



SCHOOL USER GUIDE

The automated solution to school
administration

Getting Ready for Admicity.....	4
Preparing your data.....	4
Onboarding Process.....	4
Roles.....	5
School Admin.....	5
Member of Staff / Senior Member Of Staff.....	5
Parent.....	5
Student.....	5
Employee.....	5
School Settings.....	6
General.....	6
MIS Integration.....	9
Users.....	10
User Invites.....	11
Parent invitations.....	12
Manage access.....	14
Form and Group categories.....	15
Sync Logs.....	16
Lookups.....	16
Group filters.....	18
Parents and school account access for multiple schools.....	20
Profiles.....	21
Key Components.....	21
Add Group Button.....	22
Manage Group Access.....	24
Bulk status update.....	26
Future admissions.....	27
Student profile.....	28
Basic.....	28
Editing a Student Contact Address.....	29
Contacts and Cultural Information.....	30
Overview.....	31
Medical.....	32
S.E.N. and Disabilities.....	36
Dietary and Welfare.....	37
Consents and Transport.....	38
Documentation.....	39
Key Features.....	40
Forms.....	40
Forms.....	42
Actions Menu.....	43
Filtration.....	44

Create new form.....	44
Step-by-Step Instructions for creating a new form.....	46
Form Creation Wizard.....	46
Choose Admicity Template.....	53
Choose School Template.....	55
Send an Email.....	57
Start from Blank.....	57
Form Builder & Components.....	58
Preview.....	60
Recipients & Settings.....	60
Form Access.....	65
Form Approvals.....	66
Automatic Responses.....	70
Go Live (Optional).....	71
Form Notifications.....	72
Public forms.....	73
Integration with SIMS.....	75
Form Responses.....	80
Reports.....	81
Documents.....	82
Key Components.....	83
Enquiry form (for Independent schools use only).....	84

Getting Ready for Admicity

Welcome to **Admicity**, your new school admissions and administration platform. Before you can start using Admicity's powerful features, we need to sync with your current **SIMS** application. Admicity is compatible with the following versions of SIMS:

- SIMS On-Premises
- SIMS Connected

Preparing your data

To ensure a smooth onboarding process, we recommend reviewing your SIMS data before integration. This includes:

Making sure all student, staff, and admissions records are up to date and free of duplicate entries.

Reviewing and refining all lookup lists, keeping only essential items and removing outdated entries.

Confirming that your pastoral structure is correctly set up and aligns with your school's organisational framework.

Onboarding Process

To help you get started, you will receive an email from our customer support team containing detailed onboarding instructions. These will guide you through the following steps:

1. Creating your Admicity account and setting up your organisation profile.
2. Locating and inputting your SIMS credentials in the Admicity platform settings to establish a secure connection.
3. Installing and configuring the Admicity Connector to enable seamless data synchronisation.

Once these steps are completed, Admicity will begin syncing with your SIMS application, allowing you to access and manage your school data more efficiently.

If you require any assistance during the setup process, our support team is here to help. Simply reach out via support@admicity.co.uk.

Explainer video: <https://share.synthesia.io/9d525f91-fc8a-42d0-a64a-afb4f31b18d0>

Roles

In our system, there are distinct roles available for users within a school. These are: **School Admin, Member Of Staff, Senior Member of Staff, Parent, Student and Employee**. Each role comes with specific permissions and access levels tailored to different user needs.

School Admin

The **School Admin** role has full access to all features and functionalities within the system. Users with this role can manage all aspects of the school's operations, including user accounts, school settings, and configurations. They have the highest level of permissions, allowing them to oversee and administer the entire system efficiently.

Member of Staff / Senior Member Of Staff

The **Member of Staff** and **Senior Member Of Staff** roles provide a similar level of access to the School Admin role but with a key restriction: users in these roles do not have access to school settings or any staff profiles apart from their own. This means that while they can manage student information, and perform other administrative tasks, they cannot alter the fundamental settings of the school within the system. This role is ideal for staff members who need operational access without the responsibility of managing system-wide settings.

Parent

The **Parent** role is designed specifically for creating accounts associated with student contacts. Users assigned to this role can access information pertinent to their child's education and activities within the school system. However, their access is limited to ensure the privacy and security of all students and school operations. Parents can view their child's profile, receive communications from the school, and engage in other relevant activities that support their involvement in the student's education.

Student

The **Student** role is designed to facilitate students in completing assigned forms. Their access is limited to viewing existing and submitting new forms - they cannot view their own student profile information.

Employee

The employee role is used so that employees who do not use Admicity in their job can be added to workflows and communications and manage their own SIMS profile. This role cannot access student or applicant profiles or any other staff profiles apart from their own.

School Settings

General

The General page allows school admins to configure essential settings for their school. The following explainer video accompanies this section:

<https://share.synthesia.io/e75f0785-986f-4222-9084-1a381cb38be0>

General School Settings

School Name *

Green Abbey School

DFE Number *

9522703

School Web Domain at Admicity *

duchy

Email addresses for profile change notifications (comma-separated)

maria@admicity.co.uk

Auto Reminder (hours) – Unregistered Contacts *

72

Set to 0 to disable automatic reminders.

Auto Reminder (hours) – Unconfirmed Applications *

24

Set to 0 to disable automatic reminders.

Auto Reminder (hours) – Unconfirmed Students *

24

Set to 0 to disable automatic reminders.

Enquiry form notification email

maria@admicity.co.uk

Notes

School Web Domain at Admicity: specifies the unique web domain assigned to your school within the Admicity platform. The web domain is the primary online address where students, staff, and parents can access the school's resources and information. Please ensure this domain is correctly configured to reflect your school's identity and is easy for users to remember.

Email Addresses to Send Information About Profile Changes: you can specify one or multiple email addresses that will receive notifications regarding any changes made to user profiles within the system. This includes updates to personal information, contact details, or any other modifications in the student profile. These email

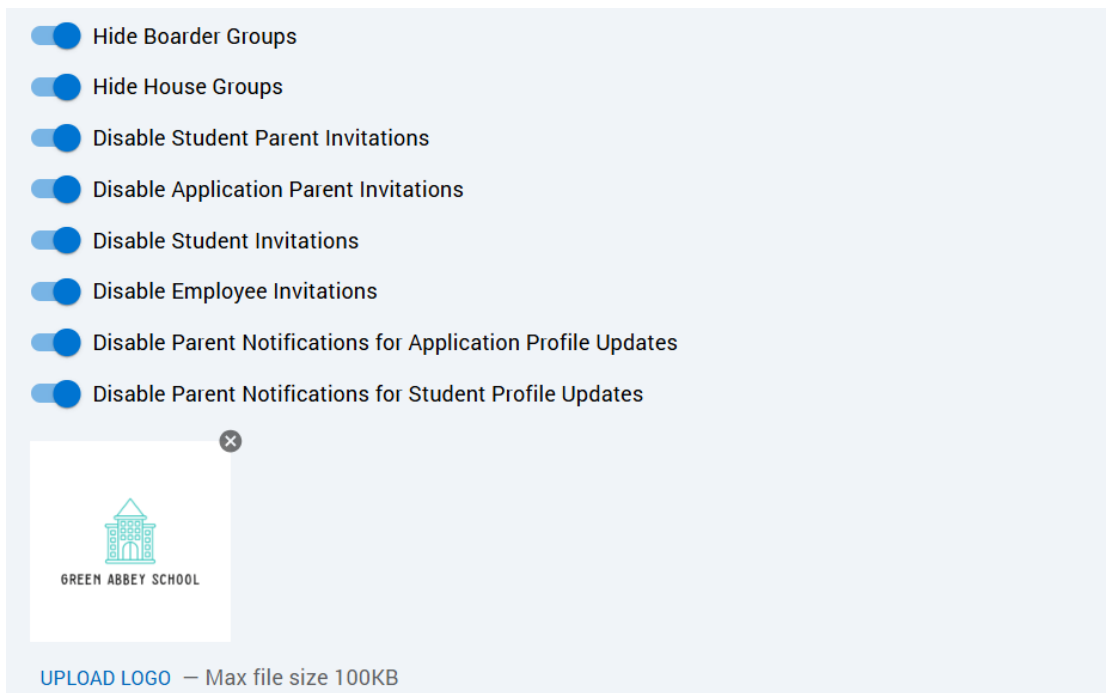
addresses are crucial for keeping designated personnel informed about profile updates and maintaining accurate records. Enter each email address separated by commas if you wish to include multiple recipients. It is recommended that a new mailbox be created for these status updates and then mailbox rules created so that the correct members of staff receive updates that are relevant to their job role. For example, status updates containing the word 'medical' are sent to the school nurse and status updates containing 'cultural information' are sent to the data officer.

Auto Reminder Interval (hours) – Unregistered Contacts (0 = Disabled): controls the frequency at which automatic reminder emails are sent to contacts who have been invited to register but have not yet completed the registration process. The interval is specified in hours. Setting this value to 0 will disable the automatic reminders. For instance, if set to 24, the system will send a reminder every 24 hours until the account has been created or until the reminders are manually stopped.

Auto Reminder (hours) – Unconfirmed Applications (0 = Disabled): determines the interval at which reminder emails are sent to parents who have registered but have not confirmed their child's applicant profile. By specifying the interval in hours, the system will send reminders at the set frequency. A value of 0 disables these reminders. For example, setting this to 48 will send a reminder every 48 hours to users with unconfirmed profiles.

Auto Reminder (hours) Unconfirmed Students (0 = Disabled): determines the interval at which reminder emails are sent to parents who have registered but have not confirmed their child's student profile. By specifying the interval in hours, the system will send reminders at the set frequency. A value of 0 disables these reminders. For example, setting this to 72 will send a reminder every 72 hours to users with unconfirmed profiles.

Enquiry form notification email: can be used to configure notifications for when an Enquiry form is submitted. Any email address can be specified here, and it will be used by the system to send a notification once the form is submitted. Enquiry functionality can be enabled for schools that use this part of the SIMS system.



The screenshot shows a settings panel with the following options, all of which are currently enabled (indicated by blue toggle switches):

- Hide Boarder Groups
- Hide House Groups
- Disable Student Parent Invitations
- Disable Application Parent Invitations
- Disable Student Invitations
- Disable Employee Invitations
- Disable Parent Notifications for Application Profile Updates
- Disable Parent Notifications for Student Profile Updates

Below these toggles is a logo upload section. It features a placeholder image of a school building with the text "GREEN ABBEY SCHOOL" underneath. To the right of the placeholder is a close button (X). Below the placeholder, the text "UPLOAD LOGO — Max file size 100KB" is displayed.

Hide Boarder Groups and Hide House Groups: allow the Boarder and House groups to be disabled for the schools where these groups are not used so they will not be available in filters and student profiles.

Disable Student Parent Invitations: allow account creation invitations to be sent out to parents or eligible contacts of students on-roll. Eligible contacts must have a priority level of 1 or 2, no legal order and parental responsibility.

Disable Application Parent Invitations: allow account creation invitations to be sent out to parents or eligible contacts of applicants in pre-admissions. Eligible contacts must have a priority level of 1 or 2, no legal order and parental responsibility. The invitation will only be sent out if the applicant has the Accepted status.

Disable Student Invitations: allow account creation invitations to be sent out to on-roll students themselves.

Disable Employee Invitations: allow account creation invitations to be sent out to staff members with employee profiles.

Disable Parent Notifications for Application Profile Updates and Disable Parent Notifications for Student Profile Updates: allow to disable notifications to the parents about student profile updates. These notifications are triggered when updates are coming from the SIMS side or when the school makes changes on student profiles in Admicity.

Upload logo: add the school logo which will be displayed on forms, emails and through the platform.

Enable Sync

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

Select days of the ...

every

Hour(s)
3

between

06:00 AM

and

08:00 PM

Enable Photo Sync

SUNDAY

Select days of the week

at

Hour(s)
05:00 AM

SAVE

Enable Sync allows schools to choose how often their student, applicant, staff, lookup and group data syncs between Admicity and SIMS. This is a two-way sync and the most recently updated data will be shown in both applications, irrespective of where the update was made. Updated information synchronised into Admicity from SIMS will require confirmation from the parent and a notification will be automatically sent informing them of which section of their child’s profile has been updated by the school. If the information has been updated by a parent, the school will receive a notification of the update.

Enable Photo Sync allows student or applicant photos to pull through from SIMS into Admicity. It is recommended that this is set to once a week at off peak times between 12am - 5am to reduce load on SIMS, as photos are updated rarely throughout the year.

MIS Integration

This page is used to configure integration with the SIMS application which includes credential configuration and Admicity Application Token generation for connector installation, to ensure secure communication between Admicity and SIMS.

SIMS Credentials

DB Server *

DESKTOP-450DC1\SQLEXPRESS

DB Name *

SIMS

Username *

admicityconnect

Password *

SAVE

Admicity Application Token

+ NEW TOKEN

☐ Token Name	Status	Created At	Created By
☐ token 1	Active	Feb 8, 2024	Oleksandr Chunarov
☐ SIMS 23 Apr v2	Active	Apr 23, 2024	Peter Parker
☐ SIMS VM	Revoked	Dec 22, 2023	Peter Parker
☐ SIMS STG	Revoked	Jan 23, 2024	Peter Parker
☐ SIMS STG	Revoked	Mar 7, 2024	Peter Parker
☐ SIMS 4 Apr	Revoked	Apr 4, 2024	Peter Parker
☐ SIMS 23 Apr	Revoked	Apr 23, 2024	Peter Parker

Users

The Users page in the School Settings section allows administrators to manage and view all users associated with the school, including staff, parents, and other roles. This page is crucial for maintaining accurate user data and ensuring that each user has the appropriate role and access rights within the school's system. The following explainer video accompanies this section: <https://share.synthesia.io/213bd2df-37f0-4d28-96ae-ae6838e576a8>

SCHOOL SETTINGS

PROFILES

FORMS

DOCUMENTS

GENERALMIS INTEGRATIONUSERSUSER INVITESPARENT INVITATIONSMANAGE ACCESSCATEGORIESSYNC LOGSLOOKUPSGROUP FILTERS

First Name	Last Name	Email	Roles	Status	Actions
Adam	Smith	support@admicity.co.uk	Parent	Active	...
Alissa	Missity	maria.eymening@cloud.com	Parent	Active	...
Ava	Missy	jessie@maroon.com	School Admin, Parent	Active	...

Rows per page 201-20 of 25

By clicking the Edit button in the Actions menu, the administrator can update the user role or deactivate the user account.

While editing a user's role, it is possible to assign multiple roles. For example, an employee may have children at the school and should also be granted parental access. The list of allowed role combinations is displayed in the pop-up shown below.

Edit roles

×

i

Role changes will take effect after the affected user logs out and logs back into the system.

Roles *

Parent

▼

- Valid combinations:
- School Admin, Parent
 - Member Of Staff, Parent
 - Senior Member Of Staff, Parent
 - Employee, Parent
 - Student
 - School Admin
 - Member Of Staff
 - Senior Member Of Staff
 - Employee
 - Parent

CANCEL

SAVE

User Invites

Displays a list of account invites that were created in the system with appropriate statuses whether registration is finished or the invite is still in pending status. The following explainer video accompanies this section:

<https://share.synthesia.io/8be57743-2813-4e06-b58e-7748bfc43a3c>

SCHOOL SETTINGS

PROFILES

FORMS

DOCUMENTS

GENERAL

MIS INTEGRATION

USERS

USER INVITES

PARENT INVITATIONS

MANAGE ACCESS

CATEGORIES

SYNC LOGS

LOOKUPS

GROUP FILTERS

>

+

ADD USER

Email	Status	Expires At	Completed At
xejaye8617@gexige.com	Pending	Jun 5, 2025	
Zelinkskova@example.com	Pending	Jun 4, 2025	
Young@example.com	Pending	Jun 4, 2025	
Yates@example.com	Pending	Jun 4, 2025	

Rows per page 201-20 of 6,896<<<>>>>

The new user account registration process can be triggered by clicking on the ADD USER button, specifying an email and role and then pressing SEND INVITE.

USER INVITES			PARENT INVITATIONS	MANAGE ACCESS	CATEGORIES	SYNC LOGS	LOOKUPS	GROUP FILTERS	ENQUIRIES
Status	Expires At		Completed At						
Pending	Jun 5, 2025								
Pending	Jun 4, 2025								
Pending									
Pending									
Pending									
Pending									
Pending									
Pending	Jun 4, 2025								
Pending	Jun 4, 2025								
Pending	Jun 4, 2025								
Pending	Jun 4, 2025								
Pending	Jun 4, 2025								

Then the system sends a registration invite to a specified email with the registration link.

The registration link leads to the account creation form where the user needs to enter their name and create a password. This will complete the registration process and allow them to login to the system.

Parent invitations

When a new customer school enables Parent Invitations using the slider in their School Settings panel, registration invitations for the parents of current students are triggered automatically by the system when their contact details are either imported from SIMS or added via Admicity. Invitations are sent to the parents of Applicants when the status of the application has been changed to 'Accepted'. While the Applicant status is either 'Applied' or 'Offered', parents cannot be sent an invitation to create an Admicity account. In order for the parents of either current students or Accepted applicants to be sent an account creation invitation, they must have parental responsibility and there must be no court order in place concerning the parent's relationship to the child.

The Parent Invitation page of the School Settings panel is for monitoring the parent account registration process. It displays detailed information, including contact details, dates when the invitation was triggered and the status of the invitation.

SCHOOL SETTINGS

PROFILES

FORMS

DOCUMENTS

GENERALMIS INTEGRATIONUSERSUSER INVITESPARENT INVITATIONSMANAGE ACCESSCATEGORIESSYNC LOGSLOOKUPSGROUP FILTERS

StaffProfile type

All

☐	Student Name	Contact Name	Contact Email	Invite Date	Registration Date	Status	Actions
☐	Parker Henry	Parker Kate	admicitydemo@outlook.com	May 16, 2024	May 16, 2024	Completed	
☐	Allen Eva	Allen Jacob	Jacob.Allen@example.com	Jul 22, 2024		Expired	
☐	Allen Eva	Allen Keith	Keith.Allen@example.com	Jul 22, 2024		Expired	
☐	Booth Alfie	Booth Angela	Angela.Booth@example.com	Jul 22, 2024		Expired	

Rows per page 201-20 of 1,217

Please create your Admicity Parent Account

A

Admicity

To You

Yesterday

This is an automated email sent by Admicity on behalf of Duchy Demo

Dear Mrs Abbas

In order to further improve efficiency when communicating with parents, Duchy Demo has introduced new automated administration software called Admicity.

Admicity will be used to manage school trips and events, and to maintain accurate student data.

Please click the button below to setup your Admicity Parent Account.

CREATE PARENT ACCOUNT

If you already have an account or need to sign in, please visit <https://start-with.admicity.co.uk/login> or <https://start-with.eu.admicity.co.uk/login> if you are located in the EU.

Admicity's GDPR-compliant, password-protected software makes it quick and easy for parents and guardians to securely update and verify the information Duchy Demo holds about their child. By logging into your Admicity account, you'll

Invitations can be resent to contacts who did not complete the registration process by selecting the respective record and pressing RESEND INVITE. Multiple invitations can be sent by applying the filters to identify which contacts have not completed the process, or if their invitation has expired, and then clicking on the 'Select All' checkbox before pressing RESEND INVITE.

GENERAL MIS INTEGRATION USERS USER INVITES **PARENT INVITATIONS**

StaffProfile type
All

RESEND INVITES

	Student Name	Contact Name	Contact Email
☒	Parker Henry	Parker Kate	admicitydemo@outlook.com
☐	Allen Eva	Allen Jacob	Jacob.Allen@example.com
☐	Allen Eva	Allen Keith	Keith.Allen@example.com

The following explainer video accompanies this section:
<https://share.synthesia.io/52d71357-d775-4da6-bf0e-77fd15bfc4be>

The parent invitation page also allows you to download reports by clicking the download icon and selecting the format for the resulting file.

Manage access

The following explainer video accompanies this section:
<https://share.synthesia.io/333dcec4-6411-4a9d-a9a7-de90769defaf>

This page allows the school to control access to different sections of the student profile for different roles. There are three access levels: **View** - when the information can be viewed but not modified, **Edit** - which allows users to see and modify the section and **Hide** - when the section is not visible to the user.

SCHOOL SETTINGS PROFILES FORMS DOCUMENTS

GENERAL MIS INTEGRATION USERS USER INVITES PARENT INVITATIONS **MANAGE ACCESS** CATEGORIES SYNC LOGS LOOKUPS GROUP FILTERS ENQUIRIES

ASSIGN PERMISSIONS

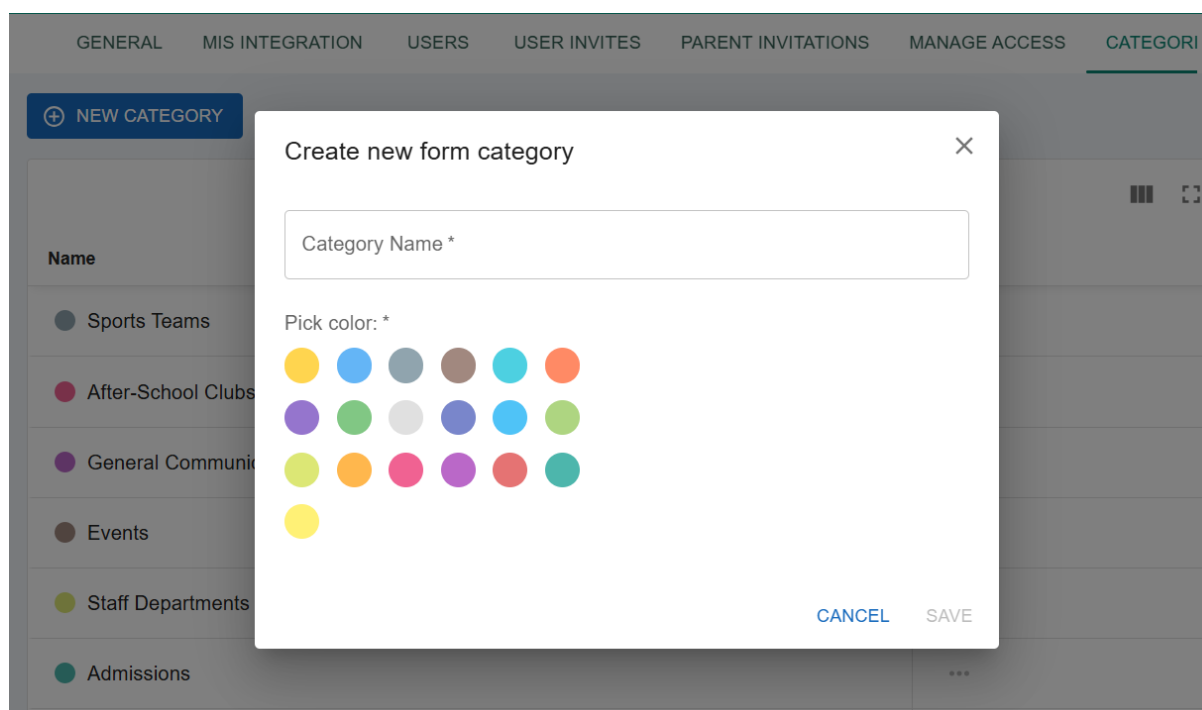
Actions	School Admin	Member Of Staff	Senior Member Of Staff	Parent
Student profile	View Edit Hide	View Edit Hide	View Edit Hide	View Edit Hide
Student contacts	View Edit Hide	View Edit Hide	View Edit Hide	View Edit Hide
Student ethnicity	View Edit Hide	View Edit Hide	View Edit Hide	View Edit Hide
Student medical notes	View Edit Hide	View Edit Hide	View Edit Hide	View Edit Hide
Student medical conditions	View Edit Hide	View Edit Hide	View Edit Hide	View Edit Hide
Student medical events	View Edit Hide	View Edit Hide	View Edit Hide	View Edit Hide
Student special educational needs	View Edit Hide	View Edit Hide	View Edit Hide	View Edit Hide
Student dietary needs and food allergies	View Edit Hide	View Edit Hide	View Edit Hide	View Edit Hide
Student free school meals eligibility	View Edit Hide	View Edit Hide	View Edit Hide	View Edit Hide
Student welfare	View Edit Hide	View Edit Hide	View Edit Hide	View Edit Hide
Student consents	View Edit Hide	View Edit Hide	View Edit Hide	View Edit Hide
Student Medical OTC Consents	View Edit Hide	View Edit Hide	View Edit Hide	View Edit Hide

Form and Group categories

The Categories page is an important feature that allows School Admins to organise and streamline the management of forms and groups. Forms and groups can be used to create workflows. This page provides functionality for creating, deleting, and updating categories, which can then be assigned to forms and groups for easier management and filtration.

The following explainer video accompanies this section:

<https://share.synthesia.io/c1e0a506-a1f8-46df-8ef8-c1eb668d3327>



Sync Logs

The Sync Logs page provides a detailed record of synchronisation activities between Admicity and SIMS. It allows administrators to monitor the status of sync operations, view successful syncs, and identify any errors that occurred during the process.

In addition to automatic synchronisation, Admicity provides the ability to manually trigger synchronisation from SIMS for specific types of data. This can be useful in scenarios where immediate updates are needed. It can be executed by selecting sync type (Application, Students etc) and pressing Execute Sync button.

Note: Manual sync does not replace scheduled automatic sync but can be used to force updates when required.

The following explainer video accompanies this section:

<https://share.synthesia.io/e7cec4f9-b5df-4099-ba07-cdf10df05d07>

GENERAL MIS INTEGRATION USERS USER INVITES PARENT INVITATIONS MANAGE ACCESS CATEGORIES SYNC LOGS LC >				
Select Sync Type ▶ EXECUTE SYNC				
Filters All				
Name	Status	Sync Time	Student	Actions
Update Applicant SEN Documents	Success	Aug 6, 2025 15:49		
Sync Applications	Success	Aug 6, 2025 15:46		
Update Applicant SEN Documents	Success	Aug 6, 2025 15:41		

Lookups

The following explainer video accompanies this section:

<https://share.synthesia.io/e7cdb3d1-cd4d-4a79-9b47-902defc57562>

Medical Conditions Introductory Text

This can be modified to suit your school's Medical list. We suggest that medical condition lists are kept to a manageable length by only including the conditions that affect students already on roll at your school as well as other standard medical conditions. Your list should not include 'None' as that is covered in a separate question. You should ensure that an option is included for applicant parents to select if their child has a condition that does not appear in your lookup list. This could be 'Other', 'Other Medical Condition' or 'Any Other Medical Condition' as this will allow

you to attach an automated workflow form to obtain the information needed for you to add it to your SIMS lookup list.

An example of the text you could use for the introductory paragraph is below:

Please tick @StudentName's medical condition(s). If @StudentName has a medical condition that does not appear in the list please select Other/Any Other Medical Condition. You should use the 'upload' button to provide supplementary documentation - for example a diagnosis letter or a management plan related to the condition

SEN Conditions Introductory Text

This can be modified to suit your school's SEN list. For example, if you use a high-level list that does not name the individual conditions, you may want to replace the default text with something like the example below:

Please tick the most appropriate option from the list below and provide a short summary. Use the 'add document' button to provide us with any relevant documentation or additional information.

For example: If your child has dyslexia and affects his/her learning to a moderate extent, please select Moderate Learning Difficulty from the list and then type Dyslexia in the text box that appears. You can use the 'add document' button to add a diagnosis letter, strategies that work well in his/her current setting or anything else you feel it would be helpful for us to have on record in order to ensure @SchoolName School is fully prepared to meet his/her needs.

Parental Consents

All Consents displayed in the Student Profile are the school's own SIMS Lookup list. You can add a general description to the top of this list and also upload your school's policies relating to the different consents so that parents are clear about what they are giving permission for. An example of the text you could include in the description field is shown below:

Consents remain valid for the duration of your child's time at @SchoolName School. You may withdraw or add consent at any time by unticking or ticking the relevant consent box in your child's Student Profile. By ticking each box, you are confirming you have read the policy related to the consent request.

OTC medication

The Lookup page allows administrators to manage and edit the list of Over the Counter Medication permissions for selection in the medical section of the student profiles. Administrators can add, modify, or remove OTC medicines from the list as needed. This list does not sync to SIMS. Any OTC medicine permissions required in SIMS should be added via the SIMS Consent LookUp list.

Medical Consents

ADD NEW

Ibuprofen	
Paracetamol	
Antihistamine	
Mouth ulcer gel	
Antiseptic cream / spray	
Sun protection	
Throat Lozenges	

SAVE

Group filters

The Group filters page allows School Admins to manage the visibility of groups in the filter tree on the Profiles page. This enables the school to hide any filter groups that are not relevant or not needed. For example, a single-sex school will not need to filter students by sex or a school with no boarders will not need to filter students by their country of residence.

The following explainer video accompanies this section:

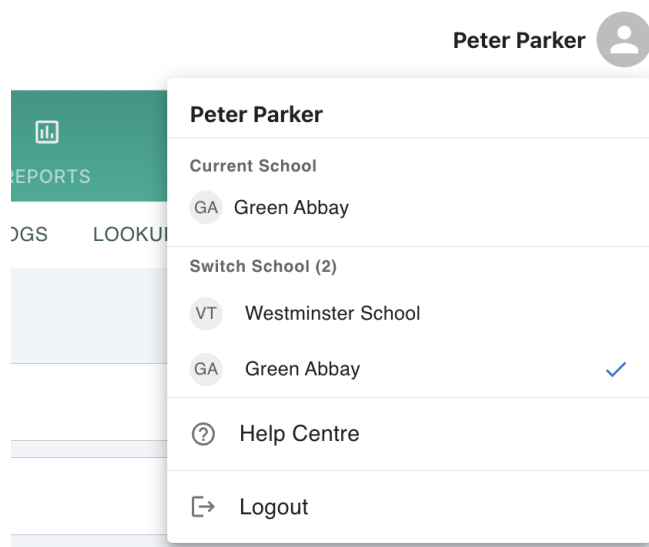
<https://share.synthesia.io/0be617e2-4e75-415e-a8f8-b15974fe7904>

▼ ENQUIRY	
Boarder Status	
Parent Country of Residence	
Sex	
Year Group	
Year of Entry	
▼ PRE-ADMISSION	
Intake Group	
Application status	
Boarder Status	
Consents	
Dietary Needs	
Medical	
Nationality and Language	
Parent Country of Residence	
SEN	
Sex	
Transport	
Welfare	

Parents and school account access for multiple schools

The system supports single user access to multiple schools, allowing users to seamlessly switch between schools without needing to log in separately.

If a user has access to more than one school, they can switch schools by clicking on their profile icon in the top-right corner of the screen and selecting the desired school from the dropdown list.



How Access to Multiple Schools Is Granted

Access to additional schools is provided automatically by the system in the following cases:

Staff Access:

If an email is added to a staff profile and a user with the same email already exists in another school, the system automatically grants access to the new school.

Parent Access:

If a parent's email is used for a contact in a school and the same email is already linked to a user in another school, the system automatically enables access for that user.

Manual User Addition:

When a user is manually added via School Settings, and their email already exists in another school's user database, the system automatically grants access to the newly added school.

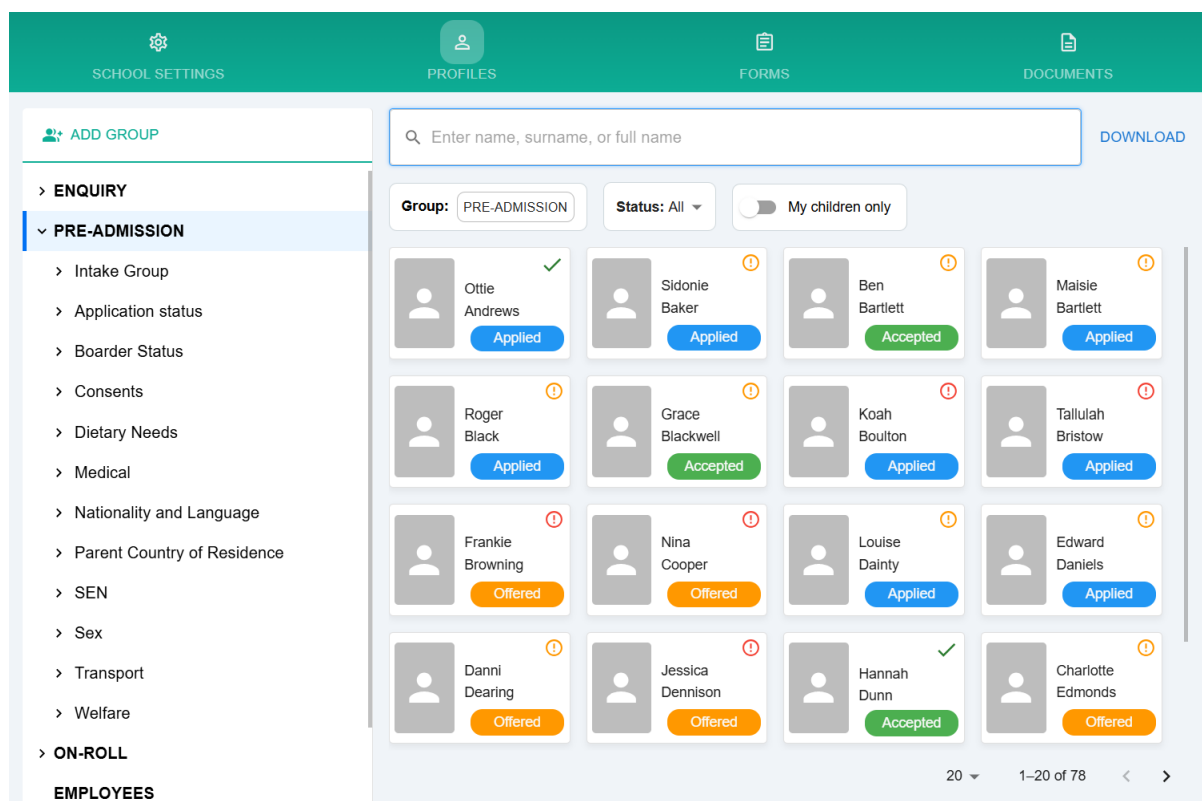
This functionality ensures a smooth experience for users (parents or staff) involved with multiple schools by centralizing their access under a single login.

Profiles

The Profiles Management page is a comprehensive interface designed to help school administrators and staff efficiently manage student profiles. This page provides a visual and interactive way to view and organise student information, based on various categories and statuses.

The following explainer video accompanies this section:

<https://share.synthesia.io/c635e260-83ca-486f-bf50-8c9befcddca5>



Key Components

1. Groups Sidebar

Located on the left side of the page, this sidebar allows users to navigate through different groups of students. These groups can include:

Enquiry: displays a list of prospective pupils who have expressed interest in enrolling, allowing schools to track and manage potential admissions efficiently. It is available for integrated schools only.

Pre-Admission: Categories such as Applicant Transport, Applicants in Welfare Categories, Applicants with Medical Conditions, Applicants with SEND (Special Educational Needs and Disabilities), Boarder Status, and Intake Group.

On-Roll: groups for currently enrolled students, including Boarder Status, House, Student Transport, Students in Welfare Categories, Students with Medical Conditions, Students with SEND, and Year Group and Form.

School groups: Displays a list of school groups that the user has access to. Each group can be created for specific purposes, such as organising a school trip, managing an after-school club, or grouping students for other activities. By default, users can only see the groups they have created or those that have been shared with them through the Manage Access option.

Users can expand or collapse these groups to view the subgroups.

Add Group Button

The "Add Group" button at the top of the sidebar allows administrators or members of staff to create new School Groups. This feature enables the creation of custom groups based on specific criteria or needs. Sub groups can be created using the filters from the pre-admission or on-roll groups, or from other school groups. For example, adding a sub-group using the medical need filter will display all the members of the higher level group that also have medical needs. This allows specific forms to be assigned - e.g. all the students who take part in after-school football practice who also have asthma can be automatically sent a form reminding them to bring an inhaler to practise, as the school office will be closed and the person running the club cannot access the spare inhaler in the medical supplies cupboard.

Create new group

×

Group Name *

Category

Please select a category or clear the selection

Members: ☒ Students ☐ Employee

☒ Dynamic Group (auto-includes students)

👤 **Students Assignments**

Select student groups and individual students

Students Groups

Groups *

↺

EXCLUDE

INCLUDE

Select Individual Students

Applications *

Students *

CANCEL

SAVE

Group Name (Required) - enter a name for the new group. This will be the group's identifier within the system.

Category - If applicable, select a category for the group from the dropdown menu. A list of available categories should be configured in the school setting.

Category

No category

● Sports Teams

● After-School Clubs

● Templates

● Events

● Medical

● SEND

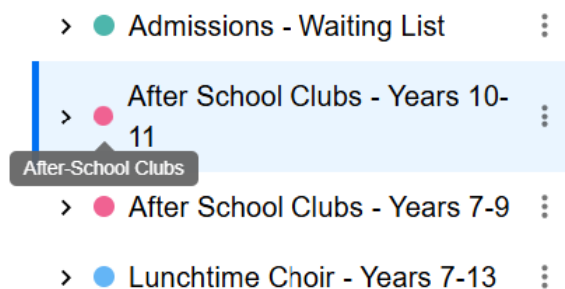
● Admission

● Boarding

● School Trip

Once the category is specified then it will be visible in the list of groups with its assigned colour.

▼ SCHOOL GROUPS



Members - a selection that allows specifying the profile type to be included in the group, whether students or employees.

Dynamic Group - checkbox allows the group to automatically adjust and include students based on changes made to the selected student groups.

When this option is checked, the group will automatically include students whenever the student groups selected in the Select Student Groups section are extended or updated with new students.

This feature helps maintain up-to-date group memberships without manual updates, ensuring that any changes in the underlying groups are reflected in the dynamic group.

For example, if new students are added to one of the groups you have selected, those students will automatically be included in this group. This functionality is useful for ensuring that your group remains current without needing to manually add new members every time a student joins a selected group.

Select Student Groups - choose one or more existing student groups to include in the new group. Use the dropdown to select from available options.

Include or Exclude Groups - once groups are selected, you can choose to Include or Exclude specific groups from the new group.

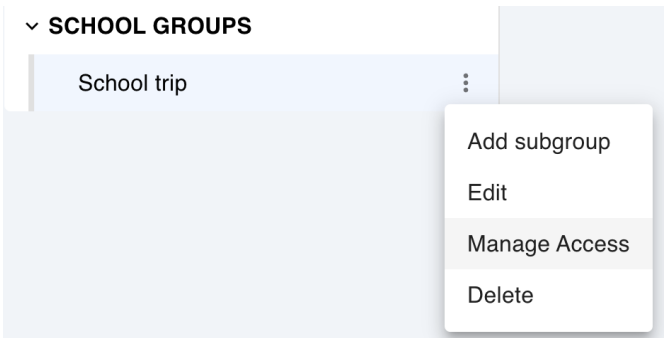
Select Individual Student - you can also add specific students to the group by selecting them manually from the Applications and Students dropdowns.

Manage Group Access

The Manage Access option allows you to control who can view and use a specific school group.

By default, a newly created group is visible only to the user who created it.

Using Manage Access, you can share the group with:



- Individual users – grant access to specific people.
- Entire roles – share the group with all users assigned to a selected role

Manage Access - School trip

Select users and/or roles that should have access to this group.

Users

Select Users

Peter Parker

×

Start typing a name...

Roles

Select Roles

▼

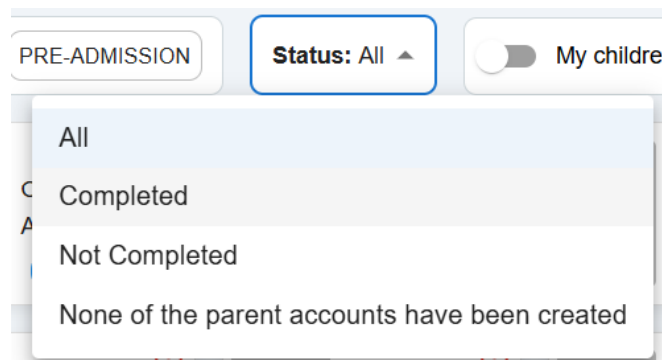
CANCEL

SAVE

This feature helps ensure that the right users have access to the group’s data and can collaborate as needed, while maintaining control over who can see or manage each group.

2. Status Filter

Located at the top of the profiles section, the Status filter dropdown allows users to filter profiles based on their current status. This feature helps users quickly find profiles based on their progression stage.



3. My Children Only

This filter is useful for school staff who have children in the school and need to operate with Admicity as a parent.

4. Search Bar

The search bar enables users to search for specific profiles by entering the name, surname, or full name of a student. This quick search functionality is essential for efficiently finding individual profiles without manually browsing through the entire list.

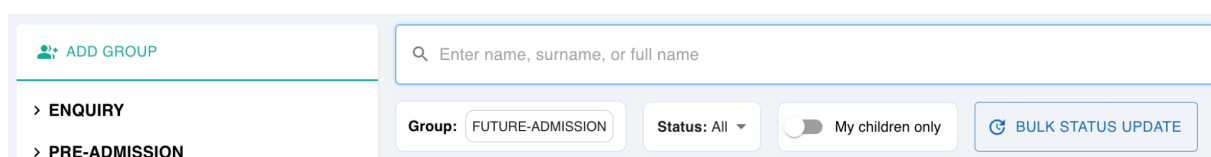
5. Profile Cards

The main section of the page displays student profiles as cards, each containing the following information:

- **Student Photo:** A placeholder or actual photo of the student.
- **Student Name:** The full name of the student.
- **Status Badge:** For pre-admission students, this indicates the current status of the application (e.g., Accepted, Applied, Offered). These badges are colour-coded for easy identification.
- **Warning Indicator:** Some profiles may have a warning icon (a red exclamation mark) to indicate issues or required actions, such as missing confirmation or incomplete information.

Bulk status update

The Bulk Status Update feature allows users to efficiently change the status of multiple profiles at once, saving time and reducing manual effort.



To use the Bulk Status Update feature, go to the Profiles page and click the “Bulk Status Update” button at the top. In the popup window that appears, you can either select individual applications manually or choose entire application groups. Once you’ve made your selection, use the dropdown menu to choose the new status you want to apply. Finally, click the “Update Status” button to apply the selected status to all chosen profiles. A confirmation message will appear once the update is complete.

Bulk Application Status Update

Select Filters

Select Student Groups

Choose one or more student groups

Groups *

EXCLUDE

INCLUDE

Select Individual Student

Choose a specific student

Applications *

Please fill in this field.

Select Application Status

Application Status *

CANCEL

UPDATE STATUS

Future admissions

The Future Admission section in the student filter tree displays a list of student profiles with an admission date set in the future. This helps schools easily identify and manage incoming students who have not yet started but already have profiles created in the system. All students in this section are grouped automatically based on their admission status and date. Use this filter to prepare for upcoming intakes and review future admissions efficiently.

- > ENQUIRY
- > PRE-ADMISSION
- FUTURE-ADMISSION**
- > ON-ROLL
- EMPLOYEES
- > SCHOOL GROUPS
- MY GROUPS

Filter Visibility:

Schools can choose to hide the Future Admission section in the filter tree from the UI via school settings, if it's not relevant to their workflow.

Custom Group Assignment:

This section is not available as a group-level filter when creating custom groups. However, individual student profiles listed under Future Admission can still be manually assigned to any custom group.

Form Assignment Compatibility:

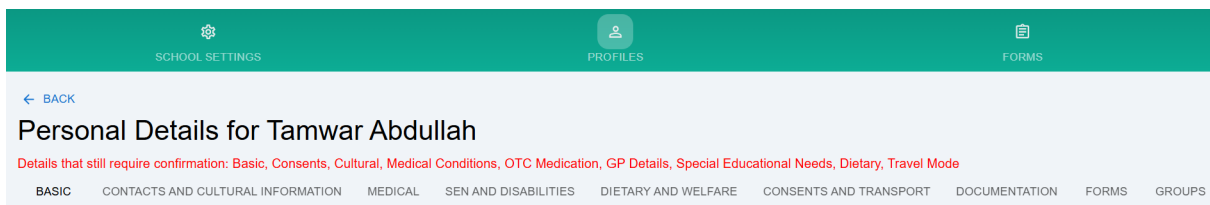
The Future Admission section and the student profiles it contains can be used when assigning forms, just like any other group or student. This ensures that future students can receive and submit necessary documentation ahead of time.

Parent Portal Access:

Even if the Future Admission section is hidden from the school interface, the student profiles remain accessible to parents via the parent portal. This allows parents to complete any required actions or view relevant information for their child.

Student profile

The profile page contains detailed information about the on-roll student or Accepted applicant that is available for parents and the school to edit. The red message at the top of the page shows the list of profile sections that still require completion or confirmation.



Basic

This section contains the student's personal details and educational information. For new applicants, this information is captured and imported from the Application Form and creates a new Applicant Record in SIMS.



Forename	:	Tamwar
Middle Name	:	
Surname	:	Abdullah
Preferred Forename	:	Tamwar
Preferred Surname	:	Abdullah
Date Of Birth	:	12-Jan-2009
Sex	:	Male
Email	:	

Registration information	
Year Group	: Year 11
Form	: 11A
House	: Hooke
Boarder Status	: Not a Boarder
Previous School Name	:
Previous School Email	:
UPN	: NB23299911001

Home Address					
Apartment	:	House Name	:		
House Number	:	3	County	:	
Street	:	Penrith Grove	Postcode	:	PE4 7PQ
District	:		Country	:	United Kingdom

Editing a Student Contact Address

Edit Home Address

Country *

United Kingdom

Enter Postcode *

CB24 6ZD

SEARCH

Select Address

203 The Sycamores Milton

Apartment

House Name

House Number

203

Street *

The Sycamores

Town *

Cambridge

County

Cambridgeshire

District

South Cambridgeshire

Postcode *

CB24 6ZD

Address Update Options

- ☐ Update address for this contact only
Only this contact's address will be updated
- ☒ Update address for all family members
Update address for all family members who share the same current address

CANCEL SAVE

When updating a contact's address, you will be asked to choose how the changes should be applied. A radio button gives you two options:

Update address for this contact only - Select this option if the new address should apply only to the contact you are currently editing. Other linked family members will keep their existing addresses.

Update address for all family members - Select this option if the new address should apply to the entire family group. The system will automatically update the address for all related

family members connected to the student.

The same options are also available when editing the student’s own address.

NOTE:

- This functionality is supported only for UK and Ireland addresses.
- Family-wide updates are possible only if the addresses are properly linked in SIMS. If the linkage is missing or incorrect, the change will apply only to the selected contact.

Contacts and Cultural Information

BASICCONTACTS AND CULTURAL INFORMATIONMEDICALSEN AND DISABILITIESDIETARY AND WELFARECONSENTS AND TRANSPORTDOCUMENTATIONF >

CONTACTS

Important

Please take great care when adding to or updating the Contact Information in Tamwar’s profile. If a new contact is added and the Parental Responsibility box is ticked, that person will be invited to create an Admicity Parent account and will have full access to Tamwar’s profile information. The Court Order box should only be ticked if there is an existing Court Order in place relating to that particular contact’s relationship with Tamwar - ticking this box will prevent an Admicity parent account from being automatically created. Contacts with Parental Responsibility should be given Priority 1 or Priority 2. Any other contacts should be given priority 3 or 4 and must not have the Parental Responsibility box ticked. Please do not add more than four contacts (including parents) to Tamwar’s profile.

ADD CONTACT

Confirmed at Oct 25, 2024 by Peter Parker

Title	Forename	Surname	Phone Number	Email	Relation Type	Actions
Mrs	Aneeta	Abdullah	01632 367110	admicitydemo@outlook.com	Mother	
Mr	Usaf	Abdullah	01632 367110	Abdullah@example.com	Father	

CULTURAL INFORMATION REQUIRED BY THE DEPARTMENT FOR EDUCATION

All questions in this section must be responded to. If you do not wish to provide answers to any of these questions, please select 'Refused' from the list of options. Please note, before completing this section, that **English as an Additional Language** is defined by the Department for Education as ‘Any pupil exposed to a language at home that is known or believed to be other than English’.

What is Tamwar’s ethnicity? *

Bangladeshi

What is Tamwar’s religion? *

Muslim

What was the first language Tamwar was exposed to? *

English

What language does Tamwar speak at home? *

Does Tamwar speak English as an additional language? *

Yes

Does Tamwar have refugee or asylum status? *

Not Applicable

What is Tamwar’s country of birth? *

What is Tamwar’s nationality? *

If you are able to provide Tamwar’s passport details it would be appreciated, but this is not compulsory. As well as providing a formal record of his identity, we may also use passport information for flight reservations if Tamwar attends any international trips while on-roll at Green Abbey.

Nationality*

Passport Number

Issue Date

Name On Passport

Expiry Date

Visa Number

Visa Expiry Date

CANCEL

ADD

CONFIRM CULTURAL INFORMATION

The Student Contacts section is for maintaining and accessing the contact information of individuals related to a student. If contacts are added or updated in

30

the Student or Applicant Record in SIMS, this information will sync into the Admicity Profile. Admicity Parent Accounts only show the account holder their own contact information. They can see the names of other contacts and whether or not they have parental responsibility, but cannot see their telephone, email or address information.

Overview

The Student Contacts section allows you to:

- **Add new contacts** for the student.
- **View existing contacts** and their details.
- **Edit or delete contacts** as needed.

Adding a New Contact in Admicity

To add a new contact, follow these steps:

1. **Click on the "ADD CONTACT" Button:** Located at the top left of the contacts section. This button opens a form to enter the details of a new contact.
2. **Enter Contact Details:** Fill in the required fields such as Forename, Surname, Phone Number, Email, Relation Type, Priority, Parental Responsibility and Legal Order. Each field is described below:
 - **Forename:** The first name of the contact person.
 - **Surname:** The last name of the contact person.
 - **Phone Number:** The contact person's phone number.
 - **Email:** The contact person's email address.
 - **Relation Type:** The relationship of the contact person to the student (e.g., Mother, Father, Guardian).
 - **Priority:** The priority level of the contact (e.g., 1 for primary contact, 2 for secondary contact).
 - **Parental Responsibility:** Indicates if the contact has legal parental responsibility for the child. If this box is not ticked, the contact will not receive an automated invitation to create an Admicity Parent Account.
 - **Legal Order:** Indicates if there is a Court Order in place restricting the Contact's access to information about the student. If this box is ticked, the contact will not receive an automated invitation to create an Admicity Parent Account.
 - **Email Notifications:** enabled by default, when disabled the contact will not receive any email notifications at all including forms sent out to be filled in. Only the School administrator can do this, effectively unsubscribing the contact from all Admicity notifications.
3. **Save the Contact:** Once all the details are filled in, click the save or confirm button within the add contact form to save the new contact.

Confirming Contacts

The "**CONFIRM**" button at the top right of the section is used to confirm the current list of contacts. Ensure all contacts are accurate and up to date before confirming.

Actions Column

The actions column includes the following icons for each contact:

- **Edit Icon (Pencil):** Click this icon to edit the contact details. Make necessary changes in the form that appears and save the changes.
- **Home Icon:** Click this icon to edit the contact home address.
- **Delete Icon (Trash Bin):** Click this icon to delete the contact. Confirm the deletion in the prompt that appears.

Medical

The Medical tab in the student profile is essential for storing and managing student medical information. Because Admicity uses the Medical Conditions and Medical Events lookup lists from the school's SIMS, it is important to make sure that these lists are properly maintained, with no duplicates. It is also a good idea to keep the list manageable by not including medical conditions that are not relevant to any current student. Checking and maintaining the lists can be done quickly and easily in SIMS by going to Tools/Lookups/Maintain. Displaying the school's own SIMS lookup lists means the parent cannot select a condition or event that is unable to sync. Medical Condition lists should not contain temporary illnesses, as these are covered in Medical Events. They should also not include any S.E.N. conditions that do not require medication as these will be covered in the S.E.N. section.

The Medical tab is divided into the following sections:

Medical Conditions - used to document any medical conditions the student has, or to confirm that they don't have any medical conditions. There is also the option to inform the school of any suspected medical conditions that have not yet been formally diagnosed. One of these three checkboxes must be ticked. Only formally diagnosed medical conditions should be entered into Admicity as they will be synced into SIMS. Evidence of the diagnosis and/or management of the condition must be uploaded if any box is ticked on this list. When a medical condition syncs into SIMS, the uploaded documentation will also appear in SIMS, as a linked medical document. Selecting the option 'Other', and providing information in the summary box that appears beneath it, will inform the school if their child has a medical condition that does not appear on the list so that it can be created if necessary. Unless the school

wishes to Hide this section from parents, using the Manage Access panel, it is important to be aware that any medical condition and associated documents already on SIMS will sync to the Admicity profile, and the parent will be asked to confirm that the information is correct.

Medical Conditions

Tamwar has one or more medical conditions that have been formally diagnosed by an appropriately qualified professional. ☒

Please tick Tamwar's medical condition(s). If Tamwar has a medical condition does not appear in the list please select Other/Any Other Medical Condition. You should use the 'upload' button to provide supplementary documentation - for example a diagnosis letter or a management plan related to the condition.

A.D.H.D. ☒


 UPLOAD DOCUMENTS

Anaphylaxis	☐
Arthritis	☐
Asthma	☐
Chronic Fatigue Syndrome	☐
Diabetes	☐
Eczema	☐
Epilepsy	☐
Hayfever	☐
Multiple Sclerosis	☐
Myalgic Encephalopathy	☐
None	☐
Osteoporosis	☐
Other Medical Condition	☐
Post Viral Fatigue Syndrome	☐
Tuberculosis	☐

SAVE

Medical Events - used by the parent to inform the school of any significant medical events that the school need to be aware of (for example, an accident took place outside of school hours) or an illness resulting in a broken limb that requires absence from school. This field is also used by the school to inform parents of any medical events that occur during the school day. Unless the school wishes to Hide this section in their Manage Access panel, it is important to be aware that any medical events already on SIMS for on-roll students will be visible to parents and the parent will need to confirm that they have seen this information. It is advisable to 'Hide' this section for pre-admissions as it is not relevant.

Medical Events

Please use this section to add any medical event that takes place while Tamwar is on roll at Green Abbey that is not related to a diagnosed medical condition. For example, injuries as a result of an accident. This section may also be updated by Green Abbey, if a medical event or incident occurs during the school day and you will receive an email alert to inform you of any updates.

 ADD

Immunisation - Smallpox

Date: 29-May-2025

Follow Up: 05-Jun-2025



 UPLOAD DOCUMENTS

SAVE

Medical Notes - used for the parents to inform the school of anything related to the student's health and medical care that does not come under the Medical Conditions or Medical Events categories. This section can also be used by the school to inform parents of any medical notes relating to their child not covered in the Medical Condition or Medical Events categories. Both school and parent users should take care to ensure that sensitive (safeguarding) information is not added to the SIMS student record in this section. Confidential safeguarding information should be managed by the school with specialised software such as MyConcern. Unless the school wishes to Hide this section in their Manage Access panel, it is important to be aware that any medical notes already on SIMS for on-roll students will be visible to parents and the parent will need to confirm that they have seen this information. It is advisable to 'Hide' this section for pre-admissions as it is not relevant.

Medical Notes

Please use this section to add details of any medical condition that does not appear on the above list or that has not yet been formally diagnosed. It can also be used to share any other medical information that you would like Callisto School to be aware of that is not related to a specific medical condition or medical event. Callisto School may also update this section during the school day and you will receive an email alert to inform you of any updates to Rebecca's Admicity profile.

 ADD

To be obtained from previous school

To be obtained from previous school



 UPLOAD DOCUMENT

CONFIRM MEDICAL NOTES

Non-Prescription (OTC) Medication - used confirming consents for over the counter prescriptions on the student profile. Administrators can add, modify, or remove OTC medicines from the list in Admicity's School settings. This list does not sync to SIMS. Any OTC medicine permissions required in SIMS should be added via the SIMS Consent LookUp list.

Non-Prescription (OTC) Medication

Do you give consent for the Green Abbey to administer the following medication to Tamwar during the school day if required?

Ibuprofen	☒
Paracetamol	☒
Antihistamine	☒
Mouth ulcer gel	☐
Antiseptic cream / spray	☐
Sun protection	☐
Throat Lozenges	☒

SAVE

GP Details - the name and address of the student's medical practice. This information syncs into SIMS as a Medical Note.

GP Details

Please provide the name and address of Tamwar's GP

0/255

Please upload Tamwar's vaccination record. This can be obtained from your GP surgery.


 UPLOAD

CONFIRM GP DETAILS

S.E.N. and Disabilities

The S.E.N. tab in the student profile is designed to store and manage information related to students' Special Educational Needs. Parents can upload supporting documentation confirming their child's diagnosis. One of the checkboxes must be ticked in order to confirm this section of the Admicity Profile. After the sync has taken place, the integration settings will save these checkboxes as follows: Children with no SEN will import as code N on SIMS; children with an EHCP will import as Code E and children with a diagnosed S.E.N. condition or disability requiring additional classroom support will be imported as Code K. The parent can only select a condition that appears in the school's SEN lookup list in SIMS so that there can be no synchronisation errors. Supporting documents uploaded by parents via Admicity will be synced as 'Linked SEN document' in SIMS. Unless the school wishes to Hide the S.E.N. section from parents in their Manage Access panel, it is important to be aware that any S.E.N. information already on SIMS for on-roll students will be visible to parents and the parent will need to confirm that they have seen this information.

Special Educational Needs

Please tick one of the options below, so that we can ensure Tamwar receives the appropriate level of Learning Support while at Green Abbey. The information you provide can be updated at any time if a new assessment or diagnosis takes place, either before or after he joins Green Abbey

Tamwar has Special Educational Needs that have been formally diagnosed by an appropriately qualified professional and is currently receiving support at school but does not have an EHCP. ☒

Please tick the most appropriate option from the list below and provide a short summary. Use the 'add document' button to provide us with any relevant documentation or additional information.

For example: If your child has dyslexia and affects his/her learning to a moderate extent, please select Moderate Learning Difficulty from the list and then type Dyslexia in the text box that appears. You can use the 'add document' button to add a diagnosis letter, strategies that work well in his/her current setting or anything else you feel it would be helpful for us to have on record in order to ensure Green Abbey School is fully prepared to meet his/her needs.

Autistic Spectrum Disorder ☒
Description

Down Syndrome ☐

Hearing Impairment ☐

Moderate Learning Difficulty ☐

Multi-Sensory Impairment ☐

No Specialist Assessment ☐

Other Difficulty/Disability ☐

Physical Disability ☐

Profound & Multiple Learning Difficulty ☐

Severe Learning Difficulty ☐

Social, Emotional and Mental Health ☐

Specific Learning Difficulty ☐

Speech, Language or Communication Need ☒
Description

Vision Impairment ☒
Description

SEN Documents

 ADD DOCUMENT

SAVE

NOTE: All SEN documents added via Admicity are visible to parents; however, new documents added via SIMS will not be visible to parents.

Dietary and Welfare

The Dietary and Welfare tab in the student profile is designed to manage information related to a student's dietary needs, food allergies, eligibility for free school meals, and any welfare-related information relating to the child. The dietary lists are those in the school's own SIMS list.

To avoid incorrect pupil premium information in the school census, Free School Meals and welfare fields do not sync to SIMS (with the exception of Young Carer and

Service Child in Education). The Welfare Officer will be alerted to the parent entering this information and can then verify and add it manually. Only the Service child in education and young carer fields are automatically synced to SIMS.

DIETARY NEEDS AND FOOD ALLERGIES

I confirm that Tamwar does not have any dietary preferences, food intolerances or food allergies. ☐

If Tamwar has a dietary preference, food intolerance or food allergy, please tick all boxes that apply

Kosher foods only	☐
No dairy produce	☐
No nuts of any type/quantity	☐
No pork	☐
Seafood allergy	☐
Vegetarian	☐
Artificial colouring allergy	☒
Gluten free	☐
Halal	☐

SAVE

WELFARE

Please tick this box if none of the Welfare questions listed below are relevant to Tamwar ☐

Please tick any of the questions below that are relevant to Tamwar. We do not require any additional information relating to the questions below to be provided on Tamwar's Student Profile. Our welfare team may contact you if they need any further information.

Currently in Local Authority Care (Looked After Child)	☐
Has previously been in the care of the Local Authority Care (at any time and for any duration since birth)	☐
Adopted from UK	☐
Adopted from abroad	☒
Living with an adult who is not a parent but who has Parental Responsibility under a Special Guardianship Arrangement	☐
Identified as a Child In Need by Social Services	☐
Please provide details below, or use this box to request that a member of staff contact you directly to discuss in more detail. Are there any other issues you feel the school should be aware of?	☐
A young carer is a person under 18 who regularly provides emotional and/or practical support and assistance for a family member who is disabled, physically or mentally unwell or who misuses substances. Please tick this box if, having read the above definition, you consider Tamwar to be a Young Carer	☐
Service children in education: This refers to a child whose parent or parents is/are Service personnel serving in regular HM Forces military units, or in Armed Forces of another nation and stationed in England. Please tick this box if, having read the above definition, Tamwar meets the criteria of a Service Child in Education	☐

SAVE

Consents and Transport

The Parental Consents section is designed to manage and document the various consents provided by parents or guardians for their child's participation in school activities, use of digital media, and other permissions. This is the school's own SIMS lookup list. The paragraph at the top can be modified in School Settings and policies

relating to each consent are added in School Settings and can be downloaded by the parent before checking each Consent box.

CONSENTS

Consents remain valid for the duration of your child's time at Green Abbey School. You may withdraw or add consent at any time by unticking or ticking the relevant consent box in your child's Student Profile. By ticking each box, you are confirming you have read the policy related to the consent request.

Please note the following information:

There is no specific policy relating to copyright permission, but in the event that we would like to reproduce Tamwar's work in our newsletter, social media or in marketing materials, we require your consent to do this.

Schools have a duty to share student data with the Department for Education and the Local Authority, therefore parental consent for Data Exchange is not required. However, it is important that parents are given the opportunity to read Green Abbey's Privacy Policy relating to the sharing and receiving of student data. This Data Exchange box should be ticked to confirm that you have read the Green Abbey Pupil Privacy Policy.

☒ Copyright Permission

☐ Data Exchange

☒ Internet Access

☒ Photograph Student

☒ School Visit

☐ Sex Education

[Pupil Privacy Policy.pdf](#)

[E-safety-policy-June-2024.pdf](#)

[PHOTOGRAPHY AND USE OF IMAGES.pdf](#)

[Visits-and-Trips-Policy \(1\).pdf](#)

[Relationships-and-Sex-Education-Policy.pdf](#)

Comments

CONFIRM CONSENTS

The Transports section allows the parent to inform the school of their child's intended or current mode of transport (depending on whether they are an on-roll student or an Accepted applicant). The Consents list and Transport list are the school's own SIMS lookup lists so it is important that these are accurate and regularly maintained. All fields in these sections will sync into SIMS. Unless the section is hidden in the Manage Access panel, information already on SIMS for on-roll students will be visible to parents who can then update or confirm it as necessary.

HOME-TO-SCHOOL TRANSPORT

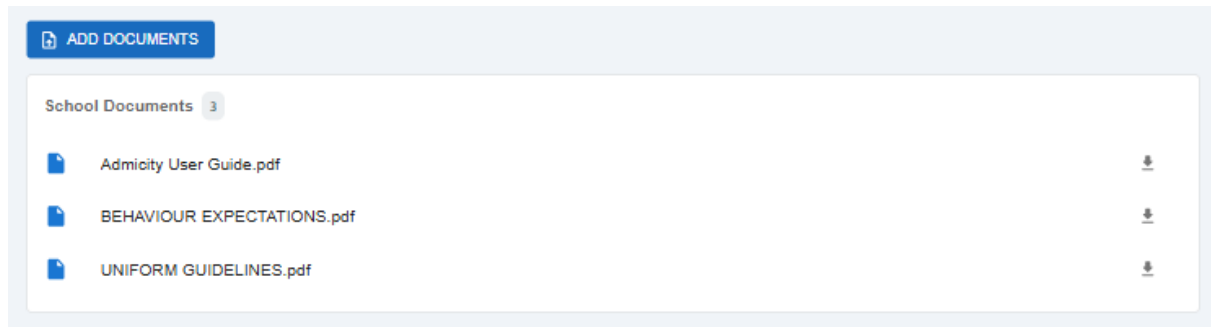
Mode of travel

Not selected

CONFIRM TRAVEL MODE

Documentation

The Documentation tab is designed to manage and access important documents relating to a student's profile. This section provides a guide to the functionalities available on this tab, as demonstrated in the provided screenshot.



Key Features

1. Add Document

- **Button:** To upload a new document, click on the "Add Document" button located at the top of the tab.
- **Function:** This opens a dialog where you can select a document from your device to upload. Once uploaded, the document will be listed under the "Profile Documents".

2. Document Categories

Profile Documents: This section contains documents specific to the individual student's profile, such as letters or reports related to the student. If the school wishes to store a document but does not want this to be visible to the parents, there is an option to tick 'Not Available to Parent' before saving.

School Documents: This section includes general documents applicable to all students rather than to a specific student, such as school-wide schedules or policies. These documents are not added in the Admicity Profile and there are instructions for adding School Documents later in this user guide.

3. Document List

Name: Each document is listed by its file name, which should clearly identify its content. For example, "behaviour-warning-letter-10-6-24.pdf" or "meeting-with-parents-11-9-24.pdf."

Actions:

- **Download:** The download icon next to each document allows you to save a copy of the document to your local device.
- **Delete:** The trash can icon allows you to permanently delete a document. Use this function with caution, as deleted documents cannot be recovered.

Forms

The **Forms** tab contains a list of student-related forms where parents or members of staff can respond to forms or review the form contents or download a form submission. It is divided into two main tabs:

FORMS: This section displays a list of one-time forms assigned to the student, such as interview appointments, application confirmations, or consent forms.

SELF_SERVICE FORMS: This section lists reusable forms that parents or guardians can submit multiple times, as needed.

< ND WELFARE		CONSENTS AND TRANSPORT	DOCUMENTATION	FORMS	GROUPS
FORMS		SELF-SERVICE FORMS	COMMUNICATIONS		
Form Name					Actions
▼	New Add Parental Contact				...
▼	Add Non-parental Contact				...
▼	Notification - Student Absence				...

Groups

The **Groups** tab contains a list of Custom Groups that the applicant or student is a member of.

<	DIETARY AND WELFARE	CONSENTS AND TRANSPORT	DOCUMENTATION	FORMS	GROUPS
Group Name					
After School Clubs - Years 7-9					
Lunchtime Clubs - Years 7-9					
School Trip -Year 9 Museum - Science Museum - Students with Medical Conditions					

Forms

The Form management page provides a centralised location for school users to create, manage, and organise various forms or emails required for school processes. The page is structured into several tabs, each designed to help users quickly find and manage the right content:

Create form

Select from various methods to create and configure forms or emails.

Active forms

Forms that are currently live and available for completion.

Inactive forms

Forms that have been created but are not yet live.

Expired forms:

Forms that were previously live but have passed their expiry date and can no longer be submitted.

Archived forms

Forms that are no longer required. Whether previously live or not, archived forms cannot be completed.

Communications

Email-only items that do not include a submit action when viewed. These are created by building a form using only the Notes component.

School templates

A collection of reusable form templates created by the school.

SCHOOL SETTINGS	PROFILES	FORMS	REPORTS	DOCUMENTS
CREATE FORM +	ACTIVE FORMS	INACTIVE FORMS	EXPIRED FORMS	ARCHIVED FORMS
COMMUNICATIONS	SCHOOL TEMPLATES			

Name	Group	Type	Actions
Admissions - In-Year Application Decision	PRE-ADMISSION - Transport - Public Bus Service	Public (Linked to Profiles)	...
Admissions - Application Form - Secondary State Sc...		Public	...
Admissions - Application Form - Nursery		Public	...
Clubs - Lunchtime allocation	ON-ROLL	Private	...
Medical - Medication Initial Questionnaire	PRE-ADMISSION - Transport - Public Bus Service, PR...	Private	...
Transition Information Form - 06.02.26	PRE-ADMISSION - Transport - Other, PRE-ADMISSIO...	Public (Linked to Profiles)	...
DEV - demo - 5 Feb 2026		Public (Linked to Profiles)	...
Clubs - Lunchtime Choices for Students	ON-ROLL	Private	...
Admissions - In-Year - Availability of Place	EMPLOYEES	Public (Linked to Profiles)	...

Actions Menu

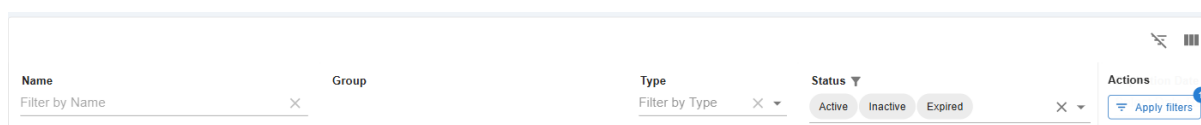
To the right of each form entry, the three horizontal dots (more options icon) open an actions menu with the following options:

- **Edit Form:** To modify the form's content, settings, or associated group.
- **Make Form Live:** Activates the form, making it available for submission.
- **View Responses:** Enables viewing the responses collected from the form submissions. (Note: This option may be disabled if the form is inactive.)
- **Archive Form:** Moves the form to an archived state, making it inactive but preserving the data for future reference.
- **Restore Form:** Available under the Archived form tab, when selected it will restore the form to its previous status, being Inactive, Active, Expired.
- **Delete Form:** Permanently remove the form and its associated data from the system.
- **Clone Form:** Creates a duplicate of the form, allowing it to be easily re-used, with modifications if needed.

- **Copy URL:** This option is available for public forms like the Application or Acceptance form and allows them to copy the form URL, which can be shared with parents.
- **Make template:** Creates a school template of the selected form, ready to be used again via the form wizard school template selection or Use School Template card. Templates can be viewed and modified under the School Template tab.

Filtration

Forms can be filtered by various columns, this can be done by clicking on the filtration icon which activates the filtration menu where the user can specify all needed filters and click "Apply filter" to get the filtered forms list.

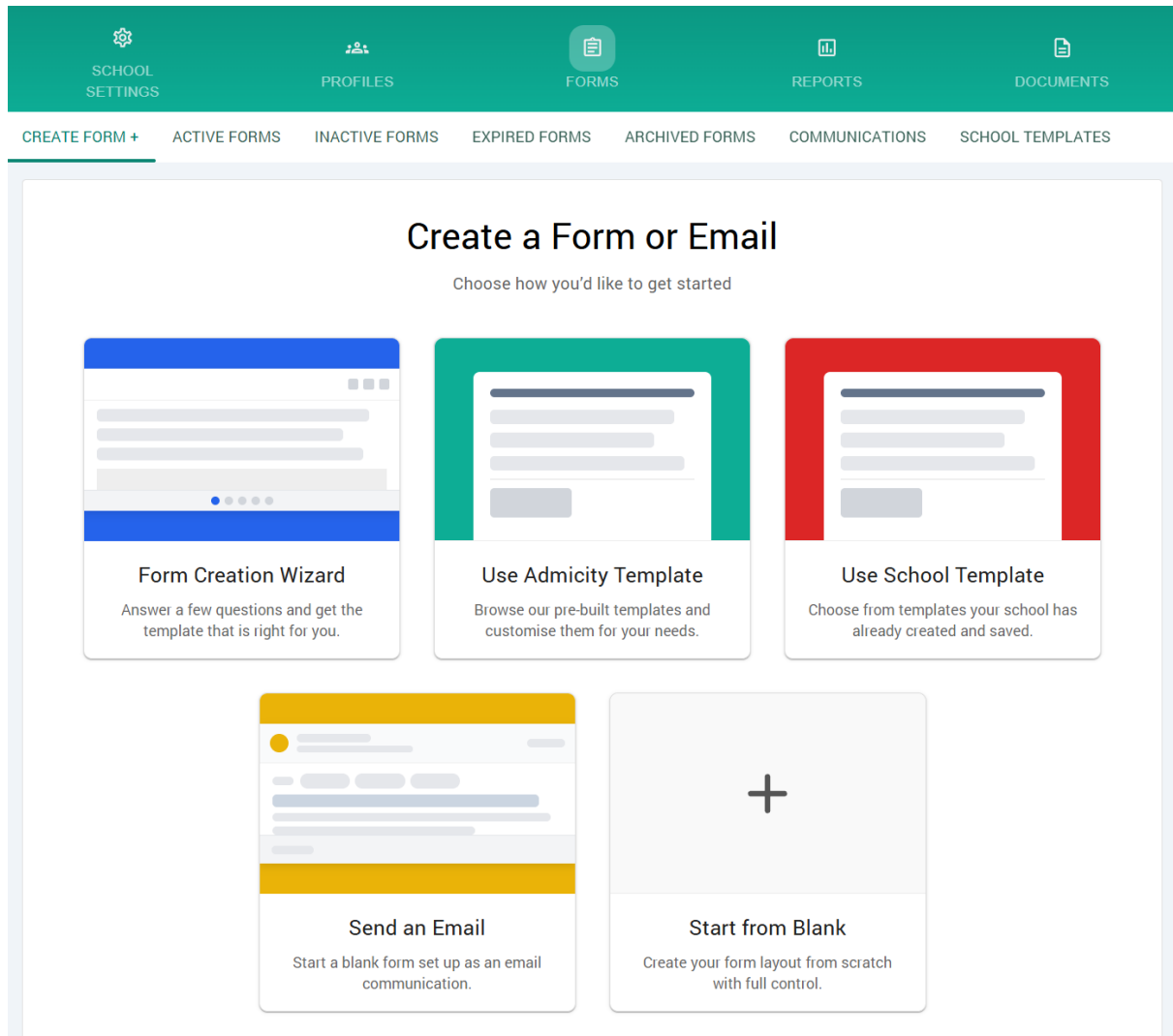


The screenshot shows a filtration menu with the following components:

- Name:** A text input field with the placeholder "Filter by Name" and a clear button (X).
- Group:** A dropdown menu.
- Type:** A text input field with the placeholder "Filter by Type" and a clear button (X).
- Status:** A dropdown menu with a downward arrow.
- Active/Inactive/Expired:** Three toggle buttons. "Active" is currently selected.
- Actions:** A button labeled "Apply filters" with a blue notification bubble (1).

Create new form

Located at the top-left of the page, the "Create Form +" tab allows school staff and administrators to select from different cards.



Under the Create Form tab, there are 5 different cards to help with creating forms and emails.

- **Form Creation Wizard:** The wizard helps you choose the right setup for your form. It asks a series of questions to apply the correct settings, such as form type, audience, recipients, template selection and form details. You can go through the wizard and preview the form without making it live or assigning recipients. Most settings can be updated later if you need to make changes.
- **Use Admicity Template:** Choose from a range of ready-made Admicity templates to get a head start. Answer a few quick questions and then select the most suitable template.
- **Use School Template:** School templates are created from existing forms using the Actions menu on the Forms page. This option asks a few quick questions to filter the list, then lets you choose the most suitable school template.

- **Send an Email:** This option lets you create an email communication quickly. You choose the audience and name, then write the email content. After creating it, you can go to Settings to add recipients and send it.
- **Start from Blank:** Start with a blank form and full control. Choose the audience, name the form, then begin building straight away.

Step-by-Step Instructions for creating a new form

Create a new form (all modes):

Start by choosing how you want to create your form or email (cards):

- **Form Creation Wizard** – guided setup. You answer a few questions and the system helps you build the right setup.
- **Choose Admicity Template** – start from a ready-made Admicity template and customise it.
- **Choose School Template** – start from a template your school has already saved.
- **Send an Email** – create an email-style communication (using the same editor as forms).
- **Start from Blank** – start from an empty layout and build it yourself.

Form Creation Wizard

1. Form Type

What this step does: Sets the overall type of form you're creating. This affects how the form behaves and which options you'll see later.

Question: What type of form is this?

Options:

- **Regular form with email notification**

Choose a regular form with email if you want to send out a normal form to recipients with an email to notify them to fill it in with a link to the form.

- **Application or Acceptance form**

Choose this option if you want to select a form template for creating student applications at the school. This form can be used as an iframe or a link to post on the schools website or send in communications. The parent contact

or third party can fill in the form and create an applicant in Admicity and will respectively sync the applicant details into SIMS.

- **Public form for anyone on the web (not associated with students or employees)**

Choose this option if you want to create a form that is not connected to any profile in Admicity. This will be a publicly available form which can be used as an iframe or a link where data can be collected by anyone who views and fills it in. You may want to collect data such as public opinion or anonymous views on different subjects.

- **Regular form with NO email notification**

Choose a regular form with NO email if you want to send out a normal form to recipients without an email to notify them to fill it in. The form will reside in the list of forms to fill in on the account but the user will not get notified to fill it in.

- **Self-service form**

Choose a self-service form if you want to create a form that resides on a student or employees profile where they or their contacts can sign in to Admicity and select to fill in the form as many times as they like throughout its duration. This can be useful for such forms as employee leave requests or student sick day absence.

- **Trigger form**

Choose the Trigger form if you want this form to be sent automatically when someone answers a certain way on another form.

2. Audience

What this step does: Chooses who the form is for. This controls who you can send it to and what recipient options appear next.

Question: Who will complete this form?

Options:

- **Parent with an Admicity account**

Any parent or contact who already has an Admicity account, or who should register and sign in to complete the form. Typically used for parents of on-roll students or applicants who have reached an Accepted status.

- **Parent of applicant with Applied or Offered status**

Any parent or contact linked to an applicant who is not yet able to create an account, such as applicants still with Applied or Offered status (or any other status before Accepted).

- **Child's previous school**

Send the form to the child's previous school. The email address is taken from the student's profile under Registration information > Basic details. Useful for collecting references.

- **Employee**

Send the form to employees at the school. Employees need a registered Admicity account to receive forms this way.

- **External recipient**

Send the form to email addresses you add directly to the form (up to 5). You can optionally choose to associate the form with a student or employee profile so responses are linked to that person, even if they do not have an account yet.

- **Student**

This option allows the student themselves to receive the form. They must have a registered account with Admicity to complete it.

Some form types only allow certain audiences (for example, self-service forms are limited to specific groups). If you choose a parent option, you'll be asked extra parent-related questions later.

3. External Recipients (external recipient audience only)

What this step does: Lets you type in the email addresses of people outside the platform.

Question: Add external recipients

Action: Add one or more email addresses.

Useful for other schools, external agencies, or anyone not in your school system such as prospective employees.

4. Recipient Association

What this step does: Builds your recipient list. Add recipients using groups and filters and/or add individuals directly. For external recipients optionally link them to students/applicants or employees.

Adding recipients using groups/filters:

Question (staff): Would you like to add students using filters and groups?

Action: Add Group

Optional (when you add more than one group):

Toggle: Must appear in all selected groups. Only people who match every selected group will be included.

Adding individuals:

Question: Would you like to add individual students or applicants?

Action: Search and select people to add.

If you chose External recipient as the audience:

Question: Would you like to associate the external recipients with students/applicants or employees?

Field: Recipient Type: Options: None / Students / Employees

5. Both Parents

What this step does: Chooses whether one parent can submit, or if both parents must complete the form.

Question: Do you require both parents to complete this form?

Options: Yes / No (default)

6. Completed Profiles (Parents with an Admicity account only)

What this step does: Lets you stop parents submitting the form until the student or applicant's profile has been completed (based on your school's profile requirements).

Question: Would you like to block form submission until the student's profile is

complete?

Options: Yes / No (default)

This is helpful when the form depends on accurate student details.

7. Trigger Conditions (Trigger forms only)

What this step does: Defines what needs to happen on another form before this form is automatically sent.

Question: Which form, question, and answer should trigger sending this form to the recipient?

Action: Choose the form, the question, and the answer/option that should trigger it.

Example use: "If a parent selects 'Yes' to a consent question on another form, send them this next form automatically."

8. Creation Method

What this step does: Choose whether you start from scratch or use a template.

Question: How would you like to create this form?

Options:

- Start from a blank form (not available for Application)
- Use an Admicity template
- Use a school template

Templates are best when you want a head start and only need to tweak wording/questions.

9. Template Selection (only if you chose a template option)

What this step does: Lets you browse templates and pick one to use.

UI behaviour: Template card selection.

Action: Select a template to continue.

Templates are filtered based on audience and type of form.

10. Form Details 1

What this step does: Sets the name and categories for organisation and reporting.

Question: What would you like to name this form?

Question: Would you like to add one or more categories to this form?

Categories help staff filter and classify forms. This question is optional.

11. Form Details 2

What this step does: Sets reminders and who should be notified when someone submits the form.

Question: Would you like to set a reminder interval to remind the recipient to fill in the form?

Field: Reminder interval (In hours, 0 = Disabled)

If you leave this as 0 (the default), no reminder emails will be sent. If you enter a number, reminder emails will be sent at that interval. For example, 24 = once a day or 168 = once a week.

Question: Would you like to add an email address to notify when a form submission is made by a recipient?

Add one or more email addresses, up to a maximum of 5. When a form is submitted by the recipient, the email will be notified a submission has been made by the recipient. Notifications are useful for alerting staff without needing to constantly check the platform.

12. Form Details 3

What this step does: Sets when the form expires.

Question: Would you like to set an expiry date for the form?

Field: Expiry date (optional)

Expiry dates help prevent outdated forms being completed after a deadline. The form expires at the end of the selected day. It will expire at 23:59 on the date set. Once form expires it will no longer be available to be filled in. An expiry message will be

displayed in place of the form once expired.

13. Form Editor

What this step does: This is where you build the content of the form or edit the template selected. Add/update questions, sections, and set any required fields.

14. Form Access

What this step does: Controls who inside your organisation can view and manage the form.

Question: Which users and roles would you like to give access to view and manage this form?

By default, the School Admin role and the user who created the form are given access. You can add or remove users and roles, and adjust access as needed.

15. Approvals

What this step does: Adds an approval process so submissions can be reviewed before they're treated as complete.

Question: Would you like to add approvals to this form?

Optionally build approval stages and assign staff members to approve or reject the form once submitted.

16. Autoresponders

What this step does: Lets you send an automatic email response when someone submits the form.

Question: Would you like to add automatic response emails to this form?

You can optionally add an automatic response that is sent to an email address collected within the form (using an Email question).

17. Go Live

What this step does: Controls when the form becomes available to recipients.

Question: When would you like this form to go live?

Make Live Now: will activate the form immediately and send out to the recipients.

Schedule a future live date: will activate on the date selected.

Make Live Later: navigates the user back to the form management page

Go to form: navigate the user to the edit form page.

If your form has no recipients, you may not be able to make it live immediately (but you can still schedule it).

Public forms also show a public link and embed code so you can share it on a website.

Choose Admicity Template

What this card does: Starts from a pre-built Admicity template, so the form already contains questions and layout. You then set the details and publish it.

1. Form type

What this step does: Confirms what kind of form you're creating.

Question: What type of form is this?

2. Audience (not shown for Application or Public form types)

What this step does: Chooses who will complete the form.

Question: Who will complete this form?

4. Trigger Conditions (Trigger forms only)

What this step does: Decides what will cause this form to be sent automatically.

Question: Which form, question, and answer should trigger sending this form to the recipient?

5. Template Selection

What this step does: Choose which Admicity template you want to start from.

Action: Select a template to continue.

6. Form Details 1

What this step does: Sets the name and categories.

Question: What would you like to name this form?

Question: Would you like to add one or more categories to this form?

7. Form Details 2

What this step does: Optionally sets reminders and submission notifications.

Question: Would you like to set a reminder interval to remind the recipient to fill in the form?

Question: Would you like to add an email address to notify when a form submission is made by a recipient?

8. Form Details 3

What this step does: Optionally sets the expiry date.

Question: Would you like to set an expiry date for the form?

9. Form Editor

What this step does: Review and edit the template content.

UI behaviour: Editor/builder

10. Navigates to the form edit page

What this step does: Creates the form and navigates to the standard form edit page where you can fully customise the form, recipient & settings, assign access, form approvals and automatic responses if available for the form type, and finally choose to make the form live or navigate back to the form management page.

Choose School Template

What this mode does: Starts from a template your school has already saved. This is ideal for reusing standard school forms consistently.

1. Form Type

What this step does: Confirms what kind of form you're creating.

Question: What type of form is this?

2. Audience (not shown for Application or Public form types)

What this step does: Chooses who will complete the form.

Question: Who will complete this form?

3. External Recipients (External recipient audience only)

What this step does: Adds email addresses for people outside the platform.

Question: Add external recipients

4. Trigger Conditions (Trigger forms only)

What this step does: Decides what will cause this form to be sent automatically.

Question: Which form, question, and answer should trigger sending this form to the recipient?

5. Template Selection

What this step does: Choose which school template you want to start from.

Action: Select a template to continue.

6. Form Details 1

What this step does: Sets the name and categories.

Question: What would you like to name this form?

Question: Would you like to add one or more categories to this form?

7. Form Details 2

What this step does: Sets reminders and submission notifications.

Question: Would you like to set a reminder interval to remind the recipient to fill in the form?

Question: Would you like to add an email address to notify when a form submission is made by a recipient?

8. Form Details 3

What this step does: Sets the expiry date.

Question: Would you like to set an expiry date for the form?

9. Form Editor

What this step does: Review and edit the template content.

UI behaviour: Editor/builder

10. Navigates to the form edit page

What this step does: Creates the form and navigates to the standard form edit page where you can fully customise the form, recipient & settings, assign access, form approvals and automatic responses if available for the form type, and finally choose to make the form live or navigate back to the form management page.

Send an Email

What this mode does: Creates an email-style communication. You choose who it's going to, write the content, and publish or schedule it.

1. Audience

What this step does: Chooses which audience type this email is for and sets the details of the email

Question: Who will receive this email?

2. Details

What this step does: Sets the email name and categories.

Question: What would you like to name this email?

Question: Would you like to add one or more categories to this email?

10. Navigates to the form edit page

What this step does: Creates the email and navigates to the standard email edit page where you can fully customise the email, recipient & settings, assign access if available for the form type, and finally choose to make the email live or navigate back to the form management page. Live emails can be found under the Communications section.

Start from Blank

What this mode does: Starts with a blank layout and asks only the essentials first.

1. Audience

What this step does: Chooses who will complete the form.

Question: Who will complete this form?

1. Form Details 1

What this step does: Sets the name and categories.

Question: What would you like to name this form?

Question: Would you like to add one or more categories to this form?

2. Form Details 2

What this step does: Sets reminders and submission notifications.

Question: Would you like to set a reminder interval to remind the recipient to fill in the form?

Question: Would you like to add an email address to notify when a form submission is made by a recipient?

4. Form Details 3

What this step does: Sets the expiry date.

Question: Would you like to set an expiry date for the form?

5. Navigates to the form edit page

What this step does: Creates the form and navigates to the standard form edit page where you can fully customise the form, recipient & settings, assign access, form approvals and automatic responses if available for the form type, and finally choose to make the form live or navigate back to the form management page.

Form Builder & Components

Form Components: Use the available form components to design your form. Click on any component to add it to your form and use the Edit button (the pen icon) next to each question to add your required text. Each question type has a formatting menu that includes placeholders to personalise the form (e.g. @schoolname, @studentfullname, @studentforename, @parent, @his/her, @he/she).

Available elements in the form builder by group:

Text & Notes

Notes: Add a section for descriptive text or instructions to appear in the body of the email notification.

Single Line: Insert a single line text input.

Textbox: Add a multi-line text input.

Numeric Input: Insert a whole positive or negative number, or a decimal

Multiple Inputs: Group of repeated input fields allowing the user to enter several values on one line, a maximum of up to five.

Question Grid: Group of question fields allowing the user to enter several values as part of the same grid.

Choice & Selection

Checkbox: Add checkboxes for multiple selections.

Dropdown: Provide a dropdown list for single selection.

Lookup Dropdown: Dropdown list populated from a predefined lookup (e.g., title, gender), ensuring consistency and centralized data management.

Multiple Choice: Add multiple choice questions.

Single Choice: Add radio buttons for single selection.

Tick Box Grid: Provide a grid of checkboxes for multiple selections.

Multiple Choice Grid: Add a grid of radio buttons for single selections per row.

Linear Scale: Insert a scale for rating or other linear responses.

Intake Choice: Provides a selection of available intake terms or years (e.g., September 2025), with the ability to add custom descriptions for each.

Boarder Status Choice: Allows users to select the student's boarding status (e.g., day, weekly, or full boarder), with customizable option descriptions.

Date / Time

Date And Time: Add date picker with time.

Date: Add date picker without time.

Files & Media

Attachment: Allow users to upload files.

Image: Insert an image into the form.

File Upload: Allows the form creator to attach documents for the recipient to download.

Signature: Include a signature field for digital signatures.

Layout

Separator Line: Add a line and/or a heading to help break up the form into sections.

Other

Appointment Booking: Lets users choose and book from available time slots, typically used for scheduling interviews or meetings from inside the form.

For set up, create an event in your Google Scheduler or Calendly account, then copy the full booking link and paste it into the Appointment Booking box. The link will open directly within the form, allowing users to choose a date and time without leaving the page.

Payment: Component for collecting payment-related details or confirming fee submissions in a new tab.

Application status choice: Change the application status on the form submission according to the configuration of this component.

Address: Composite input capturing structured address information including street, city, postal code, and country.

Student Profile Attributes

UPN: Using this special type of component, it will fill in the UPN field on the student's profile automatically when the form is submitted. Take care to make sure the form is linked to profiles.

Previous School Name: Using this special type of component, it will fill in the previous school name field on the student's profile automatically when the form is submitted.

Previous School Email: Using this special type of component, it will fill in the previous school email field on the student's profile automatically when the form is submitted.

Preview

Preview: Click the "PREVIEW" button on the right hand side of the form builder to see how your form will appear to users.

Save Form: Once you have completed designing your form, click the "SAVE FORM" button at the bottom right to save your form. Ensure all required fields are filled out before saving.

Recipients & Settings

Form Details

Form Name: Enter a descriptive name for your form in the "Form Name" field. This name will be displayed in the form list and used to identify the form. This name should describe the purpose of the form clearly as it will also appear as the Subject of the email when the form request is sent to the recipient(s).

Categories: Assign a category to your form from the dropdown menu. This helps with organising and filtering forms.

Expiration Date: If your form has a fixed expiry date (for example if it is being used for a school trip or event), use the calendar icon to set an expiration date for the form. This date determines when the form will no longer be available for submissions. The form will expire on the chosen expiry date at 0:00 hours.

Remind Interval: Set a reminder interval in hours. This will send auto reminders to recipients who haven't completed the form. Entering "0" disables reminders.

Form Details

Form Name *

Year 7 School trip - Zoo visit

Categories

School Trips

Health & Safety

Expiration Date

Jan 30, 2026



Remind interval *

48

In hours (0 = Disabled)

Audience

This step ensures that the right audience receives or has access to the form. There are five types of assignments.

- **Parents:** (for child completion) - forms to be completed by the parent(s) on behalf of the child.
- **Employees:** Staff members of the school.
- **External Users:** Any recipient that is not in the system.
- **Previous School:** Captured from the Application Form and taken from the student's profile under the Registration information section in the Basic details page.

- **Students:** Forms to be completed directly by the student using the email address assigned to them by the school that appears in their SIMS Student Record and Student Profile.

Audience

Audience

Parents

None

Parents

External Users

Students

Employees

Please note that if you cannot see the correct audience type, it may be because the incorrect form template was selected when answering the question: Who will complete this form? During form creation.

Trigger Form

Forms can be used as conditional triggers based on answers from other forms. A conditional trigger is a specific answer to a question from another form. Turning on the trigger will allow the form to be sent out to a recipient of another form after they've answered the question. It will also hide the recipients section on this form as we do not need to add any to this one.

Trigger Form

When enabled, this form will be triggered automatically based on the conditions set.

☒ Disable Trigger

Trigger Choice

Select which form, question and answer this one will trigger from and be sent out to automatically.

⚡ Trigger

Choose the form, question, and condition that will trigger this form

Form *

School trip attendance for Zoo
▼

Question *

Single Choice Question - Are you attending the school trip?
▼

Equals *

Yes
▼

[CLEAR TRIGGER SETTINGS](#)

Settings

Email address to be notified when this form receives submissions: Enter up to five email addresses that will receive an email notification when each form submission is made.

Self-service form: Enables the creation of forms that can be submitted multiple times throughout its duration. These forms will appear on the Self-service forms section of the student or employee profile. This type of form is intended to be submitted by the recipient, not the school. As a result, the system does not send any notifications to recipients. Instead, the form should be submitted whenever needed - for example, a student absence notification form or an employee holiday request form.

Require both parents to complete the form: Ensures that both parents individually complete and submit the form. If selected, individual requests will be generated for each eligible contact on the student's profile. Most forms only require one parent's response, however, one example to use this for is if there is a substantial payment expected as a result of the form submission (for example a boarding contract), a school may want to ensure both parents are in agreement to avoid any future disputes.

Enable recipient notification: When unchecked, the recipient will not receive an email notification for this form when it becomes active. It will still reside on the student's profile to be filled in.

Access level: When set to Private, the user must have a registered account to sign in and access the form. When set to Public, the form can be completed without signing in.

Communication type: Choose whether this communication is sent as an email only or as a form for the user to complete.

Settings

Email address to be notified when this form receives submissions

Enter email addresses, pressing Enter after each one (max 5 allowed).

- ☐ Self-service form 
- ☐ Require both parents to complete the form 
- ☒ Enable recipient notifications 

Access level 

☐ Private ☒ Public

Communication type 

☐ Email ☒ Form

Recipients

You can add students or applicants using filters and groups by clicking the Add Group button, selecting the group and deciding whether to include or exclude them from the form.

Must appear in all these groups: When ticked, recipients must belong to every 'Included' group listed above to receive the form. When unticked, they will receive it if they appear in any of the 'Included' groups.

Add individual student or applicant to form: Choose to add individuals to the form as opposed to adding them from the group selection. You can also add groups and individuals at the same time.

 Recipients

Select student groups and individual students to assign this form to.

Add students or applicants using filters and groups

[+ ADD GROUP](#)

Group Name	Status	Actions
PRE-ADMISSION - Application status - Accepted	Included	
PRE-ADMISSION - Sex - Female	Included	

☒ Must appear in all these groups 

Add individual student or applicant to form

Applications *

Lionel Abbot 

Enter name, surname, or full name

Students *

Enquiries *

Form Access

Allows users to control who can view or edit a specific form. By default, a newly created form is visible only to the user who created it and any user part of the School Admin role. Through the Form Access tab, the form can be shared with other users or roles, ensuring that the right people can collaborate on form completion or review whilst all others are not able to see it unless they are a recipient. Users will only see forms that they have created themselves or that have been shared with them.

The screenshot shows the 'Form Access Management' section of the Admicity interface. At the top, there are five tabs: 'BUILD FORM', 'RECIPIENTS & SETTINGS', 'FORM ACCESS' (which is active and underlined), 'FORM APPROVALS', and 'AUTOMATIC RESPONSES'. Below the tabs, the title 'Form Access Management' is followed by a description: 'Manage which users and roles have access to this form. This controls who can view the form, access form responses, and manage the form settings.' A light blue note box contains the following text: 'Note: When you share this form with other users, they will be able to see the names of all groups assigned to this form in the form settings, even if they don't have access to those groups. The groups themselves will not be available until they are explicitly shared with these users.' Below the note, there are two sections: 'Users' and 'Roles'. The 'Users' section has a dropdown menu labeled 'Select Users'. The 'Roles' section has a dropdown menu labeled 'Select Roles' which is open, showing three selected roles: 'Member Of Staff', 'School Admin', and 'Senior Member Of Staff', each with a close button (X). There is also a 'Select roles...' option. At the bottom right of the form, there is a blue button labeled 'SAVE FORM'.

Form Approvals

The following explainer video accompanies this section:

<https://share.synthesia.io/1afadb8f-3a19-4633-8a69-b67bbdd36c36>

The next tab is to decide whether the form needs a stage of approvals. If no approval is needed then simply click next or save the form. If the form does need an approval stage or stages, click to add an approval stage.

The screenshot shows the 'Form Approvals' section of the Admicity interface. At the top, there are three tabs: 'FORM STRUCTURE', 'FORM SETTINGS', and 'FORM APPROVALS' (which is active and underlined). Below the tabs, there is a blue button with a plus icon and the text 'ADD APPROVAL STAGE'.

After naming it, there is a selection box as to whether the stage depends on another one. If it's the first stage, there won't be any to select from, and you can continue to add the assignee/s below.

Add Approval Stage
×

Stage Name *

Initial Approval

Depends on stage (optional)

▼

Employee assignees *

Saadaa Abdullah

×

Start typing a name...

▼

CANCEL

SAVE

If it's not the first stage, it is mandatory to depend on a previously created stage where it is designed to go through one-by-one after the previous stage has been approved. Circular dependencies are not allowed so plan accordingly.

Add Approval Stage
×

Stage Name *

Final Approval

Depends on stage *

Initial Approval

▼

Employee assignees *

Abigail Buxton

×

Adrian Blacker

×

Start typing a name...

▼

CANCEL

SAVE

Once the stages are created they are saved and you can navigate to the next step of the form creation workflow. Click the three dot ellipses in Actions to edit or remove them.

New Form

✓ Form Setup — ✓ Define Recipients / Configure Embedding — 3 Assign Approvals — 4 Autoresponder — 5 Go Live (Optional)

[+ ADD APPROVAL STAGE](#)

Stage Name	Assignees	Starts after Stage	Actions
Initial Approval	Saadaa Abdullah		...
Final Approval	Abigail Buxton, Adrian Blacker	Initial Approval	...

GO BACK

NEXT

Stages can be assigned to one or more active employees, and only once a form response is submitted, it will show up in the Approvals tab of the My Forms page for the employee. Pending approvals will display at the top of the table, ordered by the oldest submitted form response first. Only the stage that the employee is assigned to can be viewed and they can click under the Actions column to approve or reject the form.

MY PROFILE

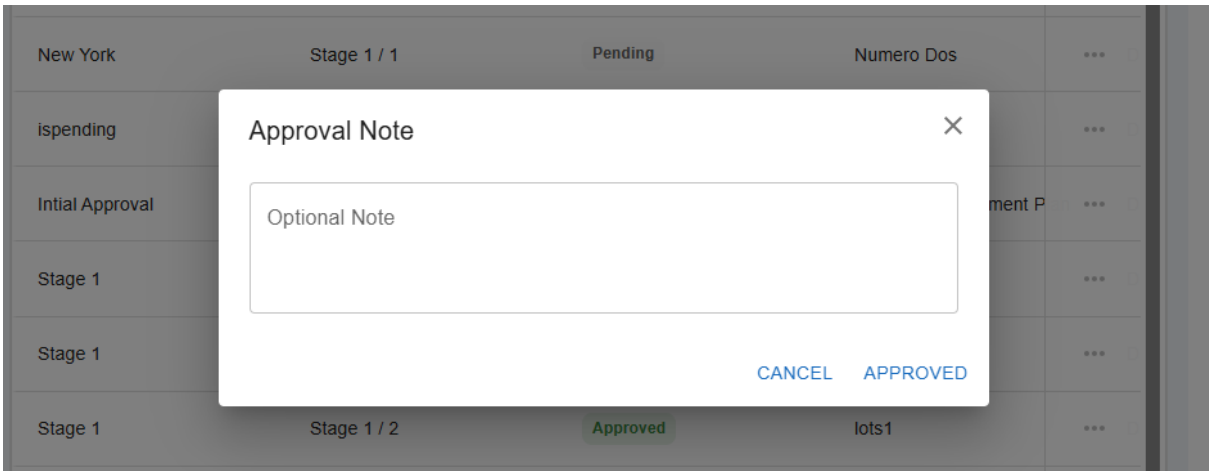
MY FORMS

FORMS NOTIFICATION FORMS APPROVALS

Approval Stage	Approval Progress	Approval Status	Form Name	Submitted By	Actions
First	Stage 1 / 2	Pending	Numero Uno	David Sanders	...
New York	Stage 1 / 1	Pending	Numero Dos	David Sanders	...
ispending	Stage 1 / 1	Pending	is pending?	David Sanders	...
Initial Approval	Stage 1 / 2	Pending	Asthma Management Plan	David Sanders	...
Stage 1	Stage 1 / 2	Rejected	lots1	David Sanders	...
Stage 1	Stage 1 / 2	Rejected	lots1	David Sanders	...
Stage 1	Stage 1 / 2	Approved	lots1	David Sanders	...
Weekend1	Stage 1 / 2	Approved	Weekend	David Sanders	...

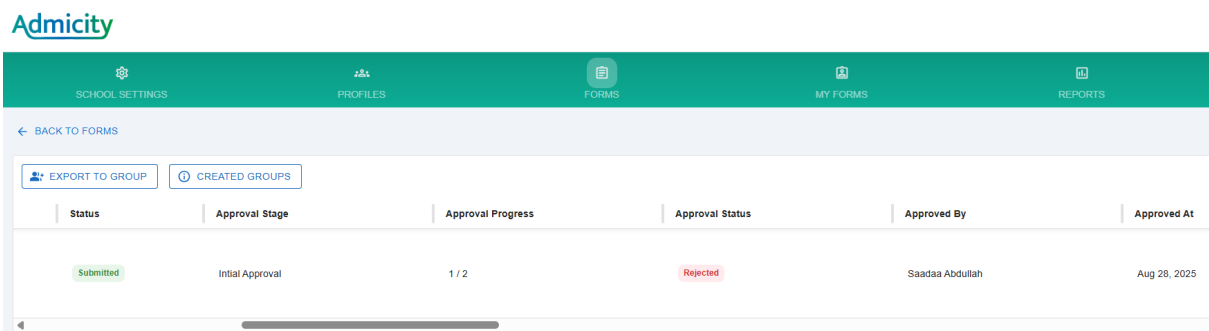
Approve
Reject

They can decide whether to leave a note for reason of approval or rejection:



If a stage is rejected by the employee, it will not go on to the next step of the approval process. The employee can decide to approve the previously rejected stage afterwards which will carry on through the process, however, they cannot reject a stage after it has been approved. If multiple employees are assigned to the same stage, the first one to make an approval decision will be taken. If one employee rejects the stage, there is still a choice for themselves or another assigned employee to approve it.

The approval process can be tracked in the form responses page and will show up in the approval columns of the form where the school can see the Approval Stage name, Approval Progress which will display what stage it is out of currently, Approval Status of the current stage and who approved/rejected the form at that stage.



Form approvals are a private process where only the school can manage them and students or parents cannot be part of it, although they can view the outcome of each stage on their own child's Form page. Only staff/employees are able to approve/reject forms after they've been filled in and submitted. If the approval

process needs to be edited after some approvals have been made, there will be a warning message displaying that the approval process will be reset for all recipients. All previously approved/rejected stages will have to go through the approval process again stage by stage.

Edit Approval Stage

Adding, deleting, or updating a stage’s dependencies or assignees on a live form will reset the approval process for all submissions – **including those already in progress or completed.**

Stage Name *

Stage 1

Depends on stage (optional)

Employee assignees *

003 DAS

Start typing a name...

CANCEL

SAVE

Form approvals can be made on any type of form except for Applications or public forms for anyone on the web. Once an approval has been made, whether rejected or accepted, the user who submitted the form receives a notification email to log in and check the approval status. Only users who already have a registered Admicity account will receive this email.

Automatic Responses

The Automatic Responses setting allows you to configure an automatic email reply that will be sent to users upon form submission.

FORM BUILDER

RECIPIENTS & SETTINGS

FORM ACCESS

FORM APPROVALS

AUTOMATIC RESPONSES

Autoresponder Rules

Create custom acknowledgement emails that are automatically sent based on form responses.

Enable Autoresponder

ADD RULE

No rules yet. Click **Add Rule** to create your first autoresponder.

70

The Autoresponder rules can be created by clicking the Add Rule button and filling in the required information in the popup. It is important to include a single-line input of type Email on the form so it can be selected as the recipient. You can also configure trigger conditions based on question answers, for when the automatic response should be sent; otherwise, it will be triggered for every single submission.

Create New Autoresponder Rule

✕

Rule Name *

New Autoresponder

👤 Email Recipient

Select which email field from form should receive this autoresponder email.

There are no email fields on this form *

⚡ Trigger Conditions

If no conditions are set, this email will be sent for every form submission.

+ ADD CONDITION

✉ Email Template

Email Subject *

We have received your response for @FormTitle

@FormTitle

↶ ↷

B *I* U ~~ab~~ **A**

☰ ☷ ☹ ☹ ☹

🔗 I_x

Styles ▾

Placeholders ▾

CANCEL

SAVE RULE

Go Live (Optional)

In the final tab, you can choose to make the form live, making it available for submissions immediately or to make the form live later, returning to the main forms page, whilst waiting for a more suitable time. You can also input a

scheduled date and time in which the form will be made live on, saving this date by clicking on the Schedule Live Date button below.

FORM BUILDER

RECIPIENTS & SETTINGS

FORM ACCESS

FORM APPROVALS

AUTOMATIC RESPONSES

GO LIVE

When would you like this form to go live?

MAKE LIVE NOW

MAKE LIVE LATER

Schedule a future live date

Activation date

Jan 16, 2026, 21:20

×

Form activates at the selected time when it becomes live.

SCHEDULE LIVE DATE

Form Notifications

Once the form is activated the notification email is sent to all assigned persons. Please note that the system uses text from the first component on the form to display in the recipient's email notification, if the component type is *Notes*. Then, the email notification will be:



Admicity

Asthma Plan

To: Maria Smith



GREEN ABBEY SCHOOL

This is an automated email sent by Admicity on behalf of Green Abbey

Samuel Smith - Asthma Plan

Dear Mrs Smith

Green Abbey School requires the parents of all children with asthma to complete an Asthma Care Plan. This is to ensure that the correct treatment plan is followed for Samuel while he is in the care of the school. Please click below to complete the required information. You will be required to complete a new Care Plan every year. Any changes to Samuel's diagnosis or medication should be immediately updated in the Medical tab of your Admicity Parent Account.

Kind regards
The Medical Team
Green Abbey School

CLICK HERE TO RESPOND

Public forms

The following explainer video accompanies this section:

<https://share.synthesia.io/87bc6449-c95b-43d9-bc55-a6712ce92b3b>

The templates used to create Application/Acceptance Forms generate a URL that can be either emailed to new parents/recipients or embedded in the school's website as an iframe. These forms are used to create the Admicity and SIMS applicant profile and add the child to the database for the first time. The data imports into Admicity upon submission of the form and then syncs into SIMS to create the Applicant Record, with the application status determined by the form creator (application forms would be Applied status, acceptance forms would be Accepted status). Only basic registration data is collected at this point - supplementary application forms that are linked to the specific choices made by the parent when completing the application form are sent automatically upon submission of the School Application Form. More sensitive student information is collected via the secure, password-protected Parent Portal, after the offer of a place has been formally accepted and the applicant status has changed to Accepted in Admicity and SIMS.

Each customer school can quickly and easily create their public Application and Acceptance Forms, by customising the templates in the Admicity Form Builder to match their particular student intake and admissions criteria. Two key components require additional configuration by the school: Intake choice and Boarder status choice (if it is needed for the school, as Boarder status choice can be removed if not needed)

Year of entry:

1.	Year 7 2025/26 Entry	Intake * 2025/2026 - Autumn - Year 7	
2.	Year 12 2025/26 Entry	Intake * 2025/2026 - Autumn - Year 12	
3.	Year 7 In-Year Entry 2024/25	Intake * 2024/2025 - Integrated - Year 7	
4.	Year 8 In-Year Entry 2024/25	Intake * 2024/2025 - Integrated - Year 8	
5.	Year 9 In-Year Entry 2024/25	Intake * 2024/2025 - Integrated - Year 9	
6.	Year 10 In-Year Entry 2024/25	Intake * 2024/2025 - Integrated - Year...	
7.	Year 12 In-Year Entry 2024/25	Intake * 2025/2026 - Autumn - Year 12 2025/2026 - Autumn - Year 7 2024/2025 - Integrated - Year 12 2024/2025 - Integrated - Year 10 2024/2025 - Integrated - Year 8 2024/2025 - Integrated - Year 7 2024/2025 - Integrated - Year 9	

+ ADD OPTION

☒ Required?

Application Status *
Applied

5. Boarder Status Choice

Select boarder status.

1.	Boarder	Boarder Group * Boarder, night not specified	
2.	Not a Boarder	Boarder Group * Not a Boarder	

+ ADD OPTION

☒ Required?

The URL and iframe for these forms can be found in the Form Settings Tab. They are shared with parents via email or by embedding the form in the school's website.

To remove the Admicity branding, append **?embedded=true** to the end of the URL.

Public link

Share this URL directly with people who need to complete the form.

Form URL

https://duchy.stg.admicity.co.uk/forms-request/1983



Embed on your website

Use this embed code to display the form inside another website.

Embed code

```
<iframe src="https://duchy.stg.admicity.co.uk/forms-request/1983/?embedded=true"
id='aaddf0d6-87de-4393-92f7-d1088cfdc31a' frameborder="0" marginheight="0"
marginwidth="0" width="100%"> </iframe> <script> function iframeResizeListener(event) {
if (event.data && event.data.type === 'iframeResizer' && event.data.iframeHeight) { let
iframe = document.getElementById('aaddf0d6-87de-4393-92f7-d1088cfdc31a');
iframe.style.height = event.data.iframeHeight + 'px'; } }
```

Integration with SIMS

Sections of the Application Form that are integrated with SIMS, at the initial application stage, to create the Admicity Pre-Admission Record and the SIMS Applicant Record are detailed below.

Registration details:



GREEN ABBEY SCHOOL

Application Form

Does the applicant have an Education, Health and Care Plan (EHCP) issued by his/her Local Authority? *

☐ Yes

☒ No

Year of entry: *

☒ Year 7 2025/26 Entry

☐ Year 12 2025/26 Entry

☐ Year 7 In-Year Entry 2024/25

☐ Year 8 In-Year Entry 2024/25

☐ Year 9 In-Year Entry 2024/25

☐ Year 10 In-Year Entry 2024/25

☐ Year 12 In-Year Entry 2024/25

Does the applicant qualify for any of the priority admissions categories defined in the oversubscription criteria in our Admissions Policy (this is available on our website). Please tick only if applicable.

Registration details in SIMS after form submission:

2 Registration Details

Application Status	Applied	Application Reference Number
Intake Group	2025 /2026 - Autumn Year 7	Admission Group
Year Group	Year 7	Year Taught In
Registration Group		House
Date Of Admission	01/09/2026	Age On Entry
Admission Number		Enrolment Status
Boarder Status	Boarder, night not specified	Late Application
Unique Learner Number		
Local UPN		

Basic details from Admicity Application Form:

Admicity

Applicant would be admitted to the school:

☒ Home address is in the Designated Priority (Catchment) Area as defined in our Admissions Policy

APPLICANT DETAILS

Applicant's Legal Forename *

Jimmy

Applicant's Legal Surname *

Abbey

Does the applicant have a middle name (or more than one middle name) *

☐ Yes

☒ No

Does the applicant prefer to use a forename at school that is different from their legal forename (including abbreviations of their legal forename)? *

☐ Yes

☒ No

Is the applicant known by a surname at school that is different from their legal surname? *

☐ Yes

☒ No

Gender *

Male

Date of birth *

11 Aug 2010

Basic details in Admicity Profile after submission of the Application Form:	Basic details in SIMS Record after submission of the Application Form:
---	--

Forename * Jimmy	1 Basic Details
Middle Name	
Surname * Abbey	
Preferred Forename	
Preferred Surname *	
Date Of Birth 11-Aug-2010	
	Legal Forename Jimmy
	Middle Name(s)
	Legal Surname Abbey
	Preferred Surname Abbey
	Preferred Forename Jimmy
	Date of Birth 11/08/2010
	Current Age 14 years
	Sex Male

Student address field on Admicity Application Form:

Country * United Kingdom	
Enter Postcode * NW1 2SD	SEARCH
Select Address 27 Euston Road	
Apartment	House Name
House Number 27	Street * Euston Road
Town * London	County London
District Camden	Postcode * NW1 2SD

Student address in SIMS after form submission:

3 Address

Current Home Address Details (Not validated)

 Address

25 Euston Road
 London
 NW1 2SD
 United Kingdom

 Delete
 Modify Address
 Move House
 Validate

Note

Enter additional address

Post Code
 House Number/Name

Country

United Kingdom

☒ Search Validation Service
 ☒ Search Existing Addresses

 Continue
 Advanced

Student address in Admicity after form submission:

Home Address

Apartment	House Name
House Number 25	County
Street Euston Road	Postcode NW1 2SD
District King's Cross	Country United Kingdom
Town London	

Parent contact details on Admicity
Application Form:

Parent contact details in SIMS after
Application Form submission:

Parent 1 Title *

Mr

Parent 1 Forename *

David

Parent 1 Surname *

Abbey

I confirm that the person who has been named above as Parent 1 has legal Parental Responsibility for the applicant *

Court Order Declaration - Parent 1 *

☒ I confirm that there is no Court Order in place restricting access to, contact with or information about the applicant child and the person who has been named above as Parent 1

☐ There is a Court Order in place and I will upload a copy of the Order

Parent 1 Relationship to applicant *

Father

Parent 1 Email Address *

david.abbey@example.com

Parent 1 Mobile phone no. *

0733458214

Is the home address of Parent 1 the same as the applicant's main home address? *

☒ Yes

☐ No

Contact details - Mr David Abbey

Save Undo Print

1 Basic Details 2 Relationship Details 3 Telephones and Email Addresses 4 Addresses 5 Language 6 Job Details 7 Documents

1 Basic Details

Title

David

Forename

David

Middle Name(s)

Surname

Abbey

Sex

Gender Identity

Pronoun(s)

Date of Birth

Honours

Salutation

Addressee

Parental Ballot

☐

Photograph

Click for photographers

2 Relationship Details

Applicant

Jimmy Abbey

Contact Type

Father

Correspondence

☐ Parental Responsibility ☒ Priority

Pupil Report

☐ Court Order ☐ Contact Priority Source

3 Telephones and Email Addresses

Telephones/Fax Numbers:

Device	Location	Number	Main	Primary	Notes
Telephone	Home	07333 458214	Yes	Yes	

New

Open

Delete

Email Addresses:

Address	Location	Main	Primary	Notes
david.abbey@example.com	Home	Yes	Yes	

Set Primary

Set Main

New

Open

Delete

Send

Parent contact details in Admicity after Application Form submission:

Forename *

David

Surname *

Abbey

Email *

david.abbey@example.com

Phone Number

07333 458214

Relation Type *

Father

Priority *

1

☐ Legal Order
 ☒ Parental Responsibility

Form Responses

The Form Response page is designed to manage and track the submission of forms assigned to various individuals. It allows filtering form responses by multiple attributes, submitting the form, and reviewing submitted form responses. It is also possible to download form responses and delete the response using the *Actions* menu. The envelope icon can be used to re-send the form. If the email address has been changed in the assignee’s contact record after the form was made ‘live’, the form will need to be manually re-sent to the new email address using this button.

← BACK TO FORMS

EXPORT TO GROUP

CREATED GROUPS

Form name	First name	Last name	Assignee	Submitted By	Submitted At	Actions
Year 7 Zoo Trip - Paymen...	Edgar	Gorev	Alisa Gorev matthew.norris@parentpay.com	School	Jul 19, 2025	...
Year 7 Zoo Trip - Paymen...	Rosy	Clayton	Alice Clayton Alice.Clayton@example.com John Clayton John.Clayton@example.com	School	Jul 19, 2025	...
Year 7 Zoo Trip - Paymen...	Harriette	Clarke	Mary Clarke Mary.Clarke@example.com Peter Clarke Peter.Clarke@example.com	School	Jul 19, 2025	...
Year 7 Zoo Trip - Paymen...	Adam	Davies	Jill Davies Jill.Davies@example.com	School	Jul 19, 2025	...

Rows per page 20 1-4 of 4

View form request

Download PDF

Delete

Export to Group

Create a new group or add members to an existing group based on their form responses.

Please note that students will be assigned to the new group based on the filters applied to the form responses

EXPORT TO NEW GROUP

EXPORT TO EXISTING GROUP

Group Name *

Group Type

School Group

Please select the type of group (cannot be changed after saving)

Category

Please select a category or clear the selection

Parent Group

Choose if you want to add this as a sub-group

Groups

☒ Dynamic Group (auto-includes students)

Question *

Equals *

CANCEL

SAVE

The EXPORT TO GROUP button can be used to create groups from form responses or export to an existing group.

The user should click EXPORT TO GROUP, which will open the dialog box where the user can put the details to create a new group from form responses or select an existing group.

Note: If a new student is manually added to the group assigned to the form, a new form request will be automatically generated. However, this does not happen immediately—it may take up to one hour for the form request to be triggered. If Dynamic is selected, any new responses to the form that are submitted after the group is created will be added to the group if they meet the

criteria.

It is also possible to check a list of existing groups that are already linked to the current form by clicking on the SHOW LINKED GROUPS button.

Reports

Export Options

Reporting can be made on either student or employee data. Located under the Reports tab in the menu, there are two buttons that provide functionality for creating reports.

Download reports in XLSX Format: Users can select this option to download the list in Microsoft Excel (XLSX) format.

Download reports in CSV Format: Users can select this option to download the list Comma-Separated Values (CSV) format.

These export features are particularly useful for administrators who need to generate reports, perform data audits, or share information with other stakeholders in a structured, portable format. It allows the user to configure the report using the student or employee filters, and the columns that should be included.

Report Generation

Report Type

Choose whether to generate a report for Students or Employees.

Report Type

Students

FILTERS

FIELDS

Legal Name

Boarder Status

Dietary Requirements

House

OTC Medicine

Postcode

Previous School Name

SEN

Address

Consents

Form

Intake Group

Parent Contact 1

Preferred Name

Profile Status

SEN Status

Application Status

Date of Birth

Free School Meals

Medical Conditions

Parent Contact 2

Previous School Email

School Groups

SEN Under Assessment

All

CANCEL

DOWNLOAD

81

Report Generation

Report Type

Choose whether to generate a report for Students or Employees.

Report Type

Students

FILTERS

FIELDS

Student Selection

Select student groups and/or individual students to report on.

Student Groups

Groups *

EXCLUDE

INCLUDE

Individual Students

Applications *

Students *

CANCEL

DOWNLOAD

Documents

The Document Management page allows school administrators and members of staff to manage and share important documents with parents and other stakeholders. This page provides an easy-to-use interface for uploading, downloading, and deleting documents. The documents uploaded on this page will be available for all parents of accepted applicants and on-roll students in their child’s Admicity Profile. Examples of documents that schools would make available to all parents include Uniform Rules, School Lunch Menus, Behaviour Expectations etc.

SCHOOL SETTINGS

PROFILES

FORMS

DOCUMENTS

ADD DOCUMENT

Name	
Admicity User Guide.pdf	
BEHAVIOUR EXPECTATIONS.pdf	
UNIFORM GUIDELINES.pdf	

82

Key Components

1. Add Document Button

- The "Add Document" button enables users to upload new documents to the system. By clicking this button, users can select files from their computer to be added to the list of available documents.

2. Document List

- The main section of the page displays a list of all uploaded documents. Each document entry includes the following information:
 - **Name:** The filename of the uploaded document, such as "School schedule.pdf." This name is displayed as a link that can be clicked to view or download the document.
 - **Options Menu:** To the right of each document name, there are three vertical dots (more options icon) that open a dropdown menu with the following options:
 - **Delete:** This option allows the administrator to remove the document from the system. Once deleted, the document will no longer be available for download.
 - **Download:** This option enables users to download the document to their local device. It is useful for parents and other users who need to access the document offline.

Enquiry form (for Independent schools use only)

The link for this form can be built using the following pattern:

https://<school_subdomain>.admicity.co.uk/forms/enquiry

Enquiry Form

Enquirer Details

Title *

Forename *

Surname *

Relationship *

Email *

Mobile Phone *

Prospective Pupil Details

Forename *

Surname *

Gender *

Date of Birth * 

Boarder Status

Religion

Proposed Year of Entry *

Proposed Season of Entry *

Proposed Year Group *

Visit & Marketing Preferences

Marketing Source *

☐ Opt-in for updates

Country *

United Kingdom

Enter Postcode *

SEARCH

Apartment

House Name

House Number

Street

Town *

County

District

Postcode *

SUBMIT

All enquiry form submissions can be found on the school setting tab, where the school administrator can generate xml files with the format that can be imported into SIMS.

<

S

CATEGORIES

SYNC LOGS

LOOKUPS

GROUP FILTERS

ENQUIRIES

GENERATE IMPORT FILE

☐	Title	Forename	Surname	Actions
☐	Mrs	Dmutro	Rain	khryst