## **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)



## 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.





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

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BOROUGH COUNCIL		My Account 🔒				
	Account Info		Applications	Documents	Notifications	Early Years Provider   🔒 Portal
	My Details <u>My Children</u>	My D	Schools Portal 🔒			
	<u>Security</u>	Person Update you bottom of marked wit				

## 4 - Once in Admissions, click 'Admissions'

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		My Account			
	Account Info	Applications	Documents	Notifications	Early Years Provider
	Applications Home Admissions Childcare Free School Meals Submitted Forms	ications Home enu to select an application to view			Schools Portal

5 – Find the Primary to Secondary School Application and select 'Respond'.



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

