

How to Register and Make an Application for a School Place Using the Citizens Portal

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

Email Address

Password

Login

[Forgotten your password?](#)

Welcome to Sandwell's Citizens Portal

Below you will see a range of services available for you to apply

To use this site you will need to first register, then you can add and view applications for supported child related services

School Admissions

Before you apply, please refer to your letter from your child's current school regarding your online application.

Parents/Guardians can apply online for academic year which begins in September 2017 for :

- Reception place in a Primary School
- Year 3 place in a Junior School (for children currently in Year 2 Infant School)
- Year 7 place in a Secondary School

Key Dates 2016/2017 Admission Round Applications

- Reception/Junior place - Start date - 19/09/16 Closing date - 15/01/17
- Secondary School place - Start date - 01/09/16 Closing date - 31/10/16

Please refer to the admissions [Parent Guide](#) (particularly the primary and secondary admissions criteria) before submitting your application

For help and guidance with completing your online application please refer to our [Parent Guide](#)

Click on "register"

Registration

You need to first register with us in order to apply for a School Place 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.

Security Details About you Contact Details

Email Address *

Confirm Email *

Password *

Confirm Password *

Secret Question *

Secret Answer *

Next

* Required field

Enter your email and security details and create a password and click "Next"

Please note below the password format

- Forename can only be up to 15 characters in length
- Please ensure your password has between 8 and 15 characters, a minimum of 2 digits, a minimum of 1 lower case character and a minimum of 1 upper case character

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Registration

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Security Details About you Contact Details

Title *

Forename *

Surname *

Gender *

* Required field

Enter your details and click “Next”

Registration

You need to first register with us in order to apply for a School Place 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.

Security Details About you Contact Details

To find your home address please enter your postcode and then click Find Address. If your address is not listed, press the 'Enter Address Manually' and type the correct address in the boxes provided

Postcode *

[Enter Address Manually](#)

Please supply a telephone number where you can be contacted during normal office hours, if necessary.

Home Phone

Mobile Number

Work Phone

* Required field

Enter your home postcode and click on “Find Address”. Alternatively if you can’t find your address you can enter it by clicking on “Enter Address Manually” and then “Submit Registration”

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Security Details About you **Contact Details**

To find your home address please enter your postcode and then click Find Address. If your address is not listed, press the 'Enter Address Manually' and type the correct address in the boxes provided

Postcode *

- 10, High Street, West Bromwich, West Midlands, B70 9LT
- 392, High Street, West Bromwich, West Midlands, B70 9LT
- C/O Welfare Section, 402, High Street, West Bromwich, West Midlands, B70 9LT
- 402, High Street, West Bromwich, West Midlands, B70 9LT**
- School Improvement Services, 402, High Street, West Bromwich, West Midlands, B70 9LT

Please supply a telephone number where you can be contacted during normal office hours, if necessary.

Home Phone

Mobile Number

Work Phone

* Required field

If you find your address by postcode, highlight your address and click "Select"

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Security Details About you **Contact Details**

To find your home address please enter your postcode and then click Find Address. If your address is not listed, press the 'Enter Address Manually' and type the correct address in the boxes provided

House Number	<input type="text" value="402"/>
House Name	<input type="text"/>
Building Name	<input type="text"/>
Street Name	<input type="text" value="High Street"/>
District / Village	<input type="text"/>
Town	<input type="text" value="West Bromwich"/>
County	<input type="text" value="West Midlands"/>
Postcode *	<input type="text" value="B70 9LT"/>
Country	<input type="text" value="Please select"/>

Find Address

Please supply a telephone number where you can be contacted during normal office hours, if necessary.

Home Phone	<input type="text"/>
Mobile Number	<input type="text"/>
Work Phone	<input type="text"/>

Previous

Submit Registration

* Required field

Complete the remaining contact details (Home Phone number etc) and click on "Submit Registration"

How to Register and Make an Application for a School Place Using the Citizens Portal

Nearly done...

We've sent you an email containing a link. You'll need to click the link to confirm your email address as your new username.

Find the email sent to you and follow the instruction regarding clicking on the link

Thank you for registering with the Citizen Portal.

To activate your account we need you to confirm your email address is valid. To do this, click on the link below this will take you to a page where you can enter your password and login.

https://emsonline.lea.sandwell.gov.uk/CitizenPortal_LIVE/Account.Mvc/CompleteRegistration/44278_3ce60a94-8ea2-4b33-b08e-259b72b2f7ae

Please note: if you are unable to click on this link, carefully copy and paste the text into your Internet browser.

Kind Regards, Portal Administrator

Important - Please do not reply to this email as this account is not monitored.

Sandwell
Metropolitan Borough Council

Citizen Portal

Home

Thank you for registering

Thank you for confirming your email address. Your registration is now complete. When you sign in, use your email address as your username.

Click on this icon

Sandwell
Metropolitan Borough Council

Citizen Portal

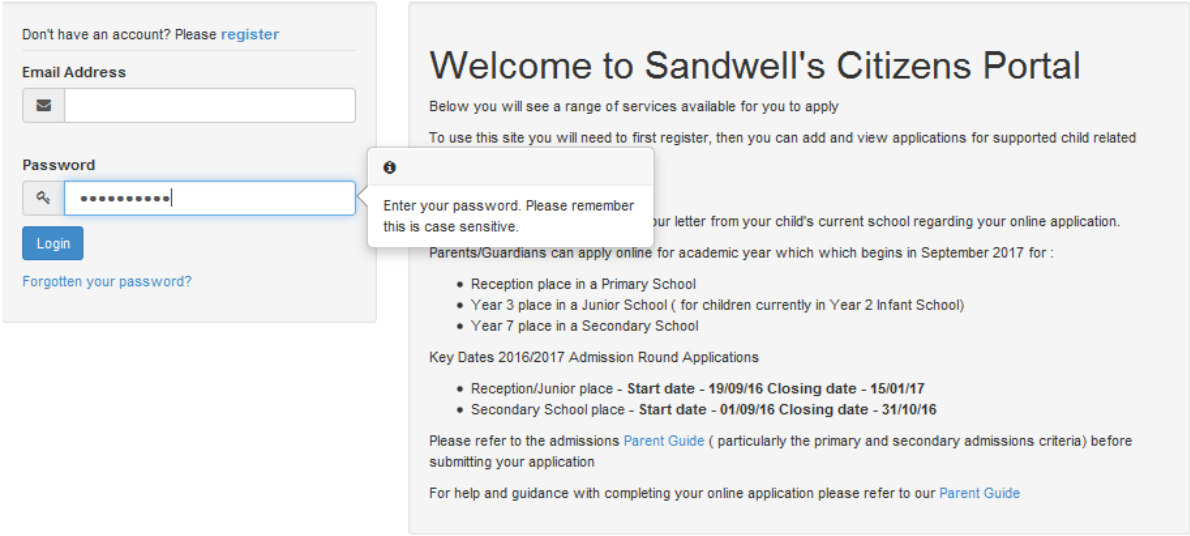
Home Login Register

Thank you for registering

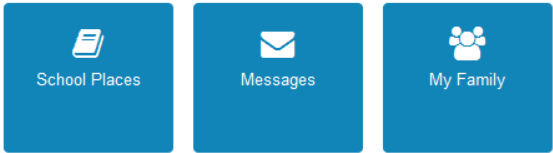
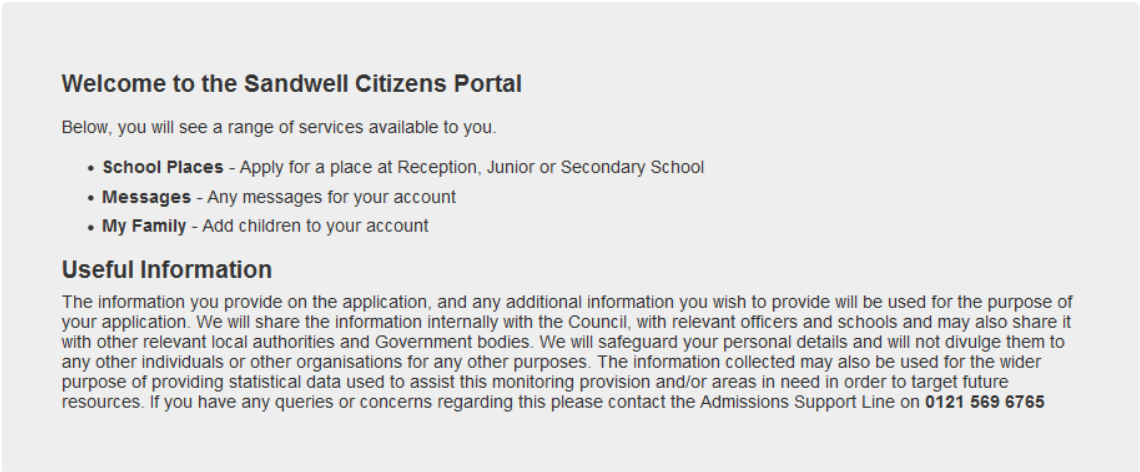
Thank you for confirming your email address. Your registration is now complete. When you sign in, use your email address as your username.

Click on "Login"

How to Register and Make an Application for a School Place Using the Citizens Portal



Enter your email address and the password that you created and click “Login”



Click on the area you require (In this instance “School Places”) **Please Note: If you make an error i.e. date of birth or spelling of name etc, click on the “My Family” icon and there you can amend the details**

How to Register and Make an Application for a School Place Using the Citizens Portal

School Places

Please complete an online application if:
You live in Sandwell and are applying for a Reception, Junior or Secondary place for your child (including non Sandwell schools)

Make a new application
You currently have no children without an application.

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

Click on “Add Child”

Add Child
Add a child

Forename *

Middle Name

Surname *

Gender *

Date of Birth *

Your relationship to Child *

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

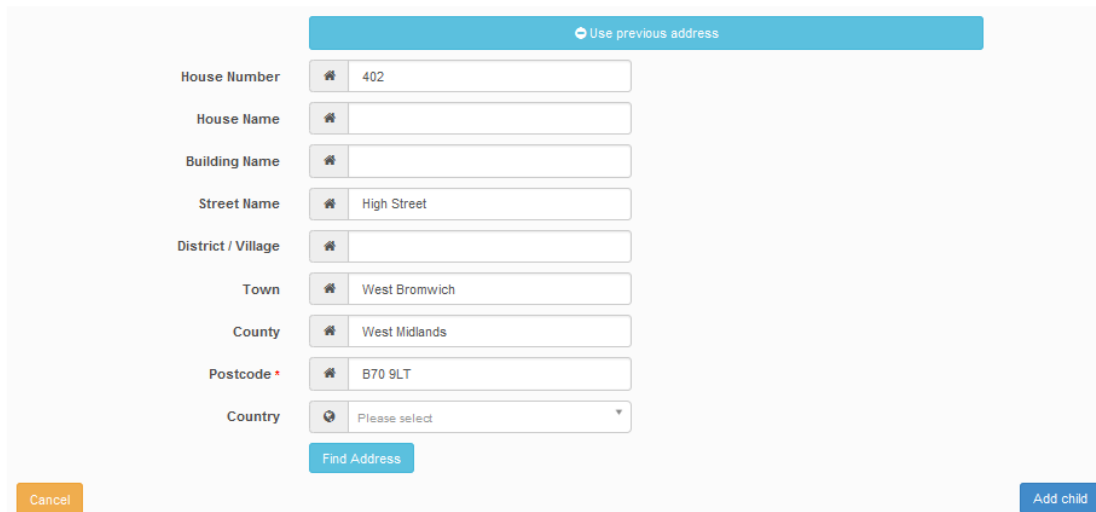
Select Address *

[Click to add new address](#)

[Cancel](#) [Add child](#)

Complete your child’s details and click on the address. If child lives at a different address that can also be added by clicking on “Click to add new address” and creating the address as you did previously

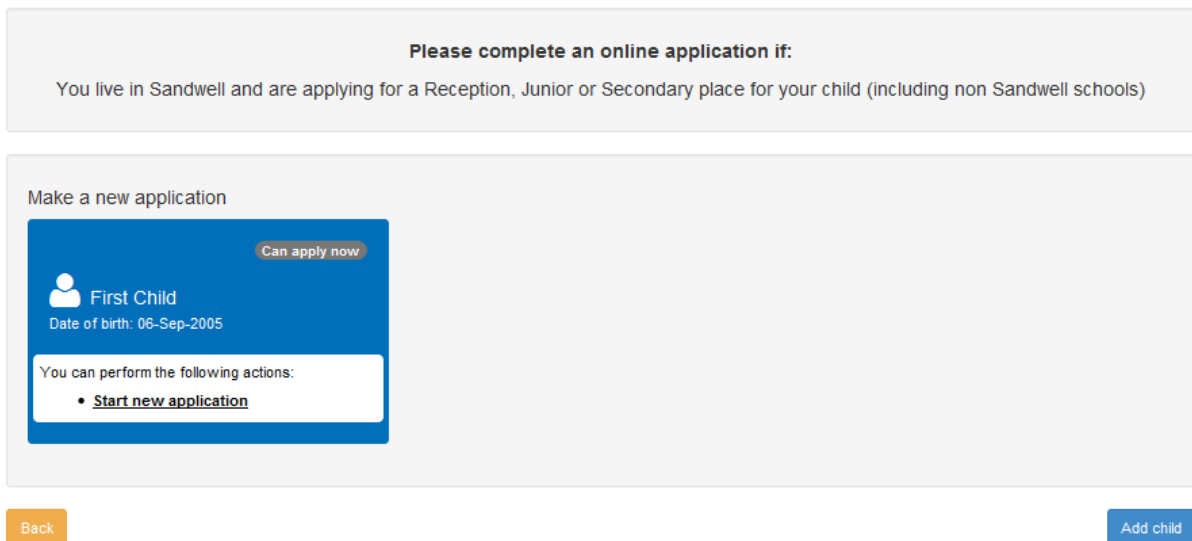
How to Register and Make an Application for a School Place Using the Citizens Portal



A screenshot of an address registration form. At the top, there is a blue button labeled "Use previous address". Below this, there are several input fields for address details: House Number (402), House Name, Building Name, Street Name (High Street), District / Village, Town (West Bromwich), County (West Midlands), Postcode (B70 9LT), and Country (Please select). A "Find Address" button is located below the Country field. At the bottom left is an orange "Cancel" button, and at the bottom right is a blue "Add child" button.

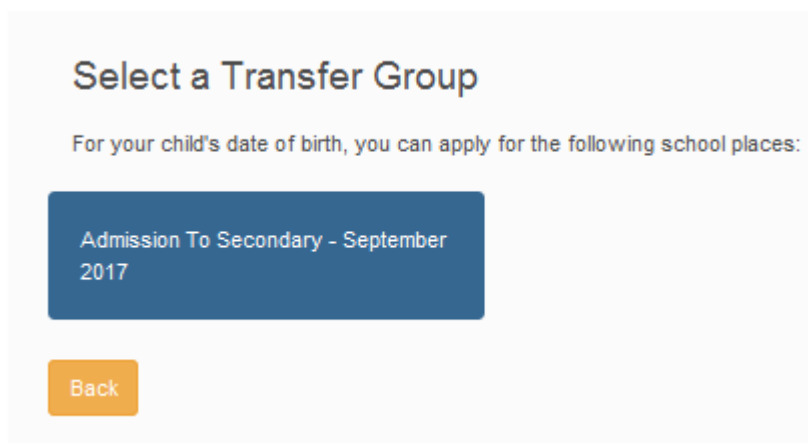
This then brings up the address for your child then click "Add child"

School Places



A screenshot of the "School Places" application screen. At the top, it says "Please complete an online application if: You live in Sandwell and are applying for a Reception, Junior or Secondary place for your child (including non Sandwell schools)". Below this, there is a section titled "Make a new application" which contains a blue card for "First Child" with a date of birth of "06-Sep-2005". The card lists actions that can be performed, including "Start new application". At the bottom left is an orange "Back" button, and at the bottom right is a blue "Add child" button.

Check the details of your child and if they are correct click on "Start new application" If you are applying for places for more than one child, click on "Add child" and follow the process as before



A screenshot of the "Select a Transfer Group" screen. It features the heading "Select a Transfer Group" and the text "For your child's date of birth, you can apply for the following school places:". Below this, there is a blue button labeled "Admission To Secondary - September 2017". At the bottom left is an orange "Back" button.

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Click on “Admission to School” (The type of school and date may differ due to the child’s date of birth)

Find Child
Admission To Junior School - September 2015

You may have received a letter from your Local Authority, containing a UID (Unique Identifier) for your child. This is a code which identifies your child's application and using it will make it faster to complete your application.

The UID will look something like this: **828115H14QQ96A8**

Please note the UID is specific to your child for this year's applications. If you have more than one child that you need to make an application for this year you may have received a separate UID for each child.

You are applying for a school place for the following child: **Third Child**

Unique Identifier

Date of Birth

Having problems finding or using the UID? Continue making your application by clicking here

You may have received a letter from your Local Authority, containing a UID (Unique Identifier) for your child, enter it in the “Unique Identifier” box and click “Next”. If you do not have a UID number, just click on the “No UID” button

Additional Child's Details

Does your child have a Statement of Special Educational Needs - now known as an EHCP (Education, Health and Care Plan) ?

Is the child in public care or was he/she previously in public care but ceased to be so because they were adopted or became subject to a residence order or special guardianship order. If yes, please state which Local Authority:

Is your child a twin or triplet, etc. (one of a multiple birth)?

Complete the 3 questions above accordingly by clicking on the boxes and click “Next”

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Moving Home?

If you are moving to the above address please supply date.

Moving Date

Enter your new postcode and then click 'Find Address'. If your address is not listed, press the 'Enter Address Manually' and type the correct address into the boxes provided. If you don't have a Postcode please select 'I don't have a Postcode'.

Postcode *

[Find Address](#)

[I don't have a Postcode](#)

The next question is only for members of service (e.g. Army) and Crown Servant (e.g. Diplomat's) families. If this does not apply to you, please ignore this question and click the NEXT button below.

Is First a member of a Service or Crown Servant family, who are returning/moving to the address selected to take up duties?

Yes No

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

Answer the questions above if they are applicable and click “Next”, if not applicable just go straight to “Next”

Child's Current School

School Name

School Address

If the above is the school First currently attends, or if you have entered some details below, select the 'Next' button to continue. If not, 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](#)

To find your child’s current school you can search in various ways i.e. by postcode or school name or by just part of the school name and click on “Search”

If you are unable to find your child’s current school, you can type the school name in to the Freetext box and then click on next

How to Register and Make an Application for a School Place Using the Citizens Portal

Child's Current School

Where does First currently go to School? Use the search facility below to find First's current school.

Find a School

Postcode:

Schools located in:

School Name (Tip: Part names give better results):

1 School(s) found

School Name	Gender	Address	Website
Guns Village Primary	CoEd	Hanbury Road, West Bromwich, West Midlands, B70 9NT	

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:

Double click on the school name

Child's Current School

School Name:

School Address:

If the above is the school First currently attends, or if you have entered some details below, select the 'Next' button to continue. If not, select 'Change current school' to search for the correct 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:

The current school name and address are then entered, if you have selected the wrong school click on "Change current school" and repeat the previous process. If correct school is entered click on "Next"

How to Register and Make an Application for a School Place Using the Citizens Portal

Preference School Search

If you are experiencing difficulties searching for your preferred school please contact the School Admissions Team. (See [Contact Us](#) link below for Telephone number)

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)

[Back](#)

You now have to search for the preferred school, this is also done by postcode or school name as you did previously and click on "Search"

Preference School Search

If you are experiencing difficulties searching for your preferred school please contact the School Admissions Team. (See [Contact Us](#) link below for Telephone number)

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

School Name	Gender	Address	Website
George Salter Academy	CoEd	Claypit Lane, West Bromwich, West Midlands, B70 9UW	

[Back](#)

Double click on school name

How to Register and Make an Application for a School Place Using the Citizens Portal

Preference Reasons: Sibling

In order to support your application for a place at **George Salter Academy** you can select appropriate reasons on the next pages.

Does your child have a sibling who will still be attending the school when your child starts? No Yes

[Back](#)

Answer the question above accordingly by clicking on “No” or “Yes” (In this instance “Yes” was selected)

Sibling Details

In order to support your application for a place at **George Salter Academy** you can select appropriate reasons on the next pages.

Your child might have multiple siblings currently attending the school. Please enter the details of the sibling closest in age and select the address where the sibling lives.

Forename *

Middle Name

Surname *

Gender *

Date of Birth *

[Use previous address](#)

House Number

House Name

Building Name

Street Name

District / Village

Town

County

Postcode *

Country

[Find Address](#)

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

Here you can add any siblings going to the preferred school and click “Next”

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Sibling's School

The sibling's current school is shown below.

School Name	<input type="text" value="George Salter Academy"/>
School Address	<input type="text" value="Claypit Lane, West Bromwich, West Midlands, B70 9UW"/>

If the sibling does not attend the above school, but instead attends a linked school, please click on the Find School button to select the correct school.

Preference Reasons

In order to support your application for a place at George Salter 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.

I am selecting this school because it is a Faith School	<input type="button" value="Yes"/> <input type="button" value="No/Not Applicable"/>
I am selecting this school for medical reasons	<input type="button" value="Yes"/> <input type="button" value="No/Not Applicable"/>
I believe my child lives in this school's catchment	<input type="button" value="Yes"/> <input type="button" value="No/Not Applicable"/>
I believe my child attends a feeder school to this school	<input type="button" value="Yes"/> <input type="button" value="No/Not Applicable"/>
I am selecting this school for social reasons	<input type="button" value="Yes"/> <input type="button" value="No/Not Applicable"/>
I am selecting this school because of the distance from my child's home to this school	<input type="button" value="Yes"/> <input type="button" value="No/Not Applicable"/>
I am selecting this school because it is easy to make arrangements for my child to travel to this school	<input type="button" value="Yes"/> <input type="button" value="No/Not Applicable"/>
I am selecting this school because it is a <input type="text" value="single sex school"/> <input type="text" value="co-educational school"/> <input type="button" value="Not Applicable"/>	
I believe my child can pass this school's entrance test	<input type="button" value="Yes"/> <input type="button" value="No/Not Applicable"/>
I am selecting this school because my child has an aptitude for the school's specialism(s)	<input type="button" value="Yes"/> <input type="button" value="No/Not Applicable"/>

Answer the questions accordingly and click on "Next"

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Other Reasons

You may tell us of any other reasons to support your application. If you have selected George Salter Academy for medical reasons you should give more details below. You may be contacted to discuss this further.

Other Reasons

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

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

Here you have a Freetext box where you can give other reasons to support your application and click on "Next"

Your Preferred Schools

You have selected the schools below. You may choose up to 6 schools and you may change your selection until 31/10/2016 23:59

Use the arrows to rank your preferred schools; your most preferred school must be at the top ranked 1.

Rank	School name	Re-order
1	George Salter Academy	Edit Remove

[Add a new preferred school](#)

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

This shows your preferred school(s). You can add other schools as you did previously or you can remove schools. If happy with your choice click on "Next"

How to Register and Make an Application for a School Place Using the Citizens Portal

Data Protection

Data Protection Act 1998: The information you provide on this application form will be used for the purposes of processing your application for a school place. The Local Authority may also share the information with the Head Teacher and Governing Body of any Maintained school in the Borough of Sandwell which is responsible for administering the admissions process and the Local Authority in which you are resident.

School Place Offer

PLEASE NOTE IF YOU CHOOSE 'NO' TO RECEIVE AN EMAIL YOU WILL NOT RECEIVE ANY NOTIFICATION OF YOUR SCHOOL OFFER.

Your offer will also be available on this website on 01/03/2017

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

Yes

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

Submit Your Application

Once you 'Submit' your application you may still make changes until 31/10/2016 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 - BUT your application MUST be re-submitted. **MUST SUBMIT** it before 31/10/2016 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.

Yes

On this page you have the option to return later to your application. If you are happy with the application click to "Yes" for this question and click on on "Submit Now"

Application for First Child, Date of birth: 06/09/2005

Your application has been successfully submitted. You will shortly receive a confirmation email listing your school preferences. If additional information or evidence, e.g. medical/baptism certificates/supplementary information forms, is required for these schools, you will need to supply them.

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

You do not need to take any further action. However, if you want to change any of the details you have submitted you may do so up until 31/10/2016 23:59. If you make any changes you **MUST RE-SUBMIT** it. Otherwise your application will not be considered.

This page informs you that your application has been successfully submitted. You will then receive an email of confirmation that your application has been submitted (As below)

How to Register and Make an Application for a School Place Using the Citizens Portal

subject: Submission Confirmation - Sandwell Online Admissions

Dear Mr Any Parent,

Thank you for submitting your application for a school place.

Please ensure that you complete and return any additional forms, where appropriate - (the link can be found here [Additional Forms](#))

This is to ensure that your application is complete.

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

Rank	School Name	Address
1	George Salter Academy	Claypit Lane, West Bromwich, West Midlands, B70 9UW

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 31/10/2016.

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.sandwell.gov.uk/CCSEnterprise_AdmissionsOnline_live/

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 01/03/2017.

You chose to receive your school place offer via email.

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

Please note: your application has to be submitted for it to be actioned