

## Accepting a School Place

Please click the link to the Parent Portal:

<https://education.swindon.gov.uk/Synergy/SynergyWeb/>

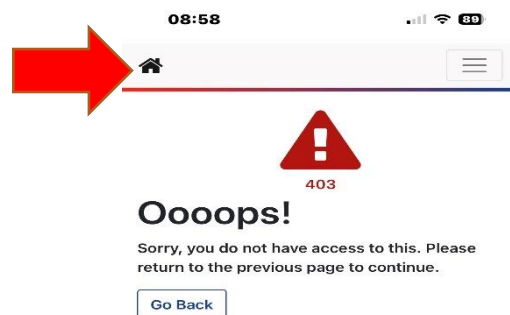
1 – Log back into account (your username is your email address)

## Sign In

Sign in or create an account with us.

Enter your username

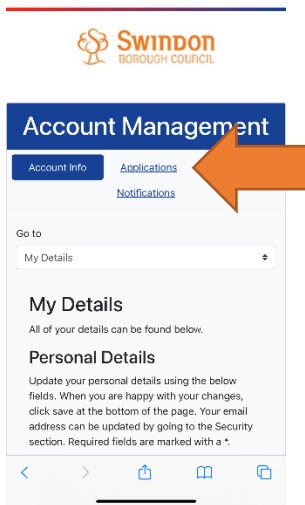
**If you get the below error message, please click the 'Home' icon in the top left corner. This will take you to the main home page.**



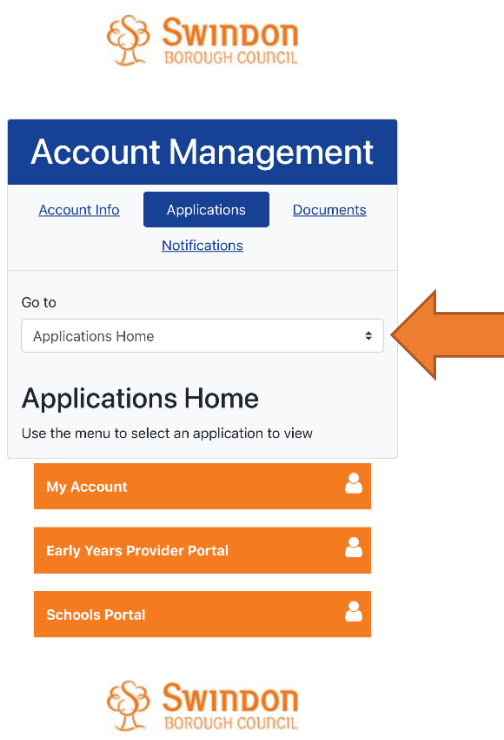
2 – It will take you to the home page, scroll down to the bottom and click 'My Account'

The screenshot shows the Swindon Borough Council website. On the left, there is a search section titled "A-Z Search Options:" with a grid of letters from A to Z and a "123" button. Below this are three orange buttons: "Swindon Borough Council", "Parent / Carer", and "Search for an Early Years Provider by Postcode". On the right, there is a vertical navigation menu with several orange buttons: "Parent / Carer, Children and Young People", "Advisory Teachers for Cognition and Learning", "Educational Psychology Service", "SEND Service Front Door", "My Account", "Early Years Provider Portal", and "Schools Portal". A large red arrow points to the "My Account" button. At the bottom, there is a Swindon Borough Council logo.

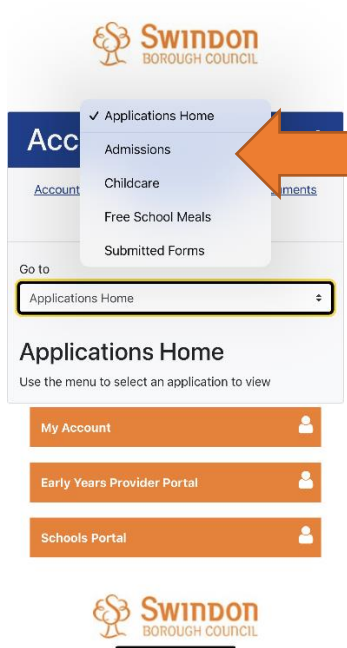
3 – Once you are in your account, click on ‘Applications’



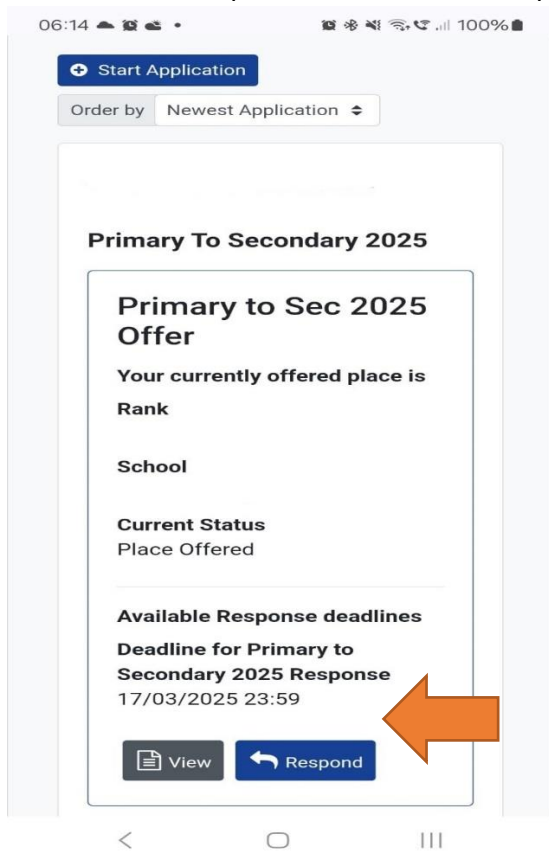
4 – Once in Applications, click on the drop-down arrows next to Applications Home’



5 – You will get the options below, click on ‘Admissions’



6 – Find the Reception/Infant to Junior Application and select ‘Respond’.



6 – You should get the below confirmation when the acceptance has been received.

