

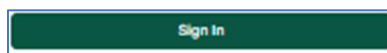
# Admit Application Portal Guidance

## You already have an account – how to sign and navigate system

### 1. Sign In

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

Once you type in e-mail and Password then the 'Sign In' button will turn Green



Click on 'Sign In'.

You have already set up 2 step verification –

If through e-mail – go to your inbox

If through SMS – click on Send Verification code

### 2. Once signed in – how do I know which child is selected

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 click on 'Switch Child', then select the child you wish to access in the box, then click OK.

Anything you access in the account will only be for the child named on the Green Ribbon. **Below the Green Ribbon you will see:**

### 3. Child Details section – View/update details about your child



Select 'Child details' and you will see below:

**Your Child Details**  
This section shows your child's personal information. You can update these details at any time.

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First Name\*                      Last Name\*

Known as First Name                      Known as Last Name

Date of birth\*  
\_\_\_\_\_  
Sex\*  
\_\_\_\_\_  
Document ID

Updating this information –  
'Names' can be updated by clicking in the name box, updating the information then selecting the 'Save button' at the bottom right of 'Your Child Details' section.  
Date of Birth, Sex, Document ID can be updated by selecting the 'Edit button' to the right on the same row. Update the information, then click on save to the right on the same row.

#### 3a. Child Details section – What is a Trustee

Below the 'Your Child details' section you will see:

**Trusted Access**  
You can give someone else permission to help manage your child's account by adding them as a **Trusted Contact**. A Trusted Contact can support with tasks like managing applications and booking extra nursery hours. You can update or remove them at any time.

**Add Trusted Contact**

This means that once the first parent/carer has made an account, they can add the other parent/carer so that they both have access to the process. To add a Trustee, click on 'Add Trusted Contact' and you will see:

Complete the Trustee's names, e-mail address, and relationship to the child.

Then select the access you wish them to have:

Manage Application – allows then to submit, view, update applications.

Purchase Extra Hours – is only accessible to Nursery children, and only if their nursery has sufficient availability. But if it has then a Trustee can be given the ability to book/pay for extra hours.

**Add Trusted Contact** [Close]

Trusted Contacts can view and update information for the children you give them access to. They cannot see other children in your account unless you choose to share access.

First Name\*                      Last Name\*  
First Name                      Last Name

Email Address\*  
jane.d@gmail.com

Relationship to Child\*  
Grandparent

**Manage Applications**  
Allow this trustee to make changes to applications if applicable

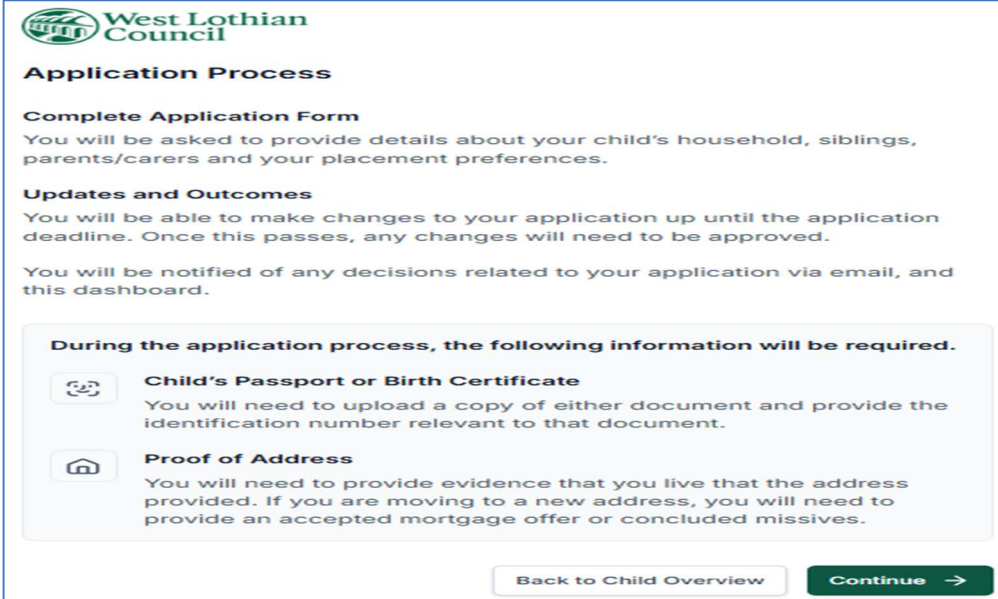
**Purchase Extra Hours**  
Allow this trustee to book, and pay for extra hours if applicable

Cancel      **Invite Trusted Contact**

Click on 'Invite Trusted Contact' - they will receive an e-mail and should follow the instructions to set up their account to access.

#### 4. To access a blank Application

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



**Application Process**

**Complete Application Form**  
You will be asked to provide details about your child's household, siblings, parents/carers and your placement preferences.

**Updates and Outcomes**  
You will be able to make changes to your application up until the application deadline. Once this passes, any changes will need to be approved.  
You will be notified of any decisions related to your application via email, and this dashboard.

**During the application process, the following information will be required.**

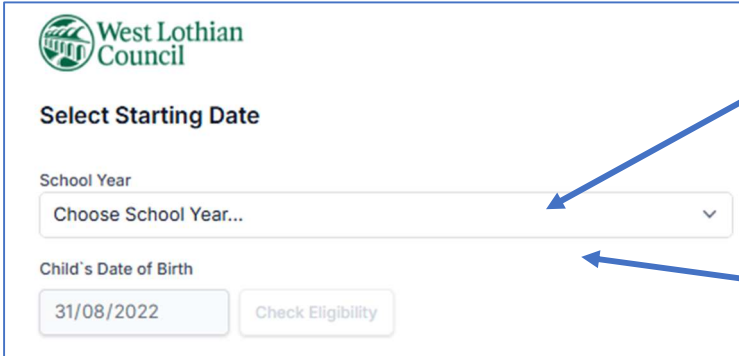
- Child's Passport or Birth Certificate**  
You will need to upload a copy of either document and provide the identification number relevant to that document.
- Proof of Address**  
You will need to provide evidence that you live at the address provided. If you are moving to a new address, you will need to provide an accepted mortgage offer or concluded missives.

[Back to Child Overview](#) [Continue](#) →

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

When ready to complete the form, click 'Continue'.

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



**Select Starting Date**

School Year  
Choose School Year... ▾


Child's Date of Birth  
31/08/2022 [Check Eligibility](#)

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

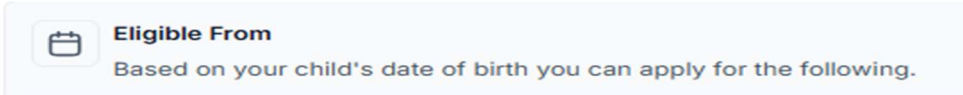
If applying for Primary or Secondary places choose the correct school year that also states 'School'.

**ELC year** runs from mid-August to mid-August.

**Primary and Secondary year** runs from mid-August to end of June.


Once the year has been selected, click on .

You will then see:

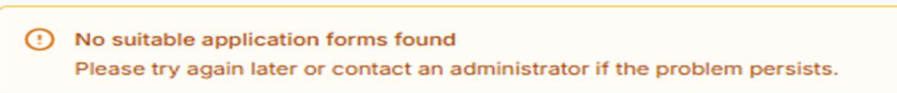


**Eligible From**  
Based on your child's date of birth you can apply for the following.

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  under the application you wish to complete.

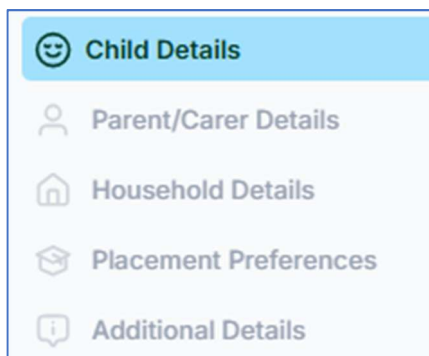
Or if not eligible for any provision within that school year you will see:



**No suitable application forms found**  
Please try again later or contact an administrator if the problem persists.

**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.

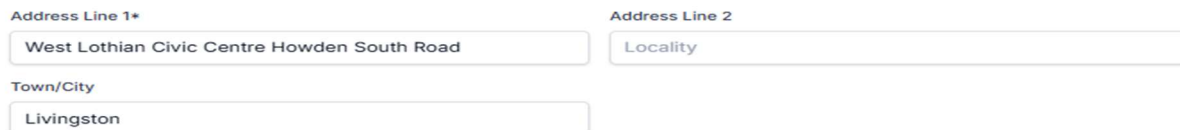
You can **Save changes** at any point. This will keep a draft of your application that you can come back to and complete later. This is at the top right corner of each page.

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



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

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



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



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



**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 2<sup>nd</sup> and 3<sup>rd</sup> 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.

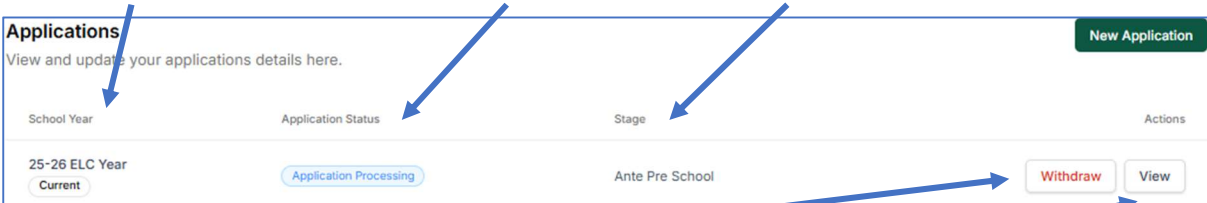
**You have now successfully submitted an application.**



### 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:-



School Year	Application Status	Stage	Actions
25-26 ELC Year Current	Application Processing	Ante Pre School	 

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).

