How to apply for your school place

To complete the application you will need an email address.

Go to www.cardiff.gov.uk/schooladmissions

Select school type (Nursery, Primary, Secondary)

Click the ‘Log in to the School Applications system’ button.

You will arrive at the page below.

If you have not used the system before you will need to register.

Click register and continue to page 2 of this guide.

If you have an account, enter your email address and password, click log in and skip to page 3 of this guide.

Please use the ‘Back’ and ‘Next’ buttons at the bottom of each section rather than your web browser’s back button.
You must tick the Data Protection box to proceed. For information on this, click the link (immediately above the tick box).

Tick the box and click ‘Continue’.
Fill in your details on the ‘Registration’ screen.

When you click the password box, you will see a pop-up box with the minimum requirement for the strength of the password (see the example below).

To proceed, complete all the boxes marked with an asterisk.

Provide at least one phone number.

Click ‘Submit Registration’.
Once complete, the system will ask you to check your email.

Click the link in the message you have received from schooladmissions@cardiff.gov.uk. This will verify your account.

The next screen will confirm success of your registration.

Click ‘Login’ and enter your email address and password.

Below is the first screen you will see when you have logged in. To return to this screen at any time, click ‘Home’.

If you leave this screen unattended, you will be logged out and you will need to log back in to resume your application.

Click on the ‘My Family’ icon. From here you can create a new record for your child.
Click ‘Add Child’ and complete the details on the subsequent screen. As before, you must complete all parts marked with an asterisk.

If the child you are applying for also lives at this address, the address you gave for your account details will be offered.

Click on this address to select it and then click the blue ‘Add Child’ button.

If you wish to use a different address, click ‘Click to add new address’ and add a new one, then click ‘Add Child’.

If you need to add another child (ie for twins), repeat the last procedure. Once you have added all the children you wish to add, return to the ‘Home’ page and click the ‘School Places’ icon to begin your application.
On the ‘School Places’ screen, each child record you have created will have a separate blue tile. The information on this tile will change depending on the status of your application and at different stages through the admissions process. You may want to return here to make changes to your application or, after the offer date, to check the outcome of your application.

Click ‘Start new application’.

On this next screen, choose your ‘Transfer Group’. Transfer Group is our name for a type of application. This screen only displays Transfer Groups that are available to the child, based on their date of birth. Usually there is only one. Click the box that describes the type of application you wish to make.
On the following screens you will be asked a number of questions about your application. Tick any statements that apply to you, otherwise leave unticked. Please use the ‘Back’ and ‘Next’ buttons at the bottom of each section rather than your web browser’s back button.

On the above screen, read the statements and tick them if they apply to your child. If your child is Looked After/Previously Looked After, please:

- specify the Care Authority
- supply your Council Tax Reference number (you can find this on your Council Tax Statement or related correspondence). This will help us confirm your address without having to contact you later for further evidence.

Click ‘Next’
If you are a Service or Crown Servant family (e.g., Military or Diplomatic service) and will be at a different address before the beginning of the 2019 September term, please supply the address here.

If this does not apply to you, click ‘Next’.
Child’s Current School is usually pre-filled from information you supplied when you set up the child record. You can change it here if you wish. When satisfied, click ‘Next’.

Child's Current School

School Name: Adamsdown Primary School
Address: Adamsdown Primary School, System Street, Adamsdown, C

If the above is the school Child 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.

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
Please read the section on this page that describes the amount of applications that are recommended for your type of application.

Tell us which schools you wish to apply for. It’s quickest if you add them in your order of preference. Find your school by typing the first few letters of the school name into the ‘School Name’ box and clicking search. If you search with no added text, you’ll see the full list of all schools.

To select your school, click on its name from the subsequent list.

The next screens will ask questions specific to this preference.
Tick if this statement applies.

Click ‘Next’. You will be asked the details about the sibling if you proceed with this box ticked.

Tick if this statement applies.

Click ‘Next’.
Preference Reasons (continued)

- My child has an older sibling at the school, and when they started it was the catchment area school for our address

Tick if this statement applies.
Click ‘Next’.

Additional Information

You may tell us of any other reasons to support your application. If you have selected [Ysgol Gyfun Gymraeg Bro Edern] for social or medical reasons you should give more details below. You may be contacted to discuss this further.

If you wish to add a supporting statement or similar, you can do so in this screen. Please be aware that all the details relevant to your application are asked elsewhere. Text you enter here may not be considered.

You must upload any supporting evidence separately. All evidence must be from official sources (eg. hospital consultant, family court, adoption certificate etc)
This screen gives a running list of your preferences as you add them. When you have added your first preference, please click ‘Add a new preferred school’.

Once you’ve added more than one preference, you can re-order the preferences with the arrows in the re-order column. You can change your order of preferences by clicking the ‘Edit’ button on that school’s row.

When you are happy with the order, click ‘Next’.

We recommend 5 preferences for secondary and 3 for primary applications. We also recommend you include the school in your catchment area school as one of your preferences.
Here you can upload supporting documents. The page describes what kind of information might be appropriate.

If you wish to add documents, click ‘Choose Files…’.

On your computer, locate the files you wish to upload and click ‘Next’.

On a smartphone or tablet you can send us photos of the documents. Please make sure any photos are clear enough to read all text.

You can add photos at a later date, but you must add these before the deadline.
On this final screen you can:

- choose how you are notified. The outcome of all applications will be available from the ‘School Places’ screen of the Citizen Portal. In addition we will send you an email. If you untick this option, we will send you a letter instead.

- click on ‘Preview your Application’ to see a one-page summary of your application in a new tab. This function is also available after you submit your application.

Finally, when you have read and understood the information on this page, tick the final box and click ‘Submit Now’.

We will send you a confirmation email.

You can edit this application up to the closing date. But if you do so, be sure to return to this page and submit it again.

If you have any further queries, please contact 029 20872087.