You must first register an account – click register.

TIP – The application is best completed on a laptop or computer.
Enter your details – sign up with an email address and password.

Enter your postcode and click ‘Search’. Click on your address.

If your address is not found, you can enter it manually.
You will receive this email to the account you registered with.

Thank you for registering with the Education Online Portal.

To activate your account we need you to confirm your email address is valid. To do this, click on the link below this will take you to a page where you can enter your password and login.

https://educationonlineportal.hants.gov.uk/EducationOnlinePortal/Account.Mvc/CompleteRegistration/159054_a1439e53-4ab5-4570-a2a-8c96c750110a

Please note: if you are unable to click on this link, carefully copy and paste the text into your Internet browser.

Kind Regards, Portal Administrator

Important - Please do not reply to this email as this account is not monitored.
Log into your account.

This is the Education Online Portal home page. Click on **School Admissions**.
Ensure you read each section of guidance on our website before you apply.

Click here to add a child’s details.

School Admissions

Starting secondary school (Year 7) in September 2020
Applications for children who are due to start secondary school in September 2020 will open on 9 September 2019 and will close on 31 October 2020.

Starting school (Year R) or transferring from infant to junior school (Year 3) in September 2020
Applications for children due to start primary or junior school in September 2020 will open on 1 November 2019 and will close on 15 January 2020.

In-year transfers
If you require an immediate school place at any Hampshire School, you can apply online. Please either select your child from below or ‘Add Child’ to start your application. To apply for school outside of Hampshire, including Portsmouth and Southampton, you will need to contact the relevant local authority.

Please read our guidance on applying for a school place in-year before making your application.
Once you have added your child’s details, you will be taken back to the Home Page. Your child’s details will appear in the blue box.

You must have parental responsibility for the child to complete the application.

Make sure you click on the blue box to select the address.
Select a Transfer Group.

*Note – Make sure you click on the text.*

The transfer groups will change at different points of the year.

You can click ‘Back’ to return to a previous page at any time.
Read through this guidance carefully before you apply.

Hampshire County Council’s administrative areas are:

- Winchester
- Basingstoke
- Eastleigh
- Test Valley
- Havant
- Fareham & Gosport
- East Hampshire
- Hart & Rushmoor
- New Forest
Read each statement and click on the boxes to select the ones relevant to your child.

Move on to the next page – select Next.
If you are moving to a new address, indicate the moving date and search for the address by entering your postcode.

IMPORTANT – You must provide evidence of your future address. Ensure you read the guidance.
Search for your child’s current school.

If you cannot find the school, you can enter it manually.
Choose which schools you want to apply for.
You can choose up to 3 preferences.

**TIP** – Leave the postcode blank, enter the location if you are certain of the authority the school is located in and enter part of your chosen school’s name.
I.e.: Admi (Admissions).
Click Search.

A selection of schools will be displayed. Click on the name of the school you want to apply for.

TIP – Check the address of the school to ensure you are selecting the correct one.
Does your child have a sibling at the school?
Select the tick box if ‘Yes’.

When you click ‘Next’, you will be prompted to enter the sibling details. Fill in the boxes.
Preference reasons:
Click on the tick boxes that apply to your child.

If you are unsure if your child is in the school’s catchment area – you can check this online here:
https://maps.hants.gov.uk/SchoolCatchmentAreaFinder
Free text reasons:
Write in here why you wish for your child to go to your preferred school.

Please refer to the school’s admission policy.

https://www.hants.gov.uk/educationandlearning/findaschool

These reasons are used to determine the appropriate criterion your application should be considered under against the admissions policy.
Add another preferred school.

To edit your preference reasons, select ‘Edit’.

To remove a preference, select ‘Remove’.

To re-order your preferences, select the up or down arrows.

TIP – You can select up to three preferences. We encourage you to apply for more than one school.
Here you can attach any supporting evidence to your application if you are:

- Moving house
- Applying under the medical or social criterion
- If your child was previously in care.
Application for Joe Bloggs, Date of birth: 01/09/2015

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
I certify that the information I have given on this form is correct to the best of my knowledge and that it is the only Hampshire application form (including paper and electronic applications) I have completed on behalf of this child. I understand that any place offered may be withdrawn if I give false information, even if my child has started in the school.

Data Protection
Please read the Privacy Notice for this form.

School Place Offer
In Year applications will be forwarded to the school for their consideration. Schools aim to respond in writing within 10 schools days. Late applications for September received before 1 March will be considered on 4 March. Late applications received on or after 1 March will be considered from 5 March onwards.

The final step.
Read the Terms and Conditions and Privacy Notice.
IMPORTANT
Preview your application before you submit to ensure you have completed the form correctly.

Read and click the declaration box.

Once you are satisfied, submit your application. Click here.
You will receive a confirmation email. Keep this for your records.

If you do not receive an email, check your spam and junk folder.

Otherwise, please contact the Admissions Team.
When you return to the home page – check for the green ‘Application submitted’ icon.

On-time applications before the closing deadline:
You may edit your application before the national deadline. To do so, click ‘Change application’.

It is very important that you resubmit your application if you make any changes before the deadline.

IMPORTANT
If your application is not submitted, it will not be processed.