

Admissions+ Journey

Year 7 with SIF



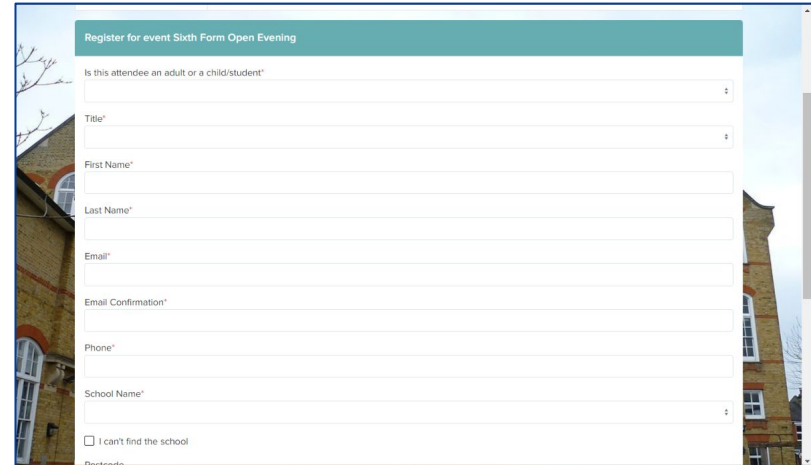
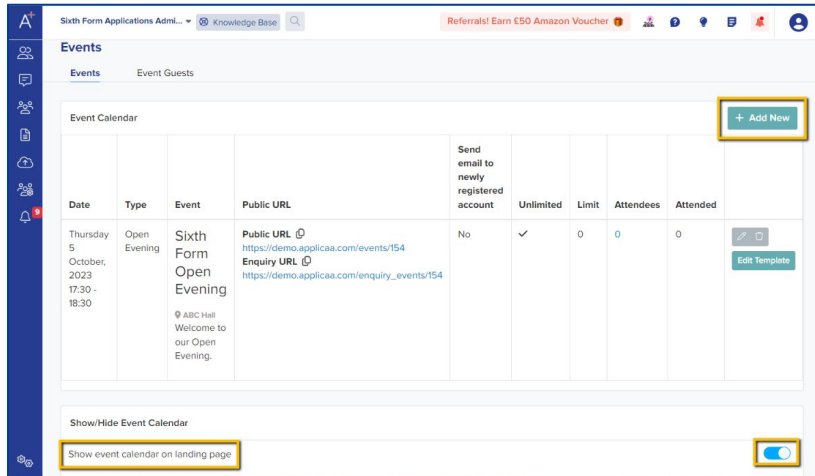
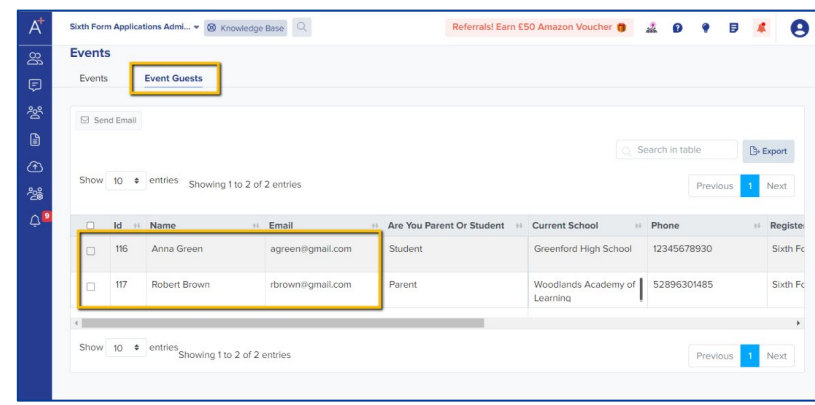
Open Evening

Set up Open Evenings

Add the link to your website

Families register

Set registration questions & maximum attendees



Invite parents to complete your SIF

Add your link to your school website for parents, directing them to your form

Parents self-register and receive a personalised response

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

Thank you for registering your parent account with {{SCHOOL_NAME}}'s Online Application Form.

Your profile has been created successfully.

Please confirm your email address by clicking on the following link:
{{URL}}

Once your email has been validated, you can continue your child's application.

Please note, you will now need to login as a registered parent.

- Do not start another enquiry or registration.

Best wishes,

{{SCHOOL_NAME}}

Parent Homepage

Parents are taken to your homepage when they log in.

You can display the form for them to complete, as well as events, useful documents and a personalised welcome message about your institution.

The screenshot displays a parent homepage with the following elements:

- Greeting:** "Hello Ms Parent,"
- Navigation:** A blue button labeled "+ Start New Form".
- User Profile:** A circular profile icon, the text "Test Internal FN Test External FN Greenford High School", and "Student Code: U-F444" with a copy icon.
- School Message:** A message box with the text "Please complete all steps of your child's application." and a "Show full message" link.
- Status Table:**

Form Status	Year Group
Incomplete	N/A
Offer status	
Pending	
- Supplementary Information Form:** A section titled "Supplementary Information Form Admissions Year 2023/2024" containing two buttons: "Supplementary Information Form" and "Admissions Form".
- Right Panel:** A "School Message" section with a welcome message, a circular profile icon containing the letter 'a', and a "Show full message" link.

Form & Confirmation

Add and edit questions

Trigger follow up questions

Make questions mandatory

Include UDFs

Settings / Student Application Form / Nursery Enquiry / Child's Basic Details

← Child's Basic Details Customise Sections Preview Application Forms

Sort Questions + New Question

Question	MIS export	Internal	External	Visible on Profile	Actions
Please upload a recent passport-style photograph of the child	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	✎ ⚙️
Child's Forename	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	✎ ⚙️
Child's Preferred Forename	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	✎ ⚙️
Child's Surname	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	✎ ⚙️
Child's Preferred Surname	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	✎ ⚙️
Child's Middle Name	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	✎ ⚙️

Phase: Supplementary Information Form Sort Steps + New Step

Step Name	Internal	External	Visible on Student Profile	Actions
Step 1: Child's Basic Details	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	✎ ⚙️
Step 2: Parent/Carer Please list parent or carers in order of priority, starting with the contact that should be contacted first in the event of an emergency	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	✎ ⚙️
Step 3: Religion	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	✎ ⚙️
Step 4: Courses	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	✎ ⚙️
Step 5: Payment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	✎ ⚙️
Step 6: Admissions Criteria Please tick the admissions category which applies to your child:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	✎ ⚙️ 🗑️

Parents receive customised email confirmation upon completion

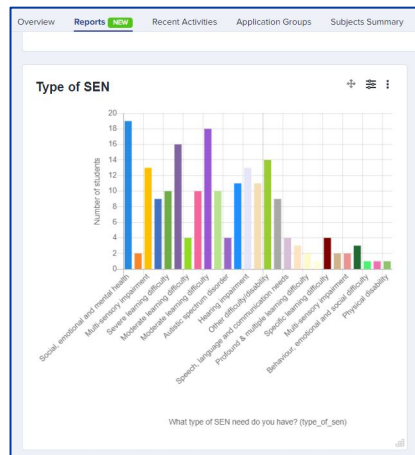
Reports & Filters

Create filters based on your admissions criteria

Make dashboard cards to easily view lists

Create reports within the platform

Save reports & filters to re-run later



The screenshot shows two overlapping windows from a dashboard. The "Add new tile" window is in the foreground, showing a form to create a new dashboard tile. The "Edit Filter" window is in the background, showing the configuration for a filter named "In public care".

Add new tile

- Name: In Public Care
- Color code: Blue
- Filter Summary: [edit icon]
- Save button

Edit Filter

- Filter Name: In public care
- Filter Type: Application Form Response
- Filter Description: 1 Catholic boys in public care (looked after children) Catholic boys who are looked after children or previously looked after children (catholic_boys_in_public_care_looked_after_children)
- Filter Logic: is any of Yes x

The screenshot shows a row of five dashboard tiles, each representing a different admissions criteria. The tiles are blue with white text and icons. A "Show all tiles" link is visible on the right side of the row.

Criteria	Count
Criteria 9 - Churches Together in England Sibling	2
Criteria 9 - Churches Together in England	31
Criteria 10 - Other faiths Sibling	1
Criteria 10 - Other faiths	35
Criteria 11 - Other boys sibling	2

Ranking

Review your forms and submit rankings to the Local Authority based on your admissions criteria - export parents' answers into a CSV

Phase: Supplementary Information Form

Step Name

Step 1: Child's Basic Details

Step 2: Parent/Carer
Please list parent or carers in order of priority, starting with the contact that should be contacted first in the event of an emergency

Step 3: Religion

Step 4: Courses

Step 5: Payment

Step 6: Admissions Criteria
Please tick the admissions category which applies to your child:

Search categories

Select All Fields

Selected 15

All 15/487

Additional Information 0/8

Admissions Criteria 4/31

Application Status, Group Name and Dates 3/9

Application Step Status 0/22

Search fields

<input type="checkbox"/>	ADMISSIONS CRITERIA
<input checked="" type="checkbox"/>	[Admissions criteria] 1 catholic children in public care (looked after children) catholic children who are looked after children or previously looked after children
<input type="checkbox"/>	[Admissions criteria] Please upload letter from the relevant local authority confirming the legal status of the child and/or adoption order
<input type="checkbox"/>	[Admissions criteria] Please upload baptism certificate
<input checked="" type="checkbox"/>	[Admissions criteria] 2 catholic children who have special circumstances which, in the judgement of the governors on evidence submitted to them, make our school particularly suitable for the child.
<input type="checkbox"/>	[Admissions criteria] Please upload letter of explanation and at least one letter of support from a professional person competent to comment on those circumstances (see the admissions policy for more details)
<input checked="" type="checkbox"/>	[Admissions criteria] 3 catholic children who attend mass every sunday and holyday
<input type="checkbox"/>	[Admissions criteria] Please upload baptism certificate
<input checked="" type="checkbox"/>	[Admissions criteria] 4 catholic children who attend mass less frequently than every sunday and holyday

Receive your offer list from the Local Authority in March

Make your offers

Send individual or group offers

Track parent responses

Advanced Filters >

Change Application Status **Make Offer** Change Offer Status Change Enrolment Status Che

Communications Reset P ur Bulk Update Add to interview Ex

Showing 1 to 8 of 8 entries 8 rows selected Show

ID	Student Code	First Name	Last Name
1914	90KX	Alexa	Bodey
7468	HKAF	Alexander	Lawley
1706	DXTO	Alexander UPN	Stanton
7943	CUAV	Alexia	Montana
7464	3AEK	Alexis SAN	Roumpou
8381	G8ZR	AIR8381	Yost8381
1790	QVTD	Ali	Sedighi
7469	06SB	Ali	Miah

Hello Mr Laparra,

+ Start New Form

Freddie Curtis Student Code: U-DA82

School Message
Welcome [Show full message](#)

Form Status: **Completed** Year Group: N/A

Offer status: [Offer Made](#)

APPLICATION OFFER
You received an offer on 22/08/2023.
Please respond below:
[Decline Offer](#) [Accept Offer](#)

We are delighted to hear from the Local Education Authority that {{STUDENT_FIRST_NAME}} {{STUDENT_LAST_NAME}} has been offered a place at our school for September!

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

{{LINK}}

Once you have accepted your offer, you will be able to proceed to complete our Admissions Form.

Kind regards,

{{TEACHER_NAME}}

Admission Form

Collect all required data for each student

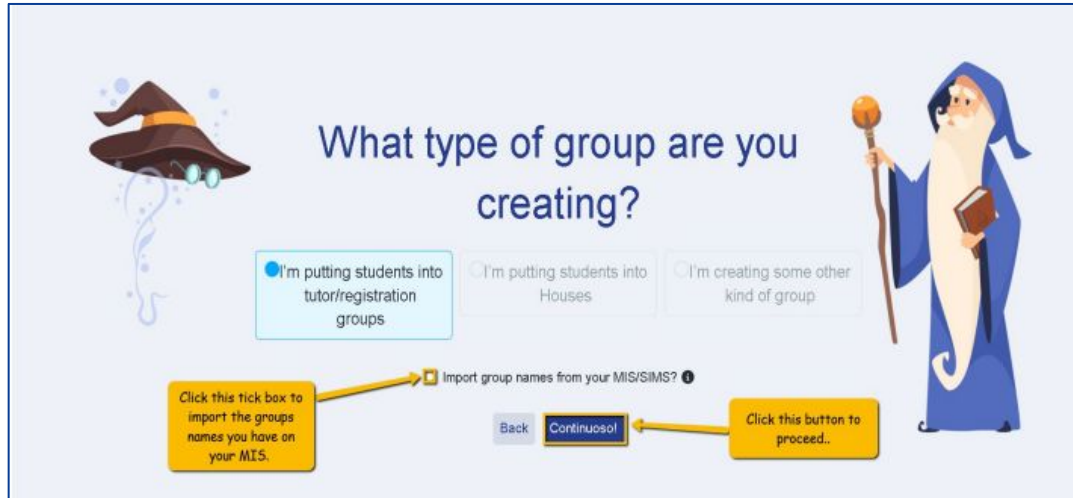
Have parents agree to your consents & policies

The screenshot shows a user interface for an admission form. At the top, it says "Offer Made". Below that is a section titled "GETTING TO KNOW YOU" with a "test" label and a calendar icon. There are "Decline" and "Accept" buttons. Below this is a section for "Y7 Demo Admissions Year 2023/2024" with a green checkmark icon and "Admission Form" label, and an "Offer" button with a pencil icon. On the right, there is a sidebar titled "Admission Form" with a close button. It shows "Admission Form Progress" with four steps: "Step 1: Child's Basic Details", "Step 2: Parent/Carer", "Step 3: Child's Welfare and Support Information", and "Step 4: Parental Agreement and Consent". At the bottom of the sidebar is an "Update" button.

! Step 1	! Step 2	! Step 3	! Step 4
Child's Basic Details	Parent/Carer	Child's Welfare and Support Information	Parental Agreement and Consent
Parental Consent Please select the parental consent given for the child*			
Local Trips/ Educational Visits <input type="radio"/> Yes <input type="radio"/> No			
Medical Consent <input type="radio"/> Yes <input type="radio"/> No			
Jewellery and Watches <input type="radio"/> Yes <input type="radio"/> No			
Copyright Permission <input type="radio"/> Yes <input type="radio"/> No			
Head Lice and Sun Cream <input type="radio"/> Yes <input type="radio"/> No			

Allocate Students

Use the Sorting Hat feature to allocate students to form groups and houses
Email parents to inform them



The screenshot shows a user interface for creating groups. On the left is an illustration of a Sorting Hat with blue sparks. On the right is an illustration of a wizard in a blue robe holding a staff and a book. The main heading is "What type of group are you creating?". There are three radio button options: "I'm putting students into tutor/registration groups" (selected), "I'm putting students into Houses", and "I'm creating some other kind of group". Below these is a checkbox labeled "Import group names from your MIS/SIMS?". To the left of this checkbox is a yellow callout box: "Click this tick box to import the groups names you have on your MIS." To the right of the checkbox are three buttons: "Back", "Continuosol" (highlighted in blue), and "Click this button to proceed..". A yellow callout box points to the "Continuosol" button: "Click this button to proceed..".

Request CTFs and Transition Information

Use the CTF wizard and Transition Tool to communicate with the primary schools
Collate the files and information for all students

Dear Headteacher,

We know how important a good transition to secondary is for new students, and whilst we do our best to contact as many of our feeder schools in person to get the best information possible for students joining us, we also know that we get busy and things fall between the cracks.

For this reason, we are using a new automated system from AppliCAA called the 'New Student Transition Tool', which we hope will make it easier for your teachers to provide us with useful information about the students who will be joining us. The system will automatically forward the comments you share with us directly to your students' new Head of Year, SENCO, and subject teachers, so we can make sure that the information reaches as many of your students' new teachers as possible.

We hope that you will find this experience as easy-to-use as it is for us, so that you can spend your time focusing on sharing useful information for us to have at a time that suits you best.

If like us, you are concerned about possible phishing attempts, and aren't sure about clicking on the link below, please contact me directly by phone so I can reassure you about the authenticity of this message, or of course to answer any questions about the process. I can be reached on 020 5555 7777.

Yours sincerely,

Mr J Johnson, Head of Year 7.

[LOG IN LINK](#)

CTF File Request

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

Summary by schools Summary by students

Show 10 entries Showing 1 to 6 of 6 entries [Previous](#) [Next](#)

School	Phone Number	Email Address	Postcode	Requested Student(s)	File(s) Received	Action
<input type="checkbox"/> Bents Green School	1142363545	enquiries@bentsg	S11 7TB	4/4 (100%)	0/4 (0%)	No request Missing Re-request All Remove
<input type="checkbox"/> Boston West Academy	1205366013	info@bwacademy	PE21 7GG	0/1 (0%)	0/1 (0%)	No request Missing Re-request All Remove
<input type="checkbox"/> Cardinal Newman Catholic School	1273558851	s.dunsmore@cnct	BN3 6ND	0/1 (0%)	0/1 (0%)	No request Missing Re-request All Remove
<input type="checkbox"/> Tipton School	1142671414	enquiries@tipton	S10 5RG	0/1 (0%)	0/1 (0%)	No request Missing Re-request All Remove
<input type="checkbox"/> The CE Academy	1604239734	annette@ceac.nott	NN1 3EX	0/1 (0%)	0/1 (0%)	No request Missing Re-request All Remove
<input type="checkbox"/> West School, the				0/1 (0%)	0/1 (0%)	No request Missing Re-request All Remove

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 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 : .

Please feel free to contact me at the following email/phone if have any queries:

Jeff Clark
Data Manager
020 7777 2222
jeff@arkham.ac.uk

Please go to this [link](#) to see all your requests.

This email was sent by the Admissions+ admissions system. For information on how Admissions+ can help your own school, email: sales@appliCAA.com

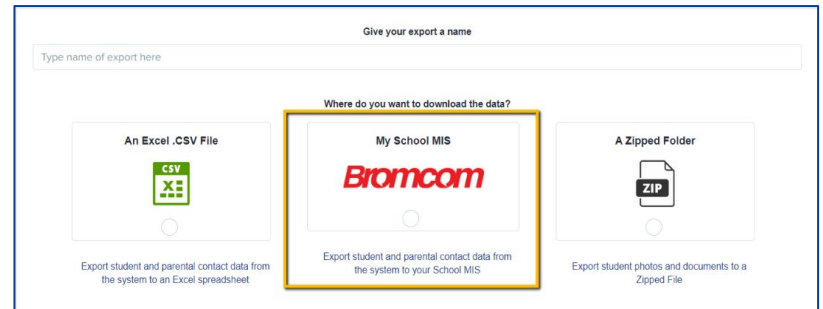
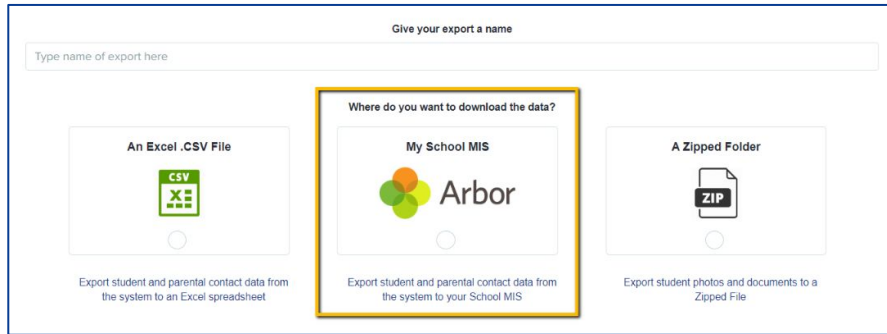
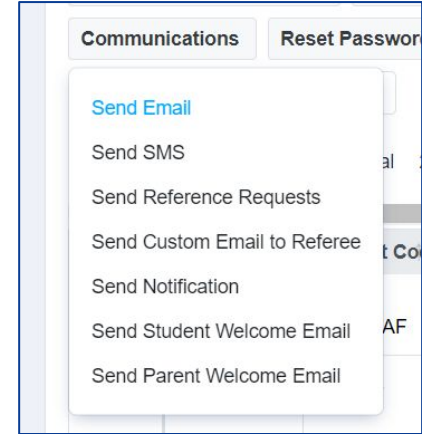
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Name	Previous School	Please describe this student's progress in Science	Please describe this student's progress in Maths	Please describe this student's progress in Reading	Please describe this student's progress in Writing	Please describe this student's progress in Spelling, Punctuation & Grammar	Are there any other students joining us from your school that this student works particularly well with, and that you think we should try to avoid grouping this student with?	Are there any other students joining us from your school that you think we should try to avoid grouping this student with?	Is there any additional information we should know about this student?	Request Status
Zanniya Smith Remove	Greenford High School	Excellent	Excellent	Excellent	Excellent	Excellent			Zanniya is diligent and works well with her classmates.	Completed

Transfer the Data

- Transfer data to pre-admission group in your MIS
- Complete any routines in your MIS once data has been added
- Confirm first day arrangements by email to parents



Taster Day

- Set up meetings or use Taster Days tool
- Assign staff and create a timetable
- Send invitations and track attendance

Subject Options

Subjects Specific Requirements Pathways **Taster Day**

← Back Start Sessions Subjects Timetable Settings Publish

Timetable

Use the interactive timetable below to create classes for the subjects where a session is available. If a class goes over two periods, you can tick multiple periods when creating the class.

Subject Name	Registration 07:19 to 08:19	Period 1 08:45 to 09:45	Period 2 10:25 to 11:25	Period 3 11:25 to 12:25
A Level Art and Design		A Level Art and Design 1	+	+
A Level Dance		A Level Dance 1	A Level Dance 1	+
A Level Economics	+		A Level Economics 1	A Level Economics 1
A Level Geography		A Level Geography 1	A Level Geography 1	A Level Geography 1
A Level History		+	A Level History 1	+
A Level Media Studies		+	+	A Level Media Studies 1
Biology		Biology 1	+	Biology 1

Confirm and Continue

Dear Charmaine,

Taster Day: Monday 27 June 2023

We hope your GCSEs are going smoothly now that they're underway.

The next event at AppliCAA, timed to occur after your GCSEs have finished, is our 'Taster Day'.

Our 2022 Taster Day take place on **Monday 27 June 2022**. It starts at **08:40** and **conclude at 15:00**.

It runs like a real, timetabled day and is aimed to give you a better understanding of what it will be like to study with us in September.

Please see the attached Timetable. Each subject runs several times so you should be able to fit in what you need.

Taster Reserve Courses: None

Course	Registration 07:19 to 08:19	Period 1 08:45 to 09:45	Period 2 10:25 to 11:25	Period 3 11:25 to 12:25
A Level Media Studies	All Applicants			A Level Media Studies 1
A Level Dance		A Level Dance 1	A Level Dance 1	

Best of luck in your remaining GCSE exams. We look forward to seeing you soon.

All the best,

The Sixth Form Team

Sixth Form Applications Admissio... Knowledge Base

Referrals! Earn £50 Amazon Voucher

Overview Reports Recent Activities Application Groups Subjects Summary **Timetables** Options Tasks Calendar All Activities Group Link

Timetable Enrolled Classes Management Enrollment Report Page **Taster Day Classes Management**

Filter Course Filter Student Filter Student Allocation

✓ No classes are over their capacity
✓ All students meet their learning hours requirements

Export

Free up space

Forename	Surname	Gender	APS	Internal / External	Date & Time Enrolled	Subject Enrolled	Block Period 1	Block Period 2	Block Period 3	Block Registration
Charmaine	Smith	Female	5.5	Ext		• A Level Dance • A Level Media Studies	A Level Dance A Level Dance 1 - 305	A Level Dance A Level Dance 1 - 305	A Level Media Studies A Level Media Studies 1 - 305	
Coleen	Ridding	Female	3.67	Ext		• A Level Dance • A Level Media Studies	A Level Dance A Level Dance 1 - 305	A Level Dance A Level Dance 1 - 305	A Level Media Studies A Level Media Studies 1 - 305	
Sarah	Brown	Male	8.0	Ext	22-Aug-2023 10:38	• A Level Dance • A Level Media Studies	A Level Dance A Level Dance 1 - 305	A Level Dance A Level Dance 1 - 305	A Level Media Studies A Level Media Studies 1 - 305	

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Do you have any questions?

Your CSM will be delighted to answer any questions you have, and will guide you throughout your first year to make sure you utilise all the benefits of Admissions+