allows you to apply for school places in the following phased processes, along with in-year admissions throughout the year.

Primary & Junior Applications 2024 -Round 2 applications will close at midnight on Tuesday 23 July, 2024.

Secondary Applications 2024 -Round 2 applications will close at midnight on Tuesday 23 July, 2024.

[Show Key Application Dates](#)

Please note:
You can only submit a phased application using this portal if your child lives in the county of North East Lincolnshire. You can use the link below to check if you are a North East Lincolnshire Council resident. If you live outside of the North East Lincolnshire area, you will need to apply through your own local authority.

[Check your Local Authority](#)

Further down, your details will be displayed. Click on the **New Application** button.

Your Details

Your Details	
Name	Oliver Peatman-Denham
Address	Municipal Offices, Town Hall Square, Grimsby DN31 1HU
Email	oliver.peatman-denham@nelincs.gov.uk

If you need to apply for more than one child's school place please click here to add more applications.

[New Application](#)

This will open a new window to enter all the necessary details for the application. There are 7 sections to complete.

Navigating your Application

At the bottom of each page, there are arrows which will take you to the previous or next section.

You will not be able to proceed to the next section without completing the mandatory information.

After section **1 About You** is completed, you are given the option to **Save for later**.

[Save for later](#)
[← Previous](#) [Next →](#)

If you click **Save for later**, you can then close your application. To return to it, log back in to the portal and on the **Welcome** page, under **Your Details**, you will find your incomplete application.

You can delete, edit or submit your application from here.

Your Details

Your Details

Name Niamh Parent

Address Municipal Offices, Town Hall Square, Grimsby DN31 1HU

Email niamh.tynan@nelincs.gov.uk

If you need to apply for more than one child's school place please click here to add more applications.

[New Application](#)

Applications

Niamh 2 Parent
Not Submitted you need to submit the application for the authority to process it.

Preferences		Child details	
No.	School	Name	
1	Beacon Academy	Niamh 2 Parent	
2	Cleethorpes Academy	Date of Birth	10-Jul-2013
3	Havelock Academy	Address	Municipal Offices, Town Hall Square, Grimsby DN31 1HU

[Delete Application](#)
[Edit Application](#)
[Submit Application](#)
[Edit Child](#)

1 About You

Anything mandatory will be marked with a red asterisk (*).

Hover over the blue question mark (?) for guidance on how to complete each section.

Apply for a School Place

- 1 About You >
- 2 About the Child >
- 3 Type of Application >
- 4 Preferences >
- 5 Supporting Information >
- 6 Summary >
- 7 Submit >

About You

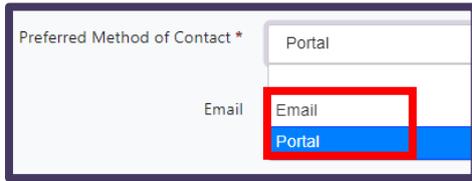
Your Details ?

Title *

First Name *

Last Name *

The system will set the **Preferred Method of Contact** as **Portal** by default, this can be changed to **Email**.



A screenshot of a form field labeled "Preferred Method of Contact *". The dropdown menu is open, showing "Portal" as the selected option. Below it, "Email" and "Portal" are listed as options. A red box highlights the "Email" and "Portal" options.

2 About the Child

Within the **About the Child** section, confirm your relationship to the child.



A screenshot of a form field labeled "Relationship to Child *". The dropdown menu is open, showing "Mother", "Father", "Step Parent", "Carer", "Other", and "Social Worker" as options. A red box highlights the "Mother", "Father", "Step Parent", "Carer", and "Other" options.

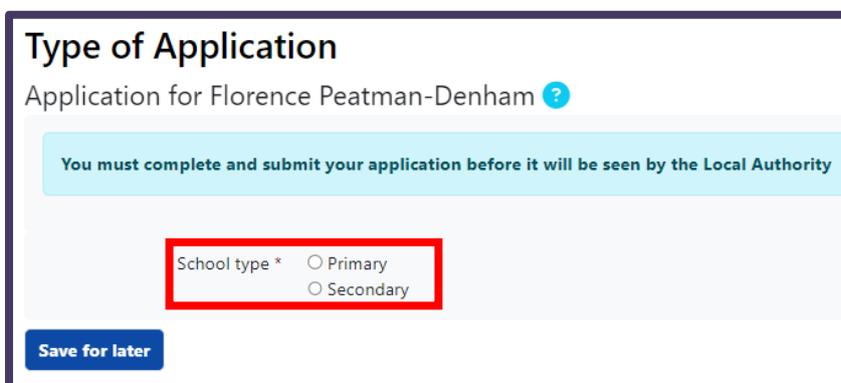
You will also need to confirm if you have **Parental Responsibility (PR)** for the child.



A screenshot of a form field labeled "Do you have parental responsibility/care for the child? *". The dropdown menu is open, showing "Yes" as the selected option. A red box highlights the "Yes" option.

3 Type of Application

Within the **Type of Application** section, the **School type** will display **Primary and/or Secondary**, depending on the child's Date of Birth.



A screenshot of the "Type of Application" form. The title is "Type of Application" and the subtitle is "Application for Florence Peatman-Denham". A blue banner reads "You must complete and submit your application before it will be seen by the Local Authority". Below this, the "School type *" field is highlighted with a red box, showing radio buttons for "Primary" and "Secondary". A "Save for later" button is visible at the bottom left.

Depending on which **School type** is selected, different information and **Admission round** dates will be displayed to select:

1) Primary

School type * Primary
 Secondary

Select from the options below to make an in-year application for your child to take-up a place within the next 6 weeks.

Admission round * 2023-24 In-Year Admissions **Choose this option if your child needs to change schools within the same year group. e.g. If you've moved house and need a new school in your local area.**

2) Secondary

School type * Primary
 Secondary

Select from the options below to make an application for your child to take-up a place in September, or an in-year application for your child to take-up a place within the next 6 weeks.

Admission round * Phased Year 7 Admissions for September 2024 **Choose this option if your child was born between 01 Sep 2012 and 31 Aug 2013.**

4 Preferences

Under the **Preferences** section of the application, click into the **Local Schools** search box. A list of schools will display to select.

Alternatively, manually type a school's name into the field or click the **Search for school outside Local Authority** link.

Note: if you are unsure which schools fall into your catchment area, there is a [School Catchment List](#) link.

Local Schools

Search North East Lincolnshire sc

- Beacon Academy
- Cleethorpes Academy
- Havelock Academy
- Healing Academy
- Humberston Academy
- John Whitgift Academy
- Oasis Academy Immingham
- Oasis Academy Wintringham
- Ormiston Maritime Academy
- Waltham Toll Bar Academy

+ Add

[Search for school outside Local Authority](#)

Select a school then click the **+ Add** button.

The school details will now be displayed, and you may add your reasons for preference if applicable. Comments and supporting documents can also be added at this point.

The screenshot shows a web form for school applications. On the left, under the heading "Name", the details for "1. Beacon Academy" are listed: "Chatsworth Place, Cleethorpes, DN35 9NF". Below this is a blue button with a white 'x' icon. A blue button with white text reads "Click here to view any additional information required when applying for this school". Below that, a section titled "Add reasons for this preference (optional)" contains three checkboxes: "Catchment Area", "Child of Staff", and "Sibling Connection". Underneath is a section for "Supporting Information" with a "Comments" field (noted as limited to 300 characters) and an "Upload Document" button. On the right, the "Local Schools" section includes a search box for "North East Lincolnshire", a "+ Add" button, and a link to "Search for school outside Local Authority".

If you select **Sibling Connection** as a reason for preference, a pop-up will display requesting the details of the sibling. Enter the details and click **Save**.

The screenshot shows a "Sibling Details" pop-up window. It contains the following fields: "Sibling Forename *" (text input), "Sibling Surname *" (text input), "Sibling Date of Birth *" (calendar icon and "dd-mm-yyyy" text input), and "Gender *" (dropdown menu). There is a checkbox for "Same address as Applicant?". A blue "Find Address" button is located below these fields. Underneath, there is a section for "Sibling Attends" with a checkbox for "Beacon Academy" and an "Or" label followed by a text input field. A blue "Search" button is below this field. At the bottom of the pop-up are "Cancel" and "Save" buttons.

The sibling details will then be displayed under the school details.

Sibling Connection

Eleanor Peatman-Denham 

Includes biological or adopted siblings, step-siblings, half-siblings living at the same address and who will be attending the same school at the time of admission.

5 Supporting Information

Enter the child's current school by searching for it as before.

Tick the box below this if the child has never attended school, been home educated, went to an independent school or a school outside of the UK.

You will then need to enter the reason and any further details.

If the child has never attended a school, has been home educated, their current school is an independent school or a school outside of the UK, please tick here.

Reason for No School Record

Details (This field is limited to 300 characters)

Answer the rest of the questions and add any supporting documents if appropriate.

6 Summary

The Summary section will display all the information that has been entered so far. To continue, click **Next**.

7 Submit

On the **Submit** screen, you must tick that you agree to the terms and conditions of the application and then click **Submit application to North East Lincolnshire Council**.

- 1) **Save for later:** you can come back and edit/amend the application
- 2) **Previous:** takes you back to the previous screen

I agree *

Submit Application to North East Lincolnshire Council

Save for later

← Previous

The application has now been submitted and a confirmation screen will be displayed, including an application reference number and the date/time of submission.

Apply for a School Place

1 Thanks >

Thanks

The application you completed has been submitted to the North East Lincolnshire Council School Admissions Team.

Thank you for using this service.

Please make a record of your reference number. You can use the print button by Viewing the Submitted Application on the Applications Overview page (link below), to retain a copy of your application summary for your records.

Reference	812-2024-09-E-000245
Submitted	23/07/2024 at 14:05

[Back to applications overview](#)

A confirmation email will also be sent to your email address.

UAT North East Lincs Education <donotreply@liquidlogic.co.uk>

To: Oliver Peatman-Denham Tue 23/07/2024 2:06 PM

This sender donotreply@liquidlogic.co.uk is from outside your organisation. Block sender

Dear Oliver Peatman-Denham,

Thank you for submitting your school application for Florence Peatman-Denham (01-Sep-2012).

Your submitted application is detailed below. Please keep this email for your records as it is proof of your application.

If you would like to edit or withdraw the application before the closing date, please log in to the Admissions Portal. If you need to add any additional evidence to the application before the closing date, you can do this by editing the application, attaching the evidence and submitting it.

Yours sincerely
School Admissions Team

Education Service, New Oxford House, 2 George Street, Grimsby, DN31 1HB
Email schooladmissions@nelincs.gov.uk
Telephone (01472) 326291 (option 4)

The Portal Application will now be sent through to the Admissions team to process.