

To apply for a place in Reception at any primary school in Swindon, the following slides will take you through the online application form, step by step.

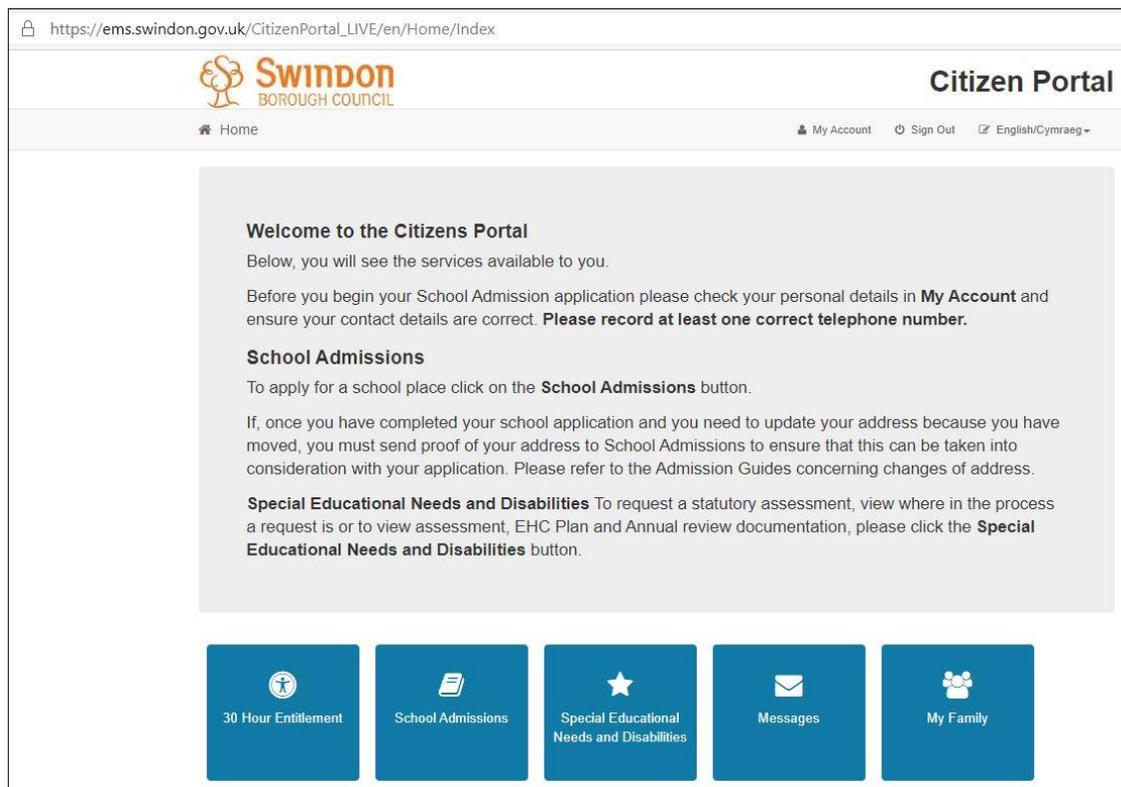
Register or login to Swindon Borough Council's website:

https://www.swindon.gov.uk/info/20071/school_places_and_admissions/427/primary_school_places_and_admissions/3

Once in the portal, click the second button for School Admissions



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The screenshot shows the Citizen Portal website for Swindon Borough Council. The URL in the browser is https://ems.swindon.gov.uk/CitizenPortal_LIVE/en/Home/Index. The page features the Swindon Borough Council logo and the text "Citizen Portal". Below the header, there are navigation links for "Home", "My Account", "Sign Out", and "English/Cymraeg". The main content area contains a welcome message and instructions for users. It includes a section for "School Admissions" with a button to click. Below the main content, there is a row of five blue buttons: "30 Hour Entitlement", "School Admissions", "Special Educational Needs and Disabilities", "Messages", and "My Family".

Important note about Swindon Academy:

You have to select Swindon Academy (which is the main site of our Academy cluster) **even** if you wish your child to attend Alton Close or Beech Avenue. Later in the application you can state you preferred primary school – Beech Avenue or Alton Close.

At the base of the page, click the blue button, Add Child



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CitizenPortal_LIVE/en/Admissions/Home

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BOROUGH COUNCIL

Citizen Portal

Home My Account Sign Out English/Cymraeg

School Admissions

Welcome to the online admissions service

You can use this system to apply for:

- A reception place in an Primary or Infant School for September 2021
- A place in a Junior School for September 2021
- A place in a Secondary School for September 2021
- An In Year School transfer: Please note there are 14 process periods we operate throughout the academic year. Please check the website for details on when each process opens and closes, therefore, you will be aware of when to expect your decision. Please note that if you live in Swindon but wish to apply for a school outside of Swindon (e.g. Bradon Forest School or Royal Wootton Bassett Academy) you will need to the contact Local Authority in which the school comes under.

Before making an application for a school place for September 2020, you are strongly advised to read our Admissions Guides.

Any application for September 2020 received before the closing date is treated as an online application and all online applications are treated equally. The website allows parents or carers to state up to three preferences for their child, change a preference or amend your application up to midnight on the closing date. However, remember if you do change any details, you need to [resubmit](#) your application for it to be included.

If your child has an Education Health and Care Plan (EHCP) please do not apply using this system. Instead please contact the Special Educational Needs Assessment Team who will guide you through the process.

Please take care when making your application that you submit it, as your application will not be considered if it is not submitted. If your application remains unsubmitted you will receive a daily email from 10 days prior to the closing date reminding you to submit your application.

If your e-application remains unsubmitted once the deadline has passed your application will not be considered.

[If you need to change / upload further supplementary evidence to your in year application.](#)

Please note that if you have submitted your in year application and you need to change or upload more evidence (e.g. if you are moving house and you need to submit proof of move) then you will need to log back into your account and then select the hyperlink that states 'start a new application'. This will then take you through to the options you need to select to **change** your application.

Swindon Academy Applications

Please note if you are applying for a place at Swindon Academy from Reception through to Year 6, there are two sites that these year groups are taught: Beech Avenue and Alton Close.

When applying please state your preferred site however the school cannot guarantee which site you will be allocated as this will be subject to availability. Please contact Swindon Academy if you wish to discuss this further.

Make a new application

You currently have no children without an application.

[Back](#) [Add child](#)

Enter the details of the child. Make sure you accurately record their date of birth (including the correct year), because this will affect the choices shown on the form, check and click on the address.

You can now select the Add Child button at the base of the page.



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gov.uk/citizenportal_live/en/Admissions/Home/AddChild

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Citizen Portal

Home My Account Sign Out English/Cymraeg

Admissions

Add Child

Add a child

Forename · Cali

Middle Name · jenefer

Surname · Frog

Gender · Female

Date of Birth · 12/09/2016

Relationship to Child · Mother

Your relationship to this child (i.e. you are the Father of this child)

Parental Responsibility · Yes
 No
If you have legal responsibility for this child, select Yes

Use Another Address

Address

22
Barcote Close
Swindon
Wiltshire
SN25 2BJ

Cancel Add child

You will find yourself back at the Admissions Home page, but your child is shown in the big blue box. You can repeat the process to enter a second child, or click the big blue box to make the application for a Reception place at primary school

https://ems.swindon.gov.uk/CitizenPortal_LIVE/en/Admissions/Home

[If you need to change / upload further supplementary evidence to your in year application:](#)

Please note that if you have submitted your in year application and you need to change or upload more evidence (e.g. if you are moving house and you need to submit proof of move) then you will need to log back into your account and then select the hyperlink that states 'start a new application'. This will then take you through to the options you need to select to change your application.

[Swindon Academy Applications](#)

Please note if you are applying for a place at Swindon Academy from Reception through to Year 6, there are two sites that these year groups are taught; Beech Avenue and Alton Close.

When applying please state your preferred site however, the school cannot guarantee which site you will be allocated as this will be subject to availability. Please contact Swindon Academy if you wish to discuss this further.

Make a new application

Can apply now

 Cali
Frog
Date of birth: 12/09/2016

You can perform the following actions:

- [Start new application](#)

Back Add child

You will see the box for children aged 3-4 Primary School Admissions. Click here



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https://ems.swindon.gov.uk/CitizenPortal_LIVE/en/Admissions/Home/SelectTransferGroup?



Home

Select a Transfer Group

For your child's date of birth, you can apply for the following school places:

- 2021-2022 Primary Admissions (aged 3-4)
- Change school immediately/in near future

Back

The screenshot shows a web browser window with the URL 'https://ems.swindon.gov.uk/CitizenPortal_LIVE/en/Admissions/Home/SelectTransferGroup?'. The page header features the Swindon Borough Council logo and a 'Home' link. The main content area is titled 'Select a Transfer Group' and includes the text 'For your child's date of birth, you can apply for the following school places:'. Below this text are two buttons: a dark blue button labeled '2021-2022 Primary Admissions (aged 3-4)' and a blue button labeled 'Change school immediately/in near future'. At the bottom of the content area is a small orange button labeled 'Back'.

Read this information carefully, it covers children with special educational needs, or children in care.

Also please note if this child is one of a multiple birth – like twins – you must make an application for each child.

(The next couple of pages cover moving home & ask you to confirm you have parental responsibility)



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Citizen Portal

Home My Account Sign Out English/Cymraeg

Admissions

Additional Child's Details

Special Educational Needs Does your child have an Education and Health Care Plan (EHCP)? If your child has an Education Health and Care Plan (EHCP), please do not continue with your application. Please contact the SENAT Team (senat@swindon.gov.uk) who can advise you of the process to follow. If your child is under assessment, you should continue with this application.

Public Care Does your child currently 'looked after' or was 'previously looked after'? A looked after child is a child who is (a) in the care of the Local Authority or (b) being provided accommodation by a Local Authority in the exercise of their social services function defined by section 22 of the Children Act 1989. A previously looked after child is one who immediately after being looked after became subject to an adoption, child arrangements or special guardianship order. If your child was previously looked after, please send a copy of the relevant order to the Local Authority to be used when considering your application. If this information is not sent it may mean that your child is not considered under this criteria.

Select Care Authority

Is your child a twin or triplet, etc. (one of a multiple birth)? (Please remember to make an application for each child)

Back Next

If your child is at a school or nursery currently, note it here, or click Next



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[Admissions](#)

Child's Current School

School Name

Address

If Cali does not currently attend a school, select the 'Next' button to continue, otherwise, select 'Change current school' to search for the correct school.

[Change current school](#)

If, after searching, you are still unable to find the school, please tell us where your child is currently being educated by typing the name into the box below.

Currently educated at:

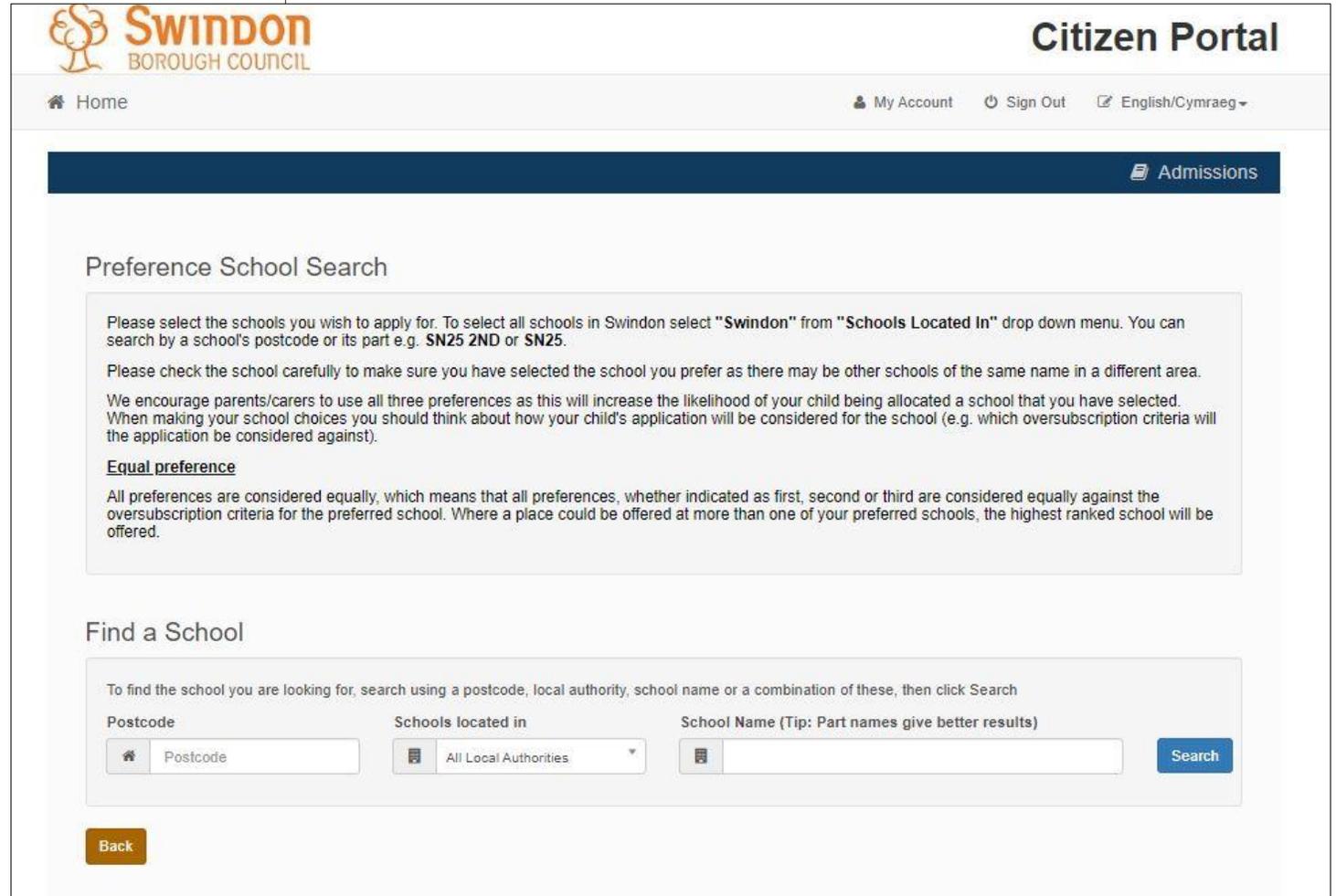
[Back](#) [Next](#)

Please select **Swindon Academy** in the school name box.

You will not be able to search for either Beech Avenue or Alton Close directly.



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The screenshot shows the 'Citizen Portal' for Swindon Borough Council. At the top left is the council's logo. The page title is 'Citizen Portal'. Navigation links include 'Home', 'My Account', 'Sign Out', and 'English/Cymraeg'. A dark blue banner at the top right contains the 'Admissions' link. The main content area is titled 'Preference School Search' and contains instructions for selecting schools, including a note about searching by postcode (e.g., SN25 2ND or SN25) and a section on 'Equal preference'.

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Citizen Portal

Home My Account Sign Out English/Cymraeg

Admissions

Preference School Search

Please select the schools you wish to apply for. To select all schools in Swindon select "Swindon" from "Schools Located In" drop down menu. You can search by a school's postcode or its part e.g. SN25 2ND or SN25.

Please check the school carefully to make sure you have selected the school you prefer as there may be other schools of the same name in a different area.

We encourage parents/carers to use all three preferences as this will increase the likelihood of your child being allocated a school that you have selected. When making your school choices you should think about how your child's application will be considered for the school (e.g. which oversubscription criteria will the application be considered against).

Equal preference

All preferences are considered equally, which means that all preferences, whether indicated as first, second or third are considered equally against the oversubscription criteria for the preferred school. Where a place could be offered at more than one of your preferred schools, the highest ranked school will be offered.

Find a School

To find the school you are looking for, search using a postcode, local authority, school name or a combination of these, then click Search

Postcode	Schools located in	School Name (Tip: Part names give better results)	
<input type="text" value="Postcode"/>	<input type="text" value="All Local Authorities"/>	<input type="text"/>	<input type="button" value="Search"/>

Swindon Academy will appear in the drop down – click into it.

Continue through the next couple of pages to provide reasons for your choice

Find a School

To find the school you are looking for, search using a postcode, local authority, school name or a combination of these, then click Search

Postcode Schools located in School Name (Tip: Part names give better results)

1 School(s) found

Swindon Academy

<http://www.swindon-academy.org/> CoEd

Swindon Academy , Beech Avenue, Swindon, Wiltshire, SN2 1JR

1 School(s) found



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Reasons:

It is essential that you state if a sibling is already attending Swindon Academy. Please also explain that you would like your child to attend either:

Beech Avenue Primary School, SN2 1JR

Or

Alton Close Primary School, SN2 5HF



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Citizen Portal

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Admissions

Preference Reasons: Sibling

In order to support your application for a place at **Abbey Meads Community Primary School** you can select appropriate reasons on the next pages.

Will your child have a sibling attending the preferred school at the same time as he or she is due to be admitted?

Back Next

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Citizen Portal

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Admissions

Preference Reasons

In order to support your application for a place at **Swindon Academy** you can select the appropriate reasons below. You will have the opportunity to tell us in your own words of any additional reasons, or more about your selected reasons, on one of the next pages.

Swindon Academy's primary provision is based on two sites (Beech Avenue, Pinehurst and Alton Close, Penhill). The Local Authority cannot advise to which site a child has been allocated, this would be communicated by Swindon Academy after the initial confirmation of the offer of a place.

I am selecting this school for social reasons

I am selecting this school because of the distance from my child's home to this school

I am selecting this school because it is

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Citizen Portal

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Admissions

Other Reasons

You may tell us of any other reasons to support your application. Please note that your application will be considered and ranked according to the oversubscription criteria for **Swindon Academy** and you are advised to consult the school's policy to view these criteria. You are still encouraged to note your reasons as they may be necessary in an appeal situation

Other Reasons

There is a limit of 3000 characters for you to express other reasons. 3000 remaining...

Back Next

Your preferred Schools:

You can repeat the process to choose two more schools and rank them.

If you make a mistake, just go back

The screenshot shows the 'Citizen Portal' for Swindon Borough Council. The page title is 'Your Preferred Schools'. Below the title, it states: 'You have selected the schools below. You may choose up to 3 schools and you may change your selection until 15/01/2021 23:59'. A light blue instruction box says: 'Use the arrows to rank your preferred schools; your most preferred school must be at the top ranked 1.' Below this is a table with three rows of school preferences. Each row has a 'Rank' column, a 'School name' column, and a 'Re-order' column with up/down arrows and 'Edit'/'Remove' buttons. At the bottom of the table area, there is a blue button 'Add a new preferred school', a brown 'Back' button, and a blue 'Next' button.

Rank	School name	Re-order
1	Swindon Academy	▼ Edit Remove
2	Abbey Meads Community Primary School	▲▼ Edit Remove
3	Seven Fields Primary School	▲ Edit Remove



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Provide evidence of your address



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A screenshot of the Swindon Borough Council Citizen Portal. The page title is 'Citizen Portal'. The header includes the Swindon Borough Council logo and navigation links for 'Home', 'My Account', 'Sign Out', and 'English/Cymraeg'. A dark blue bar contains the 'Admissions' link. The main content area is titled 'Supporting Evidence' and contains a box with the following text: 'Please provide one of the following' followed by a bulleted list: 'A letter from your solicitor confirming that contracts have been exchanged/completed on the new property.', 'A signed tenancy agreement for the new property.', and 'A council tax or utility bill for the property dates in the last 3 months.' Below this is a 'Passport' section with the text 'Please provide a copy of your child's passport if you have moved from overseas'. There is a 'Choose Files...' button, a 'Selected Files:' section, and file upload specifications: 'Type of File(s): pdf, jpeg, jpg, bmp, png' and 'Max 5 file(s) can be uploaded. Max 5 MB files size is allowed per file.' At the bottom are 'Back' and 'Next' buttons.

Finally, you can Preview your application, go back to edit, and either save it for later, or submit.

YOU MUST SUBMIT YOUR APPLICATION BEFORE MIDNIGHT ON FRI 15 JANUARY



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Data Protection

Personal information contained in this form is subject to the Data Protection Act 1998. Data may be exchanged with other local authorities and central government where necessary as part of the admission process. This authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided as part of this application for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.

School Place Offer

Unless indicated below, you will be notified of your offer by email. You will receive this on the offer date indicated above. Every child will be sent an offer letter by post. This is sent by 2nd class post on offer day and you should receive this a few days later.

Your offer will also be available on this website on 19/04/2021

I would like to receive my offer of a school place via email

Warning: Sometimes emails end up in your Junk or Spam folder. If you do not receive your email on the date above, please check there first.

Preview Your Application

To see a printer friendly version of your unsubmitted application, click the Preview button

[Preview](#)

Submit Your Application

Once you 'Submit' your application you may still make changes until 15/01/2021 23:59

If you are not ready to submit your application now, you can click 'Return Later' instead and you may return to your application at a later date to make changes. You **MUST SUBMIT** it before 15/01/2021 23:59

I declare that I have checked the information given in this application and believe it to be correct. I declare that I have read and agree to the terms and conditions set out above.

[Return Later](#)

[Submit Now](#)

[Back](#)