

# **Darlington Borough Council**

## **Parent Portal**

## **Admissions Guide**

## EYES – Admissions Guide

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### **1. Admissions Overview**

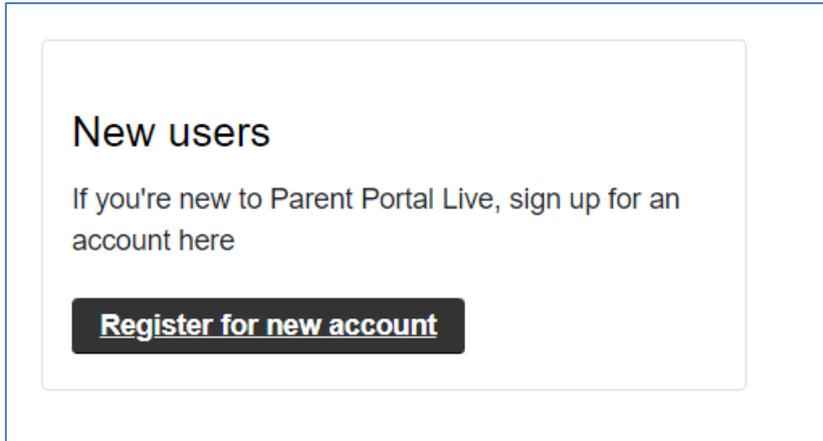
This guide will detail the Admissions process on the Parent Portal, how to access the portal and apply for a school place.

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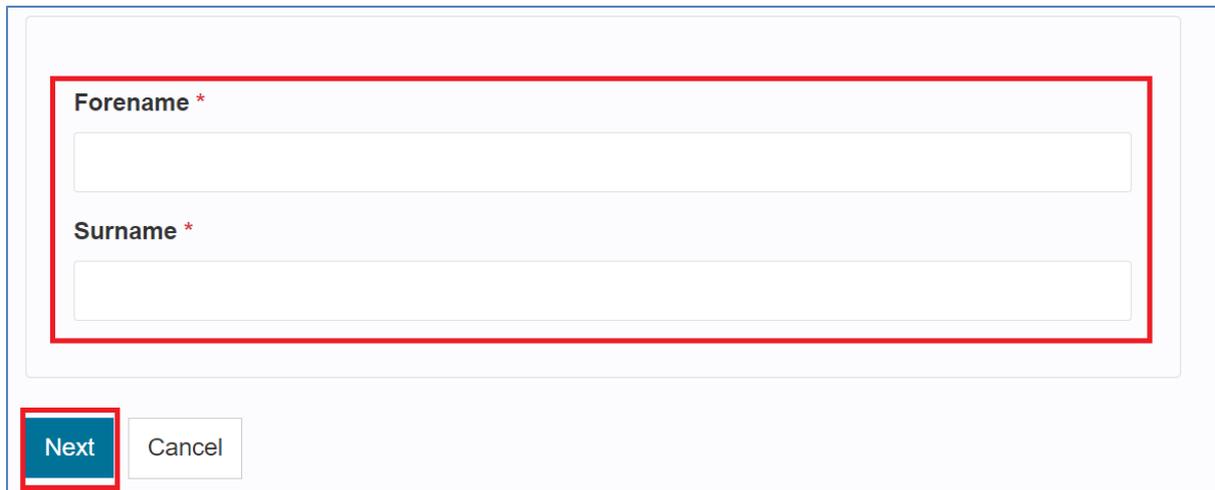
### 2. Registering a new account

- From the Portal Home Page, click on the Register for new account button



A screenshot of a registration prompt. It features the heading "New users" in a large, bold font. Below the heading is the text "If you're new to Parent Portal Live, sign up for an account here". At the bottom of the prompt is a dark rectangular button with the text "Register for new account" in white.

- Enter your Forename and Surname into the boxes



A screenshot of a registration form. It contains two text input fields. The first field is labeled "Forename \*" and the second is labeled "Surname \*". Both fields are highlighted with a red border. Below the input fields are two buttons: "Next" (highlighted with a red border) and "Cancel".

- Then click on the Next button
- Enter your Email and Create a suitable password

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The image shows a registration form with three input fields: "Email address \*", "Password \*", and "Confirm password \*". Each field is empty. Below the fields are three buttons: "Back", "Next", and "Cancel". The "Next" button is highlighted with a red border.

- Once the details have been entered click on the next button
- You will then receive an email with your account verification code

The image shows an email verification message. The text reads: "Dear Chris Burnside, Thank you for using Parent Portal Live. Please enter the following code on the email verification page: 9646 7769 Kind regards Parent Portal Live".

- Once you have received the code, enter it into the Code box to verify your account

The image shows a code verification form. At the top, it says "If you can't find this email, it may be in your spam/junk email folder." Below this is a label "Code \*" and a text input box containing "4624 1257". At the bottom are three buttons: "Back", "Next", and "Cancel". The "Next" button is highlighted with a red border.

[Please send me a new code](#)

- Then click the next button
- Your account has now successfully been created, click the Continue button to log into your account

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Your registration has been completed successfully. Click **Continue** to carry on with your session.

**Continue**

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### 3. Signing into an existing account

- Enter your registered email and password

Existing users

Email

Please enter your email address

Password

Please enter your password

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

- Click the Submit button to continue
- You will then receive an email with a verification code

Dear Chris Burnside,

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

9646 7769

Kind regards

Parent Portal Live

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- Enter this into the code box

### Secure login - step 2

We have just sent you an email to confirm your account. Please enter the code this contains below.

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

Code

Finish

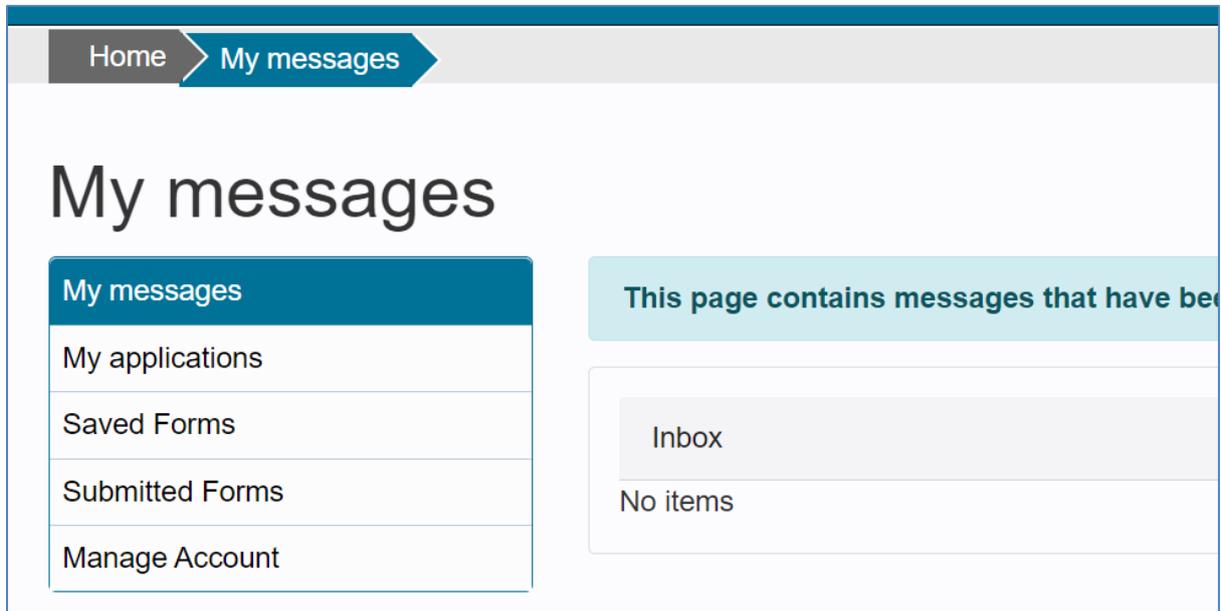
Cancel

- Then click on the Finish button to log into your account

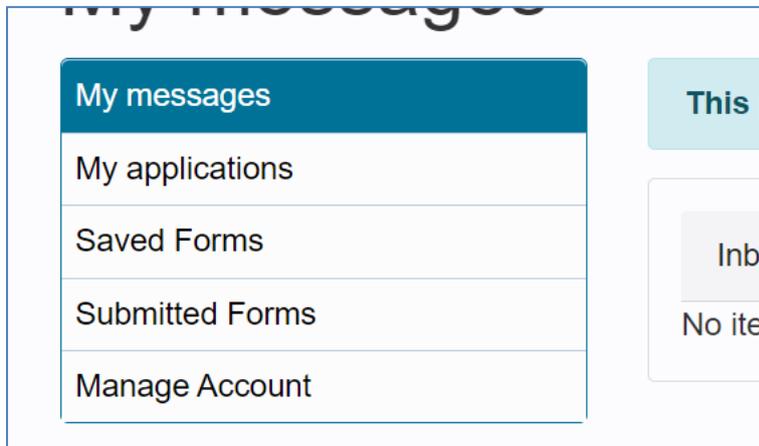
## EYES – Admissions Guide

### 4. Parents Dashboard

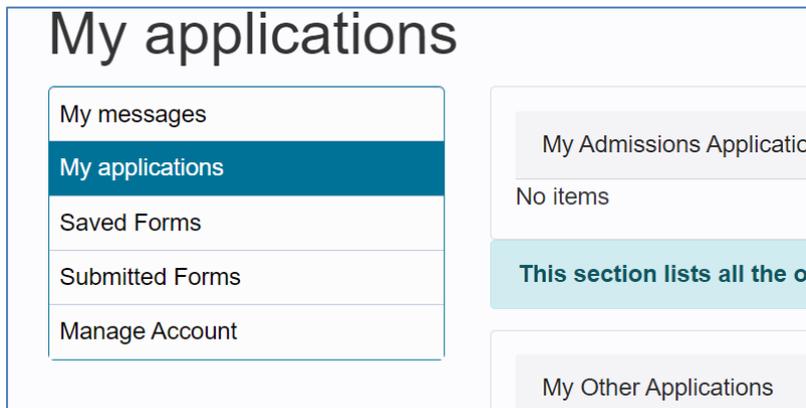
- Once you have logged into the Parent Portal you will see the following screen



- If you have any messages, they will be displayed in the My Messages Section.



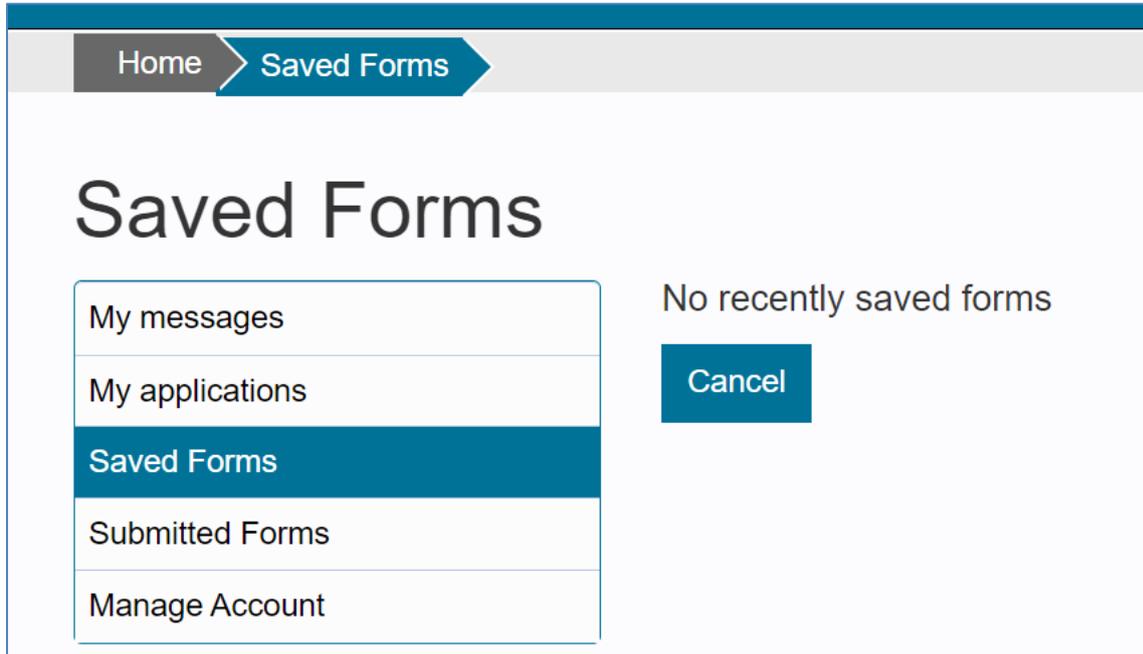
- If you have completed any applications, they will be shown in the My Applications section



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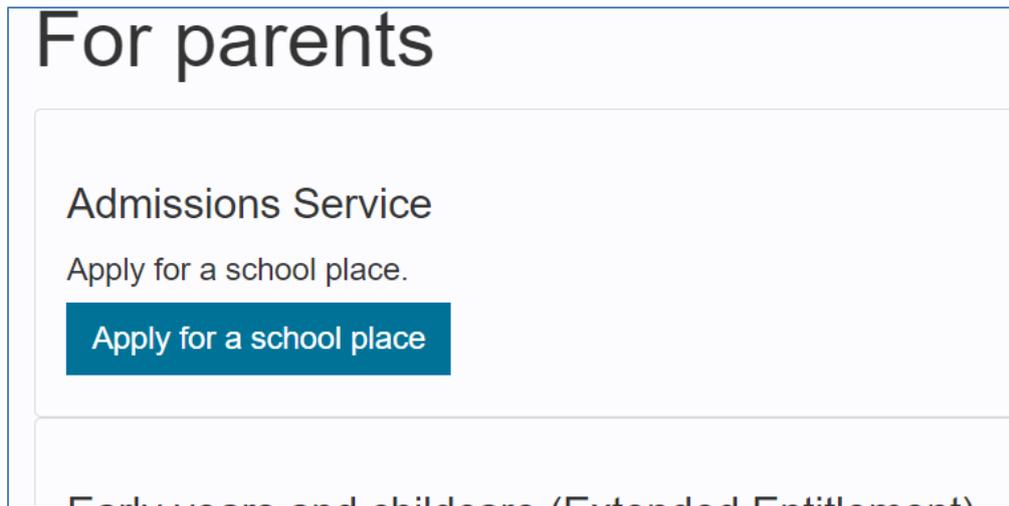
- If you have started but not completed an application and clicked on the Save for Later button whilst completing the application, they will be displayed in the Saved Forms Section



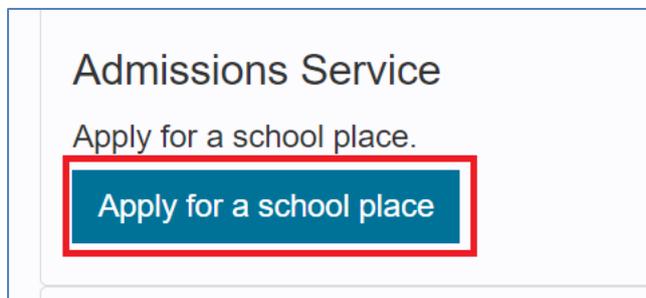
- To get to the Admissions sections, click on the For Parents link in the menu bar at the top of the screen



- This will take you to the For Parents page



- Click on the Admissions Service button to start the process



- You should now see the Apply for a school Place screen.

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### Welcome to the Parent Portal

This site can be used for making applications for your children to start primary, junior or secondary education. Applications for in-year transfers can also be made through the parent portal. Please read the guidance throughout the application process.

**Primary Applications 2023** - Applications accepted up to 31st August.

**Secondary Applications 2023** - Applications accepted up to 31st August.

Please note:

*You can only apply for a point of entry place if you live in the Darlington area. Please use the check that you are a Darlington Borough Council resident.*

Check your Local Authority

Start a new application

- The screen is split into 2 sections
  - The first section will detail the age criteria for applying a school place, and also the deadline that the application should be made by

This site can be used for making applications for your children to start primary, junior or secondary education. Applications for in-year transfers can also be made through the parent portal. Please carefully read the guidance throughout the application process.

**Primary Applications 2023** - Applications accepted up to 31st August.

**Secondary Applications 2023** - Applications accepted up to 31st August.

- The Second section is the Start Application button

**Secondary Applications 2023** - Applications accepted up to 31st August.

Please note:

*You can only apply for a point of entry place if you live in the Darlington area. Please check that you are a Darlington Borough Council resident.*

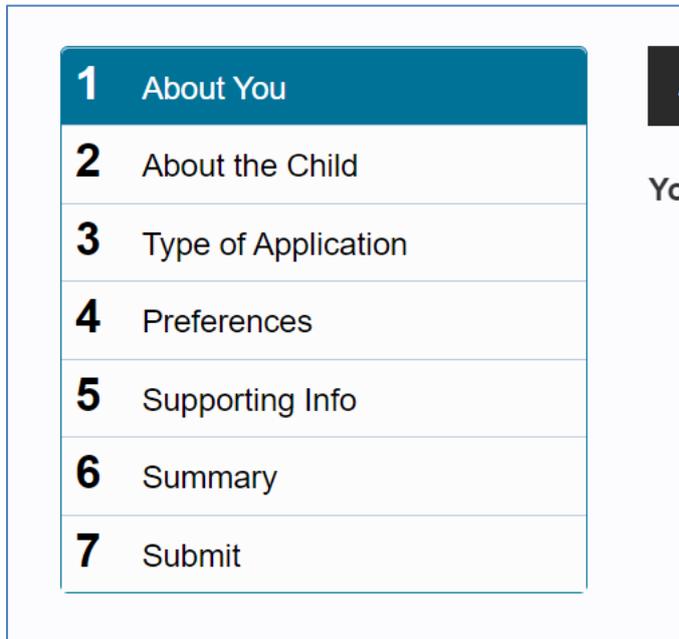
Check your Local Authority

Start a new application

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- This will take you to the form that needs to be completed
- The index guide on the left hand side of the screen will let you know which section of the form you are currently on, it will be highlighted in blue



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### 4.1. About You

- Enter your details into the About You section of the form.

#### About You

Your Details ?

Title *	Mr
First Name *	Forename
Last Name *	Surname
Gender *	Male
Preferred Method of Contact *	Portal

- Add an address to your record by clicking on 'Add Address'.

#### Your Address ?

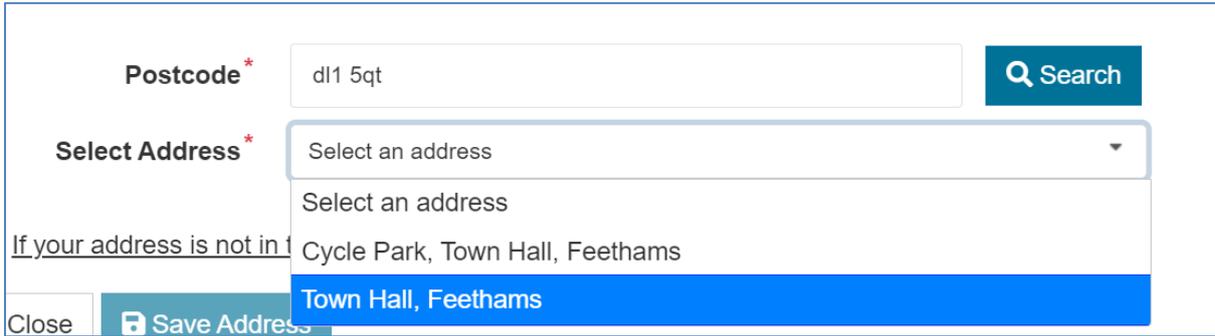
Add Address

- Enter your postcode, then click on 'Search'.

Postcode\*

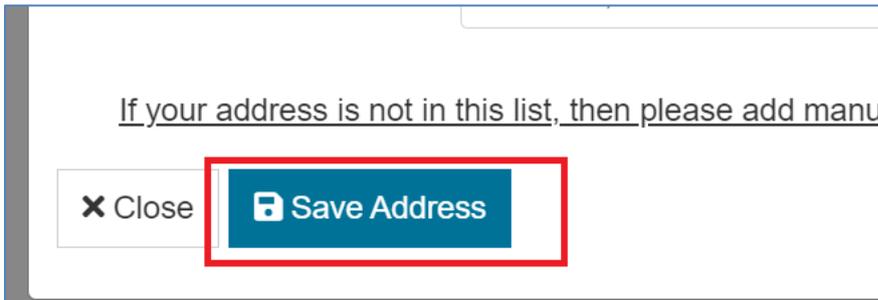
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- Select your address from the drop-down list that appears.



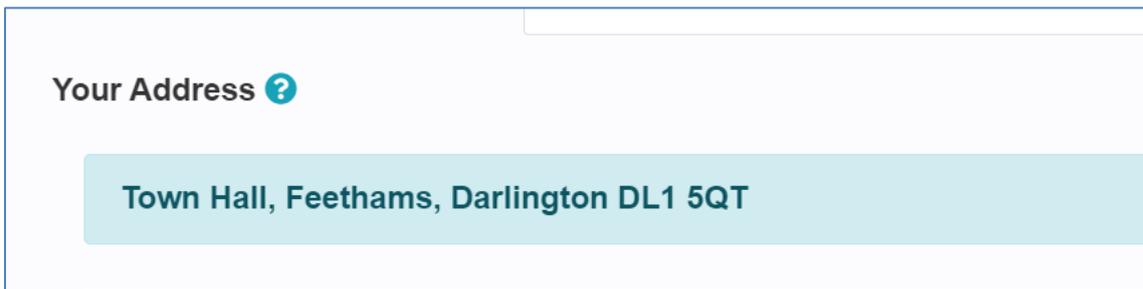
A screenshot of a web form for address selection. At the top, there is a 'Postcode\*' field containing 'dl1 5qt' and a blue 'Search' button with a magnifying glass icon. Below this is a 'Select Address\*' dropdown menu. The dropdown is open, showing a list of address options: 'Select an address', 'Select an address', 'Cycle Park, Town Hall, Feethams', and 'Town Hall, Feethams'. The 'Town Hall, Feethams' option is highlighted in blue. At the bottom left of the form, there is a 'Close' button and a 'Save Address' button with a floppy disk icon.

- Then click on 'Save Address'.



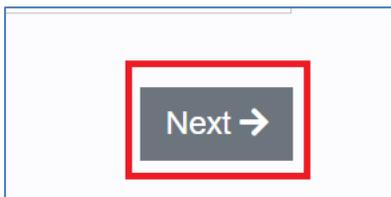
A screenshot of a modal dialog box. The text inside reads 'If your address is not in this list, then please add manu'. At the bottom left, there is a 'Close' button with an 'x' icon. To its right is a blue 'Save Address' button with a floppy disk icon, which is highlighted with a red rectangular border.

- Your address will then appear at the bottom of the page.



A screenshot of a section titled 'Your Address' with a question mark icon. Below the title is a light blue box containing the text 'Town Hall, Feethams, Darlington DL1 5QT'.

- Once all sections have been completed click on the Next button to go to the next section of the form



A screenshot of a 'Next' button with a right-pointing arrow, highlighted with a red rectangular border.

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### 4.2. About the Child

- Use this section to record the details about Your Child

**Child's details** ?

**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?

- Select whether you have Parental Responsibility

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

- If you do not have Parental Responsibility and answer No you will see the following message

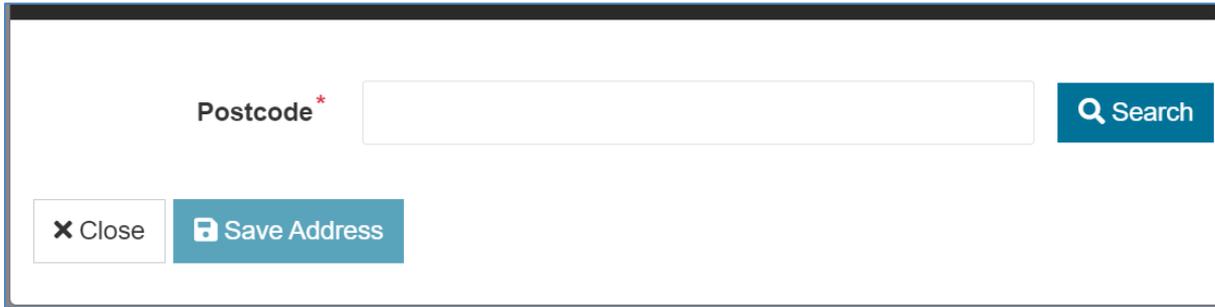
**Do you have parental responsibility/care for the child? \***

You must have parental responsibility in order to submit an online application for this child. If you have any queries, please contact School Admissions.

- Select whether this child was from a multiple birth or not. If the box is ticked, the following question will be displayed

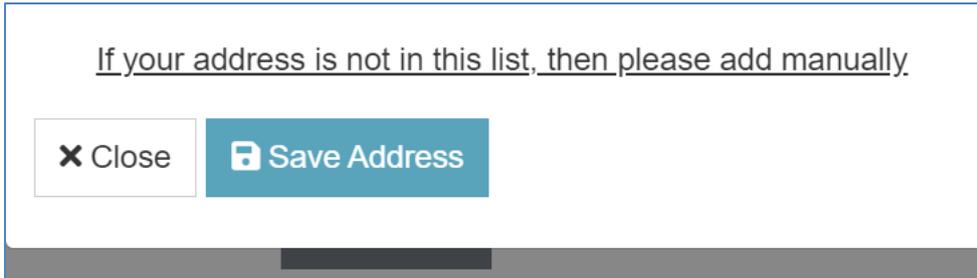


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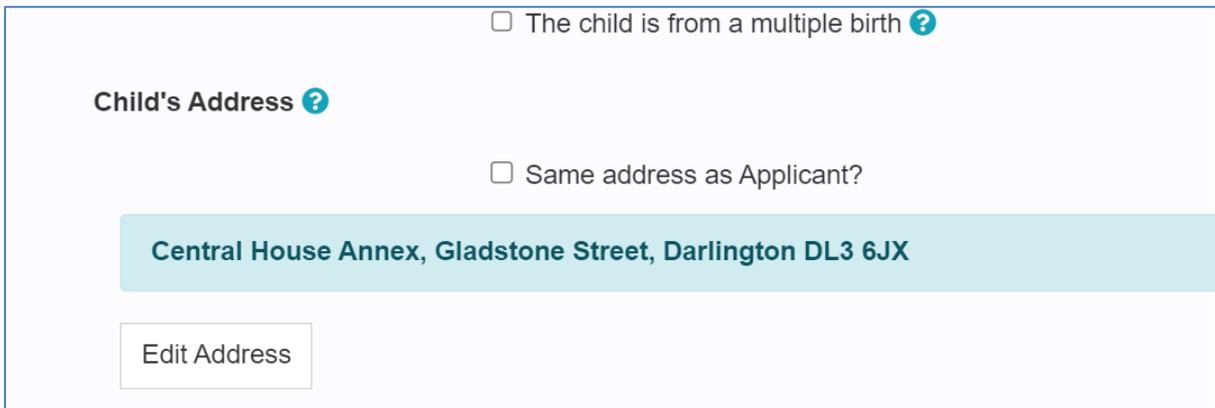
Postcode\*

- Use the drop-down list to select your address, once you have selected your address click on the Save Address button



If your address is not in this list, then please add manually.

- The address will now be displayed



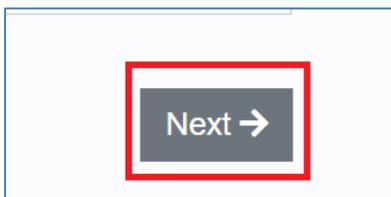
The child is from a multiple birth ?

**Child's Address ?**

Same address as Applicant?

**Central House Annex, Gladstone Street, Darlington DL3 6JX**

- Once all sections have been completed click on the Next button to go to the next section of the form



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### 4.3. Type of Application

- Depending on the age of the child, your choice of application type will vary
- For Primary School Age children, you will see the following

**You must complete and submit your application before**

**School type \***  Primary

- If you select Primary as the School type you will see the following

**School type \***  Primary

Select from the options below to make a Point of entry application for your child to take-up a place in September 2023.

**Admission round \***  Point of entry Reception Admissions for September 2023  
Choose this option if your child was born between 01 Sep 2018 and 31 Aug 2019.

- You will need to select the Admission Round option

**Admission round \***  Point of entry Reception Admissions for September 2023  
Choose this option if your child was born between 01 Sep 2018 and 31 Aug 2019.

- For Secondary School Age children, you will see the following

Secondary

Select from the options below to make a Point of entry application for your child to take-up a place in September 2024 or an in-year application for your child to take-up a place within the next 6 weeks.

**Admission round \***  Point of entry Year 7 Admissions for September 2024  
Choose this option if your child was born between 01 Sep 2012 and 31 Aug 2021. If your child is applying for more than a year away, please check this is correct.

- You will need to select the Admission Round option

**Admission round \***  Point of entry Year 7 Admissions for September 2024  
Choose this option if your child was born between 01 Sep 2012 and 31 Aug 2021. If your child is applying for more than a year away, please check this is correct.

- If this is an 'In-Year Transfer' this will open up another question to answer

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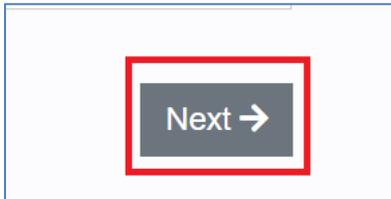
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In-Year Transfer

Date Place Required \*  

Save for later

- Record the date that the Place will be required from. **Please note that this is for an In-Year Transfer.**
- Once all sections have been completed click on the Next button to go to the next section of the form



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### 4.4. Preferences

- Initially you will be presented a list of the schools that are closest to your home address (or the address of the child if it's different to yours) For In-years click into the search box.

**Your preferences for John Burnside**  
Please choose up to 5 schools as your preferences for John Burnside.

**Nearest Schools**

- + Red Hall Primary School
- + Whinfield Primary School
- + Harrowgate Hill Primary School

Search Darlington schools

- To select a school, click on the  button next to the school name, this will add it to your preferences
- Please ensure you select schools in preference order (first school selected will be first preference, second school selected will be second preference and so on)**

**1. Red Hall Primary School**  
Headingley Crescent, Darlington, DL1 2ST

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

**Add reasons for this preference (optional)**

- Attends a Feeder School
- Distance
- Other
- Sibling at School
- Social or Medical
- Staff Child
- Travel Reasons
- Aptitude
- Faith

- You will have the option to select the reason for this preference
- If you have any additional supporting comments about your preference, they can be recorded in the Supporting Information box

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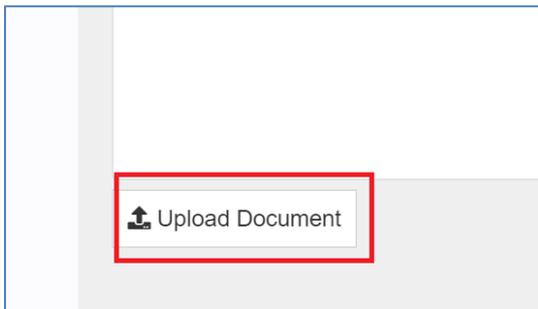
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**Supporting Information**

If applying under one of the criteria listed above, the details and attach the relevant document

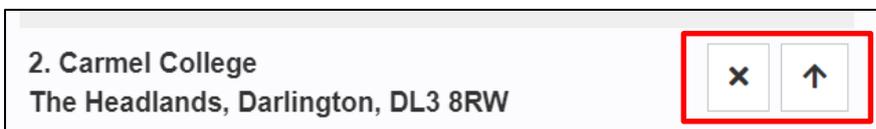
(This field is limited to 300 characters)

- Click on the Upload Document button

A screenshot of a web interface showing a button labeled 'Upload Document' with an upward-pointing arrow icon. The button is highlighted with a red rectangular border.

- Select the supporting documents that you wish to upload

### Checking preferences

A screenshot of a school preference entry. The text reads '2. Carmel College' and 'The Headlands, Darlington, DL3 8RW'. To the right of the text are two small square buttons: one with an 'x' and one with an upward-pointing arrow. Both buttons are highlighted with a red rectangular border.

- Once selecting the required schools check they are in your preference order
- If the schools are in the wrong preference order use the Arrows  to re-order schools.

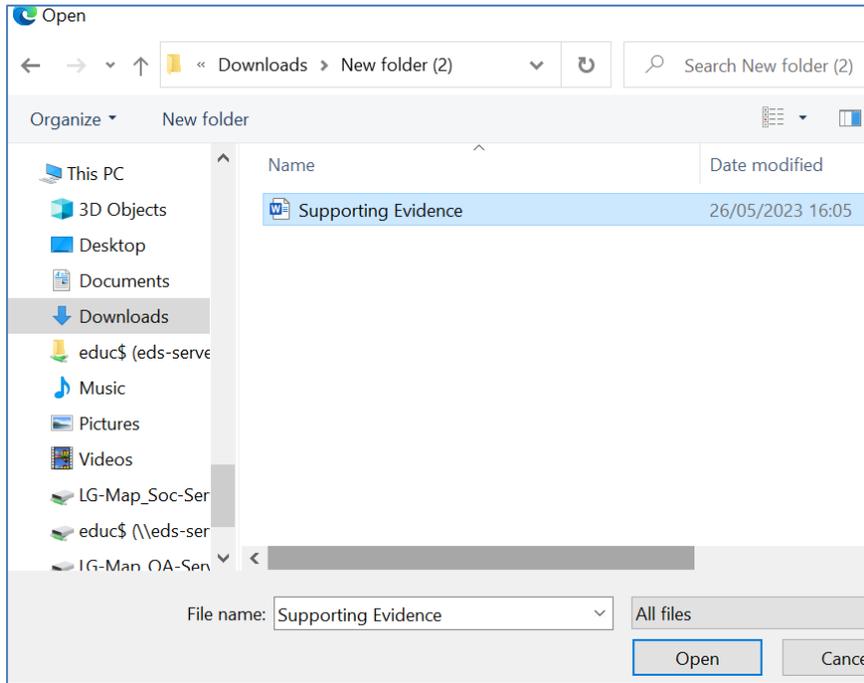
**Please note if the page has been saved the re-order arrows will not work.**

**To re-order the schools remove all schools from list by clicking on the**



**and re-select schools in the correct order from the school list again.**

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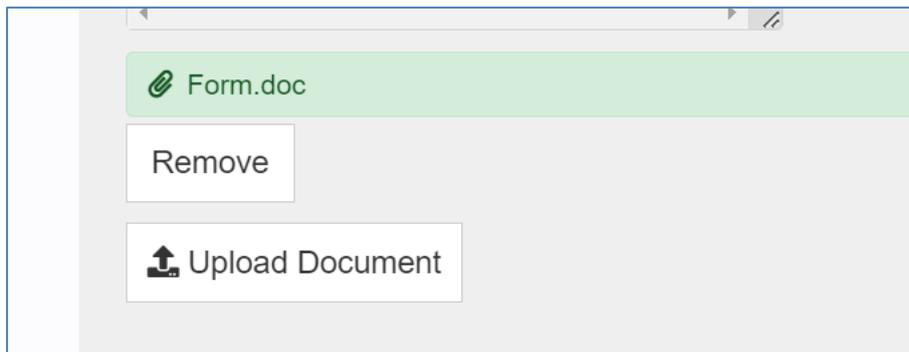
- Click on the Open button to select that document and upload it



- Please note that only the following document types can be uploaded

Accepted extensions: jpg  
png  
doc  
docx  
pdf  
xls  
xlsx

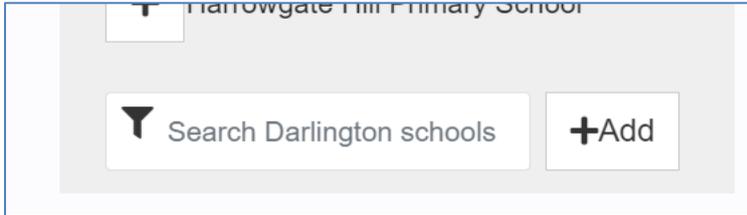
- The Supporting Documents section will now show the document that has been uploaded



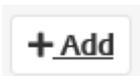
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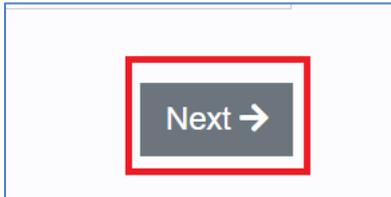
- If the wrong document has been uploaded, click on the Remove button to remove it.
- If the wrong school has been selected, you can click on the  to remove the school from your list of preferences
- If the school that you are looking for is not displayed in the pre-selected schools, you can use the search box to search for your preferred school



- Type the name of the school you are looking for in the search box, as you type a list of school names will appear. Select the one you are looking for and then click on the Add button to add it to your preferences



- Once all selections have been made click on the Next button to go to the next section of the form



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### 4.5. Supporting Info

- Answer each of the Supporting information questions.
- If the child has been looked after, answering yes to this question will open up further questions

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

Yes  No

- If the question was answered as Yes, then enter the following information

<b>Care Authority</b>	<input type="text"/>
<b>Social Worker</b>	<input type="text"/>
<b>Social Worker Contact Details</b>	<input type="text"/>

- If the child was previously looked after then provide their Care Order or Authority Letter

If your child is no longer looked after please attach a copy of the appropriate order (i.e Adopt Guardianship or Child arrangement order).

**Care Order**

**Authority Letter**

- Select whether they have an Education, Health and Care Plan

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

Yes  No

- State whether you're moving home

**House Move**

Are you moving house? \*

Yes  No

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- If you are moving house, then you will need to answer the following questions

Please give the address the child(ren)/family are moving to:

Add Address

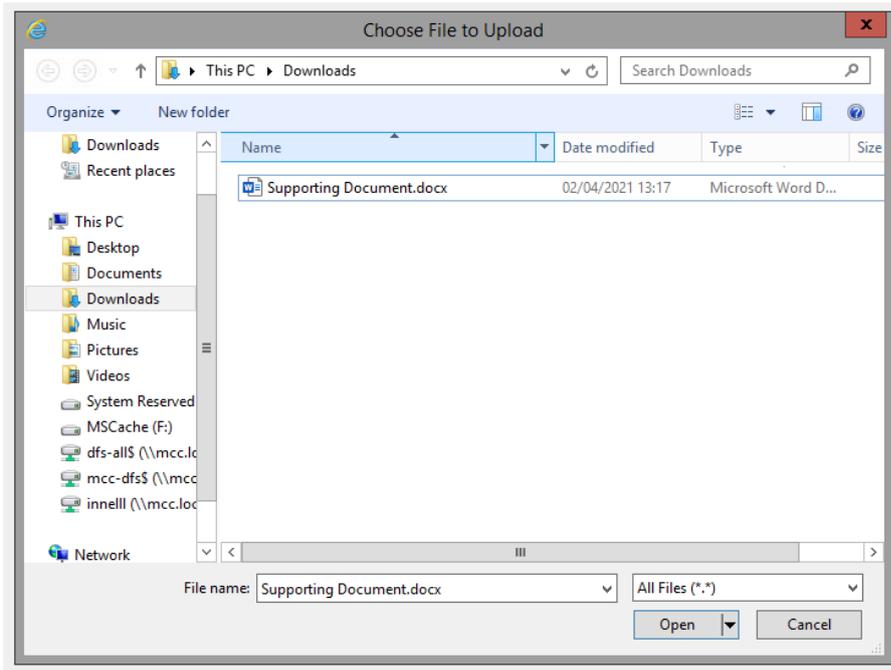
Anticipated date of move: \*

- Attach any supporting documentation using the Supporting Documents section. Click on Upload Document if you wish to attach this.

Supporting Documentation



- Select the supporting documents that you wish to upload



- Click on the Open button to select that document and upload it



- Please note that only the following document types can be uploaded

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Accepted extensions: jpg  
png  
doc  
docx  
pdf  
xls  
xlsx

- The Supporting Documents section will now show the document that has been uploaded

**Supporting Documentation**

Supporting Evidence.doc

Remove

- If the wrong document has been uploaded, click on the Remove button to remove it.
- Once all sections have been completed click on the Next button to go to the Submission section of the form

Next →

NOTE: For In-Year Transfers there are a couple of additional questions to answer:

**Select local school \***  
*This field is required.*

Search for school outside Local Authority

- Abbey Infants' School
- Abbey Junior School
- Beaumont Hill Academy
- Bishopton Redmarshall CofE Primary Sch

**Date last attended, if not currently at the school**

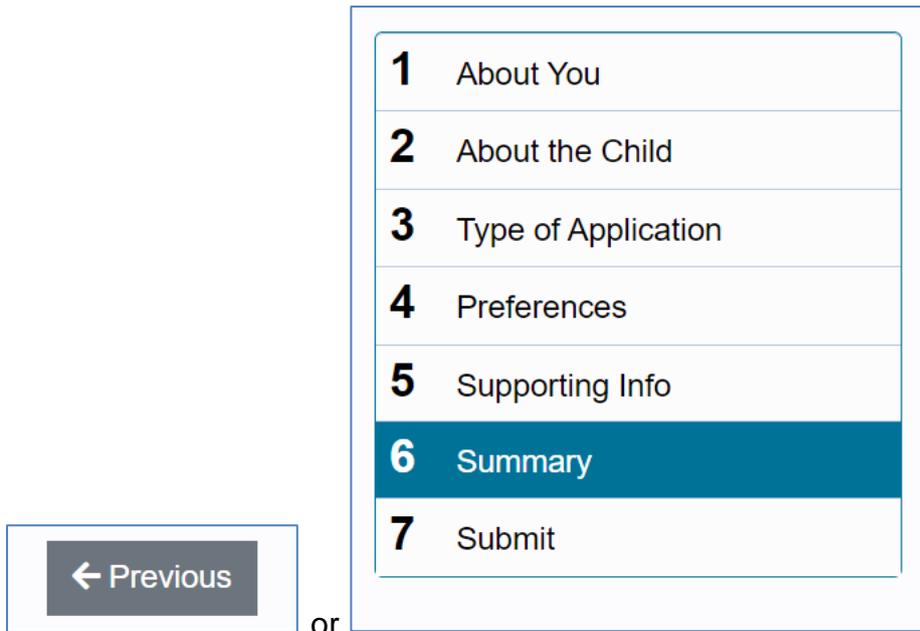
dd-mm-yyyy

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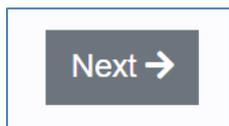
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### 4.6. Summary

- This section will show a summary of all the previous sections of the form. Please check all your answers and go back to the relevant section if any mistakes have been made or information missed.
- Please note this section is **read only** and no changes can be made here.
- If you need to make any changes you can either use the Previous Button at the bottom of the screen, or use the index on the left had side of the screen to go back to that section of the form.



- Once you have read through the summary section click on the Next button to go to the final part of the form



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### 4.7. Submit

- Before the form can be submitted you must tick the I Agree button

You must confirm that you agree to the following declaration in order to submit your application.

I confirm that I am the parent or have parental responsibility for the child named.

I confirm that I have read the Darlington Borough Council's Guide for Parents and the relevant oversubscription criteria for the schools I am applying for and all the information given is accurate.

I am aware that any place offered on false information may be withdrawn.

I agree \*

- Once all the information has been recorded in the form, and it is ready to be submitted, click on the Submit application to Darlington Borough Council button

Submit Application to Darlington Borough Council

- You will then be given a reference number for your applications

The application you completed has been submitted to the Darlington Borough Council School Admissions Team.

Thank you for using this service.

Please make a record of your reference number. You can use the print button by Viewing the Submitted Application o to retain a copy of your application summary for your records.

<b>Reference</b>	841-2022-55-E-000112
------------------	----------------------

<b>Submitted</b>	26/05/2023 at 16:20
------------------	---------------------

- Click on the Back to applications overview button to go back to the main application section

Back to applications overview

- This will show the current status of your application

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### Applications

**John Burnside**

**Submitted** on 26/05/2023 at 16:20 (Ref: 841-2022-55-E-000112) [Submit Change Request](#) [View Submitted Application](#)

**In-Year Application**

**Preferences**  
1 Red Hall Primary School  
[Withdraw Application](#)

**Child details**

<b>Name</b>	John Burnside
<b>Date of Birth</b>	01-Jul-2012
<b>Address</b>	Town Hall, Feethams, Darlington DL1 5QT

- If you want to withdraw your application click on the Withdraw Application button

**Withdraw Application**

- A pop-up question will appear asking you to confirm the reason for the withdrawal

**Withdraw Reason \***

**Comments** (This field is limited to 300 characters)

[Cancel](#) [Withdraw](#)

- Use the Withdraw Reason drop-down list to select the reason for the withdrawal

**Withdraw Reason \***

**Comments**

- Exiting Higher Education
- Moving into area
- Moving out of area
- Moving out of country

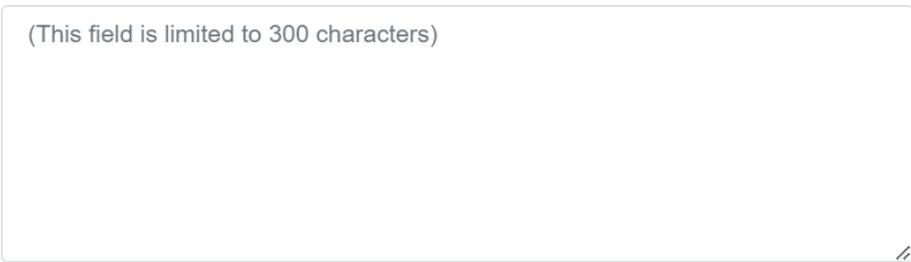
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- Enter a comment into the Comments section

**Comments**

(This field is limited to 300 characters)



- Click on the Withdraw button to complete the withdrawal of the application

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### 5. Submitting Change Requests

- Should you wish to make any changes to your application once it has been submitted, log onto your Portal account and, at the bottom of the screen you will see your Applications listed. Click the 'Submit Change Request' button next to the Application you wish to make a change to.

The screenshot shows the 'Applications' page for a user named 'Test Person'. At the top, it indicates the application was 'Submitted on 01/08/2023 at 15:17 (Ref: 841-2022-60-E-000141)'. Below this, there are two buttons: 'Submit Change Request' (highlighted with a red box) and 'View Submitted Application'. The page is divided into 'Preferences' and 'Child details' sections. The 'Preferences' section lists two schools: '1 Red Hall Primary School' and '2 Harrowgate Hill Primary School', with a 'Withdraw Application' button below. The 'Child details' section lists: 'Name: Test Person', 'Date of Birth: 01-Aug-2018', and 'Address: 10 Sallers Lane South, Darlington DL1 2AA'.

- A pop-up box will appear. Enter a summary of the change you wish to make and, in the box below, enter details of the changes you would like to submit for approval. Once complete, click on the 'Save & Submit' button.

The screenshot shows a 'Submit Change Request' pop-up window. The title bar reads 'Submit Change Request'. Inside the window, there is a form with two main sections: 'Summary Description' and 'Change Request', both marked with a red asterisk. The 'Summary Description' field is a single-line text input, and the 'Change Request' field is a larger multi-line text area. At the bottom of the form, there are two buttons: 'Save & Submit' (highlighted with a red box) and 'Cancel'.

## EYES – Admissions Guide

### 5.1. Viewing Current Change Request(s)

- To view all current submitted Change Requests, log onto your Portal Account and, at the bottom of the page, click on the 'View Change Request(s)' button.

*If you need to apply for more than one child's school place please click here to add more applications.*

#### Applications

**Test Person**

**Submitted** on 01/08/2023 at 15:17 (Ref: 841-2022-60-E-000141)  
**In-Year Application**

**Preferences**

- Red Hall Primary School
- Harrowgate Hill Primary School

**Child details**

<b>Name</b>	Test f
<b>Date of Birth</b>	01-Au
<b>Address</b>	10 Se

- A pop-up box will appear to show all current Change Requests along with the 'Request Date', 'Reference' for the change, who it relates to, and what the request was for.

### View Change Requests

View Change Requests

Request Date	Reference	Child	Description
01-Aug-2023 15:19	841-2022-60-E-000141	Test Person	Change Request Preference