

PARENT GUIDE

COMPLETING YOUR ADMISSIONS FORM

HOW-TO GUIDE

UNIVERSITY ACADEMY
HOLBEACH



UNIVERSITY OF
LINCOLN

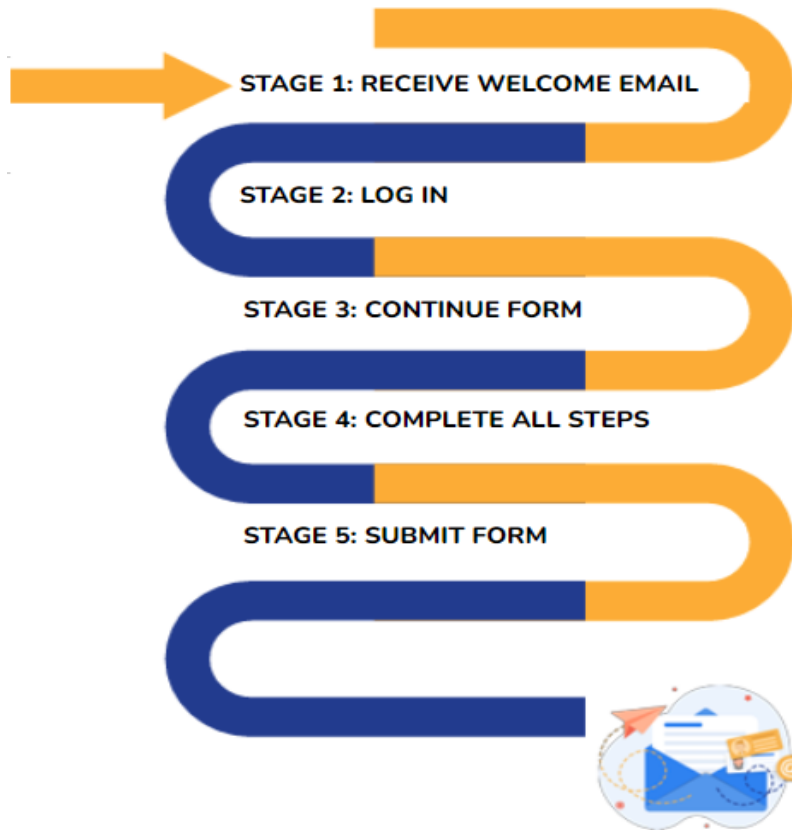
ACADEMY TRUST



WHAT NEXT?

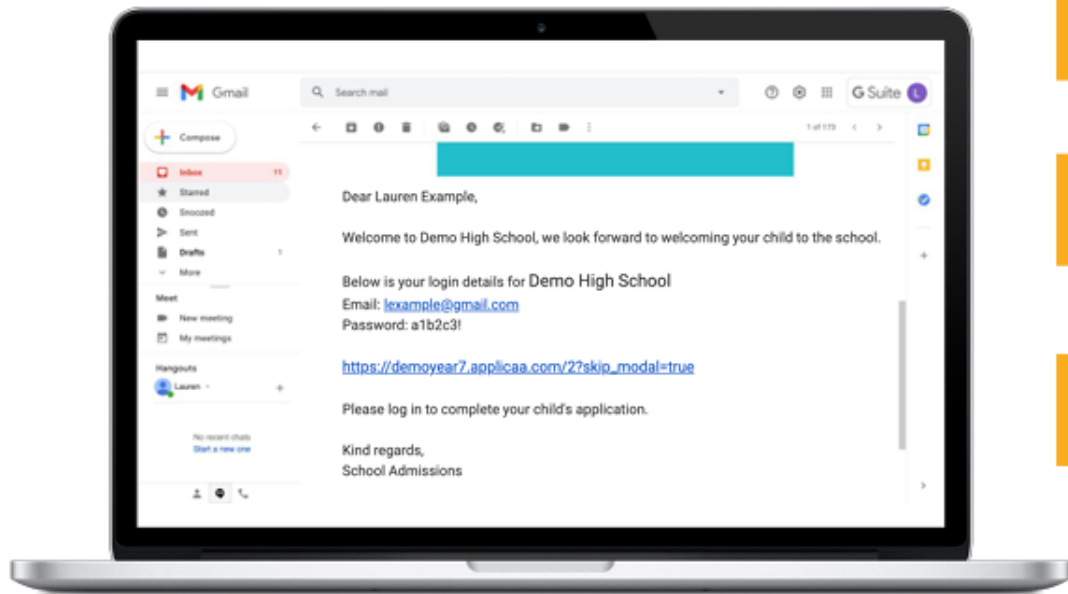
**We require some information from you to
complete your child's form.
This can be done on your phone or computer.**

Please follow the 5 stages to help you do this.



01

RECEIVE WELCOME EMAIL



1

The school will send you a welcome email

2

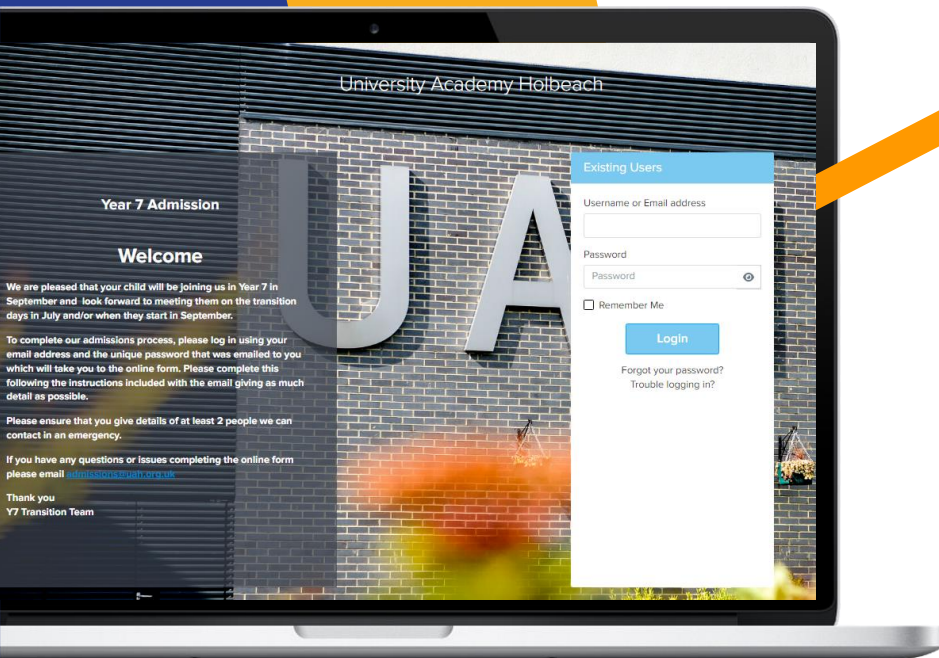
This includes your username (email) & password

3

Click on the login link provided

02

LOGIN



1

Login as Existing User

2

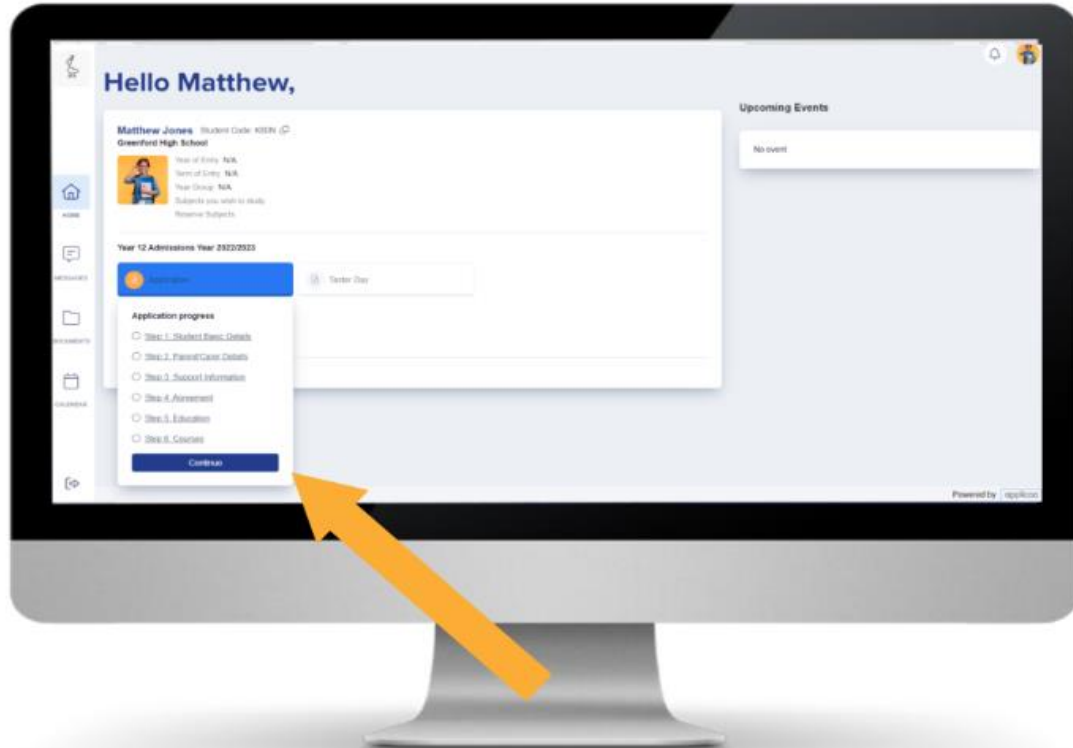
Login using your email address & password.

3

Please check your emails for your username & password or use the "forgot your password" link

03

CONTINUE FORM



1

Once logged in, click
"Continue"

💡 **Handy tip** - if English is your second language, you can use Google Translate to help you complete the form

Select Language ▼

Powered by Google Translate

COMPLETE ALL STEPS

04

1

Complete all steps – hit next in bottom right corner to move on

2

Any fields with an asterisk * are mandatory. If left blank you will not be able to submit the form
If they do not apply please put a – in the box

3

You can upload a document or a photo by clicking 'Choose file'

💡 **Handy tip** - you can come back to the form later by clicking **Save Progress and Close** at the bottom of each step

The screenshot shows a web form titled "Child's Basic Details" with a progress bar at the top indicating four steps: Step 1 (Medical Information), Step 2 (Child's Basic Details), Step 3 (Parental Agreement and Consent), and Step 4 (Child's Welfare and Support Information). The form is currently on Step 2. It contains several input fields: "Admission Group" (dropdown), "Legal Surname*" (text), "Legal Forename*" (text), "Preferred Name*" (text), "Middle Name(s)*" (text), "Gender*" (dropdown), "Date of Birth" (text), "Expected year of entry" (text, value: 2023/2024), "Expected term of entry" (text, value: Autumn), "Year group on entry" (text, value: Year 12), and "English as an additional Language*" (text, value: No). There are also two "Choose file" buttons, one for uploading a passport style photo and another for uploading a document. The form is titled "Please complete this with all details".

SPECIFIC UAH REQUIREMENTS

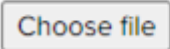
05

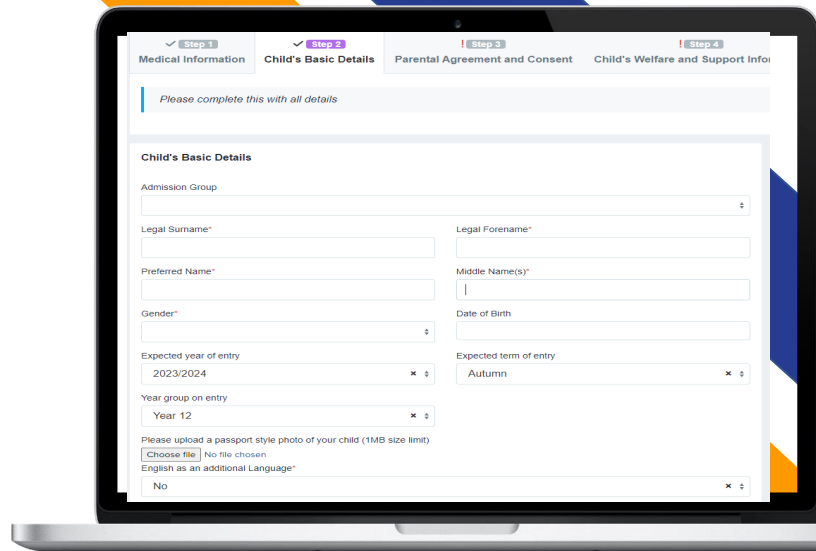
Any question with a red star must be filled in before you can move on to another page

Child's Basic Details


- **Passport size photo** needed to identify child in school
school photos not taken until Nov
- **Preferred Forename/Surname** will be used in school
but Legal Forename/Surname will be used on documentation

Parent/Carer Contact Details:

- Complete details of at least one parent – click on 'Add Parent' button. If possible please provide a mobile & home or work number for primary contact
- You will then be able to add another parent or you can add an 'Additional Contact'
- Where a court order is in place please upload order using the  **No file chosen** button
- At the end of this section you will need to assign priority contacts



The screenshot shows a web form titled 'Child's Basic Details' with a progress bar at the top indicating four steps: Step 1 (Medical Information), Step 2 (Child's Basic Details), Step 3 (Parental Agreement and Consent), and Step 4 (Child's Welfare and Support Information). The form contains several input fields: 'Admission Group', 'Legal Surname*', 'Legal Forename*', 'Preferred Name*', 'Middle Name(s)*', 'Gender*', 'Date of Birth', 'Expected year of entry' (with a dropdown showing '2023/2024'), 'Expected term of entry' (with a dropdown showing 'Autumn'), 'Year group on entry' (with a dropdown showing 'Year 12'), and a 'Please upload a passport style photo of your child (1MB size limit)' section with a 'Choose file' button and 'No file chosen' text. At the bottom, there is an 'English as an additional Language*' dropdown set to 'No'. A 'Save Progress and Close' button is located at the bottom right of the form.

💡 **Handy tip** - you can come back to the form later by clicking  at the bottom of each step

SPECIFIC UAH REQUIREMENTS

06

Child's Welfare and Support

This section is to give the school information about your child's welfare; medical; SEN or welfare needs

Please give as much information as possible in this section and where possible please upload any NHS/medical/ SEN/agency documents relevant to your child

[Choose file](#) No file chosen

For some options ie if your child suffers with allergies you will be required to give more detail relating to their condition

If you need your child to take medication in school please complete the revelation section giving details:

- What the medication is
- Dose to be given in school
- Time medication is to be taken
- What it is for ie ADHD; allergies; pain management etc

The screenshot shows a web form titled 'Child's Welfare and Support Information' on a laptop screen. The form is part of a multi-step process, with Step 3 currently active. The form includes sections for 'Child's Welfare and Support Information', 'Select local authority', 'Do you have a Special Educational Need (SEN)?', 'What type of SEN need do you have?', 'Please add any further details', 'Please upload any relevant NHS /SEN Documents relating to the condition', 'If you have received support/receiving support please complete the section below (tick box for each)', 'Is your child a Young Carer?', and 'Who does your child care for?'. The form has a 'Close' button at the bottom left and 'Back' and 'Next' buttons at the bottom right.

💡 **Handy tip** - you can come back to the form later by clicking [Save Progress and Close](#) at the bottom of each step

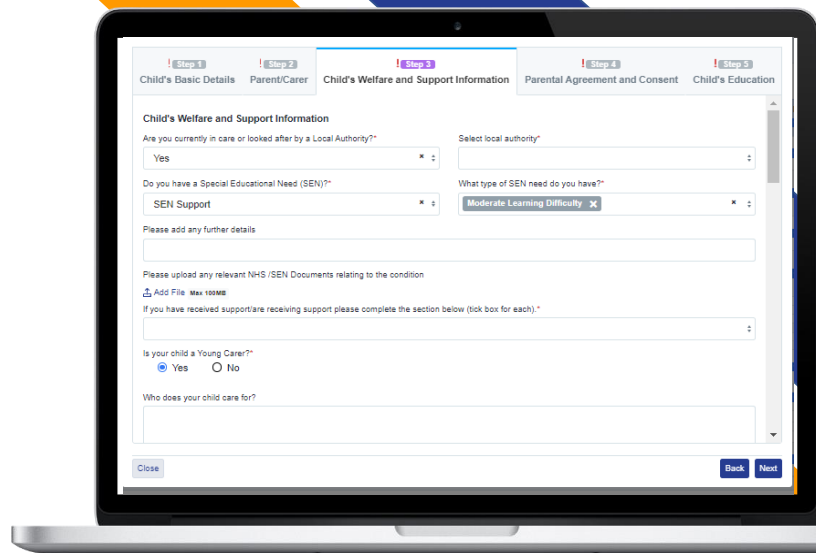
SPECIFIC UAH REQUIREMENTS

07

Child's Welfare and Support

Additional Support Needs:

If your child is struggling with their emotional wellbeing please give full details in this section and upload any agency/NHS letters and documentation relating to this – also please give details of any support your child is currently receiving or on a waiting list to receive ie Healthy Minds etc



The screenshot shows a web form titled 'Child's Welfare and Support Information' on a laptop screen. The form is part of a multi-step process, with tabs for 'Step 1: Child's Basic Details', 'Step 2: Parent/Carer', 'Step 3: Child's Welfare and Support Information' (currently active), 'Step 4: Parental Agreement and Consent', and 'Step 5: Child's Education'. The form contains several sections: 'Are you currently in care or looked after by a Local Authority?' with a dropdown menu showing 'Yes'; 'Do you have a Special Educational Need (SEN)?' with a dropdown menu showing 'SEN Support'; 'What type of SEN need do you have?' with a dropdown menu showing 'Moderate Learning Difficulty'; 'Please add any further details' with a text area; 'Please upload any relevant NHS /SEN Documents relating to the condition' with an 'Add File' button and a 'Max 10MB' limit; 'If you have received support/are receiving support please complete the section below (tick box for each)'; 'Is your child a Young Carer?' with radio buttons for 'Yes' (selected) and 'No'; and 'Who does your child care for?' with a text area. At the bottom of the form, there are 'Close', 'Back', and 'Next' buttons.

💡 **Handy tip** - you can come back to the form later by clicking [Save Progress and Close](#) at the bottom of each step

SPECIFIC UAH REQUIREMENTS

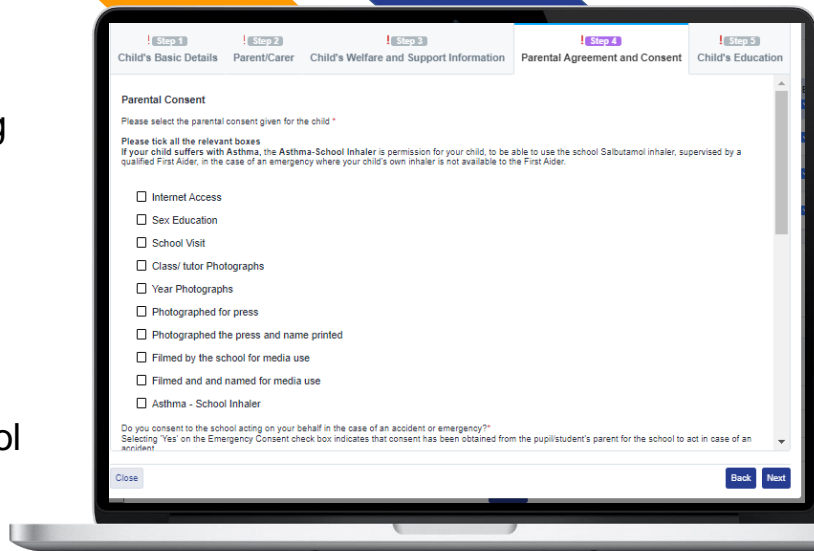
08

Parental Agreement and Consent

- Confirm your parental consent for your child – tick all the boxes that apply
- Confirm how your child is getting to and from school using tick boxes

Policies/Agreements

- Here you will be required to read and where required to agree to a number of school policies and agreements including Acceptable Usage Agreement for using computers in schools; Uniform Expectations; Home School Agreement
- You and your child will also need to digitally sign having read these policies/agreements as these are expectations when your child is in school; wearing school uniform or using school IT equipment

The image shows a laptop screen displaying a web form titled 'Parental Agreement and Consent'. The form is part of a multi-step process, with tabs for 'Child's Basic Details', 'Parent/Carer', 'Child's Welfare and Support Information', 'Parental Agreement and Consent' (the active tab), and 'Child's Education'. The 'Parental Consent' section asks the user to 'Please select the parental consent given for the child *' and lists several options with checkboxes: 'Internet Access', 'Sex Education', 'School Visit', 'Class/ tutor Photographs', 'Year Photographs', 'Photographed for press', 'Photographed the press and name printed', 'Filmed by the school for media use', 'Filmed and named for media use', and 'Asthma - School Inhaler'. Below these options, there is a question: 'Do you consent to the school acting on your behalf in the case of an accident or emergency?' with a note that selecting 'Yes' indicates consent for the school to act in case of an accident. At the bottom of the form, there are 'Close', 'Back', and 'Next' buttons.

💡 **Handy tip** - you can come back to the form later by clicking **Save Progress and Close** at the bottom of each step

SPECIFIC UAH REQUIREMENTS

09

Child's Education

- This is the final section.
- Education – tick or give information if this applies
- Add details if your child has siblings at the school

If you require any help completing the form or have any questions please email admissions@uah.org.uk giving your child's full name; date of birth and contact number so a member of the admissions team can respond to your enquiry.

The screenshot shows a web browser window displaying the 'Preview' of the 'Child's Education' section of an admissions form. The form is titled 'Preview' and has a close button in the top right corner. The navigation bar at the top shows five steps: Step 1 (Child's Basic Details), Step 2 (Parent/Carer), Step 3 (Child's Welfare and Support Information), Step 4 (Parental Agreement and Consent), and Step 5 (Child's Education), which is currently selected. The form content includes a section for 'Student Education Info' with checkboxes for 'Home-schooled' and 'school_outside_UK', and a text field for 'Please specify school detail'. Below this is a section for 'Former Siblings' with a description and an 'Add Former Student' button. The final section is 'Current Siblings' with a description and an 'Add Sibling' button. At the bottom of the form, there are 'Close' and 'Back' buttons.

💡 **Handy tip** - you can come back to the form later by clicking **Save Progress and Close** at the bottom of each step

SUBMIT FORM



1

Once all steps are complete,
Click “Submit Form”

2

If you would like to go back &
modify, click “Previous”

A laptop screen displays the Admissions+ application form. The form is titled '04/19/2020' at the top. It has a 'Current' section with a green checkmark icon and a checkbox labeled 'Tick here if you can't find the school'. Below this is a blue button labeled 'Add School or College'. The 'Reference' section includes fields for 'First Name' (filled with 'Steve') and 'Last Name' (filled with 'Hanley'). The 'Email' field is filled with 'shenley@gmail.com'. The 'Relationship' field is filled with 'Other'. At the bottom left of the form is a blue button labeled 'Previous', and at the bottom right is a teal button labeled 'Save & Submit Application'. A large orange arrow points from the bottom right of the laptop towards the 'Save & Submit Application' button.



THANK YOU

For Your Attention