Step by Step Guide to Completing the Conwy School Admissions Form

1. Click on ‘Click here to apply’ button
2. After reading the information, scroll down and click ‘Next’
3. Select ‘Transfer between schools’
4. Select either ‘Primary’ or ‘Secondary’
5. Enter the parent/guardian title and name
6. Enter the parent/guardian postcode
7. This will bring up an automated list of addresses under that postcode to select from. If the address isn’t shown, please select ‘My address is not listed’
8. Enter either a mobile number, landline or both
9. Enter an email address and then confirm that email address
10. Select a relationship to child
11. Click on ‘Next’
12. Enter the child’s name and date of birth
13. Select gender
14. Select ‘Yes’ or ‘No’ to the question re same address for the child as the parent/guardian
15. Click on ‘Next’
16. Select ‘No’ to the query on whether their current school is in Conwy
17. Enter the name of their previous school in Ukraine
18. Select the relevant option with reference to SEN/ALN
19. Select the relevant option with reference to LAC/previously LAC
20. Click on ‘Next’
21. Select the Conwy school from the drop down list under 1st preference
22. Select the Conwy school from the drop down list under 2nd preference (if they wish to do so)
23. Select the Conwy school from the drop down list under 3rd preference (if they wish to do so)
24. Click on ‘Next’
25. Enter ‘No’ to the question regarding having a sibling already in the School
26. Click on ‘Next’
27. Finally, enter any additional information you may feel would be useful such as their level of English, any specific needs etc
28. Click on ‘Next’
29. Read the declaration information
30. Tick the box ‘I confirm that the above information is correct’
31. Click on ‘Next’
32. Tick box should you want to see a summary of the application before submitting
33. Click on ‘Submit’