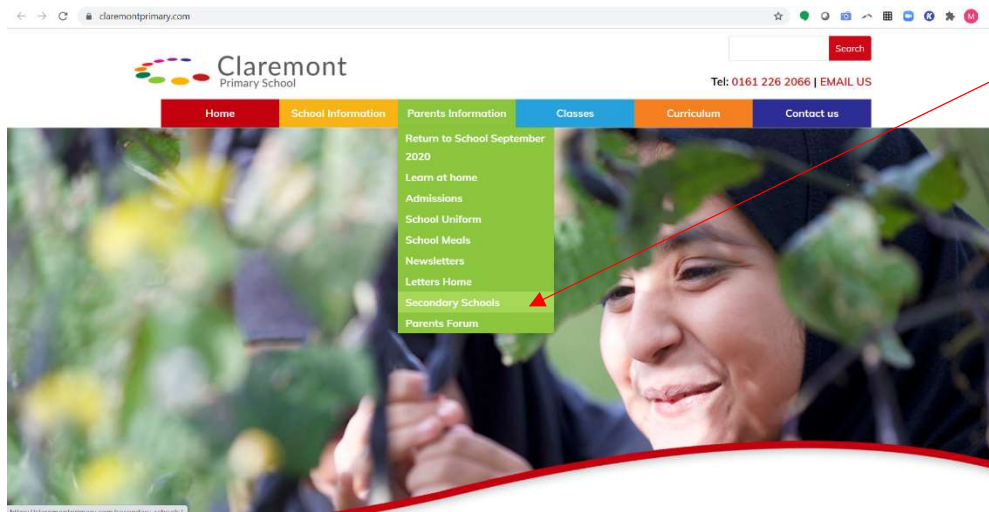


Go to the school website www.claremontprimary.com

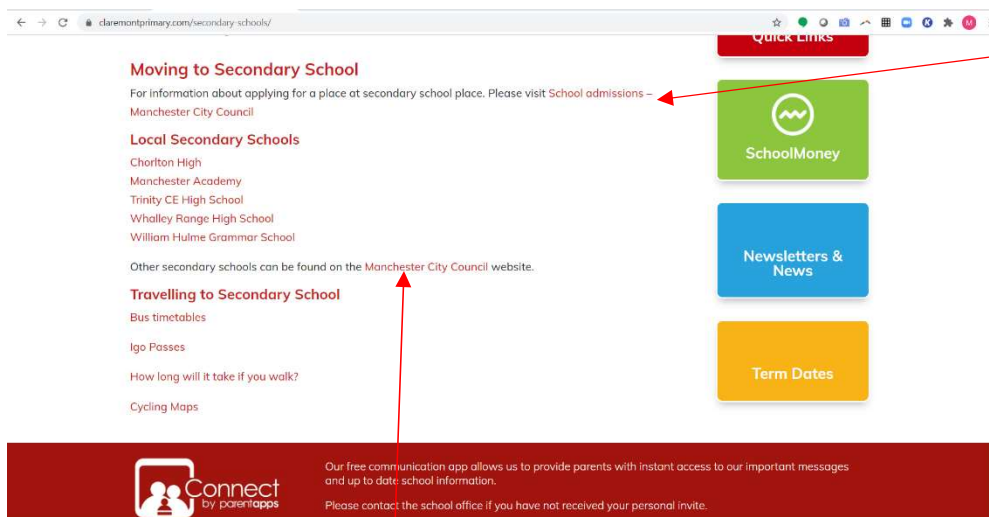


Image 1



On Parents Information, click on secondary schools

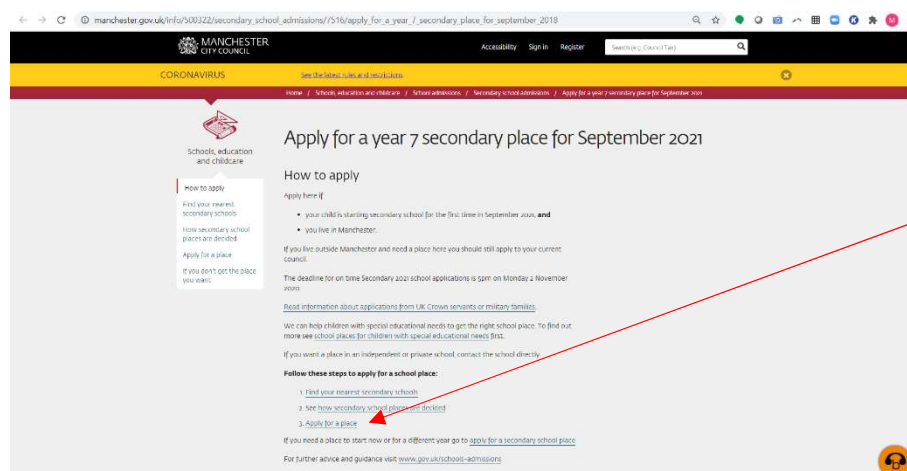
Image 2



If you are ready to apply click the link, 'School admission – Manchester City Council'.

If you want to find out more about high schools choose of the high schools listed or click on the link, 'Manchester City Council' for links to other secondary schools.

Image 3

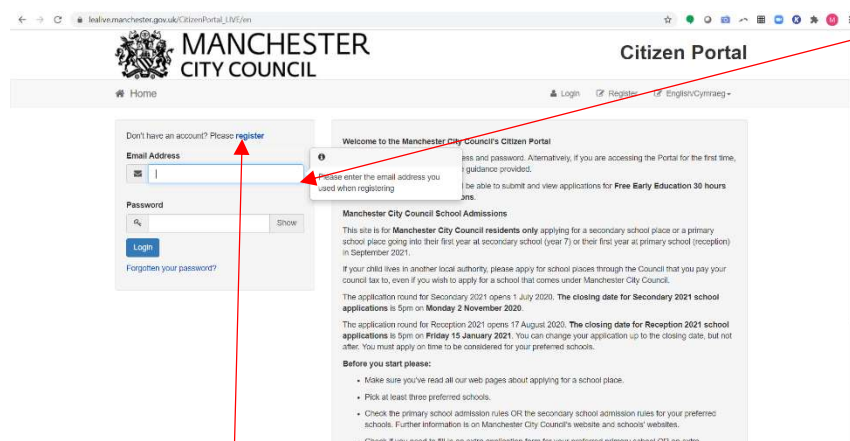


If you are ready to apply, open the Manchester City Council page and then select the 'Apply for place' link.

You will need to know:

- which high schools you are choosing (up to 3)
- email address

Image 4



If you have applied before or have already started an application login using the email address you used to sign up.

If you are starting for the first time click on the 'register' link to sign up.

Image 5

The screenshot shows the 'Registration' page on the Manchester City Council Citizen Portal. The form includes fields for Email Address, Confirm Email, Password, Title, Forename, Surname, Gender, Find Address (with a Postcode Finder), Home Phone, Mobile Number, and Work Phone. A red arrow points to the 'Submit Registration' button at the bottom of the form.

Complete the form in as much detail as you can. Anything with a * MUST be filled in.

- Once completed, click 'Submit registration'

Your password must be between 10 and 128 characters in length, it should contain at least 2 numbers, 1 lower and 1 upper case character and a special character e.g. # and it must not be the same as your username.

Image 6

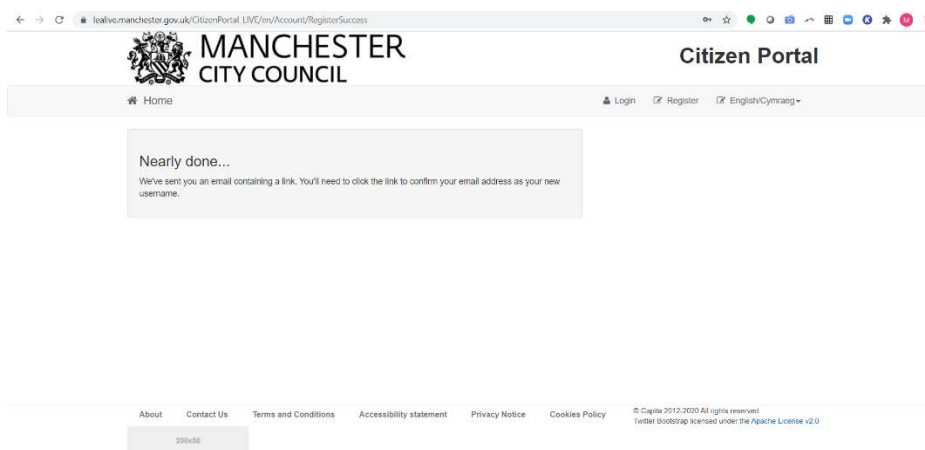


Image 7

You must now confirm your email address

Do this by logging into your email and finding the email called 'Citizen Portal activation'

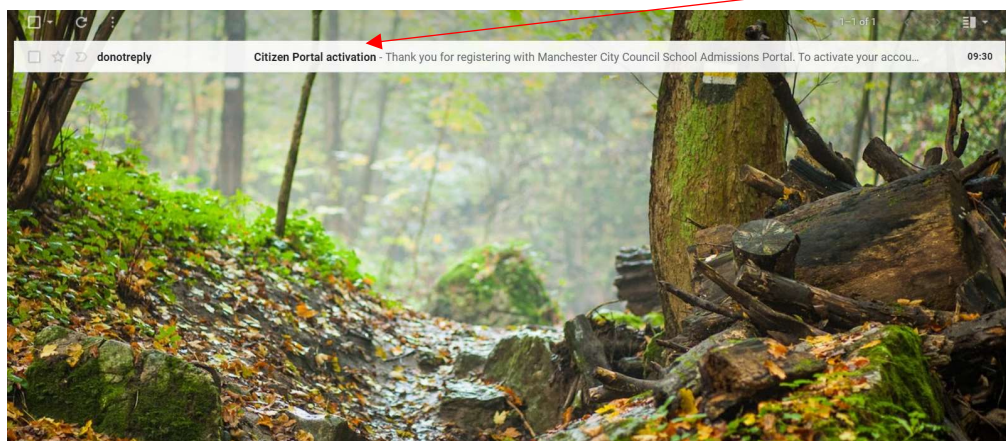
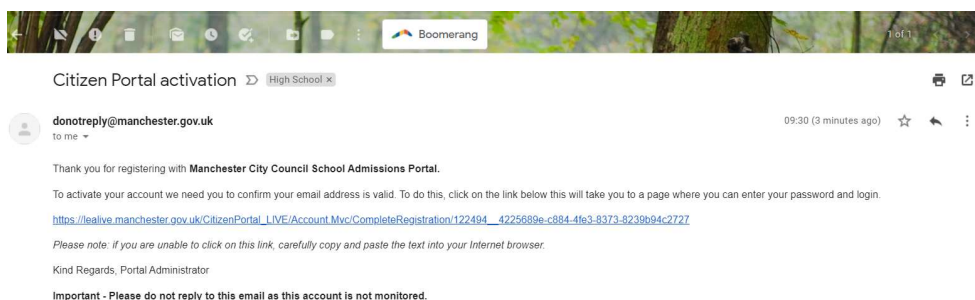
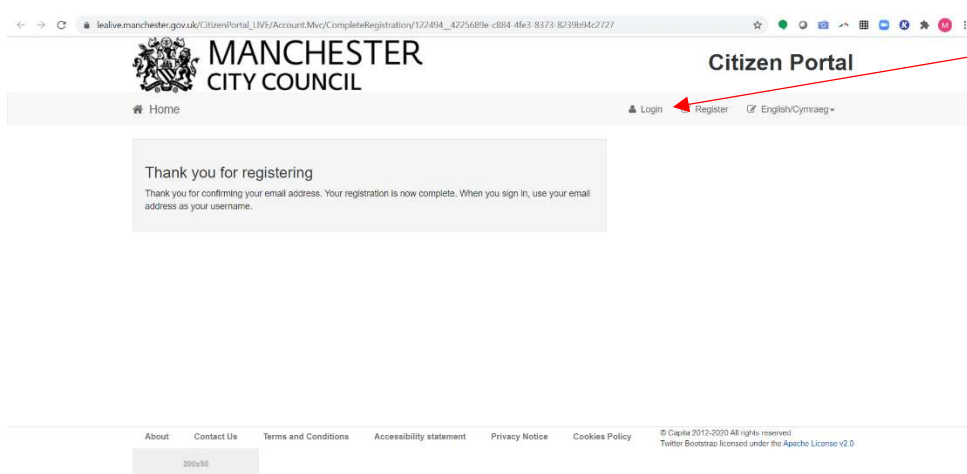


Image 8

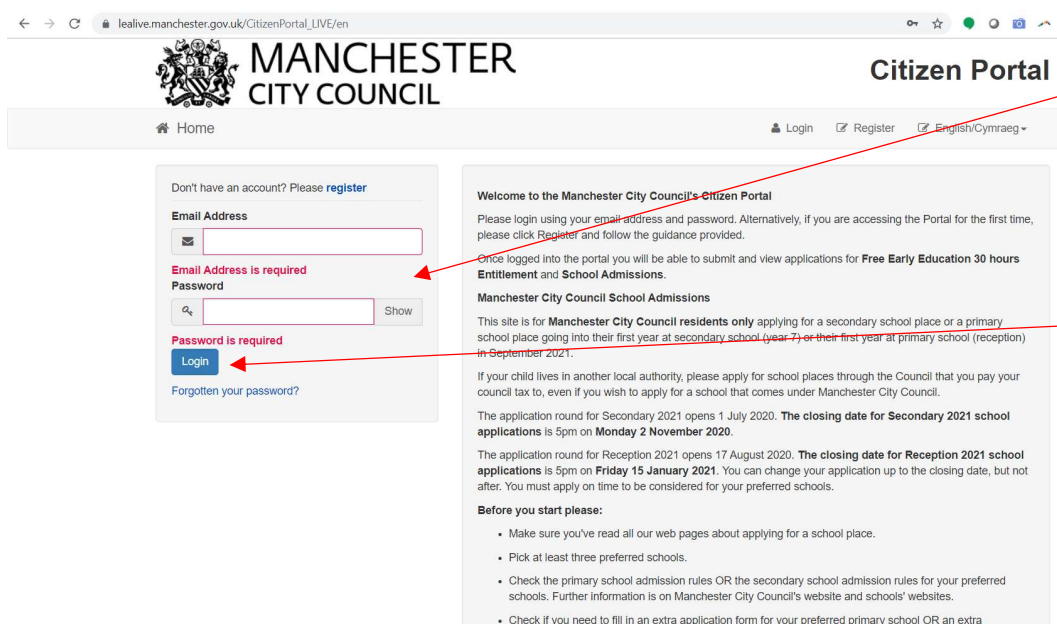


Click on the blue link to confirm your email address.

Image 9

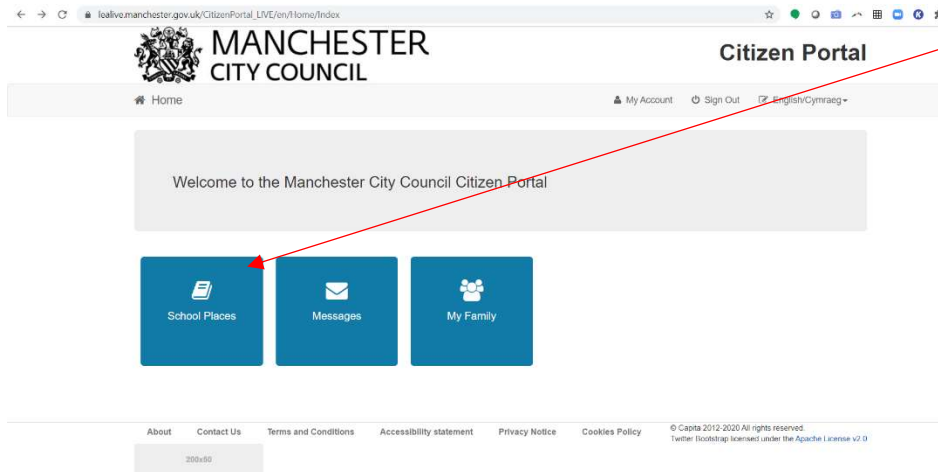


Now click on the 'login' button

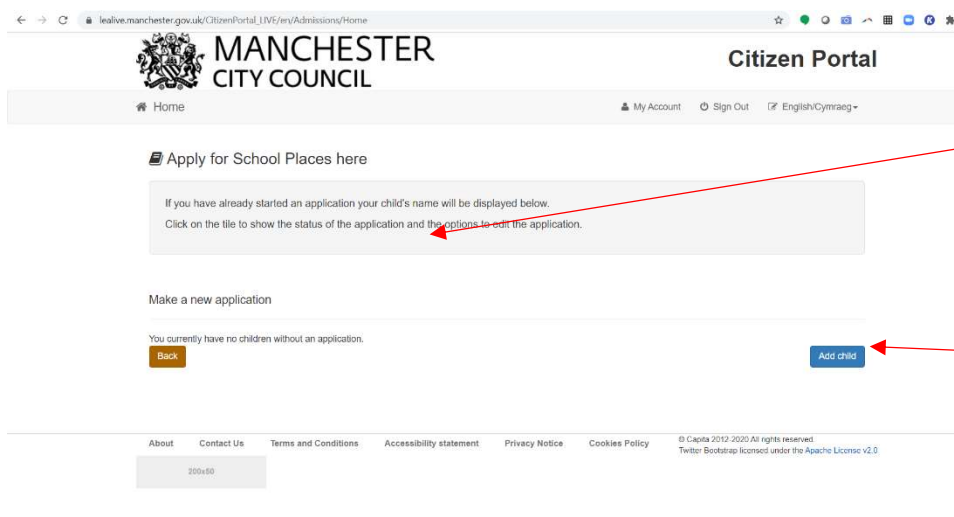


Enter the details you used to register.

And then login.



Click on the 'School Places' button



If you have started before the application will be listed here.

If you are starting a new application click 'Add Child'

Fill in the details for YOUR CHILD.

You must fill anything with a *

Then click add child.

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Apply for School Places here

If you have already started an application your child's name will be displayed below.
Click on the tile to show the status of the application and the options to edit the application.

Make a new application

Can apply now

Any Child
(date of birth: 29/09/2009)

You can perform the following actions:

- Start new application

Back

Add child

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In the blue box select 'Start new application'.

Manchester City Council Citizen Portal

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Admissions

Select the relevant admissions group for your child below

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

Application for Year 7 place in September 2021

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Click the blue box to apply to start high school next year.

You should have received, in the post, a card with your child's unique identifier on it. If you have enter it here and their date of birth. Then click next

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Admissions

Find Child

Application for Year 7 place in September 2021

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.

The UID will look something like this: 8281D5F5UQ0964E

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.

You are applying for a school place for the following child: Any Child

Unique Identifier

Date of Birth

29/09/2009

Having problems finding or using the UID? Continue making your application by clicking here

No UID

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If you have not received this, click 'No UID'

You may be asked to select additional information for you child. Select anything that is relevant.

The screenshot shows the 'Additional Child's Details' form on the Manchester City Council Citizen Portal. The form includes three checkboxes: 'Does your child have a Statement of special educational needs or an Education, Health and Care Plan (EHCP)?', 'Is your child looked after by a local authority? Or, were they previously looked after by a local authority but ceased to be so because they were adopted or became subject to a child arrangements order or special guardianship order?' (with a 'Select Care Authority' dropdown), and 'Is your child a twin or triplet, etc. (one of a multiple birth)?'. There are 'Back' and 'Next' buttons at the bottom right of the form area.

Then select 'Next'

The screenshot shows two forms: 'Address Details' and 'Moving Home?'. The 'Address Details' form has a text box for the current address and a note about updating the address. The 'Moving Home?' form includes a 'Moving Date' field, a 'Find Address' section with a 'Postcode' field and a 'Search' button, and a checkbox for 'Is Any a member of a Service or Crown Servant family...'. 'Back' and 'Next' buttons are at the bottom right.

If are moving house then enter the details for your new address and date of moving.

If not click 'Next'

Enter the details for Claremont Primary School. Postcode M14 7NA. Click 'Search'

The screenshot shows the 'Find a School' form. It has a 'Postcode' field with 'M14 7NA' entered, a 'Schools located in' dropdown menu set to 'All Local Authorities', and a 'School Name' field with 'Claremont Primary School' entered. A red arrow points to the 'Search' button. Below the search fields is a 'Currently educated at:' field and 'Back' and 'Next' buttons.

Where does Any currently go to school? Use the search facility below to find Any's 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: M14 7NA Schools located in: Manchester School Name (Tip: Part names give better results): Claremont Primary School **Search**

1 School(s) found

Claremont Primary School

Claremont Road, Manchester, M14 7NA CoEd

1 School(s) found

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**

Select the school from the list.

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Admissions

Child's Current School

School Name: Claremont Primary School Address: Claremont Road, Manchester, M14 7NA

If the above is the school Any 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.

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**

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Then select 'Next'

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Admissions

Preference School Search

From this page there are three different ways you can search and select the schools and academies you wish to apply for.

- **By postcode.** Type the first part of a postcode e.g. M3 to list all schools and academies within that postcode area.
- **By Local Authority.** Select a Local Authority from the list to see all the schools and academies in that area.
- **By school or academy name.** Type all or part of a school name if you want to find a specific school or academy

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): **Search**

Back

Now select the high schools (up to 3) that you wish to send you child to.

Include as much detail as you can when searching. Then click 'Search'

Co-op Academy Manchester www.co-operativesacademy.org.uk/The-Manchester-Academy Plant Hill Road, Manchester, M9 0WQ	CoEd
Co-op Academy North Manchester Manchester Creative And Media Acade, 300 Victoria Avenue East, Manchester, M9 7SS	CoEd
Eden Boys' Leadership Academy, Manchester Tauheedul Manchester Eden Boys Scho, 38 Rayburn Way, Manchester, M8 8DT	Male
Eden Girls' Leadership Academy, Manchester Tauheedul Manchester Eden Girls Sch, 40 Rayburn Way, Manchester, M8 8DT	Female
Manchester Academy www.manchester-academy.org Moss Lane East, Manchester, M14 4PX	CoEd

In the list make sure you select the correct school.

Check the name and address.

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Admissions

Preference Reasons: Sibling

In order to support your application for a place at **Manchester Academy** you can select appropriate reasons on the next pages.

☐ Does your child have a sibling who will still be attending the school when your child starts? You must tick the sibling box and enter your older child's details for your application to be considered under the sibling category.

Back Next

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If any older brothers or sisters attend the school, tick the empty box by clicking on it.

Then click next.

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Admissions

Preference Reasons

In order to support your application for a place at **Manchester 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.

For details of schools admissions policies you can contact the Admissions Team or refer to the Admissions e-brochure.

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

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

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Select any other reasons you are selecting the school.

Then click next

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Admissions

Other Reasons

You may tell us of any other reasons to support your application. If you have selected **Manchester Academy** for social or medical reasons you should give more details below. You may be contacted to discuss this further.

Other Reasons

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

Back Next

Type any other reasons why you would like your child to attend this school into the box.

Then click next

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Admissions

Your Preferred Schools

You have selected the schools below. You may choose up to 6 schools and you may change your selection until 02/11/2020 17:00

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

Rank	School name	Re-order
1	Manchester Academy	Edit Remove

Back Add a new preferred school Next

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If you want to add another school, click add new preferred school.

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Admissions

Your Preferred Schools

You have selected the schools below. You may choose up to 6 schools and you may change your selection until 02/11/2020 17:00

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

Rank	School name	Re-order
1	Manchester Academy	Up Edit Remove
2	Trinity Church of England High School	Down Edit Remove

Back Add a new preferred school Next

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Once you have selected all the schools you want to apply to. You can change the order of preference, using the arrows.

Once you are happy with the selection and order click next

The screenshot shows a web browser window with the URL live.manchester.gov.uk/CitizenPortal/1/1/1/en/Admissions/Application/SubmitApplication/encryptedApplicationId=2xTUNW3G77621fNv04XV11g16J793D. The page is titled 'School Place Offer' and contains the following sections:

- School Place Offer**: A section explaining that offers can be received by email or paper. A red arrow points to a radio button labeled 'I would like to receive my offer of a school place via email'.
- Warning**: A yellow box stating '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.'
- Preview Your Application**: A section with a 'Preview' button. A red arrow points to this button.
- Submit Your Application**: A section with a deadline of 02/11/2020 17:00. It includes a checkbox for 'I have read and agree to the terms and conditions set out above.' and a red arrow pointing to it. Below this are 'Return Later' and 'Submit Now' buttons. A red arrow points to the 'Submit Now' button.
- Back**: A button at the bottom left.

Read the information on this page.

If you want to receive your child's offer by post, not email, until this box.

You can preview your application here.

If you are ready to submit, click the box.

Then click 'Submit'

You can come back and complete at another time by clicking 'Save for Later'

You must submit your application by **5pm on Monday 2 November 2020**.

You will receive your child's high school offer on 1st March 2021 by email if you selected that option, or by post.