

PARENT GUIDE

COMPLETING YOUR

FORM

HOW-TO GUIDE

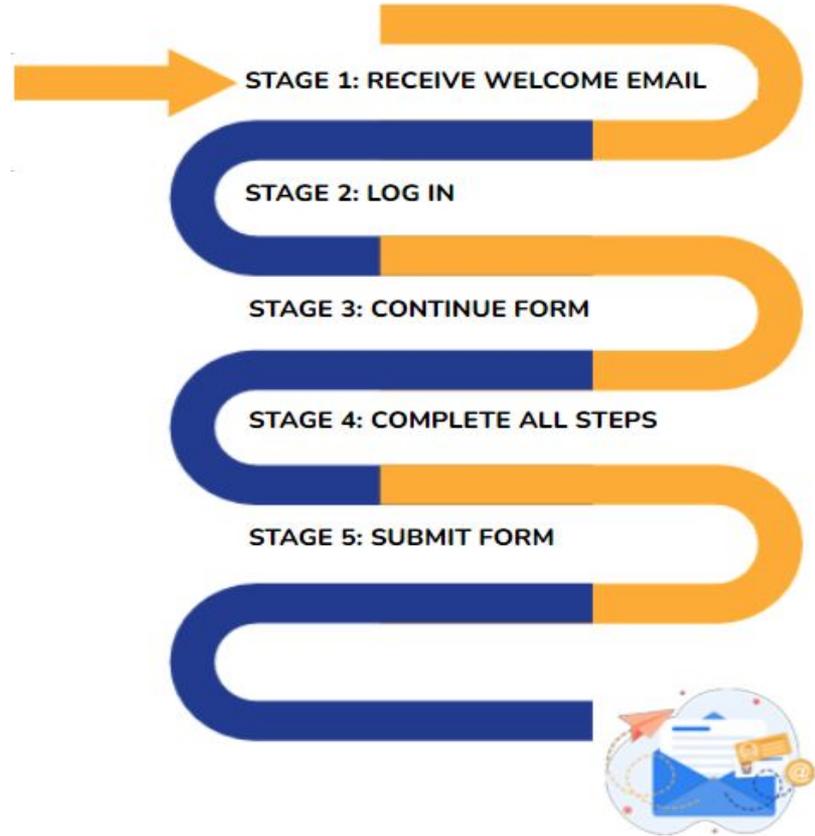




WHAT NEXT?

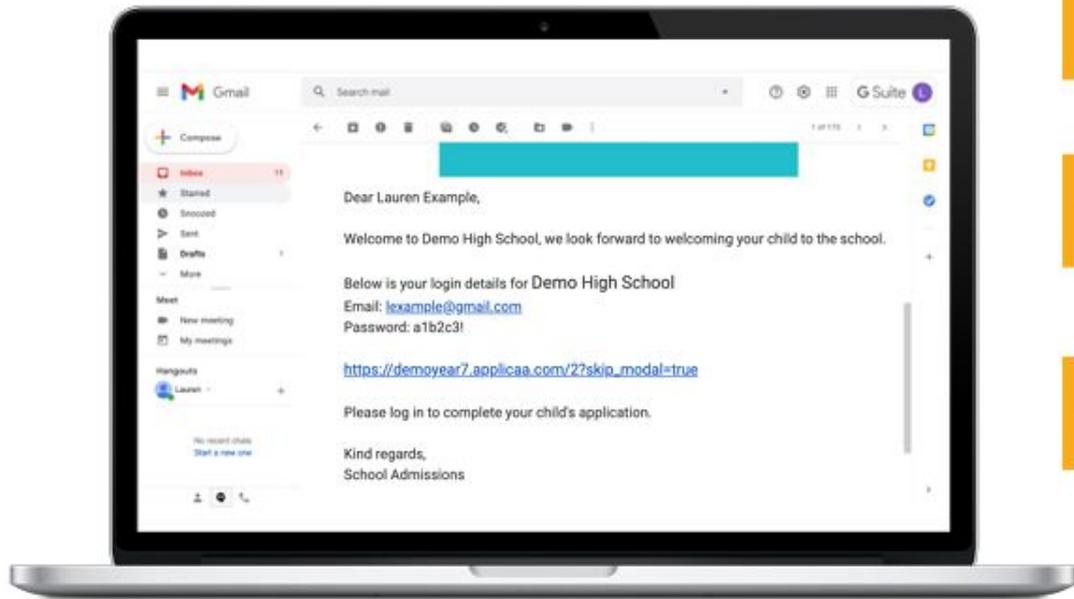
We require some information from you to complete your child's form.

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

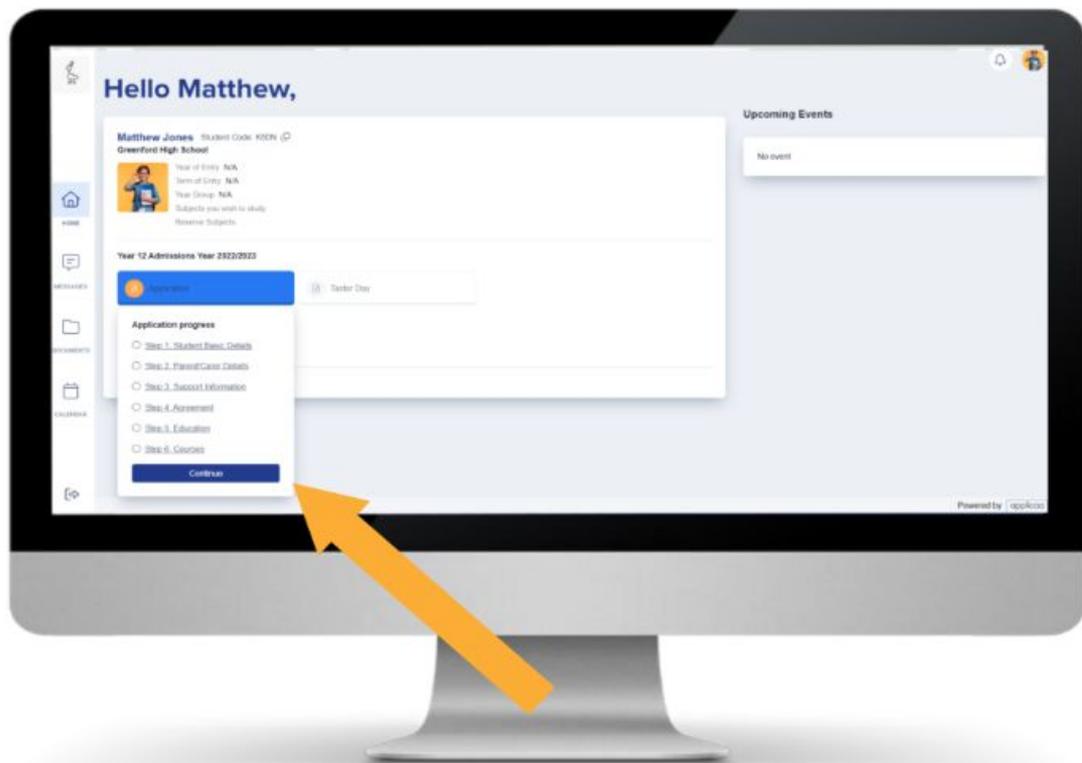
Login using your email address & password.

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

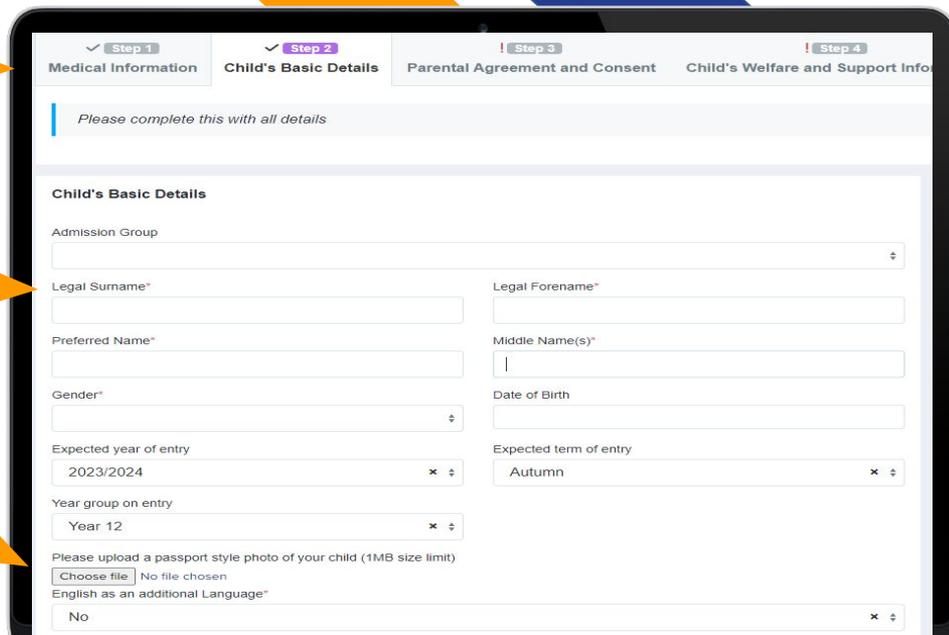
1 Complete all steps

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



Step 1 ✓ Medical Information Step 2 ✓ Child's Basic Details Step 3 ! Parental Agreement and Consent Step 4 ! Child's Welfare and Support Info

Please complete this with all details

Child's Basic Details

Admission Group

Legal Surname* Legal Forename*

Preferred Name* Middle Name(s)*

Gender* Date of Birth

Expected year of entry Expected term of entry

Year group on entry

Please upload a passport style photo of your child (1MB size limit)

No file chosen

English as an additional Language*

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*
Harley

Email
shanky@gmail.com

Relationship
Other

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

Admissions⁺
Powered by applicaa



THANK YOU

For Your Attention