

## School Admissions Portal

last updated for the Summer 2016 (3.60)  
release

Handbook

## Revision History

Version	Published on
Summer 2016 (3.60) - 1.0	08/06/2016

### Doc Ref

School Admissions Portal Handbook/Summer 2016 (3.60)/2016-06-08

© Capita Business Services Ltd 2016. All rights reserved. No part of this publication may be reproduced, photocopied, stored on a retrieval system, translated or transmitted without the express written consent of the publisher. Microsoft® and Windows® are either registered trademarks or trademarks of Microsoft Corporation in the United States and/or other countries.

[www.capita-one.co.uk](http://www.capita-one.co.uk)

### Contacting the Service Desk

You can log a call with the Service Desk via the Customer Service tool available on [My Account](#).

### Providing Feedback on Documentation

We always welcome comments and feedback on the quality of our documentation including online help files and handbooks. If you have any comments, feedback or suggestions regarding the module help file, this handbook (PDF file) or any other aspect of our documentation, please email:

[onepublications@capita.co.uk](mailto:onepublications@capita.co.uk)

Please ensure that you include the document name, version and aspect of documentation on which you are commenting.

# Contents

<b>01 / Introduction .....</b>	<b>1</b>
Overview .....	1
Using this Handbook .....	1
Setting the Language in Chrome .....	1
Common Functionality .....	2
<b>02 / Managing Your User Account .....</b>	<b>3</b>
Creating a Portal User Account .....	3
Activating a Portal User Account .....	3
Logging into the Portal .....	3
Retrieving Your User Name .....	3
Resetting Your Portal Password .....	4
Resetting Your Secret Question .....	4
<b>03 / Configuration .....</b>	<b>5</b>
Customising Text .....	5
Editing text .....	6
Configuring the Provider Portal .....	7
Reviewing Users .....	8
Introduction .....	8
Viewing User Details .....	8
Updating a User Email Address .....	8
Resetting a User Password .....	8
Resetting a User Account .....	8
<b>04 / Using the School Admissions Portal .....</b>	<b>11</b>
Accessing the School Admissions Portal .....	11
The School Admissions Portal Landing Page .....	11
Viewing Applications .....	12
Responding to In Year Applications .....	14
Editing Ranks .....	15
Assigning Ranks Manually .....	15
Bulk Ranking Applications .....	17
Assigning Students to a Band .....	18
Removing a Student from a Band .....	19
Viewing Allocations .....	21
Verifying Claimed Siblings .....	22
Viewing Leavers .....	23
<b>Appendix: Receiver Summary .....</b>	<b>25</b>
Unbanded Receivers .....	25
Banded Receivers .....	27
<b>Index .....</b>	<b>31</b>

# 01 / Introduction

## Overview

The School Admissions portal enables schools to view and modify some applications data directly, benefitting both the LA and the school. Schools can use the portal to:

- View application and allocation information.
- Rank applications directly within the One database (OAA schools only).
- Respond to in year applications to your school.
- View a list of active applications in which the parent/carer has claimed that a sibling attends the school, and verify that information.
- View whether students who are due to leave at the end of the academic year have submitted an admissions application yet, and see the leaver's likely destination base.

## Using this Handbook

This handbook is intended for administrators at the Local Authority and schools. It describes the administration tasks performed by the Local Authority, as well as the processes performed by the school itself.

This document is split into four sections:

- **Introduction**
- **Managing Your User Account** – covers account activation and housekeeping.
- **Configuration** – covers the Provider Portal's text configuration, portal setup and user account review features.
- **Using the School Admissions Portal** – covers the specific School Admissions Portal features – viewing applications, applications and leavers, editing ranks, and verifying claimed siblings.

### More Information:

For information regarding using Portal Back Office, refer to *One Portal Back Office* handbook.

For information regarding configuring the Provider Portal, refer to the *Deploying and Configuring the One Provider Self Service Portal for Local Authorities* technical guide.

Both documents are available from the One Publications website ([www.onepublications.com](http://www.onepublications.com)) and My Account.

## Setting the Language in Chrome

If the Provider portal is accessed using Google Chrome, the language must be set to English (United Kingdom).

English (United Kingdom) must be the first language in the list.

For more information regarding setting the language in Google Chrome, refer to: <https://support.google.com/chrome/answer/95416?hl=en-GB>

## Common Functionality

The following functionality is common for all processes in the Provider portal.

Function	Description
Tooltips	Using the mouse, hover over an item on the screen to display a description of the information displayed or the action required.
Home button	Click the <b>Home</b> button to display the <b>Home</b> page
Change Password	Click the drop-down adjacent to the user name and select <b>Change Password</b> . Enter your <b>Current password</b> , <b>New password</b> and <b>Confirm new password</b> . Click the <b>Change password</b> button.
Change Secret Question	Click the drop-down adjacent to the user name and select <b>Change Secret Question</b> . Enter your <b>Current Password</b> , Select a <b>New Secret Question</b> and enter a <b>Secret Answer</b> . Click the <b>Save</b> button. <b>NOTE:</b> This functionality is only available if second factor authentication is enabled.
Sign out	Click the <b>Sign Out</b> button adjacent to the user name.

## 02 / Managing Your User Account

### Creating a Portal User Account

To create a new portal user account, the One System Administrator must:

1. Set up the user in the One v4 Client and assign to them to the relevant user group via **Tools | Administration | User Management | User Account**.
2. Send the log in details (user name and initial password) to the new user via email.

### Activating a Portal User Account

A new Provider portal user needs to activate their user account.

When the user first logs in with their user name and initial password, they are informed that an activation email has been sent to them and that they must click on the activation link in the email to verify their email address. The user must:

1. Click on the unique link contained in the email.
2. Enter their user name and original password.

They are prompted to change their password and, if second factor authentication is enabled, to select a secret question and supply an answer.

#### More Information:

For more information regarding user setup and permissions, refer to the Technical Guide: *Deploying and Configuring the One Provider Self Service Portal for Local Authorities*, which is available on [My Account](#) and on the One Publications website.

### Logging into the Portal

A user with an active user account can log into the portal.

Enter **User name** and **Password** and click the **Log In** button to display the **Secret Question** page.

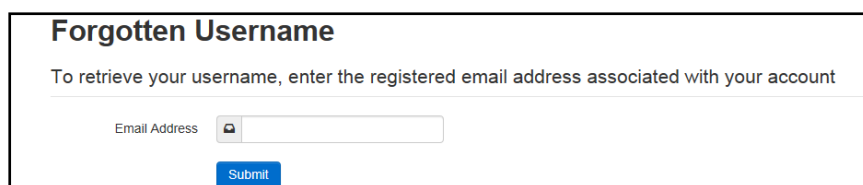
**NOTE:** The **Secret Question** page is only displayed if second factor authentication is enabled by the system administrator via **Administration | Site Setup | Configuration**.

### Retrieving Your User Name

If you forget your user name:

1. From the portal **Log In** screen, click the **Forgotten your username?** link to display the **Forgotten Username** page.

## Managing Your User Account

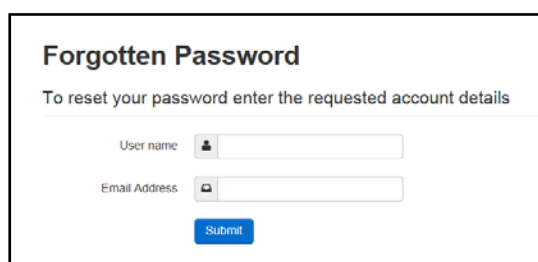


2. Enter your registered **Email Address** and click the **Submit** button.
3. Access your registered email account and open the email received to retrieve your user name.

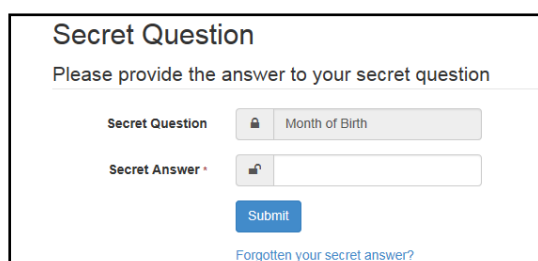
## Resetting Your Portal Password

To reset your password:

1. From the portal **Log In** screen, click the **Forgotten your password?** link to display the **Forgotten Password** page.



2. Enter your **User name** and registered **Email Address** and click the **Submit** button.
3. If second factor authentication is enabled, enter the **Secret Answer** and click the **Submit** button.

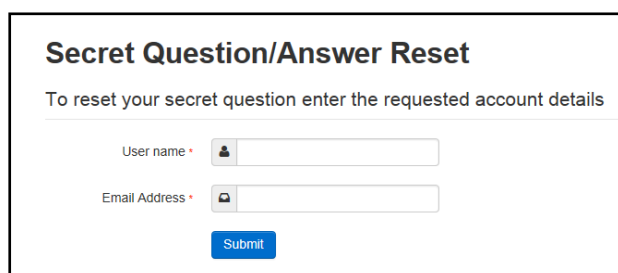


4. Access your registered email account and open the email received.
5. Follow the instructions in the email to reset your password.

## Resetting Your Secret Question

If you need to reset your secret question:

1. From the portal **Secret Question** screen, click the **Forgotten your secret answer?** link.



2. Enter your **User name** and registered **Email Address** and click the **Submit** button.
3. Follow the reset instructions in the email.

## 03 / Configuration

Only users who belong to groups that have the General Site Administrator business process set to Read-Write can access the portal administration functions. This business process gives access to provider portal admin features, but not to School Admissions Portal-specific functions. The General Site Administrator business process is part of the Provider Portal main business process, and can be assigned in the v4 Client via **Tools | Permissions | User Group Processes**.

For more information on assigning permissions, see the *System Managing Users, Groups & Permissions* handbook, available from [www.onepublications.com](http://www.onepublications.com) and My Account.

### Customising Text

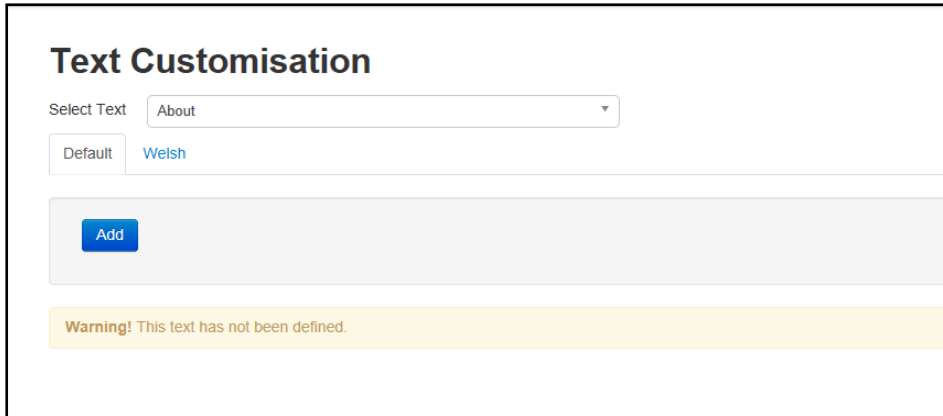
All text, field labels and messages that are displayed on the website can be configured.

Type	Name	Description
Site Notices	<b>Announcements and Welcome Text</b>	Displayed when the user logs into the portal.
	<b>Guidance Text</b>	Displayed on the <b>Home</b> page.
	<b>About</b>	Text is displayed when the user clicks the corresponding button at the bottom of each page.
	<b>Contact Us</b>	
<b>Cookies Policy</b>		
	<b>Privacy Notice</b>	
	<b>Terms and Conditions</b>	
	<b>Version and Licensing</b>	
	<b>Submission Declaration</b>	
Text Resources		Field labels, user messages and tooltips (text displayed when a user hovers the mouse over a field).
Email		Text for standard emails and messages relating to managing user accounts.
Message	Message Report Sent Body	Text for the message to be sent to a portal user when a new report is available to view. NB. Not used in Training Manager.
Site Titles	Site Title	Displayed at the top right-hand side of every page.

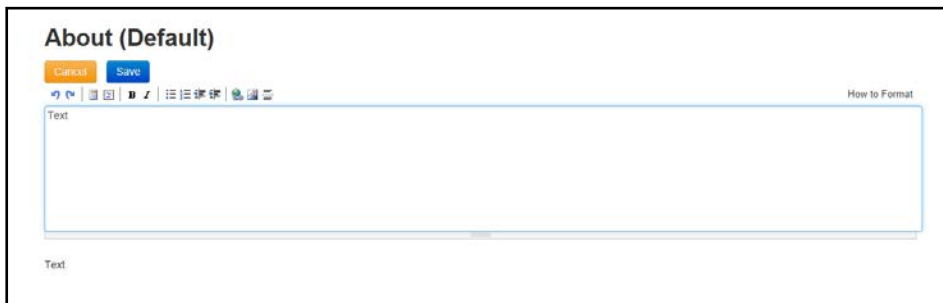
1. Select **Administration | Site Setup | Text Customisation** to display the **Text Customisation** page.



## Configuration



2. From the **Select Text** drop-down, select the type of text to be configured.
3. Select the **Default** or **Welsh** tab to determine the text language.
4. Click the **Add** button.

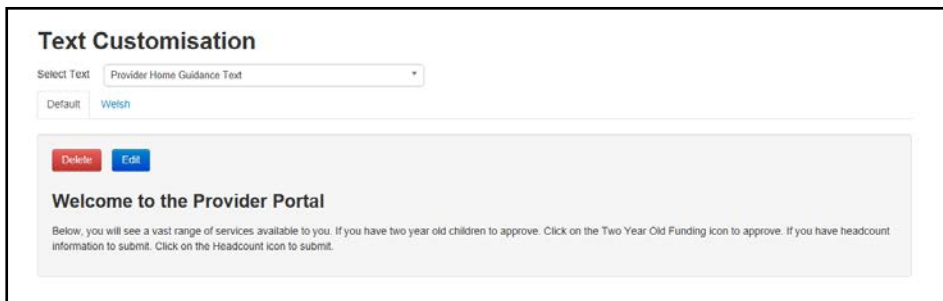


5. Enter required text in the formatting panel. Formatting buttons are provided above the panel. The formatted text is displayed beneath.
6. Click the **Save** button.

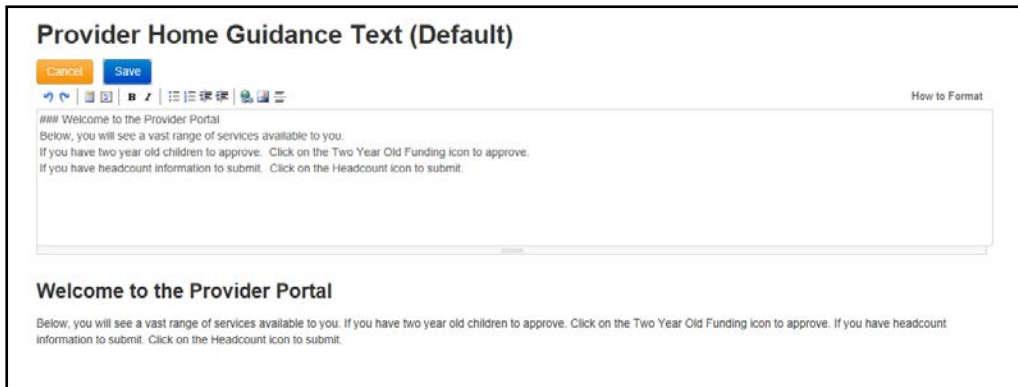
**NOTE:** This topic provides an overview of text configuration in the Provider Portal. For specific information on configuring each screen of the School Admissions Portal, see the Customising the School Admissions Portal handbook, available from [www.onepublications.com](http://www.onepublications.com) and [My Account](#).

## Editing text

1. Select **Administration | Site Setup | Text Customisation** to display the **Text Customisation** page.



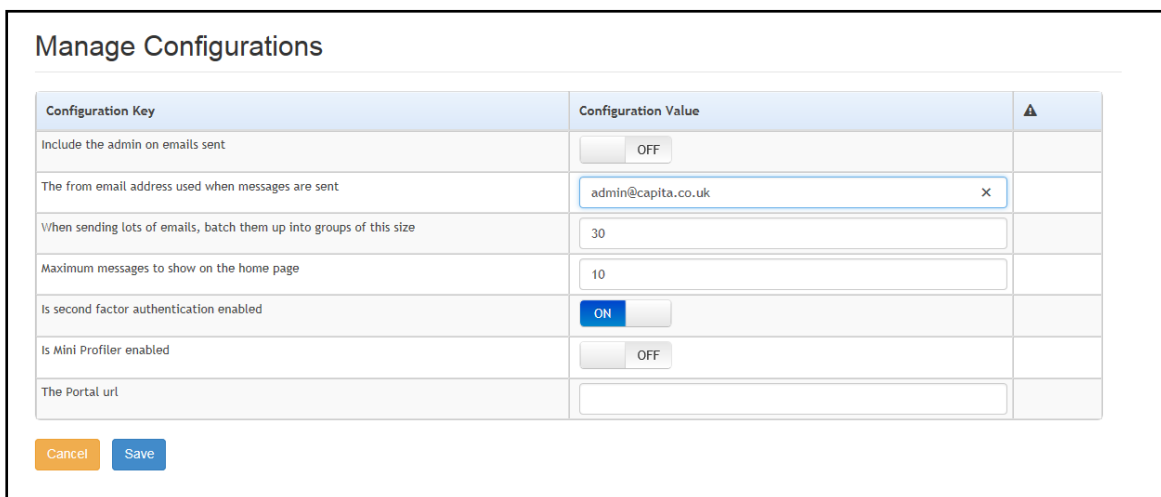
2. From the **Select Text** drop-down, select the type of text to be configured.
3. Select the **Default** or **Welsh** tab to determine the text language.
4. Click the **Edit** button.



5. Make the required changes to the text displayed in the formatting panel. Formatting buttons are provided above the panel.  
The amended text is displayed beneath.
6. Click the **Save** button.

## Configuring the Provider Portal

1. Select **Administration | Site Setup | Configuration** to display the **Manage Configurations** page.



2. For each **Configuration Key**, change the **Configuration Value**, if required:
3. If required, set **Include the admin on emails sent** to **On**.
4. Enter an email address for: **The from email address used when messages are sent**.
5. Enter a number for: **When sending lots of emails batch them up into groups of this size**.
6. Enter the number of **Maximum messages to show on the home page**.
7. If required, set **Is second factor authentication enabled** to **On**.
8. If required, set **Is Mini Profile enabled** to **On**.
9. If required, enter **The Portal url**.
10. Click the **Save** button.

**More Information:**

For more information regarding portal configuration, refer to the Technical Guide: **Deploying and Configuring the One Provider Self Service Portal for Local Authorities**, which is available on [My Account](#) and on the One Publications website.

## Reviewing Users

### Introduction

The **Review Users** page is used to view the users that are currently registered to use the Provider portal, to update their email address and enable them to update their password. It is also used to reset a user account that is inactive in the v4 Client.

**NOTE:** When a system administrator logs into the portal, their account is displayed as read-only.

### Viewing User Details

1. Select **Administration | Review User** to display the **Review Users** page.

The screenshot shows the 'Review Users' interface. At the top, there is a search bar with a 'Name' label and a 'Search' button. Below the search bar, it indicates '42 Records Found'. To the right of the records count, there are pagination controls: 'Page 5 of 5', '<< Prev', '1', '2', '3', '4', '5', and 'Next >>'. The main content is a table with the following columns: Username, Description, Active, Registered, Email, Groups, and Action. The table contains two rows of user data. Below the table, there are 'Cancel' and 'Refresh' buttons.

Username	Description	Active	Registered	Email	Groups	Action
TestUser	Admin user for EPM	✓	✗	Testuser14@onetestsr	EPMADMIN	Reset Password, Reset Account
VPADM	vpadm	✓	✓	testuser10@onetestsr	PP Headcount Adm	Reset Password

2. If required, enter a partial **User Name**, **Description** or **Email** address and click the **Search** button.

### Updating a User Email Address

To update the user's **Email** address:

1. Select **Administration | Review User** to display the **Review Users** page.
2. Enter a new **Email** address and click the adjacent update button.

### Resetting a User Password

If a user has forgotten their password, to enable them to reset their password:

1. Select **Administration | Review User** to display the **Review Users** page.
2. Click the **Reset Password** link to send an email to the current **Email** address asking the user to update their password.

**NOTE:** Clicking the **Reset Password** link displays the **Reset Account** link in the **Action** column until the user resets their password. When the user resets their password, they receive an email to let them know that their password has been changed successfully. The **Reset Account** link is then removed from the screen.


### Resetting a User Account

If the user account is set to inactive in the v4 Client, the **Reset Account** link is displayed in the **Action** column and the **Active** status is displayed as a red cross as shown in the following graphic:

**Review Users**

Name  Search

42 Records Found Page 2 of 5 << Prev 1 2 3 4 5 Next >>

Username	Description	Active	Registered	Email	Groups	Action
EPMUSER	EPM user	✘	✔	Testuser17@onetestr 	EPMUSERGROUP	Reset Password, Reset Account

To reset an inactive account and set the status to active in the v4 Client:

1. Select **Administration | Review User** to display the **Review Users** page.
2. Click the **Reset Account** link.

**NOTE:** The **Reset Account** link is also displayed if the user has requested a new password and this has not been reset. For more information, see [Resetting a User Password](#) on page 8

## ***Configuration***

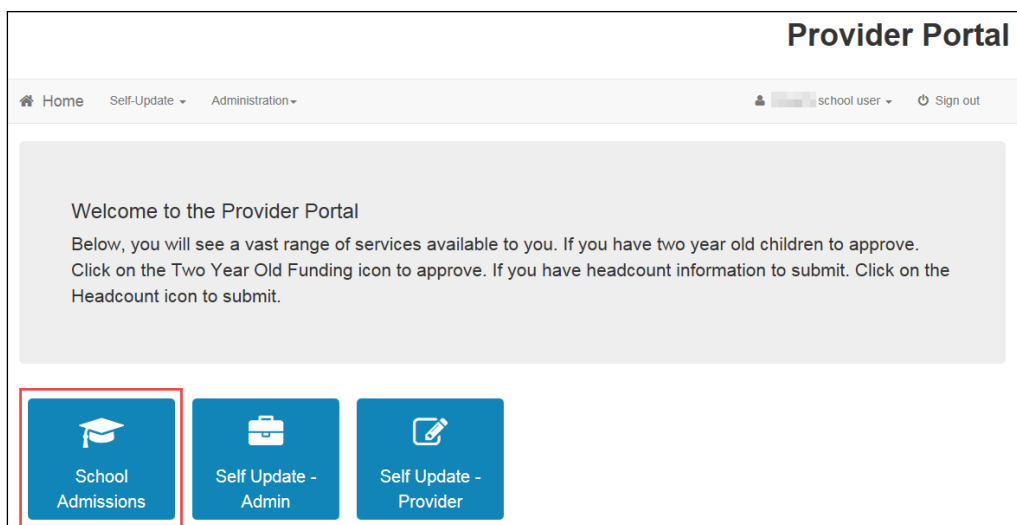
# 04 / Using the School Admissions Portal

## Accessing the School Admissions Portal

Only One users who meet all of the following criteria can access the School Admissions Portal:

- Has a recorded email address.
- Account is mapped to a school (base).
- Associated LA has a valid licence key for Portal School Admissions.
- Belongs to a user group that has at least read permissions to at least one of the following business processes (all found under the Provider Portal main business process):
  - School Admissions - View Applications & Allocations
  - School Admissions - Ranking
  - School Admissions - Verification Siblings.

Users who have access to other areas of the Provider Portal must select the School Admissions option from the Provider Portal Home Page in order to display the School Admissions Portal landing page.



However, users who do not have access to any other Provider Portal areas are taken directly to the School Admissions Portal landing page after logging in.

## The School Admissions Portal Landing Page

The landing page is displayed when you first log in to the School Admissions Portal. It displays relevant transfer groups as a series of tiles.



Only transfer groups that match at least one of the following sets of criteria are displayed:

- The school you are mapped to is a receiver school for an active normal transfer group whose **Transfer Group Year** matches either the current year or the current year plus one (e.g. if the current year is 2015 then One would display active transfer groups with a **Transfer Group Year** of 2015 or 2016).
- There is at least one preference for your receiver in the transfer group for a non-withdrawn application.

**OR**

- The system date month is between September to December inclusive.
- The school you are mapped to is a receiver school for an active normal transfer group whose **Transfer Group Year** matches the current year plus two.
- The Transfer Group NCY is 0.
- There is at least one preference for your receiver in the transfer group for a non-withdrawn application.

**OR**

- The school you are mapped to is a feeder school for an active normal transfer group whose **Transfer Group Year** matches the current year or the current year plus one.

**OR**

- The school you are mapped to is a receiver school for an active in year transfer group whose **Transfer Group Year** matches the current year or the current year minus one.
- There is at least one preference for your receiver for a non-withdrawn application.

Each transfer group tile has a list of options, denoting the actions that you can perform on that particular group. The following options are available in the School Admissions Portal:

- **View Applications** – covered in the [Viewing Applications](#) and [Editing Ranks](#) topics.
- **View Allocations** – covered in the [Viewing Allocations](#) topic.
- **Verifying Claimed Siblings** – covered in the [Verifying Claimed Siblings](#) topic.
- **View Leavers** – covered in the [Viewing Leavers](#) topic.

## Viewing Applications

The **Applications** page enables you to perform the following tasks:

- View a list of applications made to your school for a selected transfer group.
- Respond to in year applications made to your school.
- Rank applicants and edit student band details (OAA receivers only).

The page displays a receiver summary panel. The information displayed in the receiver summary changes depending on whether you are dealing with an in year or normal phased transfer group, and whether the Publicise date has passed yet. See [Appendix: Receiver Summary](#) for more information on the contents of the receiver summary panel.

From the School Admissions Portal home page, click the **View Applications** hyperlink for the transfer group you wish to view.

Applications - **Cherry Hill Primary 2016**

Receiver Summary (up)

PAN: 15 Spaces: 15

Applications: 9 ( 1st Pref: 1 2nd Pref: 3 3rd Pref: 5 ) Offered: 0 (0 Male, 0 Female)

Ranked: 0 Unranked: 0 Withdrawn: 1 Waiting List: 0 Refused: 0 No Longer Required: 1

Q [ ] Next > Download Show/Hide columns

All offer statuses [v] Clear Filters

Offer status	Rank	Student name	DoB	Gender	Student ID	Current school	Catchment	Distance (miles)	Postcode	Address	Sibling verified	Public care
Not yet processed		[REDACTED]	01/09/2004	Female	[REDACTED]	820 2041 Pinchmill School (p4mt)		0.567				
Not yet processed	1	[REDACTED]	10/02/2004	Male	[REDACTED]	820 2041 Pinchmill School (p4mt)	✓		SG18 0FF	20 Rowan Crescent, Biggleswade, Beds, SG18 0FF	✓	
Not yet processed	2	[REDACTED]	01/12/2004	Female	[REDACTED]	820 2041 Pinchmill School (p4mt)		1.76	MK42 8JY	45 Massey Close, Kempston, Bedford, Bedfordshire, MK42 8JY	✓	

**NOTE:** The **View Applications** hyperlink is only displayed for active normal transfer groups that your school is a receiver for. You must have at least read permissions to the School Admissions - View Applications & Allocations or read-write permissions to the School Admissions – Ranking business processes to see the link.

Once you have opened the **Applications** page, you can perform the following optional actions:

- If your school uses banding, select a band from the **Band** menu to filter the list by band.

**NOTE:** If you select a parent band, all students associated with the child bands (including bands at multiple levels, e.g. level three child bands as well as level two child bands) are displayed, as well as those students who are directly associated with the parent band.

Students associated with multiple child bands are listed more than once.

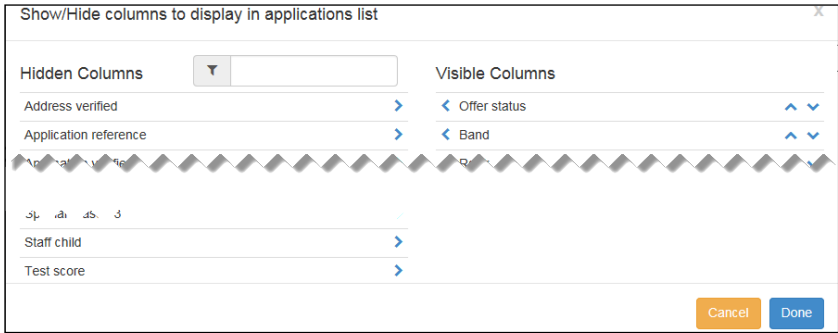
- Enter a student name or ID into the search field on the left to highlight a particular student in the list.
- Select an offer status from the **All offer statuses** menu to filter the list by offer status.

**NOTE:** For normal phased transfer groups, if the group's **Show Offers to Receivers** date is populated, then the offer status filter option is only available on and after that date. If the **Show Offers to Receivers** date is not populated, then this filter option is only available on and after the **Transfer Group Publicise** date.

The offer status filter is available for in year transfer groups at all times.

- Use the **Show/Hide columns** menu to edit the information displayed about each applicant:

- Click the **Show/Hide columns** button to display the **Show/Hide columns** dialog.





**Using the School Admissions Portal**

- ii. Click the names of any of the columns in the **Hidden Columns** list that you wish to make visible. The column names are transferred to the **Visible Columns** list.
- iii. Click the names of any of the columns in the **Visible Columns** list that you wish to hide. The column names are transferred to the **Hidden Columns** list.
- iv. If required, edit the order of the columns in the **Visible Columns** list using the arrows at the side of each column name.
- v. Click the **Done** button to save your changes and close the dialog.
- Click the **Download** button to export the list of applicants and all displayed data as a .csv file.
- View further details of a particular student’s application by clicking on that student’s name.

**Application Details**

Basic details

Name		ID	
Date of Birth	24 July 2010	Gender	Female
UPN			
Address verified			
Address	8 Elm Street, Harold, Bedford, UK		
Name		Relationship	
Responsibility		Address	

[Close](#)

## Responding to In Year Applications

The School Admissions Portal enables you to update the offer statuses of in year applications. You must have the School Admissions - Update In Year Offer Statuses business process set to read-write in order to be able to edit offer statuses.

**NOTE:** Editing the offer status of a particular in year preference does not automatically update the overall application status. If required, you should use A&T Back Office to update application statuses.

1. From the School Admissions Portal home page, click the **View Applications** hyperlink for the in year transfer group you wish to view. A list of open applications for your school in that transfer group is displayed.

**Applications - In Year 2015 Online**

Receiver Summary ^

Offered total in this academic year: 0 (0 Male, 0 Female)

Waiting List: 2

NCY	Waiting
-5	1
6	1

[Next >](#) [Download](#) [Show/Hide columns](#) [Choose sort order](#)

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

[Clear Filters](#)

Highlight applications added between  and

Rank	Offer status	Student name	DoB	Gender	Student ID	NCY	Place Required	Reason	Current school	Catchment	Distz (miles)
	Not yet processed	n-child3, ck	02/04/2016	Male	9097637	-5	21/04/2016	Move into LA			
	Not yet processed	User1, Test1	02/04/2005	Male	9097687	6	27/04/2016	Move within LA	820-4231 Green Abbey School		

2 Student(s)

- For each application you wish to update, select a status from the drop-down menu in the **Offer status** column.

Rank	Offer status	Student name	DoB	Gender	Student ID	NCY	Place Required	Reason	Current school	Catchment	Distance (miles)
	Place offered Accepted by Parent/Carer No current offer <b>No longer required</b> Not yet processed Refused by Parent/Carer Refused by School/LA Waiting List	n-child3, ck	02/04/2016	Male	9097637	-5	21/04/2016	Move into LA			
		User1, Test1	02/04/2005	Male	9097687	6	27/04/2016	Move within LA	820 4231 Green Abbey School		

A new record is created in the Preference History to capture the change. If an offer status is changed to or from either **Place Offered** to **Accepted by Parent/Carer**, then the offer counts for the receiver are updated as appropriate.

## Editing Ranks

Own Admissions Authority (OAA) schools can use the School Admissions Portal to rank students and, if applicable, add or remove students from bands.

The version of the **Applications** page displayed to OAA schools features the same **Show/hide columns** and **Download** functions that non-OAA schools see (as discussed in the [Viewing Applications](#) topic). However, OAA schools see additional buttons, enabling them to **Choose sort order**, **Rank list in current order**, **Assign to band** and **Remove from band**.

The School Admissions Portal enables you to edit student ranks in two ways. You can assign ranks either by entering rank numbers manually or by sorting the list of students a particular way and then clicking the **Rank list in current order** button.

**NOTE:** You can only edit ranks for transfer groups that do not have the **Prevent OAA Ranking Online** check box selected in **A&T Back Office | Process | Transfer Groups**. This flag enables you to ensure that ranks are not updated at an inappropriate time .

For more information on the **Prevent OAA Ranking Online** flag, see the *Transfer Group Details* topic of the *A&T Back Office help*.

## Assigning Ranks Manually

- From the School Admissions Portal home page, click the **View Applications** hyperlink for the transfer group you wish to view. The **Applications** page is displayed.

Applications - **Primary Secondary 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

Q. Next > 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  and

Offer status	Band	Rank	Student name	DoB	Gender	Student ID	Current school	Catchment	Distance (miles)	Postcode	Address	Sibil veri
Not yet processed	Ability	1	[REDACTED]	01/12/2004	Female	9097471	820 2041 Finchmill School (p-Int)	✓	1.874	MK42 8JY	45 Haseley Close, Kempston, Bedford, Bedfordshire, MK42 8JY	
Not yet processed	Ability	3	[REDACTED]	01/10/2004	Male	9097470	820 2041 Finchmill School		3.678	MK40 1DR	11 Ashburnham Road, Bedford	

## Using the School Admissions Portal

- If you selected an in year transfer group, select an NCY from the **All NCYs** drop-down menu. You cannot edit ranks in an in year transfer group unless an NCY has been selected.

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

Filter students by NCY

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

Highlight applications added between dd/mm/yyyy and 12/04/2016

- If your school uses banding, select a **Band** from the drop-down menu. The list is filtered to display only the students in that band.

**NOTE:** You can only rank students who are directly assigned to the currently selected band. Students associated with child bands are displayed when their parent band is selected, but their rank is not editable unless the child band itself is selected from the **Band** drop-down menu.

- If required, use the controls on the **Filter** panel to filter the list of students. The following filters are available:

- **Offer status.**
- **Application verification status.**

**NOTE:** The verification status filter is not displayed if **Hide Application Verification** is selected for the transfer group. For more information on the **Hide Application Verification** check box, see the Transfer Group Details topic of the A&T Back Office help.

- **Student rank status** (i.e. whether a student is currently ranked or not).
- **Date of addition:** Use the **Highlight** drop-down menu to select whether you want to filter the list by the selected date range or highlight the applications that were added within that range instead.
- **Late applications:** Only displayed if at least one non-withdrawn preference for the receiver is marked as late.

- For each student you wish to rank, click inside the **Rank** field and enter a rank number.

If you enter duplicate rank numbers, One displays a dialog asking whether you wish to increment all subsequent ranks by 1. If you select **No**, you must enter a non-duplicate rank number for the affected student.

School Admissions

Rank 1 already exists. Do you wish to revise the existing ranks from this point on to increment them by 1?

No Yes

**NOTE:** You can change the order that students are sorted in using the **Choose sort order** dialog. Click the **Choose sort order** button to display this dialog.

- If applicable, repeat steps 2 - 4 for any other bands in which you wish to rank students.

## Bulk Ranking Applications

**NOTE:** You can only rank applications in bulk if no ranks have been added previously. If required, you can use the **Clear Bank Ranks** button to delete any previous ranking information.

- From the School Admissions Portal home page, click the **View Applications** hyperlink for the transfer group you wish to view. The **Applications** page is displayed.

Applications - Overall Secondary 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

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 dd/mm/yyyy

Offer status	Band	Rank	Student name	DoB	Gender	Student ID	Current school	Catchment	Distance (miles)	Postcode	Address	Sibil vert
Not yet processed	Ability	1	[REDACTED]	01/12/2004	Female	9097471	820 2041 Pilschmitt School (p4mt)	✓	1.874	MK42 8JY	45 Massey Close, Kempston, Bedford, Bedfordshire, MK42 8JY	
Not yet processed	Ability	3	[REDACTED]	01/10/2004	Male	9097470	820 2041 Pilschmitt School		3.678	MK40 1DR	11 Ashburnham Road, Bedford	

- If your school uses banding, select a band from the **Band** drop-down menu. The list is filtered to display only the students in that band.
- If you selected an in year transfer group, select an NCY from the **All NCYs** drop-down menu. You cannot edit ranks in an in year transfer group unless an NCY has been selected.

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

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

Highlight applications added between dd/mm/yyyy and dd/mm/yyyy

- Sort the list of applications:
  - Click the **Choose sort order** button to display the **Choose sort order of applications list** dialog.

Choose sort order of applications list

Available Columns Sorted Columns

Aptitude(s) > Rank <

Catchment > Band <

Crown service > Student name <

Current school >

Distance (miles) >

No not consider for mainstream >

Staff child >

Test score >

Cancel Done

## Using the School Admissions Portal

- b. Within the **Available Columns** list, select the column headings you wish to sort the applications by. Selected headings are moved to the **Sorted Columns** list.
- c. Use the arrows to move the headings in the **Sorted Columns** list to the order you wish to sort in.

**NOTE:** To remove a column header from the **Sorted Columns** list, click on the header text.

- d. Click the **Done** button to close the dialog and return to the **Applications** page.
3. If required, use the controls on the **Filter** panel to filter the list of students. The following filters are available:
  - **Offer status.**
  - **Application verification status.**
  - **Student rank status** (i.e. whether a student is currently ranked or not).
  - **Date of addition:** Use the **Highlight** drop-down menu to select whether you want to filter the list by the selected date range or highlight the applications that were added within that range instead.
4. Click the **Rank list in current order** button. A confirmation dialog is displayed.
5. Click the **OK** button to rank the applications in their current sort order. If you filtered the list, only the currently displayed applications are ranked.
6. If applicable, repeat steps 2 - 6 for any other bands in which you wish to rank students.

## Assigning Students to a Band

1. From the School Admissions Portal home page, click the **View Applications** hyperlink for the transfer group you want to view. The **Applications** page is displayed.

Applications - **Pinchmill Primary 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

Search: [ ] Next [ ] 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 dd/mm/yyyy

Offer status	Band	Rank	Student name	DoB	Gender	Student ID	Current school	Catchment	Distance (miles)	Postcode	Address	Sibilvert
Not yet processed	Ability	1	[REDACTED]	01/12/2004	Female	9097471	820 2041 Pinchmill School (p-Int)	✓	1.874	MK42 8JY	45 Massey Close, Kempston, Bedford, Bedfordshire, MK42 8JY	
Not yet processed	Ability	3	[REDACTED]	01/10/2004	Male	9097470	820 2041 Pinchmill School		3.678	MK40 1DR	11 Ashburnham Road, Bedford	

2. Select the band to which you want to assign students from the **Band** drop-down menu.
3. Click the **Assign to band** button to display the **Assign students to band** dialog.

The **Assign students to band** dialog contains a list of students who meet all of the following criteria:

- Already has a preference for the selected receiver, but is not assigned to the selected band.
- Has an application that is not withdrawn
- Is not inactive with an inactive reason that has the internal code '**DEC**' – **Deceased**.

Assign students to band - Level 3 Other Fair 1 X

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

	Offer status	Band	Rank	Student name	DoB	Gender	Student ID	Current school	Catchment
Assign ▼	Not yet processed	Ability		Preference29, Student29	10/02/2004	Male	9095588	820 2041 Pinchmill School (p4mt)	✓
Assign ▼	Not yet processed	Ability		Test5, Jon5	05/05/2005	Male	9097355	820 2041 Pinchmill School (p4mt)	
Assign ▼	Not yet processed	Ability		raja1, raja1	09/07/2002	Male	9094556	820 2041 Pinchmill School (p4mt)	

Close

- Optionally, filter the list of students.

You can enter a name into the search field to filter by name, or click the **Only students not assigned to any band** check box to display unbanded students only.

- For each student you want to add to the selected band, click the **Assign** button and select **Assign to band** from the drop-down menu.
- When you have finished assigning students to the band, click the **Close** button to close the dialog.

## Removing a Student from a Band

You can use the School Admissions Portal to remove students who meet all of the following criteria from a band:

- Band Offer Status is not **Place offered** or **Accepted by Parent/Carer** (i.e. CHOICES\_BANDS.OFFER\_STATUS is not one of **O**, **Y**, **A** or **P**).
- Has an application that is not withdrawn.
- Is not inactive with an inactive reason that has the internal code '**DEC**' – **Deceased**.

To remove a student from a band:

- From the School Admissions Portal home page, click the **View Applications** hyperlink for the transfer group you want to view. The **Applications** page is displayed.

## Using the School Admissions Portal

**Applications - General Secondary 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

Next 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	Sibli veri
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	3	[REDACTED]	01/10/2004	Male	9097470	820 2041 Pinchmill School		3.678	MK40 1DR	11 Ashburnham Road, Bedford.	

- From the **Band** drop-down, select the band from which you want to remove students.
- Click the **Remove from band** button to display the **Remove from band** dialog.

Remove from band - Level 2 Catchment

Remove all 5 Student(s)

	Band	Rank	Student name	DoB	Gender	Student ID	Current school	Catchment	Distance (miles)
Remove	Level 2 Catchment		[REDACTED]	29/04/2003	Female	[REDACTED]	820 8001 Potton Lower School (p4r)	✓	1
Remove	Level 2 Catchment		[REDACTED]	01/09/2004	Female	[REDACTED]	820 8001 Potton Lower School (p4r)		2
Remove	Level 2 Catchment		[REDACTED]	18/08/2003	Male	[REDACTED]	881 2789 Beehive Lane Community Primary School		3

- For each student you want to remove from the band, click the **Remove** button. A confirmation dialog is displayed.
- Click the **OK** button to remove the student from the band.

When a student is removed from a band, their main offer status for that preference is, where necessary, recalculated. The new status takes into account the student's offer status in any remaining bands to which they are still assigned. If this recalculation causes the student's main preference offer status to be updated, then the Preference History is also updated to reflect the offer status change.

## Viewing Allocations

The **Allocations** page displays a list of students who have been offered a place at your school as part of a selected normal phased transfer group, as well as the receiver summary. See [Appendix: Receiver Summary](#) for more information on the contents of the receiver summary panel.

To open the **Allocations** page, open the School Admissions Portal home page and click the **View Allocations** hyperlink for the transfer group you wish to view.

**Allocations - [Redacted] 2016**

---

Receiver Summary (up) ▲

PAN: 100 Spaces: 99

Applications: 15 ( 1st Pref: 9 2nd Pref: 3 4th Pref: 2 Other Pref: 1 ) Offered: 1 (1 Male, 0 Female)

Withdrawn: 1 Waiting List: 13 Refused: 0 No Longer Required: 1

---

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	[Redacted]	31/08/2003	Male	[Redacted]	936 3930 Ashley CofE Aided Primary School				Z11 0BC	4 Baxter Street, Greenwood, Gartown, Perfsire, Z11 0BC	[Redacted]	Father

The **View Allocations** hyperlink is only displayed for those transfer groups that your school is a receiver for, and requires you to have at least read permissions to the School Admissions - View Applications & Allocations business process.

The **View Allocations** hyperlink is also restricted by date, as shown in the following table:

Show Offers to Recievers Date populated for TG?	Transfer Group Publicise Date populated for TG?	Display View Allocations link for TG:
Yes	Yes	If system date is on or after the <b>Show offers to Receivers</b> date
Yes	No	If system date is on or after the <b>Show offers to Receivers</b> date
No	Yes	If system date is on or after the <b>Transfer Group Publicise</b> date
No	No	Never

Once you have opened the page, you can perform the following optional actions:

- Enter a student name or ID into the search field to filter the list by those details.
- Select a band from the **Please Select Band** menu to filter the list by band.

If you select a parent band from the list, One displays all of the students who match the following criteria:

- The student is associated with the selected transfer group.
- The application has not been withdrawn.



## Using the School Admissions Portal

- The student is associated with either the selected band or a child band associated with the parent band.
  - The Schools Admissions Portal Band offer status for this band is either **Place offered** or **Accepted by Parent/Carer** (i.e. CHOICES\_BANDS.OFFER STATUS is one of **O, Y, A** or **P**).
- Click the **Download** button to export the list of allocated students and all displayed data as a .csv file.
  - View further details of a particular student's application by clicking on that student's name.

### Application Details

**Basic details**

Name	Hugh Larry Blake	Student ID	8903767
Chosen Forename	Hugh	Chosen Surname	Blake
DoB	25 January 2006	Gender	Male
UPN	K820204104142	Current School	820 2221 Test Primary
Address	11 Market Avenue, Eggwold, Echoton, Simshire, Z2 4AC		

**Supporting details**

Ethnicity	WBRI - White British	Ethnicity Source	Parent
Home Language	English	First Language	English
Public Care	<input type="checkbox"/>	Public Provision	<input checked="" type="checkbox"/>

Medical

Moderate Learning Difficulty

Multi-Sensory Impairment

**Application details**

Application Reference	820-2016-09-K-001061	Test Score	80
Aptitudes	Modern Foreign Languages, Other, Performing Arts		

**Application made by**

Name	Pratt	Relationship	Father
Responsibility	<input checked="" type="checkbox"/>	Address	10 Park Lane, Blunham, Bedford, MK44 3NH
Mobile Phone	66	Home Phone	66
Work Phone	66	Email	test@gmail.com
Alternative Contact Notes	Test		

Close

## Verifying Claimed Siblings

The **Verify Claimed Siblings** page displays a list of the active applications for your school in which the applicant has claimed that the child already has a sibling at the school. You can use the page to verify this information.

The **Verify Claimed Siblings** hyperlink is only displayed for a particular transfer group if all of the following criteria are met:

- Your school is a receiver for the transfer group.
- There is at least one preference for your school from a non-withdrawn application where:
  - The **Preference Applicant Sibling** reason is selected
  - The preference number is less than the **Transfer Group System Generated Preferences Starting Number**.
- You have at least read permission to the School Admissions – Verification Siblings business process.

To verify claimed siblings:

1. From the School Admissions Portal home page, click a transfer group's **Verify Claimed Siblings** hyperlink to view a list of applications in that transfer group that have claimed to have a sibling currently attending your school.

Verify Claimed Siblings - In Year 2015 Online

Verified and unverified siblings Download 3 Student(s)

Student Name	DoB	Gender	Student ID	NCY	Student address	Address verified	Claims sibling	Sibling verified	Sibling name	Sibling address	Sibling DoB	Sibling gender
[REDACTED]	13/09/2000	Female	[REDACTED]	8	19 Middleton Park, Normant, Bravatown, Perfsire, Z5 6AC		✓	Not verified				
[REDACTED]	01/07/2003	Female	[REDACTED]	8	3 Horsefair Lane, Odell, Bedford, MK44 1AB		✓	Verified			01/07/1997	Male

- If required, filter the list. You can filter by name and student ID using the search field on the left, or by verification status using the **Verified and unverified siblings** drop-down menu.
- For each student you wish to verify, click the **Not Verified** button in the **Sibling Verified** column and then select **Verified** from the drop-down menu. The student's status changed to **Verified**.
- If you wish to unverify any students, click the **Verified** button in the **Sibling Verified** column and then select **Unverify** from the drop-down menu. The student's status changes to **Unverified**.
- Optionally, click the **Download** button to export a list of students with all displayed data.

## Viewing Leavers

The **Leavers School Admissions** page enables you to view a list of those students who are leaving your school at the end of the academic year and see whether their parents/carers have submitted a school place application for next year's normal transfer group.

To open the **Leavers School Allocation** page, open the School Admissions Portal home page and click the **View Leavers** hyperlink for the transfer group you wish to view.

Leavers School Admissions - [REDACTED] 2016

Student(s) 13 (Home LA 11 Other LA 0 LA not recorded 2) Application not submitted count 4 (Home LA 3 Other LA 0 LA not recorded 1)

Student Home LA - any Download 13 Student(s)

Only show those with no application submitted Clear Filters

Student Name	DoB	Gender	Student ID	Home LA	Application Submitted to Capita Children's Services	Address
[REDACTED]	12/04/2003	Female	[REDACTED]			10 Church View, Eggvold, Echotown, Perfsire, Z14 4AD
[REDACTED]	01/09/2004	Female	[REDACTED]	Bedfordshire 97	✓	
[REDACTED]	01/12/2004	Female	[REDACTED]	Bedfordshire 97	✓	45 Massey Close, Kempston, Bedford, Bedfordshire, MK42 8JY

The **View Leavers** hyperlink is only displayed for transfer groups that your school is a feeder for, and only if you have at least read permission to the School Admissions - View Applications & Allocations business process.

Once you have opened the page, you can perform the following optional actions:

- Enter a student name or ID into the search field to filter the list by those details.
- Select an option from the **Student Home LA – any** menu to filter the list by LA type. There are four available options:
  - Student Home LA – any**
  - Home LA only**
  - Other LA only**
  - Home LA not recorded**

### *Using the School Admissions Portal*

- Click the **Only show those with no application submitted** check box to filter the list so that only those students without an active application are displayed.
- Click the **Download** button to export the list of allocated students and all displayed data as a .csv file.

**NOTE:** The **Allocated School** column displays the leaver's likely destination. This column is only displays after the **Transfer Group Publicise Date**.

## Appendix: Receiver Summary

The **Receiver Summary** panel is displayed at the top of the **Applications** page. The information it displays varies depending on whether the selected transfer group is normal phased or in year, and whether banding is in use at the receiver. This appendix lists the information provided by the **Receiver Summary** panel in each scenario.

### Unbanded Receivers

#### In Year Transfer Groups

Receiver Summary							
Offered total in this academic year: 0 (0 Male, 0 Female)							
Waiting List: 2							
	<table border="1"> <thead> <tr> <th>NCY</th> <th>Waiting</th> </tr> </thead> <tbody> <tr> <td>-5</td> <td>1</td> </tr> <tr> <td>6</td> <td>1</td> </tr> </tbody> </table>	NCY	Waiting	-5	1	6	1
NCY	Waiting						
-5	1						
6	1						

Field	Description
<b>Offered total in this academic year</b>	The number of preferences for the receiver that have an offer status of <b>Allocated, Accepted, Provisional</b> or <b>Offered</b> (including system-generated preferences). Includes a sub-total by gender.  This count includes all applications; irrespective of status (i.e. it includes those statuses mapped to external code <b>CLOS - Closed/completed</b> ).
<b>Accepted</b>	The number of preferences for the receiver that have an offer status of <b>Accepted</b> (including system-generated preferences) and are included in the overall <b>Offered</b> count. Includes a sub-total by gender. The <b>Accepted</b> field is not displayed if there are no accepted preferences.  This count includes all applications; irrespective of status (i.e. it includes those statuses mapped to external code <b>CLOS - Closed/completed</b> ).
<b>Waiting List</b>	The number of preferences for the receiver that have an offer status of <b>No Current Offer (N), Waiting List (W),</b> or <b>Not Processed (null)</b> , where the application status is not mapped to external code <b>CLOS - Closed/completed</b> .
<b>Waiting List by NCY</b>	This table breaks the applications in the <b>Waiting List</b> count down by NCY.

#### Normal Transfer Groups, Before the ‘Show Offers to Receivers’ Date Has Passed

Receiver Summary
<b>PAN: 12</b>
<b>Applications: 15 ( 1st Pref: 10 2nd Pref: 5 )</b>
<b>Ranked: 0 Unranked: 15</b>

**NOTE:** If the **Show Offers to Receivers** date has not been populated in A&T Back office, then One displays the following information until the **Transfer Group Publicise** date has passed.

## Appendix: Receiver Summary

Field	Description
<b>PAN</b>	The receiver's PAN for the <b>Transfer Group Year</b> and <b>Intake NCY</b> .
<b>Applications</b>	The number of preferences for the receiver that have a preference number that is less than the <b>Transfer Group System Preferences Starting Number</b> . Includes all offer statuses, as well as withdrawn applications.
<b>1<sup>st</sup> Preference</b>	The number of preferences (including withdrawn applications) that have a preference number of 1 for this receiver.
<b>2<sup>nd</sup> Preference</b>	The number of preferences (including withdrawn applications) that have a preference number of 2 for this receiver.
<b>3<sup>rd</sup> Preference</b>	The number of preferences (including withdrawn applications) that have a preference number of 3 for this receiver.
<b>Other Preference</b>	The number of preferences (including withdrawn applications) for this receiver that have a preference number of greater than 3 but is less than the <b>Transfer Group System Preferences Starting Number</b> .
<b>Withdrawn</b>	The number of withdrawn applications that had a parental preference for this school. Only displayed if the number is greater than 0.
<b>Ranked</b>	For OAA receivers only, shows the number of ranked applications (excluding withdrawn applications).
<b>Unranked</b>	For OAA receivers only, shows the number of unranked applications (excluding withdrawn applications).

### Normal Transfer Groups, On and After the 'Show Offers to Receivers' Date

In addition to the fields listed in the previous table, the **Receiver Summary** panel displays the following fields once the **Show Offers to Receivers** date is reached.

Receiver Summary	
PAN: 12	Spaces: 12
Applications: 15 ( 1st Pref: 10 2nd Pref: 5 )	Offered: 0 (0 Male, 0 Female)
Ranked: 0 Unranked: 15	Waiting List: 15 Refused: 0 No Longer Required: 0

**NOTE:** If the **Show Offers to Receivers** date has not been populated in A&T Back office, then One displays the following information on and after the **Transfer Group Publicise** date.

Field	Description
<b>Spaces</b>	The balance displayed in the <b>A&amp;T Back Office   Bases   Receivers</b> area. This figure is the PAN minus the total of preferences for the receiver that have an offer status of <b>Allocated, Accepted, Provisional</b> or <b>Offered</b> (including system-generated preferences). The <b>Spaces</b> figure may be a negative number if the school has been over-allocated.
<b>Offered</b>	The number of preferences for the receiver that have an offer status of <b>Allocated, Accepted, Provisional</b> or <b>Offered</b> (including system-generated preferences). Includes a sub-total by gender.
<b>Accepted</b>	The number of preferences for the receiver that have an offer status of <b>Accepted</b> (including system-generated preferences) and are included in the overall <b>Offered</b> count. Includes a sub-total by gender. The <b>Accepted</b> field is not displayed if there are no accepted preferences.
<b>Waiting List</b>	The number of preferences for the receiver that have an offer status of <b>No Current Offer (N), Waiting List (W),</b> or <b>Not Processed (null)</b> .

Field	Description
<b>Refused</b>	The number of preferences for the receiver that have an offer status of either <b>Refused by LA (R)</b> or <b>Refused by Parent (X)</b> .
<b>No Longer Required</b>	The number of preferences for the receiver that have an offer status of <b>No Longer Required (Q)</b> .

## Banded Receivers

When viewing banded receivers in the **Applications** screen, the **Receiver Summary** panel initially displays much of the same information that it would for a non-banded receiver. However, the **Ranked** and **Unranked** totals are not displayed, because there are no ranks at the overall preference level for banded schools. Instead, all ranking takes place within bands.

Once a band has been selected, the information displayed in the **Receiver Summary** panel is calculated differently depending on whether you are viewing a parent or non-parent band.

### Before the 'Show Offers to Receivers' Date Has Passed

Receiver Summary (up)
<b>PAN:</b> 30
<b>Applications:</b> 10 ( <b>1st Pref:</b> 7 <b>2nd Pref:</b> 2 <b>4th Pref:</b> 1 )
<b>Ranked:</b> 3 <b>Unranked:</b> 7

**NOTE:** If the **Show Offers to Receivers** date has not been populated in A&T Back office, then One displays the following information until the **Transfer Group Publicise** date has passed.

Field	Non-Parent Bands	Parent Bands
<b>PAN</b>	The band PAN for the <b>Transfer Group Year</b> and <b>Intake NCY</b> .	The parent band's PAN for the <b>Transfer Group Year</b> and <b>Intake NCY</b> . Ignores PANs for child bands.
<b>Applications</b>	The number of preferences associated with the band that have a preference number of less than the <b>Transfer Group System Preferences Starting Number</b> . Includes all offer statuses and withdrawn applications.	The number of distinct preferences associated with the parent band and its associated child bands that have a preference number of less than the <b>Transfer Group System Preferences Starting Number</b> . Includes withdrawn applications.  Students who are associated with multiple bands that are related to the same parent band are only counted once, since there has only been one application to the school.
<b>1<sup>st</sup> Preference</b>	The number of preferences associated with this band (including withdrawn applications) that have a preference number of 1.	The number of distinct preferences that are associated with the parent band and its associated child bands and have a preference number of 1. Includes withdrawn applications.  Students who are associated with multiple bands that are related to the same parent band are only counted once.

## Appendix: Receiver Summary

Field	Non-Parent Bands	Parent Bands
<b>2<sup>nd</sup> Preference</b>	The number of preferences associated with this band (including withdrawn applications) that have a preference number of 2.	The number of distinct preferences that are associated with the parent band and its associated child bands and have a preference number of 2. Includes withdrawn applications.  Students who are associated with multiple bands that are related to the same parent band are only counted once.
<b>3<sup>rd</sup> Preference</b>	The number of preferences associated with this band (including withdrawn applications) that have a preference number of 3.	The number of distinct preferences that are associated with the parent band and its associated child bands and have a preference number of 3. Includes withdrawn applications.  Students who are associated with multiple bands that are related to the same parent band are only counted once.
<b>Other Preference</b>	The number of preferences associated with the band that have a preference number that is greater than 3 but less than the <b>Transfer Group System Preferences Starting Number</b> . Includes withdrawn applications.	The number of distinct preferences associated with the parent band and its child bands that have a preference number that is greater than 3 but less than the <b>Transfer Group System Preferences Starting Number</b> . Includes withdrawn applications.  Students who are associated with multiple bands that are related to the same parent band are only counted once.
<b>Withdrawn</b>	The number of withdrawn applications for which there was a parental preference for this school that was associated with the band.  Only displayed if the count is greater than 0.	The number of distinct withdrawn applications for which there was a parental preference associated with the parent band and its child bands.  Only displayed if the count is greater than 0.  Students who are associated with multiple bands that are related to the same parent band are only counted once.
<b>Ranked</b>	For OAA receivers only. Displays the number of ranked applications associated with the band. Excludes withdrawn applications.	For OAA receivers only. Displays the number of ranked applications associated with the parent band and its associated child bands. Excludes withdrawn applications.
<b>Unranked</b>	For OAA receivers only, displays the number of unranked applications associated with the band. Excludes withdrawn applications.	For OAA receivers only, displays the number of unranked applications associated with the parent band and its associated child bands. Excludes withdrawn applications.

### On and After the 'Show Offers to Receivers' Date

In addition to the fields listed in the previous table, the **Receiver Summary** panel displays the following fields once the **Show Offers to Receivers** date is reached.

Receiver Summary (up) <span style="float: right;">▲</span>	
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

**NOTE:** If the **Show Offers to Receivers** date has not been populated in A&T Back office, then One displays the following information on and after the **Transfer Group Publicise** date.

Field	Non-Parent Bands	Parent Bands
<b>Spaces</b>	<p>The <b>Band Balance</b>, as displayed in the <b>A&amp;T Back Office   Bases   Receivers</b> area after selecting the band. Calculated by taking the number of preferences that are associated with the band and have a band offer status of <b>Allocated, Accepted, Provisional</b> or <b>Offered</b> (which may include system-generated preferences) away from the Band PAN.</p> <p>The <b>Spaces</b> figure may be a negative number if the school has been over-allocated.</p>	<p>The parent band PAN minus the number of preferences that are associated with the parent band and its child bands and have a band offer status of <b>Allocated, Accepted, Provisional</b> or <b>Offered</b>. May include system-generated preferences.</p> <p>The <b>Spaces</b> figure might be a negative number if the school has been over-allocated.</p>
<b>Offered</b>	<p>The number of the preferences that are associated with the band and have a band offer status of <b>Allocated, Accepted, Provisional</b> or <b>Offered</b>.</p> <p>May include system-generated preferences.</p> <p>Includes a sub-total by gender.</p>	<p>The number of preferences that are associated with the parent band and its child bands and have a band offer status of <b>Allocated, Accepted, Provisional</b> or <b>Offered</b>.</p> <p>May include system-generated preferences.</p> <p>Includes a sub-total by gender.</p>
<b>Accepted</b>	<p>The number of preferences associated with the band that have an offer status of <b>Accepted</b> (including system-generated preferences) and are included in the overall <b>Offered</b> count.</p> <p>Includes a sub-total by gender.</p>	<p>The number of preferences that are associated with the parent band and its child bands and have an offer status of <b>Accepted</b> (including system-generated preferences) and are included in the overall <b>Offered</b> count.</p> <p>Includes a sub-total by gender.</p>
<b>Waiting List</b>	<p>The number of preferences associated with the band that have a band offer status of <b>No Current Offer (N), Waiting List (W)</b> or <b>Not Processed (null)</b>.</p>	<p>The number of preferences that are associated with the parent band and its child bands and have a band offer status of <b>No Current Offer (N), Waiting List (W)</b> or <b>Not Processed (null)</b>.</p>
<b>Refused</b>	<p>The number of preferences associated with the band that have a band offer status of either <b>Refused by LA (R)</b> or <b>Refused by Parent (X)</b>.</p>	<p>The number of preferences that are associated with the parent band and its child bands and have a band offer status of either <b>Refused by LA (R)</b> or <b>Refused by Parent (X)</b>.</p>
<b>No Longer Required</b>	<p>The number of preferences associated with the band that have a band offer status of <b>No Longer Required (Q)</b>.</p>	<p>The number of preferences that are associated with the parent band and its child bands and have a band offer status of <b>No Longer Required (Q)</b>.</p>



***Appendix: Receiver Summary***

# Index

accessing the School Admissions Portal .....	13
allocations, viewing .....	23
applications	
ranking in bulk .....	19
ranking individually .....	17
responding to (in year).....	16
viewing.....	14
assigning ranks	
in bulk .....	19
manually .....	17
assigning students to a band .....	20
bands	
assigning students to.....	20
removing students from.....	22
bulk ranking applications.....	19
claimed siblings, verifying .....	25
configure text.....	7
configuring	
Provider Portal.....	9
text.....	7
current users .....	10
editing, ranks.....	17
email update.....	10
landing page.....	13
leavers, viewing.....	25
manage configurations.....	9
overview .....	1
password reset.....	4, 10
permissions .....	7
portal logging in.....	3
logging in .....	3
user account activation.....	3
portal user account activation .....	3
Provider Portal, configuring.....	9
ranks	
assigning in bulk.....	19
assigning manually .....	17
editing .....	17
receiver summary	
for banded receivers.....	29
for unbanded receivers.....	27
registered users .....	10
removing students from bands.....	22
reset inactive account .....	10
responding to in year applications .....	16
retrieving user names.....	3
School Admissions Portal	
accessing.....	13
landing page .....	13
secret question reset.....	4
secret question, resetting.....	4
students	
assigning to bands.....	20
removing from bands.....	22
text customisation .....	7
user name retrieval .....	3
using this handbook .....	1
verifying claimed siblings.....	25
viewing	
allocations .....	23
applications .....	14
claimed siblings.....	25
leavers.....	25