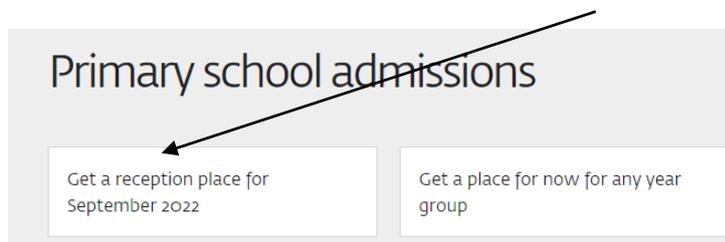


Applying for Reception 2022 Online – EYES Portal Guide

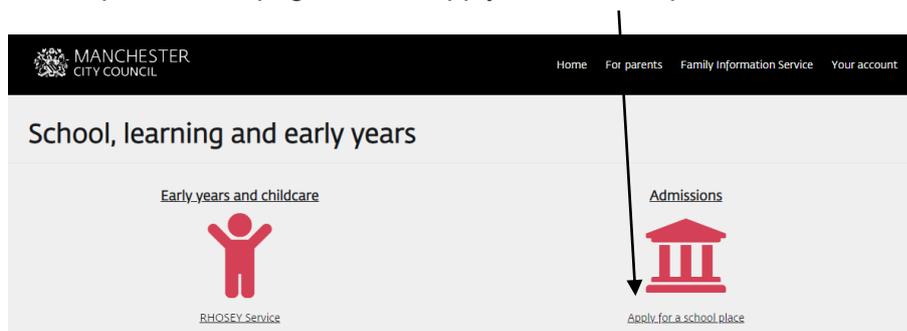
Before applying, it is recommend that parents research and read the admissions policies for each school they intend to apply for.

To access the online portal page, visit www.manchester.gov.uk/admissions and select primary school admissions. Then select 'get a reception place for September 2022'.

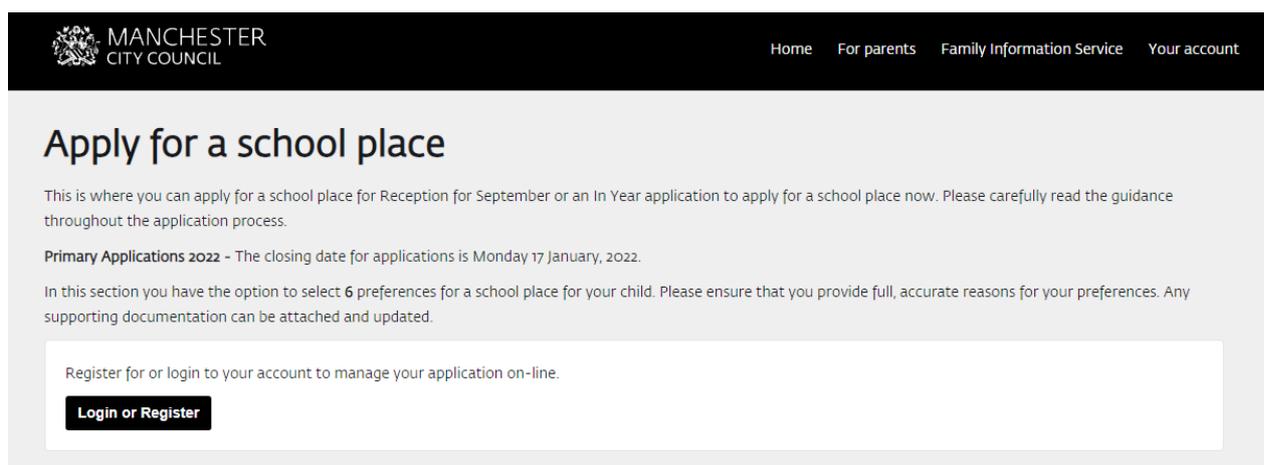


On the next page, read the information and click on the link point 3 'Apply for a place'. On the next page, select the red box 'Apply for a school place'. This will then take you to the portal homepage (<https://parentportal.manchester.gov.uk/web/portal/pages/home>)

On the portal homepage, select 'apply for a school place'.



Click on 'Login or Register'



To set up an account for the first time, select 'Register for new account'.

MANCHESTER CITY COUNCIL

Secure login - step 1

New to Parent Portal Live? Register for an account on the right. Already using Parent Portal Live? Sign in below.

Existing users

Email

Password

For additional security, we will confirm your account by sending an authentication code to your email address.

[Sign in](#) [Cancel](#) [Forgotten password?](#)

New users

If you're new to Parent Portal Live, sign up for an account here

[Register for new account](#)

The parent/carer needs to enter their forename and surname and then click next.

MANCHESTER CITY COUNCIL

Register a new account - step 1

Forename

Surname

[Next](#) [Cancel](#)

Next, the parent/carer enters their email address. Then enters a password and click next. The password needs to be at least 12 characters long (more information is on the screen about creating a password)

MANCHESTER CITY COUNCIL

Register a new account - step 2

Email address

Password

The password must be at least 12 characters long

Confirm password

The password must be at least 12 characters long

[Back](#) [Next](#) [Cancel](#)

Password policy

Your password must meet the following requirements:

- It must be at least 12 characters long
- It must contain at least one letter
- It must contain only letters, digits, and special characters
- It must contain at least one upper-case letter
- It must contain at least one numerical digit
- It must contain at least one special character.

[Click to see list of special characters](#)

The parent/carer will then be asked to verify their account. The portal will send a code by email. Enter the code into the code box and then click next.

 **MANCHESTER**
CITY COUNCIL

Register a new account - step 3

We have just sent you an email to confirm your email address. Please enter the code this contains below. Hit **back** if you would like to change your email address and try again.

If you can't find this email, it may be in your spam/junk email folder.

Code

BackNextCancel

Example:

Please verify your email address Inbox x

donotreply@manchester.gov.uk

Thank you for using Parent Portal Live. Please enter the following code on the email verification page:

6648 4636

Kind regards

Parent Portal Live

 **MANCHESTER**
CITY COUNCIL

Register a new account - step 3

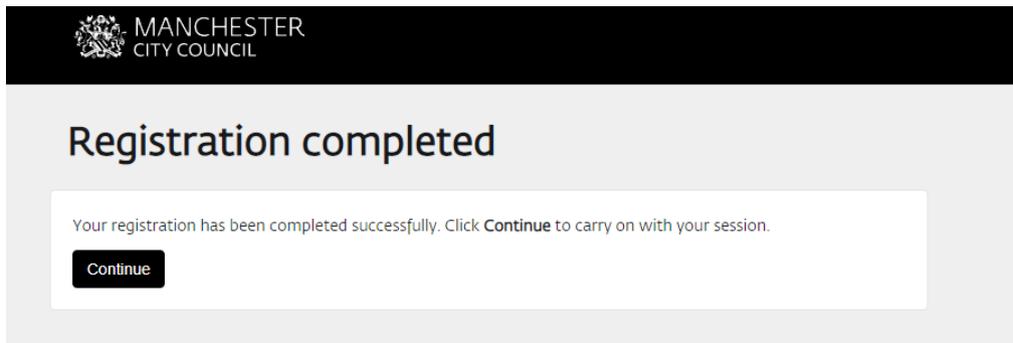
We have just sent you an email to confirm your email address. Please enter the code this contains below. Hit **back** if you would like to change your email address and try again.

If you can't find this email, it may be in your spam/junk email folder.

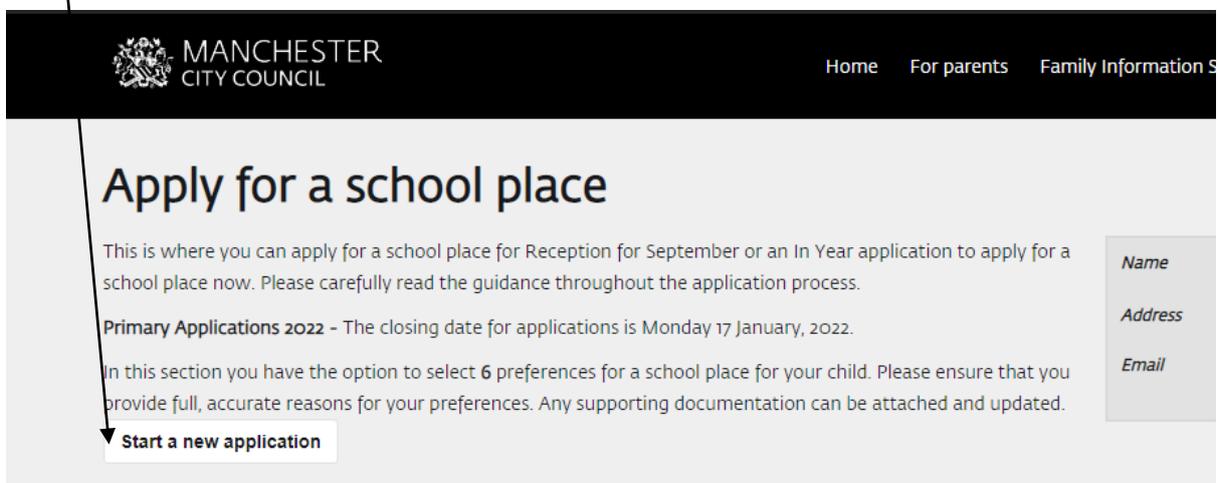
Code

BackNextCancel

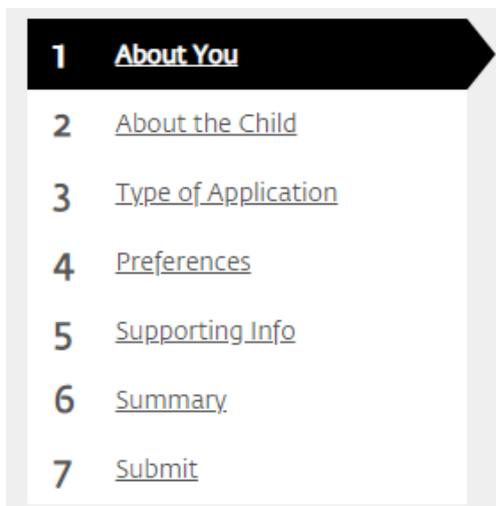
The portal will confirm if the registration is completed. To go to the section to make an application, click 'continue'.



Click 'start a new application'.



There are 7 sections of the application to complete. The parent/carer can save the information they have entered at any time by clicking on the box 'save for later' and return to complete at a later time. **NB** the closing date for Reception 2022 applications is 17 January 2022. Applications received after this date will be classed as late.



Section 1 – About You

The parent/carer needs to enter all the information about themselves, e.g. name, preferred method of contact, email address, home address etc. Where a * is indicated, this means the information is mandatory.

The screenshot shows a web form titled "About You". On the left is a sidebar with a navigation menu:

- 1 About You (selected)
- 2 About the Child
- 3 Type of Application
- 4 Preferences
- 5 Supporting Info
- 6 Summary
- 7 Submit

The main form area is titled "About You" and contains two sections:

Your Details

- Title * (dropdown menu)
- First Name * (text input)
- Last Name * (text input)
- Gender * (dropdown menu)
- Preferred Method of Contact * (dropdown menu)
- Email (text input)
- Home Tel No. (text input)
- Work Tel No. (text input)
- Mobile Tel No. (text input)

Your Address

There is a button labeled "Add Address" below the "Your Address" section.

Then click next.

Reception 2022 applications are known as bulk admissions on the portal. This means that for Reception 2022 applications, parents/carers must apply to the local authority that their child resides under (e.g. pay council tax to). The parent/carer can still apply for any school in England on their home local authority form. The portal will ask the parent to confirm if they are a Manchester City Council resident. If yes, click on 'I am a Manchester City Council resident' and click 'OK'.

Please Confirm Address is in Manchester City Council

Applications for bulk admissions must only be from Manchester City Council Residents. If you live in another local authority you must apply for your school place through them (please refer to your council tax bills to confirm which local authority you live in).

For In Year Admissions, you may apply for a school place through this site regardless of where you reside.

Please confirm: *

- I am a Manchester City Council resident.
- I am not a Manchester City Council resident.

Cancel OK

Section 2 – About the Child

If the parent/carer has received a letter from School Admissions that provides them with a UID number, the parent/carer needs to enter this number in the reference box. If the parent/carer has not received a UID number or they have lost this number, they can still apply without it. Simply move onto completing the child's details.

The screenshot shows a web form titled "About the Child" with a sidebar menu on the left containing steps 1 through 7. The main content area is divided into sections: "About the Child" (with a sub-question about a reference number), "Child's details" (with fields for First Name, Last Name, Date of Birth, and Gender), and "Child's Address" (with a checkbox for "Same address as Applicant" and an "Add Address" button). A black arrow points from the "Add Address" button area up to the checkbox labeled "The child is from a multiple birth".

1 [About You](#)

2 **About the Child**

3 [Type of Application](#)

4 [Preferences](#)

5 [Supporting Info](#)

6 [Summary](#)

7 [Submit](#)

About the Child

Do you have a reference number (UID) provided by the LA?

If you have been sent a reference, please enter it below, along with the child's date of birth, before verifying the details using the button below:

Reference

Date of Birth

Child's details

First Name(s) *

Last Name *

Date of Birth *

Gender *

First Name(s) *

Last Name *

Date of Birth *

Gender *

Relationship to Child *

Do you have parental responsibility/care for the child? *

The child is from a multiple birth

Child's Address

Same address as Applicant?

[← Previous](#) [Next →](#)

If the child is from a multiple birth (e.g. twins, triplets), tick the box. NB an application **must** be made for each child. If the child lives at the same address as the person making the application, tick 'same address as Applicant'. If the child lives at a different address, click 'add address' and enter the address information. Click next.

Section 3 – Type of Application

For Reception 2022, select primary and then next to Admission round' select 'Reception Admissions for September 2022'. Then click next.

Apply for a School Place

29% complete

- About You
- About the Child
- Type of Application**
- Preferences
- Supporting Info
- Summary
- Submit

Type of Application

Application for Testrec2022 Docherty

You must complete and submit your application before it will be seen by the Local Authority

School type * Primary

← Previous Save for later
 Next →

Apply for a School Place

- About You
- About the Child
- Type of Application**
- Preferences
- Supporting Info
- Summary
- Submit

Type of Application

Application for Testrec2022 Docherty

You must complete and submit your application before it will be seen by the Local Authority

School type * Primary
Select from the options below to make an application for your child to take-up a place in September.

Admission round * Reception Admission for September 2022
Choose this option if your child was born between 01 Sep 2017 and 31 Aug 2018.

← Previous Save for later
 Next →

Section 4 - Preferences

The portal will ask the parent/carer to choose their preferences. The portal allows up to 6 schools to be chosen. On the right hand side, the portal will suggest some schools that are close to the home address. To select any of those schools, click the + sign next to the name of the school.

1 [About You](#)

2 [About the Child](#)

3 [Type of Application](#)

4 **Preferences**

5 [Supporting Info](#)

6 [Summary](#)

7 [Submit](#)

Preferences

Your preferences for Testrec2022 Docherty

Please choose up to 6 schools as your preferences for Testrec2022 Docherty.
You can apply for any 'Primary School'.

Closest schools to your home address

- + St Patrick's RC Primary School
- + Abbott Community Primary School
- + New Islington Free School
- + St Anne's RC Primary School
- + Park View Community Primary
- + St Malachy's RC Primary School
- + Saviour CofE Primary School
- + St Chad's Roman Catholic Primary School, ...
- + St Augustine's CofE Primary School
- + Ashbury Meadow Primary School
- + Cheetwood Primary School

Brookburn Community Schoo **+Add**

To choose other schools, at the bottom enter the name of the Manchester school in the **'search Manchester schools'** box and then click **'+ Add'**. In this example, Brookburn Community School has been entered in the box

Closest schools to your home address

- + St Patrick's RC Primary School
- + Abbott Community Primary School
- + New Islington Free School
- + St Anne's RC Primary School
- + Park View Community Primary
- + St Malachy's RC Primary School
- + Saviour CofE Primary School
- + St Chad's Roman Catholic Primary School, ...
- + St Augustine's CofE Primary School
- + Ashbury Meadow Primary School
- + Cheetwood Primary School

Brookburn Community Schoo **+Add**

[Search for school outside Local Authority](#)

The screen will update and show the school with its preference number and then it will ask the parent/carer to provide further information for this preference.

E.g. Brookburn Community School is showing as preference 1. The parent/carer can add additional information for this preference, such as if a sibling is attending the school, if there are medical/social conditions to be taken into account etc. The parent can also provide supporting information by uploading documents such as proof of address or medical letters. For schools that have a faith criterion, parents will be able to advise of their child's religion by clicking on the faith box and choosing their faith.

3 [Type of Application](#)

4 **Preferences**

5 [Supporting Info](#)

6 [Summary](#)

7 [Submit](#)

Your preferences for Testrec2022 Docherty

Please choose up to 6 schools as your preferences for Testrec2022 Docherty.
You can apply for any 'Primary School'.

1. Brookburn Community School
Brookburn Road, Manchester, M21 8EH

[Click here to view any additional information required when applying for this school](#)

Add reasons for this preference

Exceptional Social and Medical

New to City and without a school place.

Sibling at School

Supporting Information

Comments
(This field is limited to 300 characters)

[Upload Document](#)

Closest schools to your home address

- + St Patrick's RC Primary School
- + Abbott Community Primary School
- + New Islington Free School
- + St Anne's RC Primary School
- + Park View Community Primary
- + St Malachy's RC Primary School
- + Saviour CofE Primary School
- + St Chad's Roman Catholic Primary School, ...
- + St Augustine's CofE Primary School
- + Ashbury Meadow Primary School
- + Cheetwood Primary School

[+Add](#)

[Search for school outside Local Authority](#)

You may choose 5 more schools. Please make sure you have added all of your preferences before continuing with the

To add another school, enter the Manchester school in the search box and click +Add. Follow the same steps.

To apply for a school that falls under another local authority (e.g. Salford, Stockport, Tameside etc), click on 'search for a school outside Local Authority'.

[+Add](#)

[Search for school outside Local Authority](#)

The first box is the LA (Local Authority). If known, enter the local authority name. The second box is the school search box. Enter part of the school's name. Then click search (spy glass). Below, a list of schools matching the school's name will display and with the schools' addresses. Click on the + box next to the correct school's name and address.

Search for School Outside Local Authority ✕

Select an LA to filter from

Trafford

Please use the search box below to search for a school outside of the local authority.

seymour 🔍

Schools outside the local authority that match the search term: seymour

Name	Address	
Seymour Park Community Primary School, Trafford	Northumberland Road, Manchester, M16 9QE	+

If the parent is unsure which local authority the school falls under, leave the LA box blank and enter part of the school's name in the school box and click search. Then click + against the correct school.

Search for School Outside Local Authority ✕

Select an LA to filter from

Select an LA to filter

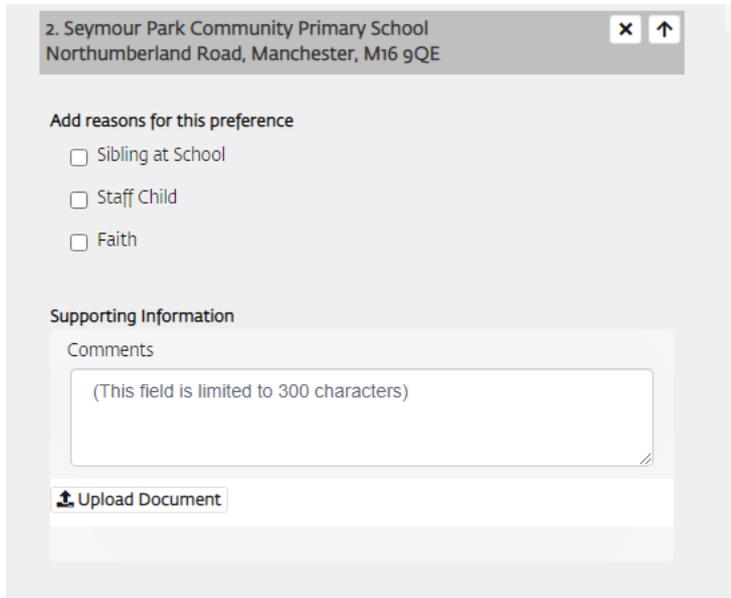
Please use the search box below to search for a school outside of the local authority.

seymour 🔍

Schools outside the local authority that match the search term: seymour

Name	Address	
Seymour Park Community Primary School, Trafford	Northumberland Road, Manchester, M16 9QE	+
Seymour Primary School, West Sussex	Seymour Road, Crawley, RH11 9ES	+
Victor Seymour Infants' School, Sutton	Denmark Road, Carshalton, SM5 2JE	+

The screen will update with the chosen preference and the parent will be asked to complete the additional information for the preference, such as sibling at the school, faith and supporting information etc.



2. Seymour Park Community Primary School
Northumberland Road, Manchester, M16 9QE

Add reasons for this preference

- Sibling at School
- Staff Child
- Faith

Supporting Information

Comments

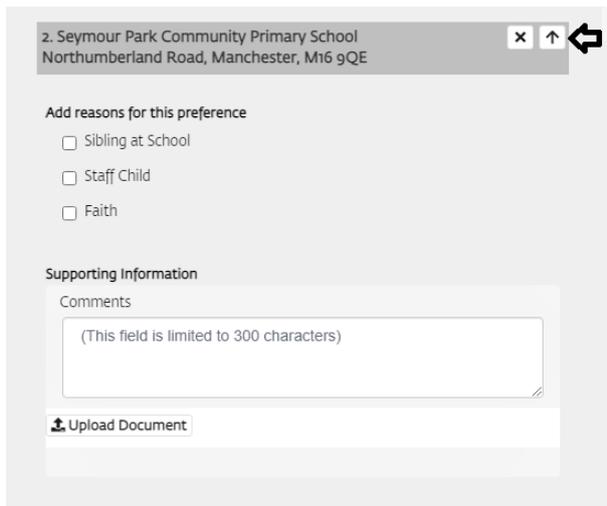
(This field is limited to 300 characters)

Upload Document

Then click next

How to amend the preference order

Against the school, there is an arrow box that allows the parent/carer to move the preferences up and down. In this example, Seymour Park Community School is preference number 2. After clicking on the arrow button up, it promotes the school to preference 1.



2. Seymour Park Community Primary School
Northumberland Road, Manchester, M16 9QE

Add reasons for this preference

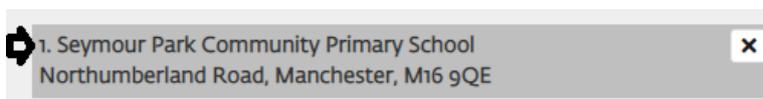
- Sibling at School
- Staff Child
- Faith

Supporting Information

Comments

(This field is limited to 300 characters)

Upload Document



1. Seymour Park Community Primary School
Northumberland Road, Manchester, M16 9QE

Section 5 – Supporting info

Under this section, the parent/carer will be able to advise if the child is a child in care or previously in care, if the child has an EHC Plan, a returning crown servant or if a house move is intending to take place in the future.

The screenshot shows a web form titled 'Supporting Info' with a progress indicator of 57% complete. On the left is a navigation menu with seven items: '1 About You', '2 About the Child', '3 Type of Application', '4 Preferences', '5 Supporting Info' (highlighted with a black arrow), '6 Summary', and '7 Submit'. The main content area is divided into three sections: 'Supporting Information' with three questions and radio button options, 'House Move' with one question and radio button options, and 'Supporting Documentation' with an 'Upload Document' button.

Supporting Info

Supporting Information

Is the child currently or has the child ever been looked after by a Local Authority? *

Yes No

Does the child have an Education, Health and Care Plan? *

Yes No

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

Yes No

House Move

Are you moving house? *

Yes No

Supporting Documentation

Upload Document

Then click next.

Section 6 – Summary

This section will give the parent/carer an overview of the application in progress and the preferences chosen and their order. If the information is correct and no further changes need to be made, click next.

The screenshot shows a web form titled 'Apply for a School Place' with a progress indicator of 71% complete. On the left is a navigation menu with seven items: '1 About You', '2 About the Child', '3 Type of Application', '4 Preferences', '5 Supporting Info', '6 Summary' (highlighted with a black arrow), and '7 Submit'. The main content area is divided into two sections: 'Child Details' with a table of information and 'Application Preferences' with a list of three schools.

Apply for a School Place

Summary

Child Details

Name	Testrec2022 Docherty
Date of Birth	01-Sep-2017
Gender	Female
Address	School Admissions School Admissions, Town Hall Extension, Manchester M60 2LA
Relationship to Child	Mother
Relationship Details	

Application Preferences

1. Brookburn Community School
Brookburn Road, Manchester, M21 8EH
2. Seymour Park Community Primary School
Northumberland Road, Manchester, M16 9QE
3. St John's RC Primary School
Chepstow Road, Manchester, M21 9SN

Section 7 – Submit

The application must be submitted by 17 January 2022 to ensure it is an on-time application. Parents/carers need to read the declaration, click on the box 'I agree' and then click on the box 'Submit application to Manchester City Council'.

The screenshot shows the 'Apply for a School Place' submission page. On the left is a navigation menu with seven items: 'About You', 'About the Child', 'Type of Application', 'Preferences', 'Supporting Info', 'Summary', and 'Submit'. The 'Submit' item is highlighted with a black arrow. At the top right, a progress bar indicates '86% complete'. Below the navigation menu is a black 'Submit' button. The main content area contains a declaration: 'You must confirm that you agree to the following declaration in order to submit your application.' The declaration text states: 'I state that, to the best of my knowledge and belief, the information I have given is correct and complete and I will advise Manchester City Council in writing of any changes to the information in this form. I understand that the provision of incorrect information could lead to the withdrawal of an offer of a school place. I have read and understood the admissions criteria for each of my chosen preferences. I agree that Manchester City Council may contact me using the email address I provided on this electronic application form and that it is my responsibility to ensure that the email address is correct and that I am able to access the emails sent to it.' Below the declaration is an unchecked checkbox labeled 'I agree'. At the bottom of the form are two buttons: 'Submit Application to Manchester City Council' and 'Save for later'. A 'Previous' link is located at the bottom left.

If the application is not submitted, the portal will show it as 'Not Submitted' status. Parents do not have to submit their application immediately. They can save the application and return at another time to amend or review the application. However, to ensure it is an on-time application, the application must be submitted by 17 January 2022.

The screenshot shows the 'Applications' page. At the top is the heading 'Applications'. Below it is a list of applications. The first application is '1. Testreczozz Docherty', which is highlighted with a black bar. Below the application name, the status is 'Not Submitted'. A red error message box contains the text: 'You need to submit the application for the authority to process it.' Below the error message is a section titled 'Preferences' which lists three schools: '1 Seymour Park Community Primary School', '2 Brookburn Community School', and '3 St John's RC Primary School'. At the bottom of the page are three buttons: 'Delete Application', 'Edit Application', and 'Submit Application'. An arrow points from the text above to the 'Not Submitted' status.