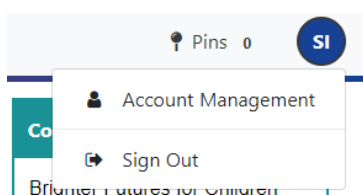


Viewing and responding to your child’s school offer

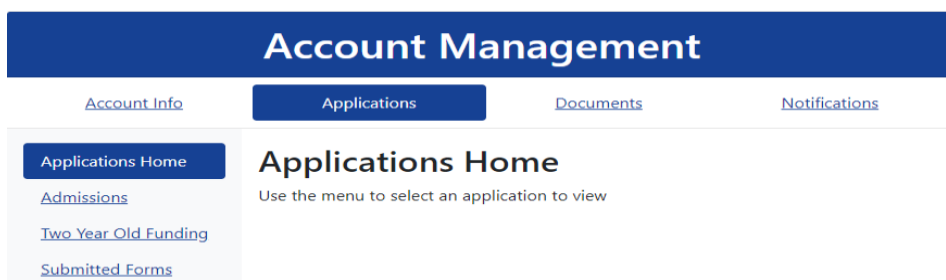
To view your child’s offered school in our admissions portal, you must first sign-in to your portal account at: <https://bf.cloud.servelec-synergy.com/SynergyWeb/>

Remember, your username is the email address you used to create the account.

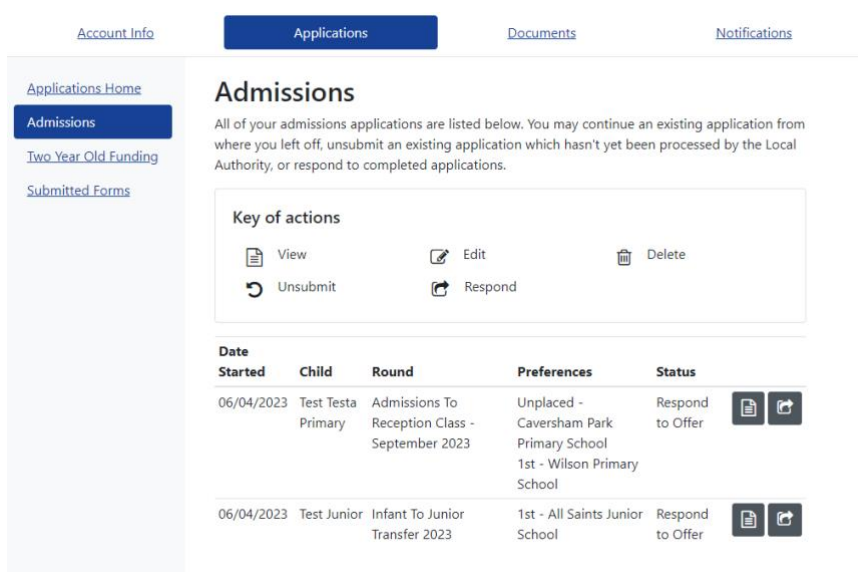
Once you have successfully signed in, click on the circle at the top of the screen and then select “Account Management”, as per the image below:




Next, click on “Applications” and then “Admissions”.



From this page, you should see the application(s) you have submitted.



To view an application, click  to the right of the application.

At the top of this page, it will also tell you the outcome of the application and place offered

Application Review

Offer Summary

Your child has not been offered any of your preferences, but has been offered the nearest school with available places.

The outcome of your application is detailed below:

- Unplaced - Caversham Park Primary School - Place Allocated
- 1st - Wilson Primary School - No Current Offer

Applicant Details

Applicant Name

Test Admissions

Address

Civic Offices, Bridge Street, Reading, RG1 2LU

Evening Number

Not Supplied

Daytime Number

Not Supplied

Mobile Number

Not Supplied

Email Address

admissions@brighterfuturesforchildren.org

Selected Child

Name

To get back to the previous screen click the back arrow in the browser

To respond to the offer, please click  (also to the right of the application)

On the next screen (see below) click “Yes” to accept the place or “No” to decline it. A school offer may only be declined for the following reasons: (a) your child has secured a place at an independent school, or (b) you are leaving the Reading area.

1
? Admissions Offer

2 Offer Response (Optional)

3 Response Submitted

Admissions Offer (1 of 3)

This section allows you to accept or decline your offered school. To review the full application, please click here.

Please select Yes or No below to accept the school place you have been offered

Yes No

Return to applications Save and Continue

You will then be taken to the screen shown below.

1 Admissions Offer

2 Offer Response (Optional)

3 Response Submitted

Offer Response (Optional) (2 of 3)

Please note: This is an optional section in which you can respond to your offer. Here you can provide text response for all of your preferences, and you can also choose to appeal or to be added to waiting list for preferences which were not offered.

1st [redacted] Place Accepted

I wish to apply for the waiting list

Response notes:

If you would like to add any response notes for this preference, please add them here...

2nd [redacted] No Longer Required

I wish to apply for the waiting list

Response notes:

If you would like to add any response notes for this preference, please add them here...

Back Submit Offer Response

If you are declining your child’s offered school place, please use the “Offer Response” text box to give your reasons (including the name of the independent school your child will attend from September).

Children are automatically added to the waiting list of any school listed higher in preference to the one offered. Please email admissions@brighterfuturesforchildren.org if you are happy with your child’s offered school and would like their name removed from waiting lists.

You then click on “Submit Offer Response”.