



## How to check the progress of Primary Admissions on the Portal

From January 2022, all early years providers will be able to check the progress of any child old enough to apply for a Primary School place on the Portal. This will mean that you can see whether a child on your current live register has applied or perhaps needs to be reminded or supported to apply.

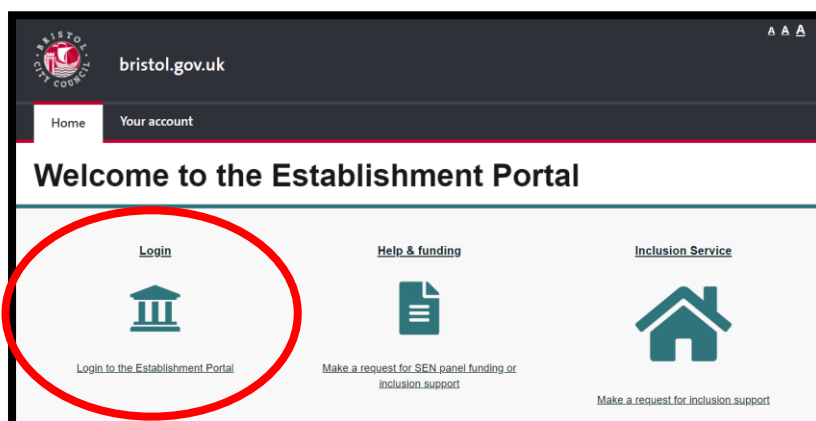
This new functionality aims to help all providers to ensure a school application has been made for a school place and what stage the application is at. The progress will show when a school place has been offered and when it has been accepted by the parent.

The aim of providing this information is to support early years providers in the transition to school process for children. A child's new school can be identified early (once confirmed and accepted) so plans can begin to be made to start the transition process.

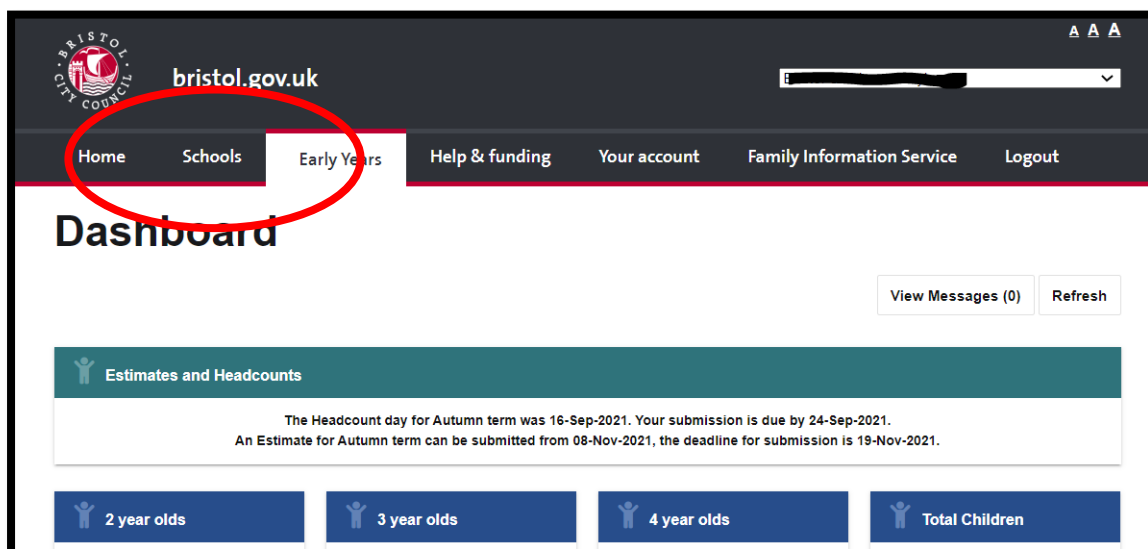
The admissions window for Primary on time applications closes in mid-January. The exact date for this year can be found in the links below or on the BCC website. Applicants who apply late may miss out on their preferred schools.

## How to view the information about Primary School Admissions on the Provider Portal

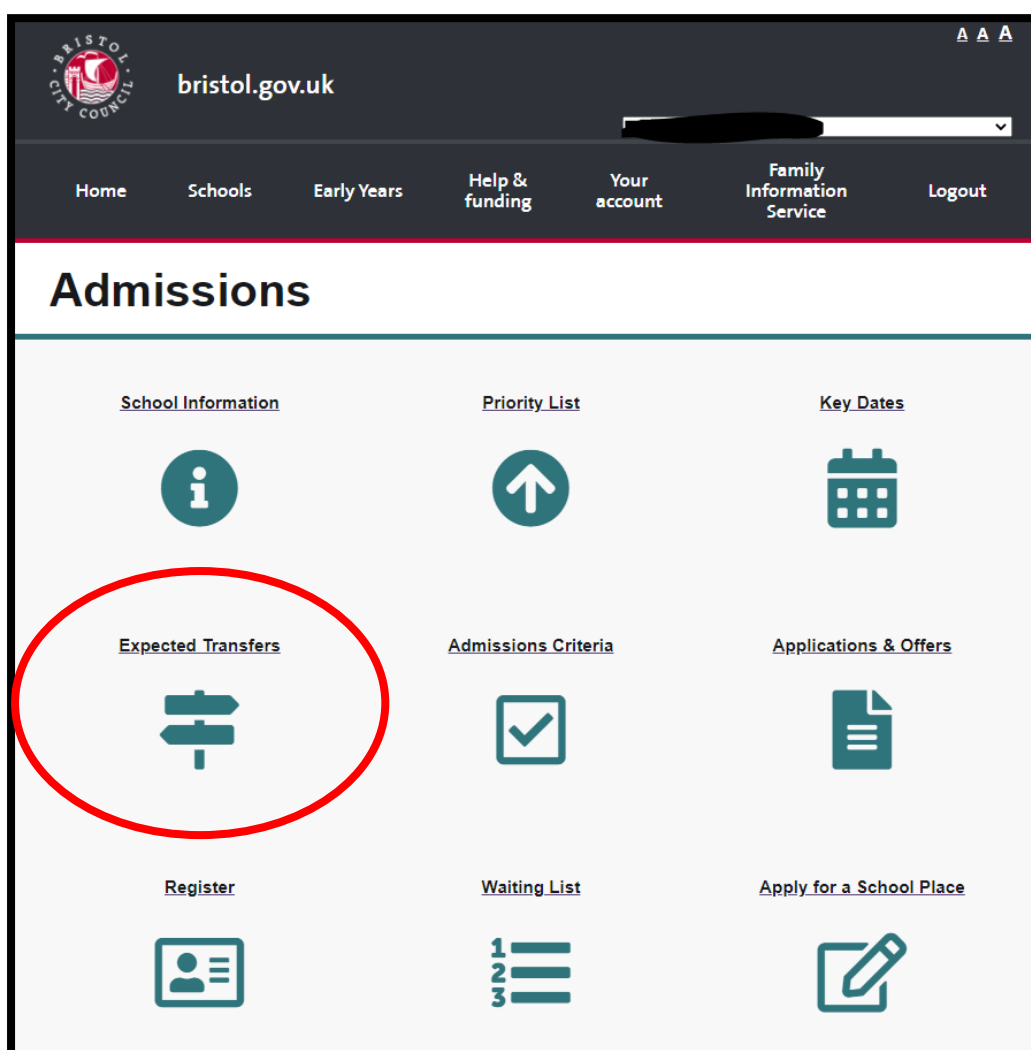
**Step 1** – Log into the portal as normal ([Portal Home \(bristol.gov.uk\)](https://bristol.gov.uk))



Step 2 – Click on the new Schools tab, and choose Admissions



Step 3 – Click on 'Expected Transfers'



NB – there are many other sub menus available, but providers who are not a registered school or academy will not be able to access any of their functionality.

**Step 4** – View the list. The portal will automatically select ‘Primary’ and the ‘Current Intake Year’. You will be able to see the name of the children, their date of birth and whether they have applied or not.

The screenshot shows a web interface titled "Expected Transfers". At the top, there are navigation buttons for "Primary", "Secondary", "Refresh", "Previous Intake (2021 - 2022)", "Current Intake (2022 - 2023)", and "Next Intake (2023 - 2024)". Below this is a table with the following columns: UPN, Name, DOB, Application, Offer Sent, Establishment, and Responded?. The "Application" column is circled in red. The table contains four rows of data, with names redacted by black bars.

UPN	Name	DOB	Application ?	Offer Sent ?	Establishment	Responded? ?
[REDACTED]	[REDACTED]	03-Jul-2018	No			-
[REDACTED]	[REDACTED]	19-Mar-2018	No			-
[REDACTED]	[REDACTED]	30-Oct-2017	Yes			-
[REDACTED]	[REDACTED]	31-May-2018	Yes			-

## Application Results and Explanations

Application Result	Explanation
Yes	The child’s application has been received by Bristol City Council
No	The child’s application has <b>not</b> been received by Bristol City Council
No (EHCP)	The child has an Education, Health and Care Plan and their application for a Primary School place is managed through the SEN team and they will not make an admissions application.
No (OOA)	The child’s registered address is outside of the county of Bristol, so they will make an application to their home authority. We will only see this if one of their preferences is for a Bristol school but this will only show after the application window has closed

**Step 5** – The Offer. In accordance with the [School Admissions Code](#), on Primary National Offer Day (i.e. 16<sup>th</sup> April or the next working day), Bristol City Council’s School Admissions Team will make an offer of a place and this information will be updated with the offer date and the name of the School or Academy.

Application ?	Offer Sent ?	Establishment	Responded? ?
Yes	16-Apr-2021	Whitehall Primary School(801/2328)	Accepted
Yes	16-Apr-2021	Whitehall Primary School(801/2328)	Accepted
Yes	16-Apr-2021	Bannerman Road Community Academy(801/2077)	Not Accepted

Providers will also be able to see whether the offer was accepted or rejected by the child's parent / carer, which is actioned by the child's family using the Parent Portal.

### **What to do if the application result says 'No' on the portal, but the parent says they have applied**

Follow these steps to check thoroughly:

1. Check that the child's address is within the boundary of Bristol City Council. You can use this government web page to verify the address from just their post code <https://www.gov.uk/find-local-council>
2. Ask the parent to log back into the parent portal to check their submission was completed successfully (i.e. that they hit the vital 'submit' button at the end of the application).
3. Ask the parent to check their inbox or junk email for the confirmation email from the 'Bristol Education Service'.
4. If the child lives in Bristol, and the parent has applied successfully via the parent portal, direct the parent to contact the School Admissions Team (contact details below) who will investigate.

## **Other Information & Web Pages**

### **Data Sharing Protocol**

In September 2019, Bristol City Council created a Data Sharing Protocol between Bristol City Council and education providers (which includes all registered Free Entitlement Providers, regardless of their size or Ofsted registration). This protocol sets out the procedures, roles and responsibilities of how parties will share personal data. It is under the governance of this agreement (contained within the EYR7a Local Provider Agreement – Appendix 1) that the information about a child's primary school application can be shared with providers using the portal. For copies of either the Data Sharing Protocol or Local Provider Agreement, please contact the Early Years Team.

## **Primary Admissions Web Pages**

[Application timetable for new Reception places](#)

[Information about Bristol Primary Schools](#)

[Applying for a new Reception Primary place](#)

[Parent Portal](#) (for Admissions, Free School Meals, Eligible 2 Year Old Applications and Portage)

[Responding to a Reception School place offer](#)

[Primary School new Reception Admissions appeals](#)

## **Useful Contacts**

**School Admissions Team** - 0117 9037694 (open 9am-5pm Mon to Thurs and 9am-4.30pm Friday. Closed Wed 9am-12pm for staff training) or email [school.admissions@bristol.gov.uk](mailto:school.admissions@bristol.gov.uk)

## **Early Years Team**

07827 306287 (General Enquiries and SEND)

07827 348719 (General Enquiries and Free Entitlement)

07827 992760 (General and Nursery School Enquiries)

07825 106678 (Childminder Enquiries)

**Family Information Service** - 0117 3574192 or email [askcyps@bristol.gov.uk](mailto:askcyps@bristol.gov.uk)

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