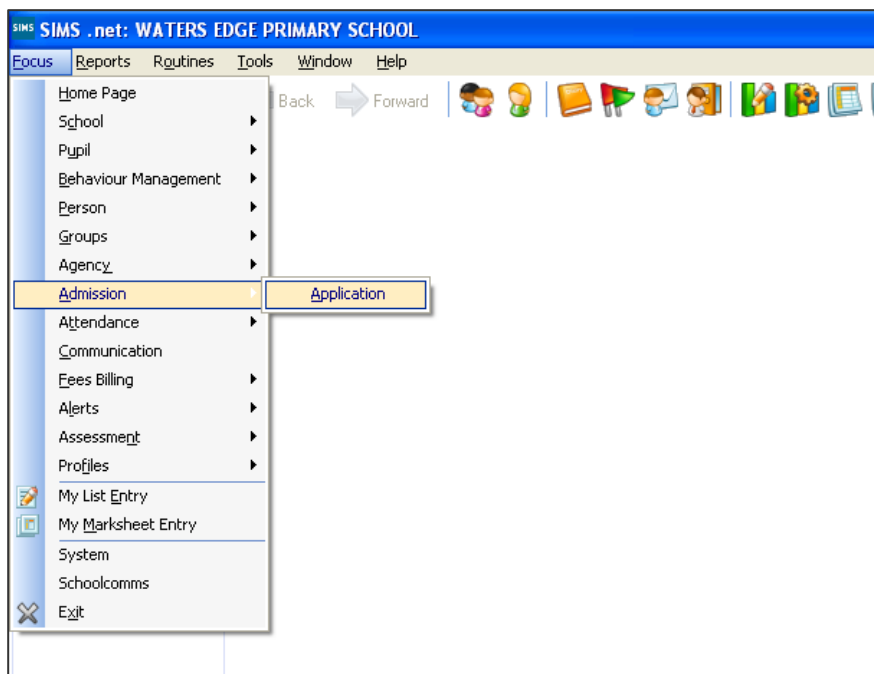
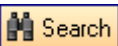


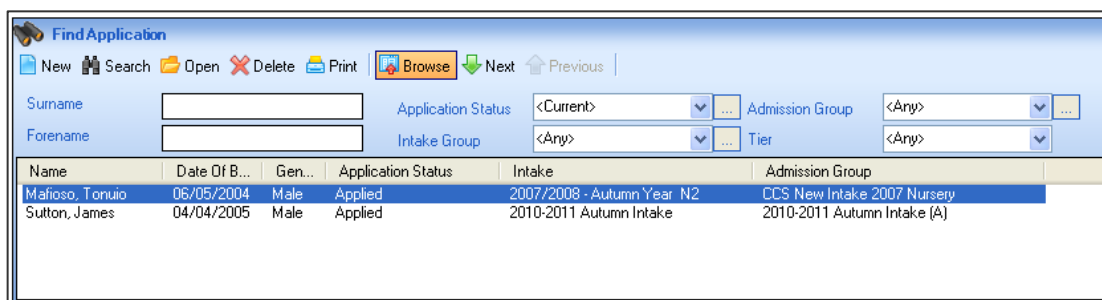
Pre-Admissions Check

We suggest you complete this process 3 weeks into the academic term

- Go to **Focus | Admission | Application**



- Click **Search** 
- You will see the list of children who have not been assigned to a class



Name	Date Of B...	Gen...	Application Status	Intake	Admission Group
Mafioso, Tonuio	06/05/2004	Male	Applied	2007/2008 - Autumn Year N2	CCS New Intake 2007 Nursery
Sutton, James	04/04/2005	Male	Applied	2010-2011 Autumn Intake	2010-2011 Autumn Intake (A)

- If these children are no longer due to attend the school their record should be marked as **Withdrawal** in the application status.
- **Select** the pupil and click **Open**
- Go to **Panel 2 – Registration**
- Select **Withdrawal** in the **Application Status** field

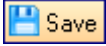


2 Registration Details

Application Status	Applied	Application Reference Number	
Intake Group	Applied	Admission Group	2010-2011 Autumn Intake (A)
Year Group	Offered	Year Taught In	Curriculum Year 1
Class	Accepted	House	
Date Of Admission	Admitted	Age On Entry	5 years, 4 months
Admission Number	Rejected	Enrolment Status	Single Registration
Boarder Status	Reserved	Late Application	<input type="checkbox"/>
	Withdrawal		

Part-Time

Start Date

End Date

- Click **Save** 
- Click **Browse** 
- Click **Search** 
- You may see pupils in your search results from previous academic years which will also need to be made withdrawn

Find Application

New Search Open Delete Print Browse Next Previous

Surname Application Status <Current> Admission Group <Any>

Forename Intake Group <Any> Tier <Any>

Name	Date Of B...	Gen...	Application Status	Intake	Admission Group
Mafioso, Tonuio	05/05/2004	Male	Applied	2007/2008 - Autumn Year N2	CCS New Intake 2007 Nursery

- **Continue this process** until the box is blank (unless you are aware of a late admission for the current academic year)

Find Application

New Search Open Delete Print Browse Next Previous

Surname Application Status <Current> Admission Group <Any>

Forename Intake Group <Any> Tier <Any>

Name	Date Of B...	Gen...	Application Status	Intake	Admission Group
------	--------------	--------	--------------------	--------	-----------------