User Guide to School Admissions Online Application

This user guide provides illustrations of the various screens that you will need to go through to create an account on the Gloucestershire Family Portal and make an online application for Primary or Secondary school.

Registration

To register for a new Gloucestershire Family Portal account, click on the 'register' link

Click the 'register' link

Gloucestershire
COUNTY COUNCIL

Family Portal

Home | Sign Out | English/Cymraeg ▾

Don't have an account? Please **register**

Email Address

✉

Password

🔑

Login

Forgotten your password?

Welcome to the Gloucestershire County Council Family Portal

You are able to apply for the following services.

- **Free School Meals**
- **Applications for starting Reception, transferring to Junior, Secondary, Middle, and High Schools**
- **Two Year Old Funding**

If you have recently used our online service to apply for one of these services or for a School Place you will need to use these login details for this service and will not need to re-register.

If you are new to the portal please use the **Register** option.

This screen will guide you to enter the necessary information required for the registration process. *(Useful tip: clicking into each box will display what you need to enter)*

Add your security details

Registration

You need to first register with us in order to apply for Two Year Old Funding or Free School Meals. This screen will guide you to enter the necessary information required for registration process. Please hover the mouse over each field to see what information you will need to enter for this purpose.

* Required field

Email Address *	✉	
Confirm Email *	✉	
Password *	🔑	Show

Security Details

Email address - This will also be your username every time you sign into the portal. It must be your own email address and in use. A confirmation email will be sent as part of the registration process.

Password - Ensure your password has a minimum of 10 and maximum of 128 characters, contains a minimum of 2 numbers, 1 lower case character, 1 upper case character and 1 special character.

Enter your contact details

Title *	👤	Please select ▾
First Name *	👤	
Last Name *	👤	
Gender *	👤	Please select a gender ▾

If you need help with your address, use the Post Office's Postcode Finder.

Enter your postcode

🏠 Postcode or street name

Search

IMPORTANT: after you have entered your postcode a drop down box will appear, please wait until the box has turned **white** before then selecting your address. If your address does not appear, an error message will appear

Find Address

[🏠] Postcode

No matching address was found

If you were unable to find your address leave the postcode box blank, click search then click this button

Not able to find your address?

Search

You will then be able to enter your address manually

House Name	[🏠]
Building Name	[🏠]
Street Name	[🏠]
District / Village	[🏠]
Town	[🏠]
County	[🏠]
Postcode *	[🏠]
Country	[🌐] Please select ▼

Please supply a telephone number where you can be contacted during normal office hours, if necessary.

Home Phone	[📞]
Mobile Number	[📱]
Work Phone	[📞]

Submit Registration

Enter phone numbers

Click 'Submit Registration'

After submitting your registration, you will receive a confirmation email containing a link. You need to confirm your details by clicking the link in the email.

IMPORTANT: if the email is not in your inbox, check your Junk Mail/Spam Mail folder

By clicking the link, you will be taken back to the Family Portal where you will log in to start the application.

Thank you for registering.

Your registration is now complete. Please click on the Home button to log in using your email address as your username.

Your account

Don't have an account? Please **register**

Email Address

Password

Login

Forgotten your password?

Enter your email address and password then click Login

If you have forgotten your password, click this link

We
You

If yo

Click on 'My Account' to make any changes to your (parent/carer) details e.g. contact details, password etc

🏠 Home   👤 My Account   Sign Out   ✏ English/Cymraeg▾

Welcome to the Family Portal
Please click on the relevant box for the service you require.

🍴 Free School Meals   📖 School Places   ✏ Funded Early Education for Two Year Olds   ✉ Messages   👥 My Family

Click on 'School Places' to start your application

Application process

Before starting your application, it is very important to read **all** the information.
(The below School Places information is based on Secondary 2020 Transfer)

School Places

Welcome to Gloucestershire On-Line School Admissions facility for transfer to Secondary or High School in September 2020. This will open for you to submit online applications from 2nd September 2019.

Please read the following before proceeding with your registration/application.

•You should only register and use this service if you are a Gloucestershire resident (i.e. you pay your council tax to Gloucestershire). If you are experiencing problems with this site please contact us on 01452 425407 or email school.admissions@gloucestershire.gov.uk

•If your child will be attending a private or independent school from September 2020 you do not need to make an online application but you will need to inform the Co-ordinated Admissions by emailing school.admissions@gloucestershire.gov.uk with the details

•If your child has a EHCP (Education Health & Care Plan) please do not make an application; refer to your child's statement. If you have any queries please contact your SENCO or SEND review officer.

It is important that you read the Secondary School/Academy Admissions Guidance & Secondary Information Booklets which contains important information and will guide you through the application process. These are available to view in the related documents tab on the secondary webpage www.gloucestershire.gov.uk/education-and-learning/school-admissions/transfer-to-secondary-school

The closing date for applications is 31st October 2019. Please ensure that you have applied and made a successful submission by this date.

Before submitting your preferences please check to see if you would be eligible to apply for assistance with transport costs by using the below link

https://www.gloucestershire.gov.uk/transport/school-and-college-transport/apply-for-a-new-or-lost-school-bus-pass/ and read our transport policy, which can be found on the same page.

PLEASE ENSURE THAT YOU RECEIVE A CONFIRMATION EMAIL, CONFIRMING YOUR SCHOOL PREFERENCES, AFTER SUBMITTING (OR RE-SUBMITTING) YOUR APPLICATION, OTHERWISE YOUR APPLICATION MAY NOT BE REGISTERED. THIS EMAIL MAY BE USED TO HELP RESOLVE ANY DISPUTES.

Make a new application. If your child/children's details are not showing please click Add Child button.

You currently have no children without an application.

Back   Add child

If you have already added children to your account, they will appear here

If not, click 'Add Child'

Add your child's details

Add Child
Add a child

Field	Value
Forename *	Joe
Middle Name	Bloggs
Surname *	Test
Gender *	Male
Date of Birth *	06/10/2006
Relationship to Child *	Step Mother

Your relationship to this child (i.e. you are the Father of this child)

Parental Responsibility *   ⦿ Yes   ○ No

If you have legal responsibility for this child, select Yes

Enter your child's details

Select 'Yes' if you have parental responsibility

⌂ Oxleaze Wing The Quay Gloucester GL1 2LB

⊕ Click to add new address

Click on the address shown, if correct

Cancel   Add child

Or if your child's home address is different to what is shown, 'Click to add new address'

If you have legal responsibility for this child, select Yes

⊖ Use previous address

Find Address   ⌂ Postcode

Search

Cancel   Add child

Enter the correct postcode and click search

IMPORTANT: please wait a for a drop down box to appear, wait until the box turns white and then you may select the address

Click 'Add Child' to continue

Your child's details will now show near the bottom of the School Places page.
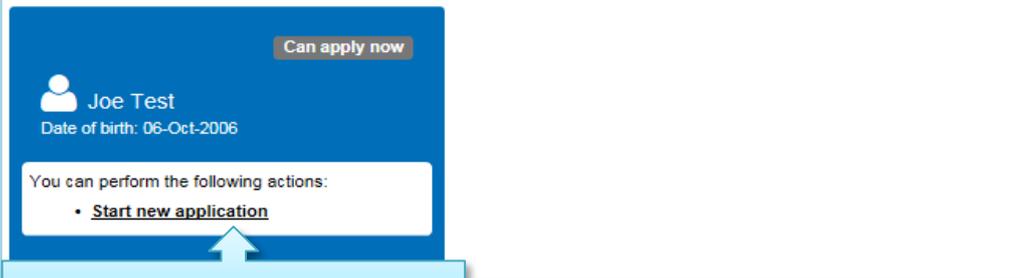
(You can repeat this process to add another child if you need to make multiple applications)

Please note: Once you have added your child's details any amendments or updates to your child's details can only be made via 'My Family' on the Home page.
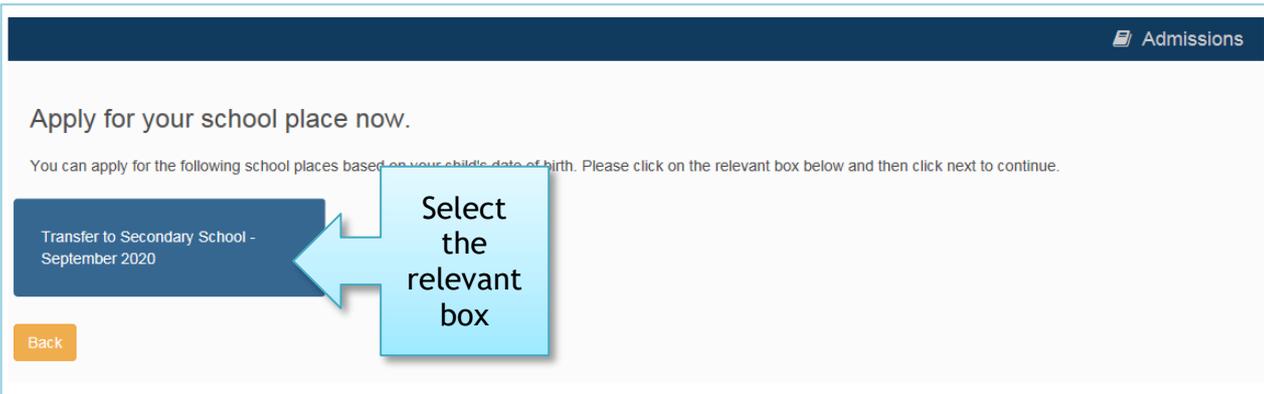
Starting the application

Please make sure your child's details are correct before starting your application

Make a new application. If your child/children's details are not showing please click Add Child button.

Can apply now

👤 Joe Test
Date of birth: 06-Oct-2006

You can perform the following actions:
- **Start new application**

Click 'Start new application'

📘 Admissions

Apply for your school place now.

You can apply for the following school places based on your child's date of birth. Please click on the relevant box below and then click next to continue.

Transfer to Secondary School - September 2020

Select the relevant box

Back

If you don't see a 'Transfer Group' box (example below) you may be too late, your child's date of birth is out of range or the date of birth has been entered incorrectly when setting the child up.

Any amendments or updates to your child's details can only be made via 'My Family' on the Home page.
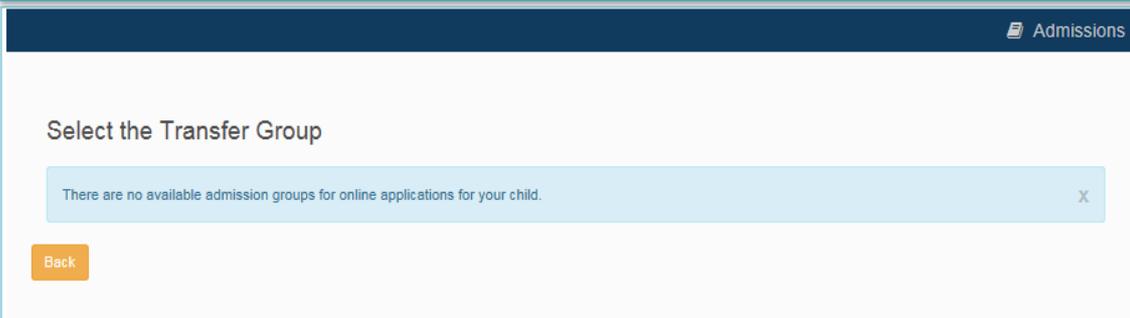
📘 Admissions

Select the Transfer Group

There are no available admission groups for online applications for your child.   X

Back

Additional Details

Additional Child's Details

☐ Does your child have an Education, Health and Care Plan (EHC) if Yes, **discontinue this application** and contact our SEN Casework Team on 01452 324068 to ensure they have your preference, if not, please continue with your application. Please note if your child has a My Plan+ this is not an ECHP

☐ **Is your child a looked after child (child in care)? Please select Yes below.** A 'looked after child' (1) or a child who was previously looked after but **immediately** after being looked after became subject to an adoption (2) child arrangements order (residency order) (3) or special guardianship order (4) .(1) A 'looked after child' is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school. In Gloucestershire, such children are referred to as Children in Care.(2) This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Childrens Act 2002 (see section 46 adoption orders).(3) Under the provisions of s.12 of the Children and Families Act 2014, which amend section 8 of the Children Act 1989, residence orders have now been replaced by child arrangements orders.(4) See Section 14A of the Children Act 1989 which defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).**Please provide supporting documentation, i.e an adoption order and schedule or a special guardianship order. You will be able to upload the relevant document later on in the application process or alternatively, we are able to accept scanned copies sent to our email address** school.admissions@gloucestershire.gov.uk ,or photocopies posted to Co-ordinated Admissions, Commissioning for Learning, Gloucestershire County Council, Shire Hall, Westgate Street, Gloucester, GL1 2TP

Select Care Authority ▼

☐ Is your child a twin or triplet, etc. (one of a multiple birth)?

[Back] [Next]

Read and tick if applicable →

Click 'Next'

Address Details

Joe's current address is **Oxleaze Wing, The Quay, Gloucester, GL1 2LB** if this is correct then please continue. If this is incorrect, please update this via My Family before continuing. Once the change has been completed please select 'Continue this application' in the School Places option. You must send us official confirmation of any change made to the address, this can take the form of a copy of your tenancy agreement, council tax letter, solicitors completion document etc.

Check the address before continuing →

Moving Home?

If your child is moving address, please supply the date of moving, if this move is before the closing date please supply official confirmation of the new address, this can take the form of a copy of the tenancy agreement or solicitors completion document etc. If the move is after the closing date we will still require proof of the new address, but will not able to use this address for initial allocation. (If your child is not moving home, please ignore this question and proceed to the Returning Service Families section below.)

If you are moving, enter the details here →

Moving Date [📅 _____]

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

Postcode * [🏠 _____]

[Find Address]

I don't have a Postcode

All UK Service personnel or other crown servants (including diplomats) not currently resident and being posted/returning to the county we can use their Gloucestershire address. We will need proof of posting for allocation purposes before the family have arrived, provided the application is accompanied by an official government letter e.g. Posting orders or Confirmation in writing from the unit clerk or Confirmation in writing from the commanding officer that the parent is service personnel

If you are a service family, please read and tick if appropriate →

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

[No]

[Back] [Next]

Click 'Next'

Your child's current school/pre-school

Child's Current School/Pre-School

Where does Dummy currently go to School/Pre-School? Use the search facility below to find Dummy's current school/pre-school.

Find a School

Type in a postcode or school name and 'search'

To find the school/pre-school you are looking for, search using a postcode, local authority, school/pre-school name or a combination of these, then click Search. Once you have located the School please click in the box, please note – DO NOT click on the School website link as this will re-direct you away from your application

School Postcode	Schools located in	School Name (Tip: Part names give better results)	
🏠	📖 Gloucestershire ▾	📖 ann	Search

`2 School(s) found`

Ann Cam C of E Primary School (Ann Cam Church Of England Primary School)
http://www.anncam.ik.org/
Bayfield Gardens, Dymock, GL18 2BH
CoEd

Select the relevant school displayed in the list

Ann Edwards C of E Primary School (Ann Edwards Church Of England Primary School)
http://www.annedwards.gloucs.sch.uk/
Berkeley Close, South Cerney, GL7 5UW
CoEd

`2 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

Not able to find your child's current school?
Type the full school name into this box

Click 'Next'

Child's Current School/Pre-School

Check the details are correct

School Name	📖 Ann Cam C of E Primary School
Address	🏠 Bayfield Gardens, Dymock, GL18 2BH

If the above is the school/pre-school Dummy currently attends, or if you have entered some details below, select the 'Next' button to continue. If not, select 'Change current school/preschool' 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

Click 'Next'

Adding your school preferences

> **Important:** please read the information on the Preference School Search page before selecting your schools

Preference school search

All parents and carers **must** apply for a school place. The online application form gives you the opportunity to list up to five schools, but remember to check each school's criteria very carefully before making your final choice. Some schools may require you to complete a supplementary form as well as applying online for a place.

It is very important that you think about transport when you consider the school you would like your child to attend. If you choose not to attend the nearest school (for whatever reason) or the school is within walking distance assistance is very unlikely to be granted. The majority of children are not eligible for free transport and this will usually have to be organised and paid for by yourselves. Please click the link to find our current transport policy Transport Policy (4-16).

Click this link to view your closest schools: https://www.gloucestershire.gov.uk/education-and-learning/find-a-school/

If your child has a brother or a sister who will be attending your preferred school in September 2024 you must still fill in the online application form to request a place.

Find 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 Once you have located the School please click in the box, please note – DO NOT click on the School website link as this will re-direct you away from your application

Schools located in	All local authorities ▾
School name	five acres
School Postcode	Postcode

> Enter the school name and search

Search

Schools that match your search

Showing 1 to 1 of 1 results

Five Acres High School (Mixed)

Beech Avenue, Five Acres, Coleford, GL16 7QW
https://www.5acreshighschool.co.uk/

Select school

> Click on 'select school' to move onto the next page

Reasons for your preference

Preference Reasons: Sibling

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

☑ Sibling refers to a brother or sister, half brother or sister, adopted brother or sister, step brother or sister or the child of the parent/carer's partner as well as children brought together as a family by a same sex civil partnership. In every case, the child must be living in the same family unit and at the same address at the time of application.

Back   Next

Tick if applicable

Click 'Next'

Sibling Details

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

Forename *	
Middle Name	
Surname *	
Gender *	Please select a gender
Date of Birth *	

➕ Use previous address
➕ Use Another Address

Address
34
St Georges Road
Dursley
GL11 4DW

Back   Next

Enter sibling details

Click 'Next'

Sibling's School

The sibling's current school is shown below.

School Name	Rednock School
Address	Rednock Drive, Dursley, GL11 4BY

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

Find School

Back   Next

Check details and click 'Next'

Preference Reasons

In order to support your application for a place at **Rednock School** 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 refer to the Secondary School and Academy Information Booklet for the full admission criteria.

Tick if applicable and click 'Next'

☐ Children for whom only this particular school is appropriate due to an exceptional medical condition. Applications under this criterion will only be considered if they are supported by a written statement from the child's doctor at the time of submitting the application. This must demonstrate that there is a very specific connection between medical need and the facilities or resources of this school. The final decision to accept a child under this category will be made by the governors' admission sub- committee through consultation with an independent medical practitioner.Any documentation should be sent directly to the school giving child's details and advising that it is for September 2020 entry.Email:- admin@rednockschool.org.ukAddress: - Rednock School, Kingshill Road, Dursley, Glos, GL11 4BY

☐ **I believe my child lives in this school's catchment**

Back Next

Other Reasons

If you have selected **Rednock School** please refer to the school admissions criteria in the School/Academy Information Booklet for any other reasons that will be considered. If your reasons are not identified in the admissions criteria and are personal to you please do not provide any further information at this stage. It will not be taken into consideration.

Enter anything else we should know in this box

Other Reasons

[ ]

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

Back Next

Click 'Next'

Important: if your preferred school does not have sibling/medical etc in their criteria, you may not be presented with the Preference Reasons page and instead you will go straight to the Other Reasons page

Adding more schools

Your Preferred Schools

You have selected the schools below. You may choose up to 5 schools and you may change your selection until 31/10/2017 23:59

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	Rednock School		Edit Remove

Click to 'Add a new preferred school'

Add a new preferred school

Back   Next

Repeat the process of selecting the school and adding reasons (where applicable) and list all of your preferred schools

Your Preferred Schools

You have selected the schools below. You may choose up to 5 schools and you may change your selection until 31/10/2017 23:59

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	Rednock School	⊙	Edit Remove
2	Churchdown School Academy	⊙	Edit Remove

Add a new preferred school

Back   Next

When **all** preferred schools have been selected and ranked, click 'Next'

Use the upload point to upload applicable documents for your application e.g. adoption documents or proof of address

Supporting Documents

Please upload any applicable documents for your application, such as Adoption documents, tenancy agreements, council tax bill, solicitors completion letter etc.

Please do not upload any supporting documents in relation to the faith or medical criteria as these documents need to be sent directly to the school

Choose Files...

Selected Files:

Type of File(s): docx, pdf, jpeg, jpg, doc

Max 5 file(s) can be uploaded. Max 5 MB files size is allowed per file.

Back   Next

IMPORTANT: please do not upload any faith/medical supporting documents here as these need to be sent directly to the school

Submitting your application

Before submitting the application it is important to 'Preview' the details you have provided and that you read **ALL** information including: 'Terms and Conditions' and 'Data Protection'.

When satisfied that the child's details, your preferred schools and any supporting information are correct, then you are ready to **'Submit'** your application.

Application for Joe Test, Date of birth: 01/10/2006

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.

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

Terms and Conditions

You are only allowed to submit an application if you have legal responsibility for the child. By submitting the application you are confirming you have legal responsibility for the child and that all details are correct to the best of your knowledge. If you do not have legal responsibility to submit this application you should close your browser now.

Before you complete and submit your On Line Common Application Form, you must take time to read carefully the information contained in the School Admission Guidance booklet, which is available on our website or to view at Shire Hall Reception.

We would like to emphasise four things that are of particular importance:

• We strongly recommend that your local school is included on the list of preferences if you would like your child to be considered for a place there. Your child will not be automatically granted a place at their nearest school.

• If there are any supporting reasons for your preferred school(s) you must let us know (i.e. details of any sibling who will be attending the school when your child starts, or evidence of any specific medical needs etc.). We will take these into consideration where the admission criteria for the preferred school(s) allows us to and you have submitted the necessary proof by the application closing date.

• Children are entitled to free transport only to their nearest or nearest catchment school and where the distance involved is more than two miles, for pupils under eight-years-old and more than three miles for pupils over eight-years-old. The distance is measured by the nearest available pedestrian route. Families on low income may be eligible for additional support. Full details of the revised Home to School Transport Policies can be found on our website or in the Schools Admissions Guidance booklet.

• If the child's address as shown on the On Line Common Application Form is due to change before the closing date for applications, you should confirm this by sending an official copy of completion details or long-term rental agreement to Co-ordinated Admissions, Shire Hall, Westgate Street, Gloucester. GL1 2TP by the application closing date. We will contact you if we are unable to validate this address.

Please note: We aim to treat every family fairly and equally. This is our legal obligation. It is very important that all information you provide is true. If you provide false details on your On Line Common Application Form, this is potentially fraud. We reserve the right to withdraw an offer of a school place if any information supplied to support your application is found to be fraudulent.

You must resubmit your application each time you make an amendment and ensure that you receive an electronic acknowledgement that your submission has been successful. If you are unsure of any aspect of the arrangements, please contact Co-ordinated Admissions (telephone 01452 425407).

By submitting your application you are agreeing to be notified by email only if you are allocated your first preference (no letter will follow).

All online Secondary applicants may view their allocation via the online system after midnight on 1/3/2018 and will have the opportunity to accept their allocation online - the closing date of which will be 10/03/2018 Please note that you can only view the application using the email address you applied with.

All online Primary and Junior applicants may view their allocation via the online system after midnight on 16/04/2018 and will have the opportunity to accept their allocation online - the closing date of which will be 30/04/2017.

Data Protection

Data Protection Act. The information you provide on the application form, and any additional information you wish to provide will be used for the purpose of allocating a school place for your child. We will share the information internally within the Council with relevant officers and schools and may also share it with other relevant Local Authorities and Government bodies. We will safeguard your personal details and will not divulge them to any other individuals or organisations for any other purposes. The information collected may also be used for the wider purpose of providing statistical data used to assist with monitoring provision and/or areas of need in order to target future resources. If you have a query or concern regarding this, please contact the Admissions & Transfers Manager.

For further information on our privacy notice please visit our website www.gloucestershire.gov.uk/privacynotice

School Place Offer

-

Your offer will also be available to view on the Family Portal on 02/03/2020

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

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

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

[Preview]

Submit Your Application

Once you 'Submit' your application you may still make changes until 31/10/2019 23:59

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 **MUST** SUBMIT it before 31/10/2019 23:59

☐ 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.

[Return Later] [Submit Now]

[Back]

Important: Read all statements before completing your application

Click 'Preview' to check your application

Tick to confirm that all information is correct and that you agree to the terms and conditions set out above

You can click 'Return Later' if you are not ready to submit your application yet

Click 'Submit Now' if application is complete

Confirmation of your submitted application

After clicking 'Submit Now', you will get a confirmation message such as below:

You will also receive a confirmation email listing your school preferences, such as below:

Dear Mr Test

Thank you for submitting your application for a school place.

Your application has been received by the Gloucestershire School Admissions Team and does not require any further action by you in order for it to be processed. However, if additional evidence or information is required for the schools you have expressed preferences for e.g. medical/baptism certificates or supplementary forms, you will need to supply them.

You have expressed preferences for the following schools in this order of priority:

Rank	School Name	Address
1	Marling School	Cainscross Road, Stroud, GL5 4HE
2	Malmesbury School	Corn Gastons, Malmesbury, SN16 0DF
3	Katharine Lady Berkeley's School	Kingswood, Wotton-Under-Edge, GL12 8RB

If you wish to change the details of your application, you may do so by logging back into the School Admissions Service at any time until 23:59 on 31/10/2017.

If you can see a link below, you may click on this to open our service, otherwise please copy and paste the text into your Internet browser.

https://emsonline.gloucestershire.gov.uk/CitizenPortal

Notification of your school place offer:-

When you made your application, we gave you a choice about the way your school place offer will be communicated to you on 01/03/2018.

You chose to receive your school place offer via email.

To change your chosen method, please contact us using the contact details below.

Kind regards,

After 'Submitting' your application you can still make changes to it until the closing date for the Admissions round appropriate to the age of your child.

Please note: The closing dates are different for Primary and Secondary Admissions

Making changes to your submitted application

You can make changes to your child's details such as, date of birth via 'My Family' on the Home page and you can make changes to your details under 'My Account' also on the Home page.

If you wish to make changes to your submitted application, such as current school, preferred schools, order of preference etc. this must be done **before** the closing date of applications and you **must** re-submit your application.

To make changes to your submitted application, on the homepage select 'School Places'

View or change existing applications / offers

Application submitted

Joe Test
Date of birth: 01-Oct-2006
Transfer to Secondary School - September 2018
Last updated 24/10/2017 11:52
Preference 1: Rednock School +1
Submission closing date 31/10/2017 23:59

You can perform the following actions:
- **Change application**
- **View application**
- **Start new application**

Click 'Change application' to make any changes

Make a new application

You currently have no children without an application.

Back   Add child

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

If you continue with changing your application, your application will become unsubmitted. If so, you must remember to submit this application by 31/10/2017 00:00 or we will be unable to accept your online application and you will need to apply by contacting us directly.

Cancel   Continue

Click 'Continue' to make changes

Return Later   Submit Now

Click **'Submit Now'**

IMPORTANT: You **must** remember to **'RE-SUBMIT'** after you have made changes to the application.