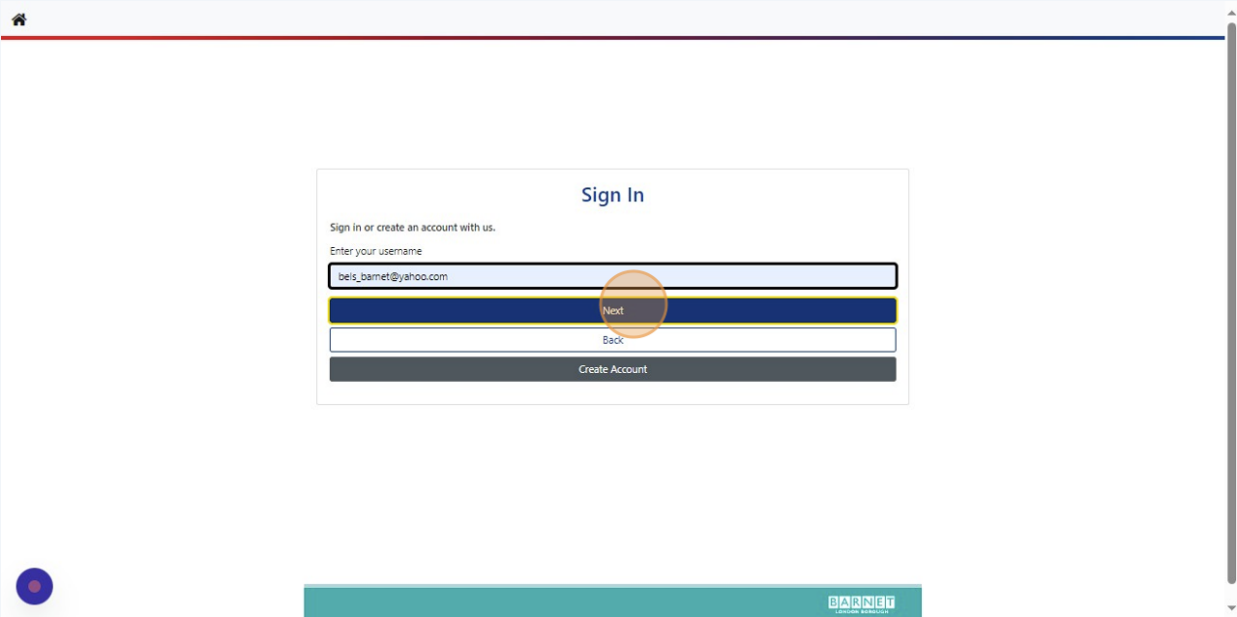


Step-by-Step Guide to Applying for a School Scribe[®] Place

1

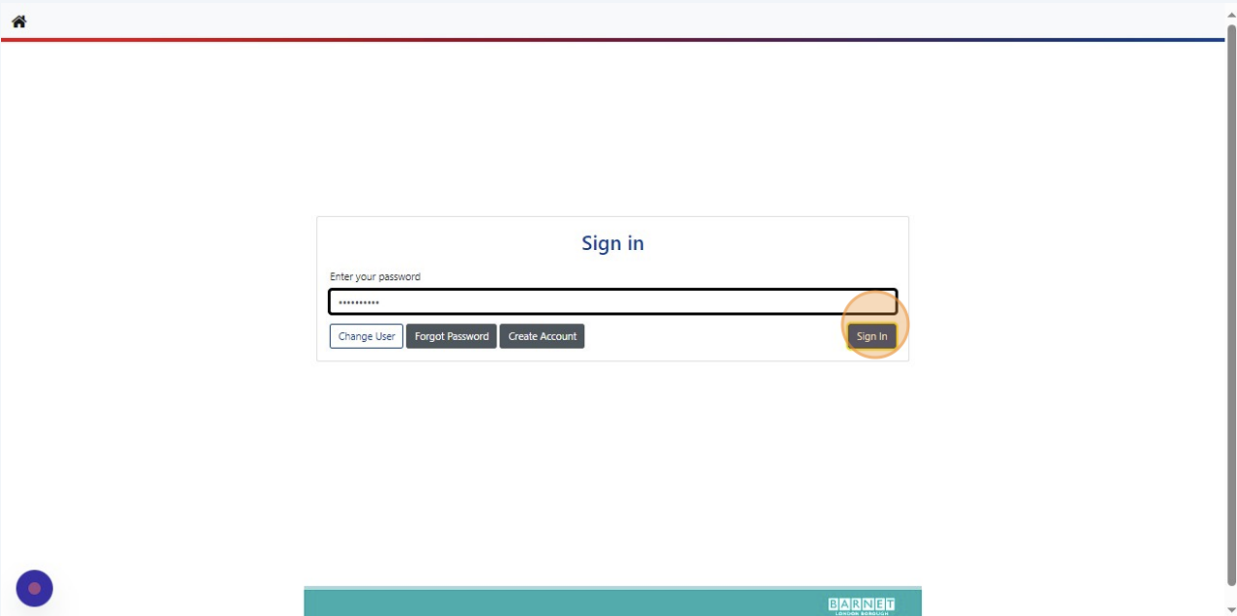
Sign in to your Parent Portal account [Sign In - Synergy](#) with your username and password



The screenshot shows a web browser window with a 'Sign In' form. The form has a title 'Sign In' and a subtitle 'Sign in or create an account with us.'. Below the subtitle is a label 'Enter your username' and a text input field containing 'bels_barnet@yahoo.com'. To the right of the input field is a blue button labeled 'Next', which is highlighted with a yellow circle. Below the 'Next' button are two smaller buttons: 'Back' and 'Create Account'. The form is centered on a white background with a light blue header and a teal footer containing the 'BARNET' logo.

2

Click "Sign In"



The screenshot shows the same web browser window, but now the 'Sign in' form is at the password entry stage. The form has a title 'Sign in' and a subtitle 'Enter your password'. Below the subtitle is a password input field filled with asterisks. To the left of the input field are three buttons: 'Change User', 'Forgot Password', and 'Create Account'. To the right of the input field is a blue button labeled 'Sign In', which is highlighted with a yellow circle. The form is centered on a white background with a light blue header and a teal footer containing the 'BARNET' logo.

3 Click "Returning Visitors"



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Welcome to Barnet Parent Portal

Returning Visitors

Barnet Family and Education Services Portal

Apply for a School Place

1 Applicant Details 2 Select Child 3 Select School 4 Application Submitted

Applicant Details

Please verify your details and update if necessary.

Complete & submit or view your application.

Find a school (Opens in New Window)

Enter your postcode to find schools near you

(You can only apply for Barnet schools on this portal)

Related Content:

[Change school preferences \(Opens in New Window\)](#)

[Check waiting list \(Opens in New Window\)](#)

[Parent Portal Guidance \(Opens in New Window\)](#)

Technical Support

For help with technical issues, please call 8359 7651 (open 9.00am to 5.00pm, Friday)

4 Check your details and edit as necessary; then click "Save and Continue"

Applicant Details

Please verify your details and update if necessary

Title *	Miss
Forename *	Bels
Middle Name	
Surname *	Barnet
DOB	
Address *	2, Bristol Avenue, Colindale, London, NW9 4EW
	Update Address
Daytime Number	+447908128228
Evening Number	
Mobile Number	
Email Address	bels_barnet@yahoo.com

[Back](#)

[Save and Continue](#)

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5

Select the name of the child you are apply for (or click "**New Child**" to add details of another child

The screenshot shows the 'Apply for a School Place' form. At the top, a progress bar indicates the current step: 1 (Applicant Details, checked), 2 (Select Child, highlighted with a yellow circle and a question mark), 3 (Start a new in-year application' or continue with an existing), 4 (Application Submitted), and 8 (Application). The main content area is titled 'Select Child' and includes a 'New Child' button. Below this is a table with the following data:

Name	Address	Gender	DOB
Betty Barnet	2, Bristol Avenue, London, Colindale, NW9 4EW	Female	15/11/2017

A radio button next to the first row is highlighted with an orange circle. Below the table is a 'Back' button. The BARNET LONDON BOROUGH logo is visible in the bottom right corner.

6

Click "Next"

This screenshot is similar to the previous one, but the 'Next' button at the bottom right of the form is highlighted with an orange circle. The progress bar now shows step 2 as completed (with a checkmark) and step 3 as the current step (with a question mark). The table data remains the same. The BARNET LONDON BOROUGH logo is visible in the bottom right corner.

7

Start a new in-year application by selecting your child's year group under "Round"

Selected Child:
Betty Barnet

Continue existing application
Applications which have been started but not yet completed

Round	Deadline	Date Started	Preferences	Completed (%)
There are no records to show				

For September 2024 applications, please return to the 'Home' screen and select the option to apply through eAdmissions

For children looking to start their next school phase

Round	Deadline	DOB Range (From - To)
There are no records to show		

Start a new in-year application
For child looking to change schools during the school year

Round	Deadline	DOB Range (From - To)
<input type="radio"/> Year One 2023/24	20/07/2024	01/09/2017 - 31/08/2018

Back

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8

Click "Next"

continue with an existing (3 of 8)

Start a new in-year application' or continue with an existing application (3 of 8)

Please select an option

Selected Child:
Betty Barnet

Continue existing application
Applications which have been started but not yet completed

Round	Deadline	Date Started	Preferences	Completed (%)
There are no records to show				

For September 2024 applications, please return to the 'Home' screen and select the option to apply through eAdmissions

For children looking to start their next school phase

Round	Deadline	DOB Range (From - To)
There are no records to show		

Start a new in-year application
For child looking to change schools during the school year

Round	Deadline	DOB Range (From - To)
<input checked="" type="radio"/> Year One 2023/24	20/07/2024	01/09/2017 - 31/08/2018

Back

Next

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9 Enter your Council Tax Reference Number, if you have one

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Barnet Education & Learning Service

Apply for a School Place

2 Select Child 3 Start a new in-year application or continue with an existing 4 Application Details ... 8 Application Submitted

Application Details (4 of 8)

Please review the details and answer the following questions

Selected Child:
Betty Barnet

Round: Year One 2023/24 Deadline for Applications: 20/07/2024 12:00 Date of Birth from: 01/09/2017 Date of Birth to: 31/08/2018

Council Tax Reference: 123456 ✓

Application Reason *
Please select an option

Relationship to Child *
Please select an option

If your Child is currently in care, or has previously been in care, enter the name of the Care Authority
Type to start searching

Does the Child have a current Education, Health & Care Plan (EHCP)? * Yes No

Is the Child's parent/guardian a Crown Servant? * Yes No

Is the Child part of a multiple birth? e.g. twin * Yes No

Date your child last attended school: _____

Date school place required: _____

10 Select your "Application Reason" from the dropdown list

BELS
Barnet Education & Learning Service

Apply for a School Place

2 Select Child 3 Start a new in-year application or continue with an existing 4 Application Details ... 8 Application Submitted

Application Details (4 of 8)

Please review the details and answer the following questions

Selected Child:
Betty Barnet

Round: Year One 2023/24 Deadline for Applications: 20/07/2024 12:00 Date of Birth from: 01/09/2017 Date of Birth to: 31/08/2018

Council Tax Reference: 123456 ✓

Application Reason *
(A) Moved home ✓

Relationship to Child *
Please select an option

If your Child is currently in care, or has previously been in care, enter the name of the Care Authority
Type to start searching

Does the Child have a current Education, Health & Care Plan (EHCP)? * Yes No

Is the Child's parent/guardian a Crown Servant? * Yes No

Is the Child part of a multiple birth? e.g. twin * Yes No

Date your child last attended school: _____

Date school place required: _____

11 Select your "Relationship to the Child" from the dropdown list

Betty Barnet

Round: Year One 2023/24 Deadline for Applications: 20/07/2024 12:00 Date of Birth from: 01/09/2017 Date of Birth to: 31/08/2018

Council Tax Reference ✓

Application Reason * ✓ ↕

Relationship to Child * ✓ ↕

If your Child is currently in care, or has previously been in care, enter the name of the Care Authority 🔍

Does the Child have a current Education, Health & Care Plan (EHCP)? * Yes No

Is the Child's parent /guardian a Crown Servant? * Yes No

Is the Child part of a multiple birth? e.g. twin * Yes No

Date your child last attended school

Date school place required

Reason for Changing School

12 If your currently in care, or has previously been in care, start typing the name of the care local authority and click on the name when it appears on the screen.

Otherwise, skip to the next question and select the right answer

Council Tax Reference ✓

Application Reason * ✓ ↕

Relationship to Child * ✓ ↕

If your Child is currently in care, or has previously been in care, enter the name of the Care Authority 🔍

Does the Child have a current Education, Health & Care Plan (EHCP)? * Yes No

Is the Child's parent /guardian a Crown Servant? * Yes No

Is the Child part of a multiple birth? e.g. twin * Yes No

Date your child last attended school

Date school place required

Reason for Changing School

13 Enter the "Date your child last attended school"

Relationship to Child

If your Child is currently in care, or has previously been in care, enter the name of the Care Authority

Does the Child have a current Education, Health & Care Plan (EHCP)? * Yes No

Is the Child's parent /guardian a Crown Servant? * Yes No

Is the Child part of a multiple birth? e.g. twin * Yes No

Date your child last attended school

Date school place required

Reason for Changing School

Is the Child a New Arrival to the UK? * Yes No

Supporting Documents

14 Enter the "Date school place required"

Betty Barnet

Round: Year One 2023/24 Deadline for Applications: 20/07/2024 12:00 Date of Birth from: 01/09/2017 Date of Birth to: 31/08/2018

Council Tax Reference

Application Reason *

Relationship to Child *

If your Child is currently in care, or has previously been in care, enter the name of the Care Authority

Does the Child have a current Education, Health & Care Plan (EHCP)? * Yes No

Is the Child's parent /guardian a Crown Servant? * Yes No

Is the Child part of a multiple birth? e.g. twin * Yes No

Date your child last attended school

Date school place required

Reason for Changing School

Calendar: January 2024

Mo	Tu	We	Th	Fr	Sa	Su
	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4
5	6	7	8	9	10	11

15

Add more details about your **"Reason for Changing School"**, or skip to the next question.

enter the name of the Care Authority

Does the Child have a current Education, Health & Care Plan (EHCP)? * Yes No

Is the Child's parent /guardian a Crown Servant? * Yes No

Is the Child part of a multiple birth? e.g. twin * Yes No

Date your child last attended school ✓

Date school place required ✓

Reason for Changing School ✓

Is the Child a New Arrival to the UK? * Yes No
Please select an option

Supporting Documents
Add documents which support your application. E.g. Child Date of Birth, Tax form.

[Attach documents](#)

No documents have been attached to this application

Please confirm that you wish to proceed without attaching any documents

[Back](#) [Save and Continue](#)

16

Click on **"Attach documents"** and attach supporting documentation; then click **"Save and Continue"**

enter the name of the Care Authority

Does the Child have a current Education, Health & Care Plan (EHCP)? * Yes No

Is the Child's parent /guardian a Crown Servant? * Yes No

Is the Child part of a multiple birth? e.g. twin * Yes No

Date your child last attended school ✓

Date school place required ✓

Reason for Changing School ✓

Is the Child a New Arrival to the UK? * Yes No

Supporting Documents
Add documents which support your application. E.g. Child Date of Birth, Tax form.

[Attach documents](#)

No documents have been attached to this application

Please confirm that you wish to proceed without attaching any documents

[Back](#) [Save and Continue](#)

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As a minimum, you must attach (i) proof of your address: two copies of recent utility bills and a copy of your Council Tax Bill if applicable and (ii) your child's ID: a copy of their short Birth Certificate or passport.

Please ensure that you know where you have saved the documents on your computer or phone, so you can easily attach them to the application.

The documents should be in **PNG, JPG or PDF** format and no bigger than **5MB**. You can photograph your supporting documents and attach them to the application.



If you do not attach supporting documents, this is likely to lead to delay in the processing of your application.

17

Answer the "**Fair Access Question**", by selecting '**Yes**' or '**No**', as applicable

The screenshot shows a web form titled "Selected Child: Betty Barnet". The form includes the following information: Round: Year One 2023/24, Deadline for Applications: 20/07/2024 12:00, Date of Birth from: 01/09/2017, and Date of Birth to: 31/08/2018. Below this, there is a section titled "Please answer the following Fair Access Questions" with a list of 12 questions, each followed by "Yes" and "No" radio button options. The first question, "My child has been or is currently at risk of permanent exclusion from school. *", has the "No" option selected. The second question, "My child has been served fixed-term school exclusions. *", has the "Yes" option selected. The remaining questions are: "My child has a record of poor school attendance. *", "My child has been out of education for two months or more. *", "My child is known to the Police or is returning from the Criminal Justice System. *", "My child has a disability or medical condition. *", "My child has special educational needs (but no Statement of or Education, Health and Care Plan). *", "My child helps to care for a relative with a disability or health condition. *", "We are refugees or seeking asylum in the UK. *", "We are from a Gypsy, Roma or Traveller background. *", "We are registered homeless or threatened with homelessness. *", "I am a UK Service Personnel or Crown Servant. *", and "I am applying for somebody else's child who is living with me. *".

18 Click "Save and Continue"

Please answer the following Fair Access Questions

My child has been or is currently at risk of permanent exclusion from school. *	<input type="radio"/> Yes <input checked="" type="radio"/> No
My child has been served fixed-term school exclusions. *	<input type="radio"/> Yes <input checked="" type="radio"/> No
My child has a record of poor school attendance. *	<input type="radio"/> Yes <input checked="" type="radio"/> No
My child has been out of education for two months or more. *	<input type="radio"/> Yes <input checked="" type="radio"/> No
My child is known to the Police or is returning from the Criminal Justice System. *	<input type="radio"/> Yes <input checked="" type="radio"/> No
My child has a disability or medical condition. *	<input type="radio"/> Yes <input checked="" type="radio"/> No
My child has special educational needs (but no Statement of or Education, Health and Care Plan). *	<input type="radio"/> Yes <input checked="" type="radio"/> No
My child helps to care for a relative with a disability or health condition. *	<input type="radio"/> Yes <input checked="" type="radio"/> No
We are refugees or seeking asylum in the UK. *	<input type="radio"/> Yes <input checked="" type="radio"/> No
We are from a Gypsy, Roma or Traveller background. *	<input type="radio"/> Yes <input checked="" type="radio"/> No
We are registered homeless or threatened with homelessness. *	<input type="radio"/> Yes <input checked="" type="radio"/> No
I am a UK Service Personnel or Crown Servant. *	<input type="radio"/> Yes <input checked="" type="radio"/> No
I am applying for somebody else's child who is living with me. *	<input type="radio"/> Yes <input checked="" type="radio"/> No

[Back](#) [Save and Continue](#)

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19 Select your school preferences in the order you prefer them

Please select or search for schools below and rank them in your desired order

Selected Child:
Betty Barnet

Round: Year One 2023/24 Deadline for Applications: 20/07/2024 12:00 Date of Birth:

Disable animations

Preference School

1st *	<input type="text" value="Type to start searching"/>	<input type="button" value="Q"/>	or	<input type="button" value="Advance"/>
2nd	<input type="text" value="Type to start searching"/>	<input type="button" value="Q"/>	or	<input type="button" value="Advance"/>
3rd	<input type="text" value="Type to start searching"/>	<input type="button" value="Q"/>	or	<input type="button" value="Advance"/>

Your preferred schools. You need to select a minimum of one school.

I confirm that I am happy to proceed with 0 of 3 possible preferences.
Leaving blank schools does not increase your chances of getting your first preference.

20

Start by typing the names of your preferred schools and click on the school name when it appears on the screen

Round: Year One 2023/24 Deadline for Applications: 20/07/2024 12:00 Date

Disable animations

Preference School

1st * ⓘ or

Search for a School

2nd or

3rd ⓘ or

Your preferred schools. You need to select a minimum of one school.

I confirm that I am happy to proceed with 0 of 3 possible preferences.
Leaving blank schools does not increase your chances of getting your first preference.

21

Continue selecting your school preferences

Disable animations

Preference School

1st * Osidge School ⓘ

2nd ⓘ or

Search for a school or change the rank of the selected schools

3rd or

Your preferred schools. You need to select a minimum of one school.

I confirm that I am happy to proceed with 1 of 3 possible preferences.
Leaving blank schools does not increase your chances of getting your first preference.

22 You may select up to three schools

Disable animations

Preference School

1st * Osidge School ⓘ

2nd Brunswick Park School ⓘ

3rd ⓘ

Search for a school or change the rank of the selected schools

Your preferred Monkfrith School - Knoll Drive - N14 5NG

I confirm that I am happy to proceed with 2 of 3 possible preferences.
Leaving blank schools does not increase your chances of getting your first preference.

i You are advised to name three school preferences. Choosing only one school does not increase your chance of getting a place at the selected school.

23 Use the arrows to change the order of your school preferences, as you wish

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Apply for a School Place

5 Fair Access Questions 6 Select School Preferences 7 Preference Reasons 8 Submit Application 9 Application Submitted

Select School Preferences (6 of 9)

Please select or search for schools below and rank them in your desired order

Selected Child: Betty Barnet

Round: Year One 2023/24 Deadline for Applications: 20/07/2024 12:00 Date of Birth from: 01/09/2017 Date of Birth to: 31/08/2018

Disable animations

Preference School	Rank Order
1st * Osidge School ⓘ	↓
2nd Brunswick Park School ⓘ	↑ ↓
3rd Monkfrith School ⓘ	↑

Your preferred schools. You need to select a minimum of one school.

I confirm that I am happy to proceed with 3 of 3 possible preferences.
Leaving blank schools does not increase your chances of getting your first preference.

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24

Click "I confirm that I am happy to proceed with the selected number of possible preferences."

Betty Barnett

Round: Year One 2023/24 Deadline for Applications: 20/07/2024 12:00 Date of Birth from

Disable animations

Preference School

1st *	Osidge School ⓘ
2nd	Monkfrith School ⓘ
3rd	Brunswick Park School ⓘ

Your preferred schools. You need to select a minimum of one school.

I confirm that I am happy to proceed with 3 of 3 possible preferences.
Leaving blank schools does not increase your chances of getting your first preference.

[Back](#)

25

Click "Save and Continue"

5 Fair Access Questions 6 Select School Preferences 7 Preference Reasons 8 Submit Application 9 Application Submitted

Select School Preferences (6 of 9)

Please select or search for schools below and rank them in your desired order

Selected Child: Betty Barnett

Round: Year One 2023/24 Deadline for Applications: 20/07/2024 12:00 Date of Birth from: 01/09/2017 Date of Birth to: 31/08/2018

Disable animations

Preference	School	Rank Order	
1st *	Osidge School ⓘ	↓	🗑️
2nd	Monkfrith School ⓘ	↑ ↓	🗑️
3rd	Brunswick Park School ⓘ	↑	🗑️

Your preferred schools. You need to select a minimum of one school.

I confirm that I am happy to proceed with 3 of 3 possible preferences.
Leaving blank schools does not increase your chances of getting your first preference.

[Back](#) [Save and Continue](#)

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26

Where applicable, you will see the option to select your preference reason, and enter additional information in the 'Notes' box

The screenshot shows a web form titled "Preference Reasons" for a child named Betty Barnet. The form is divided into sections for "1st Preference" (Osidge School) and "2nd Preference" (Monkfrith School). Each section includes a "Preference Reasons" section with three radio button options: "Exceptional Medical Reason", "Exceptional Social Reasons", and "Sibling On Roll". Below these options is a "Notes" text area. The "1st Preference" section has a blue circle highlighting the "Sibling On Roll" option. The "2nd Preference" section has a blue circle highlighting the "Staff" option. The form also includes a "Selected Child" header with the child's name and a "Notes" field at the bottom.

27

If you wish to claim sibling priority, tick "**Sibling on Roll**", and click on the sibling's name. If there is no existing record for the sibling, click "**Add New Sibling**" and fill in the details.

This screenshot shows the same "Preference Reasons" form as in the previous image, but with the "Sibling On Roll" option selected for the "1st Preference" (Osidge School). A blue circle highlights the "Add New Sibling" button in the "Sibling Information" section. Below the "1st Preference" section, there is a "Sibling Information" section with a dropdown menu labeled "Please select a sibling" and an "Add New Sibling" button. The "2nd Preference" section (Monkfrith School) is also visible, with its "Preference Reasons" and "Notes" fields.

28

Complete all the information to create the sibling record (if applicable); then click "Save"

The screenshot shows a web application interface for 'Apply for a School Place'. The page title is 'Create Child Record'. Below the title, there is a instruction: 'To create a new child, please complete the following details and then save these details using the buttons at the end of the form.' The form contains the following fields:

- Forename *: Bobby ✓
- Middle Name: (empty)
- Surname *: Barnet ✓
- DOB *: 10 Oct 2017 ✓
- Gender *: Male ✓

Below the fields, there is a checkbox: This child's primary address is the same as the address that I have saved on my profile (if the child's address differs, uncheck the checkbox to add their address).

At the bottom of the form, there are two buttons: 'Cancel' (yellow) and 'Save' (black with white text). The 'Save' button is circled in orange. The page header includes the Barnet logo and 'Shortlist' link. The footer includes the Barnet logo.

29

Repeat the process for the other school preferences and enter your reasons for choosing the school, if you wish

The screenshot shows a web application interface for 'Preference Reasons'. The page title is 'Preference Reasons'. Below the title, there is a section for 'Select Reasons for preference' with the following options:

- Exceptional Medical Reason
- Exceptional Social Reasons
- Sibling On Roll
- Staff

Below the options, there is a 'Notes' field with the text: 'The school is located close to my home ✓'.

Below the notes, there is a section for '3rd Preference Brunswick Park School'. Below this, there is another 'Preference Reasons' section with the following options:

- Exceptional Medical Reason
- Exceptional Social Reasons
- Sibling On Roll
- Staff

Below the options, there is a 'Notes' field with the text: 'My child's best friend attends this school ✓'.

At the bottom of the form, there are two buttons: 'Back' (white) and 'Save and Continue' (black with white text). The 'Save and Continue' button is circled in orange. The page header includes the Barnet logo and 'Shortlist' link. The footer includes the Barnet logo.

30

The next screen will display all the details of your application. Check to make sure this is correct and amend if necessary. Once you have checked and verified the information, click **"I have read the disclaimer"**

3rd Preference
Brunswick Park School

Preference Reasons

Supplementary Information Form (SIF) Required
No

Notes
My child's best friend attends this school

Collapse All Expand All

Disclaimer

You are only allowed to submit an application if you have legal responsibility for the child. By submitting the application using the button below, you are confirming that you have legal responsibility for the child detailed above, and that all details are correct to the best of your knowledge. If any details are incorrect, return to the summary screen and amend them before continuing. If you do not have legal responsibility to submit this application, you should sign out now.

I have read the disclaimer *

Back Submit

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31

Click **"Submit Application"**

Notes
The school is located close to my home

3rd Preference
Brunswick Park School

Preference Reasons

Supplementary Information Form (SIF) Required
No

Notes
My child's best friend attends this school

Collapse All Expand All

Disclaimer

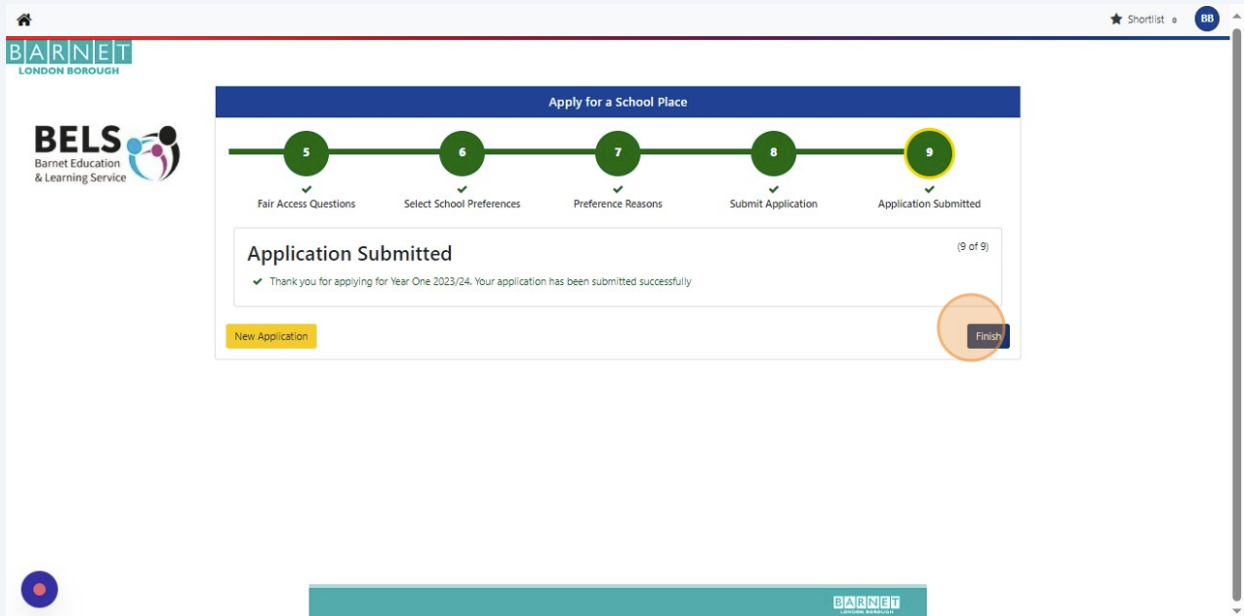
You are only allowed to submit an application if you have legal responsibility for the child. By submitting the application using the button below, you are confirming that you have legal responsibility for the child detailed above, and that all details are correct to the best of your knowledge. If any details are incorrect, return to the summary screen and amend them before continuing. If you do not have legal responsibility to submit this application, you should sign out now.

I have read the disclaimer *

Back Submit Application

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32 Click "Finish"



You should receive an email confirming that your application has been submitted successfully.

If you do not receive a confirmation email, it means your application may not have been submitted. Log in and make sure you have ticked the '**Disclaimer**' box and '**Submit Application**'.

If you continue to have difficulty submitting your application, contact us on **020 8359 7651**.



Once you have submitted an application and received notification that the Local Authority has received it, **PLEASE DO NOT RESUBMIT THE APPLICATION OR MAKE ANY FURTHER CHANGES TO IT.**

If you would like to change your school preferences, please complete and submit our '[Change of Preference Form](#)'