

Junior Transfer

This guide shows each page of the online form

Additional instructions are highlighted in green at the bottom of each page

Sign In

Sign in or create an account with these account providers.

Sign in with Windows

or

To sign in enter your username or email address below.

If you have forgotten your password, enter your email address click next and select Forgot Password button.

Next

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Create Account

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

 Language ▾ SP

 **Education Portal**


2 Year Old Funding


School Admissions
Applications


School Portal Login


Childcare
Choices
Expanded childcare support
for working families
(Opens in New Window)


Free School Meals


Early Years Provider
Login

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

Apply for a School Place



?

Applicant Details

2

Select Child

3

Select Round

...

8

Application Submitted

Applicant Details

(1 of 8)

Please verify your details and update if necessary

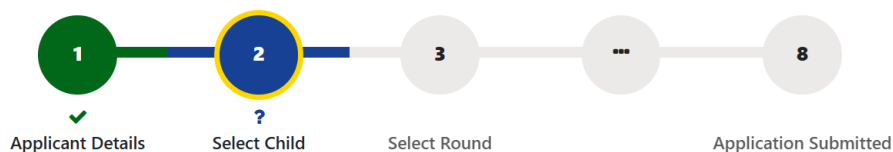
Title *	Ms	✓
Forename *	Parent	✓
Middle Name		
Surname *	Example	✓
DOB	22 Feb 1990	✓
Address *	Portsmouth City Council, Civic Offices, Guildhall Square, Portsmouth, Hampshire, PO1 2AL	✓
	Update Address	
Daytime Number	07123456789	✓
Evening Number		
Mobile Number		
Email Address		

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[Save and Continue](#)

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

Apply for a School Place



Select Child

(2 of 8)

Please select the child you wish to apply for

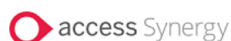
New Child

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

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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

1

2

3

...

8

✓

✓

?

Applicant Details

Select Child

Select Round

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)
Junior Transfer Application 2025 - Late Junior Transfer 2025	29/08/2025 23:59 (Late) i	01/09/2017 - 31/08/2018

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Any rounds that the child is able to apply for will appear in the 'Start a new application' section.
 If an application has been started but not finished, you will see it in the 'Continue existing application' section



Select Child



Select Round



Application Details



Application Submitted

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](#).

In Year Applications

Please refer to the [Information for Parents booklet 2024/25 for in-year applications](#).

Selected Child:

Child Example

Round: Junior Transfer Application 2025 -
Late Junior Transfer 2025

Deadline for Applications:
29/08/2025 23:59

Date of Birth from:
01/09/2017

Date of Birth to:
31/08/2018

1. Add the child's Current Portsmouth or Hampshire School. For Out of Area schools and all pre-school settings/nurseries 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.

Penbridge Infant School & Nursery

Change School

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

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Save and Continue

Fill in **all** applicable areas of this page with the child's details

Apply for a School Place



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 (for St Edmund's, documents can be handed into the school direct or emailed to SIF@saintedmunds.org.uk)

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, clear distance so this is blank, clear Local Authority so this is blank, leave Gender mix as all applicable and press Search.

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

Selected Child:

Child Example

Round: Junior Transfer Application 2025 - LateDeadline for Applications: Date of Birth from: Date of Birth to:
Junior Transfer 2025 29/08/2025 23:59 01/09/2017 31/08/2018

☐ Disable animations

Preference	School	Rank Order
1 *	Penbridge Junior School ⓘ	↓ 🗑️
2	Fernhurst Junior School ⓘ	↑ ↓ 🗑️
3	Craneswater Junior School ⓘ	↑ ↓ 🗑️
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.

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[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

Apply for a School Place

School Search

Searching for your preference 4 school

School Name:	Morelands Primary 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 
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 
Clear Search Search	

Search Results: 1

Select a school from the results below

Name	Distance from Child's Address (in miles)	Postcode	Gender Mix	
☐ Morelands Primary School	Not Specified	PO7 5QL	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 'Gender mix' as 'all applicable schools' and keep all other fields blank then press Search. Your search results will then show at the bottom of the page.

Apply for a School Place



Preference Reasons

(6 of 8)

Please select your details below

Selected Child:

Child Example

Round: Junior Transfer Application 2025 - LateDeadline for Applications:
Junior Transfer 2025

29/08/2025 23:59

Date of Birth from:
01/09/2017

Date of Birth to:
31/08/2018

Preference 1

Penbridge Junior School

Preference Reasons

Select Reasons for preference

- ☐ Sibling
☐ Social / Medical
☐ Child of Staff Member at the school

Notes:

Supporting Documents

YOU MUST ATTACH SUPPORTING EVIDENCE WHERE INDICATED FOR YOUR PREFERENCE REASON FOR Penbridge Junior School 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 Penbridge Junior School

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 this. Choose your preference reasons and include notes if applicable. Attach any documents, or select the box to confirm that you do not wish to attach documents

Documents

Select any of your existing documents below that you wish to attach to your preference (Preference 1: Penbridge Junior School) 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.

Apply for a School Place



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

Penbridge Junior School

Preference 2

Fernhurst Junior School

Preference 3

Craneswater Junior 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 *

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Submit Application

Check that all application details are correct. Read and confirm the disclaimer at the bottom of the page, then click 'submit application'.

You will receive an email to confirm submission of your application.