

Setting up your new cycle

Year 7



The Timeline

Autumn:

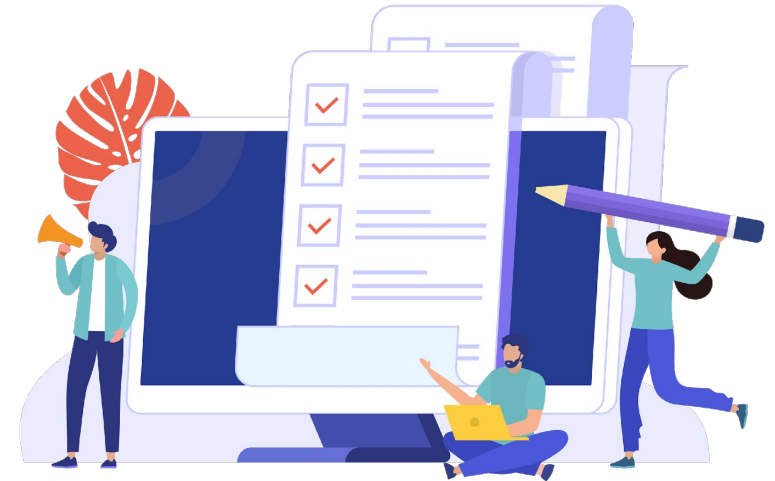
- ❖ Parents apply via Local Authority

Spring:

- ❖ Prepare your Admissions+ form
- ❖ Receive your list from the Local Authority
- ❖ Import your list straight into Admissions+
- ❖ Send welcome emails to parents
- ❖ Parents complete your form
- ❖ Import your data into your MIS

Summer:

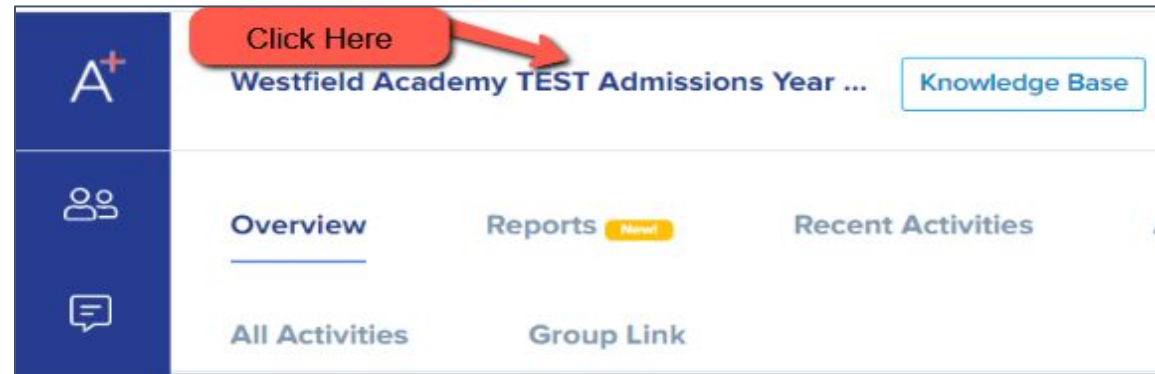
- ❖ Collect CTFs via the Wizard
- ❖ Allocate students to registration/form groups using the Sorting Hat
- ❖ Use the Transition Tool to collect information from their previous school



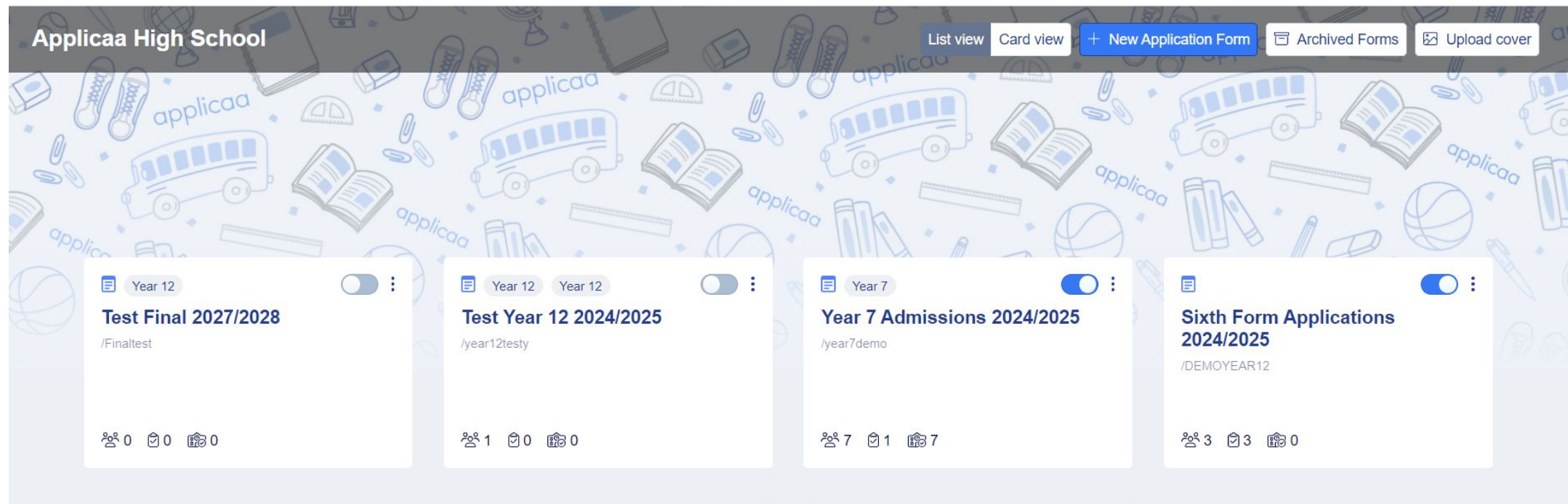
1

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 tiles 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.



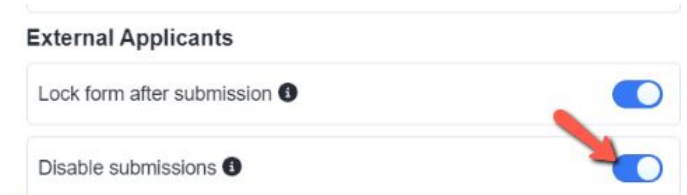
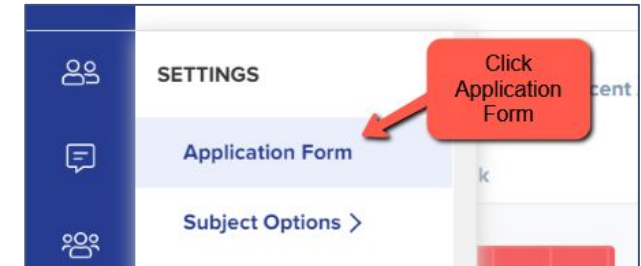
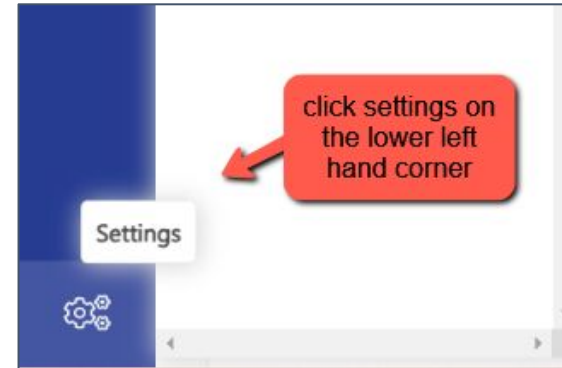
Turn the toggle switch on to make it active - it needs to be active to enable importing/exporting with your MIS

2

How to close your old form

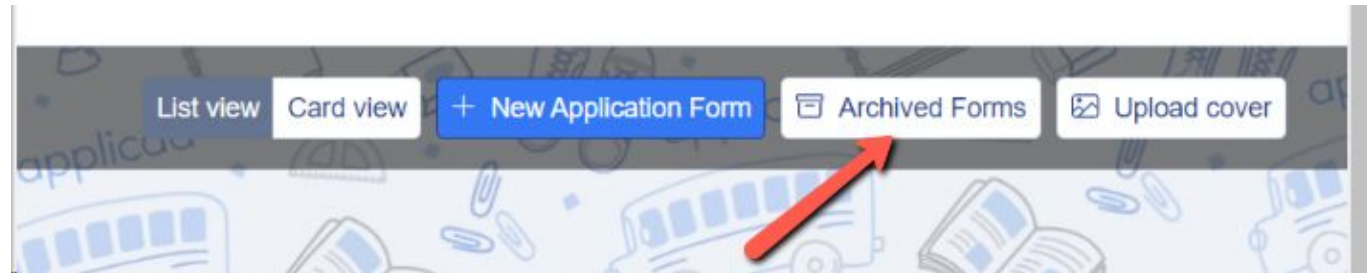
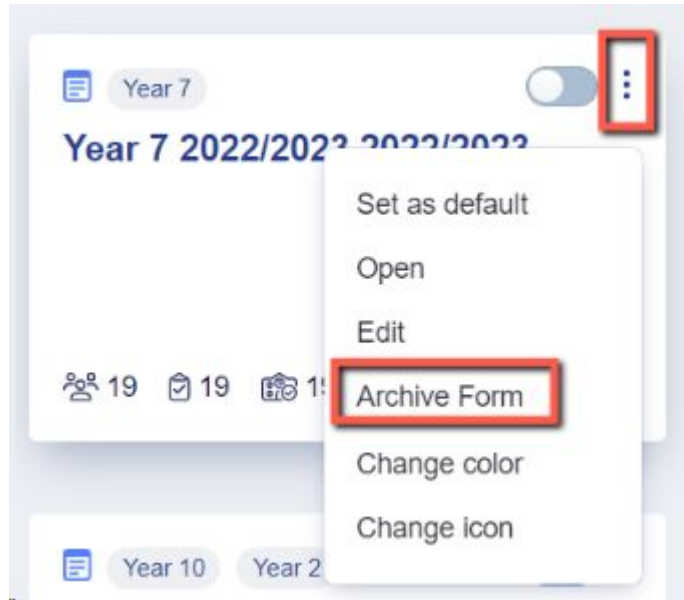
Now that the 2023 cycle has finished, you don't want parents completing anything on that form, as that data is now in your MIS and managed there.

In your 2023 form:
Navigate to settings > application form > phase view and turn on "disable submissions"



All Application Phases						
Phases	Category	Visible to Students ⓘ	Visible to staff on Student Profile ⓘ	Filter ⓘ	Actions	
2. Admission Form	Form Questions	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		▼	✎
3. Offer	Offer	<input type="checkbox"/>	<input checked="" type="checkbox"/>		▼	✎

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



3

Editing your landing page and other messages

Navigate to settings > form settings > landing page

Here you can edit your initial message to parents and check your configuration mode. For Year 7, this should be set to “students and parents must be imported by staff”.

You can also update any images here as needed

Configuration Mode

Choose your landing page configuration mode:

- Only students can register ⓘ
- Students & Parents can register ⓘ
- Students and parents must be imported by staff ⓘ
- Only parents can register ⓘ
- New Application area hidden completely

Show New Application block

New application title

Welcome

Description

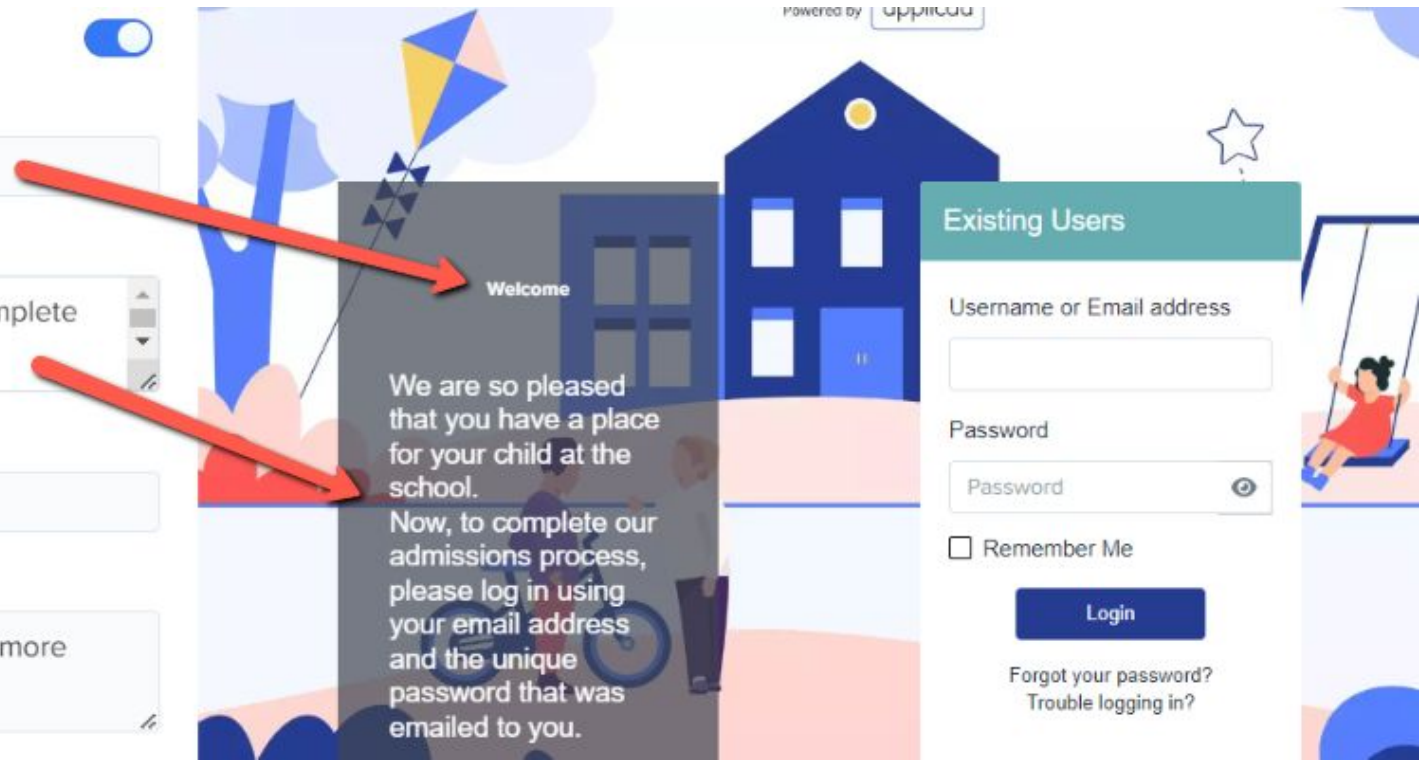
We are so pleased that you have a place for your child at the school. Now, to complete our admissions process, please log in using your email address and the unique

Button text for go to event page

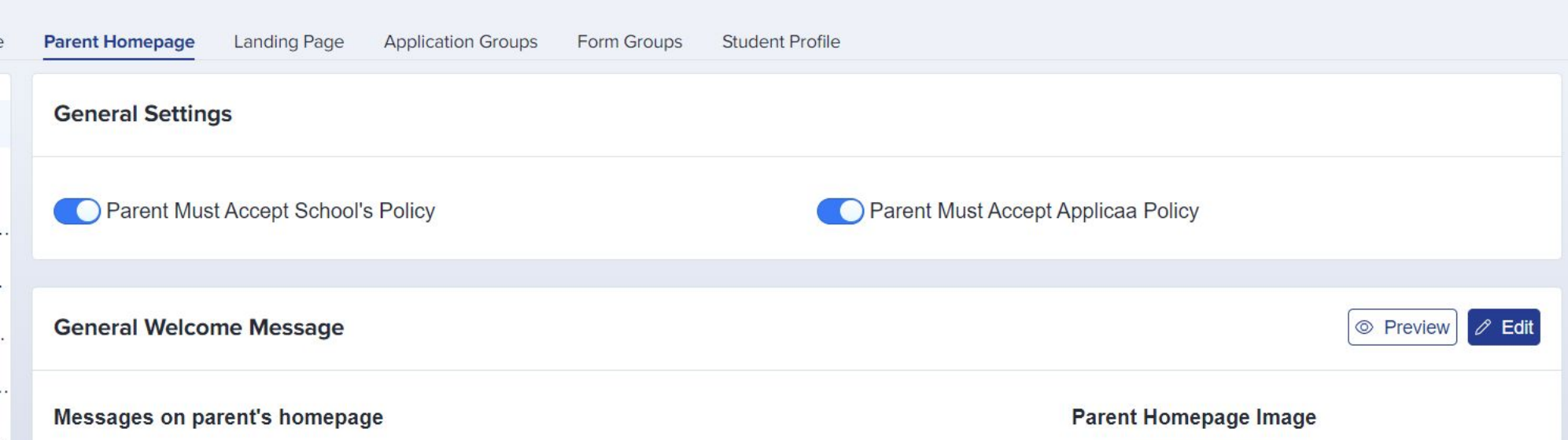
Register For Events

Tooltip text when disabling new application button

Starting new applications is currently 'deactivated'. Please contact the school for more information.



Navigate to “parent homepage” to edit those messages, update your settings and change any images as needed - this is what parents will see once they have logged in.



The general welcome message is seen by parents across **all intakes**, but there is also a place for you to add a separate, Year 7-specific welcome message if desired.



You could consider changing your configuration to suit your intake:

Children Status Config

Button text for new application button	Start New Application	*Not in use for Year 7 & Reception intakes*
Button text for continue application button	Continue Application	Perhaps reword: Continue Admission Form

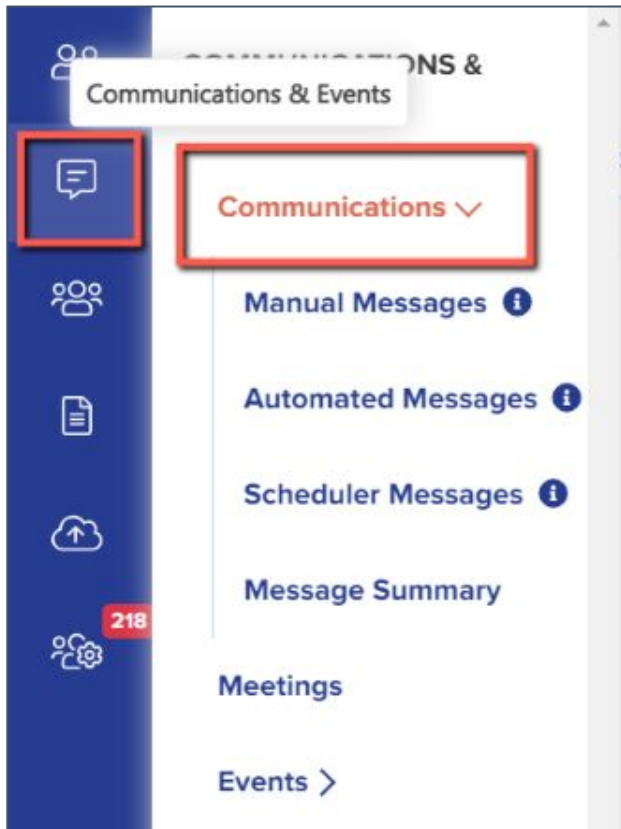
Also turn off:

- Show offer status
- Show courses you wish to study
- Show reference status












4

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

Created when	Repeat	Enable	Actions
			  
			  
to interview	N/A		   

You can edit, move to folder and delete using these icons

Top Tip: check all active emails to make sure the wording is appropriate for your setting - if your intake is for Year 7, ensure there is no "Post 16" wording in your templates

Priorities for checking ahead of launch - filter your "send to" column to "parent":

Search in table

+ Add new message + Add new folder

Hide system messages

Showing 1 to 9 of 9 entries (filtered from 34 total entries) Show 50 entries

Type	Template Name	Subject	Send from	Send to	Triggered by	Phase	Triggered when	Repeat
	<input type="text" value="Search Template I"/>	<input type="text" value="Search Subject"/>	<input type="text"/>	<input type="text" value="Parent"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

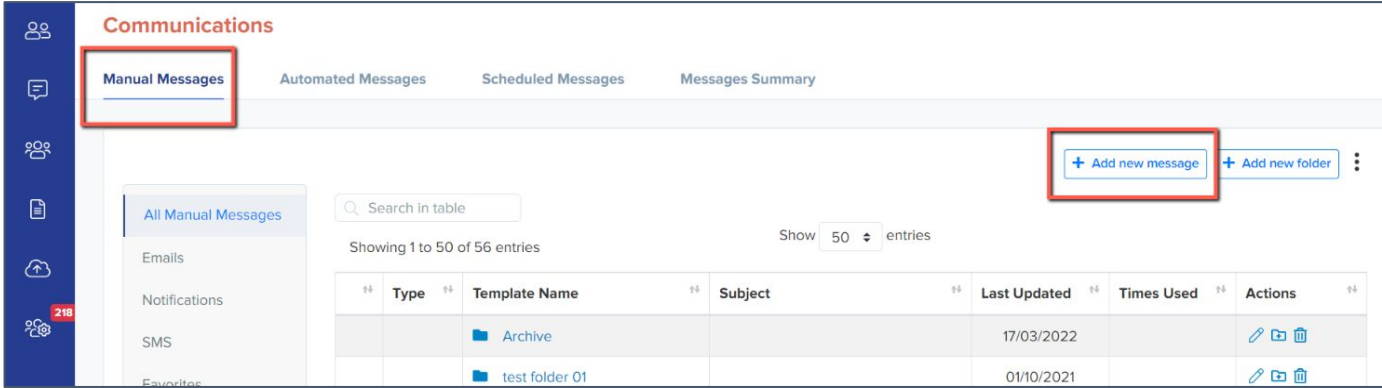
	Parent Welcome	Welcome to Applicaa Demo
--	----------------	--------------------------

This email contains their system-generated password and will be your first correspondence with them

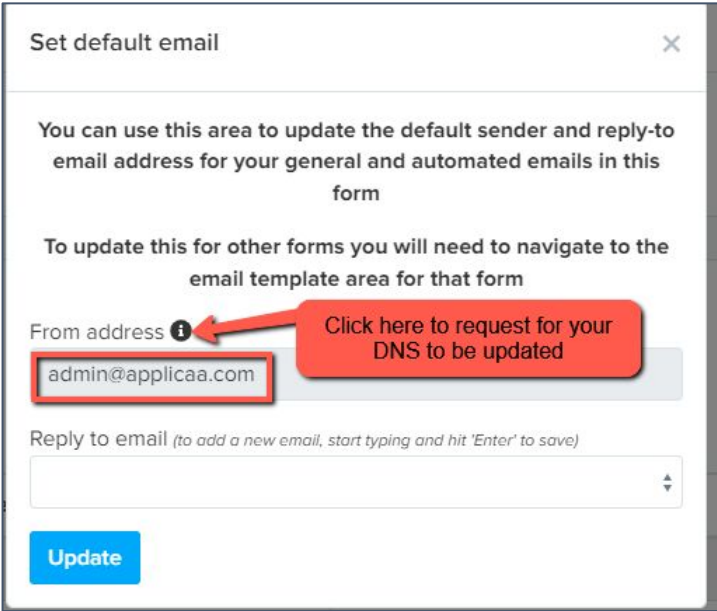
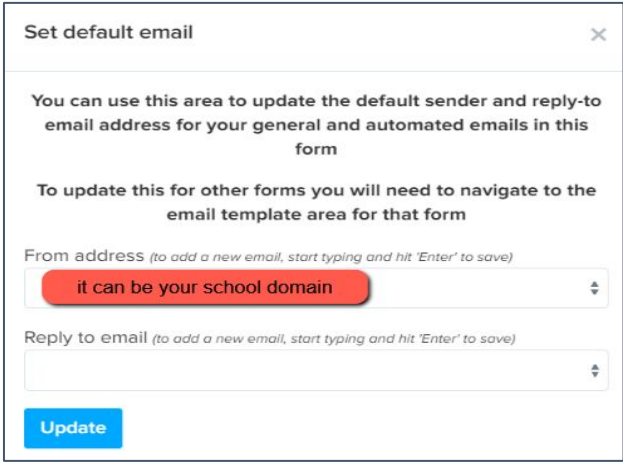
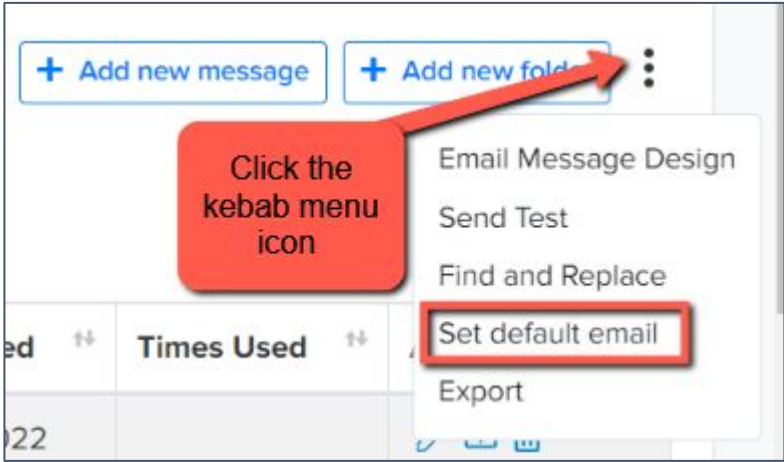
	Notify Parent Application Complete	{{STUDENT_FIRST_NAME}} {{STUDENT_LAST_NAME}} has completed their application to Green Abbey School
--	------------------------------------	---

This email notifies the parent they have successfully submitted the form - by default, it is configured for Post 16 so consider changing the wording to "we have received the completed admissions form for
{{STUDENT_FIRST_NAME}}
{{STUDENT_LAST_NAME}}

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!

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 Student First Name x **Insert Field** please remember to click "Insert Field"

Paragraph **B** U *I* [List Icons] [Link Icon] [Text Color Icon] [Background Color Icon] [AI Icon] [List Icons] [Image Icon] [Quote Icon] [Table Icon] [Undo Icon] [Redo Icon] [Search Icon] [Source Icon]

Hi ;{{STUDENT_FIRST_NAME}};

Congratulations,

Thank you for completing your application for 6th form.

We would like to invite you to enroll on {{DATE}}.

On this day you must be here in person and you will be asked to select your subjects. You will only be able to enroll on courses where you have meet the entry requirements.

You will need to on that day:

1. Check your personal details.
2. Select your subjects
3. Meet with our senior member of staff on your enrolment will start on {{TIME}} and it will take place in {{ROOM}} If you have any questions please contact Mr Brown.

This can be done by phone on 5555 5555 55 ext: 555 or you can email on admin@demoschool.com

Attachments
+ Add Attachment you can also add attachments if any

Back **Save**

You can also preview the email template if you want to see how it looks



Preview Communication

Dear {{STUDENT_FIRST_NAME}} {{STUDENT_LAST_NAME}}

Below is your login details for {{SCHOOL_NAME}}
Email: {{STUDENT_EMAIL}}
Password: {{PASSWORD}}


[[LINK]]

Merged Fields/
Token that
system
automatically
populates

[Log in to your account](#) · [Visit School Website](#)

Copyright © 2019 Applicaa - POWERING SCHOOL APPLICATIONS

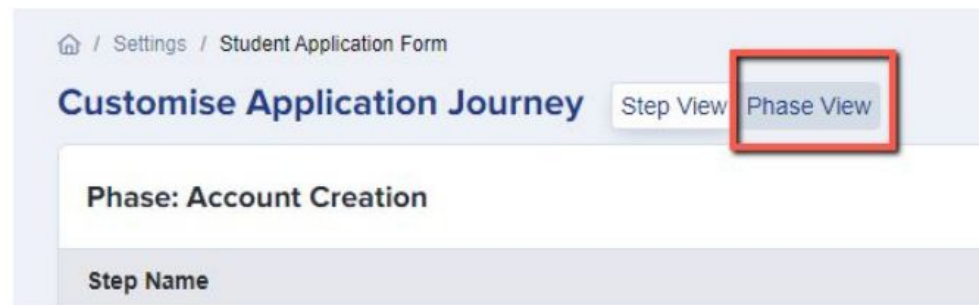
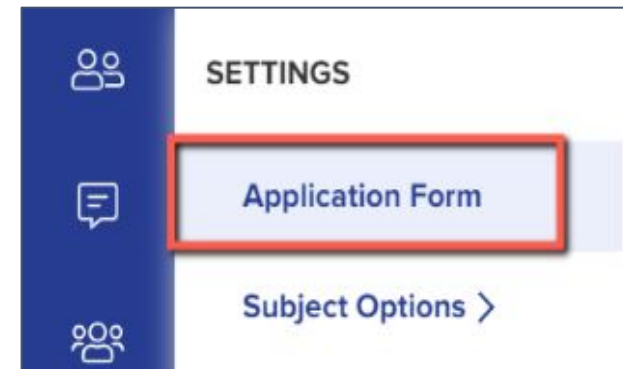
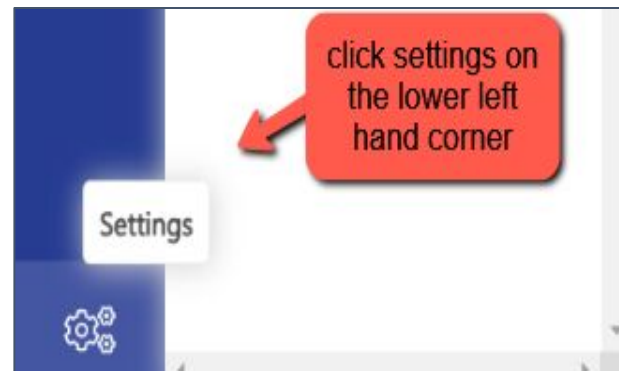
Registered Address:
23 Abdale Road
Shepherd's Bush
London W12 7ER

Powered by 

Close

5 Your application phases and settings

Navigate to settings > application form > phase view and turn off any phases not in use (offers)



You can also rename the Application Form phase to something more appropriate for your intake, if you like:

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

All Application Phases Sort Phases + New Phase

Phases	Category	Visible to Applicants	Visible to staff on Applicant Profile	Filter	Actions
2. Application Form	Form Questions	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
3. Offer	Offer	<input type="checkbox"/>	<input checked="" type="checkbox"/>		

Edit Step: Application Form

Name: Admission Form

Description:

Internal Applicants

Lock form after submission:

Disable submissions:

External Applicants

Lock form after submission:

Disable submissions:

Stand alone

Trigger by condition

Save

Phase: Admission 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 emergency

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



Pre-defined Question & Fields

MIS Compatible



Custom Question

Non-MIS Compatible

Explanation Text Block

Add paragraphs to the form so you can explain more details to applicants.

Sim User Defined Fields

<input type="checkbox"/>	student date	sims_udf_45	Date Picker	SIMS
<input type="checkbox"/>	Test UDF	sims_udf_4018	Dropdown Single Select	SIMS

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

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

General Settings Staff Management Role Management **Integration** MIS Settings

Bromcom credentials are valid.

Authorized READ permissions: [Students](#) [YearGroups](#) [StudentContacts](#) [People](#) [Emails](#) [PersonAddresses](#) [Classes](#) [PreAdmission](#) [SurgeryDoctors](#) [UserDefinedFields](#) [UserDefinedFieldInstanceOptions](#) [CollectionAssociates](#) [YearGroupSubject](#) [calConditions](#) [PreAdmissionStudents](#) [Languages](#) [StudentSchoolTransportInformation](#) [SENStudentNeeds](#) [SEN](#)

Please make sure you also granted WRITE permissions:
[Third Party Write Back - Pre-Admission Students](#)
[Third Party Write Back - Student Groups](#)
[Third Party Write Back - User Defined Fields Data](#)

The instructions can be found in this document:
[View Document](#)

[Download Lookup Values](#) [Verify Bromcom Credentials/Permissions Again](#)

Bromcom User Defined Fields

[Import UDFs](#)

Welcome back,
sign in to continue to Admissions+
SIMS App

Admissions+ Username or Email

Admissions+ Password

Admissions+ URL
https://...applicaa.com

Remember me

SIGN IN

Settings

SIMS Settings ! Proxy Settings 🔌

SIMS In Touch:

This field is NOT active by default on Admissions+ unless you added it last year already

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/carers contact details and select the In Touch question to add it to your form

Add New Field

Existing Properties Show long text

Search existing fields

Addresses >


Parent/Carer contact details 

Please specify your relationship (...)

Phone Work

Should this contact be provided w...

Translator required

After the child starts school, this c... 

Contact first language

Priority

Relationship

Work Phone Number

Should this contact be provided w...

Contact priority source

Place of work

Job title

National Insurance number

Does this contact have legal pare...


Authorized to Collect student fro...

Parent/Carer address >


Telephones and Email Addresses >

Additional Contact Address >

Properties Calculated Properties Property Groups

 New Property


Showing 1 to 1 of 1 entries (filtered from 322 total entries) Show 50 entries

Category	Apply For	Name	Code	MIS	Lookups imported?	Used in number of fields	Actions
Parent/Carer contact details	Guardian, OtherGuardian, Parent	After the child starts school, this contact should receive school communications via our parent mail system ie. emails and SMS text messages (for example absence messages, trip notifications, general information emails etc)	in_touch_communication	SIMS	Yes	0	


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 - sometimes it is necessary to remove old policies and add new ones to ensure the links are accurate


Agreement

Policies 

Policies that student must read

Test Policy 

IT Policy 

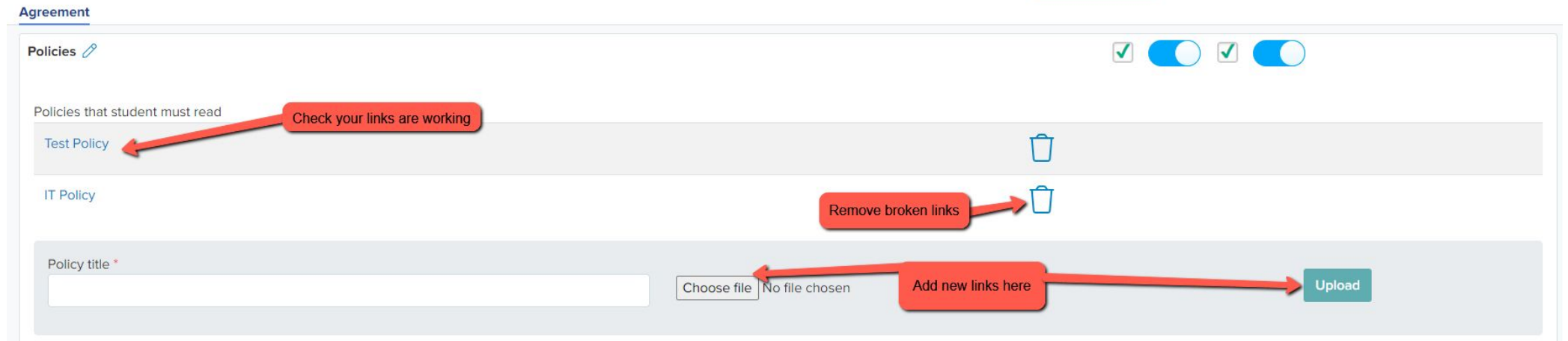
Remove broken links 

Policy title *

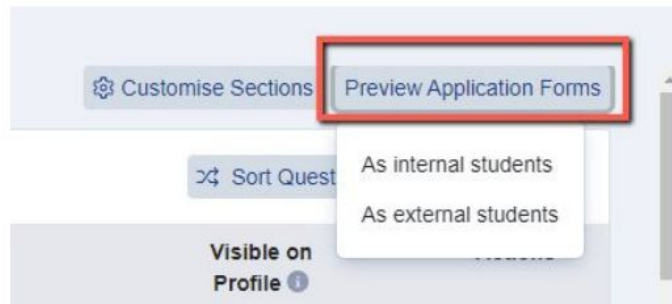
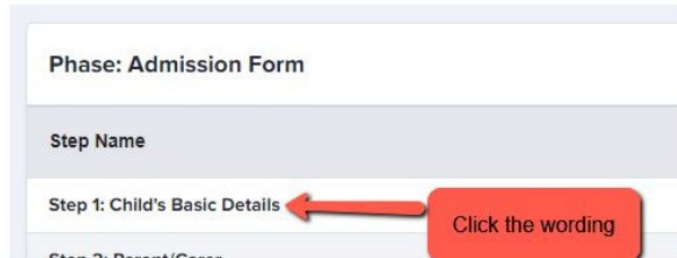
Choose file No file chosen

Add new links here

Upload



Preview the whole application form as external students to see the form from the perspective of the parent and check if it is all working as expected



Preview

! Step 1 Student Basic Details | ! Step 2 Parent/Carer Details | ! Step 3 Support Information | ! Step 4 Agreement | ! Step 5 Religion | ! Step 6 Additional Information | ! Step 7 Education | ! Step 8 Courses

Student Basic Details

Please upload a recent passport-style photograph of yourself

Choose File No file chosen

Remove?

Legal First Name*
Test Internal FN

Legal Last Name*
Test External FN

(Preferred) First Name*

Middle Name(s)*

Family Surname*

Gender*
Male

Date of Birth*
12/12/2004

Year group applied for*

Close Next

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

Address Block Configuration ⓘ

Apply to Existing Addresses Report

Address 1 <line 1>

Address 2 <line 2>

Address 3 <line 3>

Town/City <post_town>

County/State <postalcounty>

Country <country>

Postcode <postcode>

ALL CAPS ⓘ Normal Case

Enter a postcode to test:

2 Westfield Road, Wigginton, YORK, YO32

Test

Preview

Address 1 2 Westfield Road

Address 2 Wigginton

Address 3

Town/City York

County/State North Yorkshire

Country United Kingdom

Postcode YO32 2JF

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!

6

Setting up open evenings and events

We have updated the Events area significantly and the new functionality is now available.

See our updated 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

Accessing the Events module



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?

Events

Events Event Guests Event forms

Actions	Date	Event	URL	Location	Visibility	Limit	Registrants	Invitees	Attended
 	> Friday 22 September, 2023 09:00 - 17:00	Parent's Evening test	Public URL  https://demo.applicaa.com/events/181		Unpublished Test Year 12	Unlimited	2	4	1

Show 10 entries

Displaying 1 entries

< Prev 1 Next >

You can show events on your landing page, on student and parent homepages and can also share the link on your website or email it to people directly!

Visibility

Which forms does this event relate to?

Apply for *

Test Year 12 (2024/2025) X

Message to show when the event is fully booked

This event is fully booked!

Display number of tickets remaining

Show the event form
[\(Click here to see example\)](#)

Login page for related forms

Student homepage

Parent's homepage for all parents

Parent's homepage based on application form

Parent's homepage based on the child's application form ⓘ

Parent's homepage based on enquiry child's suggested form ⓘ

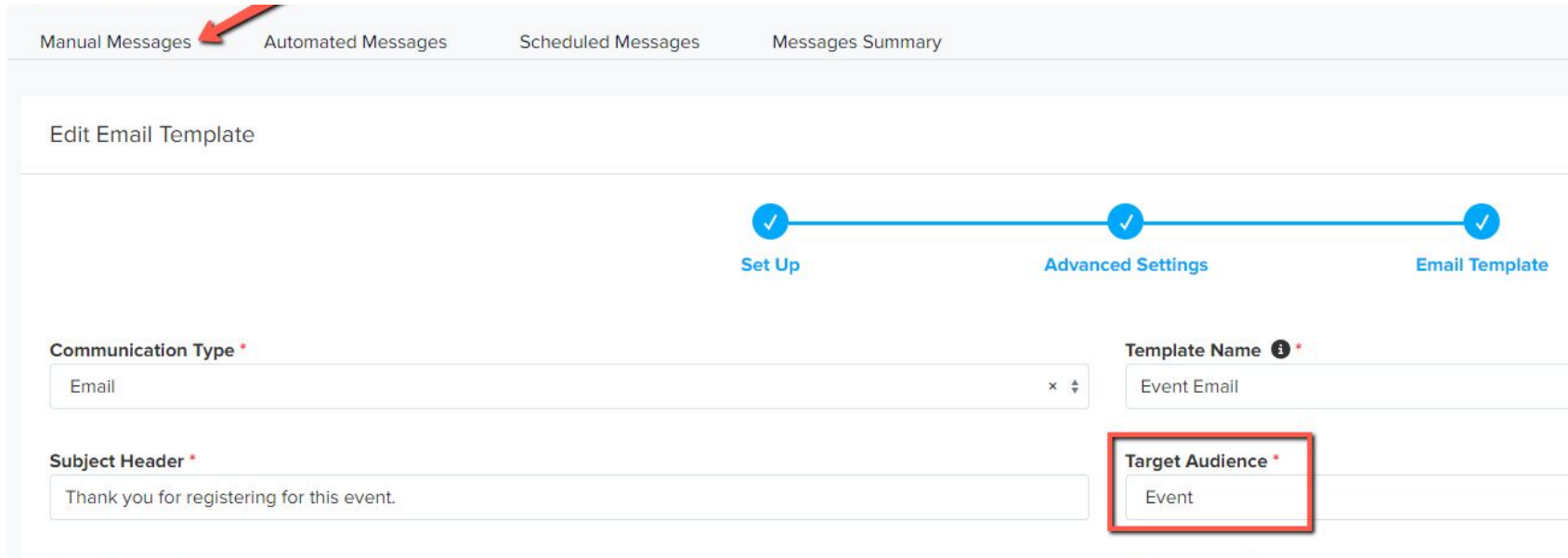
Show popup for the event on
[\(Click here to see example\)](#)


Login page

Student homepage

Parent homepage

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”



Manual Messages  Automated Messages Scheduled Messages Messages Summary

Edit Email Template

Set Up Advanced Settings Email Template

Communication Type *
Email

Template Name ⓘ *
Event Email

Subject Header *
Thank you for registering for this event.

Target Audience *
Event

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

Email & questions

Enable prospective pupil question when parent apply

Mandatory

Automated Email

Send automated event confirmation email to event registrants ⓘ

Thank you for your registration to our Open Evening

7 Importing your Local Authority file

There is a guide to importing parents into Admissions+ on our Knowledge Base and you will find it [here](#)

On the **imports** area of your platform, you will see a sample CSV file which you can download and populate with your LA data

You will then be able to import your data and this will create a system-generated password for each parent, which you will send to them in the Parent Welcome email

Parents of twins will have one login, and will have access to forms for both children

The screenshot shows the 'Imports' section of the Admissions+ platform. The top navigation bar has 'Imports' highlighted with a red box. Below the navigation, there is a progress bar with three steps: 'Select Type of Data', 'Select the Import Method', and 'Source of Data'. Underneath the progress bar, there are links to 'Admissions+ Import Guides'. A red callout box points to a file named 'import parent sample.csv' in a list of files.

Important: you MUST import your LA data straight into Admissions+. Please don't import the file into your MIS!

All fields on the sample CSV can be useful to import, but the ones shown in bold are **mandatory**

A	B	C	D	E	F	G	H	I	J
Child First Name	Child Last Name	Child Birthday	Child Gender	Child Current School	Child Unique Pupil Number	First Name	Last Name	Relationship	Email
Child 1 First Name	Child 1 Last Name	31/12/2006	Female	Demo School	1234567890	Parent 1 First Name	Parent 1 Last Name	Father	father1@applicaa.com
Child 2 First Name	Child 2 Last Name	31/12/2006	Male	Demo School	12345678956	Parent 2 First Name	Parent 2 Last Name	Mother	mother1241@applicaa.com

Importing - step by step:

1. Click Data > Import > Start an import
2. Name your import, select “users” and “next”
3. Select “new users” (you will be prompted to select this) and “next”
4. Select parents (again, you will be prompted) and “next”
5. Choose “CSV”, then “next”, and then upload your file and click “next”
6. Complete the mapping step and click “next” to review the data and commence the import



**Use this selection for importing LA Offers for Year 7 Data Collection or Reception Admissions.*

Each column header below should be mapped to a property in Admission+. Some of these may already been mapped based on their names. Anything that hasn't been mapped yet can be manually mapped to a property with the drop down menu. If you decide to not import a property just leave it unmapped and it will be ignored.

Select type of children: x ↓

Select application form: x ↓

You are importing Internal/External: x ↓

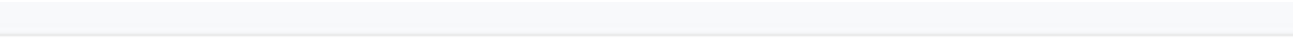
Data from your CSV needs to be mapped to the correct field on the right

Tell the system where to put the data from each column of your CSV file

MATCHED	COLUMN HEADER FROM FILE	PREVIEW INFORMATION	ADMISSIONS+ PROPERTY
✓	Child First Name	Child 1 First Name Child 2 First Name	<input type="text" value="Child's First Name"/> x ↓
✓	Child Last Name	Child 1 Last Name Child 2 Last Name	<input type="text" value="Child's Last Name"/> x ↓
✓	Child Birthday	31/12/2006 31/12/2006	<input type="text" value="Child's Date of Birth / Birthday"/> x ↓
✓	Child Gender	Female Male	<input type="text" value="Child's Gender"/> x ↓


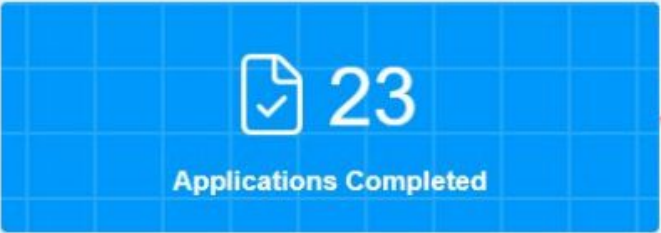
The import will then be complete and you'll be able to select all parents and click to "send welcome email" - this is the Parent Welcome email template which you checked earlier.

Parents will log in and complete your form, and you can track progress on your dashboard.



[Send Welcome Email](#) [Preview Email](#) [Edit Email Template](#)

Reports New Recent Activities Application Groups Offers Subjects Summary Timetables Tasks Calendar All Activities Group Link

Total number of students imported	 136 Registered Students	 23 Applications Completed	Number of students whose parents have completed the form
-----------------------------------	---	--	--

8

Manually Adding Extra Parents and Children

Year 7 Data Collection Admission...

MANAGE USERS

Manually Add People

Manage Duplicates **7**

Add User

Select the type of user

Staff

Student

Parent

Often, extra students are offered places as the appeals process gets underway and offers are accepted/declined elsewhere.

You can either **manually add** extra parents and their children, or **import them via CSV** via the same method previously used.

The process for manually adding is covered step by step in the next slide.

Add Parent

Email

Enter the parent's email address

Back **Next**

Required

First Name*

Last Name*

Optional

Title

Gender

Date Of Birth

Of the parent

The system will detect any users who already exist, so if you do opt to import new parents via CSV you can add their data to your existing file and re-import it - only the new parents will have accounts created and **no duplicates will be made.**

Once you have added the parent, don't forget to add the child!

Back

Parent Details

Contact Code: U-4D7E

Title

First Name

Last Name

Email

Empty

Parent

Test

happyen1@applicaa.com

Actions

Email SMS Impersonate + Add Student + Add Enquiry

Print Reset Password Confirm This Account Communication Log Delete

Add Student

Required

First Name* Child

Last Name* Test

Application Form* Test y7

Optional

Preferred First Name

Date Of Birth

Gender

Current School

UPN

Link student to an existing parent?

Linking to a parent will give them full access to the student's profile and data

Mother Parent Test - happyen1@applicaa.com

Back Save

Manually adding, step by step:

1. Click "manage users" and select "manually add people"
2. Click "parent" and add their email address
3. Click "next" and add the parent's first and last name, plus any optional fields if known
4. Click "save" and then "send welcome email", followed by "done"
5. Search the name of the parent in the search bar at the top of your dashboard and click on them to load their profile
6. Click the "add student" button to add their child' details and link them to the child
7. Click "save" and "done"

9

Chasing Incompletes

You can chase incomplete forms by sending reminders to the parents - either manually, or by scheduling an automated chaser.

Click the “incomplete” status on your main dashboard.

Select them all using the checkbox and then click “communications” > “send email”.

You can then type a message and send to the parents of the selected children, or insert a premade manual template.

Sessions in details

Application Form

Incomplete	7
Awaiting Reference	1
Completed	0
Declined	0
Withdrawn	0
Deadline Missed	0
Waiting List	0

Change Application Status Make Offer Change Offer Status Change Enrolment Status Change Internal Status Change Phase Status Add to group Remove from group **Communications** Reset Passw

Change Colour Bulk Update Add to interview Export To PDF Confirm Account

Showing 1 to 7 of 7 entries 7 rows selected Show 10 entries

<input checked="" type="checkbox"/>	ID	Student Code	First Name	Last Name	Birthday	Gender	Email/Username
<input checked="" type="checkbox"/>	20	NU7M	Deesha	Assani	05/07/2010	Female	kalpnabhudia@yahoo
<input checked="" type="checkbox"/>	21	JQNX	Deesha	Assani	05/07/2010	Female	mitesh.assani@gmail

School

- Send Email
- Send SMS
- Send Reference Requests
- Send Custom Email to Referee
- Send Notification
- Send Student Welcome Email
- Send Parent Welcome Email

To schedule an auto-chaser, navigate to communications and events > communications > manual messages and click + New Message

Set your initial configuration and move through the wizard to send the message “when an applicant does something” > “has been incomplete for a certain amount of time”.

When a student’s form meets these parameters, the email will then be triggered and sent to the parent automatically.

Set Up Advanced Settings Email Template

Communication Type *
Email

Subject Header *
Please complete admission form

Sender Email ⓘ *
admin@applcaa.com

Template Name ⓘ *
Incomplete

Target Audience *
Parent

Reply-To Email (to add a new email, start typing and hit 'Enter' to save) *
admin@applcaa.com

Template Description

Set up how would like to send this email here

When applicant does what? *
Automatically when an applicant does something

When applicant does what? *
Has been incomplete for certain amount of time

Select phase applied to *
Application Form

This may say "admission form" depending on your settings from earlier

Send after 5 day(s) 0 hour(s) 0 minute(s)

Repeat email after every 5 day(s) until they submit

10

Importing data to your MIS

Transferring data to and from your MIS

[Importing internal students from Bromcom to Admissions+](#)

[Data Transfer - Cloud School \(Progresso\)](#)

[How to import Incomplete applications to your MIS](#)

[How to import student and contact data into your MIS from Admissions+](#)

[Adding UDF's and Documents to Admissions+ SIMS Integration \(7mins\)](#)

[Data Transfer - SIMS](#)

[Which fields go to which places in SIMS? \(PDF\)](#)

[Importing students & data from SIMS App into Admissions+ \(5mins\)](#)

[Bromcom Training Webinar Recording \(1 hr\)](#)

The process of importing the completed data to your MIS varies.

Check the relevant guide on our [Knowledge Base](#) to see the steps specific to your MIS.

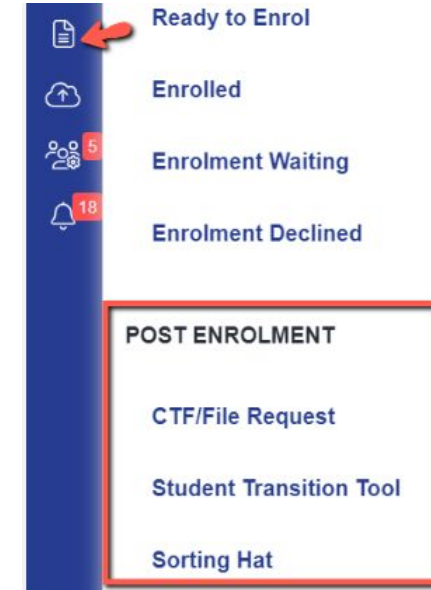
If you have any difficulties transferring your data, call us on 0208 762 0882.

11

Transition Features

These features are in the Post-Enrolment area of your platform, and enable you to request CTFs, sort students into form groups and request transition information (like a reference) from their primary schools.

You'll find the comprehensive guide to our Transition Features [here](#).



Students need to have the status “enrolled” in order for you to use these features and you can update this in bulk from your main dashboard.

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

Communications Reset Password Change Colour Bulk Update Add to meeting

Filter View

Displaying 6 students 6 rows selected Show 10

<input checked="" type="checkbox"/>	ID	Student Code	First Name	Last Name
<input checked="" type="checkbox"/>	19331	U-B6EE	Ometere	Adebayo
<input checked="" type="checkbox"/>	19330	U-BE21	Ometere	Adebayo

Change Enrollment Status

Enrolled

To confirm enrollment status change, please type number that appears in the box below and click update.

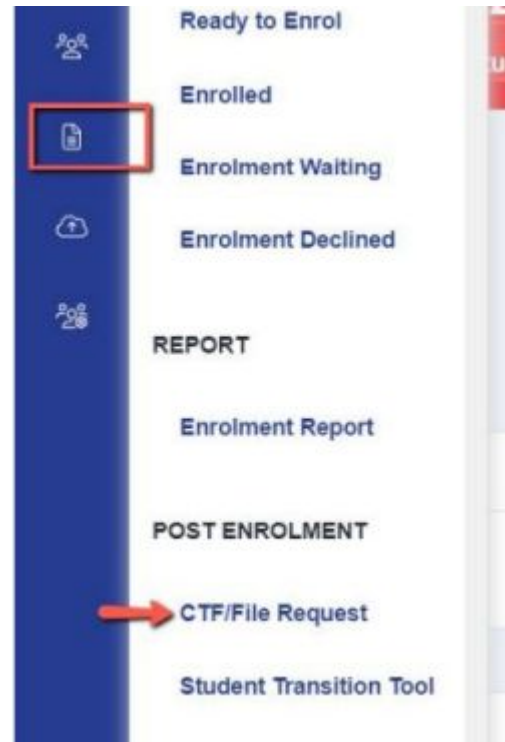
6

Close Update

CTF Wizard

CTFs are still transmitted via the usual secure channel, School to School.

Our wizard enables you to contact the schools and request those files, so you can then record and track whose you have and have not received.

A screenshot of a 'New CTF Request' wizard form. The form has a teal header with the title 'New CTF Request' and a close button. Below the header, it says 'Step 1/4' and 'Welcome to the CTF Wizard!'. The main question is 'What would you like admissions+ to request? (Choose all that apply)'. There are three radio button options: 'Physical Student Files' (with a description: 'Choose this option to automatically email your students' former schools, asking for their physical files to be sent through the post.'), 'CTF Files' (with a description: 'Choose this option to automatically email your students' former schools to request their electronic files (known as CTF files).'), and 'Both' (with a description: 'Choose this option to automatically email your students' former schools to request both their physical files and CTF files.').

You can request the types of files needed, and a secure email is sent to the primary school. To maintain GDPR compliance, no names are included in the email itself - the recipient is provided a secure login to access students' names.

The primary schools' email addresses have been populated from a database but you can update these if there are missing details or the addresses need updating.

Once the requests are sent, you can record whose files have been received, and chase up any missing files.

The sorting hat enables you to sort students into form groups and transfer those form group allocations to your MIS.

You can configure it to balance groups by a range of factors including gender, ethnicity, current school, SEN status and more.

You can also set parameters to pair certain students together, or set an “avoid” clause to keep particular students apart.

The feature calculates the best fit, based on the criteria you have set and you can manually move students to different groups or rerun the wizard as much as needed.

Sorting Hat



What type of group are you creating?

I'm putting students into tutor/registration groups

I'm putting students into Houses

I'm creating some other kind of group

Import group names from your MIS/SIMS? ⓘ

[Back](#) [Continuosol](#)

How do you want to sort the groups?

Drag to rearrange the priority order of each factor you wish to use when sorting. You can delete any you don't wish to consider, or click on "New Criteria" to sort by a question on your application form.

Criteria	
Gender	<input type="checkbox"/>
Ethnicity	<input type="checkbox"/>
Current School	<input type="checkbox"/>

Group Allocations

[View Totals](#) [Reset All](#) [Allocate Students](#) [Transfer to MIS](#) [Export List](#)

Once you've set your conditions, select all students using the checkbox

Set other criteria here: who should they be paired with and who should they be separated from?

Click to allocate the students, reset if you need to start again, or transfer to your MIS once you're happy!

<input type="checkbox"/>	Student Name	Gender	Ethnicity	Current School	Pair With?	Avoid?	Proposed Group	Lock
<input type="checkbox"/>	Test Karianne Test Hammes	Female	WR0M	Applicaa Demo	<input type="text"/>	<input type="text"/>	Empty	<input type="checkbox"/>
<input type="checkbox"/>	Test Spencer Test Dickinson	Male	BOTH	Balgowan Primary School	<input type="text"/>	<input type="text"/>	Empty	<input type="checkbox"/>
<input type="checkbox"/>	Test Vince Test Jones	Male	WBRI	Applicaa Demo	<input type="text"/>	<input type="text"/>	Empty	<input type="checkbox"/>

Transition Tool

The transition tool enables you to collect information from the primary school about each child joining your school.

Primary schools are provided with the list of questions you have set, and they have a secure login so they can access the list of children and provide the information for each child.

You can track who has responded and chase up any missing responses.

The data can be exported to a CSV, and for SIMS it can be imported into assessment tables so you can create marksheets.

[LOG IN LINK](#)

To protect the details of the students joining our school, you will need to copy/paste the secure code below into the Admissions+ website.

Your authentication code is: **23A8C6B5**

Once you have logged in, if you would prefer that other staff in your school complete the transition forms on your behalf (perhaps one of your colleagues?), click on the 'reassign' button next to those students' names, and you can tell us the email of which other teacher will complete the form for those children.

Greenford High School - New Student Transition Tool

Thank you for providing us with information about our new students joining us. To start, click on the name of any student or select student(s) and click "Start reference" for multiple students.

[Mark as done](#)

Showing 1 to 1 of 1 entries Show entries Search:

<input type="checkbox"/>	First Name	Last Name	Date Requested	Date Completed	Request Status	
<input type="checkbox"/>	Test Eloise	Test Weber	04/02/2023 17:58		Pending	Start →

Greenford High School - New Student Transition Tool

[← Back to request summary](#) [View all students →](#)

Student: Test Eloise Test Weber (DOB: 09/11/2015)

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?

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).

Settings > School Settings > Users

Users

Permission Reset password Send Welcome Email Disable Enable Delete Import users + Add User Manually

Search in table Show 50 entries 1 to 45 of 45 entries Prev 1 Next

Name	Email Address	Job Role	Role	Key Contact	Status	Welcome Email
Test: A1	oanh+1staffa@applicaa.com	Admissions Manager / Director	View All		Deactivated	Not sent

Job Role: Admissions Manager / Director

Permission: Admissions

Key contact

Enable staff

Form types they can access

all specific

Cancel Update

A+

Year 12 Admissions Admissions Y

SETTINGS

Application Form

Subject Options >

Form Settings >

School Settings v

General Settings

Users

Permissions

Integration

Payment & Fees

Unsubscriptions

FAQs

Address Mapping

Enrolment Settings

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

The screenshot shows a user interface for a school management system. At the top, there is a navigation bar with a dropdown menu for 'Sixth Form Admissions 2025/2026...', a 'Knowledge Base' search bar, and a notification banner that says 'Referrals! Earn £50 Amazon Voucher' with a gift icon. Below the navigation bar, the main content area is titled 'Referrals & Billing' and has two sub-sections: 'Referrals & Billing' and 'Invoices'. The 'Referrals & Billing' section is highlighted with a blue background and contains a 'Saving made for renewal' card showing '0%' and '-£0.0'. A 'Make referral' button is located in the top right corner of this section. To the right of the 'Referrals & Billing' section, there is a white box containing referral details: 'Your personal referral code:' followed by an empty input field, 'Your code has been used:' followed by '0 time', and 'Personal rewards:' followed by 'x0 £50 Amazon Voucher'. A 'See your recent referrals' link is at the bottom of this box. Red arrows point to the 'Referrals! Earn £50 Amazon Voucher' notification and the 'Make referral' button.

Sixth Form Admissions 2025/2026... Knowledge Base

Referrals! Earn £50 Amazon Voucher

Referrals & Billing

Referrals & Billing Invoices

Saving made for renewal

0%
-£0.0

[Make referral](#)

Your personal referral code:

Your code has been used: 0 time

Personal rewards: x0 £50 Amazon Voucher

[See your recent referrals](#)

The background features a central light blue hexagon. To its top-left is a grey hexagon, and to its top-right is an orange parallelogram. Below the central hexagon are three smaller hexagons: a dark blue one on the left, a light blue one on the right, and a very small light blue one at the bottom center.

Do you have any questions?



THANK YOU