

How to make an In-Year School Application

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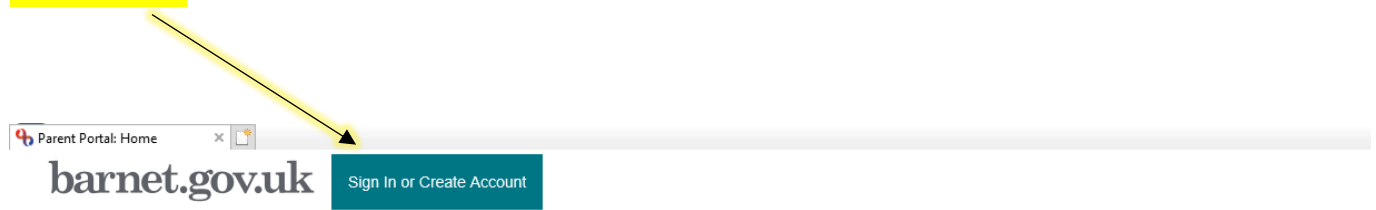
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Step 1 - Apply for a School Place

Please click the following link: <https://enrol.barnet.gov.uk/Website/default.aspx>

Step 2 - Where to Apply

Click Here



Welcome to Parent Portal - where you can

- apply for your child's in-year admission to a Barnet school
- find out if your two-year-old child is eligible for a Free Early Education (FEE2) place

Please click on the 'Create Account' link on the top left corner of this page and follow the instructions or 'Login' if you already have an account

Applying for a school place

- You can apply here if you have moved to Barnet and your child does not have a school place
- You can apply here if you want to move your child from his/her current school to a new school in Barnet
- DO NOT apply here if you want your child to attend a school outside Barnet (please click [here](#) for more information)
- DO NOT apply here for if your child is transferring to a secondary school in September 2021 - please visit www.eadmissions.org.uk
- DO NOT apply here if your child is due to start Reception Class in September 2021 - please visit www.eadmissions.org.uk

Making changes to your application after it has been submitted

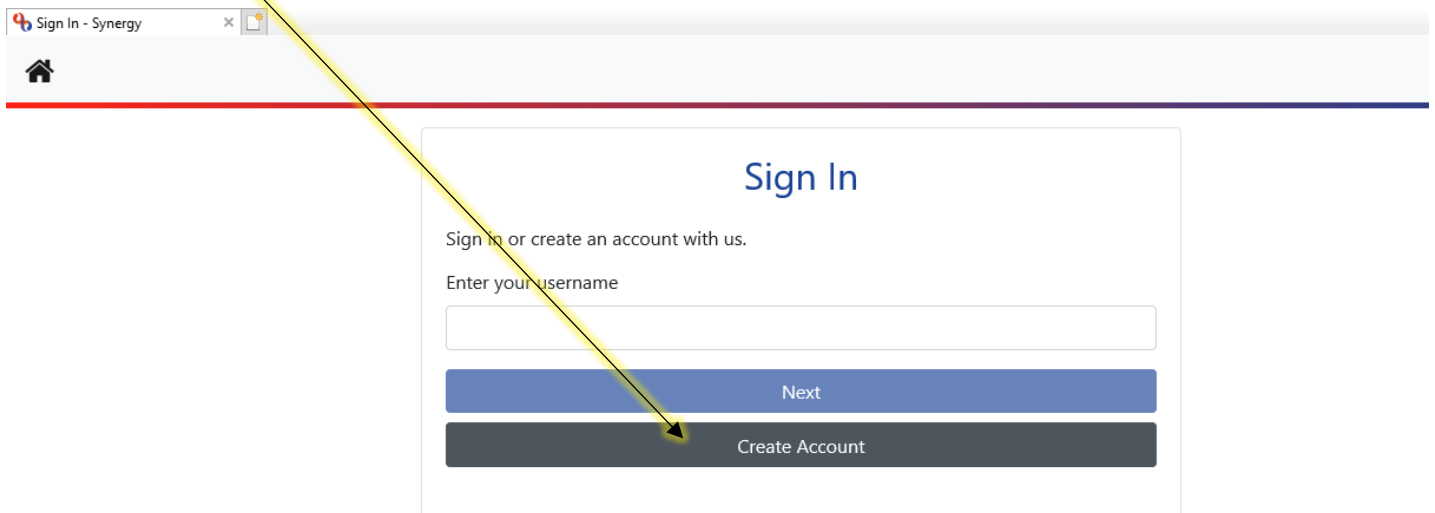
If you change your mind about your school choices, or wish to make any other changes to your submitted application, please outline the changes in an email to [School Admissions Team](#)

****Please contact admissions.team@barnet.gov.uk for help with any technical issues****

(You must click the tab on the **top left** of the page to start an application)

2a - Create Account

Click Here to create a new account



Sign In - Synergy

Sign In

Sign in or create an account with us.

Enter your username

Next

Create Account

(If you have already created an account, please use your email address to sign in.)

Step 3 - Add Your Personal Details

Create Account - Synergy x

Create Account

Personal Details

Must complete → Title *

Must complete → Forename *

Middle Name

Must complete → Surname *

Contact Details

Must complete → Email Address *

Must complete → Confirm Email *

Please confirm your email

Daytime Number

Evening Number

3a - Example

Create Account

Personal Details

Title * Ms ✓ ⇅

Forename * Example ✓

Middle Name

Surname * Example × ✓

Contact Details

Email Address * testappbarnet@gmail.com ✓

Confirm Email * testappbarnet@gmail.com ✓

Emails Match

Daytime Number

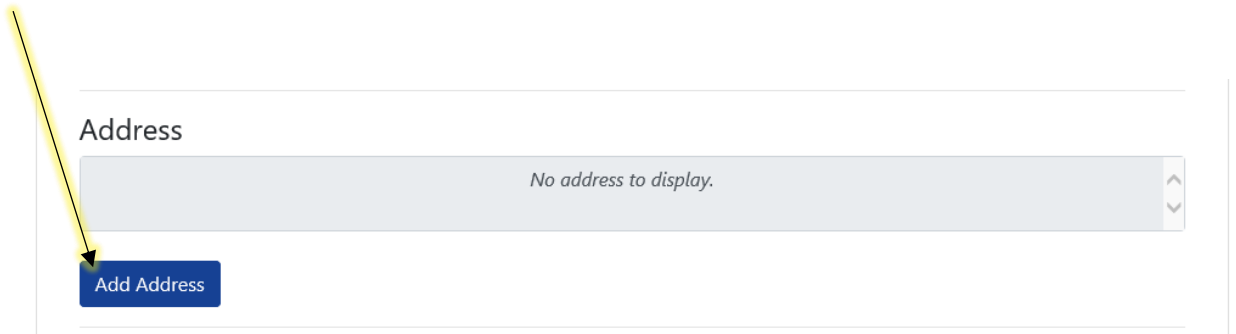
Email Address must match

3b - Add Your Address

Address

No address to display.

Add Address



3c - Search Address

Address

Search for an Address

Search for an address using the fields below

Primary

Postcode *

Cancel

Search

Put your postcode here




Click Here



Address
Search for an Address
Search for an address using the fields below

Primary

Postcode * 

Search Results

- London Borough of Barnet, 2 Bristol Avenue, Colindale. NW9 4EW
- Flat 1, Unknown Way, Made up Lane, London. NW9 4EW
- Flat 2, Unknown Way, Made up Lane, London. NW9 4EW
- Flat 3, Unknown Way, Made up Lane, London. NW9 4EW
- Flat 4, Unknown Way, Made up Lane, London. NW9 4EW
- Flat 5, Unknown Way, Made up Lane, London. NW9 4EW
- Flat 6, Unknown Way, Made up Lane, London. NW9 4EW

Select correct address from drop-down menu

Search Results

Selected Address

Secondary

Primary


Street

Locality

Town

County

Postcode

Click Here 

Make sure address is correct and Confirm Selection

3d - Password

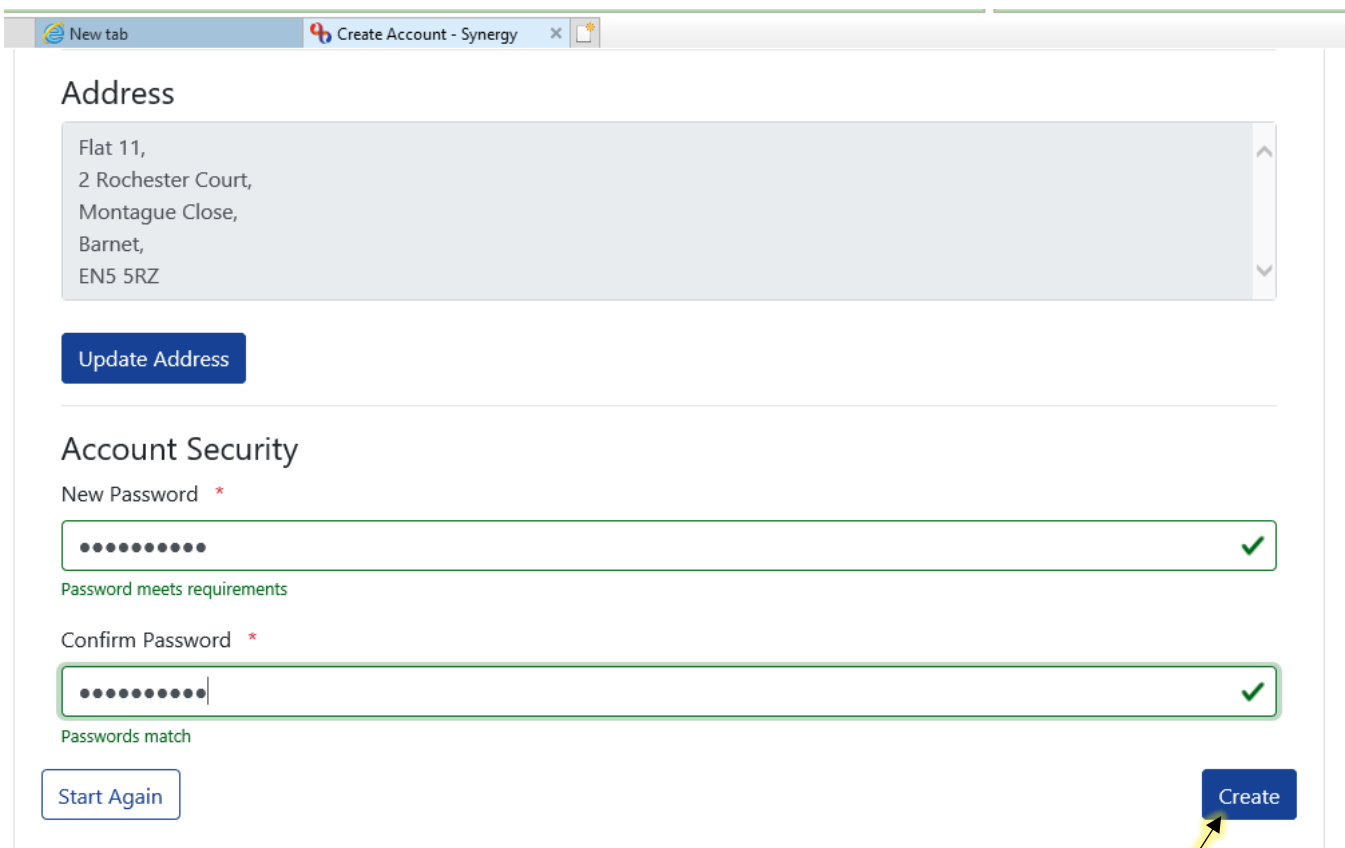
Your Password must contain the following:

Requirements:

- Alpha character
- Uppercase character
- Numeric character
- Special character
- 8 characters
- Not username

Examples:

a b c d
A B C D
1 2 3 4
! " £ \$ % ()



New tab Create Account - Synergy

Address

Flat 11,
2 Rochester Court,
Montague Close,
Barnet,
EN5 5RZ

Update Address

Account Security

New Password *

..... ✓

Password meets requirements

Confirm Password *

..... ✓

Passwords match

Start Again Create

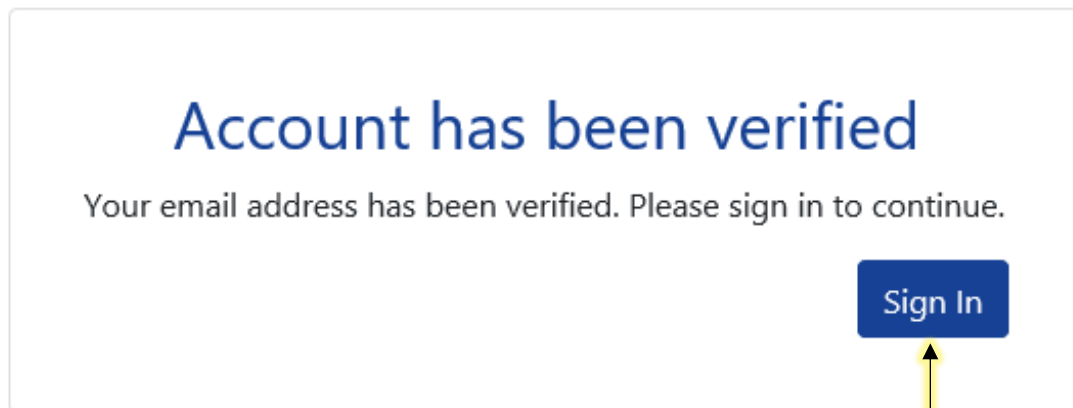
Click Here

Step 4 - Account Verification

An email has been sent to you

Please go to your personal emails and **click the link** to verify your email address

Once you have clicked the link on the email sent to you, you will get the following message:



Click Here

Step 5 - Signing in

Sign In

Sign in or create an account with us.

Enter your username

 ×

Enter your email address →

Click Here →

Next

Create Account

Sign in

Enter your password

 👁

Enter your password →

Click Here →

Change User

Forgot Password

Sign In

Step 6 - Adding a Child's Details

barnet.gov.uk [Sign Out](#)

Application Summary

This screen shows a summary of your details and will list your child(ren) once you have added their details.
To add your child's details, click the add child button below.

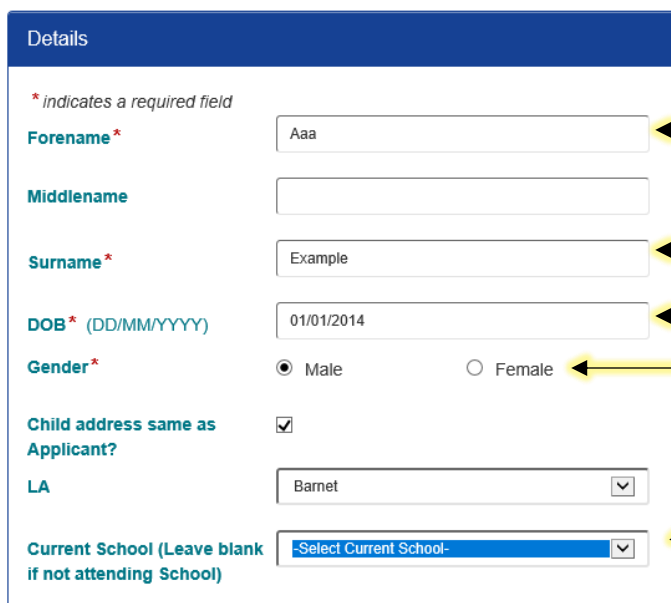
Please ensure to add your contact number for us to easily contact you regarding your application



These are your details you have just created.

Click Here

(This will add your child/children's details)



Must complete

Must complete

Must complete

Must complete

If your child is not attending a Barnet school **leave as shown**

(If your child is attending a Barnet school, please select from the drop down menu)

Click Here

Child details confirmation

Please check your child's details below. If the information you have supplied is correct click the 'Confirm' button to continue. To amend any of the details, click the 'Edit' button on the relevant section and update the information as necessary.

Child Details [Edit Child Details section](#)

Forename: Aaa
Surname: Example
DOB: 01/01/2014
Gender: Male
Child address same as Applicant?: Yes

School Details [Edit School Details section](#)

Current School: Not currently at school

<< Back Confirm

Check details are correct – **Click Here**

6a - Adding a Second Child Details:

You have now created a child record.

If you need to add more children **Click Here** again.

Applicant

Ms Example Example
2 Rochester Court,
Flat 11,
Montague Close,
Barnet,
EN5 5RZ

[View Details](#)

[Add Child](#)

Before progressing, please use the 'Edit Child' link to review or amend child details.

Aaa Example 01/01/2014
[Edit Child](#) [Delete Child](#)

School Admissions

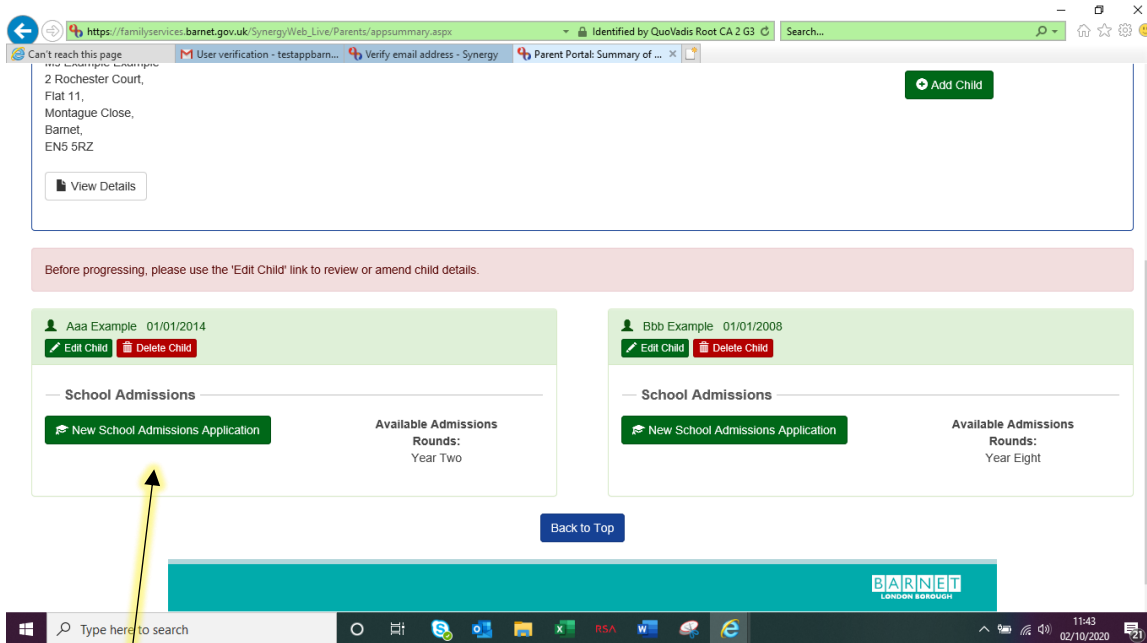
[New School Admissions Application](#)

Available Admissions
Rounds:
Year Two

[Back to Top](#)

Once you have created the child/children's record you can start the application.

Step 7 - Starting the Application



Click Here (This will start the application for this child only)

7a - Summary Page

Year Group

Please check the year group you are applying for and click 'Next' to continue.

Aaa Example 01/01/2014

Current School: *Not currently at school*

Address: 2 Rochester Court, Flat 11, Montague Close, Barnet, EN5 5RZ

If the information above is incorrect then please edit this child's information prior to applying by clicking [HERE](#).

Year Two

Year Two 2020-21

Deadline for Applications: 25/07/2021

DOB From: 01/09/2013

DOB To: 31/08/2014

Click Here

<< Back
Next >>

7b - Further Details About Your Child

Child further details ✕ 🌟
** indicates a required field*

Council Tax Ref No

Relationship to Child* ▼

Is the Child currently in care, or has the Child previously been in care? If so, by which Local Authority? ▼

Does the Child have a current EHC Plan?* Yes No


Child's Parent/Guardian is a Crown Servant?* Yes No

Child is a Multiple Birth (e.g. Twin)?* Yes No
(does the child have a **twin** brother or sister?)

Last school attendance date (DD/MM/YYYY)

Date school place required (DD/MM/YYYY)

"Reason for Changing School - Please Specify"

Click Here 

Fair Access Questions

** indicates a required field*

My child has been or is currently at risk of permanent exclusion from school.* Yes No

My child has served fixed-term school exclusions.* Yes No

My child has a record of poor school attendance.* Yes No

My child has been out of education for two months or more.* Yes No

My child is known to the Police or is returning from the Criminal Justice System.* Yes No

My child has a disability or medical condition.* Yes No

My child has special educational needs (but no Statement of or Education, Health and Care Plan).* Yes No

My child helps to care for a relative with a disability or health condition.* Yes No

We are refugees or seeking asylum in the UK.* Yes No

We are from a Gypsy, Roma or Traveller background.* Yes No

We are registered homeless or threatened with homelessness.* Yes No

I am a UK Service Personnel or Crown Servant.* Yes No

I am applying for somebody else's child who is living with me* Yes No

<< Back

Next >>

Read each question carefully and answer Yes or No

Click Here

7c - Review Your Information

Admissions Round [Edit Admissions Round section](#)

Round: Year Two 2020-21

Further Details [Edit Further Details section](#)

Relationship to Child: Mother

Is the Child currently in care, or has the Child previously been in care? If so, by which Local Authority?:
Not Looked After

Does the Child have a current EHC Plan?: No

Last school attendance date: 01/10/2020

Date school place required: 05/10/2020

"Reason for Changing School - Please Specify.":
Child moved to the UK from Turkey

Child's Parent/Guardian is a Crown Servant?: No

Child is a Multiple Birth (e.g. Twin)?: No

Fair Access Questions [Edit Fair Access Questions section](#)

Fair Access Questions:

My child has been or is currently at risk of permanent exclusion from school.:
No

My child has served fixed-term school exclusions.: No

My child has a record of poor school attendance.: No

My child has been out of education for two months or more.: No

My child is known to the Police or is returning from the Criminal Justice System.:
No

My child has a disability or medical condition.: No

My child has special educational needs (but no Statement of or Education, Health and Care Plan).:
No

My child helps to care for a relative with a disability or health condition.: Yes

We are refugees or seeking asylum in the UK.: Yes

We are from a Gypsy, Roma or Traveller background.: No

We are registered homeless or threatened with homelessness.: No

I am a UK Service Personnel or Crown Servant.: No

I am applying for somebody else's child who is living with me.: No

<< Back

Confirm

Click Here

Step 8 - School Search

If you want to apply for a specific school type name here

Scroll down for list of schools in distance order

barnet.gov.uk [Sign Out](#)

School Search

This page allows you to search for the school for the preference. The results may be refined by specifying criteria to the search, such as all or part of the School's Name and a maximum distance from the Child's address.

Further information for each school is available by clicking on the name of any school in the search results. To select a school click on the Select link beside the school.

This is preference 1 of a possible 3.

[Hide Search Options](#)

Name

Distance Radius (miles) Any Distance Other

LA

Postcode

Gender Mix

[<< Back](#) [Search](#)

76 schools were found matching your search criteria:

Results	
1 2 3 4 5 6 7 8	
<p>St Catherine's RC School Select</p> <p>School Type: infant and junior school, 5-11</p> <p>Gender Mix: Mixed</p> <p>Address: St Catherines Rc Primary School, Vale Drive, Barnet, Hertfordshire, EN5 2ED</p>	

8a - Select School

LA
Barnet

Any Distance
 Other

Postcode
Gender Mix
All

<p>Foulds Primary School</p> <p>Gender Mix: Mixed Address: Foulds Primary School, Byng Road, Barnet, Hertfordshire, EN5 4NR Distance (miles): 0.6 Age From: 5 Age To: 11</p>	<input style="border: 1px solid #ccc; padding: 5px;" type="button" value=" ✓ Select "/>
<p>Underhill School</p> <p>Gender Mix: Mixed Address: Barnet, Hertfordshire, EN5 2LZ Distance (miles): 0.7 Age From: 2 Age To: 11</p>	<input style="border: 1px solid #ccc; padding: 5px;" type="button" value=" ✓ Select "/>
<p>Monken Hadley CE School</p> <p>School Type: infant and junior school, 5-11</p>	<input style="border: 1px solid #ccc; padding: 5px;" type="button" value=" ✓ Select "/>

Select your first school

Click Here

A new screen will open:

Preference Reasons

If you are for applying for a place at a Barnet community school under exceptional social or medical grounds, we will need a written statement from a doctor, social worker or other appropriate professional naming the school and the reason only this school can meet your child's needs. Please complete the [Exceptional Medical Circumstances Form \(PDF\)](#)

Preference Reasons

Exceptional Medical Reason

Exceptional Social Reasons

Sibling On Roll

Staff Child's Parent/Guardian is a member of staff at School

Reason Notes

Select any options that apply

Click Here

8b - Preference Confirmation

Can't reach this page | User verification - testappbarn... | Parent Portal: Preference Su... x

barnet.gov.uk Sign Out

Preference school details confirmation

The information below is a confirmation of the details you have supplied for your child's preference. If you are satisfied that the information is correct, click Confirm to save the details and return to the home page where you can add further preferences and/or children.

To amend any of the details, click the appropriate heading to return to that section and update the information as necessary.

School Details / Edit School Details section School: Foulds Primary School	Preference Reasons / Edit Preference Reasons section Staff: No
---	---

<< Back Confirm

Click Here

8c - Add New Preference

barnet.gov.uk Sign Out

Add Another Preference

Do you want to add another Preference?

Yes No

If you want to choose a new preference **Click Here**

If you do not want to add a New School **Click Here**

Follow Steps above (8a to 8c) to add more schools

Step 9 - Review

Child Preference Summary

This screen shows a summary of all the Preferences for the selected Child. To add/edit new preferences, use the appropriate buttons.

[← Return to Home Page](#)

Preferences exist with a status of 'Not Submitted'. To review and submit preferences, please click on 'Review and Submit' below

****Please Review your application****

[Delete Application](#)

[Edit Admissions Details](#)

[Review and Submit](#)

Click Here

Aaa Example

Round: Year Two

Preferences		+ Add Preference
Rank: 1		Edit Preference
School: Foulds Primary School	▼	Delete Preference
Status: Not Submitted		

Step 10 - Submit

Submit Application

Full details of your application are shown below. If all details are correct, submit the application using the button at the bottom of this page. If you wish to amend any item, return to the summary page and make changes until the application is correct, then return here to submit it.

****You must Submit your application****

Checklist

To complete your application, please send supporting evidence, as listed below, to admissions.attachments@barnet.gov.uk.

- proof of you child's date of birth
- two documents showing proof of your child's address

Declaration

- I wish to apply for a place at each of the schools named in the School Preferences sections
- I certify that I am the person with parental responsibility for the child named in this form
- I hereby declare that to the best of my knowledge and belief, the information I have given on this form is correct and I agree to notify Barnet Council of any changes to this information. I agree that details of my child can be shared with schools in order to secure a school place
- I understand that any false or deliberately misleading information on this form and/or supporting documents may render this application invalid or lead to the offer of a school place being withdrawn.

I have read and understood the declaration

[Print Summary](#)

[Return to Preference Summary](#)

[Submit Application](#)

Click Here

A new screen will open:

Your application has been submitted successfully

You may now return to the application summary page and view information on your submitted applications, or Sign Out. We will contact you if we need any more information.

You may log in again at a later date to view your application as it is being processed. We aim to offer you child a school place within four weeks of the date your application was submitted.

[← Return to Home Page](#)

Click Here

Step 11 - Adding School Preferences for Another Child

The screenshot shows a user interface for adding school preferences. At the top, there is a 'View Details' button. Below it, a pink banner reads: 'Before progressing, please use the 'Edit Child' link to review or amend child details.' The main content area is divided into two columns. The left column shows a child profile for 'Aaa Example' (DOB: 01/01/2014) with 'Edit Child' and 'Delete Child' buttons. Under 'School Admissions', it lists 'Year Two' with an application date of 02/10/2020 and two preferences: 'Foulds Primary School (Submitted to LA)' and 'Underhill School (Submitted to LA)'. A 'View Admissions' button is also present. The right column shows a child profile for 'Bbb Example' (DOB: 01/01/2008) with 'Edit Child' and 'Delete Child' buttons. Under 'School Admissions', there is a 'New School Admissions Application' button highlighted with a yellow arrow. To the right, it says 'Available Admissions Rounds: Year Eight'. At the bottom of the screenshot, there is a 'Back to Top' button.

To Add School Preferences
for a Second child -

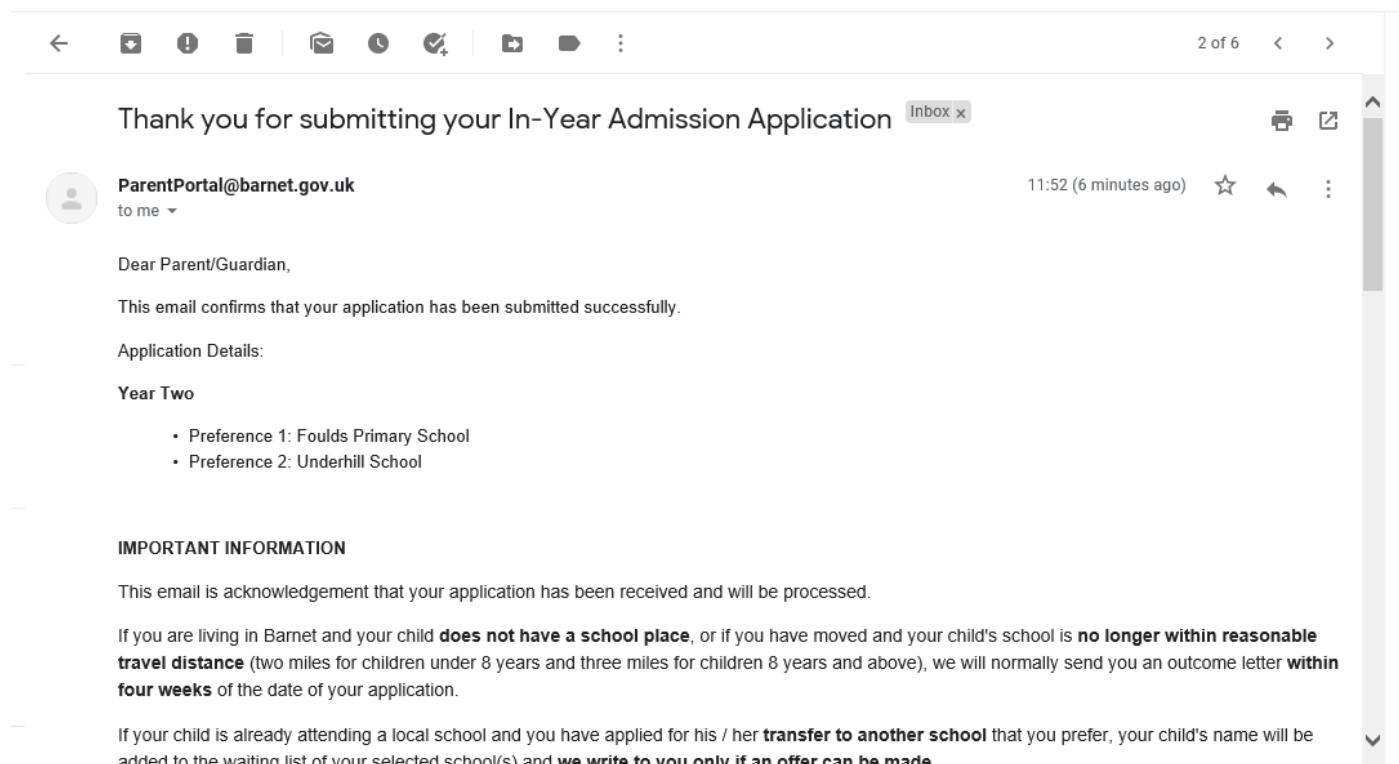
Click Here

Follow Steps above (7 to 10) to add schools for another child

You have now finished and can close the website.

Step 12 - Application Complete

You will receive an email confirming you have submitted your application



The screenshot shows an email interface with a toolbar at the top containing icons for back, forward, search, delete, archive, and other actions. The email title is "Thank you for submitting your In-Year Admission Application" with an "Inbox x" label. The sender is "ParentPortal@barnet.gov.uk" and the recipient is "to me". The email content includes a greeting, a confirmation message, application details for "Year Two" with two preferences, and important information regarding the processing of the application and the timeline for receiving an outcome letter.

Thank you for submitting your In-Year Admission Application Inbox x

ParentPortal@barnet.gov.uk
to me

11:52 (6 minutes ago)

Dear Parent/Guardian,

This email confirms that your application has been submitted successfully.

Application Details:

Year Two

- Preference 1: Foulds Primary School
- Preference 2: Underhill School

IMPORTANT INFORMATION

This email is acknowledgement that your application has been received and will be processed.

If you are living in Barnet and your child **does not have a school place**, or if you have moved and your child's school is **no longer within reasonable travel distance** (two miles for children under 8 years and three miles for children 8 years and above), we will normally send you an outcome letter **within four weeks** of the date of your application.

If your child is already attending a local school and you have applied for his / her **transfer to another school** that you prefer, your child's name will be added to the waiting list of your selected school(s) and **we write to you only if an offer can be made**

Your application will now be processed.