



DIPS

Doncaster Integrated People Solution

School Applications – Parent Portal – Existing User



Revision History

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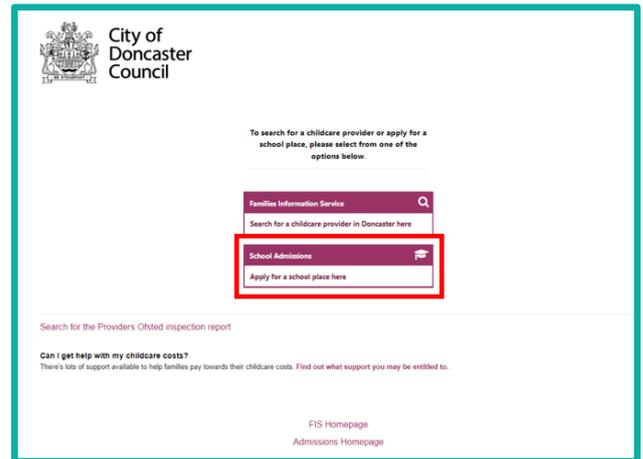
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- City of Doncaster Council have recently upgraded the Parent Portal. This is the web platform where parents can apply for school places for their children.
- If you had an account on the old Parent Portal, it has been migrated to this new platform.
- This guide is designed to help you navigate through the new system when applying for school places, adding new children and updating your existing children's details, amending your account details and viewing an application's status.

Logging In

- From the home page <https://fis.doncaster.gov.uk/Synergy/> click the button **'School Admissions – Apply for a school place here'** widget.



- This will take you to the School Admissions page where you will see details relating to school years, or school rounds, available for you to apply for. Click the link in the **School Admissions box** to begin the login process.

City of Doncaster Council's online application for School Admissions

School Year - 2024/25

You are now able to apply for:

- All Year Group
- School Nursery Places (This includes Church Schools with a nursery)
- Secondary School Year 6 to Year 7 for September 2024 - Closed on 31st October 2023 but is available for late applications.
- Reception Year at Infant and Primary Schools for September 2024 - Closed on 15 January 2024 but is available for late applications.
- Year 3 at Junior Schools for September 2024 - Closed on 15 January 2024 but is available for late applications.

For Year of Entry School Applications Made Before The National Closing Dates

If you live in Doncaster - You must apply online using the Doncaster Council online application form. You can list up to three schools, including any outside of Doncaster. You should list them in your preferred order. Although a place is not guaranteed at your catchment school, you should consider including this as one of your preferences even if it is not your first preference.

If you live outside Doncaster - You must apply through your home authority (i.e. the area which you live). You can list the schools you wish to apply for, including any in Doncaster.

Further information is available from our website: www.doncaster.gov.uk/admissions

Please Note

- All parents/carers must register before you can apply.
- Please note you will not be able to log in to the Parent Portal using your MyDoncaster account details; the Parent Portal is separate and will require you to register before logging in however, you may still use the same e-mail address if you wish to do so
- Take care completing your application - errors may affect our ability to download or process your application.

To begin your application

- Click on the 'School Admissions' link below
- Follow the instructions to create your account, including entering your email address and password.
- Click 'Confirm' to tell us that the information you have supplied is correct.
- You will receive a verification email (please check your junk/spam mailbox) - click on the link provided and this will take you to the 'Log in' page.
- Log in using your email address and password
- Complete and submit your application.

School Admissions

Please click here to apply

GDPR

Doncaster Council will use information about you so that we can allocate your child a place in a school. This is necessary to carry out our statutory functions in accordance with the School Admissions and Appeals Codes and School Standard and Framework Act 1998, therefore, if you do not provide this information we will be unable to provide this service. For a list of the organisations we will share your information with, please see our [privacy notice](#).

3. Click the **Sign In or Create Account** button.

Apply for a School Place

You must be signed in as a Citizen 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

2. On the Sign In screen enter your **Username** (the email address used to create the account) and click the **Next** button.

Sign In

Sign in or create an account with us.

Enter your username

MRTESTACCOUNT@dispostable.com

Next

Create Account

3. Enter your password in the **Password** field and click the **Sign In** button.

Sign in

Enter your password

.....

Change User Forgot Password Create Account

Sign In

Forgotten Password

1. If you have forgotten your password, enter your username as normal, click the Next button and then click the **Forgot Password** button.

Sign in

Enter your password

Change User Forgot Password Create Account

Sign In

2. Re-type your username and click the **Request Token button**.

The screenshot shows a web form titled "Forgot Password". Below the title is the instruction: "Request a token to reset your password, which we will email to you to verify your identity." There is a text input field labeled "Enter your username" containing the text "SynergyIT". Below the input field are three buttons: "Start Again", "I have a token", and "Help". To the right of these buttons is a "Request Token" button, which is highlighted with a red box.

3. Go to your email account Inbox. An email containing your token should arrive. (also check Junk /Spam if email fails to arrive). The token in the text is in **Bold type**. It will be a mixture of letters and numbers. **Copy** the token code.

The screenshot shows an email interface. The subject is "Synergy Forgotten Password Request". The body text says: "You recently requested for your Synergy password to be reset. Please enter the following text into the 'Token' field as required by the forgotten password process: **284cd6ed-f748-4142-b160-e2841bc17731**". Below this, it says: "The above text identifies that the request has come from you." The token is also displayed in a large font in a separate box. At the bottom, it says: "Do not reply to this email. It has been sent from an automated process."

4. Go back to your Parent Portal login page and click the **I have a token button**.

This screenshot is identical to the one in step 2, showing the "Forgot Password" page with the "Request Token" button highlighted. In this step, the "I have a token" button is highlighted with a red box.

5. Paste the code into the **Token field** and click the **Reset Password button**.

The screenshot shows a web form titled "Enter Token". The instruction is: "Please enter this token so that we can reset your password." There is a text input field labeled "Token" containing the text "284cd6ed-f748-4142-b160-e2841bc17731". Below the input field are three buttons: "Start Again", "Help", and "Reset Password". The "Reset Password" button is highlighted with a red box.

6. Enter your new password in the **New Password** and **Confirm Password** fields and click the **Change Password button** and the home page will appear.

Reset password

New Password *
..... ✓

Confirm Password *
..... ✓

Change Password

Starting a new School Application

1. Once signed in you will see the Applicant Details page. Here you can update or amend your account details. Click the **Save and Continue button** (even if no updates have been made).

1 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 * Mr

Forename * Test

Middle Name

Surname * Account

DOB

Address * 1000, Any Street, Anytown, TS1 0NE ✓

Update Address

Daytime Number

Evening Number

Alternative Contact Number

Email Address MRTSTACCOUNT@dispostable.com

Back **Save and Continue**

2. Any children added to your account in the old Parent Portal will have been copied over to the new Parent Portal. You can edit any of their details using the Edit button . Select the child you wish to make an application for by clicking the **Radio button** next to their name and clicking the **Next button**. See the section **Adding a Child to your Parent Portal account** if you need to add a child not yet added to your account.

Select Child (2 of 8)

Please select the child you wish to apply for

[New Child](#)

Name	Address	Gender	DOB
<input checked="" type="radio"/> Adam Account	71 - 72 St James Pool, Waterdale, Doncaster, DN1 3BU	Male	05/12/2019
<input type="radio"/> Alex Account	71 - 72 St James Pool, Waterdale, Doncaster, DN1 3BU	Female	05/12/2019
<input type="radio"/> Ava Account	71 - 72 St James Pool, Waterdale, Doncaster, DN1 3BU	Female	05/12/2019
<input type="radio"/> Amanda Account	Civic Offices, Waterdale, Doncaster, DN1 3BU	Female	05/12/2019

Please select the child you wish to apply for

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

3. The **Select Round screen** will present detailing the school rounds available that you can apply for. Select the **Radio button** of the round you wish to apply for or resume any unfinished applications from the Continue existing application section and click the **Next button**.

Select Round (3 of 8)

Please select a round from the below options

Selected Child:
Adam Account

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 type="radio"/> Reception September 2024 - Late	21/08/2024 00:00 (Late) 	01/09/2019 - 31/08/2020
<input checked="" type="radio"/> Synergy Web Test Round - On Time	30/06/2024 00:00	01/09/2019 - 31/08/2020

Start a new in-year application
For child looking to change schools during the school year

Round	Deadline	DOB Range (From - To)
<input type="radio"/> 2023/24 Nursery In Year Transfer Request - On-Time	01/07/2024 00:00	01/09/2019 - 31/08/2020

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

4. Within the **Application details screen** click the **Search for School button** to update the child's current school. If your child is **not** currently in school, or in a Private Nursery setting, leave this blank.

The screenshot shows the 'Application Details' screen with a progress bar at the top. Step 4, 'Application Details', is highlighted. Below the progress bar, the screen displays 'Selected Child: Adam Account' and application details including 'Round: Synergy Web Test Round - On Time', 'Deadline for Applications: 30/06/2024 00:00', and birth dates. A form asks 'What is the child's current school?' with a text input field and a 'Search for School' button highlighted in a red box. Below this, there is a 'Relationship to Child' dropdown menu set to 'Father' and a search field for 'Local Authority'.

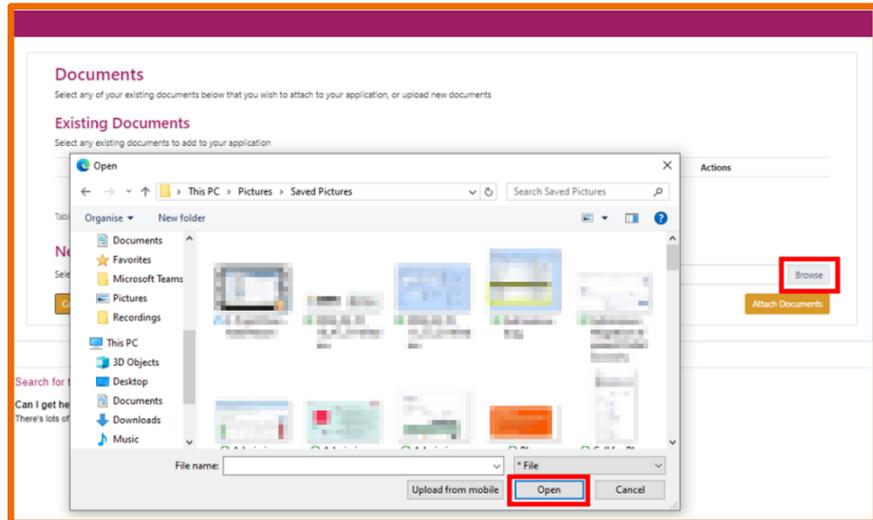
5. Continue filling in the information, providing details of:

- Your Relationship to the Child
- If the child is, or has been, in Care under a Child Looked After plan.
- Does the Child have a current Education, Health & Care Plan?
- Is the Child's parent / guardian a Crown Servant?
- Is the Child part of a multiple birth? e.g., twin.

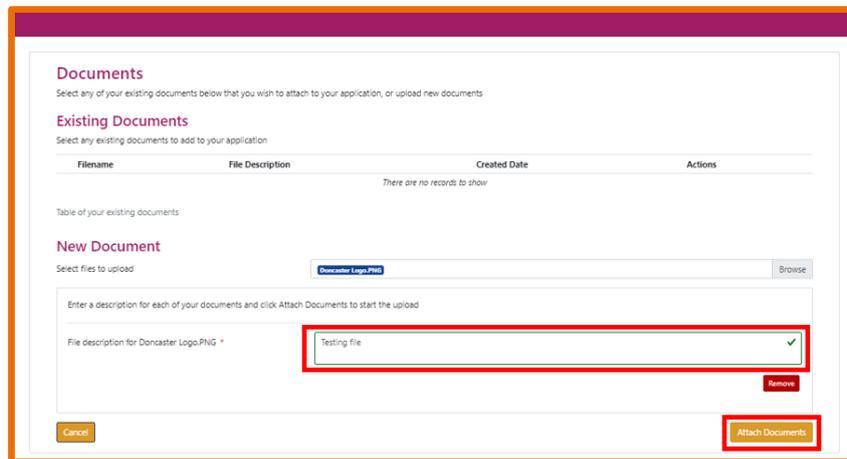
6. Click the **Attach Documents button** to provide any electronic files you want to use as **Supporting Documents** for your application. (If there are none, click the 'Please confirm that you wish to proceed without attaching any documents' tick box, click Save and Continue and move on to the next Section).

This screenshot shows the 'Application Details' screen with the 'Town Field Primary School' entered in the 'What is the child's current school?' field. A red box highlights the 'Relationship to Child' dropdown (set to 'Father'), the 'Local Authority' search field, and the 'Supporting Documents' section. In the 'Supporting Documents' section, the 'Attach documents' button is highlighted in a red box. Below it, there is a message 'No documents have been attached to this application' and a checkbox for 'Please confirm that you wish to proceed without attaching any documents'. The 'Back' and 'Save and Continue' buttons are visible at the bottom.

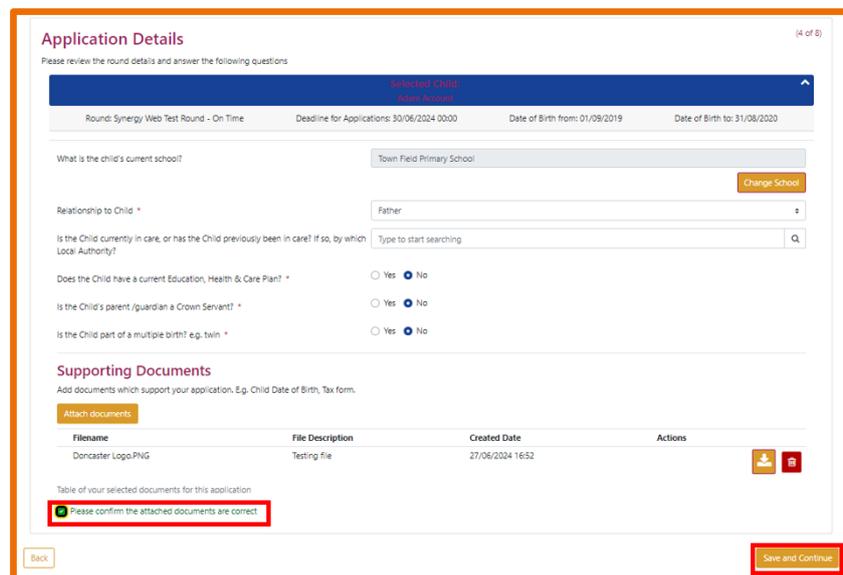
7. Click the **Browse** button to locate the file/s stored on your device. Select the file/s and click the **Open** button on your file explorer.



8. Type a File description for the uploaded file and click the **Attach Documents** button.



9. Tick the **confirmation checkbox** confirming your attachments. Click the **Save and Continue** button to move on to the next section.



Select Your Preference Schools and Preference Reasons

1. Choose your **Preference School** (you are allowed to select up to 3 options) by typing the name of the school required in the field, a list of available schools will begin to appear. Select the school from the list. For a more in-depth search click the **Advanced Search button**.

The screenshot shows the 'Select Your Preferences' page (step 5 of 8). At the top, a progress bar indicates the current step. Below the progress bar, the page title 'Select Your Preferences' is followed by '(5 of 8)'. The main content area includes a 'Selected Child' dropdown set to 'Adam Account', application details (Round: Synergy Web Test Round - On Time, Deadline for Applications: 02/07/2024 00:00, Date of Birth from: 01/09/2019, Date of Birth to: 31/08/2020), and a 'Preference School' table. The table has columns for 'Preference School' and 'Rank Order'. The first row shows '1st' with a search input field containing 'a', a search icon, and an 'Advanced Search' button. Below the table, a 'School Search' modal is open, showing search criteria like 'School Name', 'Local Authority' (Doncaster), 'Gender Mix' (All Applicable Schools), 'School Phase', and 'Primary Teaching Language'. A 'Save and Continue' button is visible at the bottom right of the modal.

2. Once your preferences have been selected you can change the Rank Order using the **Rank Order arrows** or even delete the Preference using the **Bin icon**. Tick the **Confirmation box** and click the **Save and Continue button**.

The screenshot shows the 'Select Your Preferences' page (step 5 of 8) with two schools selected. The 'Preference School' table now shows '1st' as 'Adwick Primary School' and '2nd' as 'Canon Popham C of E Primary Academy'. The '3rd' row has a search input field and an 'Advanced Search' button. To the right of the table, a 'Rank Order' section contains up and down arrows and a bin icon. Below the table, a confirmation box is checked: 'I confirm that I am happy to proceed with 2 of 3 possible preferences. Leaving blank schools does not increase your chances of getting your first preference.' A 'Save and Continue' button is highlighted at the bottom right.

3. **Preference Reasons** need to be provided for each school applied for. Tick the relevant **Tick box**. It is mandatory to supply **Notes** supporting your preference. If **Sibling** is selected, please supply details of the sibling, adding a new one if required via the **Add New Sibling button**. Attach any supporting documents using the button, tick the **Confirmation box** and once preference reasons have all been supplied, click the **Save and Continue button**.

Submitting your Application

1. The **Submit Application screen** shows all the details of your application. You can edit any sections needed using the **Edit icon**  located in the banner for each section.

2. Check each section carefully and make your way to the bottom of the **Submit Application** page. Read the Disclaimer section, ensuring you tick the **Disclaimer Confirmation box**. Click the **Submit Application button**.

Preference Reasons

Preference Reasons

Faith Details
No Faith

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

3. The Application Submitted screen will appear. From here you can begin a **New Application** or **Finish** using the appropriate button.

4 5 6 7 8

Application Details Select Your Preferences Preference Reasons Submit Application Application Submitted

Application Submitted (8 of 8)

✓ Thank you for applying for Synergy Web Test Round. Your application has been submitted successfully

New Application Finish

Adding a Child to your Parent Portal account

1. On subsequent logins, after saving and continuing your Applicant Details and getting to the stage where your previously added children list, click the **New Child button**.

1 2 3 4 5 6 7 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
<input type="radio"/> Adam Account	71 - 72 St James Pool, Waterdale, Doncaster, DN1 3BU	Male	05/12/2019
<input type="radio"/> Alex Account	71 - 72 St James Pool, Waterdale, Doncaster, DN1 3BU	Female	05/12/2019
<input type="radio"/> Ava Account	71 - 72 St James Pool, Waterdale, Doncaster, DN1 3BU	Female	05/12/2019
<input type="radio"/> Amanda Account	Civic Offices, Waterdale, Doncaster, DN1 3BU	Female	05/12/2019

Please select the child you wish to apply for

Back Next

2. Enter your child's details and click the **Save button**. If the child does not live at the same address as the applicant untick the **Address same as Applicant** box and **Add Address** as previously detailed in this guide.

Create Child

To create a new child, please complete the following details and then save these details 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?

Address *

3. The new child will present in your list of children.

1 **Applicant Details** ✓

2 **Select Child** ?

3 **Select Round**

... **Application Submitted** 8

Select Child (2 of 8)

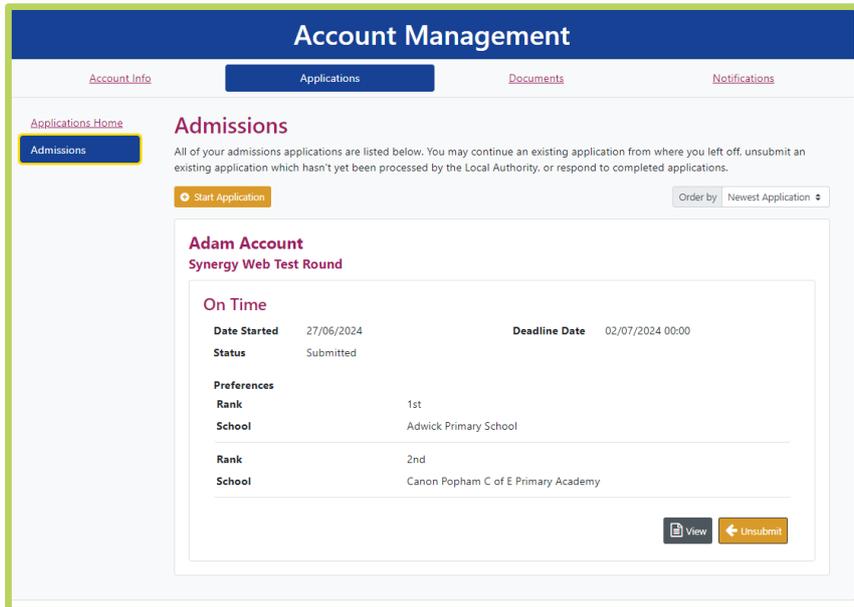
Please select the child you wish to apply for

	Name	Address	Gender	DOB	
<input type="radio"/>	Adam Account	71 - 72 St James Pool, Waterdale, Doncaster, DN1 3BU	Male	05/12/2019	<input type="button" value="✎"/>
<input type="radio"/>	Alex Account	71 - 72 St James Pool, Waterdale, Doncaster, DN1 3BU	Female	05/12/2019	<input type="button" value="✎"/>
<input type="radio"/>	Ava Account	71 - 72 St James Pool, Waterdale, Doncaster, DN1 3BU	Female	05/12/2019	<input type="button" value="✎"/>
<input type="radio"/>	Amanda Account	Civic Offices, Waterdale, Doncaster, DN1 3BU	Female	05/12/2019	<input type="button" value="✎"/>
<input type="radio"/>	Alice Account	71 - 72 St James Pool, Waterdale, Doncaster, DN1 3BU	Female	05/12/2019	<input type="button" value="✎"/>

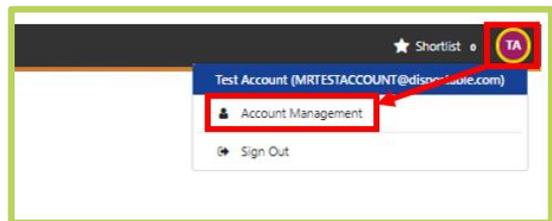
Please select the child you wish to apply for

Account Management

1. Whenever you submit an application your **Account Management** page will subsequently open.



2. The Account Management page can also be accessed by clicking on your **ID logo** in the top-right corner and selecting it from the **drop-down menu**.



3. Your Account Management can be used to update your **Personal Details**.

The screenshot displays the 'Account Management' interface with the 'My Details' section active. The 'Account Info' tab is highlighted in the top navigation. The 'My Details' section is titled 'My Details' and contains a sub-section for 'Personal Details'. It includes a form with fields for 'Title', 'Forename', 'Middle Name', 'Surname', 'DOB', 'NI Number', 'NASS Number', 'Address', 'Daytime Number', and 'Evening Number'. The 'Title' field is set to 'Mr'. The 'Forename' field is set to 'Test'. The 'Surname' field is set to 'Account'. The 'Address' field is set to '1000, Any Street, Anytown, TS1 ONE'. There is an 'Update Address' button at the bottom right of the address field.

4. Add New Children and update details of existing children.

The screenshot shows the 'Account Management' interface with the 'My Children' section selected. The 'Account Info' tab is highlighted in the top navigation. In the left sidebar, 'My Children' is selected. A 'New Child' button is highlighted in the main content area. Below it is a table with the following data:

Name	Address	Gender	DOB
Adam Account	1000 , Any Street, Anytown, TS1 0NE	Male	05/12/2019
Alice Account	Civic Offices, Waterdale, Doncaster, DN1 3BU	Female	05/12/2019

There are two edit icons (pencil icons) in the right margin of the table, one for each row.

5. Change Password or your email address in the **Security Section**.

The screenshot shows the 'Account Management' interface with the 'Security' section selected. The 'Account Info' tab is highlighted in the top navigation. In the left sidebar, 'Security' is selected. The main content area shows two rows: 'Password' with a 'Last Updated: 27/06/2024' date and a 'Change Password' button; and 'Email' with a 'Last Updated: Unknown' date and a 'Change Email' button. Both buttons are highlighted with red boxes.

6. Use the **Applications** tab to review a previous application status or begin a new application.

The screenshot shows the 'Account Management' interface with the 'Applications' tab selected. In the left sidebar, 'Admissions' is selected. The main content area shows the 'Admissions' section with a 'Start Application' button highlighted. Below is a card for 'Alice Account' titled 'Synergy Web Test Round'. The card contains the following information:

- On Time**
- Date Started:** 28/06/2024
- Status:** LA Received
- Preferences:**
- Rank:** 1st
- School:** Canon Popham C of E Primary Academy
- Rank:** 2nd
- School:** Adwick Primary School

A 'View' button is located at the bottom right of the card.

7. Applications that have been submitted but not yet received by the Council's Admissions team can be unsubmitted using the **Unsubmit button** if no longer required.

The screenshot displays the 'Account Management' interface. At the top, there are navigation tabs: 'Account Info', 'Applications' (highlighted with a red box), 'Documents', and 'Notifications'. Below this, a sidebar shows 'Applications Home' and 'Admissions' (highlighted with a red box). The main content area is titled 'Admissions' and contains a 'Start Application' button and an 'Order by' dropdown set to 'Newest Application'. The primary application listed is 'Cookie Monster Synergy Web Test Round' with a status of 'On Time'. A table below shows application preferences:

On Time	
Date Started	02/07/2024
Status	Submitted
Deadline Date	03/07/2024 0000
Preferences	
Rank	1st
School	Adwick Primary School

Rank	2nd
School	Canon Popham C of E Primary Academy

At the bottom right of the application details, there are two buttons: 'View' and 'Unsubmit' (highlighted with a red box).