



## How can I get information about schools?

The School Admissions web page links to our Advice to Parents Booklets for secondary and primary schools which contains some information about schools. You should read this booklet carefully before applying.

## How can I make comments about the online facility or the admissions process?

We are keen to improve the service we provide and are therefore happy to receive feedback from those who use it. You can email your comments to [admissions@barnsley.gov.uk](mailto:admissions@barnsley.gov.uk).

## Why should I apply online, what are the benefits?

- It is quick and easy to do
- You can do it at home
- No risk that the application will get lost
- You can change the application up to the deadline set for applications
- The system helps you by checking for errors
- You can monitor your application and check its progress
- You will receive an e-mail confirmation that your application has been received
- You will get to know the result of your application by e-mail normally quicker

## SCHOOL ADMISSIONS CONTACT DETAILS

Barnsley Metropolitan Borough Council  
website:

[www.barnsley.gov.uk/schooladmissions](http://www.barnsley.gov.uk/schooladmissions)

Select either **Primary School places** or  
**Secondary School places** and then  
use the direct link to the online system  
- **apply online**

### Admissions Team Telephone Numbers:

01226 773677, 773588, 773689, 773502

Email: [admissions@barnsley.gov.uk](mailto:admissions@barnsley.gov.uk)

### Address:

Admissions Team  
Barnsley Metropolitan Borough Council  
School Admissions  
PO Box 634  
Barnsley  
S70 9GG

**When you have completed your  
application you must  
SUBMIT it to register your  
online application**



**HOW TO APPLY FOR  
A SCHOOL PLACE  
ONLINE  
2019-2020**

If you live in the Barnsley area we recommend that you apply for a school place online using the Council's online application system.

**Apply online at**

**[www.barnsley.gov.uk/schooladmissions](http://www.barnsley.gov.uk/schooladmissions)**

If your child is due to start school for the first time, or transferring from primary to secondary school, you will have to apply for a school place.

Many parents may find it easier and quicker to apply electronically using the Council's online system.

This guide is designed to give you information about the online service and to answer some of the questions about the online system.

More information is available in the Admissions Advice to Parents booklets on the Council's website ([www.barnsley.gov.uk/schooladmissions](http://www.barnsley.gov.uk/schooladmissions)). You can also contact the Admissions Team direct (see contact details on this leaflet).



## What do I need to be able to apply online?

You will need to have an e-mail account and you will need to register to use the system, by entering your e-mail address on the first screen.

You must also be resident in the Barnsley Metropolitan Borough.

## When can I use the online system?

The online system is available 24 hours a day 7 days a week up to the closing dates for applications which are 31 October 2018 for secondary and 15 January 2019 for primary applications.

## How do I access the online system?

The online application system is available by logging onto the Council's website ([www.barnsley.gov.uk/schooladmissions](http://www.barnsley.gov.uk/schooladmissions)), selecting either **Primary Schools places** or **Secondary School places** and clicking on the **Apply online** link.

## What details will be requested on the online application?

You will not need any more information than you would if you were using a paper application form.

## Will my details and those of my child be secure?

Yes, the system has a series of security procedures which will prevent anyone seeing information they are not entitled to see.

## Can I apply for a voluntary aided (VA) school online?

Yes, log onto the online system, click on the Apply online link and follow the instructions to complete the online application. You must also complete the relevant paper supplementary

information form available from schools and the Admissions Team and return this with any requested supporting documentation eg. baptism certificates, by the closing dates directly to the school. Each voluntary aided school you apply for will need a completed Supplementary Information Form.

## How do I apply for a place at a school outside the Barnsley area?

If you want to apply for a school place in another Authority you should still apply online using this facility.

## What is the UID?

This is a unique identifier number which is not used in the Barnsley system. You should click the No UID? button.

## The system asks for my Council Tax reference number. Do I have to provide this?

No, this is entirely voluntary and does not affect your application.

## If I can't finish the application in one go can I save it and recall it later?

Yes, up to the closing date for applications.

## Having submitted an electronic application, will I be able to change my mind?

Yes, you can change things right up until the closing date for applications.

## How will I know that the amendments have been logged?

Every time you **re-submit** the online application you will receive an e-mail notification confirming

the status of the application. You can also check the status when you log into the system and select existing application.

## Will I be told the result of my application electronically?

An e-mail will be sent telling you the outcome of your application on the date specified in the admission timetable.

**You must ensure that you check the email box to receive notification.**

Please note even if you do not check the email box, you will still **not** receive a letter as your offer information will also be available on the Online System on offer day.

## Will my application receive any preference if I apply online?

No. There are lots of advantages to applying online but you will not get a higher priority for a school place nor will you know the outcome of the application before the published date for parents to be notified.

## I am concerned that technology sometimes fails, should I send a paper copy as well?

The system notifies you of the status of your submitted application by e-mail. If you think you have submitted an online application but do not get an e-mail acknowledgement, we recommend that you contact the Admission Team. You can also print or save a copy of your completed application so you can check the information provided is correct.

## Can I use the online system for transfers of school during the school year?

No, the system is only available if your child is due to start school for the first time or transfer to secondary school.

**NOTE: When you have completed your application, you must actually SUBMIT it to register your online application**