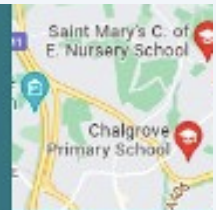# Step-by-step guide to creating a child record

After creating an account, you will need enter your child's details. Follow the steps below:

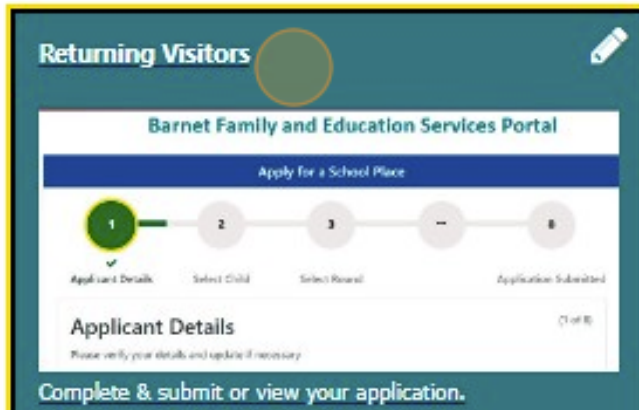**1**   Click "**Returning Visitors**"

2 Click "**Sign In**"

IDON BOROUGH

BELS
Barnet Education
& Learning Service

Apply for a School Place

You must be signed in as a Citizen in order to apply for a school place. Please

Sign In or Create Account

3 Click the "Under '**Username**' enter your email address.

Sign In

Sign in or create an account with us.

Enter your username

Next

Back

Create Account

4 Click '**Next**' and enter you password. Then click on "**Sign In**"

Sign in

Enter your password

••••••••••

| Change User | Forgot Password | Create Account | | Sign In |

BARNET
LONDON BOROUGH

5 You will see your contact details appear. Check and make sure all the details are correct or edit as necessary. Click "**Save and Continue**"

Please verify your details and update if necessary

Title *	Miss
Forename *	Bels
Middle Name	
Surname *	Barnet
DOB	
Address *	2, Bristol Avenue, Colindale, London, NW9 4EW

Update Address

Daytime Number	+447908128228
Evening Number	
Mobile Number	
Email Address	bels_barnet@yahoo.com

Back

Save and Continue

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6 Click "New Child"

7 Enter your child's **forename**, as it appears on their passport or birth certificate.

8   Enter your child's **surname**, as it appears on their birth certificate.

9   Click the "**DOB**" field and enter your child's **date of birth**

10 Click "**Gender**" and select your child's gender from the dropdown list

Forename *	Betty ✓	Current School
Middle Name		
Surname *	Barnet ✓	
DOB *	15 Nov 2017 ✓	
Gender *	Please select an option ⇕	

☑ Address same as Applicant?

Cancel

11 Click "**Add School**"

★ Shortlist 0   BB

Apply for a School Place

Create Child Record

To create a new child, please complete the following details and then save these details using the buttons at the end of the form.

Forename *	Betty ✓	Current School
Middle Name		Add School
Surname *	Barnet ✓	
DOB *	15 Nov 2017 ✓	
Gender *	Female ✓ ⇕	

☑ Address same as Applicant?

Cancel   Save

BARNET

12 From the **Local Authority** dropdown list, find the Local Authority for your child's current school. Click the "**School**" field and start typing you child's school name. It should appear on the screen - this may take a minute or so.

Apply for a School Place

Search for a School

Local Authority	Barnet
Gender *	All Applicable Schools
	"All Applicable Schools" finds all mixed-gender schools and all schools which only accept your child's gender.
School *	Type to start searching

Cancel

Confirm Selected

ℹ️ It may take a minute or so - please be patient and wait for the school name to appear.

13   Click on the school name once it appears on the screen

Apply for a School Place

Search for a School

| Local Authority | Barnet | 🔍 |

Gender *
All Applicable Schools

"All Applicable Schools" finds all mixed-gender schools and all schools which only accept your child's gender.

| School * | Woodcroft | 🔍 |

Woodcroft School - Goldbeaters Grove - HA8 0QF

Cancel

---

14   Click "**Confirm Selected**"

Search for a School

| Local Authority | Barnet | 🔍 |

Gender *
All Applicable Schools

"All Applicable Schools" finds all mixed-gender schools and all schools which only accept your child's gender.

| School * | Woodcroft School | 🔍 |

Woodcroft School

Code
3023518

Address
Woodcroft School,
Goldbeaters Grove,
Edgware,
HA8 0QF

Headteacher
Mr Craig Tallon

Phone
020 8959 3244

Email
head@woodcroft.barnetmail.net

Ages
3 - 11

Gender Mix
Mixed

Supplementary Information Form (SIF) Required
No

Cancel   Confirm Selected

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LONDON BOROUGH

15 Click "**Save**"

Apply for a School Place

Create Child Record
To create a new child, please complete the following details and then save these details using the buttons at the end of the form.

Forename *	Betty ✔
Middle Name	
Surname *	Barnet ✔
DOB *	15 Nov 2017 ✔
Gender *	Female ✔

Current School   Woodcroft School

Update School

☑ Address same as Applicant?

Cancel   Save

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16 Your child's record has now been created.

ⓘ You can now start a school admission application for your child