NORTH EAST LINCOLNSHIRE COUNCIL
www.nelincs.gov.uk

Creating a Portal Application

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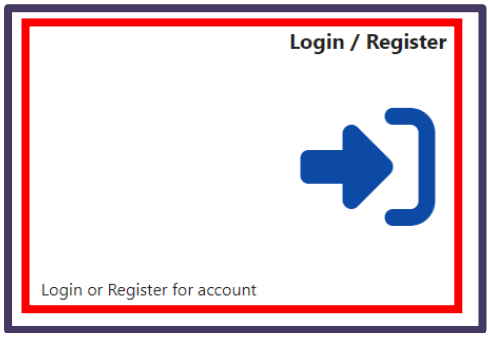
Introduction

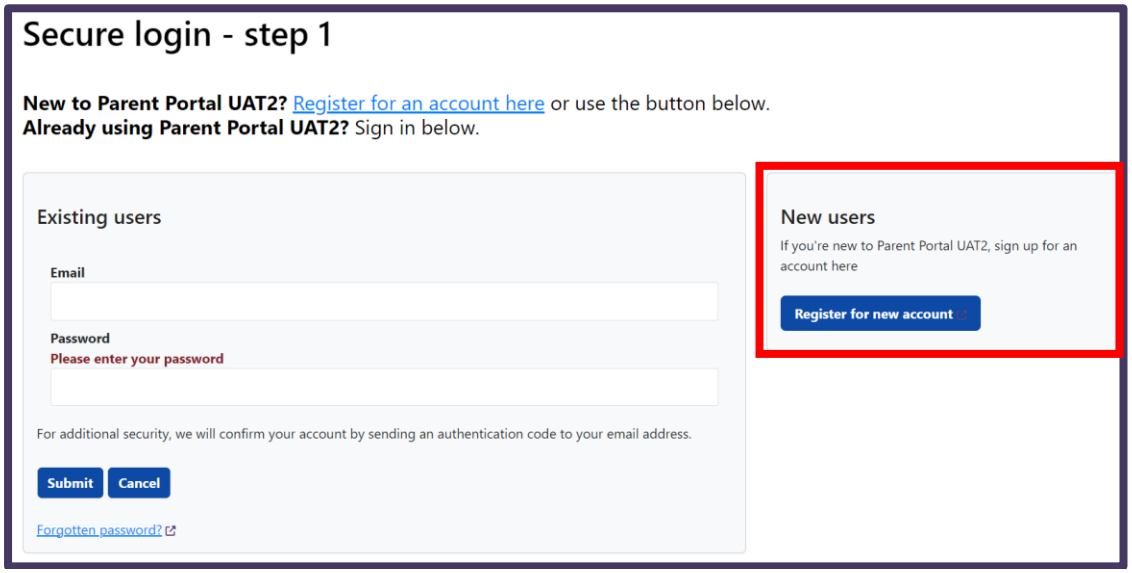
This guide will explain how to create and submit an admissions application via the Parent Portal.

Login / Register for an Account

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



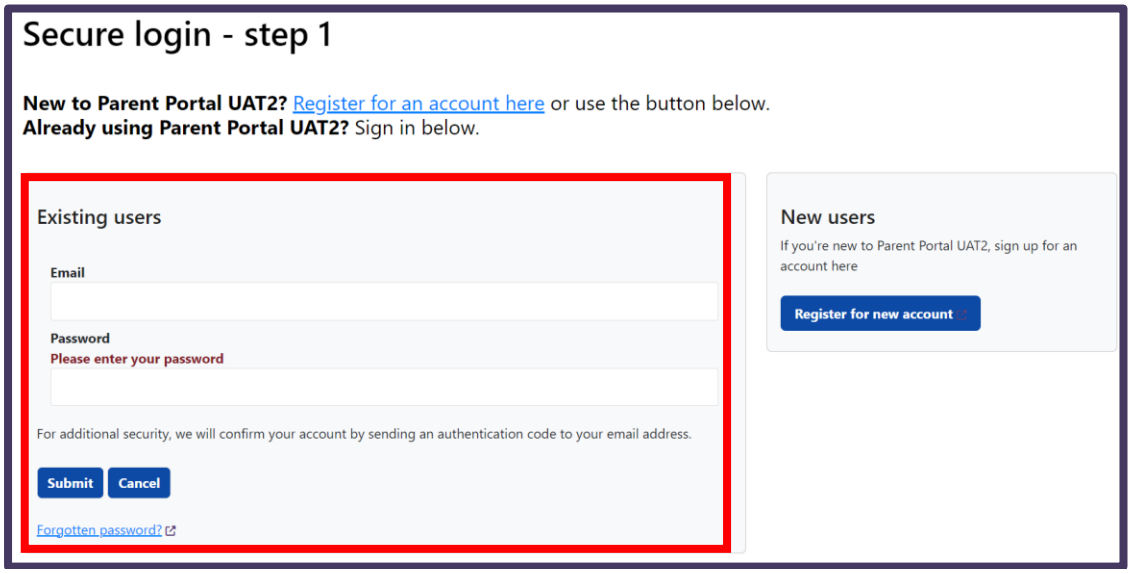
If you do not have an account, click on **Register for new account**.



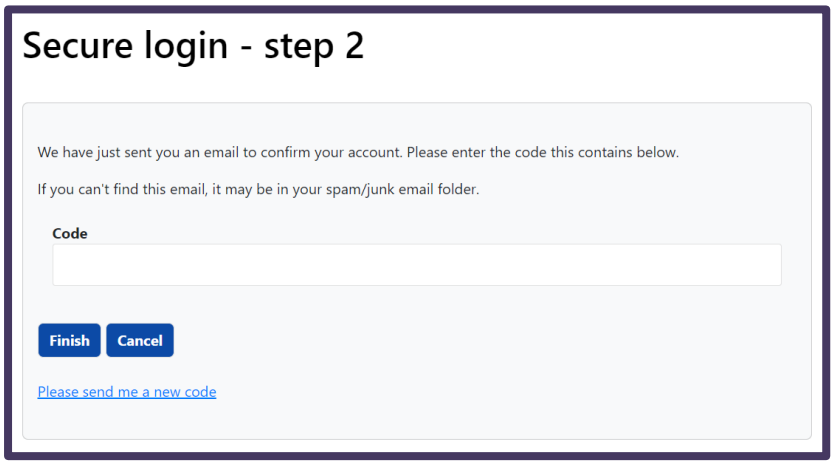
Complete the steps to enter your details and create a password.

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**.

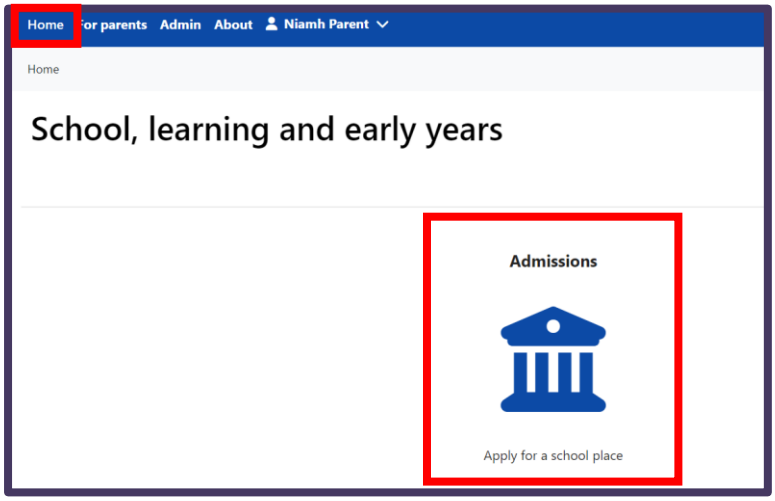


A verification code will be sent to your email address. Enter the code and click **Finish**.

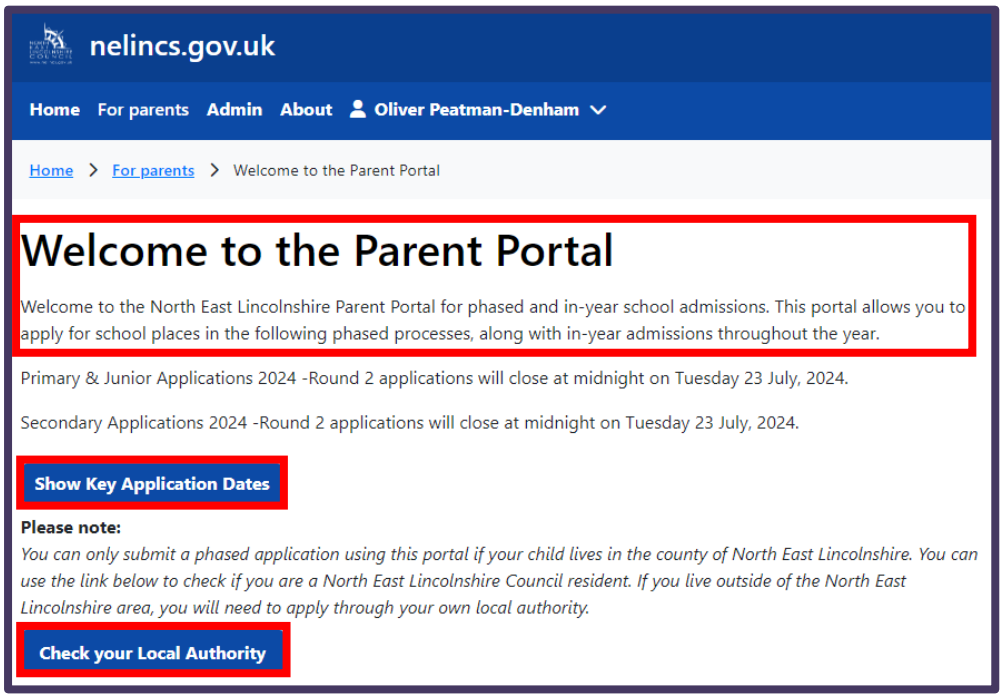


Starting an application

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



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



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

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

Navigating your Application

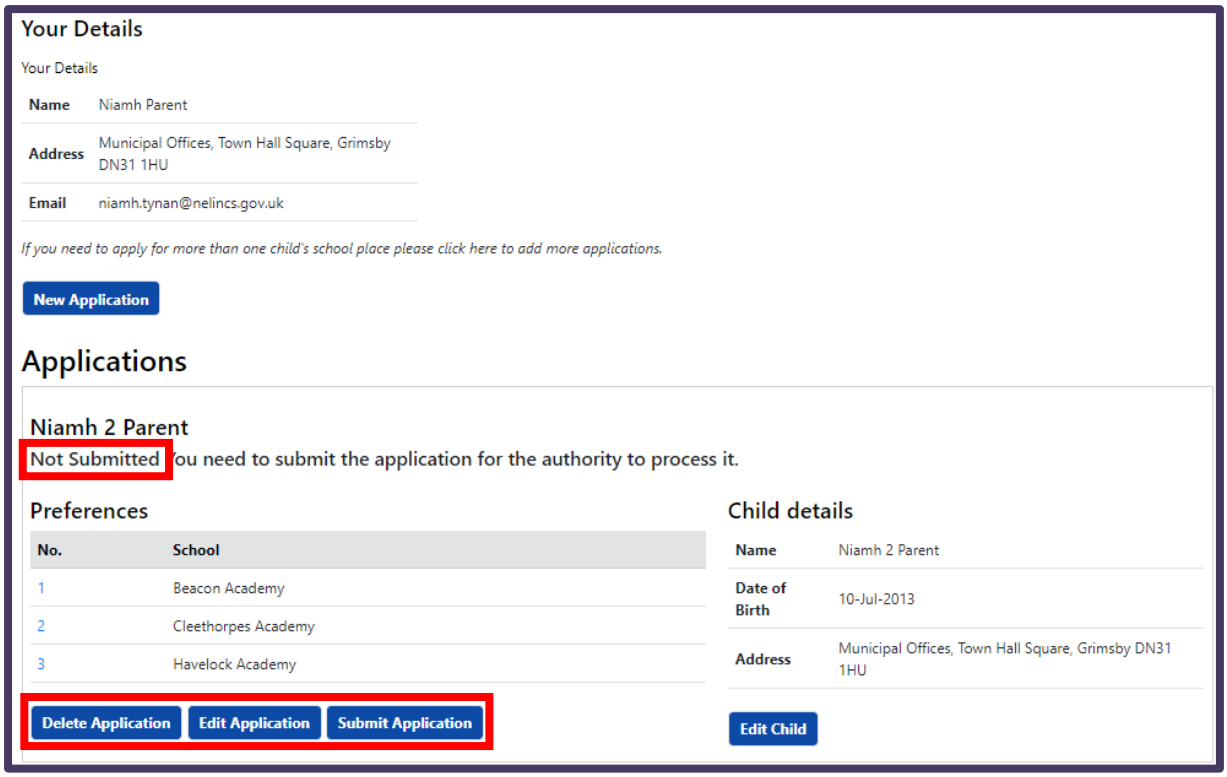
At the bottom of each page, there are arrows which will take you to the previous or next section.

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**.

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.

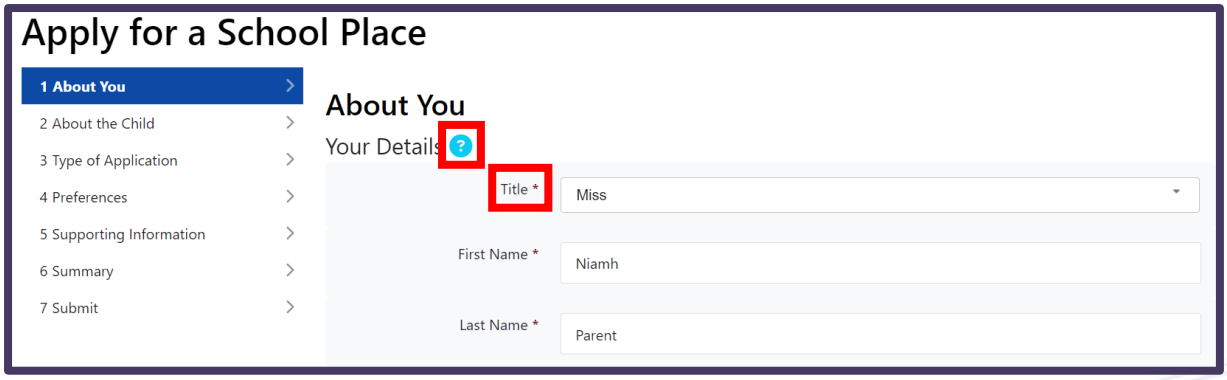
You can delete, edit or submit your application from here.



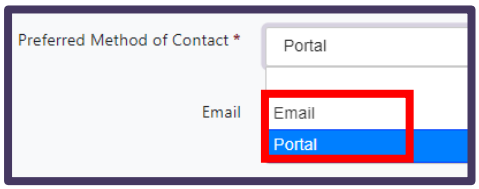
1 About You

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

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



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



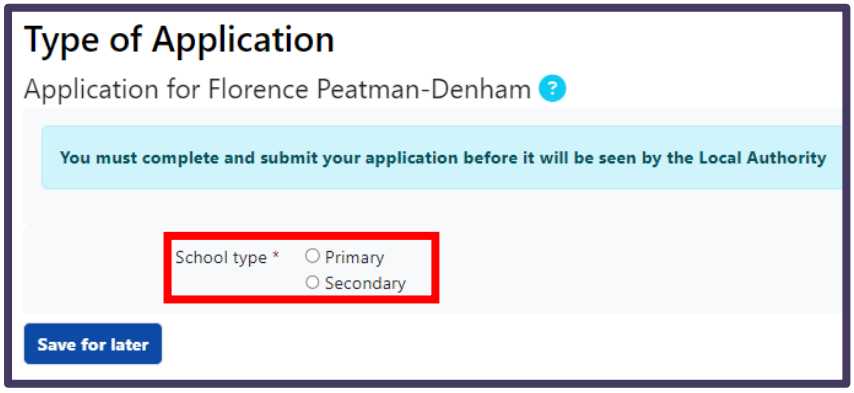
2 About the Child

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

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

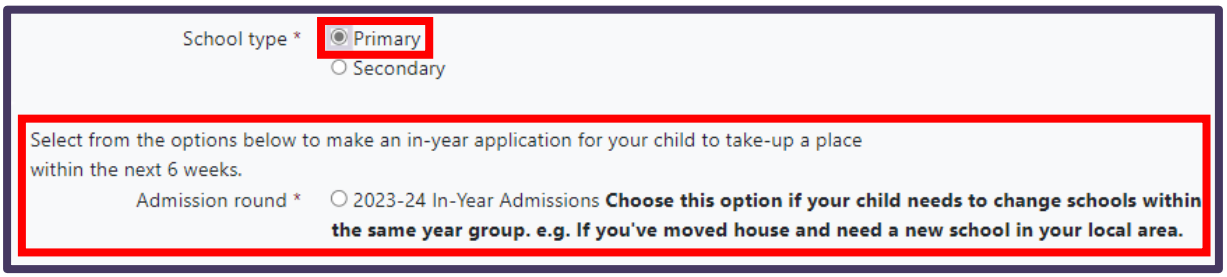
3 Type of Application

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



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

1) **Primary**



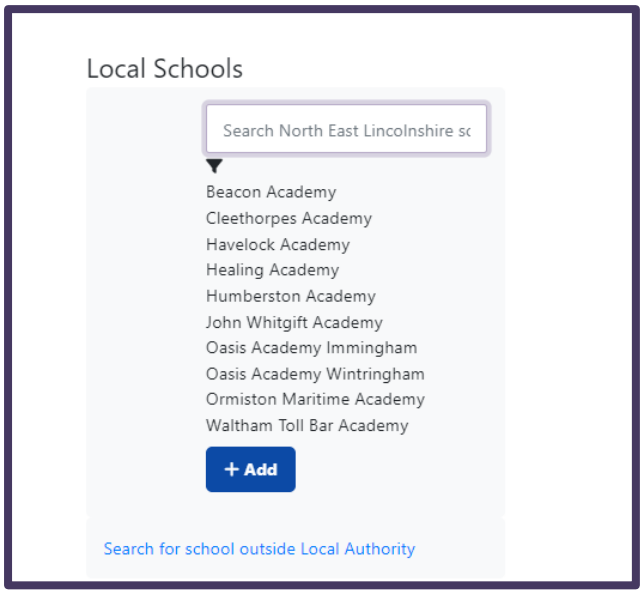
2) **Secondary**

4 Preferences

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

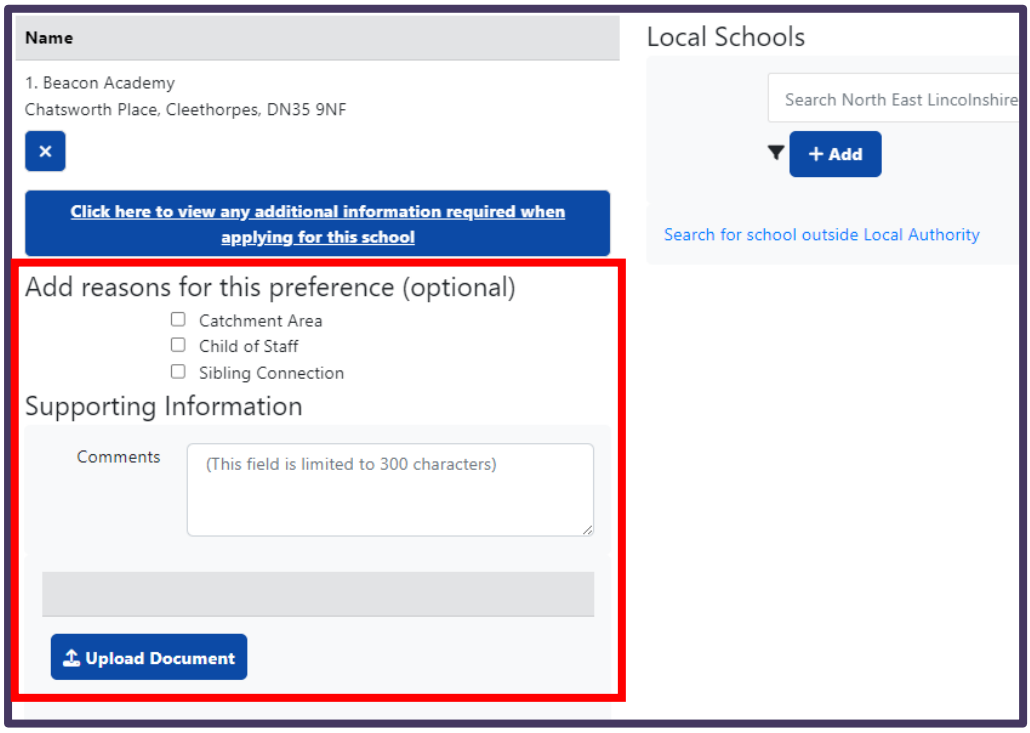
Alternatively, manually type a school's name into the field or click the **Search for school outside Local Authority** link.

*Note: if you are unsure which schools fall into your catchment area, there is a **School Catchment List** link.*

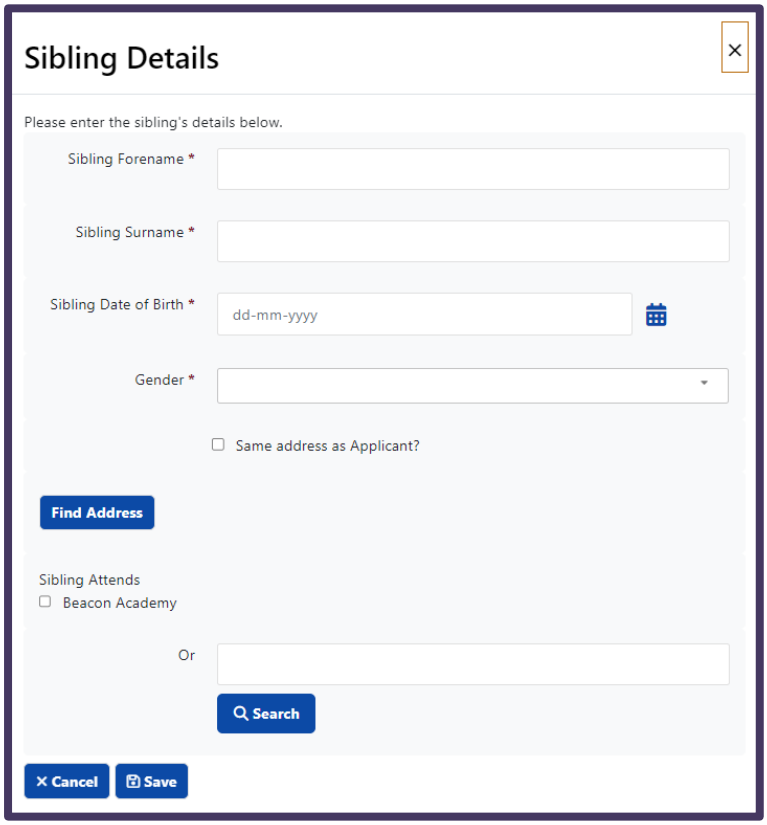


Select a school then click the **+ Add** button.

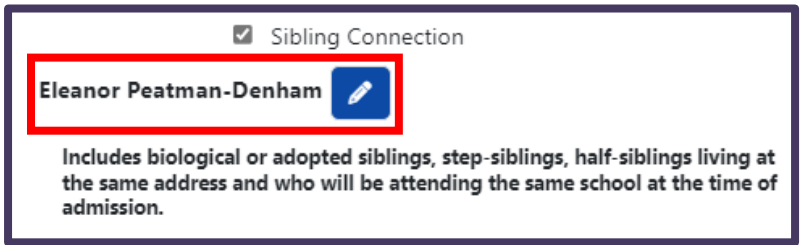
The school details will now be displayed, and you may add your reasons for preference if applicable. Comments and supporting documents can also be added at this point.



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 sibling details will then be displayed under the school details.

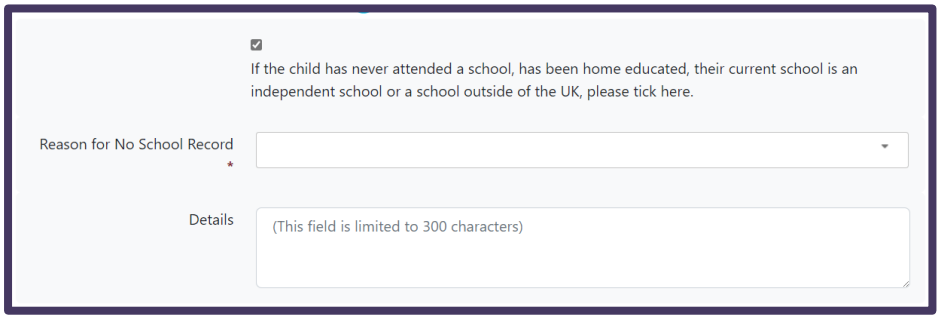


5 Supporting Information

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.



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

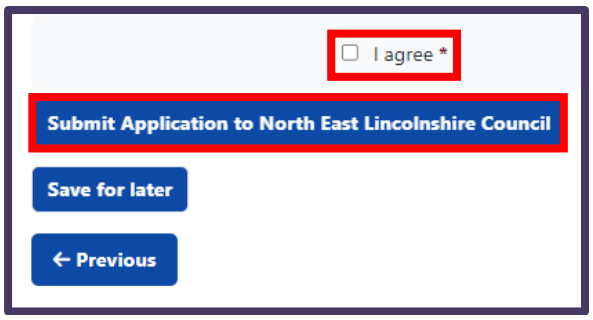
6 Summary

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

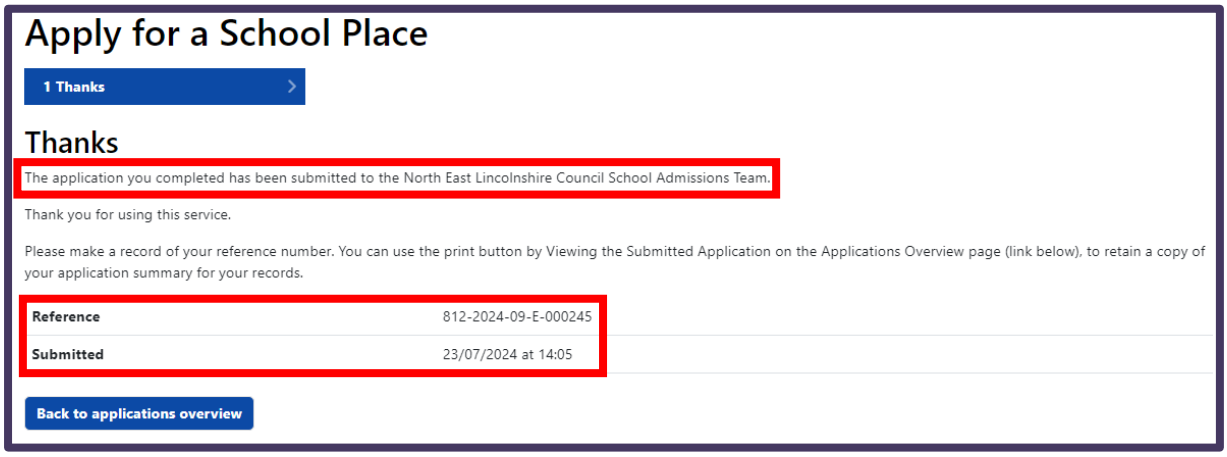
7 Submit

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.**

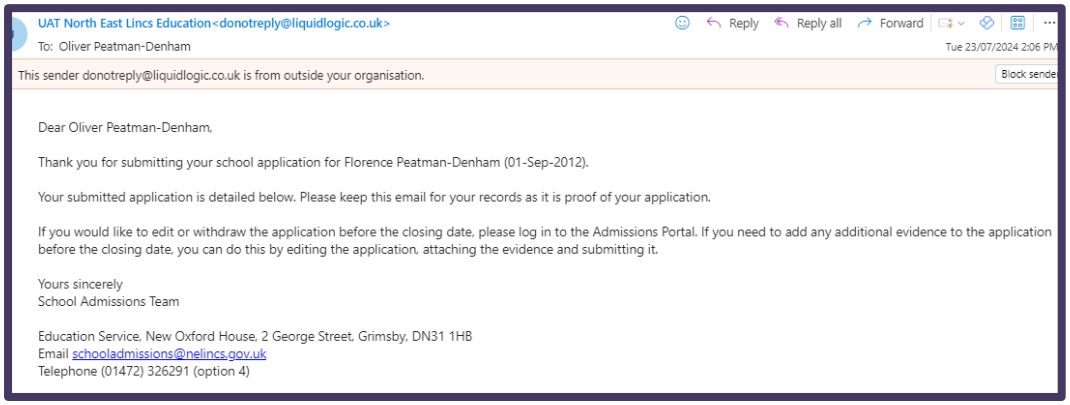
1) **Save for later**: you can come back and edit/amend the application
2) **Previous**: takes you back to the previous screen



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



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



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