Guide to the Parent Portal

Online School Admissions
You need to first register with us in order to apply for a School Place for your child(ren) or 2YO online eligibility checks. This screen will guide you to enter the required information for the registration process. Please hover the mouse over each field to see what information you will need to enter for this purpose.

Once you have registered and logged in, you will see the following fields:

- Email Address
- Confirm Email
- Password
- Confirm Password
- Secret Question • Favourite Colour
- Secret Answer • Add your Secret Answer
- Title • Please select
- Forename •
- Surname •
- Gender • Please select a gender
- Postcode • Find Address
- I don't have a Postcode
- Address Manually • and type the correct address in the boxes provided
- Home Phone •
- Mobile Number •
- Work Phone •

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

Enter your Post Code

Find Address

If you don't find your address you can type it in

Enter Address Manually

Click on Address

Select

Link4Life, Number One Riverside, Number One Riverside, Smith Street, Rochdale, OL16 1XU
Number One Riverside, Smith Street, Rochdale, OL16 1XU
Road Safety Team, Number One Riverside, Smith Street, Rochdale, OL16 1XU
Rochdale Central Library, Number One Riverside, Smith Street, Rochdale, OL16 1XU
Team for Children and Disabilities, Number One Riverside, Floor 4, Smith Street, Rochdale, OL16 1XU
Give us your contact details

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

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

Submit Registration
What happens next?

You get an Email

Click on the link

If the email is not in your inbox, check your Junk Mail folder
If the link is not highlighted copy and paste into your browser’s URL box
Log in

Don't have an account? Please register

Email Address
fredbloggs@hotmail.com

Password

If you have forgotten your password follow the ‘Forgotten your password?’ link
Welcome to the Parent Portal
Here you can access the range of services available to you.

30 Hour Entitlement: If you have a 3 or 4 year old child and have received an eligibility code from HMRC, click on the 30 hour entitlement icon to confirm eligibility and select available childcare providers.

Apply for a School place: If you have a child who is due to start school or transfer to secondary school, click on the Apply for a School Place icon to make your application.

Funded Early Education for Two Year Old’s: If you have a two year old or a child coming up for two, check if you are eligible and apply for a two year old funded place.

Messages: Read your updates and notifications.
My Family: Review and amend your family details.

Click Apply for a School Place
If you have more than one child you only need one account
Adding an Application

School Places

This is the Home Page. From here you can make a new application or view or change the application you have already made. You can use the Help we have provided if you get stuck or contact us using the details in the Contact Us link below. When you have finished your application and are happy with the details you have provided, you must submit it to the Local Authority. Follow the instructions that will be displayed to help you do this.

Important! You can still change your application after it has been submitted, up until the closing date, but you MUST submit it again or we will be unable to consider your application.

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

If you already have children added via another service or My Family they will be shown here

Click Add Child
Add your child

Add Child
Add a child

Forename • 
Joe

Middle Name • 
Harry

Surname • 
Bloggs

Gender • 
Male

Date of Birth • 
01/09/2007

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

Relationship to Child • 
Father

Parental Responsibility • 
Yes

If you have legal responsibility for this child, select Yes

Select Address • 
Number One Riverside Smith Street Rochdale OL16 1XU

Click to add new address

Cancel

Enter your child’s legal names, gender and date of birth

Click to confirm the address or click in the box below to add a new address
Add your child continued

Parental Responsibility
- Yes
- No

If you have legal responsibility for this child, select Yes

Use Another Address

House Number
House Name
Building Name
Street Name
District / Village
Town
County
Postcode
Country

Click Add child
Start the application

Make a new application

You can perform the following actions:
- Start a new application

Start a new application
Do you live in Rochdale?

You should only use this Online Applications Services if you live within the Rochdale Local Authority. If you apply using this service and you do not live within the Rochdale Borough, your application will not be processed.

If you live in another Local Authority and wish to apply for a Rochdale school, you should apply to your home Local Authority directly who will notify us of your application.

If you live in Rochdale and wish to apply for schools in other Local Authorities, you should apply using this service and we will notify that Authority of your application.

You can check if you live within the Rochdale Local Authority by using the box below.

Postcode: OL16 1XU
Check Now

Continue to Apply
Select application type

If you don’t find a Transfer Group you may be too late or your child’s date of birth may be out of range or incorrect.
Additional child’s details

Is your child subject to a Statutory Education, Health and Care Plan (My Plan) or a Statement of Special Educational Needs (SEN)?

Is the child currently or was the child previously registered as being in the care of a Local Authority? This includes children who are in public care (‘Looked After’ children as defined by section 22(1) of the Children Act 1989), or children who were previously looked after but ceased to be so because they became adopted or became subject to a residence or special guardianship order?

Select Care Authority

Is the child a twin, triplet etc. (one of a multiple birth) or does the child have a sibling with a different date of birth within the same year group?

Check box to select

Next
You have previously indicated that Joe's current address is **Number One Riverside, Smith Street, Rochdale, OL16 1XU**. If this is not Joe's current address, please update this via **My Family**. Then please navigate back to **School Places** and select to 'Continue this application'. It is very important that we know the correct current address for Joe.

**Returning Service Families Only**

For the children of armed forces families and crown servants returning to the UK or the Rochdale Metropolitan Borough at the end of their service, a school place can be allocated in advance of their return, even if there is uncertainty about the exact future address and the child is not yet in the UK. The place can be held open until the family arrive in the UK or return to the area, and usually until the start of the following term, but could be longer in particular circumstances.

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

**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

Next
**Current School**

**IMPORTANT** - If your child is applying for a place in Reception you will skip this page.

Click School Name to select.

Search for your child’s current school.

If your school is not listed, change remove the *Postcode* and change the *Schools located in* to the local authority of the school.

**Child’s Current School**

At which school does Joe currently attend? Please use the search facility below to find Joe’s current school.

Find a School

To find the school you are looking for you can search for a combination of the postcode, local authority or school name. TIP: It is easiest to leave the postcode field blank, choose the local authority where the school is located from the drop-down list and enter the first few letters of the school's name.

- **Postcode**
- **Schools located in**
- **School Name** (Tip: search for the first few letters of the school name)

- Alkrington Primary School
  - CoEd
  - Alkrington Primary School, Manor Road, Middleton, Manchester, M24 1JZ

If you cannot find the child’s current school, please tell us where your child is currently being educated by typing the name into the box below.

Currently educated at:
If your child is not in school please tell us in the box at the bottom.
Your Preferences

Preference School Search
To find the school that you wish to apply for, we recommend to leave the postcode field empty, select the Local Authority where the school is located from the drop-down box (Rochdale is listed first and the rest are listed alphabetically) and enter part of the school name in the School Name box (i.e. for Falinge Park High School, enter Fali or for St Cuthbert’s RC High School, enter Guth). Once you have found the school, click on the name of the school to select it as a preference.

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.

**IMPORTANT!** If searching for schools by postcode, you must add the postcode of the school, not your own. If your school is not listed remove the Postcode and change the Schools located in to your local authority and enter part of the school name.

Search for your school

Click name to select

Schools Located In
(Rochdale is listed first)
Sibling attending the school?

In order to support your application for a place at Falinge Park High School you can select appropriate reasons on the next pages.

- I am applying for this school as my child has a sibling at this school. (A sibling is defined as a brother or sister, step-brother or step-sister, and half-brother or half-sister. A sibling must be living at the same address and must not be a cousin or other relative. Priority may only be claimed under this category if the child has an older sibling who will be in attendance at the school in September 2019.)

Check box if there is a sibling.

If Yes, provide details of the sibling.

If the sibling does not attend the above school, but instead attends a partner school, please click on the Find School button to select the correct school.
In order to support your application for a place at Falinge Park High School 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.

Places at Rochdale Community Schools are allocated in accordance with the school’s published admission policy. You should read the policy before completing your application to see if you are required to provide any supporting information. The policy can be viewed by clicking here.

- Are you applying for this school for medical reasons? Supporting evidence from a medical professional should be provided to the Admissions Team directly.
- I am applying for this school because of the distance from my child’s home to this school.

Check box to select reason

For Rochdale schools, reasons are specific to the school’s admission criteria.

Next
Additional Preference Reasons

- Service Premium: My child is eligible for the Service Premium.
- Exceptional Welfare: I am applying for this school for exceptional welfare reasons

Check box to select reason(s)

For Rochdale schools, reasons are specific to the school’s admission criteria

Next
Anything else we should know?

Your reasons must be relevant to the schools admissions oversubscription criteria.
More Preferences

- Add more preferences
- Next

You can add up to the maximum number of 4 preferences, and we strongly recommend you add more than one
You can upload supporting documents for your application.
Submit Application

Application for Joe Bloggs, Date of birth: 01/09/2007

You have now completed your application and it has been saved. However, the application is not yet submitted. You can either continue to ‘Submit’ your application now or you can save it and return to your Application later if you do not want to submit it just yet. Your application will not be considered until it has been submitted.

Also you can see a printable summary of your application using the ‘Preview’ button.

Terms and Conditions

Destination:

Before submitting an application, all parents are advised to read the information published on the School Admissions Pages of the Council website. You should also ensure that you have read the Admission Policy for each of your preferred schools and establish whether you are required to provide further information (such as a Supplementary form or a copy of a Baptism Certificate) to support your application.

If you change address, the Local Authority will only take your new address into account where necessary evidence (such as a Tenancy Agreement), exchange of contracts notice or utility bill) is provided.

If your offer of a school place is obtained on the basis of fraudulent or intentionally misleading information, the place may be withdrawn and offered to another eligible child.

Where we are able to offer more than one school a place will be offered at the school that is ranked highest in your order of preferences. If it is not possible to offer any of your preferences, a place will be allocated at the nearest school to your home address with a place available.

Where you are offered a place in your preferred school, you have the right to appeal this decision to an independent appeal panel.

For further details, please refer to the Guide for Parents and Carers.

School Place Offer

If you choose to receive your offer by email, the Local Authority may choose not to send out your offer on paper. Therefore, saving valuable resources.

Your offer will also be available on this website on 04/09/2019.

Read the Terms and conditions

Offer by Email?

Preview and check your application

Finally – check the ‘I declare...’ box and click Submit Now

Submit Application

Finally – check the ‘I declare...’ box and click Submit Now

Submit Now
What next?

Child's name: Joe Bloggs
Date of Birth: 01/09/2007

Dear

Thank you for submitting your application for a school place.

Your application has been received by the Rochdale School Admissions Team and does not require any further action by you in order for preferences for e.g. medical/baptism certificates or supplementary forms, you will need to supply them.

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

<table>
<thead>
<tr>
<th>Rank</th>
<th>School Name</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Falinge Park High School</td>
<td>Falinge Park High School, Falinge Road, Rochdale, OL12 6LD</td>
</tr>
</tbody>
</table>

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 31/10/2018.

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://ems.rochdale.gov.uk/CitizenPortal_LIVE/

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/supplemental 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 31/10/2018 23:59. If you make any changes you MUST RE-SUBMIT it. Otherwise your application will not be considered.

Confirmation on Screen

Email
What next?

You can return to the Parent Portal and at any time change your application up until the closing date.
FAQ’s

• I have filled in the online form to register but have not yet received an email
  – It is possible that the email has been quarantined by anti-spam measures taken by your Internet Service Provider or by settings in your mail client.

  Check to make sure that, if you are an Outlook/Outlook Express user, the relevant email has not been misidentified as “junk” and deposited in the Junk folder. If the email has definitely not been delivered to you then contact your ISP to see whether the email can be tracked and its fate discovered.

  The service providers who suffer most from the problem of incorrectly identifying key emails as spam have proved to be aol.com, hotmail.com, hotmail.co.uk, yahoo.co.uk, yahoo.com and btinternet.com

• I have forgotten my password
  – Visit the login page, click on the link “Forgotten your password?” and enter your email address.

  A new email will be generated and sent to your registered email address with a link to reset the password details.
FAQ’s

• What if I change my email address??
  – Log in with your old address and select ‘My Account’

• I am unable to find my address on the dropdown address list
  – Just enter your address into the address boxes. Please note that House number and Postcode is required.
FAQ’s

• Can I use the same account to make more than one application (e.g. applications for twins or siblings in different year groups)?
  
  - You are able to apply for twins, triplets etc. using the online admissions system but MUST ensure that you submit a separate application for each child.