

applicaa

# STUDENT TRANSITION TOOL



# BACKGROUND

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When students join your school, (either in September, or even mid-year), it's important to get as much information about them as possible from their previous schools, to help ensure a smooth transition.

And many schools take this very seriously – appointing “Transition Leads” (usually an overworked member of the Senior Team), whose job it is to visit your school’s “feeder schools” (typically your closest Primary schools) and to talk to them about each of the new students joining you. They’ll ask their current headteacher, (or possibly their class teacher if they are available) about their academic strengths and weaknesses, about SEN, and about which other students from their school they might get along with, and who they might best be separated from.

But the world isn't perfect, and often there isn't time to do this for every pupil, or for every feeder school. And often, the information often doesn't make it past the desk of the Transition lead.



# WHAT IT DOES?

Using the information we already hold about your new students, this tool will:

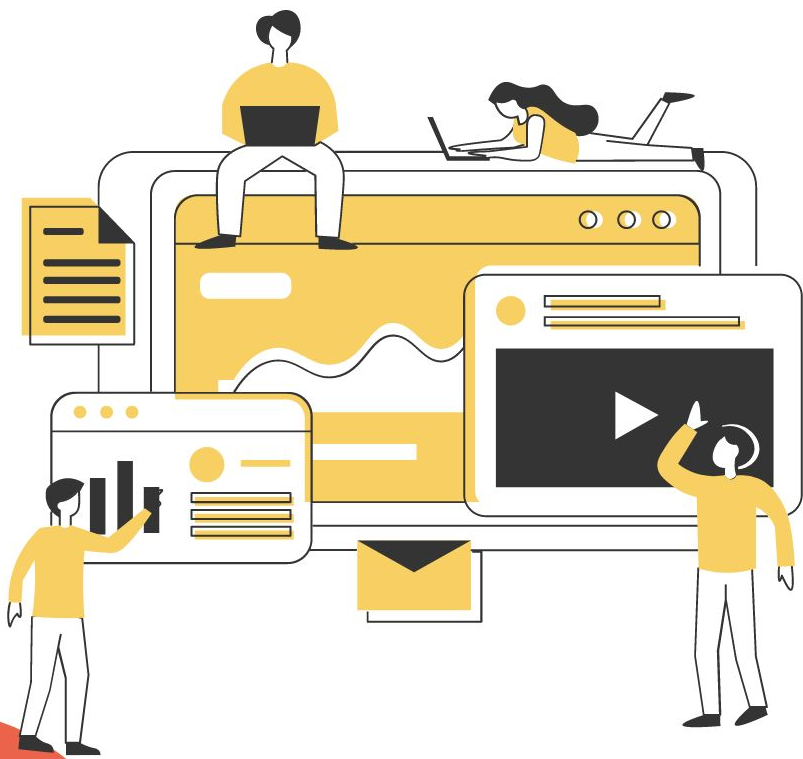
Contact your feeder schools, providing them with a list of their students coming to your school

Ask the feeders to answer a set of questions about their performance/behaviour/SEN that you can customise

Help you keep track of who's responded, and allow you to re-request if something goes wrong

Collate all the answers into easily-exported spreadsheets

If you use SIMS – it can automatically export the data into SIMS' Assessment tables, allowing you to create marksheets for each of your Y7 classes. This means the information is available to the staff who need it – the ones who are actually TEACHING the students in September



Before we start, we're guessing you're going to want to test the tool out to see what it does!

It's really one of those things that's easier to understand once you've seen it work, so here's how to set your system up to test it out before you decide if you want to use it or not...

The easiest way to test the system is to create a 'dummy' student in A+. Mark them as 'accepted', and as an 'external' student, and mark their 'current school' as a school far away that you'll probably never have a student from.

Later in this document we'll explain how to then run a 'test' on this student...

# 1

## Finding the tool

First, make sure you are in the right 'form' for the intake group the students will be joining. For example, if you want to use the Transition Tool for your incoming Year 7 students, you will want to make sure the Year 7 form is the one shown at the top of your screen. (If you only have one form, don't worry – some schools use A+ for more than one year group!). This means that you can use different questions for different year groups at your school if you want to.

The Transition tool can be found by clicking on the 'Enrolment' icon (shaped like a sheet of paper), and then choosing 'Student Transition Tool' under the 'Post Enrolment' heading.

A+ Year 12 Admissions Administration

ENROLMENT

- Details to be checked
- Ready to Enrol
- Enrolled
- Enrolment Waiting
- Enrolment Declined

POST ENROLMENT

- CTF/File Request
- Student Transition Tool

1

By default, the Transition Tool will start by displaying a list of schools that are sending you students. To make this list, A+ is looking at the 'Previous School' entry for each of your students in the year group. Schools will appear here if they have a student that is listed as 'Enrolled', 'External' and have a valid 'Current School' in their application.

(Note: If there's a school not appearing on this list that you're expecting, it's probably that there's an issue with the 'Previous School' entry on a student's record. (For example, it might not be on the DfE's list of recognised schools, etc, or it might be blank. You can try correcting that, and then restarting the wizard which usually corrects this.)

2

Here you will see a list of email addresses for your feeder schools. Sometimes we have guessed at what the email address should be for a feeder school (for example, if it's listed on their website), but more often than not, you will have a much better idea what address should be used for these schools, so please overwrite any address that's here with your own preferred address. Admissions+ will remember the address you enter here, and will use it again in future years.

2

# Understanding the main screen:

3

This column shows if your feeder schools have completed the forms for their students or not.

4

In this column you can click on the 'eyeball' to look at the names of the individual students that are coming to you from a particular feeder school, and you can also use the 'envelope' icon to send a request to have the forms completed to just a single school.

## Post Enrolment

### New Student Transition Form Wizard

Showing 1 to 10 of 19 entries

Show 10 entries

Search:

<input type="checkbox"/>	School	Email Address	Date Requested	Completion Status	
<input type="checkbox"/>	Aalton House Tuition Centre	trung@applicaa.com	17/08/2022	<div style="width: 100%; height: 10px; background-color: #007bff;"></div> 2/2 Completed	
<input type="checkbox"/>	Abc School	jeff.clark@applicaa.com	17/08/2022	<div style="width: 75%; height: 10px; background-color: #6c757d;"></div> 0/4 Completed	
<input type="checkbox"/>	Annemount School	headteacher@annemo	06/07/2022	<div style="width: 25%; height: 10px; background-color: #6c757d;"></div> 0/1 Completed	
<input type="checkbox"/>	Bartley Green School	oanh@applicaa.com	10/08/2022	<div style="width: 75%; height: 10px; background-color: #6c757d;"></div> 0/4 Completed	
<input type="checkbox"/>	Colegio Hispano Britanico		06/07/2022	<div style="width: 50%; height: 10px; background-color: #6c757d;"></div> 0/2 Completed	

[+ Edit Form](#)

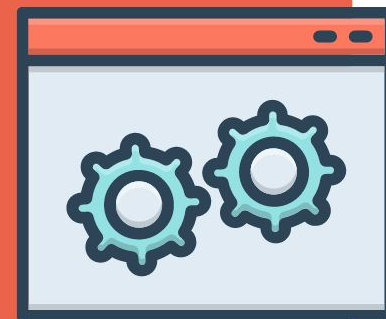


# 3

Before we send anything out, we should now look at the questions that you want to ask your feeders to complete. To do this, click on the blue 'Edit Form' button at the top-right of the main screen.

The first thing you'll see is some text you can customise that will be sent to the Headteachers of your feeder schools. We know that doing Transition Forms this way is a bit of a departure from the old way of doing this, and so you might want to tailor your message to help encourage your feeder schools into trying out this new way of helping their current students as they move on to your school. We also recommend including your personal details / email / phone in case your feeder schools are suspicious of receiving an automated message, so they can contact you to confirm the message is genuine.

When the system sends the message to your feeders, it will automatically insert a secure link and access code that they will need to enter in order to actually see the list of students, and they will use that to then access the Admissions+ system, where they will see the customised questions you will set up on the next page.



# 4

## Choosing the questions you want to ask

If you're familiar with setting up new questions in Applica's admissions forms, this screen will look pretty familiar to you, but if not, don't worry!



























We've started you out with some questions that were tailored for new Year 7 students, and you can see that each question is listed in its own row. There's the question itself, and underneath it is the system name for that question (we call it a 'property', and if you're going to export these to SIMS, they will become the 'Aspect name' in SIMS (your SIMS manager will know what this means – don't worry if you don't!) We've put the prefix "applica." at the front of our system names so that they can be easily identified in your SIMS database later on.

The empty tickboxes can be ticked to make a question compulsory, and the blue toggle switches controls whether or not a question is displayed at all.

You can edit the text of a question if you want, delete it entirely, or press the 'new' button to make new ones. (We'd recommend you have a careful think about the questions you ask because it won't be easy for your feeder schools to come back and edit their answers after they have already completed the forms, so it's better to get it right the first time than to try to change the questions half-way through once you've started the process of getting the data back.)

Once you're pretty sure about your question list, click the blue 'next' button at the top-right of the screen.



Transition Form 			
Question	Visible	Actions	
Please describe this student's progress in Science <small>(applica.prog.science)</small>	<input type="checkbox"/> 		
Please describe this student's progress in Maths <small>(applica.prog.maths)</small>	<input type="checkbox"/> 		
Please describe this student's progress in Reading <small>(applica.prog.reading)</small>	<input type="checkbox"/> 		
Please describe this student's progress in Writing <small>(applica.prog.writing)</small>	<input type="checkbox"/> 		
Please describe this student's progress in Spelling, Punctuation & Grammar <small>(applica.prog.spgr)</small>	<input type="checkbox"/> 		
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? <small>(applica.pairs)</small>	<input type="checkbox"/> 		
Are there any other students joining us from your school that you think we should try to avoid grouping this student with? <small>(applica.avoids)</small>	<input type="checkbox"/> 		
Is there any additional information we should know about this student? <small>(applica.prior.comments)</small>	<input type="checkbox"/> 		

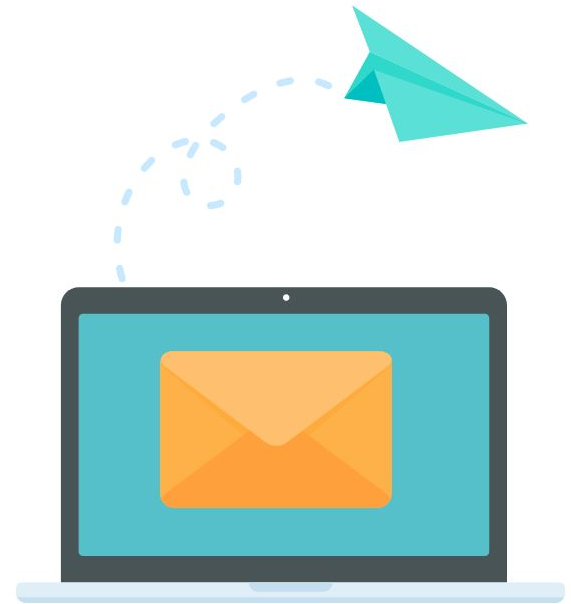


# 5

## Ready to Send!

You're now back at the main screen, so all that's left is to actually send the form out. If you're doing a test (which we recommend!), look for that far-away school we suggested you say your 'dummy student' is from... In the 'email address' column, enter your own email address, and tick the box to the left of the school name, and then click on the 'send mail' icon.

If you want to do it for real, simply select the students you'd like to send messages for, and then hit the 'send button'!



Here's a screenshot showing what the initial email they receive will look like:



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](#)

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: **57F78D6A**



**Now is where the Headteachers of your feeder schools do their bit....**

The text you chose is at the top of the email (we trimmed it off from this picture to make it easier to see), and they will have a 'log in link' which will take them to the Admissions+ system, and a personal 'authentication code' they will need to log in.

When they click on the blue link and enter their code this is what they will then see:

First off, we'll ask them to confirm who they are as follows:

## Confirm your details

First name \*

Last name \*

Current School \*

Abc School

Position at School \*

Email \*

jeff.clark@applicaa.com

Phone number \*

**CONFIRM DETAILS**

Next, they'll see a list of the students  
their school is sending your school:

## Demo 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 4 of 4 entries

Show 10 entries

Search:

<input type="checkbox"/>	First Name	Last Name	Date Requested	Date Completed	Request Status	
<input type="checkbox"/>	Nguyen	Ba	17/08/2022 11:52		Pending	Start →
<input type="checkbox"/>	Pents	Buppy	17/08/2022 11:52		Pending	Start →
<input type="checkbox"/>	Test 1	Dummy Account 1	17/08/2022 11:52		Pending	Start →
<input type="checkbox"/>	Test Tom	Test Abernathy	17/08/2022 11:52		Pending	Start →

Showing 1 to 4 of 4 entries

Previous 1 Next

When they click on the 'start' button on the right of one of the students, they'll then be prompted to complete your questions for that student, which looks like this:

**Demo school - New Student Transition Tool**

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

Student: Nguyen Ba (DOB: 05/06/2003)

Please describe this student's progress in Science	<input type="text"/>
Please describe this student's progress in Maths	<input type="text"/>
Please describe this student's progress in Reading	<input type="text"/>
Please describe this student's progress in Writing	<input type="text"/>
Please describe this student's progress in Spelling, Punctuation & Grammar	<input type="text"/>
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?	<input type="text"/>
Are there any other students joining us from your school that you think we should try to avoid grouping this student with?	<input type="text"/>
Is there any additional information we should know about this student?	<input type="text"/>
New aspect favorite colour	<input type="text"/>
Favorite Sport	<input type="text"/>

[Save for now](#) [Submit & Next](#)

Notice at the bottom of the screen, they can 'save' their work as they go, (because we all know that Primary School Headteachers are often interrupted with unexpected emergencies!).

Once they complete each of the students, you'll be able to see their responses back in your own A+ system!



# 7 Using the information

The easiest way to extract the responses to your form is to simply export it as a CSV file. To do this, just click on the icon at the top of the transition menu that is labelled 'CSV', and the system will generate one for you. You might find it useful to send this to your SENCO, and to your heads of department who will be especially interested in the prior attainment information about your new intake.

