

Applying for a school place on the Durham Parent Portal


If you have never registered on the portal to apply for a school place or a 2-year-old Play and Learn place, you will need to create an account. To do this, go to **'How to create an account.'**

If you have previously applied for a school place or a 2-year-old Play and Learn place and have an account, go straight to **'Log in with an existing account'**.

How to Create an account

Click on the link below on the Durham County Council website.

How to apply

 Apply using our Parent Portal:

- [Parent Portal - Create a new account](#) - if you have not used the Parent Portal before, you will need to create a new account.

This will take you to the portal screen to create an account.

Apply for a School Place

You must be signed in as a Parent in order to apply for a school place. Please sign in or sign up for a new account to continue.

Sign In or Create Account

Click on 'Sign in or Create Account' and on the next page select 'Create Account (only applicable for Parents).'

Sign In

Sign in or create an account with us.

Enter your username (for parents this will be your e-mail address)

Next

Back

Create Account (only applicable for Parents)

This will display a screen to input your details.

Create Account

Personal Details

Title *

Forename *

Middle Name

Surname *

Contact Details

Email Address *

Confirm Email *

Daytime Number

Evening Number

Mobile Number

Address

No address to display.

Add Address

Account Security

New Password *

Confirm Password *

Please confirm your password

Create

Start Again

Add your details and email address and select Add Address.

This will show a screen to add your house number/ name and postcode and select your address from a list.

Address

Search for an Address

Search for an address using the fields below. * indicates a mandatory field.

House No./ Name

Postcode *

Cancel **Search**

If your address is not available, for instance if the house is newly built, the address can be added manually.

No results were returned for your search. Please try again with different criteria.

House No./ Name

Postcode *

Cancel **Search**

Enter Address Manually

Once the address is added and the Account Security fields completed, click on Create.

A verification email will be sent to the email address entered.

Verify email address

We have sent you an email to verify your account. You must click the link in this email before you can sign in.

You can click "Resend Email" to have a new one sent out.

Resend email in 13 seconds.

Verify the link in the email.

Account has been verified

Your email address has been verified. Please sign in to continue.

Sign In

Sign back into the portal to apply for a school place.

Sign In

Sign in or create an account with us.

Enter your username (for parents this will be your e-mail address)

Next

Create Account (only applicable for Parents)

On signing back into the portal, you will be shown the Applicant Details screen with your details which can be updated if any details are missing. There is also a graphical representation of where you currently are in the Application process at the top of the screen.

Apply for a School Place

1 2 3 4 5
Applicant Details Select Child Select Round Application Submitted

Applicant Details (1 of 8)

Title * Mrs

Forename * Tamara

Middle Name

Surname * Hudson

DOB

Address * 88, Front Street, DH11 5TY

Update Address

Daytime Number

Evening Number

Mobile Number

Email Address Tara.Hudson@school.com

Back Save and Continue

Select Save and Continue which will take you to step 2 of the application process.
Go to **Applying for a school place** on page 7.

Log in with an existing account

If you already have an account, click on the link below on the Durham County Council website.

How to apply



Apply using our Parent Portal:

- [Parent Portal - Log in with an existing account](#) - you can log in with your existing account if you have registered previously to partially complete or submit an application (for example, you might have used the portal to apply previously for a school place or for a 2 year old Play and Learn place). Please note that this is a new portal - account and child details are still available, however applications from previous years will not be available.

Enter your email address, click next and enter your password to sign in.

Sign In

Sign in or create an account with us.

Enter your username (for parents this will be your e-mail address)

You must enter a username to continue

Next

Create Account (only applicable for Parents)

If you have forgotten your password, enter your email address and select Next to go to the next screen. Click on Forgot Password.

Sign in

Enter your password

Sign In

Change User

Forgot Password

Create Account (only applicable for Parents)

Add the username if it has not been automatically filled and select Request Token.

Forgot Password

Request a token to reset your password, which we will email to you to verify your identity.

Enter your username (for parents this will be your e-mail address)

Request Token

Start Again

I have a token

Help ▾

You will receive an email for a Forgotten Password Request that contains text to add to the 'Token' field. This token is only applicable for a few minutes so enter it as soon as possible or you will have to start the process again. Click on Reset Password.

Enter Token

To reset your password, enter the token contained in the email that we sent you.

Token

Reset Password

Start Again

Help ▾

Add your new password on the next screen and confirm it.

Reset password

New Password *

Confirm Password *

Please confirm your password

[Change Password](#)

Once logged in, the Account Management menu options appear; you will be at Admissions/ Applications ready to start the application process. Click On Start Application which will take you to Step 1 of the process.

Account Management

Account Info
Applications
Documents
Notifications

[Applications Home](#)

Admissions

[Childcare](#)

Admissions

All of your admissions applications are listed below. You may continue an existing application from where you left off, unsubmit an existing application which hasn't yet been processed by the Local Authority, or respond to completed applications.

If you confirm your application should be unsubmitted, select Edit to amend and resubmit if you still wish to apply.

You can start a new application by clicking the Start application button below.

Start Application
Order by Newest Application

Update your details if required.

Apply for a School Place

1
2
3
4
5

Applicant Details
Select Child
Select Round
Application Submitted

Applicant Details (1 of 8)

Title *

Forename *

Middle Name

Surname *

DOB

Address *

[Update Address](#)

Daytime Number

Evening Number

Mobile Number

Email Address

[Back](#)
Save and Continue

Click 'Save and Continue' to confirm details.

Go to **Applying for a school place** below.

Applying for a school place

If you have not applied for a school place on the Durham Parent Portal or applied for a 2-year-old Play and Learn place previously, there will be no records to show and you will need to select New Child.

If you have applied for a school place on the Durham Parent Portal or applied for a 2-year-old Play and Learn place previously for the child(ren) you are now applying for they will be listed and can be selected. If not, click on New Child.

The screenshot shows the 'Apply for a School Place' progress bar with steps 1 to 8. Step 1 is 'Applicant Details' (checked), step 2 is 'Select Child' (highlighted with a yellow circle and a question mark), step 3 is 'Select Round', step 4 is '...', and step 8 is 'Application Submitted'. Below the progress bar is the 'Select Child' form. The form has a title 'Select Child' and a subtitle '(2 of 8)'. It contains a 'New Child' button and a table with columns 'Name', 'Address', 'Gender', and 'DOB'. The table is empty with the text 'There are no records to show'. Below the table is a note: 'Please ensure you have selected a child before selecting Next.' At the bottom of the form are 'Back' and 'Next' buttons.

Input the details of the child you are applying for and save.

The screenshot shows the 'Create Child' form. It has a title 'Create Child' and a subtitle 'To create a new child, please complete the following details and then save these details using the buttons at the end of the form. * indicates mandatory details'. The form contains the following fields: 'Forename *' with the value 'Harry', 'Middle Name' (empty), 'Surname *' with the value 'Hudson', 'DOB *' with the value '01 Apr 2013', and 'Gender *' with the value 'Male'. There is a checkbox for 'Address same as Applicant?' which is checked. At the bottom of the form are 'Cancel' and 'Save' buttons.

If the child does not live at the same address, the tick should be removed from the 'Address same as applicant?' box where a different address can be selected.

Address same as Applicant?

Address *

No address to display.

Add Address

Once saved, the child details will display. Select the child you are applying for (this list will increase if you have other children and apply for a 2-Year-old Play and Learn places or a school place for them at a later date).

Click Next.

Apply for a School Place

1 Applicant Details 2 Select Child 3 Select Round ... 8 Application Submitted

Select Child (2 of 8)

You can select the child you wish to apply for or add the details of a new child by selecting the button below.

[New Child](#)

Name	Address	Gender	DOB	
<input checked="" type="radio"/> Harry Hudson	89, Front Street, DH1 5TY	Male	01/04/2013	

Please ensure you have selected a child before selecting Next.

[Back](#) [Next](#)

This will display step 3 of the process where the appropriate round can be selected to apply for a school place for your child. Click Next.

Apply for a School Place

1 Applicant Details ✓ 2 Select Child ✓ 3 Select Round ? ... 8 Application Submitted

Select Round (3 of 8)

Please select a round from the below options

Selected Child:
Harry Hudson

Continue existing application
Applications which have been started but not yet completed

Round	Deadline	Date Started	Preferences	Completed (%)
No rounds available at this time				

Start a new application
For children looking to start their next school phase

Round	Deadline	DOB Range (From - To)
<input checked="" type="radio"/> Parent Portal Secondary Intake - On-Time	07/06/2024 00:00	01/09/2012 - 31/08/2013

[Back](#) [Next](#)

This will display step 4 of the process where you start the application for a school place for your child.

Apply for a School Place

2 Select Child ✓ 3 Select Round ✓ 4 Application Details ? ... 8 Application Submitted

Application Details (4 of 8)

Please review the round details and answer the following questions

Selected Child:
Harry Hudson

Round: Parent Portal Secondary Intake - On-Time | Deadline for Applications: 05/08/2024 15:00 | Date of Birth from: 01/09/2012 | Date of Birth to: 31/08/2013

What is the child's current school? * [Search for School](#)

Relationship to Child *

If the Child is currently or has previously been in care, please enter the Local Authority. Please note that if your child was previously "looked after" but now resides with you, your child is no longer classed as "looked after".

Does the Child have a current Education, Health & Care Plan? * Yes No

Is the Child's parent /guardian a member of the UK Armed Forces returning from overseas? * Yes No

Is the Child part of a multiple birth? e.g. twin * Yes No

[Back](#) [Save and Continue](#)

Adding the child's current school is mandatory. There are certain circumstances where a school may not be listed, in those cases, follow the guidance below.

- If your child is currently attending nursery and it is not listed, select 'Nursery School not on list.'
- If your child is currently home educated, select 'Education at Home.'
- If you are moving from overseas, select 'Overseas School'.
- If you are moving from another authority and the school is not listed, contact the Admissions team and the school can be added to the list to select from.

Select your relationship to the child. This is a mandatory field.

If the child is or has been in care the Local Authority should be selected.

The next 3 options are mandatory and Yes or No should be selected.

Once completed, click on Save and Continue.

This will display step 5 of the process where you can pick and rank up to 3 preference schools you wish your child to be offered. Please note, just selecting one school does not increase your chances of your child being offered the first preference.

The screenshot shows a web form titled 'Apply for a School Place' with a progress bar at the top. The progress bar has five steps: 4 (Application Details), 5 (Select Your Preferences), 6 (Preference Reasons), 7 (Submit Application), and 8 (Application Submitted). Step 5 is currently active and highlighted with a yellow circle. Below the progress bar, the form content includes:






- Select Your Preferences** (5 of 8)
- Instructions: 'Please select or search for schools below and rank them in your desired order.' and 'If searching for a school not in County Durham, select Advanced Search. Remove Durham from the search field and type in the required Local Authority and select when displayed. Type in the school name and select Search.'
- Selected Child:** Harry Hudson
- Application details: Round: Parent Portal Secondary Intake - On-Time; Deadline for Applications: 05/08/2024 15:00; Date of Birth from: 01/09/2012; Date of Birth to: 31/08/2013.
- A toggle for 'Disable animations'.
- A table for selecting and ranking schools:

Preference	School	Rank Order
1 *	Type to start searching [Q] or [Advanced Search]	
2	Type to start searching [Q] or [Advanced Search]	
3	Type to start searching [Q] or [Advanced Search]	

Below the table, there is a note: 'You need to select a minimum of one school. Choosing only one school will not guarantee that school will be offered.' and a checkbox: 'I confirm that I am happy to proceed with 0 of 3 possible preferences. Leaving blank schools does not increase your chances of getting your first preference.'

At the bottom of the form, there are 'Back' and 'Save and Continue' buttons.

On selecting a school there will be a small information icon beside it.

Preference	School	Rank Order
1st *	Parkside Academy 	 
2nd	<input type="text" value="Type to start searching"/>  or Advanced Search	
3rd	<input type="text" value="Type to start searching"/>  or Advanced Search	

You need to select a minimum of one school. Choosing only one school will not guarantee that school will be offered.

Clicking on the icon gives additional details about the school.

Apply for a School Place

Parkside Academy

Code
8404128

Address
Parkside Academy,
Hall Lane Estate,
Willington,
DL15 0QF

Ages
11 - 16

Gender Mix
Mixed

Supplementary Information Form (SIF) Required
No

Primary Teaching Language
English

[Back](#)

If searching for a school not in County Durham, select Advanced Search. Remove Durham from the search field and type in the required Local Authority and select when displayed. Type in the school's name and select Search.

School Search

Searching for your 1st preference

School Name:

Local Authority: ✓

Gender Mix: ▾

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

Primary Teaching Language:

Search Results: 1

Select a school from the results below. If you are choosing a non - Durham school for your preference school, the list of schools below may not reflect those schools that are available for your admissions intake

Name	Postcode	Gender Mix
<input type="radio"/> St Thomas More Catholic School	NE21 4BQ	M

Table of available schools, please click the row to select

Preferences can be ranked by selecting the arrows to the right of the preferences or deleted by selecting the waste bin icon. Once all preferences have been selected, click on the box to confirm you are happy to proceed with the number of preferences added. This will change depending on how many you choose. Click Save and Continue.

Apply for a School Place

4 ✓ Application Details | 5 ? Select Your Preferences | 6 Preference Reasons | 7 Submit Application | 8 Application Submitted

Select Your Preferences (5 of 8)

Please select or search for schools below and rank them in your desired order.

If searching for a school not in County Durham, select Advanced Search. Remove Durham from the search field and type in the required Local Authority and select when displayed. Type in the school name and select Search.

Selected Child: Harry Hudson

Round: Parent Portal Secondary Intake - On-Time | Deadline for Applications: 05/08/2024 15:00 | Date of Birth from: 01/09/2012 | Date of Birth to: 31/08/2013

Disable animations

Preference	School	Rank Order
1	Parkside Academy	↓ ↑ 🗑️
2	King James I Academy	↑ ↓ 🗑️
3	St John's School and Sixth Form College	↑ 🗑️

You need to select a minimum of one school. Choosing only one school will not guarantee that school will be offered.

I confirm that I am happy to proceed with 3 of 3 possible preferences.
Leaving blank schools does not increase your chances of getting your first preference.

Step 6 of the process allows you to add additional information that may be appropriate to each preference. If Sibling is selected, you will be prompted to add the details for the sibling. Some of the listed reasons for preference are not applicable for Durham schools but could be applicable if applying for a school outside of Durham County.

The screenshot shows a progress bar at the top with five steps: 4 (Application Details), 5 (Select Your Preferences), 6 (Preference Reasons), 7 (Submit Application), and 8 (Application Submitted). Step 6 is highlighted with a yellow circle and a question mark. Below the progress bar, the 'Preference Reasons' section is displayed. It includes a 'Selected Child' section for Harry Hudson, application details for Round: Parent Portal Secondary Intake - On-Time, Deadline for Applications: 05/08/2024 15:00, Date of Birth from: 01/09/2012, and Date of Birth to: 31/08/2013. A 'Preference 1' section for Parkside Academy is also shown. Under 'Preference Reasons', there is a list of reasons for preference with checkboxes: Aptitude, Catchment Area, Distance, Medical, Sibling, Single Sex, Social, and Travel. A 'Notes' section with a text area is located at the bottom of the form.

If a school you have selected is a faith school, there will be an additional section where details can be added.

Faith Details

The school has requested faith information

Enter Faith Details

Select a Faith *

Roman Catholic ✓

Enter any additional information

Text area for additional information.

Click on Save and Continue.

Step 7 provides a summary of the details entered during the application process. Details can be hidden or viewed by clicking on the up and down arrow symbols on each header.

Apply for a School Place

4 Application Details 5 Select Your Preferences 6 Preference Reasons 7 Submit Application 8 Application Submitted

Submit Application (7 of 8)

This application has NOT yet been submitted.
The submission period for this application ends on 05/08/2024 15:00.
After this time you will no longer be able to submit this application.

Applicant Details

Selected Child

Name
Harry Hudson
DOB
01/04/2013
Gender
Male

Application Details

Round
Parent Portal Secondary Intake - On-Time
Application Reference
840-2024-09-E-070089
The address the child will be attending school from
89, Front Street, DH1 5TY
What is the child's current school?
Etherley Lane Primary School
Relationship to Child
Mother
If the Child is currently or has previously been in care, please enter the Local Authority. Please note that if your child was previously "looked after" but now resides with you, your child is no longer classed as "looked after".
Not Looked After
Does the Child have a current Education, Health & Care Plan?
No
Is the Child's parent /guardian a member of the UK Armed Forces returning from overseas?
No
Is the Child part of a multiple birth? e.g. twin
No

If you wish to amend the details against a preference, click on the pencil icon on the Selected Preferences header. The summary page sections can be collapsed or expanded using the buttons under the listed preference schools.

Selected Preferences

Preference 1
Parkside Academy

Preference 2
King James I Academy

Preference 3
St John's School and Sixth Form College

Preference Reasons
Preference Reasons
Faith Details
Roman Catholic

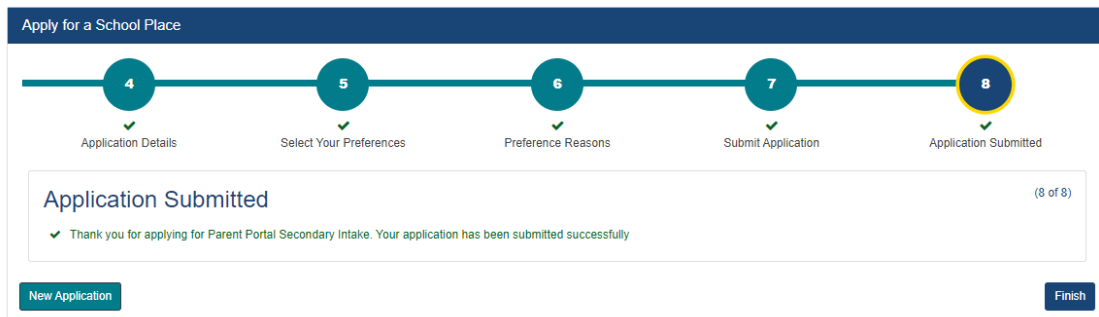
[Collapse All](#) [Expand All](#)

Disclaimer
You are only allowed to submit an application if you have legal responsibility for the child. By submitting the application using the button below, you are confirming that you have legal responsibility for the child detailed above, and that all details are correct to the best of your knowledge. If any details are incorrect, return to the summary screen and amend them before continuing. If you do not have legal responsibility to submit this application, you should sign out now.
 I have read the disclaimer *

[Back](#) [Submit Application](#)

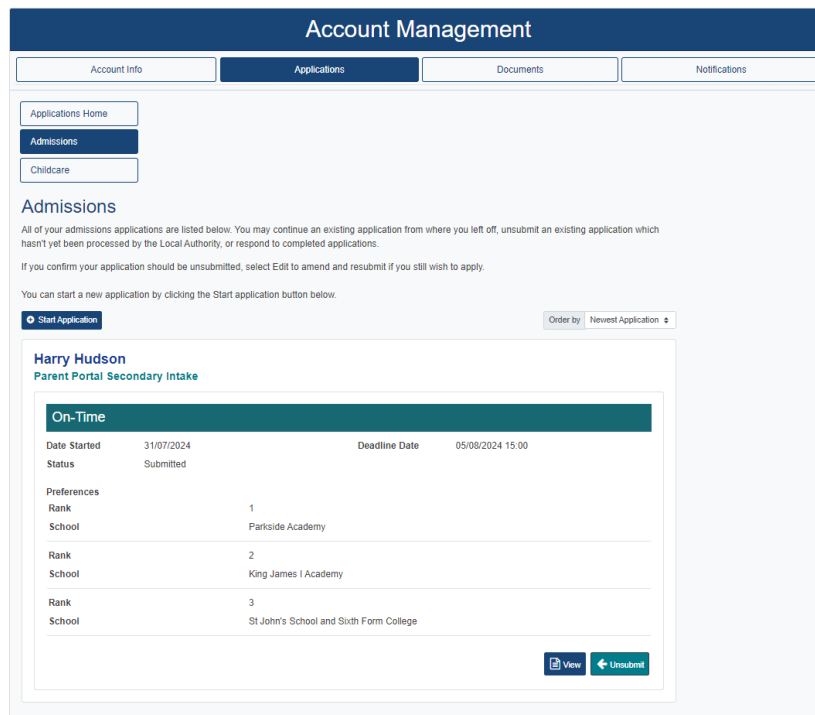
Before submitting the application, the Disclaimer box must be ticked to confirm that you have legal responsibility for the child and all details are correct.

Step 8 shows that the application has been submitted successfully. A new application for a sibling can be added from this screen but if no further applications are to be added, select Finish.



At this point, an email will be sent to the email address entered on registration on the portal informing you that the application has been successfully submitted.

You will then be directed to the Account Management area of the portal where it will show you all the applications added to the portal.



At this point, it is possible to Unsubmit the application by clicking on the button at the bottom right of the screen. You will be asked to confirm then you will need to click on the Edit button. There are back buttons on each screen which will take you back to the specific details you wish to amend.



Once the applications are downloaded by Durham County Council and begin to be processed, the status of the application will change to 'LA Received.' An email will be generated at that point to advise that changes cannot be made and you will need to contact the team at schooladmissions@durham.gov.uk if you wish to make any amendments to your application.