

Parent Portal

How to apply for a school place

Author: Luton Council

Contact: Admissions Team, Luton Council

Version: 1.0 (published)

Last updated: September 2021

Contents

Contents.....	2
Summary	3
Before applying	3
How to access the education parent portal.....	3
Applying for a school place.....	4
Portal – Register for new account	6
Portal – Start a new application.....	9
Contact us	11

Summary

This document will provide guidance on how to complete Admissions Applications for a school place in the Education Parent Portal.

The link for the portal is - <https://educationparentportal.luton.gov.uk/web/portal/pages/home>

Education Parent Portal

The Education Portal is an online self-service system which enables parents to apply for School Admissions

Before applying

You will need access to a valid email address to register an account and to receive the results of your application.

By registering for an account you are consenting to receive the outcome of any application to your email address.

You should make sure your email remains safe and secure, for example by:

- changing your password regularly, keeping it in a safe place and not sharing it with anyone
- not opening attachments from anyone you don't know
- not replying to spam or forwarding chain emails
- making sure that you have antivirus software installed and that it's kept up to date

How to access the education parent portal

In order to ensure the portal functions effectively it is important that you access it via the latest version of one of the following browsers:

- Internet Explorer (version 10 or above)
- Google Chrome
- Firefox
- Safari

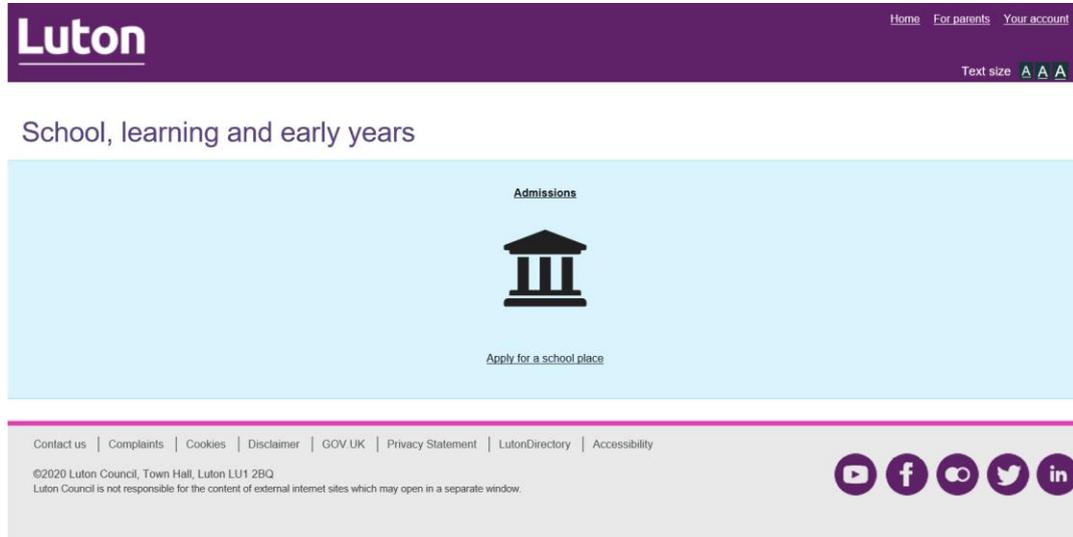
You should be able to use the portal with most android smartphone and tablet devices.

Applying for a school place

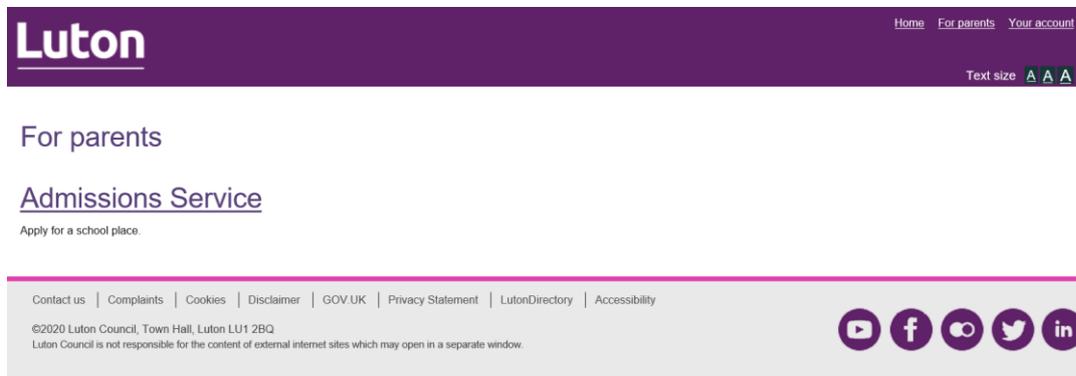
Access the portal via the following link -

<https://educationparentportal.luton.gov.uk/web/portal/pages/home>

Select 'Admissions'



Alternatively access the 'For parents' section (top right) followed by the 'Admissions Service':



This will take the applicant to the following screen. This screen provides guidance to the applicant before they begin their admissions application.

Welcome to the Parent Portal

If you live in Luton you can apply for a school place for September 2022 for the following types of education

- Starting School
- Junior School Transfer
- Middle School Transfer
- High School Transfer
- Upper School Transfer

Primary: Infant & Junior & Middle School Applications 2022 - The closing date for applications is Saturday 15 January, 2022.

Secondary: High School & Upper School Applications 2022 - The closing date for applications is Sunday 31 October, 2021.

Please Note:

You can only apply for Infant School, Primary School, Junior School, High School, Middle School or Upper School if you live in the Luton Council area. Please use the link below to check that you are a Luton Council resident.

[Check your Local Authority](#)

Important Information:

It is vital that you have read and understood the How to Apply for School Place guide and Checklist before you apply for a school place available [here](#) . This guide explains the full admissions process.

If you are applying for a school place at Wenlock Junior School, Cardinal Newman Catholic School and Luton Catholic Primary School you will need to complete a supplementary form. Cardinal Newman Catholic School and Luton Catholic Primary School will also require your child's original baptismal certificate. (You must provide this even if you have previously provided this to the school).

If you are applying for a school place outside of Luton you will need to contact the relevant local authority to obtain their information guide and find out if you need to complete any additional forms. The documents must be provided by the closing dates highlighted above.

Register for or login to your account to manage your application on-line.

[Login or Register](#)

To use the portal, you will need to register for an account or login. Select Login or Register

Portal – Register for new account

On the secure login – step 1 page select register for a new account.

Luton

Secure login - step 1

New to ParentPortal_Live? Register for an account on the right.
Already using ParentPortal_Live? Sign in below.

Existing users

Email

Password

For additional security, we will confirm your account by sending an authentication code to your email address.

[Sign in](#) [Cancel](#) [Forgotten password?](#)

New users

If you're new to ParentPortal_Live, sign up for an account here

[Register for new account](#)

Contact us | Complaints | Cookies | Disclaimer | GOV.UK | Privacy Statement | LutonDirectory | Accessibility

©2016 Luton Borough Council, Town Hall, Luton LU1 2BQ
LBC is not responsible for the content of external internet sites which may open in a separate window.

Register a new account – step 1 page will appear

Luton

Register a new account - step 1

Forename

Surname

[Next](#) [Cancel](#)

Contact us | Complaints | Cookies | Disclaimer | GOV.UK | Privacy Statement | LutonDirectory | Accessibility

©2016 Luton Borough Council, Town Hall, Luton LU1 2BQ
LBC is not responsible for the content of external internet sites which may open in a separate window.

Complete the required fields and select next

Register a new account – step 2 page will appear

Register a new account - step 2

Email address

Password

Confirm password

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

Password policy

Your password must meet the following requirements:

- It must be at least 12 characters long
- It must contain at least one letter
- It must contain only letters, digits, and special characters
- It must contain at least one upper-case letter
- It must contain at least one numerical digit
- It must contain at least one special character

[Click to see list of special characters](#)

[Contact us](#) | [Complaints](#) | [Cookies](#) | [Disclaimer](#) | [GOV.UK](#) | [Privacy Statement](#) | [LutonDirectory](#) | [Accessibility](#)

©2016 Luton Borough Council, Town Hall, Luton LU1 2BQ
LBC is not responsible for the content of external internet sites which may open in a separate window.



Complete the required fields and select next. The password policy information is provided on the right hand side of the screen.

Register a new account – step 3 page will appear

Register a new account - step 3

We have just sent you an email to confirm your email address. Please enter the code this contains below. Hit **back** if you would like to change your email address and try again.

If you can't find this email, it may be in your spam/junk email folder.

Code

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

[Contact us](#) | [Complaints](#) | [Cookies](#) | [Disclaimer](#) | [GOV.UK](#) | [Privacy Statement](#) | [LutonDirectory](#) | [Accessibility](#)

©2016 Luton Borough Council, Town Hall, Luton LU1 2BQ
LBC is not responsible for the content of external internet sites which may open in a separate window.



The code will be sent to the email address used to register the account. Enter the code and select next.

The registration completed page will appear. Select continue. You will now be logged into the portal and will be able to start a new application.

If you live in Luton you can apply for a school place for September 2022 for the following types of education

- Starting School
- Junior School Transfer
- Middle School Transfer
- High School Transfer
- Upper School Transfer

Primary: Infant & Junior & Middle School Applications 2022 - The closing date for applications is Saturday 15 January, 2022.

Secondary: High School & Upper School Applications 2022 - The closing date for applications is Sunday 31 October, 2021.

Please Note:

You can only apply for Infant School, Primary School, Junior School, High School, Middle School or Upper School if you live in the Luton Council area. Please use the link below to check that you are a Luton Council resident.

[Check your Local Authority](#)

Important Information:

It is vital that you have read and understood the How to Apply for School Place guide and Checklist before you apply for a school place available [here](#) . This guide explains the full admissions process.

If you are applying for a school place at Wenlock Junior School, Cardinal Newman Catholic School and Luton Catholic Primary School you will need to complete a supplementary form. Cardinal Newman Catholic School and Luton Catholic Primary School will also require your child's original baptismal certificate. (You must provide this even if you have previously provided this to the school).

If you are applying for a school place outside of Luton you will need to contact the relevant local authority to obtain their information guide and find out if you need to complete any additional forms. The documents must be provided by the closing dates highlighted above.

[Start a new application](#)

[Contact us](#) | [Complaints](#) | [Cookies](#) | [Disclaimer](#) | [GOV.UK](#) | [Privacy Statement](#) | [LutonDirectory](#) | [Accessibility](#)

Portal – Start a new application

You are now logged into the parent portal for admissions.

If you live in Luton you can apply for a school place for September 2022 for the following types of education

- Starting School
- Junior School Transfer
- Middle School Transfer
- High School Transfer
- Upper School Transfer

Primary: Infant & Junior & Middle School Applications 2022 - The closing date for applications is Saturday 15 January, 2022.

Secondary: High School & Upper School Applications 2022 - The closing date for applications is Sunday 31 October, 2021.

Please Note:

You can only apply for Infant School, Primary School, Junior School, High School, Middle School or Upper School if you live in the Luton Council area. Please use the link below to check that you are a Luton Council resident.

[Check your Local Authority](#)

Important Information:

It is vital that you have read and understood the How to Apply for School Place guide and Checklist before you apply for a school place available [here](#). This guide explains the full admissions process.

If you are applying for a school place at Wenlock Junior School, Cardinal Newman Catholic School and Luton Catholic Primary School you will need to complete a supplementary form. Cardinal Newman Catholic School and Luton Catholic Primary School will also require your child's original baptismal certificate. (You must provide this even if you have previously provided this to the school).

If you are applying for a school place outside of Luton you will need to contact the relevant local authority to obtain their information guide and find out if you need to complete any additional forms. The documents must be provided by the closing dates highlighted above.

[Start a new application](#)

[Contact us](#) | [Complaints](#) | [Cookies](#) | [Disclaimer](#) | [GOV.UK](#) | [Privacy Statement](#) | [LutonDirectory](#) | [Accessibility](#)

Select start a new application

You will be presented with a number of sections to complete as shown on the left hand side of the screen.

- 1** [About You](#)
- 2** [About the Child](#)
- 3** [Type of Application](#)
- 4** [Preferences](#)
- 5** [Supporting Info](#)
- 6** [Summary](#)
- 7** [Submit](#)

Work through each section of the form. Please note, any fields marked with an * are mandatory and must be completed.

Apply for a School Place

0% complete

- About You**
- About the Child
- Type of Application
- Preferences
- Supporting Info
- Summary
- Submit

About You

Your Details [?](#)

Title *

First Name *

Last Name *

Gender *

Preferred Method of Contact *

Email

Home Tel No. [?](#)

Work Tel No. [?](#)

Mobile Tel No. [?](#)

Your Address [?](#)

Before submitting your application, please check all details are correct on the summary page and confirm that you agree with the declaration.

Once submitted, you will receive a confirmation similar to the below.

Luton

Registration completed

Your registration has been completed successfully. Click **Continue** to carry on with your session.

[Continue](#)

[Contact us](#) | [Complaints](#) | [Cookies](#) | [Disclaimer](#) | [GOV.UK](#) | [Privacy Statement](#) | [LutonDirectory](#) | [Accessibility](#)

©2016 Luton Borough Council, Town Hall, Luton LU1 2BQ
LBC is not responsible for the content of external internet sites which may open in a separate window.

Contact us

If you need to make contact with us regarding your application, please email admissions@luton.gov.uk or call 01582 548016.