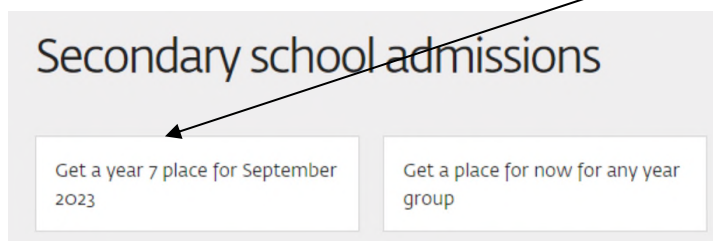


Applying for Secondary 2023 Online – Portal Guide

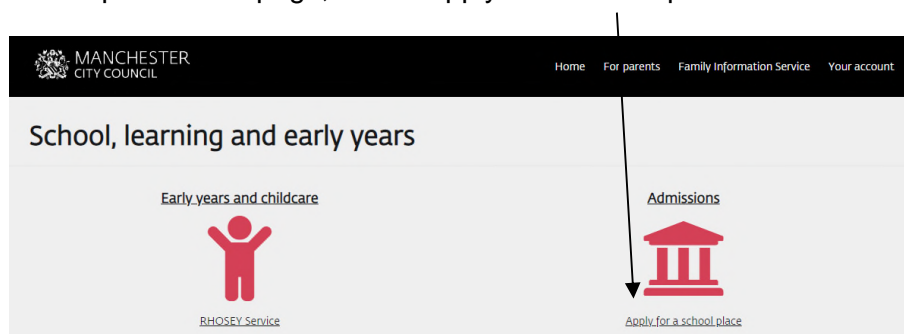
Before applying, it is recommend that parents research and read the admissions policies for each school they intend to apply for. Some schools require a supplementary form to be completed.

To access the online portal page, visit www.manchester.gov.uk/admissions and select apply for a secondary school place. Then select 'Get a year 7 place for September 2023'.

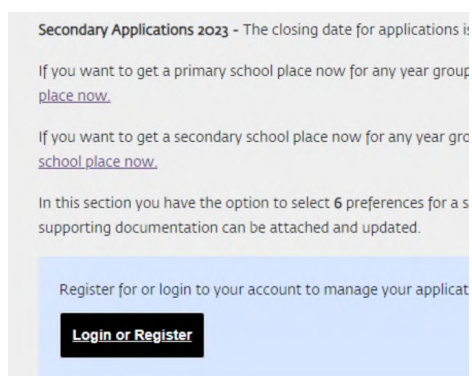


On the next page, read the information and click on the link point 3 'Apply for a place'. On the next page, select the red box 'Apply for a school place'. This will then take you to the portal homepage (<https://parentportal.manchester.gov.uk/web/portal/pages/home>)

On the portal homepage, select 'apply for a school place'.



Click on 'Login or Register'



To set up an account for the first time, select 'Register for new account'.

MANCHESTER CITY COUNCIL

Secure login - step 1

New to Parent Portal Live? [Register for an account here](#) or use the button below.
Already using Parent Portal Live? Sign in below.

Existing users

Email

Password

For additional security, we will confirm your account by sending an authentication code to your email address.

Submit Cancel

[Forgotten password?](#)

New users

If you're new to Parent Portal Live, sign up for an account here

Register for new account

The parent/carer needs to enter their forename and surname and then click next.

MANCHESTER CITY COUNCIL

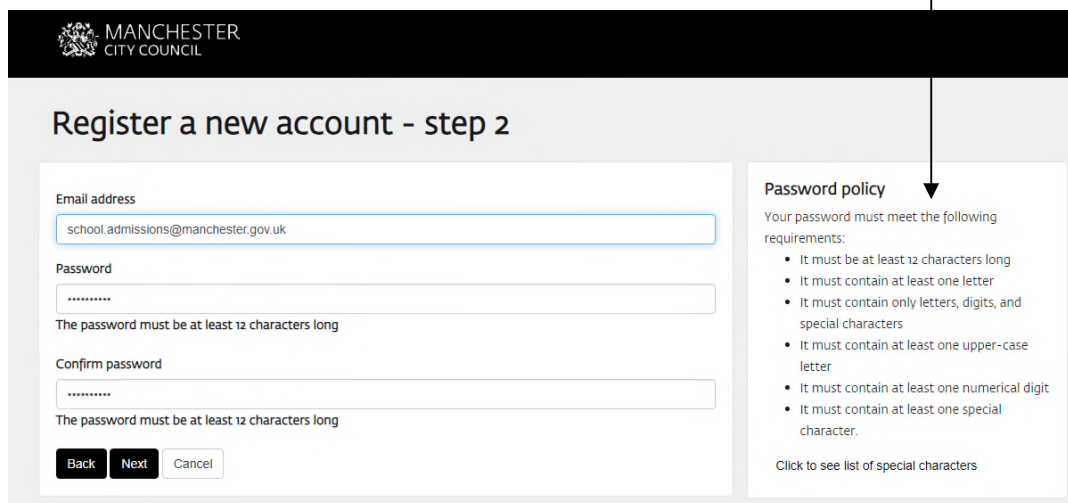
Register a new account - step 1

Forename

Surname

Next Cancel

Next, the parent/carer enters their email address. Then enters a password and click next. The password needs to be at least 12 characters long (more information is on the screen about creating a password)



MANCHESTER CITY COUNCIL

Register a new account - step 2

Email address

Password

The password must be at least 12 characters long

Confirm password

The password must be at least 12 characters long

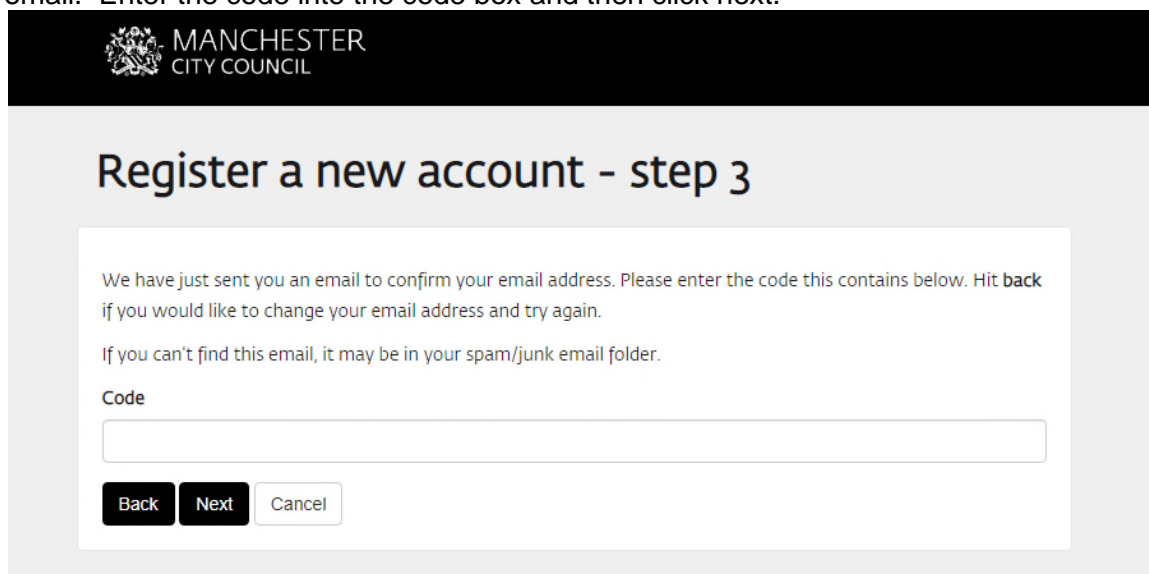
[Back](#) [Next](#) [Cancel](#)

Password policy
Your password must meet the following requirements:

- It must be at least 12 characters long
- It must contain at least one letter
- It must contain only letters, digits, and special characters
- It must contain at least one upper-case letter
- It must contain at least one numerical digit
- It must contain at least one special character.

[Click to see list of special characters](#)

The parent/carer will then be asked to verify their account. The portal will send a code by email. Enter the code into the code box and then click next.



MANCHESTER CITY COUNCIL

Register a new account - step 3

We have just sent you an email to confirm your email address. Please enter the code this contains below. Hit **back** if you would like to change your email address and try again.

If you can't find this email, it may be in your spam/junk email folder.

Code

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

Example:

Please verify your email address [Inbox x](#)


donotreply@manchester.gov.uk

Thank you for using Parent Portal Live. Please enter the following code on the email verification page:

6648 4636

Kind regards

Parent Portal Live

MANCHESTER
CITY COUNCIL

Register a new account - step 3

We have just sent you an email to confirm your email address. Please enter the code this contains below. Hit **back** if you would like to change your email address and try again.

If you can't find this email, it may be in your spam/junk email folder.


Code

Back

Next

Cancel

The portal will confirm if the registration is completed. To go to the section to make an application, click 'continue'.


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Registration completed

Your registration has been completed successfully. Click **Continue** to carry on with your session.

Continue

Click 'start a new application' or 'new application'.

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HomeFor parentsFamily In

Apply for a school place

This is where you can apply for a school place for Reception for September. Please carefully read the guidance throughout the application process.

Primary Applications 2022 - Applications accepted up to 31st August.

Secondary Applications 2022 - Applications accepted up to 31st August.

Secondary Applications 2023 - The closing date for applications is Sunday 30 October, 2022.

If you want to get a primary school place now for any year group please apply following the guidance on the Manchester City Council Website [Apply for a primary school place now](#).

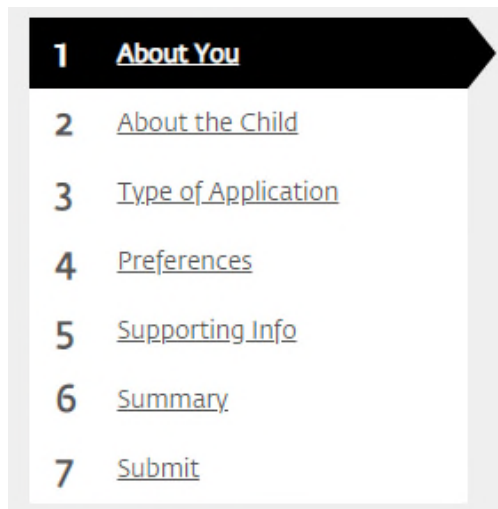
If you want to get a secondary school place now for any year group please apply following the guidance on the Manchester City Council Website [Apply for a secondary school place now](#).

In this section you have the option to select 6 preferences for a school place for your child. Please ensure that you provide full, accurate reasons for your preferences. Any supporting documentation can be attached and updated.

If you need to apply for more than one child's school place please click here to add more applications.

New Application

There are 7 sections of the application to complete. The parent/carer can save the information they have entered at any time by clicking on the box 'save for later' and return to complete at a later time.



Section 1 – About You

The parent/carer needs to enter all the information about themselves, e.g. name, preferred method of contact, email address, home address etc. Where a * is indicated, this means the information is mandatory.

1 **About You**

2 [About the Child](#)

3 [Type of Application](#)

4 [Preferences](#)

5 [Supporting Info](#)

6 [Summary](#)

7 [Submit](#)

About You

Your Details ?

Title *

First Name *

Last Name *

Gender *

Preferred Method of Contact *

Email

Home Tel No. ?

Work Tel No. ?

Mobile Tel No. ?

Your Address ?

Add Address

Then click next.

Secondary 2023 applications are known as bulk admissions on the portal. Parents/carers must apply to the local authority that their child resides under (e.g. pay council tax to). The parent/carer can still apply for any school in England on their home local authority form. The portal will ask the parent to confirm if they are a Manchester City Council resident. If yes, click on 'I am a Manchester City Council resident' and click 'OK'.

Please Confirm Address is in Manchester City Council

Applications for bulk admissions must only be from Manchester City Council Residents. If you live in another local authority you must apply for your school place through them (please refer to your council tax bills to confirm which local authority you live in).

For In Year Admissions, you may apply for a school place through this site regardless of where you reside.

Please confirm: *

☐ I am a Manchester City Council resident.

☐ I am not a Manchester City Council resident.

Cancel

OK

Section 2 – About the Child

If the parent/carer has received a letter from School Admissions that provides them with a UID number, the parent/carer needs to enter this number in the reference box. If the parent/carer has not received a UID number or they have lost this number, they can still apply without it. Simply move onto completing the child's details.

1 About You

2 About the Child

3 Type of Application

4 Preferences

5 Supporting Info

6 Summary

7 Submit

About the Child

Do you have a reference number (UID) provided by the LA?

If you have been sent a reference, please enter it below, along with the child's date of birth, before verifying the details using the button below:

Reference

Date of Birth

dd-mm-yyyy

Verify details

Child's details

First Name(s) *

Last Name *

Docherty

Date of Birth *

dd-mm-yyyy

Gender *

Child's details ?

First Name(s) * School

Last Name * Admissions

Date of Birth * 01-09-2011

Gender *

Relationship to Child * ?

Do you have parental responsibility/care for the child? *

☐ The child is from a multiple birth ?

Child's Address ?

☐ Same address as Applicant?

[Add Address](#)

If the child is from a multiple birth (e.g. twins, triplets), tick the box. NB an application **must** be made for each child. If the child lives at the same address as the person making the application, tick 'same address as Applicant'. If the child lives at a different address, click 'add address' and enter the address information. Click next.

Section 3 – Type of Application

For Secondary 2023, select Secondary and then next to Admission round' select 'Year 7 Admission for September 2023'. Then click next.

29% complete

Type of Application

Application for School Admissions ?

You must complete and submit your application before it will be seen by the Local Authority

School type * ☒ Secondary

Select from the options below to make an application for your child to take-up a place in September.

Admission round * ☒ Year 7 Admission for September 2023

Choose this option if your child was born between 01 Sep 2011 and 31 Aug 2012. Note that this is an application for more than a year away, please check this is correct.

[Save for later](#)

[← Previous](#) [Next →](#)

Section 4 - Preferences

The portal will ask the parent/carer to choose their preferences. The portal allows up to 6 schools to be chosen. On the right hand side, the portal will suggest some schools that are close to the home address. To select any of those schools, click the + sign next to the name of the school.

The screenshot shows the 'Apply for a School Place' portal. On the left is a navigation menu with seven steps: 1. About You, 2. About the Child, 3. Type of Application, 4. Preferences (highlighted with a black arrow), 5. Supporting Info, 6. Summary, and 7. Submit. The main content area is titled 'Preferences' and includes a progress bar at the top right indicating '43% complete'. Below the title, it says 'Your preferences for School Admissions' and 'Please choose up to 6 schools as your preferences for School Admissions. You can apply for any 'Secondary School'.' On the right, under the heading 'Closest schools to your home address', there is a list of ten schools, each preceded by a '+' icon in a box. At the bottom of this list is a search bar with the placeholder text 'Search Manchester sch' and a '+Add' button. An arrow from the text below points to this '+Add' button.

Closest schools to your home address	
+	Eden Boys' Leadership Academy, Manc...
+	Eden Girls' Leadership Academy, Manc...
+	Manchester Communication Academy
+	The East Manchester Academy
+	Trinity CofE High School
+	Abraham Moss Community School
+	Dean Trust Ardwick
+	Manchester Academy
+	The King David High School
+	Co-op Academy Belle Vue
+	St Peter's RC High School

Search Manchester sch **+Add**

To choose other schools, at the bottom enter the name of the Manchester school in the '**search Manchester schools**' box and then click '**+ Add**'. In this example, Chorlton High School has been entered in the box

This close-up shows the bottom of the preferences section. It features a search bar containing the text 'Chorlton High School' and a '+Add' button. Below the search bar is a link that says 'Search for school outside Local Authority'. At the bottom of the page are two large buttons: '← Previous' on the left and 'Next →' on the right. A 'Save for later' button is also visible above the 'Next' button.

Chorlton High School **+Add**

[Search for school outside Local Authority](#)

Save for later

← Previous **Next →**

The screen will update and show the school with its preference number and then it will ask the parent/carer to provide further information for this preference.

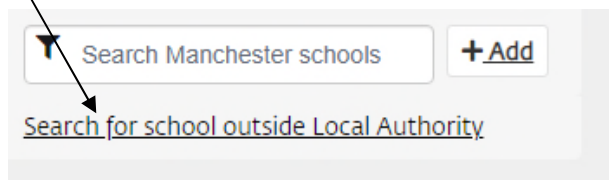
E.g. Chorlton High School is showing as preference 1. The parent/carer can add additional information for this preference, such as if a sibling is attending the school, if there are medical/social conditions to be taken into account etc. The parent can also provide supporting information by uploading documents such as proof of address or medical letters. For schools that have a faith criterion, parents will be able to advise of their child's religion by clicking on the faith box and choosing their faith.

The screenshot shows the 'Apply for a School Place' form. On the left is a navigation menu with seven steps: 1. About You, 2. About the Child, 3. Type of Application, 4. Preferences (highlighted), 5. Supporting Info, 6. Summary, and 7. Submit. The main content area is titled 'Preferences' and contains the following sections: 'Your preferences for School Admissions' with instructions to choose up to 6 schools; a list of preferences with '1. Chorlton High School' selected and its address 'Nell Lane, Manchester, M21 7SL' displayed; a link to view additional information for the selected school; a section for 'Add reasons for this preference (optional)' with three checkboxes: 'Exceptional Social and Medical', 'New to City and without a school place', and 'Sibling at School'; and a 'Supporting Information' section with a 'Comments' text area (limited to 300 characters).

To add another school, enter the Manchester school in the search box and click **+Add**. Follow the same steps.

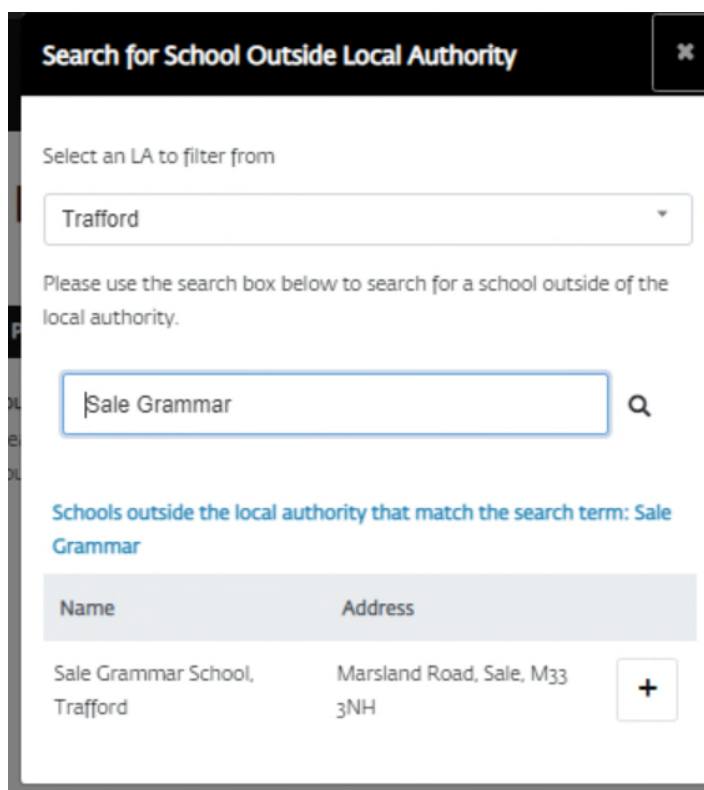
This screenshot shows a search interface for adding another school. It features a search box with the placeholder text 'Search Manchester sch' and a magnifying glass icon. To the right of the search box is a button labeled '+Add'. Below these elements is a link that reads 'Search for school outside Local Authority'.

To apply for a school that falls under another local authority (e.g. Salford, Stockport, Tameside etc), click on 'search for a school outside Local Authority'.



The screenshot shows a search interface with two main options. At the top, there is a button labeled 'Search Manchester schools' with a magnifying glass icon, and a '+ Add' button. Below this, there is a link labeled 'Search for school outside Local Authority' with a magnifying glass icon. An arrow points from the text above to the 'Search for school outside Local Authority' link.

The first box is the LA (Local Authority). If known, enter the local authority name. The second box is the school search box. Enter part of the school's name. Then click search (spy glass). Below, a list of schools matching the school's name will display and with the schools' addresses. Click on the + box next to the correct school's name and address.



The screenshot shows a form titled 'Search for School Outside Local Authority'. It has a dropdown menu for 'Select an LA to filter from' with 'Trafford' selected. Below this is a search box with the text 'Sale Grammar' and a magnifying glass icon. The results section is titled 'Schools outside the local authority that match the search term: Sale Grammar'. It contains a table with two columns: 'Name' and 'Address'. The table has one row: 'Sale Grammar School, Trafford' and 'Marsland Road, Sale, M33 3NH'. To the right of the table is a '+ Add' button.

Name	Address
Sale Grammar School, Trafford	Marsland Road, Sale, M33 3NH

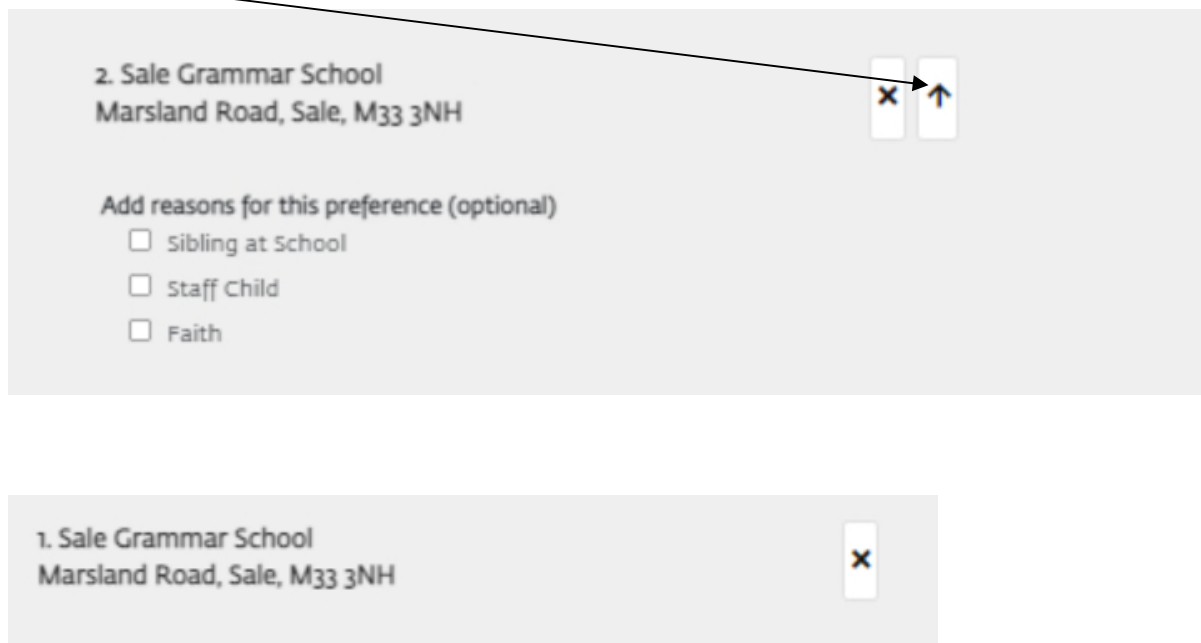
If the parent is unsure which local authority the school falls under, leave the LA box blank and enter part of the school's name in the school box and click search. Then click + against the correct school.

The screen will update with the chosen preference and the parent will be asked to complete the additional information for the preference, such as sibling at the school, faith and supporting information etc.

Then click next

How to amend the preference order

Against the school, there is an arrow box that allows the parent/carer to move the preferences up and down. In this example, Sale Grammar School is preference number 2. After clicking on the arrow button up, it promotes the school to preference number 1.



2. Sale Grammar School
Marsland Road, Sale, M33 3NH

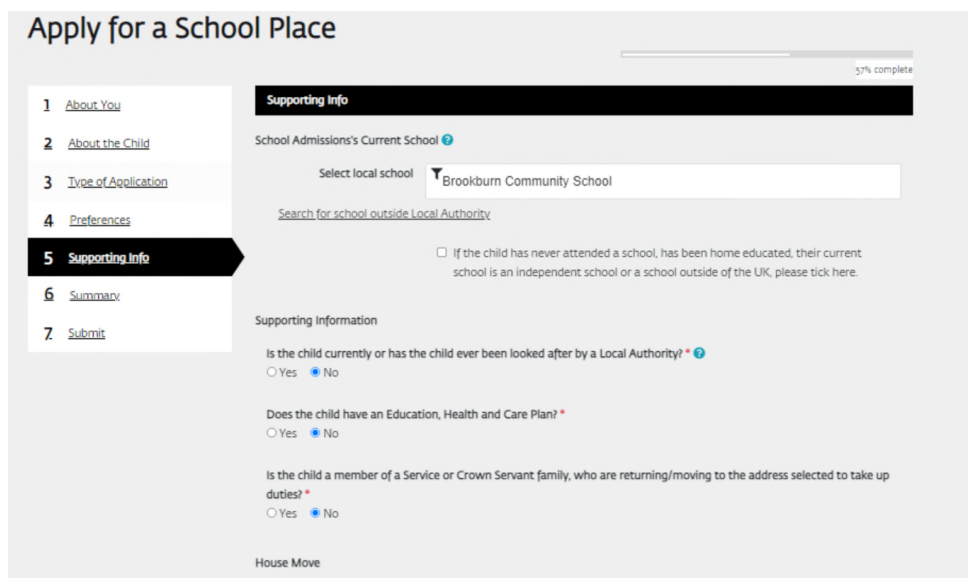
Add reasons for this preference (optional)

- ☐ Sibling at School
- ☐ Staff Child
- ☐ Faith

1. Sale Grammar School
Marsland Road, Sale, M33 3NH

Section 5 – Supporting info

Under this section, the parent/carer will be able to advise of their child's current primary school; if the child is a child in care or previously in care; if the child has an EHC Plan; a returning crown servant; or if a house move is intending to take place in the future.



Apply for a School Place

57% complete

1 [About You](#)

2 [About the Child](#)

3 [Type of Application](#)

4 [Preferences](#)

5 **Supporting Info**

6 [Summary](#)

7 [Submit](#)

Supporting Info

School Admissions's Current School ⓘ

Select local school ▼ Brookburn Community School

[Search for school outside Local Authority](#)

☐ If the child has never attended a school, has been home educated, their current school is an independent school or a school outside of the UK, please tick here.

Supporting Information

Is the child currently or has the child ever been looked after by a Local Authority? ⓘ

☐ Yes ☒ No

Does the child have an Education, Health and Care Plan? *

☐ Yes ☒ No

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

☐ Yes ☒ No

House Move

Then click next.

Section 6 – Summary

This section will give the parent/carer an overview of the application in progress and the preferences chosen and their order. If the information is correct and no further changes need to be made, click next.

Application Preferences

1. Sale Grammar School
Marsland Road, Sale, M33 3NH
2. Chorlton High School
Nell Lane, Manchester, M21 7SL

Supporting Information

Is the child currently or has the child ever been looked after by a Local Authority? No

Section 7 – Submit

The application must be submitted by 31 October 2022 to ensure it is an on-time application. Parents/carers need to read the declaration, click on the box 'I agree' and then click on the box 'Submit application to Manchester City Council'.

Apply for a School Place

86% complete

- 1 [About You](#)
- 2 [About the Child](#)
- 3 [Type of Application](#)
- 4 [Preferences](#)
- 5 [Supporting Info](#)
- 6 [Summary](#)
- 7 **Submit**

Submit

You must confirm that you agree to the following declaration in order to submit your application.

I state that, to the best of my knowledge and belief, the information I have given is correct and complete and I will advise Manchester City Council in writing of any changes to the information in this form. I understand that the provision of incorrect information could lead to the withdrawal of an offer of a school place.

I have read and understood the admissions criteria for each of my chosen preferences.

I agree that Manchester City Council may contact me using the email address I provided on this electronic application form and that it is my responsibility to ensure that the email address is correct and that I am able to access the emails sent to it.

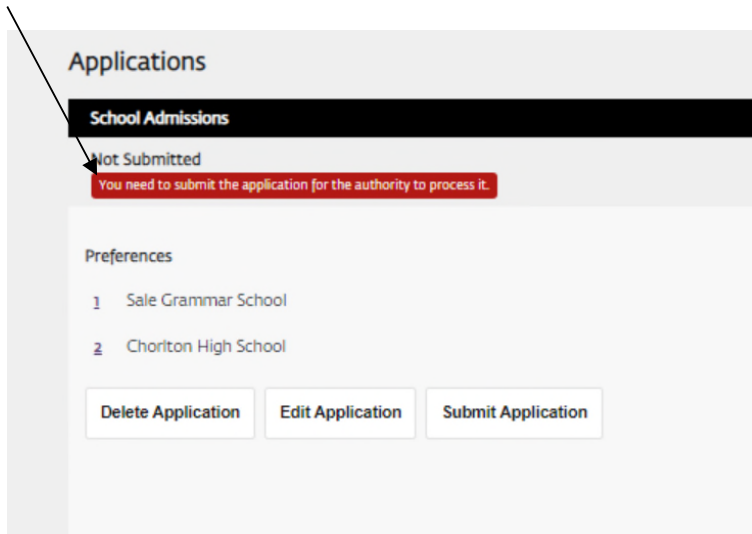
☐ I agree

Submit Application to Manchester City Council

Save for later

← Previous

If the application is not submitted, the portal will show it as 'Not Submitted' status. Parents do not have to submit their application immediately. They can save the application and return at another time to amend or review the application. However, to ensure it is an on-time application, the application must be submitted by 31 October 2022.



The screenshot shows a web portal titled 'Applications'. Below the title is a black bar with the text 'School Admissions'. Underneath, the status 'Not Submitted' is displayed, with a red error message below it: 'You need to submit the application for the authority to process it.' An arrow points from the text in the paragraph above to the 'Not Submitted' status. Below the error message, there is a section titled 'Preferences' with two items: '1 Sale Grammar School' and '2 Chorlton High School'. At the bottom of the preferences section are three buttons: 'Delete Application', 'Edit Application', and 'Submit Application'.

Applications

School Admissions

Not Submitted

You need to submit the application for the authority to process it.

Preferences

1 Sale Grammar School

2 Chorlton High School

Delete Application Edit Application Submit Application