

# How to make an online application using the Citizens Portal

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*The screenshots used in this document were created during the secondary admissions process however, to process to apply online is the same for both primary and secondary. All details are for reference use only.*

Before you make your application, please ensure you have read the relevant Guide and the admissions arrangements for your preferred school.

**Step 1: After reading all the information online, click 'Apply online for a secondary/primary school place'**

You can apply online using the Citizens Portal.

Unless you have applied previously for an older sibling you will need to create an account.

It is important to note:

- the online site (Citizens Portal) is down every day between midnight and 2am
- for any technical issues such as password resets please email [it.support@bracknell-forest.gov.uk](mailto:it.support@bracknell-forest.gov.uk) School Admissions cannot reset your account
- the Citizens Portal will close at midday on 31 October 2022

**Apply online for a secondary school place**

**Step 2: Log into your account / create a new account**

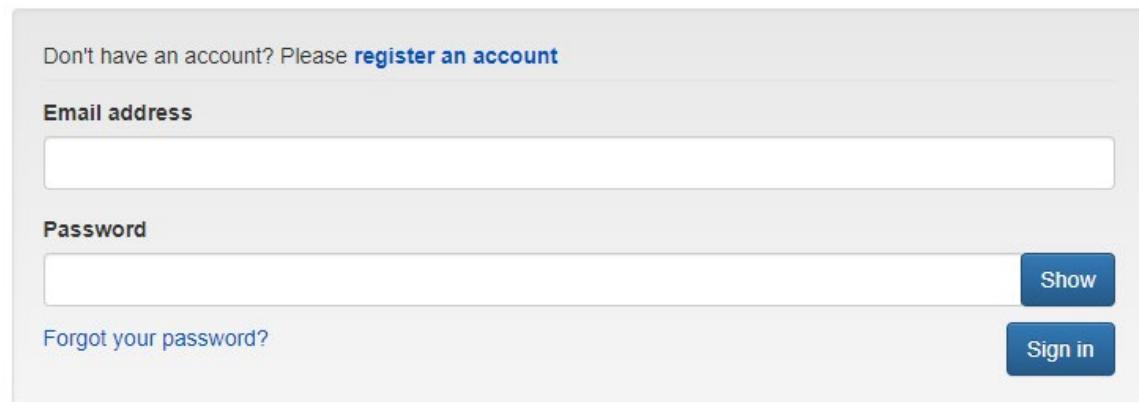
**Sign into an existing account**

If you have made an application previously you can sign into your existing account. If you are unable to sign in, or have forgotten your password please contact [it.support@bracknell-forest.gov.uk](mailto:it.support@bracknell-forest.gov.uk) for assistance

**Register an account**

Please follow the instructions below to register an account

Click 'register an account'



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

**Email address**

**Password**

 [Show](#)

[Forgot your password?](#)

**Sign in**

Complete the required fields

The details you provide here are those of the applicant (the parent/carer) please do not enter your child's details within this section.

## Register an account

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.

\* Required fields are marked with a red asterisk

Email address *	register.citizensportal.example@gmail.com
Confirm email address *	register.citizensportal.example@gmail.com
Password *	***** <span>Show</span>
Title *	Ms
Forename *	School
Surname *	Admissions
Gender *	Female

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

Use another address

Address  
Time Square  
Market Street  
Bracknell  
RG12 1JD

Provide a phone number where you can be contacted during normal office hours, if necessary

Home phone number	01344 354023
Mobile phone number	01344 354023
Work phone number	01344 354023

Submit

Once all the required fields are completed, click submit.

### *If you are having trouble*

#### **Address**

Remember you must be a Bracknell Forest resident to apply to Bracknell Forest. Applicants must apply to their home local authority no matter what school they wish to apply for.

#### **Email**

This must be a valid email address that has not been used for a previous account

#### **Other**

Ensure you have completed all required fields \* before trying to submit

Alternatively, you can report issues to [it.support@bracknell-forest.gov.uk](mailto:it.support@bracknell-forest.gov.uk) for assistance

Once you have clicked submit you will be asked to activate your account. Please refer to your emails, the following should be received. Click the link to activate your account.



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.

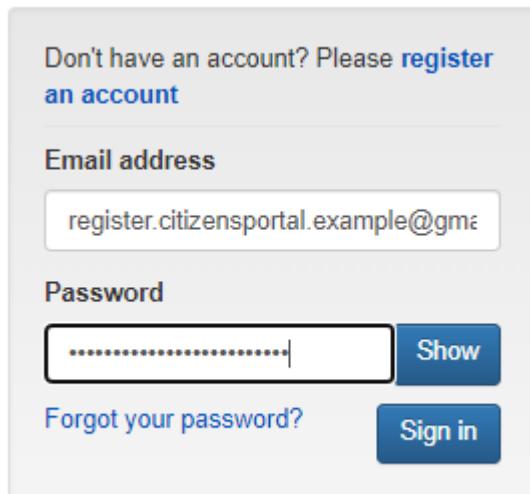
<https://oneservices.bracknell-forest.gov.uk/CitizenPortal/en/Account.Mvc/CompleteRegistration/81598-4aa9eea9-5067-439c-a57b-e30fb8f4ce79>

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.

Once your account has been activated you will then be able to sign into the Citizens Portal and complete an online application.



The image shows a sign-in form for the Citizen Portal. It includes fields for Email address and Password, and links for 'Forgot your password?' and 'Sign in'.

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

Email address

Password

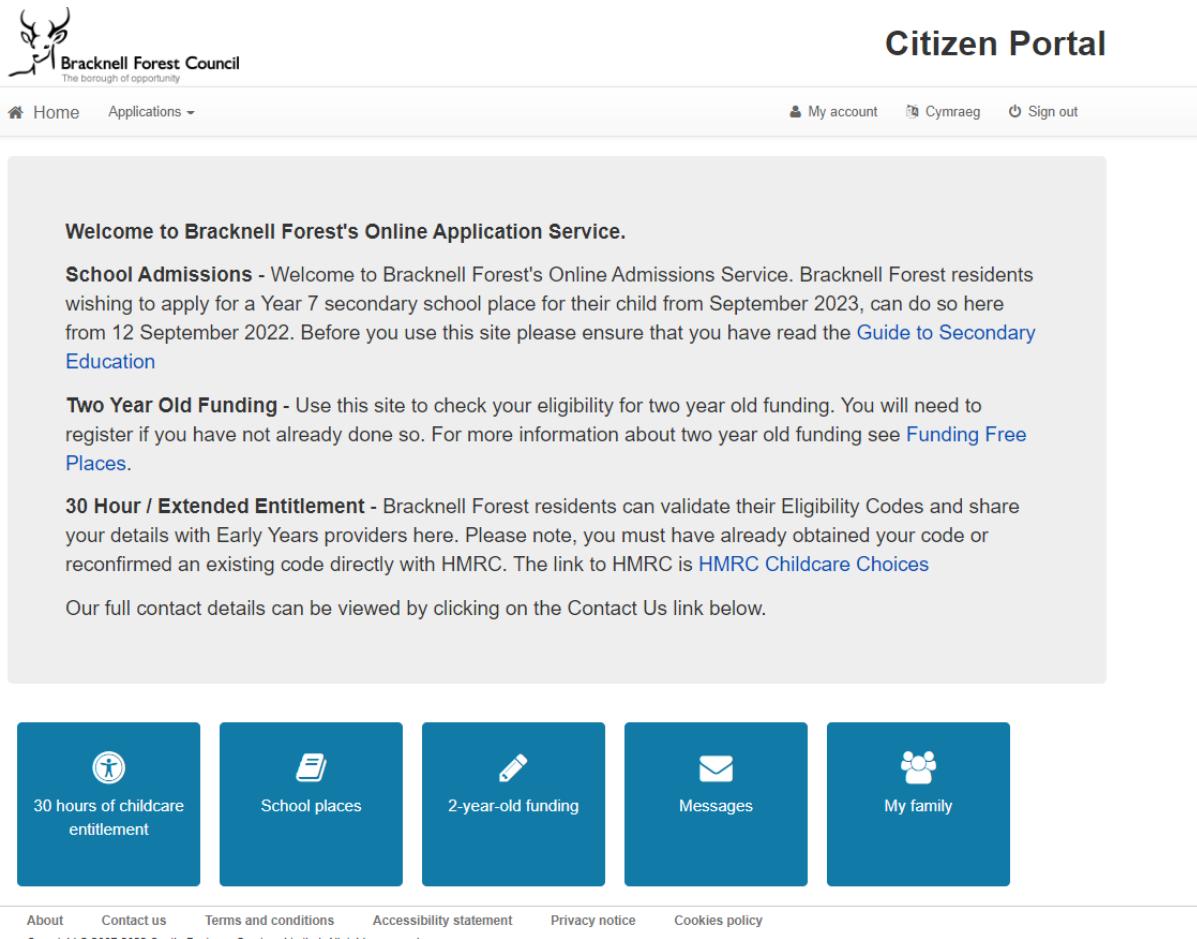
 [Show](#)

[Forgot your password?](#) [Sign in](#)

You can request to 'Show' your password, to check this is being entered correctly.

## Step 3: Setting up account details

Once you have signed in the following page will display. Click 'School Places'



Welcome to Bracknell Forest's Online Application Service.

**School Admissions** - Welcome to Bracknell Forest's Online Admissions Service. Bracknell Forest residents wishing to apply for a Year 7 secondary school place for their child from September 2023, can do so here from 12 September 2022. Before you use this site please ensure that you have read the [Guide to Secondary Education](#)

**Two Year Old Funding** - Use this site to check your eligibility for two year old funding. You will need to register if you have not already done so. For more information about two year old funding see [Funding Free Places](#).

**30 Hour / Extended Entitlement** - Bracknell Forest residents can validate their Eligibility Codes and share your details with Early Years providers here. Please note, you must have already obtained your code or reconfirmed an existing code directly with HMRC. The link to HMRC is [HMRC Childcare Choices](#)

Our full contact details can be viewed by clicking on the Contact Us link below.

**30 hours of childcare entitlement**

**School places**

**2-year-old funding**

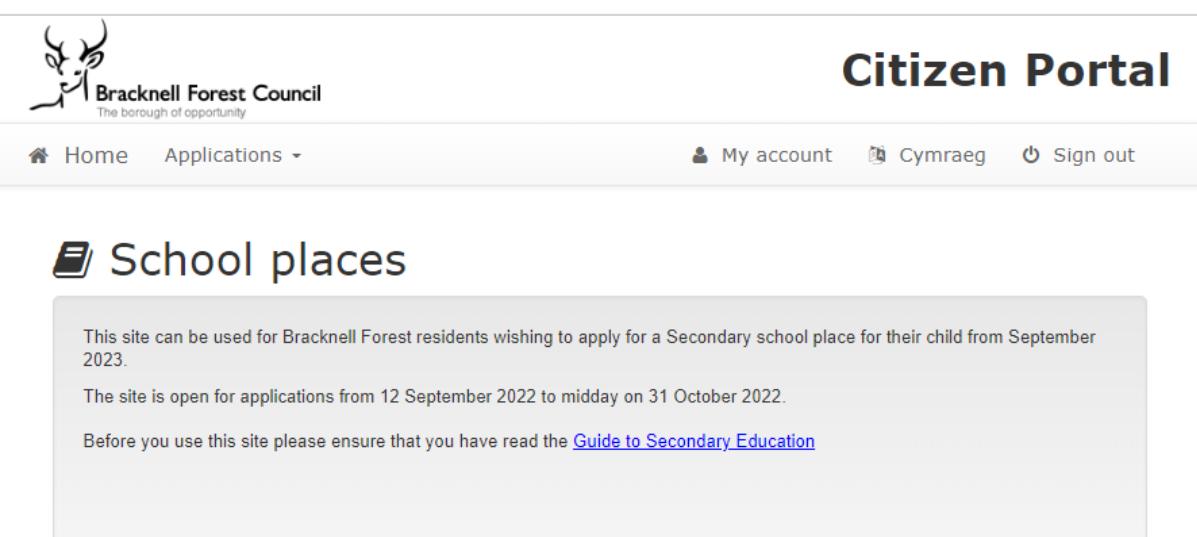
**Messages**

**My family**

About   Contact us   Terms and conditions   Accessibility statement   Privacy notice   Cookies policy

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The following page will then display. You will then need to 'add child'



## School places

This site can be used for Bracknell Forest residents wishing to apply for a Secondary school place for their child from September 2023.

The site is open for applications from 12 September 2022 to midday on 31 October 2022.

Before you use this site please ensure that you have read the [Guide to Secondary Education](#)

## Make a new application

Applications found for all known children

[Back](#)

[Add child](#)

This section is where you enter the details of your child. The child who you are applying for. It is important that the details entered are exact to those on your child's birth certificate.

## School place admissions

### Add child

Add child

Forename \*

Middle name

Surname \*

Gender \*

Date of birth \*  

Relationship to child \*  

Your relationship to this child

Parental responsibility \*  Yes  No  
Do you have legal responsibility for this child?

Select address \*  Time Square Market Street Bracknell RG12 1JD

 Add new address

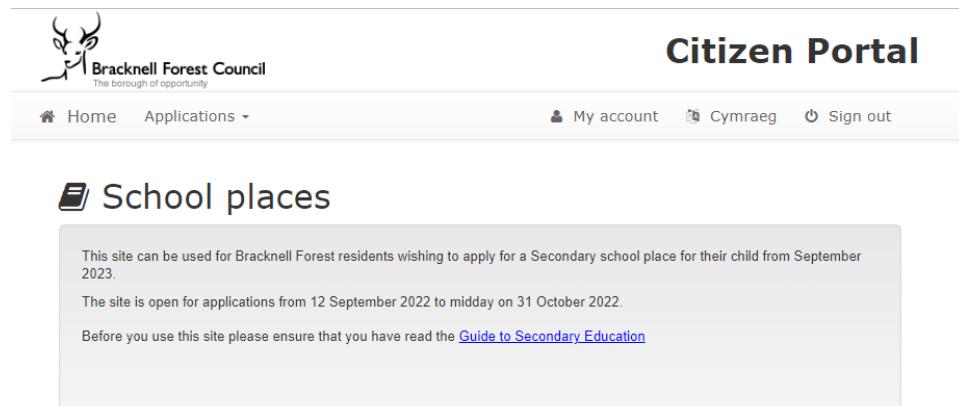
 Cancel

 Add child

- You need to select the address before you can continue, click on the address or 'add new address'
- If you enter your child's date of birth incorrectly, no transfer groups will display at a later step within this process. – ensure this is correct
- The applicant must have parental responsibility for the child
- The applicant should be the parent/ carer living at the same address of the child.

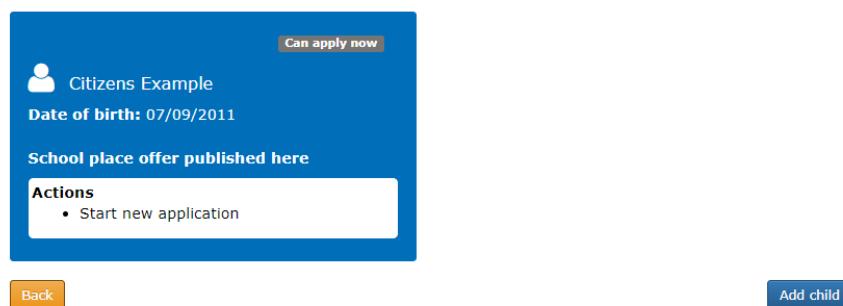
Once you have completed these required fields, click 'add child'

The following page will then display with your child's details



The screenshot shows the Citizen Portal homepage for Bracknell Forest Council. The header includes the council's logo and the text 'Citizen Portal'. Below the header, there are navigation links for 'Home', 'Applications', 'My account', 'Cymraeg', and 'Sign out'. The main content area is titled 'School places' with a sub-section header 'School place admissions'. A text box contains information about the application period: 'This site can be used for Bracknell Forest residents wishing to apply for a Secondary school place for their child from September 2023. The site is open for applications from 12 September 2022 to midday on 31 October 2022.' It also includes a link to the 'Guide to Secondary Education'.

## Make a new application



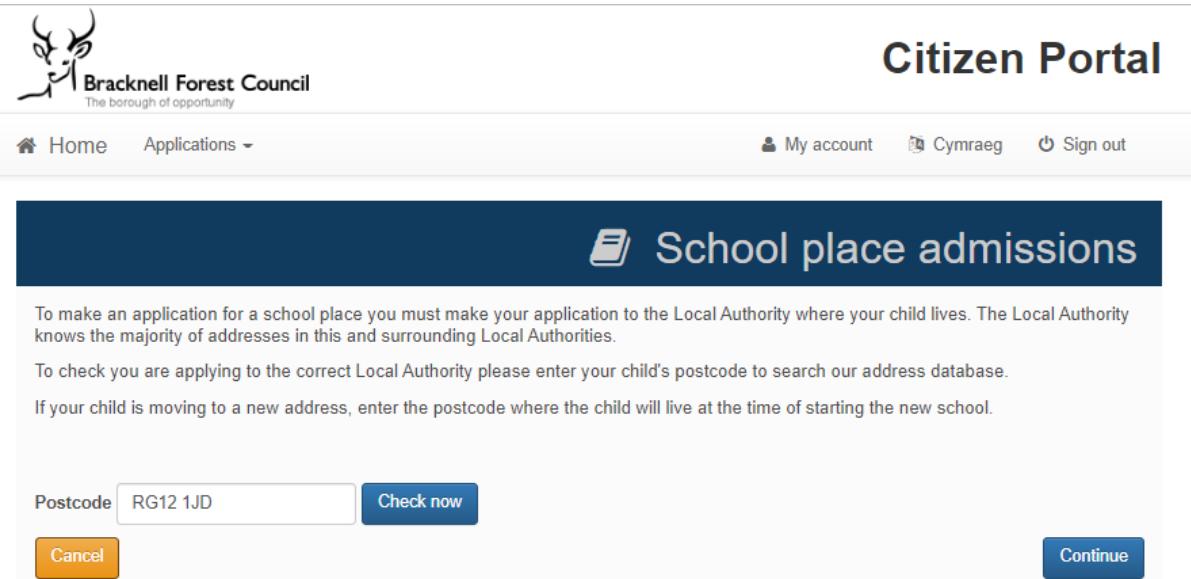
The screenshot shows a 'Start new application' page. It features a blue header with a user icon and the text 'Citizens Example'. Below this, it shows 'Date of birth: 07/09/2011'. A section titled 'School place offer published here' is shown. Under 'Actions', there is a list with a single item: 'Start new application'. At the bottom, there are 'Back' and 'Add child' buttons.

### Step 4: completing your application, click start new application to begin

It is important that you read all the information provided on each page before following each step to apply.

### Section 1: Checking you are applying to the correct local authority

The first page to display will be below, this is to check that you are a Bracknell Forest resident and that you should be applying to us. Click 'check now' on your postcode.



The screenshot shows a 'Check now' page for school place admissions. It features a blue header with a user icon and the text 'Citizen Portal'. Below the header, there are navigation links for 'Home', 'Applications', 'My account', 'Cymraeg', and 'Sign out'. The main content area is titled 'School place admissions'. A text box contains the instruction: 'To make an application for a school place you must make your application to the Local Authority where your child lives. The Local Authority knows the majority of addresses in this and surrounding Local Authorities.' Below this, it says: 'To check you are applying to the correct Local Authority please enter your child's postcode to search our address database.' It also includes the message: 'If your child is moving to a new address, enter the postcode where the child will live at the time of starting the new school.' At the bottom, there is a 'Postcode' input field containing 'RG12 1JD', a 'Check now' button, a 'Cancel' button, and a 'Continue' button.

The green tab should display to confirm you are a Bracknell Forest resident. If you are not a Bracknell Forest resident, please do not continue. You must apply to your home local authority, no matter what school you wish to apply for.



Bracknell Forest Council  
The borough of opportunity

**Citizen Portal**

Home Applications ▾ My account Cymraeg Sign out

## School place admissions

We are responsible for applications for this postcode

To make an application for a school place you must make your application to the Local Authority where your child lives. The Local Authority knows the majority of addresses in this and surrounding Local Authorities.

To check you are applying to the correct Local Authority please enter your child's postcode to search our address database.

If your child is moving to a new address, enter the postcode where the child will live at the time of starting the new school.

Postcode: RG12 1JD

Once confirmed you are a Bracknell Forest resident, click 'continue'

### Section 2: Select a transfer group

The following page will then display with a transfer group. This page shows the relevant admissions process that you can apply for according to your child's date of birth.



Bracknell Forest Council  
The borough of opportunity

**Citizen Portal**

Home Applications ▾ My account Cymraeg Sign out

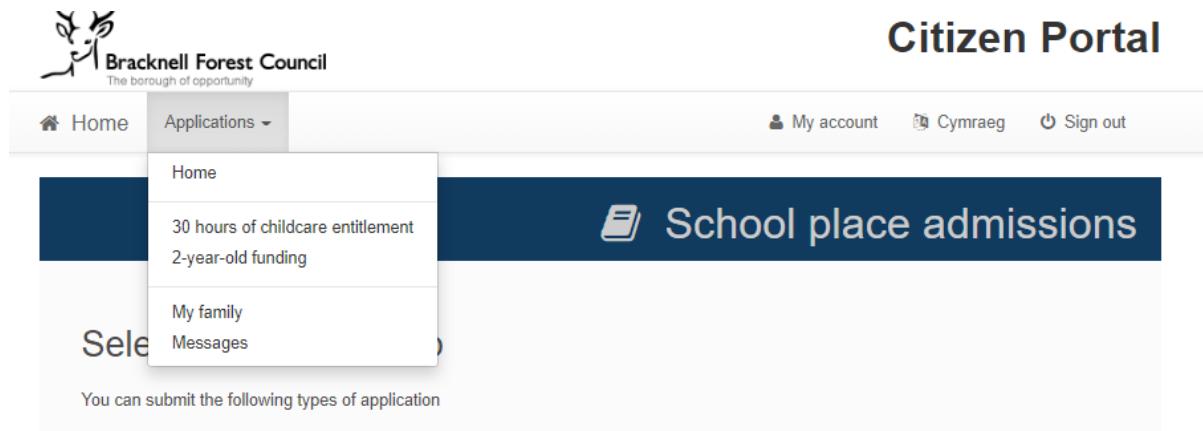
## School place admissions

### Select a transfer group

You can submit the following types of application

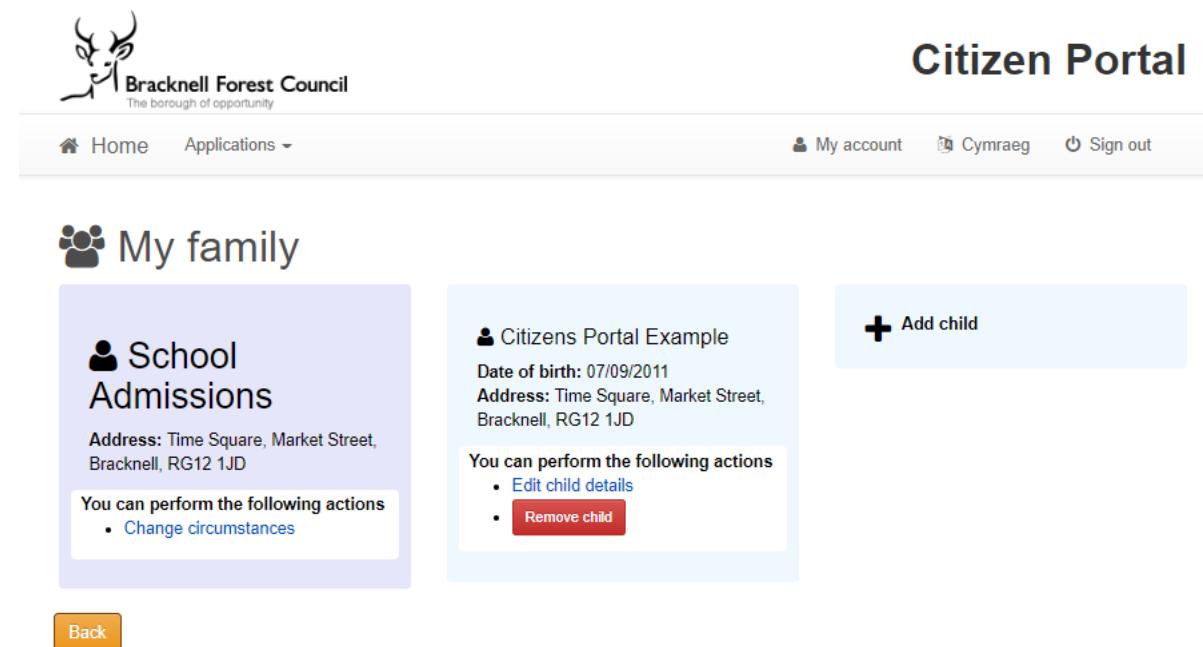
Transfer to Secondary School 2023/2024

If no transfer group display, please check you entered your child's date of birth correctly by clicking 'Applications' selecting 'My family'



The screenshot shows the Citizen Portal interface. At the top, the Bracknell Forest Council logo and the text 'The borough of opportunity' are visible. The main navigation bar includes 'Home', 'Applications' (which is currently selected and highlighted in blue), 'My account', 'Cymraeg', and 'Sign out'. A dropdown menu from the 'Applications' bar shows options: 'Home', '30 hours of childcare entitlement', '2-year-old funding', 'My family' (which is selected and highlighted in blue), and 'Messages'. Below the navigation, a large blue header bar says 'School place admissions'. The main content area contains the text 'You can submit the following types of application'.

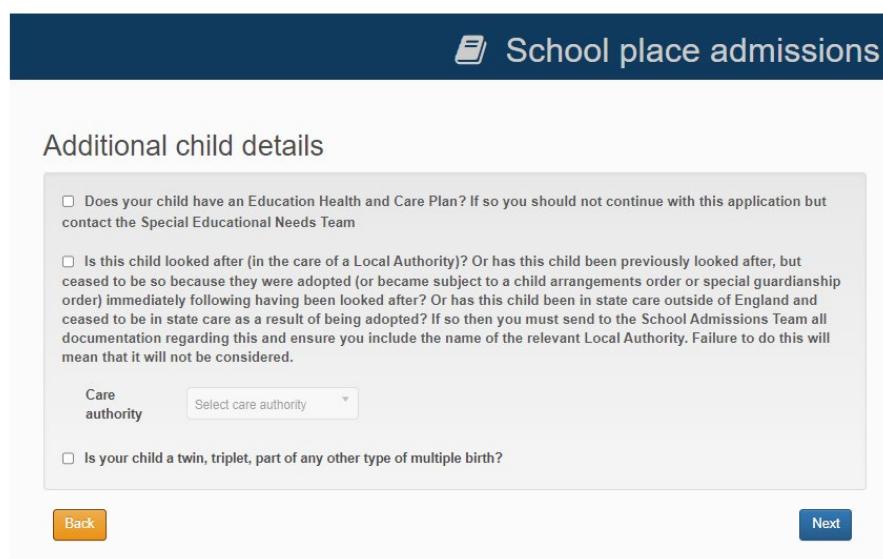
The following page will then display, you can amend your child's details here by clicking 'Edit child's details'



The screenshot shows the 'My family' section of the Citizen Portal. The header says 'Citizen Portal'. The main content area has a purple sidebar on the left with 'School Admissions' and an address. Below it is a box for actions: 'Change circumstances'. The main area shows a 'Citizens Portal Example' with a date of birth (07/09/2011), address (Time Square, Market Street, Bracknell, RG12 1JD), and a list of actions: 'Edit child details' and 'Remove child'. A 'Back' button is at the bottom left.

### Section 3: Addition child details

The following page will then display. In this section you will need to confirm if your child fulfils any of the following



The screenshot shows the 'Additional child details' section. The header says 'School place admissions'. The main content area has a box with the following questions and options:

- Does your child have an Education Health and Care Plan? If so you should not continue with this application but contact the Special Educational Needs Team
- Is this child looked after (in the care of a Local Authority)? Or has this child been previously looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order) immediately following having been looked after? Or has this child been in state care outside of England and ceased to be in state care as a result of being adopted? If so then you must send to the School Admissions Team all documentation regarding this and ensure you include the name of the relevant Local Authority. Failure to do this will mean that it will not be considered.
- Is your child a twin, triplet, part of any other type of multiple birth?

Below these questions are two dropdown menus: 'Care authority' and 'Select care authority'. At the bottom are 'Back' and 'Next' buttons.

If none of the above apply to your child, please click 'next to continue'

If any of the above apply:

- If your child has an EHCP (Education Health and Care Place) please do not continue this application process. You should contact the SEN department within Bracknell Forest who are responsible for your child's school admission.
- If your child is in the care of the local authority or was previously in care, then you will also need to confirm the local authority your child who currently or previously cared for your child.
- Evidence of this will need to be provided to School Admissions. You should review the relevant Guide or contact School Admissions for further advice.
- If your child is one of a multiple birth (twin, triplet etc.) please ensure that you complete an online application for each of your children. Once your application is completed you can do this by repeating the process. You will need to add the other child to your account. Please see further information on how to 'add child'

Select the relevant field which applies to your child and then click 'Next' to continue

#### Section 4: Address details, moving house

The following page will display. You should check your address is correct in the 'address details' section if this is incorrect you can amend this via 'my family'

If your address is correct and the details provided in the 'moving house' section do not apply please click 'Next' to continue

#### Address details

Citizens's current address is Time Square, Market Street, Bracknell, RG12 1JD. This can be changed from [My family](#) if it is not correct.

#### Moving house?

If you are moving to the above address please supply date. You will also be required to submit proof of the move into Bracknell Forest. Please refer to the relevant [Guide](#) for further information.

Moving date

Use the Post Office's [Postcode Finder](#) if you don't know your postcode.

Find address

Families of UK service personnel with a confirmed posting to the Bracknell Forest area (or Crown Servants returning from overseas to live in Bracknell Forest) will be able to make an application for a school place if it is accompanied by an official letter from the relevant service declaring a relocation date and a Unit postal address or quartering address. This should be scanned and emailed to: [school.admissions@bracknell-forest.gov.uk](mailto:school.admissions@bracknell-forest.gov.uk)

For those service families who already live in Bracknell Forest a formal letter from their chain of command verifying their address would be accepted if applying under the designated area criteria.

Is Citizens a member of a service or Crown servant family, who are returning or moving to the address selected to take up duties?

[Back](#)

[Next](#)

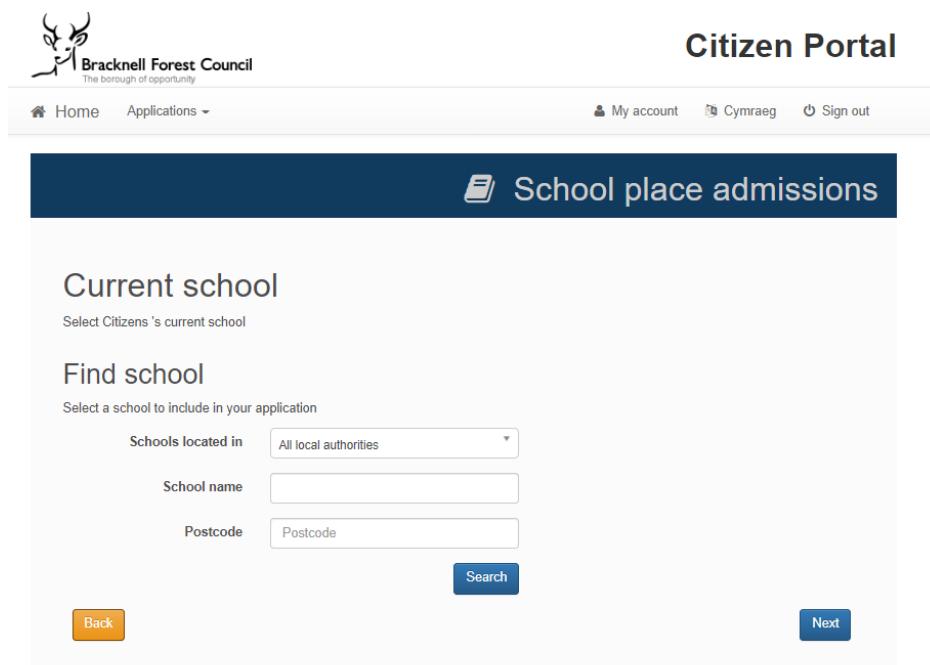
If you are moving within Bracknell Forest, please complete the required fields in the 'moving house' section. It is important to note that this does not mean the new address will be applied to your application. You should refer to the details provided for moving applicants within the relevant Guide or contact School Admissions for further advice.

If you are a member of a service or crown servant family who is moving into Bracknell Forest, please ensure this box is ticked and that you provide School Admissions with a copy of your posting order.

Once all relevant fields are complete, please click next to continue

## Section 5: Current School

The following will display. In this section you are to add the details of your child's current school. These must be the details of the school your child currently attends (their current primary school)



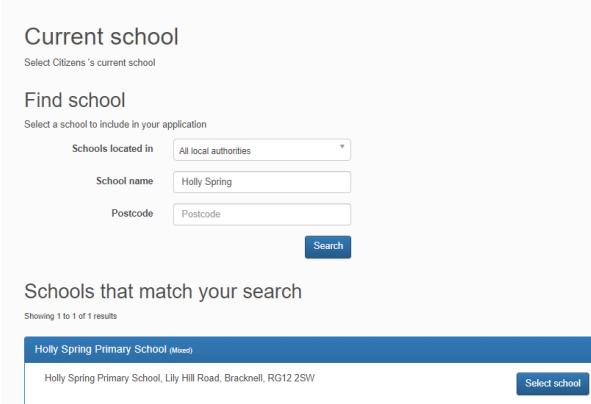
The screenshot shows the Citizen Portal interface. At the top, there is a logo for Bracknell Forest Council with the tagline 'The borough of opportunity'. To the right, it says 'Citizen Portal'. Below that, there are navigation links: 'Home', 'Applications', 'My account', 'Cymraeg', and 'Sign out'. The main heading is 'School place admissions'. Under this, there are two sections: 'Current school' and 'Find school'. The 'Current school' section has a sub-instruction 'Select Citizens's current school'. The 'Find school' section has a sub-instruction 'Select a school to include in your application'. It includes fields for 'Schools located in' (set to 'All local authorities'), 'School name' (empty), 'Postcode' (empty), and a 'Search' button. At the bottom are 'Back' and 'Next' buttons.

Ensure 'all local authorities are selected; this will then search for schools within or outside of Bracknell Forest.

Begin you search by typing in the school's name. Please ensure this is correct, the school will not show is typed incorrectly or additional spaces, typos are made.

You should not need to search by postcode. However, if you are using this field, it is the school's postcode you must enter. Not your own.

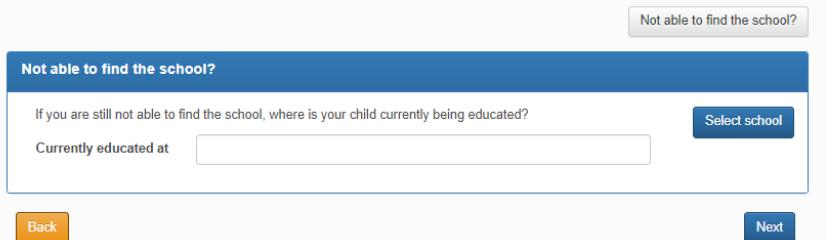
Click Search and the school will appear below, schools will have similar names so please ensure you are selecting the correct school.



The screenshot shows the search results for 'Holly Spring Primary School'. The search term is 'Holly Spring'. The result 'Holly Spring Primary School (Mixed)' is listed with the address 'Holly Spring Primary School, Lily Hill Road, Bracknell, RG12 2SW'. There is a 'Select school' button next to it. At the bottom, it says 'Showing 1 to 1 of 1 results'.

If you are unable to find your child's current school, click 'not able to find the school'

You will then be able to enter the name of your child's school manually.



Not able to find the school?

If you are still not able to find the school, where is your child currently being educated?

Currently educated at

Select school

Back

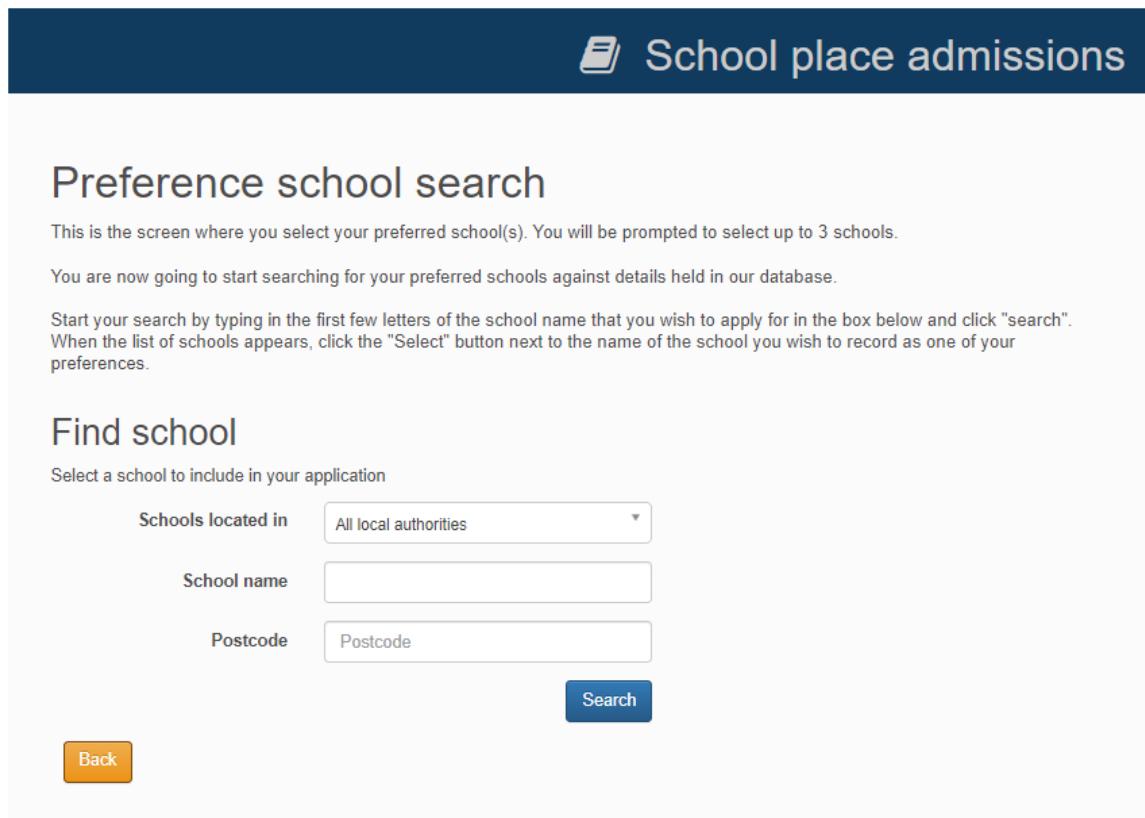
Next

## Section 6: Preference school search & reasons.

In this section you will begin to list your preferences (the schools you wish to apply for) you can list up to three preferences on your application with Bracknell Forest.

You should ensure you have read the relevant Guide and the admission arrangements for your preferred schools.

The following page will display below



## School place admissions

### Preference school search

This is the screen where you select your preferred school(s). You will be prompted to select up to 3 schools.

You are now going to start searching for your preferred schools against details held in our database.

Start your search by typing in the first few letters of the school name that you wish to apply for in the box below and click "search". When the list of schools appears, click the "Select" button next to the name of the school you wish to record as one of your preferences.

#### Find school

Select a school to include in your application

Schools located in

School name

Postcode

Search

Back

Ensure 'all local authorities are selected; this will then search for schools within or outside of Bracknell Forest.

Begin your search by typing in the school's name. Please ensure this is correct, the school will not show if typed incorrectly or additional spaces/ typos are made.

You should not need to search by postcode. However, if you are using this field, it is the school's postcode you must enter. Not your own.

Click Search and the school will appear below, schools will have similar names or there may be boarding options. Please ensure you are selecting the correct school.

## School place admissions

### Preference school search

This is the screen where you select your preferred school(s). You will be prompted to select up to 3 schools.

You are now going to start searching for your preferred schools against details held in our database.

Start your search by typing in the first few letters of the school name that you wish to apply for in the box below and click "search". When the list of schools appears, click the "Select" button next to the name of the school you wish to record as one of your preferences.

### Find school

Select a school to include in your application

Schools located in	<input type="text" value="All local authorities"/>
School name	<input type="text" value="Garth Hill College"/>
Postcode	<input type="text" value="Postcode"/>

### Schools that match your search

Showing 1 to 1 of 1 results

Garth Hill College (Mixed)	
Garth Hill College, Bull Lane, Bracknell, RG42 2AD	<input type="button" value="Select school"/>

Click 'select school' to continue.

If you have searched correctly and you are still unable to find the school, you wish to apply for

- You cannot apply for independent/ private schools through this application process. Applications to these schools must be made directly.
- Check you have the correct name for the school or that the school's name has not changed
- Check the school you wish to apply for is relevant to your child's age group. e.g., you cannot apply for a primary school when the application relates to secondary admissions.

If you have checked all the above and are still unable to find the school place contact [it.support@bracknell-forest.gov.uk](mailto:it.support@bracknell-forest.gov.uk) the school may need to be added to the system.

Once you have selected your school of preference you will then be asked a series of questions which will relate to the admission criteria for the school.

If the criterion does not apply to your application, then click 'next' to continue.

**SIBLING**

If your child has a sibling at your preferred school, please ensure this field is ticked, you will be asked to provide further details for the sibling if this is selected.

## School place admissions

### Preference reasons: Sibling

You will be asked to provide reasons for applying to Garth Hill College on the next pages

Will the child have brother(s) or sister(s) at the school who will still be attending at the time of the applicants admission. This does not include those children who will be in the 6th form of the school. This will be checked as necessary before an offer is made. These siblings include children living as siblings in the same family unit and at the same address as the child and for whom the applicant has parental responsibility.

[Back](#)

[Next](#)

Please ensure you complete each of the required fields and click 'next' to continue

## School place admissions

### Sibling details

You will be asked to provide reasons for applying to Garth Hill College on the next pages

If your child has more than one sibling that attends this school, provide the details of the sibling whose age is closest to this child's age

Forename \*

Middle name

Surname \*

Gender \*  Please select

Date of birth \*  dd/mm/yyyy

Use previous address

Use another address

Address   
 Time Square  
 Market Street  
 Bracknell  
 RG12 1JD

[Back](#)

[Next](#)

## School place admissions

### Sibling school

Sibling's current school

School name	Garth Hill College
Address	Garth Hill College, Bull Lane, Bracknell, RG42 2A

Sibling must be attending the above school

[Find school](#)

[Back](#)

[Next](#)

### PREFERENCE REASONS

The following page will then display where you can select other reasons for your preference. Please do not simply select them all.

If none of the reasons apply to your application, click 'next' to continue

### Preference reasons

Select the reasons for choosing Garth Hill College as a preferred school

For details of the over subscription criteria for Bracknell Forest schools, please refer to the [Guide to Secondary Education](#) in Bracknell Forest before completing your application. You should contact the relevant admission authority to ensure you are aware of the criteria for any other school before naming it as a preference and submit any additional information as required.

- I am selecting this school for medical reasons
- I believe my child lives in this school's catchment
- I am selecting this school for social reasons
- I believe my application meets the staff criterion

[Back](#)

[Next](#)

If any of the reasons above, do apply to your application

**'I am Selecting this school for medical reasons'** You should refer to the preferred school's admission arrangements to see if social/medical is a criterion within their arrangements. If this applies additional forms may be required and the criterion will not be considered if these additional forms are not completed.

**I believe my child lives in this school's catchment'** you are likely to only be within the catchment area for **one** school. you should not base this judgement on advice from friends or where your neighbours go to school. You should always check your catchment school, you can do this online using this link [Bracknell Forest School Admissions \(arcgis.com\)](http://Bracknell Forest School Admissions (arcgis.com))

**'I am selecting this school for social reasons'** You should refer to the preferred school's admission arrangements to see if social/medical is a criterion within their arrangements. If this applies additional forms may be required and the criterion will not be considered if these additional forms are not completed.

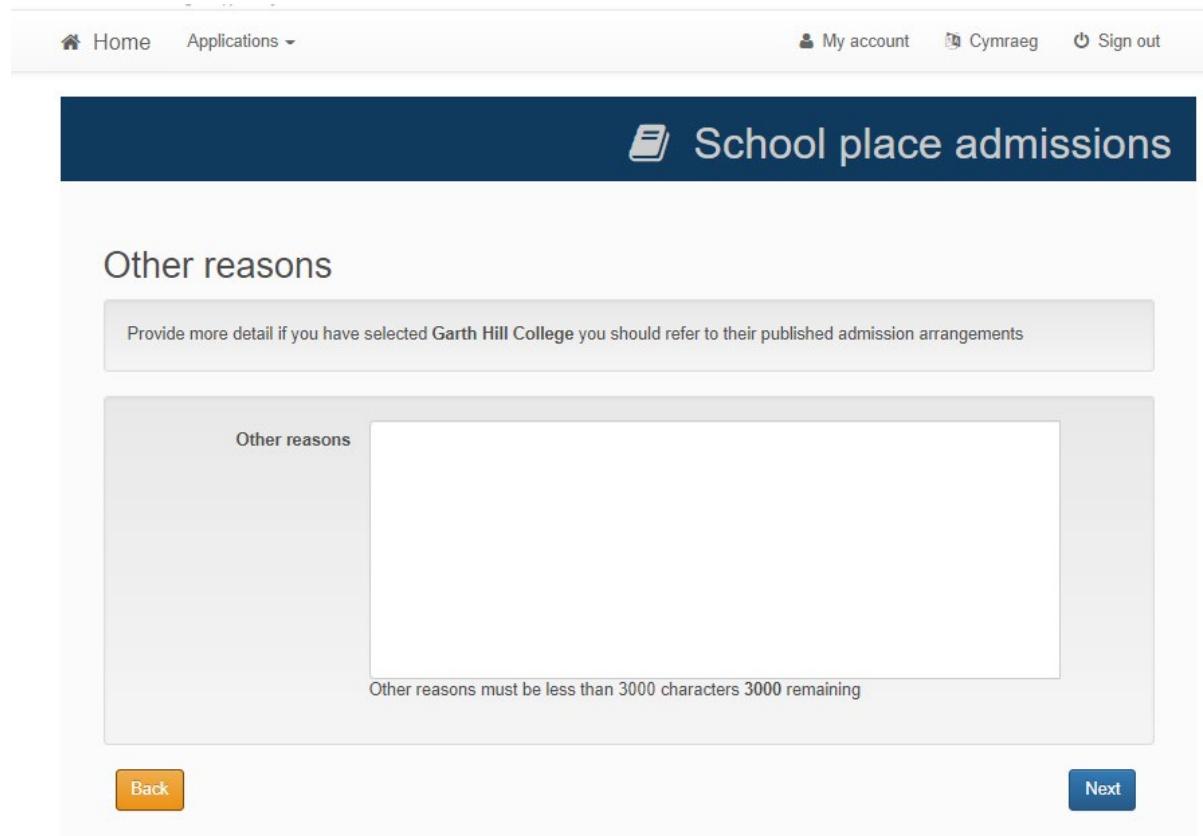
**'I believe my application meets staff criterion'** If you work at the preference school then you should refer to the preferred school's admission arrangements to see if staff criterion is within their arrangements. Additionally, only certain staff members will fulfil this criterion.

Other reasons may show depending on the school you apply for; you should refer to the school's admission arrangements for further advice is required.

### OTHER REASONS

The following page will then display. In this section you can add any other reasons for your preference. This is not a required field, information displayed here will only be considered if it relates to the criteria within the admission arrangements for the school.

Click next to continue



The screenshot shows a web-based application interface for school place admissions. At the top, there is a navigation bar with links for 'Home', 'Applications', 'My account', 'Cymraeg', and 'Sign out'. Below the navigation bar, a dark blue header bar displays the text 'School place admissions' with a document icon. The main content area is titled 'Other reasons' and contains a text input field with the placeholder text 'Provide more detail if you have selected Garth Hill College you should refer to their published admission arrangements'. Below the input field, a note states 'Other reasons must be less than 3000 characters 3000 remaining'. At the bottom of the page are two buttons: 'Back' (orange) and 'Next' (blue).

The following page will then display, this shows the preferences you have added to your application to date. You can list up to three preferences on your application. to add another preference, click 'add preference school' and then completed the preference reasons again as confirmed above.

Once you have added all your preferences you can also move the order of your preferences by using the arrows displayed below. Additionally, you can remove a preference by selecting remove. You can make changes to your online application until midday of the closing date.

Listing a school as a first preference **does not** give your application priority over other applicants who may have listed the school as a second or third preference. For further information on the order of preferences and how this work please see the relevant Guide

## School place admissions

### Your Preferred Schools

You can select up to 3 schools, and you can change your selection until 31/10/2022 12:00.

Rank the schools in order of preference. Your most preferred school should be rank 1.

Rank	School name	Reorder	
1	Garth Hill College	 	<button>Edit</button> <button>Remove</button>
2	St Crispin's Secondary School	 	<button>Edit</button> <button>Remove</button>
3	Sandhurst School		<button>Edit</button> <button>Remove</button>

[Add preferred school](#)

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

Once you have added all the preferences of schools you wish to apply for click next to continue.

### Section 7: supporting evidence

This section is to add any supporting evidence to your application. School Admissions request a copy of your child's birth certificate. Other than this, all other supporting documentation provided is dependent on the criterion you are applying under. School Admission cannot confirm what each applicant needs to supply. Please refer to your preferred school's admission arrangements for further information.

## School place admissions

### Supporting evidence

Please upload any applicable evidence to support your application, such as Birth Certificate, Supplementary Information Forms, etc. Please see the relevant Guide to Education for full details of additional evidence you may need to submit with your application.

[Choose Files...](#)

Selected files

Types of files: docx, pdf, jpeg, jpg, bmp, doc, png

A maximum of 5 files can be uploaded. Each file cannot be bigger than 5MB

[Back](#)

[Next](#)

Once you have uploaded your supporting evidence click next to continue.

### Step 5: Declaration, submitting your application

The following page will display

In this section you will need to complete the declaration. You can also confirm how you would like to receive your offer. - Please see information online should you wish to opt out of receiving your offer by email. You can also preview your application.

## School place admissions

#### Application for Citizens Example (date of birth 07/09/2011)

Your application is ready to be submitted. You can submit your application now, or you can return to it and submit it later. You can also preview your application before submitting it.

#### Terms and conditions

I certify that the information I have given in this application is correct and that I have parental responsibility for the child named. I have read and understood the admissions arrangements and criteria for all of my preferred schools and have completed and submitted any additional forms which may be required. I have read and understood the relevant Bracknell Forest Guide to Education. I understand that the authority reserves the right to verify any of the information given in this application and that any offer of a place will be on the basis that the information supplied is accurate and current. Any place offered may be withdrawn if I give false or misleading information. I certify that all relevant sections have been completed fully and I understand that failure to do so could delay my application. I understand that my address will be verified as part of the admissions process.

#### Data protection

Personal information contained on your application is subject to the Data Protection Act 1998 and is GDPR compliant. Data may be exchanged with other departments in Bracknell Forest Council, other Local Authorities and admissions authorities, schools and government agencies where necessary. The authority reserve the right to carry out further investigations and require additional evidence to verify information contained in this application.

#### School place offer

If you choose to receive your school place offers by email, we will not send them to you by post.

Your school place offers will also be available on this website on 01/03/2023

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

Warning: Check your email junk or spam folders if you do not receive an email from us on offers day.

#### Preview application

Preview your application

[Preview](#)

#### Submit

You may still make changes until 31/10/2022 12:00 after you have submitted your application.

Your application is ready to be submitted. You can submit your application now, or you can return to it and submit it later. You **must** submit it before 31/10/2022 12:00 to be sure a place will be allocated.

The details provided are correct to the best of my knowledge, and I agree to the terms and conditions

[Return later](#) [Submit](#)

[Back](#)

You will need to select the box at the bottom of the page 'the details provided are correct to the best of my knowledge, and I agree to the terms and conditions before submitting your application. you must click submit; School Admissions will not receive your application if this is not submitted.

Once you have submitted your application the following page will display

The screenshot shows a confirmation message for a school application. At the top, a blue header bar contains the text 'School place admissions' next to a document icon. Below this, the title 'Application for Citizens Example (date of birth 07/09/2011)' is displayed. A message in a grey box informs the user that their application has been successfully submitted and they will receive a confirmation email. It also notes that if additional evidence is required, they will need to supply it. At the bottom of this box are two buttons: 'Preview your application' and a blue 'Preview' button. A note below the buttons states that changes can be made until 31/10/2022 12:00, and that the application must be resubmitted for changes to be considered.

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

Preview your application [Preview](#)

You can make changes to this application until 31/10/2022 12:00. If you do make changes, you **must** resubmit the amended application for the changes to be considered.

You will also receive an automated email to your email address to confirm your application has been submitted. Please ensure this has been received.

You can amend your application any time before the closing date however, you must ensure you re-submit your application.