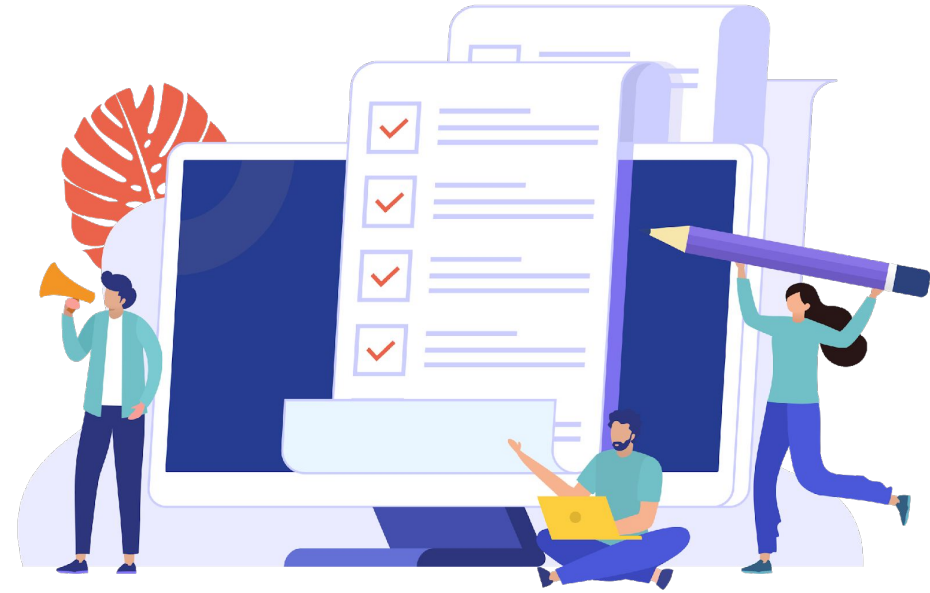


CTF Wizard

Year 7 (and Year 12)





CONTENTS

- 1 Overview of CTF/File Request Area
- 2 How to set the wizard up
- 3 ...continued
- 4 Tracking your requests
- 5 Re-requesting and sending chasers

1

OVERVIEW OF CTF WIZARD

CTFs are still transmitted from one school to another via your usual channel (School to School).

The CTF/File Request area is where you can make the requests to the previous schools and keep a record of whose files have been received.

You'll find it here



The screenshot shows the 'Year 12 Admissions Admissions Year 2023/2024' interface. The left sidebar contains a menu with the following items: ENROLMENT (with sub-items: Details to be checked, Ready to Enrol, Enrolled, Enrolment Waiting, Enrolment Declined), REPORT (with sub-item: Enrolment Report), POST ENROLMENT (with sub-items: CTF/File Request, Student Transition Tool), TEST ENROLMENT SYSTEM (with sub-item: Navigate to test system). The 'CTF/File Request' item is highlighted with a red arrow. The main content area shows a progress bar for 'Phase Application Form - 8/8 Step(s) Completed' and a red box with the number '2' and the text 'Students'.

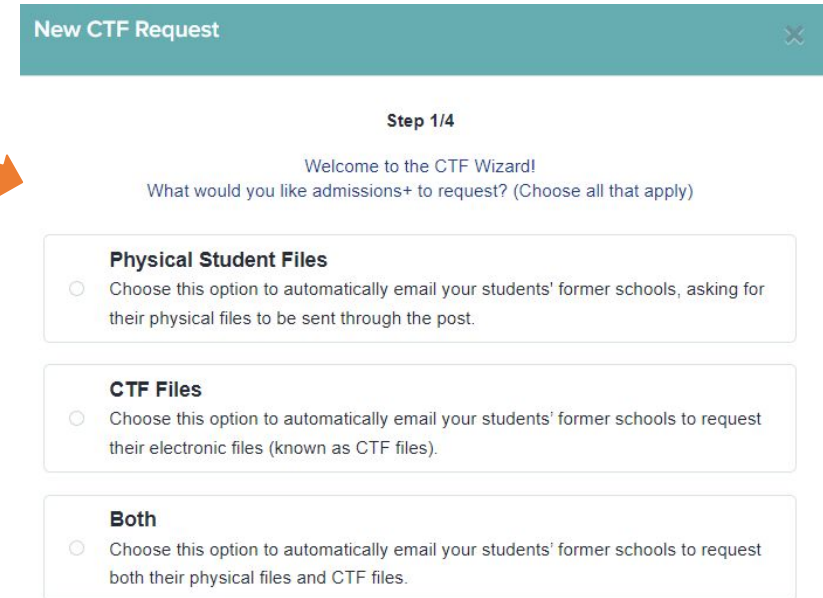
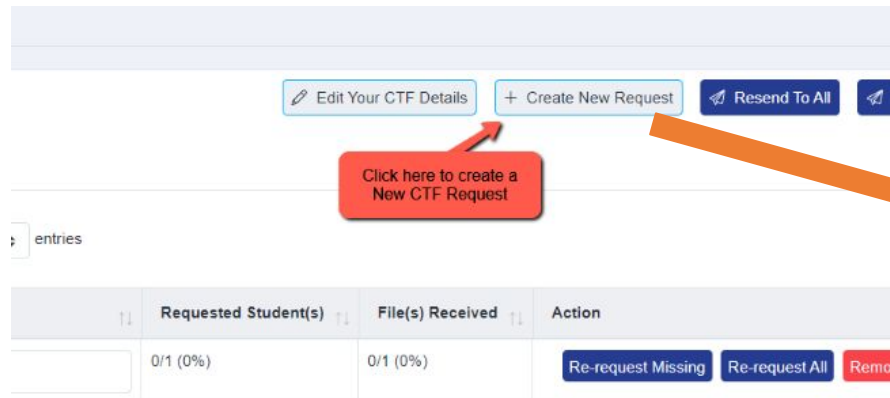
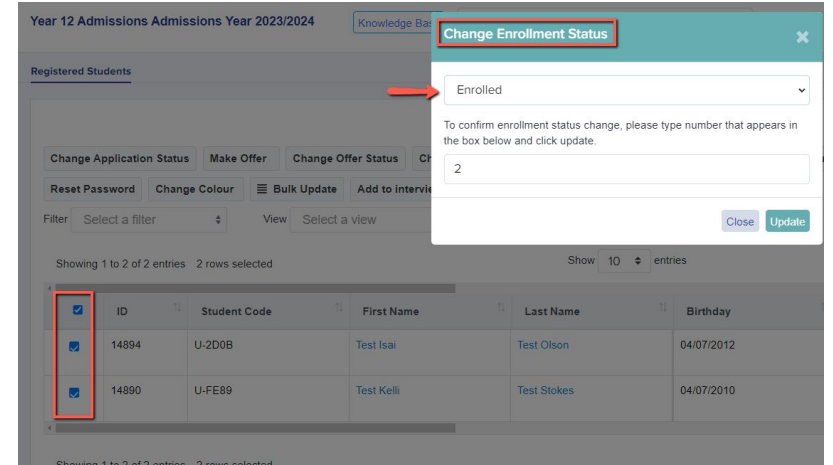
2

HOW TO SET IT UP

The first thing you need to do is mark your applicants as “enrolled”.



Then click “create new request” on the CTF page, where you can choose whether you want to request CTFs, physical files or both.



Add the address for your school, and the details of the best contact at your school for CTFs. If you search by Postcode, it will do an address lookup for you and autofill the other fields.

New CTF Request

Step 2/4

Please enter the mailing address where you would like physical files for new students to be sent

Tell us about the person who processes CTF files at your school (possibly your Data Manager?)

Street Address*	1 Westwood House	Full Name*	Jeff Clark
	47 Old Devonshire Road	Title*	Data Manager
City*	LONDON	Email Address*	jeff@aplicaa.ac.uk
State/Province		Phone Number*	020 7777 2222
Zip/Postal Code*	SW12 9RF		
Country*	United Kingdom		

[Back](#) [Save](#)

Note: for GDPR compliance, no students' names are included in the email. The school has to click the embedded link to view the names of the students and the link only works for the named recipient.

The email contents will then appear and you can amend this to your own wording. Fields which appear like `{{(this)}}` are mail merged for your convenience!

New CTF Request

Step 3/4

Below is what the text of your requests will look like. Feel free to edit it.

To*

SCHOOL_EMAIL

Subject*

CTF/ Student File Request

From*

test@aplicaa.com

Content*

Paragraph

Dear colleague,

Our school has just accepted one or more of your former students who will be shortly joining us at the start of the term.

Could you please send us both their physical files, as well as their electronic, "CTF files" at your earliest convenience?

Our DFE Number, which you will need when sending the CTF file via the DFE's "School to school" system is:
{{DFE_NUMBER}}

Our postal address for the physical files is:
{{ADDRESS_LINE_1}}
{{ADDRESS_LINE_2}}
{{POSTCODE}}

Please feel free to contact me at the following email/phone if have any queries:
{{FULL_NAME}}
{{TITLE}}
{{PHONE_NUMBER}}
{{EMAIL}}

Please press Shift + Enter for new line

[Back](#) [Save](#)

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SENDING REQUESTS

Finally, select which schools you would like to send the request to. It will show you in brackets the email address, and the number of students from that school.

Click “save” to complete the wizard and then refresh your page to view the summary.

Post Enrolment

CTF/File Request

File Tracking Summary [Edit Your CTF Details](#) [+ Create New Request](#) [Resend To All](#) [Send](#)

Summary by schools Summary by students

Showing 1 to 1 of 1 entries Show 10 entries

<input type="checkbox"/>	School	Phone Number	Email Address	Postcode	Requested Student(s)	File(s) Received	Action
<input checked="" type="checkbox"/>	Annemount School	2084552132	headteacher@ai	N2 0GN	0/2 (0%)	0/2 (0%)	Re-request Missing Re-request All

Showing 1 to 1 of 1 entries Previous 1 Next

New CTF Request

Step 4/4

Select school and students

Selected 2 student(s)

Show All entries Search:

<input type="checkbox"/>	First Name	Last Name	Date of birth
<input checked="" type="checkbox"/>	Annemount School (headteacher@annemount.co.uk) (2)		
<input checked="" type="checkbox"/>	Test Mason	Test Harris	2009-02-01
<input checked="" type="checkbox"/>	Test Susanna	Test Anderson	2012-12-09
<input type="checkbox"/>	Beths Grammar School (mrblyghton@beths.bexley.sch.uk) (1)		
<input type="checkbox"/>	Cambridge School (admin@cambridge.ibnf.sch.uk) (1)		
<input type="checkbox"/>	Cardinal Newman Catholic School (s.dunsmore@cncs.co.uk) (1)		
<input type="checkbox"/>	Foxyards Primary School (info@foxyardsacademy.com) (1)		
<input type="checkbox"/>	Gunter Primary School (admin@gunter.bham.sch.uk) (1)		
<input type="checkbox"/>	Kingsmead School (head@kingsmead.dorby.sch.uk) (1)		
<input type="checkbox"/>	Redcliffe School (office@redcliffeschool.com) (1)		
<input type="checkbox"/>	Richmond Park Academy (j.wa@richmondparkacademy.org) (1)		
<input type="checkbox"/>	Talbot Heath School (jradick@talbotheath.org) (1)		
<input type="checkbox"/>	Tipton School (enquiries@tiptonschool.co.uk) (2)		
<input type="checkbox"/>	The Grey Coat Hospital (info@gch.org.uk) (2)		
<input type="checkbox"/>	The Palmer Catholic Academy (info@palmer.academy) (1)		

Showing 1 to 39 of 39 entries 3 rows selected Previous 1 Next

4:42 Save

Select them all using the checkbox on the top left of the table, and press “send”. A message should then appear to say the request has been sent.

Year 12 Admissions Admissions Year 2023/2024 Knowledge Base

[Refer a friend!](#)

Post Enrolment

CTF/File Request

File Tracking Summary Edit Your CTF Details + Create New Request Resend To All Send

[Summary by schools](#) [Summary by students](#)

Showing 1 to 5 of 5 entries 5 rows selected Show 10 entries

<input checked="" type="checkbox"/>	School	Phone Number	Email Address	Postcode	Requested Student(s)	File(s) Received	Action
<input checked="" type="checkbox"/>	Abc School	20813455678	info@abc.sch.uk	YO21 1JF	0/1 (0%)	0/1 (0%)	Re-request Missing Re-request All Remove
<input checked="" type="checkbox"/>	Colegio Hispano Britanico	20813455679	info@hispani.sch.uk	W1 3DJ	0/1 (0%)	0/1 (0%)	Re-request Missing Re-request All Remove
<input checked="" type="checkbox"/>	Duchy Demo	20813455611	admin@duchy.sch.uk	SW19 2DA	0/1 (0%)	0/1 (0%)	Re-request Missing Re-request All Remove
<input checked="" type="checkbox"/>	Green Abbey School	20813455345	admin@greenabby.sch.uk	CR1 1EJ	0/1 (0%)	0/1 (0%)	Re-request Missing Re-request All Remove
<input checked="" type="checkbox"/>	My Montessori	20813489675	admin@monts.sch.uk	CR8 1JA	0/1 (0%)	0/1 (0%)	Re-request Missing Re-request All Remove

Showing 1 to 5 of 5 entries 5 rows selected Previous 1 Next

Click here to send the request

Note: if the email address or telephone number for any of the schools is incorrect, you can click to edit and save the changes on the Phone Number or Email Address field.

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TRACKING YOUR REQUESTS

Select “summary by students” to view the name and status of each applicant. Here you can tick to mark receipt of their files and you can see the status of each request.

Year 12 Admissions Admissions Year 2023/2024 Knowledge Base

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Post Enrolment

CTF/File Request

File Tracking Summary Edit Your CTF Details + Create New Request Resend To All Send

Summary by schools **Summary by students**

Show 50 entries Search:

First Name	Last Name	School	Date of birth	Date Requested	Request Status	Check if file(s) received		Action
Aemilia	Zinsmeister	Green Abbey School	22/12/2007		received	<input checked="" type="checkbox"/> CTF Files	<input checked="" type="checkbox"/> Physical Files	Remove
Arnoldo9258	Lowe9258	Duchy Demo	04/05/2012		pending	<input type="checkbox"/> CTF Files	<input type="checkbox"/> Physical Files	Remove
Chauncey8330	Lubowitz8330	Colegio Hispano Britanico	17/01/2010		pending	<input type="checkbox"/> CTF Files	<input type="checkbox"/> Physical Files	Remove
Test Glenna	Test Zieme	My Montessori	21/03/2013		pending	<input type="checkbox"/> CTF Files	<input type="checkbox"/> Physical Files	Remove
Test Tom	Test Abernathy	Abc School	19/10/2012		sent	<input type="checkbox"/> CTF Files	<input type="checkbox"/> Physical Files	Remove

Showing 1 to 5 of 5 entries Previous 1 Next

View Request Status (points to Request Status column)

Use this to search for a student (points to Search input)

Click here to delete request (points to Remove button)

Then click back to “summary by schools” where you will see how many files are missing/received as a fraction and a percentage.

Post Enrolment

CTF/File Request

File Tracking Summary

[Edit Your CTF Details](#)

[+ Create New Request](#)

[Resend To All](#)

[Send](#)

Summary by schools

Summary by students

Showing 1 to 5 of 5 entries

Show 10 entries

<input type="checkbox"/>	School	Phone Number	Email Address	Postcode	Requested Student(s)	File(s) Received	Action
<input type="checkbox"/>	Abc School	20813455678	info@abc.sch.uk	YO21 1JF		0/1 (0%)	Re-request Missing Re-request All Remove
<input type="checkbox"/>	Colegio Hispano Britanico	20813455679	info@hispani.sch.uk	W1 3DJ		0/1 (0%)	Re-request Missing Re-request All Remove
<input type="checkbox"/>	Duchy Demo	20813455611	admin@duchy.sch.uk	SW19 2DA	0/1 (0%)	0/1 (0%)	Re-request Missing Re-request All Remove
<input type="checkbox"/>	Green Abbey School	20813455345	admin@greenabby.sch.uk	CR1 1EJ	0/1 (0%)	1/1 (100%)	Re-request Missing Re-request All Remove
<input type="checkbox"/>	My Montessori	20813489675	admin@monts.sch.uk	CR8 1JA	0/1 (0%)	0/1 (0%)	Re-request Missing Re-request All Remove

No files received yet

All files received

Showing 1 to 5 of 5 entries

Previous 1 Next

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HOW TO SEND CHASER REQUESTS

Select the school(s) you wish to resend the request to and select “resend to all”.

Year 12 Admissions Admissions Year 2023/2024 Knowledge Base

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Post Enrolment

CTF/File Request

File Tracking Summary [Edit Your CTF Details](#) [+ Create New Request](#) [Resend To All](#) [Send](#)

[Summary by schools](#) [Summary by students](#)

Showing 1 to 5 of 5 entries 4 rows selected Show 10 entries

<input type="checkbox"/>	School	Phone Number	Email Address	Postcode	Requested Student(s)	File(s) Received	Action
<input checked="" type="checkbox"/>	Abc School	<input type="text" value="20813455678"/>	<input type="text" value="info@abc.sch.uk"/>	<input type="text" value="YO21 1JF"/>	0/1 (0%)	0/1 (0%)	Re-request Missing Re-request All Remove
<input checked="" type="checkbox"/>	Colegio Hispano Britanico	<input type="text" value="20813455679"/>	<input type="text" value="info@hispani.sch.uk"/>	<input type="text" value="W1 3DJ"/>	0/1 (0%)	0/1 (0%)	Re-request Missing Re-request All Remove
<input checked="" type="checkbox"/>	Duchy Demo	<input type="text" value="20813455611"/>	<input type="text" value="admin@duchy.sch.uk"/>	<input type="text" value="SW19 2DA"/>	0/1 (0%)	0/1 (0%)	Re-request Missing Re-request All Remove
<input type="checkbox"/>	Green Abbey School	<input type="text" value="20813455345"/>	<input type="text" value="admin@greenabby.sch.uk"/>	<input type="text" value="CR1 1EJ"/>	0/1 (0%)	1/1 (100%)	Re-request Missing Re-request All Remove
<input checked="" type="checkbox"/>	My Montessori	<input type="text" value="20813489675"/>	<input type="text" value="admin@monts.sch.uk"/>	<input type="text" value="CR8 1JA"/>	0/1 (0%)	0/1 (0%)	Re-request Missing Re-request All Remove

Showing 1 to 5 of 5 entries 4 rows selected [Previous](#) [1](#) [Next](#)

Click here to resend the request

Click here to request missing files

You can also just re-request those files which are yet to be received, by clicking “Re-request Missing”.



THANK YOU

We hope you have found this guide useful.
To book training, please contact your CSM