

Early years education system (EYES) establishment portal

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School admissions

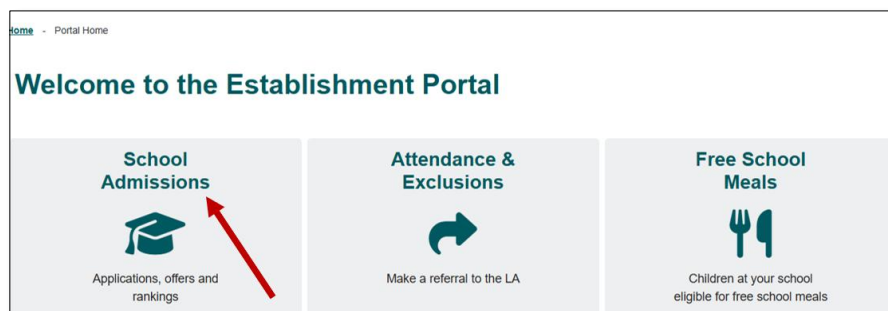
The School Dashboard is the main page within the Establishment Portal and provides an overview of the information and services available to your school. From this page, you can access:

- School information
- Key dates
- Bulk expected transfers
- Admissions criteria
- Bulk ranking
- Bulk applications and offers
- Apply for a school place
- In year and waiting list
- Leavers

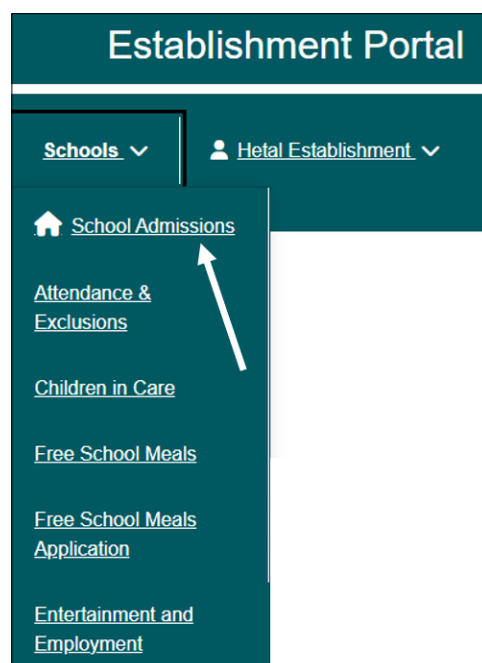
School admissions dashboard

School admissions dashboard can be accessed in a couple of ways.

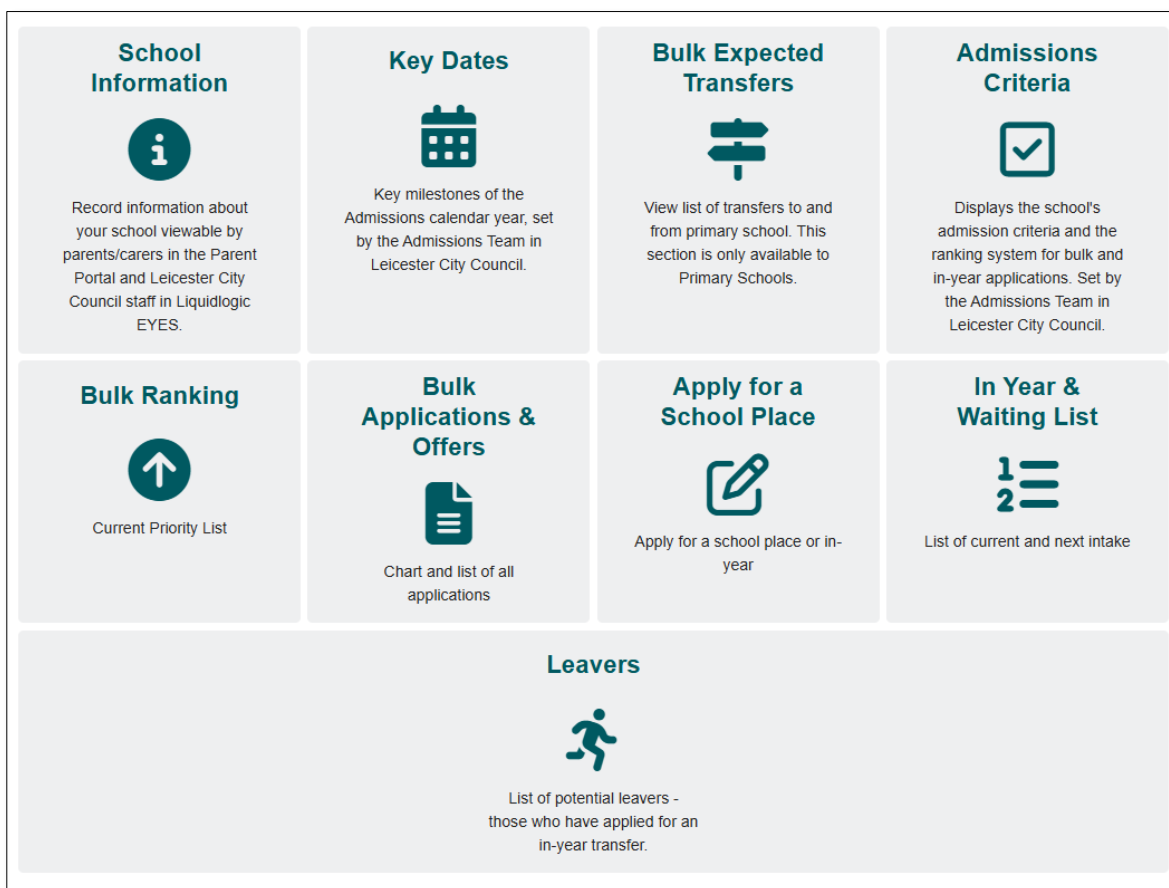
- From Home Page click 'School admissions' tile.



- From the menu bar click 'Schools' menu.



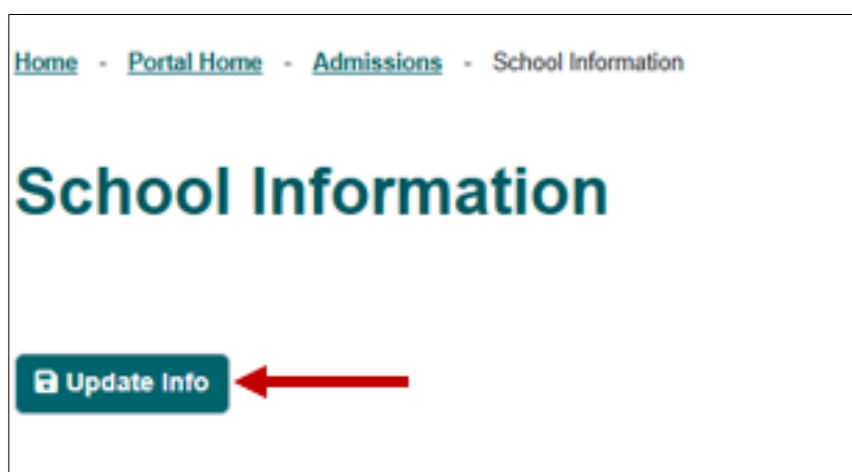
This is the school admissions dashboard.



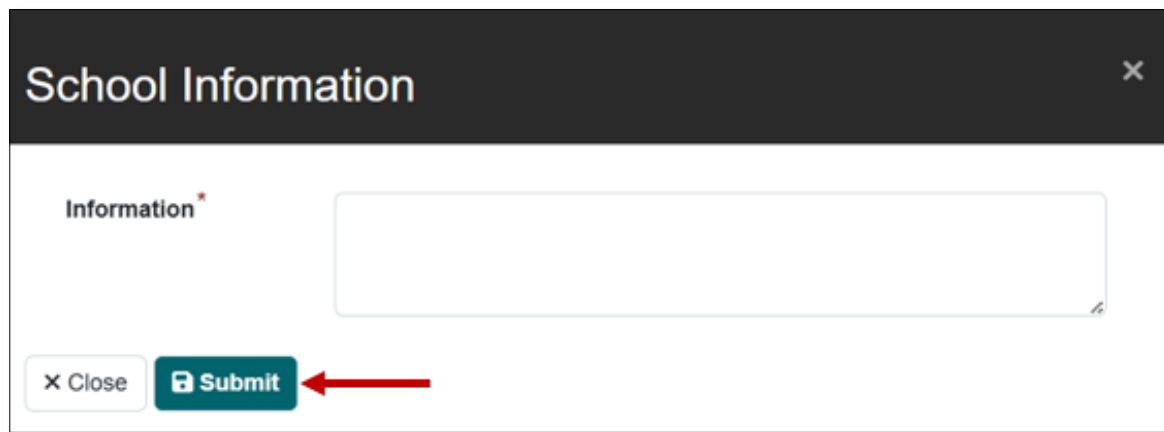
School information

This section allows you as a school to record and update information that can be viewed by parents and carers through the Parent Portal, and by Leicester city council staff within Liquidlogic EYES.

To add or update information, click the 'Update Info' button.



A pop-up window will appear. Enter the required information and click the 'Submit' button.

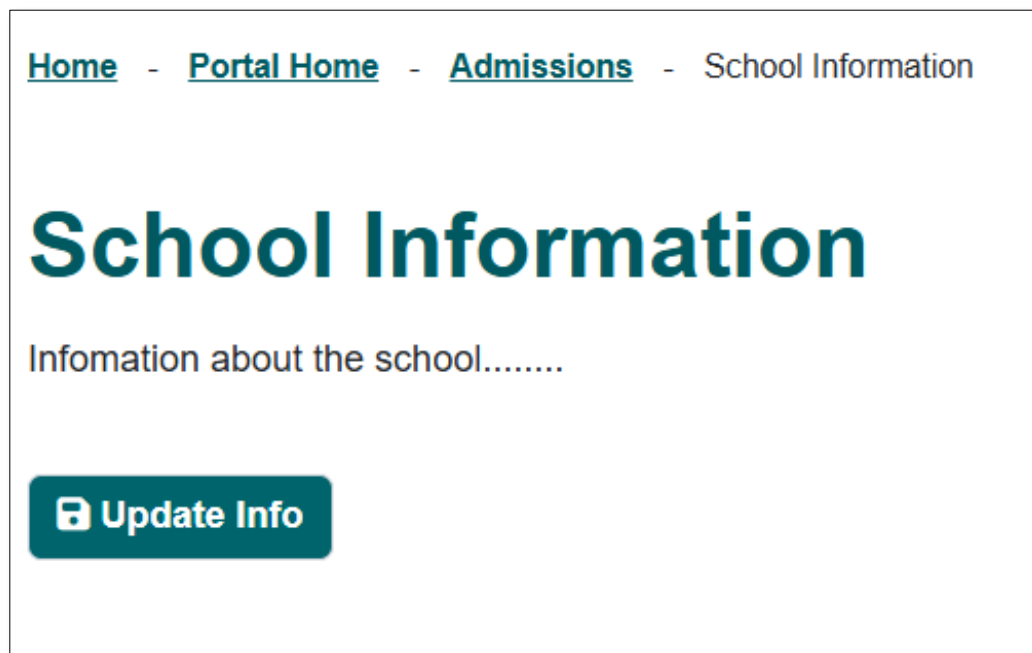


School Information

Information*

X Close Submit

Details will be displayed as shown below.



[Home](#) - [Portal Home](#) - [Admissions](#) - School Information

School Information

Information about the school.....

Update Info

Key dates

The Key dates section displays admission timelines and application deadlines for each application type. This section is read-only. Information is managed by the Admissions Team at Leicester city council.

Key Dates

Admission Key Dates

Primary

Secondary

Admission Period / Phase

Admission Year	2026/2027
Phase of Education	Secondary

Applications

Online Admission System Open	01-Sep-2025
Closing Date for all Applications	30-Oct-2025

Processing (on-time)

LA sends a report of applications to other authorities (ADT)	03-Nov-2025
LA sends a report of applications to other schools	10-Nov-2025
All schools return lists of pupil offers to LA	17-Nov-2025
All LA's exchange initial outcomes for residents of 'this' LA (ALT)	01-Dec-2025

On-time Results

All schools informed of final offers & refusals (up to admission number and accounting for oversubscribed schools)	27-Feb-2026
Results of on-time applications sent to parents/carers	02-Mar-2026
Deadline for parents to respond to offer	
Appeals & waiting lists open	

Processing (late)

LA Exchanges late applications with other LAs and schools (including acceptances & those who are still seeking a place)	13-Mar-2026
---	-------------

Late Results

Results of late applications sent to parents/carers	23-Aug-2026
---	-------------

Bulk expected transfers

This section allows you to view whether applications have been submitted for children in your setting. Schools can choose to view either Primary applications (pre-school children) or Secondary applications (Year 6 children).

The list is available throughout the application process, enabling you to identify children who have not yet applied and, where appropriate, remind parents to apply before the deadline.

Please note: This section is only available to Primary Schools.

Home - Portal Home - Admissions - Bulk Expected Transfers

Bulk Expected Transfers

Primary

Secondary

Refresh

Previous Intake (2025 - 2026)

Current Intake (2026 - 2027)

Next Intake (2027 - 2028)

Download CSV

UPN	Name	DOB	Application	Offer Sent	Establishment	Responded?
-----	------	-----	-------------	------------	---------------	------------

On National Offer Day, you will be able to view the schools that have been offered to your leaving pupils.

UPN	Name	DOB	Application	Offer Sent	Establishment	Responded?
5000200120001	M. Smith	12-01-2022	Yes	21-Apr-2026	Green Lane Infant School(856/2229)	No
M0500003705004	P. Jones	15-03-2024	Yes	18-Mar-2026	Abbey Mead Primary Academy(856/2337)	No
F000200720000	N. Khan	1-10-2023	Yes	18-Mar-2026	Abbey Mead Primary Academy(856/2337)	No

Filter

Intake Year

Select the relevant 'Intake Year' from the available options to display the corresponding records.

Download CSV

This downloads the 'Bulk Expected Transfers' file, which can be opened in Microsoft Excel or another compatible spreadsheet application.

A screenshot of a web browser's download bar. At the top, it says 'Downloads' with icons for a folder, search, and a menu. Below this, a file icon for a CSV file is shown next to the text 'expectedtransfer.csv'. Underneath the filename is a blue 'Open file' button. At the bottom of the download bar is a 'See more' button.

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[Back to content menu](#)

Table headings

Use the table headings to further filter and/or sort the records.

- Filter: Enter the details to locate a specific record.
- Asc (Ascending): Sorts items from 'A to Z'.
- Desc (Descending): Sorts items from 'Z to A'.
- Dates: Enter a specific date to filter.
- Reset: Resets the table to its default order.

UPN	Name	DOB	Application	Offer Sent	Establishment	▼ Responded?
-----	------	-----	-------------	------------	---------------	--------------

Sort: ▲ Asc ▼ Desc Reset	Sort: ▲ Asc ▼ Desc Reset	Sort: ▲ Asc ▼ Desc Reset	Sort: ▲ Asc ▼ Desc Reset
Filter: Type to filter...	Reset Filter From: To:	☒ (Select All) ☒ Yes ☒ Yes (OoA)	☒ (Select All) ☒ No

Admissions criteria

This screen displays your school's admission criteria and ranking system. This section is read-only for schools and is maintained by Leicester city council.

[Home](#) - [Portal Home](#) - [Admissions](#) - Admissions Criteria

Admissions Criteria

In Year Applications Only	
Rank	Description
0	Education, Health, and Care Plan (EHCP)
1	Children in the care of a local authority within England or who were previously in the care of a local authority within and outside of England
2	Children who have a serious medical condition or exceptional social or domestic needs that make it essential they attend the school requested
3	Children whose home address is in the catchment area of the infant or primary school with a sibling at the school or the linked junior school, who will still be on roll when the applicant starts school
4	Children whose home address is outside the catchment area of the infant or primary school with a sibling at the school or linked junior school, who will still be on roll when the applicant starts school
5	Children whose home address is in the catchment area of the infant or primary school
6	Children who are sons / daughters of staff working at the school for at least 2 years at the time of application
7	Children whose home address is outside the catchment area of the infant or primary school and who have requested a place.

Bulk Applications Only	
Rank	Description
0	Education, Health, and Care Plan (EHCP)
1	Children in the care of a local authority within England or who were previously in the care of a local authority within and outside of England
2	Children who have a serious medical condition or exceptional social or domestic needs that make it essential they attend the school requested
3	Children whose home address is in the catchment area of the junior school with a sibling at the school or the linked infant school, who will still be on roll when the applicant starts school
4	Children whose home address is outside the catchment area of the infant school with a sibling at the school or linked junior school, who will still be on roll when the applicant starts school.
5	Children whose home address is in the catchment area of the infant or primary school
6	Children who are sons / daughters of staff working at the school for at least 2 years at the time of application
7	Children whose home address is outside the catchment area of the infant or primary school and who have requested a place.

Bulk Ranking

This section allows you to view and rank applications against your published Admissions Criteria. This functionality is available only to schools that are responsible for ranking their own applications. Access to this feature will be enabled by the School Admissions Team during the relevant admissions cycle, and relevant schools will be required to complete their rankings within the specified timescales. Once ranked, the applications can be submitted to the Local Authority (EYES).

Home - Portal Home - Admissions - Bulk Ranking

Bulk Ranking

Applications can be prioritised by updating the score
Total Applications: 1 SEN: 0 CLA: 0

Current Priority List

Admissions window is closed now.
Applications for Year: 2026, Phase: Primary were available between 09-Feb-2026 and 16-Feb-2026

UPN	Name	DOB	Reasons Provided	SEN	CLA	Sib	Apt	Criteria
-----	------	-----	------------------	-----	-----	-----	-----	----------

UPN	Name	DOB	Rank
-----	------	-----	------

Filters

Use the column headers to ‘sort’ applications and/or use the ‘filter’ field to find specific ones.

UPN	Name	▼	DOB	Reasons Provided	SEN	CLA	Sib	Apt	Criteria
-----	------	---	-----	------------------	-----	-----	-----	-----	----------

- Asc (Ascending): Sorts items from ‘A to Z’.
- Desc (Descending): Sorts items from ‘Z to A’.
- Dates: Enter a specific ‘Date’ to filter.
- Reset: Resets the table to its default order.
- Filter: Type the specific application number you are looking for.

Sort: ▲ Asc | ▼ Desc | Reset

Filter:

Sort: ▲ Asc | ▼ Desc | Reset

▶ Reset Filter

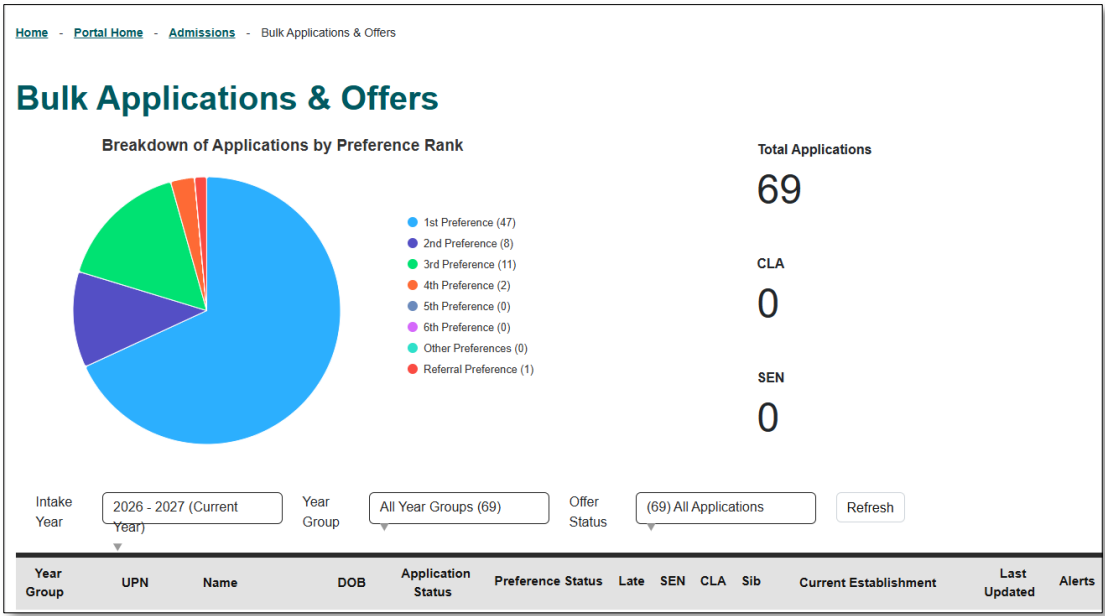
From:

To:

Bulk Applications & Offers

The Bulk Applications & Offers section provides a summary of the total number of applications received, together with a breakdown of bulk (transfer) applications by preference rank, from first preference through to referral (alternative offer) preferences.

On National Offer Day, you will be able to view the allocations made for your school. Following the release of offers, any subsequent changes or updates to allocations will be reflected in this section, allowing you to track and monitor amendments as they occur.



Filters

Use the 'column headers' to sort the list of applications. Click a column header to arrange the records in ascending or descending order.

Year Group	UPN	Name	DOB	Application Status	Preference Status	Late	SEN	CLA	Sib	Current Establishment	Last Updated	Alerts
------------	-----	------	-----	--------------------	-------------------	------	-----	-----	-----	-----------------------	--------------	--------

- Asc (Ascending): Sorts items from 'A to Z'.
- Desc (Descending): Sorts items from 'Z to A'.
- Dates: Enter a specific 'Date' to filter.
- Reset: Resets the table to its default order.
- Filter: Enter the application number or relevant details to locate a specific application.

Sort: ▲ Asc | ▼ Desc | Reset

Filter:

Sort: ▲ Asc | ▼ Desc | Reset

☒ (Select All)
☒ Active
☒ Complete
☒ Offer Sent
☒ Withdrawn

Preference Status

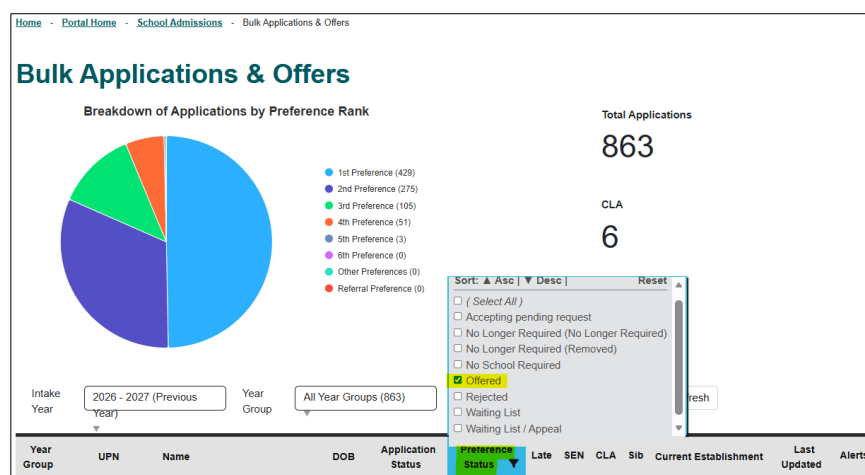
Late SEN CLA Sib

Sort: ▲ Asc | ▼ Desc | Reset

☒ (Select All)
☒ No Longer Required (No Longer Required)
☒ No Longer Required (Removed)
☒ No School Required
☒ Offered
☒ Rejected
☒ Waiting List
☒ Waiting List / Appeal

Schools can monitor allocations for the relevant transfer year by selecting Offered from the Preference Status filter.

The Last Updated column indicates when the application or allocation record was last amended.



Bulk (transfer) appeals

If the offer status shows Waiting List/Appeal, this indicates that an appeal has been submitted.

Apply for a School Place

This section enables you as a school to submit an assisted application on behalf of a parent or carer.

Applications submitted using this method will be forwarded to Leicester City Council for processing.

All correspondence relating to the application will be sent by letter to the parent's or carer's address provided within the application.

[Home](#) - [Portal Home](#) - [Admissions](#) - Apply for a school place

Apply for a school place

Welcome to the School Admissions portal.

Transfer applications

Use this service to apply for a school place for September 2026 including:

- starting reception for the first time
- moving from infant to junior school
- moving from primary to secondary school

In-year admissions

You can also use this service to apply for an in-year school place if you have moved home, you have recently arrived in Leicester or you would like to change your child's school.

Important information:

- You can only submit a transfer application here if you live in the Leicester City Council area. If you live outside this area, you must apply through your home Local Authority. You can still include schools outside Leicester in your application. We will work with the relevant council when processing your school preferences.
- In-year applications must be submitted directly to the Local Authority where the school is located.
- Use the link below to check if you live within the Leicester City Council area.

[Check your Local Authority](#)

[Start a new application](#)

Your Details

[Your Details](#)

Name

Address

In year and waiting list

This section allows you to view and manage In-Year applications. In-Year allocations must first be released by the School Admissions Team before they become visible to schools. Once an allocation has been released, the admissions contacts assigned to your school will receive an email notification confirming that an **In-Year Application** has been received.

To view allocated applications, select the current intake and use the available filters to display applications with an **Offered** status. You can also use **Edit Filters** and select **Offered** to refine the list.

Applications with an **Offered** status will be displayed in the table below. Selecting an individual child will open the application record, where you can view further details about the application and allocation. The list can also be exported to CSV format if required.

Home - Portal Home - Admissions - In Year & Waiting List

In Year & Waiting List

Filtering to
Show

Waiting List

Edit Filters

Current Intake (2025-2026)

Next Intake (2026-2027)

Refresh

Export to CSV

New In Year Application

All (165)

Year 7 (165)

No.	Forename	Surname	DOB	Application Ref	Year Group	Offer Status	Distance	Criteria	EHCP	CLA	Sib	Date Place Required	Last Updated	Alerts
-----	----------	---------	-----	-----------------	------------	--------------	----------	----------	------	-----	-----	---------------------	--------------	--------

In-year appeals

Applications for which an appeal has been received will be released to schools through the same process as allocation information. Where the offer status shows waiting list/appeal, this indicates that an appeal has been lodged.

Filters

Type of List

Click 'Edit Filters' to display additional filtering options.

☒ Offered

☐ Rejected

☐ Waiting List

☐ Waiting List / Appeal

Apply Filter

Hide Filters

Current / Next Intake

Select the relevant 'Intake Year' from the available options to display the corresponding records.

Current Intake (2025-2026)

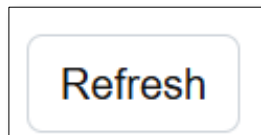
Next Intake (2026-2027)

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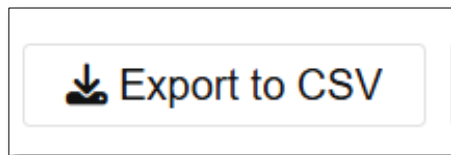
Refresh

Updates the page and displays the latest information.



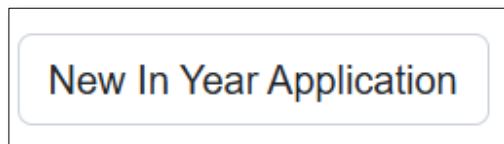
Export to CSV

This downloads the displayed records in CSV format. The file will be saved in the 'Downloads' folder and can be opened in Microsoft Excel or another compatible spreadsheet application.



New In Year Application

Opens a new in-year application form for completion.



Use the column headers to sort and/or further filter the list of applications.

No.	Forename	Surname	DOB	Application Ref	Year Group	Offer Status	Distance	Criteria	EHCP	CLA	Sib	Date Place Required	Last Updated	Alerts
-----	----------	---------	-----	-----------------	------------	--------------	----------	----------	------	-----	-----	---------------------	--------------	--------

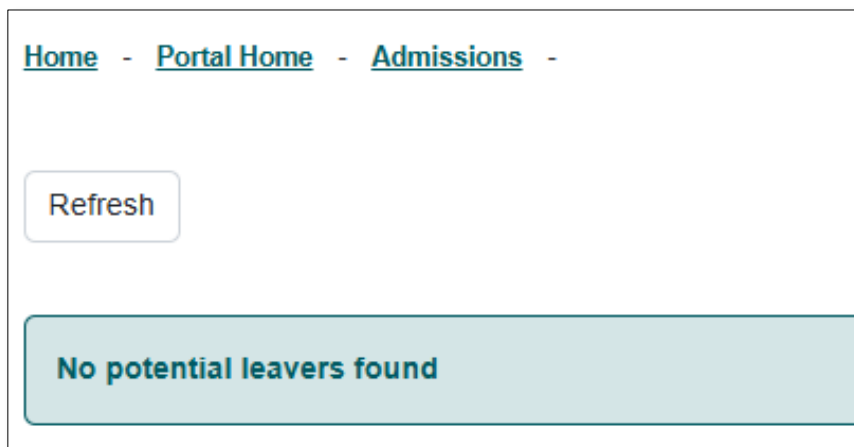
- Asc (Ascending): Sorts items from 'A to Z'.
- Desc (Descending): Sorts items from 'Z to A'.
- Dates: Enter a specific 'Date' to filter.
- Reset: Resets the table to its default order.
- Filter: Enter the application number or relevant details to locate a specific application.

Sort: ▲ Asc ▼ Desc Reset	Sort: ▲ Asc ▼ Desc Reset
Filter: Type to filter...	► Reset Filter
	From: 
	To: 

Leavers

If there are any children who have submitted an in-year application for another school, their details may be displayed in this section.

Please note: This information is not made available automatically. Each potential leaver must be manually released by the School Admissions Service before their details can be viewed by the school. This functionality is not currently utilised as part of the standard admissions process.



Attendance and Exclusions

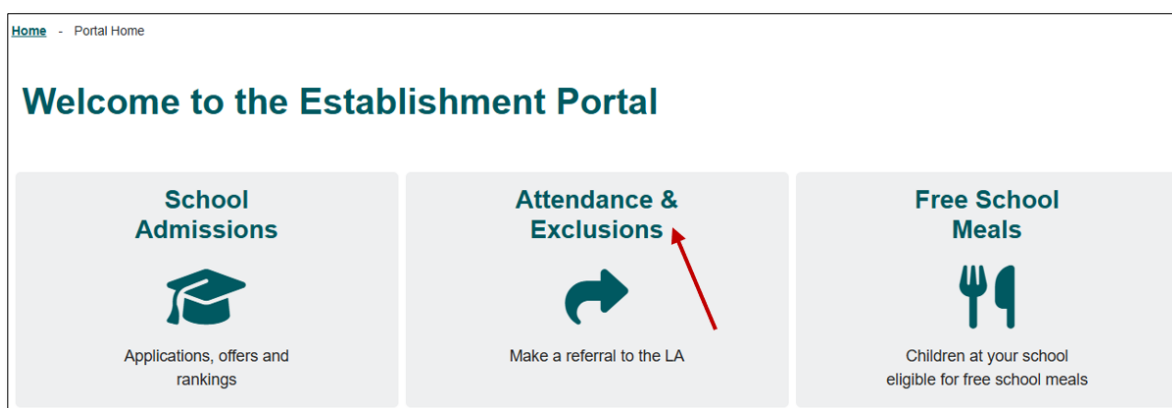
The following referrals can be submitted through the Establishment Portal.

- Attendance Referral
- Permanent Exclusion (PEX)
- Education welfare – deletions from roll (Annex B)
- Education welfare - deletions from roll (Annex C)

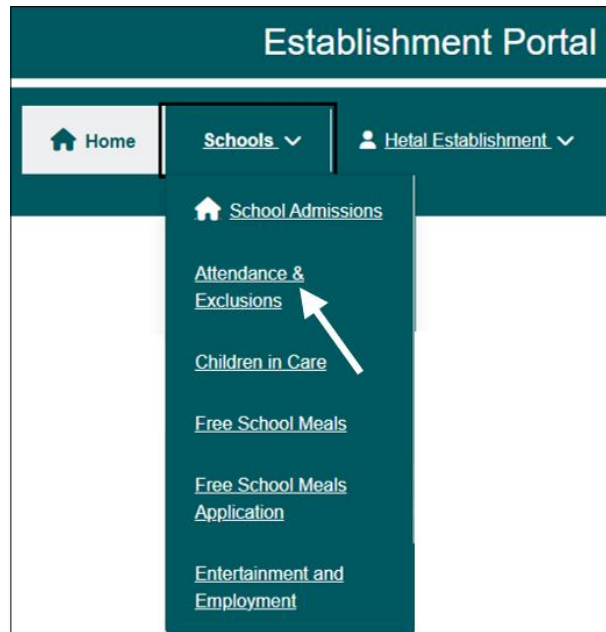
Attendance & Exclusion dashboard

Attendance & Exclusion dashboard can be accessed in a couple of ways.

- From home page click 'Attendance & Exclusion' tile.



- From the menu bar click 'schools' menu and select 'Attendance & Exclusion'.



Attendance & Exclusion dashboard is displayed.

Click the tile to start your referral.



Referral

Each referral contains a specific set of questions that must be completed.

Attendance Referral

- 1 Attendance Referral >
- 2 Referral Details >

PEX Referral Form

- 1 PEX Portal Referral Form >
- 2 Parental Responsibility >
- 3 Special Educational Needs >
- 4 Safeguarding & Agency Involvement >
- 5 Documents >
- 6 Submit Application >

Education welfare - Safe removal from roll form (Annex B)

- 1 Annex B - Safe removal from roll (referral for investigation of whereabouts or notification) >
- 2 Save >

Education welfare - Deletions from roll (Annex C)

- 1 Annex C - moves nearby - support with decision to remove >
- 2 Save >

Complete all required fields. Fields marked with a red asterisk (*) are mandatory.

Applicant Details

Title

First name *

Last Name *

Email *

Home telephone

Work telephone

Mobile telephone

Preferred contact method *

You can navigate around the form by clicking 'Next' or 'Previous'.

← Previous

Next →

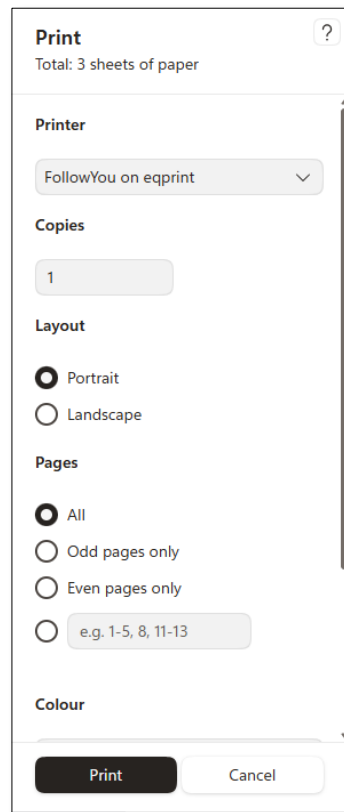
Print Save for later Create PDF Close Cancel

Other actions

At the bottom of the screen, you will find options to print, save for later, create a PDF, close, or cancel the document.

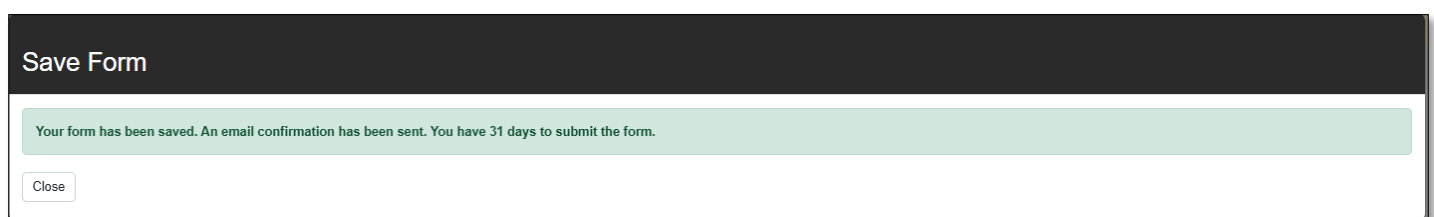
Print

Allows you to print the document.

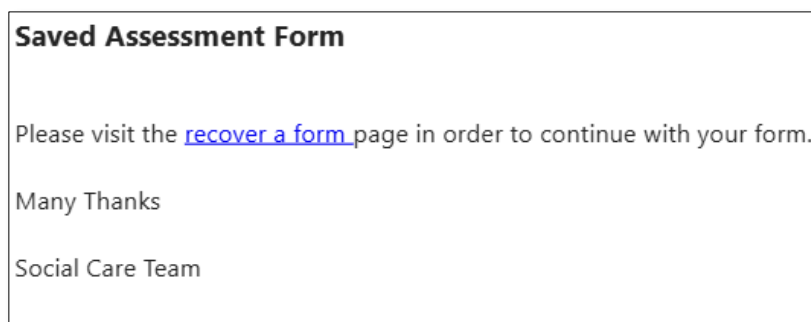
A print dialog box titled 'Print' with a help icon. It shows 'Total: 3 sheets of paper'. Under 'Printer', there is a dropdown menu showing 'FollowYou on eqprint'. Under 'Copies', there is a text input field with '1'. Under 'Layout', there are radio buttons for 'Portrait' (selected) and 'Landscape'. Under 'Pages', there are radio buttons for 'All' (selected), 'Odd pages only', 'Even pages only', and a text input field with 'e.g. 1-5, 8, 11-13'. Under 'Colour', there is a dropdown menu. At the bottom are 'Print' and 'Cancel' buttons.

Save for later

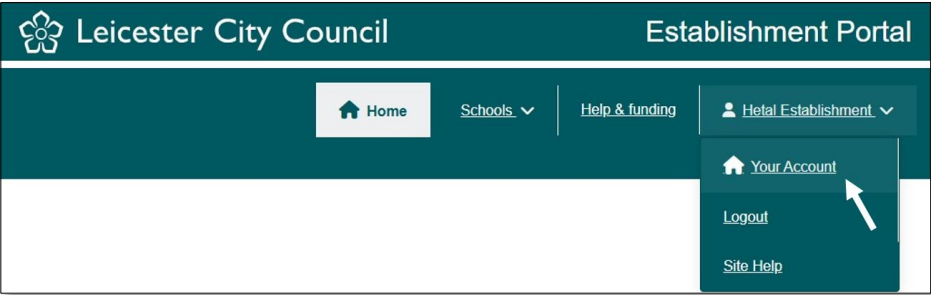
Saves the information entered so you can complete the form later.

A dark grey header bar with the text 'Save Form'. Below it is a light green message box containing the text: 'Your form has been saved. An email confirmation has been sent. You have 31 days to submit the form.' At the bottom left of the message box is a 'Close' button.

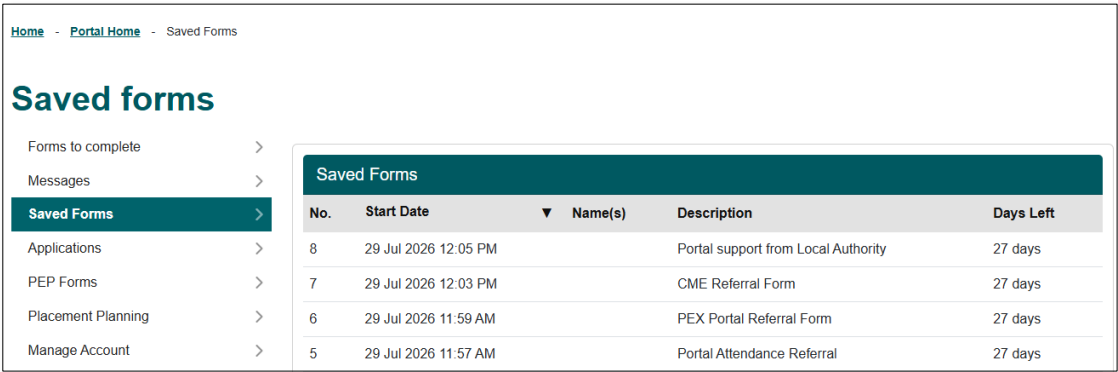
When you save a form on the portal, you will receive an email confirming that it has been saved. You will also receive a link to go back into the form.

An email template for a 'Saved Assessment Form'. It contains the text: 'Please visit the [recover a form](#) page in order to continue with your form.' followed by 'Many Thanks' and 'Social Care Team'.

Click ‘Your Name’ and ‘Your Account’ at the top right of the screen.

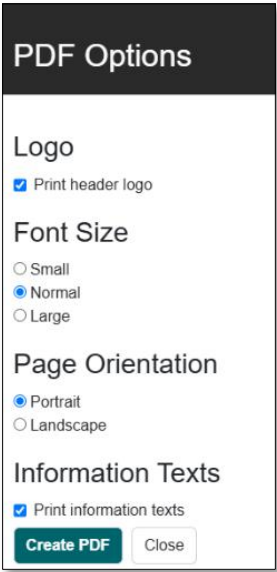


Go to the ‘Saved Forms’ tab. This will display all saved forms that can be completed.



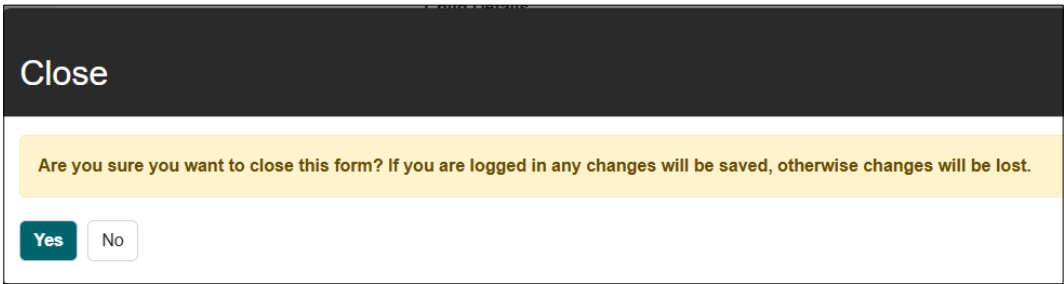
Create PDF

- This displays additional options.
- Select your preferences to create a read-only
- PDF version of the form.
- The PDF is a read-only copy of the completed
- form that can be saved or printed for your records.

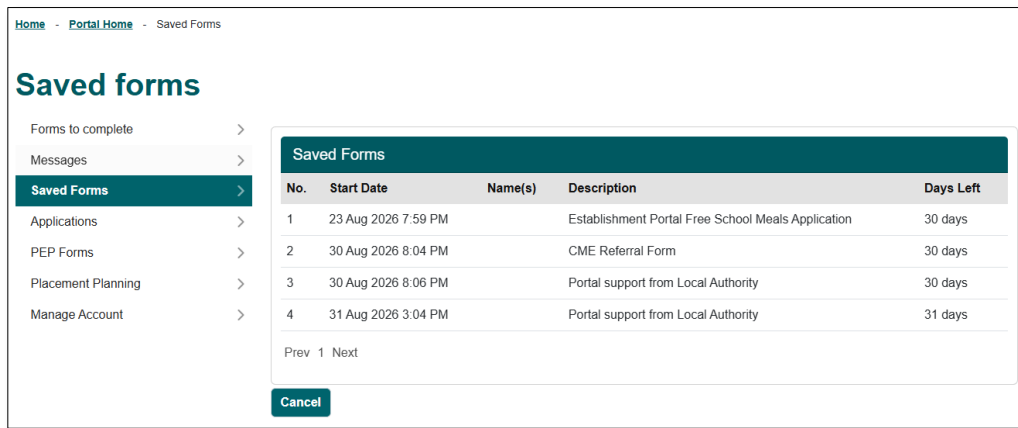


Close

Closing the document will display a confirmation message. Click the ‘Yes’ button to continue.

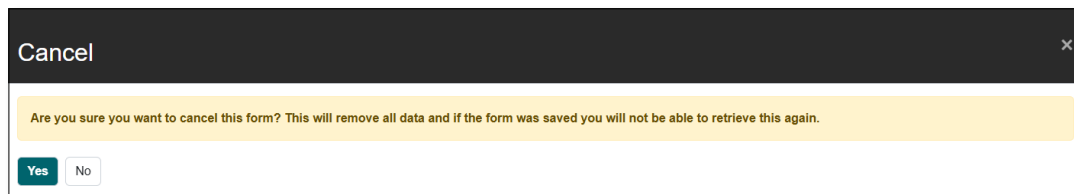


After confirming, you will be returned to the 'Saved Forms' tab in your account.



Cancel

This will cancel and permanently delete the form.

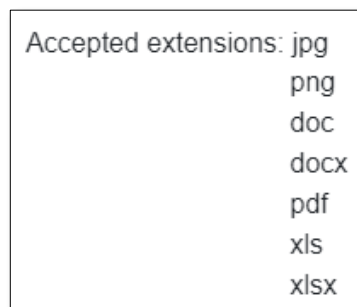
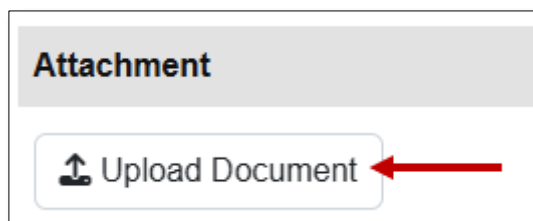


Uploading Documents

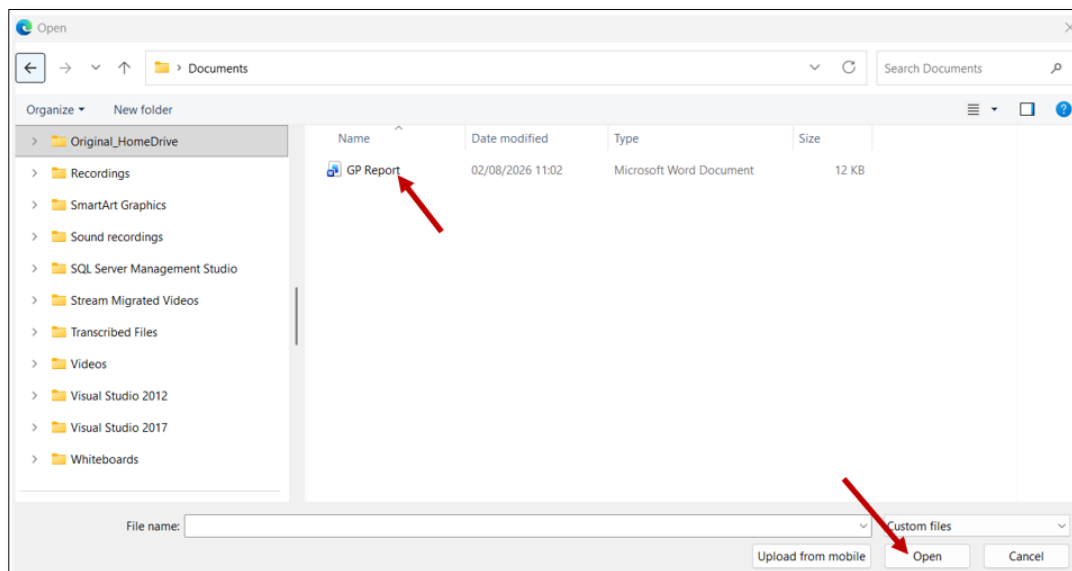
This section explains how to upload documents to a referral form.

Click the 'Upload Document' button within the Referral.

Please note:- Only the supported document types shown below can be uploaded.



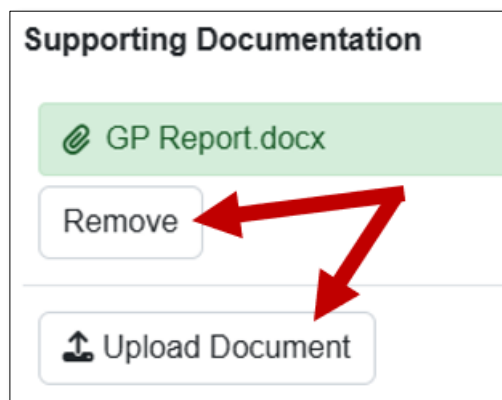
Select the documents that you wish to upload and click 'Open'.



The Supporting Documents section will now show the document that has been uploaded.

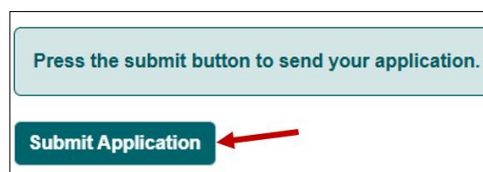
If an incorrect document has been uploaded, click the 'Remove' button to delete it.

To upload additional documents, click the 'Upload Document' button.

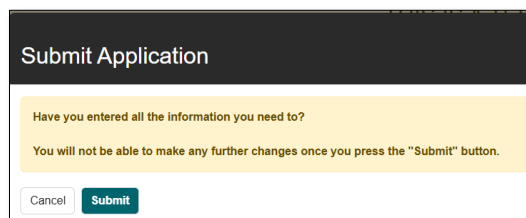


Submitting Forms

Once you click 'Submit Application', no further changes can be made to the form.



A pop-up box will appear asking you to confirm the submission. If you need to make further changes, click the 'Cancel' button. Once you click the 'Submit' button, no further changes can be made.



You will be taken to the ‘My Application’ section, where you should see the following confirmation message.

My Application

Thank You

My Application

Recover a saved form

Thank You

The application you completed has been submitted to the Education Department.

You will be contacted in the next few days by one of our officers.
Please allow additional time for weekends or bank holidays.

Thank you for using this service.

You will also be able to see the submitted referrals in the ‘Applications’ section.

Applications

Forms to complete

Messages

Saved Forms

Applications

PEP Forms

Placement Planning

Manage Account

This section lists all the other applications you have made

My Applications

Select
Period
to
View

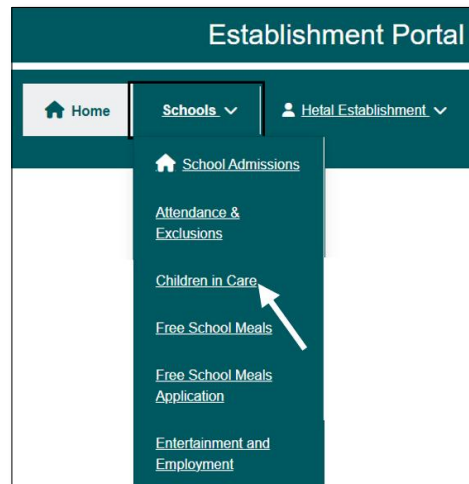
All

No.	Submitted	Applicant	Reference	Type	Status	Info
1	02-Aug-2026	e e	IH-8XT8-RCI4	School Attendance Referral - r r	Application Submitted	

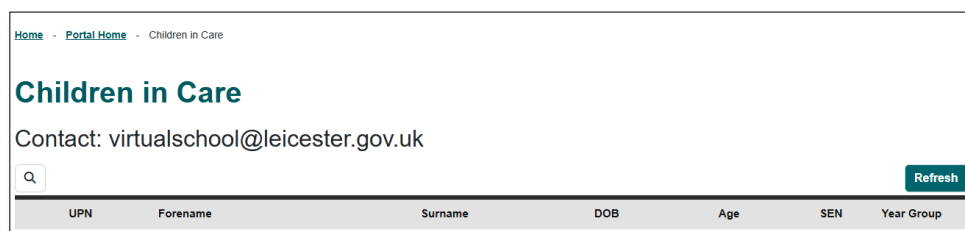
Children in care

This section displays all looked-after children at your school.

To view Children in Care, from the menu bar click 'Schools' menu and select 'Children in Care'.

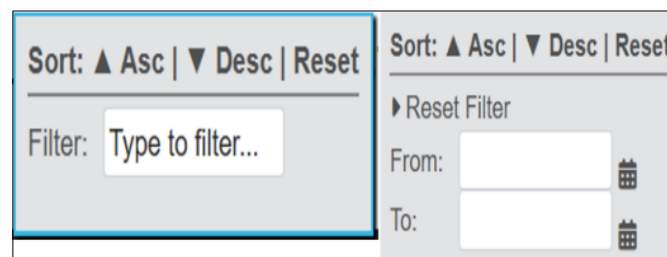


List of Children in Care is displayed.



Filters

- Refresh: Updates the page and displays the latest information.
- Asc (Ascending): Sorts items from 'A to Z'.
- Desc (Descending): Sorts items from 'Z to A'.
- Dates: Enter a specific 'Date' to filter.
- Filter: Enter details to filter.
- Reset: Resets the table to its default order.

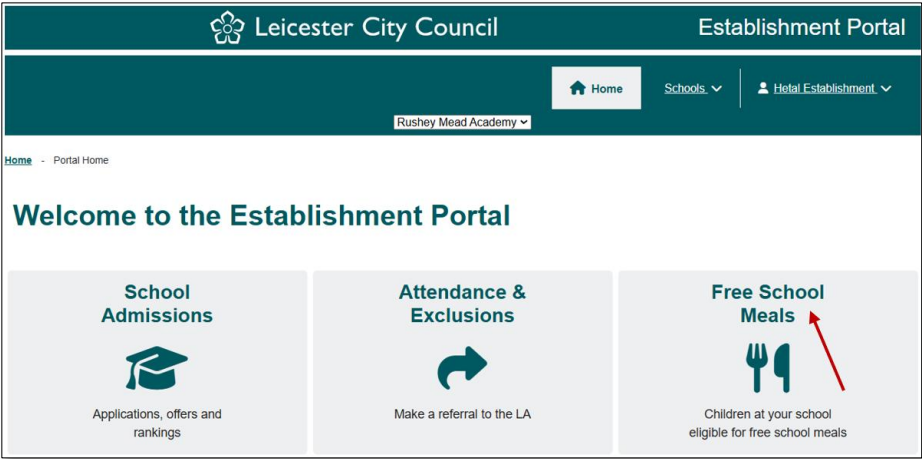


Free school meals

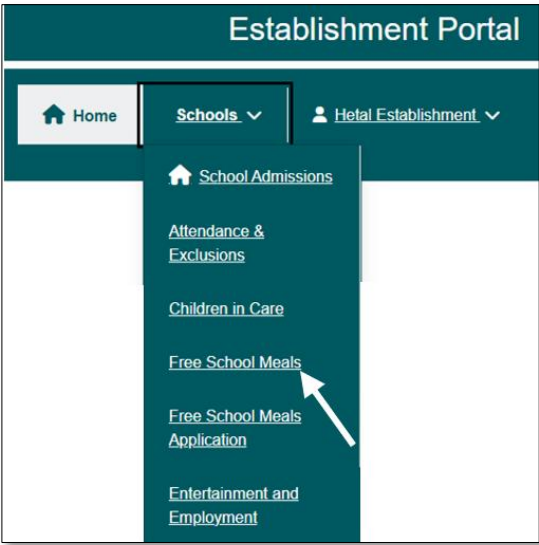
This section displays pupils at your school who may be eligible for free school meals.

There are a couple of ways to access the list of children who may be eligible for free school meals.

- From home page click 'Free School Meals' tile.



- From the menu bar click 'schools' menu and select 'Free School Meals'.



List of children who may be eligible for Free School Meals is displayed.



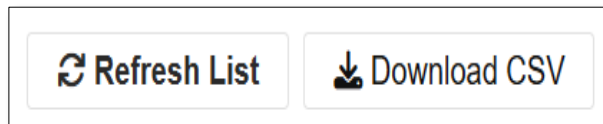
Filters

Refresh List

Updates the page and displays the latest information.

Download CSV

This downloads the displayed records in CSV format. The file will be saved in 'downloads' folder and can be opened in Microsoft Excel or another compatible spreadsheet application.



Year tab

To view pupils in a specific year group, select the relevant year tab.



Table header

Use the column headers to sort the list of applications.

UPN	Surname	Forename	DOB	Sex	Status	Eligibility Basis	Status Date	Eligibility Start Date	Eligibility End Date	Protection End Date	Alerts
-----	---------	----------	-----	-----	--------	-------------------	-------------	------------------------	----------------------	---------------------	--------

- Filter: Enter details to filter.
- Dates: Enter a specific date to filter.
- Reset: Resets the table to its default order.
- Sex: Select a specific sex to filter the results.

Filter:

Sort: ▲ Asc | ▼ Desc | Reset

► Reset Filter

From:

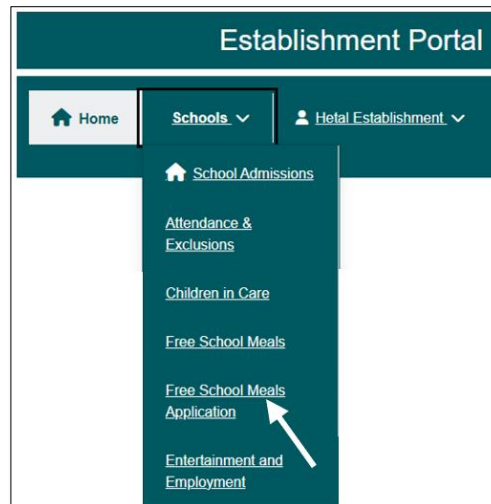
To:

☒ (Select All)
☒ Female
☒ Male

Free school meals application

Schools can help and support parents and carers with the application process and submit Free School Meals applications on their behalf.

To access the application, from the menu bar click 'Schools' menu and select 'Free Schools Meals application'.



Free Schools Meals Application is displayed.

Home - Portal Home - Free School Meals Application

Free School Meals

Apply for free school meals or pupil premium funding

1 Free School Meals Application >

2 Identification >

3 The Applicant and Child >

4 More About the Child >

FREE SCHOOL MEALS APPLICATION

Children in reception, year 1 and year 2

All children up to year 2 at a state-funded school or academy automatically get free school meals and there's no need to apply.

However, if you receive any of the benefits that would entitle your child to Free School Meals anyway, your child's school might be able to get extra funding (called the Pupil Premium) which it can use to support your child's education. Your child's school needs your permission in order to apply for Pupil Premium, so please speak to them about it as soon as possible.

☐ I have No Recourse to Public Funds

0% complete

Next →

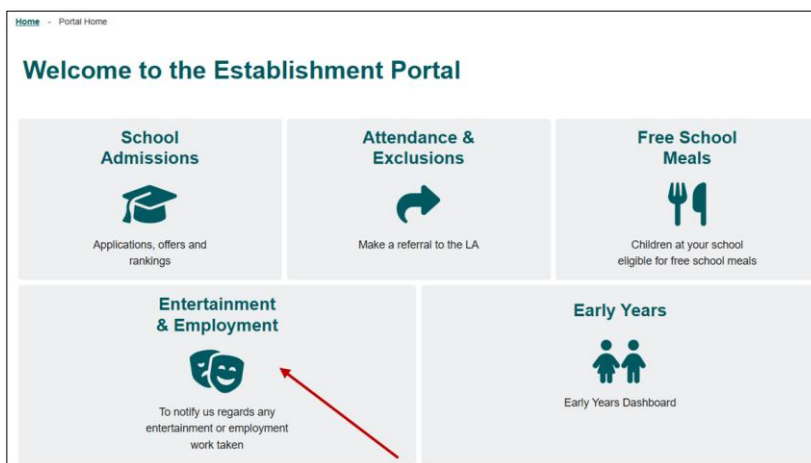
Print Save for later Create PDF Close Cancel

Entertainment and employment

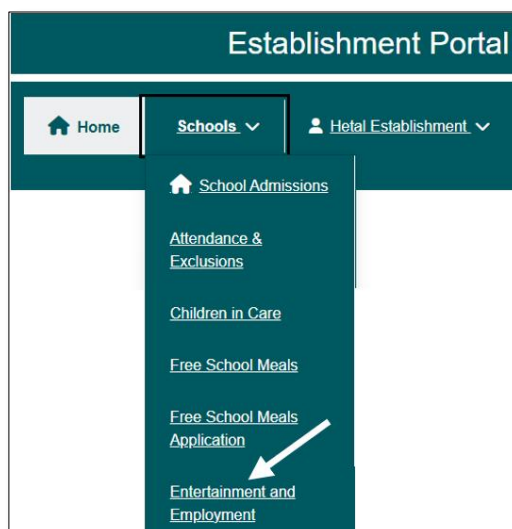
Schools must notify Leicester City Council when a child or young person applies to take part in a performance or modelling assignment. This enables the Education Welfare Service to ensure that the student's education, health, and wellbeing are not negatively affected by their participation.

To notify there are a couple of ways to access the 'Entertainment & Employment'.

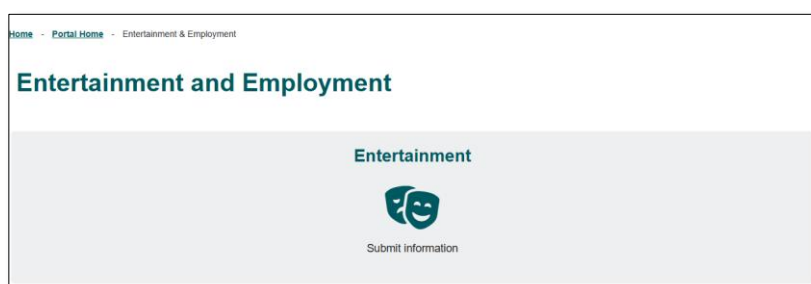
- From Home Page click 'Entertainment & Employment' tile.



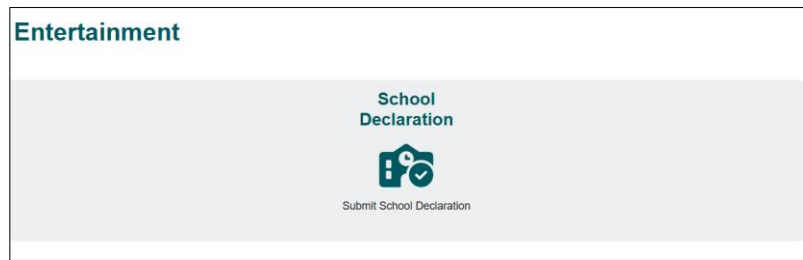
- From the menu bar click 'schools' menu and select 'Entertainment & Employment'.



The Entertainment and Employment page will appear. Click the 'Entertainment' tile.



The Entertainment page will appear. Select 'School Declaration'.



The Entertainment School Declaration page will appear. Complete the form and click Submit.

A screenshot of the "Entertainment School Declaration" form. The title "Entertainment School Declaration" is at the top left. A progress bar on the top right shows "0% complete". On the left is a sidebar with four steps: 1. Portal Entertainment School Declaration (selected), 2. About Child, 3. School Declaration: TO BE SIGNED BY HEAD TEACHER, and 4. Submit Declaration. The main content area is titled "PORTAL ENTERTAINMENT SCHOOL DECLARATION" and contains the following text: "An application has been received for the child/young person below to take part in a performance / modelling assignment. The Education Welfare Service has a legal duty to ensure that if taking part in performances, the student's education, health and wellbeing is not adversely affected." Below this is the address: "Education Welfare Service,, Leicester City Council, LCC Central Post Room, Leicester, LE1 6RN". Further down are the contact details: "Tel: 0116 454 5510", "Fax: 0116 454 0787", and "Email: education.welfare@leicester.gov.uk". At the bottom right is a "Next →" button. At the bottom of the form are several buttons: "Print", "Contact Us", "Save for later", "Create PDF", "Close", and "Cancel".

Once the form is submitted, you will see the following message.

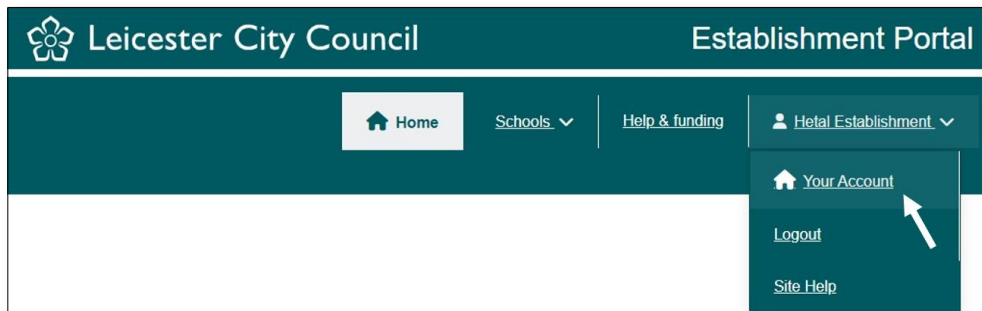
A screenshot of the "My Application" page. The title "My Application" is at the top left. Below it is a sidebar with two options: "My Application" (selected) and "Recover a saved form". The main content area has a light blue background and is titled "Thank You". It contains the following text: "The application you completed has been submitted to the Education Department. You will be contacted in the next few days by one of our officers. Please allow additional time for weekends or bank holidays. Thank you for using this service."

Please note: Once the form is received by the Leicester City Council, they will contact you.

Your account

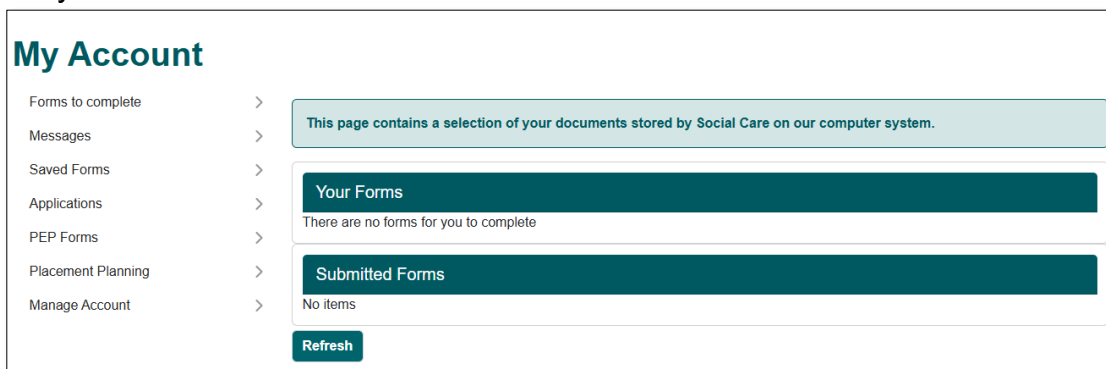
From the home page, click on your 'Name' and a list of options will be shown.

Click the 'Your Account' link.



Forms to complete

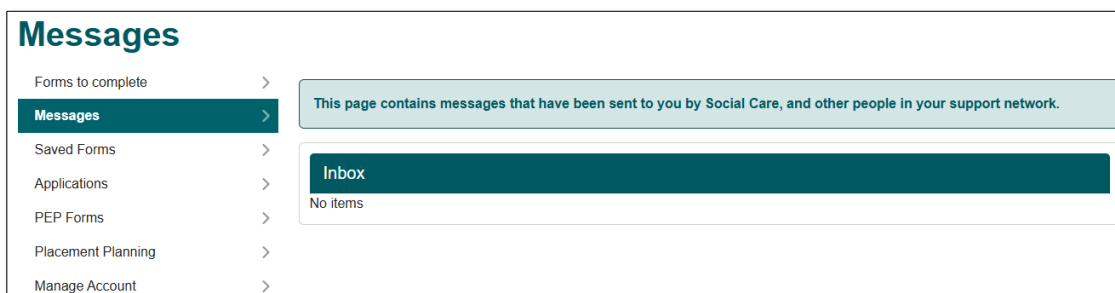
This section allows you to complete any draft forms and view forms that you have submitted to Leicester City Council.



Messages

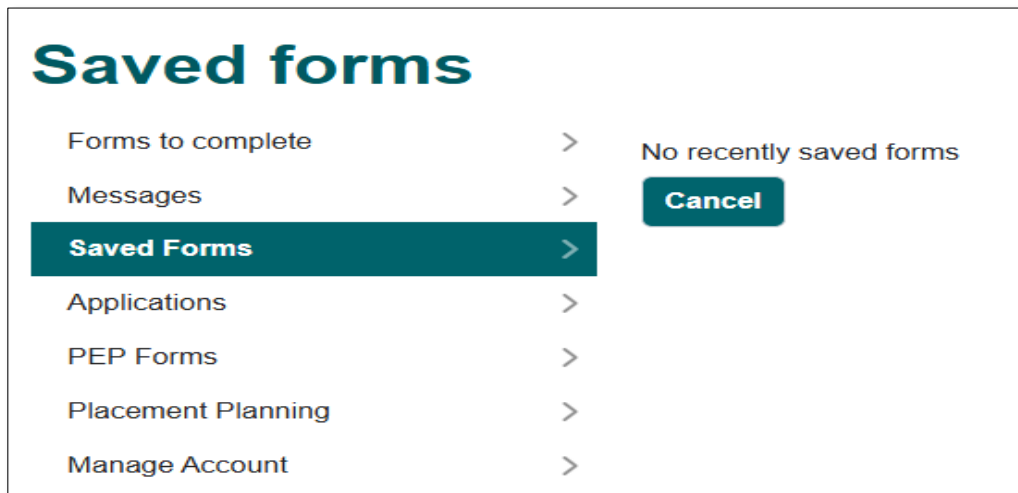
This will display any messages that have been sent to you by Leicester City Council.

Please note: When a new message is sent to your portal account, you will receive an email notification.



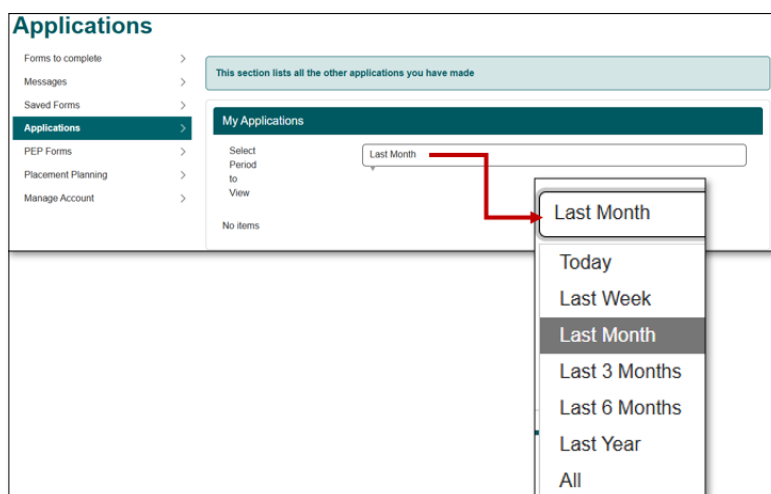
Saved Forms

Any draft forms that you have saved will be displayed here. You will be able to click on the draft form to complete.



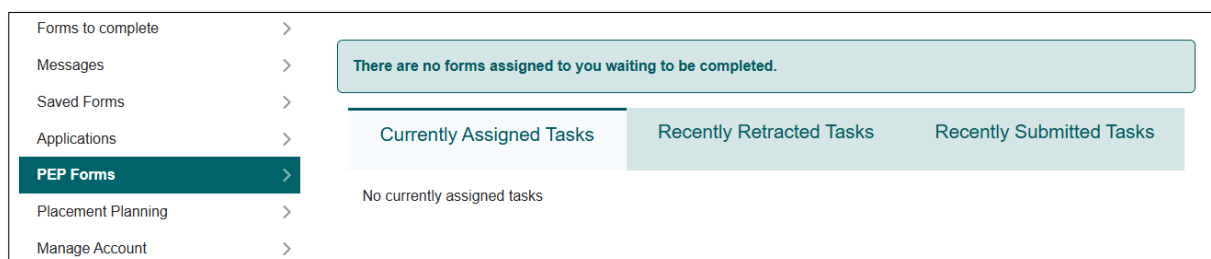
Applications

This section displays submitted forms, referrals, and applications. You can filter the period you would like to view.



PEP forms

This section displays any Personal Education Plan related tasks.



Placement planning

This section displays the current pupil numbers and available vacancies for each year group. Schools can update these figures as required.

[Home](#) - [Portal Home](#) - [Admissions](#) - Placement Planning

Placement Planning

Bulk Admission Numbers

Year	Phase	Admission Number	Agreed Breach
2026	Secondary	354	0

Year Group Admission Numbers

Year	7	8	9	10	11
2026 Admission Numbers	354	354	351	378	354
2025 Admission Numbers	354	351	378	354	354

[Edit Admission Numbers](#)

Year Group Vacancies

Year	7	8	9	10	11
2026 Vacancies	0	0	0	0	0
2025 Vacancies	0	0	0	0	0

[Edit Vacancies](#)

Edit admission numbers

Click this option to edit the total number of pupils for each year group at your school.

Edit vacancies

Click this option to edit the number of vacancies available for each year group.

How to edit

To make changes, click the option you wish to edit.

Year Group Vacancies

Year	7	8	9	10	11
2026 Vacancies	0	0	0	0	0
2025 Vacancies	0	0	0	0	0

[Edit Vacancies](#)

Click  to save your changes, or **X** to cancel.

Year Group Vacancies

Year	7	8	9	10	11
2026 Vacancies	0	0	0	0	0
2025 Vacancies	0	0	0	0	0

[Edit Vacancies](#)

Please note: Leicester City Council will receive a notification when changes are made. Once the updated information has been processed, a confirmation will only be displayed in the Placement

Planning tab in your account section. You will not receive any email or messages on the Establishment Portal to confirm.

Updated Year Group Vacancy Figures Requested 30-Aug-2026 17:55					
Year Group Vacancies					
Year	7	8	9	10	11
2026 Vacancies	1	5	3	4	5
					Edit Vacancies

Manage account

When you are logged in to your Establishment Portal account, you will be able to update your account details when needed.

Change profile details

To change your profile details, from the Manage Account tab, click on 'Change profile details'.

Manage Account

Forms to complete >

Messages >

Saved Forms >

Applications >

PEP Forms >

Placement Planning >

Manage Account >

Account Details

Email Address

EducationSystemTesting@leicester.gov.uk

View More

Change profile details

To keep your account secure, we'll ask you to enter your password to authorise your details change.

Change profile details

Change email address

To keep your account secure, we'll ask you to enter your password to authorise your details change.

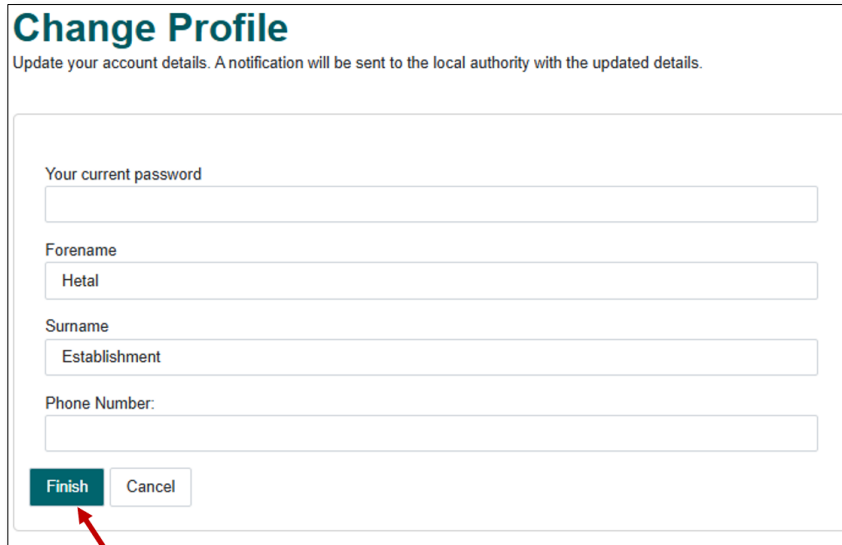
Change email address

Change password

Change password

Enter your current password and update any relevant details. Click 'Finish'.

Please note: Updating these details will not notify Leicester City Council.

A screenshot of the 'Change Profile' form. The title 'Change Profile' is in a large, bold, teal font. Below it, a subtitle reads 'Update your account details. A notification will be sent to the local authority with the updated details.' The form contains four input fields: 'Your current password', 'Forename' (with 'Hetal' entered), 'Surname' (with 'Establishment' entered), and 'Phone Number:'. At the bottom left, there is a teal 'Finish' button with a red arrow pointing to it, and a white 'Cancel' button to its right.

Change Profile

Update your account details. A notification will be sent to the local authority with the updated details.

Your current password

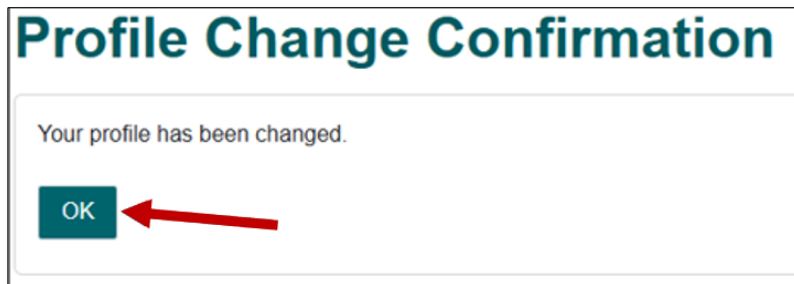
Forename
Hetal

Surname
Establishment

Phone Number:

Finish Cancel

The profile change confirmation screen is displayed. Click 'OK'.

A screenshot of the 'Profile Change Confirmation' screen. The title 'Profile Change Confirmation' is in a large, bold, teal font. Below it, the text 'Your profile has been changed.' is displayed. At the bottom left, there is a teal 'OK' button with a red arrow pointing to it.

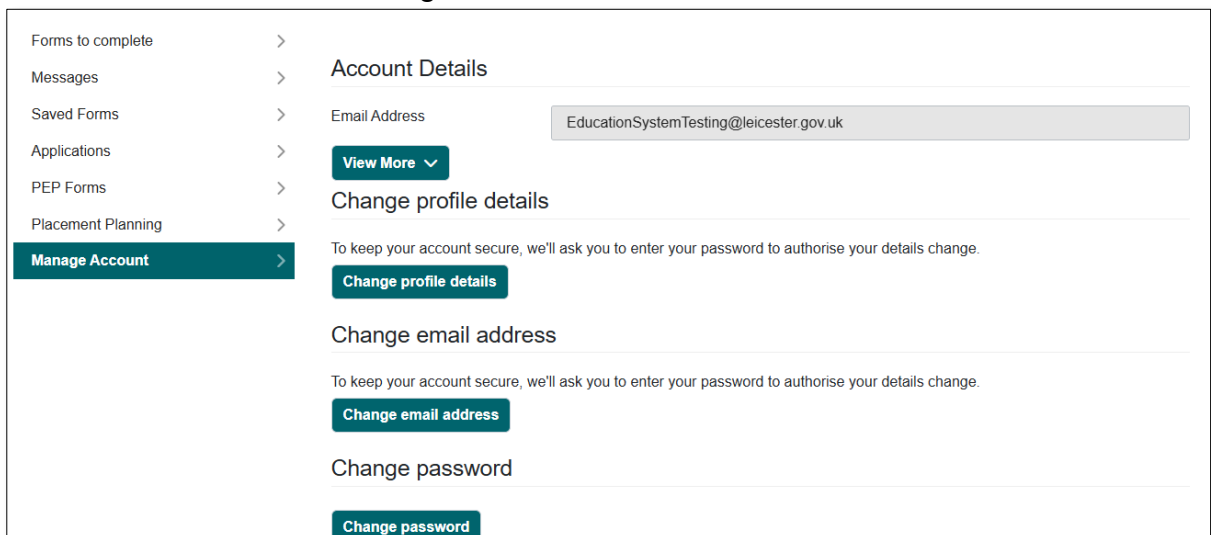
Profile Change Confirmation

Your profile has been changed.

OK

Change email address.

You will then returned to the 'Manage Account' screen.

A screenshot of the 'Manage Account' screen. On the left is a sidebar menu with items: 'Forms to complete', 'Messages', 'Saved Forms', 'Applications', 'PEP Forms', 'Placement Planning', and 'Manage Account' (which is highlighted in teal). The main content area is titled 'Account Details' and contains three sections: 'Email Address' (showing 'EducationSystemTesting@leicester.gov.uk' with a 'View More' button), 'Change profile details' (with a 'Change profile details' button), and 'Change email address' (with a 'Change email address' button). Below these is a section for 'Change password' with a 'Change password' button. Each section has a note: 'To keep your account secure, we'll ask you to enter your password to authorise your details change.'

- Forms to complete >
- Messages >
- Saved Forms >
- Applications >
- PEP Forms >
- Placement Planning >
- Manage Account >

Account Details

Email Address
EducationSystemTesting@leicester.gov.uk
View More

Change profile details
To keep your account secure, we'll ask you to enter your password to authorise your details change.
Change profile details

Change email address
To keep your account secure, we'll ask you to enter your password to authorise your details change.
Change email address

Change password
Change password

To change your email address, click the Manage Account tab and then select 'Change Email Address'.

Manage Account

- Forms to complete >
- Messages >
- Saved Forms >
- Applications >
- PEP Forms >
- Placement Planning >
- Manage Account >**

Account Details

Email Address: EducationSystemTesting@leicester.gov.uk

Change profile details

To keep your account secure, we'll ask you to enter your password to authorise your details change.

Change profile details

Change email address

To keep your account secure, we'll ask you to enter your password to authorise your details change.

Change email address

Change password

Change password

Please note: Once your email address has been changed, any notifications or documents will go to the new email address.

Enter your new email address and current password, then click 'Finish'.

Change Email Address

Please enter your new email address

NOTE: If your new email address and current password are accepted, you will be sent back to the Update Account Details page, where you will have a new option to verify this requested change.

Your new email address

Enter your current password for authentication

Finish **Cancel**

The update account details screen is displayed.

Click the 'Verify Change to Email Address' button.

Manage Account

You have requested a change to your email address. Please select the 'Verify change to email address' option

- Forms to complete >
- Messages >
- Saved Forms >
- Applications >
- PEP Forms >
- Placement Planning >
- Manage Account >**

Account Details

Email Address: EducationSystemTesting@leicester.gov.uk

Change profile details

To keep your account secure, we'll ask you to enter your password to authorise your details change.

Change profile details

Change email address

To keep your account secure, we'll ask you to enter your password to authorise your details change.

Change email address

Verify change to email address

Verify change to email address

Enter your new email address to receive a verification code. This will be sent to your new email address.

Verify Change to Email Address

You have been sent a verification code, at the new email address used when this change was requested. In order to verify the action, please enter that email address below, as well as the code sent.

NOTE: If your email address is successfully changed, you will be automatically logged out.

Your new email address 

Your verification code 

You will receive the following email. Copy the 'code' you have received and go back to your Establishment portal account.

You have requested to change the email address you use to access Establishment Portal.

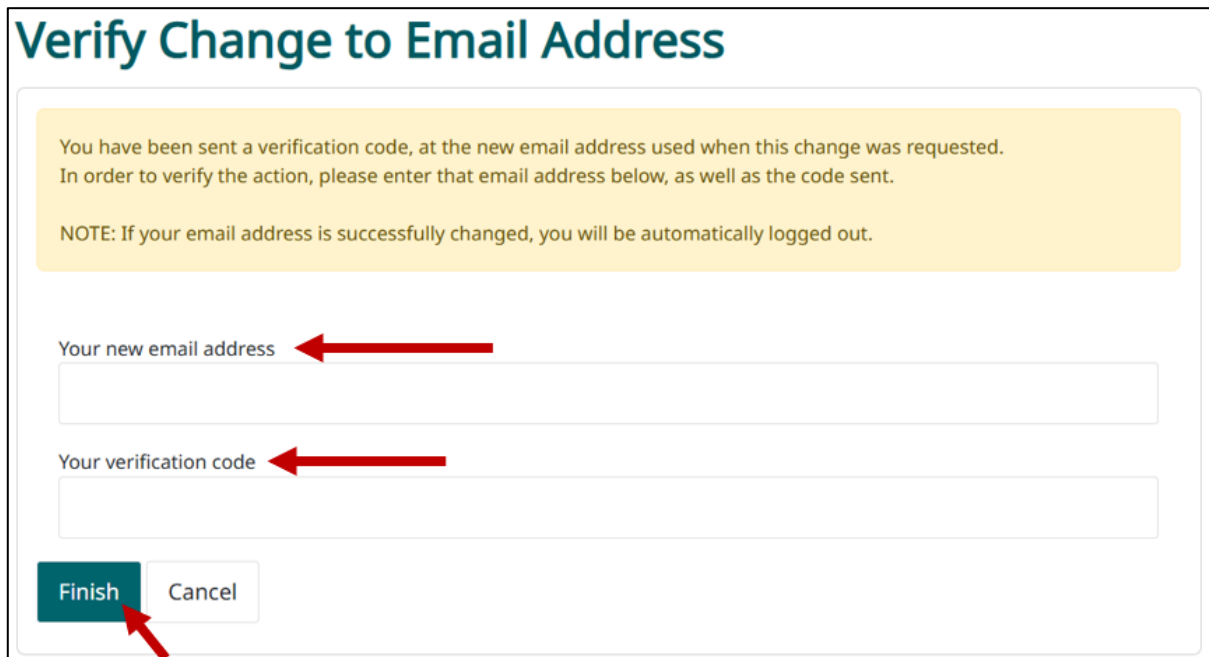
Do this by:

- Logging into your online account,
- On your account menu, use the 'Update Account' menu, then 'Verify change to email address',
- Entering the email address to which this mail was sent, and
- Entering the code 6882 8228

If this was not you, do nothing, as the link will expire in 10 minutes.

Many thanks,

Enter the new email address and code in the verify change to email address box and click 'Finish'.



Verify Change to Email Address

You have been sent a verification code, at the new email address used when this change was requested. In order to verify the action, please enter that email address below, as well as the code sent.

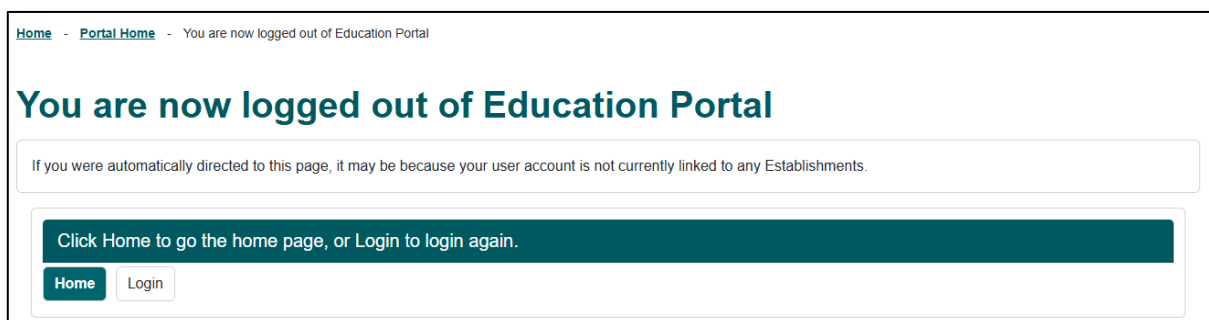
NOTE: If your email address is successfully changed, you will be automatically logged out.

Your new email address 

Your verification code 

Finish  **Cancel**

The new email address has been accepted, and you will now be logged out.



[Home](#) - [Portal Home](#) - You are now logged out of Education Portal

You are now logged out of Education Portal

If you were automatically directed to this page, it may be because your user account is not currently linked to any Establishments.

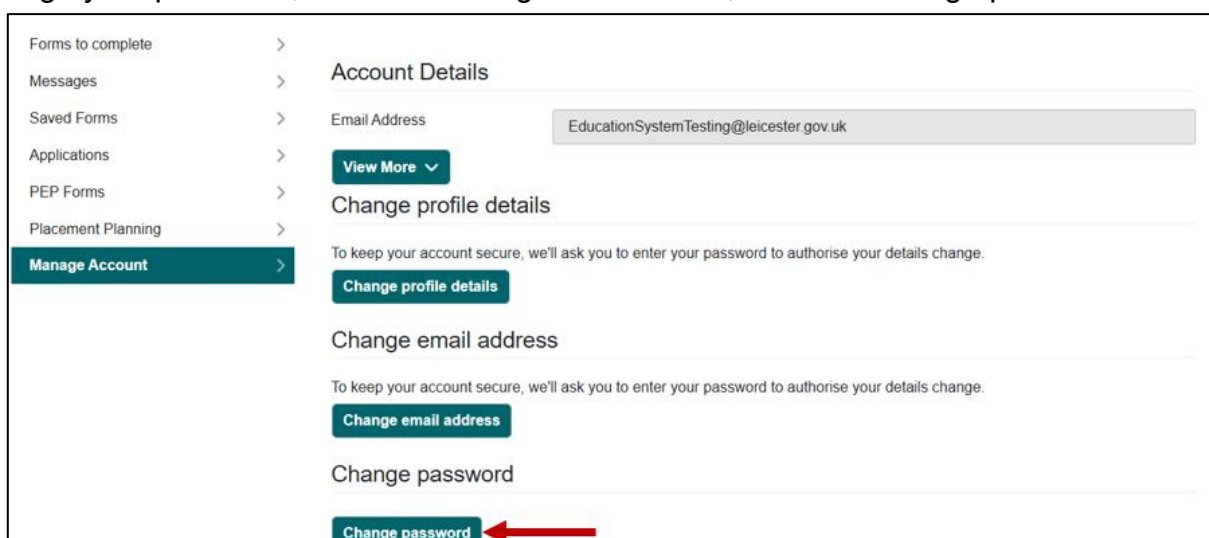
Click Home to go the home page, or Login to login again.

Home **Login**

You will need to log back in with your new email address.

How to change your password

To change your password, from the Manage Account tab, click on 'Change password'.



Forms to complete > Account Details

Messages > Email Address EducationSystemTesting@leicester.gov.uk

Saved Forms > View More

Applications > Change profile details

PEP Forms > To keep your account secure, we'll ask you to enter your password to authorise your details change.

Placement Planning > Change profile details

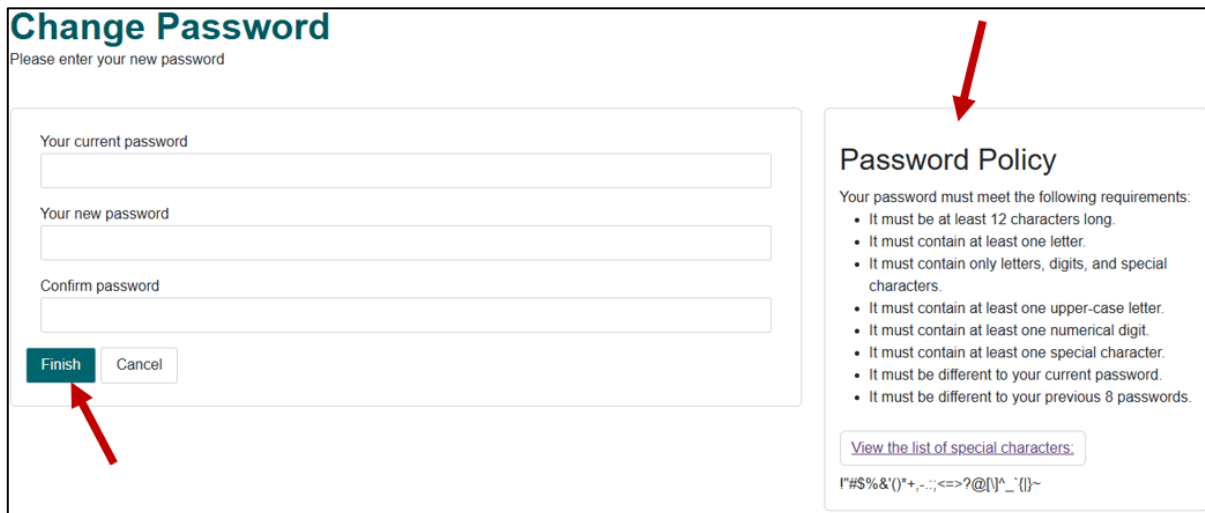
Manage Account > Change email address

To keep your account secure, we'll ask you to enter your password to authorise your details change.

Change password

Change password 

Complete the relevant fields by entering your current password and new password.
Please read the Password Policy carefully.
Click 'Finish' to complete.



Change Password
Please enter your new password

Your current password

Your new password

Confirm password

Finish Cancel

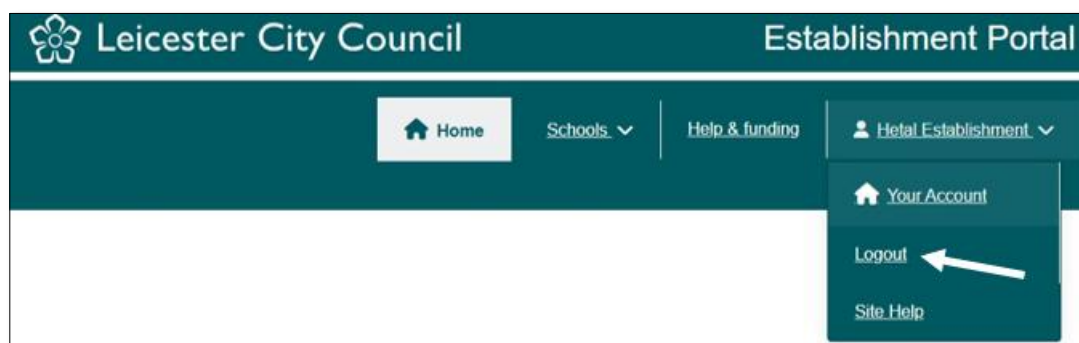
Password Policy
Your password must meet the following requirements:

- 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.
- It must be different to your current password.
- It must be different to your previous 8 passwords.

[View the list of special characters.](#)
!"#\$%&'()*+,-.:;<=>?@[\\]^_`{|}~

Logout

To log out of the system, click your name and select 'Logout'.



Please note: The account will automatically log you out after 15 minutes of inactivity.

