

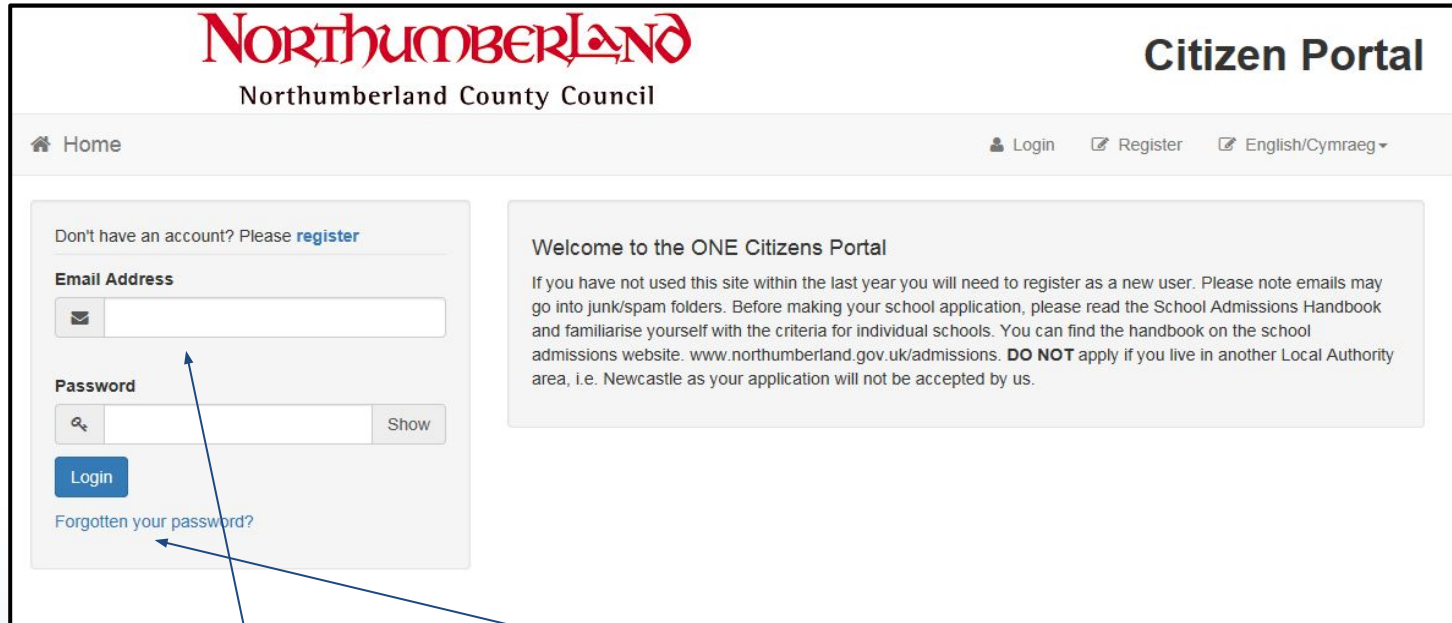


Northumberland
County Council

Northumberland County Council – School Admissions

Applying Online using the Citizen Portal

Applications for Reception Sept 2020



NORTHUMBERLAND
Northumberland County Council

Home Login Register English/Cymraeg

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

Email Address

Password

Show

Login

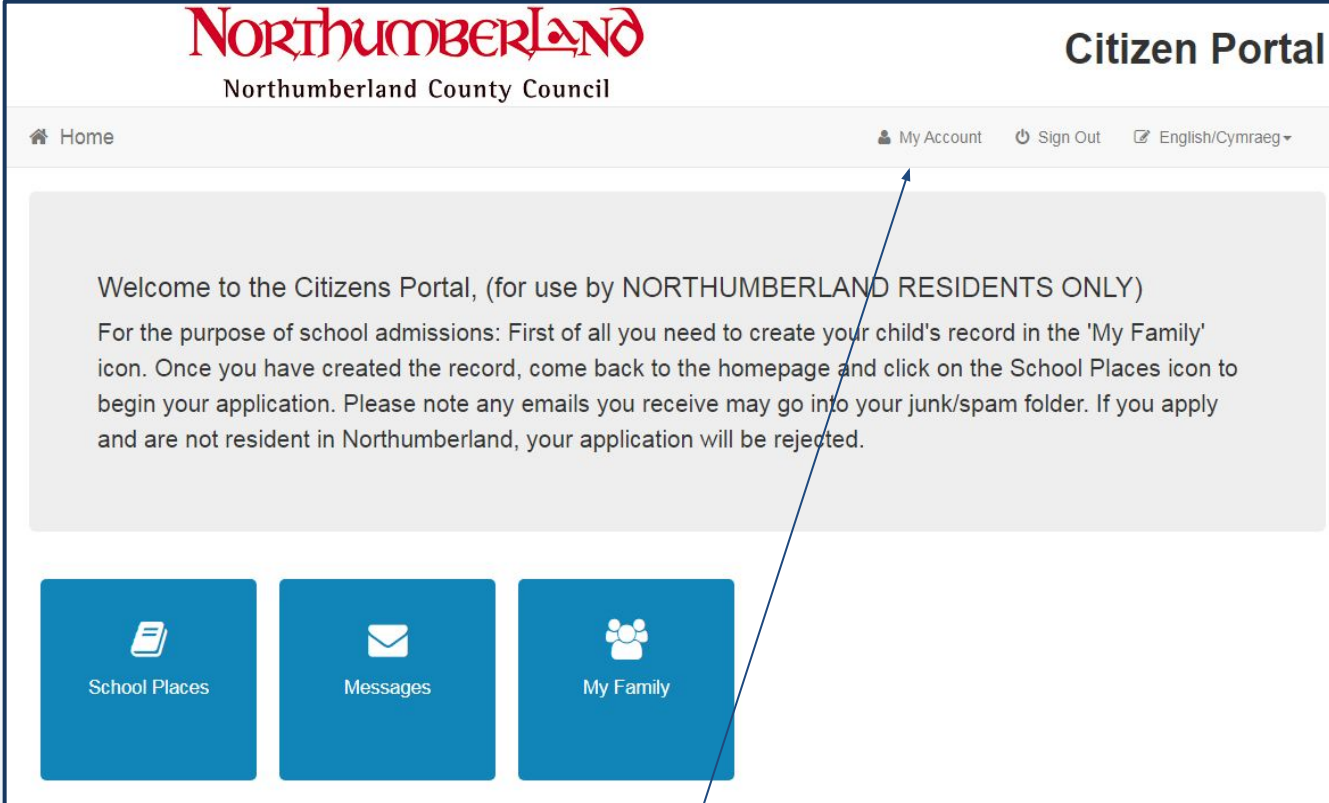
[Forgotten your password?](#)

Welcome to the ONE Citizens Portal

If you have not used this site within the last year you will need to register as a new user. Please note emails may go into junk/spam folders. Before making your school application, please read the School Admissions Handbook and familiarise yourself with the criteria for individual schools. You can find the handbook on the school admissions website. www.northumberland.gov.uk/admissions. **DO NOT** apply if you live in another Local Authority area, i.e. Newcastle as your application will not be accepted by us.

If you have already used the Portal before you can log into your account.

If you have forgotten your password please use forgotten password link. The link may go into your email junk/spam folder. If you experience any problems please email School Admissions with a contact telephone number so we can call you back schooladmissions@northumberland.gov.uk



The screenshot shows the Northumberland Citizen Portal homepage. At the top left is the Northumberland County Council logo and name. At the top right is the text 'Citizen Portal'. Below this is a navigation bar with 'Home', 'My Account', 'Sign Out', and 'English/Cymraeg'. The main content area features a welcome message for Northumberland residents, instructions on how to create a child's record and apply for school places, and three blue buttons labeled 'School Places', 'Messages', and 'My Family'. A blue arrow points from the 'My Account' link in the navigation bar to a text box at the bottom of the page.

Northumberland
Northumberland County Council

Citizen Portal

Home My Account Sign Out English/Cymraeg

Welcome to the Citizens Portal, (for use by NORTHUMBERLAND RESIDENTS ONLY)

For the purpose of school admissions: First of all you need to create your child's record in the 'My Family' icon. Once you have created the record, come back to the homepage and click on the School Places icon to begin your application. Please note any emails you receive may go into your junk/spam folder. If you apply and are not resident in Northumberland, your application will be rejected.

School Places Messages My Family

Once logged in if you wish to change any of your registration details, go to 'My Account'

NORTHUMBERLAND Citizen Portal
Northumberland County Council

Home Login Register English/Cymraeg

Registration

You need to first register with us in order to apply for Free School Meals, Transport or 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.

* Required field

Email Address *

Confirm Email *

Password * Show

Title *

Forename *

Surname *

Gender *

If you need help with your address, use the Post Office's [Postcode Finder](#).

Find Address

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

Home Phone

Mobile Number

Work Phone

If you have not used the Portal before you will need to register



Registration

You need to first register with us in order to apply for Free School Meals, Transport or 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.

* Required field

Email Address *	<input type="text" value="schooladmissions@northumberland.gov.uk"/>
Confirm Email *	<input type="text" value="schooladmissions@northumberland.gov.uk"/>
Password *	<input type="password" value="....."/> Show
Title *	<input type="text" value="Mrs"/>
Forename *	<input type="text" value="xxxxxx"/>
Surname *	<input type="text" value="xxxxxx"/>
Gender *	<input type="text" value="Female"/>

Please select a title that is appropriate to you

If you need help with your address, use the Post Office's [Postcode Finder](#).

Use Another Address

Address

County Hall
Morpeth
Northumberland
NE61 2EF
United Kingdom

Complete the
Registration



Northumberland County Council

Email Address *	<input type="text" value="schooladmissions@northumberland.gov.uk"/>
Confirm Email *	<input type="text" value="schooladmissions@northumberland.gov.uk"/>
Password *	<input type="password" value="....."/> <input type="button" value="Show"/>
Title *	<input type="text" value="Mrs"/> <input type="button" value="v"/>
Forename *	<input type="text" value="xxxxxx"/>
Surname *	<input type="text" value="xxxxxx"/>
Gender *	<input type="text" value="Female"/> <input type="button" value="v"/>

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

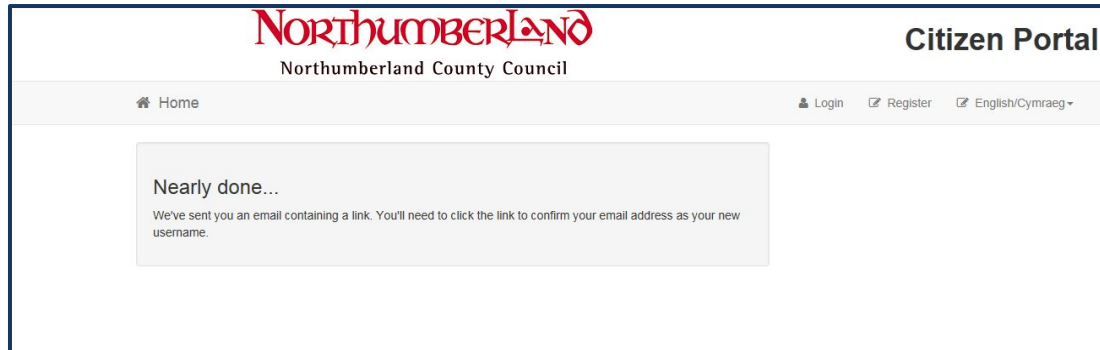
Address

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" value="0345 600 6400"/>
Work Phone	<input type="text"/>

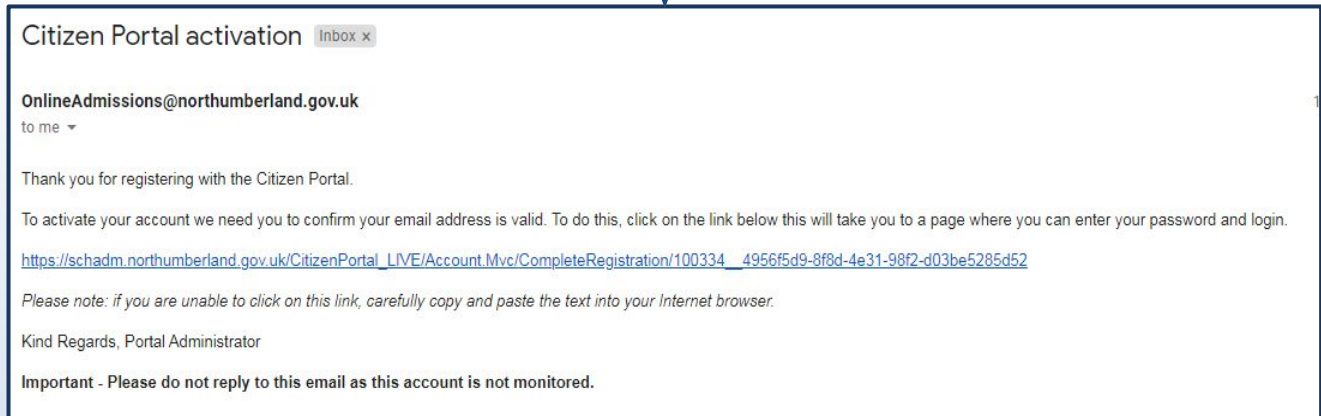
i Please select a title that is appropriate to you

Remember to submit the registration



The screenshot shows the Northumberland Citizen Portal. At the top left is the Northumberland County Council logo. At the top right is the text 'Citizen Portal'. Below the logo is a navigation bar with 'Home', 'Login', 'Register', and 'English/Cymraeg'. The main content area contains a message: '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.'

Once you have submitted your registration. Log onto your emails and click on link to verify email



The screenshot shows an email titled 'Citizen Portal activation' from 'OnlineAdmissions@northumberland.gov.uk'. The email body contains the following text: '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://schadm.northumberland.gov.uk/CitizenPortal_LIVE/Account.Mvc/CompleteRegistration/100334_4956f5d9-8f8d-4e31-98f2-d03be5285d52 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.'

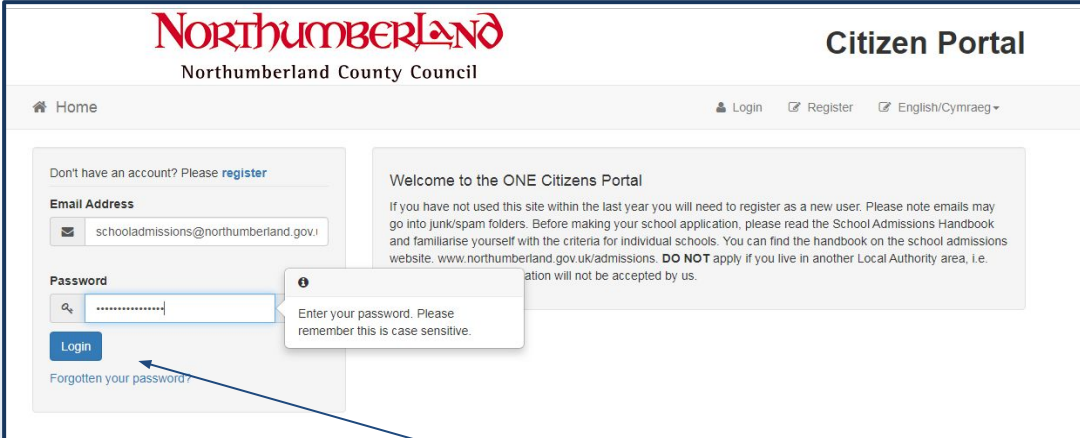


NORTHUMBERLAND Citizen Portal
Northumberland County Council

Home Login Register English/Cymraeg

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.

Login



NORTHUMBERLAND Citizen Portal
Northumberland County Council

Home Login Register English/Cymraeg

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

Email Address
schooladmissions@northumberland.gov.uk

Password
[password field]

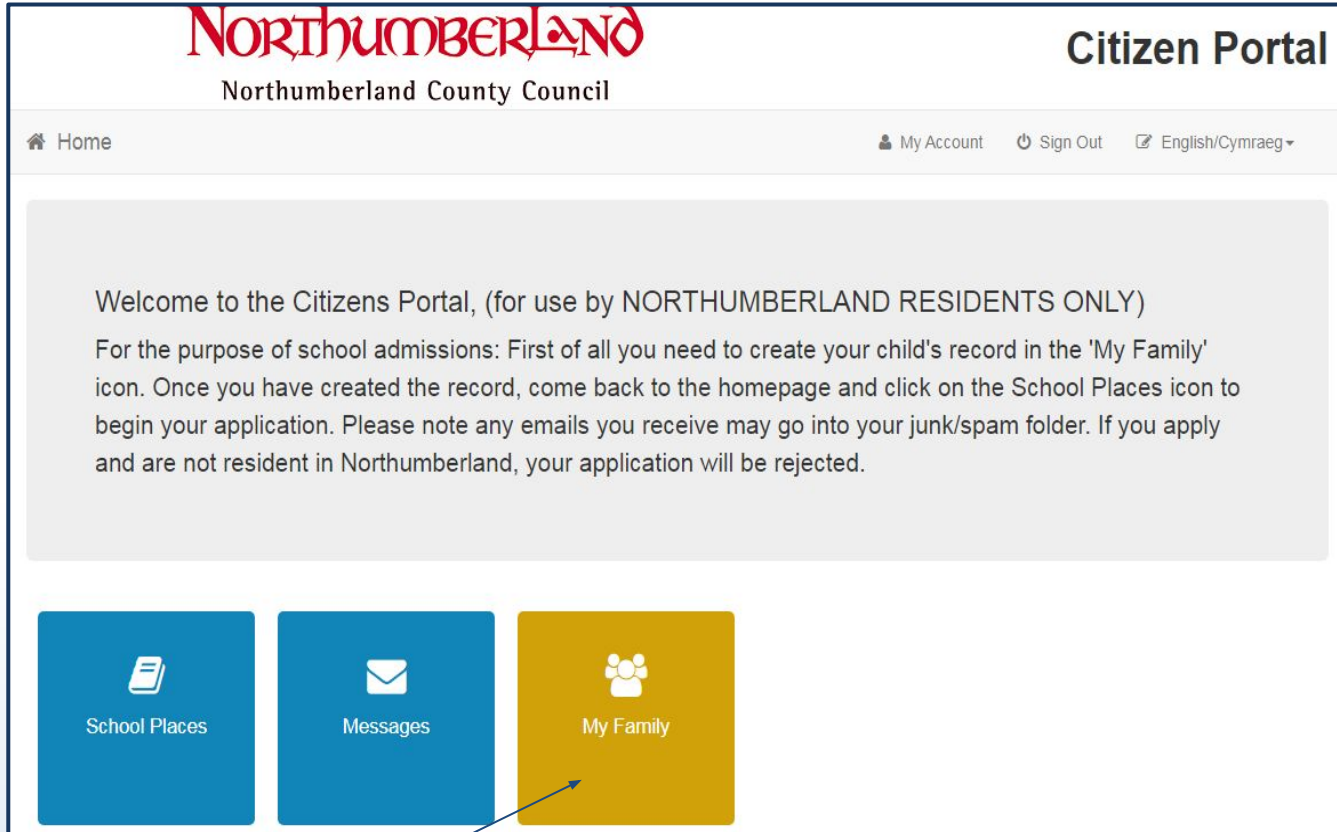
Login

Forgotten your password?

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Enter your password. Please remember this is case sensitive.

Make sure your password contains letters numbers and characters. Then Login. Your password will be the one you created when registering



The screenshot shows the Northumberland Citizen Portal. At the top left is the Northumberland County Council logo and name. At the top right is the text 'Citizen Portal'. Below the header is a navigation bar with 'Home', 'My Account', 'Sign Out', and 'English/Cymraeg'. The main content area contains a welcome message and instructions for school admissions. At the bottom are three buttons: 'School Places', 'Messages', and 'My Family'. An arrow points from the 'My Family' button to a callout box below.

NORTHUMBERLAND
Northumberland County Council

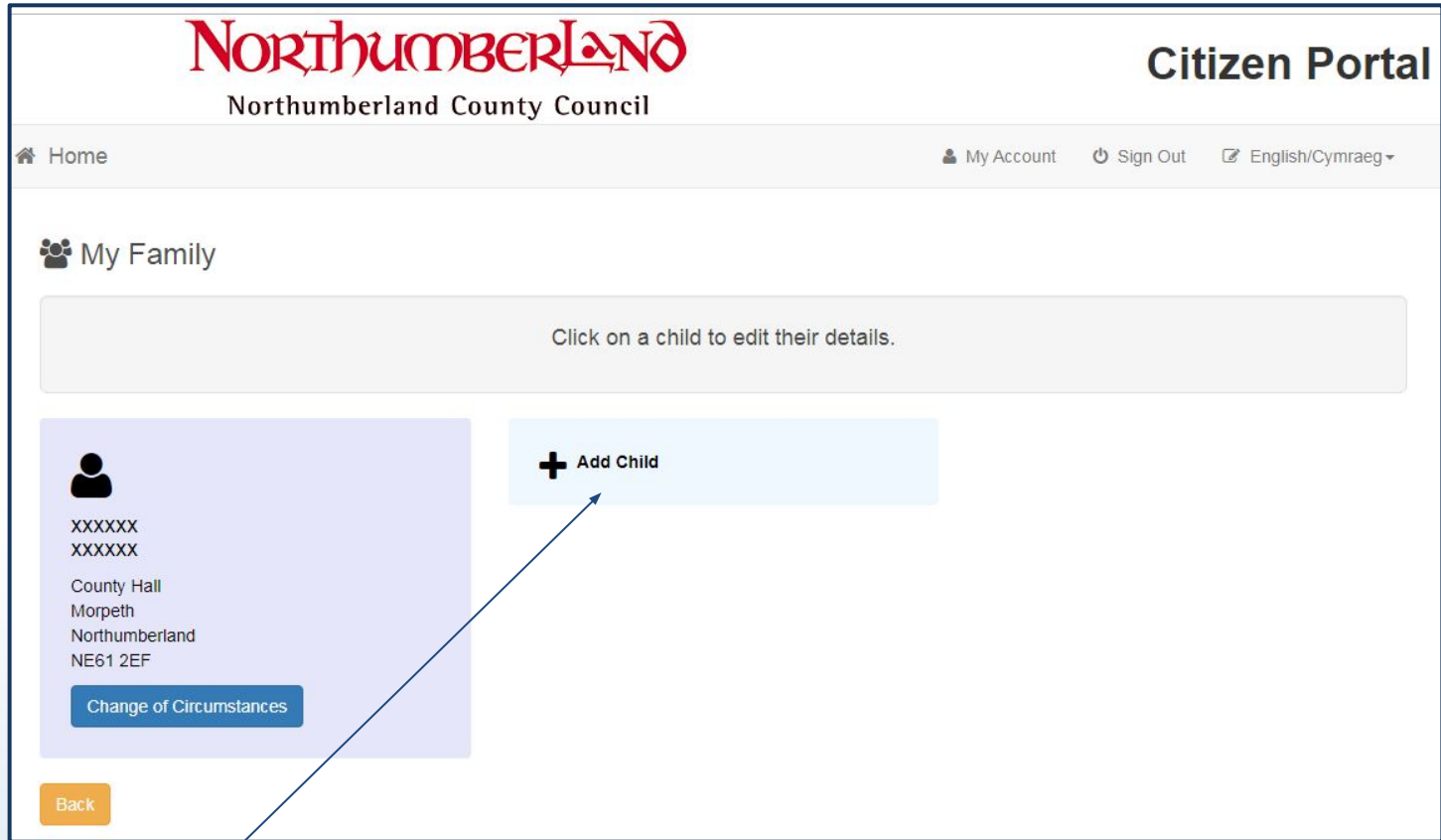
Home My Account Sign Out English/Cymraeg

Welcome to the Citizens Portal, (for use by NORTHUMBERLAND RESIDENTS ONLY)

For the purpose of school admissions: First of all you need to create your child's record in the 'My Family' icon. Once you have created the record, come back to the homepage and click on the School Places icon to begin your application. Please note any emails you receive may go into your junk/spam folder. If you apply and are not resident in Northumberland, your application will be rejected.

School Places Messages My Family

Once in the Portal select 'My Family'

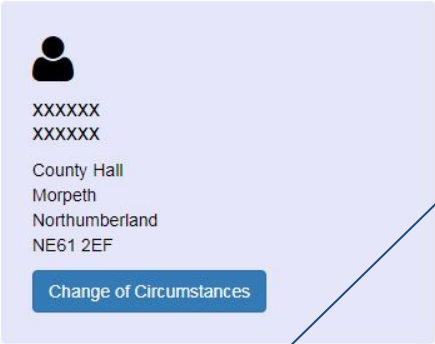


NORTHUMBERLAND
Northumberland County Council

Home My Account Sign Out English/Cymraeg

My Family

Click on a child to edit their details.



XXXXXX
XXXXXX
County Hall
Morpeth
Northumberland
NE61 2EF

Change of Circumstances

+ Add Child

Back

Select 'Add Child'

NORTHUMBERLAND Citizen Portal
Northumberland County Council

Home My Account Sign Out English/Cymraeg

Forename *

Middle Name

Surname *

Gender *

Date of Birth *

Current School *

Relationship to Child *

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

Address

County Hall
Morpeth
Northumberland
NE61 2EF

Once all the boxes are filled in select 'Add Child'.


Click on the address to activate it or select another address if appropriate

NORTHUMBERLAND Citizen Portal
Northumberland County Council

Home My Account Sign Out English/Cymraeg


My Family

Click on a child to edit their details.



XXXXXX
XXXXXX
County Hall
Morpeth
Northumberland
NE61 2EF

Change of Circumstances



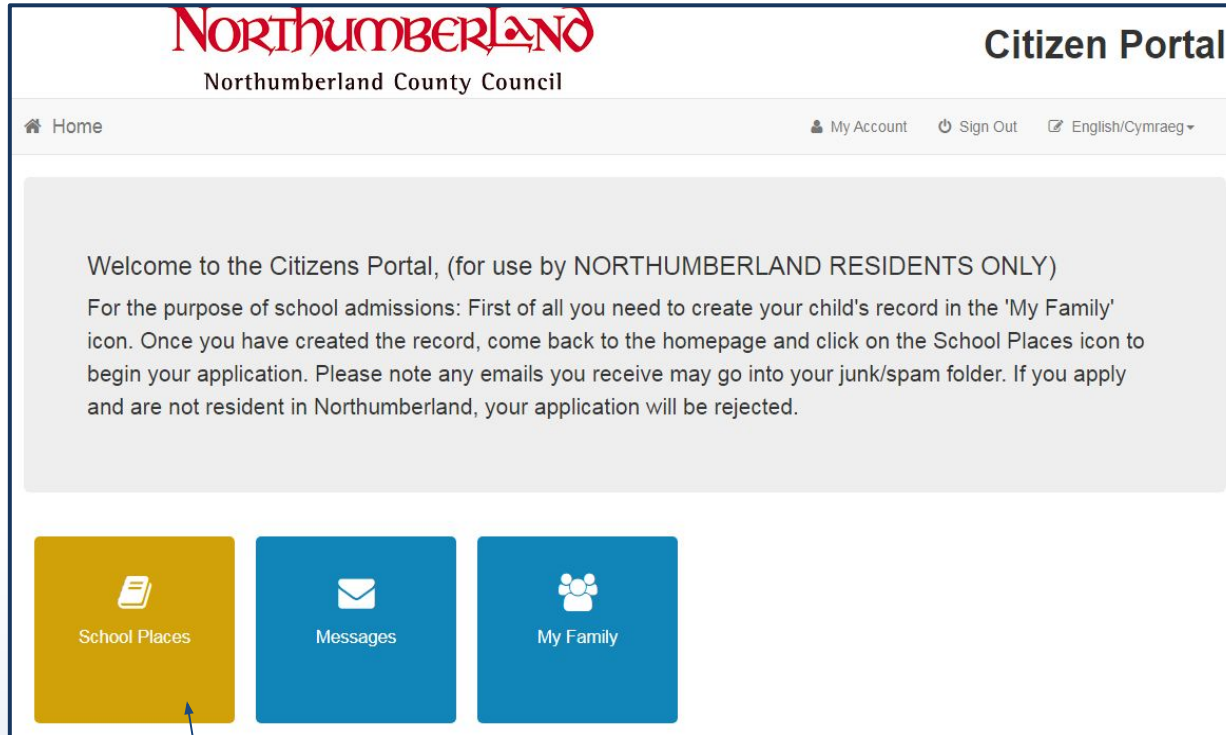
XXXXXX XXXXXX XXXXX
DOB: 31/08/2009
County Hall
Morpeth
Northumberland
NE61 2EF

Remove Child

+ Add Child

Back

Click to go back



The screenshot shows the Northumberland Citizen Portal. At the top, the Northumberland County Council logo and name are displayed. The page title is "Citizen Portal". Below the header, there is a navigation bar with "Home", "My Account", "Sign Out", and "English/Cymraeg". The main content area contains a welcome message for residents and instructions for school admissions. At the bottom, there are three main navigation buttons: "School Places" (yellow), "Messages" (blue), and "My Family" (blue). An arrow points from the "School Places" button to a callout box below the screenshot.

NORTHUMBERLAND
Northumberland County Council

Citizen Portal

Home My Account Sign Out English/Cymraeg

Welcome to the Citizens Portal, (for use by NORTHUMBERLAND RESIDENTS ONLY)

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School Places Messages My Family

Click on School Places



Northumberland County Council

School Places

Please Note

You will only receive the offer of **one** school place. Applications will be prioritised using the admission criteria for each school you select (please make sure you familiarise yourself with individual schools criteria, especially Academies and those schools who are their own Admission Authority) - **please read the Admissions Handbook for further information**. This can be found on Northumberland County Council's Website

School Admissions web page


<https://www.northumberland.gov.uk/Education/Schools/School-admissions-places-appeals-1.aspx>

You are strongly advised to state a preference for as many schools as possible (up to 4). Please do not select a school more than once as this will not improve your chance of being offered a place there. If you apply for a non-catchment area school, please note that a place at your catchment area school is not automatically reserved. You are therefore strongly advised to consider making your catchment area school one of your preferences in case any application for a non-catchment area school is unsuccessful.

Please familiarise yourself with the Northumberland County Council's School Transport policy before stating your school preferences. This can be found on Northumberland County Council's Website

Make a new application

Can apply now


XXXXXX
XXXXX
Date of birth: 31-Aug-2009

You can perform the following actions:

- [Start new application](#)

Click Start New
Application



Before You Register

Only apply if you are a resident **and** living in Northumberland. If you live outside of Northumberland you **must** apply to the Local Authority where you live.

To find out your Local Authority search the government address finder

<https://www.gov.uk/find-local-council>

When searching for your address eg NE22 5EJ 49 (SEARCH then select from drop down list SAVE)

Please note: Council Tax records are used to cross check addresses across Local Authorities. School places have been withdrawn upon discovery of fraudulent addresses.

Upon submitting this application you must declare that the information you have given on this form is correct and complete as far as you know and believe.

And that you understand that if you knowingly give information that is incorrect or incomplete you may be liable to prosecution

You must tell Northumberland County Council in writing, straight away, of any changes in circumstances that may affect the school application for example a change of address.

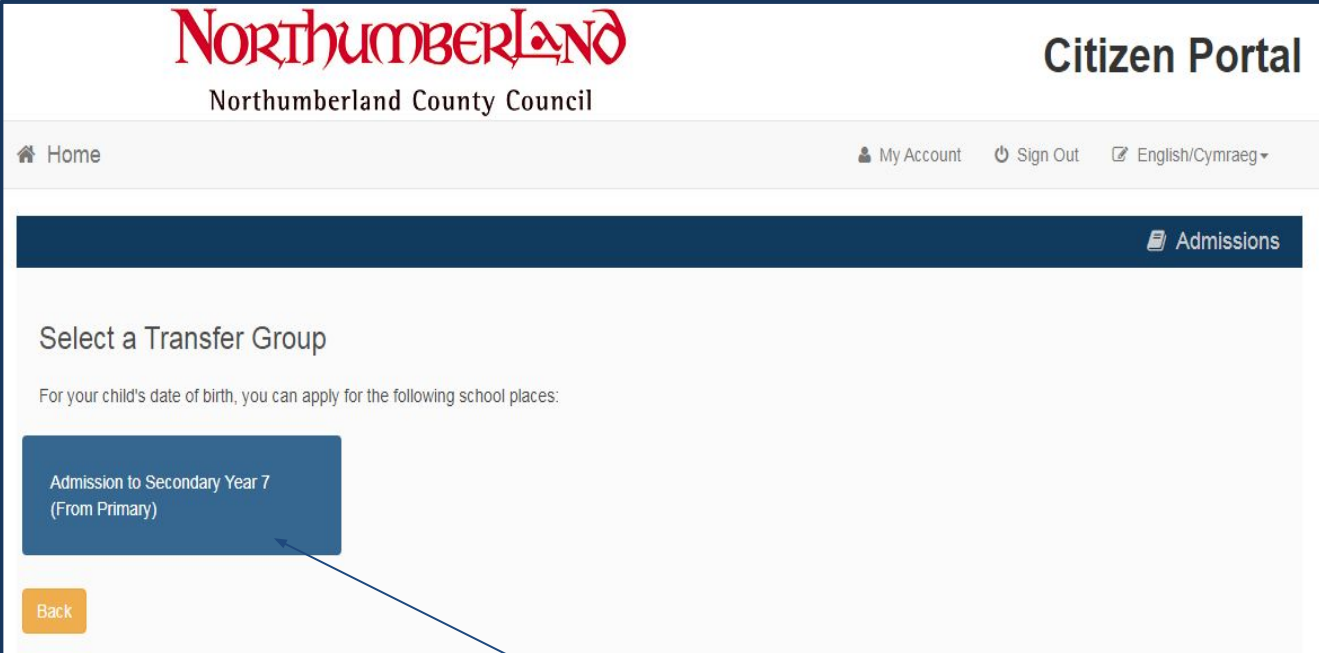
My child's postcode

Check Now

Cancel

Continue to Apply

Continue to Apply



NORTHUMBERLAND
Northumberland County Council

Citizen Portal

Home My Account Sign Out English/Cymraeg

Admissions

Select a Transfer Group

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

Admission to Secondary Year 7
(From Primary)

Back

Click on the blue transfer group box

NORTHUMBERLAND
Northumberland County Council

Citizen Portal

Home My Account Sign Out English/Cymraeg

Admissions

Additional Child's Details

SEN will only be considered as a criteria if the child holds a full EHC plan. Further Information can be found on Northumberland county Councils Website **School Admissions web page** <https://www.northumberland.gov.uk/Education/Schools/School-admissions-places-appeals-1.aspx>

Please provide information if the child is Looked After or has previously been Looked After. You may be required to produce evidence. Please see further guidance in the School Admissions handbook which can be found on Northumberland County Council's website **School Admissions web page** <https://www.northumberland.gov.uk/Education/Schools/School-admissions-places-appeals-1.aspx>

Select Care Authority

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

Council Tax Reference Number

Please enter the council tax reference for the property your child will be living at when they attend their new school.

Back Next

Click to state if SEN,
Looked After or TWIN

Enter your Council Tax
Reference

Then select Next



Northumberland County Council

Admissions

Address Details

You have previously indicated that xxxxxx's current address is **County Hall, Morpeth, Northumberland, NE61 2EF**. If this is not xxxxxx'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 xxxxxx.

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'.

Find Address

Search

What are the arrangements for forces families moving into Northumberland?

The School Admissions Code allows Admission Authorities to make special arrangements for returning families as long as they are posted to Northumberland and the posting is supported by an official letter that declares a relocation date and a Unit postal address or quartering area address.

Where a forces family is moving into Northumberland of their own volition the normal admission arrangements apply.

Further information can be found on Northumberland County Council's Website

School Admissions web page

<https://www.northumberland.gov.uk/Education/Schools/School-admissions-places-appeals-1.aspx>

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

Back

Next

Enter any 'Moving' address Information or 'Forces Family' NEXT

NORTHUMBERLAND Citizen Portal
Northumberland County Council

Home My Account Sign Out English/Cymraeg

Admissions

Child's Current School

School Name

Address

If the above is the school xxxxxx 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](#)

Check your child's current school. NEXT

NORTHUMBERLAND
Northumberland County Council

Citizen Portal

Home My Account Sign Out English/Cymraeg

Admissions

Preference School Search

Please add in order of priority up to **four** schools you would prefer your child to attend. You are strongly advised to give four preferences **Including your catchment school**. Please familiarise yourself with the Admission criteria of Individual schools, and the school system in your local area. Northumberland has various school models, including Academies and Trust schools, which do not use Northumberland's Admission criteria. All information is available in the Admissions Handbook, which can be found on the Northumberland County Council's Website. Please note Northumberland is not obliged to find school places for children who are not Northumberland residents.

School Admissions webpage
<https://www.northumberland.gov.uk/Education/Schools/School-admissions-places-appeals-1.aspx>

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)

All Local Authorities

School Name

Search to select school you wish to apply for

NORTHUMBERLAND

Northumberland County Council

Home My Account Sign Out English/Cymraeg

Admissions

Preference School Search

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<https://www.northumberland.gov.uk/Education/Schools/School-admissions-places-appeals-1.aspx>

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)

All Local Authorities Search

2 School(s) found

Ashington Academy CoEd
www.ashingtonacademy.co.uk
Ashington Community High School Spo, Green Lane, Ashington, Northumberland, NE63 8DH

Click on school preferred

NORTHUMBERLAND Citizen Portal
Northumberland County Council

Home My Account Sign Out English/Cymraeg

Admissions

Preference Reasons: Sibling

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

Please provide full sibling details

Back Next

Enter any sibling details. NEXT

Preference Reasons

In order to support your application for a place at **Ashington 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.

The criteria can be found in the School Admissions Handbook, this can be found on the Northumberland County Council Website

School Admission web page

<https://www.northumberland.gov.uk/Education/Schools/School-admissions-places-appeals-1.aspx>

- I am selecting this school because it is a Faith School
- Does your child have a social / medical condition you need to tell us about? For your child to be considered under the social/medical criteria you will need to provide supporting evidence from a third party professional at the time you submit your application. Your application will not be considered under this criterion if you omit to provide this evidence. If you have problems attaching any documents please contact the admissions team.
- I believe my child lives in this school's catchment
- I believe my child attends a feeder school to this school
- 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 easy to make arrangements for my child to travel to this school
- I am selecting this school because it is a
- I believe my child can pass this school's entrance test

Enter preference details then
NEXT

NORTHUMBERLAND Citizen Portal
Northumberland County Council

Home My Account Sign Out English/Cymraeg

Admissions

Other Reasons

You may tell us of any other reasons to support your application. If you have selected **Ashington Academy** for social or 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

Enter other reasons (Please note this is not a required field). NEXT



NORTHUMBERLAND

Northumberland County Council

Citizen Portal

Home My Account Sign Out English/Cymraeg

Admissions

Your Preferred Schools

You have selected the schools below. You may choose up to 4 schools and you may change your selection until 31/10/2019 00:00

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	Ashington Academy	Edit Remove

Back Add a new preferred school Next

If you wish to add any other schools, add here. Then repeat process. NEXT



NORTHUMBERLAND Citizen Portal
Northumberland County Council

Home My Account Sign Out English/Cymraeg Admissions

Supporting Evidence

Please upload any applicable evidence to support your application, such as Council Tax receipt, a Statement from your Bank, etc.

Choose Files...

Selected Files:

Type of File(s): docx, pdf, jpeg, jpg, bmp, doc, png

Max 5 file(s) can be uploaded. Max 10 MB files size is allowed per file.

Back **Next**

Supporting Evidence eg proof of social or medical Information - can be upload here. Any problems you can still post or email. schooladmissions@northumberland.gov.uk NEXT

NORTHUMBERLAND

Northumberland County Council

Home My Account Sign Out English/Cymraeg

Admissions

Application for xxxxxx xxxxx, Date of birth: 31/08/2009

You have completed your application and it has been saved. Using the options below, you can now either 'Submit' your application or you can 'Return to Your Application Later' if you don't want to submit it just yet.

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

Terms and Conditions
All Information and guidance on how to apply can be found on the Northumberland County Council's website.
www.northumberland.gov.uk/admissions
School Admissions web page
<https://www.northumberland.gov.uk/Education/Schools/School-admissions-places-appeals-1.aspx>
Individual school prospectuses are obtained directly from the school or their website.
The School Admissions Handbook can be found on the Northumberland County Council's website.

Co-ordinated Admissions
School admissions are now coordinated with other admissions authorities within the North East to ensure that every child receives the offer of a school place.
You must apply to your Home Local Authority (LA), even if your applying for a school that falls under a different LA. Your Home LA will let you know on National Offers Day which school your child has been offered a place at.

When choosing schools It Is Important to consider school transport implications
This Information can be found on Northumberland County Council's website
Please see School Admissions web page link above

Scroll down to the bottom of the page.



Northumberland County Council

If you have included personal information in this online form, you can be sure that we and, where applicable, our partners will do all we can to keep your information safe.

You can read our complete privacy and cookie notice here.

<http://www.northumberland.gov.uk/About/Contact/Information.aspx#privacynotices>

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, thereby saving valuable resources.

Your offer will also be available on this website on 02/03/2020

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 31/10/2019 00:00

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 31/10/2019 00:00

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

You can preview your application

Tick the declaration box to enable submit

Submit



NORTHUMBERLAND

Northumberland County Council

Home My Account Sign Out English/Cymraeg

Admissions

Application for xxxxxx xxxxx, Date of birth: 31/08/2009

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. [Preview](#)

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 31/10/2019 00:00. If you make any changes you **MUST RE-SUBMIT** it. Otherwise your application will not be considered.

Successful - Email
Confirmation