

Admissions+ Journey

**Primary, Secondary, Middle &
Upper Schools (without SIF)**



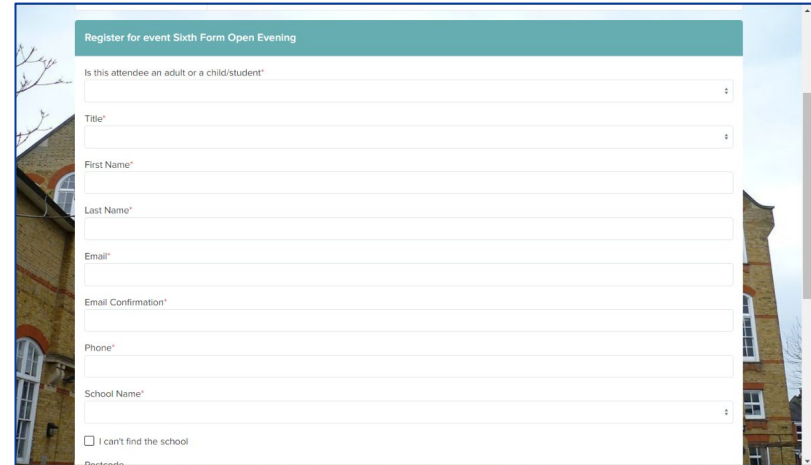
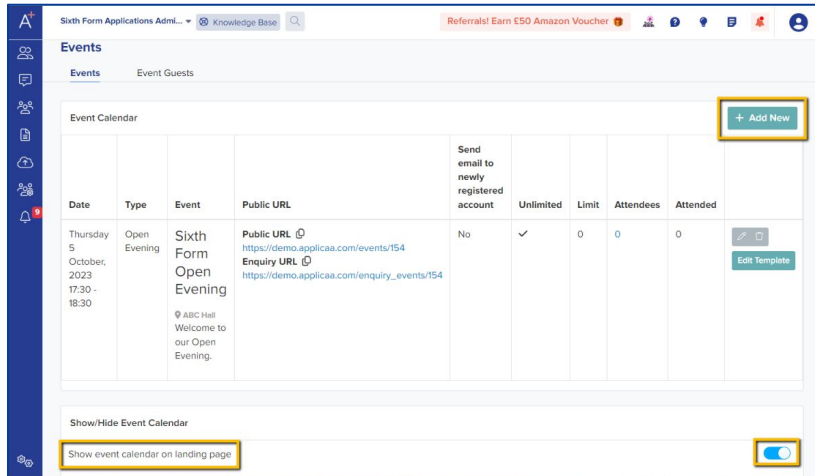
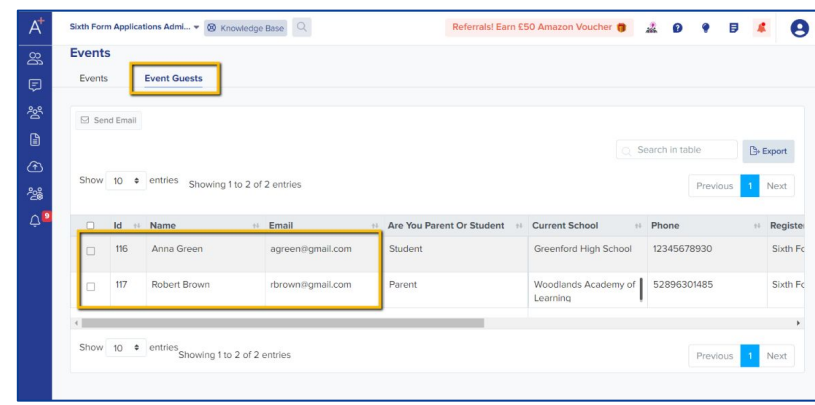
Open Evening

Set up Open Evenings

Add the link to your website

Families register

Set registration questions & maximum attendees

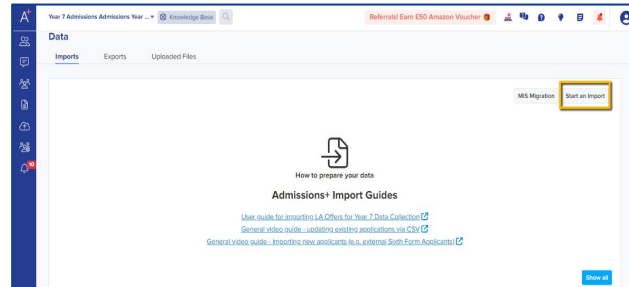
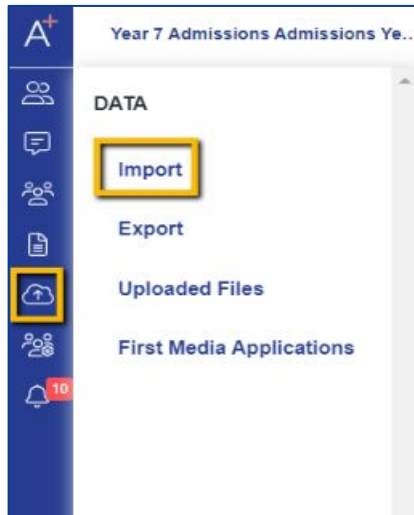


Invite parents to log in

Receive the list of students from the Local Authority

Upload it to your A+ platform

Send the welcome email to the parents.



Dear Zenyce Smith,

I am pleased to learn from the Local Education Authority that your child has been allocated a place at Applicaa School for 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:

Email:

Password: **yyywsgvn**

Website: [Click Here](#)

We look forward to hearing from you.

Kind regards,

Year 7 Admissions Team

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 shows a parent's homepage dashboard. At the top left, it says "Hello Zenyce Smith,". Below this, there is a profile card for "Zanniya Smith" with a student code of "U-CF8C". The card shows the form status as "Incomplete" and the year group as "N/A". A "Start New Form" button is located at the top right of the dashboard. A "School Message" section contains a welcome message and a "Show full message" link. An "Upcoming Events" section features a card for an "Open Evening" on Friday, 6 October, 2023, from 17:30 to 20:00 at ABC Hall, with a "Register" button. A "Year 7 Admissions" section is highlighted with a yellow box, containing a link to the "Admission Form".

The screenshot shows the "Admission Form" progress screen. It has a title "Admission Form" and a close button. Below the title, it says "Admission Form Progress". There are six steps listed, each with a radio button and a link: "Step 1: Child's Basic Details", "Step 2: Parent/Carer", "Step 3: Child's Welfare and Support Information", "Step 4: Parental Agreement and Consent", "Step 5: Child's Education", and "Step 6: Additional Information". At the bottom, there is a blue "Continue Form" button.

Form & Confirmation

Parents complete your customised form & receive confirmation.

The screenshot shows a web interface for 'Child's Basic Details'. It includes a sidebar with navigation links like 'Child's Current Home Address', 'Child's Contact Information', and 'Child's Ethnicity and Background'. The main content area features a table with columns for 'Question', 'MIS export', 'Internal', 'External', 'Visible on Profile', and 'Actions'. The table lists various questions such as 'Please upload a recent passport-style photograph of the child', 'Child's Forename', and 'Child's Preferred Forename', each with corresponding toggle switches and edit/delete icons.

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 type="checkbox"/>	<input type="text"/>
Child's Forename	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Child's Preferred Forename	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Child's Surname	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Child's Preferred Surname	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Child's Middle Name	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>

This screenshot shows a multi-step form for 'Zanniya Smith'. The current step is 'Parent/Carer', which includes instructions to list parents or carers in order of priority. It features a section for 'Parent/Carer Contact Details' with a list of instructions: provide at least 1 contact, select at least 1 contact for communication, mark at least one as Priority 1, set priorities, and enter different contact details for each contact. A note at the bottom states 'The minimum number of parent/guardian contacts is 1'.

Dear Zenyce Smith,

We are pleased to inform you that the Data Collection Form for Zanniya Smith, has been successfully submitted.

If you have any questions, please feel free to contact the school.

Best wishes,

Y7 Admissions Team

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Registered Address:
23 Abdale Road
Shepherd's Bush
London W12 7ER

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Reports & Filters

- Create filters based on your preferences
- Make dashboard cards to easily view lists
- Create reports within the platform
- Save reports & filters to re-run later

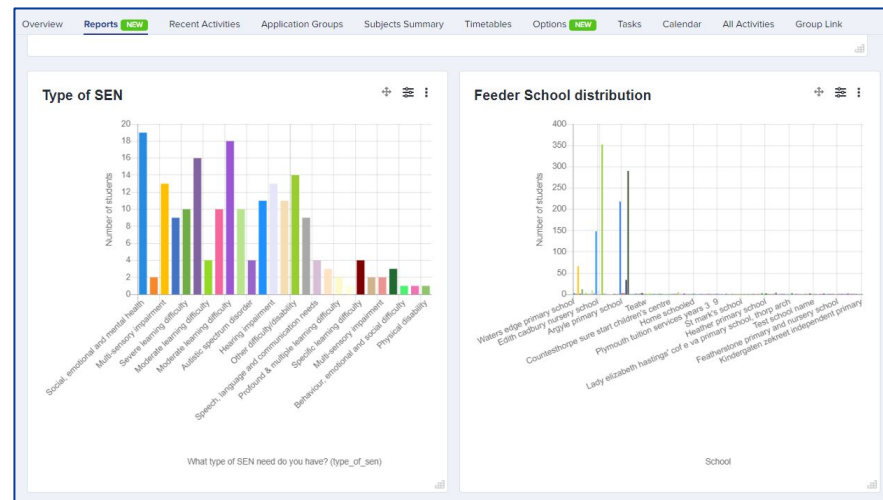


Chart name

Free School Meals

Select a property to display

free

Application Form Response

- Are you on free school meal? (is_on_free_school_meal)
- Date when your child had their free school meal voucher (date_when_your_child_had_their_free_school_...)
- Do you feel your child might be eligible for free school meals? (do_you_feel_your_child_might_be_eliaible_for)

Add new tile

Name: FSM

Color code: [Blue bar]

Filter Summary

Save

Edit Filter

Student properties

Search for properties...

Please upload a recent passport-style photograph of yourself (avatar)

Postcode (postcode) contains

Are you currently in care or looked after by a Local Authority? (is_look_after_by_local_authority) is any of [dropdown] Select from dropdown

Which career would you like to pursue? (goal) contains

Student Email Address (email) contains

Ethnicity (ethnicity) is any of [dropdown] Select from dropdown

Disabilities (disability) is any of [dropdown] Select from dropdown

Name of Doctor Surgery (gp_name)

Exam result properties

Cancel Add filter(s)

Transition Tool

Facilitate a seamless student onboarding process by collecting essential information from previous schools. This includes academic strengths, weaknesses, SEN requirements, and more, ensuring a

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 keep together when choosing classes?	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

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 Appicaa 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

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

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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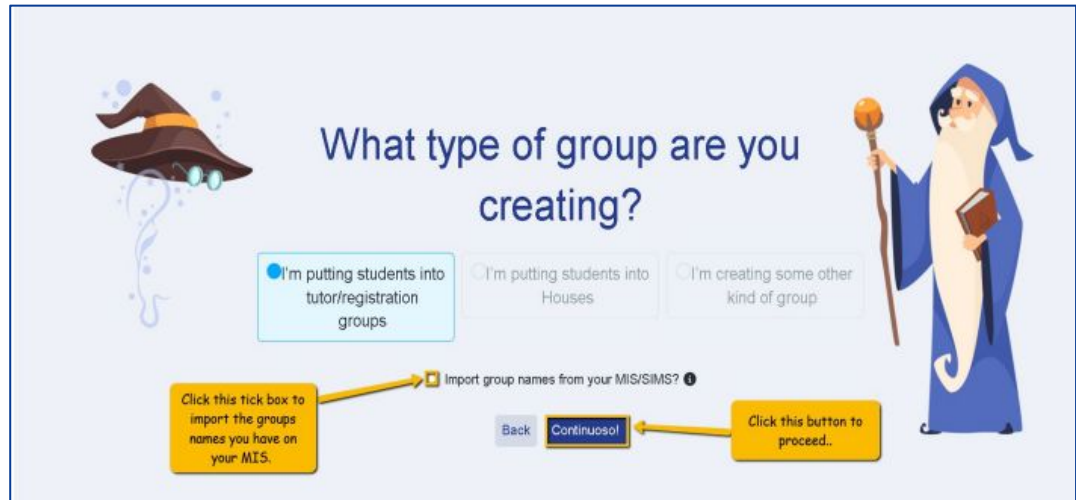
[LOG IN LINK](#)

School	Phone Number	Email Address	Postcode	Requested Student(s)	File(s) Received	Action
<input type="checkbox"/> Bents Green School	1142363545	enquiries@bentsg	S11 7TB	44 (100%)	0/4 (0%)	No-request Missing No-request All Remove
<input type="checkbox"/> Boston West Academy	1205366013	info@bwacademy	PE21 7QG	0/1 (0%)	0/1 (0%)	No-request Missing No-request All Remove
<input type="checkbox"/> Cardinal Newman Catholic School	1273558551	s.dunsmore@cnc	BN3 6ND	0/1 (0%)	0/1 (0%)	No-request Missing No-request All Remove
<input type="checkbox"/> Tapton School	1142674144	enquiries@tapton	S10 5RG	0/1 (0%)	0/1 (0%)	No-request Missing No-request All Remove
<input type="checkbox"/> The CE Academy	1604239734	annette@ccec.nor	NN1 3EX	0/1 (0%)	0/1 (0%)	No-request Missing No-request All Remove
<input type="checkbox"/> Weald School, the				0/1 (0%)	0/1 (0%)	No-request Missing No-request All Remove

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 keep together when choosing classes?	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 <input type="checkbox"/> Remove	Greenford High School	Excellent	Excellent	Excellent	Excellent	Excellent			Zanniya is diligent and works well with her classmates.	Completed

Sorting Hat

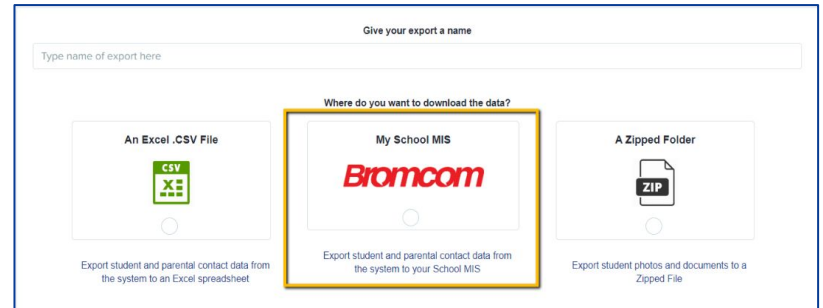
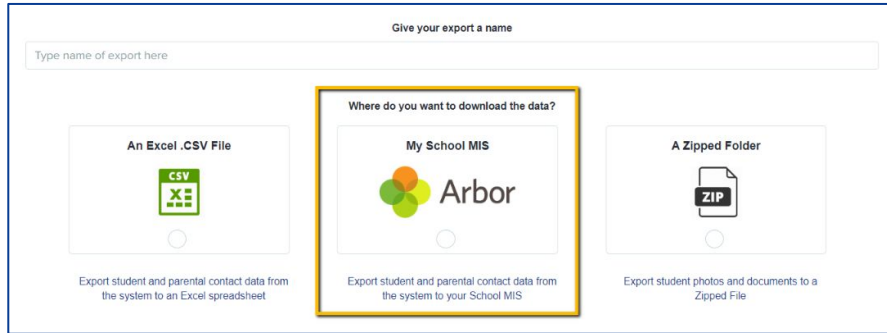
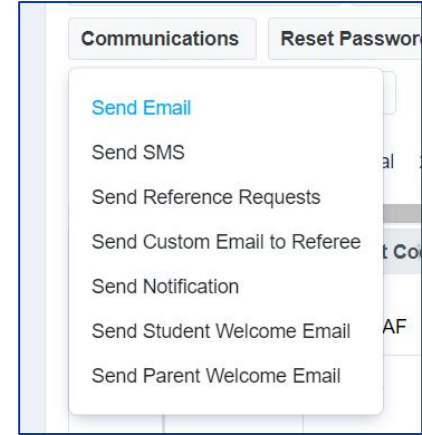
Use the Sorting Hat feature to allocate students to form groups and houses
Email parents to inform them



The screenshot displays a user interface for the 'Sorting Hat' feature. On the left is an illustration of a brown wizard's hat with three glowing blue gems. On the right is an illustration of a wizard in a blue robe holding a staff and a book. The central text asks, 'What type of group are you creating?'. Below this are three radio button options: 'I'm putting students into tutor/registration groups' (which is selected), 'I'm putting students into Houses', and 'I'm creating some other kind of group'. Below the options is a checkbox labeled 'Import group names from your MIS/SIMS?' with an information icon. A yellow callout box points to this checkbox with the text: 'Click this tick box to import the groups names you have on your MIS.'. Below the checkbox are two buttons: 'Back' and 'Continuoool'. A yellow callout box points to the 'Continuoool' button with the text: 'Click this button to proceed..'. The background is light blue.

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

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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	
Cohen	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	
Sah	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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Powering School Applications



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+