INSTRUCTIONS FOR APPLYING ONLINE FOR SEPTEMBER 2020 PLACES

- From 11 September 2019 you can apply for your child’s school place online.
- You must apply to the Local Authority where you pay your council tax. Only North Tyneside residents can apply on the North Tyneside online system.
- You can apply for any school in any area using the online system.

COMPLETING YOUR ONLINE APPLICATION

Before completing your online application consider which schools you wish to apply for, and which school you have the best chance of being offered a place for your child. We would advise you to apply for more than one school – this will not reduce your chances of being offered your first preference. The admission policies for each school are available in the Essential Guide booklet at www.northtyneside.gov.uk. You should read the policy for each school you apply for to understand which category you are applying under and how the places are allocated.

Log onto www.northtyneside.gov.uk

On the top right hand side of the home page you will see a box with School Admissions Apply online click on this box

You will need to register.

Click on - I am new to this service Register and complete your details.

You will be sent an email with a link (please check your spam folder if you do not receive an email) Click on the link (you can do this only once) this will take you back to the online system. As well as setting up your password, you will be asked for your favourite colour as a security check in case you forget your password so please make sure this is memorable.

Enter your email address and password and click on Login

To make a new application click on the green arrow on the right hand side of the page.

Enter your child’s date of birth and select the transfer group (Please note that this system is to apply for the year of entry to a school and therefore if your child is transferring into Year 7 of a High School you will not be able to select a Middle School on the system. To do this you will need to complete an in year application form.

Continue to complete your Child’s details and click on next

Enter your address (please make sure the system has the correct address for you) and, if you will be moving house complete the information required *please note if you have not moved into your new address we can not take this into consideration when allocating the school place.

Click on next
To find your child’s current school
Click on the box schools located in and select the Local Authority
In the box school name put in part of the name of the school (for example for Western Primary type in we) click on search and select school

Click on next.

To enter your School Preferences
Read through the information as you may be required to submit your child’s baptismal certificate if you are applying for a Voluntary Aided School
Scroll to the bottom of the page Find a School
Click on the box schools located in and select Local Authority
In the box School Name just type in part of the school you want. For example for St Thomas More RC Academy type in St t and click on search and select the school

Continue to select the information required and click on next

Make sure you include information about brothers and sisters (siblings) attending the school.

Other Reasons
You may give Other Reasons for your preferences if you do not want to click on next

Selecting another school preference
If you want to select another school follow the instructions as above (you can apply for up to three schools) If you do not want to apply for another school click on next

Submitting your application
If you want to submit your application click on Continue
Please read the terms and conditions
School Place Offer - confirm if you would like to receive your school offer by email or by letter (letters are sent out 2nd class on ‘Offer Day)
click on Yes to confirm you have read and agree to the terms and conditions and click on submit

Confirmation of your online application form
You will be sent an email showing you the schools you have applied for and that your application has been submitted. These will be sent out gradually so please wait until before contacting us by email at school.admissions@northtyneside.gov.uk if you do not receive it. (please check your spam folder if you do not receive an email) If you do not receive an email at all this means you have not completed the application correctly and you will need to log back into the system - you may not have clicked on submit.

Changing your school preferences
You can change your school preferences as many times as you like up until the deadline dates. Just log back into the system and follow the steps above to make the changes. Remember to click on submit application and you will get an email confirmation to say that your application form has been resubmitted successfully.

Offer Day
1 March 2020 for Middle and High Schools
If you requested to receive your school offer by email log back into www.northtyneside.gov.uk on the right hand side of the home page you will see a button click on view and accept your child’s school place. If you requested to be notified by letter this will be sent out by 2nd class on the offer day. **We will not be able to give any response to your application on the telephone due to the high volume of notifications that have been sent out.**

**For applicants of Voluntary Aided School or Church of England Schools**
You cannot attach your child’s baptismal certificate or a letter from a Minister with the online application these must be either emailed to directly to the school/s that you applied for or sent in the post to the school/s. Please do not send your evidence to the Access Team.

**What happens if I change my email address after the deadline?**
We will not be able to amend the email address to which we send an email on offer day. However, you will be able to log onto your old account to view and accept your school place.

**What happens if I forget my password AND cannot remember my favourite colour?**
It is your responsibility to make sure you remember your password and favourite colour. If you are unable to log on please contact the Access Team by email at school.admissions@northtyneside.gov.uk. Due to the high volume of potential enquiries your email may not be responded to as quickly as you would like so therefore please ensure that you keep your log in details safe.

**Problems Applying**
Please contact the Access Team by email at school.admissions@northtyneside.gov.uk