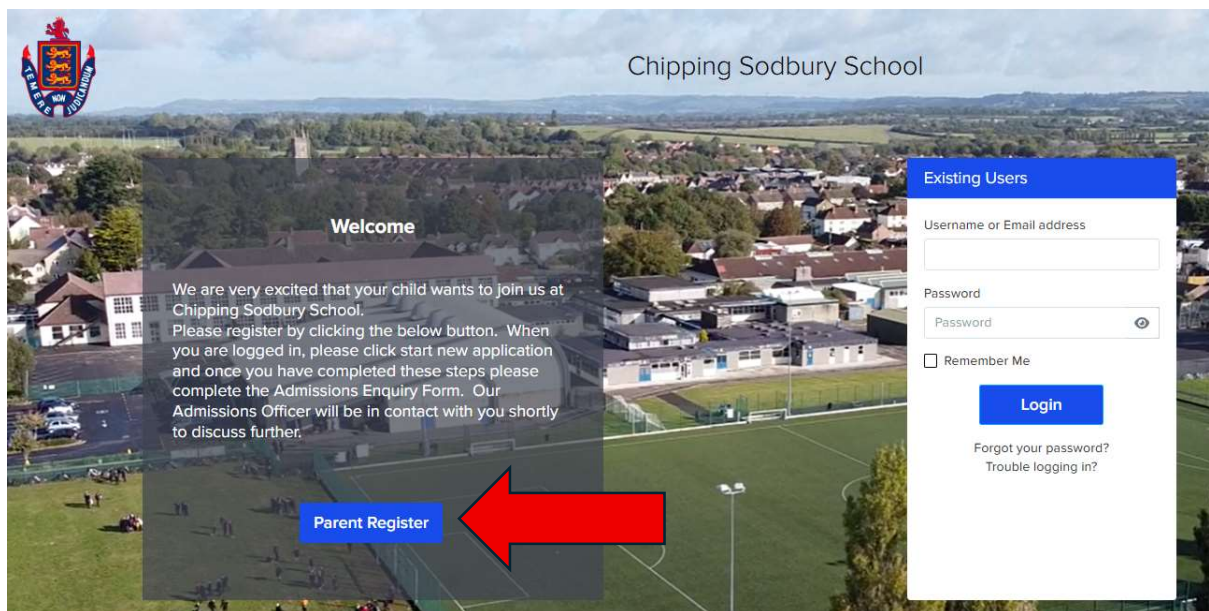


Applicaa - Parent Register and Online Form Guide

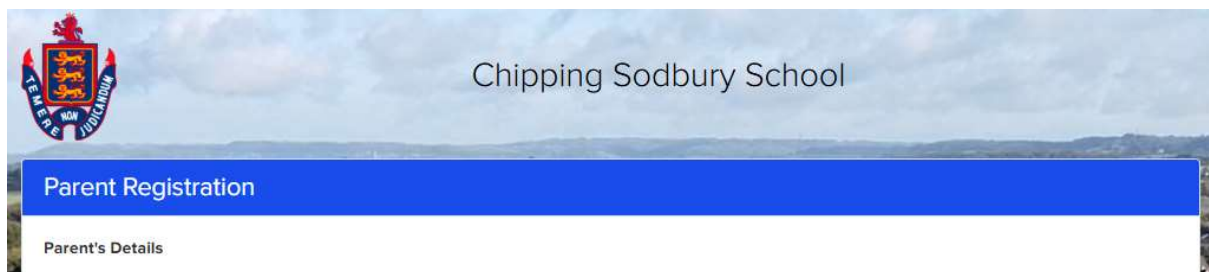
Please see below a step-by-step guide on how to register an account on our Admissions system Applicaa and where to complete the online Admission Enquiry Form.

Step 1

Click the link we have e-mailed to you, and you will see the below screen. Please click on the blue button Parent Register –



Please complete all the details requested on the Parent Registration Page



At the bottom of this page please create login details, read and tick you agree to our policies. Click I'm not a robot (select pictures if requested) and then click the blue Submit button at the bottom.

Step 2

Once you have registered you will be sent an e-mail to the e-mail address you registered with asking you to confirm your e-mail address. This e-mail will send from e-mail address admin@applicaa.com and the title will be Welcome to Chipping Sodbury School's Online Application Form –

Dear Tracy Munden,

Thank you for registering your parent account with Chipping Sodbury School's Online Application Form.

Your profile has been created successfully.

Please confirm your email address by clicking on the following link:

[Confirm Email Address](#)

Once your email has been validated, you can continue your child's application.

Please note, you will now need to login as a registered parent with the log in details you created.

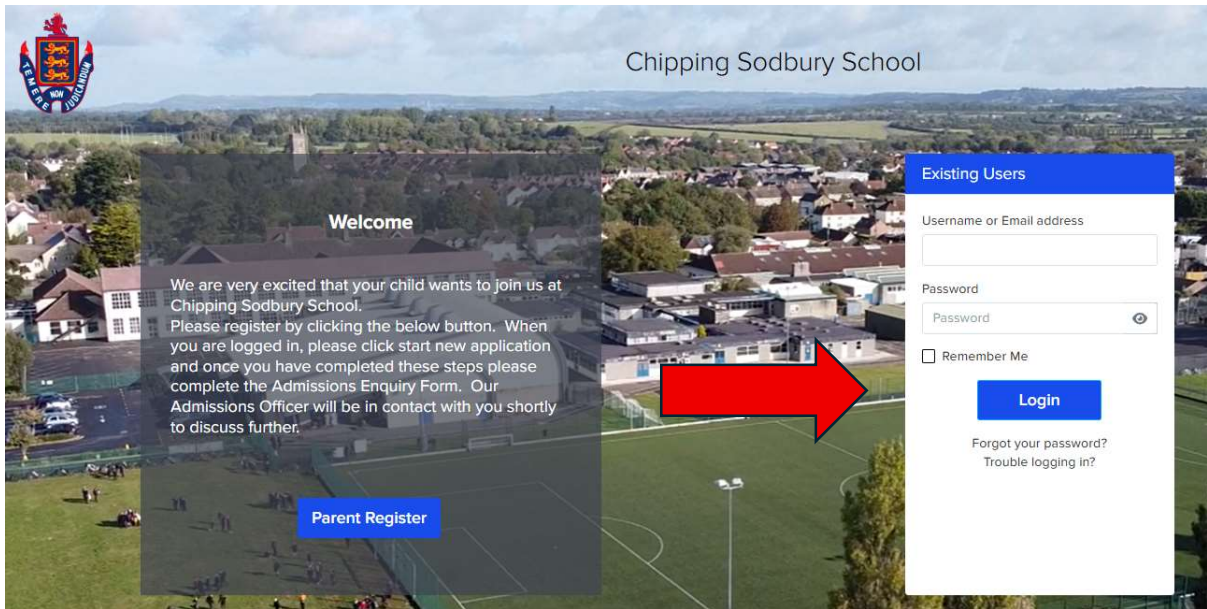
Best wishes,

Chipping Sodbury School

Once you have clicked Confirm Email address you will then be able to log in to complete the Admission Enquiry Form.

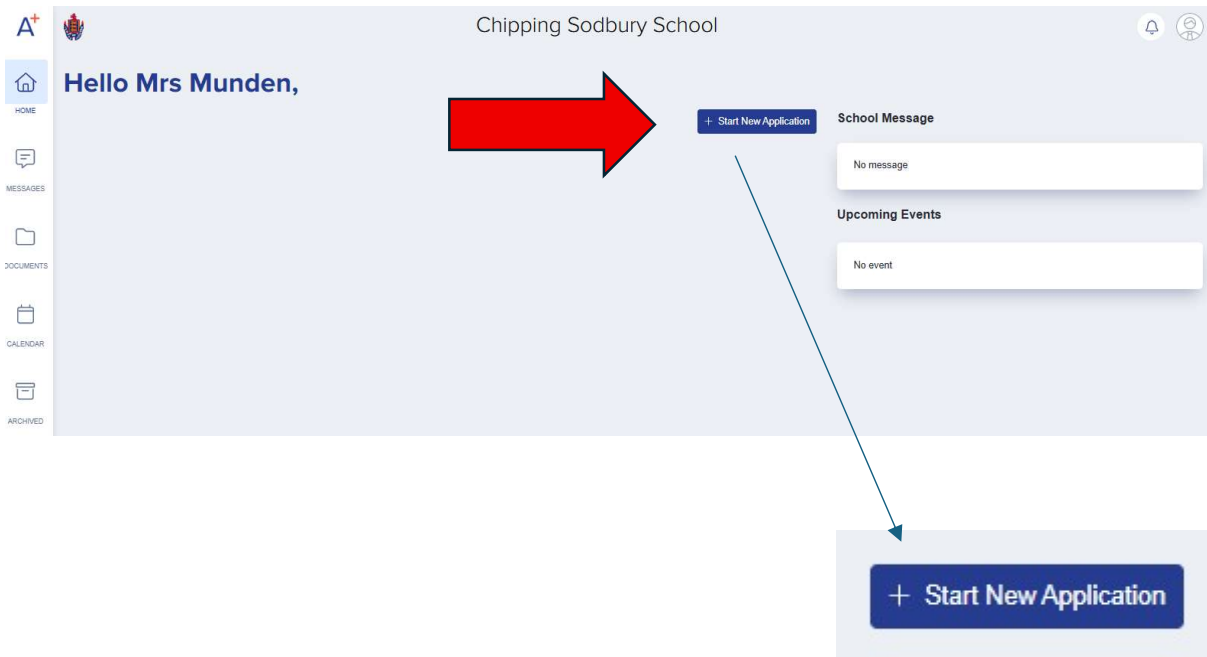
Step 3 –

To log in please return to the below page but this time please log in on the right of the page using the details you have created –



Step 4 –

Once you have logged in you will see the below screen. Please click on the Start New Application button. –



The below pop-up screen will appear, please complete and click Start Form.

Start New Application ✕

Entry point

Admissions Enquiry Form (Years 7, 8, 9, 10, 11) ▼

Child's first name *

Child's last name *

Your relationship with child

▼

Does the child live with you?

▼

[Start Form](#)

Step 4 –

The next screen will appear and is the Admissions Enquiry Form. Please complete your Child's Basic Details. All questions with a * next to it means that it is a mandatory question that must be completed.

At the bottom of the form in each section, you can either Save Progress and Close if you haven't yet completed the form and want to return to it later or you can select Save & Next.

Next please complete the Parent/Carer Contact Details and click Save. On the next page you can add additional contacts and who the Primary Contact is and once you have completed this section Click Save & Next.

Please now complete the Child's Welfare and Support Information and click Save & Next once completed.

The next screen that appears is the Parental Agreement and Consent. Please tick what you consent to Yes or No. See example below –

Parental Consent

Please select the parental consent given for the child*

Photographs - Use in School
 Yes No

Photographs - On School Website
 Yes No

Photographs - Use on Social Media
 Yes No

Photographs - Printed Material
 Yes No

Photographs - Local/National Press - Media
 Yes No

Photographs - Obtain Feedback
 Yes No

Photographs - Activities, Events & Offers
 Yes No

If you wish to read more about each of the above you will find this information below on this same screen under Policies, Consent for processing personal data information.

Please complete the below questions next and read and tick to say you have read and agree to the policies.

Do you consent to the school acting on your behalf in the case of an accident or emergency?*

Selecting 'Yes' on the Emergency Consent check box indicates that consent has been obtained from the pupil/student's parent for the school to act in case of an accident.

Which mode of travel will the child take to school?*

Policies

[Chipping Sodbury School Policies](#)

I have read and agree to the above policy

[Home/School Agreement](#)

I have read and agree to the above policy

[Consent for Processing Personal Data Information](#)

I have read and agree to the above policy

Once this section has been completed click Save & Next.

The last section of the form is Child's Education. Please select your child's current school, start date and rather than entering an end date you can click in the current box. See below –

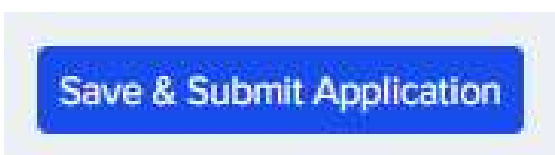
Start Date*

02/09/2019

Current

[Remove](#)

Answer the rest of the questions in this section and once complete this is the end of the form. Please click Save & Submit Application at the bottom.



The final screen you will see is below –

The screenshot displays the Chipping Sodbury School parent portal. At the top, the school's name and crest are visible. A navigation sidebar on the left includes icons for Home, Messages, Documents, Calendar, and Archived. The main content area features a welcome message: "Hello Mrs Munden," and a "Thank you for completing the form. Please wait to hear from Chipping Sodbury School" notification. A central card for "Jack Munden" (Student Code: U-N884Y) from "St Mary's Church of England Primary School, Yate" shows a "Form Status" of "Completed" in green. Below this, the "Admissions Enquiry Form Admissions Year 2025/2026" is listed with a green checkmark and the text "Admission Form". A "Start New Application" button is located in the top right of the main area. On the right side, there are sections for "School Message" (No message) and "Upcoming Events" (No event).

Admission Enquiry Form is now complete.