

Preparing for your new cycle

Year 7 or Primary with

SIF





OVERVIEW

You can design your form to capture Supplementary Information, make offers to parents and then collect full data for those who are offered a place.

Our default template is designed to run as follows:

- Parents self-register (September to October)
- Parents complete their verification and log in to complete your SIF
- You review the submissions, commence the ranking process and submit these to the LA (November to January)
- You receive your offer list and import it, then use the Offers function to make offers to parents (March)
- Parents who have been made an offer log in, respond to the offer and complete your full admission form
- You transfer the completed data to your MIS

How to close and archive your old form

Edit the visibility of your phases to **disable submissions** in your old form (**Settings > Application Form**).

Name

Application Form

Description

☒ Visible to Staff on Student Profile

Internal Applicants

Lock form after submission ⓘ



Disable submissions ⓘ



External Applicants

Lock form after submission ⓘ



Disable submissions ⓘ



1. Account Creation

2. Application Form

Edit phase details, visibility settings and requirements



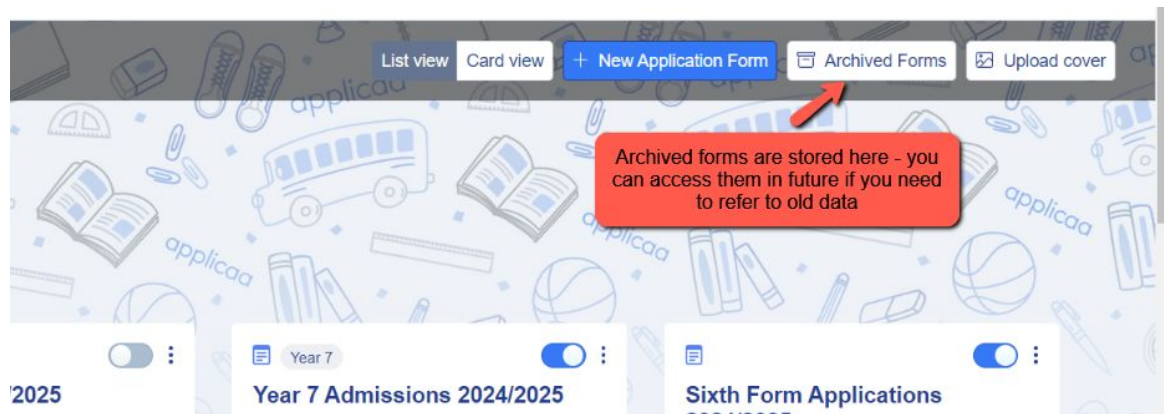
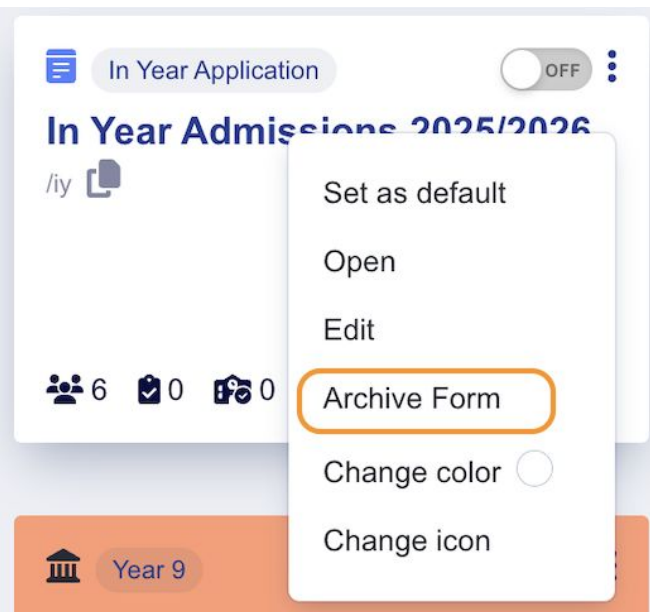
This will ensure no existing applications can be edited.

You could also turn all phases off if you wish, using the toggle switches.

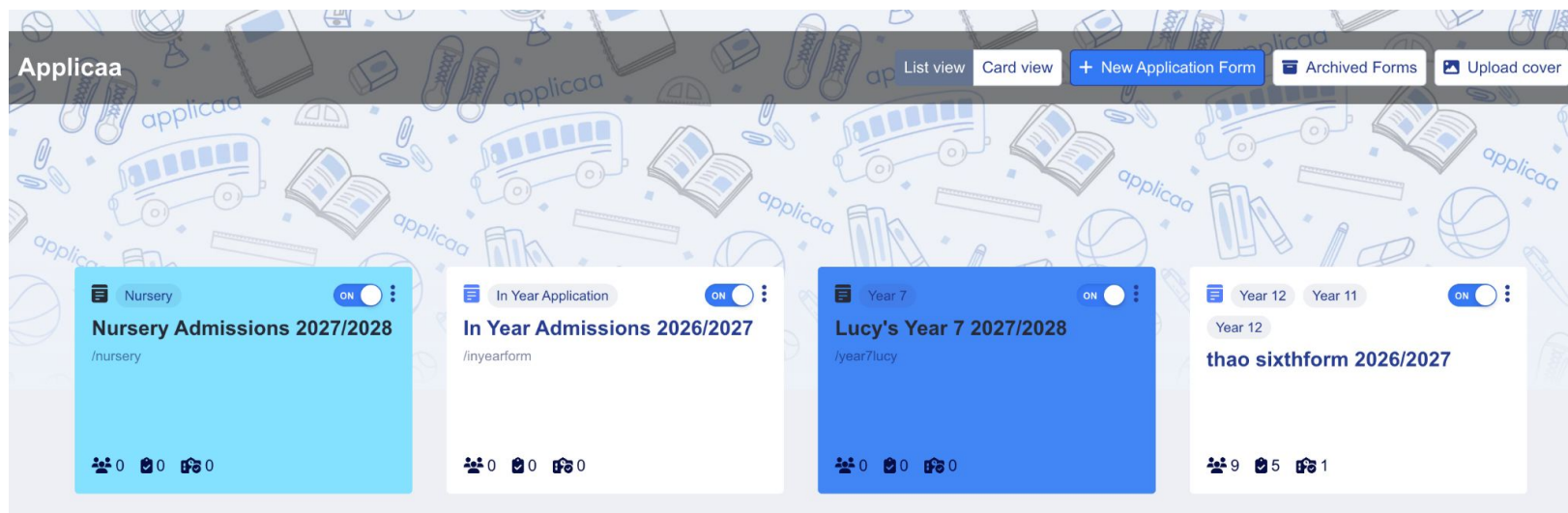


Ask Emma to **Disable the application form and disable submissions.**

You should also **archive** old application forms in your forms area if you wish to keep your main forms area tidy.

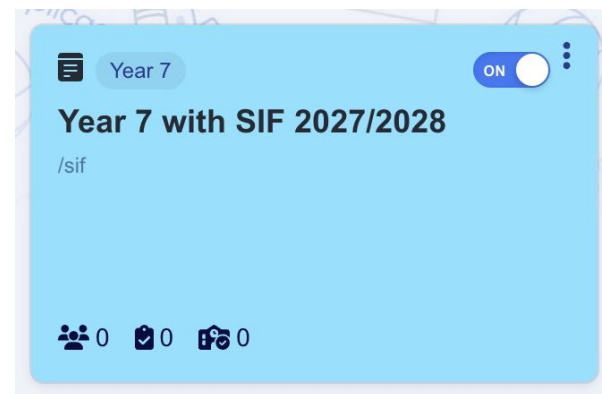


Your forms area will look something like this:



Your new form will already have been created for you (cloned from your previous cycle) and you will see it in this area.

Turn the toggle switch on to make it active - it needs to be active to enable importing/exporting with your MIS.

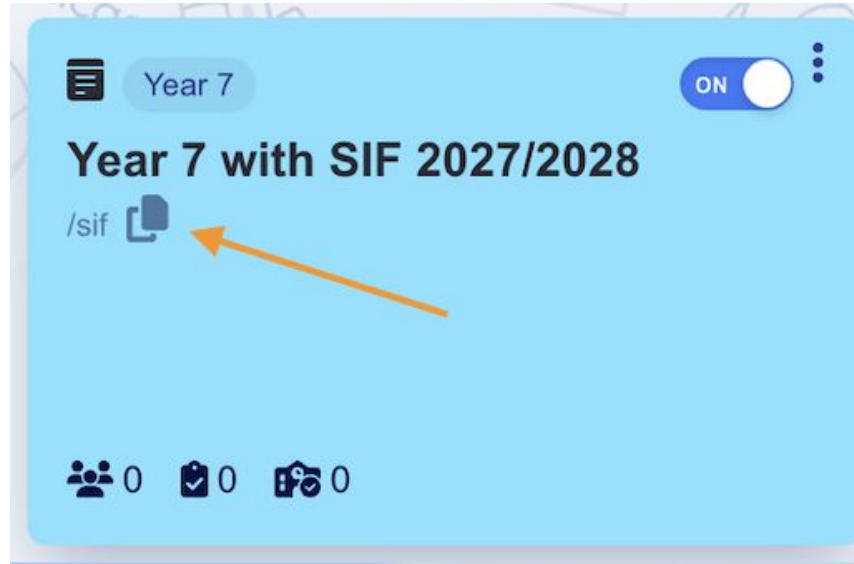


Adding the new application link to your website

You can obtain the link to your new form and add it to your school website - this will be the link parents need to follow in order to create an account and apply.

Navigate to the blue wording in the upper left hand corner and click to access your forms area.

Here, you can click to copy the link and share as needed.



Capturing Leads

Applicants will already be researching their options and you can capture their initial interest and keep them engaged prior to the launch of your new round of applications. Read more [here](#).

You can prepare Enquiry forms to gather their information (**Parents & Enquiries > Enquiry Forms**) and track their engagement as the cycle progresses.

All EnquiriesParentsOrphaned ParentsEnquiry FormsDuplicates

Your forms0 total

Create New Form

Search by form name

FilterAll0 Published0 Registration0 Content Offer0 Draft

Card ViewTable View

0 updates since 2 days ago

0 New0 Engaged0 Applied0 AttentionView details

All EnquiriesListPipeline0 unreadMark all as readExport

All StagesAll ApprovalAll SourcesAll StaffYear of EntryAll TermsYear GroupsActivitySearch enquiries...

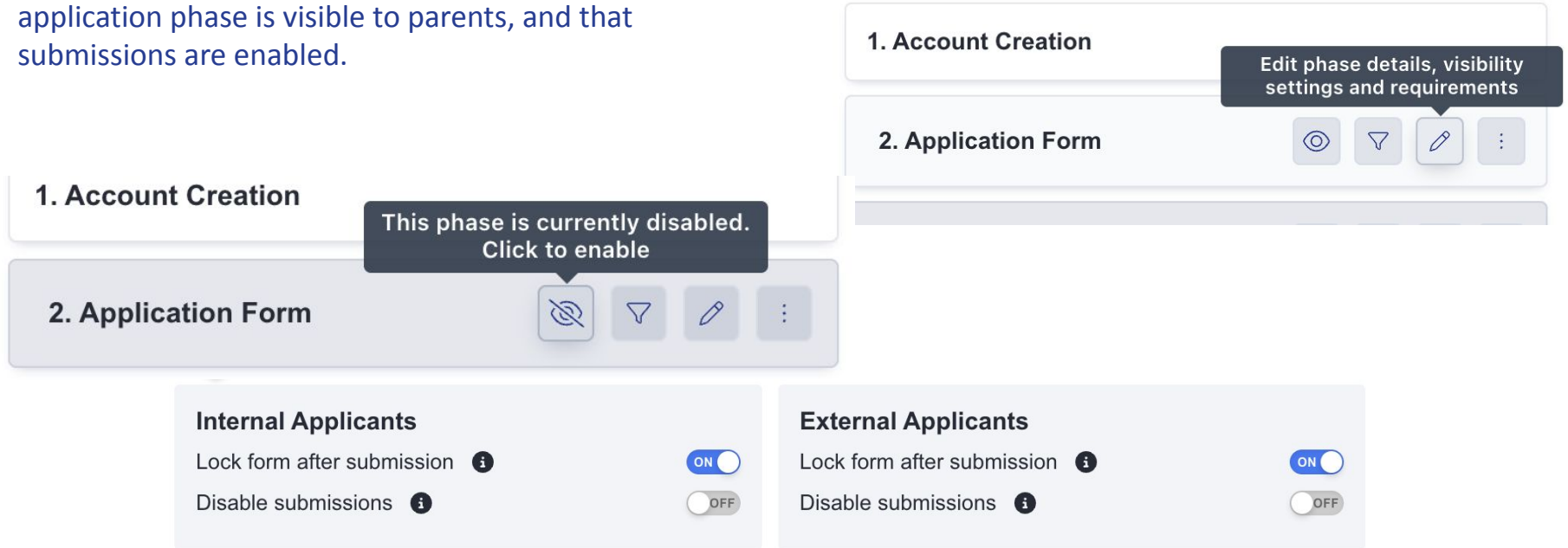
☐	Student	Family	Email	Year Group	Source	Status	Approval	Assigned	Last Activity	Action
☐	Do Dat	Jane Brown (Aunt) Siblings: Child1 Child1, Child2 Child2	Parent jane@google.com		Enquiry Form	New	Pending	Unassigned		

E

Ask Emma to Set up an enquiry form.

How to open your new form

Navigate to **settings > application form** to ensure your application phase is visible to parents, and that submissions are enabled.



1. Account Creation

2. Application Form

This phase is currently disabled. Click to enable

Edit phase details, visibility settings and requirements

Internal Applicants

Lock form after submission **ON**

Disable submissions **OFF**

External Applicants

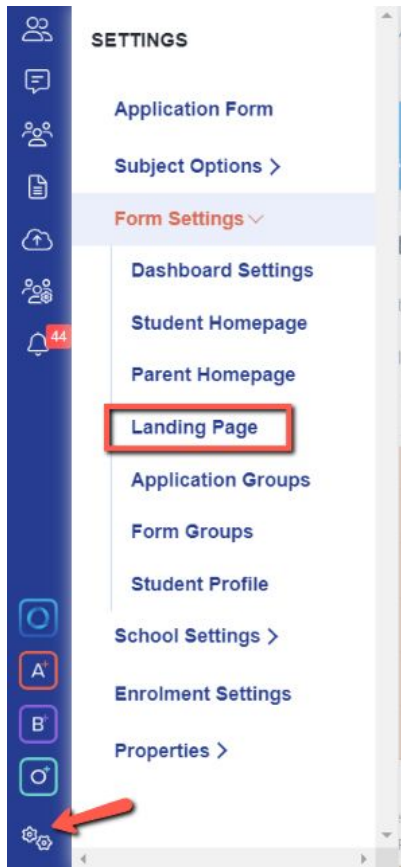
Lock form after submission **ON**

Disable submissions **OFF**



Ask Emma to **Check the application form is enabled and able to receive submissions.**

Editing your landing page and other messages



Navigate to **settings > form settings > landing page**.

Here you can edit your initial message to parents.

You can also add a pop-up notification - perhaps to tell them when the new cycle will open?

You can also update any images here as needed - check they are still accurate and up-to-date.



Ask Emma to **Update the wording on landing page.**

Form Settings

[Dashboard](#)[Student Homepage](#)[Parent Homepage](#)[Landing Page](#)[Application Groups](#)

Configuration Mode

Choose your landing page configuration mode:

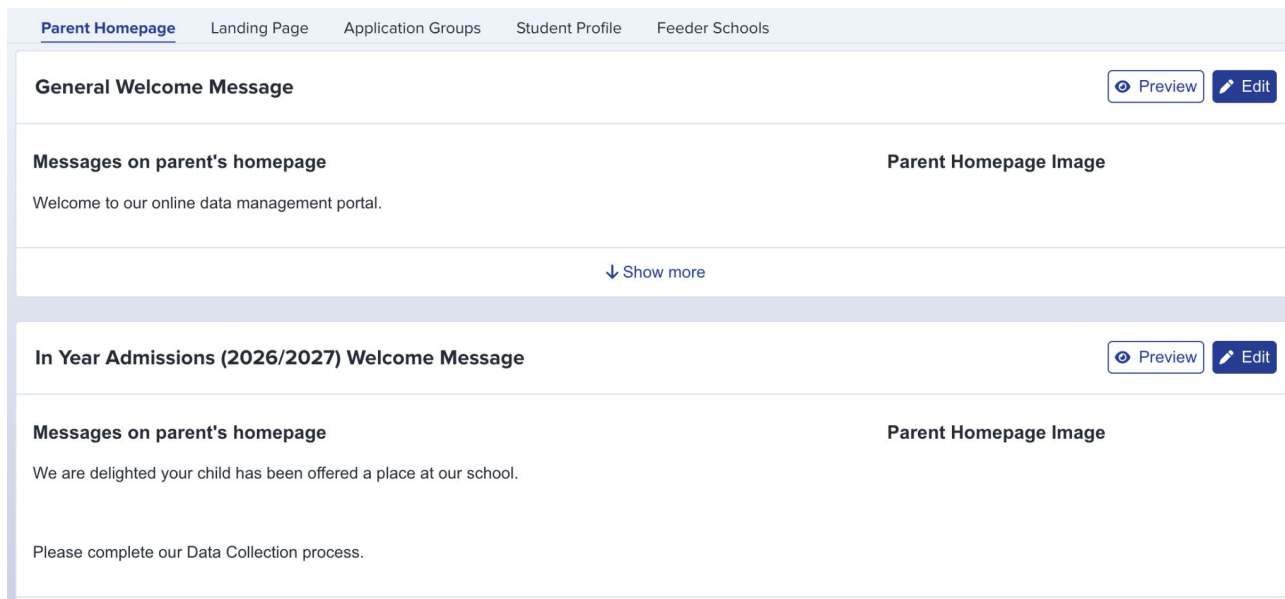
- ☐ Only students can register 
- ☐ Students & Parents can register 
- ☐ Students and parents must be imported by staff 
- ☒ Only parents can register 
- ☐ New Application area hidden completely

On your landing page, you should also ensure the form is set to allow parents to register, so they can create their own accounts and log in to complete the Supplementary Information Form for their child/children.

Editing your Parent Homepage

Navigate to **(Settings > Form Settings > Parent Homepage)**. You can add a general message, and a welcome message specific to the intake you are currently working on - this is what they will see when they first log in!

You can use the “preview” function to see it from their perspective.



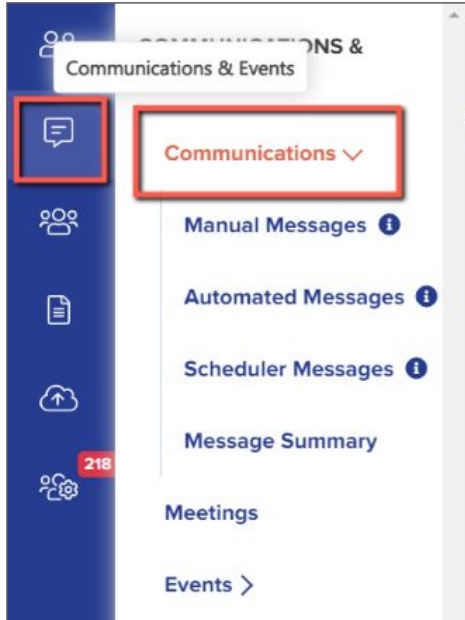
The screenshot shows the 'Parent Homepage' editing interface. At the top, there is a navigation bar with tabs: 'Parent Homepage' (selected), 'Landing Page', 'Application Groups', 'Student Profile', and 'Feeder Schools'. Below the navigation bar, the interface is divided into two main sections. The first section is titled 'General Welcome Message' and has 'Preview' and 'Edit' buttons. Below this, there is a 'Messages on parent's homepage' section with the text 'Welcome to our online data management portal.' and a 'Parent Homepage Image' placeholder. A 'Show more' link is visible below the messages. The second section is titled 'In Year Admissions (2026/2027) Welcome Message' and also has 'Preview' and 'Edit' buttons. Below this, there is another 'Messages on parent's homepage' section with the text 'We are delighted your child has been offered a place at our school.' and a 'Parent Homepage Image' placeholder. At the bottom of the messages section, there is a text input field with the placeholder text 'Please complete our Data Collection process.'



Ask Emma to **Update the wording on parent homepage.**

Checking your email templates

The email templates area is really useful and can automate a lot of your processes! There are several automated emails you will need to check - you can preview and edit them by scrolling right on the table.



Created when	Repeat	Enable	Actions
			  
			  
to interview	N/A		   

You can edit, move to folder and delete using these icons

Check all active emails to make sure the wording is appropriate for your setting and cycle - especially if you used any date-specific wording last time!



Ask Emma to **Help me check the parent welcome email.**

Priorities for checking ahead of launch:

Year 7 with Supplementary Informati... Knowledge Base

Communications

Manual Messages Automated Messages Scheduled Messages Message

All Automated Messages

- Application Form
- Email Subscription
- Enrolment
- Meetings
- Reference
- Registration

Search in table

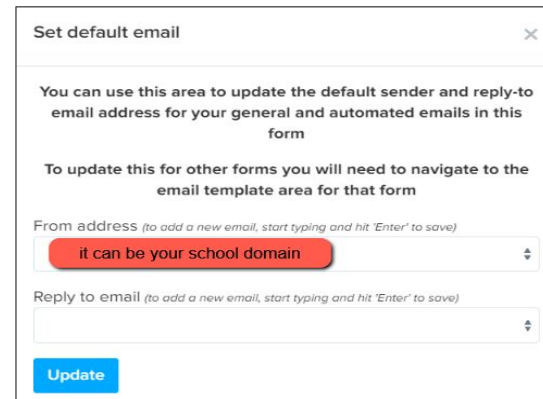
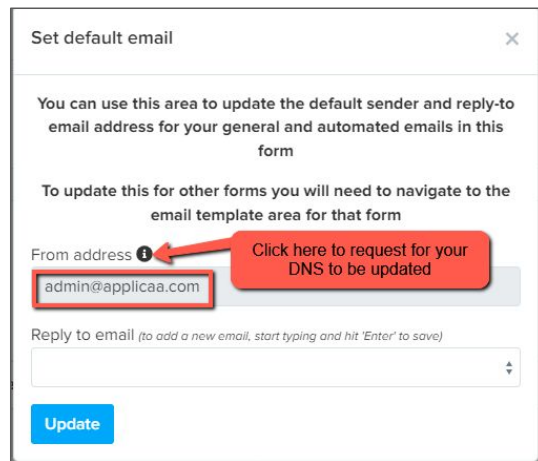
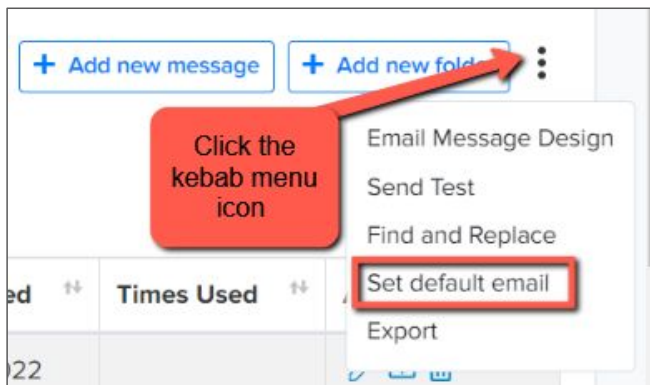
Showing 1 to 39 of 39 entries

Type	Template Name	Subject
	Search Template I	Search Subject
✉	Admission Form Submitted	Admission Form received for {{STUDENT_FIRST_NAME}} {{STUDENT_LAST_NAME}}
✉	Parent Welcome	Welcome to our school
✉	Make offer to student	Your Offer
✉	Parent Confirmation Instructions	Welcome to our Online Application Form
✉	Notify Teacher Student Has	You have submission

Year 7 with SIF

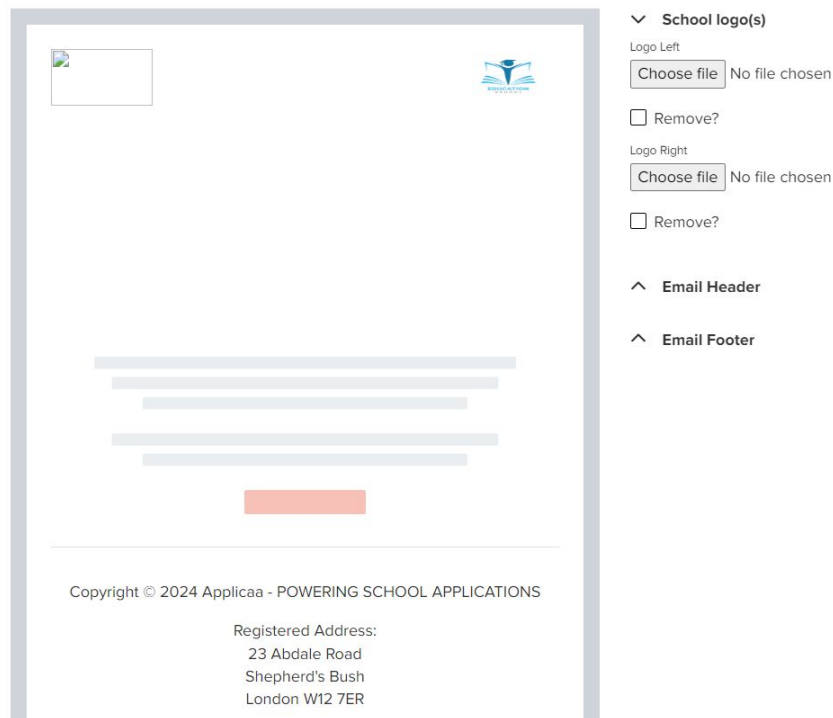
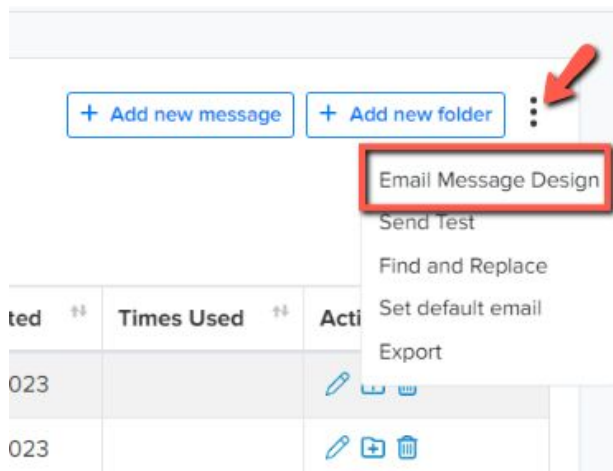
Type	Template Name	Subject
	Search Template I	Search Subject
✉	Admission Form Submitted	Admission Form received for {{STUDENT_FIRST_NAME}} {{STUDENT_LAST_NAME}}
✉	Parent Welcome	Welcome to our school
✉	Make offer to student	Your Offer
✉	Parent Confirmation Instructions	Welcome to our Online Application Form
✉	Notify Parent SIF Complete	Supplementary Information Form received for {{STUDENT_FIRST_NAME}} {{STUDENT_LAST_NAME}}
✉	New Password	Your New Password

Check who your emails are being sent from and who the replies will come to - set your defaults here:



If you are seeing “admin@applicaa.com” in the From address, this means you have not requested a DNS update. You can request this by clicking this icon and adding the details for your IT Manager - it will then mean you can send emails from your own school domain!

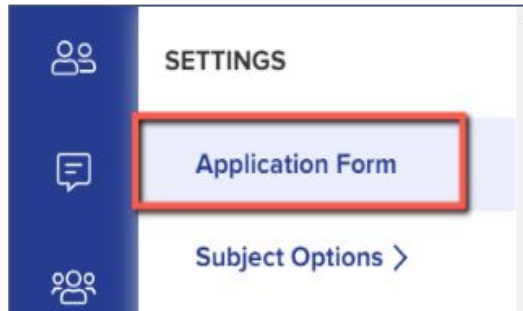
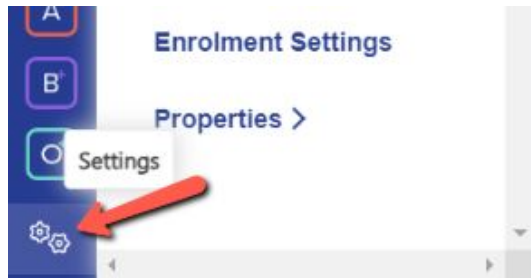
Customise your email templates in bulk - add a header and footer, and your school logos.



Your application phases and settings

Navigate to **settings > application form** and enable the phases you will be using:

- Application Form
- Offers
- Enrolment



Customise Application Journey

All Phases

↕ Sort Phases

Build your student application process step by step.

Arrange phases in order, choose what students can see, and add your school's requirements. Your changes save automatically.

1. Account Creation

This phase is currently disabled. Click to enable

2. Supplementary Information Form



3. Offer



4. Admissions Form



Ask Emma to
Enable all phases.

You should also check the names of your phases to ensure they are appropriate to your intake.

If you are using our default form, these will already be customised for you, or you can customise them yourself by clicking the pencil icons.

We recommend:

- Application Form > Supplementary Information Form
- Offer (same)
- Enrolment Form > Admissions Form

Any data completed in your SIF phase will auto-populate into your Admission Form phase, so parents can see the answers previously given and make any amendments as necessary.

automatically.

1. Account Creation

Edit phase details, visibility settings and requirements

2. Supplementary Information Form



Edit Phase: Supplementary Information Form

Name

Supplementary Information Form

Description

☒ Visible to Staff on Student Profile

Internal Applicants

Lock form after submission ⓘ



Disable submissions ⓘ



External Applicants

Lock form after submission ⓘ



Disable submissions ⓘ



☐ Stand alone ⓘ

☐ Trigger by condition

Close

Update Phase

Within step view, make any changes to questions/fields - have you got new User Defined Fields to add in? Are there questions you wish you'd asked applicants last cycle? Now is the time to add those in!

Navigate to **settings > application form** and click on the name of a step to open it.

Click “+ New Question” and you will be prompted to choose what you would like to add.

UDFs can write back to your MIS, so they are great for capturing extra data that you don't have to manually input - you'll find them under “Pre-defined questions and fields”.

You can also add questions in as “Custom Questions” - these will NOT write back to your MIS.

Here is a link to our [form customisation guide](#).

Add a new question



Pre-defined Question & Fields

MIS Compatible



Custom Question

Non-MIS Compatible

Explanation Text Block

Add paragraphs to the form so you can explain more details to applicants.

▼ Sims User Defined Fields

☐ student date	sims_udf_45	Date Picker	
☐ Test UDF	sims_udf_4018	Dropdown Single Select	

Make any changes to questions/fields - have you got new User Defined Fields to add in? Are there questions you wish you'd asked applicants last cycle? Now is the time to add those in!

Navigate to **settings > application form** and click on the name of a step to open it, and then select **I want to make more changes** in order to add or amend.

Customise Application Journey

Switch to old view

Click any phase below to open it and customise the steps students will complete. Add ones to fit your school's process.

1. ACCOUNT CREATION 3 steps

2. OFFER 0 steps

3. ADMISSION FORM 9 steps

Visible to Student

Step 1: Student Basic Details

Step 2: Support Information

Step 3: Agreement

Student Basic Details

Enable for

Internal External

Settings that apply to ALL applicants

1. Would you like to collect phone numbers from applicants during registration?

Internal External
☒ Yes ☒ Yes
☐ No ☐ No

2. Which number would you like to collect from

Allowing new registrations

OFF

Open Full View

Preview this step

Internal Student

External Student

Student Basic Details

Please upload a recent passport-style photograph of yourself Max 250MB



Legal First Name*

Legal Last Name*

I want to make more changes

Click “+ New Question” and you will be prompted to choose what you would like to add.

Pre-defined questions and UDFs can write back to your MIS, so they are great for capturing data that you don’t have to manually input.

You can also add questions in as “Custom Questions” - these will NOT write back to your MIS.

Here is a link to our [form customisation guide](#).

Question	MIS export	Internal	External	Visible on Profile	Actions
Please upload a recent passport-style photograph of yourself	☐	☒	☐	☒	
Legal First Name	☒	☒	☒	☒	

Add a new question



Pre-defined Question & Fields

MIS Compatible



Custom Question

Non-MIS Compatible

Explanation Text Block

Add paragraphs to the form so you can explain more details to applicants.

Sim User Defined Fields

☐ student date

sims_udf_45

Date Picker

SIMS

☐ Test UDF

sims_udf_4018

Dropdown Single
Select

SIMS



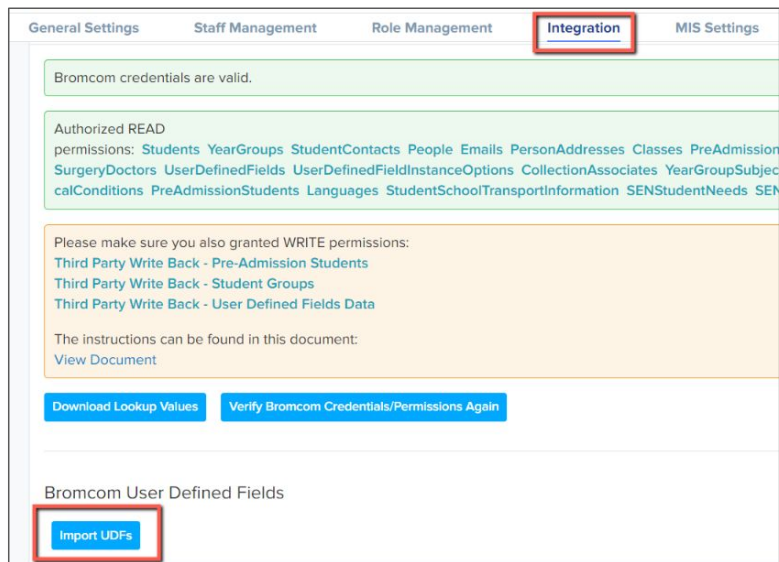
Ask Emma to Add a new question to the form.

Not seeing your **User Defined Fields**? This will mean you need to make an update in your MIS first and then re-integrate!

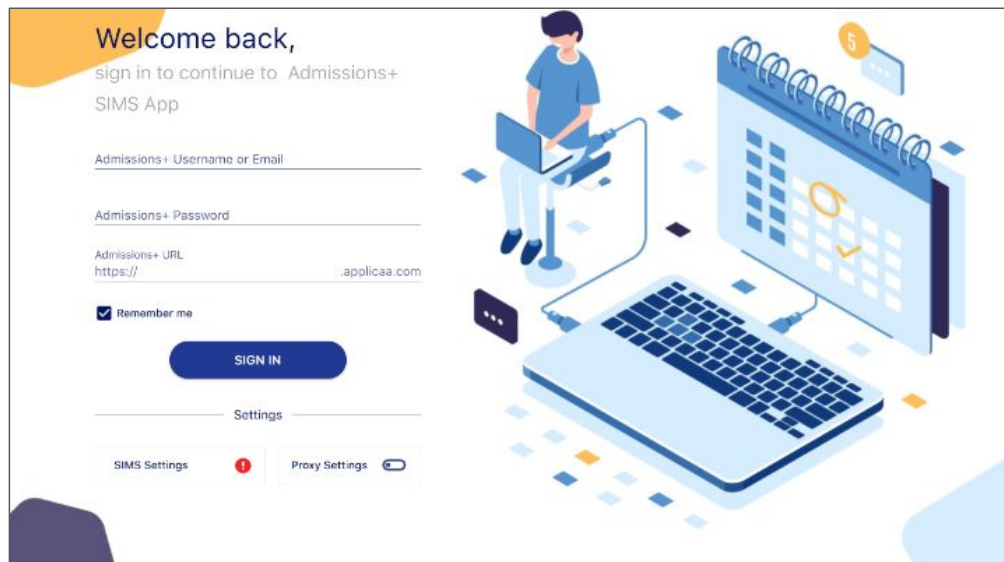
Add your UDFs in your MIS and ensure they are active, then:

For SIMS, log into the A+ SIMS App - it will scan for updates and ask you to carry the updates over into A+.

For cloud-based MIS, go to settings > school settings > integration and click to Import UDFs.



The screenshot shows the 'Integration' tab selected in the top navigation bar. Below the navigation bar, there is a green box stating 'Bromcom credentials are valid.' and a green box listing 'Authorized READ permissions: Students YearGroups StudentContacts People Emails PersonAddresses Classes PreAdmission SurgeryDoctors UserDefinedFields UserDefinedFieldInstanceOptions CollectionAssociates YearGroupSubjectCalConditions PreAdmissionStudents Languages StudentSchoolTransportInformation SENStudentNeeds SEN'. Below these is an orange box with instructions to grant 'WRITE permissions: Third Party Write Back - Pre-Admission Students, Third Party Write Back - Student Groups, Third Party Write Back - User Defined Fields Data'. A link 'View Document' is provided. Below the orange box are two buttons: 'Download Lookup Values' and 'Verify Bromcom Credentials/Permissions Again'. At the bottom, under the heading 'Bromcom User Defined Fields', there is a red-bordered box containing the 'Import UDFs' button.



The screenshot shows the login page of the A+ SIMS App. It features a 'Welcome back,' message and a prompt to 'sign in to continue to Admissions+ SIMS App'. There are input fields for 'Admissions+ Username or Email', 'Admissions+ Password', and 'Admissions+ URL' (with a placeholder 'https://.aplica.com'). A 'Remember me' checkbox is checked. A blue 'SIGN IN' button is prominently displayed. Below the login fields, there is a 'Settings' section with 'SIMS Settings' (indicated by a red exclamation mark icon) and 'Proxy Settings' (indicated by a toggle switch). To the right of the login form is an illustration of a person sitting at a desk with a laptop, next to a large calendar and a smartphone.

SIMS In Touch:

This field is NOT active by default on Admissions+ but if you use it, it is available to add into your application form - once you have added it once, it will remain there year after year.

If you use In Touch and would like to activate that field so it writes back to SIMS:

- go to the Parent/Carer step of your application form
- Click + New Question
- Click parent/carer contact details and select the In Touch question to add it to your form

Add an MIS compatible question

×

Q after

1 results found

Please select question type to add, you can also select multiple options:

Question	Property Code	Question Type	MIS
▼ Parent/Carer contact details			
After the child starts school, this contact should receive school communications via our parent mail system ie. emails and SMS text messages (for example absence messages, trip notifications, general information emails etc) ☐	in_touch_communication	Dropdown Single Select	SIMS

Policies do not copy over from your previous form. This is to encourage you to ensure the newest versions of your policies are shared with applicants each cycle. You can add as many policies as needed to the Agreement step of your form.

Agreement

Enable for

ON

 Internal

ON

 External

Settings that apply to ALL applicants

1. Would you like applicants to agree to specific policies (e.g., Home School Agreement, Uniform Policy, ICT Policy)? If you select “yes,” you will be able to upload the policies below.

Internal	External
☐ Yes	☒ Yes
☒ No	☐ No

Add a new policy

Policy title *

Click “Choose file” to attach the policy document *

Choose file

No file chosen

Upload

Biometrics

ICT Policy





Navigate to **Settings > Properties > Field Format Configuration** to configure your **properties** so they are correctly formatted for transfer to your MIS.

Properties

Properties

Calculated Properties

Property Groups

Field Format Configuration

Field Format Configuration ⓘ

ⓘ Format settings configured here will apply to both student and parent/guardian forms where applicable. Changes take effect for new submissions.

Name Field Properties Applies to both parent & student

First Name

Capitalise First Letter of Every Word



Preview: **John Doe**

Middle Name

Capitalise First Letter of Every Word



Preview: **William Doe**

Last Name

Capitalise First Letter of Every Word



Preview: **Smith Doe**

Preferred First Name Student only

Capitalise First Letter of Every Word



Preview: **Johnny Doe**

Preferred Last Name Student only

Capitalise First Letter of Every Word



Preview: **Smithy Doe**

Phone Number Field Properties

Phone Number

11 digits



Preview: **07123456789**

Configure your **Feeder Schools** to minimise instances of parents selecting the wrong current school from the list.

Navigate to **settings > form settings > feeder schools**.

Here's a [guide](#) to our feeder schools area.

You can control which options are visible to parents completing your forms, to ensure they choose the correct school, rather than a similarly-named one elsewhere!

Feeder Schools

Import from CSV

New School

Only show feeder schools ☐

Search for school by Name, Postcode...

Show 25 per page. 1 to 25 of 32,358 entries

Prev

1

2

3

4

5

...

1295

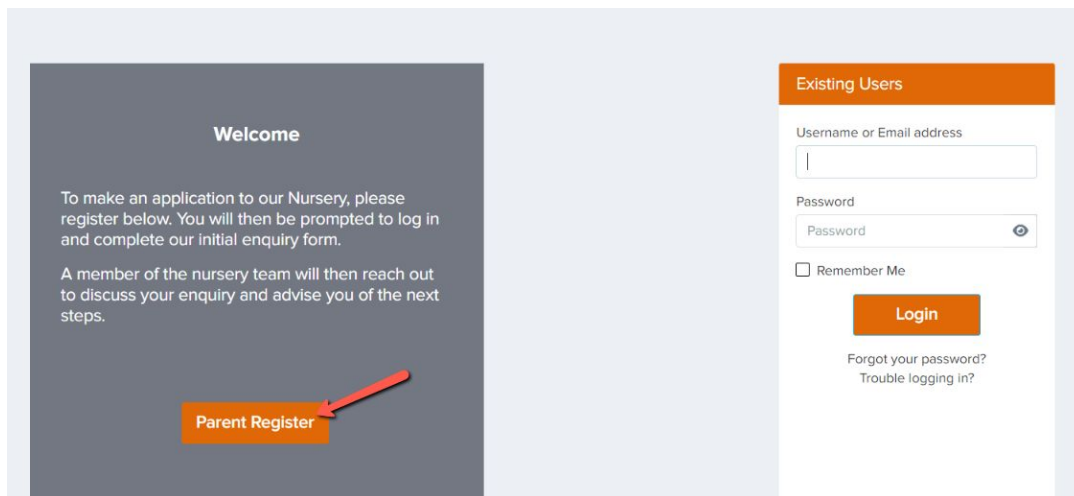
Next

School Name	Establishment Number	Establishment Status	Local Authority Name	Local Authority Code	Postcode	Contact Email	Is feeder school?
16-19 Abingdon Feeder School	4901	Open	Oxfordshire	931			ON
1st Place Children and Parents' Centre Feeder School		Open	Southwark	210	SE5 0RN		ON

Generate a test student to practice with (**settings > application form > create test application**):



You could also try applying from the perspective of a parent - try it all out as though you are applying to complete the SIF.



Open evenings and events

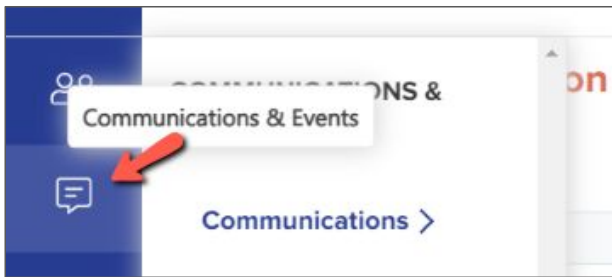
Events are excellent for capturing leads, keeping prospects warm and tracking the engagement of your applicants.

Key features include

- Set sessions within Events (such as tours of the school, or a talk from the Head)
- Cover multiple times and days
- View and communicate with registrants
- View total attendees
- Track which events are published/ unpublished - choose where to publish them
- Customisable questions on registration
- Filter based on question responses
- Email automation
- QR scanning to register attendance on the day
- Waitlist activation feature



Ask Emma to **Create an open evening.**



See your events and check the settings within **communications and events > events**.



Events									
Events Event Guests Event forms									
Show Past Events ☒ Search for events... Mobile Scan Scan QR + Add New									
Actions	Date	Event	URL	Location	Visibility	Limit	Registrants	Invitees	
 	Tuesday 14 October, 2025 16:00 - 20:00	Open Evening Sixth Form Open Evening 2025	Public URL   https://demo.applicaa.com/events/0199277f-67e2-77cc-9a32-829cd4be801d		Published Sixth Form Application	250	0	0	

Mobile Scan allows Student Ambassadors or staff without A+ accounts to scan arrivals without needing access to your Admissions+ system or data.

Staff members with A+ access can log in and use the **Scan QR** function.

You can show events on your landing page, on student and parent homepages and can also share the link on your website or email it to people directly!

Visibility

Which forms does this event relate to?

Apply for *

Lucy's Year 12 (2025/2026, Sixth Form Application) X

☒ This is a public event, publish this event to [ApplicaaOne](#) ⓘ

Message to show when the event is fully booked

This event is fully booked!

☒ Display number of tickets remaining

Show the event form

([Click here to see example](#))

☒ Login page for related forms

☒ Student homepage

☐ Parent's homepage for all parents

☐ Parent's homepage based on application form

☐ Parent's homepage based on the child's application form ⓘ

☐ Parent's homepage based on enquiry child's suggested form ⓘ

Show popup for the event on

([Click here to see example](#))

☒ Login page

☒ Student homepage

☐ Parent homepage

You can chase **incomplete** forms by sending reminders to parents - either manually, or by scheduling an email to go to them every few days.

Nursery Applications Admissions ... Knowledge Base

Overview Reports Recent Activities Application Groups Tasks Calendar All Activities Group Link

Phase status details

Application Offers Enrolments

Status	Internal	External
Incomplete (6)	0	6
Awaiting Reference (0)	0	0
Completed (3)	0	3
Declined (0)	0	0

Click on the word “incomplete” to view the list of students in this status.

Select them all and click “communications” > “send email”.

This will enable you to send an email the parents of the selected students.

Change Application Status Make Offer Change Offer Status Change Enrolment Status Change Internal Status Change Phase Status Add to group Remove from group Communications Reset Passw

Change Colour Bulk Update Add to interview Export To PDF Confirm Account

Showing 1 to 7 of 7 entries 7 rows selected

Show 10 entries

	ID	Student Code	First Name	Last Name	Birthday	Gender	Email/Username
☒	20	NU7M	Deesha	Assani	05/07/2010	Female	kalpnabhudia@yahoo
☒	21	JQNX	Deesha	Assani	05/07/2010	Female	mitesh.assani@gmail
☒	22	852X	Deesha	Assani	05/07/2010	Female	kalpna.assani@gmail.com

Send Email
Send SMS
Send Reference Requests
Send Custom Email to Referee
Send Notification
Send Student Welcome Email
Send Parent Welcome Email

To schedule an email to go to them every few days, navigate to **communications and events > communications > manual messages** and click **+ New Message**:

Create New Template Discard & Exit

Set Up

Advanced Settings

Email Template

Communication Type *

Email

Template Name *

Incomplete

Subject Header *

Please complete admission form

Target Audience *

Parent

Sender Email *

admin@aplicaa.com

Reply-To Email (to add a new email, start typing and hit 'Enter' to save) *

admin@aplicaa.com

Template Description

Enter a description here to help you remember what this for

Next →

Set your parameters and move through the wizard to create the email you would like to send.

The system will then send it for you to anyone who fulfils the criteria.

Set up how would like to send this email here

When applicant does what? *

Automatically when an applicant does something

When applicant does what? *

Has been incomplete for certain amount of time

Select phase applied to *

Application Form

This may say "admission form" depending on your settings from earlier

Send after

5

day(s)

0

hour(s)

0

minute(s)

☒ Repeat email after every

5

day(s) until they submit

← Back

Next →

Importing Data to your MIS

The process of importing your completed data into your MIS varies, depending which MIS you use.

Check the relevant guide on our [Knowledge Base](#) to follow the steps specific to your MIS.

If you have any difficulties please call us on 020 3667 0764.

Transferring data to and from your MIS

Checks to make ahead of exporting data to your MIS

Data Transfer - SIMS

Data Transfer - Arbor

Data Transfer - Bromcom

Data Transfer - iSAMS

See more ▼

Update Staff Users

Check your list of staff users, particularly if you have had a change in personnel over the summer.

Ensure any staff who no longer work there are removed, and that new colleagues are added.

Set your Key Contacts - anyone set as a Key Contact will receive information from us such as important system updates, invitations to events etc (we send these by email).

Users

[Permission](#) [Reset password](#) [Send Welcome Email](#) [Disable](#) [Enable](#) [Delete](#) [Import users](#) [+ Add User Manually](#)

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	Name	Email Address	Job Role	Role	Key Contact	Status	Welcome Email
☒	Test: A1	oanh+1staffa@aplica.com	Admissions Manager / Director	View All		Deactivated	Not sent

Job Role:

Admissions Manager / Director

Permission:

Admissions

☒ Key contact

☒ Enable staff

Form types they can access

☒ all

☐ specific

Cancel

Update

A+

Year 12 Admissions Admissions Y

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THANK YOU