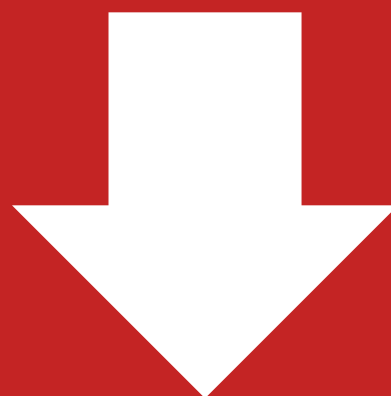


LITTLE HEATH SCHOOL ADMISSIONS



Year 7 Parents' and Carers

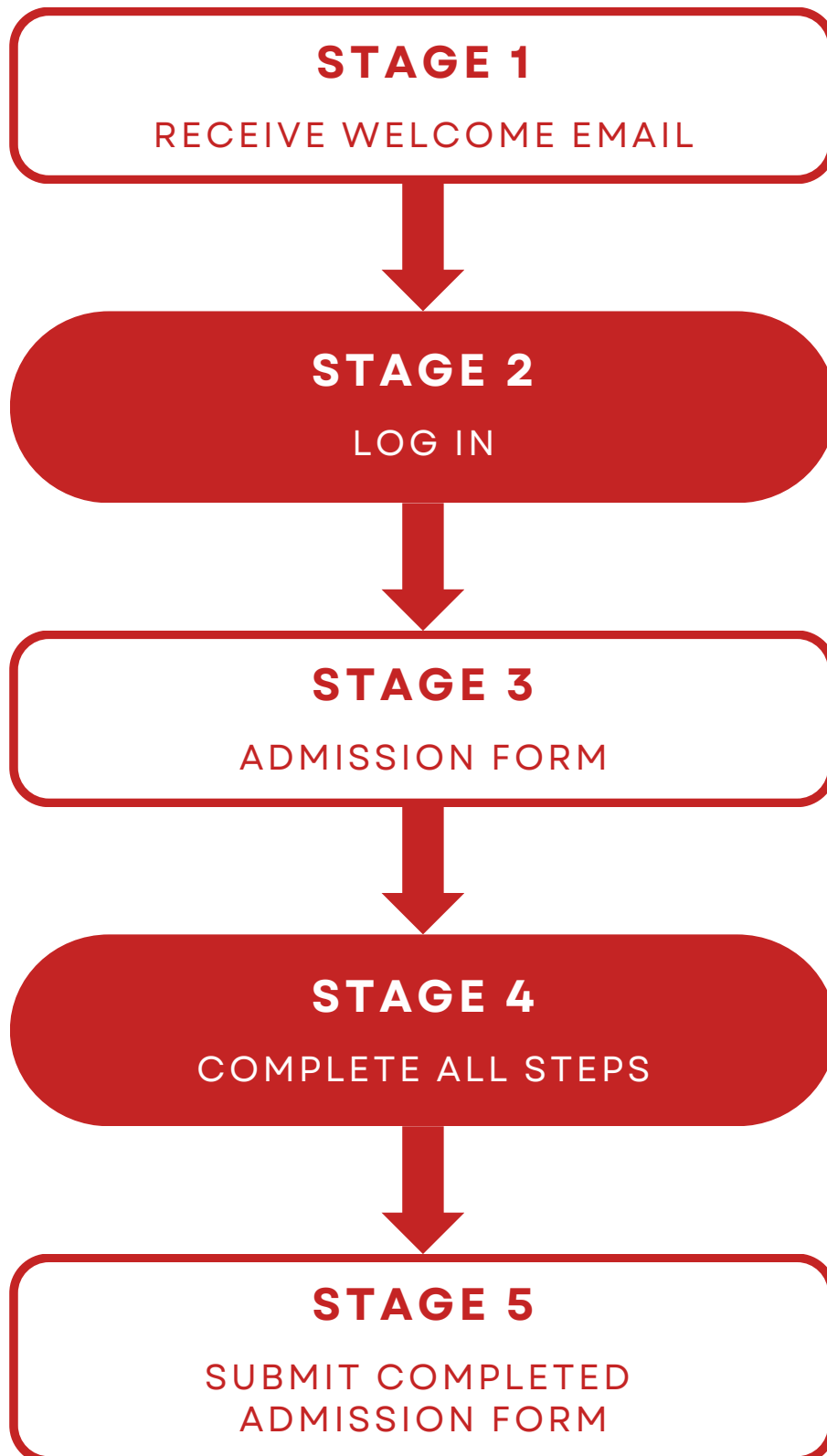
GUIDE TO COMPLETING YOUR CHILD'S ADMISSION FORM



THE PROCESS AT A GLANCE:

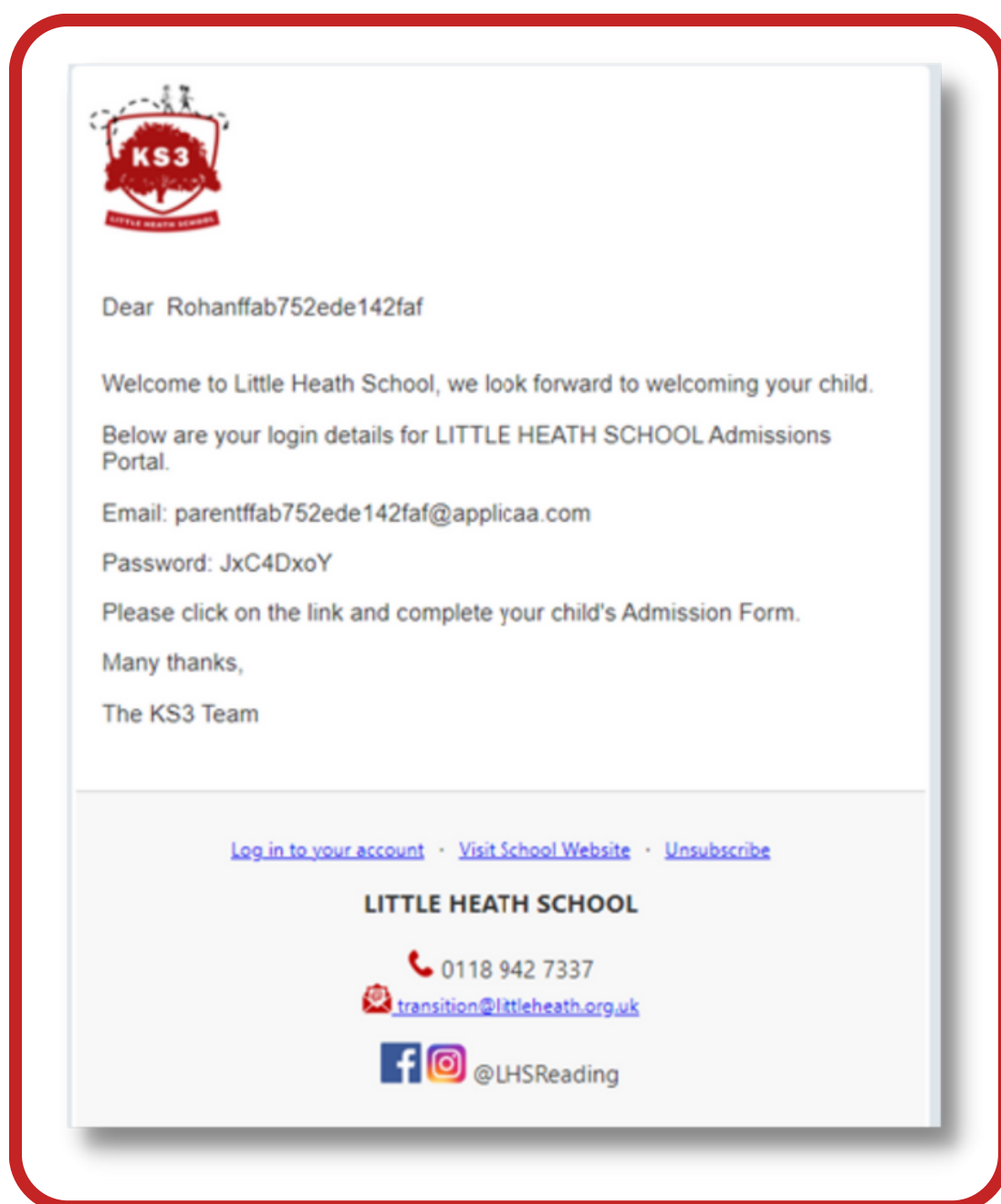
We are so very pleased you, and the child in your care, has chosen Little Heath School.

Once you have accepted your offer from your Local Authority, we invite you to enrol your child with Little Heath School using our new Admissions Portal.



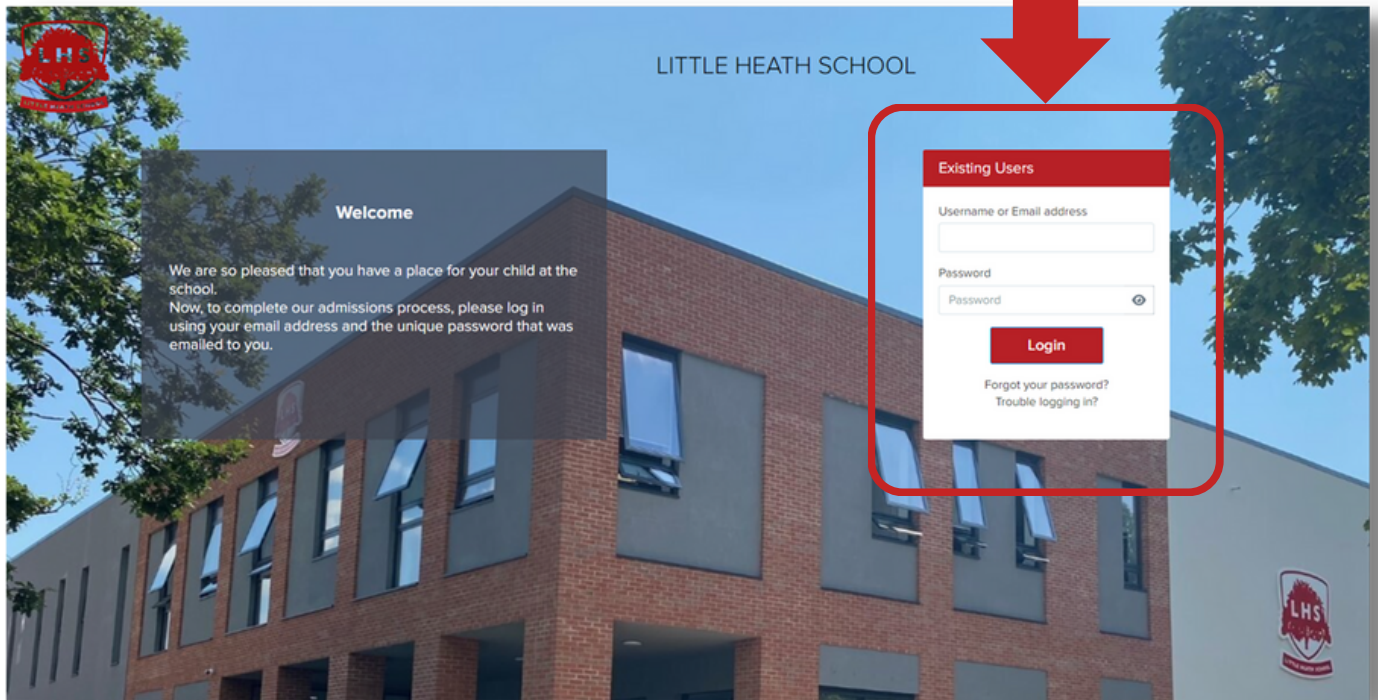
STAGE 1: WELCOME EMAIL

- LHS will send a welcome email to the Admissions Portal
- This includes your username (email address) & password.
- Click on the login link provided in the email
- Please make sure you check your junk email if you have not received it
- If you have still not received it after 24 hours, please email transition@littleheath.org.uk



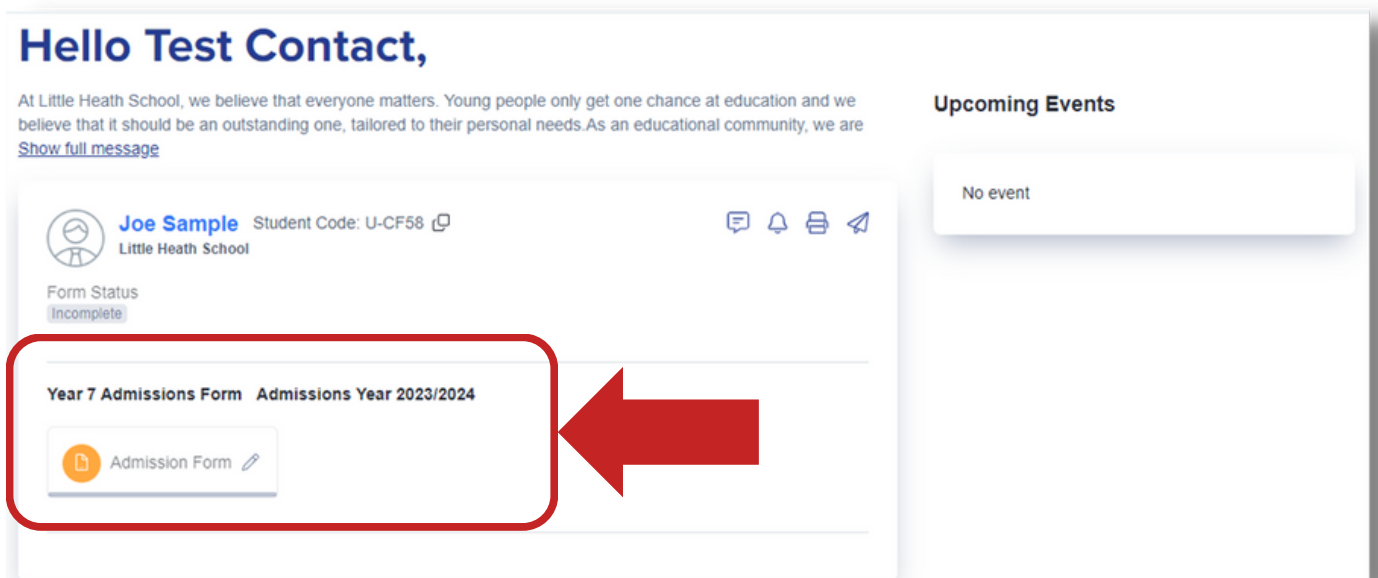
STAGE 2: LOG IN

- Click on the link in the email or click here <https://littleheathschool.applicaa.com/2> to access the Admissions Portal
- Login as an Existing User
- Enter your username and password provided in the email
- Click “Login”



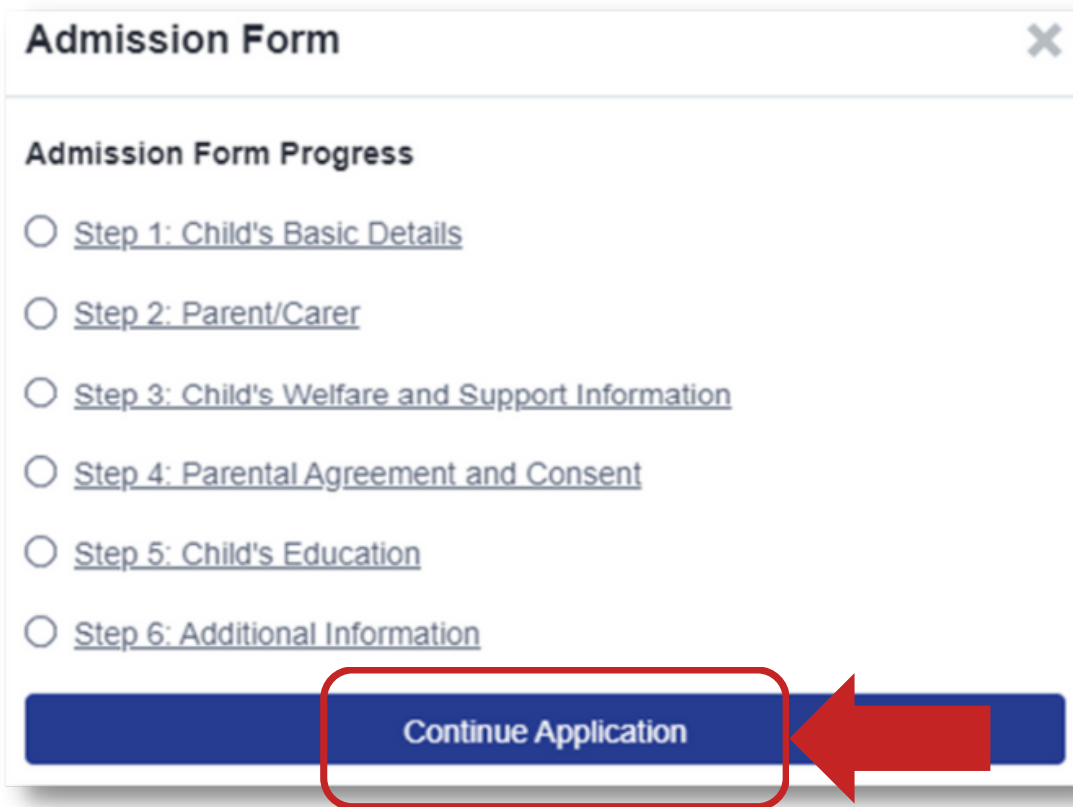
STAGE 3: ADMISSION FORM

- Once logged in, click “Admission Form”



STAGE 4: COMPLETE ALL STEPS

- Click on “Continue Application”



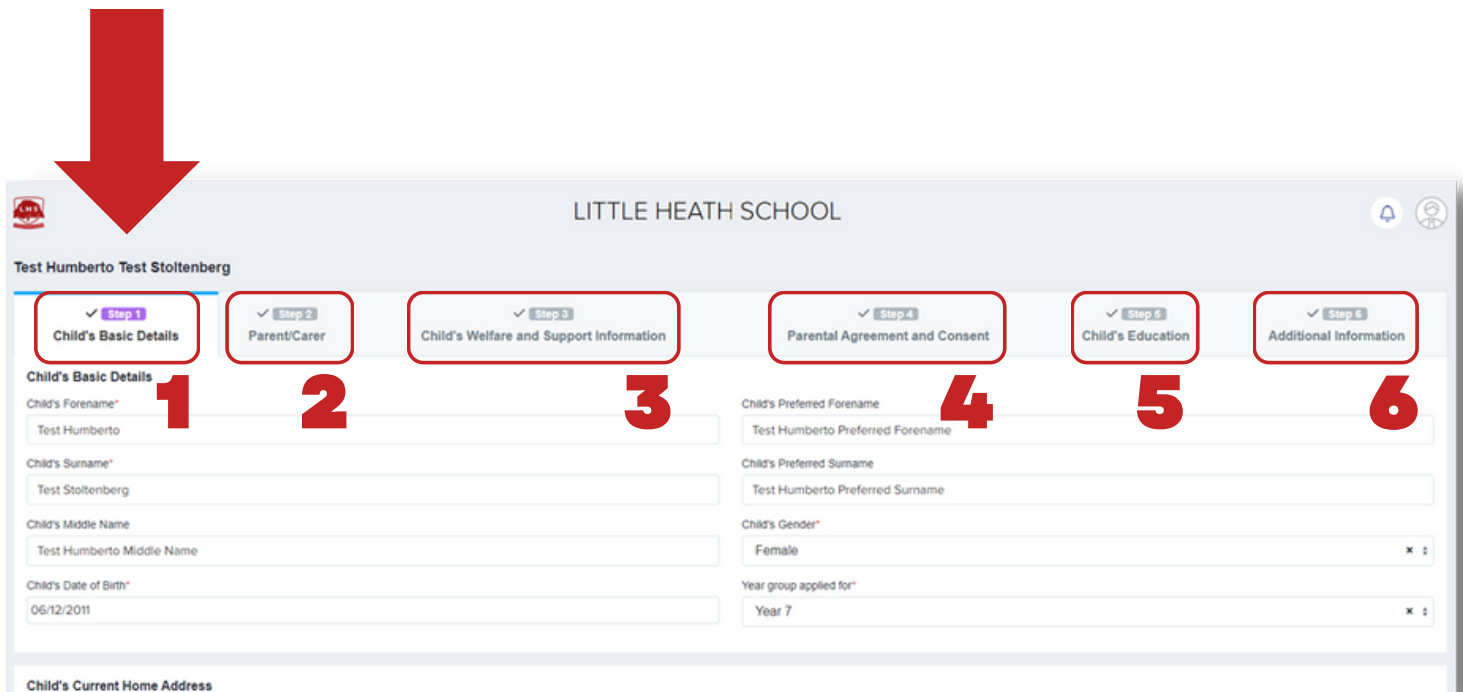
Admission Form

Admission Form Progress

- [Step 1: Child's Basic Details](#)
- [Step 2: Parent/Carer](#)
- [Step 3: Child's Welfare and Support Information](#)
- [Step 4: Parental Agreement and Consent](#)
- [Step 5: Child's Education](#)
- [Step 6: Additional Information](#)

Continue Application

- Complete all steps 1 - 6



LITTLE HEATH SCHOOL

Test Humberto Test Stoltenberg

✓ Step 1 Child's Basic Details **1**

✓ Step 2 Parent/Carer **2**

✓ Step 3 Child's Welfare and Support Information **3**

✓ Step 4 Parental Agreement and Consent **4**

✓ Step 5 Child's Education **5**

✓ Step 6 Additional Information **6**

Child's Basic Details

Child's Forename*
Test Humberto

Child's Surname*
Test Stoltenberg

Child's Middle Name
Test Humberto Middle Name

Child's Date of Birth*
06/12/2011

Child's Preferred Forename
Test Humberto Preferred Forename

Child's Preferred Surname
Test Humberto Preferred Surname

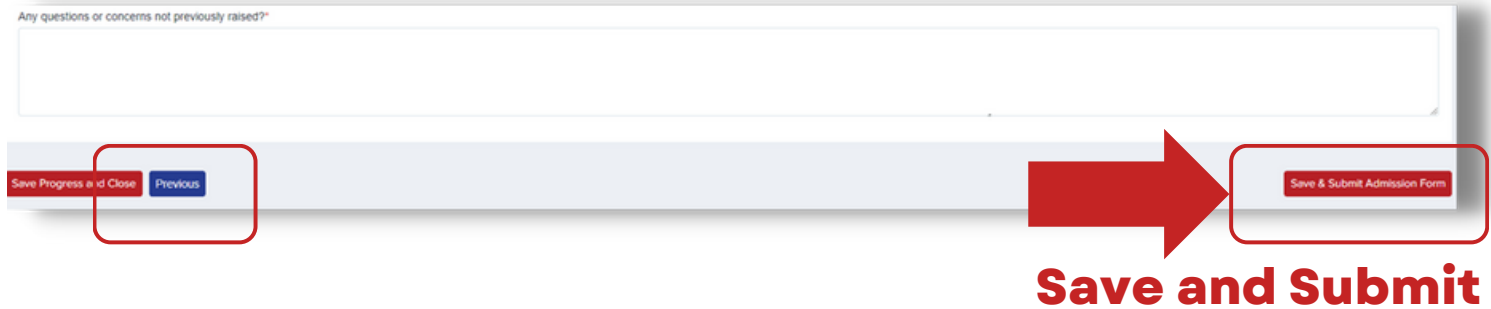
Child's Gender*
Female

Year group applied for*
Year 7

Child's Current Home Address

STAGE 5: SUBMIT ADMISSION FORM

- If at any stage you would like to go back and change any information, click “Previous” on the bottom left-hand side of the form
- Once you are satisfied all the information is correct and complete, click “Save & Submit Admission Form” on the bottom right-hand side of the form



**NEED SOME
ADDITIONAL HELP?**

**SEE BELOW FOR OUR
FREQUENTLY ASKED QUESTIONS
SECTION**

FAQS



WHY DO I NEED TO COMPLETE AN ADMISSION FORM?

The information we receive from the Local Authority is extremely limited. We want to make your child's transition a positive experience. The more we know the better we can support your child.



I HAVE RECEIVED AN EMAIL FROM ADMIN@APPLICCA.COM - WHO IS THIS?

If you have a Hotmail email account, you may find some emails are sent from **admin@applicca.com** and not transition@littleheath.org.uk. Applicca are our software provider and the email is from a safe source.



I AM HAVING DIFFICULTY LOGGING IN?

You will be sent an email with your User ID (your email address) and temporary password. Please check your junk mail if you have not received this.

If you are still struggling to log in with your details, please contact the KS3 Team at transition@littleheath.org.uk and we can reset your account or password.



I AM HAVING DIFFICULTY ACCESSING THE FORM ON MY PHONE, WHAT SHOULD I DO?

We recommend using a laptop or desktop to complete your child's admission form. We understand there are some limitations on a mobile device and we hope moving forward the user interface will be enhanced for a better mobile experience.



WHICH INTERNET BROWSER IS BEST TO USE TO COMPLETE MY ADMISSION FORM?

The software provider suggests Chrome will give you the best experience, but it will work in other internet browsers.



I AM CONFUSED BY STEP 2, THE PARENT/CARER DETAILS SECTION?

The first section (see image below) lists the required information with regards to the contacts needed for each student. We require a minimum of two parental contacts and one emergency contact.

Please list parent or carers in order of priority, starting with the contact that should be contacted first in the event of an emergency

Parent/Carer Contact Details

Please give details of all persons who have parental responsibility and of anyone else whom you wish to be contacted in an emergency.
Please add contacts in the order in which you wish them to be contacted in the event of an emergency (1st, 2nd, 3rd, etc.)

- ! Provide at least 2 Parent/Guardian Contact
- ! Provide at least 1 Additional Contact
- ! Select at least 1 contact to receive parental communication
- ! At least one of the contacts provided must be marked as Priority 1
- ✓ You must set priorities to the Parent/Carer
- ✓ Contacts cannot have same priority
- ! Primary contact and secondary contact must be different
- ✓ You cannot enter the same mobile number for different contact
- ✓ You cannot enter the same work phone number for different contact

The minimum number of parent/guardian contacts is 2

When entering your telephone number for each contact, you need to select both the Primary and Main boxes on the number you wish us to use as the main phone communication. This will ensure you receive all school communications.

Phone Numbers

Phone type *
Mobile Phone

Phone number *

Primary Main

+ Add phone

Once you have completed the first contact, scroll down to the bottom of the page so that you can add all the additional contacts and details.

You also need to set priorities for contacts e.g. who should be the first contact (Priority 1). You also need to select at least one parent to receive communications from school, but you can set more than one parent.



WHY AM I BEING ASKED FOR ADDITIONAL INFORMATION IN STEP 6?

We wanted to give you an opportunity to tell us a little bit about your child. We have asked parents and carers to complete this information via a questionnaire for the past couple of years, and the results have proved to be absolutely invaluable, so we have decided to include it on the Admissions Portal.

The information can be helpful when allocating your child their Form Group as well as giving the KS3 Team a good understanding of your child's personality, their strengths and challenges, their likes, friendship groups and home life.

The past few years have been incredibly challenging for us all, and we appreciate that we cannot underestimate the impact upon our young people. You know your child better than anyone, therefore we thought it was important to give you an opportunity to also talk to us about their emotional wellbeing.

Please note that your responses are completely confidential and will only be seen by key members of staff involved in your child's transition to Little Heath School.

Many thanks in advance for your support with this. If you have any questions, please email us at transition@littleheath.org.uk



CAN I PROVIDE FEEDBACK?

Absolutely! This is the first year the Admissions Portal has been used for Year 7 admissions. We are on a learning curve and want to make your child's journey as stress free as possible. We would welcome your feedback on the portal, or any part of the admission and transition process so that we can keep improving. Please email us at transition@littleheath.org.uk

CONTACT US

IF YOU HAVE ANY PROBLEMS COMPLETING THE FORM, OR ANY QUERIES WITH REGARDS TO THE ADMISSIONS PROCESS, PLEASE CONTACT US ON

TRANSITION@LITTLEHEATH.ORG.UK

WE LOOK FORWARD TO MEETING YOU AND YOUR CHILD, AND JOINING YOU ON YOUR SECONDARY SCHOOL JOURNEY.

THANK YOU!

THE KS3 TEAM

www.littleheath.org.uk/transition



@LHSReading

