



## 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.

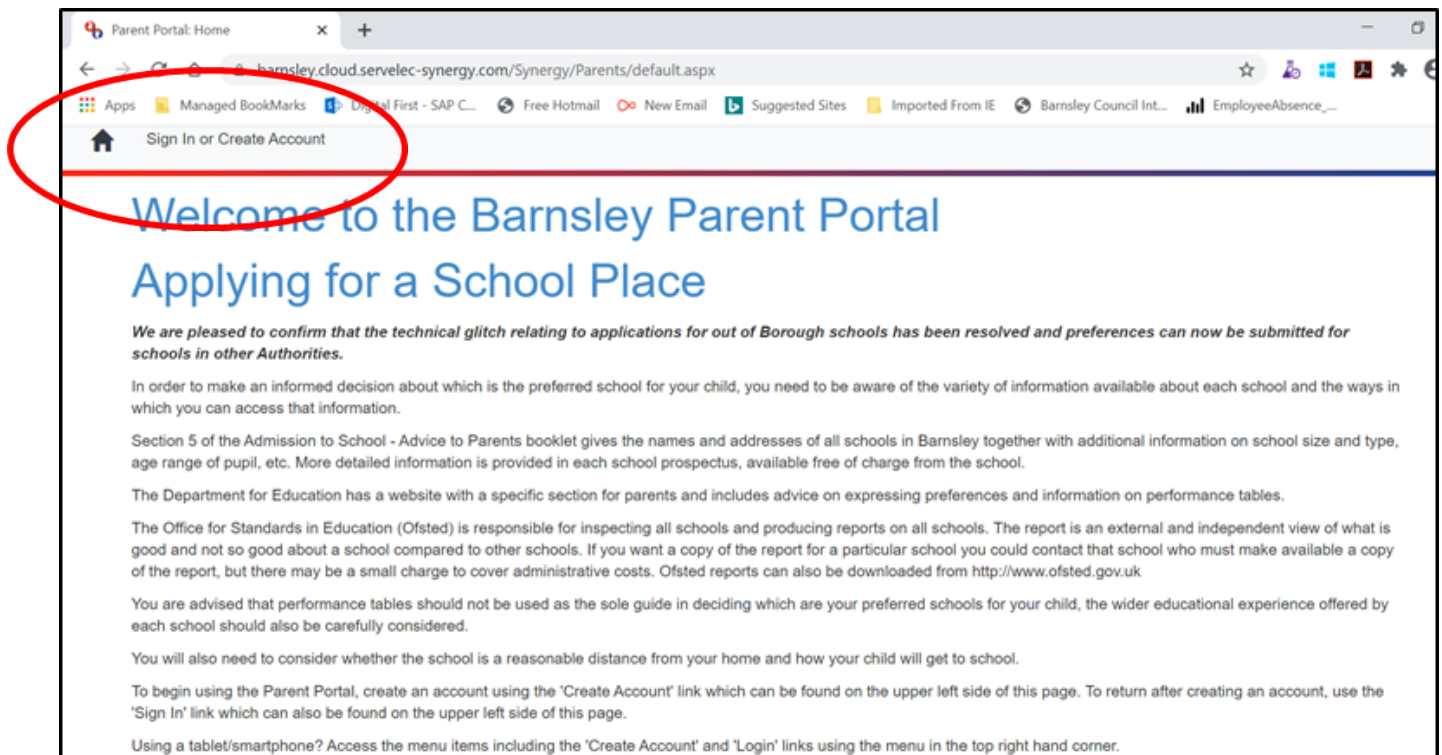
**Please note that even if you have applied for a school place online previously you will still need to create an account as this is a new system for 2021 admissions.**

### Creating an Account

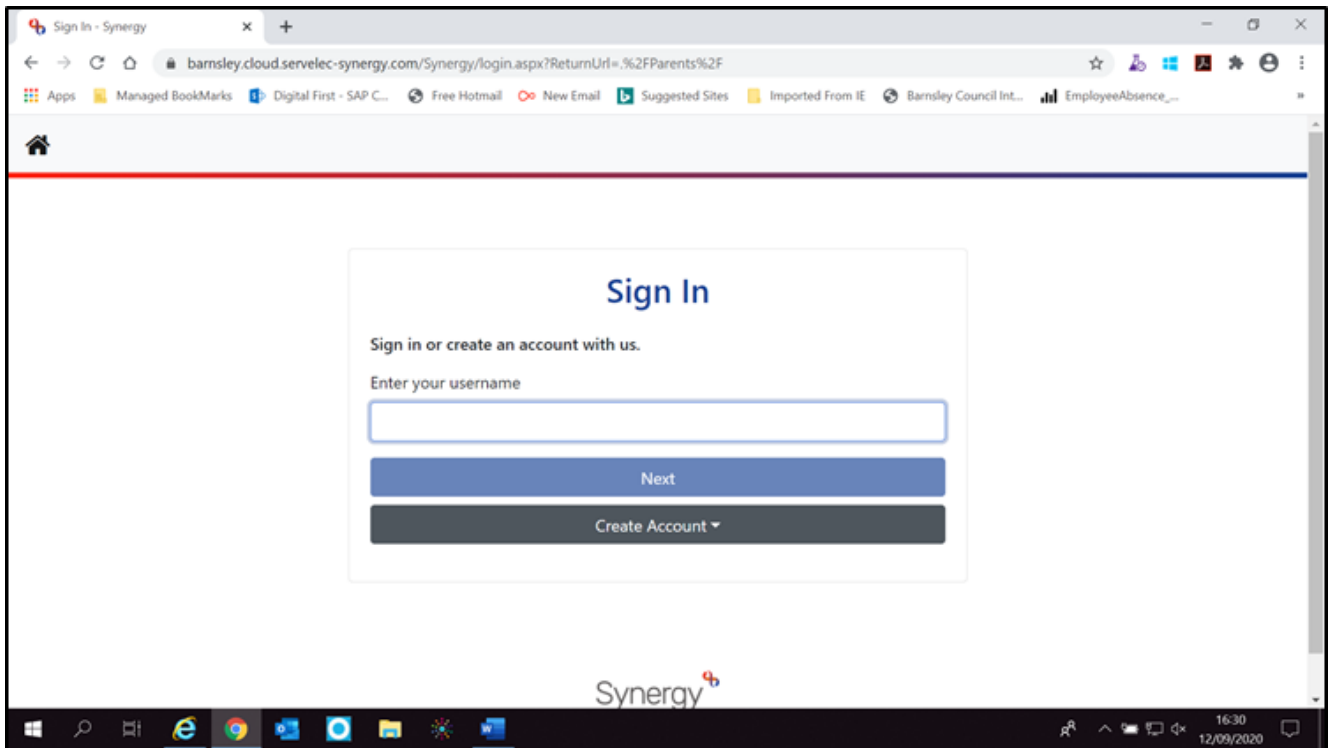
Firstly you will need to access the online parent portal at

<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.



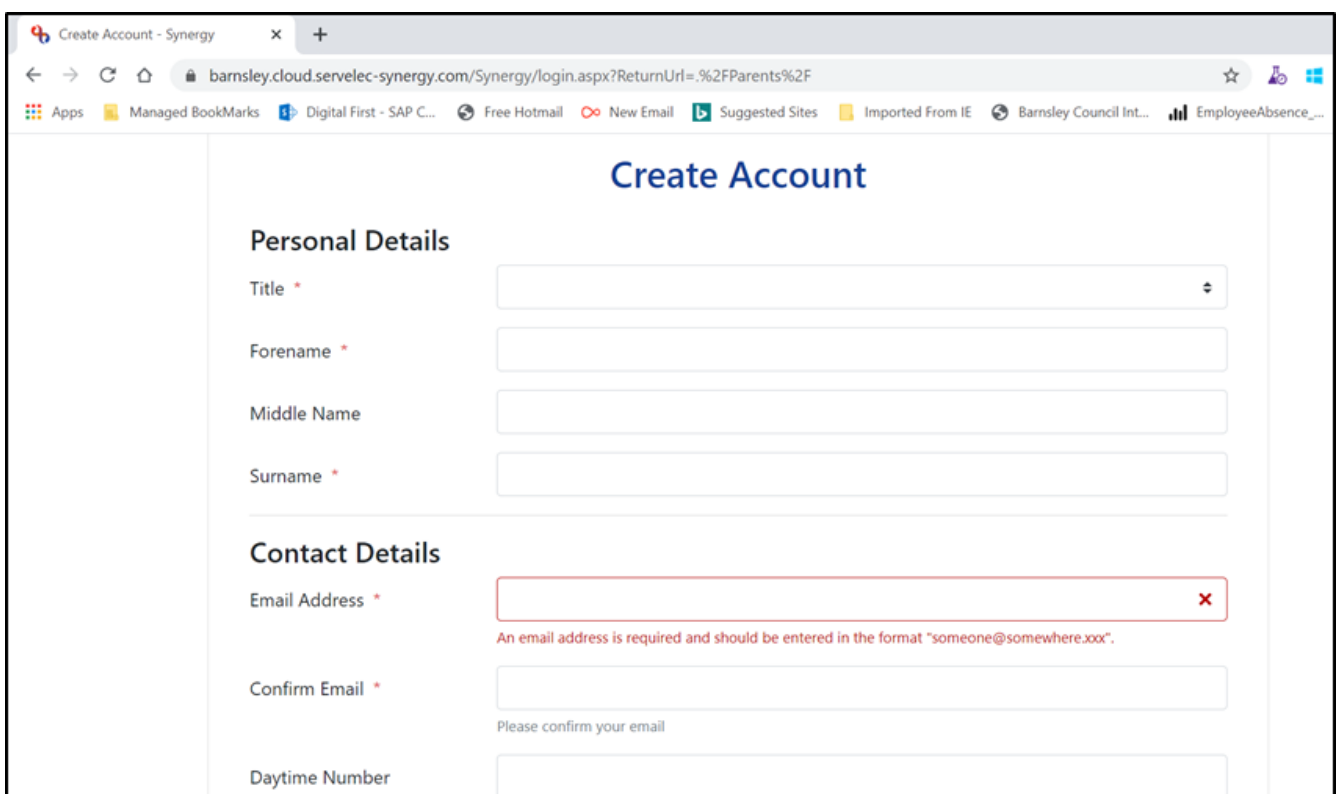
When clicking on the Create Account link you will be directed to the following page.



The screenshot shows a web browser window with the title 'Sign In - Synergy'. The address bar shows the URL 'barnsley.cloud.servelec-synergy.com/Synergy/login.aspx?ReturnUrl=.%2FParents%2F'. The page features a 'Sign In' heading and a sub-heading 'Sign in or create an account with us.' Below this is a text input field labeled 'Enter your username'. There are two buttons: a blue 'Next' button and a dark grey 'Create Account' button with a downward arrow. The Synergy logo is at the bottom center of the page. The Windows taskbar is visible at the bottom with the time 16:30 on 12/09/2020.

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).



The screenshot shows a web browser window with the title 'Create Account - Synergy'. The address bar shows the URL 'barnsley.cloud.servelec-synergy.com/Synergy/login.aspx?ReturnUrl=.%2FParents%2F'. The page features a 'Create Account' heading. Below this are two sections: 'Personal Details' and 'Contact Details'. The 'Personal Details' section has four text input fields: 'Title \*', 'Forename \*', 'Middle Name', and 'Surname \*'. The 'Contact Details' section has three text input fields: 'Email Address \*', 'Confirm Email \*', and 'Daytime Number'. The 'Email Address \*' field has a red border and a red 'X' icon, with a message below it: 'An email address is required and should be entered in the format "someone@somewhere.xxx".' The 'Confirm Email \*' field has a placeholder text 'Please confirm your email'.

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

Create Account - Synergy

barnsley.cloud.servelec-synergy.com/Synergy/login.aspx?ReturnUrl=.%2FParents%2F

Barnsley,  
S75 2HD

Update Address

### Account Security

New Password \*

Password meets requirements

Confirm Password \*

This must match your password

Start Again

Create

Requirements:

- Alpha character ✓
- Uppercase character ✓
- Numeric character ✓
- Special character ✓
- 8 characters ✓
- Not username ✓

Synergy

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You will then receive the notification below

Verify email address - Synergy

barnsley.cloud.servelec-synergy.com/Synergy/login.aspx?ReturnUrl=.%2FParents%2F

## Verify email address

We have sent you an email to verify your account. You must click the link in this email before you can sign in.

You can click "Resend Email" to have a new one sent out.

Resend email in 14 seconds.

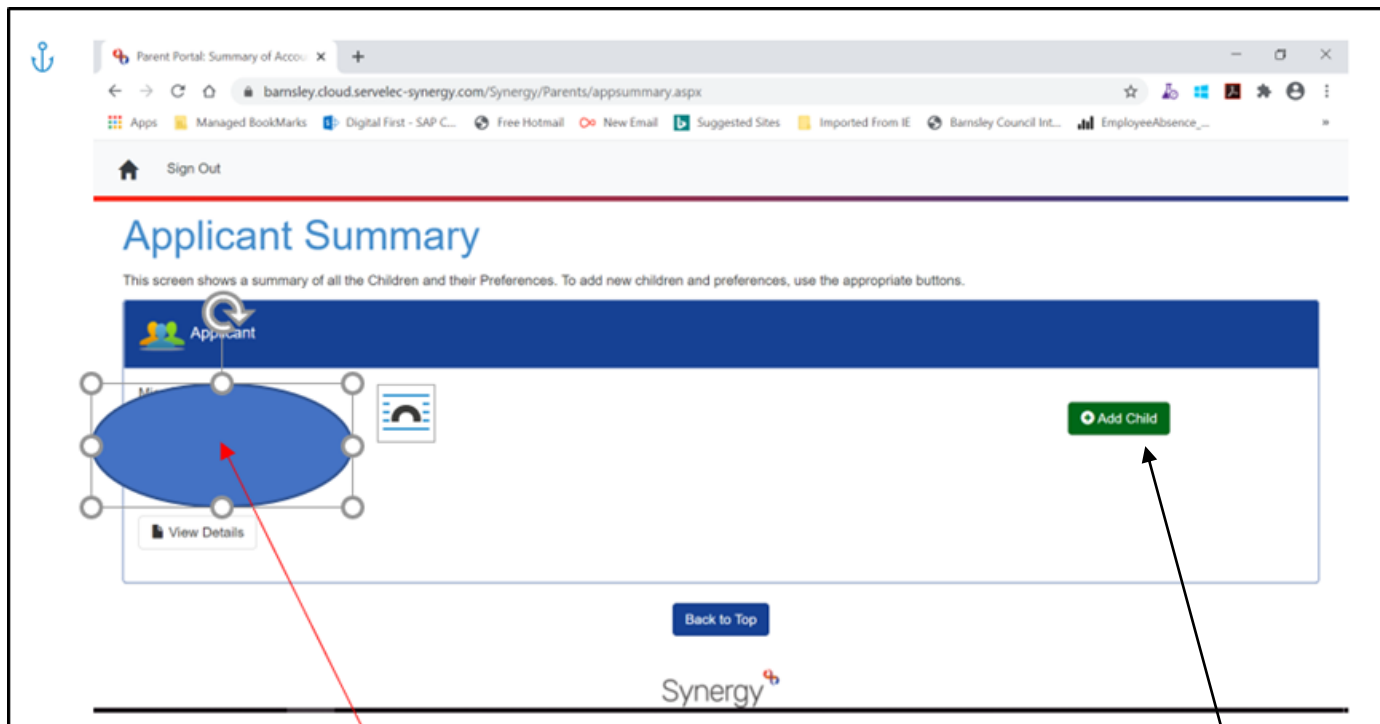
Synergy

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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..

A screenshot of the 'Child details' form. The form is titled 'Child details' and includes a sub-header: 'Please specify the details of the child you wish to make an application for and then click the Next button to continue. Fields marked with an asterisk are mandatory.' The form is divided into two main sections: 'Details' and 'Uploaded Documents'. The 'Details' section contains fields for 'Forename\*', 'Middlename', 'Surname\*', 'DOB\* (DDMMYYYY)', 'Gender\*' (with radio buttons for 'Male' and 'Female'), 'Child address same as Applicant?' (checked), 'Child due to change address in the near future?' (unchecked), 'LA' (dropdown menu showing 'Barnsley'), and 'Current School (Leave blank if not attending School)' (dropdown menu showing '- Select Current School -'). The 'Uploaded Documents' section includes a text box for 'Description\*' and a 'File Name' field, with a green 'Upload a file' button. Below the form, there are '<< Back' and 'Next >>' buttons.

## 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.

This screenshot shows a web form for selecting a current school. The 'LA' dropdown is set to 'Barnsley' and is circled in red. Below it, the 'Current School' dropdown is open, displaying a list of schools in Barnsley. The first school in the list, 'Athersley South Primary School - Barnsley - S71 3TP', is highlighted in blue. The form also includes checkboxes for 'Child address same as Applicant?' (checked) and 'Child due to change address in the near future?' (unchecked). An 'Uploaded Documents' section is visible on the left, and a 'Description' field is at the bottom.

Child address same as Applicant? ☒

Child due to change address in the near future? ☐

LA: Barnsley

Current School (Leave blank if not attending School):

- Select Current School-
- All Saints Academy Darfield - Barnsley - S73 9EU
- Athersley North Primary School - Barnsley - S71 3NB
- Athersley South Primary School - Barnsley - S71 3TP**
- Barnsley College - Barnsley - S70 2LA
- Barugh Green Primary School - Barnsley - S75 1LD
- Birdwell Primary School - Barnsley - S70 5XB
- Birkwood Primary School - Barnsley - S72 8HG
- Brierley Church of England VC Primary School - Barnsley - S72 9EJ
- Burton Road Primary School - Barnsley - S71 2AA
- Carlton Primary Academy - Barnsley - S71 3HF
- Carrfield Primary Academy - Rotherham - S63 8AL
- Cawthorne Church of England VC Primary School - Barnsley - S75 4HB
- Cherry Dale Primary School - Barnsley - S72 8AA
- Cudworth Churchfield Primary School - Barnsley - S72 8JR
- Darton Primary School - Barnsley - S75 5AD
- Dearne Goldthorpe Primary School - Rotherham - S63 9HY
- Dodworth St John the Baptist CoE Primary Academy - Barnsley - S75 3JS
- Elsecar Holy Trinity CoE Primary Academy - Barnsley - S74 8HS
- Gawber Primary School - Barnsley - S75 2RJ

Uploaded Documents

This section can be used to upload support of your preferences where any documents here, you will have preferences.

Please enter a Description to clarify. Allowed file types are: All file types. Files may not be larger than 5 MB.

Description \* File Name Upload a file

No Documents Uploaded

- 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.

This screenshot shows the same web form as the previous one, but with the 'LA' dropdown set to 'Rotherham' and circled in red. The 'Current School' dropdown is open, displaying a list of schools in Rotherham. The first school in the list, 'Abbey School - Rotherham - S61 2RA', is highlighted in blue. The form also includes checkboxes for 'Child address same as Applicant?' (checked) and 'Child due to change address in the near future?' (unchecked). An 'Uploaded Documents' section is visible on the left, and a 'Description' field is at the bottom.

Child address same as Applicant? ☒

Child due to change address in the near future? ☐

LA: Rotherham

Current School (Leave blank if not attending School):

- Select Current School-
- Select Current School-
- Abbey School - Rotherham - S61 2RA
- Abbeywood School - Rotherham - S66 8QN
- Anston Brook Primary School - Sheffield - S25 4DN
- Anston Greenlands Primary School - Sheffield - S25 4HD
- Anston Hillcrest Primary School - Sheffield - S25 5GR
- Anston Park Junior School - Sheffield - S25 2QZ
- Aston All Saints CoE (A) Primary School - Sheffield - S26 2BL
- Aston Fence Junior and Infant School - Sheffield - S13 9ZD**
- Aston Hall Junior and Infant School - Sheffield - S26 2AX
- Aston Lodge Primary School - Sheffield - S26 2BL
- Aughton Junior Academy - Sheffield - S26 3XQ
- Badsley Primary School - Rotherham - S65 2QS
- Blackburn Primary School - Rotherham - S61 2BU
- Bramley Grange Primary School - Rotherham - S66 2SY
- Bramley Sunnyside Junior School - ROTHERHAM - S66 3QW
- Brampton Ellis CoE Primary School - Rotherham - S63 6AN
- Brinsworth Howarth Primary School - Rotherham - S60 5JR
- Brinsworth Manor Junior School - Rotherham - S60 5BX
- Brinsworth Whitehill Primary School - Rotherham - S60 5HT

Uploaded Documents

This section can be used to upload support of your preferences where any documents here, you will have preferences.

Please enter a Description to clarify. Allowed file types are: All file types. Files may not be larger than 5 MB.

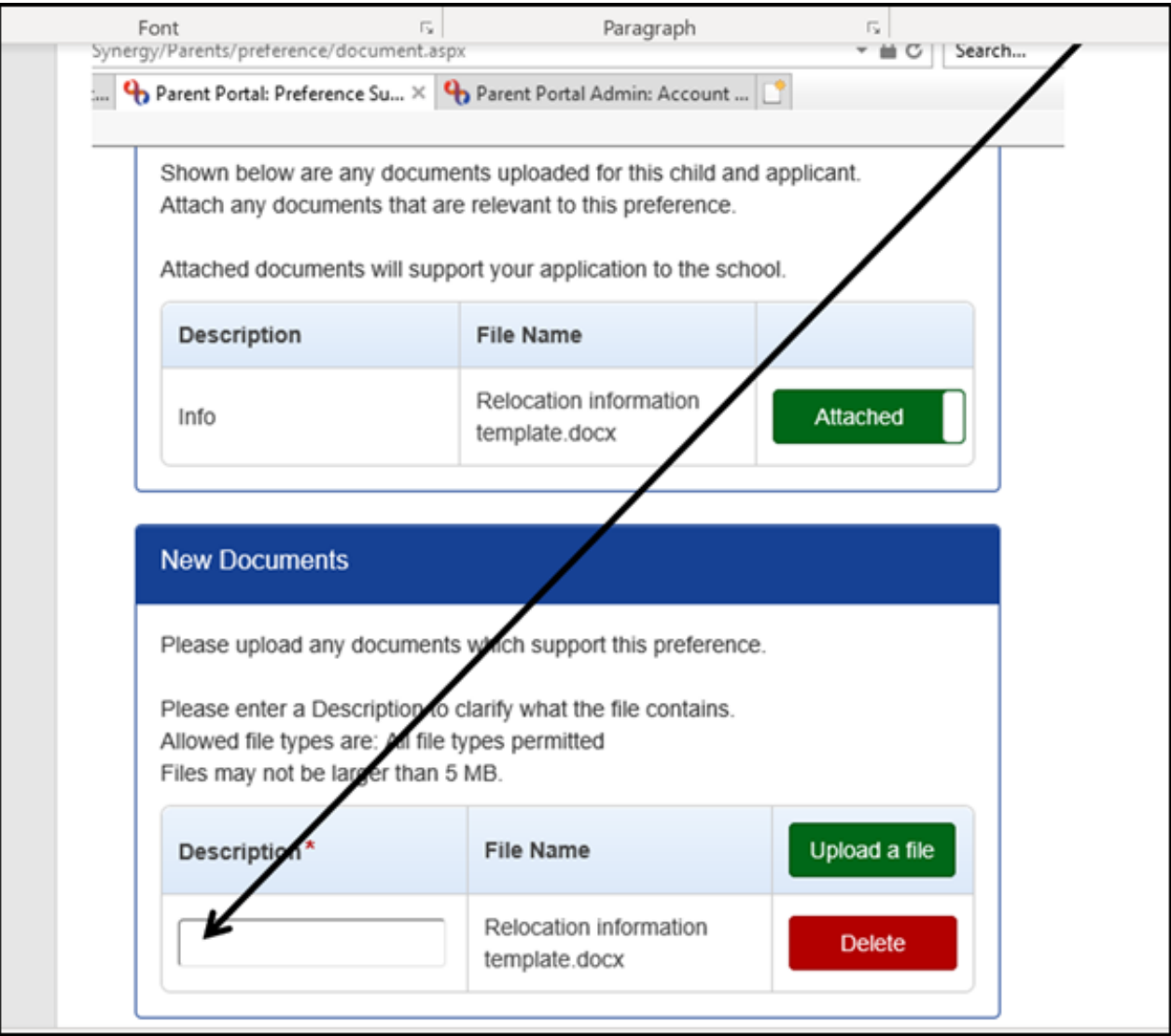
Description \* File Name Upload a file

No Documents Uploaded

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 blue header "Round" and a dropdown menu labeled "Select Admissions Round". The dropdown menu is open, showing options: "<< Please Select >>", "<< Please Select >>", and "Secondary Admissions 2021-2022". Below the dropdown are two buttons: "<< Back" and "Next >>". An arrow points from the "Next >>" button to the "Secondary Admissions 2021-2022" option in the dropdown. The Synergy logo is at the bottom right.

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 "Secondary Admissions 2021-2022". Below the header, it says "Secondary Admissions 2021-2022". There are three input fields: "Current School:" with the value "Athersley North Primary School", "Address:" with a blue bar, and "Future Address:" with the value "Not due to change address". Below these fields, it says "If the information above is incorrect then please edit this child's information prior to applying by clicking [HERE](#):". At the bottom 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.



**Child further details**

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

**Further Details**

\* indicates a required field

**Relationship to Child\*** << Please Select >>

Is the Child living with you due to a court agreement?\* ☐ Yes ☒ No

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

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.

**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

Round: Secondary Admissions 2021-2022

**Further Details** / Edit Further Details section

Relationship to Child: Mother

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?: No

Child's Parent/Guardian is a Crown Servant?: No

Child is a Multiple Birth (e.g. Twin)?: No

Is the Child living with you due to a court agreement?: No

<< Back Confirm

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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.

Preference school search x Secondary school places

barnsley.cloud.servelec-synergy.com/Synergy/Parents/school.aspx?context=preference

## 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. Further information for each school is available by clicking on the name of any school in the search results. To select a school click on the Select link beside the school.

This is preference 1 of a possible 3.

☒ Hide Search Options

Name

Distance Radius (miles) ☒ Any Distance ☐ Other

LA

Phase

Postcode

Gender Mix

<< Back Search

11 schools were found matching your search criteria:

Results

1 2

[Barnsley Academy](#)

Gender Mix: Mixed

Address: Barnsley Academy, Farm Road, Barnsley, S70 3DL

Age From: 11

Age To: 16

[Darton Academy](#)

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.

Preference school search x Secondary school places

barnsley.cloud.servelec-synergy.com/Synergy/Parents/school.aspx?context=preference&n=&t=6&d=&l=372&p=&g=&page=1

This is preference 1 of a possible 3.

Change of LA

As you have chosen an alternative LA for your preference school, the list of schools below may not reflect those schools that are available for your admissions round.

☒ Hide Search Options

Name

Distance Radius (miles) ☒ Any Distance ☐ Other

LA

Phase

Postcode

Gender Mix

<< Back Search

15 schools were found matching your search criteria:

Results

1 2

[Aston Academy](#)

Gender Mix: Mixed

Address: Aston Academy, Aughton Road, Sheffield, South Yorkshire, S26 4SF

Age From: 11

Age To: 18

[Brinsworth Academy](#)

Gender Mix: Mixed

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`. The page title is "Preference Reasons". Below the title, a sub-header reads: "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 titled "Preference Reasons" and contains a list of checkboxes: Distance, Medical, Religion, Sibling, Social Reasons, and Other. Below this list is a text area labeled "Reason Notes". At the bottom of the form are two buttons: "<< Back" and "Next >>". The Synergy logo is visible at the bottom 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`. The page title is "Sibling Details". Below the title, a sub-header reads: "This page allows the user to provide details of the sibling that attends the chosen school (or linked school)." The main content area is titled "Sibling Details" and contains a form with the following fields: Forename\*, Middlename, Surname\*, DOB\* (DD/MM/YYYY), Gender\* (with radio buttons for Male and Female), and Address same as Child (with a checked checkbox). At the bottom of the form are two buttons: "<< Back" and "Next >>". The Synergy logo is visible at the bottom 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.

← → ↻ 🏠 barnsley.cloud.servelec-synergy.com/Synergy/Parents/preference/document.aspx 🔍 ☆ 🛠️ 🖨️ 👤

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

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## Supporting Evidence Details

This page allows the user to provide documents to support their application and these files may be used by the LA to determine school placement.

### Attached Documents

Shown below are any documents uploaded for this child and applicant.  
Attach any documents that are relevant to this preference.

Attached documents will support your application to the school.

Description	File Name
No Documents Uploaded	

### New Documents

Please upload any documents which support this preference.

Please enter a Description to clarify what the file contains.  
Allowed file types are: All file types permitted  
Files may not be larger than 5 MB.

Description*	File Name	Upload a file
No Documents Uploaded		

<< Back   Next >>

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

← → ↻ 🏠 barnsley.cloud.servelec-synergy.com/Synergy/Parents/preference/confirmation.aspx 🔍 ☆ 🛠️ 🖨️ 👤

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

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🏠 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

School: Barnsley Academy

### Preference Reasons ✓ Edit Preference Reasons section

Preference Reasons: Distance, Medical

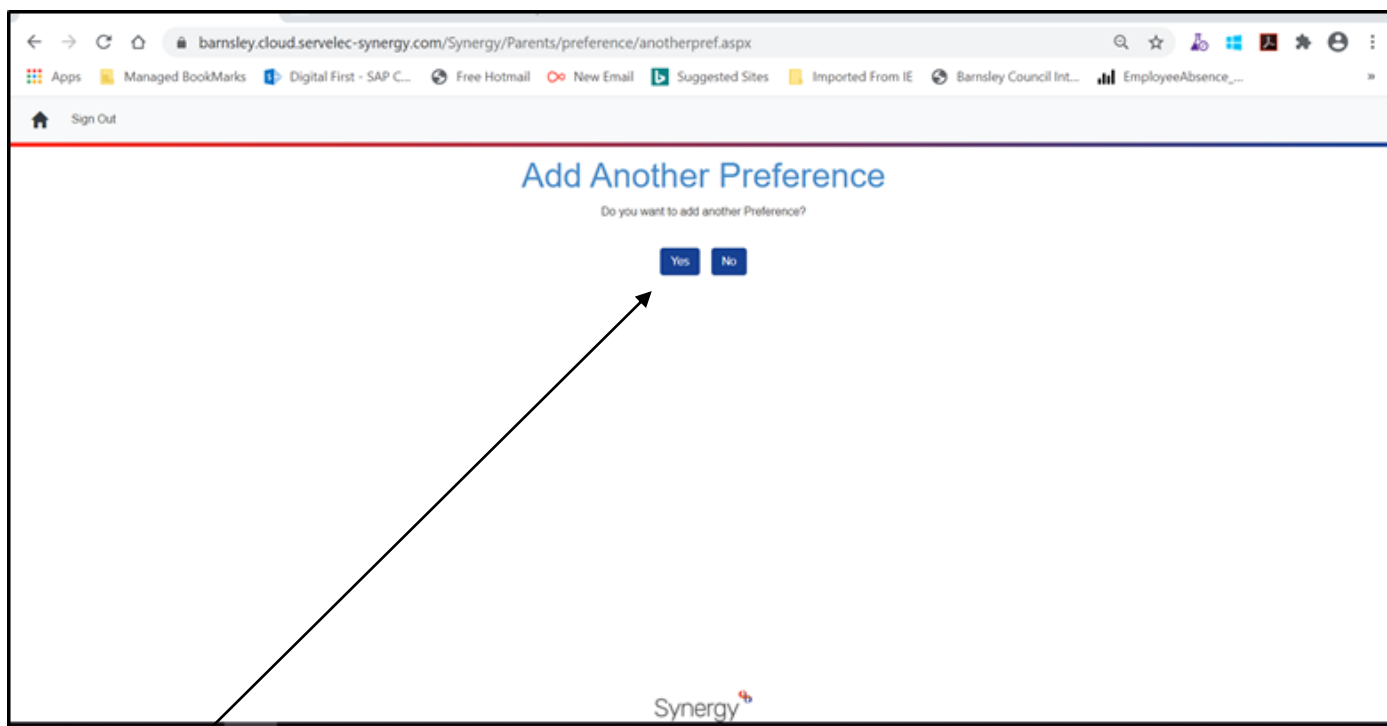
### Supporting Evidence ✓ Edit Supporting Evidence section

Attached Documents: No documents attached  
New Documents: No documents uploaded

<< Back   Confirm

Synergy

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.

**Faith Details**

This page allows the user to provide faith information - if required by the chosen school - that may be used to determine school placement.

**Faith**

\* indicates a required field

**Faith** Church of England

**Notes**

<< Back Next >>

Synergy

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**

**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 requires Supplementary Information Form (SIF) to be uploaded to support application**

**School Details** / Edit School Details section

School: Holy Trinity Catholic and Church of England School

**Faith Details** / Edit Faith Details section

Faith: Church of England

**Preference Reasons** / Edit Preference Reasons section

Preference Reasons: Religion

**Supporting Evidence** / Edit Supporting Evidence section

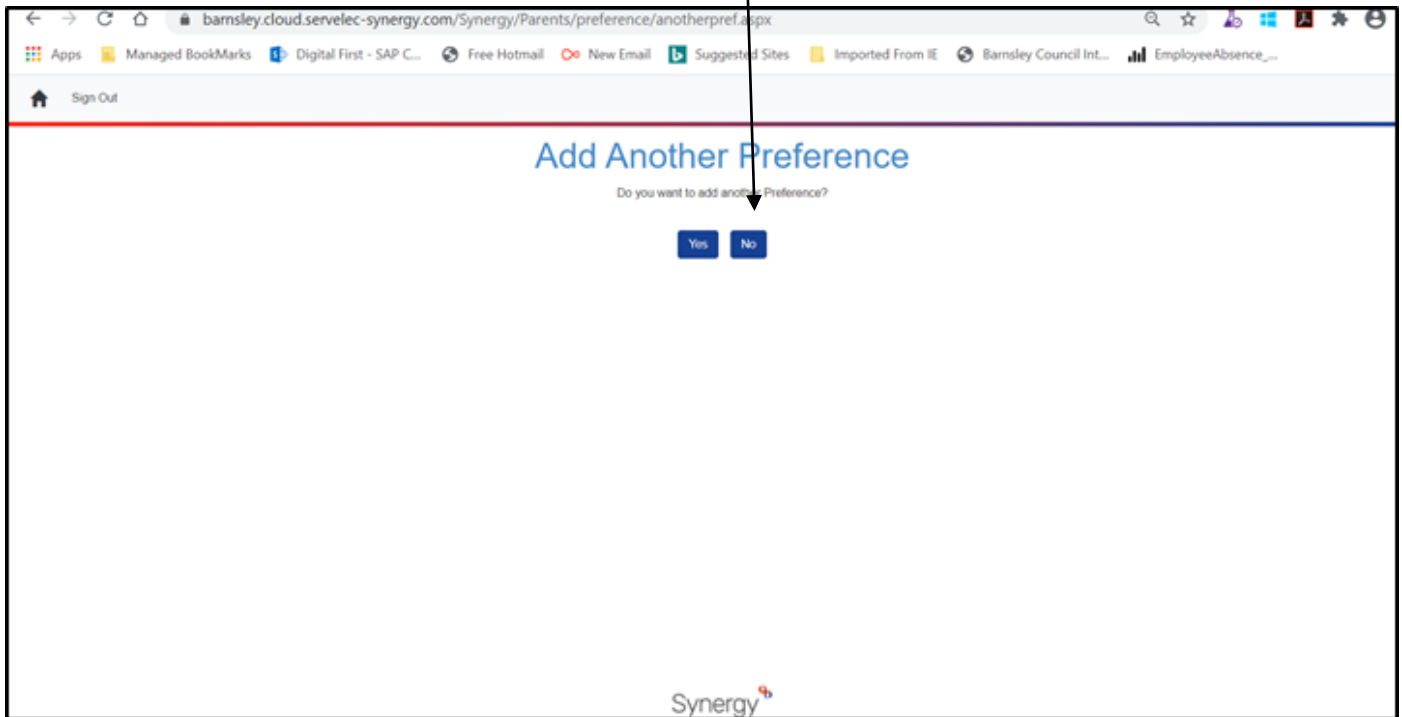
Attached Documents: No documents attached  
New Documents: No documents uploaded

<< Back Confirm

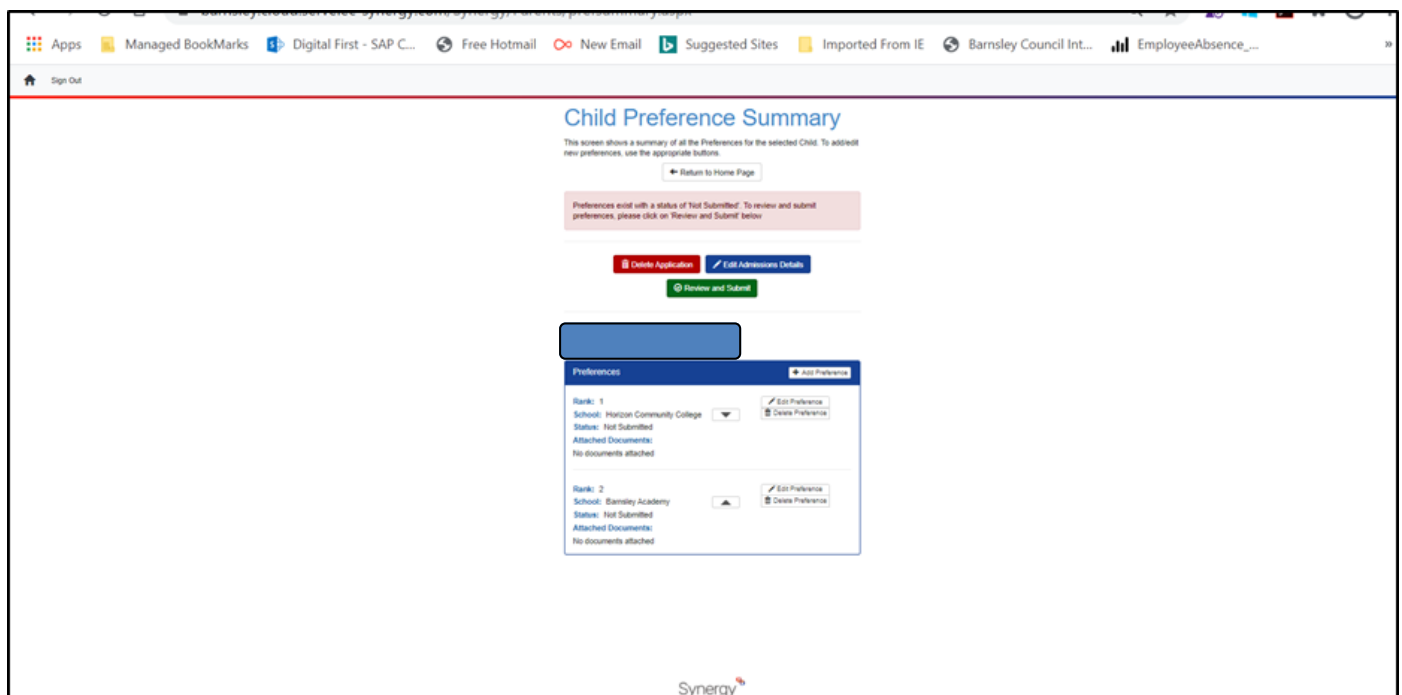
Synergy

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.

school places × +

ergy.com/Synergy/Parents/submit\_review.aspx

Free Hotmail New Email Suggested Sites Imported From IE Barnsley Council Int...

### Submit Application

Full details of your application are shown below. If all details are correct, submit the application using the button at the bottom of this page. If you wish to amend any item, return to the summary page and make changes until the application is correct, then return here to submit it.

#### Declaration

In the event of you not receiving an offer of a place at a preferred school, the Authority will not be held responsible where a place was not offered as a result of an error made by you before you failed to read the Admission to School - Advice to Parents booklet.

I certify that the information on this form is correct and that I have read and understood the admissions procedure set out in the Admission to school - advice to parents booklet.

I confirm that all other persons with parental responsibility have been contacted and have agreed to the transfer request. I also confirm that to my knowledge, there are no applications before the County/Magistrates Courts by a parent, someone claiming to be a parent etc, disputing the child's residence or which school they attend.

Please note: The information you provide may be passed to other local or central government departments or agencies in relation to prevention and detection of fraud. If a child is offered a place at a preferred school on the basis of false or intentionally misleading information provided by you, then the offer of the school place will be withdrawn. If your child is attending the preferred school having secured the place on the basis of false or intentionally misleading information, the sitting criterion will cease to apply in the event of you making an application to the same school on behalf of a younger child in your family.

☐ I have read the declaration

Print Summary Return to Preference Summary Submit Application

#### Account Details

#### Child Details

#### Application Details

Round: Secondary Admissions 2021-2022  
Council Tax Ref No:  
Relationship to Child: Mother  
Lived After: Not Lived After  
Does the Child have a current EHC Plan?: No  
Alternative Contact Notes: 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

##### Preference Details

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

Back to Top

Synergy

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).