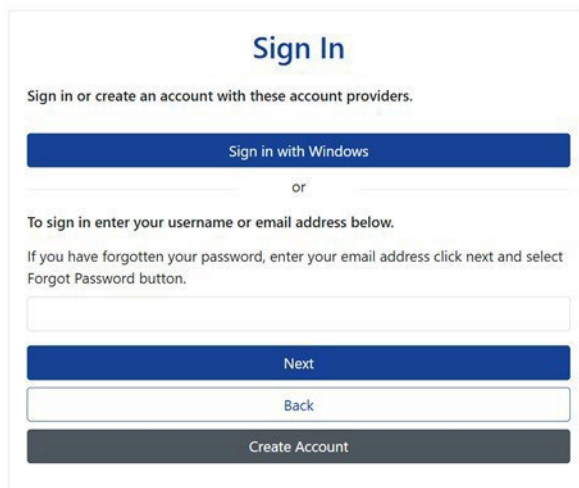


How to fill out an online Secondary Transfer application

This guide will show you each page of the application, with guidance for each page highlighted in yellow.



The 'Sign In' screen features a title 'Sign In' at the top. Below it, a message says 'Sign in or create an account with these account providers.' There are three main options: 'Sign in with Windows' (a blue button), 'or' (text), and a section for username/email login. The login section includes a text input field, a 'Next' button, a 'Back' button, and a 'Create Account' button. Instructions for the login process are provided: 'To sign in enter your username or email address below.' and 'If you have forgotten your password, enter your email address click next and select Forgot Password button.'

 access Synergy
© 2025 The Access Group | 25.11.5635.16612

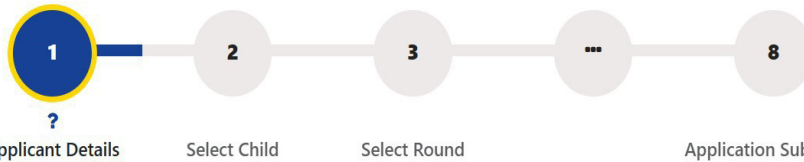
Log in to your parent account or, if you do not have one, follow the steps on screen to create an account



The 'Education Portal' dashboard includes a header with a home icon, 'Language' dropdown, and 'SP' profile icon. The main content area features six tiles: '2 Year Old Funding' with a 'HOORAY! FREE childcare' banner; 'Childcare Choices' with the text 'Expanded childcare support for working families (Opens in New Window)'; 'School Admissions Applications' (highlighted with a green circle) showing a checklist and pencil icon; 'School Portal Login' with a school building icon; 'Free School Meals' with a 'FREE SCHOOL MEALS! APPLY NOW!' banner and fruit basket icon; and 'Early Years Provider Login' with a school building icon.

Once you have logged in, click on the 'School Admissions Applications' icon

Apply for a School Place



Applicant Details

(1 of 8)

Please verify your details and update if necessary

Title *	Ms	✓ ▾
Forename *	Parent	✓
Middle Name		
Surname *	Example	✓
DOB	22 Feb 1990	✓
Address *	Portsmouth City Council, Civic Offices, Guildhall Square, Portsmouth, Hampshire, PO1 2AL	✓
	Update Address	
Daytime Number	07123456789	✓
Evening Number		
Mobile Number		
Email Address		

[Back](#)

[Save and Continue](#)

On the first page, you should complete the **parent/carers details** or, if you have previously made an application and the boxes are already filled, just check the details are correct.

Apply for a School Place

1

2

3

...

8

Applicant Details
Select Child
Select Round
Application Submitted

Select Child (2 of 8)

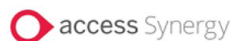
Please select the child you wish to apply for

New Child

Name	Address	Gender	DOB
☒ Child One	Civic Offices, Portsmouth City Council, Guildhall Square, Portsmouth, Hampshire, PO1 2AL	Female	22/11/2016
☐ Child Two	Civic Offices, Portsmouth City Council, Guildhall Square, Portsmouth, Hampshire, PO1 2AL	Female	12/10/2011
☐ Child Three	Civic Offices, Portsmouth City Council, Guildhall Square, Portsmouth, Hampshire, PO1 2AL	Female	14/03/2017

Please select the child you wish to apply for

Back Next



Choose the child you would like to proceed with or create a new child record

Apply for a School Place

Update Child

The selected child's details can be updated using the below form. Once you are happy with your changes, please save them using the buttons at the end of the form.

Forename ☐ Is the Child due to change their Address in the near future?

Middle Name

Surname

DOB

Gender

☒ Address same as Applicant?

Cancel Save

If you are applying for a new child, fill in the requested details. Please make sure you use your child's legal forename and surname.

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. Please do not make another in year application if you have already submitted one this academic year - please email our admissions team at admissions@portsmouthcc.gov.uk with any amendments to the application you have previously submitted.

Selected Child:

Child Example

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)
Secondary Application 2025 - Late Secondary Application 2025	29/08/2025 23:59 (Late) i	01/09/2013 - 31/08/2014

Back

Next

Any rounds that you are able to apply for will appear in the 'Start a new application' section. Select the round you wish to apply for.

Or if an application has been started but not finished, you will see it in the 'Continue existing application' section

4

Application Details

(4 of 8)

Please review the round details and answer the following questions

Primary/Infant/Junior/Secondary Applications

Please refer to the Information for Parents booklet 25/26 for Admissions September 2025.

Please note that when you are making an application to transfer from one Portsmouth School to another Portsmouth School you will need to complete a [Portsmouth School Stamp form](#) and attach it using the "Attach Documents" button below. If this is not submitted with your application, we will not be able to process your application.

Junior Transfer Applications

Please note these are applications for Junior Schools only & Wimborne Primary to start in Year 3 September 2025.

Selected Child:

[Child Example](#)

Round: Starting School Application 2025	Deadline for	Date of Birth	Date of Birth
- Late Starting School App. 2025	Applications:	from:	to: 31/08/202
	29/08/2025 23:59	01/09/2020	

1. Add the child's Current Portsmouth or Hampshire School. For Out of Area schools please go to section (9) *If Section 1 or Section 9 below is not completed with the name and address of the current/previous school we will not be able to process your application any further.

3. Relationship to Child *

[[Mother](#)

4. Is the Child living with you due to a court agreement? *

☒ Yes ☐ No

5. Is the Child currently in care, or has the Child previously been in care? If Yes, by which Local Authority?

Type to start searching

6. Does the Child have a current Education, Health & Care Plan? *

☒ Yes ☐ No

7. Are you a Crown Servant or a member of the Armed Forces? *

☒ Yes ☐ No

8. Is the Child part of a multiple birth? e.g. twin *

Yes ☐ No

9. Name and address of child's current or last Out of City school attended (if you have not added this in Section 1).

Supporting Documents

If you are new to country/new to area/or have moved house please attach address evidence here. If you have indicated you are a Member of the Armed Forces, please attach a copy of your Service ID card or proof of posting here. PLEASE DO NOT ATTACH ANY OTHER DOCUMENTS TO THIS SECTION.

[Attach documents](#)

☐ No documents have been attached to this application

☐ Please confirm that you wish to proceed without attaching any documents

[Save and Continue](#)

Fill in **all** applicable areas of this page with the correct details.



Select Your Preferences

(5 of 8)

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

If applying for a Faith school on religious grounds, you will need to complete the relevant Supplementary Information Form (SIF) or Place of Worship form which are linked below and will open in a new tab. It is your responsibility to provide the SIF/ and required evidence and/or Place of Worship form.

- [In-year Catholic Primary School SIF](#) - if you are applying for faith based reasons
- [St Edmund's SIF](#) (for Secondary transfer applications only)
- [St Jude's/St George's Place of Worship form](#) - if you are applying for faith based reasons
- [Starting School 2025 Catholic Primary SIF](#)

Once completed they can be attached to the application for that school on the next screen

Please note that for **In-Year applications for St Edmund's** please apply direct to the school using their application form which can be found on their [website](#)

If a preference is entered for St Edmund's on an in-year application form it will **not** be processed.

If you wish to add an out of area school as a preference (for Secondary Transfer, Starting School & Junior Transfer only) please use the Advanced Search to find your school.

Please enter the name of the school into the Advanced Search, leave the 'Gender mix' as 'all applicable schools' and keep all other fields blank then press Search.

If you can't find the name of the school, please contact the Admissions Team.

Selected Child:

Child Example

Round: Secondary Application 2025 - LateDeadline for Applications: Date of Birth Date of Birth to:
Secondary Application 2025 29/08/2025 23:59 from: 01/09/2013 31/08/2014

☐ Disable animations

Preference	School	Rank Order
1 *	Ark Charter Academy i	↓ 🗑️
2	Priory School i	↑ ↓ 🗑️
3	The Portsmouth Academy i	↑ ↓ 🗑️
4	Type to start searching Q or Advanced Search	
5	Type to start searching Q or Advanced Search	
6	Type to start searching Q or Advanced Search	

Your preferred schools. You need to select a minimum of one school. We strongly recommend that you put as many preferences as possible for us to consider.

☐ I confirm that I am happy to proceed with 3 of 6 possible preferences.

Leaving blank schools does not increase your chances of getting your first preference.

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

In this section, type the name of the school that you would like to apply to in the boxes. Ensure that you read the text at the top of the screen for additional information. If you are applying for an out of area school, please use the advanced search -see next page below.

Apply for a School Place

School Search

Searching for your preference 4 school

School Name:	Purbrook Park School
Distance from Child's Address (miles):	Any Distance ✓ Find schools within a number of miles from the child's address. For schools at any distance, clear the field.
Local Authority:	Type to start searching Q
Gender Mix:	All Applicable Schools ▾ "All Applicable Schools" finds all mixed-gender schools and all schools which only accept your child's gender.
Primary Teaching Language:	Type to start searching Q
Clear Search Search	

Search Results: 1

Select a school from the results below

Name	Distance from Child's Address (in miles)	Postcode	Gender Mix	
☒ Purbrook Park School	4.53	PO7 5DS	M	More Details

Table of available schools, please click the row to select

Cancel	Confirm Selected
---------------------------------------	---

If using the advanced search function, **please enter the name of the school into the Advanced Search, leave the 'Local Authority' as blank, leave the 'Gender mix' as 'all applicable schools' and 'Primary Teaching Language' as blank.**

then press Search. Your search results will then show at the bottom of the page. Select the school you wish to apply for.

Apply for a School Place



Preference Reasons

(6 of 8)

Please select your details below

Selected Child:

Child Example

Round: Secondary Application 2025 - Late Deadline for Applications: Date of Birth Date of Birth to:
 Secondary Application 2025 22/08/2025 23:59 from: 01/09/2013 31/08/2014

Preference 1

Ark Charter Academy

Preference Reasons

Select Reasons for preference

- ☐ Sibling
- ☐ Child of Staff Member at the school

Notes:

Supporting Documents

YOU MUST ATTACH SUPPORTING EVIDENCE WHERE INDICATED FOR YOUR PREFERENCE REASON FOR Ark Charter Academy E.G. E.G. SOCIAL / MEDICAL REASON if relevant to preference school - evidence from a professional involved with family/child which demonstrates why this is the only suitable school. Refer to P.62 of the Admissions Booklet. RELIGIOUS REASON For CATHOLIC Schools, a completed Supplementary Information Form (SIF) and other documents indicated on the SIF. For St Edmund's, these can be handed into the school or emailed to SIF@saintedmunds.org.uk For CHURCH OF ENGLAND SCHOOLS (St Jude's & St George's), a completed Place of Worship Form.

[Attach documents for Ark Charter Academy](#)

! No documents have been attached to this preference

☒ Please confirm that you wish to proceed without attaching any documents

Each preference section will look like the above. You **MUST** select any preference reason you consider applicable to your application.

Add additional notes if you wish. But please note -we can only consider admissions criteria in the school's admission policy when we are allocating places.

Attach any relevant documents, as evidence where requested OR select the box to confirm that you do not wish to attach documents. We are not able to issue reminders to provide these. See below on next page on how to attach documents.

Documents

Select any of your existing documents below that you wish to attach to your preference (Preference 1: Ark Charter Academy) or upload new documents

Existing Documents

Select any existing documents to add to your preference

Filename	File Description	Created Date	Actions
There are no records to show			

Table of your existing documents

New Document

Select files to upload

Select files to upload

Browse

Cancel

Attach Documents

If you would like to upload any documents:

Click the 'Browse' button, locate the document you would like to upload and click the 'Attach Documents' button.



Submit Application

(7 of 8)

This application has NOT yet been submitted.

The on time submission date has now passed.

You may still continue this application within the late submission period, in accordance with the late application policy.

Applicant Details

Selected Child

Application Details

Selected Preferences

Preference 1
Ark Charter Academy

Preference 2
Priory School

Preference 3
The Portsmouth Academy

Preference 4
Purbrook Park School

Collapse All

Expand All

Disclaimer

I certify that I have read and understood the [data protection notice](#). I certify that I have read the guidance notes and 'Information for Parents' booklet on the [admissions web page](#) and the information given on this form is to the best of my knowledge correct and this is the only application form I have completed on behalf of this child. I also confirm that any other parent/carer with parental responsibility is in agreement with this application. I understand that any place offered will be withdrawn if I give false information even if my child has started at the new school.

☒ I have read and agree to the disclaimer *

Back

Submit Application

Ensure that all application details are correct. e.g. Have you put all your preferences schools, have you selected your preference reasons including any sibling links etc?

Read and confirm the disclaimer at the bottom of the page.

Then click '**Submit application**'.

You will receive an email confirming submission of your application