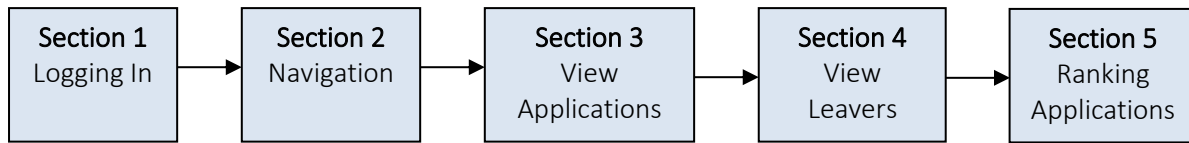




# School Admissions Portal User Guide



## SECTION 1 – LOGIN TO THE PROVIDER PORTAL

Using the Web Address provided in your email.

[https://ems.bolton.gov.uk/ProviderPortal\\_LIVE/Account/Account/Login](https://ems.bolton.gov.uk/ProviderPortal_LIVE/Account/Account/Login)

Select the address or copy and paste into your Internet Browser address bar.

Login to **Provider Portal** by completing the user name and password fields on the login box; then select.

**Log In**

Log In

Username

Password

**Log In**

[Forgotten your username?](#)

[Forgotten your password?](#)

Note: If you cannot remember either your Username or Password you can Select the links below the Login button and follow the instructions.

The first time you login you will be redirected to an information page and an email will be sent to you with a confirmation Web Address, this is to ensure security.

### Register User

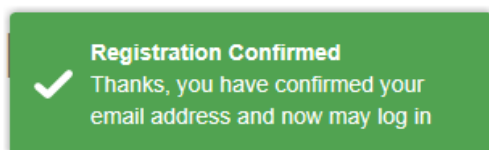
We have sent a confirmation email to your registered email address.

The email contains a confirmation link which will bring you back to the main login page.

You must use this link to continue with your registration.

Each subsequent login to the Provider Portal you will be directed to the Homepage as detailed in Section 2.

After following the Web Address sent in the confirmation email you will see the confirmation message displayed.



## Change Password

Your password must be changed to allow access to the portal.

Current password \*

New password \*

Confirm new password \*

During this login you will be prompted to change your password to a memorable one, this must contain at least 8 characters; and must contain Upper Case, Lower Case and Two Numbers. E.g. **Password01**

Please do not use **Password01** as your new password this is only an example.

Complete the current password, new password, confirm new password fields; and select.

At the Security Details prompt select a secret question and provide a memorable answer; then select.

## Security Details

Please choose a secret question and provide an answer

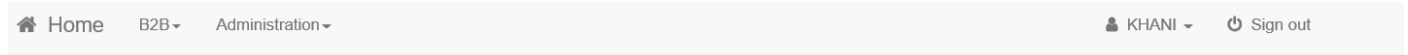
Secret Question \*

Secret Answer \*

Congratulations you have now successfully logged in for the first time, and will have access to the Headcount Portal.

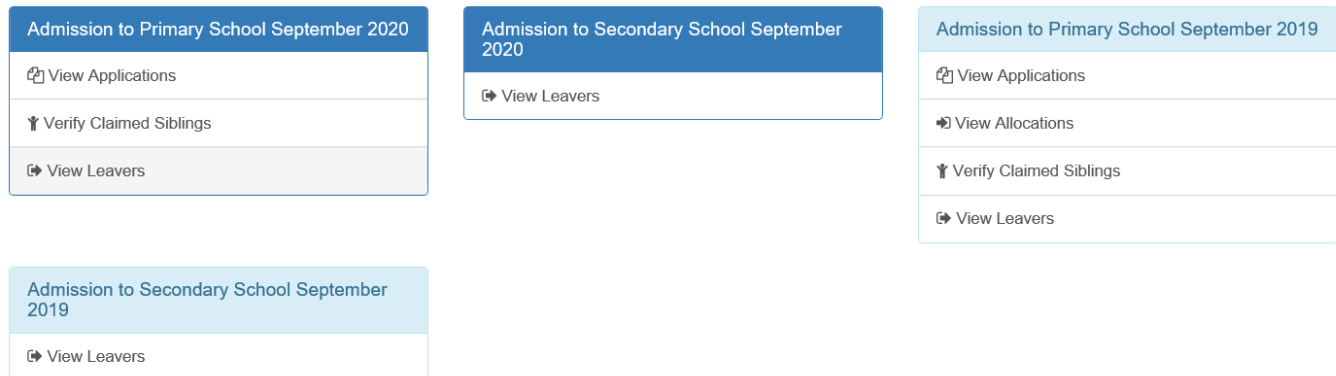
## SECTION 2 – Navigation

After you have logged into the Provider Portal, you will be taken to the landing page. This will show the current and previous year transfer groups.



### School Admissions

Welcome to the School Admissions Portal. Here, depending on your access rights, you will see a tile for each current or recent Admissions group along with options to carry out such activities as viewing applications to your school, ranking applications to your school (only if your school is an Own Admission Authority), verifying claimed siblings for applications to your school and viewing leavers and whether they have submitted an application. Please first identify the Admissions group and then select the option you require.



The table below summarises what each menu item shows for each transfer group:

Menu	Description
View Applications	Allows a school to view applications to it's reception or year 7 class. Will also allow schools to rank applicants (OAA receivers only).
Verify Claimed Siblings	Displays a list of the active applications for your school in which the applicant has claimed that the child already has a sibling at the school. Schools can use the page to verify this information.
View Leavers	Allows a school to view a list of children leaving their nursery or year 6 class and whether they have applied for a school place.
View Allocations	Allows a school to see which children have been allocated a school place for their reception or year 7 intake.

If you need to change your password or security question, click on your name in top right and select the option you want.

Provider Portal Test Account ▾

- ✎ Change Password
- ✎ Change Secret Question

⏻ Sign out

If you need to sign out, click on the sign out button.

## SECTION 3 – View Applications

To view applications for your school, click on view school applications

Admission to Primary School September 2020

- 📄 View Applications
- 👤 Verify Claimed Siblings
- ➡ View Leavers

You will then be shown the information below:

**Receiver Summary:** This shows the total number of applications and your schools PAN:

Receiver Summary

**PAN:** 30

**Applications:** 5 ( 1st Pref: 4 2nd Pref: 1 )

**Ranked:** 0 **Unranked:** 5

**Display/Filter Options:** You can use these options to change things around including sorting, filtering etc.

Next > Download Show/Hide columns Choose sort order

Filter: Verified and unverified applications, Ranked and Unranked

Verified and unverified applications ▼ Ranked and Unranked ▼ Clear Filters

Highlight ▼ applications added between  and  08/10/2019

The filtering/sort options are explained below:

Options	Description
<input type="text"/> <span>Next &gt;</span>	<p>Use this option to search for a child. Type part of their name and it will start showing the number of children matching that name:</p> <p><input type="text"/> 1/2 <input type="text"/> devi <span>Next &gt;</span></p> <p>The children will also be highlighted in blue further down. Click 'Next' to see the next child</p>
<span>Download</span>	Use this option to download a list of the applications. The list will be downloaded as a CSV.
<span>Show/Hide columns</span>	Use this option to choose which columns to display for the list of children.
<span>Choose sort order</span>	Use this option to choose the sort order for the list of children.
<span>Highlight ▼</span> or <span>Filter ▼</span> <input type="text"/> and <input type="text"/> 08/10/2019	Use this option to highlight or filter applications between selected dates.
<span>Clear Filters</span>	Use this option to clear filters and reset the list.

To make sure that you are seeing all of the applications made to your school, make sure you have the following filters selected.

Filter: Verified and unverified applications, Ranked and Unranked

Verified and unverified applications  Ranked and Unranked  [Clear Filters](#)

Highlight  applications added between dd/mm/yyyy  and 16/11/2016

## Displaying the Correct Columns

To change the columns that are on display, click on the [Show/Hide columns](#) button. Make sure you have the following fields shown below selected.

Show/Hide columns to display in applications list

Hidden Columns	Visible Columns
Address verified	Rank
Application verified	Student name
Aptitude(s)	DoB
Catchment	Gender
Distance (miles)	Student ID
Do not consider for mainstream	Current school
Feeder Link	Postcode
Named school	Address
Pupil premium	Public care
School gender	Application reference
Sibling verified	Crown service
Social	EHCP/Statemented
Social/Medical	Faith
Test score	Home LA
	Late
	Medical
	Multiple birth
	Special reason 1
	Special reason 2
	Special reason 3
	Staff child

[Cancel](#) [Done](#)

Once you have the fields shown above as visible, click the 'Done' button.

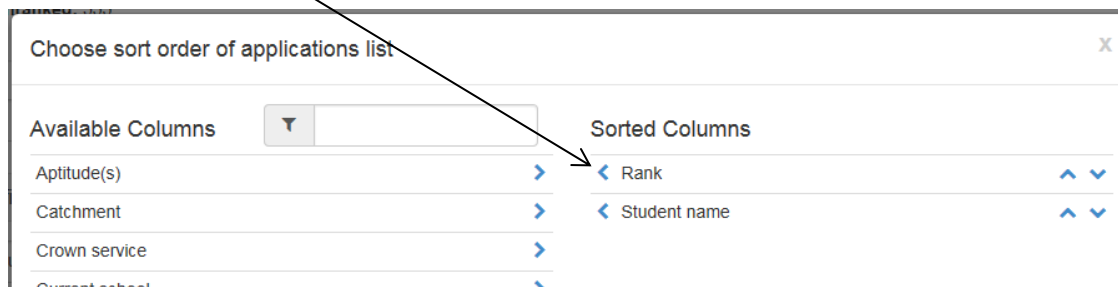
It is recommended the following columns are shown:

Column	Description
Student Name	
DoB	
Gender	
Student ID	

Current School	Shows the applicant's current school. <b>Please note this is currently only shown for the children applying for secondary school only</b>
Postcode	
Address	
Home LA	Indicates the local authority the child lives in. Once applications for your school are imported from other LA's then you will see names of other LA's here.
Named School	If the applicant has indicated that has an EHCP plan. <b>Please note that this is unverified information and has not been checked by the LA.</b>
EHCP/Statemented	Indicates if the child is EHCP/Statemented based on information held by the local authority. This will be verified information.
Public Care	If the applicant has indicated that their child has been looked after then this is shown in this box here. <b>Please note that this is unverified information and has not been checked by the LA.</b>
Sibling Verified	
Late	Indicates whether the application was on time or late. A tick will be displayed if it is a late application/preference.
Faith	Indicates the faith selected by the parent where religion is an oversubscription criteria.
Staff Child	If your school has an oversubscription criteria of staff child then select this field to see if the applicant has ticked they are applying under this criteria.
Distance (LA)	For community and VC schools the distance value used by the LA to rank the children will be displayed.
Medical	If the applicant has indicated they are applying on medical grounds then this will be included here. <b>Please note that this is unverified information and has not been checked by the LA. For Own Admission Authority (OAA) schools you will have to verify this yourself as part of your ranking criteria.</b>
Multiple Birth	Indicates if the child is part of a twin, triplet etc.
Rank	We suggest this is added later on in the process when the time comes for Own Admission Authority (OAA) schools to carry out their own rankings. For community and VC school you can add this once the process of allocating school places has been completed.

### **Changing the Sorting Order (Do this if the system is running very slow)**

Before continuing, you will want to change the sorting order as the system will run very slow if you leave your admission applications sorted by rank. First click on  and then remove the Rank option by clicking the left arrow next to it.



Once you have done that, click on the next button.

The system will run a lot quicker and it will be easier for you to rank your students. Once you have completed your ranking, you can then re-apply the rank sort which will then display the children list of children in rank order.

**Children List:** A list of children that have applied for a school place will be shown at the bottom of the screen.

5 Student(s)

Student name	DoB	Gender	Student ID	Distance (LA)	Postcode	Address	Sibling verified	Public care	Named school	Catchment (Applicant)	Distance (Applicant)	Et
Beauregarde, Violet	12/01/2016	Female	289738		BL6 5TY	1 Crompton View Avenue, Blackrod, Bolton, BL6 5TY		✓			✓	↑
Bucket, Charlie	09/09/2015	Male	289736		BL1 4LS	13 Third Avenue, Bolton, BL1 4LS			✓		✓	
Deville, Lil	23/04/2016	Female	289615		BL1 1RU	42 wallaby way, bolton, BL1 1RU	✓				✓	

Clicking on the child name will show you further information about that application:



## Application Details

### Basic details

<b>Name</b>	Violet Beauregarde	<b>ID</b>	289738
<b>Date of Birth</b>	12 January 2016	<b>Gender</b>	Female
<b>Address verified</b>			
<b>Address</b>	1 Crompton View Avenue, Blackrod, Bolton, BL6 5TY		
<b>Current School</b>	350 Walters School		

### Supporting details

**Public Care** ✓

### Application details

<b>Application reference</b>	350-2020-09-K-118785	<b>Application verified</b>	
<b>On-time/Late</b>	On-time	<b>Distance</b>	
<b>In Catchment</b>			
<b>Verified sibling</b>			
<b>Applying for Medical reason</b>	✓		

### Application made by



<b>Name</b>	Beauregarde	<b>Relationship</b>	Foster Mother
<b>Responsibility</b>		<b>Address</b>	1 Crompton View Avenue, Blackrod, Bolton, BL6 5TY
<b>Email</b>	b.garde@choc.late		

Close

## SECTION 4 – View Leavers

To view a list of children leaving your school (nursery class or year 6) then click on 'View Leavers':

### Admission to Primary School September 2020

-  View Applications
-  Verify Claimed Siblings
-  **View Leavers**

The following screen will then display:

## Leavers School Admissions - Admission to Primary School September 2020

Student(s) 5 (Home LA 5 Other LA 0 LA not recorded 0)

Application not submitted count 2 (Home LA 2 Other LA 0 LA not recorded 0)

Only show those with no application submitted

Clear Filters

Download

5 Student(s)

Student Name	DoB	Gender	Student ID	Home LA	Application Submitted to Bolton Council	Address
Beauregarde, Violet	12/01/2016	Female	289738	Bolton	✓	1 Crompton View Avenue, Blackrod, Bolton, BL6 5TY
Bucket, Charlie	09/09/2015	Male	289736	Bolton	✓	13 Third Avenue, Bolton, BL1 4LS
Gloop, Augustus	31/10/2015	Male	289737	Bolton	✓	4 Rumworth Road, Lostock, Bolton, BL6 4RT
Salt, Veruca	01/02/2016	Female	289739	Bolton		4 Romney Road, Bolton, BL1 5TT
Teevee, Mike	03/03/2016	Male	289740	Bolton		45 Lowndes Street, Bolton, BL1 4PU

At the top of the screen a summary count of the children and how many have not submitted an application broken down by home or other LA (local authority):

## Leavers School Admissions - Admission to Primary School September 2020

Student(s) 5 (Home LA 5 Other LA 0 LA not recorded 0)

Application not submitted count 2 (Home LA 2 Other LA 0 LA not recorded 0)

**Please note that this portal will only show applications for children who live in Bolton (Home LA = Bolton). Children whose home LA is not Bolton will apply through another local authority.**

To see a list of children who have not applied tick the box below:

## Leavers School Admissions - Admission to Primary School September 2020

Student(s) 2 (Home LA 2 Other LA 0 LA not recorded 0)

Application not submitted count 2 (Home LA 2 Other LA 0 LA not recorded 0)

Only show those with no application submitted

Clear Filters

Download

2 Student(s)

Student Name	DoB	Gender	Student ID	Home LA	Application Submitted to Bolton Council	Address
Salt, Veruca	01/02/2016	Female	289739	Bolton		4 Romney Road, Bolton, BL1 5TT
Teevee, Mike	03/03/2016	Male	289740	Bolton		45 Lowndes Street, Bolton, BL1 4PU

Schools can use this to remind the parents of their leavers that they need to submit an application.

## SECTION 5 – Ranking Applications

**This sections only applies to Own Admission Authority (OAA) Schools.**

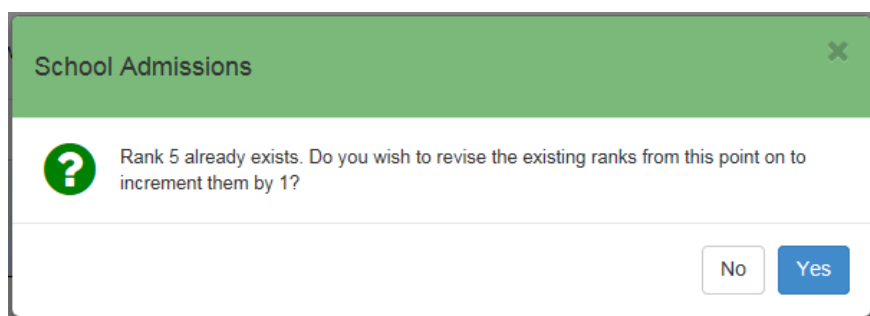
To rank the applications you have received, simply click on a rank field for that students application and enter the number you want to rank that application at.

**Before Ranking**

**After Ranking**

Rank	Student name	DoB	Gender	Student ID	Rank	Student name	DoB	Gender	Student ID
1 ✓	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	5 ✓	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
TBC ✓	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	25 ✓	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
TBC ✓	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	10 ✓	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
TBC ✓	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	20 ✓	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
TBC ✓	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	4 ✓	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
TBC ✓	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	7 ✓	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

If you type a rank number in that has already been used, a message will pop up asking if you want to increment the exiting number by 1 as seen below.




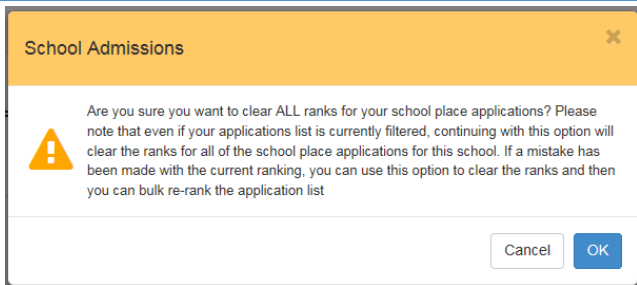
If you are happy with this, click 'Yes'. If the number it is incrementing it to has already been used, it will increment that number by 1 and all of the other numbers that it is clashing with. For example, if I entered a rank of 6 and I had already used rank 6, 7 and 8 then the current 6 would become 7, the 7 would become 8 and the 8 would become 9.

However please be aware that this can cause gaps in your ranking as numbers do not decrement. For example if you move rank number 1 to number 7, then the numbers before 7 will not decrease meaning that your rank 2 would remain at 2 and there would be no rank 1 (unless you replaced it manually).

If you would like the applications in rank order, you can change it as explained in the Navigation section however the system will run significantly slower.

### **Clearing all Ranks**

If you want to erase all of the ranks you have entered, click on the  button and click 'OK' on the message seen below.



## **Ranking all in Current Order**

If you want to rank all the applications in the order that they are currently in then click on the

Rank list in current order

