

# Parents' Guide to Admissions Portal

This document has been compiled to assist parent(s) / carer(s) in completing an online application for their child's admission to a Torfaen school.

Before completing any application for admission to school, applicants should ensure that they have read the School Admissions Policy. This booklet and further information on admission arrangements is available from the Council's website, address as below.

If you have not already done so, you will first need to register with a valid email address.

Email: [school.admissions@torfaen.gov.uk](mailto:school.admissions@torfaen.gov.uk)

Visit: [www.torfaen.gov.uk](http://www.torfaen.gov.uk)



# Home Page

Home

Login Register English/Cymraeg

Don't have an account? Please [register](#)

Email Address

Password

Login

[Forgotten your password?](#)

## Welcome to Torfaen County Borough Council's Online Admission Service.

Torfaen Parents / Carers may use this facility to apply for their child(ren) to transfer from primary to secondary school, for admission into Reception and also for in year transfers from one school to another during an academic year.

DO NOT USE THIS ONLINE SYSTEM IF AN APPLICATION IS BEING MADE TO A CHURCH (DENOMINATIONAL EDUCATION) SCHOOL. IN THESE CASES YOU MUST CONTACT THE SCHOOL DIRECTLY.

Please see below the following links to Torfaen church (Denominational Education) individual school websites / contact details for further information:

[Henllys CIW Primary School Website](#) / Telephone Number: 01633 877796

[Our Lady of The Angels School Website](#) / Telephone Number: 01633 484673

[Padre Pio School Website](#) / Telephone Number: 01495 742074

[Ponthir CIW Primary School Website](#) / Telephone Number: 01633 421651

St David's RC Primary School Telephone Number: 01633 482580

[St Alban's RC High School Website](#) / Telephone Number: 01495 765800

If you are a Torfaen resident and wish to apply for admission into a Newport school please contact Newport City Council direct on 01633 656656 / [school.admissions@newport.gov.uk](mailto:school.admissions@newport.gov.uk). Please refer to Newport admissions policy and the closing dates as they differ to Torfaen.

If you are a Torfaen resident and wish to apply for admission into a Monmouthshire, Blaenau Gwent or Caerphilly school please contact the Torfaen Admissions Team for further information on how to apply.

If you are a Torfaen resident and wish to apply to any other Authority, please contact that Authority direct for further information on how to apply.

In order to use this online service, you will first need to register with a valid email address. You will only need to register once, no matter how many children you are applying for. Please note it is important that you update any change of email address online as soon as possible in order to ensure that relevant correspondence is received.

When you are ready to register, please select the Register button or alternatively if you have used this service

# Registration

Home

Don't have an account? Please [register](#)

**Email Address**

Welcome to the ONE Citizens Portal

To use this site you will need to first register then



# Register an account

You need to first register with us in order to apply for a School Place for your child(ren). This screen will guide you to enter the necessary information required for registration process. Please hover the mouse over each field to see what information you will need to enter for this purpose.

Required fields are marked with a red asterisk \*

<b>Email address *</b>	<input type="text"/>
<b>Confirm email address *</b>	<input type="text"/>
<b>Password *</b>	<input type="password"/> <a href="#">Show</a>
<b>Title *</b>	<input type="text" value="Please select"/>
<b>Forename *</b>	<input type="text"/>
<b>Surname *</b>	<input type="text"/>
<b>Gender *</b>	<input type="text" value="Please select"/>

If you need help with your address, use the Post Office's [Postcode Finder](#).

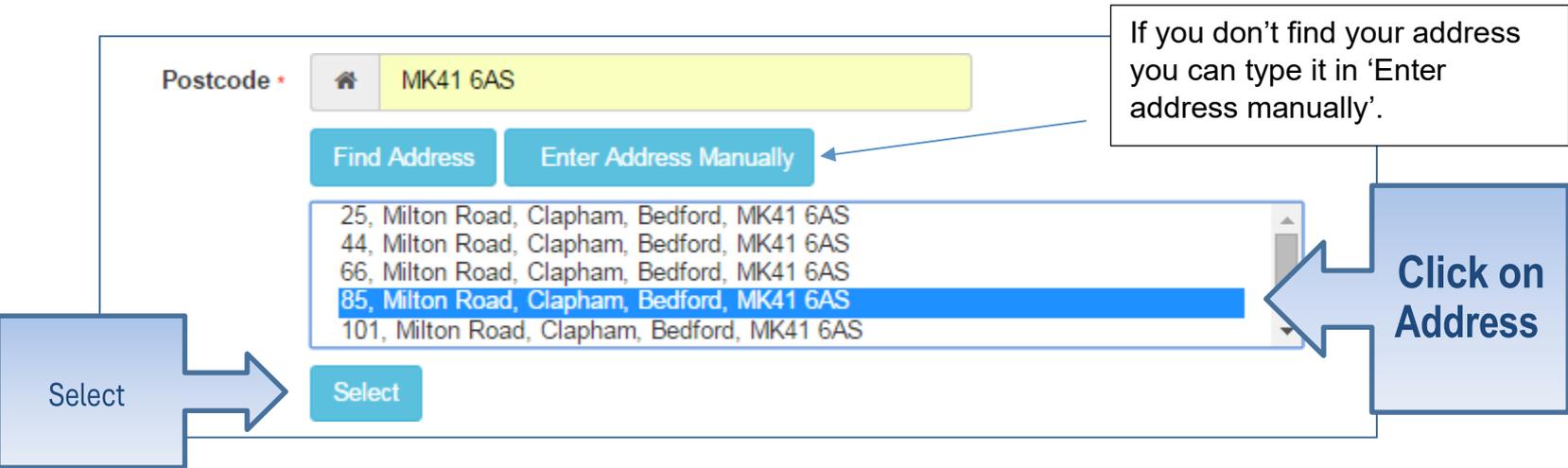
<b>Find address *</b>	<input type="text" value="Postcode"/> <a href="#">Search</a>
-----------------------	--

Provide a phone number where you can be contacted during normal office hours, if necessary

<b>Home phone number</b>	<input type="text"/>
<b>Mobile phone number</b>	<input type="text"/>
<b>Work phone number</b>	<input type="text"/>

Complete the details to register for an account.

[Submit](#)



# What happens Next

🏠 Home

Nearly done...

We've sent you an email containing a link. You'll need to click the link to confirm your email address as your new username.

Thank you for registering with the Citizen Portal.

To activate your account we need you to confirm your email address is valid. To do this, click on the link below this will take you to a page where you can enter your password and login.

[https://vm2008x64r2/CitizenPortal/Account.Mvc/CompleteRegistration/1388\\_6f207ec5-b12d-4730-83d9-faaf592a6bc5](https://vm2008x64r2/CitizenPortal/Account.Mvc/CompleteRegistration/1388_6f207ec5-b12d-4730-83d9-faaf592a6bc5)

*Please note: if you are unable to click on this link, carefully copy and paste the text into your Internet browser.*

Kind Regards, Portal Administrator

**Important - Please do not reply to this email as this account is not monitored.**

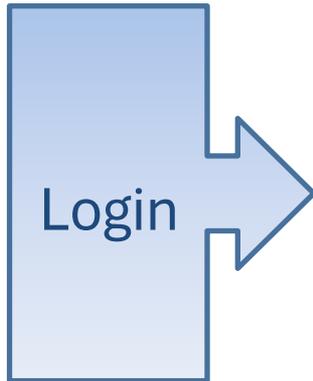
If you have not received an email then please check your junk/spam folder.

🏠 Home

Thank you for registering

Thank you for confirming your email address. Your registration is now complete. When you sign in, use your email address as your username.

# Log in



Don't have an account? Please [register an account](#)

Required fields are marked with a red asterisk \*

**Email address \***

**Password \***

[Forgot your password?](#)



If you already have an account, then please log in with your details.

# Your Home Page

## Welcome to the Online Portal for School Admissions

Select:

- School Places to start and edit an application
- My Family to edit any details about your children

[Have you moved address since you last logged in? Click Here](#)



School places



Messages ( In Year  
Transfers)



My family

If you have already registered children in your account from a previous application they will be in 'my family'. If you need to add a new child to your account select 'my family' then 'add child' to add the child to your account. You only need one account no matter how many children you are applying for.

## Add child

Required fields are marked with a red asterisk \*

Forename \*

Middle name

Surname \*

Gender \*

Please select

Date of birth \*

dd/mm/yyyy

Current school \*

Please select

Home language \*

Please select

Relationship to child \*

Please select

Your relationship to this child

Parental responsibility \*

Yes

No

Do you have legal responsibility for this child?

click Address below \*

Civic Centre Glantorvaen Road Pontypool Gwent NP4 6YB UK

Add new address

Cancel

Add child

Confirm the child lives with you or select 'add new address' to change the child's address. Then 'Add child'.

# Check personal details

## My account

Personal details

Contact details

Change email address

Change password

Change circumstances

Two step verification

Consent history

Withdraw consent

## Contact details

Required fields are marked with a red asterisk \*

Use another address

**Address**  
Civic Centre  
Giantorvaen Road  
Pontypool  
Gwent  
NP4 6YB

**Home phone number**

**Mobile phone number**

**Work phone number**

**Email address \***

Lastly please check that your details are up to date. If you have moved, please update your details via 'My account'.

Save

# Adding an Application

Welcome to the Online Portal for School Admissions

Select:

- School Places to start and edit an application
- My Family to edit any details about your children

[Have you moved address since you last logged in? Click Here](#)



School places



Messages ( In Year  
Transfers)



My family

To start an application go to 'School Places'.

# Start the application

Make a new application

[Can apply now](#)

 Bert Bloggs

Date of birth: 12-Dec-2004  
Current age: 10

You can perform the following actions:

- [Start new application](#)

[Back](#)

[Add child](#)

# What application do you want to make?



## School place admissions

### Select a transfer group

You can submit the following types of application

Nursery admissions 2025

To transfer your child's school placement

Back

Please select the correct transfer group that matches your child. If you do not see the transfer group you require then you may be too early/late so please check our website for further information [www.torfaen.gov.uk](http://www.torfaen.gov.uk)

# In-year applications only



## Citizen Portal

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### School place admissions

#### In-year transfer

Transfers are defined as those children whose parents/carers are applying for them to transfer from one school to another, outside of the admission arrangements pertaining to the normal year of admission.

We will notify you of the outcome of your application within 15 school days or 28 calendar days whichever is the sooner.

In relation to a Fair Access or Managed Move transfer, the transfer will take longer in line with both protocols.

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Diffinnir trosglwyddiadau fel y plant hynny, y mae eu rhieni/gofalwyr yn gwneud cais iddynt drosglwyddo o un ysgol i ysgol arall, y tu allan i'r trefniadau derbyn sy'n ymwneud â'r flwyddyn derbyn arferol.

Disgwylir y byddai plant sy'n trosglwyddo fel arfer yn dechrau yn eu hysgol newydd o fewn 10 diwrnod gwaith o'r dyddiad y daw'r ffurflen gais i law.

Pan fydd gan y plentyn anghenion ychwanegol, yn cynnwys y plant hynny sydd mewn perygl o gael eu gwahardd, gellir ymestyn y graddfeydd amser hyn.

#### Why do you want to change school?

Please select ▾

#### What date do you want your child to start at the new school?

dd/mm/yyyy 

Confirm

Back

Next

Here you will need to tell us why you want to change your child's school and what date you would like the change to take place (the date is a guide only and cannot be guaranteed).

## Additional child details

Required fields are marked with a red asterisk \*

**Does the child hold a statement of Special Educational Needs/Individual Development Plan (IDP) which names a school?** Children with a formal statement of Special Educational Needs/Individual Development Plan (IDP) are afforded priority ONLY if the school to which the parent is applying is named in Torfaen County Borough City Council's Statement.

**Is this application for a child who is currently or has ever been under the care of a local authority?** Where the online application is for a child who is currently under the care of a local authority, the relevant Social Worker must make the application confirming the appropriateness of choice of school. Please provide the name of the Social Worker if one is assigned to your child and provide evidence to confirm the status of a previously looked after child (such as SGO/Adoption certificate).

**Care authority \***

Select care authority ▼

**Is your child a twin, triplet, part of any other type of multiple birth?**

## Council Tax Reference Number

Council Tax reference number

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Next

Answer the questions by adding a tick where appropriate. Then select 'next'.

## Address details

You have previously indicated that Joe's current address is **Civic Centre, Glantorvaen Road, Pontypool, Gwent, NP4 6YB, UK**. If this is not Joe's current address, please update this via [My family](#). Then please navigate back to School Places and select to 'Continue this application'. The council will consider the child's home address to be the genuine principal place of residence where the child permanently resides with their parent/legal guardian as at the stipulated closing date, and does not mean the address at which the child is cared for by relatives or others. If a child is resident with relatives or others for reasons other than legal guardianship, that address will not be considered for allocation purposes. Where parents have shared responsibility for the child and the child spends equal time with both parents during the school week, the place of residence of the parent who receives the child benefit will be considered the child's home for allocation purposes. Proof of residency is required in support of all applications, and for this purpose School Admissions will refer to your Council Tax record if you are a Torfaen resident. Evidence provided in this way is only valid if the adult completing the school admission application is named on the Council Tax record. Any applicants unwilling /unable to allow this, or those who do not live within Torfaen should provide additional physical photocopied evidence in order to verify their home address. Please see the school admissions policy for an extensive list of acceptable forms of evidence. Please note, applications submitted without sufficient evidence could be refused where priority under the relevant criteria cannot be verified and awarded.

## Returning Service Families

Required fields are marked with a red asterisk \*

Families of UK service personnel and other Crown Servants are subject to frequent movement within the UK and from abroad, often at relatively short notice. School places **should** be allocated to children and their families in advance of the approaching school year if accompanied by an official Ministry of Defence (MOD) or Foreign or Commonwealth Office (FCO) letter declaring a return date.

Is Joe a member of a service or Crown servant family, who are returning or moving to the address selected to take up duties?

Moving date \*

dd/mm/yyyy

Use the Post Office's [Postcode Finder](#) if you don't know your postcode.

Find address \*

Postcode

Search

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Next

If your child is a Service Child (Parents currently serving or have served within the past two years in the Army, Navy, RAF or as a Reservist you need to specify here?)

If you are moving home, please provide your new address (for in-year transfers only).

Moving Home?

If you are moving to the above address please supply date.

Moving Date 

Enter your new postcode and then click 'Find Address'. If your address is not listed, press the 'Enter Address Manually' and type the correct address into the boxes provided. If you don't have a Postcode please select 'I don't have a Postcode'.

Postcode 

[Find Address](#)

[I don't have a Postcode](#)

# This is for nursery applications only

**Citizen Portal**

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## School place admissions

### Additional questions

Note: You will be asked if you wish to be considered for an early start after you have chosen your school preferences. You must select the relevant box each time to be considered.

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This box is a prompt to advise you of the process to request an early start (rising 3 place). To be considered for a rising 3 place you must select it when you choose your school.

# Confirm current school

 School place admissions

## Current school

School name

Address

Provide Joe's current school, or skip if Joe does not currently attend school

Change current school

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Next

## Current school

Select Joe's current school

### Find school

Select a school to include in your application

Schools located in

All local authorities

School name

Beginning of School Postcode  
(e.g. NP44)

Postcode

Search

Back

Next

If your child's current school is correct select 'next'. If not, please update it by selecting 'change current school'.

# Your school preferences

## Choose preferred school

In making an application parents can elect Welsh-medium, English-medium or faith based preferences for their child and the Council must provide sufficient places to meet demand. For a list of schools in Torfaen visit [Schools Directory | Torfaen County Borough Council](#).

You might not realise but Welsh medium education is available for everyone - a high proportion of parents of children in Torfaen's Welsh medium schools do not speak Welsh and this is not a barrier. Visit [Education through the Medium of Welsh | Torfaen County Borough Council](#) for more information.

If you would like to apply for a faith school, please contact the school directly or for a school in another local authority area please contact the relevant local authority.

For details of nursery places in the non-maintained sector please contact the Family Information Service at [fis@torfaen.gov.uk](mailto:fis@torfaen.gov.uk) or via [Here for you \(torfaenfis.org.uk\)](#)

You may select more than one school, but it is important that you rank them in the order you prefer, with the school you want most ranked first. Use the up and down arrows to adjust your ranking once you have selected the schools you would prefer.

### IN YEAR TRANSFERS

Please note requests to transfer schools other than for moving residence may not be considered unless you have discussed with the headteacher of your child's current school the reasons for your request in order to endeavour to resolve any issues that may have arisen.

We will endeavour to meet your preference in accordance with the Torfaen transfer policy, however, should the school of your choice have reached its capacity you shall be contacted accordingly to discuss alternative options.

You will be notified of the outcome of your application within 15 school days or 28 calendar whichever is the sooner. In relation to a Fair Access or Managed move transfer, the process will take longer in line with both protocols.

## Find school

Select a school to include in your application

Schools located in

Torfaen

School name

Beginning of School  
Postcode (e.g.NP44)

Postcode

Search

Please select search and a list of Torfaen schools will appear. If you wish to apply for another school not in Torfaen, you will need to contact that authority directly.

# Preference reasons

## School place admissions

### Preference reasons

Select the reasons for choosing **Coed Eva Primary School** as a preferred school

- I am selecting this school due to medical reasons. For applications where the preference is based on medical grounds, you must provide evidence in the form of a medical consultant's report, obtained by parents, specifying the medical advantage of the child attending the preferred school. These reports will need to be forwarded to the Torfaen Admissions Team in conjunction with this online application for further consideration. Please note that this documentation will need to be submitted by the closing date. (Notes from family doctors are not accepted for this purpose.)
- Children born between 1 September and 31 March may be offered an early start in the term following their third birthday, if you want to be considered for this should places be available then please tick here. Children born between 1 April and 31 August are not eligible for a Rising 3 place. If you do not tick a box it will be assumed that you do not want to be considered for an early start.

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[Next](#)

If you are selecting the school due to medical reasons please tick here and provide the supporting evidence as requested.

The rising 3 question is only applicable for nursery applications. If you do not tick here, then your child will not be considered for an early start.

# Sibling



Citizen Portal

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## School place admissions

### Preference Reasons: Sibling?

You will be asked to provide reasons for applying to **Blenheim Road Community Primary School** on the next pages

Does your child have a sibling who will still be attending the school when your child starts?

[Back](#)

No

Yes

If your child has a sibling attending (due to attend the school) then please provide the details here. Siblings are not taken into consideration for nursery applications.

# Other reasons

## Other reasons

Below you may tell us of any other reasons to support your application but please note that the decision to award a place can only be based upon information relevant to the published oversubscription criteria. Please note the allocation of morning and afternoon sessions is the responsibility of the Headteacher of the relevant school; therefore, there is no need to submit your request here.

You should also indicate here if you have made an application to another admission authority and if so, whether that school is your first preference. Information sharing protocols exist between the Council, its' voluntary aided schools and neighbouring local authorities to identify children for whom more than one application has been made. Those parents who do not specify an order of preference will be contacted and asked to confirm this.

Other reasons

There is a limit of 3000 characters for you to express other reasons. (Warning this page will time out after 15 minutes) **3000** remaining

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This is where you can provide additional information on why your child should attend the school selected. Information relevant to the oversubscription criteria will only be taken into consideration. You will also need to advise us if you are applying to a school that the LA do not do the admissions for such as a catholic school here.

# Additional preferences



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## School place admissions

### Your Preferred School(s)

You can select up to 3 schools, and you can change your selection until 15/07/2024 00:00.

Rank the schools in order of preference. Your most preferred school should be rank 1.

Rank	School name	Reorder
1	Coed Eva Primary School	<a data-bbox="1406 911 1451 948" href="#">Edit</a> <a data-bbox="1464 911 1554 948" href="#">Remove</a>

Back

Add preferred school

Next

Here you can select a 2<sup>nd</sup>/3<sup>rd</sup> school preference which is strongly recommended. Please ensure they are ranked in the order of your preference.

# Supporting evidence



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## School place admissions

### Supporting evidence

Please upload any applicable evidence to support your application, such as Council Tax receipt, birth certificate, passport.

Please note: We will not accept a nursery application without proof of date of birth. Please see the school admissions policy for acceptable forms of evidence.

**Types of files: docx, pdf, jpeg, jpg, bmp, doc, png**

**A maximum of 5 files can be uploaded. Each file cannot be bigger than 5MB**

Choose Files...

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Next

Here you can upload any supporting evidence, such as consultants' report, council tax letter, birth certificate etc.

Please note that proof of date of birth must be submitted with a nursery application.

# Submit application

## School place offer

If you choose to receive your school place offers by email, we will not send them to you by post. Decisions for September 2025 allocations will be available on this website on 16/09/2024 If Rising 3 places are available, eligible pupils will be offered an early start at their allocated nursery as follows: • On 16 September 2024 for January 2025 Rising 3 places • On 24 January 2025 for April 2025 Rising 3 places

**I would like to receive my offer of a school place by email**

**Warning** Check your email junk or spam folders if you do not receive an email from us on offers day

## Preview application

Preview your application

[Preview](#)

## Submit

Required fields are marked with a red asterisk \*

You may still make changes until 15/07/2024 00:00 after you have submitted your application

\* **You can submit your application now, or you can return to it and submit it later\*** You must submit it before 15/07/2024 00:00 to be sure the application will be processed

\*  **In making this application, you are confirming that you have parental responsibility for the pupil and have obtained the agreement of all other persons who have parental responsibility for the pupil to make this application. The information you provide must be accurate and complete, as allegations of fraudulent claims will be investigated and places may be withdrawn if applicants have knowingly provided false information in order to obtain the advantage of a particular school, to which they would not normally be entitled.**

[Return later](#)

[Submit](#)

[Back](#)

Please read the terms & conditions before submitting your application. You can also preview your application from here.

When you are happy then please tick the box and 'Submit'.

# Submission confirmation

[translate message to: English](#) | [never translate from: Welsh](#) | [translation preferences](#)

Thank you for submitting your application for a school place.

Your application has been received by the Torfaen School Admissions Team and does not require any further action by you in order for it to be processed. However, if additional evidence or information is required for the schools you have expressed preferences for e.g. medical/baptism certificates or supplementary forms, you will need to supply them.

You have expressed preferences for the following schools in this order of priority:

Rank	School Name	Address
1	Coed Eva Primary School	Coed Eva Primary School, TEYNES, COED EVA, CWMBRAN, Gwent, NP44 4TG

If you wish to change the details of your application, you may do so by logging back into the School Admissions Service at any time until 00:00 on 15/07/2024.

If you can see a link below, you may click on this to open our service, otherwise please copy and paste the text into your Internet browser.

<https://test.oneeducation.torfaen.capitaone.cloud/citizenportal>

## Notification of your school place offer:-

When you made your application, we gave you a choice about the way your school place offer will be communicated to you on 16/09/2024.

To change your chosen method, please contact us using the contact details below.

Kind regards,

Admissions Administrator

IMPORTANT - PLEASE DO NOT REPLY TO THIS EMAIL AS IT MAY NOT GO TO YOUR LOCAL AUTHORITY.  
TO CONTACT US, PLEASE SEE THE DETAILS BELOW:

To contact us, please see details below;

Torfaen Admissions Team

Civic Centre

Pontypool

NP23 5XD

Once you have submitted your application you will receive an email. If you do not receive this email, please check your junk/spam folders. If the email has still not been received, please log back into your account to ensure it has been submitted. If the application is showing as submitted and you still have not received an email confirmation, then please email [school.admissions@torfaen.gov.uk](mailto:school.admissions@torfaen.gov.uk)