

PARENT GUIDE
COMPLETING YOUR
FORM

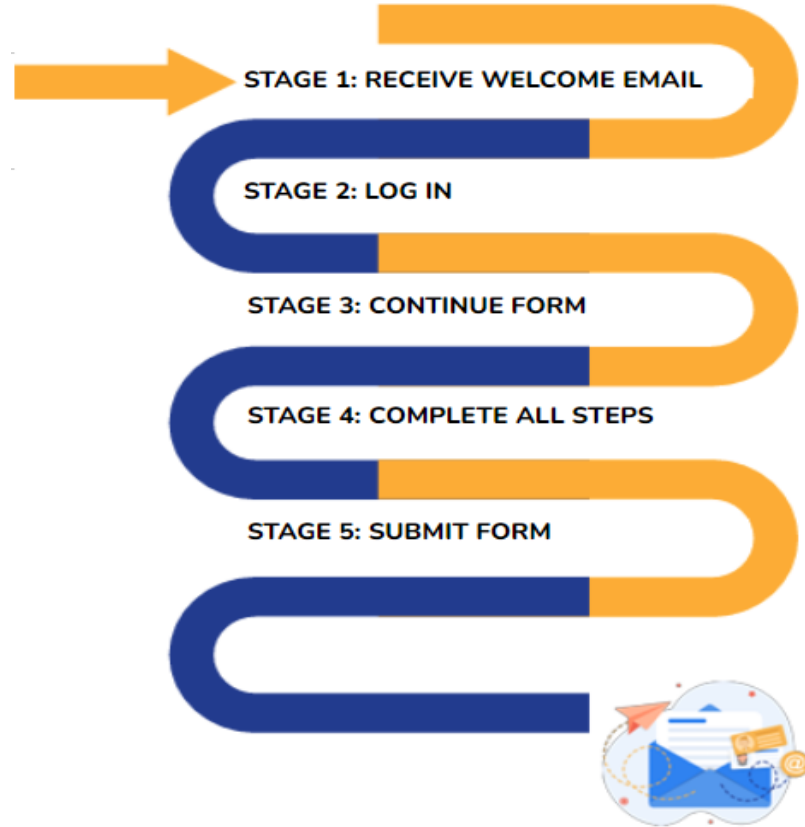
HOW-TO GUIDE



WHAT NEXT?

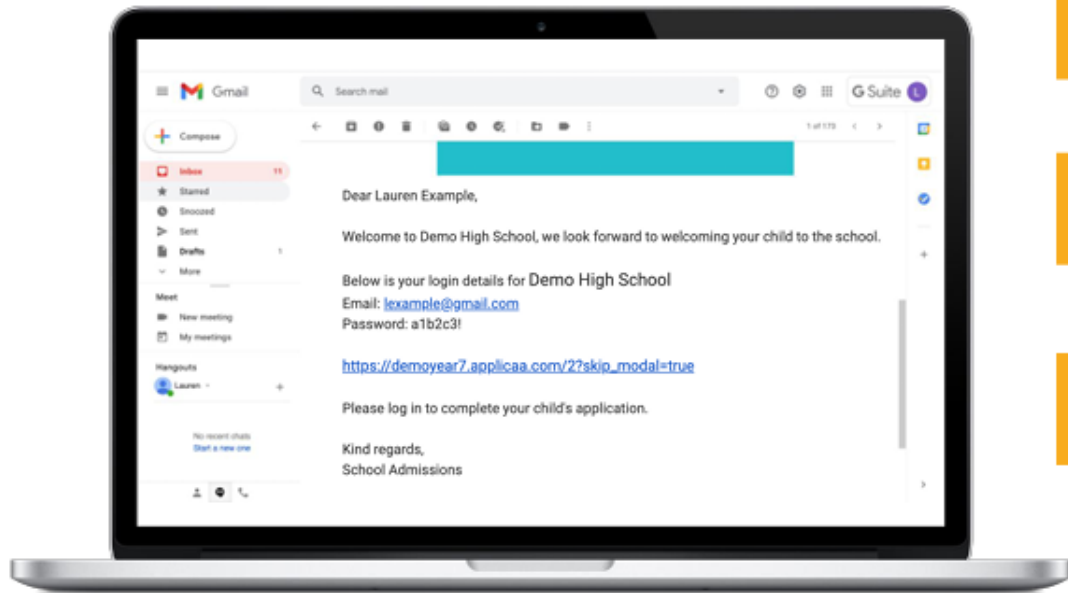
We require some information from you to complete your child's form.

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

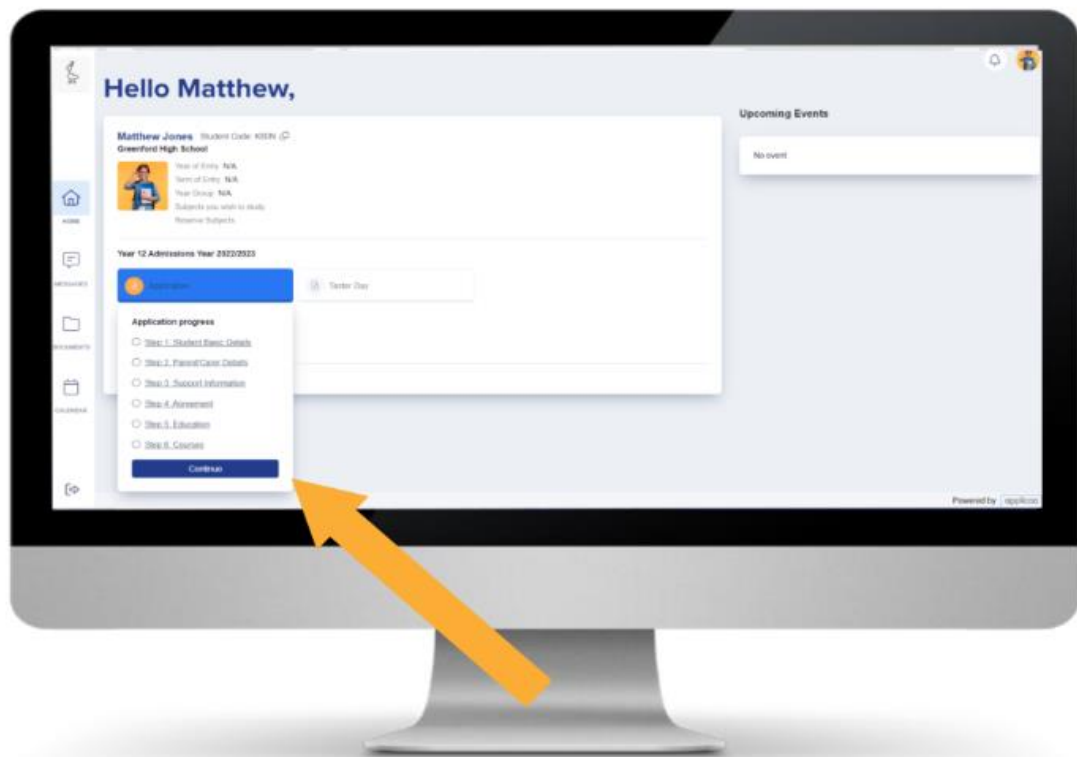
Login using your email address & password.

3

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

03

CONTINUE FORM



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

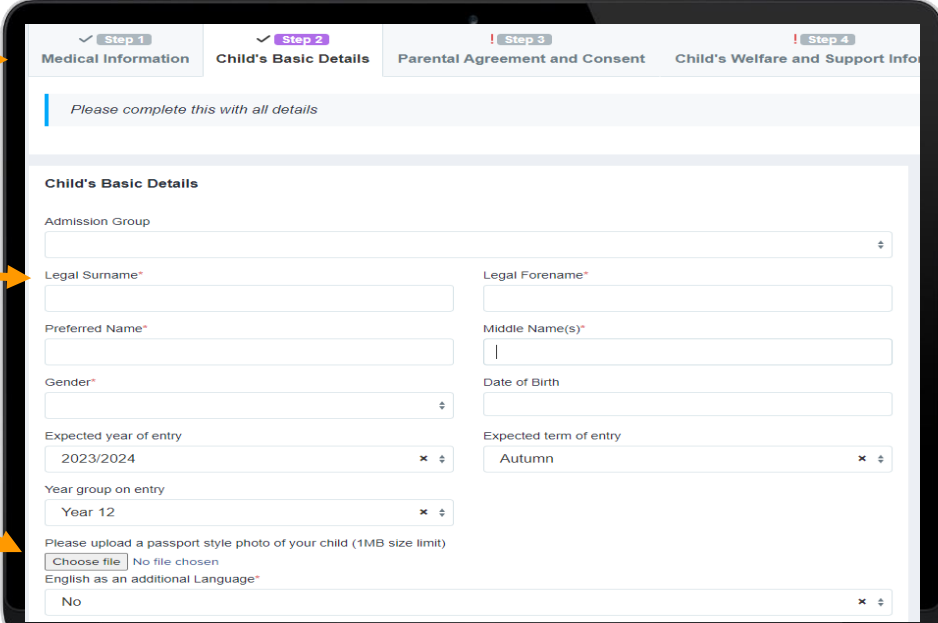
1 Complete all steps

2 Any fields with an asterisk * are mandatory. If left blank you will not be able to submit the form

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

Choose file No file chosen

 **Handy tip** - you can come back to the form later by clicking  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 contains several input fields, some marked with an asterisk to indicate they are mandatory. The fields include: 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 two "Choose file" buttons, one for uploading a passport style photo of the child (1MB size limit) and another for uploading a document. A "No file chosen" message is displayed next to each button. A "Save Progress and Close" button is located at the bottom of the form.

05

SUBMIT FORM

Admissions⁺

1

Once all steps are complete,
Click “Submit Form”

2

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

04/19/2020

Current

Tick here if you can't find the school

[Add School or College](#)

Reference

First Name*

Steve

Last Name*

Hanley

Email

shanky@gmail.com

Relationship

Other

[Previous](#) [Save & Submit Application](#)



THANK YOU

For Your Attention