



# Customising Citizen Portal School Place Applications

last updated for the Autumn 2016 (3.61)  
release

Handbook

**CAPITA**

## Revision History

Version	Published on
Autumn 2016 (3.61) - 1.0	21/11/2016

### Doc Ref

Customising Citizen Portal School Place Applications Handbook/Autumn 2016 (3.61)/2016-11-21

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# 01 / Overview

The **School Places** area of the Citizen Portal is highly customisable, with most labels and textual content editable via the portal itself or A&T Back Office. Customising this content helps you to ensure that the advice and instructions given to applicants meet your LA's policies and guidelines.

## Customising Text via the Citizen Portal

Most text in the School Places application flow is defined as a series of resources in the Citizen Portal's **Administration** area. A Citizen Portal resource is an area of customisable text that appears in a fixed location on a particular page of the portal. You can change the text that is displayed on the application pages by editing the appropriate resources.

To edit text in the Citizen Portal:

1. From the Citizen Portal homepage, select **Administration | Edit Resources** to display the **Resource Configuration** page.

The screenshot shows the 'Administration' section of the Citizen Portal. At the top right, there is a gear icon and the word 'Administration'. Below this, there is a 'Resource Configuration Title' section with a 'Resource Configuration description' dropdown menu set to 'Account' and a 'Clear resources cache' button. A search bar is located below the description. Underneath the search bar, there are two tabs: 'Default' and 'Welsh (United Kingdom)'. The main content is a table with three columns: 'Name', 'Value', and 'Edit'. The table lists several resources with their corresponding values and an 'Edit' link for each.

Name	Value	Edit
AccountManagement_PageTitle	My Account	Edit
AddChild_HomeLanguageValidationError	Please select your Home Language	Edit
AddNonPortalChildren_Title	Please select children for adding to Portal	Edit
AdmissionMigration_AddChildButton	Add my child to Citizen Portal	Edit
AdmissionMigration_AddChildConfirmTitle	Please confirm your action	Edit
AdmissionMigration_ApplicationSummary	Application Summary	Edit
AdmissionMigration_ConfirmAddChildText	Please confirm that you wish to add {0} as a new child in your Citizen Portal family	Edit

2. Select **Admissions** from the drop-down menu. A list of all the editable resources within the A&T area of the portal is displayed.

**NOTE:** While most resources in the Citizen Portal application flow are part of the **Admissions** list, a few are shared with other modules and are therefore located in other lists.

Resources not in the **Admissions** list are noted in the following chapter in the format xxx.yyyyyyy, where xxx is the name of the resource's parent list and yyyyyyy is the name of the resource itself.

3. Optionally, enter either a resource name or value into the search bar. The list filters to display only those resources that match your search criteria.

**NOTE:** The easiest way to locate a resource whose name you don't know is to copy and paste the text from the portal into the search bar.

4. If your LA is Welsh, use the tabs at the top of the list to select a language:
  - Select **Default** to edit English resources.
  - Select **Welsh (United Kingdom)** to edit Welsh resources.
5. Click the **Edit** hyperlink for the resource you wish to edit to display the **Edit Resource** page for that resource.
6. Enter the required resource text into the **Resource Value** fields.
7. Click the **Save** button to save your changes and return to the **Resource Configuration** page.

### Entering Parameters

Some resources have hard-coded parameters (such as the child's name or application date) that can be entered into the text. Each available parameter is numbered, with the first parameter having the number 0, the second parameter having the number 1, and so on. Parameters are entered using the string *{n}*, where *n* is the number of the parameter you wish to enter.

For example, the **SchoolChoices\_HeadingTextNormalITG** resource (the text displayed at the top of the **School Selection** screen for normal phased transfer groups) can take two parameters. Parameter *{0}* is the number of schools that the user can select (as defined in the transfer group setup), and parameter *{1}* is the closing date from the transfer group.

As such, the text "You have selected the schools below. You may choose up to *{0}* schools and you may change your selection until *{1}*" would display as "You have selected the schools below. You may choose up to 5 schools and you may change your selection until 31/10/2016", assuming that the transfer group was set up to allow a selection of five schools and had a closing date of 31/10/2016.

The resources list in chapter two details which resources can take parameters, how many parameters are available for that resource, and the data items to which each parameter corresponds.

## Customising Text via A&T Back Office

Some of the custom text used in the Citizen Portal's School Places application flow is edited via A&T Back Office rather than as a Citizen Portal resource. This is generally the case where the displayed text is specific to a particular transfer group or sub-group.

Application text can be edited in three areas of A&T Back Office:

- **A&T Back Office | Administration | Applications | Online Parameters | Website Text:** Enables you to configure certain blocks of user-definable text. For more information on using this page to configure text, see the *Website Text* topic of the A&T online Help, and the *Checking Online Parameters* section of the *Setting up A&T Online* reference guide (available from [www.onepublications.com](http://www.onepublications.com) and My Account).
- **A&T Back Office | Process | Transfer Groups | E-App Settings | Online Text:** Enables you to configure blocks of text that are specific to a particular transfer group. For more information on using this page to configure text, see the *Adding Online Text* section of the *Configuring E-Application Settings* reference guide (available from [www.onepublications.com](http://www.onepublications.com) and My Account).
- **A&T Back Office | Process | Transfer Groups | Sub Groups | View Details | Additional Online Parameters:** Enables you to configure blocks of text that are specific to a particular sub-group. For more information on using this page to configure text, see the *Selecting*

*Additional Online Parameters* section of the *Setting up Sub Groups* reference guide (available from [www.onepublications.com](http://www.onepublications.com) and My Account).

The following table summarises text that is configurable via A&T Back Office, and details the page on which this text appears in Citizen Portal (if applicable). This list excludes the transfer group-dependent text that can be added to email content.

A&T Back Office	Citizen Portal School Places page
<b>Defined globally via Administration   Applications   Online Parameters   Website Text</b>	
Welcome Memo	Not used, since the Citizen Portal Welcome page is generic in order to cover multiple uses
Application Information Memo	School Places Landing page
Contact us	Not used, since Citizen Portal uses its own Contact us text
Privacy Policy	Not used, since Citizen Portal uses its own Privacy Notice text
Data Protection Memo	Terms & Conditions/Submit page, Data Protection section
Terms & Conditions Memo	Terms & Conditions/Submit page, Terms & Conditions section
Postcode Check Supporting Text	Postcode Check page (if configured to display)
Preference Memo	Find a Preference School page
Public Care Question	Additional Child Details page
Service Family Supporting Text	Address Details page, above the Service family question
SEN Statement/EHCP Question	Additional Child Details page
<b>Defined for specific Transfer Group via Process   Transfer Groups   Select current In Year TG   E-App Settings   Online Text</b>	
Home Address Question	Not used, since the child address is recorded as part of the generic 'Add Child' process
In Year Transfer Process Description	In year Transfer page
Medical Question	Preference Reasons page (unless selected Receiver has text configured at the Sub Group level)
Moving Date Text	Address Details page above the Moving Date where the Moving Home question is configured
Offer Information	Not used in Summer 2015 release, will be used on the View Offers page in Autumn 2015 release
Sibling Question	Preference Reasons page (unless selected Receiver has text configured at the Sub Group level)
<b>Defined for specific Receivers Sub Group via Process   Transfer Groups   Sub Groups   Additional Online Parameters</b>	
Medical Question	Preference Reasons page
Other Reasons Supporting Text	Other Reasons page
Oversubscription Criteria	Preference Reasons and Preference Reasons: Special Reasons pages
Sibling Question	Preference Reasons: Sibling Question page





## 02 / Application Pages

This section details the screens used in the School Places application flow, and highlights the editable areas of each page. The tables indicate which Citizen Portal resource corresponds to which on-screen text element.

In the case of text elements that change conditionally (for example, application status indicators or error messages that produce a list of errors), all available resources are listed against each element.

Where a text element is edited via A&T Back Office instead of Citizen Portal, the table gives the location of the edit option for that particular element.

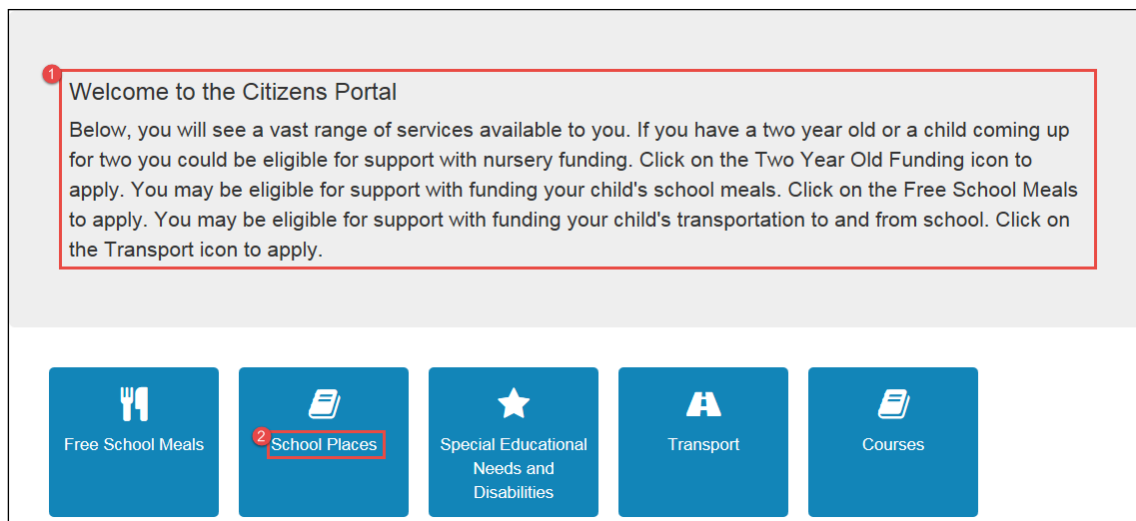
**NOTE:** Most tooltips used in the application process are also customisable. These elements are listed in red in the tables, but are not displayed for space reasons.

### Global

These elements are used on all or most pages of the application flow:

- **HeadingTextAdmissions:** The heading text in the top right of each page.
- **Button\_NextAdmissions:** The text displayed on the **Next** button.
- **DisplayAttribute\_Back:** The text displayed on the **Back** button.
- **Button\_Cancel:** The text displayed on the **Cancel** button.
- **Button\_Close:** The text displayed on the **Close** button.
- **Button\_Confirm:** The text displayed on the **Confirm** button.
- **Button\_Continue:** The text displayed on the **Continue** button.
- **Button\_Home:** The text displayed on the **Home** hyperlink.

## Home Page



Number	Resource
1	<i>Home.HomeGuidanceText</i>
2	<i>HomeTiles.Admissions_TileText</i>

# Landing Page

**1** **School Places**

**Admissions On-line**

**2** If you view or edit your preferred schools, your **MUST** resubmit your application. Note: You may need to refer to the admissions guide  
[Click here to view our web site](#)

**3** **View or change existing applications / offers**

**4** **Application submitted**

**5** Entry to Secondary School September 2016  
**6** Date of birth: 01-Sep-2004  
**7** Current age: 10  
**8** Last updated 15/06/2015 09:49  
**9** Submission closing date 31/10/2015 23:59  
**9** School Place Offer published here 01/03/2016

**10** You can perform the following actions:

- 11** • [Change application](#)
- [View application](#)
- [Start new application](#)

**4** **Application started (not yet submitted)**

**5** Entry to Secondary School September 2016  
**6** Date of birth: 01-Sep-2004  
**7** Current age: 10  
**8** Last updated 15/06/2015 09:55  
**8** Submission closing date 31/10/2015 23:59

**10** You can perform the following actions:

- 11** • [Continue application](#)
- [Start new application](#)

**12** **Make a new application**

**13** You currently have no children without an application

Back
Add child

**Application started (not yet submitted)**

**A Test1 A Test1**  
 Date of birth: 14-Jan-2016

In year 2016  
**14** **Date place wanted: 24-Sep-2016**  
**15** Reason: Move into LA  
 Last updated 13/09/2016 16:02  
**16** Preference 1: Bishop Parker Catholic School

+1  
**17** Submission closing date 31/08/2017 23:00

You can perform the following actions:

- [Close application](#)
- [Continue application](#)
- [Start new application](#)

**View or change existing applications / offers**

**18** [Display closed in-year applications](#)

**Application submitted**  
**Updated Status**

**Steve Spurrier**  
 Date of birth: 07-Jan-2016

In Year TG 2016  
**Date place wanted: 30-Sep-2016**  
 Reason: Move into LA  
 Last updated 26/09/2016 12:04  
 Preference 1: Yr Ysgol Gymunedol Gymraeg

+1

You can perform the following actions:

- [Close application](#)
- [Change application](#)
- [View application](#)
- [Start new application](#)

**Application started (not yet submitted)**

**Jalen Ramsey**  
 Date of birth: 01-Jan-2016

In Year TG 2016  
**Date place wanted: 30-Sep-2016**  
 Reason: Move into LA  
 Last updated 26/09/2016 16:10  
 Preference 1: Ysgol Dyffryn Teifi

You can perform the following actions:

- [Close application](#)
- [Continue application](#)
- [Start new application](#)

**Application submitted**

**Jimmy Smith**  
 Date of birth: 01-Jan-2016

In Year TG 2016  
**Date place wanted: 30-Sep-2016**  
 Reason: Move within LA  
 Last updated 27/09/2016 13:02  
 Preference 1: Gytun Aberaeron Comprehensive

You can perform the following actions:

- [Close application](#)
- [Change application](#)
- [View application](#)
- [Start new application](#)

## Application Pages

Number	Resource
1	AnTHeadingText
2	A&T Back Office   Administration   Applications   Online Parameters   Website Text   Application Information Memo
3	ChildrenWithApplicationsTitle
	ChildrenWhoCanApplyTitle
4	Badge_ApplicationStarted <i>(Displayed for students who have incomplete applications)</i>
	Badge_ApplicationSubmitted <i>(Displayed for students who have applications that have been submitted)</i>
4	Badge_CanApply <i>(Displayed for students who are eligible to apply but to not yet have a started application)</i>
	Badge_NotSubmittedInTime <i>(Displayed for students whose applications were not submitted in time)</i>
	Badge_OfferMade <i>(Displayed for students to whom an offer has already been made)</i>
	Badge_OfferMadeNotResponded <i>(Displayed before the Response Closing Date for students to whom an offer that requires a response has been made, but no response has been received)</i>
	Badge_OfferResponseCompleted <i>(Displayed for students to whom an offer that requires a response has been made and received)</i>
	Badge_OfferMadeNotRespondedInOnline <i>(Displayed after the Response Closing Date for students to whom an offer that requires a response has been made, but no response has been received)</i>
5	DateOfBirth
6	CurrentAge
7	LastUpdated
8	SubmissionClosingDate
9	PubliciseDate
10	Home_ActionsTitle
11	Link_ChangeApplication
	Link_ContinueApplication
	Link_RespondToOffer
	Link_StartNewApplication
	Link_ViewApplication
	Link_ViewOffer

Number	Resource
11	Link_ViewOfferAndResponse
	Link_ViewOfferChangeResponse
	Link_CloseApplication
12	ChildrenWhoCanApplyTitle
13	NoChildrenWhoCanApply
14	Home_DatePlaceRequiredLabel <i>Displayed for in year transfer groups only</i>
15	Home_ApplicationReasonLabel <i>Displayed for in year transfer groups only</i>
16	Home_PreferenceNumberPrefix <i>Displayed for in year transfer groups only</i>
17	SubmissionClosingDate <i>Displayed for in year transfer groups only</i>
18	Button_DisplayClosedApplications <i>Only displayed if closed applications exist for the user</i>
	Button_HideClosedApplications <i>Only displayed if closed applications exist for the user</i>
19	ProgressBadgeStatus_UpdateStatus <i>Only displayed if there is an unread status update for the application</i>
	ProgressBadgeStatus_LatestStatus <i>Only displayed if there is a status update for the application that has previously been read</i>

## Status for Preference Schools

Rank	School	Previous Status/Date	Latest Status/Date
1	Yr Ysgol Gymunedol Gymraeg		Test statues (28/09/2016) Test supporting text
2	Penglais School		

Close

Number	Element
1	ProgressBadgePopup_Title
2	ProgressBadgePopup_Rank
3	ProgressBadgePopup_School
4	ProgressBadgePopup_PreviousStatus
5	ProgressBadgePopup_LatestStatus

## Add a Child

Note that many of the resources on the **Add Child** page are listed under the **Free School Meals** and **Account** lists of the **Citizen Portal | Administration | Edit Resources** page (instead of the **Admissions** page).

The screenshot shows the 'Add Child' form with the following fields and annotations:

- 1: Add Child (Page Title)
- 2: Forename (Free School Meals attribute)
- 3: Middle Name (Account attribute)
- 4: Surname (Free School Meals attribute)
- 5: Gender (Free School Meals attribute)
- 6: Date of Birth (Free School Meals attribute)
- 7: Relationship to Child (Free School Meals attribute)
- 8: Parental Responsibility (Free School Meals attribute)

Number	Resource
1	PageTitle_AddChild
2	FreeSchoolMeals.DisplayAttribute_Forename
3	Account.DisplayAttribute_Midname
4	FreeSchoolMeals.DisplayAttribute_Surname
5	FreeSchoolMeals.DisplayAttribute_Gender
6	FreeSchoolMeals.DisplayAttribute_DateOfBirth
7	FreeSchoolMeals.DisplayAttribute_Relationship
8	FreeSchoolMeals.DisplayAttribute_ParentalResponsibility

**NOTE:** You can customise the list of relationships available in the **Relationship to Child** field. See the **Configuring lookup values for Parental Relationships, Citizen Titles and Faiths** section of the A&T 3.57 Product Notes for more information on this process.

## Postcode Check

Admissions

**1** **Before You Apply** 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 right 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.

**2** My child's postcode

**3**

**4**

Admissions

**5** Your child's postcode is within this Local Authority - Please click 'Continue'

**Before You Apply** 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 right 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.

My child's postcode

Number	Resource
1	Text Blocks.PostCodeCheckSupportingText A&T Back Office   Admin   Applications   Online Parameters   Website Text   Postcode Check Supporting Text
2	PostcodeCheckFieldlabel
3	CheckNowLabel
4	Continue
5	PostCodeCheck_PostCodeNotInDb <i>(Displayed if the user enters a postcode that is not known to the LA)</i>
	PostCodeCheck_PostCodeNotInLa <i>(Displayed if the user enters a postcode that the LA recognises as being outside of its jurisdiction)</i>
	PostCodeCheck_PostCodeOK <i>(Displayed if the user enters a postcode that is within the LA's jurisdiction)</i>
-	ToolTipPostcode



## Select a Transfer Group

Admissions

**1** Select a Transfer Group

**2** For your child's date of birth, you can apply for the following school places:

**3** ANT TEST Normal Transfer Group 1

**3** ANT TEST Normal Transfer Group2

**3** School Preference Applications  
Secondary

**4** Change school immediately/in near future

[Back](#)

Number	Resource
1	PageTitle_TransferGroup
2	<i>TextBlocks.SelectTransferGroup</i> (Displayed if there are transfer groups available for selection)
	<i>TextBlocks.TransferGroupsNotAvailableText</i> (Displayed if there are no transfer groups available)
3	A&T Back Office   Process   Transfer Groups   E-App Settings   Basic Details   Online Label for Transfer Group
4	InYearLink_Text

## Find Child

The screenshot shows the 'Find Child' page with the following elements highlighted by numbered callouts:

- 1:** The page title 'Find Child'.
- 2:** The text 'Chitra TG Online'.
- 3:** The first paragraph of instructions: 'You may have received a letter from your Local Authority, containing a UID (Unique Identifier) for your child. This is a code which identifies your child's application and using it will make it faster to complete your application.'
- 4:** An example UID: '82011H5M40Q96AB'.
- 5:** The second paragraph of instructions: 'Please note the UID is specific to your child for this year's applications. If you have more than one child that you need to make an application for this year you may have received a separate UID for each child.'
- 6:** A red error message box: 'The details you have entered are incorrect or the details you have for your child do not match the details we have on record. When entering a Unique Identifier, please enter exactly what is printed on the form you have been given, taking particular care with the letter 'O' number '0' and letter I/number 1. If you continue to have difficulties with entering the Unique Identifier then instead you can make your application using the 'No UID' button.'
- 7:** A text box with a link: 'Having problems finding or using the UID? Continue making your application by clicking here'.
- 8:** A 'No UID' button.
- 9:** A text box: 'You are applying for a school place for the following child:'.
- 10:** The 'Unique Identifier' label and input field.
- 11:** The 'Date of Birth' label and input field showing '21-February-2006'.

Buttons for 'Back' and 'Next' are visible at the bottom of the form.

Number	Resource
1	Title_FindChild
2	Text_UidParagraphTop
3	Text_ExampleUidText
4	Text_ExampleUidCode
5	Text_UidParagraphBotton
6	Validation_InvalidUID <i>(Displayed if the user enters an invalid UID or a UID that does not match the selected child's details)</i>
	Validation_ExistingUID <i>(Displayed if the user enters the UID of a child who already has an application in progress)</i>
	ChildUidRequiredAttribute
	DobRequiredAttribute
7	Text_NoUid
8	Button_NoUId
9	Message_ApplyingFor
10	Label_Uniquelidentifier
11	Label_UidDob
-	Tooltip_Uid
-	Tooltip_UidDob

## In Year Transfer

Admissions

**1** In year Transfer

**2** Please tell us your reason for wanting to change school?

Move within LA

**3** Please tell us the date you would like your child to start at the new school?

01-June-2015

Confirm

**4** Your child is in Year 6 and you have chosen to apply for a place in Year 6. Select Next to continue.

**5** If the above is not correct, please check whether your child's date of birth/date to start new school is correct.

Back Next

Number	Resource	Parameters
1	InYearTitle	
2	ApplicationReasonText	
3	DateStartText	
4	NewApplication_TransferGroup_Info_ChildNcy <i>(Displayed if One finds an NCY that the child is eligible for)</i>	{0} – Student's NCY {1} – Year applied for
	No_TransferGroup_Found_Message <i>(Displayed if One cannot find an NCY that the child is eligible for)</i>	
5	InYear_TransferGroup_General_Information	
-	Tooltip_DateStartAdmissions	

**NOTE:** Optional guidance text can be configured in **A&T Back Office | Transfer Groups | E-App Settings | Online Text | In Year Transfer Process Description**. If entered, this text is displayed directly underneath the page title.

## Application for Change of School Dialog

1 Application for change of school

2 You have previously submitted an application for an in-year change of school for [redacted]. This application was submitted on 05/10/2016.

3

4 The latest status regarding the schools for which you expressed a preference is:

School	Status	Notes
Penglais School		

5 Please tell us whether your application for a change of school for [redacted]

6  is finished and you wish to make a completely new application; or

7  is ongoing and you wish to make changes to it

8 Please select one of the choices above before continuing

Cancel Continue

Number	Element
1	Multiple_App_Warning_Header_Msg
2	Multiple_App_Info_Leading_Msg
3	Multiple_App_Info_Trailing_Msg
4	Multiple_App_Pref_Table_Title
5	Multiple_App_Option_Title_Msg
6	Multiple_App_Option_Msg_1
7	Multiple_App_Option_Msg_2
8	Multiple_App_Warning_Footer_Msg

## Close Existing Application Dialog

Close existing application and start new application

The previous application will be closed and the Local Authority will be informed that you no longer wish further action to be taken in relation to your earlier application.

Please select a reason for closure

Please select

Cancel Continue

Number	Element
1	Close_Start_New_App_Header
2	Close_Start_New_App_Info_Msg
3	Close_ReasonText

## Additional Child's Details

Number	Resource
1	PageTitle_StudentQuestion
2	DisplayAttribute_SpecialEducationNeeds
	A&T Back Office   Administration   Applications   Online Parameters   Website Text   'SEN Statement/EHCP Question
3	DisplayAttribute_PublicCare
	A&T Back Office   Administration   Applications   Online Parameters   Website Text   'Public Care Question
4	DefaultText_CareAuthority
5	DisplayAttribute_MultipleBirth
6	PageTitle_CouncilTaxReference
7	DisplayAttribute_CouncilTaxReference
-	Tooltip_CouncilTaxReference
8	Validation_InvalidCareAuthority

**NOTE:** The **Council Tax Reference Number** section is only displayed if the **Process | Transfer Groups | E-App Settings | Basic Details | Request Council Tax Reference Online** check box is selected for the transfer group.

## Address Details (with Moving Home section)

This version of the **Address Details** page is displayed if the **Process | Transfer Groups | E-App Settings | Basic Details | Ask Parent For Moving Address & Date** check box is selected for the student's transfer group.

Admissions

**1** Address Details

**2** You have previously indicated that [redacted]'s current address is [redacted]. If this is not [redacted]'s current address, please update this via My Family. Then please navigate back to School Places and select to 'Continue this application'. It is very important that we know the correct current address for [redacted].

**3** Moving Home?

**4** If your child is moving from their current address before they start their new school, please supply the date of moving. (If your child is not moving home, please ignore this question and proceed to the Returning Service Families section below.)

**5** Moving Date

**6** Enter your new postcode and then click 'Find Address'. If your address is not listed, press the 'Enter Address Manually' and type the correct address into the boxes provided. If you don't have a Postcode please select 'I don't have a Postcode'.

**7** Postcode

**8** Find Address

**9** The next question is only for members of service (e.g. Army) and Crown Servant (e.g. Diplomat's) families. If this does not apply to you, please ignore this question and click the NEXT button below.

**10** Is [redacted] a member of a Service or Crown Servant family, who are returning/moving to the address selected to take up duties?

Address Details

You have previously indicated that [redacted]'s current address is [redacted]. If this is not [redacted]'s current address, please update this via My Family. Then please navigate back to School Places and select to 'Continue this application'. It is very important that we know the correct current address for [redacted].

Moving Home?

**11** You have indicated you are a returning Service or Crown Servant family, please enter the new address and the date of moving or change your response to No.

If your child is moving from their current address before they start their new school, please supply the date of moving. (If your child is not moving home, please ignore this question and proceed to the Returning Service Families section below.)

Moving Date

Enter your new postcode and then click 'Find Address'. If your address is not listed, press the 'Enter Address Manually' and type the correct address into the boxes provided. If you don't have a Postcode please select 'I don't have a Postcode'.

House Number

House Name

Building Name

Street Name

District / Village

Town

County

Postcode

**12** Country

The next question is only for members of service (e.g. Army) and Crown Servant (e.g. Diplomat's) families. If this does not apply to you, please ignore this question and click the NEXT button below.

Is [redacted] a member of a Service or Crown Servant family, who are returning/moving to the address selected to take up duties?

## Application Pages

Number	Resource	Parameters
1	PageTitle_AddressDetails	
2	ChildCurrentAddress_InMovingHome	{0} – Student's first name {1} – Student's address {2} – My Family link
3	DisplayAttribute_MovingHomeTitle	
4	DisplayAttribute_MovingHomeText	
5	DisplayAttribute_MovingOnDate	
	Tooltip_MovingDate	
6	DisplayAttribute_PostCodeSearch	
7	Post_Code_Label	
8	DisplayAttribute_FindAddress	
9	DisplayAttribute_ServivceFamilySubText	
	A&T Back Office   Admin   Applications   Online Parameters   Website Text   Service Family Supporting Text	
10	DisplayAttribute_ServiceFamilyDefaultQuestion	[0] – Student's first name
11	Validation_MovingDateMandatory	
	Validation_MovingDateAndPostCodeAreNull	
	Validation_MovingDateMandatoryWithPostCode	
	Validation_MovingDateMustBeInTheFuture	
	Validation_PostCodeMandatoryWithMovingDate	
12	DisplayAttribute_Country	



## Address Details (without Moving Home section)

This version of the **Address Details** page is displayed if the **Process | Transfer Groups | E-App Settings | Basic Details | Ask Parent For Moving Address & Date** check box is not selected for the student's transfer group.

The screenshot shows the 'Address Details' page with the following elements highlighted by numbered callouts:

- 1** Address Details (Page Title)
- 2** Text: "You have previously indicated that Test3's current address is 200, Wilstead Road, Elstow, Bedford, MK42 9YF. If this is not Test3's current address, please update this via My Family. Then please navigate back to School Places and select to 'Continue this application'. It is very important that we know the correct current address for Test3."
- 3** Returning Service Families Only (Section Header)
- 4** Text: "The next question is only for members of service (e.g. Army) and Crown Servant (e.g. Diplomat's) families. If this does not apply to you, please ignore this question and click the NEXT button below."
- 5** Question: "Is Test3 a member of a Service or Crown Servant family, who are returning/moving to the address selected to take up duties?" with a "No" radio button.
- 6** Moving Date (Label) and a date picker field.
- 7** Text: "Enter your new postcode and then click 'Find Address'. If your address is not listed, press the 'Enter Address Manually' and type the correct address into the boxes provided. If you don't have a Postcode please select 'I don't have a Postcode'."
- 8** Postcode (Label) and a text input field.
- 9** Find Address (Button) and a link "I don't have a Postcode".

Navigation buttons: Back (orange), Next (blue).

Number	Resource	Parameters
1	PageTitle_AddressDetails	
2	ChildCurrentAddress_InMovingHome	{0} – Student's first name {1} – Student's address {2} – My Family link
3	DisplayAttribute_ServiceFamilyTitle	
4	DisplayAttribute_ServiceFamilySubText	
	A&T Back Office   Admin   Applications   Online Parameters   Website Text   Service Family Supporting Text	
5	DisplayAttribute_ServiceFamilyDefaultQuestion	
6	DisplayAttribute_MovingOnDate	
7	DisplayAttribute_PostCodeSearch	
8	Post_Code_Label	
9	DisplayAttribute_FindAddress	

# Child's Current School

Admissions

**1** Child's Current School

**2** Where does [redacted] currently go to School? Use the search facility below to find [redacted] current school.

**3** Find a School

**4** To find the school you are looking for, search using a postcode, local authority, school name or a combination of these, then click Search.

**5** Postcode **6** Schools located in **7** School Name (Tip: Part names give better results)

**8** All Local Authorities

**9** If, after searching, you are still unable to find the school, please tell us where your child is currently being educated by typing the name into the box below.

**10** Currently educated at:

Back Next

Admissions

Child's Current School

Where does [redacted] currently go to School? Use the search facility below to find [redacted] current school.

Find a School

To find the school you are looking for, search using a postcode, local authority, school name or a combination of these, then click Search.

Postcode Schools located in School Name (Tip: Part names give better results)

Search

**11** We have been unable to find any schools that meet your search options. Please either choose some different search options or make your search less specific and try again. X

If, after searching, you are still unable to find the school, please tell us where your child is currently being educated by typing the name into the box below.

Currently educated at:

Back Next

Admissions

### Child's Current School

Where does [redacted] currently go to School? Use the search facility below to find [redacted] current school.

### Find a School

**12** School name or postcode should be entered if using 'All Local Authorities' query

To find the school you are looking for, search using a postcode, local authority, school name or a combination of these, then click Search.

**Postcode** 
**Schools located in** 
**School Name (Tip: Part names give better results)**

If, after searching, you are still unable to find the school, please tell us where your child is currently being educated by typing the name into the box below.

Currently educated at:

Admissions

### Child's Current School

Where does [redacted] currently go to School? Use the search facility below to find [redacted] current school.

### Find a School

To find the school you are looking for, search using a postcode, local authority, school name or a combination of these, then click Search.

**Postcode** 
**Schools located in** 
**School Name (Tip: Part names give better results)**

**13** 5 School(s) found

<b>14</b> School Name	<b>15</b> Gender	<b>16</b> Address	<b>17</b> Website
Bedford Drive Primary School	CoEd	Bedford Drive, Rock Ferry, , Birkenhead, Merseyside, CH42 6RT	
Bedford Hall Methodist Primary School	CoEd	Breaston Avenue, , Leigh, Lancashire, WN7 3DJ	
Bedford Primary School	CoEd	Quarry Road, , Bootle, Merseyside, L20 9LJ	
Bedford Road Lower School	CoEd	Hillgrounds Road, Kempston, , Bedford, Bedfordshire, MK42 8QH	
The Duke of Bedford Primary School	CoEd	Wisbech Road, Thorney, , Peterborough, Cambridgeshire, PE6 0ST	

If, after searching, you are still unable to find the school, please tell us where your child is currently being educated by typing the name into the box below.

Currently educated at:

Admissions

### Child's Current School

**19** School Name

**20** School Address

Bedford Road Lower School

Hillgrounds Road, Kempston, , Bedford, Bedfordshire, MK42

**21** If the above is the school  currently attends, or if you have entered some details below, select the 'Next' button to continue. If not, select 'Change current school' to search for the correct school.

**22** [Change current school](#)

If, after searching, you are still unable to find the school, please tell us where your child is currently being educated by typing the name into the box below.

Currently educated at:

Back
Next

Number	Resource	Parameters
1	Current_School_Title	
2	Current_school_search_header_school_not_known <i>(Displayed if the student's current school is already known)</i>	{0} – Student's first name
	Current_school_search_Confirm_header_school_known <i>(Displayed if the student's current school is not yet known)</i>	{0} – Student's first name
3	Find_School_Label	
4	SchoolSearch_Current_School_Instructions	
5	Post_Code_Label	
6	School_Located_Label	
7	Search_School_Name_Label	
8	Current_School_LA_DropDown_Label	
9	Current_School_Can_Not_Find_School	
10	Current_School_Name_FreeText_Label	
	- <b>ToolTip_Search_Current_School_Name</b>	
11	Current_School_No_Records_Found_Label	
12	SchoolSearch_Validation_AllLAsNoSearchCriteria <i>(Displayed if the user does not enter either a school name or postcode when searching all LAs)</i>	
	SchoolSearch_TooManyResults <i>(Displayed if the search returns more than the maximum number of results)</i>	
13	Current_School_Records_Found_Label	
14	Current_School_Name_Label	
15	Current_School_Gender_Label	

Number	Resource	Parameters
16	Current_School_Address_Label	
17	Current_School_Website_Label	
18	BoysSchoolLabel	
	CoEdSchoolLabel	
	GirlsSchoolLabel	
19	Current_School_Name_Label	
20	Current_School_Confirm_Address_Label	
21	Current_school_search_Confirm_header_school_known	
22	Current_school_search_Confirm_Change_Button_Text	
-	ToolTip_Current_School_Name_FreeText	

## Additional Questions

Number	Resource
1	AdditionalQuestion_TransferGroup_Heading
2	AdditionalQuestion_TransferGroup_Error
3	Shared. Error_ProvideExplanatoryText
4	Label_ConfigurableQuestion_ExplanatoryText
5	These are custom questions that are configured through the question library. For more information on configuring additional questions, see the <i>Configuring Additional Questions</i> reference guide, available from <a href="http://www.onepublications.com">www.onepublications.com</a> and My Account.

# Preference School Search

Admissions

**1** Preference School Search

**2** To search for a school press the search button.  
[Click here](#) to view our web site for details about admissions criteria

**3** Find a School

**4** To find the school you are looking for, search using a postcode, local authority, school name or a combination of these, then click Search.

**5** Postcode **6** Schools located in **7** School Name (Tip: Part names give better results)

🏠  All Local Authorities  Search

Back

Admissions

Preference School Search

To search for a school press the search button.  
[Click here](#) to view our web site for details about admissions criteria

Find a School

**8** School name or postcode should be entered if using 'All Local Authorities' query

To find the school you are looking for, search using a postcode, local authority, school name or a combination of these, then click Search.

Postcode Schools located in School Name (Tip: Part names give better results)

🏠  All Local Authorities  Search

Back

Admissions

Preference School Search

To search for a school press the search button.  
[Click here](#) to view our web site for details about admissions criteria

Find a School

To find the school you are looking for, search using a postcode, local authority, school name or a combination of these, then click Search.

Postcode Schools located in School Name (Tip: Part names give better results)

🏠  All Local Authorities  Search

**9** We have been unable to find any schools that meet your search options. Please either choose some different search options or make your search less specific and try again. X

Back

Admissions

### Preference School Search

To search for a school press the search button.  
[Click here](#) to view our web site for details about admissions criteria

### Find a School

To find the school you are looking for, search using a postcode, local authority, school name or a combination of these, then click Search.

Postcode:  Schools located in: All Local Authorities School Name (Tip: Part names give better results):

4 School(s) found

11 School Name	12 Gender	13 Address	14 Website
Bedford Drive Primary School	15 CoEd	Bedford Drive, Rock Ferry, , Birkenhead, Merseyside, CH42 6RT	
Bedford Hall Methodist Primary School	CoEd	Breaston Avenue, , , Leigh, Lancashire, WN7 3DJ	16 <a href="#">Link</a>
Bedford Primary School	CoEd	Quarry Road, , , Bootle, Merseyside, L20 9LJ	
The Duke of Bedford Primary School	CoEd	Wisbech Road, Thorney, , Peterborough, Cambridgeshire, PE6 0ST	

Number	Resource
1	Title_PreferenceSchoolSearch
2	A&T Back Office   Administration   Applications   Online Parameters   Website Text   Preference Memo
3	Find_School_Label
4	SchoolSearch_Pref_Sibling_All_LA_Instructions <i>Displayed when the <b>Preference School search on Home LA Receivers only</b> back office transfer group setting is not selected.</i>
	SchoolSearch_Pref_Sibling_Home_LA_Instructions <i>Displayed when the <b>Preference School search on Home LA Receivers only</b> back office transfer group setting is selected.</i>
5	Post_Code_Label
	ToolTipPostcode
6	School_Located_Label
7	Search_School_Name_Label
8	SchoolSearch_Validation_AILLAsNoSearchCriteria
	SchoolSearch_TooManyResults
9	Current_School_No_Records_Found_Label
10	Current_School_Records_Found_Label
11	Current_School_Name_Label
12	Current_School_Gender_Label
13	Current_School_Address_Label



Number	Resource
14	Current_School_Website_Label
15	BoysSchoolLabel
	CoEdSchoolLabel
	GirlsSchoolLabel
16	Website_Hyperlink_Text
	SchoolSearch_URL_Title

## Preference Reasons: Sibling

Number	Resource
1	Title_PreferenceReasons_Sibling
2	SiblingQuestion_GuidanceBeforeSchoolName
3	SiblingQuestion_GuidanceAfterSchoolName
4	A&T Back Office   Process   Transfer Groups   Sub Groups   View Details   Additional Online Parameters   Sibling Question ( <i>Sub group level</i> )
	A&T Back Office   Process   Transfer Groups   E-App Settings   Sibling Question ( <i>Transfer group level</i> )
	Default_SiblingQuestion ( <i>Global</i> )

# Sibling Details

Admissions

## Sibling Details

In order to support your application for a place at Bedford Hall Methodist Primary School you can select appropriate reasons on the next pages.

Your child might have multiple siblings currently attending the school. Please enter the details of the sibling closest in age and select the address where the sibling lives.

5 Forename

6 Middle Name

7 Surname

8 Gender

9 Date of Birth

House Number

House Name

Building Name

Street Name

District / Village

Town

County

Postcode

Country

Admissions

## Sibling Details

In order to support your application for a place at Bedford Hall Methodist Primary School you can select appropriate reasons on the next pages.

Your child might have multiple siblings currently attending the school. Please enter the details of the sibling closest in age and select the address where the sibling lives.

10 Please correct the error(s) below before proceeding

11 Sibling forename cannot be more than 15 characters

Number	Resource
1	Title_Sibling
2	SiblingNameAddressDetails_GuidanceBeforeSchoolName
3	SiblingNameAddressDetails_GuidanceAfterSchoolName
4	DisplayAttribute_SiblingText
5	DisplayAttribute_SiblingForename

## Application Pages

Number	Resource
6	DisplayAttribute_SiblingMidname
7	DisplayAttribute_SiblingSurname
8	DisplayAttribute_SiblingGender
9	DisplayAttribute_SiblingDateOfBirth
10	ValidationSummaryHeaderAdmissions
11	MaxLength_SiblingForename <i>(Displayed if the user enters a forename of more than 15 characters)</i>
	MaxLength_SiblingMiddlename <i>(Displayed if the user enters a middle name of more than 25 characters)</i>
	MaxLength_SiblingSurname <i>(Displayed if the user enters a surname of more than 30 characters)</i>
	ValidationFailure_Postcode <i>(Displayed if the user enters a postcode that is not a valid UK postcode)</i>
	RequiredAttribute_SiblingDateOfBirth <i>(Displayed if the user did not enter the sibling's date of birth)</i>
	RequiredAttribute_SiblingForename <i>(Displayed if the user did not enter the sibling's forename)</i>
	RequiredAttribute_SiblingGender <i>(Displayed if the user did not enter the sibling's gender)</i>
	RequiredAttribute_SiblingSurname <i>(Displayed if the user did not enter the sibling's surname)</i>
-	Tooltip_SiblingForename
-	Tooltip_SiblingMiddlename
-	Tooltip_SiblingSurname
-	Tooltip_SiblingDateOfBirth

## Sibling's School

Admissions

**1** Sibling's School

**2** The sibling's current school is shown below

School Name

School Address

**3** If the sibling does not attend the above school, but instead attends a partner school, please click on the Find School button to select the correct school.

[Find School](#)

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

Number	Resource
1	Title_SiblingSchool
2	SiblingConfirmSchool
3	SiblingConfirmSchool_Text

# Sibling: Find a School

Admissions

1 Sibling School

2 If the sibling attends a partner school of Bedford Hall Methodist Primary School please search for it using the criteria and search button below.

3

4 Find a School

5 To find the school you are looking for, search using a postcode, local authority, school name or a combination of these, then click Search.

6 Postcode

7 Schools located in

8 School Name (Tip: Part names give better results)

Home All Local Authorities Search

Back

Admissions

Sibling School

If the sibling attends a partner school of Bedford Hall Methodist Primary School please search for it using the criteria and search button below.

Find a School

9 School name or postcode should be entered if using 'All Local Authorities' query

To find the school you are looking for, search using a postcode, local authority, school name or a combination of these, then click Search.

Postcode Schools located in School Name (Tip: Part names give better results)

Home All Local Authorities Search

Back

Admissions

Sibling School

If the sibling attends a partner school of Bedford Hall Methodist Primary School please search for it using the criteria and search button below.

Find a School

To find the school you are looking for, search using a postcode, local authority, school name or a combination of these, then click Search.

Postcode Schools located in School Name (Tip: Part names give better results)

Home Bedfordshire 97 Search

10 We have been unable to find any schools that meet your search options. Please either choose some different search options or make your search less specific and try again. X

Back

Number	Resource
1	PageTitle_SiblingSchool
2	SiblingSchoolSearch_GuidanceBeforeSchoolName
3	SiblingSchoolSearch_GuidanceAfterSchoolName
4	Find_School_Label
5	SchoolSearch_Pref_Sibling_All_LA_Instructions <i>Displayed when the <b>Preference School search on Home LA Receivers only</b> back office transfer group setting is not selected.</i>
	SchoolSearch_Pref_Sibling_Home_LA_Instructions <i>Displayed when the <b>Preference School search on Home LA Receivers only</b> back office transfer group setting is selected.</i>
6	Post_Code_Label
7	School_Located_Label
8	Search_School_Name_Label
9	SchoolSearch_TooManyResults <i>(Displayed if the search returns more than the maximum number of results)</i>
	SchoolSearch_Validation_AllLAsNoSearchCriteria <i>(Displayed if the user does not enter either a school name or postcode when searching all LAs)</i>
10	Current_School_No_Records_Found_Label
-	ToolTipPostcode

## Preference Reasons

The following screen displays the text for all available standard preference reasons. If required, you can select a subset of preference reasons to display via the **A&T Back Office | Process | Transfer Groups | Sub Groups | Additional Online Parameters | Preference Reasons Displayed Online** menu.

**Preference Reasons**

In order to support your application for a place at **Bedford Academy** you can select the appropriate reasons below. You will have the opportunity to tell us in your own words of any additional reasons, or more about your selected reasons, on one of the next pages.

1 I am selecting this school because it is a Faith School

2 I am selecting this school for medical reasons

3 I believe my child lives in this school's catchment

4 I believe my child attends a feeder school to this school

5 I am selecting this school for social reasons

6 I am selecting this school because of the distance from my child's home to this school

7 I am selecting this school because it is easy to make arrangements for my child to travel to this school

8 I am selecting this school because it is a **Single sex school** **co-educational school** **Not Applicable**

9 I am selecting this school because Test is a child of a member of staff currently working at this Preference school

10 I believe my child can pass this school's entrance test

11 I am selecting this school because my child has an aptitude for the school's specialism(s)

12 Yes **No/Not Applicable**

13 Yes **No/Not Applicable**

14 Yes **No/Not Applicable**

15 Yes **No/Not Applicable**

16 Yes **No/Not Applicable**

17 Yes **No/Not Applicable**

18 Yes **No/Not Applicable**

19 Yes **No/Not Applicable**

20 Yes **No/Not Applicable**

21 Yes **No/Not Applicable**

22 Yes **No/Not Applicable**

Back Next

**Preference Reasons**

In order to support your application for a place at **Barnfield Vale Academy** you can select the appropriate reasons below. You will have the opportunity to tell us in your own words of any additional reasons, or more about your selected reasons, on one of the next pages.

Please correct the error(s) below before proceeding

20 Faith must be entered

I am selecting this school because it is a Faith School

21 Please select the faith

22 If yes, please select a faith

Yes No/Not Applicable

Number	Resource	Parameters
1	Title_StandardReasons	
2	StandardReasons_GuidanceBeforeSchoolName	
3	StandardReasons_GuidanceAfterSchoolName	



Number	Resource	Parameters
4	StandardReasons_FaithQuestion	
5	StandardReasons_DefaultMedicalQuestion ( <i>Global</i> )	
	A&T Back Office   Process   Transfer Groups   E-App Settings   Medical Question ( <i>Transfer group level</i> )	
	A&T Back Office   Process   Transfer Groups   Sub Groups   Additional Online Parameters   Medical Question ( <i>Sub group level</i> )	
6	StandardReasons_CatchmentQuestion	
7	StandardReasons_FeederSchoolQuestion	
8	StandardReasons_SocialReasonsQuestion	
9	StandardReasons_DistanceQuestion	
10	StandardReasons_TravelArrangementsQuestion	
11	StandardReasons_SchoolGenderQuestion	
12	StandardReasons_StaffChildQuestion	{0} – Student's first name
13	StandardReasons_EntranceTestQuestion	
14	StandardReasons_AptitudeQuestion	
15	StandardReasons_SchoolGenderSingleSexLabel	
16	StandardReasons_SchoolGenderCoEdLabel	
17	StandardReasons_SchoolGenderNotApplicableLabel	
18	StandardReasons_YesLabel	
19	StandardReasons_NoNotApplicableLabel	
20	StandardReasons_NoFaithSelectedError	
21	StandardReasons_FaithsLabel	
22	StandardReasons_FaithsPlaceholder	

**NOTE:** You can customise the list of faiths available from the **Faiths** drop-down menu on this page. See the *Configuring lookup values for Parental Relationships, Citizen Titles and Faiths* section of the A&T 3.57 Product Notes for more information on this process.

Optional guidance text relating to oversubscription criteria can be configured via **A&T Back Office | Process | Transfer Groups | Sub Groups | Additional Online Parameters | Oversubscription Criteria**. If entered, this text is displayed directly underneath the main guidance text.

# Preference Reasons: Specialisms

Admissions

**1** Preference Reasons: Specialisms

**2** You have indicated that you are selecting **Bedford Hall Methodist Primary School** because **\_\_\_\_\_** has an aptitude for the schools specialism(s). Please select one or more specialism(s) reflecting **\_\_\_\_\_** aptitude(s):

**3**

- Physical Education or Sport
- Performing Arts
- Visual Arts
- Modern Foreign Languages
- Design Technology or IT
- Other
- 0821 - TABLE\_ID

**4** If my child does not get a place in this school on their ability or aptitude I would still like them to be considered for this school.  Yes

Admissions

Preference Reasons: Specialisms

**5** Please correct the error(s) below before proceeding

- 6** Please select the specialism(s) for which your child has an aptitude

You have indicated that you are selecting **Bedford Hall Methodist Primary School** because **\_\_\_\_\_** has an aptitude for the schools specialism(s). Please select one or more specialism(s) reflecting **\_\_\_\_\_** aptitude(s):

- Physical Education or Sport
- Performing Arts
- Visual Arts
- Modern Foreign Languages
- Design Technology or IT
- Other
- 0821 - TABLE\_ID

If my child does not get a place in this school on their ability or aptitude I would still like them to be considered for this school.  Yes

Number	Resource	Parameters
1	SiblingSpecialisms_Title	
2	Specialisms_GuidanceBeforeSchoolName	
3	Specialisms_GuidanceAfterSchoolName	{0} – Student’s first name
4	StandardReasons_MainstreamQuestion	
5	ValidationSummaryHeaderAdmissions	
6	SiblingSpecialisms_Validation_Message	

## Preference Reasons: Special Reasons

Admissions

**Warning!** This application is now unsubmitted. Resubmit by pressing Next on the following pages and then select Submit on the 'Terms and Conditions' page. Resubmit by 31/08/2015 15:00 for this online application to be considered.

1 Preference Reasons: Special Reasons title

2 In order to support your application for a place at TG3Base1 3 you can select appropriate reasons below.

4 SP1 DESCRIPTION  Yes  No/Not Applicable

5 SP1 LABEL

6 Which category is most applicable to your child?

SEN & Catchment

7 You can provide more details here

Additional reasons for why I think my child should attend this school

Number	Resource
1	Title_SpecialReasons
2	SpecialReasons_GuidanceBeforeSchoolName
3	SpecialReasons_GuidanceAfterSchoolName
4	<b>Administration   Applications   Special Reasons</b> - see the <i>RG_OL_ATBO_Transfer Group_Sub Groups</i> reference guide, available from <a href="http://www.onepublications.com">www.onepublications.com</a> and My Account, for more information on this process.
5	<b>Administration   Applications   Special Reasons</b> - see the <i>RG_OL_ATBO_Transfer Group_Sub Groups</i> reference guide, available from <a href="http://www.onepublications.com">www.onepublications.com</a> and My Account, for more information on this process.
6	SpecialReasonCategoryText
7	SpecialReasonMoreDetailsText

**NOTE:** Optional guidance text relating to oversubscription criteria can be configured via **A&T Back Office | Process | Transfer Groups | Sub Groups | Additional Online Parameters | Oversubscription Criteria**. If entered, this text is displayed directly underneath the main guidance text.

## Preference Reasons (Continued)

The screenshot shows a form titled "Preference Reasons (Continued)" with a "Back" button and a "Next" button. The form contains several sections:

- Section 1:** A heading "Preference Reasons(Continued)" with a red callout 1.
- Section 2:** A red error message "Please fill the mandatory field(s)" with a red callout 2, and a bullet point "Please provide some additional details to support the answer to the question you've ticked" with a red callout 3.
- Section 3:** A checkbox "SG Amar GT" with a red callout 5, followed by a "Please provide details" label with a red callout 4, and a text input field with a red callout 3.
- Section 4:** Two checkboxes "SG Neels GT" and "SG Chitra QT" with a red callout 5, followed by a "Please provide details" label with a red callout 4, and a text input field with a red callout 3.
- Section 5:** Two checkboxes "SG Neels QT" and "NTGSG-Amar QT NTGSG-Amar GT" with a red callout 5.

Number	Element
1	AdditionalQuestion_Preference_Heading
2	AdditionalQuestion_Preference_Error
3	Shared.Error_ProvideExplanatoryText
4	Shared.Label_ConfigurableQuestion_ExplanatoryText
5	These are custom questions that are configured through the question library. For more information on configuring additional questions, see the <i>Configuring Additional Questions</i> reference guide, available from <a href="http://www.onepublications.com">www.onepublications.com</a> and My Account.

## Other Reasons

Admissions

1 **Other Reasons**

2 You may tell us of any other reasons to support your application. If you have selected Bedford Hall Methodist Primary School or social or medical reasons you should give more details below. You may be contacted to discuss this further.

3

4 **Other Reasons**

5 There is a limit of 3000 characters for you to express other reasons. 3000 remaining... 6

Back Next

Number	Resource
1	Title_PreferenceOtherReason
2	FreeTextReason_GuidanceBeforeSchoolName*
3	FreeTextReason_GuidanceAfterSchoolName*
4	DisplayAttribute_PreferenceOtherReason
5	DisplayAttr_PreferenceOtherReasonLengthMsg
6	DisplayAttr_PreferenceOtherReasonLengthMsgContrn

**NOTE:** If there is text configured in **A&T Back Office | Process | Transfer Groups | Sub Groups | View Details | Additional Online Parameters | Other Reasons Supporting Text**, then this text is displayed instead of resources 2 and 3.

## Your Preferred Schools

This screenshot shows the 'Your Preferred Schools' page with several numbered callouts:
 

- 1: Title 'Your Preferred Schools'
- 2: Instructional text: 'You have selected the schools below. You may choose up to 6 schools and you may change your selection until 31/08/2015 00:00'
- 3: Instructional text: 'Use the arrows to rank your preferred schools; your most preferred school must be at the top ranked 1.'
- 4: 'Rank' column header
- 5: 'School name' column header
- 6: 'Re-order' column header
- 7: 'Edit' button
- 8: 'Remove' button
- 9: 'Add a new preferred school' button

 The table below the callouts shows one school:
 

Rank	School name	Re-order
1	Bedford Hall Methodist Primary School	

This screenshot shows the 'Your Preferred Schools' page with a callout 10:
 

- 10: A yellow tooltip box containing the text: 'You have no preferred schools selected, use the Add a new preferred school button to add a preferred school'

 The 'Add a new preferred school' button is highlighted in blue.
 

Rank	School name	Re-order
You have no preferred schools selected, use the Add a new preferred school button to add a preferred school		

Number	Resource	Parameters
1	Title_PREFERREDschools	
2	SchoolChoices_HeadingTextInYearTG <i>(Displayed if the user is applying for an In Year transfer group)</i>	{0} – Number of schools that can be selected
	SchoolChoices_HeadingTextNormalTG <i>(Displayed if the user is applying for a Normal Phased transfer group)</i>	{0} – Number of schools that can be selected {1} – Closing date
3	SchoolChoices_InfoBoxInstructions	
4	SchoolChoices_RankHeading	
5	SchoolChoices_SchoolNameHeading	
6	SchoolChoices_ReorderHeading	
7	SchoolChoices_EditPreferenceButton	
8	SchoolChoices_RemovePreferenceButton	
9	SchoolChoices_AddPreferenceButton	
-	SchoolChoices_CannotAddPreferenceTooltip	
10	SchoolChoices_NoSchoolChoice	

## Submit Application (Normal Phased)

1 Application for [REDACTED], Date of birth: [REDACTED]

2 You have completed your application and it has been saved. Using the options below, you can now either 'Submit' your application or you can 'Return to Your Application Later' if you don't want to submit it just yet.

3 Also you can see a printable summary of your application using the 'Preview' button.

4 **Terms and Conditions**

5 **Terms & Conditions**

All parents are advised to read the 'Information for Parents' book that gives details of how applications are processed. The timetable for Coordinated Admissions is contained in the booklet.

Parents intending to move into the designated area of a school are advised that it is essential to provide evidence e.g. solicitor's letter confirming the exchange of contracts and the date of legal completion or a tenancy agreement longer than 6 months.

If a place in a preferred school has been obtained on the basis of a false statement of false information, the Council reserves the right to withdraw the place.

If the permanent address of the child changes after making an application, please let us know as soon as possible in writing.

Where we are able to offer more than one school, we will offer you your highest ranked preferred school, and withdraw all lower ranked offers. If we are unable to offer you any of your preferred schools, we will endeavour to offer you a place at the nearest available school.

Parents should note that transport to school is only provided where the walking distance is over 3 miles to the child's designated area school.

If you are not offered a place at your preferred school you will have the right to an independent appeal.

The council has no obligation to finding an alternative school for your child if that do not have permanent residence in this authority.

For further details please refer to the admissions guide or [click here](#) to view our web site

6 **Data Protection**

7 Data protection

[Click here to view our web site](#)

Application for Test Child, Date of birth: 02/10/2003

8 In order to Submit the application, you must respond Yes to the question displayed at the bottom of this screen to confirm that you agree to the terms and conditions.

9 **School Place Offer**

10 If you choose to receive your offer by email, the Local Authority may choose not to send out your offer on paper, thereby saving valuable resources.

11 Your offer will also be available on this website on 01/10/2015

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

Yes

13 **Warning:** Sometimes emails end up in your Junk or Spam folder. If you do not receive your email on the date above, please check there first.

14

15 **Preview Your Application**

16 To see a printer friendly version of your unsubmitted application, click the Preview button

17 [Preview](#)

18 **Submit Your Application**

19 Once you 'Submit' your application you may still make changes until 31/08/2015 15:00

20 If you are not ready to submit your application now, you can click 'Return Later' instead and you may return to your application at a later date to make changes. You

21 **MUST SUBMIT** it before 31/08/2015 15:00

22 I declare that I have checked the information given in this application and believe it to be correct. I declare that I have read and agree to the terms and conditions set out above.

No

23

24 Select Yes here and then click 'Submit Now' to submit your application

25 [Return Later](#) 26 [Submit Now](#)

[Back](#)

## Application Pages

Number	Resource	Parameters
1	SubmitApplication_Sub_Header_Text	{0} - Student's name {1} – Student's date of birth
2	SubmitApplication_Initial_Confirm_Text	
3	SubmitApplication_Initial_Confirm_Preview_Text	
4	SubmitApplication_Terms_Title	
5	A&T Back Office   Administration   Applications   Online Parameters   Website Text   Terms & Conditions Memo	
6	SubmitApplication_DataProtection_Title	
7	A&T Back Office   Administration   Applications   Online Parameters   Website Text   Data Protection Memo	
8	SubmitApplication_TandC_Warning_Message	
9	SubmitApplication_SchoolPlace_Title	
10	SubmitApplication_SchoolPlace_Normalyear_Text	
11	SubmitApplication_SchoolPlace_Offer_Text	{0} – Offer date
12	SubmitApplication_SchoolPlace_Email_Text	
13	SubmitApplication_SchoolPlace_Warning_Head_Text	
14	SubmitApplication_SchoolPlace_Warning_Text	
15	SubmitApplication_Preview_Title	
16	SubmitApplication_Preview_Text	
17	SubmitApplication_Preview_Button_Text	
18	SubmitApplication_Submit_Title	
19	SubmitApplication_Submit_Normalyear_Text	{0} – Closing date
20	SubmitApplication_ReturnLater_Normalyear_Text1	
21	SubmitApplication_ReturnLater_Normalyear_Text2	
22	SubmitApplication_ReturnLater_Normalyear_Text3	{0} – Closing date
23	SubmitApplication_Submit_AgreeTerms_Text	
24	SubmitApplication_TandC_Warning_Message1	
25	SubmitApplication_ReturnLater_Button_Text	
26	SubmitApplication_Submit_Button_Text	



## Submit Application (In Year)

The **Submit Application** page is largely the same for both In Year and Normal Phased applications. However, In Year applications have different **School Place Offer** and **Submit Your Application** sections, as detailed below.

1 **School Place Offer**

2 The Local Authority will contact you to discuss your application. Please ensure that you have provided the correct contact details.

3 **Submit Your Application**

4 Once you 'Submit' your application you will no longer be able to make changes online.

5 If you are not ready to submit your application now, you can click 'Return Later' instead and you may return to your application at a later date. You will then have the opportunity to make changes until you submit it. The Local Authority will not process this application until it has been submitted.

6 I declare that I have checked the information given in this application and believe it to be correct. I declare that I have read and agree to the terms and conditions set out above.

7 **Return Later** 8 **Submit Now**

Number	Resource
1	SubmitApplication_SchoolPlace_Title
2	SubmitApplication_SchoolPlace_Inyear_Text
3	SubmitApplication_Submit_Title
4	SubmitApplication_Submit_Inyear_Text
5	SubmitApplication_ReturnLater_Inyear_Text
6	SubmitApplication_Submit_AgreeTerms_Text
7	SubmitApplication_ReturnLater_Button_Text
8	SubmitApplication_Submit_Button_Text

# Application Summary

**1 ADMISSIONS APPLICATION FORM**

Inyear 2014

**2 Status of Application : NOT YET SUBMITTED**

**3** This form details the information that you have provided on the Bedfordshire 97 Local Authority's Online Application form. You have not yet submitted this information. The Local Authority will not process this application until it has been submitted. Once you have submitted your application you will no longer be able to make changes online. Once you have submitted the application, the information you have provided will be used to decide at which school we can offer you a place for Test3 Test3.

**4 Applicant's Details**

**5** Mrs [redacted] is the adult making an application for the child for inyear 2014. The details below are relevant to this application

<b>6</b> Applicant's address	200, Wilestead Road, Elstow, Bedford, MK42 9YF
<b>7</b> Gender	Female
<b>8</b> Home Phone no	12345678
<b>9</b> Work Phone no	
<b>10</b> Mobile Phone no	987654
<b>11</b> Email Address	portal01@onetestamp.co.uk
<b>12</b> Relationship to child	Father
<b>13</b> Do you have parental responsibility for this child?	Yes

**14 Application Details**

<b>15</b> Reason for changing school	Move into LA
<b>16</b> Date new school place wanted	30-05-2015

**17 Child's Details**

<b>18</b> Forename/Given Name	Test3
<b>19</b> Middle Name(s)	
<b>20</b> Surname/Family Name	Test3
<b>21</b> Date of birth	03-05-2005
<b>22</b> Gender	Female
<b>23</b> Home Address	200, Wilestead Road, Elstow, Bedford, MK42 9YF, UK
<b>24</b> Council Tax Reference	ertesrtstertstertstertser
<b>25</b> Is Test3 a member of a returning Service or Crown Servant family? If	No
<b>26</b> Current School Name	The Duke of Bedford Primary School
<b>27</b> Current School Address	Wasbech Road, Thorney, , Peterborough, Cambridgeshire, PE6 0ST

**28 Additional Details**

NTG-CK GT	Yes
	Test question response
NTG-CK QT Alone	Yes
Chitra QT alone	Yes
	Hello

**29 Preferred Schools**

**30 Preference School Rank**

**31 Name of School**

**32 School address**

**33 Reasons for this Preference**

- 34** I am selecting this school because it is a Faith School
- 35** I am selecting this school for medical reasons
- 36** I believe my child can pass this school's entrance test
- 37** I am selecting this school because my child has an aptitude for the school's specialism(s)
- 38** If my child does not get a place in this school on their ability or aptitude I would still like them to be considered for this school
- 39** I am selecting this school because Test3 is a child of a member of staff currently working at this Preference school
- 40** I believe my child lives in this school's catchment
- 41** I believe my child attends a feeder school to this school
- 42** I am selecting this school for social reasons
- 43** I am selecting this school because of the distance from my child's home to this school
- 44** I am selecting this school because it is easy to make arrangements for my child to travel to this school

**45** You have indicated that the child that this application relates to has a sibling already attending this school or linked school. These are the details of the sibling:

**46 Sibling Details**

<b>47</b> Forename	[redacted]
<b>48</b> Middle Name	[redacted]
<b>49</b> Surname	[redacted]
<b>50</b> Date Of Birth (dd/mm/yyyy)	[redacted]
<b>51</b> Gender	[redacted]
<b>52</b> School Name	[redacted]
<b>53</b> Sibling Address	[redacted]

<b>54</b> Care Authority	3. SE Library Board
<b>55</b> Is Test3 a twin or triplet, etc. (one of a multiple birth)?	Yes
<b>56</b> Moving On	30-06-2016
<b>57</b> Moving Address	Mark Rutherford School, 1, Wilestead Road, Elstow, Bedford, MK42 9YF, UK
<b>58</b> I am selecting this school because it is a	single sex school
<b>59</b> Additional information you think the Admission Authority should know about when considering your application for a place at this school	

Additional Details <sup>63</sup>	
SG Neels GT	Yes
SG Chitra QT	Yes
SG Neels QT	Yes

Terms and conditions <sup>64</sup>	
When the application was submitted you agreed to the Local Authority's terms and conditions.	
Confirmation of your school place offer –	
To change your chosen method of notification please contact us directly, however please note that we will be unable to change it if you originally made your application with the help of a school or a representative of the Local Authority.	
Application Submission Date and Time   02/10/2016 11:34:00	
<input type="button" value="Print this page"/> <input type="button" value="Close"/>	

Closure Details <sup>64</sup>	
Closure Reason <sup>65</sup>	No longer required
Closure Date <sup>66</sup>	27/09/2016 16:10:41

Updated information from LA <sup>67</sup>		
Preference School Rank <sup>68</sup>	Name of School <sup>69</sup>	Latest Update from LA <sup>70</sup>
1	Yr Ysgol Gymunedol Gymraeg	Test statuses (28/9/2016) Test supporting text
2	Penglais School	TEST STATUS (28/9/2016) Test supporting text 2

Number	Resource	Parameters
1	ApplicationSummary_Header1_Label	
2	ApplicationSummary_Header2_Label	
3	ApplicationSummary_Inyear_SubmitText <i>(Displayed when viewing a summary of a completed In Year application)</i>	{0} – LA name {1} – Student's first name {2} – Student's surname
	ApplicationSummary_Normalyear_SubmitText <i>(Displayed when viewing a summary of a completed Normal Phased application)</i>	{0} – LA name {1} – Closing date {2} – Student's first name {3} – Student's surname {4} – Offer date
	TextBlocks.ApplicationSummary_Inyear_NotSubmitText <i>(Displayed when viewing a summary of an unsubmitted In Year application)</i>	
	TextBlocks.ApplicationSummary_Normalyear_NotSubmitText1 <i>(Displayed when viewing a summary of an unsubmitted Normal Phased application)</i>	{0} – LA name {1} – Closing date {2} – Student's first name {3} – Student's surname {4} – Offer date
4	ApplicationSummary_Applicant_Details_Header_Label	
5	ApplicationSummary_Applicant_Details_Info_Text	{0} – Applicant's name {1} – Transfer group

## Application Pages

Number	Resource	Parameters
6	ApplicationSummary_ApplicantAddress_Label	
7	ApplicationSummary_PrefSiblingGender_Label	
8	ApplicationSummary_ApplicantHomePhone_Label	
9	ApplicationSummary_ApplicantWorkPhone_Label	
10	ApplicationSummary_ApplicantMobilePhone_Label	
11	ApplicationSummary_ApplicantEmail_Label	
12	ApplicationSummary_Relationship_Label	
13	ApplicationSummary_Responsibility_Label	
14	ApplicationSummary_Application_Details_Header	
15	ApplicationSummary_ReasonForChangingSchool_Label	
16	ApplicationSummary_DatePlaceRequired_Label	
17	ApplicationSummary_Child_Details_Header_Label	
18	ApplicationSummary_Child_ForeName_Label	
19	ApplicationSummary_Child_MidName_Label	
20	ApplicationSummary_Child_SurName_Label	
21	ApplicationSummary_Home_Address_Label	
22	ApplicationSummary_Council_Tax_Reference_Label	
23	ApplicationSummary_Crown_Service_Flag_Label	{0} – Student's name
24	ApplicationSummary_Current_School_Name_Label	
25	ApplicationSummary_Current_School_Address_Label	
26	ApplicationSummary_Additional_Question_Title	
27	ApplicationSummary_PREFERRED_Schools_Header_Label	
28	ApplicationSummary_Pref_SchoolRank_Label	
29	ApplicationSummary_Pref_SchoolName_Label	
30	ApplicationSummary_Pref_SchoolAddress_Label	
31	ApplicationSummary_PrefReasons_Header_Label	
32	ApplicationSummary_PrefReasons_Faith_Label	
33	ApplicationSummary_PrefReasons_Medical_Label	
34	ApplicationSummary_PrefReasons_Selective_Label	
35	ApplicationSummary_PrefReasons_SpecialistYN_Label	
36	ApplicationSummary_PrefReasons_Mainstream_Label	
37	ApplicationSummary_PrefReasons_StaffChild_Label	Child's first name

Number	Resource	Parameters
38	ApplicationSummary_PrefReasons_Catchment_Label	
39	ApplicationSummary_PrefReasons_Feeder_Label	
40	ApplicationSummary_PrefReasons_Social_Label	
41	ApplicationSummary_PrefReasons_Distance_Label	
42	ApplicationSummary_PrefReasons_EaseOfTravel_Label	
43	ApplicationSummary_Sibling_Header_Text	
44	ApplicationSummary_Header_Sibling_Details_Label	
45	ApplicationSummary_PrefSiblingForename_Label	
46	ApplicationSummary_PrefSiblingMidname_Label	
47	ApplicationSummary_PrefSiblingSurname_Label	
48	ApplicationSummary_PrefSiblingDob_Label	
49	ApplicationSummary_PrefSiblingGender_Label	
50	ApplicationSummary_PrefSiblingSchool_Label	
51	ApplicationSummary_PrefSiblingAddress_Label	
52	ApplicationSummary_CareAuthority_Label	
53	ApplicationSummary_MultipleBirth_Label	
54	ApplicationSummary_Child_MovingOnDate_Label	
55	ApplicationSummary_Child_MovingOnAddress_Label	
56	ApplicationSummary_PrefReasons_Gender_Label	
57	ApplicationSummary_OtherReasons_Text	
58	ApplicationSummary_SpecialReason_Additional_Label	
59	ApplicationSummary_Header_TandC_Label	
60	ApplicationSummary_TandC_Text	
61	ApplicationSummary_Notification_Title_Text	
62	ApplicationSummary_ChangeContactMethod_Text	
63	ApplicationSummary_Submission_Text	
64	ApplicationSummary_Close_Details_Header_Label <i>Only displayed when viewing closed applications</i>	
65	ApplicationSummary_CloseReason_Label <i>Only displayed when viewing closed applications</i>	
66	ApplicationSummary_CloseDate_Label <i>Only displayed when viewing closed applications</i>	

## Application Pages

Number	Resource	Parameters
67	ApplicationSummary_Progress_Update_Header_Label	
68	ApplicationSummary_Progress_Update_Rank_Label	
69	ApplicationSummary_Progress_Update_School_Label	
70	ApplicationSummary_Progress_Update_From_LA_Label	

## View Confirmation (In Year)

Admissions

1 Application for [redacted], Date of birth: [redacted]

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

3 To see a printer friendly version of your submitted application, click the Preview button. [Preview](#)

5 You do not need to take any further action. However, if you want to change any of the details you have submitted, please contact us (see the 'Contact Us' link at the foot of the page).

Number	Resource	Parameters
1	View_Confirmation_HeaderText	{0} – Student's name {1} – Student's date of birth
2	View_Confirmation_SummaryText	
3	View_Confirmation_PrintPreviewText	
4	View_Confirmation_PreviewText	
5	View_Confirmation_ContactusText	

## View Confirmation (Normal Phased)

Admissions

1 Application for [redacted], Date of birth: [redacted]

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

3 To see a printer friendly version of your submitted application, click the Preview button. [Preview](#) 4

5 You do not need to take any further action. However, if you want to change any of the details you have submitted you may do so up until 31/08/2015 00:00. If you make any changes you **MUST RE-SUBMIT** it. Otherwise your application will not be considered. 6 7

Number	Resource	Parameters
1	View_Confirmation_HeaderText	
2	View_Confirmation_SummaryText	
3	View_Confirmation_PrintPreviewText	
4	View_Confirmation_PreviewText	
5	View_Confirmation_ReSubmitBeforeText	{0} – Closing date
6	View_Confirmation_ReSubmitText	
7	View_Confirmation_ReSubmitAfterText	



# Change Application

This screenshot shows the initial confirmation page for changing an application. It features a dark blue header with the 'Admissions' logo. The main content area is white and contains the following elements:

- 1** A title bar: "Please confirm you wish to CHANGE your application".
- 2** A paragraph of text: "You have chosen to change a previously submitted application. Are you sure you want to make changes? If you just want to view your application, please use the Preview button."
- 3** A blue button labeled "Preview Application".
- 4** A yellow warning box: "If you continue with changing your application, your application will become unsubmitted. If so, you must remember to submit this application by 31/08/2015 00:00 or we will be unable to accept your online application and you will need to apply by contacting us directly."
- At the bottom, there are two buttons: an orange "Cancel" button on the left and a blue "Continue" button on the right.

This screenshot shows the same confirmation page as above, but with a different layout for the buttons and callouts:

- The title and text are the same as in the first screenshot.
- The blue "Preview Application" button is now positioned above the text.
- 5** The yellow warning box is now positioned below the "Preview Application" button.
- The "Cancel" and "Continue" buttons remain at the bottom.

Number	Resource	Parameters
1	Title_ChangeApplication	
2	ChangeApplicationText <i>Displayed when changing a normal phased application</i>	
	ChangeInYearApplicationText <i>Displayed when changing an in year application</i>	
3	Button_PreviewApplication	
4	WarningAlert_ChangeApplication	{0} – Closing date
5	WarningAlert_ChangeInYearApplication	

## Unsubmitted Application Warnings

Admissions

**Warning:** This application is now unsubmitted. Resubmit by pressing Next on the following pages and then select Submit on the 'Terms and Conditions' page. Resubmit by 31/08/2015 00:00 for this online application to be considered.

Admissions

**Warning:** This application is now unsubmitted. Resubmit by pressing Next on the following pages and then select Submit on the 'Terms and Conditions' page. Resubmit for this online application to be considered.

Number	Resource	Parameters
1	ApplicationUnsubmitted_AlertHeader	
2	ApplicationUnsubmitted_AlertText <i>Displayed for normal phased applications</i>	{0} – Closing date
3	InYearApplicationUnsubmitted_AlertText <i>Displayed for in year applications</i>	

# Add Child to Citizen Portal

This screen is displayed only when migrating an application from A&T Online.

**Access your school place application here?**

We see that you have used our Online Admissions Portal to apply for a school place for your child. Here is a summary of your current application. If you wish to access this application in this Citizen Portal we will need you to choose an option. If you have already recorded family members in the Citizen Portal then your children will be listed below. If the child you identified for your current school place application is displayed below then please click on that child in the 'My Family' area to match them to the application. Here are your options:

1. If your child is displayed in the 'My Family' area, click on them to match to your application
2. If not, select 'Add my child to Citizen Portal' to access your application
3. If you don't want to access your application here then you can select 'Don't add my child'

After matching or adding, you will be able to access your application by going to the Home page and selecting School Places.

**Application Summary**

Ben Sansom  
**DOB** 01/10/2003  
 2  
 Dines Close  
 Wilstead  
 Bedfordshire  
 MK45 3BU

ANT TEST Normal Transfer Group  
 1  
 Submitted on 26/05/2015 14:11  
**Preferred schools:**  
 1. TG3Base1  
 2. TG3Base2

**My Family**

Rob Sansom  
**DOB:** 10/10/2003  
 2  
 Dines Close  
 Wilstead  
 Bedfordshire  
 MK45 3BU

Mabel May Sansom  
**DOB:** 13/12/2003  
 2  
 Dines Close  
 Wilstead  
 Bedfordshire  
 MK45 3BU

April Sansom  
**DOB:** 14/12/2003  
 2  
 Dines Close  
 Wilstead  
 Bedfordshire  
 MK45 3BU

Eleanor Sansom  
**DOB:** 01/10/2004  
 2  
 Dines Close  
 Wilstead  
 Bedfordshire

forename surname  
**DOB:** 26/05/2015  
 2  
 Dines Close  
 Wilstead  
 Bedfordshire

Add my child to Citizen Portal

Don't add my child

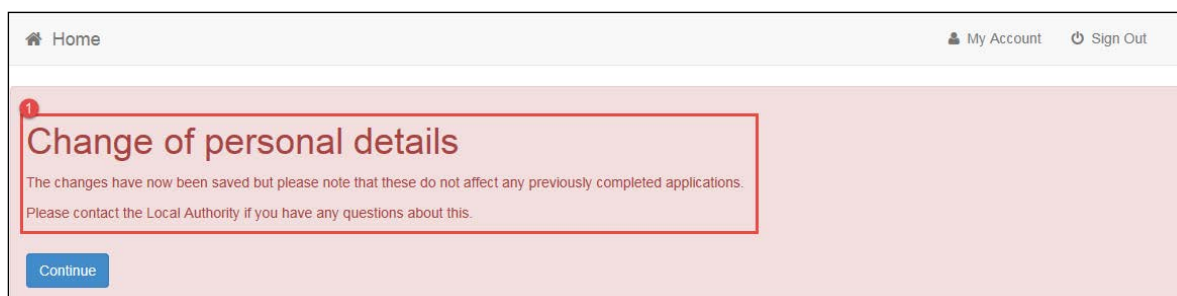
Number	Resource
1	TextBlocks.AdmissionMigration_GuidanceText

Customising Citizen Portal School Place Applications Handbook

55

## Change of Personal Details

This page is displayed when you edit personal details (either your own or a student's).



Number	Resource
1	<p><i>TextBlocks.ChildDetailsChanged_CurrentApplicationAlert</i></p> <p>Displayed when child details are updated in <b>My Family</b> and both of the following conditions are met:</p> <ul style="list-style-type: none"> <li>• The child has an active, not withdrawn, school place application for a Normal Phased transfer group where the Transfer Group Application Closing Date has not passed.</li> <li>• The application's status is either <b>Submitted for First Time</b> or <b>Resubmitted</b></li> </ul>
	<p><i>TextBlocks.ChildDetailsChanged_PreviousApplicationAlert</i></p> <p>Displayed when child details are updated in <b>My Family</b> and the conditions described in the above panel are not met.</p>
	<p><i>TextBlocks.ParentDetailsChanged_ApplicationAlert</i></p> <p>Displayed when personal details or contact details are edited.</p> <p>This message is only displayed where there are school place applications on the <b>School Places Landing</b> page for this applicant. Note that the citizen may also update the addresses for linked children via this route</p>

## Close Application

Admissions

**Close Application** 1

Warning - LA will be informed of closure of this application and no further action will be taken - please confirm 2

**Close reason** 3

Please select

Cancel Confirm

Number	Element
1	Link_CloseApplication
2	WarningAlert_CloseApplicationByLA <i>Displayed if the application has already been submitted to the LA</i>
2	WarningAlert_CloseApplication <i>Displayed if the application has not yet been submitted to the LA</i>
3	Close_ReasonText



## 03 / Offer Pages

You can use the Citizen Portal to view school place offers. Furthermore, if the application is for a transfer group that has **Enable Parent/Carer Response Online** selected, then you can also respond to offers via the Citizen Portal.

This section details the pages used to view and respond to offers in the Citizen Portal, and highlights the editable areas of each page. The tables indicate which Citizen Portal resource corresponds to which on-screen text element.

In the case of text elements that change conditionally (for example, application status indicators or error messages that produce a list of errors), all available resources are listed against each element.

Where a text element is edited via A&T Back Office instead of Citizen Portal, the table gives the location of the edit option for that particular element.

**NOTE:** Most tooltips used in the application process are also customisable. These elements are listed in red in the tables, but are not displayed for space reasons.

## School Place Offer Information (Non-Editable)

This page displays view-only offer information. It is displayed when you view an offer for a transfer group that does not have **Enable Parent/Carer Response Online** selected.

1 School Place Offer Information

Daisy Sansom, Date of birth: 01/09/2004, Entry to Secondary 2016

2 Daisy has been offered a place at Tredegar Comprehensive School.

3 This is the locally configurable Offer Information memo (English)

4 Rank	5 School	6 Website	7 Offer Status On
1	Abertillery Comprehensive School		8 Not Offered
2	Tredegar Comprehensive School		9 Place Offered
3	Petersfield Secondary School		Not Offered
4	Mark Rutherford Secondary School Mark Rutherford School, Wilstead Road, Elstow, Bedford, MK42 9YF		Not Offered

10 View Application Details

Number	Resource	Parameters
1	Title_ViewOffers	
2	Offered_Place_At	{0} – Child’s first name {1} – Offered School
3	A&T Back Office   Process   Transfer Groups   E-App Settings   Online Text   Offer Information Memo	
4	ViewOffers_TableHeader_Rank	
5	ViewOffers_TableHeader_School	
6	ViewOffers_TableHeader_Website	
7	ViewOffers_TableHeader_OfferStatus	
8	Offer_NotOffered_Text	
9	Offer_PlaceOffered_Text	
10	ViewApplication_Button_Text	



## School Place Offer Information (Editable)

This page displays offer information, along with response fields. It is displayed when you view an offer for a transfer group that has **Enable Parent/Carer Response Online** selected.

Number	Resource	Parameters
1	Title_ViewOffers	
2	ResponseClosingDate_Label_Text	
3	Offered_Place_At	{0} – Child's Name
		{1} – School offered

Number	Resource	Parameters
4	A&T Back Office   Process   Transfer Groups   E-App Settings   Online Text   Offer Information Memo	
5	ViewOffers_TableHeader_Rank	
6	ViewOffers_TableHeader_School	
7	ViewOffers_TableHeader_Website	
8	ViewOffers_TableHeader_OfferStatus	
9	ViewOffers_TableHeader_Response	
10	ViewOffers_TableHeader_SupportingText	
11	Offer_NotOffered_Text	
	Offer_PlaceAccepted_Text	
	Offer_PlaceOffered_Text	
12	Response_Support_Add_Button_Text	
	Response_Support_Edit_Button_Text	
	Response_Support_View_Button_Text	
13	ResponseOffer_PreText_A	
14	ResponseOffer_PreText_B	
15	ResponseOffer_PreText_C	
16	ViewApplication_Button_Text	
17	Offers_Validation_1 <i>Displayed when you have not responded to an offer where a response is required.</i>	
	Offers_Validation_3 <i>Displayed when you have rejected an offer without providing supporting text.</i>	
	Offers_Validation_4 <i>Displayed when you have responded an offer with <b>Other Decision</b> without providing supporting text.</i>	
	Offers_Validation_5 <i>Displayed when you have recorded supporting text for an offer without selecting a response.</i>	
18	Offers_Reject_Confirmation_Header_Text	
19	Offers_Validation_2 <i>Displayed when you reject a school place offer.</i>	

## Supporting Text Dialog

The screenshot shows a dialog box titled "Supporting Text" with a close button (X) in the top right corner. The dialog contains the following elements:

- 1**: The dialog title "Supporting Text".
- 2**: A red error message box at the top stating "Supporting Text cannot be greater than 3000 characters."
- 3**: A label "Supporting Text for" followed by the text "All Saints Catholic School and Technology College".
- 4**: A label "Status:" followed by the text "Not Offered".
- 5**: A label "Your Response:" followed by the text "Go on Waiting List".
- 6**: A label "You may wish to enter supporting text to explain your response." above a large text input area filled with placeholder text.
- 7**: A label "There is a limit of 3000 characters for you to express supporting text. -60 remaining..." at the bottom of the text input area.

At the bottom right of the dialog are two buttons: "Cancel" (orange) and "Save" (blue).

Number	Resource
1	RespondOffers_Title_SupportingText
2	RespondOffers_SupportingText_MaxLengthMsg
3	RespondOffers_School_Label
4	RespondOffers_Status_Label
5	RespondOffers_Response_Label
6	RespondOffers_SupportingText_Response_Label
7	RespondOffers_SupportingText_LengthMsg

## Submission Confirmation Page

Admissions

**1** Your responses have been submitted

██████████, Date of birth: 05/05/2005

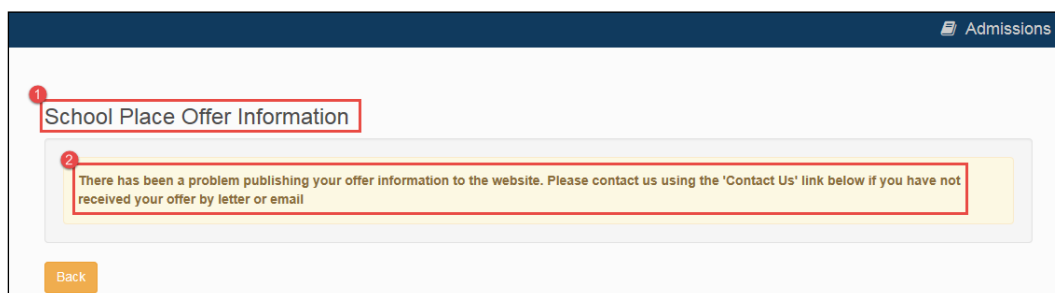
**2** Thank you for submitting your responses. You will soon receive an email confirming your responses. You can return and change your responses up until 18/09/2015 23:59. After this date your responses will be processed.

Back

Number	Resource	Parameters
1	Title_ConfirmOffers	
2	Offer_Confirmation_Message	{0} - Offer Closing Date / Time

## Publishing Error

This page is displayed if One cannot access the relevant offer information when the user clicks **View Offers** on the School Places landing page.



Number	Resource
1	Title_ViewOffers
2	No_Offer_Message



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