

# Step-by-Step Guide: Creating an Account for In-Year School Admission

1 Navigate to [https://familyservices.barnet.gov.uk/SynergyWeb\\_Live/](https://familyservices.barnet.gov.uk/SynergyWeb_Live/)

2 Click "In-Year School Admission"



### 3 Click "First Time Visitors"

**BARNET**  
LONDON BOROUGH

**BELS**  
Barnet Education & Learning Service

## Welcome to Barnet Parent Portal

**First Time Visitors**  
You will need an email address and a password to register.

**Find a school (Opens in New Window)**  
Enter your postcode to find schools near to you  
*(You can only apply for Barnet schools on this portal)*

**Returning Visitors**  
Barnet Family and Education Services Portal  
Apply for a School Place  
1. Apply for a School Place  
2. Select a School  
3. Submit Request  
4. Application Submitted  
Applicant Details  
Complete & submit or view your application.

**Related Content:**

- Change school preferences (Opens in New Window)
- Check waiting list (Opens in New Window)
- Parent Portal Guidance (Opens in New Window)
- Technical Support  
For help with technical issues, please contact 020 8359 7651 (open 9.00am to 5.00pm, Monday to Friday)

### 4 Click "Create Account"

## Sign In

Sign in or create an account with us.

Enter your username

Next

Create Account

- 5 Click on "**Title**" and select your title this dropdown list

The screenshot shows a 'Create Account' form with two main sections: 'Personal Details' and 'Contact Details'. The 'Personal Details' section includes fields for 'Title \*', 'Forename \*', 'Middle Name', and 'Surname \*'. The 'Contact Details' section includes fields for 'Email Address \*', 'Confirm Email \*', and 'Daytime Number'. The 'Title \*' dropdown menu is highlighted with a yellow border and an orange circle, indicating it is the focus of the instruction. The form is titled 'Create Account' in blue text at the top right.

- 6 Click the "**Forename**" field and enter your forename

The screenshot shows the same 'Create Account' form as in the previous step. The 'Title \*' dropdown menu now displays 'Miss'. The 'Forename \*' field is highlighted with a yellow border and an orange circle, indicating it is the focus of the instruction. The form is titled 'Create Account' in blue text at the top right.

7

Click the "**Surname**" field and enter your surname

## Create Account

**Personal Details**

Title \*

Forename \*

Middle Name

Surname \*

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**Contact Details**

Email Address \*

Confirm Email \*   
Please confirm your email

Daytime Number

8

Click "**Email Address**" and enter your email address

Middle Name

Surname \*

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**Contact Details**

Email Address \*

Confirm Email \*   
Please confirm your email

Daytime Number

Evening Number

Mobile Number

9 Click "**Confirm Email**" and re-enter your email address

Middle Name

Surname \*

**Contact Details**

Email Address \*

Confirm Email \*  **Please confirm your email**

Daytime Number

Evening Number

Mobile Number

10 Click "**Daytime Number**" and enter your phone number (optional)

Surname \*

**Contact Details**

Email Address \*

Confirm Email \*  **Emails Match**

Daytime Number

Evening Number

Mobile Number

**Address**

No address to display.

**11** Click "**Mobile Number**" and enter your mobile number

The screenshot shows a registration form with the following elements:

- Confirm Email \***: Input field containing "bels\_bamet@yahoo.com". Below it, the text "Emails Match" is displayed.
- Daytime Number**: Input field containing "02083597651", highlighted with a black border.
- Evening Number**: Empty input field.
- Mobile Number**: Input field with a cursor and a vertical line, highlighted with a yellow border. An orange circle highlights the right side of the field.
- Address**: Section header above a grey box containing the text "No address to display."
- Add Address**: A blue button located below the address section.

**12** Click "**Add Address**"

The screenshot shows a registration form with the following elements:

- Mobile Number**: Input field containing "077771112222", highlighted with a yellow border.
- Address**: Section header above a grey box containing the text "No address to display."
- Add Address**: A blue button, highlighted with an orange circle.
- Account Security**: Section header above two input fields:
  - New Password \***: Empty input field.
  - Confirm Password \***: Empty input field.

**13** Click **"Postcode"** and enter your postcode

The screenshot shows a form with several sections. At the top, there is a 'Middle Name' field with the value '07777112222'. Below this is the 'Address' section, titled 'Search for an Address', with the instruction 'Search for an address using the fields below'. There are three input fields: 'Primary', 'Postcode \*', and 'New Password \*'. The 'Postcode \*' field is highlighted with a yellow border and an orange circle. A yellow 'Cancel' button is located below the 'Postcode \*' field. The 'Account Security' section is partially visible at the bottom.

**14** Click **"Search"** to find your address

The screenshot shows a form with several sections. At the top, there is a 'Middle Name' field with the value 'Barnet'. Below this is the 'Contact Details' section, which includes fields for 'Email Address \*', 'Confirm Email \*', 'Daytime Number', 'Evening Number', and 'Mobile Number'. The 'Email Address \*' and 'Confirm Email \*' fields have the value 'bels\_barnet@yahoo.com' and a checkmark. The 'Daytime Number' field has the value '02083597651' and a checkmark. The 'Mobile Number' field has the value '07777112222' and a checkmark. Below this is the 'Address' section, titled 'Search for an Address', with the instruction 'Search for an address using the fields below'. There are three input fields: 'Primary', 'Postcode \*', and 'New Password \*'. The 'Postcode \*' field has the value 'NW9 4EW' and a checkmark. A yellow 'Cancel' button is located below the 'Postcode \*' field. A 'Search' button is located to the right of the 'Postcode \*' field and is highlighted with an orange circle. The 'Account Security' section is partially visible at the bottom.

15

Click **"Confirm Selected"** when you have found your address from the dropdown list

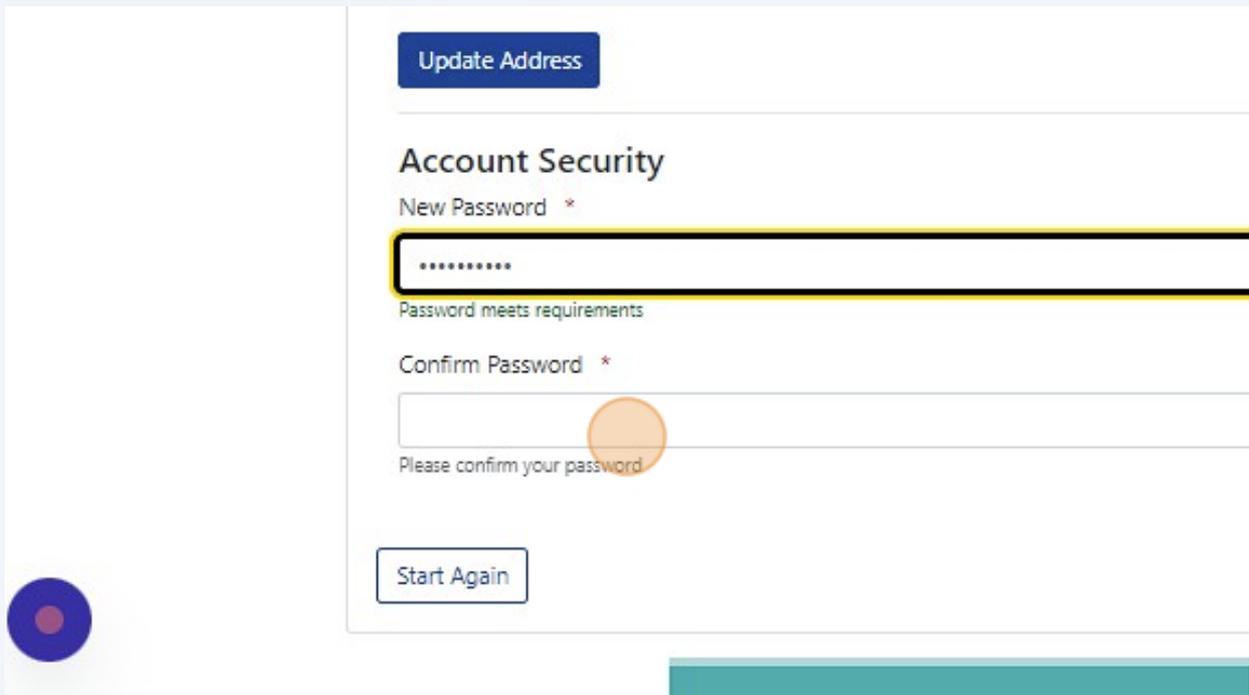
The screenshot shows a form with several sections. At the top, there are input fields for 'Primary' and 'Postcode \*' (containing 'NW9 4EW'). A 'Search' button is to the right. Below this is the 'Search Results' section, which includes a 'Selected Address' section with fields for 'Secondary', 'Primary \*' (containing '2'), 'Street \*' (containing 'Bristol Avenue'), 'Locality' (containing 'Colindale'), 'Town' (containing 'London'), and 'County'. A 'Postcode \*' field also contains 'NW9 4EW'. At the bottom of this section are three buttons: 'Cancel', 'Enter Address Manually', and 'Confirm Selected', with the latter being circled in orange. Below the address section is the 'Account Security' section, which has fields for 'New Password \*' and 'Confirm Password \*', a note 'Please confirm your password', and 'Start Again' and 'Create' buttons.

16

Click **"New Password"** and enter a password (check password format requirements on the right of the screen)

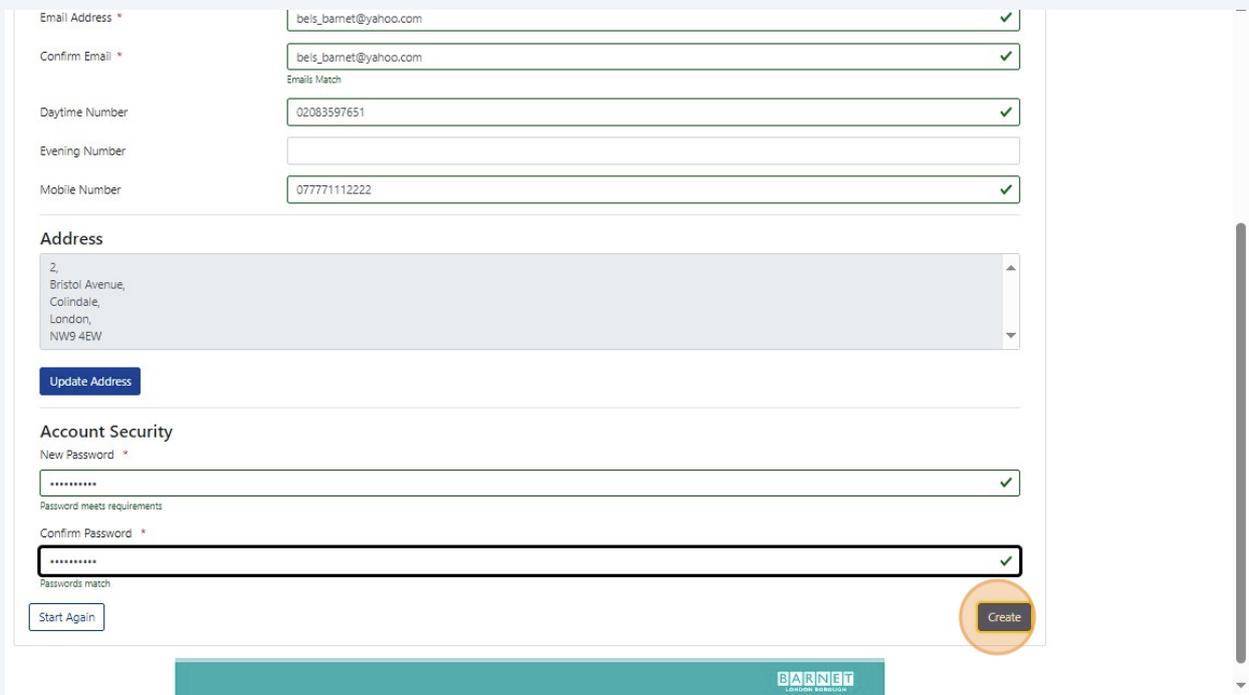
The screenshot shows a form with a grey header bar containing the text 'London, NW9 4EW'. Below this is a blue 'Update Address' button. The main section is titled 'Account Security' and contains a 'New Password \*' field, which is highlighted with a yellow border and an orange circle. Below it is a 'Confirm Password \*' field. A note 'Please confirm your password' is positioned between the two password fields. At the bottom of the form is a 'Start Again' button.

17 Click "Confirm Password" and confirm your password



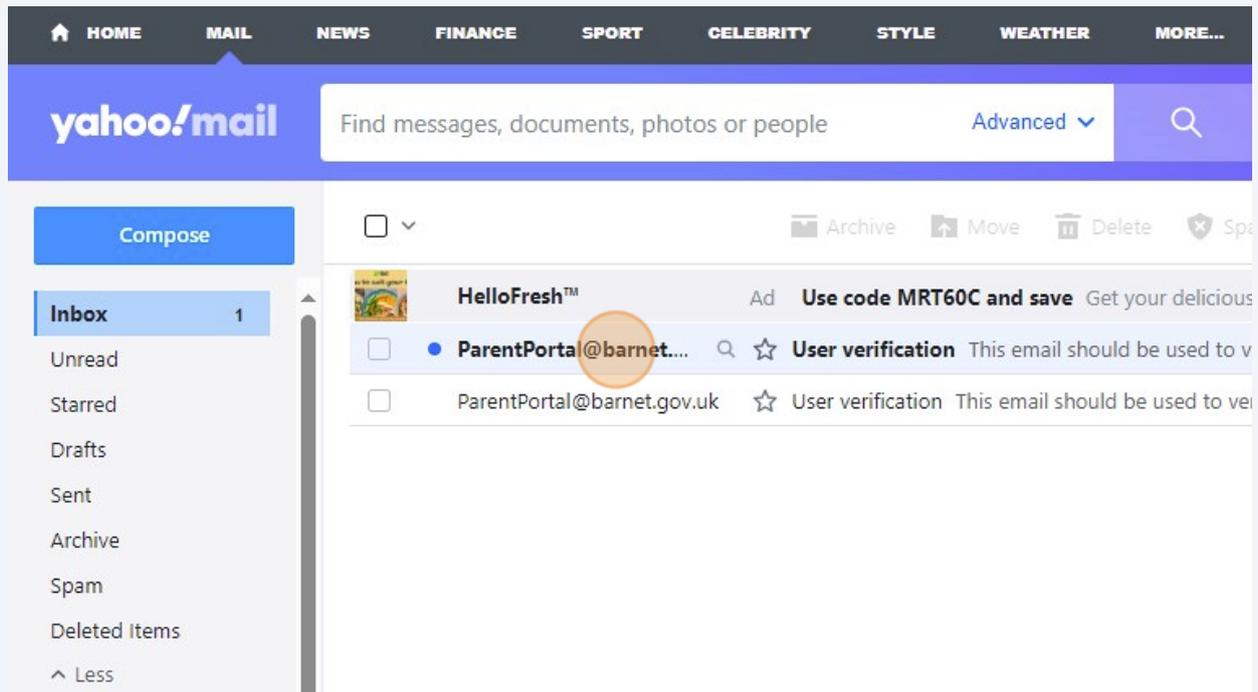
The screenshot shows a web form titled "Account Security". At the top left is a blue "Update Address" button. Below it is the "Account Security" section. The "New Password" field is filled with "\*\*\*\*\*" and has a green checkmark below it with the text "Password meets requirements". The "Confirm Password" field is empty and has an orange circle around it. Below this field is the text "Please confirm your password". At the bottom left of the form is a "Start Again" button. A teal bar is visible at the bottom of the page.

18 Click "Create"

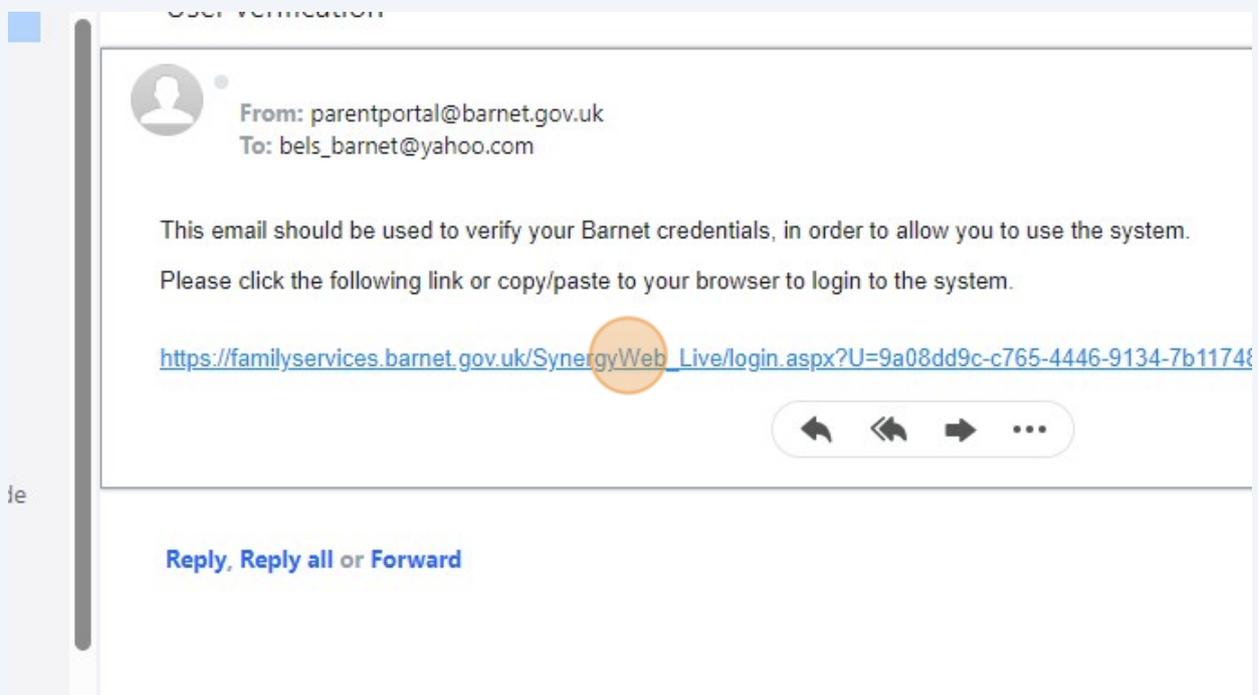


The screenshot shows a registration form with several fields: "Email Address" (bels\_barnet@yahoo.com), "Confirm Email" (bels\_barnet@yahoo.com), "Daytime Number" (02083597651), "Evening Number" (empty), and "Mobile Number" (07777112222). Each of these fields has a green checkmark to its right. Below these is an "Address" section with a text area containing "2, Bristol Avenue, Colindale, London, NW9 4EW". Below the address is a blue "Update Address" button. The "Account Security" section follows, with "New Password" and "Confirm Password" fields both containing "\*\*\*\*\*" and having green checkmarks below them with the text "Password meets requirements" and "Passwords match" respectively. At the bottom left is a "Start Again" button, and at the bottom right is a "Create" button highlighted with an orange circle. A teal bar with the "BARNET LONDON ADDRESS" logo is at the bottom of the page.

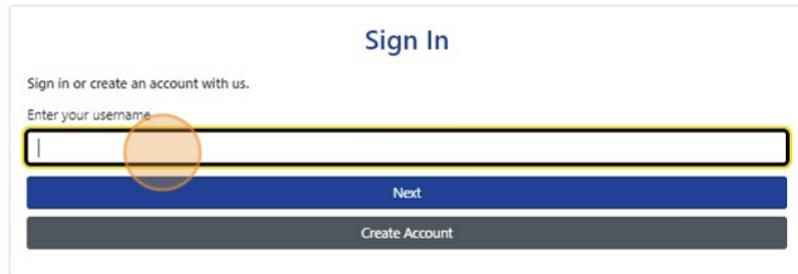
19 You should receive an email to verify your account.



20 Click the link to verify your Parent Portal account



21 Sign in with your email address and password



The image shows a 'Sign In' form. At the top, it says 'Sign in or create an account with us.' Below that is a text input field labeled 'Enter your username'. The input field is highlighted with a yellow border and a magnifying glass icon. Below the input field are two buttons: a blue 'Next' button and a dark grey 'Create Account' button.

22 Click "In-Year School Admission" to start your school admission application



The card features an illustration of three children playing with large letters 'B', 'A', and 'G'. Below the illustration is the text '3 Years and Childcare' and a red button with a hand icon and the text 'CLICK HERE'.

'Two-year-old and I want to  
'free education'  
pre-school child and i want to



The card features an illustration of five diverse children standing together. Below the illustration is the text 'In-Year School Admission' and a red button with a hand icon and the text 'CLICK HERE'.

'I've moved to the area and my child  
needs a school place'  
'My child already goes to school but I'm



The card features the 'e Admissions' logo at the top. Below it is the text 'September 20 School Admissions' and '(External Website)'. At the bottom is a red button with a hand icon and the text 'CLICK HERE'.

My child is turning five and v  
starting primary school'