

How to attach a document on the Pan-London portal Common Application Form

When an application has been submitted documentation can be attached straight away or soon after. The link to attach documents will appear on the submission confirmation page.

Your application has now been submitted!

You have been sent a confirmation email for your records. If you haven't received the email please check your junk/spam folder.
Please ensure you read the email carefully for any additional requirements e.g. links to supplementary information forms.

Application reference: 208-2021-09-E-001234
Version: 1
Application date: 19/09/2020 15:13
Closing date: 31/10/2020 23:59
Outcome date: 01/03/2021

Please click the **Home** button to go to the home page.

If you wish to attach the documents requested by your home Local Authority, please click the **Upload Documents** button now. Alternatively, you can attach them before the closing date from the 'My school admissions' page by selecting 'view or attach supporting documents'.

[Home](#) [Upload documents](#)

Documents can be attached after this page has appeared, by logging on to the 'Your Home Page' page of the portal. There will be details of the child (for a different child in this instance) and their application reference number and the link to attach the documentation.

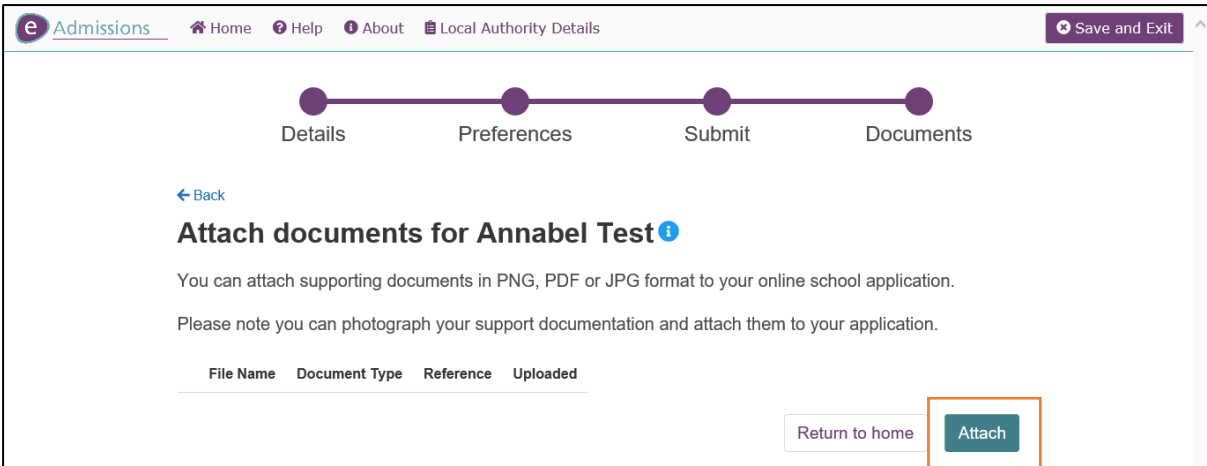
Annabel Test (F)
DOB: 04/09/2009 Postcode: SW2 1EA
[Edit child details](#)

Secondary application to London Borough of Lambeth

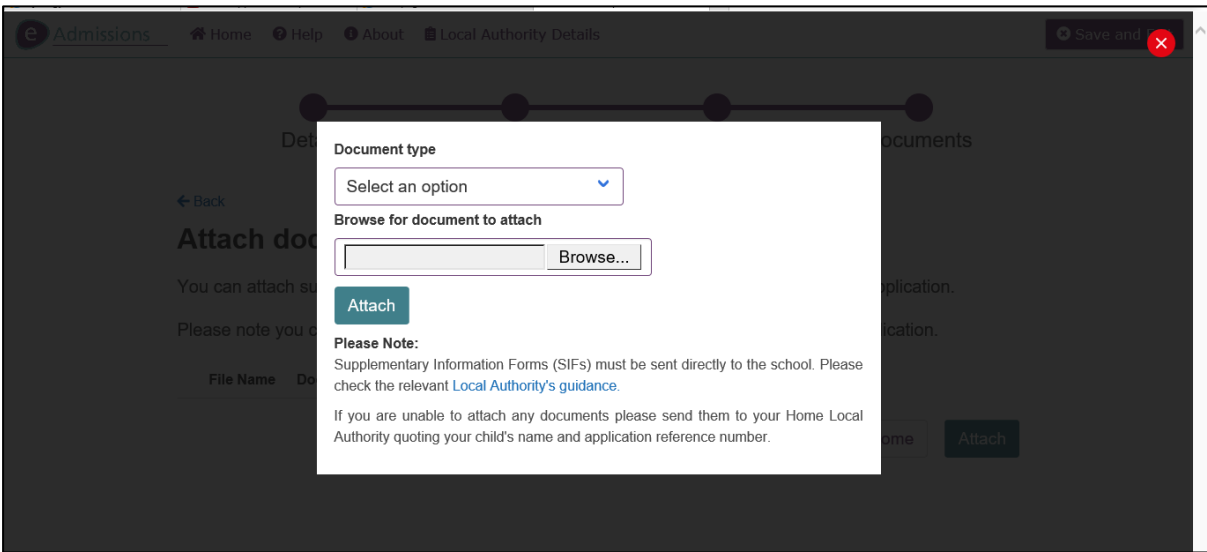
Submitted
Application reference: 208-2021-09-E-000054
Last submitted date: 06/10/2020 11:59

[Edit selected schools](#)
[View application](#)
[Attach a document](#)

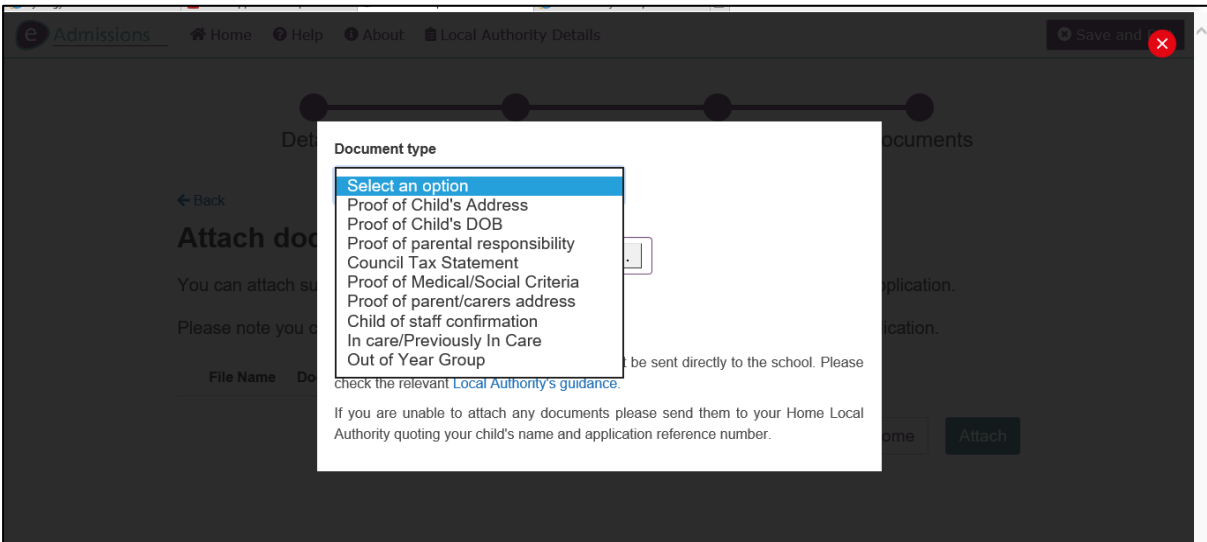
Click on the wording 'Attach a document' to move to the next page for this.



Then click on 'Attach'



Choose the required option from the drop-down list for the item you wish to upload



Then use 'Browse' to locate the document on your local drive, phone photos or similar. Then click on 'Attach'.

Confirmation of the upload will appear on the page, and will be shortly followed by an email

Admissions Home Help About Local Authority Details Save and Exit

Details Preferences Submit Documents

[← Back](#)

Attach documents for Annabel Test ?

You can attach supporting documents in PNG, PDF or JPG format to your online school application.

Please note you can photograph your support documentation and attach them to your application.

File Name	Document Type	Reference	Uploaded
Delete POA.pdf	Council Tax Statement	208-2021-09-E-000054 - 27	10/11/2020 10:27

[Return to home](#) [Attach](#)

Document attached successfully. ✕

Once all the required documents have been uploaded, click on the top 'save and Exit' button.

The documents can be deleted (withdrawn) or more added the same way from the 'Your Home Page'.

Annabel Test (F)
DOB: 04/09/2009 Postcode: SW2 1EA
[Edit child details](#)

Secondary application to London Borough of Lambeth

Submitted
Application reference: 208-2021-09-E-000054
Last submitted date: 06/10/2020 11:59

[Edit selected schools](#)
[View application](#)
[Attach a document](#)
[Withdraw a document](#)