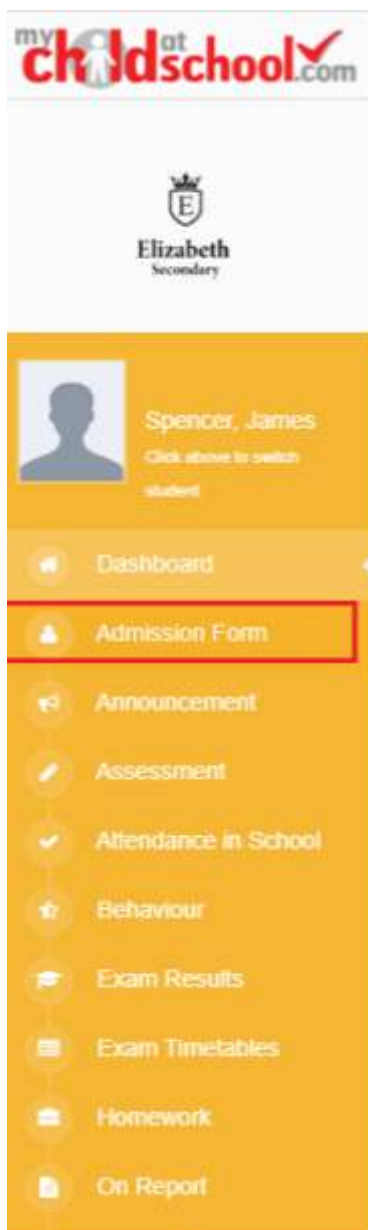


# Parents Guide to Admission forms on MCAS

Please use this guide to help you fill out your child's admissions forms on MCAS.

Once you have logged into your MCAS account you will see your child's account as pictured below, as your child is new to Fairfields Primary School we require parents/carers to complete our admissions forms.

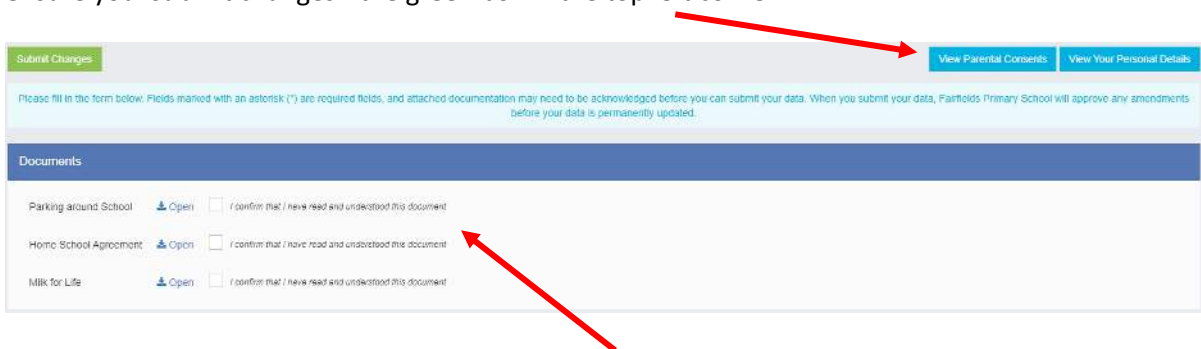
Once signed in to MCAS you will see the 'Admission Form' tab on the left hand side, please click on the tab which will take you to the required forms.



## Required Fields and Documents

You will see a message at the top of the page to inform parents how the details entered will be updated, please note that the fields marked with an asterisk\* are required fields.

Please see the two blue boxes (shown below)- 'Parental Consents' and view your 'Personal Data'. You can click into both boxes and provide the requested information/permissions. Once complete please ensure you 'submit changes'- the green box in the top left corner.



The screenshot shows a web interface with a top navigation bar. On the left is a green 'Submit Changes' button. On the right are two blue buttons: 'View Parental Consents' and 'View Your Personal Details'. Below the navigation bar is a light blue banner with a message: 'Please fill in the form below. Fields marked with an asterisk (\*) are required fields, and attached documentation may need to be acknowledged before you can submit your data. When you submit your data, Fairfields Primary School will approve any amendments before your data is permanently updated.' Below this is a section titled 'Documents' with a blue header. It lists three documents: 'Parking around School', 'Home School Agreement', and 'Milk for Life'. Each document has a blue 'Open' button and a checkbox with the text 'I confirm that I have read and understood this document'. A red arrow points from the 'View Parental Consents' button to the 'Documents' section, and another red arrow points from the 'Home School Agreement' row to the checkbox.

You will notice that there are additional documents, once read they will need to be ticked to verify you have read and understood them.

## Student Details

Next you will see your child's details, please complete your child's details only, as parents contact, email and address details are on the 'Your Personal Details' tab you do not need you to duplicate this information.



The screenshot shows a 'Student Details' form with a blue header. The form contains several input fields for personal information: 'Legal Christian Name', 'Legal Middle Name', 'Legal Last Name', 'Preferred First Name', 'Preferred Last Name', 'Family Last Name', 'Date of Birth', 'Religious Details', 'Ethnic Details', and 'Address Details'. The 'Address Details' section includes a dropdown for 'Country/Region', a text field for 'Postcode', and a 'Save' button. At the bottom, there are fields for 'Gender' and 'Religious Affiliation'. A red arrow points to the 'Save' button in the address section.

## Other details

This is the next section you will see, please tick the relevant fields for your child. Please ensure you 'submit changes' once complete, before leaving your MCAS account.

Other Details

Asthma Medication

Emergency Medication

EpiPen

Insulin

[Submit Changes](#)

## Medical Information

You will then see a section where you can provide your child's medical information, 'Medical Conditions' has a drop box where you can select multiple conditions or allergies.

Medical

NHS Number

Blood Group

Emergency Consent to School

Paramedical Support

Medical Conditions

Disabilities

Linked Surgery

Once you have filled out all of the required fields and relevant information, please ensure you click on Submit changes so that your child's information is saved. This is located at the top of the admission form page.

Admission Form Admission Form

YOU ARE HERE: # Dashboard / Admission Form

[Submit Changes](#) [View Parental Consents](#) [View Your Personal Details](#)

Please fill in the form below. Fields marked with an asterisk (\*) are required fields, and attached documentation may need to be acknowledged before you can submit your data. When you submit your data, Fairfields Primary School will approve any amendments before your data is permanently updated.

Once your changes have been submitted, the school will verify the information and you will then see a data collection form in place of the admission form. Going forward if you wish to update any of your information you can select the data collection form from the menu, update your information and submit the changes for verification.