



# **BARNSELY**

## **Metropolitan Borough Council**

### **Synergy Parent Portal for Online Admissions**

Welcome to the Parent Portal for Online Admissions. This guide will take you through the process to apply for a primary or secondary school place for September 2021.

**Please note that even if you have applied for a school place online previously you will still need to create an account as this is a new system for 2021 admissions.**

### **Creating an Account**

Firstly you will need to access the online parent portal at

<https://barnsley.cloud.servelec-synergy.com/Synergy/Parents/default.aspx>

This will take you to the Parent Portal Homepage as below where you can either **Create an Account**, or if you have already done so, **Sign** back into your account.

Parent Portal: Home

← → ↻ 🏠 barnsley.cloud.servelec-synergy.com/Synergy/Parents/default.aspx

📱 Apps 📌 Managed BookMarks 🌐 Digital First - SAP C... 📧 Free Hotmail 📧 New Email 📄 Suggested Sites 📁 Imported From IE 🌐 Barnsley Council Int... 📊 EmployeeAbsence\_...

🏠 Sign In or Create Account

## Welcome to the Barnsley Parent Portal

### Applying for a School Place

*We are pleased to confirm that the technical glitch relating to applications for out of Borough schools has been resolved and preferences can now be submitted for schools in other Authorities.*

In order to make an informed decision about which is the preferred school for your child, you need to be aware of the variety of information available about each school and the ways in which you can access that information.

Section 5 of the Admission to School - Advice to Parents booklet gives the names and addresses of all schools in Barnsley together with additional information on school size and type, age range of pupil, etc. More detailed information is provided in each school prospectus, available free of charge from the school.

The Department for Education has a website with a specific section for parents and includes advice on expressing preferences and information on performance tables.

The Office for Standards in Education (Ofsted) is responsible for inspecting all schools and producing reports on all schools. The report is an external and independent view of what is good and not so good about a school compared to other schools. If you want a copy of the report for a particular school you could contact that school who must make available a copy of the report, but there may be a small charge to cover administrative costs. Ofsted reports can also be downloaded from <http://www.ofsted.gov.uk>

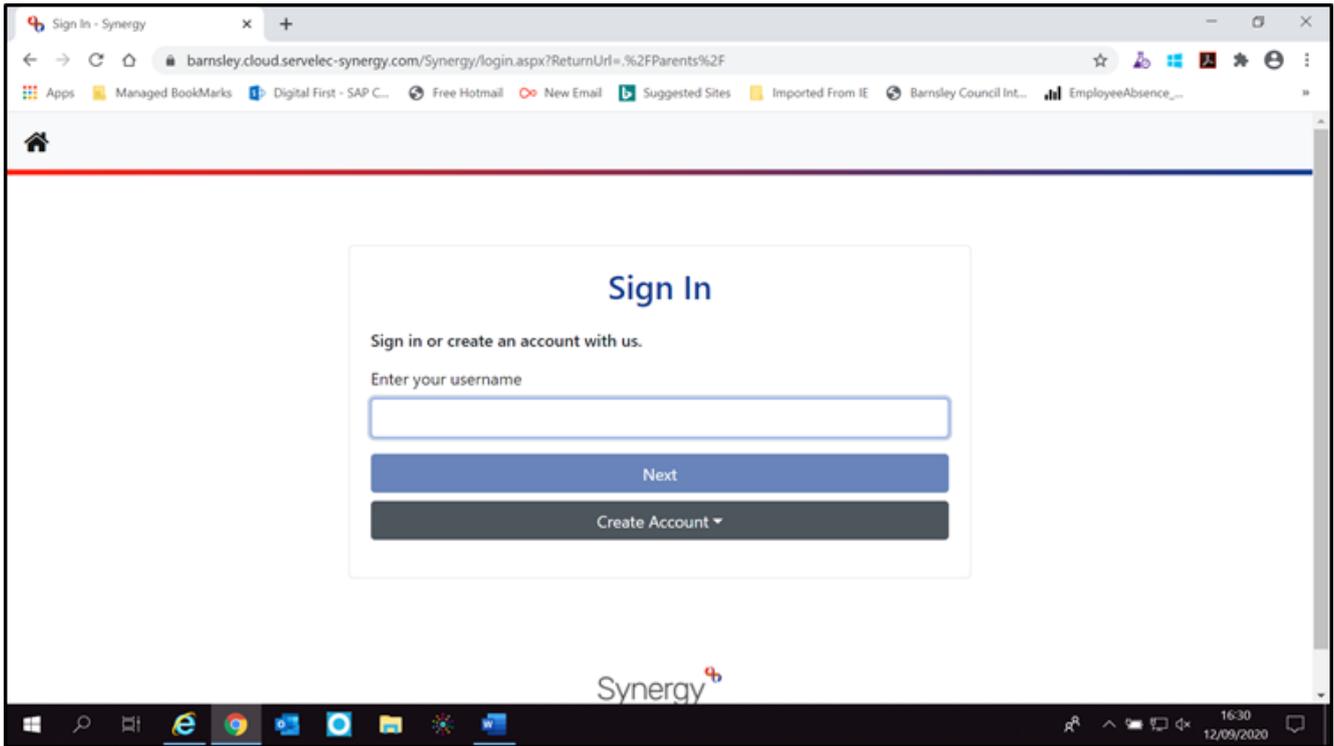
You are advised that performance tables should not be used as the sole guide in deciding which are your preferred schools for your child, the wider educational experience offered by each school should also be carefully considered.

You will also need to consider whether the school is a reasonable distance from your home and how your child will get to school.

To begin using the Parent Portal, create an account using the 'Create Account' link which can be found on the upper left side of this page. To return after creating an account, use the 'Sign In' link which can also be found on the upper left side of this page.

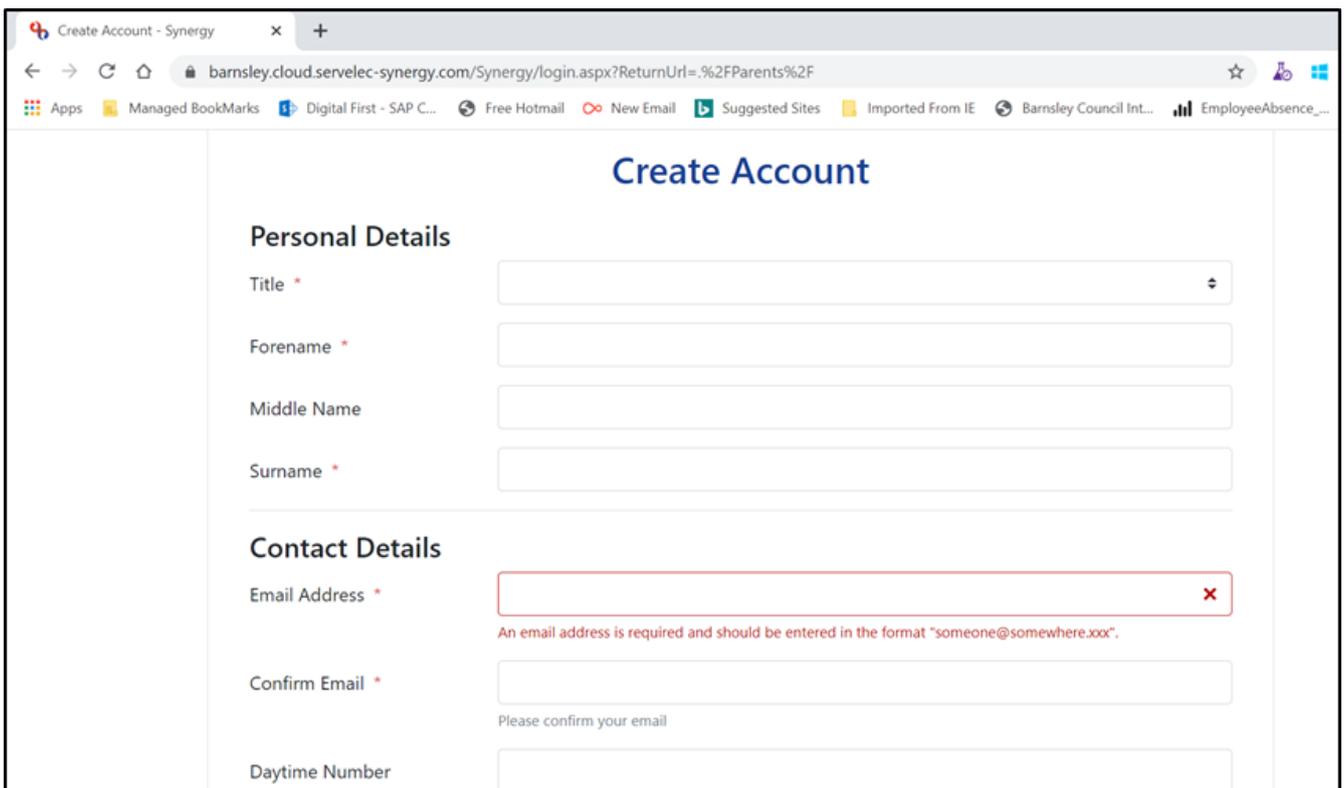
Using a tablet/smartphone? Access the menu items including the 'Create Account' and 'Login' links using the menu in the top right hand corner.

When clicking on the Create Account link you will be directed to the following page.

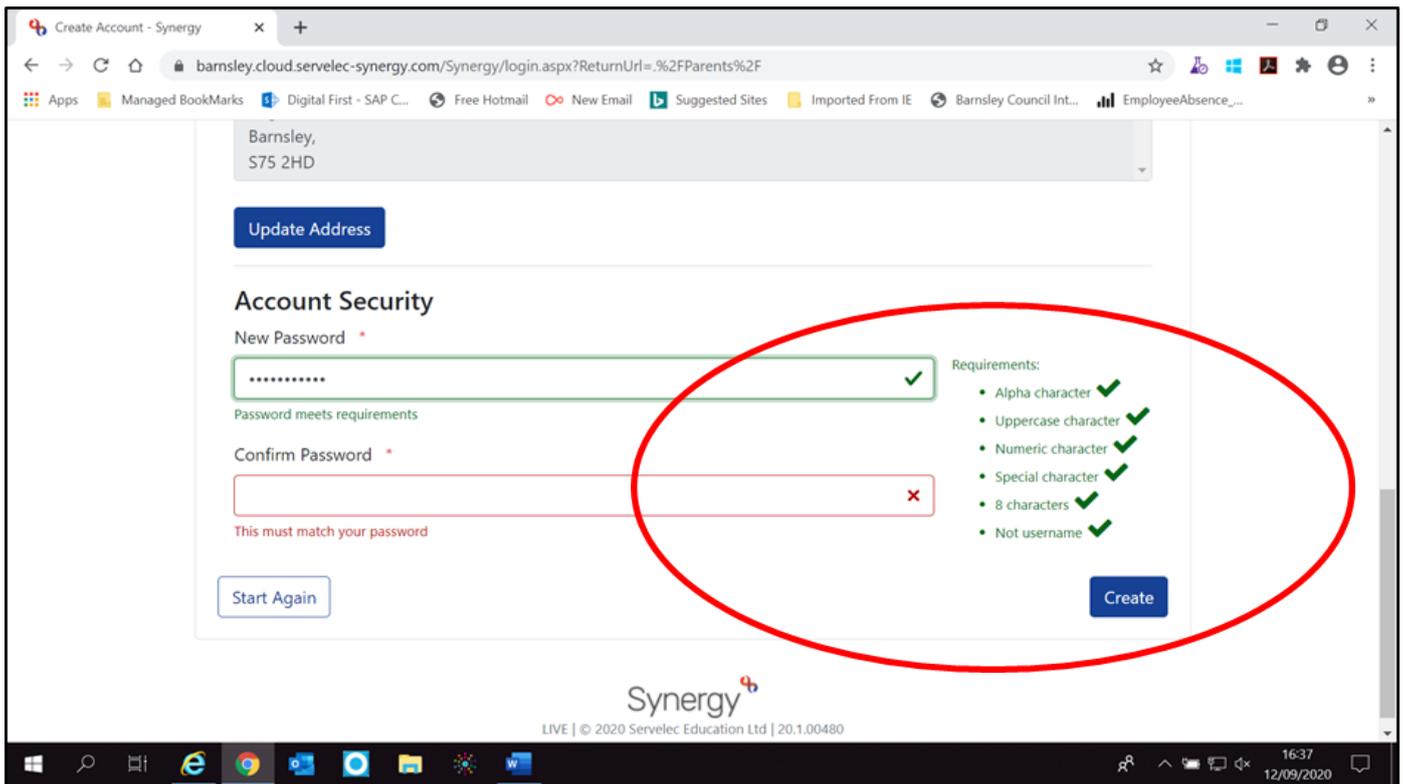


On this page you should enter your **username, which will always be your email address**, and then click **Create Account**, (or **Next** if you are signing back into an already created account). **When you click on the create account link please choose Citizen Account.**

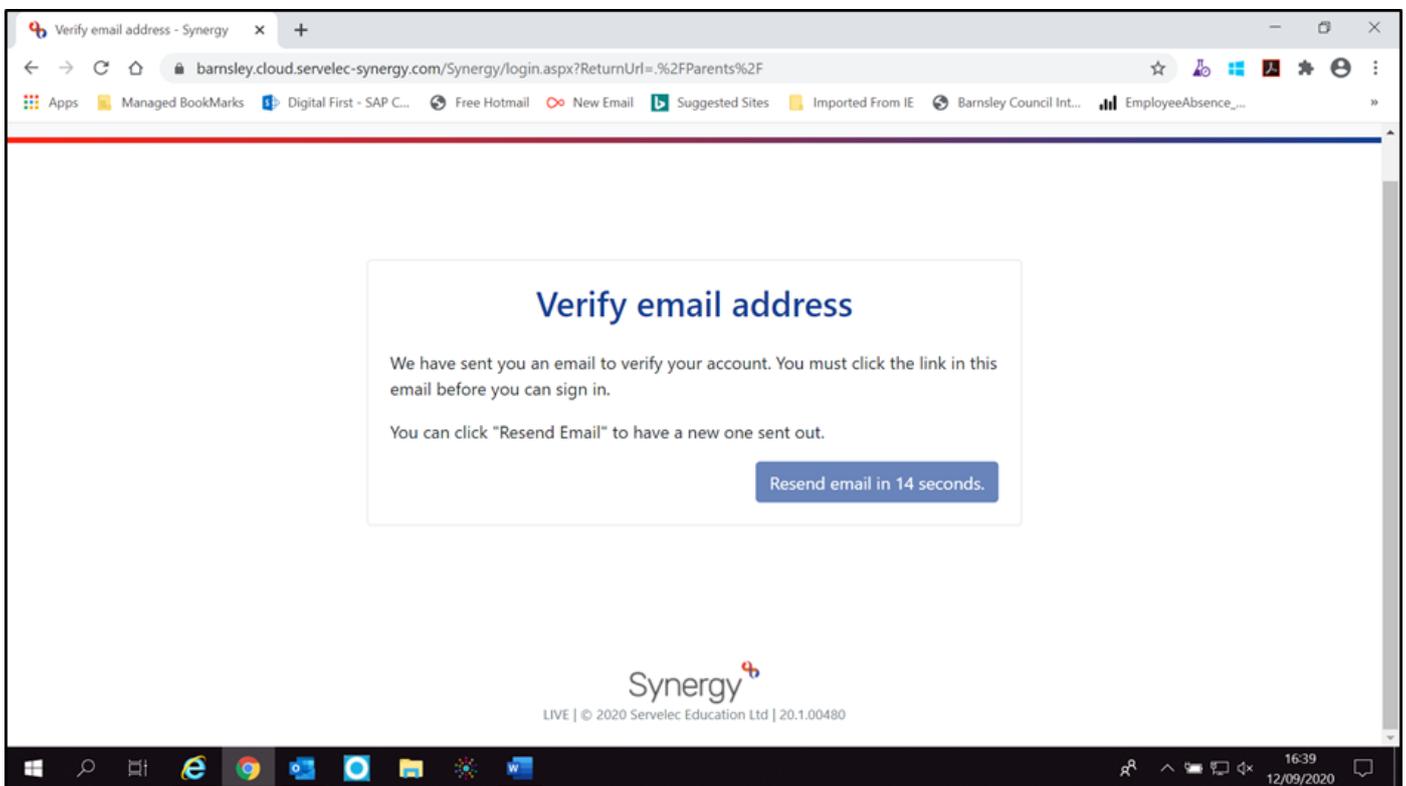
You will then be prompted to input all your details onto the Create Account Page and set a password which complies with the required criteria (this will be listed at the side of the password box).



Once you have completed all fields you must click on the **Create** button.



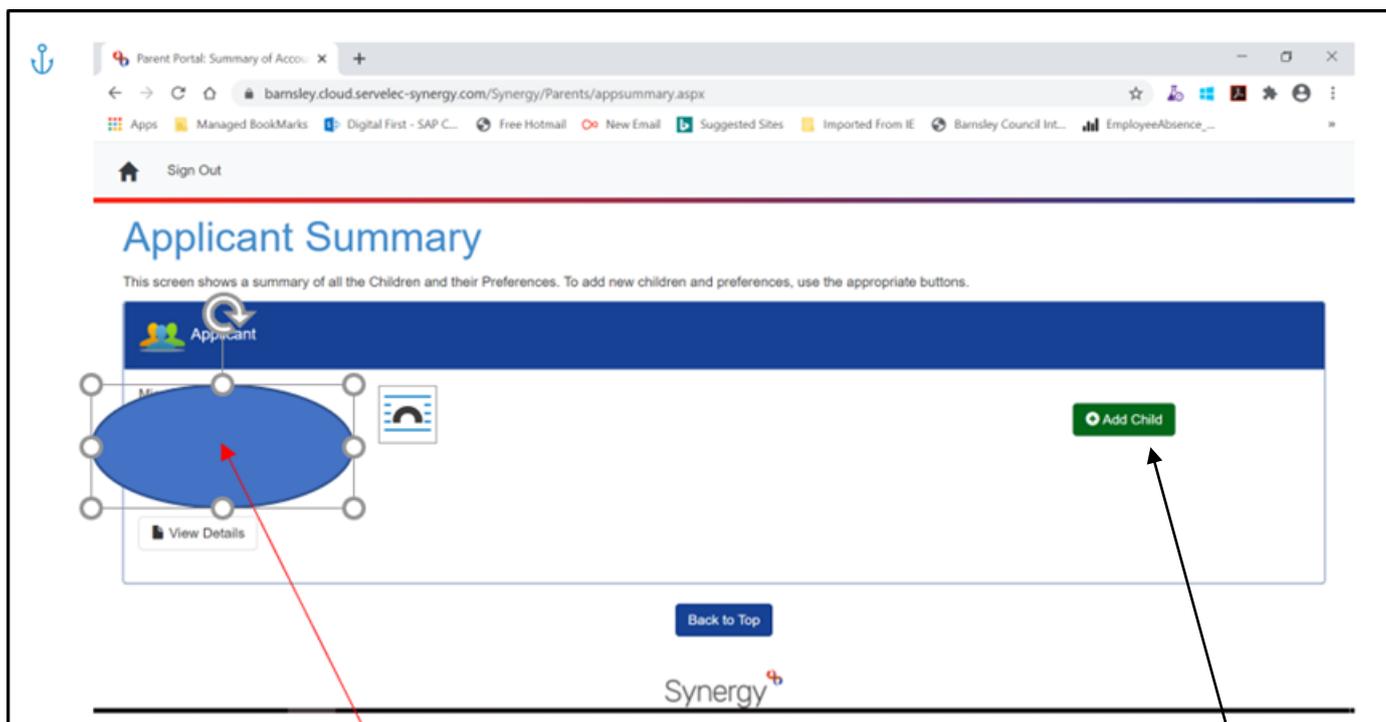
You will then receive the notification below



You must then verify your account by clicking on the link which has been sent to you by email. This link will take you back to the home screen where you can now **Sign In** using your user name, and clicking **Next**.

## Add the Child for whom you are making the Application

Once you have inputted your password and clicked **Sign In** you will see the following Applicant Summary page.



Your own details will be showing in the highlighted area.

The next step is to add your child's details which you will do by clicking on the **Add Child** Button which will take you to the next screen where you can complete their details..

## Current School

- Applications for primary school – there is no requirement to complete this and name your child’s early years provision
- Applications for secondary school – the default position will be Barnsley LA and if you click select current school all the Barnsley primary schools will upload for you to choose from by clicking on the relevant one.

The screenshot shows a web form with the following fields and options:

- Child address same as Applicant?**
- Child due to change address in the near future?**
- LA:** Barnsley (selected)
- Current School (Leave blank if not attending School):** A dropdown menu is open, showing a list of schools in Barnsley. The first option, "Athersley South Primary School - Barnsley - S71 3TP", is highlighted in blue.
- Uploaded Documents:** A section with a blue header and a green "Upload a file" button. Below it, there are fields for "Description\*" and "File Name".

- However, if your child is in a primary school in a neighbouring authority you can change the LA to that and search for schools in the same way.

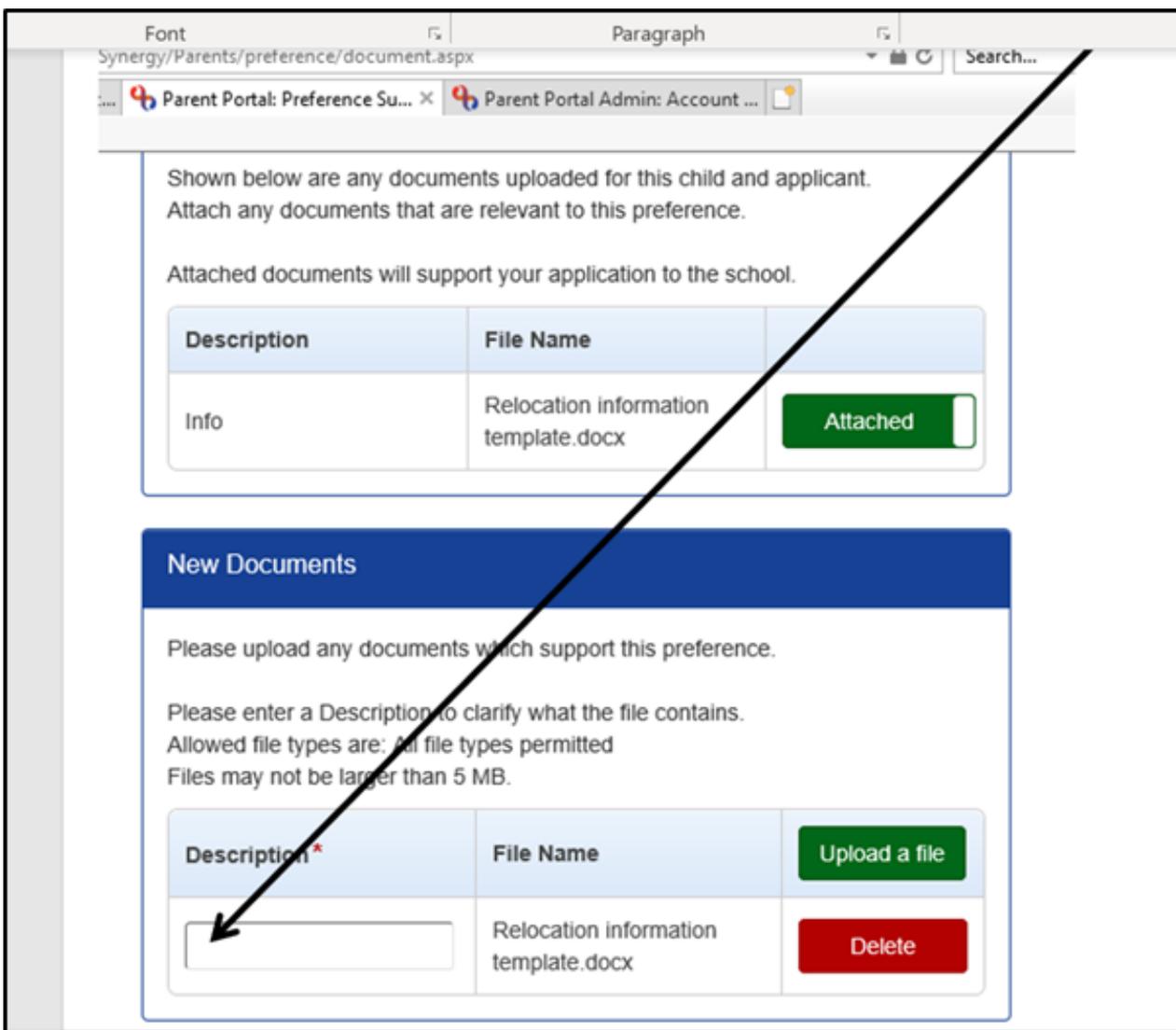
The screenshot shows a web form with the following fields and options:

- Child address same as Applicant?**
- Child due to change address in the near future?**
- LA:** Rotherham (selected)
- Current School (Leave blank if not attending School):** A dropdown menu is open, showing a list of schools in Rotherham. The first option, "Aston Fence Junior and Infant School - Sheffield - S13 9ZD", is highlighted in blue.
- Uploaded Documents:** A section with a blue header and a green "Upload a file" button. Below it, there are fields for "Description\*" and "File Name".

On this page you will also have the opportunity to upload any documentation to support your application; this could include Baptism Certificates, Supplementary Information Forms required by the school, or any other information. There will also be an opportunity further in the system to upload documents also when you have decided which school(s) you wish to apply for.

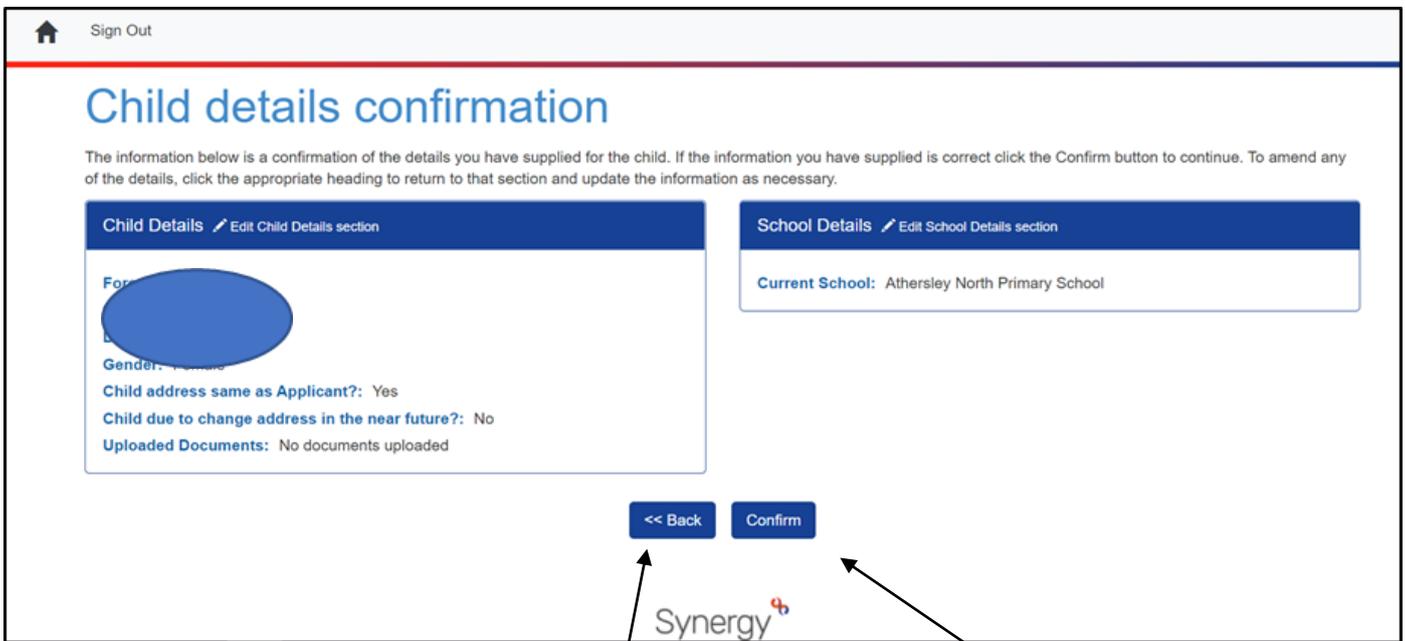
**When you are uploading any documents you will need to give the document a name. Please see below.**

**Please ensure you attach this documentation to your preference for the school which specifically requires it.**



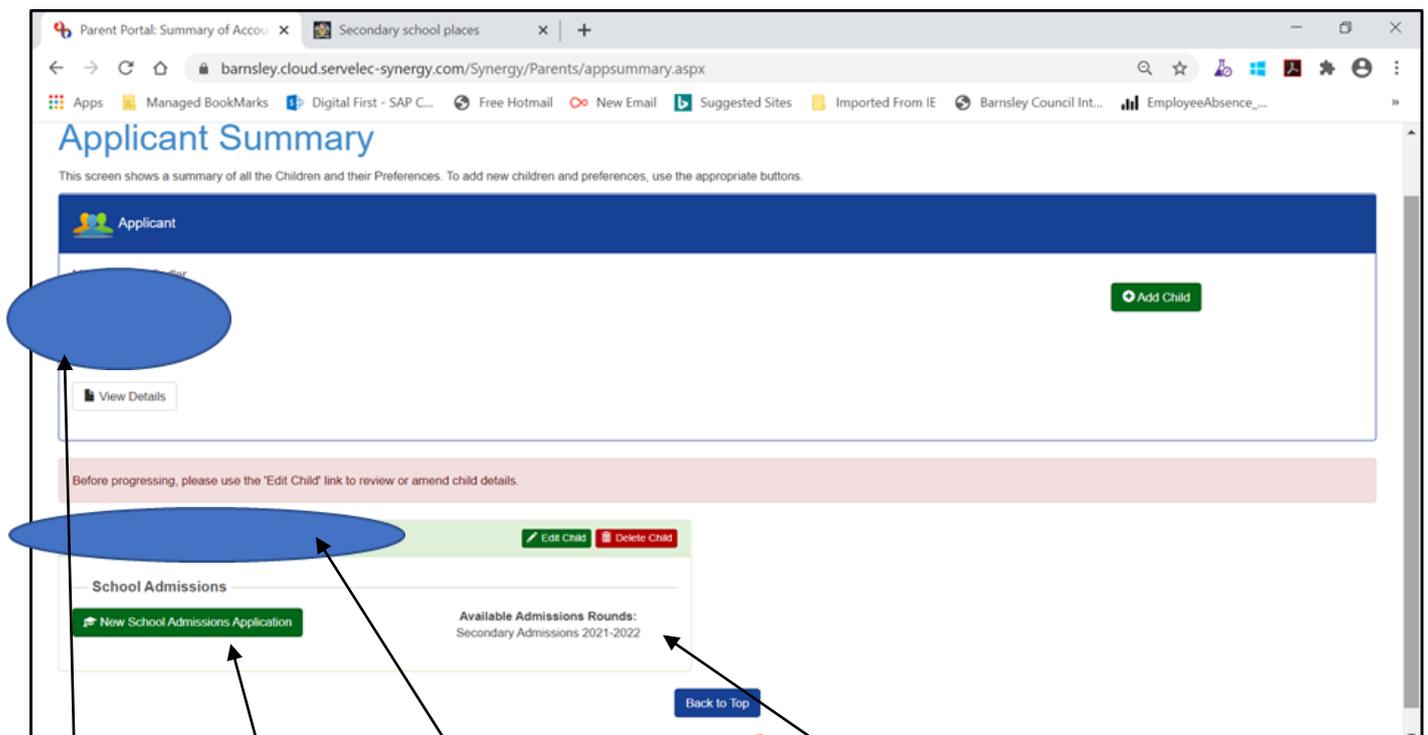
**Please note, however, that only information which is directly relevant to the admissions policies and oversubscription criteria can be taken into account.**

Once you have completed your child's details and uploaded any documentation if you wish to you, clicking on the Next button will take you to the Child Details Confirmation



If you are happy with the information you can now go ahead and Confirm or if not, you can go Back and amend.

Having confirmed, you will progress to the next screen, as below.



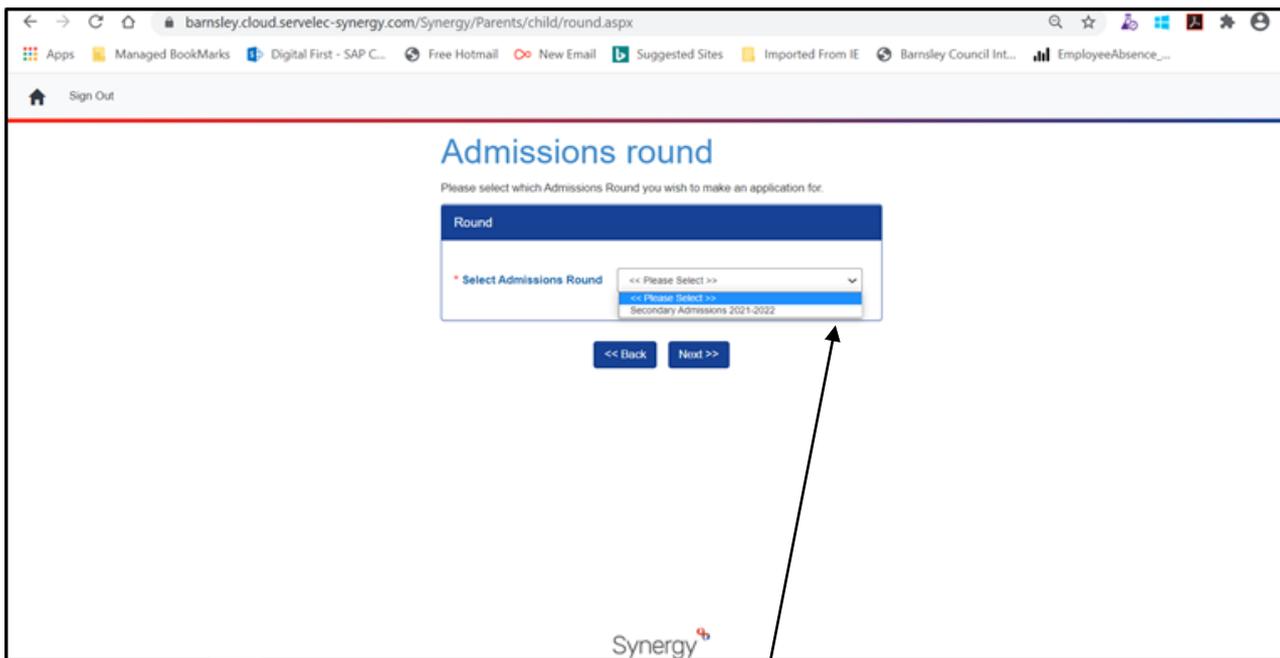
Your details

Your child's details

Depending on your child's date of birth you will see the relevant admissions group available for you to apply to.

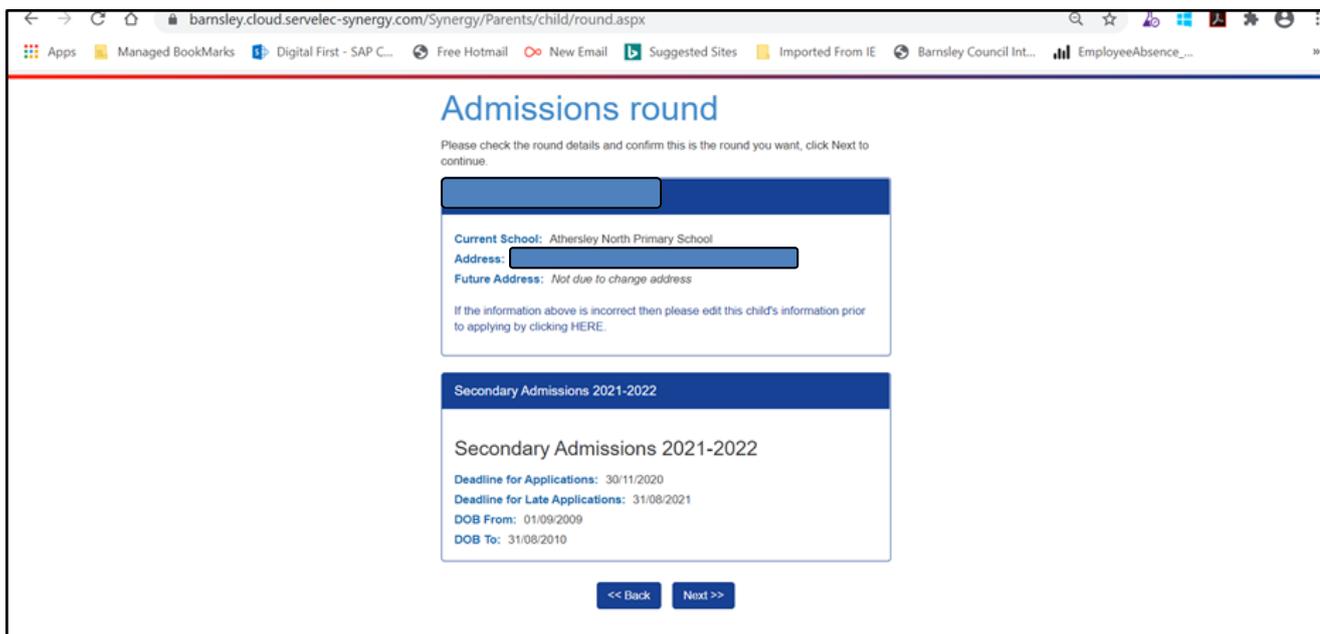
By clicking on this button you will progress to the next screen to commence your application, as below.

## Choosing your Preferences



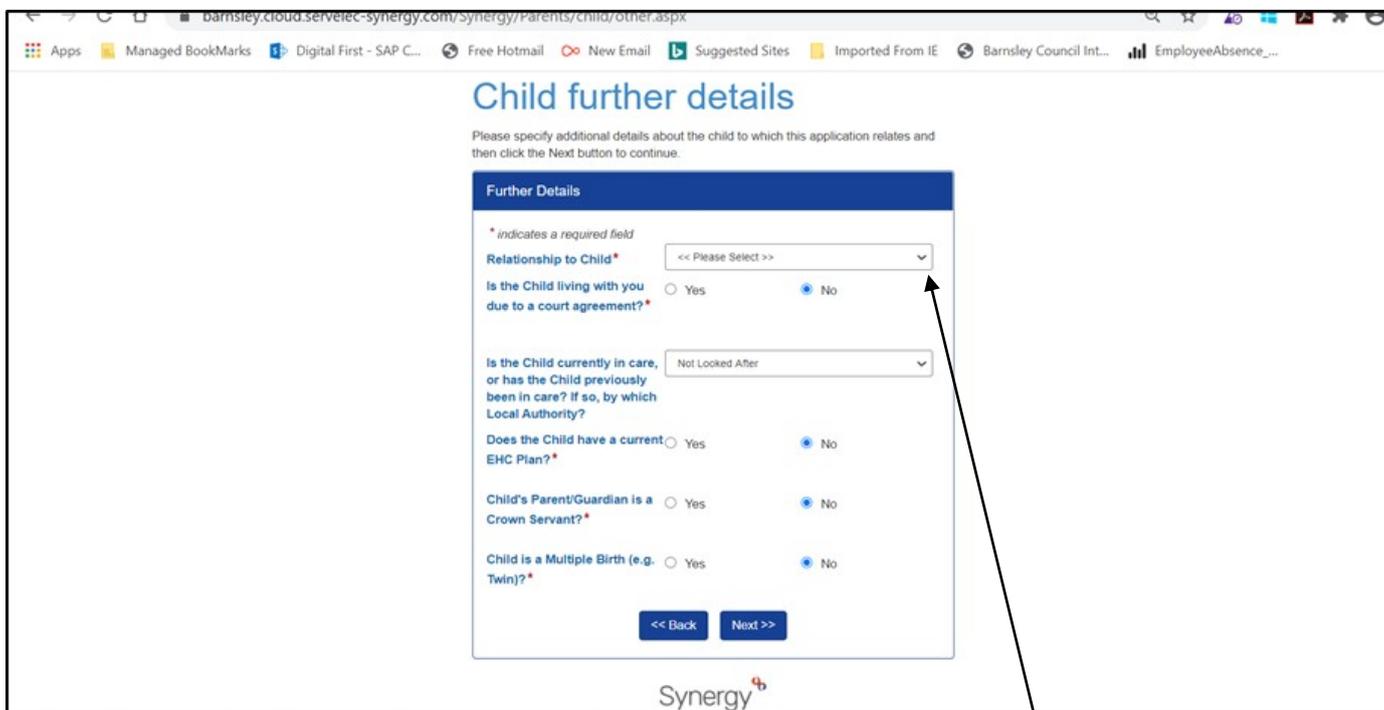
The screenshot shows a web browser window with the URL `barnsley.cloud.servelec-synergy.com/Synergy/Parents/child/round.aspx`. The page title is "Admissions round". Below the title, it says "Please select which Admissions Round you wish to make an application for." There is a form with a dropdown menu labeled "Round" and "Select Admissions Round". The dropdown menu is open, showing two options: "<< Please Select >>" and "Secondary Admissions 2021-2022". Below the dropdown are two buttons: "<< Back" and "Next >>". An arrow points from the bottom of the page to the dropdown menu.

By clicking on the down arrow you can select the admissions round and then click Next.



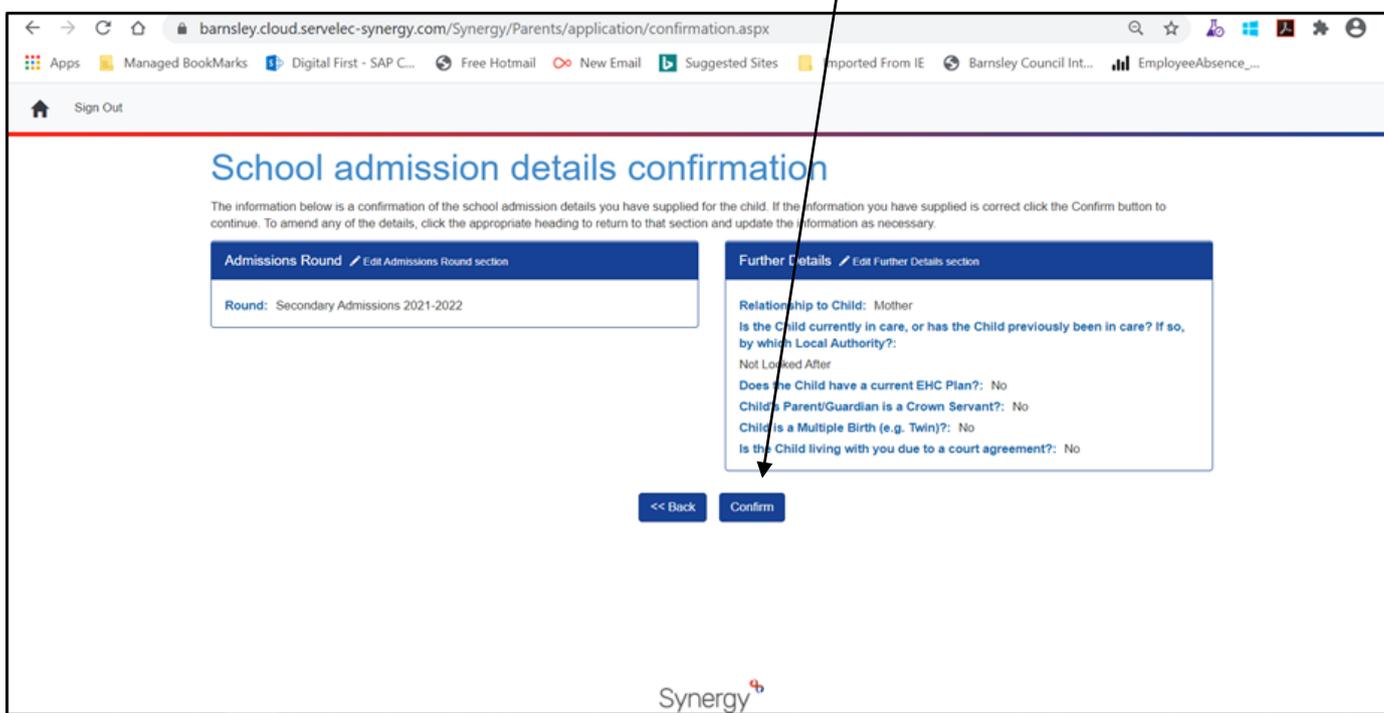
The screenshot shows the same web browser window, but the page content has changed. The title is still "Admissions round". Below the title, it says "Please check the round details and confirm this is the round you want, click Next to continue." There is a form with a blue header bar. Below the header bar, there are several fields: "Current School: Athersley North Primary School", "Address: [redacted]", and "Future Address: Not due to change address". Below these fields, there is a link: "If the information above is incorrect then please edit this child's information prior to applying by clicking [HERE](#)." Below the link, there is a blue header bar with the text "Secondary Admissions 2021-2022". Below this header bar, there is a section titled "Secondary Admissions 2021-2022" with the following details: "Deadline for Applications: 30/11/2020", "Deadline for Late Applications: 31/08/2021", "DOB From: 01/09/2009", and "DOB To: 31/08/2010". At the bottom of the page are two buttons: "<< Back" and "Next >>".

Clicking Next will take you to the further details page which you will need to complete appropriately before again clicking Next.

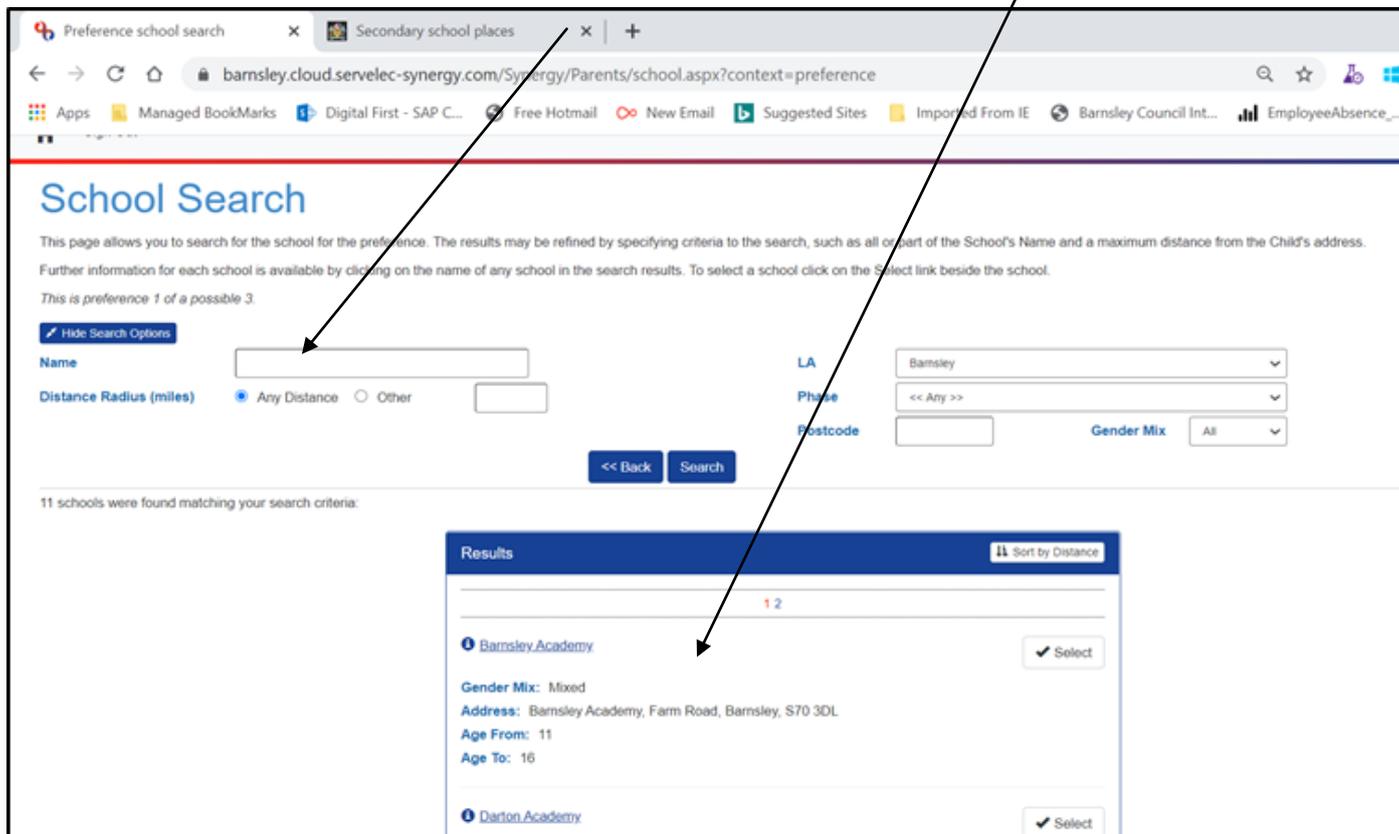


You will not be able to progress from this screen until the essential information of Relationship to Pupil is chosen.

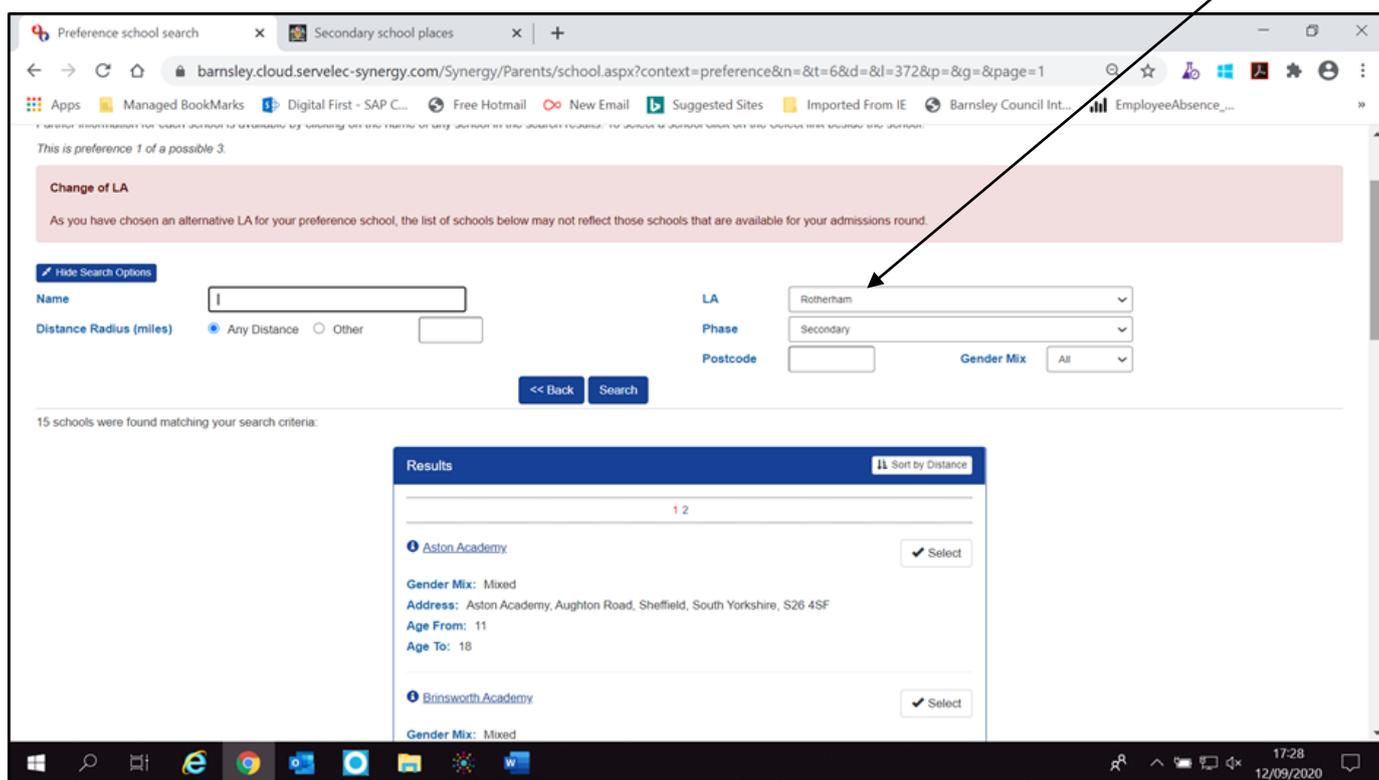
Again, the next screen is confirmation of what you have completed so far with the option to progress by clicking Confirm or go back and amend.



Having confirmed you are now on the School Search Page. You will see all the Barnsley schools listed and you can scroll down to Select which one you want. Alternatively, you can search by school and hit the Search button.



If you wish to apply for schools in other Authorities all you need to do is change the LA to whichever Authority the school is in, click the primary or secondary phase; whichever is appropriate for your child, hit the Search button and the list of their schools will show.



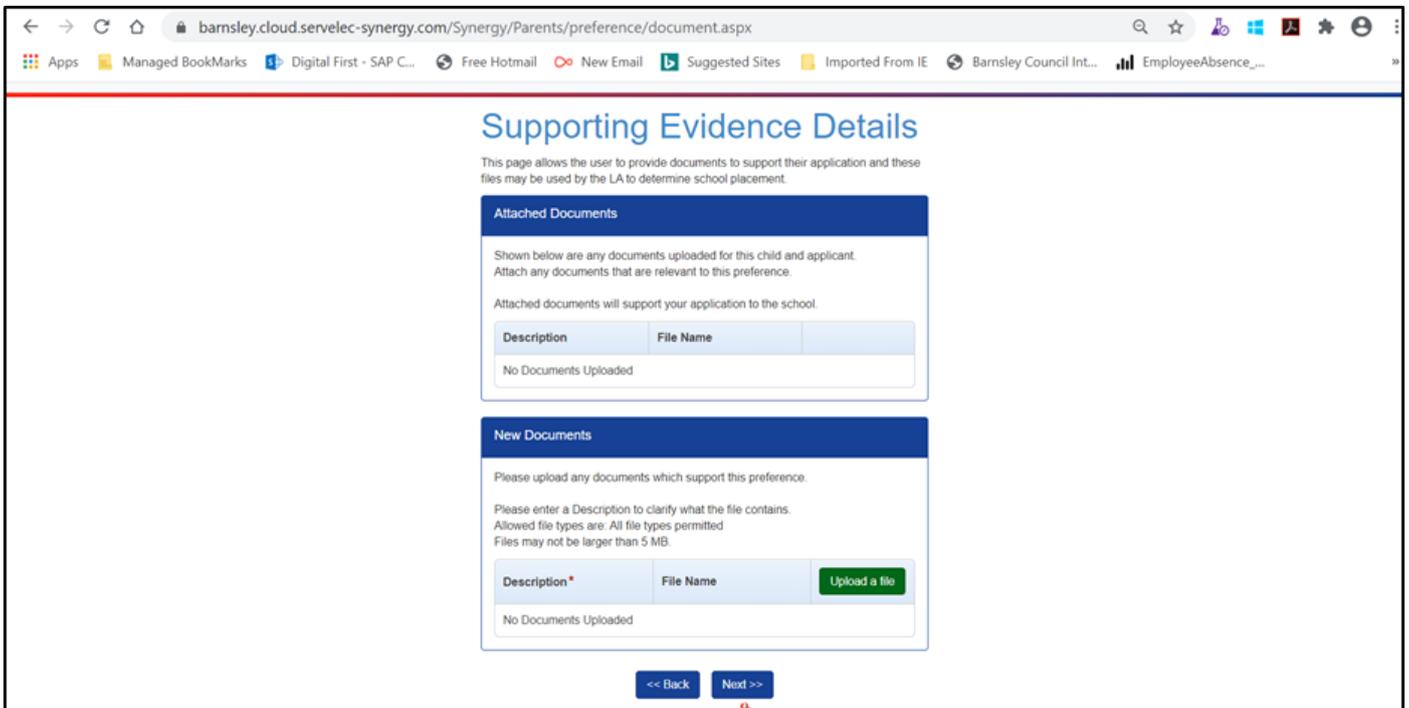
Place a tick in all the boxes which you wish to and click Next. You will note that there is also a Reason Notes box which you can free type additional information into.

The screenshot shows a web browser window with the URL [barnsley.cloud.servelec-synergy.com/Synergy/Parents/preference/reason.aspx](https://barnsley.cloud.servelec-synergy.com/Synergy/Parents/preference/reason.aspx). The page title is "Preference Reasons". Below the title, there is a brief description: "This page shows a list of preference reasons available for the chosen school, and allows the user to specify some text against that reason." The main content area is a form titled "Preference Reasons" with a blue header. It contains a list of checkboxes for the following categories: Distance, Medical, Religion, Sibling, Social Reasons, and Other. Below this list is a text input field labeled "Reason Notes". At the bottom of the form are two buttons: "<< Back" and "Next >>". The Synergy logo is visible at the bottom center of the page.

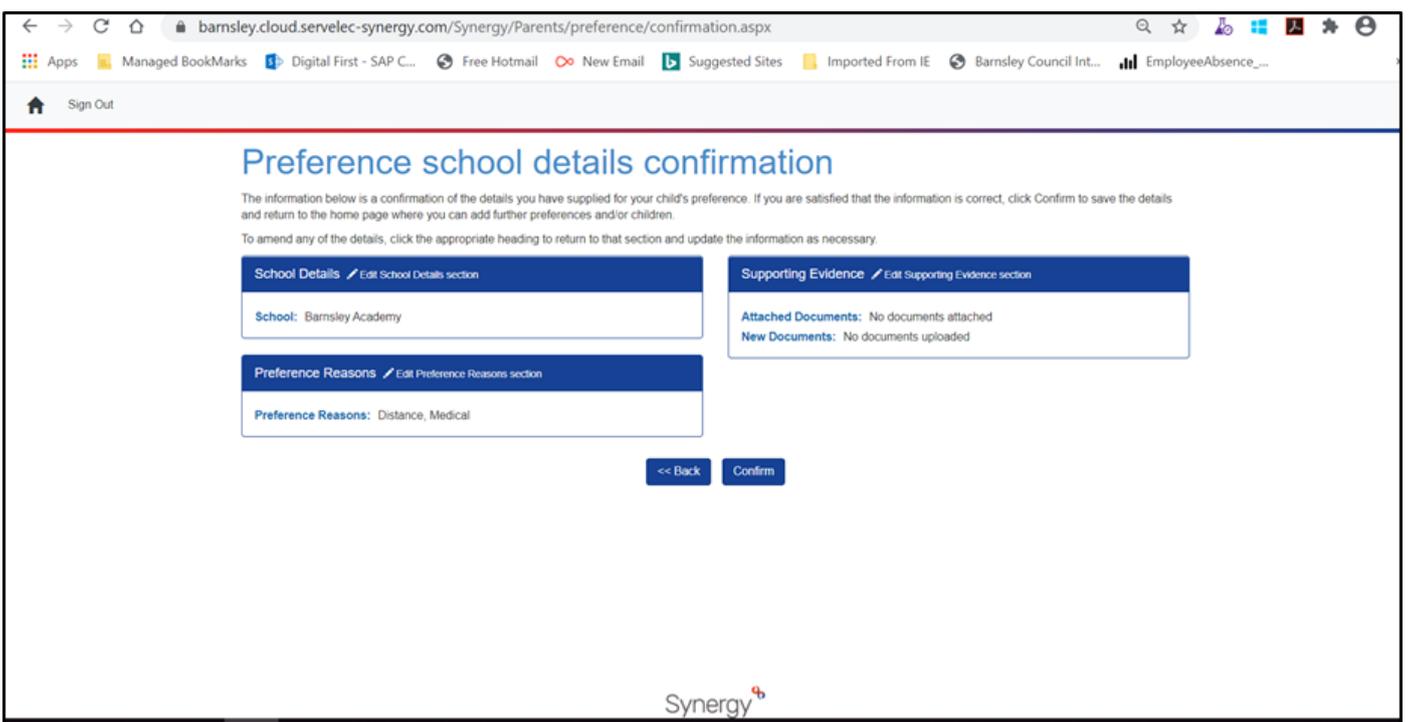
If you have listed the sibling category you will need to fill in sibling details.

The screenshot shows a web browser window with the URL [barnsley.cloud.servelec-synergy.com/Synergy/Parents/preference/sibling.aspx](https://barnsley.cloud.servelec-synergy.com/Synergy/Parents/preference/sibling.aspx). The page title is "Sibling Details". Below the title, there is a brief description: "This page allows the user to provide details of the sibling that attends the chosen school (or linked school)." The main content area is a form titled "Sibling Details" with a blue header. It includes a note: "\* indicates a required field". The form contains the following fields: "Forename\*" (text input), "Middlename" (text input), "Surname\*" (text input), "DOB\* (DDMMYYYY)" (text input), "Gender\*" (radio buttons for Male and Female), and "Address same as Child" (checkbox, which is checked). At the bottom of the form are two buttons: "<< Back" and "Next >>". The Synergy logo is visible at the bottom center of the page.

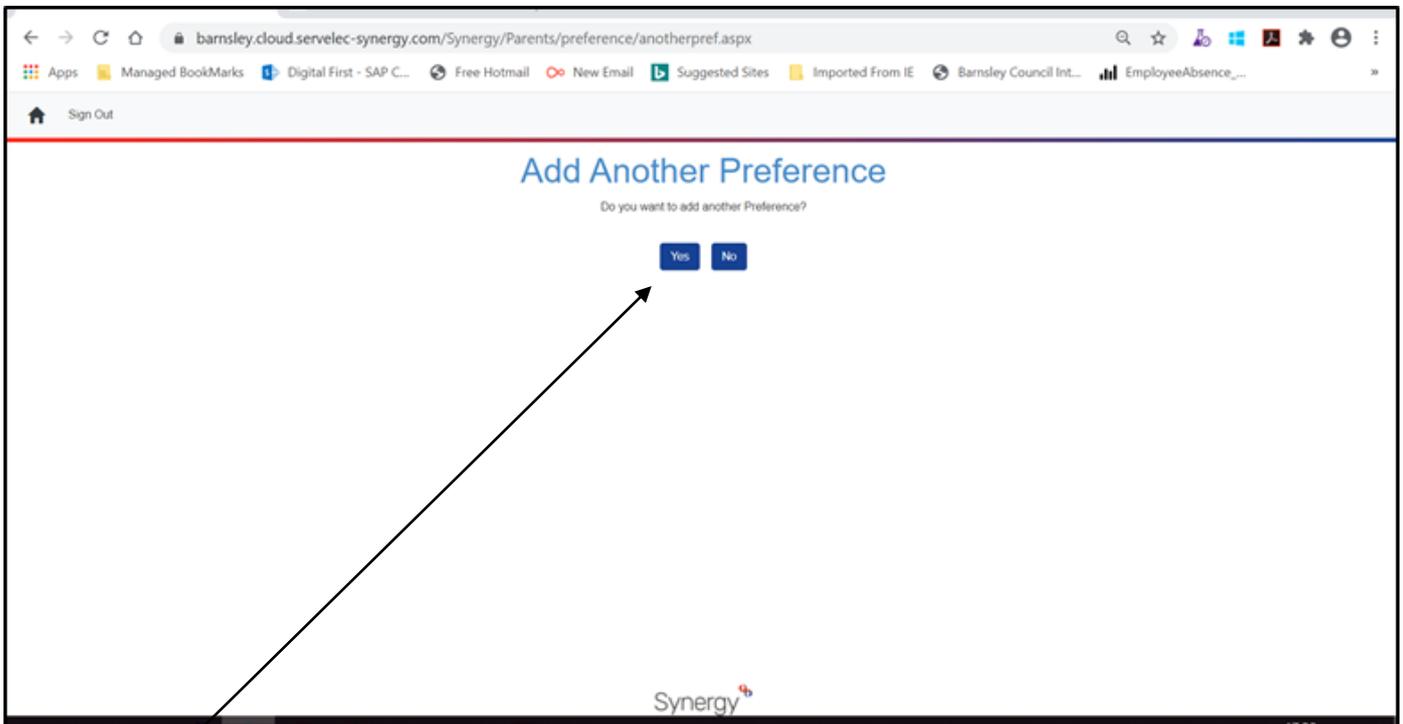
Again, once completed click next and you will have a further opportunity to upload information – please see the previous paragraph for this.



Clicking Next takes you to the confirmation page for that preference:



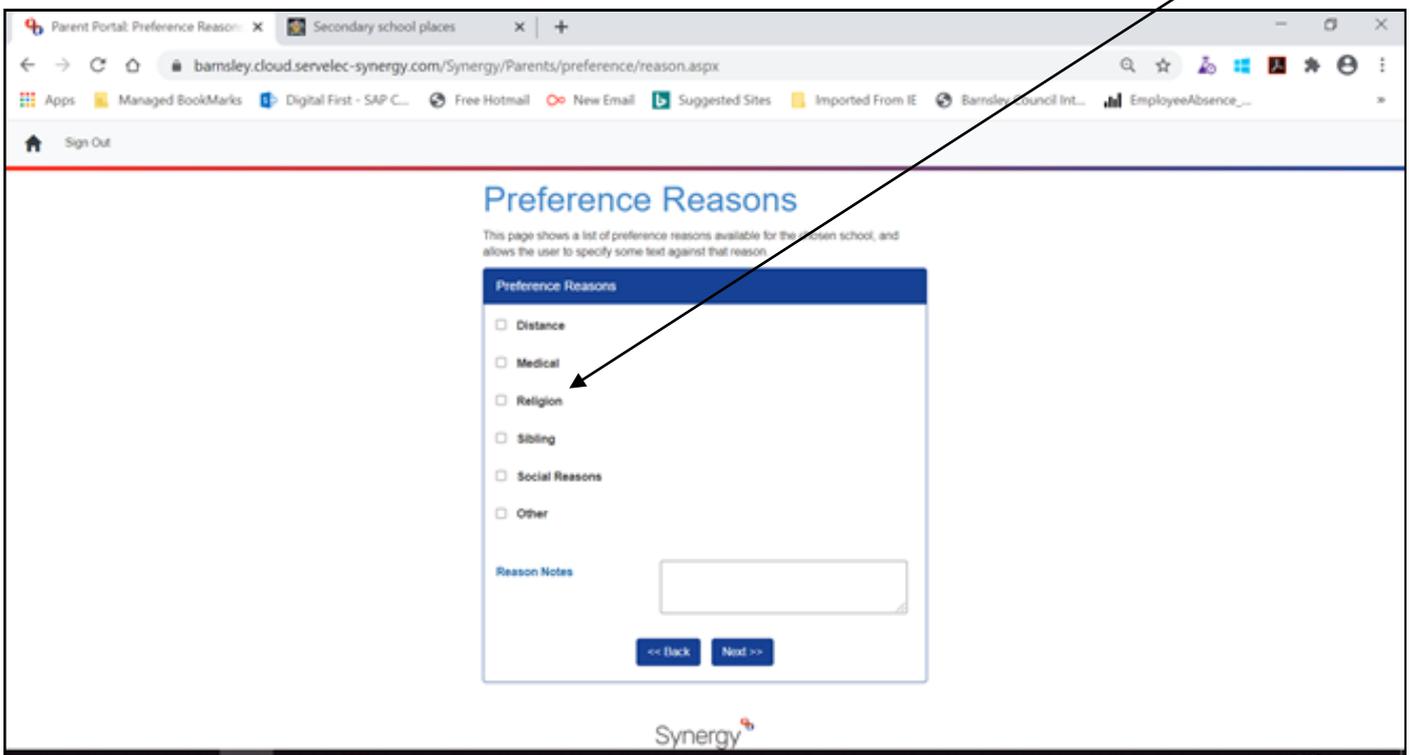
And that's your first preference complete! Click on confirm if you are happy with the summary and you will have the opportunity to add further preferences.



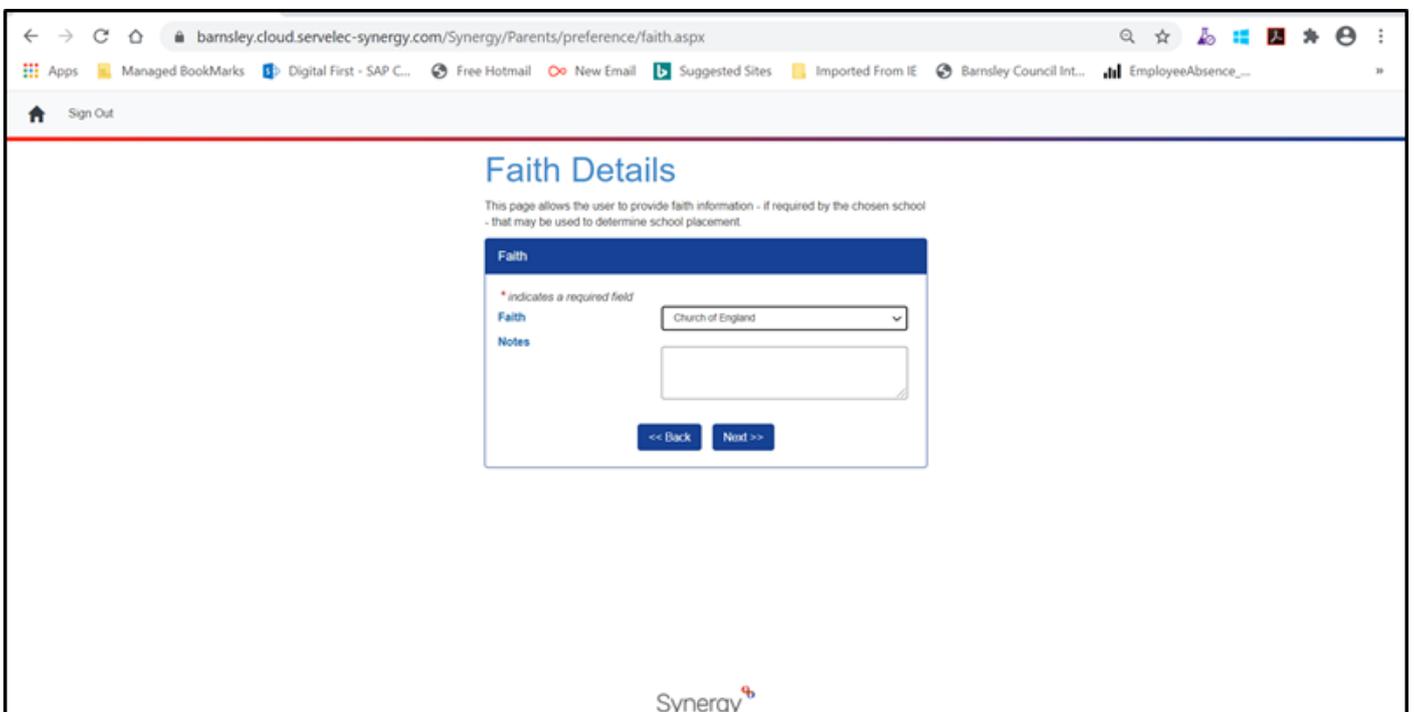
Clicking Yes takes you back to the original preferences page to do the same again for your second and third preferences.

## Applying for Faith Schools

If you wish to apply for a school based on religious grounds you will need to tick on the Religion box as below (in addition to any other categories which are applicable).

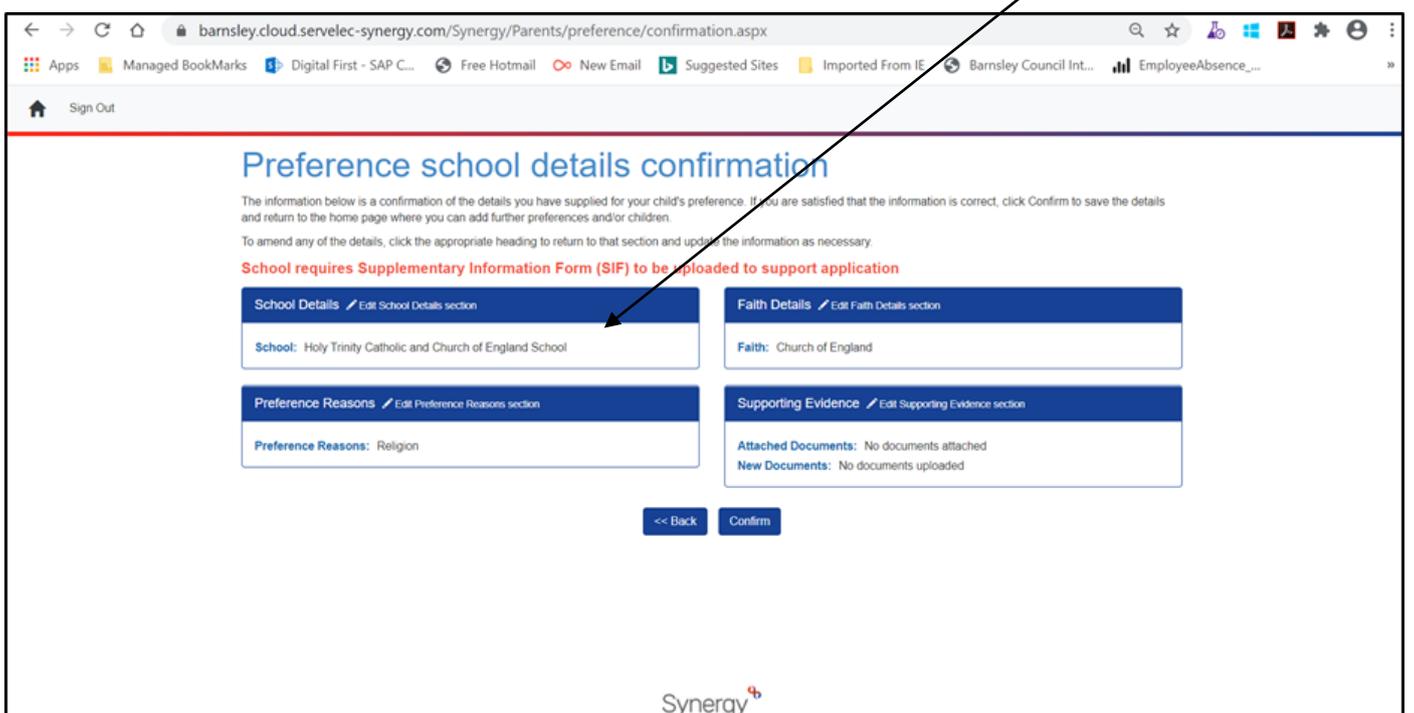


Clicking Next will ask you for your Faith Information which you should choose and then click Next.



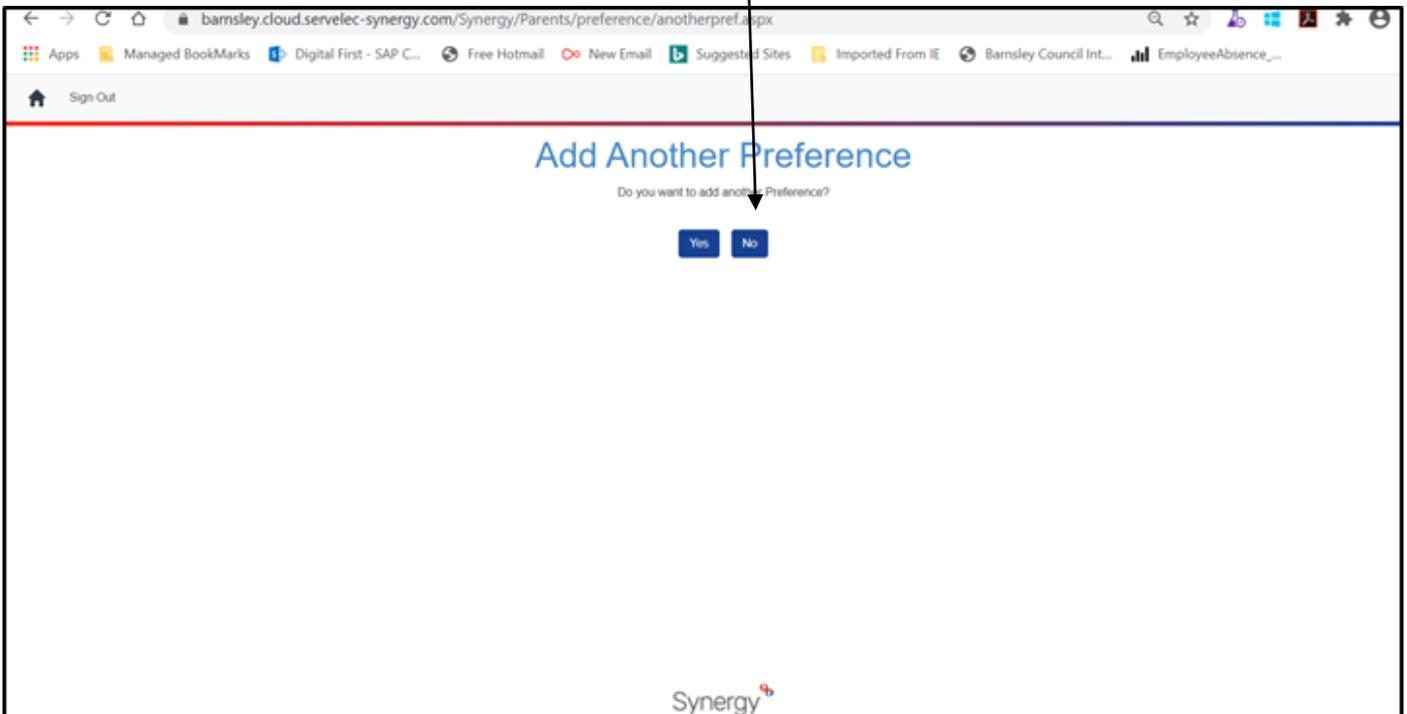
Again, the next screen will ask you if you wish to upload any supporting documentation as previously mentioned. **Church schools will definitely require additional information (supplementary information form and baptism certificate). Supplementary Information Forms can be found on the admissions website at [www.barnsley.gov.uk/school](http://www.barnsley.gov.uk/school) admissions under either the primary or secondary school sections.** You can save these and then click to upload them (see previous instructions). If you have chosen a church school or indicated you are applying under the Religion Category you will see the following alert as a reminder.

**Please note that if you have uploaded information on a previous screen you will need to ensure that these are attached to the appropriate school preference**

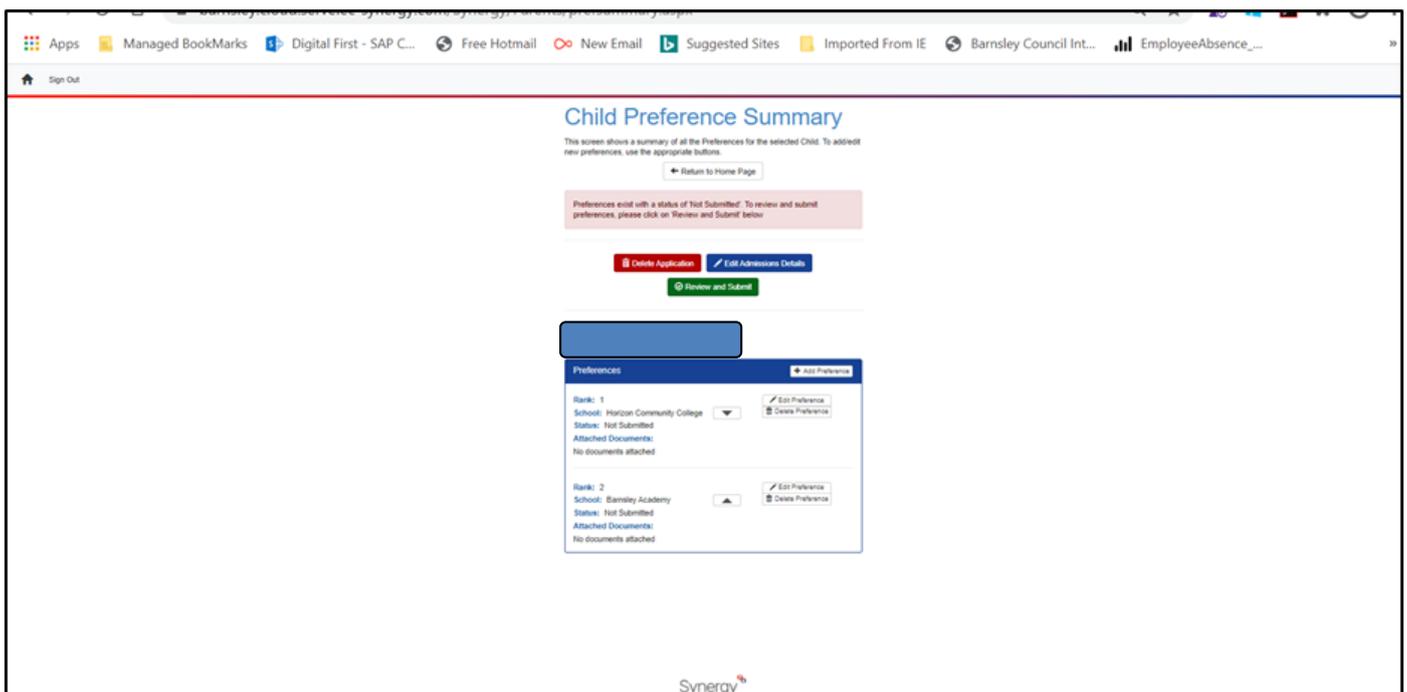


This is because church schools require additional information in order to categorise applications into the faith criteria eg. Baptism certification, supplementary information forms etc.

Once you have completed all your preferences and don't wish to add any more you can click NO on the Add Another Preference Page



You will then see you Child Preference Summary page listing your preferences for your child.

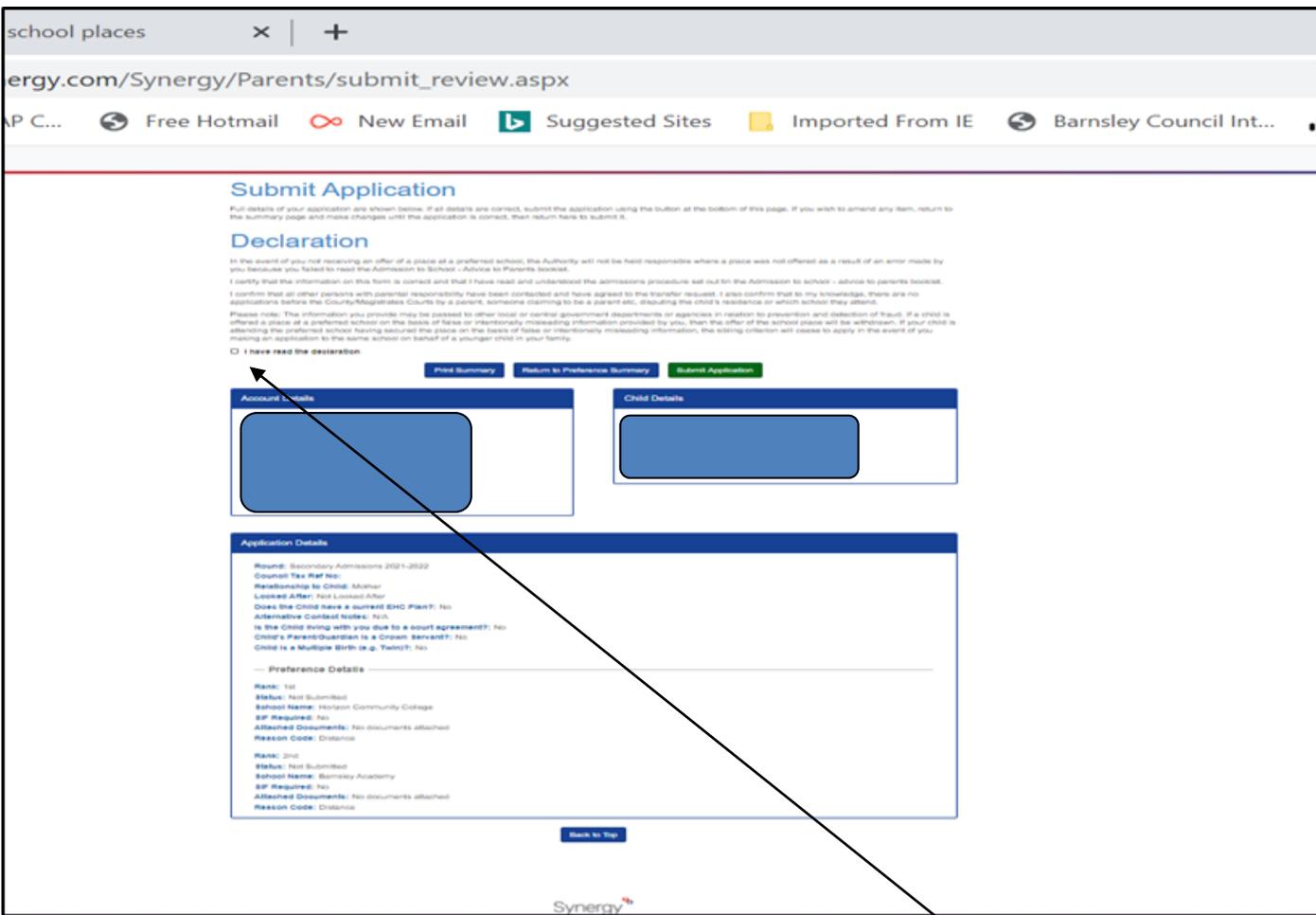


Please note that your application has not yet been submitted and that you have a number of options now.

If you are happy with your application go ahead and press the green Review and Submit button.

## Submitting Your Application

Your final page will then show as below.



The screenshot shows a web browser window with the URL [www.barnsley.gov.uk/Synergy/Parents/submit\\_review.aspx](http://www.barnsley.gov.uk/Synergy/Parents/submit_review.aspx). The page title is "Submit Application". Below the title is a "Declaration" section with a checkbox labeled "I have read the declaration". To the right of the checkbox are three buttons: "Final Summary", "Return to Preference Summary", and "Submit Application". Below the declaration are three sections: "Account Details", "Child Details", and "Application Details". The "Application Details" section contains the following information:

Round:	Secondary Admissions 2021-2022
Downlist Tie Ref No:	
Transference to Child: Matur	
Leaved After:	Not Leaved After
Does the Child have a current EHC Plan?:	No
Alternative Contact holder:	N/A
Is the Child living with you due to a court agreement?:	No
Child's Parent/Guardian is a Crown Servant?:	No
Child is a Multiple Birth (e.g. Twins):	No

Below the "Application Details" section is a "Preference Details" section with the following information:

Rank:	1st
Status:	Not Submitted
School Name:	Horizon Community College
SP Required:	No
Attached Documents:	No documents attached
Reason Code:	Distance
Rank:	2nd
Status:	Not Submitted
School Name:	Barnsley Academy
SP Required:	No
Attached Documents:	No documents attached
Reason Code:	Distance

At the bottom of the "Application Details" section is a "Back to Top" button. The Synergy logo is visible at the bottom of the page.

You now have the final opportunity to either submit your application or return to the preference summary. Pressing Submit Application will submit your preferences to the Admissions Team and finalise your application.

### **Please note:**

you MUST read the declaration and tick the box to confirm before you can submit your application.

Once you have submitted your application you will not be able to make any changes. If you do need to amend your application you will need to contact the admission team urgently at [admissions@barnsley.gov.uk](mailto:admissions@barnsley.gov.uk)

And that's it – all done and you will receive an email confirming your application.

If you have any queries at all during the process please do not hesitate to contact the Admissions Team at [admissions@barnsley.gov.uk](mailto:admissions@barnsley.gov.uk).