



Coventry City Council

## Parents' Guide

Applying for a school place online

# Online Admissions

Before starting your application, please make sure you have the following to hand:

- Your Home Postcode
- If you are going to apply for a Catholic School, you will need to supply the baptismal certificate direct to the school. If you do not have this information speak to the parish priest or to the school direct. **Please note:** If your child is not baptised you will be considered under a lower admissions criteria.
- Your Council Tax customer reference number
- Have read the 'Making a realistic application' section of the admissions website/2022 booklet
- Somewhere to make note of the email and password you use to create an account

To log into the Parent Portal pages, please click this link or copy and paste the address into your browser:

[https://emsonline.lea.coventry.sch.uk/CitizenPortal\\_LIVE/en](https://emsonline.lea.coventry.sch.uk/CitizenPortal_LIVE/en)

## Registration

If you are accessing the parent portal for the first time you will need to register to create an account. Please select the register button as below to get you started, you will then see the following screen;



Coventry City Council

Home

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

Email address

Coventry City Council

This portal allows parents to support their child's learning and development through supported child related services.

Click on register an account

Complete your security and personal details and select submit at the bottom of the page

The screenshot shows the 'Parent Portal' registration page for Coventry City Council. The page title is 'Register an account'. Below the title, there is a paragraph of instructions: 'You need to first register with us in order to apply for a School Place or for 2 year old funding for your child(ren). This screen will guide you to enter the necessary information required for registration process. Please hover the mouse over each field to see what information you will need to enter for this purpose. Please note if you are registering via a mobile device or tablet you are required to input your full address into the 'Find Address' field and then search from the addresses listed. However, if you are applying via a computer/laptop/desktop entering your postcode should bring back your address.'

The form fields are as follows:

- Email address \***: Text input field.
- Confirm email address \***: Text input field.
- Password \***: Text input field with a 'Show' button.
- Title**: Dropdown menu with 'Please select'.
- Forename \***: Text input field.
- Surname \***: Text input field.
- Gender \***: Dropdown menu with 'Please select'.

Below the form fields, there is a section for finding an address:

If you need help with your address, use the Post Office's Postcode Finder.

**Find address**: Postcode input field and Search button.

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


- Home phone number**: Text input field.
- Mobile phone number**: Text input field.
- Work phone number**: Text input field.

A blue 'Submit' button is located at the bottom right of the form.

The footer contains links for 'About', 'Contact us', 'Terms and conditions', 'Accessibility statement', 'Privacy notice', and 'Cookies policy'. Copyright information: 'Copyright © 2007-2021 Capita Business Services Limited. All rights reserved.' The page number '200x50' and the date '16:15 20/08/2021' are also visible.

Once you have submitted this registration form you will receive a verification email (please allow 10 minutes for this to be received). This email will contain a link verifying your account and will take you back to the log in page to complete the process and complete your application for a school place in September.

Once you have followed the link from your email this is the page you will see. You can now log in as you will already be registered. Please use the same email and password you have created for this account.



Coventry City Council

Home

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

**Email address**

**Password**

[Forgot your password?](#)

[Show](#)

[Sign in](#)

**Coventry**

This portal all services.

You can apply

- All :
- Two

[Read our guide](#)

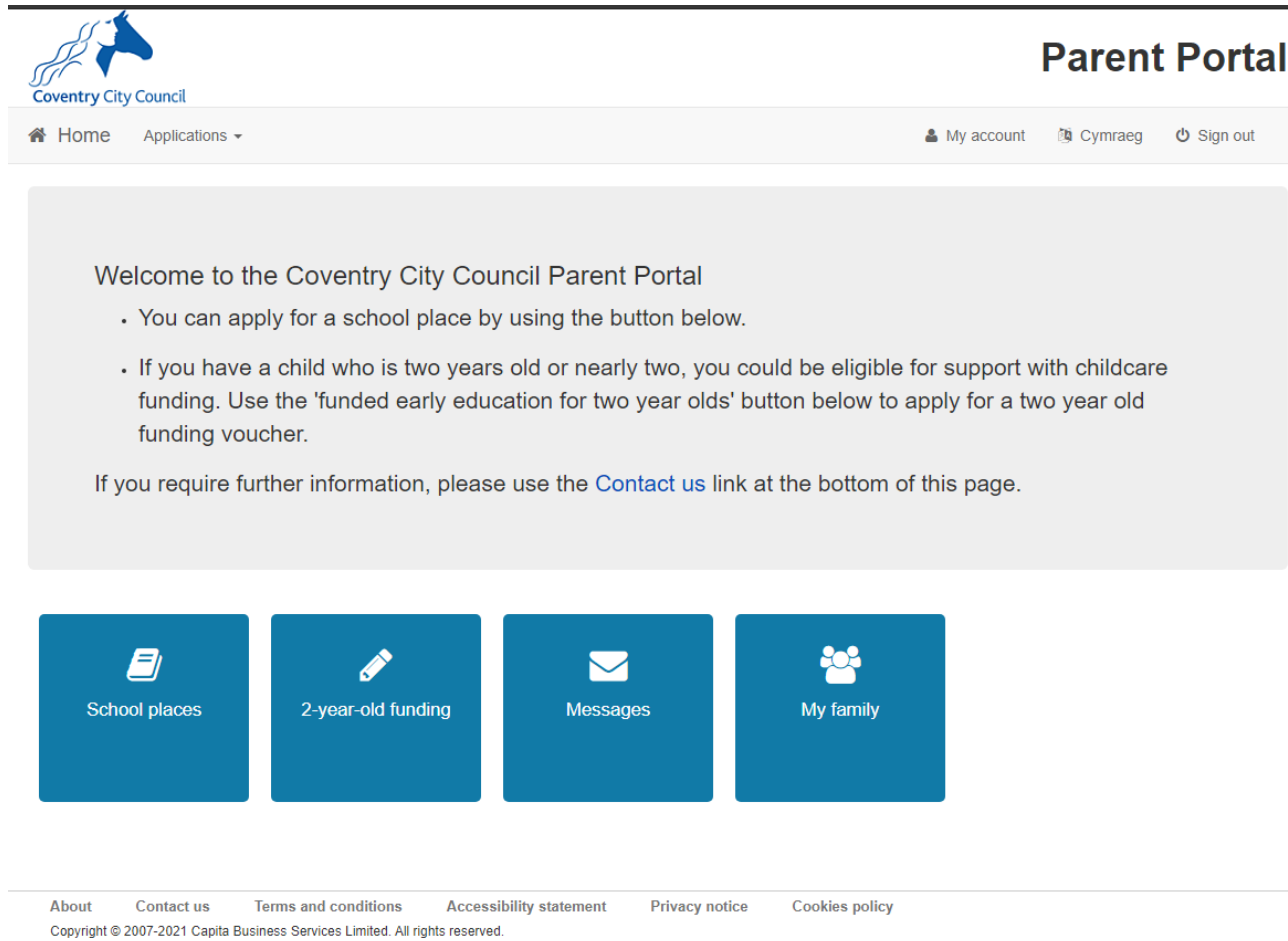
If you are **new**

We will use th

Select the sign in button to enter the account

# HOME PAGE

To apply for a school place select the School Places Blue button



The screenshot shows the Coventry City Council Parent Portal home page. At the top left is the Coventry City Council logo, featuring a stylized blue horse head and the text 'Coventry City Council'. To the right of the logo is the text 'Parent Portal'. Below the logo and text is a navigation bar with a home icon, 'Home', a dropdown arrow, 'Applications', 'My account', 'Cymraeg', and 'Sign out'. The main content area is a light grey box with the following text:

Welcome to the Coventry City Council Parent Portal

- You can apply for a school place by using the button below.
- If you have a child who is two years old or nearly two, you could be eligible for support with childcare funding. Use the 'funded early education for two year olds' button below to apply for a two year old funding voucher.

If you require further information, please use the [Contact us](#) link at the bottom of this page.

Below the text are four blue buttons with white icons and text:

- School places (document icon)
- 2-year-old funding (pencil icon)
- Messages (envelope icon)
- My family (group of people icon)

At the bottom of the page is a footer with the following links: About, Contact us, Terms and conditions, Accessibility statement, Privacy notice, Cookies policy. Below the links is the copyright notice: Copyright © 2007-2021 Capita Business Services Limited. All rights reserved.

# Important Information

You will see this page. Please ensure that you read this page before starting your application. This page contains details on the application process.

## School places

For help on completing an online application, please download our [userguide](#)

### **Only to be completed by Coventry residents**

Before you start your application please go to 'My Account' and confirm your contact details are correct for both you and your child.

### **It is important you read the information below before starting your application**

Coventry City Council would like to take the opportunity to advise parents applying for Secondary School places in September 2022 that this is an extremely high birth year and competition for places will be high. We strongly recommend you include 3 preferences in your application, 1 being your catchment area school. For Primary School Applications, although the birth year is lower, we still advise you to put 3 preferences, 1 being your catchment area school.

To find your catchment area school - please go to the following link - <https://www.coventry.gov.uk/catchmentareas> Alternatively, please contact School Admissions on 02476 975445

Before starting your application, please make sure you have the following to hand:

- Your home postcode
- If applying for a place at a Catholic school, your child's place and date of Baptism

If you are making a new application for admission to Primary, Junior, Secondary or Year 10 school please select 'Add child'.

If you have already started or submitted an application, please select 'Change application' or 'View application'

You may continue to edit and re-submit your application until the following dates:

- for admission to Primary or Junior school in September 2022 until midnight on 15th January 2022.
- for admission to Secondary or Year 10 School in September 2022 until midnight on 31st October 2021. **Please note if you are applying for WMG Young Engineers Academy Coventry or WMG Young Engineers Academy Solihull then you need to apply through Solihull Metropolitan Borough Council at this link <https://eservices.solihull.gov.uk/Enrol>. If you wish to apply for Aston University Engineering Academy or Birmingham Ormiston Academy please apply directly through the school website.**
- **IMPORTANT!** If you go into 'change application' for any reason even if you make no changes, **it is essential that you re-submit** otherwise your application will **not** be considered.

There is a button at the bottom of the page to add a child.

Add child

# Adding a child

Please input your child's details, include your relationship with them. To proceed to the next page, you will also need to click on the address.

## Add child


Add child

**Forename \***

**Middle name**

**Surname \***

**Gender \***

**Date of birth \***  

**Relationship to child \***

Your relationship to this child

**Parental responsibility \***  Yes  
 No

Do you have legal responsibility for this child?

**Address**

If you are applying for multiple children you will need to complete this for each child.



# ADDING AN APPLICATION

For each child, there will be blue box with their name.

**Submission closing date**  
31/10/2021 23:59  
**School place offer published here**  
01/03/2022

**Actions**

- Change application
- View application
- Start new application

01/03/2022

**Actions**

- Change application
- View application
- Start new application

**School place offer published here**  
01/03/2022

**Actions**

- Change application
- View application
- Start new application

Click on start new application then click on the blue box that appears showing the relevant transfer group.

Admissions

## School Admissions for September 2017

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


Moving to secondary: DOB  
01/09/05-31/08/06

Back

Click the Box

•If you don't get an Admissions Group you maybe to late or your child's date of birth is out of range – either way please contact Admissions on 02476975445

# Additional Child Details



## Additional child details

If your child has a statement of special educational needs or an education, health and care plan then please contact the Statutory Assessment and Review Team (START) on 024 7683 1614, or email [SEN@Coventry.gov.uk](mailto:SEN@Coventry.gov.uk) about agreeing a school placement rather than continuing with this application.

Changes to the admissions process require the Admissions Team to ask if a child you are making an application for is currently, or has ever been looked after by Coventry or any other authority. When completing details for your child, please complete the question about the looked after status of your child if they have EVER been looked after in the past.

Care authority

Is your child a twin, triplet, part of any other type of multiple birth?

## Council Tax reference

Please enter the council tax reference for the property your child will be living at when they attend their new school. Providing a council tax reference is optional, however can help Coventry City Council confirm your address.

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

Please input any details if your child has an Education, Health & Care Plan (EHCP) or has been looked after. The Council tax information is not mandatory but would be useful.

# Moving To A New House

If you are moving to a new house during the admissions process this is your opportunity to tell school admissions. It is your responsibility to inform school admissions once you have moved to your new address.

## Moving house?

If you are moving address before 31st October 2020, you can update your new address on your online application.

If you move after the 31st October 2020 but before the 31st of December 2020, you must inform school admissions on 02476 975445.

A change of address may affect your original preferences and your criteria.

After making your changes **YOU MUST RE-SUBMIT** your application and you will then receive an e-mail confirmation with your changes. Please ensure you check that all details are correct.

Moving date



Use the Post Office's [Postcode Finder](#) if you don't know your postcode.

Find address

Questions on this page are only relevant for families of service personnel (for example army personnel) or Crown servants (for example diplomats)

Is 4t4t4 a member of a service or Crown servant family, who are returning or moving to the address selected to take up duties?

# Additional Questions

School Admissions can only communicate, to the individual who is making the application, this screen is the opportunity to nominate another person (Spouse, parent, guardian, social worker) who may wish to contact school admissions also.



## Parent Portal

[Home](#) [Applications](#) ▾

[My account](#) [Cymraeg](#) [Sign out](#)

## School place admissions

### Additional questions

**Additional Adult Details** Please note that Coventry CC can only communicate with the person named on this application, so please state any other parent/carer/representative who may call School Admissions. Name - Address - Relationship - Email Address - Phone Number -

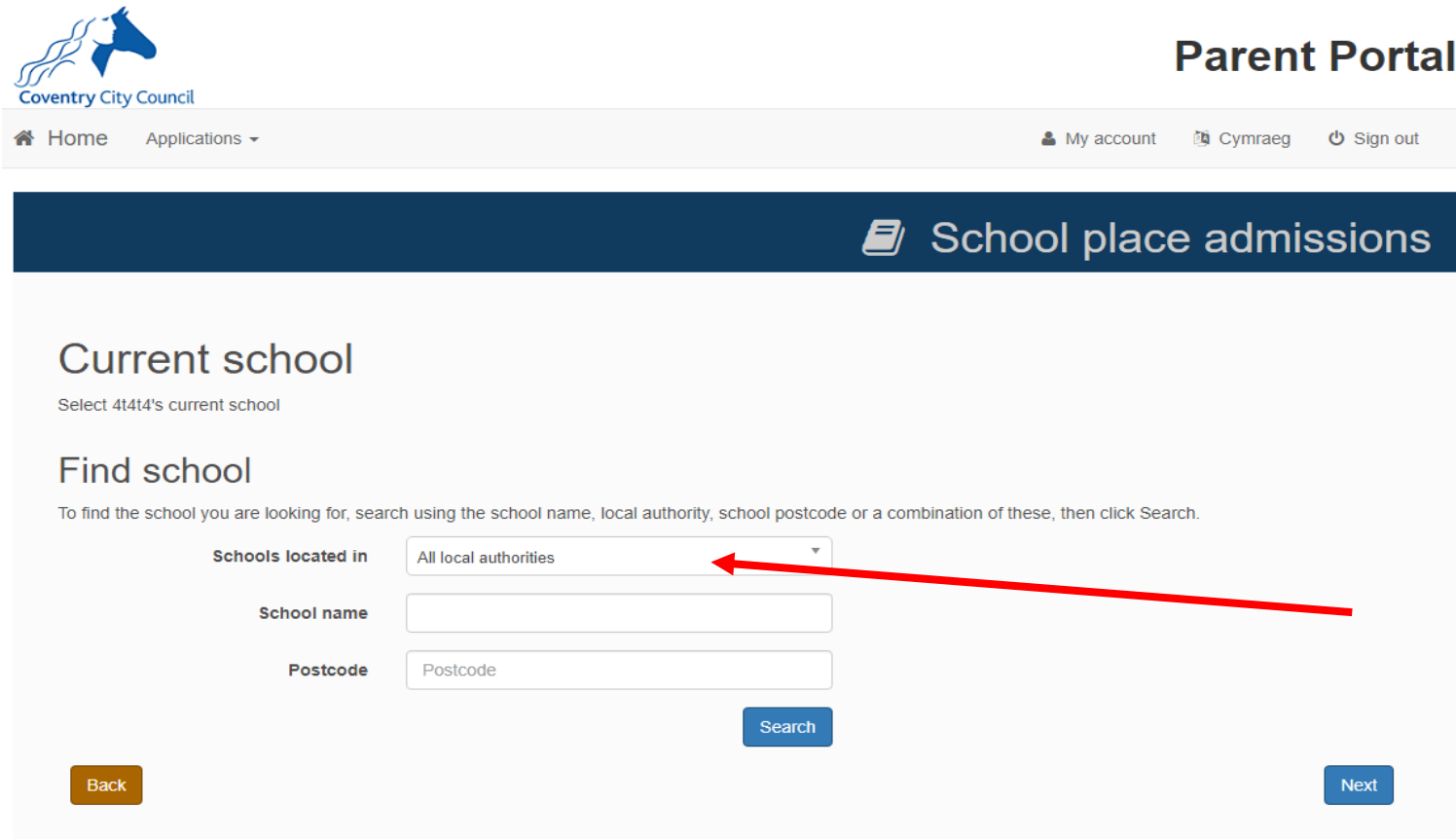
Details


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[Next](#)

## Current School

If you are applying for a Reception School place, this field is not mandatory, however if you are applying for a Year 7 Secondary School place, you cannot proceed without inputting the Primary school your child is currently attending.



 **Parent Portal**

[Home](#) [Applications](#) [My account](#) [Cymraeg](#) [Sign out](#)

### School place admissions

## Current school

Select 4t4t4's current school

### Find school

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

**Schools located in**

**School name**

**Postcode**

You can narrow down your search to the current school by selecting the Local Authority the school is in.

# Choosing your Preference Schools

It is important you read the information on this page. This will provide details on the school preferences being made.

## Find 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. Hover the mouse over your preferred school, clicking on the school name will take you to the next page.

**Schools located in**

**School name**

**Postcode**

You can narrow down your search to the current school by selecting the Local Authority the school is in.

## Schools that match your search

Showing 1 to 1 of 1 results

<b>Sidney Stringer Academy</b> <small>(Mixed)</small>	<input type="button" value="Select school"/>
2 Primrose Hill Street, Coventry, CV1 5LY	

# Preference Schools

The following pages will be dependant upon which school you put down as a preference. For example, if you are applying for a Catholic school, you will be asked to confirm your faith, if any siblings attend the school, if your child attends a feeder school, or if you are a member of staff at the school. However, if applying for Sidney Stringer, you will be asked to confirm if any siblings attend the school, or if you are a member of staff.

Does your child have a brother or sister who will still be attending the school when your child starts? If the answer to this question is yes, you **MUST** enter the details of the child who is currently attending your preferred school on your application to ensure that you will be given a higher priority. Failure to include this information may result in your child not being given a place. For definition of a brother or sister please see the schools' admissions policy.

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Next


- I am selecting this school because it is a faith school
- I believe my child attends a feeder school to this school
- I am selecting this school because 4t4t4 is the child of a member of staff currently working there

Back

Next

# Other Reasons

Only you have completed the details required by each school, there is a free text box, allowing you the opportunity to put in any other relevant details that you feel may be important in coordination with the schools admissions policy. Please note any information not relevant to the school's admissions arrangements will be discounted.

 School place admissions

## Other reasons

Please confirm how you will be sending proof of your child's Baptism to your preferred schools in the box below. Please note it is **YOUR RESPONSIBILITY** to ensure that **ALL** Catholic schools you have requested have received the proof of Baptism by the closing date 31st October 2020. Failure to do so can result in your child not getting a place at your requested school.

Please also tell us in the box below if you are a member of staff at Cardinal Newman. Staff refers to any person employed by the Governing body of the school, or if employed by another organisation who works wholly or mainly in the school.

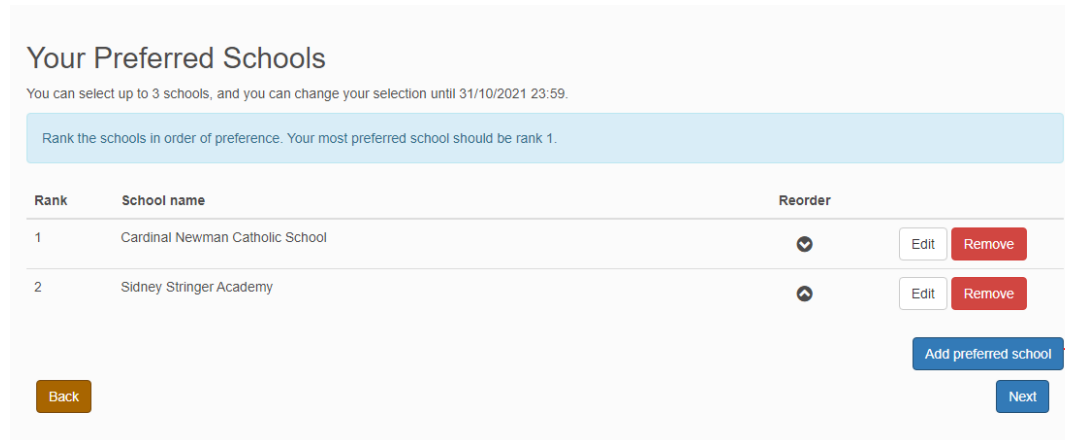
**Other reasons**

Other reasons must be less than 3000 characters **3000** remaining

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



When you click the next button, you will be shown the school you have placed as a preference. To add more schools, click the add preferred school button and follow the same process as on previous page. Coventry City Council advise you place 3 schools as preference, with 1 being your catchment school. Details on how to find your catchment school are here. [www.coventry.gov.uk/catchmentareas](http://www.coventry.gov.uk/catchmentareas)



**Your Preferred Schools**  
You can select up to 3 schools, and you can change your selection until 31/10/2021 23:59.

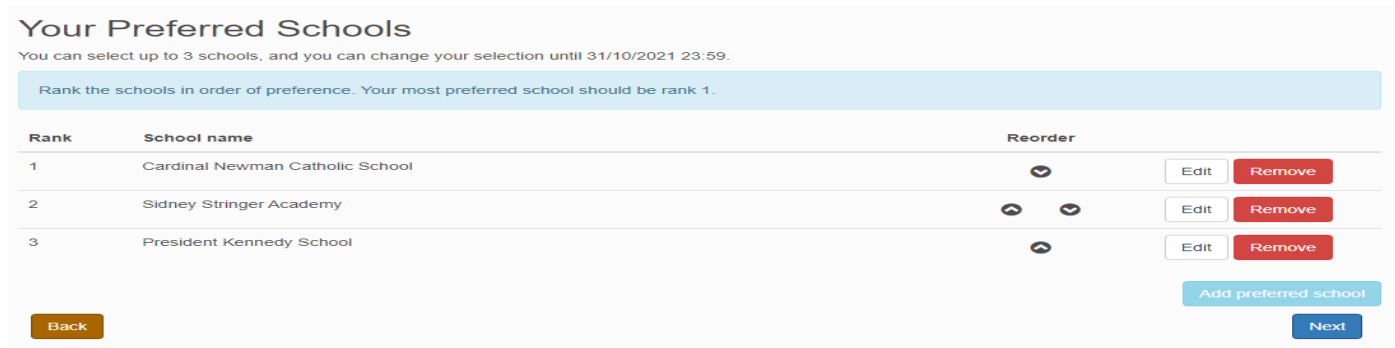
Rank the schools in order of preference. Your most preferred school should be rank 1.

Rank	School name	Reorder	
1	Cardinal Newman Catholic School	▼	Edit Remove
2	Sidney Stringer Academy	▲	Edit Remove

Back Add preferred school Next

A red arrow points to the 'Add preferred school' button.

Once you have completed 3 preferences your application will look like this and the add preferred school's button will be greyed out.



**Your Preferred Schools**  
You can select up to 3 schools, and you can change your selection until 31/10/2021 23:59.

Rank the schools in order of preference. Your most preferred school should be rank 1.

Rank	School name	Reorder	
1	Cardinal Newman Catholic School	▼	Edit Remove
2	Sidney Stringer Academy	▲ ▼	Edit Remove
3	President Kennedy School	▲	Edit Remove

Back Add preferred school Next

The 'Add preferred school' button is greyed out.

When you click the next button, you will be shown the final page for submitting your application. This includes the terms and conditions, the privacy notice, and how you would like to receive your school offer. Please note the default is via email. Please use this opportunity to also preview your application and confirm all the information is correct before submission.

### Terms and conditions

It is important that the information you provide is accurate and honest. If we find that any information in your application is false and you are not entitled to the place you have been offered it will be withdrawn.

If you know anyone who is using an incorrect address you should phone us and we will investigate. Coventry Local Authority will check the information you have provided to prevent and detect fraud.

I agree that where more than one person has parental responsibility for this child, agreement over the preferences has been reached. I understand that failure to do so may result in a delay to this application and legal resolution may need to be sought.

### Data protection

#### Data Protection

The data controller is Coventry City Council. The data you provide to the School Organisation Team will only be used to allocate a school place for your child or at a school appeal or in respect of any other of the Council's statutory functions. Coventry City Council in fulfilling its data protection obligations will treat all personal data, held manually and on a computerised administration database with due care, and will only disclose data in accordance with the Data Protection Act 2018 and the General Data Protection Act.

### School place offer

If you choose to receive your school place offers by email, we will not send them to you by post

Your school place offers will also be available on this website on 01/03/2022

Please ensure this box is ticked before you submit your application, this will allow Coventry City Council to send you an email informing you of the school place your child has been allocated on national offer day, (01/03/2021 for Secondary and Y10; and the 16/04/2021 for Primary and Junior)

**Warning** Check your email junk or spam folders if you do not receive an email from us on offers day

### Preview application

To see a printer friendly version of your unsubmitted application, click the Preview button. \*Our system provider Capita have told us that when parents add details on their application that their faith is Catholic or Church of England, that they will not be able to see this when checking their application. When you preview your application it will show 'not known' or 'refused' rather than the chosen religion. Capita are unable to make changes to this system error. However, please be aware that the background details on the system will record your faith correctly and this will be included in the application which Coventry City Council uses.

[Preview](#)

### Submit

You may still make changes until 31/10/2021 23:59 after you have submitted your application

Your application is ready to be submitted. You can submit your application now, or you can return to it and submit it later. You must submit it before 31/10/2021 23:59 to be sure a place will be allocated

The details provided are correct to the best of my knowledge, and I agree to the terms and conditions

[Return later](#)

[Submit](#)

Once you have clicked on submit you will receive an email confirmation with your school choices. If there is any school choices/preference missing please edit your application to add further preferences on your application. Please do not forget to re-submit any changes made to the online application.

Your application has now been submitted to Coventry City Council and does not require any further action by you in order for it to be processed. However, if additional evidence or information is required for the schools you have expressed preferences for e.g. medical/baptism certificates or supplementary forms, you will need to supply them before the closing date to all of the schools you have requested.

You have expressed preferences for the following schools in this order of priority:

Rank	School Name	Address
1	Blue Coat CE School & Music College	Terry Road, Coventry, CV1 2BA

If you wish to change the details of your application, you may do so by logging back into the School Admissions Service at any time until 23:59 on 31/10/2021.

If you can see a link below, you may click on this to open our service, otherwise please copy and paste the text into your Internet browser.

[https://emsonline.lea.coventry.sch.uk/CitizenPortal\\_Test](https://emsonline.lea.coventry.sch.uk/CitizenPortal_Test)

**Notification of your school place offer:-**

When you made your application, we gave you a choice about the way your school place offer will be communicated to you on 01/03/2022.

To change your chosen method, please contact us using the contact details below.

Kind regards,

Admissions Administrator

IMPORTANT - PLEASE DO NOT REPLY TO THIS EMAIL AS IT MAY NOT GO TO YOUR LOCAL AUTHORITY.  
TO CONTACT US, PLEASE SEE THE DETAILS BELOW:

**You may write to us at the following address:**

Admissions and Benefits Team

Coventry City Council  
PO Box 15  
Council House  
Coventry CV1 5RR

Email: [AdmissionsBenefits@coventry.gov.uk](mailto:AdmissionsBenefits@coventry.gov.uk)

# What Happens Next?

You can return to the Citizen Portal and at any time and change your application up until the closing date. Please do not forget to re-submit any changes made to the online application.

- For Secondary/Year 10 places the closing date is 31st October.
- For Primary/Junior places the closing date is 15th January.

An email will be sent on the dates below informing you of the decision that has been made on your application. You will also be able to log into your portal account to view the outcome.

- For Secondary/Year 10 places the nation offer date is 1<sup>st</sup> March.
- For Primary/Junior places the nation offer date is 16<sup>th</sup> April.

## Useful Links

Please ensure you read the following

- Ensure that you include 3 different preferences on your application – **There is no advantage in listing fewer than three schools or including the same school more than once; in fact, by not including 3 realistic preferences, it could result in your child being allocated a school some distance away**
- You must include your catchment area school if you want to apply for a place at that school as there is no guarantee you will get this later in the process. Information regarding the catchment area for your address can be found at [www.coventry.gov.uk/catchmentareas](http://www.coventry.gov.uk/catchmentareas)
- Look at the **oversubscription criteria** for your preferred schools to work out which priority would be given to your application. [Policy details can be found by school.](#)
- Compare your priority and distance with how places have been offered in previous years this will give you an indication of how successful your application might be. There are further details on how places were allocated for each individual school in the Primary and Secondary Admissions 2022 booklet.
- The School Admissions Team are always available to help if you have not been through this process before or need some expert advice or call 02476975445