



Customising the School Admissions Portal

last updated for the Summer 2020 (3.72) release

Handbook

CAPITA

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01 | Document Change Control

Date	Release	Description
Summer 2020	3.72	<p>There are now multiple columns for sibling information available to schools, to help display where a sibling has been claimed and has been verified:</p> <ul style="list-style-type: none"> • Sibling claimed • Sibling verified <p>See Applications on page 10 See Application Details on page 16 See Show/Hide Columns Dialog on page 20 See Claimed Siblings on page 34</p>
Spring 2020	3.71	<p>When viewing applications, the Receiver Summary panel now displays additional offer statuses once the Show Offers to Receivers date is reached.</p> <p>The All Offer Statuses drop-down menu corresponds to those listed in the Receiver Summary panel.</p> <p>See Applications on page 10</p>
Apr 2019	3.68	<p>No changes have been made to the functionality of the School Admissions Portal. However, some screen prints and text have been updated to reflect the latest version of the software.</p>

02 | Overview

The School Admissions area of the Provider Portal is highly customisable, with most labels and textual content editable via the **Administration | Site Setup | Text Customisation** menu.

Customising this content helps you to ensure that the advice and instructions given to applicants meet your LA's policies and guidelines.

Customising School Admission Portal Text

To customise the School Admissions Portal text elements:

1. Sign in to the Provider Portal.
2. Select **Administration | Text Customisation** to display the **Text Customisation** page.

The screenshot shows the 'Text Customisation' interface. At the top, there is a dropdown menu labeled 'Choose a text Category' with 'About' selected. Below it is a search bar with the text 'or Search' and a 'Search' button. There are two tabs: 'Default' and 'Welsh'. At the bottom left, there is an 'Add' button.

3. Select **School Admissions Text Resources** from the **Choose a text Category** drop-down menu to display the School Admission Portal text elements.

The screenshot shows the 'Text Customisation' page with 'School Admissions Text Resources' selected in the dropdown. The 'Default' tab is active. An 'Edit' button is visible. Below is a table with two columns: 'Name' and 'Value'.

Name ↕	Value ↕
Allocation_Address	Address
Allocation_AlternativeContact	Alternative Contact Notes
Allocation_ApplicationMadeBy	Application made by
Allocation_ApplicationReference	Application Reference
Allocation_Aptitudes	Aptitudes
Allocation_ChosenForename	Chosen Forename
Allocation_ChosenSurname	Chosen Surname
Allocation_CrownServant	Crown Servant/Returning Service
Allocation_CurrentSchool	Current School
Allocation_Desc_PrimaryDisability	Primary Disability
Allocation_Desc_PrimaryNeed	Primary Need
Allocation_Email	Email
Allocation_ErrorLoadingApplications	Error occured while loading allocation student applications.
Allocation_Ethnicity	Ethnicity
Allocation_EthnicitySource	Ethnicity Source
Allocation_FindStudentLabel	Search student name or Id

4. Click the **Edit** button to make the text elements editable.

School Admissions Text Resources (Default)

Cancel Save

Name	Value
Allocation_Address	Address
Allocation_AlternativeContact	Alternative Contact Notes
Allocation_ApplicationMadeBy	Application made by
Allocation_ApplicationReference	Application Reference
Allocation_Aptitudes	Aptitudes

5. Make your required edits and then click the **Save** button to save your changes.

Using This Document

This document shows each of the screens and dialog boxes in the School Admissions Portal area of the Provider Portal. Editable text areas are highlighted in red and numbered. The table below each screenshot lists the name of each individual element, which you can then look up and edit in the **Text Customisation** page, if required.

In cases where a particular area of the screen may display different text elements at different times, the tables show all available elements for that area. For example, the coloured bar at the top of the **Applications** page may display multiple error or status messages, all of which are listed under the same number.

Where a particular text area displays a tooltip when you hover your cursor over it, the text element for that tooltip is displayed in the tables in italics.

03 | School Admissions Portal Pages

SAP Landing Page

School Admissions¹

Welcome to the School Admissions Portal. Here, depending on your access rights, you will see a tile for each current or recent Admissions group along with options to carry out such activities as viewing applications to your school, ranking applications to your school (only if your school is an Own Admission Authority), verifying claimed siblings for applications to your school and viewing leavers and whether they have submitted an application. Please first identify the Admissions group and then select the option you require.²

Cheryl Reception 2016 View Applications ³ View Allocations ⁴ Verify Claimed Siblings ⁵	Amar OAA & Non OAA View Leavers ⁶	Cheryl Secondary 2016 View Leavers ⁶
School Preference Applications Secondary View Leavers ⁶	Amar Multilevel TG View Leavers ⁶	Cheryl's test 2017 View Leavers ⁶

School Admissions

There are no active applications for any active Admission Groups for your school.⁷

Number	Resource	Notes
1	Title_HomePage	
2	School Admissions Home Page Guidance Text	
3	HomeTransferGroupTile_ViewApplicationsLink	
4	HomeTransferGroupTile_ViewAllocationsLink	
5	HomeTransferGroupTile_VerifySiblingsLink	
6	View Leavers	
7	HomePage_NoOptionsAvailable	Displayed if there are no active applications for any live transfer groups for your school.

Applications

Applications - [Transfer Group Name] 2016

✓ You can now rank your school admissions applications. Please note that changing or removing the ranks will not directly affect the offer statuses for these applications, including places offered. Offer statuses can only be updated by the Local Authority

Band: 1. Ability

Receiver Summary (up)

PAN: 30 Spaces: 29
 Applications: 10 (1st Pref: 7 2nd Pref: 2 4th Pref: 1) Offered: 1 (1 Male, 0 Female)
 Ranked: 3 Unranked: 7 Waiting List: 9 Refused: 0 No Longer Required: 0

Download Show/Hide columns Choose sort order Clear Band Ranks Assign to band Remove from band

Filter: All offer statuses, Verified and unverified applications, Ranked & Unranked

All offer statuses Verified and unverified applications Ranked & Unranked Clear Filters

Highlight applications added between dd/mm/yyyy and 21/03/2016

Offer status	Band	Rank	Student name	DoB	Gender	Student ID	Current school	Catchment	Distance (miles)	Postcode	Address	Sib ver
Not yet processed	Ability	1 ✓	[Redacted]	01/12/2004	Female	9097471	820 2041 Pinchmill School (p4mt)	✓	1.874	MK42 8JY	45 Massey Close, Kempston, Bedford, Bedfordshire, MK42 8JY	
Not yet processed	Ability	TBC ✓	[Redacted]	01/10/2004	Male	9097470	820 2041 Pinchmill School		3.678	MK40 1DR	11 Ashburnham Road, Bedford,	

9 Student(s)

Rank	Student name	DoB	Gender	Student ID	Catchment	Distance (miles)	Postcode	Address	Sibling verified	Public care	Named school
There are currently no students who have applied to your school who meet this criteria											

Filter: All offer statuses, All NCYs, Verified and unverified applications, Ranked and Unranked

All offer statuses Verified and unverified applications Ranked and Unranked Clear Filters

Highlight applications added between dd/mm/yyyy and 21/04/2016

All NCYs
 NCY 5
 NCY 29
 NCY 0
 NCY 1
 NCY 3
 NCY 4
 NCY 5
 NCY 7

2 Student(s)

Number	Element	Notes
1	IncomingApplications_PageTitle	
2	[Transfer Group Name]	
3	CoreRanking_NonProcessedApplication_InfoMsg	
	CoreRanking_ProcessedApplication_InfoMsg	
	CoreRanking_Option_Disabled	Displayed when you select a transfer group that has the Prevent OAA ranking online option selected.

Number	Element	Notes
3	CoreRanking_RankClearedMsg	Displayed after clearing ranks using the Clear Band Ranks / Clear All Ranks button.
	CoreRanking_RankUpdatedMsg	Displayed after ranking all applications using the Rank List in Current Order button.
	Error_ClearPreferenceRank	Displayed if One is unable to clear preference ranks.
	Error_UpdateOfferStatus	Displayed if One is unable to update offer statuses.
	Error_UpdatePreferenceManualRank	Displayed if One is unable to update ranks when editing ranks manually.
	Error_UpdatePreferenceRank	Displayed if One is unable to update ranks when editing ranks in bulk.
	Error_UpdatingIncomingAppsShowHideColumns	Displayed if One is unable to update the columns displayed in the application list.
	Error_UpdatingIncomingAppsSortOrder	Displayed if One is unable to change the sort order of columns.
4	IncomingApplications_BandSelectorLabel	
5	IncomingApplications_ReceiverSummary	
6	ReceiverSummary_Accepted	<p>The content displayed in the Receiver Summary panel varies depending on whether you are viewing an in year or normal phased transfer group, and whether the Show Offers to Receivers and Transfer Group Publicise dates have passed.</p> <p>For more information on the Receiver Summary panel, see the appendix of the <i>A&T School Admissions Portal</i> handbook, available from the One Publications website.</p>
	ReceiverSummary_Allocated	
	ReceiverSummary_Applications	
	ReceiverSummary_FeMale	
	ReceiverSummary_FifthPreference	
	ReceiverSummary_FirstPreference	
	ReceiverSummary_FourthPreference	
	ReceiverSummary_InYearIncludingAccepted	
	ReceiverSummary_InYearNCY	
	ReceiverSummary_InYearOffered	
	ReceiverSummary_InYearWaiting	
	ReceiverSummary_Male	
	ReceiverSummary_NoCurrentOffer	
	ReceiverSummary_NoLongerRequired	
ReceiverSummary_NotProcessed		
ReceiverSummary_Offered		

Number	Element	Notes
	ReceiverSummary_OtherPreference	
	ReceiverSummary_PAN	
	ReceiverSummary_Provisional	
	ReceiverSummary_Ranked	
6	ReceiverSummary_Refused	
	ReceiverSummary_SecondPreference	
	ReceiverSummary_SelectBand	
	ReceiverSummary_SixthPreference	
	ReceiverSummary_Spaces	
	ReceiverSummary_ThirdPreference	
	ReceiverSummary_Unranked	
	ReceiverSummary_WaitingList	
	ReceiverSummary_Withdrawn	
7	<i>IncomingApplications_FindStudentLabel</i>	
8	IncomingApplications_NextMatchButton	
	<i>IncomingApplications_NextMatchTooltip</i>	
9	IncomingApplications_DownloadLink	
10	Button_IncomingAppsShowHideColumns	
11	Button_IncomingAppsChooseSortOrder	
12	CoreRanking_ClearBandRankBtnText	Displayed when viewing a banded transfer group where ranks have been assigned to some or all applications.
	<i>CoreRanking_ClearBandRankBtnToolTip</i>	Displayed when viewing a banded transfer group where ranks have been assigned to some or all applications.
	CoreRanking_ClearRankBtnText	Displayed when viewing an unbanded transfer group where ranks have been assigned to some or all applications.
	<i>CoreRanking_ClearRankBtnToolTip</i>	Displayed when viewing an unbanded transfer group where ranks have been assigned to some or all applications.
	CoreRanking_RankBtnFilterText	Displayed when viewing a filtered list to which no ranks have been assigned.
	CoreRanking_RankBtnText	Displayed when viewing an unfiltered list to which no ranks have been assigned.
13	AssignStudentsToBand_BtnText	

Number	Element	Notes
14	RemoveStudentsFromBand	
15	IncomingApplication_FilterDescription	
16	IncomingApplication_FilterDescription_AfterDates	
	IncomingApplication_FilterDescription_BeforeDates	
16	IncomingApplication_FilterDescription_BetweenDates	
	ReceiverAppFilter_AllOfferStatuses	
	ReceiverAppFilter_NoCurrentOffer	
	ReceiverAppFilter_NoLongerRequired	
	ReceiverAppFilter_NotYetProcessed	
	ReceiverAppFilter_PlaceAccepted	
	ReceiverAppFilter_PlaceAllocated	
	ReceiverAppFilter_PlaceOffered	
	ReceiverAppFilter_PlaceProvisional	
	ReceiverAppFilter_RefusedByLa	
	ReceiverAppFilter_RefusedByParentOrcarer	
	ReceiverAppFilter_WaitingList	
17	ReceiverAppFilter_AllOfferStatuses	
	ReceiverAppFilter_NoCurrentOffer	
	ReceiverAppFilter_NoLongerRequired	
	ReceiverAppFilter_NotYetProcessed	
	ReceiverAppFilter_PlaceAccepted	
	ReceiverAppFilter_PlaceAllocated	
	ReceiverAppFilter_PlaceOffered	
	ReceiverAppFilter_PlaceProvisional	
	ReceiverAppFilter_RefusedByLa	
	ReceiverAppFilter_RefusedByParentOrcarer	
	ReceiverAppFilter_WaitingList	
18	ApplicationFilter_VerifiedNotVerified	
	ApplicationFilter_Verified	
	ApplicationFilter_NotVerified	
19	ApplicationFilter_Ranked	
	ApplicationFilter_RankedUnRanked	

Number	Element	Notes
	ApplicationFilter_UnRanked	
	<i>IncomingApplications_RankedFilterTooltip</i>	
20	ApplicationFilter_ClearFilters	
21	ApplicationFilter_Filter	
	ApplicationFilter_Highlight	
22	IncomingApplications_FilterDatesAfterDropdown	
23	IncomingApplications_FilterDatesBetweenDates	
24	IncomingApplications_NumberOfStudent	
25	IncomingApplicationColumn_AddressVerified	Not all of these elements are displayed by default. You can select which columns are displayed on this page using the Add / Remove columns menu.
	<u>IncomingApplicationColumn_ApplicantSiblingVerified</u>	
	IncomingApplicationColumn_ApplicationReason	
	IncomingApplicationColumn_ApplicationReference	
	IncomingApplicationColumn_ApplicationVerified	
	IncomingApplicationColumn_Aptitudes	
	IncomingApplicationColumn_BandName	
	IncomingApplicationColumn_Catchment	
	IncomingApplicationColumn_CrownService	
	IncomingApplicationColumn_CurrentSchool	
	IncomingApplicationColumn_DateOfBirth	
	IncomingApplicationColumn_DatePlaceRequired	
	IncomingApplicationColumn_Distance	
	IncomingApplicationColumn_Faith	
	IncomingApplicationColumn_FeederLink	
	IncomingApplicationColumn_Gender	
	IncomingApplicationColumn_HomeLa	
	IncomingApplicationColumn_Late	
	IncomingApplicationColumn_Medical	
	IncomingApplicationColumn_MultipleBirth	
	IncomingApplicationColumn_NamedSchool	
	IncomingApplicationColumn_Ncy	
	IncomingApplicationColumn_NotMainstream	
	IncomingApplicationColumn_OfferStatus	

Number	Element	Notes
	IncomingApplicationColumn_PublicCare	
	IncomingApplicationColumn_PupilPremium	
	IncomingApplicationColumn_Rank	
25	IncomingApplicationColumn_SchoolGender	
	IncomingApplicationColumn_Sibling	
	IncomingApplicationColumn_SiblingVerified	
	IncomingApplicationColumn_Social	
	IncomingApplicationColumn_SocialMedical	
	IncomingApplicationColumn_SpecialReason1	
	IncomingApplicationColumn_SpecialReason2	
	IncomingApplicationColumn_SpecialReason3	
	IncomingApplicationColumn_StaffChild	
	IncomingApplicationColumn_Statemented	
	IncomingApplicationColumn_StudentAddress	
	IncomingApplicationColumn_StudentId	
	IncomingApplicationColumn_StudentName	
	IncomingApplicationColumn_StudentPostcode	
	IncomingApplicationColumn_TestScore	
26	ManualRanking_Watermarktext	
27	IncomingApplications_NoData	Displayed when you filter the list of applications in such a way that none of the applications meet your criteria.
28	IncomingApplications_NcyFilterAllNcys	Only displayed for in year transfer groups.
	<i>IncomingApplications_NcyFilterTooltip</i>	
29	IncomingApplications_NcyFilterNcyPrefix	Only displayed for in year transfer groups. Changing this element changes the prefix for every item in the list.

Application Details

Application Details ¹

Basic details ²

Name ³	[Redacted]	ID ⁹	[Redacted]
Date of Birth ⁴	31 August 2003	Gender ¹⁰	Male
UPN ⁵	[Redacted]		
Address verified ⁶	✓		
Correspondence Address ⁷	[Redacted], Greenwood, Gartown, Perfshire, Z11 0BC	Admission Address ¹¹	[Redacted], Greenwood, Gartown, Perfshire, Z11 0BD
Current School ⁸	936 3930 Ashley CofE Aided Primary School		

Supporting details ¹²

Named School in EHCP/Statement ¹³	✓	Pupil Premium ¹⁶	✓
Public Care ¹⁴	✓	One of Multiple Birth ¹⁷	✓
Crown Servant/Returning Service ¹⁵	✓		

Application details ¹⁸

Application reference ¹⁹	[Redacted]	Application verified ³⁴	
On-time/Late ²⁰	On-time	Distance ³⁵	0.678
In Catchment ²¹	✓	Verified sibling ³⁶	✓
Applicant claims Sibling ²²	✓	Applying for Medical reason ³⁷	✓
Feeder link ²³	✓	Applying for Social/Medical reason ³⁸	✓
Applying for Social reason ²⁴	✓	Verified Staff Child ³⁹	✓
Applicant claims Staff Child ²⁵	✓	Test Score ⁴⁰	1
Aptitude(s) ²⁶	Design Technology or IT	Verified Special Reason 1 ⁴¹	SEN
Applicant claims Special Reason 1 ²⁷	SEN	Verified Special Reason 2 ⁴²	Medical
Applicant claims Special Reason 2 ²⁸	Medical	Verified Special Reason 3 ⁴³	Catholic BPT
Applicant claims Special Reason 3 ²⁹	Catholic BPT	Applying for Ease of Travel reason ⁴⁴	✓
Applying on grounds of Faith ³⁰	Christian	Do not consider for mainstream ⁴⁵	✓
Applying for School Gender reason ³¹	Male		
Applying for Other reason ³²	✓		
Preference Memo ³³	Preference memo in here		

Sibling details ⁴⁶

Name ⁴⁷	[Redacted]	Date of Birth ⁶⁰	07 August 2003
Gender ⁴⁸	Female	Address ⁵¹	[Redacted]
Sibling school ⁴⁹	Green Abbey School		

Band details ⁵²

Rank1 ⁵³	Band2 ⁵⁴
2	Ability
10	Mainstream ~ Level 2 Other ~ Level 3 Other Fair 1

Application made by ⁵⁵

Name ⁵⁶	Mr [Redacted]	Relationship ⁶¹	Aunt
Responsibility ⁵⁷	✓	Address ⁶²	[Redacted], Greenwood, Gartown, Perfshire, Z11 0BC
Mobile phone ⁵⁸	[Redacted]	Home phone ⁶³	[Redacted]
Work phone ⁵⁹	[Redacted]	Email ⁶⁴	[Redacted]
Alternative Contact Notes ⁶⁰	AC notes in here		

Band details

Rank1	Band2
Not yet assigned to any band ⁶⁵	

Basic details

Name	Sachin Ramesh Tendulkar	ID	9102539
Date of Birth	06 July 2004	Gender	Male
NCY	7		
Address verified			
Address			
Current School	820 9999 Raleigh Primary School		

Application details

Offer status	Not yet processed	Application verified	
Application reference	820-2015-54-K-001178		
Date Place Required	06 June 2016		
Application Reason	Move within LA		
In Catchment		Distance	
Verified sibling			
In Year LA Memo	IY LA memo in here		
In Year Applicant Memo	IY App memo in here		

Application Details

Status of Application: CLOSED

Basic details

Name	Quincy Wilson	ID	9567385
Date of Birth	01 January 2016	Gender	Male
NCY	-4		
Address verified			
Address	200 Wilstead Road, Elstow, Bedford, MK42 9YF		
Current School			

Application details

Offer status	Not yet processed	Application verified	
Application reference	820-2016-60-E-001240		
Date Place Required	28 October 2016		
Application Reason	Move into LA		
In Catchment		Distance	
Verified sibling			

Additional application information (as provided direct from application)

Responses presented in this section are shown in the format in which they were presented to the applicant on the online application form.

- ✓ **Free School Meals** Provide details if student requires Free School Meals option - Transfer Group
FOOD IS GOOD
- ✓ **Mode of Travel** Provide the transportation details of student - Transfer Group
HELICOPTER
- ✓ **Special Education Needs** Explain if student requires any Special Education Needs - Transfer Group
Details details details
- ✓ **Nationality** Provide student's Country of Origin - Specific Subgroup
- ✓ **Ethnicity** Provide the Ethnicity details - Specific Subgroup
Details Details Details

Number	Element	Notes
1	ReceiverApp_ReceiverApplicationTitle	
2	ReceiverApp_BasicDetails	
3	ReceiverApp_Name	
4	ReceiverApp_DateofBirth	
5	ReceiverApp_UniquePupilNumber	

Number	Element	Notes
6	ReceiverApp_AddressVerified	
7	ReceiverApp_CorresAddress	
	ReceiverApp_Address	
8	ReceiverApp_CurrentSchool	
9	ReceiverApp_StudentID	
10	ReceiverApp_Gender	
11	ReceiverApp_AdmisAddress	
12	ReceiverApp_SupportingDetails	
13	ReceiverApp_NamedSchoolInEHCPStatement	
14	ReceiverApp_PublicCare	
15	ReceiverApp_CrownServantReturningService	
16	ReceiverApp_PupilPremium	
17	ReceiverApp_OneofMultipleBirth	
18	ReceiverApp_ApplicationDetail	
19	ReceiverApp_ApplicationReference	
20	ReceiverApp_OnTimeLate	
21	ReceiverApp_InCatchment	
22	ReceiverApp_ApplicantClaimsSibling	
23	ReceiverApp_FeederLink	
24	ReceiverApp_ApplyingforSocialReason	
25	ReceiverApp_ApplicantClaimsStaffChild	
26	ReceiverApp_Aptitudes	
27	ReceiverApp_ApplicantClaimsSpecialReason1	
28	ReceiverApp_ApplicantClaimsSpecialReason2	
29	ReceiverApp_ApplicantClaimsSpecialReason3	
30	ReceiverApp_ApplyingOnGroundsOfFaith	
31	ReceiverApp_ApplyingForSchoolGenderReason	
32	ReceiverApp_ApplyingForOtherReason	
33	ReceiverApp_PreferenceMemo	
34	ReceiverApp_ApplicationVerified	
35	ReceiverApp_Distance	
36	ReceiverApp_VerifiedSibling	

Number	Element	Notes
37	ReceiverApp_ApplyingforMedicalReason	
38	ReceiverApp_ApplyingforSocialMedicalReason	
39	ReceiverApp_VerifiedStaffChild	
40	ReceiverApp_TestScore	
41	ReceiverApp_VerifiedSpecialReason1	
42	ReceiverApp_VerifiedSpecialReason2	
43	ReceiverApp_VerifiedSpecialReason3	
44	ReceiverApp_ApplyingForEaseOfTravelReason	
45	ReceiverApp_DoNotConsiderForMainstream	
46	ReceiverApp_SiblingDetails	
47	ReceiverApp_Sibling_Name	
48	ReceiverApp_Sibling_Gender	
49	ReceiverApp_Sibling_School	
50	ReceiverApp_Sibling_DateofBirth	
51	ReceiverApp_Sibling_Address	
52	ReceiverApp_BandSectionTitle	
53	ReceiverApp_BandRankHeading	
54	ReceiverApp_ParentChildBandHeading	
55	ReceiverApp_ParentDetails	
56	ReceiverApp_Parent_Name	
57	ReceiverApp_Parent_Responsibility	
58	ReceiverApp_Parent_MobilePhone	
59	ReceiverApp_Parent_WorkPhone	
60	ReceiverApp_Parent_AlternativeContract	
61	ReceiverApp_Parent_Relationship	
62	ReceiverApp_Parent_Address	
63	ReceiverApp_Parent_HomePhone	
64	ReceiverApp_Parent_Email	
65	ReceiverApp_NoBandFound	Displayed when viewing an applicant who has not yet been assigned to any bands.
66	ReceiverApp_Ncy	Displayed when viewing in year applications.

Number	Element	Notes
67	ReceiverApp_DatePlaceRequired	Displayed when viewing in year applications.
68	ReceiverApp_InYearLaMemo	Displayed when viewing in year applications.
69	ReceiverApp_InYearAppMemo	Displayed when viewing in year applications.
70	ReceiverApp_SubmitStatus	Displayed when viewing applications that have been closed by the applicant
71	ReceiverAdditionalQuestions	Displayed when viewing applications that have been closed by the applicant
72	ReceiverAdditionalQuestions_Text	Displayed when viewing applications that have been closed by the applicant
73	ReceiverAdditionalQuestions_Desc_line	Displayed when viewing applications that have been closed by the applicant

Show/Hide Columns Dialog

Show/Hide columns to display in applications list X

Hidden Columns ▼

Visible Columns

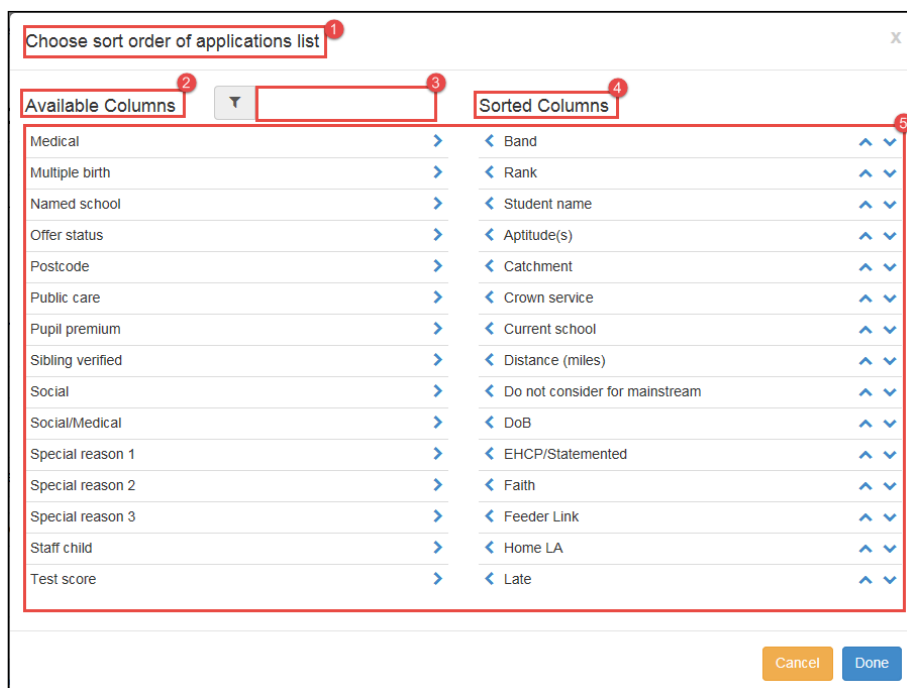
Address verified	>	< Offer status	< >
Application reference	>	< Band	< >
Application verified	>	< Rank	< >
Aptitude(s)	>	< Student name	< >
Crown service	>	< DoB	< >
Do not consider for mainstream	>	< Gender	< >
EHCP/Statemented	>	< Student ID	< >
Faith	>	< Current school	< >
Feeder Link	>	< Catchment	< >
Home LA	>	< Distance (miles)	< >
Late	>	< Postcode	< >
Medical	>	< Address	< >
Multiple birth	>	< Sibling verified	< >
Pupil premium	>	< Public care	< >
School gender	>	< Named school	< >
Social	>		
Social/Medical	>		
Special reason 1	>		
Special reason 2	>		
Special reason 3	>		
Staff child	>		
Test score	>		

Cancel
Done

Number	Element	Notes
1	ShowHideIncomingAppsColumnsModal_Title	
2	ShowHideIncomingAppsColumnsModal_HiddenColumns	
3	IncomingAppsSortOrderModal_FindColTooltip	
	<i>ShowHideIncomingAppsColumnsModal_FindColTooltip</i>	
4	ShowHideIncomingAppsColumnsModal_VisibleColumns	
5	IncomingApplicationColumn_AddressVerified	
	<u>IncomingApplicationColumn_ApplicantSiblingVerified</u>	
	IncomingApplicationColumn_ApplicationReason	
	IncomingApplicationColumn_ApplicationReference	
	IncomingApplicationColumn_ApplicationVerified	
	IncomingApplicationColumn_Aptitudes	
	IncomingApplicationColumn_BandName	
	IncomingApplicationColumn_Catchment	
	IncomingApplicationColumn_CrownService	
	IncomingApplicationColumn_CurrentSchool	
5	IncomingApplicationColumn_DateOfBirth	
	IncomingApplicationColumn_DatePlaceRequired	
	IncomingApplicationColumn_Distance	
	IncomingApplicationColumn_Faith	
	IncomingApplicationColumn_FeederLink	
	IncomingApplicationColumn_Gender	
	IncomingApplicationColumn_HomeLa	
	IncomingApplicationColumn_Late	
	IncomingApplicationColumn_Medical	
	IncomingApplicationColumn_MultipleBirth	
	IncomingApplicationColumn_NamedSchool	
	IncomingApplicationColumn_Ncy	
	IncomingApplicationColumn_NotMainstream	
	IncomingApplicationColumn_OfferStatus	
	IncomingApplicationColumn_PublicCare	
IncomingApplicationColumn_PupilPremium		
IncomingApplicationColumn_Rank		

Number	Element	Notes
	IncomingApplicationColumn_SchoolGender	
	IncomingApplicationColumn_Sibling	
	IncomingApplicationColumn_SiblingVerified	
	IncomingApplicationColumn_Social	
	IncomingApplicationColumn_SocialMedical	
	IncomingApplicationColumn_SpecialReason1	
	IncomingApplicationColumn_SpecialReason2	
	IncomingApplicationColumn_SpecialReason3	
	IncomingApplicationColumn_StaffChild	
	IncomingApplicationColumn_Statemented	
	IncomingApplicationColumn_StudentAddress	
	IncomingApplicationColumn_StudentId	
	IncomingApplicationColumn_StudentName	
	IncomingApplicationColumn_StudentPostcode	
	IncomingApplicationColumn_TestScore	
5	ShowHideIncomingAppsColumnsModal_NoHiddenColumns	Displayed in place of the headings in the Hidden Columns list if there are no hidden columns to display.
	ShowHideIncomingAppsColumnsModal_NoVisibleColumns	Displayed in place of the headings in the Visible Columns list if there are no hidden columns to display.

Choose Sort Order Dialog

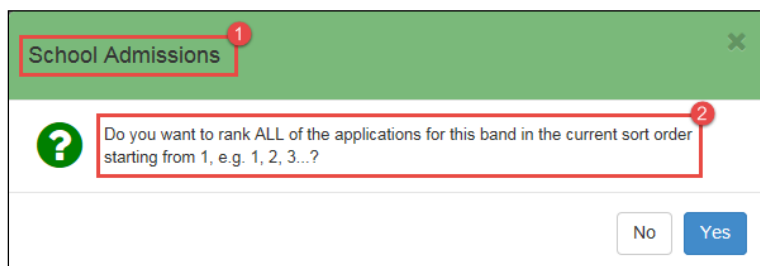


Number	Element	Notes
1	IncomingAppsSortOrderModal_Title	
2	IncomingAppsSortOrderModal_UnselectedColumns	
3	<i>IncomingAppsSortOrderModal_FindColTooltip</i>	
4	IncomingAppsSortOrderModal_SelectedColumns	
5	IncomingApplicationColumn_AddressVerified	
	<u>IncomingApplicationColumn_ApplicantSiblingVerified</u>	
	IncomingApplicationColumn_ApplicationReason	
	IncomingApplicationColumn_ApplicationReference	
	IncomingApplicationColumn_ApplicationVerified	
	IncomingApplicationColumn_Aptitudes	
	IncomingApplicationColumn_BandName	
	IncomingApplicationColumn_Catchment	
	IncomingApplicationColumn_CrownService	
	IncomingApplicationColumn_CurrentSchool	
	IncomingApplicationColumn_DateOfBirth	
	IncomingApplicationColumn_DatePlaceRequired	
	IncomingApplicationColumn_Distance	

Number	Element	Notes
	IncomingApplicationColumn_Faith	
5	IncomingApplicationColumn_FeederLink	
	IncomingApplicationColumn_Gender	
	IncomingApplicationColumn_HomeLa	
	IncomingApplicationColumn_Late	
	IncomingApplicationColumn_Medical	
	IncomingApplicationColumn_MultipleBirth	
	IncomingApplicationColumn_NamedSchool	
	IncomingApplicationColumn_Ncy	
	IncomingApplicationColumn_NotMainstream	
	IncomingApplicationColumn_OfferStatus	
	IncomingApplicationColumn_PublicCare	
	IncomingApplicationColumn_PupilPremium	
	IncomingApplicationColumn_Rank	
	IncomingApplicationColumn_SchoolGender	
	IncomingApplicationColumn_Sibling	
	IncomingApplicationColumn_SiblingVerified	
	IncomingApplicationColumn_Social	
	IncomingApplicationColumn_SocialMedical	
	IncomingApplicationColumn_SpecialReason1	
	IncomingApplicationColumn_SpecialReason2	
	IncomingApplicationColumn_SpecialReason3	
	IncomingApplicationColumn_StaffChild	
	IncomingApplicationColumn_Statemented	
	IncomingApplicationColumn_StudentAddress	
	IncomingApplicationColumn_StudentId	
IncomingApplicationColumn_StudentName		
IncomingApplicationColumn_StudentPostcode		
IncomingApplicationColumn_TestScore		
IncomingAppsSortOrderModal_NoSelectedColumns	Displayed in the Sorted Columns list if no columns have been selected to be sorted on.	

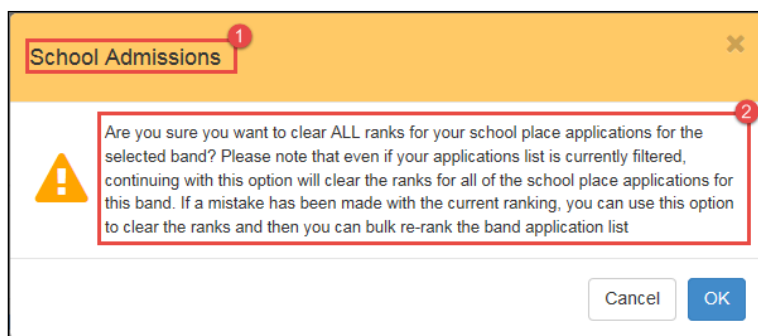
Number	Element	Notes
	IncomingAppsSortOrderModal_NoUnselectedColumns	Displayed in the Available Columns list if all columns have been selected to be sorted on.

Ranking Confirmation Dialog



Number	Element	Notes
1	Confirmation_Title	
2	CoreRanking_BandedNormalTgFiltered_Msg	Displayed when sorting a filtered list of applications for a banded normal phased transfer group.
	CoreRanking_BandedNormalTgUnFiltered_Msg	Displayed when sorting an unfiltered list of applications for a banded normal phased transfer group.
	CoreRanking_InyearTgFiltered_Msg	Displayed when sorting a filtered list of applications for an in year transfer group.
	CoreRanking_InyearTgUnFiltered_Msg	Displayed when sorting an unfiltered list of applications for an in year transfer group.
	CoreRanking_NormalTgFiltered_Msg	Displayed when sorting a filtered list of applications for an unbanded normal phased transfer group.
	CoreRanking_NormalTgUnFiltered_Msg	Displayed when sorting an unfiltered list of applications for an unbanded normal phased transfer group.
	DuplicateRanking_BandedCommonMsg	Displayed when you try to assign the same rank to two preferences in the same band.
	DuplicateRanking_BandedNormalTgOfferedMsg	Displayed when you try to assign the same rank to two preferences in the same band and offers have already been made.
	DuplicateRanking_CommonMsg	Displayed when you try to assign the same rank to two preferences for an unbanded receiver.
DuplicateRanking_NormalTgOfferedMsg	Displayed when you try to assign the same rank to two preferences for an unbanded receiver and offers have already been made.	

Clear Ranks Confirmation Dialog



Number	Element	Notes
1	Confirmation_Title	
2	ClearRanking_BandedNormalTgNonOfferedMsg	Displayed when clearing ranks for a banded normal phased transfer group before offers have been made.
	ClearRanking_BandedNormalTgOfferedMsg	Displayed when clearing ranks for a banded normal phased transfer group after offers have been made.
	ClearRanking_InYearTgMsg	Displayed when clearing ranks for an in year transfer group.
	ClearRanking_NormalTgNonOfferedMsg	Displayed when clearing ranks for an unbanded normal phased transfer group before offers have been made.
	ClearRanking_NormalTgOfferedMsg	Displayed when clearing ranks for an unbanded normal phased transfer group after offers have been made.

Assign Students to Band Dialog

Assign student(s) to band - Level 2 Catchment

✓ Student(s) successfully assigned to band

Only students not assigned to any band
 Assign all
Clear filters
12 Student(s)

	Offer status	Band	Rank	Student name	DoB	Gender	Student ID	Current school	Catchment	Distance (miles)	Postcode
Assign	Not yet processed			[Redacted]	10/02/2004	Male	[Redacted]	820 Risedale Community College (Fair Band)	✓	2.789	MK42 8F
Assign	Not yet processed	Ability	8	[Redacted]	09/07/2002	Male	[Redacted]	820 2041 Pinchmill School (Fair Band)			MK44 2L

Close

Assign student(s) to band - Mainstream Parent B2

Only students not assigned to any band
 Clear filters
0 Student(s)

Student name	DoB	Gender	Student ID	Current school	Catchment	Distance (miles)	Postcode	Address	Sibling verified
There are no students to assign									

Close

Number	Element
1	AssignStudentsToBand_Title
2	AssignStudentsToBand_Success
	AssignStudentsToBand_Error
3	AssignStudentsToBand_FindStudentLabel
4	AssignStudentsToBand_FilterByBandNotFound
5	AssignStudentToBand_AssignAllBtnText
6	AssignStudentToBand_ClearBtnText
7	Allocation_NumberOfStudent

Number	Element
8	[Taken from the column headings selected in the Show/Hide Columns dialog. See the Show/Hide Columns Dialog topic for a list of the elements that correspond to these column headings.]
9	NoApplicationsMessageForAssignBand

Remove Students from Band Dialog

Remove from band - Mainstream Parent B2

Student(s) successfully removed from band

Remove all Student(s)

	Band	Rank	Student name	DoB	Gender	Student ID	Current school	Catchment	Distance (miles)	Postcode	Address
Remove	Mainstream Parent B2			19/02/2003	Female					MK44 1DS	19 Wal Close, Riseley, Bedford MK44 1
Remove	Mainstream Parent B2			14/02/2003	Male					MK42 9YF	200 Wi Road, Elstow, Bedford MK42 9
Remove	Mainstream Parent B2			10/02/2003	Male					MK44 3HZ	Upper Street, Barford, BEDFORDSHIRE MK44 3HZ

Close

Remove from band - Mainstream Parent B2

0 Student(s)

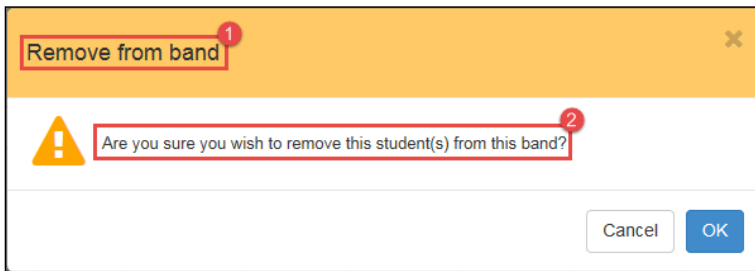
Student name	DoB	Gender	Student ID	Current school	Catchment	Distance (miles)	Postcode	Address	Sibling verified
There are no students who can be removed from this band. It is not possible to remove students who have been offered a place.									

Close

Number	Element
1	RemoveStudentsFromBand
2	RemoveStudentsForBandSuccess

Number	Element
	RemoveStudentsForError
3	RemoveStudentsForBand_RemoveAllBtnText
4	Allocation_NumberOfStudent
5	[Taken from the column headings selected in the Show/Hide Columns dialog. See the Show/Hide Columns Dialog topic for a list of the elements that correspond to these column headings.]
6	NoApplicationsMessageForRemoveStudent

Remove Students from Band Confirmation Dialog



Number	Element
1	RemoveStudentsFromBand
2	RemoveStudentsForBandConfirmationTitle

Allocations

Allocations Cheryl Secondary 2016

Receiver Summary

PAN: 100 Spaces: 99
 Applications: 18 (1st Pref: 12 2nd Pref: 3 4th Pref: 3) Offered: 1 (1 Male, 0 Female)
 Waiting List: 17 Refused: 0 No Longer Required: 0

Search: [] Band: -- Please Select Band -- Download 1 Student(s)

Offer Status	Name	DoB	Gender	Student ID	Current School	Public Care	SEN Status	Pupil Premium	Postcode	Address	Application made by	Relationship
Place offered	[]	11/04/2002	Male	[]	820 2041 Pinchmill School (p4mt)				MK42 0AL	[] Bedford, MK42 0AL		

Allocations - Cheryl Secondary 2016

Receiver Summary

PAN: 100 Spaces: 99
 Applications: 18 (1st Pref: 12 2nd Pref: 3 4th Pref: 3) Offered: 1 (1 Male, 0 Female)
 Waiting List: 17 Refused: 0 No Longer Required: 0

Search: [] Band: -- Please Select Band -- Download 1 Student(s)

Student ID	Current School	Public Care	SEN Status	Pupil Premium	Postcode	Address	Application made by 1	Relationship	Email	Mobile Phone	Home Phone	Work Phone
00345	820 2041 Pinchmill School (p4mt)				MK42 0AL	10 Duckmill Lane, Bedford, MK42 0AL						

Number	Element	Notes
1	Allocation_PageTitle	
2	IncomingApplications_ReceiverSummary	
3	ReceiverSummary_Applications	<p>The content displayed in the Receiver Summary panel varies depending on whether you are viewing an in year or normal phased transfer group, and whether the Show Offers to Receivers and Transfer Group Publicise dates have passed.</p> <p>For more information on the Receiver Summary panel, see the appendix of the <i>A&T School Admissions Portal</i> handbook, available from the One Publications website.</p>
	ReceiverSummary_FeMale	
	ReceiverSummary_FifthPreference	
	ReceiverSummary_FirstPreference	
	ReceiverSummary_FourthPreference	
	ReceiverSummary_IncludingAccepted	
	ReceiverSummary_InYearIncludingAccepted	
	ReceiverSummary_InYearNCY	

Number	Element	Notes
3	ReceiverSummary_InYearOffered	
	ReceiverSummary_InYearWaiting	
	ReceiverSummary_Male	
	ReceiverSummary_NoLongerRequired	
	ReceiverSummary_Offered	
	ReceiverSummary_OtherPreference	
	ReceiverSummary_PAN	
	ReceiverSummary_Ranked	
	ReceiverSummary_Refused	
	ReceiverSummary_SecondPreference	
	ReceiverSummary_SelectBand	
	ReceiverSummary_SixthPreference	
	ReceiverSummary_Spaces	
	ReceiverSummary_ThirdPreference	
	ReceiverSummary_Unranked	
	ReceiverSummary_WaitingList	
ReceiverSummary_Withdrawn		
4	<i>Allocation_FindStudentLabel</i>	
5	ReceiverSummary_SelectBand	
6	IncomingApplications_DownloadLink	
7	Allocation_NumberOfStudent	
8	Allocation_OfferStatus	
9	Allocation_ParentName	
10	Allocation_StudentDob	
11	Allocation_StudentGender	
12	Allocation_StudentId	
13	Allocation_CurrentSchool	
14	Allocation_PublicCare	
15	Allocation_SENStatus	
16	Allocation_PupilPremium	
17	Allocation_Postcode	
18	Allocation_Address	

Number	Element	Notes
19	Allocation_ApplicationMadeBy	
20	OfferStatus_NoCurrentOffer	
	OfferStatus_NoLongerRequired	
	OfferStatus_NotYetProcessed	
	OfferStatus_PlaceAccepted	
	OfferStatus_PlaceOffered	
	OfferStatus_RefusedByLa	
	OfferStatus_RefusedByParent	
	OfferStatus_Unknown	
	OfferStatus_WaitingList	
21	Allocation_Relationship	
22	Allocation_Email	
23	Allocation_MobilePhone	
24	Allocation_HomePhone	
25	Allocation_WorkPhone	

Allocation Details

Application Details ¹

Basic details ²

Name ³	<input type="text"/>	Student ID ⁸	<input type="text"/>
Chosen Forename ⁴	<input type="text"/>	Chosen Surname ⁹	<input type="text"/>
DoB ⁵	24 July 2010	Gender ¹⁰	Female
UPN ⁶	<input type="text"/>		
Address ⁷	<input type="text" value="Harrold, Bedford, MK43 7BH"/>		

Supporting details ¹¹

Ethnicity ¹²	WENG - White English	Ethnicity Source ¹⁸	Child
First Language ¹³	English		
SEN Status ¹⁴	School Action Plus		
Home Language ¹⁵	Akan		
Pupil Premium ¹⁶	<input checked="" type="checkbox"/>		
Crown Servant/Returning Service ¹⁷	<input checked="" type="checkbox"/>	One of Multiple Birth ¹⁹	<input checked="" type="checkbox"/>

Disabilities 20

Behaviour **Primary Disability** 21

Special Educational Needs 22

Moderate Learning Difficulty
Spl Learning Diff(Dyslexia)

Application details 23

Application Reference 24 **Test Score** 25 1

Application made by 26

Name 27 Mr [Redacted] **Relationship** 32 Doctor

Responsibility 28 ✓ **Address** 33 [Redacted], Jackson, Alphatown,
Perfshire, Z9 0BC

Mobile Phone 29 [Redacted] **Home Phone** 34 [Redacted]

Work Phone 30 [Redacted] **Email** 35 [Redacted]

Alternative Contact Notes 31 Notes in here

Number	Element
1	Allocation_Summary_Title
2	Allocation_Title_BasicDetail
3	Allocation_StudentName
4	Allocation_ChosenForename
5	Allocation_StudentDob
6	Allocation_StudentUPN
7	Allocation_Address
8	Allocation_StudentId
9	Allocation_ChosenSurname
10	Allocation_StudentGender
11	Allocation_Title_SupportingDetail
12	Allocation_Ethnicity
13	Allocation_FirstLanguage
14	Allocation_SENStatus
15	Allocation_HomeLanguage
16	Allocation_PupilPremium
17	Allocation_CrownServant
18	Allocation_EthnicitySource
19	Allocation_MultipleBirth
20	Allocation_Title_Disabilities
21	Allocation_Desc_PrimaryDisability
22	Allocation_Title_SEN

Number	Element
23	Allocation_Title_AppDetail
24	Allocation_ApplicationReference
25	Allocation_TestScore
26	Allocation_ApplicationMadeBy
27	Allocation_ParentName
28	Allocation_Responsibility
29	Allocation_MobilePhone
30	Allocation_WorkPhone
31	Allocation_AlternativeContact
32	Allocation_Relationship
33	Allocation_Address
34	Allocation_HomePhone
35	Allocation_Email

Claimed Siblings

1 Verify Claimed Siblings - In Year 2015 Online 2

3 4 Verified and unverified siblings 5

6 3 Student(s)

7 Student Name	DoB	Gender	Student ID	Student address	Address verified	Sibling claimed (Applicant)	Sibling verified	Sibling name	Sibling address	Sibling DoB	Sibling gender	Sibling school
ATF13, TestATF11 m1	01/04/2016	Male	9567763	19, Barford Road, Willington, Bedford, MK44 3QP		✓	Not verified ▾					
surname1.17, student1.17 m1.17	08/04/2016	Female	9567837	19, Barford Road, Willington, Bedford, MK44 3QP		✓	Verified ▾					

8

Number	Element
1	SibClaimedApplications_PageTitle
2	[Transfer Group Name]
3	<i>SibClaimedApplications_StudentIdNameFilter</i>
4	SibClaimedApplicationsFilter_All
	SibClaimedApplicationsFilter_Unverified
	SibClaimedApplicationsFilter_Verified
	<i>SibClaimedApplications_SibVerifiedFilter</i>

Number	Element
5	SibClaimedApplications_DownloadLink
6	SibClaimedApplications_NumberOfStudent
7	SibClaimedApplicationsColumn_AddressVerified
	SibClaimedApplicationsColumn_ClaimsSibling
	SibClaimedApplicationsColumn_PlaceRequired
	SibClaimedApplicationsColumn_SiblingAddress
	SibClaimedApplicationsColumn_SiblingDob
	SibClaimedApplicationsColumn_SiblingGender
	SibClaimedApplicationsColumn_SiblingName
	SibClaimedApplicationsColumn_SiblingSchool
	SibClaimedApplicationsColumn_SiblingVerified
	SibClaimedApplicationsColumn_StudentAddress
	SibClaimedApplicationsColumn_StudentDob
	SibClaimedApplicationsColumn_StudentGender
	SibClaimedApplicationsColumn_StudentId
	SibClaimedApplicationsColumn_StudentName
SibClaimedApplicationsColumn_StudentNCY	
8	SibClaimedApplications_Btn_NotVerified
	SibClaimedApplications_Btn_Unverify
	SibClaimedApplications_Btn_Verified
	SibClaimedApplications_Btn_Verify
9	SibClaimedApplications_NoData

Leavers

Leavers School Admissions Amar OAA & Non OAA

Student(s) 11 (Home LA 3 Other LA 4 LA not recorded 5) Application not submitted count 6 (Home LA 3 Other LA 4 LA not recorded 5)

Student Home LA - any

Only show those with no application submitted

Clear Filters Download

Student Name	DoB	Gender	Student ID	Home LA	Application Submitted to Capita Children's Services	Address
	12/04/2003	Female			✓	, Eggwold, Echotown, Perfshire, Z14 4AD
	01/12/2004	Female		Bedfordshire 97		, Kempston, Bedford, Bedfordshire, MK42 8JY
	01/01/2005	Male		Bedfordshire 97		, Bedford, Bedfordshire, MK40 2UJ

Number	Element
1	LeaversApplications_PageTitle
2	IncomingApplications_NumberOfStudent
3	LeaversApplications_HomeLaCount
4	LeaversApplications_OtherLaCount
5	LeaversApplications_NotRecorded
6	LeaversApplications_ApplicationNotSubmittedCount
7	<i>LeaversApplications_FilterStudentLabel</i>
8	LeaversApplicationsFilter_Any
	LeaversApplicationsFilter_HomeLa
	LeaversApplicationsFilter_NotRecorded
	LeaversApplicationsFilter_OtherLa
9	LeaversApplications_FilterByApplicationSubmitted
10	ApplicationFilter_ClearFilters
11	IncomingApplications_DownloadLink
12	IncomingApplications_NumberOfStudent
13	LeaversApplications_StudentName
14	LeaversApplications_StudentDob
15	LeaversApplications_StudentGender
16	LeaversApplications_StudentId
17	LeaversApplications_HomeLa
18	LeaversApplications_ApplicationSubmitted

Number	Element
19	LeaversApplications_Address

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