Apply Online – Guidance Notes

Go to Apply Online page.   www.bedford.gov.uk/onlineadmissions

At bottom of page click on **Apply for a school**.

Type your keyword here ...   🔍   ∨ A TO Z   ∨ SERVICES

programme using the religious declaration form for Catholic schools.

Religious declaration for Catholic Schools (PDF).

If you are a practising member of another religion or faith you must make sure that your priest, minister or faith leader completes the religious declaration form for Catholic schools.

Without this information the governing body may not be able to consider your application on religious grounds.

You are now ready to make an online application

This step-by-step guide (PDF) has copies of the relevant screens to help you to use the online system.

You can only use the system if you live in Bedford Borough area.

Apply for a school

The online system is only available to use:

- from 12 September 2022 for transfer to upper/secondary in September 2023
- from 26 September in 2022 for transfer to middle in September 2023
- from 26 September in 2022 for starting school in September 2023

Contact School Admissions Service for further help

Email **admissions@bedford.gov.uk** to get help understanding the transfer process.

Please note that we are not able to offer technical support.

On this page

Who can apply online?

Only use one method to apply for a school place

Catchment areas

Applications on religious and faith grounds

You are now ready to make an online application

Contact School Admissions Service for further help

This will take you to the page below: This page gives details of the admissions rounds that are available online.

NB You must only use this system if you live in the area covered by Bedford Borough Council. (If your child lives in Central Bedfordshire their online system is available at www.centralbedfordshire.gov.uk/onlineadmissions)

To create a new account, use the "Create Account" link, see arrow. If you already have an account use the "Sign in" link, see arrow. However, periodically we delete all old accounts to free up space to make the system run more efficiently.
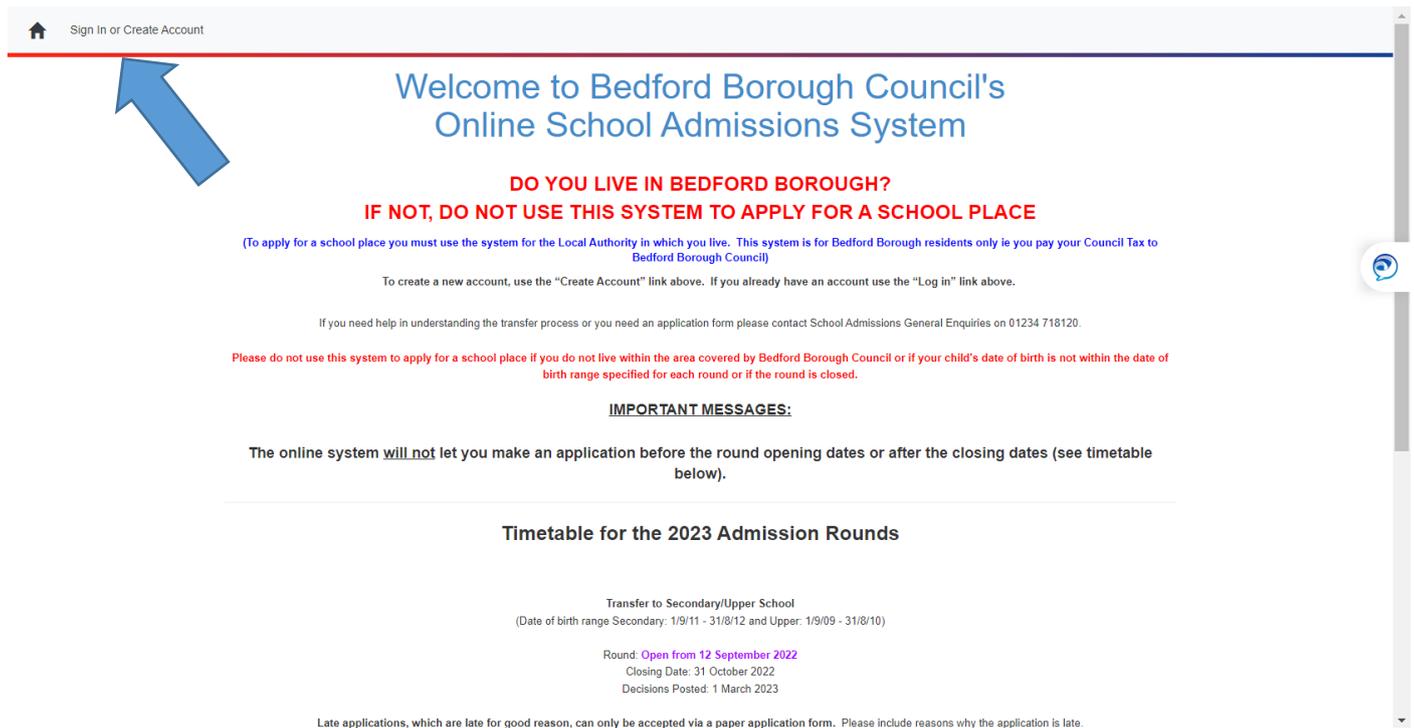
🏠   Sign In or Create Account

Welcome to Bedford Borough Council's Online School Admissions System

DO YOU LIVE IN BEDFORD BOROUGH?
IF NOT, DO NOT USE THIS SYSTEM TO APPLY FOR A SCHOOL PLACE

(To apply for a school place you must use the system for the Local Authority in which you live. This system is for Bedford Borough residents only ie you pay your Council Tax to Bedford Borough Council)

To create a new account, use the "Create Account" link above. If you already have an account use the "Log in" link above.

If you need help in understanding the transfer process or you need an application form please contact School Admissions General Enquiries on 01234 718120.

Please do not use this system to apply for a school place if you do not live within the area covered by Bedford Borough Council or if your child's date of birth is not within the date of birth range specified for each round or if the round is closed.

IMPORTANT MESSAGES:

The online system _will not_ let you make an application before the round opening dates or after the closing dates (see timetable below).

Timetable for the 2023 Admission Rounds

Transfer to Secondary/Upper School
(Date of birth range Secondary: 1/9/11 - 31/8/12 and Upper: 1/9/09 - 31/8/10)

Round: Open from **12 September 2022**
Closing Date: 31 October 2022
Decisions Posted: 1 March 2023

Late applications, which are late for good reason, can only be accepted via a paper application form. Please include reasons why the application is late.

To create an account the boxes marked with * must be completed.

Please read the notes at the top of the page carefully, particularly the sentence about "Notification Preference".

Your username is your email address.

If you are creating an account for the first time, after putting in your email address click on 'create account', do not click on 'next'.
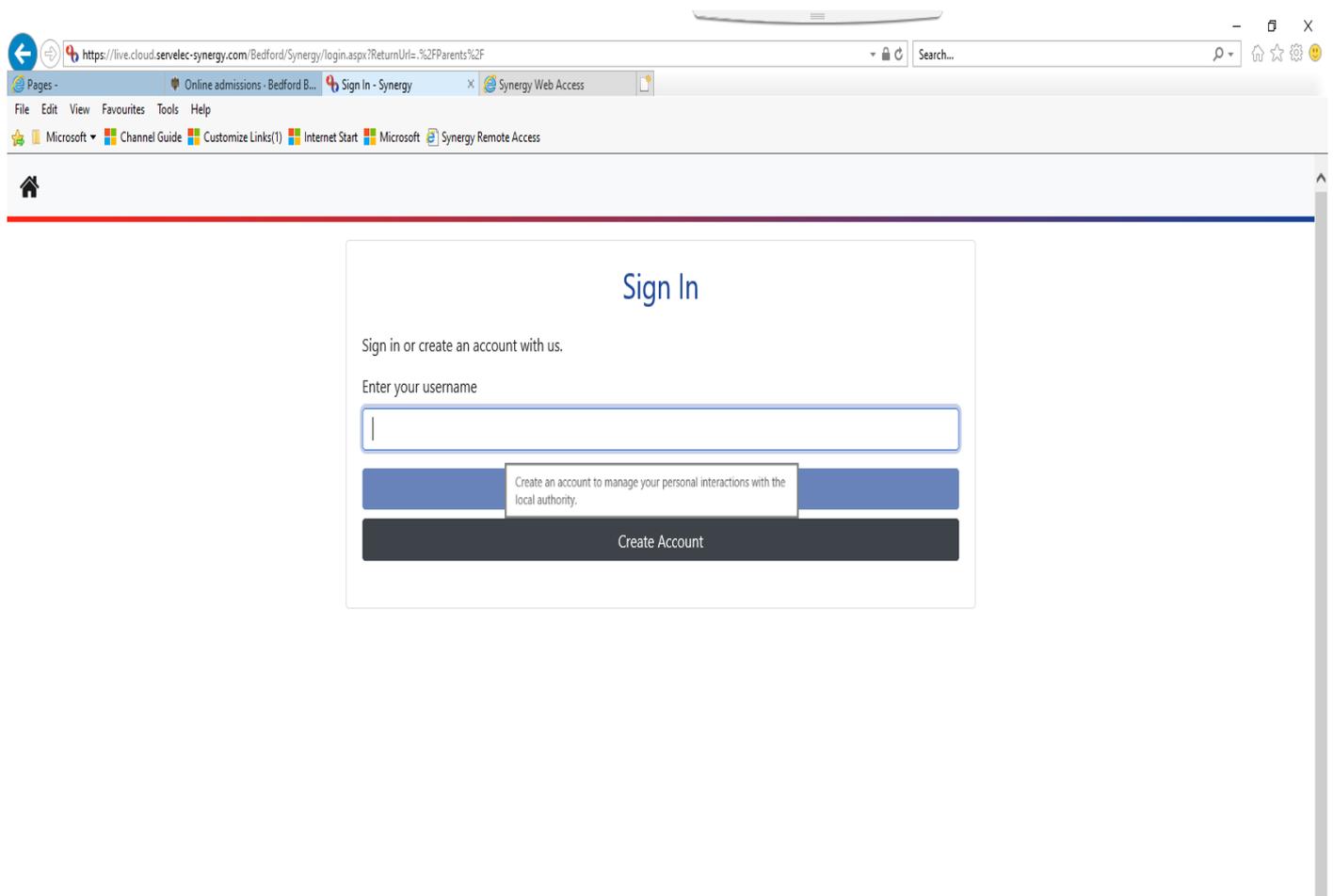
Enter details as below, scroll all the way down the page and you'll find where to add a password under 'account security'.

Click create

An email will be sent to the email account that has been registered and you will not be able to use the system until the account is verified.

You will get this screen. You should exit the system and open the email.
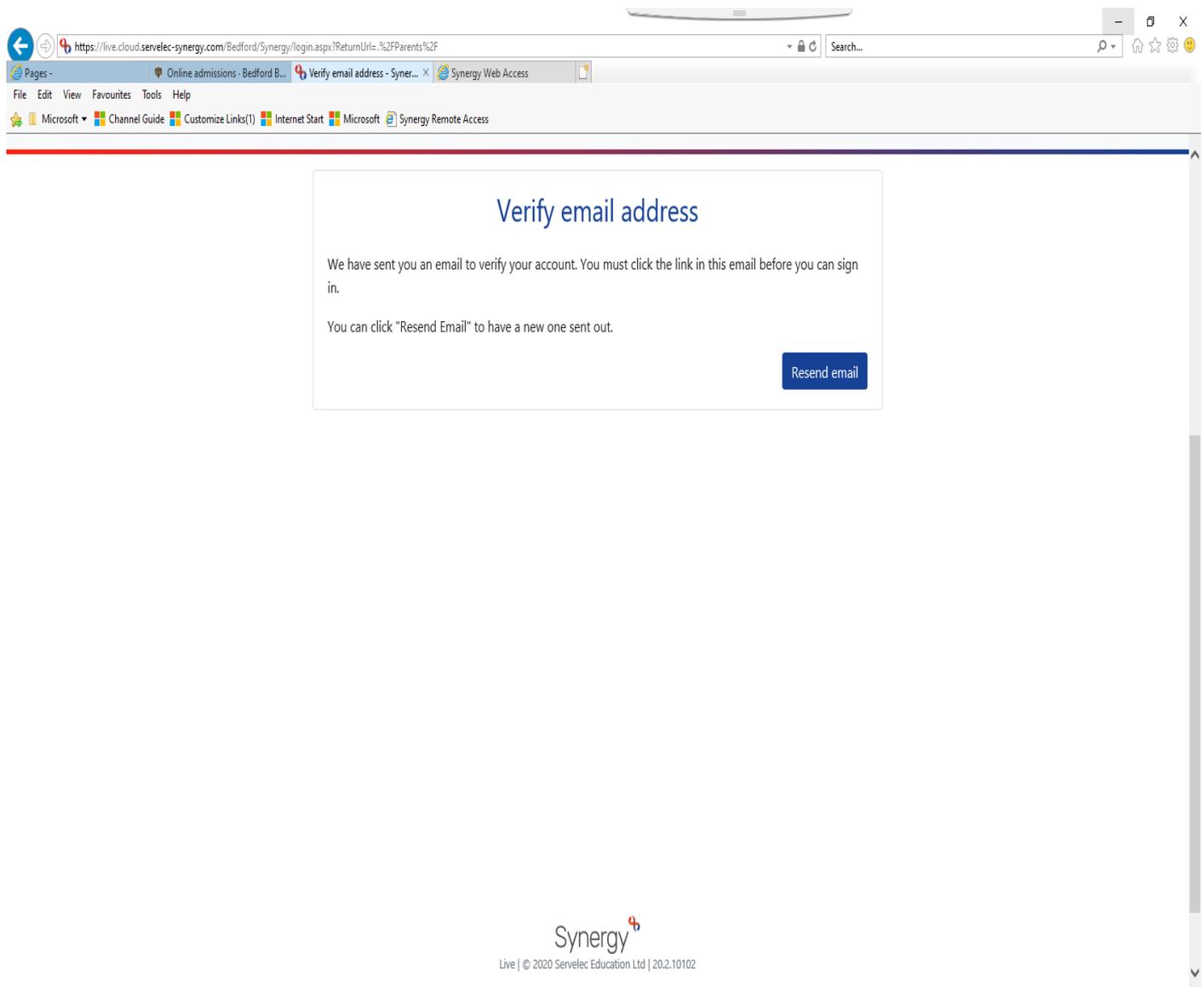
This is an example of the text within the email:
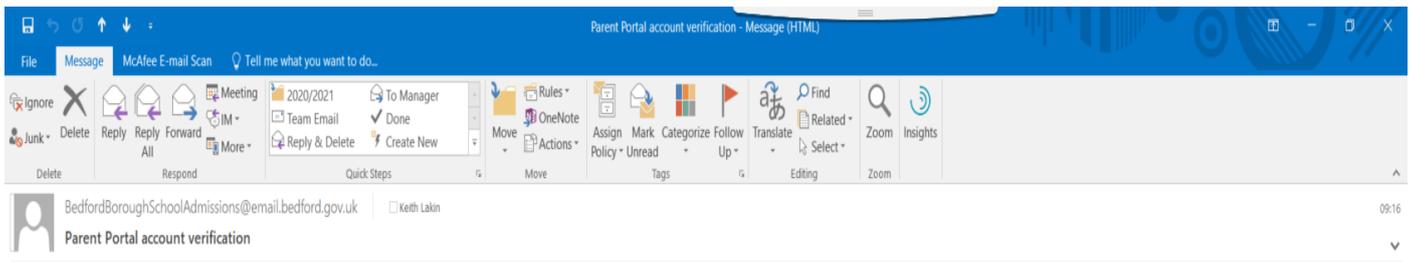
You will need to click on the link

Once you click on the link it will take you to this screen:

Your username is the email address you used to create the account
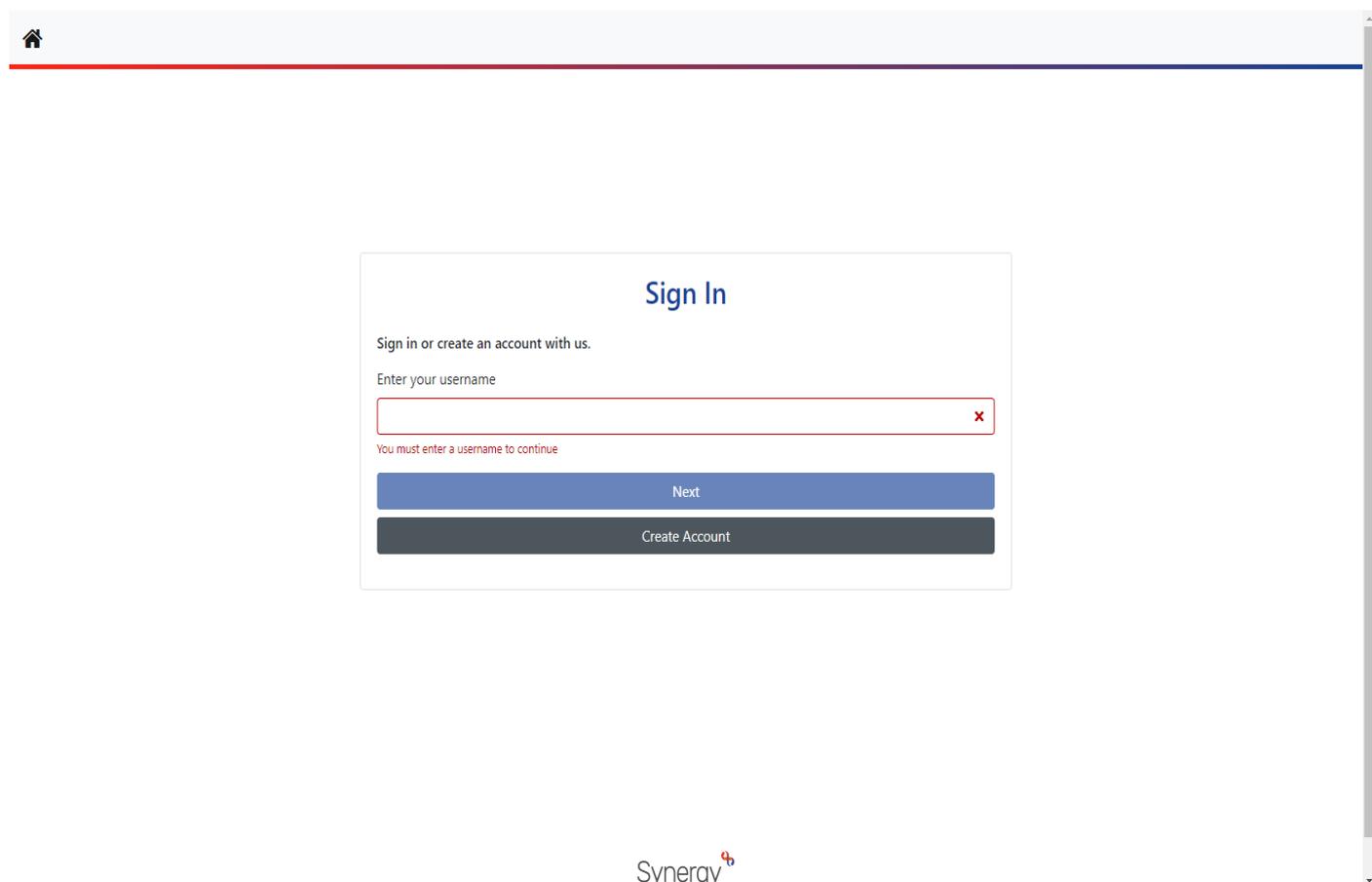
Then click Next, **do not click on 'create account'**.

Then insert your password
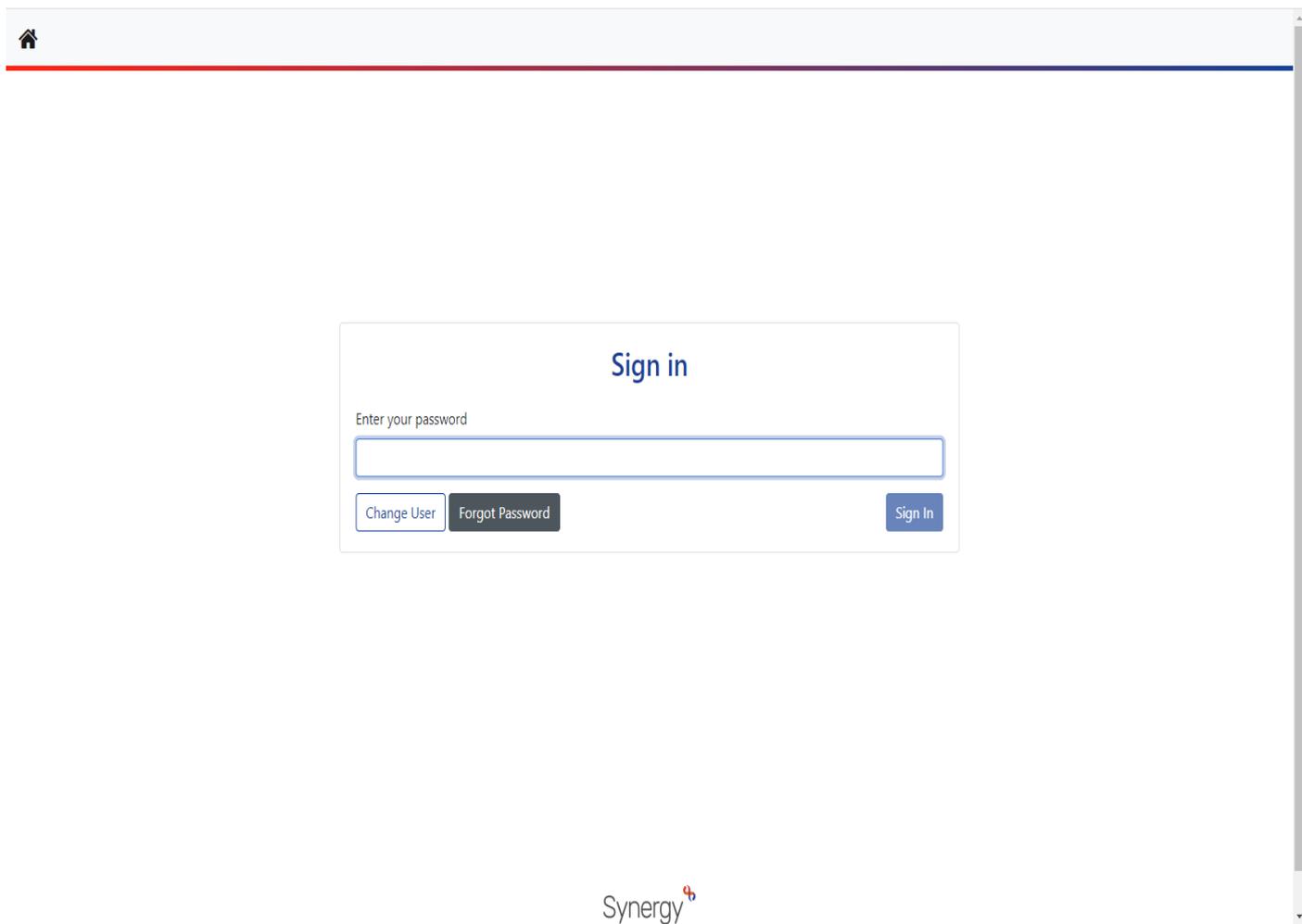
There is an option to "Click here if you have lost or forgotten your password".

Once you have signed in, this screen will come up:

Your name and address details will be under 'applicant'

To add details of your Child

Click the "Add Child" link

This screen will appear which allows you to enter your child's details including their current school.

The current schools are accessed using the drop down arrow. The system will only list the schools recorded on the system for the Local Authority (LA) you have chosen. The system defaults to Bedford Borough but you can select other Councils.

Child details

Please specify the details of the child you wish to make an application.

Fields marked with an asterisk (*) are mandatory.

The current schools are accessed using the drop down arrow. The system will only list the schools recorded on the system for the Local Authority (LA) you have chosen. The system defaults to Bedford Borough but you can select other Councils.

Then click the "Next" button to continue.

Details
* indicates a required field

Forename* [   ]

Middlename [   ]

Surname* [   ]

DOB* (DD/MM/YYYY) [   ]

Gender* ○ Male   ○ Female

Child address same as Applicant? ☑

LA (you will need to change this if the school you are searching for is outside Bedford Borough) [Bedford Borough ▼]

Current School (Leave blank if not attending School) [- Select Current School - ▼]

[<< Back] [Next >>]

Synergy

Click Next

You will then have a summary screen.

You can either amend the details using the editing facility or confirm.

This is the next screen. It is a summary of your details as application and confirms the names of any children that you have set up on the system.

To go to the next stage click the green New School Admissions Application button

Applicant Summary

Thank you for setting up your account

To add new children use the "Add Child" link.

To add preferences use the "Apply for School Admissions" link below your child's name. **If you are applying for 2 Year Old Funding, you do not need to add this information.**

For other matters use the use the appropriate buttons.

This screen shows a summary of all the children within the family that will be included in the application.

Once you have added all of your children, please press 'Submit 2 Year Old Funding Application' to check your eligibility.

Please note that 'Submit 2 Year Old Funding Application' will only appear if your child is between 1 year 8 months and 2 years 11 months old.

Applicant

Mr School Admissions
Borough Hall,
Cauldwell Street,
Bedford,
MK42 9AP

⊕ Add Child

View Details

Before progressing, please use the 'Edit Child' link to review or amend child details.

👤 School Admissions 01/09/2008   **✏ Edit Child** **🗑 Delete Child**

— School Admissions

📢 New School Admissions Application

Available Admissions Rounds:
2020 Test Round

You need to select the correct round.

Only rounds that are applicable for your child's date of birth will show so please check that the date of birth you have logged for your child is corect.

Admissions round

Please select which Admissions Round you wish to make an application for by using the drop down arrow below.

Do not use this system if your child's date of birth does not match the range for this round which is indicated below.

Round

* Select Admissions Round	<< Please Select >> ▼
	<< Please Select >>
	2021 Middle

<< Back   Next >>

Synergy

This screen confirms the details for the round that is applicable to your child's date of birth.

Admissions round

Please check the round details and confirm this is the round you want, click "Next" to continue.

Do not use this system if your child's date of birth does not match the range for this round which is indicated below.

Middle School 01/09/2011

Current School: Wootton Lower School

Address: Borough Hall, Cauldwell Street, Bedford, MK42 9AP

If the information above is incorrect then please edit this child's information prior to applying by clicking HERE.

2021 Middle

2021 Transfer To Middle School

Deadline for Applications: 15/01/2021

DOB From: 01/09/2011

DOB To: 31/08/2012

<< Back   Next >>

Synergy

Click on Next

This is the 'Child Further Details' screen

Choose your relationship to the Child

Is your child looked after (In care of a Local Authority) or previously looked after?

Does your child have an Education, Health and Care Plan?

Child further details

Please specify additional details about the child to which this application relates and then click the "Next" button to continue.

Looked after children are children who are in the care of local authorities as defined by Section 22 of the Children Act 1989. In relation to school admissions legislation a 'looked after child' is a child in public care at the time of application to a school.

Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order).

Further Details

*indicates a required field

Relationship to Child*	<< Please Select >>
Is the Child currently in care, or has the Child previously been in care? If so, by which Local Authority?	Not Looked After
Does the Child have a current EHC Plan?*	○ Yes ● No
Child's Parent/Guardian is a Crown Servant?*	○ Yes ● No
Child is a Multiple Birth (e.g. Twin)?*	○ Yes ● No

<< Back   Next >>

Synergy

Then click Next

This screen allows you to check the details that you have recorded for your child.

Click on Confirm

You are now ready to select the school(s) that you would like your child to attend.

If the school you want to select is in another LA and is not shown in the drop down table please contact us and we can add it to the system for you, admissions@bedford.gov.uk

If you want to apply for a school in Central Bedfordshire, Luton, North Northants for example, please click on the LA box and 'drop down' until you find the local authority you need.

If the school you wish to apply for is in Bedford Borough, start to type in the school name in the box next to the arrow. If you are unsure of the full name of the school, do not put anything in the box and just click 'search'

To select a school Click on Select

Hide Search Options

| Name | | LA | Bedford Borough ▾ |
| Distance Radius (miles) | ⦿ Any Distance ○ Other | Postcode | | Gender Mix | All ▾ |

<< Back   Search

2 schools were found matching your search criteria:

Results

1

ⓘ Biddenham International School And Sports College   ✔ Select

School Type: Foundation

Gender Mix: Mixed

Address:

Biddenham Upper School & Community College, Biddenham Turn, Biddenham, Bedford, Bedfordshire, MK40 4AZ

Distance (miles): 1.2

Age From: 11

Age To: 18

ⓘ Wixams Academy   ✔ Select

School Type: Academy

🔍 125% ▾

This Screen will enable you to indicate the reason for applying. It is called a Preference Reason:

Then click Next

Preference school details confirmation page will appear:

Preference school details confirmation

The information below is a confirmation of the details you have supplied for your child's preference. If you are satisfied that the information is correct, click "Confirm" to save the details and return to the home page where you can add further preferences and/or children.

To amend any of the details, click the appropriate heading to return to that section and update the information as necessary.

School Details ✎ Edit School Details section

School: Biddenham International School And Sports College
LA: 822
SIF Required: No

Preference Reasons ✎ Edit Preference Reasons section

Preference Reasons: Catchment Area School

Cancel   Confirm

Synergy

Click Confirm

🏠 Sign Out

You will be asked "Do you want to add another Preference?" Choose Yes or No.

If you Click Yes, you will be able to add more preferences following the same process as detailed above.

If click No then this screen will appear

Child Preference Summary

This screen shows a summary of all the Preferences for the selected Child. To add/edit new preferences, use the appropriate buttons.

To move to the next screen, which will allow you to submit your preferences, click **"Save Preferences".**

← Return to Home Page

Preferences exist with a status of 'Not Submitted'. To review and submit preferences, please click on the green 'Save Preferences' box below

🗑 Delete Application   ✏ Edit Admissions Details   ⊘ Save Preferences

School Admissions

Round: 2023 Test Round

Preferences	➕ Add Preference
Rank: 1	✏ Edit Preference
School:	🗑 Delete Preference
Biddenham International School And Sports College	
Status: Not Submitted	

Synergy

To submit preferences click on 'Save preferences', green button

This screen will appear which includes a summary of your details as the applicant, your child's details and the preference(s) details (at the bottom of the page).

You must click the Disclaimer, then,

You need to click Submit application:

This screen will appear:

Child Application Submitted successfully

Your application has been successfully submitted. You may now return to the application summary page and view information on your submitted applications, or Sign Out.

Do not use the back arrow on your browser as it may undo the preference(s) you have just submitted.

You may log in again at any point to view your application as it is being processed. Results will be available on the publicised date.

← Return to Home Page
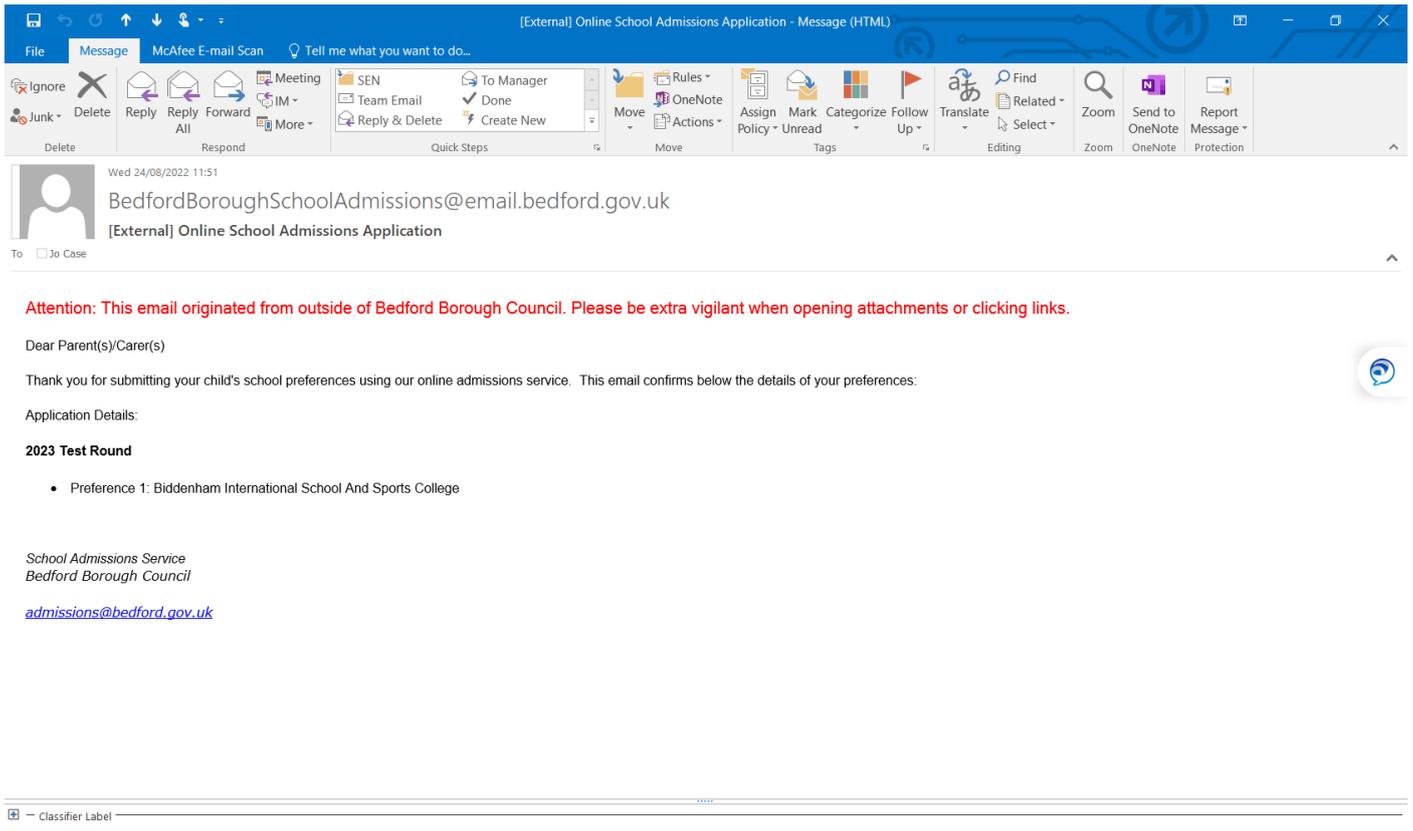
Synergy

Then make sure you click on the **Sign out** button

Do not use the back arrow on your browser as it may undo the preference(s) you have just submitted.

You will then receive email from BedfordBoroughSchoolAdmissions@email.bedford.gov.uk that looks like this:

g:\pab\admiss\word\tribal\apply online notes bbc (aug 2022).docx