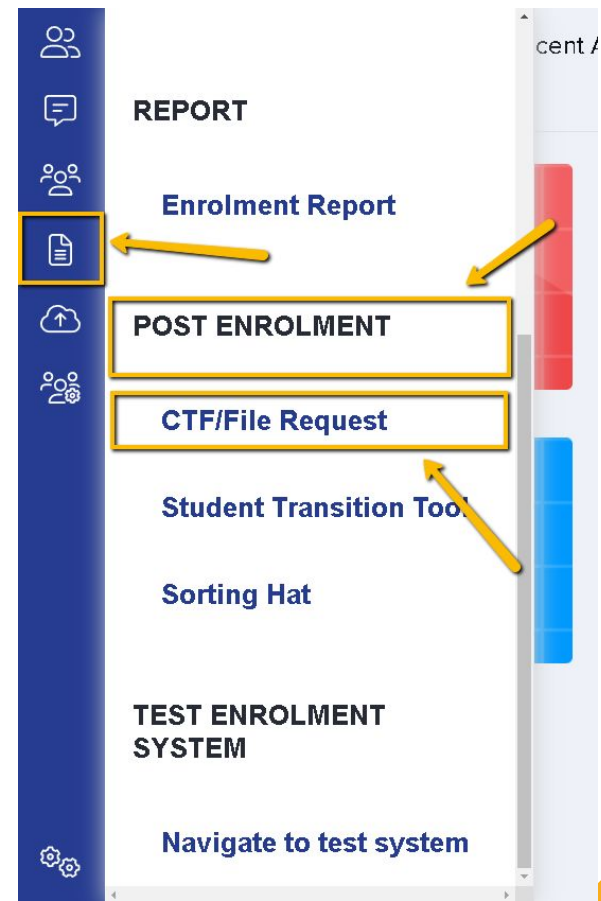# Admissions+ Transition Features

OVERVIEW

Our transition features help to ensure you have collected all relevant transition information from students' previous schools and manage a smooth induction into your school. This includes collecting CTFs, allocating students to registration or form groups and collecting data for transition.

CTF/File Request

CTFs are still transmitted from one school to another via your usual channel (School to School) but with the CTF Wizard it will send out requests to your feeder schools letting them know that you need a CTF (you may also ask for paper/physical files if you wish) forwarded to you.

The CTF/File request can be found by clicking the "Enrolment" icon (shaped like a sheet of paper) and will be under "Post Enrolment" > CTF/File Request.

REPORT

Enrolment Report

POST ENROLMENT

CTF/File Request

Student Transition Tool

Sorting Hat

TEST ENROLMENT SYSTEM

Navigate to test system

Reminder

Please note that you will need to put students into "Enrolled" status for you to be able to continue with these features.
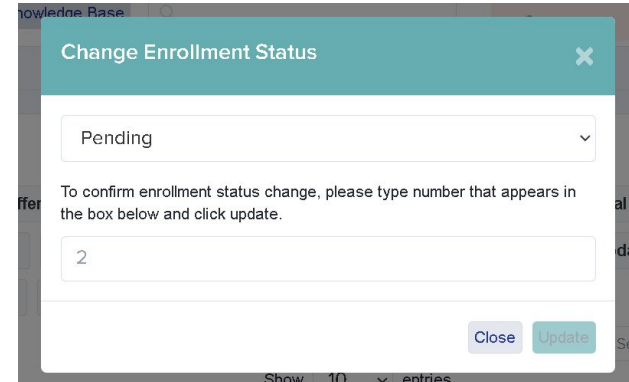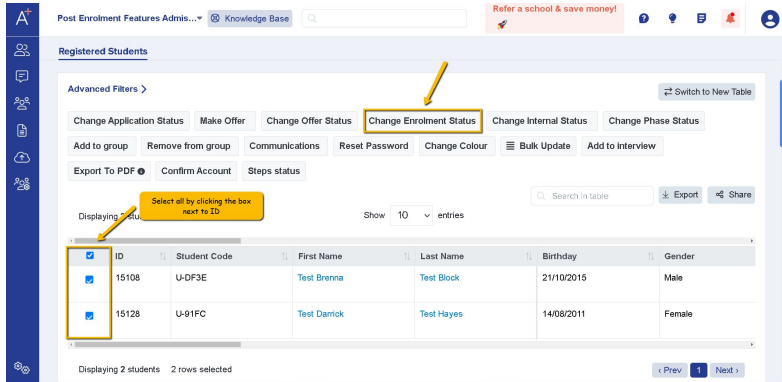
You may do this by following these instructions:

Click on the Applications Completed tile on your dashboard.
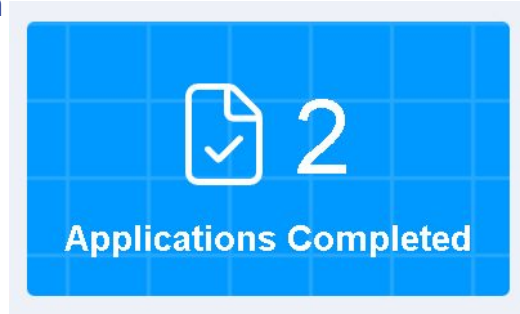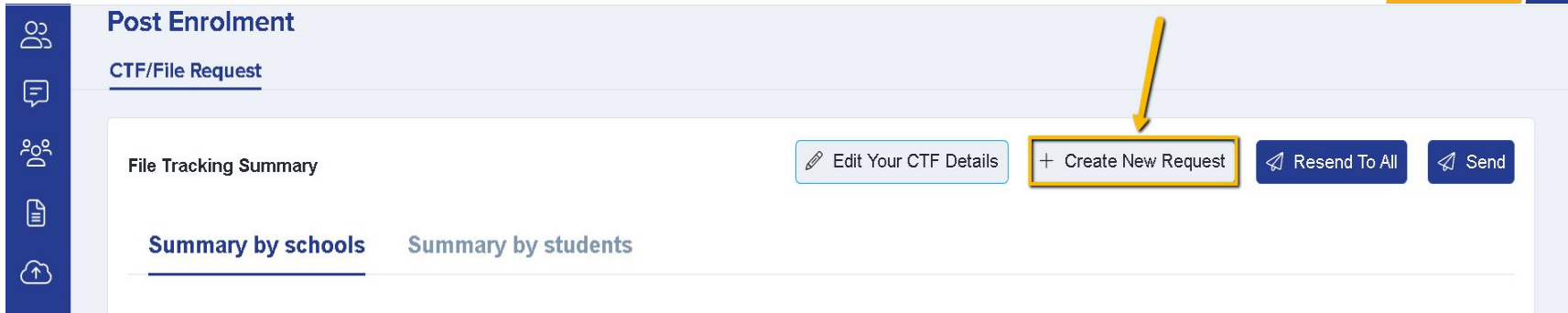

A list of students will appear on your screen, please select all and then click on "Change Enrolment Status".

After that, a pop up will appear to confirm the change of status. (It will ask you to input the total number of students and then click "Update")

Setting up the CTF Wizard

To set this up you will need to click on "Create New Request".

It will then ask what kind of requests you would like from your feeder schools.

- Physical Files that will be sent to your school's address.

- CTF Files that will be emailed to your Data Manager or School Admin.

- You may also select both.

Once you have selected an option please click save.

New CTF Request

Step 1/4

Welcome to the CTF Wizard!
What would you like admissions+ to request? (Choose all that apply)

Physical Student Files
○ Choose this option to automatically email your students' former schools, asking for their physical files to be sent through the post.

CTF Files
○ Choose this option to automatically email your students' former schools to request their electronic files (known as CTF files).

Both
○ Choose this option to automatically email your students' former schools to request both their physical files and CTF files.

Save

You will then be asked to input your school's address and the details of the best contact at your school for CTFs. If you have entered the Postcode, it will do an address lookup and pre populate it for you.

The phone number and email will be useful for schools if they wish to contact you for further information or verification about the requests.

New CTF Request

Step 2/4

Please enter the mailing address where you would like physical files for new students to be sent

Tell us about the person who processes CTF files at your school (possibly your Data Manager?

Street Address* — 1 Westwood House

47 Old Devonshire Road

City* — LONDON

State/Province

Zip/Postal Code* — SW12 9RF

Country* — United Kingdom

Full Name* — Test Data

Title* — Data Manager

Email Address* — testdata@applicaa.com

Phone Number* — 020 7777 2222

Back

Save

The email requesting these will then appear and you may fully customise it. The mail merge tokens will also be pre populated for you when schools receive the email.

For GDPR Compliance, there are no students' names included on the email. The school has to click a link that will show them the list of students. (The link will work for named recipients only)

New CTF Request

Step 3/4

Below is what the text of your requests will look like. Feel free to edit it.

To *

SCHOOL_EMAIL

Subject *

CTF/ Student File Request

From *

test@applicaa.com

Content *

Paragraph | B U I | | | | | S | A | A | A | | | |

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 both their physical files, as well as 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: {{DFE_NUMBER}}.

Our postal address for the physical files is:
{{ADDRESS_LINE_1}}
{{ADDRESS_LINE_2}}
{{POSTCODE}}

Please feel free to contact me at the following email/phone if have any queries:
{{FULL_NAME}}
{{TITLE}}
{{PHONE_NUMBER}}
{{EMAIL}}

Please press Shift + Enter for new line

The next step will show you the list of feeder schools you could send requests to; you may choose by selecting the box next to it or simply select all. (Click on the main box next to First Name)

The system has also read which students will be coming from a certain school. (Clicking on the + icon will show you the name of the students)

The information in brackets will be the school's email address and the number of students from that particular school.

After you have clicked "Save", the page will automatically refresh and show you a summary.

If you click on this icon it will show you the students from that school that you are about to request the CTF files for.

Sending Requests

Once you have checked each one and you are happy to proceed with sending them, you may select all and then click "Send".

If an email address or telephone number for a school is incorrect, you may click on those fields to edit them.

You will see this "Success" message once all requests have been sent.

Tracking requests

You may track the requests after they have been sent by going to Summary by Students. This is where you may record which files you have already received.

On the right hand corner there is also an option for you to search for a specific student.

There is also an option to "Remove" the request in case you no longer need a specific student's CTF requested.

Tracking / Chasing requests

Click back to Summary by Schools to see how many files are missing/received – fraction and percentage.

You may select the school/s you wish to resend to and select resend to all. Or if a school has sent some but not others, you can re-request the files yet to be received, by clicking "Re-request missing". And select Re-request all if needed.

# Do you have any questions?

Transition Tool

When students join your school it is important to gather as much information about them as possible from their previous schools to help ensure a smooth transition. This could be about their academic strengths and weaknesses, SEN needs, etc.

What the Transition Tool does

- It contacts your feeder schools and provide them with a list of their students that are coming to your school

- Ask the teachers a customised set of of questions about the students' performance/behaviour and SEN needs

- Help you keep track of who has responded and allow you to re-request if needed

- Collate all the answers by exporting it as a CSV sheet

- If you use SIMS, export the data into SIMS Assessment tables, allowing you to create marksheets for each of your Year 7 classes

How to set up the Transition Tool

The transition tool can be found by clicking the "Enrolment" icon (shaped like a sheet of paper) and will be under "Post Enrolment" > Student Transition Tool.
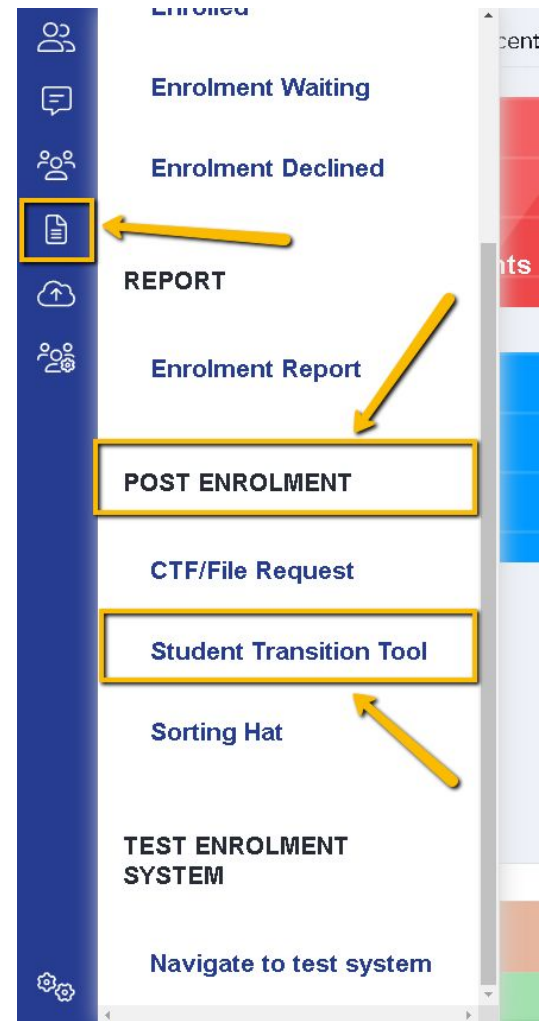
Understanding the main screen

New Student Transition Form Wizard

+ Edit Form

The list of schools where your students will be coming from

The email addresses of your feeder schools - these are usually pre filled for you but if you know the best email address to send this to then please feel free to overwrite it. The system will then remember it for you next time!

This column will show you if the school has completed the form for their students or not.

	School	Email Address	Date Requested	Completion Status	
☐	Dld College London	amy+1212@applicaa.com	25/08/2022		0/1 Completed
☐	Hazel Larches Primary School	amy+2323@applicaa.com	25/08/2022		0/

Showing 1 to 2 of 2 entries

Clicking on the eye icon will show you the names of the students that will be coming from a particular school. You may also click on the "envelope" to send a request to just a single school.

Editing the email

Before sending out anything, please have a look at the questions you want schools to answer. To do this, please click on the "Edit Form" button at the top right corner of the main screen.

Editing the initial email

The first part will show you what email schools will receive. The content can be edited if you wish especially if you wanted to include further information. We advise adding a phone number or an email address to this email in case the schools want to verify certain information from you. (i.e if this email is a legitimate email from you and is asking for these details)

On the bottom of the page, you will see this text which explains that the staff member from the school that will be completing this will need to login. It is vital that they use the secure code that was provided when logging in as we use this to protect the students' information.

NOTE: THE TEXT BELOW WILL BE ADDED TO YOUR MESSAGE TO INFORM RECIPIENTS HOW TO ACCESS THE SYSTEM. THIS TEXT CANNOT BE EDITED.

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: {{YOUR_AUTHENTICATION_CODE}}

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.

Choosing the questions you want to ask

We've already added questions for you that are tailored for new Year 7 students. You can edit the text of a question if you want, delete it entirely, or press the "New" button to make new ones.

Choosing the questions you want to ask

You may also choose different type of questions to add into the transition form.

Choosing the questions you want to ask

Once you're happy with questions, click the blue "Next" button at the top right of the screen.

New Student Transition Form Wizard

← Back   Next →

✓ ──────── 1. Customise Form Message ──────── ○ 2. Review Form Questions ──────── ○ 3. Confirm & send form

Here is 'default' questions that we would normally expect to appear on all transition forms. You can customise it so it works for your school.

Sending it out!

You will then be directed to the main page again and this is where the exciting part comes, sending the messages out!

There's also an option for you to send it out to particular schools by clicking the envelope icon next to the eye icon.

☐	Edith Cadbury Nursery School	enquiry@edithcadbury.bham.sch.uk		0/1 Completed

If you want to test it and see what schools will receive, you may select a school and then input your own email address in the "email address column" and then hit send email.

☐	School	Email Address	Date Requested	Completion Status	
☐	Aalton House Tuition Centre	athena@applicaa.com		0/1 Completed	👁 ✉

**If a student is allocated to the incorrect current school, their current school should first be checked and updated on the student profile (education step). Once corrected, go back to the transition tool and delete the incorrect school (bin icon). The student will then be reallocated to their correct school within the transition tool.

What your feeder schools receive

They will receive the email you have created and then a login link which will take them to the Admissions+ system, and the personal authentication code they will need when they login.

At Edith Cadbury Nursery School 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 focussing 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
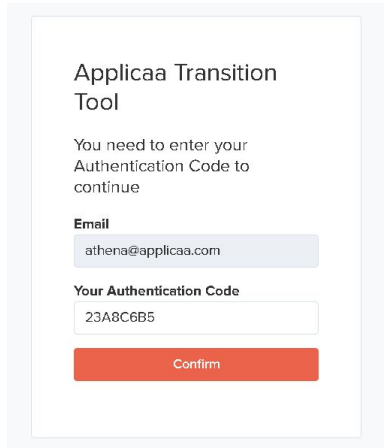
LOG IN LINK

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.

Accessing the transition form

Applicaa Transition Tool

You need to enter your Authentication Code to continue
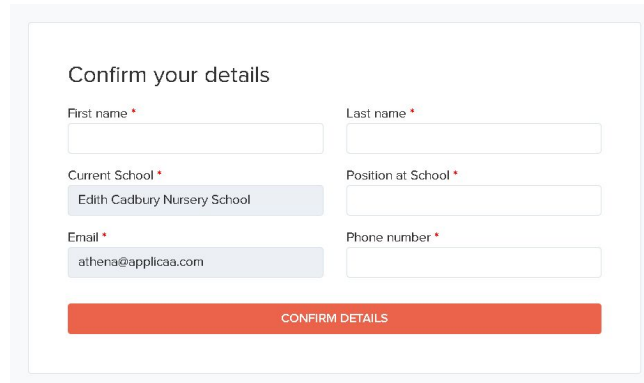
Email
athena@applicaa.com

Your Authentication Code
23A8C6B5

Confirm

This is what the login page looks like..

It will then confirm who they are..

Confirm your details

First name *

Last name *

Current School *
Edith Cadbury Nursery School

Position at School *

Email *
athena@applicaa.com

Phone number *

CONFIRM DETAILS

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 10 entries

Search:

	First Name	Last Name	Date Requested	Date Completed	Request Status	
☐	Test Eloise	Test Weber	04/02/2023 17:58		Pending	Start →

Showing 1 to 1 of 1 entries

Previous 1 Next

Next, they will see a list of their students that will be coming to your school.

When they press "Start" it will then show them the list of questions that you have set up.

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?

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?

Save for now

Submit

Notice that we have the option to "Save for now" which means they could save their work as they go. (Here at Applicaa we appreciate how busy everyone gets which is why we have this option. They could always come back to this later without having the need to start all over again!)

Once they have completed each of the students, you'll be able to see their responses back in your A+ system.

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?

Save for now

Submit

Exporting the data

To export this you may use the icon at the top of the transition menu that is labelled "CSV" and the system will generate one for you. You may send this to your SENCO, and to your heads of department who will be interested in the attainment of this information about your new intake.

Do you have any questions?

Sorting Hat

One of the tasks that schools have to do with new year groups is to decide which tutor group (also known as 'registration groups'), you wish to place your students into. This process could become tricky especially if you need to "balance" more than one factor (such as ethnicity, gender, previous school etc.) This is why we have developed this feature called "The Sorting Hat".

Setting up the Sorting Hat

To access the Sorting Hat, click on "Enrolment" and then under "Post Enrolment" you'll see "Sorting Hat".
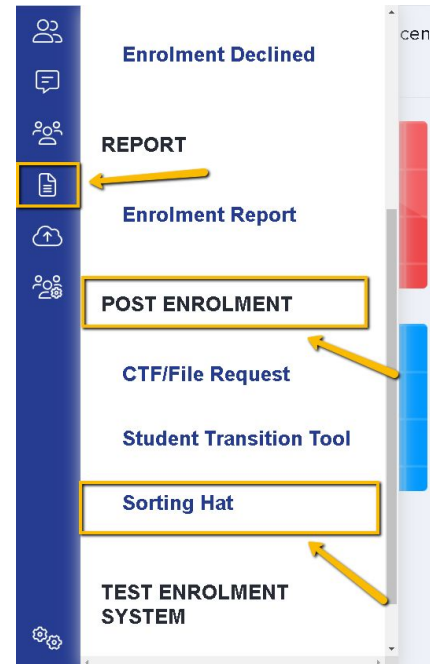
Setting up the Sorting Hat

Welcome to the Sorting Hat

This wizard will help you place your new students into registration (or other groups), using criteria that you select.

You can tell the hat about particular student pairs that need to be kept separate, or pairs that need to be kept together.

You can also override the hat's choices for other special cases, and it will do it's best to balance out the other groups based on the criteria that you choose.

Back to Dashboard   Say "Abracadabra" and get started!

You will then be directed to this page, please click on the highlighted button to continue.

Setting up the Sorting Hat

The "wizard" will now ask you a few questions to help it get started..
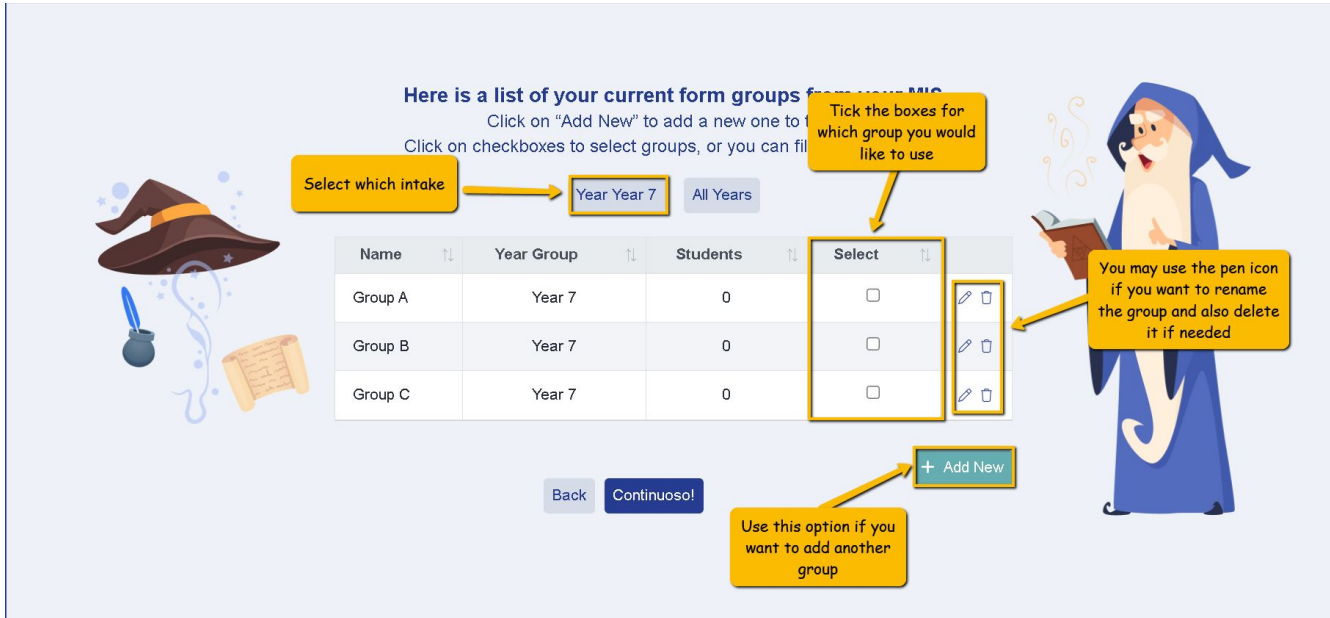
For now you can only create "tutor groups or registration groups" but soon you'll be able to put students into "houses" and other "user-defined groups" that you have set up in your MIS.

Setting up the Sorting Hat

This area will ask you to select which group you would like to use.

• *Some of these groups will come from your MIS and if you don't see the groups you want, you can add them yourself , or edit the names in your MIS*

Setting up the criteria

On the next screen, you will be asked to decide which factors you wish to "balance" your groups by.

We have listed the common factors that schools consider when creating a group. You have the option to add additional factors, such as "current school" or if you decide to use one of the questions from your application form, you may do this by clicking on the "New Criteria" button.

Once you have the criteria you wish to balance, please "drag and drop" the factors to arrange them in the order that is MOST important to you. (i.e Gender)

If you would to have the Sorting Hat sort your classes by a question on your application form, make sure that this question is the kind that uses a 'dropdown list' (where there can be only one answer), so the feature knows how to sort it

A note about Gender and Ethnicity

How The Sorting Hat really sort?

The Sorting Hat knows that "gender" and "ethnicity" can be more complex than computer programs can normally deal with. (And try guessing the Sorting Hat's "gender" and "ethnicity"!!! We promise you, you'll be wrong!)

We've used "male" and "female" here because the DfE's computer systems currently only cope with those two choices, but we know you might have students for whom those labels aren't really appropriate. On the screens to come, you can delete the 'male' or 'female' label and leave it blank. The Sorting Hat will ignore that student when sorting by gender, and you can decide manually which group they are best placed in.

"Ethnicity" is another area where people (and computers) aren't nearly as advanced as the Sorting Hat, who couldn't care less about the colour of your skin (or the kind of fabric a hat is made of). But if your school really wants to try to balance out groups by ethnicity, there's two ways to do it:

You can try to balance the groups by the actual ethnicity listed in your database, but if your database has very very specific ethnicities listed (such as "White - European", "White Irish", etc.), it's possible that the "balanced" groups might not look particularly balanced in the end.

In that case, you might prefer to use the "broad categories" way of balancing the groups, so "White Irish, White European, etc., are treated the same for the purposes of balancing the groups, and only five broad categories are used: "White", "Black", "Asian", "Other". We know this is also very artificial and problematic, but you might find it works best for your school.

Just like 'gender', you can always delete a student's ethnicity and manually assign that student instead.

We will soon be adding a feature to allow you to "merge" specific ethnic categories into "broader" ones for the purposes of balancing groups, but for the time being, you may edit the ethnicities if this is an issue for your school.

Doing the manual changes

On this screen, before you start the process of letting the wizard assign students to groups, you might want to make some manual change first.

Group Allocations

If there are students that need to be kept apart then use this "avoid" column instead

If you are certain that a student HAS to be in a particular group, you may manually set it by using this proposed group column

By using the "lock" feature, you are telling the system that if it has to start rearranging students to balance a factor out, that it cannot change for this student

Showing 1 to 20 of 20 entries

Show All

Search:

Use this "pair with" column if you would like to pair a specific student to each child

	Student Name	Gender	Ethnicity	Nationality	Current School	Pair With?	Avoid?	Proposed Group	Lock	
☐	Test Abelardo Test Rowe	Female	Roma	Ma						✏
☐	Test Alanna Test Nicolas	Female	Indian	Uganda	Harrow School			Empty		✏
☐	Test Alexys Test Harris	Female	Black and Chinese	Bahrain	Greenford High School			Empty		✏
☐	Test Brenna Test Block	Male	Gypsy	Faroe Islands	Harrow School			Empty		✏
☐	Test Brionna Test Greenholt	Female	Black North American	Guernsey	Mansfield Green E-ACT Academy			Empty		✏
☐	Test Clemens Test White	Male	Other Black African	Turks and Caicos Islands	Greenford High School			Empty		✏
☐	Test Darrick Test Hayes	Female	Turkish	Myanmar (Burma)	Aalton House Tuition Centre			Empty		✏
☐	Test Dock Test Schinner	Female	Other Black African	Marshall Islands	Greenford High School			Empty		✏

Allocating the students into groups

Once you're ready to let the wizard do the sorting for you, please select all student and then click on the "Allocate Students" button. The system will then allocate the students into the best groupings, taking into account all of the manual additions. It will also do its best to consider the "avoids" and "pair withs" as much as possible.

Checking the allocated groups

After the system has allocated students to groups, a pop up window will give you the option to "view totals". Here, you'll see a breakdown of how many students are in each group, and how the factors you've chosen to be balanced have been handled.

If you would like to make some changes after seeing the numbers for each group, you may manually tweak some allocations on the main screen. You can do so by changing the "proposed group" manually and then clicking on the "view totals" button again to see how the manual changes have altered the numbers in the group.

Exporting the groups

While we're working on automating the transfer of your form/registration groups directly to your MIS, you may click on the "Export List" button where you'll be able to download a list of students and the groups the system has proposed.

Do you have any questions?

THANK YOU

For further information, please contact our
Support line at 020 8762 0882