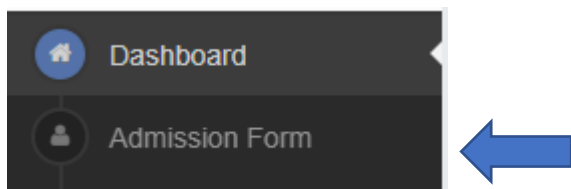


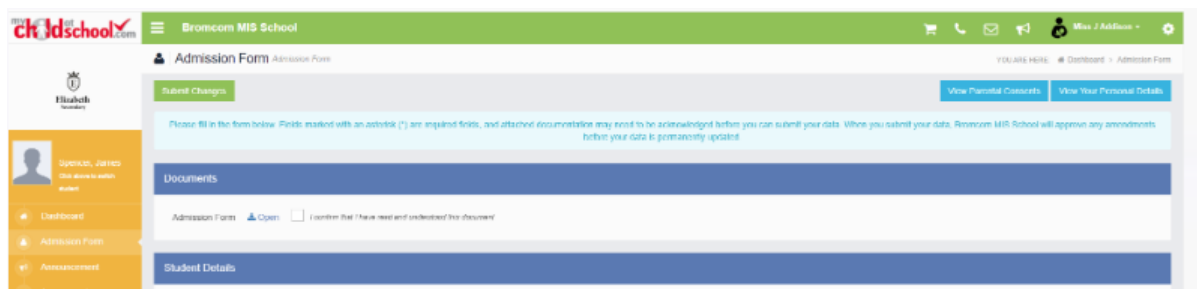
## How to Complete the Admissions Form in MyChildAtSchool (MCAS)

- Throughout this guide the Parent Portal MyChildAtSchool will be referred to as MCAS
- This guide looks at accessing the Parent Portal from a desktop, it is advised that you use the desktop version to complete the form
- **PLEASE MAKE SURE YOU COMPLETE THE PARENTAL CONSENT**

Once logged into MCAS, from the left hand menu click on **Admission Form**



The screen will change and at the top of the screen there is a message on filling in the form, how details will be updated and a note that the fields marked with an asterisk\* are 'required' fields.



In documents section there is an Admission Form Guidance document that you can download which will help you complete this Form. Please confirm that you have read and understood this document by ticking the box.

### **Student Details Panel**

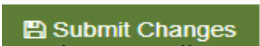
Some details on this panel are completed with information from your application, please complete all boxes marked with a \*.

Your child's legal names are not editable but if your child would prefer to be known by another name in school please complete the Preferred First Name and Preferred Last name boxes.

The address details field is already completed so if the details are correct you wouldn't need to change anything.

### **Medical**

Please refer to the Admission Form Guidance regarding Emergency Consent to School. Please complete all boxes in this section. If your child does not have a medical condition please select 'No Medical Conditions Known'. You can select more than one condition.

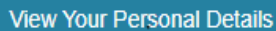
When you have completed all fields please press the Submit Changes button in the top left hand corner of the Form  if you do not press the Submit Changes box at the top of the left hand corner you changes will NOT BE SAVED for us to authorise.

A message will appear to confirm that the information you have submitted is awaiting approval from the Academy.

If after approval has been completed you need to make further changes you can do so under the Data Collection Tab.

### Personal Details Panel

Next step is to View and Complete your Personal details, please click the View Your Personal Details box in the top right hand corner of the screen.



Follow the same process as you did for Student Details.

Please make sure your Telephone Number and Email are correct. The telephone number you provide is the one we will use to contact you.

In this section you will have the option to Add Additional Contacts by clicking on.



**We ask that you add at least one additional contact**, where possible this should be the second parent to your child. A third contact can be added who should be someone we can call in the event of an emergency if we are unable to contact yourself or the second contact.

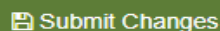
If you have finished adding contacts click



If you would like to add another Contact click



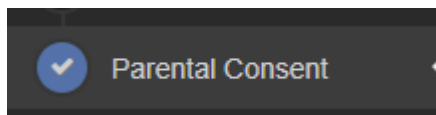
Once all contacts have been added click.



Please note adding an additional contact does not create a MCAS account for that person its simply adding a contact to your child's record.

### Parental Consents

**Next step is to complete Parental Consents**, click on Parental Consent on the menu on the left of your screen.



Please refer to the Admission Form Guidance.

Please make sure you select either YES or NO for each consent and press



If at a later date you wish to revoke any consents please contact Main Reception.