

Information for schools when accessing Establishment Portal

Once you have requested access to your school's portal, when first accessing you will need to create an account. You will not receive a user account and password.

(NB if you forget your password, you will not receive notification to reset this. It is not done via the local authority)

Notifications of requests for school places will no longer be sent by In-Year Officers. An automated email will normally be sent advising you to log in to your admissions portal.

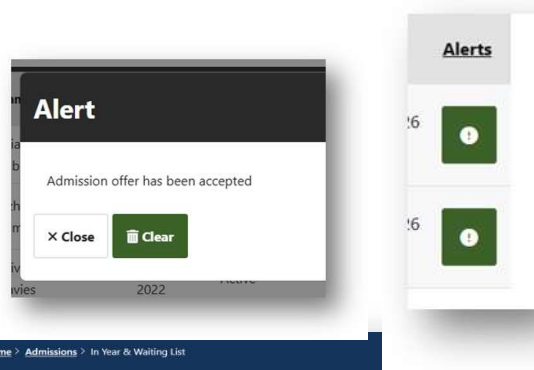
However, schools should not rely solely on email notifications and should check their portal at least twice a week to ensure that no requests are missed.



Under the In Year & Waiting list tab you will see a list of students. There will be alerts alongside the record when a new notification has been received

If click on the Alert you will see, either, offer has been accepted, New In Year Application Received or no longer required.

You can clear this by clicking clear so that you only see new notifications when you log in



All requests and waiting lists will be visible together with applicant contact details if click on the student name:

No.	Forename	Surname	DOB	Application Ref	Year Group	Offer Status	Distance	Criteria	EHCP	CLA	Sib	Date Place Required	Last Updated	Alerts
1	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	3	Offered	[REDACTED]	3 - Unconfirmed				01-Jun-2026	17-Jun-2026 06:56	[Alert Icon]

Only preferences released to schools will be visible. If a preference is not yet visible it could be due:

- to a higher preference offer being made
- higher preference response is awaited.
- application is still in processing

There is an option to filter and view individual year groups.

Within the student record you can update the offer status.

Once the offer status has been updated, this will be communicated to the School Admission Team so that a response can be made.

There is an option for schools to update the record to show the applicant has accepted the offer made.

Schools **will not** receive a copy of the offer letter, as information will be on their portals.

If you have a parent who has applied for a school placement and it is not yet showing on the portal it means that the Officer has not released this to the school due to processing not yet completed.

KEY POINTS FOR SCHOOLS

Ensure your portal account is activated using the email address linked to your school.

1. If you forget your password, use the password reset function within the portal. The School Admissions Team cannot reset passwords.
2. You will receive an email notification to check your portal and any new notification will show a green alert – Check the Establishment Portal at least every other day to ensure requests are responded to within the required 2-day timeframe.
3. All in-year applications and waiting list requests will appear under 'In Year & Waiting List'.
4. Selecting a pupil's record will give access to application details/contact information.
5. Use the year group filters to view applications relevant to specific cohorts.
6. Review the oversubscription criterion shown for each application and update it if necessary.
7. Respond to each request by updating the offer status (e.g. Offer, Accepted, Reject, Waiting List, Appeal & Waiting List).
 - a. If you are refusing to offer a place and have spaces you must email the Admissions Officer to advise why a placement cannot be offered and refer to FAP under the relevant FAP Criteria.
8. Update the portal when a parent accepts an offered place directly with the school. (Any updates will show within your Portal).
9. Separate offer letters will not be sent out to school; application updates/decisions are available through the portal.
10. If an application is not yet visible on the portal, it is likely still being processed by the School Admissions Team and has not yet been released to the school.
11. Contact the School Admissions Team if you identify any information that appears incorrect or requires further clarification.

Please note:

Timely responses through the Establishment Portal help ensure that in-year applications are processed efficiently and that children are allocated school places without unnecessary delay.