# New Cycle Nursery

OVERVIEW

You can design your Nursery form to capture initial interest, make offers to parents and then collect full data for those who are offered a place.

Our default Nursery template is designed to run as follows:

- Parents self-register
- Parents complete their verification and log in to complete your initial enquiry form
- You assess the sessions they have applied for, and use the Offers function to make offers to parents
- Parents who have been made an offer log in, respond to the offer and complete your full admission form
- You transfer the completed data to your MIS

How to see your new form

Click on the blue wording in the upper left of your dashboard and then click "forms area/multiple forms".
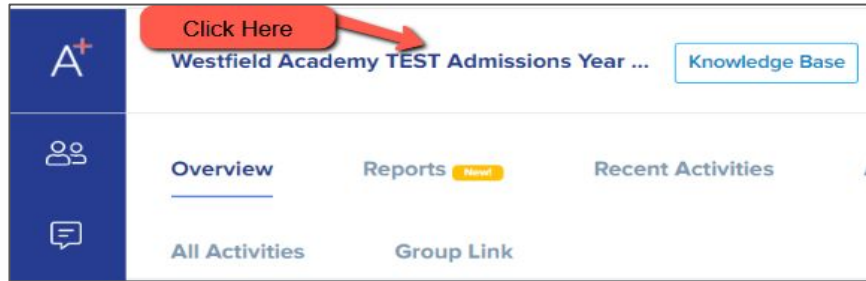
Your forms area will appear and will look something like this:
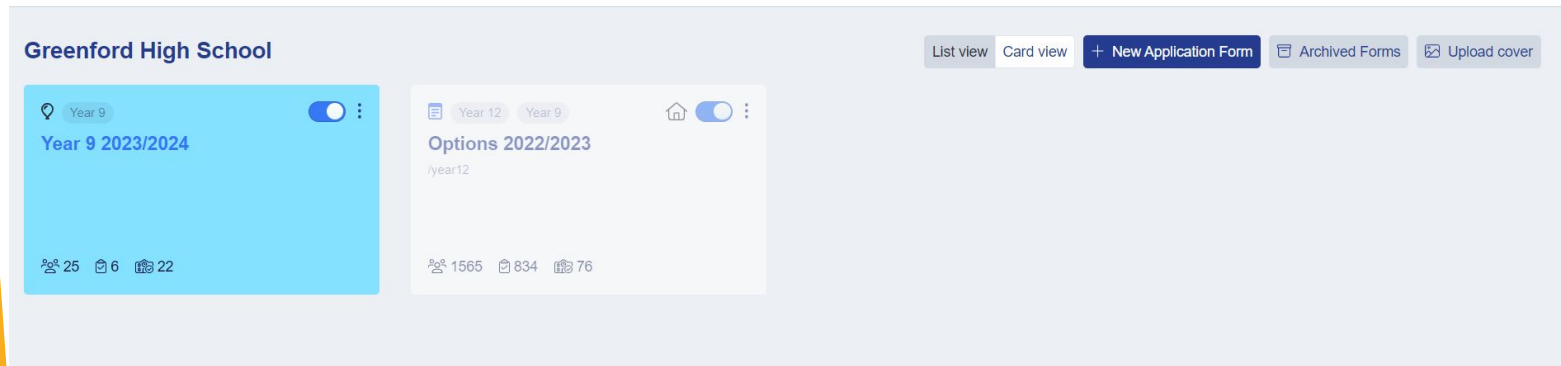
Your new form will already have been created for you (cloned from your previous cycle) and you will see it in this area.

Turn the toggle switch on to make it active - it needs to be active to enable importing/exporting with your MIS.
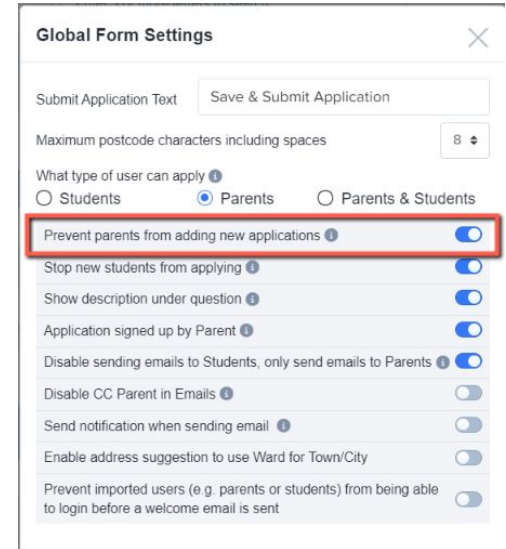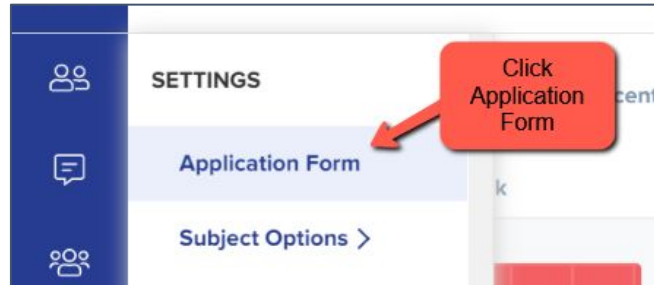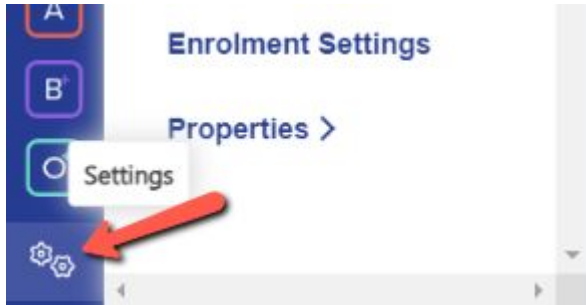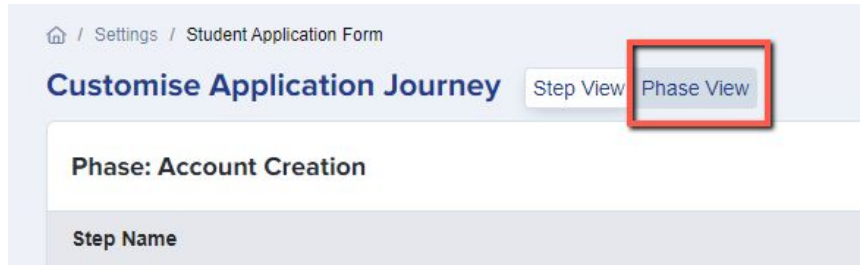
How to close your old form

Now that the previous cycle has finished, you don't want parents completing anything more on that form.

Click on the name of your 2024 form in your forms area to access the dashboard.

Navigate to settings > application form > global form settings and turn on "prevent parents from adding new applications".
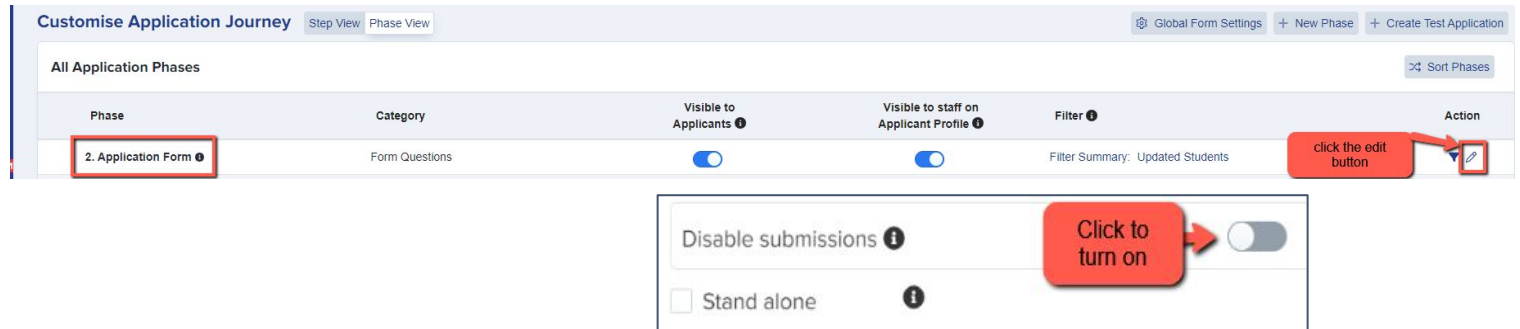

Enrolment Settings

Properties >

Settings

SETTINGS

Click Application Form

Application Form

Subject Options >

Global Form Settings ✕

Submit Application Text | Save & Submit Application

Maximum postcode characters including spaces | 8 ⬍

What type of user can apply ⓘ
○ Students   ● Parents   ○ Parents & Students

Prevent parents from adding new applications ⓘ | 🔵

Stop new students from applying ⓘ | 🔵

Show description under question ⓘ | 🔵

Application signed up by Parent ⓘ | 🔵

Disable sending emails to Students, only send emails to Parents ⓘ | 🔵

Disable CC Parent in Emails ⓘ | ⚪

Send notification when sending email ⓘ | ⚪

Enable address suggestion to use Ward for Town/City | ⚪

Prevent imported users (e.g. parents or students) from being able to login before a welcome email is sent | ⚪

Customise Application Journey Step View | Phase View

Phase: Account Creation

Step Name

Within phase view, click the pencil icon for your application form; turn on "disable submissions".

This will ensure no existing forms can be edited and no new applications can be started on your old form - that data is now all managed within your MIS.

You could also turn all phases off if you wish, using the toggle switches.

Customise Application Journey Step View Phase View

⚙ Global Form Settings | + New Phase | + Create Test Application

All Application Phases

⤢ Sort Phases

Phase	Category	Visible to Applicants ⓘ	Visible to staff on Applicant Profile ⓘ	Filter ⓘ	Action
2. Application Form ⓘ	Form Questions	⬤	⬤	Filter Summary: Updated Students	click the edit button ▽ ✎

Disable submissions ⓘ	Click to turn on → ⬤
☐ Stand alone ⓘ	

You can also archive old application forms in your forms area if you wish to keep your main forms area tidy.

Archived forms are stored here - you can access them in future if you need to refer to old data
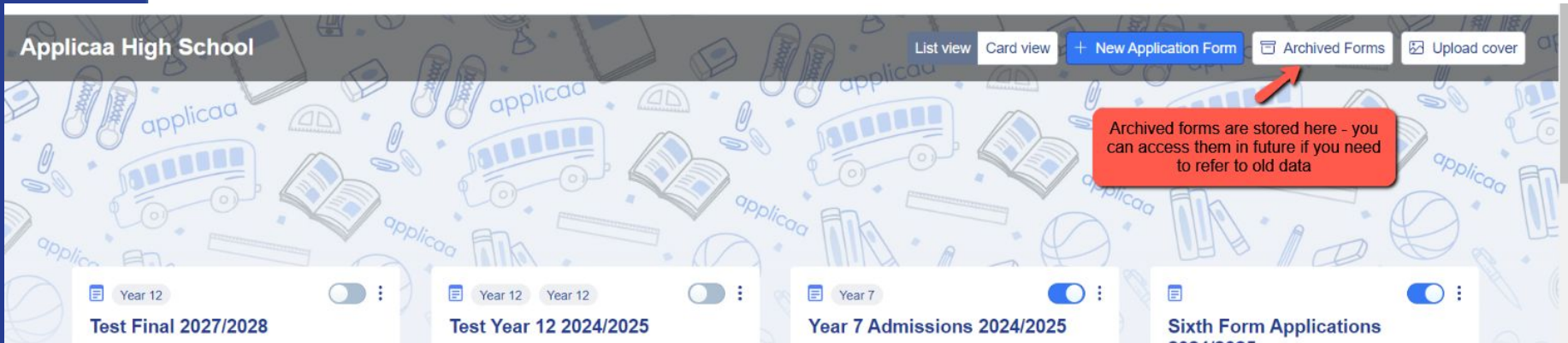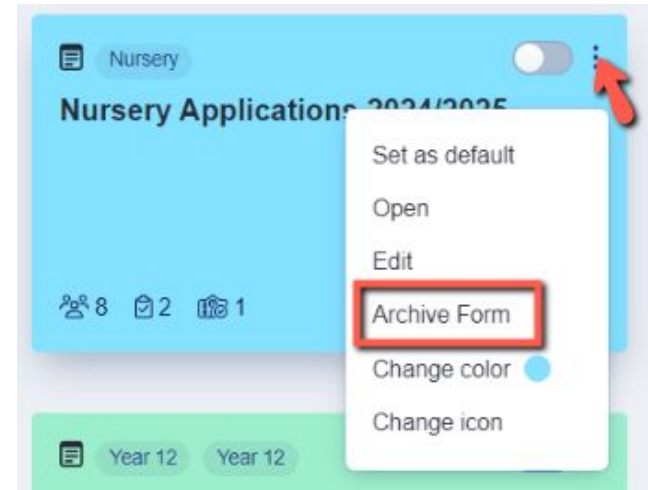
If any applicants for 2025 have registered on your 2024 form before you had the chance to close it, you can **move them to the correct form** instead.

Editing your Landing Page

Navigate to settings > form settings > landing page.

Click the **"edit"** button to make changes.

Here you can edit your initial message to parents by clicking "customise texts and buttons".

You can also add a pop-up notification - perhaps to tell them when the new cycle will open or give them information about forthcoming events?

You can also update any images here as needed, under "general settings" - ensure your logos and images are up-to-date.

SETTINGS

Application Form

Subject Options >

Form Settings ∨

    Dashboard Settings

    Student Homepage

    Parent Homepage

    Landing Page

    Application Groups

    Form Groups

    Student Profile

School Settings >

Enrolment Settings

Properties >

✎ Edit
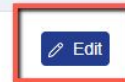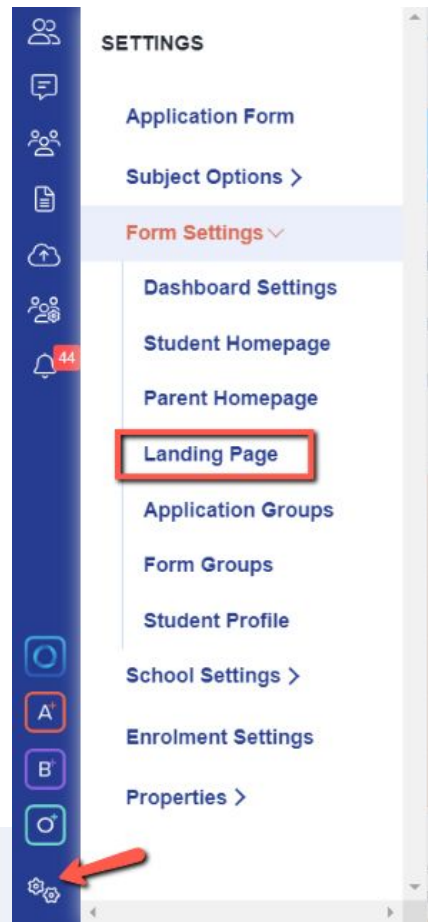
On your landing page, you should also ensure the form is set to allow parents to register, so they can create their own accounts and log in to register their interest in a place for their child/children!

Editing your Parent Homepage

(settings > form settings > parent homepage)

On the Parent Homepage you can add a general message, and a welcome message specific to the intake you are currently working on.

You should also ensure your settings are as follows, at the bottom of the page:

What parents will see:

Checking your email templates

The email templates area is really useful and can automate a lot of your processes!
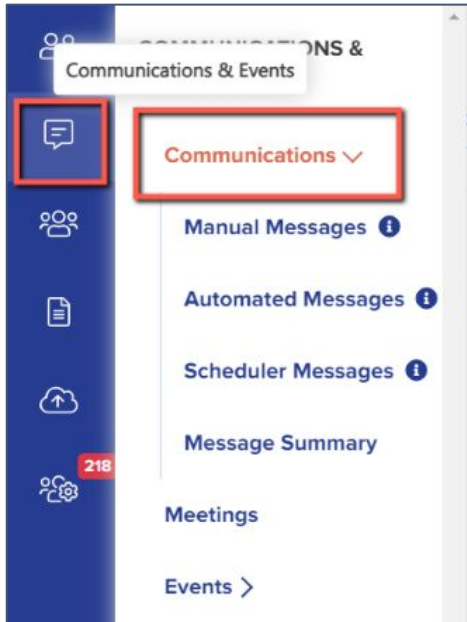
There are several automated emails you will need to check - you can preview and edit them by scrolling right on the table.

Template Name ⇅	Subject ⇅
Search Template I	Search Subject
Admission form submitted	Your completed admission form has been received
Make offer to student	Your Offer for our Nursery
Parent Confirmation Instructions	Welcome to Nursery Enquiries form
Staff Welcome	Green Abbey School Staff Account
Notify Parent Initial Enquiry Complete	Your Initial Enquiry for a Nursery place for {{STUDENT_FIRST_NAME}} {{STUDENT_LAST_NAME}} has been received
New Password	Your New Password

Priorities for checking ahead of launch: all stored within the "Nursery" folder on your Automated Messages screen if using our default template.

Communications

Manual Messages **Automated Messages** Scheduled Messages Message

All Automated Messages

Application Form

Email Subscription

Enrolment

Meetings

Reference
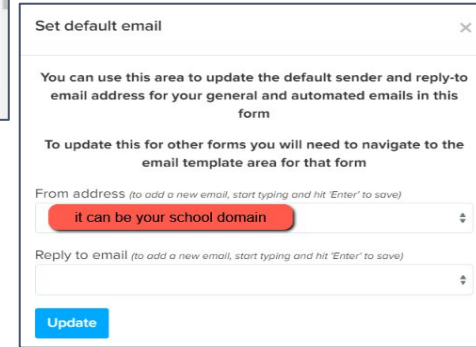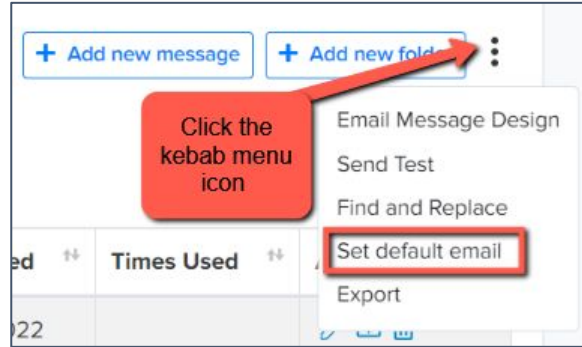
Registration

🔍 Search in table

Showing 1 to 39 of 39 entries

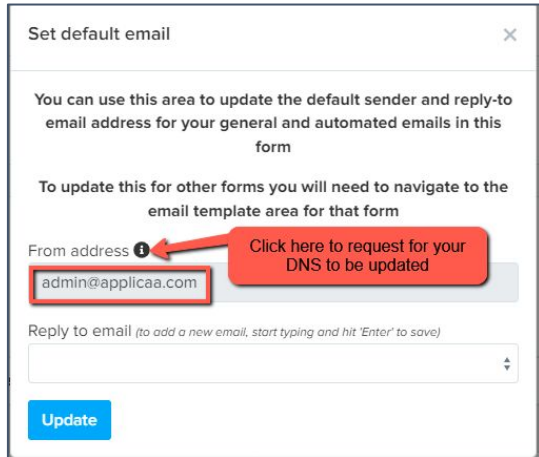| Type ⇅	Template Name ⇅	Subject
	Search Template I	Search Subje
	📁 Nursery	
✉	Notify Teacher Student Has	You have had a submission on

Manual Messages:

Create any manual templates now so they are set and ready to use later on in the cycle - future you will be grateful!

Check who the emails are being sent from and who the replies will come to - set your defaults here:
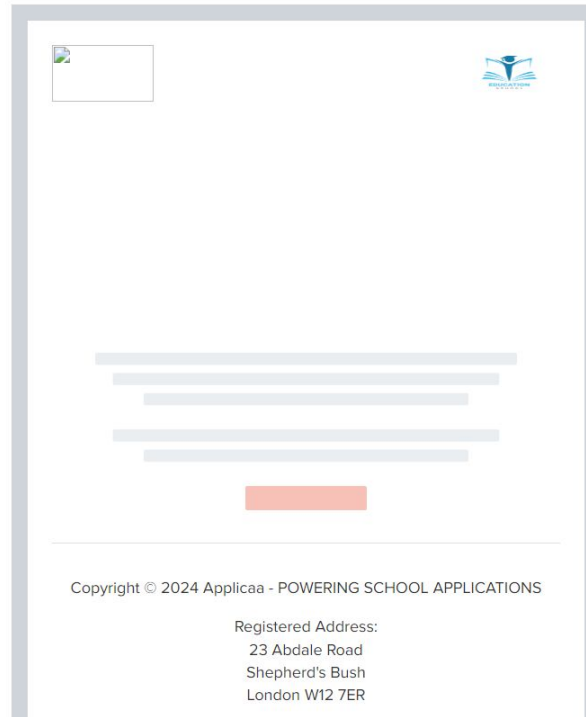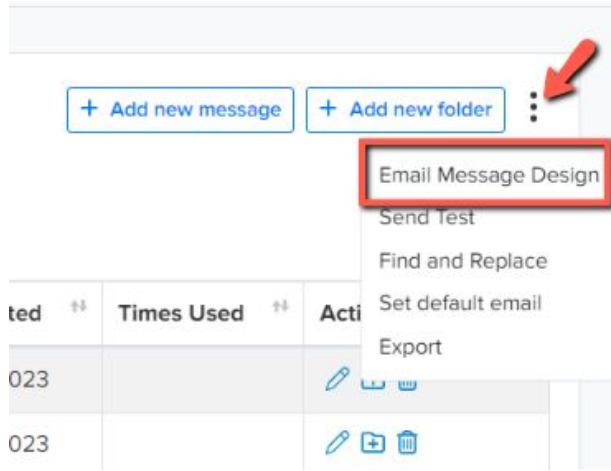
If you are seeing "admin@applicaa.com" in the From address, this means you have not requested a DNS update. You can request this by clicking this icon and adding the details for your IT Manager - it will then mean you can send emails from your own school domain!

Customise your email templates in bulk - add a header and footer, and your school logos.
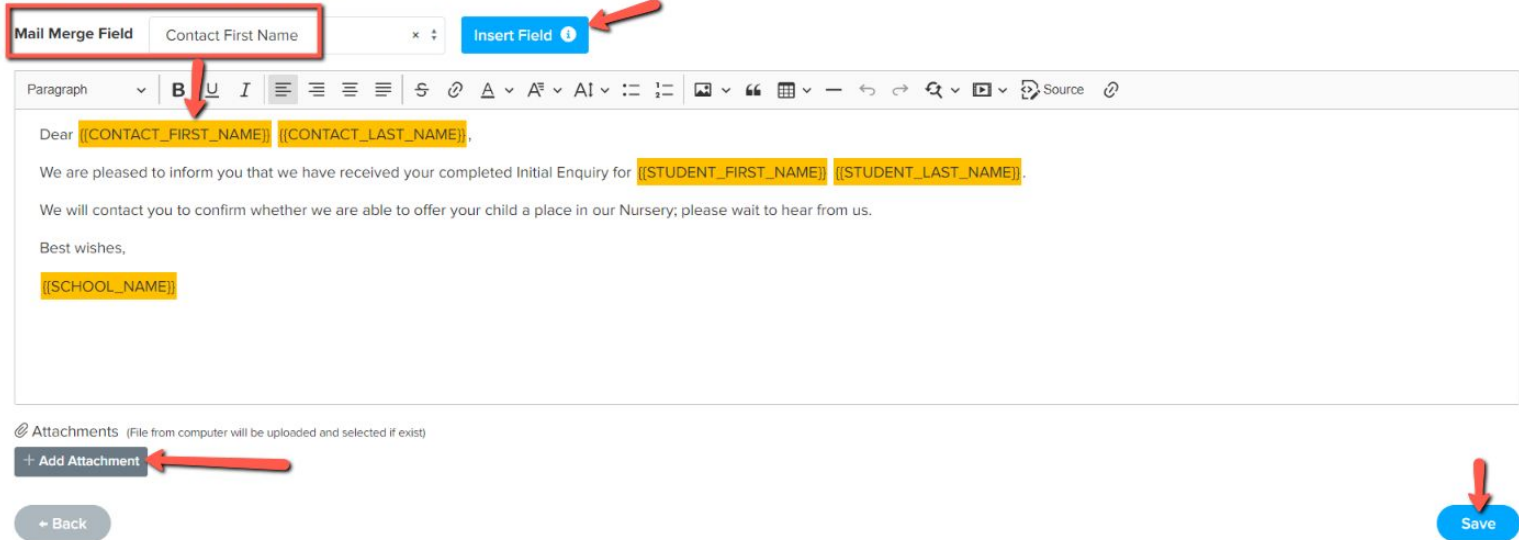
Insert mail merge fields and add attachments as required to personalise your messages.

By using personalisation tokens, you can mail merge personalised content to your recipients.

Mail Merge Field Contact First Name × ⇕   **Insert Field** ⓘ

Paragraph ∨ | **B** U *I* | ☰ ☰ ☰ ☰ | S̶ 𝒪 A ∨ A̅ ∨ A̅I ∨ ⸬ ⸗ | 🖼 ∨ 66 ⊞ ∨ — ↶ ↷ ⚲ ∨ ▶ ∨ 🔀 Source 𝒪

Dear {{CONTACT_FIRST_NAME}} {{CONTACT_LAST_NAME}},

We are pleased to inform you that we have received your completed Initial Enquiry for {{STUDENT_FIRST_NAME}} {{STUDENT_LAST_NAME}}.

We will contact you to confirm whether we are able to offer your child a place in our Nursery; please wait to hear from us.

Best wishes,

{{SCHOOL_NAME}}

📎 Attachments (File from computer will be uploaded and selected if exist)

+ Add Attachment

← Back

Save

You can also preview the email template if you want to see the layout.

Dear {{CONTACT_FIRST_NAME}} {{CONTACT_LAST_NAME}},

I am pleased to learn from the Local Education Authority that your child has been allocated a place at {{SCHOOL_NAME}} from September.

The next step now is for you to complete our online data collection form. This provides the school with all the information required ahead of your child joining the school.

Please use the log in details and link below:

Below is your login details for {{SCHOOL_NAME}}
Email: {{CONTACT_EMAIL}}
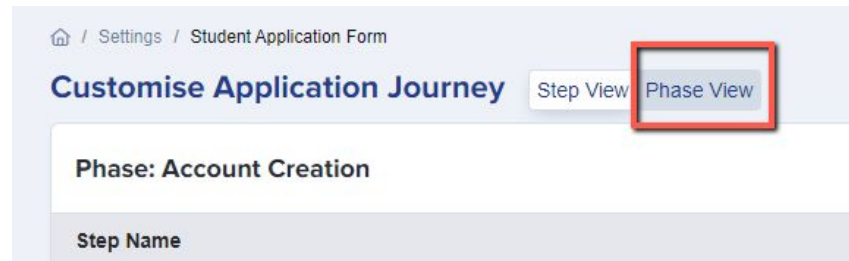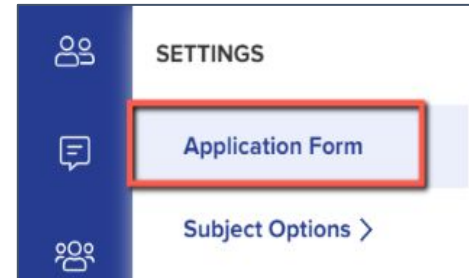Password: {{CONTACT_PASSWORD}}
Website: {{LINK}}

We look forward to hearing from you.
Kind regards

Your application phases and settings

Navigate to settings > application form > phase view and turn on all three phases:
- Application Form
- Offers
- Enrolment

You should also check the names of your phases to ensure they are appropriate to your intake. If you are using our default form, these will already be customised for you, or you can customise them yourself by clicking the pencil icons:

We recommend:
- Application Form > Nursery Enquiry
- Offer (same)
- Enrolment Form > Admission Form

All Application Phases

Phases	Category	Visible to Applicants ⓘ	Visible to staff on Applicant Profile ⓘ
2. Nursery Enquiry	Form Questions	🔵	🔵
3. Offer	Offer	🔵	🔵
4. Admission Form	Enrolment	🔵	🔵

What parents will see:

Keaton Mccullough Student Code: U-B475 ⧉

School Message
Welcome to our Nursery!

Show full message

Form Status
`Completed`

Year Group
N/A

Offer status
`Accepted`

APPLICATION OFFER
Offer was accepted on 30/07/2024.

Nursery Applications

✓ Nursery Enquiry 🔒 → ✓ Offer 🔒 → 📄 Admission Form ✏️

Application Form Area

Settings > Application Form

Our default Nursery template is already customised based on recommended best practice, but of course you can customise each phase to suit your own needs.

The default setup is:
- Parents complete Parent Registration step - this creates their account
- Parents log in and complete your Nursery Enquiry phase - completing Child's Basic Details and Initial Enquiry only
- You review the enquiries, populate the office-use fields to confirm which sessions you can offer, and then send the "make offer" template to parents
- Parents who receive an offer log in, respond to the offer and then complete Child's Basic Details; Parent/Carer; Welfare and Support Information; Sibling Information; Security, Parental Consents and Bursary Policies; Fees and Uniform
- You transfer the completed data to your MIS for the children joining your Nursery

Phase: Account Creation

Step Name
Step 1: Enquiry (not in use) [↗]
Step 2: Student Registration (not in use)
Step 3: Parent Registration

Phase: Nursery Enquiry

⤨ Sort Steps + New Step ⋮

Step Name	Internal	External	Visible on Student Profile ⓘ	Actions
Step 1: Child's Basic Details	⬤	⬤	⬤	✎ ⚙
Step 2: Initial Enquiry	🔵	🔵	🔵	✎ ⚙ 🗑
Step 3: Medical, Dietary and Special Educational Needs and/or Disabilities	⬤	⬤	⬤	✎ ⚙
Step 4: Setting History and Sibling Information	⬤	⬤	⬤	✎ ⚙
Step 5: Courses	⬤	⬤	⬤	✎ ⚙
Step 6: Security, Parental Consents and Nursery Policies	⬤	⬤	⬤	✎ ⚙
Step 7: Parent/Carer/Emergency Contact Details Please list parent or carers in order of priority, starting with the person that should be contacted first in the event of an emergency	⬤	⬤	⬤	✎ ⚙
Step 8: Setting Information, Fees and Uniform	⬤	⬤	⬤	✎ ⚙
Step 9: Religion	⬤	⬤	⬤	✎ ⚙
Step 10: Payment	⬤	⬤	⬤	✎ ⚙

Always on; cannot be disabled

Phase: Offer

⤨ Sort Steps + New Step ⋮

Step Name	Internal	External	Visible on Student Profile ⓘ	Actions

Phase: Admission Form ⟳ Last synced with Application Form: 17/05/2023 12:59PM   ⤬ Sort Steps + New Step ⋮

Step Name	Internal	External	Visible on Student Profile ⓘ	Actions
Step 1: Child's Basic Details	⬜	⬜	⬜	🖉 ⚙
Step 2: Parent/Carer/Emergency Contact Details Please list parent or carers in order of priority, starting with the person that should be contacted first in the event of an emergency	🔵	🔵	🔵	🖉 ⚙
Step 3: Welfare and Support Information	🔵	🔵	⬜	🖉 ⚙
Step 4: Sibling Information	🔵	🔵	⬜	🖉 ⚙
Step 5: Courses	⬜	⬜	⬜	🖉 ⚙
Step 6: Security, Parental Consents and Nursery Policies	🔵	🔵	🔵	🖉 ⚙
Step 7: Fees and Uniform	🔵	🔵	🔵	🖉 ⚙
Step 8: Initial Enquiry	⬜	⬜	⬜	🖉 ⚙ 🗑
Step 9: Religion	⬜	⬜	⬜	🖉 ⚙
Step 10: Payment	⬜	⬜	⬜	🖉 ⚙

Any data completed in your Nursery Enquiry phase will auto-populate into your Admission Form phase, so parents can see the answers previously given and make any amendments as necessary.

Office Use Fields

We have added some fields which you can use for making offers
to parents. You can see them, but the parent cannot.

What parents see:

Child's Basic Details

Initial Enquiry

Initial Enquiry

Thank you for your interest in a place for your child at our Nursery and for registering with our online admissions system.

Completing this form will enter your child on the **waiting list** for a place. We admit children to the nursery each September and January.

Please do wait to hear from us. We will be in touch as soon as we know whether or not we are able to offer your child a place. Thank you.

Please state which sessions you will require each week (please tick all that apply):*

- [ ] Monday Full Day
- [ ] Monday PM (12.10-3.10)
- [ ] Monday AM (8.40-11.40)
- [ ] Tuesday AM (8.40-11.40)
- [ ] Tuesday PM (12.10-3.10)
- [ ] Tuesday Full Day
- [ ] Wednesday AM (8.40-11.40)
- [ ] Wednesday PM (12.10-3.10)
- [ ] Wednesday Full Day
- [ ] Thursday AM (8.40-11.40)
- [ ] Thursday PM (12.10-3.10)
- [ ] Thursday Full Day
- [ ] Friday AM (8.40-11.40)
- [ ] Friday PM (12.10-3.10)
- [ ] Friday Full Day

Does your child already attend another setting? If yes, please state name and location.*
Please type "none" if not applicable

Please provide your 30-Hour Funding Code, if applicable

I understand this form represents an expression of interest only and places are not guaranteed.*

Add Signature

Thank you for your interest in a place at our Nursery for your child. A member of the nursery team will contact you regarding your application, and to confirm whether or not your child has been successful in gaining a place. Please do wait to hear from us.

What you see, when viewing a child's profile:

Test Brant Test Orn #U-DA48

Phone 26767705266
School Cardinal Newman Catholic School
Email

APPLICATION STATUS		ENROLMENT STATUS	OFFER STATUS
📄 **Completed**	2/2	📄 **Enrolled**	📲 **Accepted**

Overview **Nursery Enquiry** Activities Interview Courses Selection Family Visas Concessions

Child's Basic Details

Initial Enquiry

Initial Enquiry

Please state which sessions you will require each week (please tick all that apply):	**Monday AM (8.40-11.40)** **Wednesday Full Day** **Friday AM (8.40-11.40)**
Does your child already attend another setting? If yes, please state name and location.	**None**
Please provide your 30-Hour Funding Code, if applicable	**Code 3**
I understand this form represents an expression of interest only and places are not guaranteed.	[signature] Staff

Answers provided by parent

For your use

Office Use - Offers

Sessions we can offer

☐ Tuesday AM ✓ ✕ ⟳
☐ Tuesday PM
☐ Thursday PM
☐ Thursday Full Day
☐ Wednesday Full Day
☐ Monday PM
☐ Tuesday Full Day
☐ Friday Full Day
☐ Friday PM
☐ Monday AM
☐ Wednesday PM

How the "make offer" email works, using the office use fields:

Dear {{CONTACT_TITLE}} {{CONTACT_LAST_NAME}},

Thank you for your initial enquiry for a place in our Nursery for {{STUDENT_FIRST_NAME}} {{STUDENT_LAST_NAME}}.

I am pleased to confirm that we can offer a place for the following sessions:

{{SESSIONS_WE_CAN_OFFER}}   ← This is the correct mail merge token

Please use the following link to log into your profile, to review and respond to your offer.

{{LINK}}

Please note that you must respond to your offer by **00/00/0000** or your offer may be withdrawn. We look forward to hearing from you.

Kind regards,

{{TEACHER_NAME}}

Dear Mrs Hyatte9ab97d101ee644c,

Thank you for your initial enquiry for a place in our Nursery for Test Brant Test Orn.

I am pleased to confirm that we can offer a place for the following sessions:

Friday AM, Monday AM, Wednesday Full Day

Please use the following link to log into your profile, to review and respond to your offer.

https://demo.applicaa.com/nursery

Please note that you must respond to your offer by **00/00/0000** or your offer may be withdrawn. We look forward to hearing from you.

Kind regards,

Applicaa Admin

Within step view, make any changes to questions/fields - have you got new User Defined Fields to add in? Are there questions you wish you'd asked applicants last cycle? Now is the time to add those in!

Navigate to **settings > application form** and click on the name of a step to open it.

Click "+ New Question" and you will be prompted to choose what you would like to add.

UDFs can write back to your MIS, so they are great for capturing extra data that you don't have to manually input - you'll find them under "Pre-defined questions and fields".

You can also add questions in as "Custom Questions" - these will NOT write back to your MIS.

Here is a link to our form customisation guide.

Add a new question

Not seeing your **User Defined Fields**? This will mean you need to make an update in your MIS first and then refresh!

Add your UDFs in your MIS, then:

For SIMS, log into the A+ SIMS App - it will scan for updates and ask you to carry the updates over into A+.

For cloud-based MIS, go to settings > school settings > integration and click to Import UDFs.
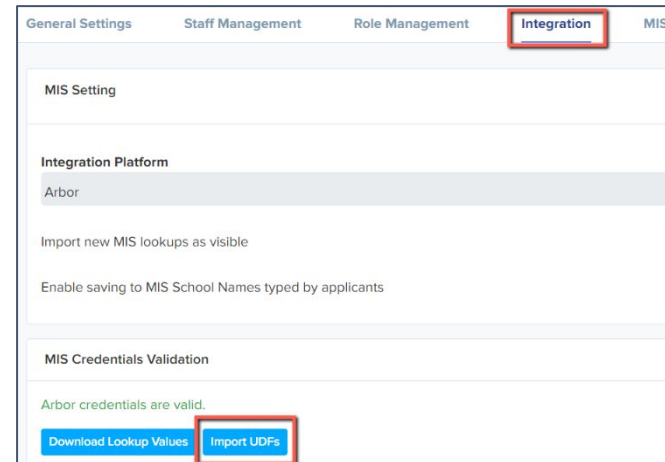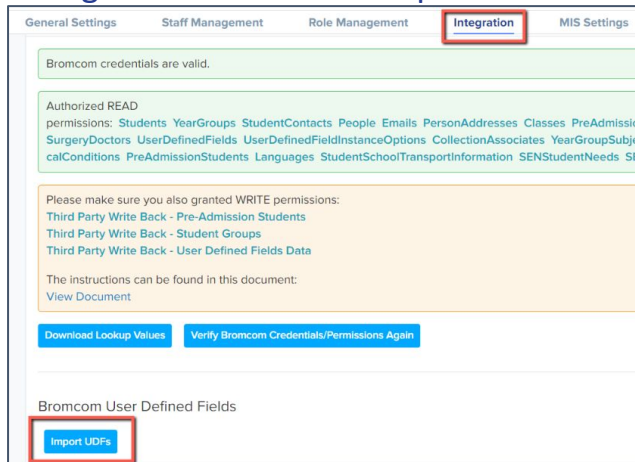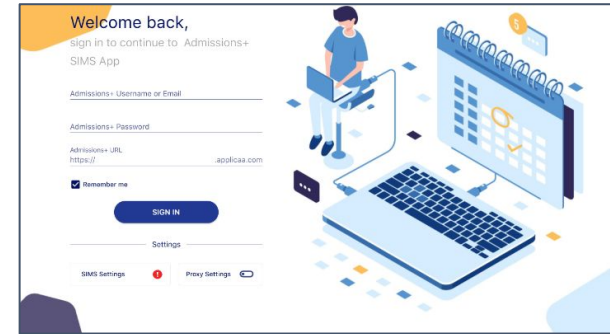
SIMS In Touch:

This field is NOT active by default on Admissions+ but if you use it, it is available to add into your application form - once you have added it once, it will remain there year after year.

If you use In Touch and would like to activate that field so it writes back to SIMS:

- go to the Parent/Carer step of your application form
- Click + New Question
- Click parent/carer contact details and select the In Touch question to add it to your form

Check in settings > properties > properties to see what the name of your In Touch field is, and whether it is already active in your form

Check the links to any policies in your Agreement and Consent step - **policies do not copy over from your previous form.** This is to encourage you to ensure the newest versions of your policies are shared with applicants each cycle.
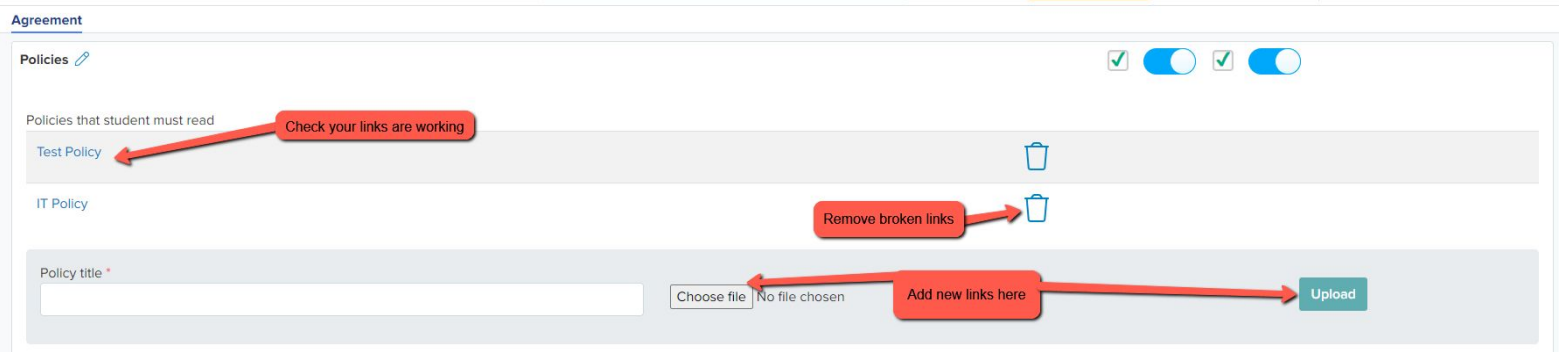
Agreement

Policies ✎

Policies that student must read

Check your links are working

Test Policy

IT Policy

Remove broken links

Policy title *

Choose file No file chosen

Add new links here

Upload

Preview the whole form and check if it is all working as expected!

Preview the application form as **external students** (students who are not currently on your school roll) to see the whole form from the perspective of a parent

Configure your **address settings** so they migrate correctly into your MIS as per your school's setup.

Navigate to settings > school settings > address mapping.

Here is a link to our guide.

You will see the option to configure your address format, test how it appears and apply it to all addresses already in your system to ensure they are formatted correctly ahead of your import!

Generate a test student to practice with (settings > application form > create test application):

Customise Application Journey   Step View   Phase View   ⚙ Global Form Settings   + Create Test Application

Phase: Account Creation

You could also try applying from the perspective of a parent - try it all out as though you are applying for a place for your child!

Welcome

To make an application to our Nursery, please register below. You will then be prompted to log in and complete our initial enquiry form.

A member of the nursery team will then reach out to discuss your enquiry and advise you of the next steps.

Parent Register

Existing Users

Username or Email address

Password

👁

☐ Remember Me

Login

Forgot your password?
Trouble logging in?

Setting up open evenings and events

See our event guides here

Key features include
Set sessions within Events
Cover multiple times and days
View registrants
View total attendees
Track which events are published/ unpublished
Customisable question on registration
Filter based on question responses
Email templates & automated emails
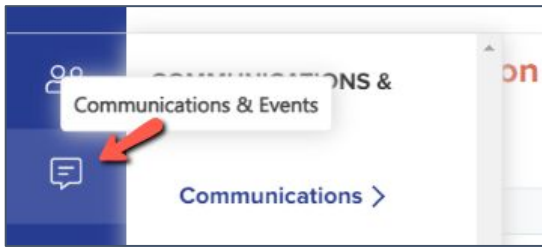
Navigate to communications and events > events.

Click to create a new event and set your parameters: are you ready to publish the event and share the URL?

If your event has ticketed events within it (like school tours or talks with the Head) you can schedule those and set a limited number of places.

Events

Events   Event Guests   Event forms

Actions	Date	Event	URL	Location	Visibility	Limit	Registrants	Invitees	Attende
✏ ⋮	Friday 6 September, 2024 09:00 - 17:00	**Nursery Tours** Tour our facilities, speak to our team.	Public URL ⧉ https://demo.applicaa.com /events/249		Unpublished Nursery Applications	Unlimited	0	0	0

Show 10 ⌄ entries   Displaying 1 entries   ‹ Prev 1 Next ›

You can show events on your landing page, on parent homepages and can also share the link on your website or email it to people directly!
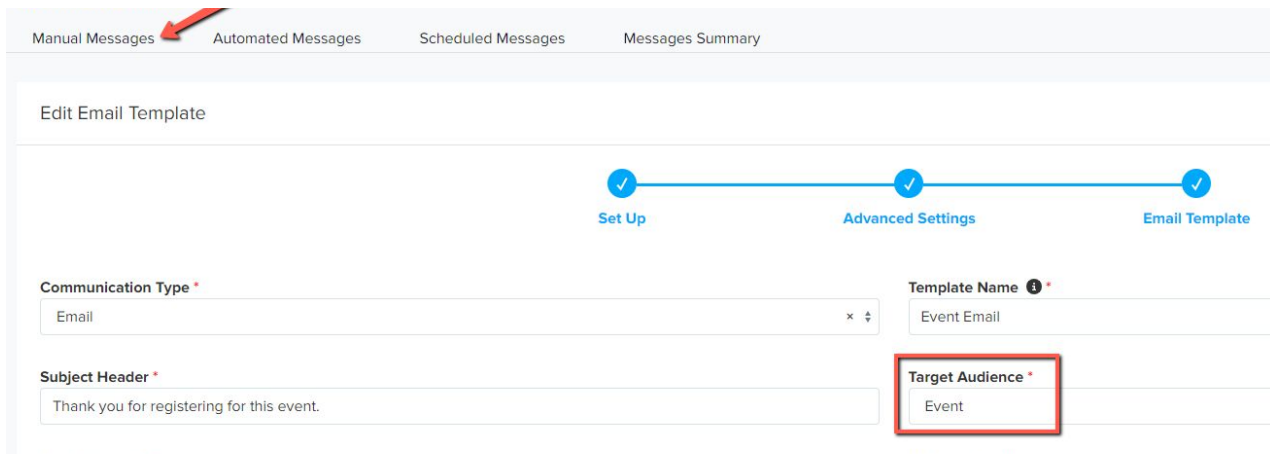
To link an email to your event, navigate to your email templates area and go to "manual messages". Create a new message and ensure the target audience is "Event".

Then, go back into your events area and you will be able to link the email template to your event

You can chase **incomplete** forms by sending reminders to parents - either manually, or by scheduling an email to go to them every few days.

Click on the word "incomplete" to view the list of students in this status.

Select them all and click "communications" > "send email".

This will enable you to send an email the parents of the selected students.

To schedule an email to go to them every few days, navigate to **communications and events > communications > manual messages** and click **+ New Message**:

Set your parameters and move through the wizard to create the email you would like to send.

The system will then send it for you to anyone who fulfils the criteria.
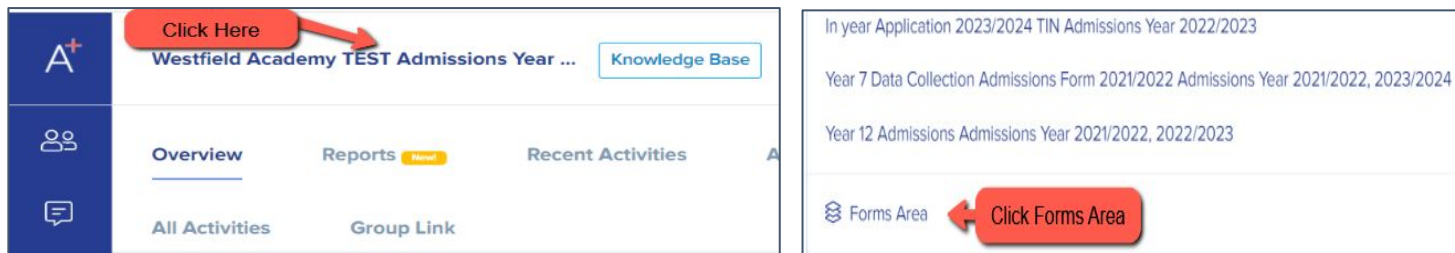
Adding the new application link to your website

You can obtain the link to your new form and add it to your school website - this will be the link parents need to follow in order to create an account and apply.

Navigate to the blue wording in the upper left hand corner and click to access your forms area.
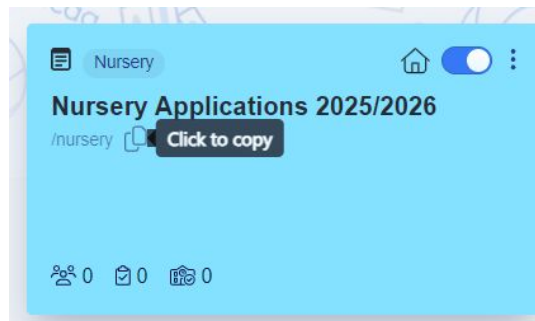
Here, you can click to copy the link and share as needed.

IMPORTING DATA TO YOUR MIS

The process of importing your completed data into your MIS varies, depending which MIS you use.

Check the relevant guide on our Knowledge Base to follow the steps specific to your MIS.

If you have any difficulties please call us on 0208 762 0882.

Update Staff Users

Check your list of staff users, particularly if you have had a change in personnel over the summer.

Ensure any staff who no longer work there are removed, and that new colleagues are added.

Set your Key Contacts - anyone set as a Key Contact will receive information from us such as important system updates, invitations to events etc (we send these by email).

Earn Rewards

Use your Referrals button to introduce us to other schools, and we will reward you!

For every school you refer, who then joins us:

Your school will receive 10% discount on their next renewal, and the school you refer will receive a 10% sign-up discount.

You will personally receive a £50 Amazon voucher

Do you have any questions?

THANK YOU