

Completing Admissions Form on My Child at School (MCAS)

Once logged into MCAS you will see your child's name that will be starting in September on the left-hand side of the screen (for parents with children already at the school click your child's name to reveal a drop-down list – select the child that will be starting in September), then click on *Admission Form* from the menu.

The Admissions Form is split into three sections – **Student Details**, your **Personal Details** and **Parental Consents**

Student Details

Documents – Please read the documents included and where applicable tick to confirm that you have read and understood the document(s)

Student Details – Check that the information in the fields shown is correct and make changes where needed. The following fields must be completed: Language(s); Ethnicity; Service Child (select Yes if you are currently a member of the Armed Services)

Other Details – Enter information into the relevant fields shown under this section. For the fields: *Additional Dietary Information* and *Additional Medical Information* please only complete these if your child's dietary or medical conditions are not list under the Medical conditions section (see below).

The follow fields must be completed:

- Adults with Parental Responsibility - add the names of all adults that have *Parental Responsibility* for the student coming to the school
- Student currently has Free School Meals (default is No)
- Student Free School Meals last 6 years (default is No) – select Yes if your child has been entitled to Free School Meals during the last 6 years
- Student in Care (default is No) – select Yes if the student is currently in care
- Student is a Young Carer (default is No) – select Yes if the student currently cares for someone who is ill or has a disability
- Student is Adopted (default is No) – select Yes if the student has been adopted or was previously in care

Medical – if applicable under Medical Conditions select the medical and dietary needs that your child has. You can select as many medical and dietary needs as required. If the need is not shown on the list or you wish to add further information regarding your child's medical or dietary needs, please complete the *Additional Dietary Information* and/or *Additional Medical Information* fields under the **Other Details** section detailed above.

Your Personal Details

Personal Details – Check that the information in the fields shown is correct and make changes where needed. It is important that the school has an up to date contact telephone number and email address.

Additional Contacts – Click on *Add Another Contact* button and enter information required. Please ensure that the *Adults with Parental Responsibility* that you have entered in the *Student Details – Other Details* section are added under this section. When complete, click on the *Add* button. You can add all contacts required by clicking the *Add Another Contact* button.

Parental Consents

Click on the View Parental Consents button to show the Parental Consents requested by the school. For each statement select Yes, I give consent or No, I do not give consent. Once completed click Save.

Once you have reviewed and completed the Admission Form please click on the *Submit Changes* button – the school will approve any changes to the data before the data in your child's record is updated.

If you have any questions regarding the completion of the Admissions Form please contact the school office