

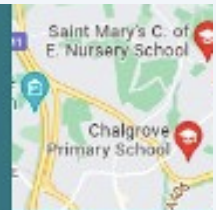
Step-by-step guide to creating a child record

After creating an account, you will need enter your child's details. Follow the steps below:

1 Click "Returning Visitors"

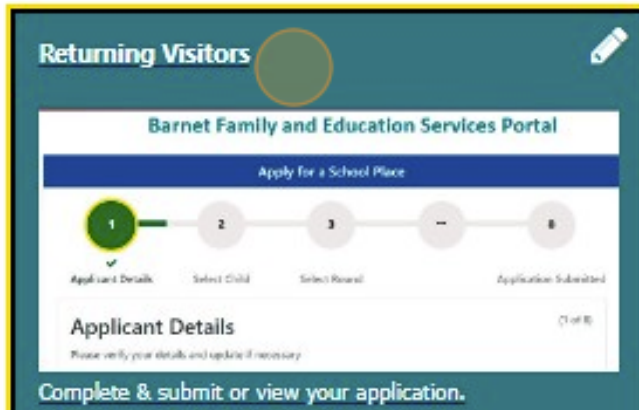


You will need an email address and a password to register.



Enter your postcode

(You can only apply for



Complete & submit or view your application.

2 Click "Sign In"

IDON BOROUGH



Apply for a School Place

You must be signed in as a Citizen in order to apply for a school place. Please

Sign In or Create Account

3 Click the "Under 'Username' enter your email address.

Sign In

Sign in or create an account with us.

Enter your username

Next

Back

Create Account

4

Click **'Next'** and enter you password. Then click on **"Sign In"**

Sign in

Enter your password

Change User Forgot Password Create Account Sign in

BARNET

5

You will see your contact details appear. Check and make sure all the details are correct or edit as necessary. Click **"Save and Continue"**

Please verify your details and update if necessary

Title * Miss

Forename * Bels

Middle Name

Surname * Barnet

DOB

Address * 2, Bristol Avenue, Colindale, London, NW9 4EW

Update Address

Daytime Number +447906126228

Evening Number

Mobile Number

Email Address bels_barnet@yahoo.com

Back Save and Continue

BARNET

6 Click "New Child"

The screenshot shows the 'Apply for a School Place' interface. A progress bar at the top indicates the current step is '2 Select Child'. Below the progress bar, a 'New Child' button is highlighted with a yellow circle. The main content area is titled 'Select Child (2 of 8)' and contains a table with columns for Name, Address, Gender, and DOB. The table is currently empty, with the text 'There are no records to show' centered below it. A 'Back' button is located at the bottom left, and a 'Next' button is at the bottom right. The BARNET LONDON BOROUGH logo is visible in the top left corner, and the BELS Barnet Education & Learning Service logo is in the top right corner.

7 Enter your child's **forename**, as it appears on their passport or birth certificate.

The screenshot shows the 'Create Child Record' form. The form is titled 'Create Child Record' and includes the following fields: Forename * (with 'Betty' entered and a green checkmark), Middle Name, Surname * (with a yellow circle around the input field), DOB *, and Gender * (with a dropdown menu showing 'Please select an option'). A checkbox labeled 'Address same as Applicant?' is checked. A yellow 'Cancel' button is located at the bottom left. The BARNET LONDON BOROUGH logo is visible in the top left corner, and the BELS Barnet Education & Learning Service logo is in the top right corner.

8

Enter your child's **surname**, as it appears on their birth certificate.

Apply for a School Place

Create Child Record

To create a new child, please complete the following details and then save these details using the buttons at the end of the form.

Forename * ✓ Current School

Middle Name

Surname * ✓

DOB *

Gender *

Address same as Applicant?

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9

Click the "**DOB**" field and enter your child's **date of birth**

To create a new child, please complete the following details and then save these details using the buttons at the end of the form.

Forename * ✓ Current School

Middle Name

Surname * ✓

DOB * ✓

Gender *

Address same as Applicant?

December 2023

Mo	Tu	We	Th	Fr	Sa	Su
27	28	29	30	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24

10 Click **"Gender"** and select your child's gender from the dropdown list

Forename * Betty ✓

Middle Name

Surname * Barnet ✓

DOB * 15 Nov 2017 ✓

Gender * Please select an option

Address same as Applicant?

Cancel

11 Click **"Add School"**

Apply for a School Place

Create Child Record

To create a new child, please complete the following details and then save these details using the buttons at the end of the form.

Forename * Betty ✓ Current School

Middle Name

Surname * Barnet ✓

DOB * 15 Nov 2017 ✓

Gender * Female ✓

Address same as Applicant?

Cancel Save

BB

Shortlist

BAIRNIE

12

From the **Local Authority** dropdown list, find the Local Authority for your child's current school. Click the "**School**" field and start typing your child's school name. It should appear on the screen - this may take a minute or so.

The screenshot shows a web form titled "Apply for a School Place". Inside the form, there is a section titled "Search for a School". This section contains three input fields: "Local Authority" with the value "Barnet", "Gender *" with a dropdown menu set to "All Applicable Schools", and "School *" with a placeholder text "Type to start searching". An orange circle highlights the "School" field. Below the input fields are two buttons: a yellow "Cancel" button and a blue "Confirm Selected" button. A small note below the "Gender" dropdown states: "All Applicable Schools" finds all mixed-gender schools and all schools which only accept your child's gender.



It may take a minute or so - please be patient and wait for the school name to appear.

13 Click on the school name once it appears on the screen



Apply for a School Place

Search for a School

Local Authority

Gender *
All Applicable Schools finds all mixed-gender schools and all schools which only accept your child's gender.

School *

Woodcroft School - Goldbeaters Grove - HA8 0QF

14 Click "Confirm Selected"

Search for a School

Local Authority

Gender *
All Applicable Schools finds all mixed-gender schools and all schools which only accept your child's gender.

School *

Woodcroft School

Code
3023518

Address
Woodcroft School,
Goldbeaters Grove,
Edgware,
HA8 0QF

Headteacher
Mr Craig Tallon

Phone
020 8959 3244

Email
head@woodcroft.barnetmail.net

Ages
3 - 11

Gender Mix
Mixed

Supplementary Information Form (SIF) Required
No

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15 Click "Save"

The screenshot shows a web browser window with the URL 'shortlist' and a user profile icon. The main heading is 'Apply for a School Place'. Below this is a 'Create Child Record' form. The form contains the following fields and values:

- Forename *: Betty ✓
- Middle Name: (empty)
- Surname *: Barnet ✓
- DOB *: 15 Nov 2017 ✓
- Gender *: Female ✓
- Current School: Woodcroft School
- Update School button
- Address same as Applicant?
- Cancel button
- Save button (highlighted with a red circle)

The BARNET LONDON BOROUGH logo is visible at the bottom right of the page.

16 Your child's record has now been created.

 You can now start a school admission application for your child