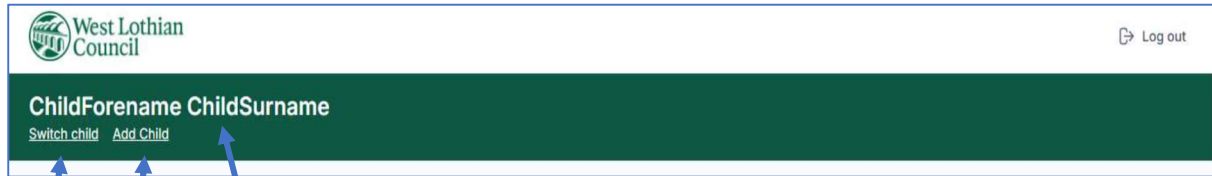


Admit Application Portal Guidance

If a child has been added and you now wish to submit an application

The Admit Application portal is accessible at : <https://westlothian.admit.app/auth/sign-in>

Once logged in you will see a green ribbon across the top of your screen:



The green ribbon states the name of the child you are accessing, and anything you do will be for that child.

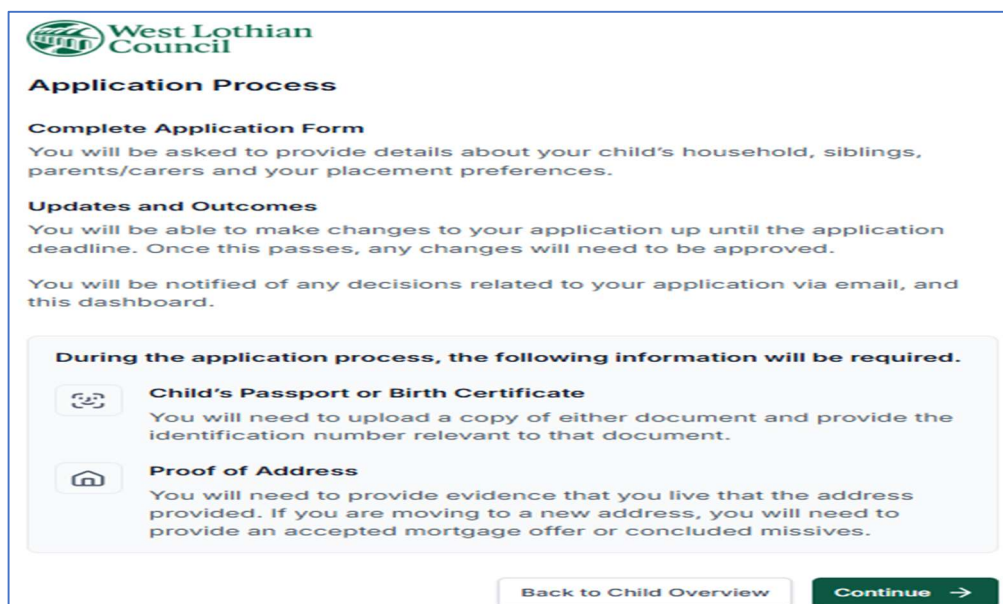
You can add another child from here by clicking on 'Add Child' then follow the same steps you did to add this child.

If you have more than one child added to your account, then to switch between them by click on 'Switch Child', then selecting the child you wish to access in the box, then click OK.

To submit an application, ensure the child's name is stated in the green ribbon that you wish to submit the application for. Then below the green ribbon you will see:



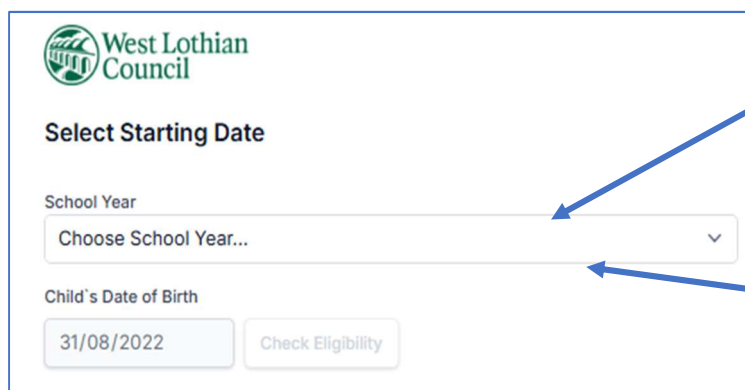
Select [Submit and manage applications](#) then select [New Application](#)



This screen gives advises what will be required to complete the form.

When ready to complete the form click 'Continue'.

Choose the 'School Year' you are applying for:-



If applying for a nursery place then choose the correct school year that also states 'Nursery'.

If applying for Primary or Secondary places choose the correct school year that also states 'School'.

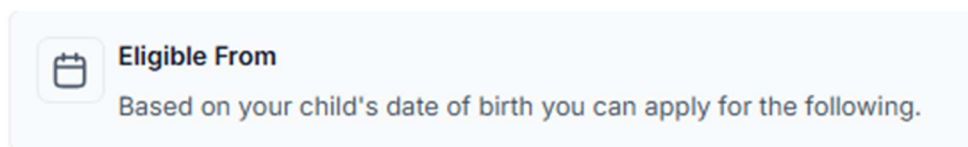
Nursery year runs from mid-August to mid-August.

Primary and Secondary (School) year runs from mid-August to end of June.

Once the year has been selected, click on

[Check Eligibility](#)

You will then see:



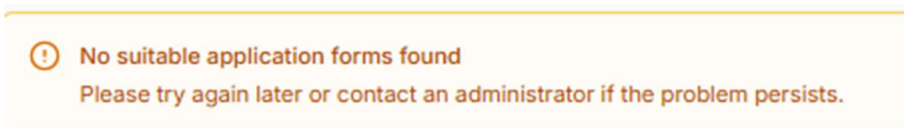
Then below will be listed the application forms (that according to your child's date of birth and the school year you have selected) you can submit to be considered for a place.

Click on

[Continue with Application →](#)

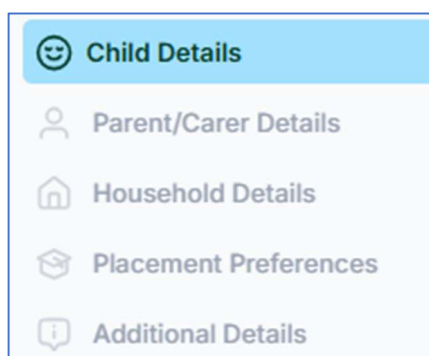
under the application you wish to complete.

Or if not eligible for any provision within that school year you will see:



Please note - You can only submit one application for a provision in a year, changes should be applied by updating the already submitted application, or if passed the closing date using the messaging to request the update/change of placement.

Once in the application you will see down the left hand side the list of sections to be completed.



Complete each section with the requested information, then click [Continue →](#) to move onto the next section. This is at the bottom right of each page.

You can [Save changes](#) at any point. This will keep a draft of your application that you can come back to and complete later. This is at the top right corner of each page.

How to find and select your address in address sections throughout the form: -

Postcode*

Postcode

Enter your postcode to lookup your address

Type in your postcode, then click on , then select your address from the list.

You have selected correctly if your address then appears in section below:

Address Line 1* Address Line 2

Town/City

Placement Preferences section, this is the choices to be considered: -

Your Placement Preferences
You can select three attendance patterns, in order of preference.

First choice

Second choice

Third choice

Expand the First choice by clicking on the at the right on the same row

Select Establishment

Establishment

Then select the name of the location (school or Nursery) applying for.

If applying for Nursery –

Select model (eg 50wk or 38 wk if only one available at that location will be auto filled), then select the attendance pattern (e.g AM or PM or 2FD or 4FD if not listed here then that attendance pattern not at that location), then select days.

ELC Days –

Our morning (AM) attendance pattern gives access to 1140hours by attending Mon-Fri so select all these days for that option.

Our afternoon (PM) attendance pattern gives access to 1140hours by attending Mon-Thu so select all these days for that option.

Our 2 Full Days(2FD) attendance pattern gives access to 1000hours by attending 2 full days from 08:00-18:00 on two allocated days between Mon-Thu, so select your preferred 2 days for that option. Then the short session gives access to the other 140 hours and is the 'Additional Session' which you should select SS AM (only on a Friday morning) or SS PM (only Mon-Thu afternoons), then select the preferred day.

Then select ,

Repeat for 2nd and 3rd choices if appropriate.


If updating an already created choice, then once amended choice, click on

Additional Information section: -

This page can be used to provide any additional information you feel supports your application, by typing in the box provided.

Supporting Information

Leave blank if not applicable

This is also the page, once you are happy with all the details you have entered where you would click on  to submit the form.

You have now successfully submitted an application.

Please Note -

You will be able to see the application or access it to update it (until the closing date) by selecting [Submit and manage applications](#) when the child’s name is stated in the Green ribbon.

You will then see a list of applications for the child, including the year requesting a place for, the Application status, the stage applied for:-



You also have the option to - withdraw the application or – view the application (view takes you into the application so you can go to the section that requires updating, change the information and then save).