



# Customising Citizen Portal School Place Applications

last updated for the Autumn 2020 (3.73) release

Handbook

**CAPITA**

## Copyright

Copyright © 2020 Capita Business Services Limited All rights reserved. No part of this publication may be reproduced, photocopied, stored on a retrieval system, translated or transmitted without the express written consent of the publisher. Microsoft® and Windows® are either registered trademarks or trademarks of Microsoft Corporation in the United States and/or other countries.

[www.capita-one.co.uk](http://www.capita-one.co.uk)

## Contact Capita Software Support

You can log a call at <https://support.capitasoftware.com/>

## Providing Feedback on Documentation

We always welcome comments and feedback on our all documentation. If you have any comments, feedback or suggestions please email:

[onepublications@capita.com](mailto:onepublications@capita.com)

# Contents

<b>01  Document Change Control.....</b>	<b>1</b>
<b>02  Customising Citizen Portal School Places Applications.....</b>	<b>3</b>
Customising Text via the Citizen Portal.....	3
Customising Text via A&T Back Office.....	4
<b>03  Application Pages .....</b>	<b>9</b>
Global.....	9
Home Page .....	10
Landing Page .....	11
Status for Preference Schools.....	14
Add a Child.....	15
Postcode Check .....	16
Select a Transfer Group.....	17
Find Child .....	18
In Year Transfer .....	20
Application for Change of School Dialog.....	21
Close Existing Application Dialog.....	22
Additional Child's Details.....	23
Address Details (with Moving Home section).....	25
Address Details (without Moving Home section).....	27
Child's Current School.....	28
Additional Questions .....	32
Preference School Search .....	33
Preference Reasons: Sibling.....	36
Sibling Details .....	37
Sibling's School.....	39
Sibling: Find a School .....	40
Preference Reasons .....	42
Preference Reasons: Specialisms .....	44
Preference Reasons: Special Reasons.....	45
Preference Reasons (Continued).....	46
Other Reasons .....	47
Your Preferred Schools.....	48
Submit Application (Normal Phased) .....	50
Submit Application (In Year).....	52
Application Summary .....	53
View Confirmation (In Year).....	58
View Confirmation (Normal Phased).....	59
Change Application .....	60
Unsubmitted Application Warnings .....	61

Add Child to Citizen Portal .....	62
Change of Personal Details.....	63
Close Application .....	64
<b>04   Offer Pages.....</b>	<b>69</b>
School Place Offer Information (Non-Editable) .....	70
School Place Offer Information (Editable) .....	71
Supporting Text Dialog.....	74
Submission Confirmation Page.....	75
Publishing Error.....	76
<b>Index.....</b>	<b>77</b>

# 01 | Document Change Control

Date	Release	Description
Autumn 2020	3.73	<p>When searching for addresses, only those marked as <b>Active</b> will be displayed in the list. If the postcode of an Inactive address is entered, a message stating 'No Results' is displayed.</p> <p>If an address used in the portal is made <b>Inactive</b>, the address will still be displayed in the area that it has been used, eg <b>My Account   Contact Details</b>, applications, etc.</p> <p><b>V4 online   Administration   System Administration   Address Management   Manage Addresses</b></p> <p>New functionality has been added to manage addresses. This includes making them active/inactive.</p>
Spring 2020	3.71	<p><b>Administration   General Administration   Edit Resources</b></p> <p>When editing resource descriptions, the Resource Culture now shows EN or CY depending on which tab is selected.</p> <p>In order to comply with Welsh regulations, Welsh LAs must provide versions of all pages of their websites in both English and Welsh.</p> <p>For example:  <a href="https://www.local-authority.gov.uk/en/CitizenPortal">https://www.local-authority.gov.uk/en/CitizenPortal</a>  <a href="https://www.local-authority.gov.uk/cy/CitizenPortal">https://www.local-authority.gov.uk/cy/CitizenPortal</a></p> <p>When starting a new registration on Citizen portal, or there is an update to the GDPR, there is an option to change the language selection on the GDPR pop-up to display either English or Welsh so that it can be read in the user's preferred language.</p> <p>In Citizen Portal the contrast between foreground and background colors have been checked to ensure they meet WCAG 2 AA contrast ratio thresholds across all pages.</p> <p>References to CY-GB will display as CY.</p>
Autumn 2019	3.70	<p>The <b>Preference Reasons</b> page has been updated.</p> <p>For more information, see:  <a href="#">Preference Reasons</a> on page 42</p>

Date	Release	Description
<p><b>September 2019</b></p>	<p><b>3.69.007</b></p>	<p>The address search and selection functionality has been updated in the <b>One Citizen Portal</b>.</p> <p>This has resulted in a change to the <b>Edit Resources   Resource Configuration Title</b> sections.</p> <p>For more information, see:</p> <p><a href="#">Address Details (with Moving Home section)</a> on page 25</p> <p><a href="#">Address Details (without Moving Home section)</a> on page 27</p> <p><a href="#">Sibling Details</a> on page 37</p>
<p><b>Summer 2019</b></p>	<p><b>3.69</b></p>	<p>The links to the One Publications website have been updated.</p>

## 02 | Customising Citizen Portal School Places Applications

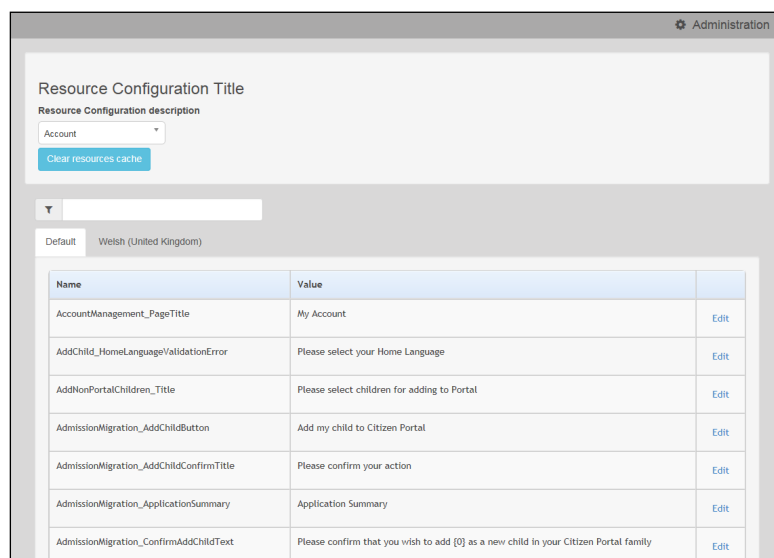
The **School Places** area of the Citizen Portal is highly customisable, with most labels and textual content editable via the portal itself or A&T Back Office. Customising this content helps you to ensure that the advice and instructions given to applicants meet your LA's policies and guidelines.

### 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 | General Administration | Edit Resources** to display the **Resource Configuration Title** page.



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 the [One Publications](#) website).
- **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 the [One Publications](#) website).
- **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 the [One Publications](#) website).

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

## 03 | 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.

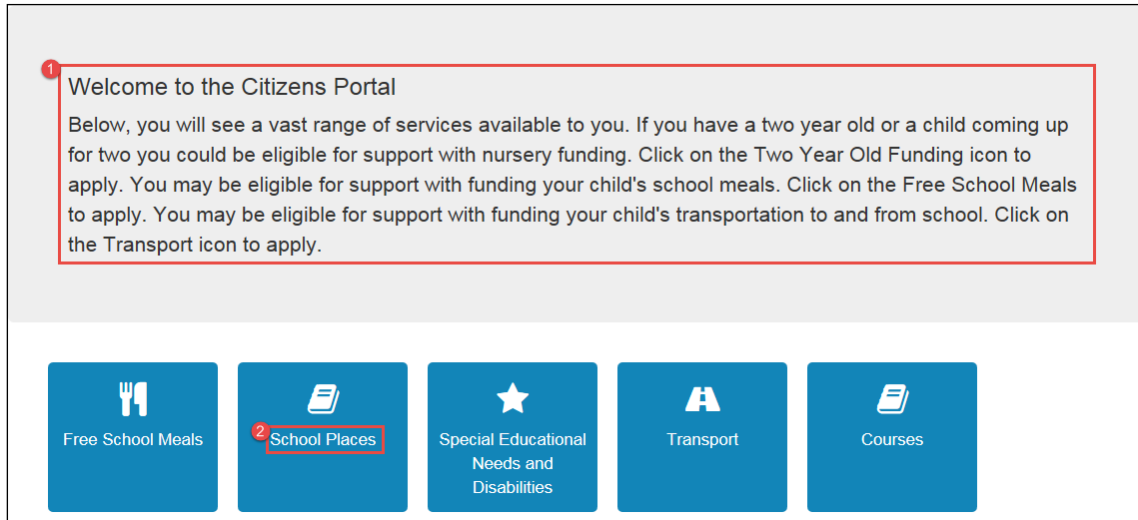
**NOTE:** Most tooltips used in the application process are also customisable. These elements are listed in red in the tables, but are not displayed for space reasons.

### 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**

**2** Admissions On-line  
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

Entry to Secondary School September 2016

**5** Date of birth: 01-Sep-2004

**6** Current age: 10

**7** Last updated: 15/06/2015 09:49

**8** 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)

Entry to Secondary School September 2016

**5** Date of birth: 01-Sep-2004

**6** Current age: 10

**7** 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 ATest1  
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

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

You can perform the following actions:

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

**18** Display closed in-year applications

View or change existing applications / offers

Application submitted  
Updated Status **19**

**S**teve 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

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

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

Application started (not yet submitted)

**J**alen 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

**J**immy 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: Gyfun 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

Number	Resource
	Link_ViewApplication
	Link_ViewOffer
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 (Text input)
- 3: Middle Name (Text input)
- 4: Surname (Text input)
- 5: Gender (Dropdown menu)
- 6: Date of Birth (Date picker)
- 7: Relationship to Child (Dropdown menu)
- 8: Parental Responsibility (Radio buttons for Yes/No)

Additional form elements include a 'Select Address' section with a 'Click to add new address' button and 'Cancel' and 'Add child' buttons at the bottom.

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.

# 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** [Check Now](#)

**4** [Continue to Apply](#)

[Cancel](#)

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

[Check Now](#)

[Continue to Apply](#)

[Cancel](#)

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 a web page titled 'Find Child' under the 'Admissions' header. The page content includes:

- 1** Title: Find Child
- 2** Text: Chitra TG Online
- 2** Text: 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.
- 3** Text: The UID will look something like this: 82011H5M140Q16AB
- 4** Text: (Example UID code)
- 5** Text: 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** Validation message: 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 'l' 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** Text: Having problems finding or using the UID? Continue making your application by clicking here
- 8** Button: No UID
- 9** Text: You are applying for a school place for the following child:
- 10** Label: Unique Identifier
- 11** Label: Date of Birth

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

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

Number	Resource
-	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	
-	<b>Tooltip_DateStartAdmissions</b>	

**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

The screenshot shows a dialog box with a white background and a thin black border. At the top, a red-bordered box contains the text 'Close existing application and start new application' with a red circle containing the number '1' to its right. Below this, another red-bordered box contains the text '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.' with a red circle containing the number '2' to its right. Underneath, a third red-bordered box contains the text 'Please select a reason for closure' with a red circle containing the number '3' to its right. Below this text is a dropdown menu with the text 'Please select' and a downward-pointing arrow. At the bottom left is a grey 'Cancel' button, and at the bottom right is a blue 'Continue' button.

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 **v4 Online | A&T Back Office | Process | Transfer Groups | E-App Settings | Basic Details | Ask Parent For Moving Address & Date** check box is selected for the student's transfer group.

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

- 1: Address Details (Page Title)
- 2: Informational message about updating the current address.
- 3: Moving Home? (Section Header)
- 4: Instruction to supply a moving date.
- 5: Moving Date (Form Field)
- 6: Instruction to enter a full postcode and click 'Search'.
- 7: Find Address (Form Field)
- 8: No matching address was found (Message)
- 9: Not able to find your address? (Form Field)
- 10: Search (Button)
- 11: Instruction for service members to click 'NEXT'.
- 12: Question about being a member of a Service or Crown Servant family.

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	NoAddressFound_Information	
9	Account_NoAddressFound	
10	DisplayAttribute_FindAddress	
11	DisplayAttribute_ServceFamilySubText	

## Application Pages

Number	Resource	Parameters
	A&T Back Office   Admin   Applications   Online Parameters   Website Text   Service Family Supporting Text	
12	DisplayAttribute_ServiceFamilyDefaultQuestion	[0] – Student's first name
13	Validation_MovingDateMandatory	
	Validation_MovingDateAndPostCodeAreNull	
	Validation_MovingDateMandatoryWithPostCode	
	Validation_MovingDateMustBeInTheFuture	
	Validation_PostCodeMandatoryWithMovingDate	
14	DisplayAttribute_Country	

## Address Details (without Moving Home section)

This version of the **Address Details** page is displayed if the **v4 Online | A&T Back Office | 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.

Admissions

1 Address Details

2 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

4 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 Is Test3 a member of a Service or Crown Servant family, who are returning/moving to the address selected to take up duties?

No

Back Next

Number	Resource	Parameters
1	PageTitle_AddressDetails	
2	ChildCurrentAddress_InMovingHome	{0} – Student's first name {1} – Student's address {2} – My Family link
3	DisplayAttribute_ServceFamilyTitle	
4	DisplayAttribute_ServceFamilySubText	
	A&T Back Office   Admin   Applications   Online Parameters   Website Text   Service Family Supporting Text	
5	DisplayAttribute_ServiceFamilyDefaultQuestion	

# 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

**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	

Number	Resource	Parameters
14	Current_School_Name_Label	
15	Current_School_Gender_Label	
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	<i>Shared.</i> 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 the <a href="#">One Publications</a> website).

# 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)

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)**

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)**

**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

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):

4 School(s) found

School Name	Gender	Address	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	<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_AllAsNoSearchCriteria
	SchoolSearch_TooManyResults
9	Current_School_No_Records_Found_Label
10	Current_School_Records_Found_Label
11	Current_School_Name_Label

Number	Resource
12	Current_School_Gender_Label
13	Current_School_Address_Label
14	Current_School_Website_Label
15	BoysSchoolLabel
	CoEdSchoolLabel
	GirlsSchoolLabel
16	Website_Hyperlink_Text
	SchoolSearch_URL_Title



## Preference Reasons: Sibling

1 Preference Reasons: Sibling

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

3

4 Does your child have a sibling attending the school when your child starts?

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

**1** Sibling Details

**2** In order to support your application for a place at Bedford Hall Methodist Primary School **3** you can select appropriate reasons on the next pages.

**4** 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

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
6	DisplayAttribute_SiblingMidname
7	DisplayAttribute_SiblingSurname
8	DisplayAttribute_SiblingGender
9	DisplayAttribute_SiblingDateOfBirth
10	ValidationSummaryHeaderAdmissions
11	MaxLength_SiblingForename (Displayed if the user enters a forename of more than 15 characters)
	MaxLength_SiblingMiddlename (Displayed if the user enters a middle name of more than 25 characters)
	MaxLength_SiblingSurname (Displayed if the user enters a surname of more than 30 characters)

Application Pages

Number	Resource
	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

Number	Resource
1	Post_Code_Label
2	NoAddressFound_Information
3	Account_NoAddressFound
4	DisplayAttribute_FindAddress

## 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** **3** please search for it using the criteria and search button below.

**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)

🏠  📄 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)

🏠  📄 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)

🏠  📄 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.

Number	Resource	Parameters
1	Title_StandardReasons	
2	StandardReasons_GuidanceBeforeSchoolName	
3	StandardReasons_GuidanceAfterSchoolName	
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_SchoolGenderSingleSexLabel	
13	StandardReasons_SchoolGenderCoEdLabel	
14	StandardReasons_SchoolGenderNotApplicableLabel	

Number	Resource	Parameters
15	StandardReasons_EntranceTestQuestion	
16	StandardReasons_AptitudeQuestion	

Admissions

### 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

❌ Faith must be entered

I am selecting this school because it is a Faith School

Please select the faith

If yes, please select a faith

Number	Resource	Parameters
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.

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 **[redacted]** has an aptitude for the schools specialism(s). Please select one or more specialism(s) reflecting **[redacted]** 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 **[redacted]** has an aptitude for the schools specialism(s). Please select one or more specialism(s) reflecting **[redacted]** 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 the <a href="#">One Publications</a> website) 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 the <a href="#">One Publications</a> website) 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)

Admissions

Preference Reasons(Continued)

Please fill the mandatory field(s)

- Please provide some additional details to support the answer to the question you've ticked

SG Amar GT

Please provide details

Please provide some additional details to support the answer to the question you've ticked

SG Neels QT

SG Chitra QT

Please provide details

SG Neels QT

NTGSG-Amar QT NTGSG-Amar GT

Back Next

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 the <a href="#">One Publications</a> website).

## Other Reasons

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

Admissions

**1** Your Preferred Schools

**2** 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** Use the arrows to rank your preferred schools; your most preferred school must be at the top ranked 1.

<b>4</b> Rank	<b>5</b> School name	<b>6</b> Re-order
1	Bedford Hall Methodist Primary School	<b>7</b> Edit <b>8</b> Remove

**9** Add a new preferred school

Back Next

Admissions

Your Preferred Schools

You have selected the schools below. You may choose up to 6 schools and you may change your selection until 31/07/2016 00:00

Use the arrows to rank your preferred schools; your most preferred school must be at the top ranked 1.

Rank	School name	Re-order
<b>10</b> You have no preferred schools selected, use the Add a new preferred school button to add a preferred school		

Add a new preferred school

Back Next

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	

Number	Resource	Parameters
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.

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

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

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

[Back](#)

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**

[Back](#)

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, Wilstead 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, Wilstead 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**

<b>31</b> Name of School	[REDACTED]
<b>32</b> School address	[REDACTED]
<b>33</b> Reasons for this Preference	
<b>34</b> I am selecting this school because it is a Faith School	<input type="checkbox"/>
<b>35</b> I am selecting this school for medical reasons	<input type="checkbox"/>
<b>36</b> I believe my child can pass this school's entrance test	<input type="checkbox"/>
<b>37</b> I am selecting this school because my child has an aptitude for the school's specialism(s)	<input type="checkbox"/>
<b>38</b> 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	<input type="checkbox"/>
<b>39</b> I am selecting this school because Test3 is a child of a member of staff currently working at this Preference school	<input type="checkbox"/>
<b>40</b> I believe my child lives in this school's catchment	<input type="checkbox"/>
<b>41</b> I believe my child attends a feeder school to this school	<input type="checkbox"/>
<b>42</b> I am selecting this school for social reasons	<input type="checkbox"/>
<b>43</b> I am selecting this school because of the distance from my child's home to this school	<input type="checkbox"/>
<b>44</b> I am selecting this school because it is easy to make arrangements for my child to travel to this school	<input type="checkbox"/>
<b>45</b> 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, Wilstead 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	

## Application Pages

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.	
Notification 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	
<a href="#">Print this page</a> <a href="#">Close</a>	

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

Number	Resource	Parameters
4	ApplicationSummary_Applicant_Details_Header_Label	
5	ApplicationSummary_Applicant_Details_Info_Text	{0} – Applicant's name {1} – Transfer group
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	

## Application Pages

Number	Resource	Parameters
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
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	

Number	Resource	Parameters
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>	
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. **4** [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

Admissions

**1** Please confirm you wish to CHANGE your application

**2** 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** Preview Application

**4** 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.

Cancel
Continue

Admissions

Please confirm you wish to CHANGE your application

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.

Preview Application

**5** If you continue with changing your application, your application will become unsubmitted. If so, you must remember to resubmit this application otherwise we will be unable to accept your online application and you will need to apply by contacting us directly.

Cancel
Continue

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

62

Customising Citizen Portal School Place Applications Handbook

## Change of Personal Details

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

Home
My Account Sign Out

**Change of personal details**

The changes have now been saved but please note that these do not affect any previously completed applications.  
Please contact the Local Authority if you have any questions about this.

[Continue](#)

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

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

## 04 | 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, Wilestead Road, Elstow, Bedford, MK42 9YF		Not Offered

10 View Application Details

Back

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	

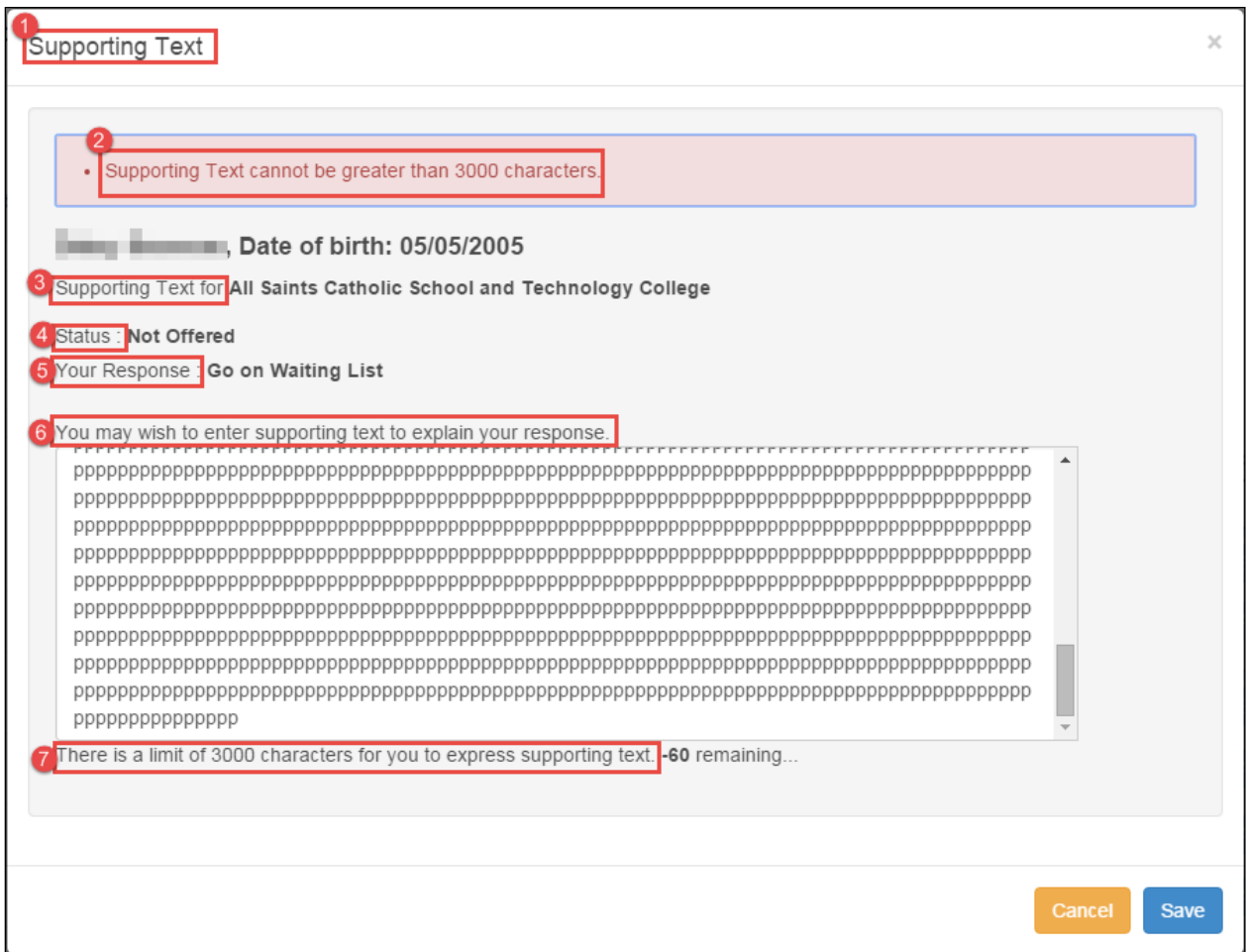




Number	Resource	Parameters
1	Title_ViewOffers	
2	ResponseClosingDate_Label_Text	
3	Offered_Place_At	{0} – Child's Name
		{1} – School offered
4	A&T Back Office   Process   Transfer Groups   E-App Settings   Online Text   Offer Information Memo	
5	ViewOffers_TableHeader_Rank	
6	ViewOffers_TableHeader_School	
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>	

Number	Resource	Parameters
	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



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

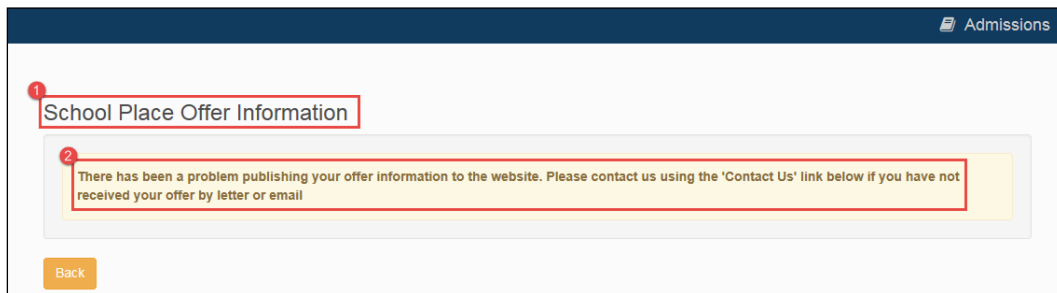
**2** Thank you for submitting your responses. You will soon receive an email confirming your responses. You can return and change your responses up until 18/09/2015 23:59. After this date your responses will be processed.

[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

## Index

A&T Back Office, customising text in .....	4
application pages .....	9
Citizen Portal, customising text in .....	3
customising text	
in A&T Back Office .....	4
in the Citizen Portal .....	3
entering parameters .....	4
global elements .....	9
mapping between A&T Back Office and Citizen Portal .....	4
Offer pages .....	69
pages	
application .....	9
offer .....	69
parameters, entering .....	4