

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 ...   

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

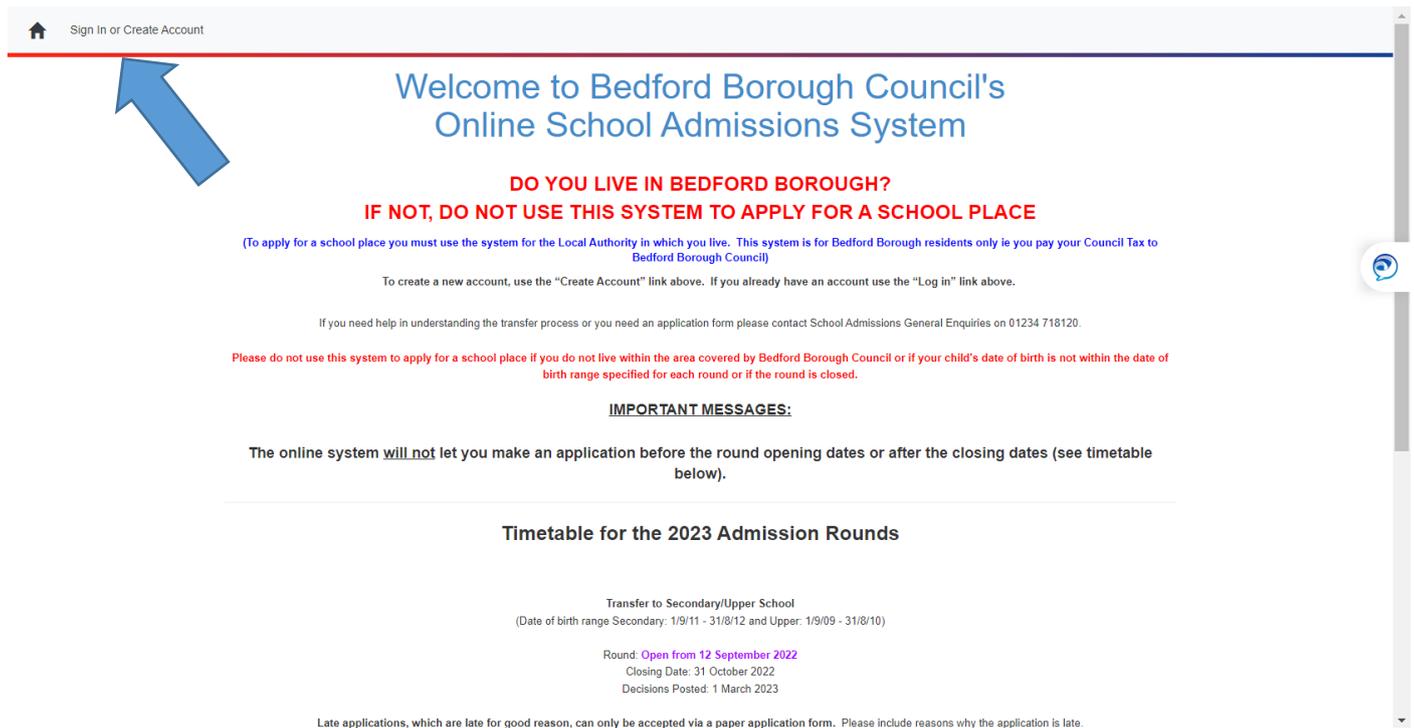
- Who can apply online?
- Only use one method to apply for a school place
- Catchment areas
- Applications on religious and faith grounds
- You are now ready to make an online application
- Contact School Admissions Service for further help



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.



Home 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

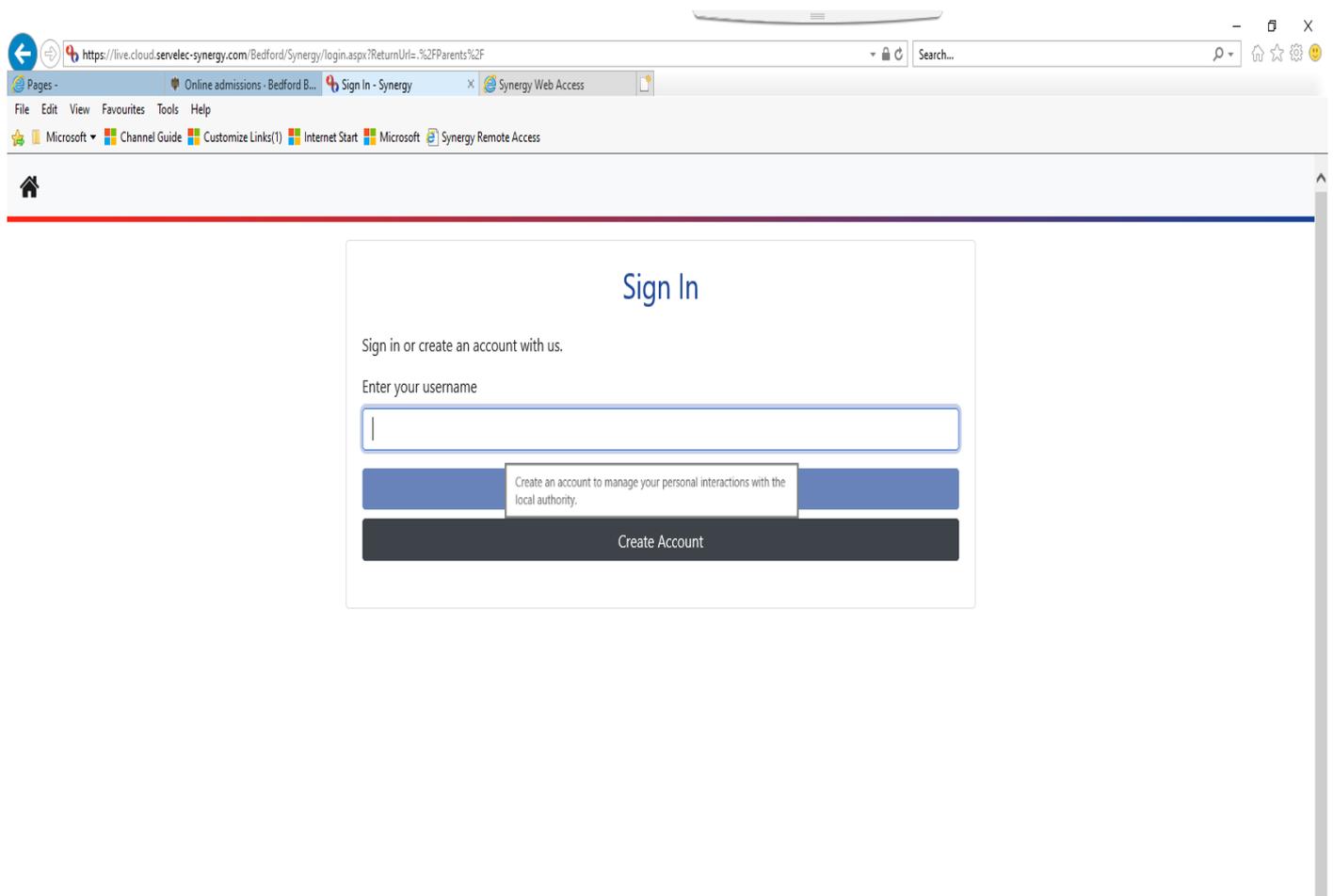
Late applications, which are late for good reason, can only be accepted via a paper application form. Please include reasons why the application is late.

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'.

Create Account

Personal Details

Title *

Forename *

Middle Name

Surname *

Contact Details

Email Address *

Confirm Email *
Please confirm your email

Daytime Number

Evening Number

Mobile Number

Address

No address to display.

[Add Address](#)

Confirm Email *
Please confirm your email

Daytime Number

Evening Number

Mobile Number

Address

No address to display.

[Add Address](#)

Account Security

New Password *

Confirm Password *
Please confirm your password

[Start Again](#) [Create](#)

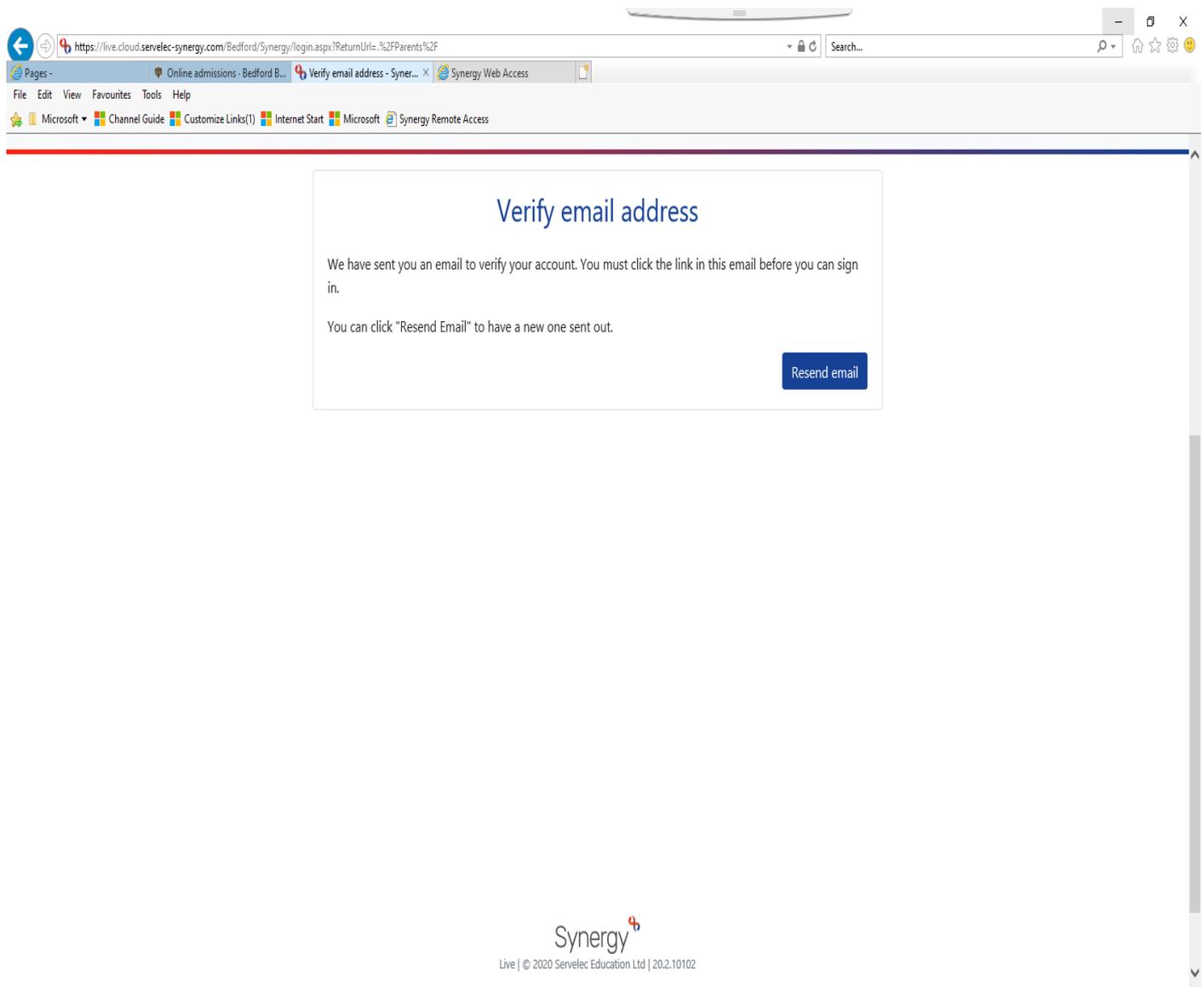
Click create

[Type text]

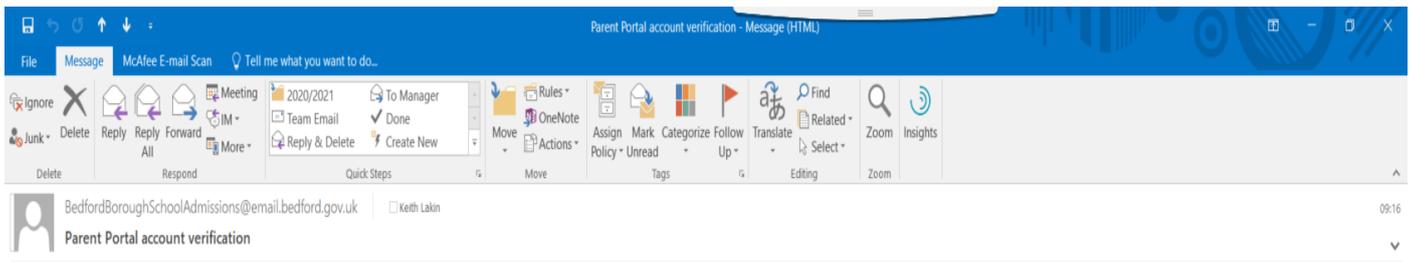
[Type text]

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:



This email should be used to verify your account in the Parent Portal, in order to allow you to use the system.

Please click the following link or copy/paste to your browser to login to the system.

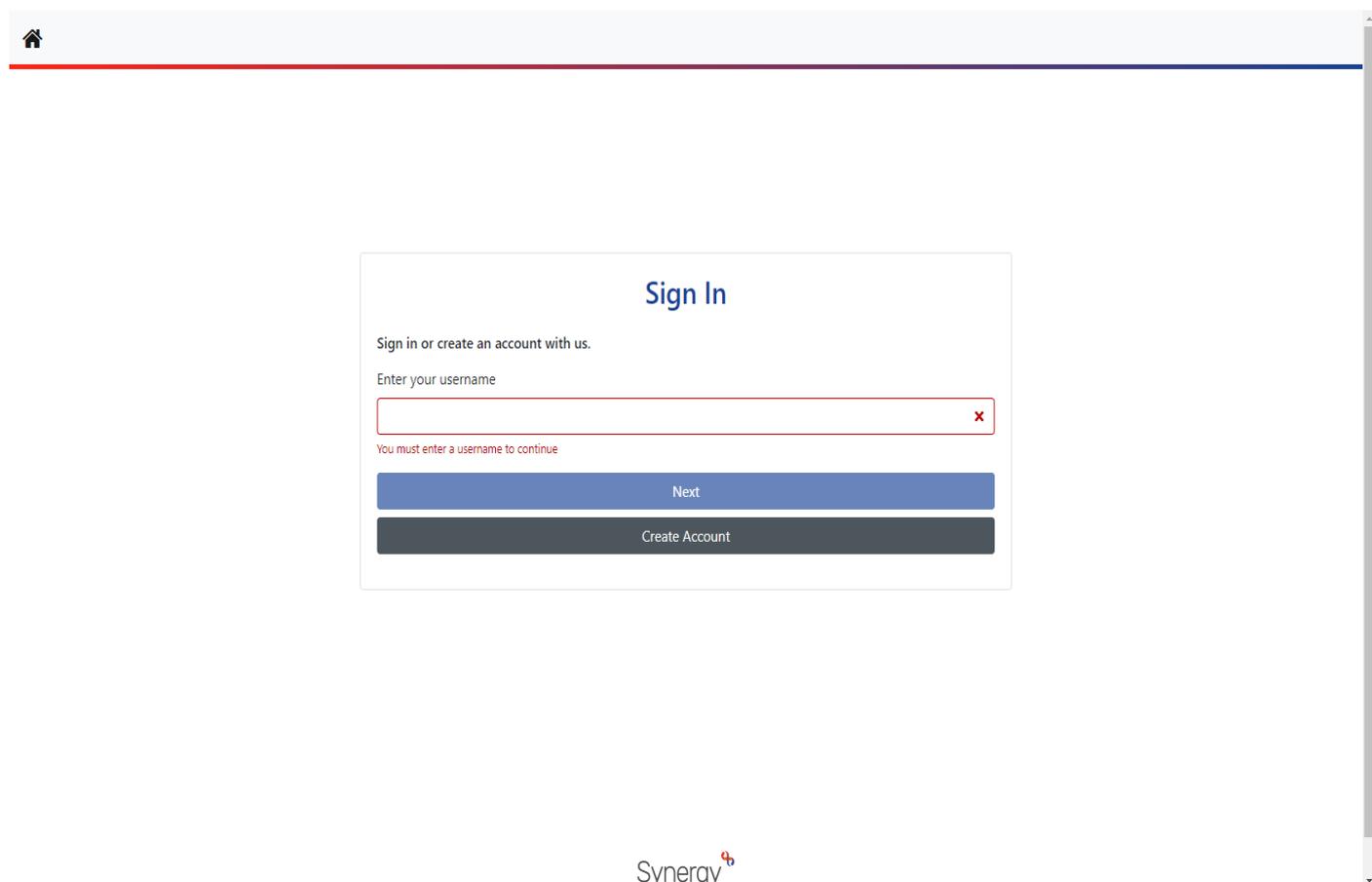
Do not reply to this email. It has been sent from an automated process.

https://live.cloud.servelec-synergy.com/Bedford/Synergy/login.aspx?U=1f12c249-1198-4c21-8f9b-3420dc37828c&ReturnUrl=_%2fParents%2f

You will need to click on the link

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

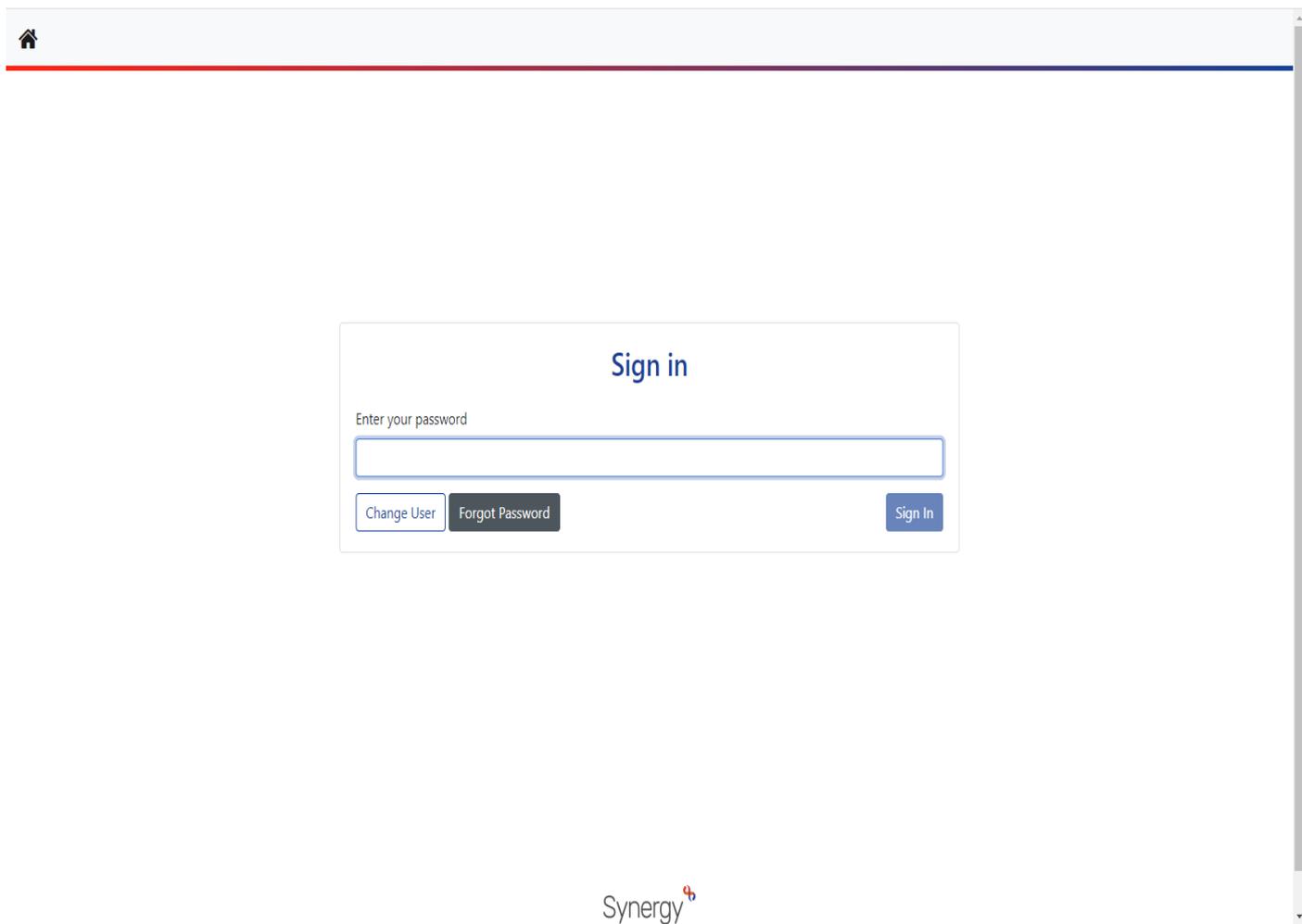
Your username is the email address you used to create the account



The screenshot shows a web browser window with a 'Sign In' form. At the top left of the browser is a home icon. The form has a title 'Sign In' and a subtitle 'Sign in or create an account with us.'. Below this is a label 'Enter your username' followed by an empty text input field with a red border and a red 'x' icon in the top right corner. Underneath the input field is a red error message: 'You must enter a username to continue'. At the bottom of the form are two buttons: a blue 'Next' button and a dark grey 'Create Account' button. The Synergy logo is centered below the form.

Then click Next, **do not click on 'create account'**.

Then insert your password



Home icon

Sign in

Enter your password

[Change User](#) [Forgot Password](#) [Sign In](#)

Synergy

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:

Home Sign Out

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

View Details

Add Child

Back to Top

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)

Current School (Leave blank if not attending School)

[<< Back](#) [Next >>](#)

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Click Next

You will then have a summary screen.

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

 Sign Out

Child details confirmation

The information below is a confirmation of the details you have supplied for your child. You are only allowed to submit an application if you have legal responsibility for the child. By submitting the application using the button below, you are confirming that you have legal responsibility for the child detailed, and that all details are correct to the best of your knowledge. If any details are incorrect, return to the summary screen and amend them before continuing. If you do not have legal responsibility to submit this application, you should sign out now. If the information you have supplied is correct click the "Confirm" button to continue. To amend any of the details, click the appropriate heading to return to that section and update the information as necessary.

Child Details [Edit Child Details section](#)

Forename: Middle

Surname: School

DOB: 01/09/2011

Gender: Male

Child address same as Applicant?: Yes

School Details [Edit School Details section](#)

Current School: Wootton Lower School

<< Back

Confirm

Synergy 

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
[View Details](#)
[Add Child](#)

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 correct.

 Sign Out

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 >>
- 2021 Middle

<< Back Next >>

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

 Sign Out

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 >>

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Click on Next

[Type text]

- 14 -

[Type text]

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?

 [Sign Out](#)

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*

Is the Child currently in care, or has the Child previously been in care? If so, by which Local Authority?

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



Then click Next

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

 [Sign Out](#)

School admission details confirmation

The information below is a confirmation of the school admission details you have supplied for the child. If the information you have supplied is correct click the Confirm button to continue. To amend any of the details, click the appropriate heading to return to that section and update the information as necessary.

Admissions Round Edit Admissions Round section	Further Details Edit Further Details section
Round: 2021 Transfer To Middle School	<p>Relationship to Child: Other Family Member</p> <p>Is the Child currently in care, or has the Child previously been in care? If so, by which Local Authority?: Not Looked After</p> <p>Does the Child have a current EHC Plan?: No</p> <p>Child's Parent/Guardian is a Crown Servant?: No</p> <p>Child is a Multiple Birth (e.g. Twin)?: No</p>

[<< Back](#) [Confirm](#)



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.

Home Sign Out

School Search

This page allows you to search for the school for the preference. The results may be refined by specifying criteria to the search, such as all or part of the School's Name and a maximum distance from the Child's address. **However, the easiest way to find a school is to type part of the school name and click on the "Search" button.**

You will need to make sure that you have the correct local authority name in the "LA" field. Most schools will be either Bedford Borough or Central Bedfordshire. 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.

Further information for each school is available by clicking on the name of any school in the search results.

You may nominate up to three preferred schools. One of these would normally be your catchment area school (if applicable for your property).

If a place cannot be offered for my child at any of the schools I have listed in this application, I wish my child to be considered for a place at my catchment area school.

* If you do not want your child to be considered for a place at the catchment area school please email us at admissions@bedford.gov.uk
However, if you do this, a place may not be available at either your catchment area school or a school close to your home.

This is preference 1 of a possible 3.

Name

Distance Radius (miles) Any Distance Other

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

School's Postcode (you can search without this)

Gender Mix

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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

This is preference 1 of a possible 3.

Name

Distance Radius (miles) Any Distance Other

LA Bedford Borough

Postcode

Gender Mix All

2 schools were found matching your search criteria:

Results

1

[Biddenham International School And Sports College](#)

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](#)

School Type: Academy



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

Preference Reasons

This page shows a list of preference reasons available for the chosen school, and allows you to type some text against that reason.

If you are applying to transfer to a **Middle or Secondary or Upper School** and any of the schools you nominate have feeder schools as part of their admissions criteria and your child attends one of these schools, please provide details so we can take this into account when we consider your application.

Please note that some schools impose a time limit for attendance at a feeder school.

If your child is admitted to a feeder school after the allocation process is completed there will be no guarantee of a place at the school(s) concerned.

If you tick **Sibling** or **Religious Grounds** the system will automatically go to another page where you must provide the details.

Preference Reasons

- Sibling
- Catchment Area School
- Religious Grounds
- Feeder School
- Very Exceptional Medical Grounds
- Nearest School

125%

Then click Next

Preference school details confirmation page will appear:

 [Sign Out](#)

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	Preference Reasons Edit Preference Reasons section
School: Biddenham International School And Sports College LA: 822 SIF Required: No	Preference Reasons: Catchment Area School

[Cancel](#) [Confirm](#)



Click Confirm

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

Add Another Preference

Do you want to add another Preference?



Synergy 

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

Home Sign Out

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
<p>Rank: 1 Edit Preference</p> <p>School: Delete Preference</p> <p>Bliddenham International School And Sports College</p> <p>Status: Not Submitted</p>	

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:

Submit Application

Full details of your application are shown below. If all details are correct, submit the application using the "submit application" button below. There is also a disclaimer tick box which you must tick to be able to submit your application. **If you do not tick the box your application will not be submitted.** If you wish to amend any item, use the "return to preference summary" button and make changes until the application is correct, then return here to submit it.

Disclaimer

You are only allowed to submit an application if you have legal responsibility for the child. By submitting the application using the button below, you are confirming that you have legal responsibility for the child detailed above, and that all details are correct to the best of your knowledge. If any details are incorrect, return to the summary screen and amend them before continuing. If you do not have legal responsibility to submit this application, you should sign out now.

I have read the disclaimer

[Print Summary](#) [Return to Preference Summary](#) [Submit Application](#)

Account Details

Full Name: [REDACTED]
Address: [REDACTED]
Evening Phone: [REDACTED]
Daytime Phone: [REDACTED]
Mobile Phone: [REDACTED]
Email Address: [REDACTED]

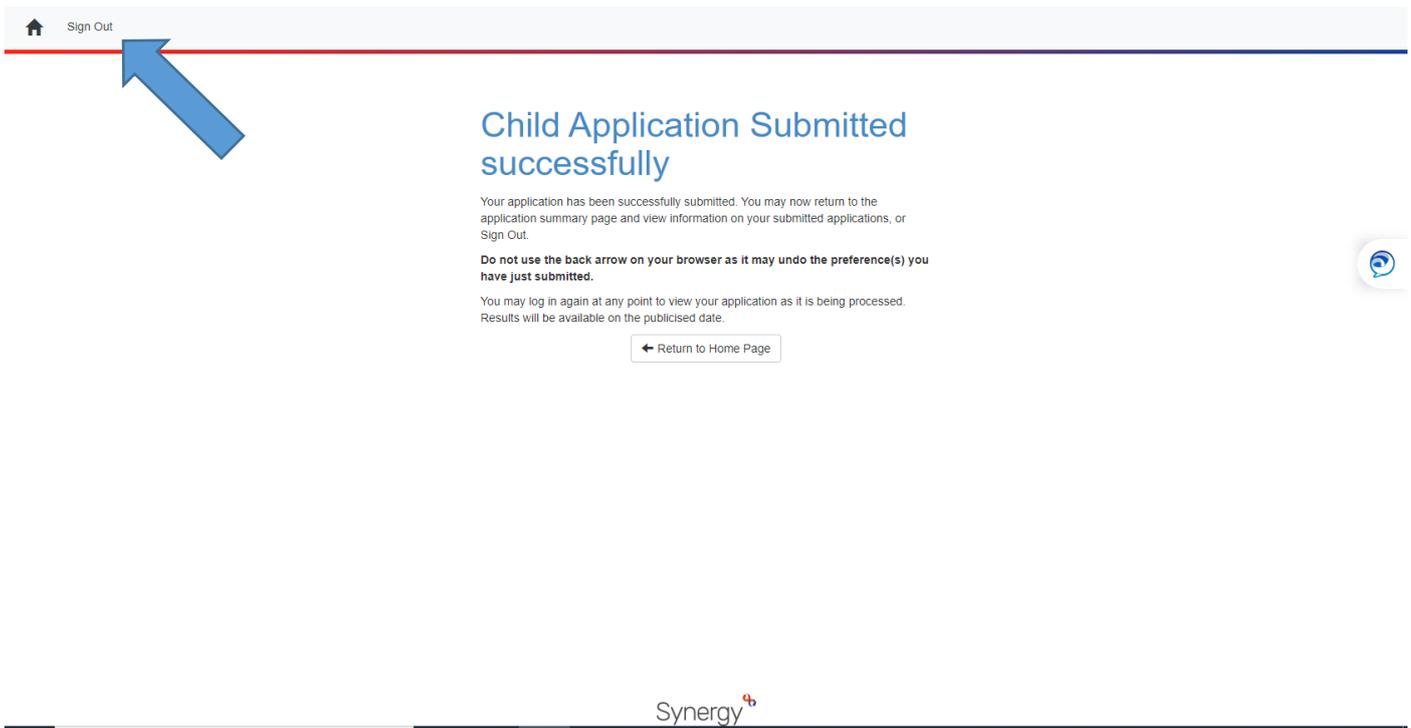
Child Details

Name: School Admissions
Address: As Parent / Applicant
DOB: 01/01/2012
Gender: Male
Current School: Not currently at school

Application Details

Round: 2023 Test Round
Council Tax Ref No: [REDACTED]

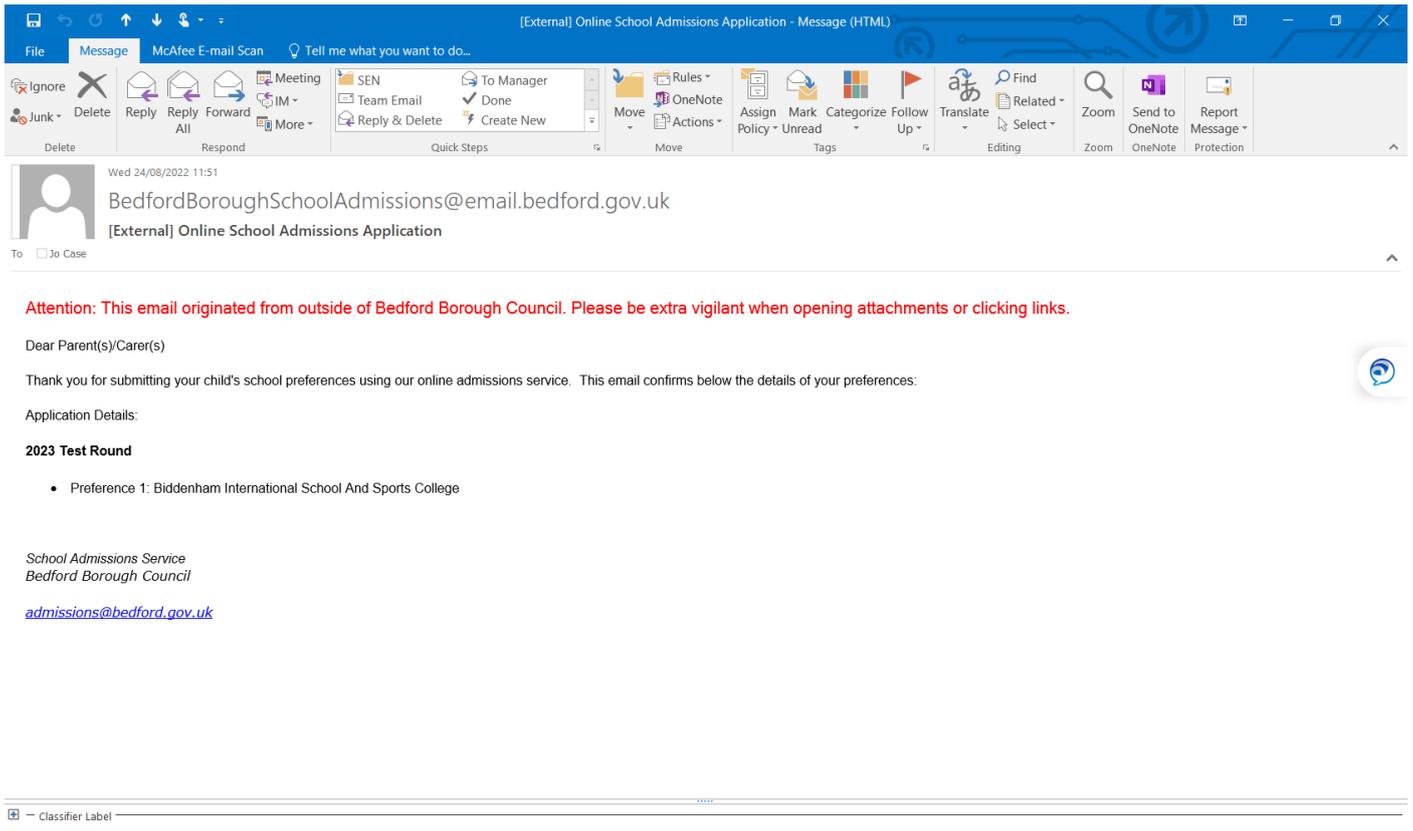
This screen will appear:



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