



APPLICANTS GUIDE

Please log Arbor issues by emailing misadmin@bdcs.org.uk

Applicants / Admissions Offers Day

Permissions

You will need the following permissions **Admissions: Administer All Students, Guardians: Administer All Students, Administer: Send & Administer School Comms, Administer: General Admin.** If you don't have these you'll need to ask your Administrator or Business Manager to give you the necessary permissions.

How the Process Works


Applicants are students who have applied for a place at your School. There are several steps that need to take place in order to manage your Applicants and Offers

1. Preparation
2. Setup your Intake Season
 - a. Adding Applicant Buckets – optional
 - b. Adding Intake Groups – Optional
3. Add Applicants
 - a. Adding New Applicants via a AFT File
 - b. Adding New Applicants via a CTF File
 - c. Adding New Applicants Manually
 - d. Adding New Applicants using an Applicant Spreadsheet
 - e. Adding Excising Nursery Pupils
4. Managing Offers
 - a. Make an Offers and Sending Offer Letters to Guardians
 - b. Withdrawing an Offer
 - c. Accepting an Offer
 - d. Rejecting an Offer
5. Managing Admissions Appeals
6. Setting up an Offers Template

1. Preparation

NOTE: This step can be skipped if you have already created the 2025/2026 Academic Year

School > School Structure > Academic Years

Academic Years			
Academic Years			
2024/2025	01 Sep 2024 - 31 Aug 2025		▶
2023/2024	01 Sep 2023 - 31 Aug 2024		▶
2022/2023	01 Sep 2022 - 31 Aug 2023		▶
2021/2022	01 Sep 2021 - 31 Aug 2022		▶
2020/2021	01 Sep 2020 - 31 Aug 2021		▶
2019/2020	01 Sep 2019 - 31 Aug 2020		▶
2018/2019	01 Sep 2018 - 31 Aug 2019		▶

- Click on the green **Add** button


Create Academic Year

Academic year name*

2025/2026

Start date ⓘ 01 Sep 2025

End date* ⓘ 31st Aug 2026



Cancel

Create Academic Year

- In the **Academic Year Name**, you will as default see the next year
- The **Start Date** will show as the 1st Sep 2025
- Enter in the **End Date**, confirm the 31st Aug 2026
- Click on green **Create Academic Year** button and the new Academic Year will be created

Academic Years		
Academic Years		
2025/2026	01 Sep 2025 - 31 Aug 2026	
2024/2025	01 Sep 2024 - 31 Aug 2025	
2023/2024	01 Sep 2023 - 31 Aug 2024	
2022/2023	01 Sep 2022 - 31 Aug 2023	
2021/2022	01 Sep 2021 - 31 Aug 2022	
2020/2021	01 Sep 2020 - 31 Aug 2021	
2019/2020	01 Sep 2019 - 31 Aug 2020	
2018/2019	01 Sep 2018 - 31 Aug 2019	

2. Setting up your Intake Season

Students > All Students > Applicants

Current & Future

Historic

Intake Seasons

2024/2025

01 Sep 2024 - 31 Aug 2025

Academic Year 2024/2025 ▶

Applicants For Sept 2020

01 Mar 2020 - ongoing

Academic Year 2019/2020 ▶

+ Add

- Click on the green **Add** button
- In the **Academic Year**, select the 2025/2026 Year
- Type a name for your **Intake Season Name** (e.g. 25/26 New Starters)
- Enter a **Start Date**
- Enter an **End Date**
- Input a number into the **Published admissions number** field – this is optional and is the total number capacity for the Intake which is set by your LA. Leaving this blank caused no issues
- Input a number in the **Target application number** field – again, this is optional and is the total number of applications you are expecting to receive. Leaving this blank caused no issues

Create Intake Season

Academic Year* 📅 2025/2026 ⚙️ ▼

Intake season name* 📝 25/26 New Starters

Start date 📅 1st Sep 2025

End date 📅 31st Aug 2026

Published admissions number 📄 Not set ▲ ▼

Target application number 📄 Not set ▲ ▼

Cancel

Create Intake Season

- Click on the green **Create Intake Season** button
- You will then be shown the Overview page for that Intake Season you have just created

Intake Season - 25/26 New Starters

Intake season name

25/26 New Starters

Academic year

2025/2026

Intake season dates

01 Sep 2025 - 31 Aug 2026

Published admissions number

Target application number

Applicant Buckets

+ Add

No applicant buckets have been added

Intake Groups

+ Add

No intake groups have been added

Intake Season Summary

Hide columns

Search this table

Download

Year Group	Pending	Offered	Admitted	Target
Unallocated	0	0	0	
Total	0	0	0	0

Showing 2 results

2a. Adding Applicant Buckets (Optional)

[Students](#) > [All Students](#) > [Applicants](#)

Creating Buckets allows you to group certain pupils together, for example, Siblings, LAC, SEN, etc. If you do not want to use buckets, you can leave this area blank

- Click on the **Intake Season** you want to work with (E.g. 25/26 New Starters)

Current & Future

Historic

Intake Seasons

25/26 New Starters

01 Sep 2025 - 31 Aug 2026

Academic Year 2025/2026

2024/2025

01 Sep 2024 - 31 Aug 2025

Academic Year 2024/2025

Applicants For Sept 2020

01 Mar 2020 - ongoing


Academic Year 2019/2020

+

Add

- Within the **Applicant Bucket** area, click on the green **Add** button
- Type in a **Bucket name**

Add Applicant Bucket

Bucket name* 

Siblings

Cancel

Save Changes

- Click on the green **Save Changes** button
- Repeat this process for any other Buckets you want to create.
- You will then see the list of buckets as shown below

Applicant Buckets		 Add
Distance	0 applications ▶	
SEN	0 applications ▶	
Siblings	0 applications ▶	

2b. Adding an Intake Group (Optional)

[Students](#) > [All Students](#) > [Applicants](#)

Intake groups contain students based on the results of aptitude testing or other admissions criteria. These can also be used for creating multiple intakes within an academic year e.g. if you had an intake of nursery and reception students and wanted to split them. If you do not want to use Intake Groups, you can leave this area blank

- Click on the **Intake Season** you want to work with (E.g. 25/26 New Starters)

Current & Future

Historic

Intake Seasons

+ Add

25/26 New Starters

01 Sep 2025 - 31 Aug 2026

Academic Year 2025/2026 ▶

2024/2025

01 Sep 2024 - 31 Aug 2025

Academic Year 2024/2025 ▶


Applicants For Sept 2020

01 Mar 2020 - ongoing

Academic Year 2019/2020 ▶


- Within the **Intake Group** area, click on the green **Add** button
- Type in a **Group name**
- Enter in the **Expected admissions date** by clicking on the calendar icon

Add Intake Group

Group name* 

Nursery

Expected admission date

15th Sep 2025 

Cancel

Save Changes

- Click on the green **Save Changes** button
- Repeat this process for any other Intake Groups you want to create.
- You will then see the list of Intake groups as shown below

Intake Groups		+ Add
Nursery	Expected admission date: 15 Sep 2025	0 applications ▶
Reception	Expected admission date: 01 Sep 2025	0 applications ▶

3. Adding Applicants

NOTE: ADT (Automated Data Transfer) Files are not supported within Arbor

There are five different ways to add applicants

- Uploading an ATF File (Applicant Transfer File)
- Uploading a CTF File (Common Transfer File)
- Manually adding Applicants
- Using Arbor's Applicant Spreadsheet
- Adding Excising Enrolled Nursery Pupils

3a. Uploading an ATF File (Applicant Transfer File)

[School](#) > [Data](#) > [Import](#) > [ATF Import](#)

ATF Import Jobs	+ Add
No import jobs	

- Click on the green **Add** button
- Click on the **Browse** button to locate your file

Import ATF

Information

This page lets you upload an ATF file to import students into the system. Please note that this uploader will only accept ATF files.

ATF file (.xml)*

Browse...

Cancel

Upload ATF

- Click on the green **Upload ATF** button

3b. Uploading an CTF File (Common Transfer File)

School > Data > Import > CTF Import

CTF Imports					
CTF Imports + Add					
<div>Hide columns ▼ Search this table Download ▼ </div>					
CTF Uploaded ▼	Imported	CTF Source	Students	Details	
No Rows To Show					
Showing 0 results					

- Click on the green **Add** button
- Click on the **Browse** button to locate your file
- Select the Default Intake Season (e.g. 25/26 New Starters)
- Click on the green **Upload CTF** button

Import CTF

Information

This page lets you upload a CTF file to import students into or update students already in the system. Once the file is uploaded you will presented with further options as to which student or students you would like to import (or update if already in the system), as well as which parts of the CTF you would like to import or update.

CTF file (.xml)*

3092000_CTF_XXXXXXX_005.XML Browse...

Default intake season

25/26 New Starters ⊕ ▼

Cancel Upload CTF

Students

Attention!

This CTF contains information that would result in a **new student profile being created**. These are highlighted below with **'Create New Student'**. If you want to match to an existing student profile please follow these steps.

1. Click on the student name below
2. In the slide over select the student you want to update
3. Chose 'Import now' or 'Save and import later'

[Click here](#) for a more detailed guide on how to import a CTF without creating a duplicate profile.

Bailey Simon (CREATE NEW STUDENT)

- Click on the orange **Create New Student** button

- The slide out show information about the student
- Click on the green **Import now** button
- Click on the green **OK** button to confirm

Note!

The import might take a minute or two, so you may not be able to see the student and the imported information immediately.

Cancel

OK

Import

We can't match this student because there isn't an existing student on Arbor with the same UPN. You can manually select a student to match this record to using the 'Update student' field below. Please only use this field if you know for certain that this information should update this student record, as it can't be undone. If you leave the 'Update student' field empty, the import will create a new student.

Import Details

CTF student name

Simon Bailey

CTF UPN

A309202901001

CTF Date of birth

21 Sep 2019

Select update student

Click here to check for possible matches

Selected student details

No student selected

Please note that you have selected to import this student as a **new student**.

Select Import Sections

Cancel

Save and import later

Import now

- The student will then be added to the Intake Season

3c. Adding an Applicant Manually

Students > All Students > Applicants

- Click on the **Intake Season** you want to work with (E.g. 25/26 New Starters)

Current & Future

Historic






Intake Seasons

+

Add

25/26 New Starters	01 Sep 2025 - 31 Aug 2026	Academic Year 2025/2026	
2024/2025	01 Sep 2024 - 31 Aug 2025	Academic Year 2024/2025	
Applicants For Sept 2020	01 Mar 2020 - ongoing	Academic Year 2019/2020	

- Click on the **Applicants** option in the left-hand menu

Intake Seasons	
Dashboard	
▼ Intake Season	
Overview	
Applicants	
Applicant Uploads	
Download Student List	

- Here you will see any pupils that you may have imported via a AFT or CTF File

25/26 New Starters Applicants

Bulk action

Hide columns

Search this table

Download

Student

Date

Status

#

Yr. Gro...

Reg. F...

House

Applic...

Bucke...

Intake...

Bailey Simon

20 Mar 2025

Newly cre...

121

<

- To add an applicant manually, click on the green **Add** button
- Click on the **Create applicant for new student** option

What would you like to do?	
Add Item in: 25/26 New Starters Applicants	
Create applicant for existing student	▶
Create applicant for new student	▶
Download applicants template	▶
Upload applicants	▶

- A slide out will appear (as shown here)
- Fill in the following fields for the **New Student**
- **Legal first name**
- **Legal middle names**
- **Legal Last name**
- **Sex**
- **Date of birth**
- **Intake Bucket** (optional)
- **Application Date**
- **Application reference number** (optional)
- **Expected admission date**
- You will not be able to select an **Expected Year group** or **Registration form** yet as you have not setup your new school setup yet. You can come back to this at a later date.
- Click on the green **Save Changes** button

Create Application For New Student

Legal first name*	<input type="text" value="Sarah"/>
Legal middle names	<input type="text" value="Jane"/>
Legal last name*	<input type="text" value="Smith"/>
Sex*	<input type="text" value="Female"/> ▼
Date of birth*	<input type="text" value="28th Mar 2020"/> 📅
Intake bucket	<input type="text" value="Distance"/> ▼
Intake season group	<input type="text" value="Reception"/> ▼
Application date	<input type="text" value="20th Mar 2025"/> 📅
Application reference number	<input type="text"/>
Expected admission date	<input type="text" value="1st Sep 2025"/> 📅
Bucket score	<input type="text"/>
Expected year group	<input type="text"/> ▼
Expected registration form	<input type="text"/> ▼
Expected house	<input type="text"/> ▼
Previous school/nursery	<input type="text" value="e.g. Highlands Infant School"/>

- Fill in the following fields for the **New Guardian**
- **Title**
- **First name**
- **Last name**
- **Sex**
- **Relationship**
- **Legal guardian**
- **Primary guardian**
- **Authorised to collect**
- **Emergency Contact**
- **Home Number**
- **Mobile Number**
- **Work Number**
- **Email address**
- **Postal Address** – Add New Address
- Click on the green **Add Guardian** button

Add New Guardian

Guardian Details

Linked to Student 🗑 Sarah Smith

Title	<input type="text" value="Mrs"/> ▼
First name	<input type="text" value="Eva"/>
Last name	<input type="text" value="Smith"/>
Sex	<input type="text" value="Female"/> ▼
Relationship*	<input type="text" value="Mother (natural or adoptive)"/> ▼

Options

- ☒ Legal guardian
- ☒ Primary guardian
- ☒ Authorised to collect

Guardian Contact Details

Emergency contact 🗑	<input type="text" value="1st priority emergency contact"/> ▼
Home number	<input type="text" value="0208 343 1234"/>
Mobile number	<input type="text" value="07973 844234"/>
Work number	<input type="text"/>
Email address	<input type="text" value="eva.smith@gmail.com"/>
Postal Address*	<input type="text" value="Add a new address for this guardian (next step after this)"/> ▼

- The system will then check to see if this guardian already exists and gives you a choice

- For this exercise we will create a new guardian, click on the green **No, Create New Guardian** button

Add Guardian

1 possible match found

We have found some guardians who already exist in the system that may be the one you want to add. Could **Eva Smith** be one of the guardians below? If so click the relevant button and the guardian will be linked to Sarah Smith as 'Mother (natural or adoptive)'

Mrs Smith	
Linked to students	Guardian is not linked to any students
Primary telephone number	No telephone number found
Guardian address	No address found

Cancel
Yes, Add This Guardian

None of the Above Guardians?

If you want you can create a new guardian named **Eva Smith** and link them to Sarah Smith as 'Mother (natural or adoptive)'. Did any of the guardians above match?

Cancel
No, Create New Guardian

- Enter in the Address details

- **Address Line 1**
- **Address Line 2**
- **Address Line 3**
- **City/town**
- **Post code**
- **Country**

- **Address type**
- **Moved in date** – this can be removed
- **Correspondence address**
- **Lives here too**

- Click on the green **Add Postal Address** button

- The student is then added to the Intake Season

Add Postal Address

Occupant

Guardian	Eva Smith
----------	-----------

Address details

Address 1*	12
Address 2	Green Street
Address 3	
City/town*	London
State	
Post code*	N17 5RD
Country*	United Kingdom

Occupancy details

Address type*	Home
Moved in date	Unknown
Correspondence address	<input checked="" type="checkbox"/>

Other possible residents

Lives here too	<input checked="" type="checkbox"/> Sarah Smith, who Eva is Mother (natural or adoptive) t
----------------	--

Cancel
Add Postal Address
Skip »

3d. Adding new Applicants using an Applicant Spreadsheet

Students > All Students > Applicants

- Click on the **Intake Season** you want to work with (E.g. 25/26 New Starters)

Current & Future

Historic

Intake Seasons

+ Add

25/26 New Starters	01 Sep 2025 - 31 Aug 2026	Academic Year 2025/2026	
2024/2025	01 Sep 2024 - 31 Aug 2025	Academic Year 2024/2025	
Applicants For Sept 2020	01 Mar 2020 - ongoing	Academic Year 2019/2020	

- Click on the **Applicants** option in the left-hand menu

Intake Seasons	
Dashboard	☆
▼ Intake Season	
Overview	☆
Applicants	☆
Applicant Uploads	☆
Download Student List	☆

- Here you will see any pupils that you may have imported via a AFT File, a CTF File or manually added

25/26 New Starters Applicants

Bulk action

Hide columns

Search this table

Download

<div><div></div><div>Student</div><div></div></div>	<div><div></div><div>Date</div><div></div></div>	<div><div></div><div>Status</div><div></div></div>	<div><div></div><div>#</div><div></div></div>	<div><div></div><div>Yr. Gro...</div><div></div></div>	<div><div></div><div>Reg. F...</div><div></div></div>	<div><div></div><div>House</div><div></div></div>	<div><div></div><div>Applic...</div><div></div></div>	<div><div></div><div>Bucke...</div><div></div></div>	<div><div></div><div>Intake...</div><div></div></div>
<div><div></div><div>Bailey Simon</div></div>	<div><div></div><div>20 Mar 2025</div></div>	<div><div></div><div>Newly cre...</div></div>	<div><div></div><div>121</div></div>						
<div><div></div><div>Smith Sarah</div></div>	<div><div></div><div>20 Mar 2025</div></div>	<div><div></div><div>Newly cre...</div></div>	<div><div></div><div>122</div></div>				<div><div></div><div>Distance</div></div>		<div><div></div><div>Reception</div></div>

Showing 2 results

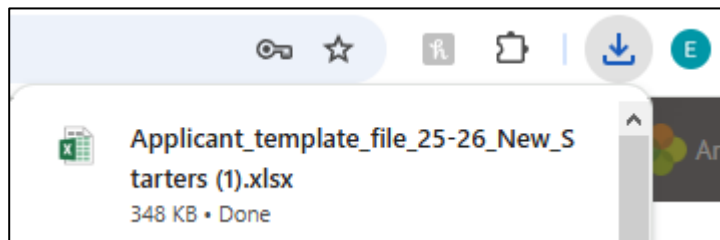
- Click on the green **Add** button
- Click on the **Download applicants template** option
- Click on the green **Download Template** button

What would you like to do?	
Add Item in: 25/26 New Starters Applicants	
Create applicant for existing student	▶
Create applicant for new student	▶
Download applicants template	▶
Upload applicants	▶

You can also find this template in

Students > All Students > Applicant Uploads > Download Template

- The template will download into your downloads folder and will appear in the top right corner of the screen
- Click on the file and it will open in Microsoft Excel
- Click on **Enable Editing** button



NOTE: DO NOT change the header names or the order

	A	B	C	D	E	F	G
1	Legal First Name	Legal Middle Names	Legal Last Name	Preferred First Name	Preferred Last Name	Sex	Date of Birth
2							
3							
4							

- You can now fill in the spreadsheet with the new student applicants details. The spreadsheet contains all the fields that you saw when adding in a student manually. You can fill in as much as you can.

	A	B	C	D	E	F	G	H	I	J	K
1	Legal First Name	Legal Middle Name	Legal Last Name	Preferred First Name	Preferred Last Name	Sex	Date of Birth	Application	Application	Expected Admission Date	Bucket Score
2	Ben		Johnson	Ben	Johnson	Male	12/12/2021			01/09/2025	
3	Ethan		Paine	Ethan	Paine	Male	17/02/2021			01/09/2025	
4	Sally		Thompson	Sally	Thompson	Female	15/12/2021			01/09/2025	
5	Martha		Collins	Martha	Collins	Female	02/03/2021			01/09/2025	
6											
7											
8											
9											

- Click on **File**
- Click on **Save As**
- Choose your **Downloads** folder
- Filename = **Applicant_template_file_25-26_New_Starters**
- Click on **Save**
- Click on **Yes** to overwrite existing file

- **Close** the spreadsheet

To upload the spreadsheet

Students > All Students > Applicants

- Click on the **Intake Season** you want to work with (E.g. 25/26 New Starters)

Current & Future

Historic

Intake Seasons

+ Add

25/26 New Starters

01 Sep 2025 - 31 Aug 2026

Academic Year 2025/2026 ▶

2024/2025

01 Sep 2024 - 31 Aug 2025

Academic Year 2024/2025 ▶

Applicants For Sept 2020

01 Mar 2020 - ongoing

Academic Year 2019/2020 ▶

- Click on the **Applicants** option in the left-hand menu

- Click on the green **Add** button
- Click on the **Upload applicants** option

✕
What would you like to do?
✕

Add Item in: 25/26 New Starters Applicants

Create applicant for existing student ▶

Create applicant for new student ▶

Download applicants template ▶

Upload applicants ▶

- Click on the **Browse** button and locate the spreadsheet file
- You may want to fill in the following fields - **Intake season group** and the **Expected admission date** but if you have that info in the spreadsheet, then this will not be necessary
- Click on the green **Upload** button

Upload Applicants

Select file to Upload

Applicants upload file* Applicant_template_file_25-

Browse...

Default Settings

These settings will be applied to all applicants that are uploaded.

Sex

Use data from applicants file

Intake bucket

Use data from applicants file

Intake season group

Reception

Application date

Use data from applicants file

Expected admission date

1st Sep 2025

Expected year group

Use data from applicants file

Expected registration form

Use data from applicants file

Expected house

Use data from applicants file

Cancel

Upload

- You will then see the Applicants Upload Summary screen

Applicants Upload Summary

Details

Started

Thu, 20 Mar 2025, 18:44

Status

In Progress

Intake Season Group

Reception

Applied to all Applicants

Expected Admission Date

01 Sep 2025

Applied to all Applicants

Cancel upload

Download Original File

Confirm and import Applicants

Details to Import

Hide columns

Search this table

Status

Student

DOB

Sex

Applic...

Applic...

Expec...

Bucke...

Expec...

Expec...

Expec...

✓

Johnson Ben

12 Dec 20...

Male

01 Sep 20...

Preferred First Name:

Ben

Preferred Last Name:

Johnson

✓

Paine Ethan

17 Feb 20...

Male

01 Sep 20...

Preferred First Name:

Ethan

Preferred Last Name:

Paine

✓

Thompson Sally

15 Dec 20...

Female

01 Sep 20...

Applicant

Applicant can be created

Guardian 1

Not entered

Guardian 2

Not entered

- If you are happy with the summary, click on the green Confirm and import Applicants button
- Click on Import to confirm
- Click on the Applicants menu item and you will see the new applicants listed

25/26 New Starters Applicants

Bulk action

Hide columns

Search this table

Download

<input type="checkbox"/>	Student	Date	Status	#	Yr. Gro...	Reg. F...	House	Applic...	Bucke...	Intake...
<input type="checkbox"/>	Bailey Simon	20 Mar 2025	Newly cre...	121						
<input type="checkbox"/>	Collins Martha	20 Mar 2025	Newly cre...	126						Reception
<input type="checkbox"/>	Johnson Ben	20 Mar 2025	Newly cre...	125						Reception
<input type="checkbox"/>	Paine Ethan	20 Mar 2025	Newly cre...	123						Reception
<input type="checkbox"/>	Smith Sarah	20 Mar 2025	Newly cre...	122				Distance		Reception
<input type="checkbox"/>	Thompson Sally	20 Mar 2025	Newly cre...	124						Reception

3e. Adding existing Nursery Pupils to an Intake Season

Students > All Students > Applicants

- Click on the **Intake Season** you want to work with (E.g. 25/26 New Starters)

Current & Future

Historic

Intake Seasons			+ Add
25/26 New Starters	01 Sep 2025 - 31 Aug 2026	Academic Year 2025/2026	▶
2024/2025	01 Sep 2024 - 31 Aug 2025	Academic Year 2024/2025	▶
Applicants For Sept 2020	01 Mar 2020 - ongoing	Academic Year 2019/2020	▶

- Click on the **Applicants** option in the left-hand menu
- Click on the green **Add** button
- Click on the **Create applicant for existing student** option

What would you like to do?

×

Add Item in: 25/26 New Starters Applicants

Create applicant for existing student

▶

Create applicant for new student

▶

Download applicants template

▶

Upload applicants

▶

- Click in the **Student** field and find your nursery student
- Select the **Intake bucket**
- Select the **Intake season group**
- Click on the green **Save Changes** button

Create Application For Existing Student

Application

Student* ⓘ

Christian Miller (Nur FT)

×

▼

Intake bucket

Nursery Pupil

×

▼

Intake season group

Reception

×

▼

Application date

20th Mar 2025

📅

Application reference number

Applicant Enrolment

Expected admission date

1st Sep 2025

📅

Bucket score

Year group

▼

Registration form

▼

Expected house

▼

Cancel

Save Changes

- The nursery student will then be added into the Applicants area

25/26 New Starters Applicants

Bulk action

Hide columns

Search this table

Download

<input type="checkbox"/>	Student	Date	Status	#	Intake...	Applicant B... ↑	Yr. Gro...	Reg. F...	House	Buc
<input type="checkbox"/>	Thompson Sally	20 Mar 2025	Newly cre...	124	Reception					
<input type="checkbox"/>	Paine Ethan	20 Mar 2025	Newly cre...	123	Reception					
<input type="checkbox"/>	Johnson Ben	20 Mar 2025	Newly cre...	125	Reception					
<input type="checkbox"/>	Collins Martha	20 Mar 2025	Newly cre...	126	Reception					
<input type="checkbox"/>	Bailey Simon	20 Mar 2025	Newly cre...	121						
<input type="checkbox"/>	Smith Sarah	20 Mar 2025	Newly cre...	122	Reception	Distance				
<input type="checkbox"/>	Miller Christian	20 Mar 2025	Newly cre...	127	Reception	Nursery Pupil				

Showing 7 results

4. Managing Offers

Student > All Students > Applicants

- Click on the **Intake Season** you want to work with (E.g. 25/26 New Starters)

Current & Future			Historic
Intake Seasons			+ Add
25/26 New Starters	01 Sep 2025 - 31 Aug 2026	Academic Year 2025/2026 ▶	
2024/2025	01 Sep 2024 - 31 Aug 2025	Academic Year 2024/2025 ▶	
Applicants For Sept 2020	01 Mar 2020 - ongoing	Academic Year 2019/2020 ▶	

- Click on the **Applicants** option in the left-hand menu

25/26 New Starters Applicants

Bulk action

Hide columns

Search this table

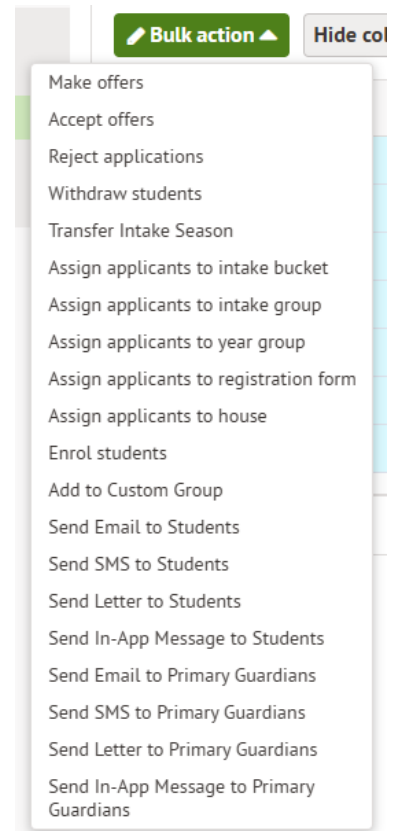
Download

<input type="checkbox"/>	Student	Date	Status	#	Intake...	Applicant B...	Yr. Gro...	Reg. F...	House	Buc
<input type="checkbox"/>	Thompson Sally	20 Mar 2025	Newly cre...	124	Reception					
<input type="checkbox"/>	Paine Ethan	20 Mar 2025	Newly cre...	123	Reception					
<input type="checkbox"/>	Johnson Ben	20 Mar 2025	Newly cre...	125	Reception					
<input type="checkbox"/>	Collins Martha	20 Mar 2025	Newly cre...	126	Reception					
<input type="checkbox"/>	Bailey Simon	20 Mar 2025	Newly cre...	121						
<input type="checkbox"/>	Smith Sarah	20 Mar 2025	Newly cre...	122	Reception	Distance				
<input type="checkbox"/>	Miller Christian	20 Mar 2025	Newly cre...	127	Reception	Nursery Pupil				

Showing 7 results

In this area, you can use the Bulk Action options to:

- Make Offers
- Accept Offers
- Reject Offers
- Withdraw Offers



4a. Making an Offer

- Click on the **Students** tick boxes required

25/26 New Starters Applicants + Add

Bulk action

Hide columns

Search this table

Download

<input type="checkbox"/>	Student	Date	Status	#	Intake...	Applicant B...	Yr. Gro...	Reg. F...	House	Buc
<input checked="" type="checkbox"/>	Thompson Sally	20 Mar 2025	Newly cre...	124	Reception					
<input type="checkbox"/>	Paine Ethan	20 Mar 2025	Newly cre...	123	Reception					
<input checked="" type="checkbox"/>	Johnson Ben	20 Mar 2025	Newly cre...	125	Reception					
<input type="checkbox"/>	Collins Martha	20 Mar 2025	Newly cre...	126	Reception					
<input type="checkbox"/>	Bailey Simon	20 Mar 2025	Newly cre...	121						
<input type="checkbox"/>	Smith Sarah	20 Mar 2025	Newly cre...	122	Reception	Distance				
<input type="checkbox"/>	Miller Christian	20 Mar 2025	Newly cre...	127	Reception	Nursery Pupil				

You have selected 2 rows

- Click on the green **Bulk Action** button
- Click on **Make offers**

25/26 New Starters Applicants

Bulk action

Hide columns

Make offers

Accept offers

Date

- Click on the green **Make Offers** button
- The **Status** will then change for those students to **Offer made**

Make Offers

Intake season 25/26 New Starters

Hide columns

Search this table

Student	Year Group	Registration...	House
Thompson Sally			
Johnson Ben			

Showing 2 results

Cancel

Make Offers

25/26 New Starters Applicants

Bulk action

Hide columns

Search this table



<input type="checkbox"/>	Student	Date	Status	#	Intake...	Ap...	Yr...
<input type="checkbox"/>	Thompson Sally	20 Mar 2025	Offer made	124	Reception		
<input type="checkbox"/>	Paine Ethan	20 Mar 2025	Newly created	123	Reception		
<input type="checkbox"/>	Johnson Ben	20 Mar 2025	Offer made	125	Reception		
<input type="checkbox"/>	Collins Martha	20 Mar 2025	Newly created	126	Reception		
<input type="checkbox"/>	Bailey Simon	20 Mar 2025	Newly created	121			
<input type="checkbox"/>	Smith Sarah	20 Mar 2025	Newly created	122	Reception	Distance	
<input type="checkbox"/>	Miller Christian	20 Mar 2025	Newly created	127	Reception	Nursery P...	

Showing 7 results

Sending Offer Letters to Guardians


Student > All Students > Applicants

- Click on the **Students** tick boxes required

25/26 New Starters Applicants							
 Bulk action ▼		Hide columns ▼		 Search this table			
<input type="checkbox"/>	Student	Date	Status	#	Intake...	Ap... ↑	Yr. G
<input type="checkbox"/>	Thompson Sally	20 Mar 2025	Withdrawn	124	Reception		
<input type="checkbox"/>	Paine Ethan	20 Mar 2025	Offer acce...	123	Reception		
<input type="checkbox"/>	Johnson Ben	20 Mar 2025	Withdrawn	125	Reception		
<input checked="" type="checkbox"/>	Collins Martha	20 Mar 2025	Newly cre...	126	Reception		
<input checked="" type="checkbox"/>	Bailey Simon	20 Mar 2025	Offer made	121	Reception		
<input type="checkbox"/>	Smith Sarah	20 Mar 2025	Rejected	122	Reception	Distance	
<input checked="" type="checkbox"/>	Miller Christian	20 Mar 2025	Newly cre...	127	Reception	Nursery P...	
You have selected 3 rows							

- Click on the green **Bulk Action** button

25/26 New Starters App

 Bulk action ▲ Hide col

Make offers

Accept offers

Reject applications

Withdraw students

Transfer Intake Season

Assign applicants to intake bucket

Assign applicants to intake group

Assign applicants to year group

Assign applicants to registration form

Assign applicants to house

Enrol students

Add to Custom Group

Send Email to Students

Send SMS to Students

Send Letter to Students

Send In-App Message to Students

Send Email to Primary Guardians

Send SMS to Primary Guardians

Send Letter to Primary Guardians

Send In-App Message to Primary Guardians

- Select the option **Send Email to Primary Guardians** and the screen below will display

Please make sure you're only working on one mail merge email at once

Currently, Arbor can only support a mail merge email being created within a single browser tab. Working on emails across multiple tabs can disrupt the sending of your emails and risks information crossover between emails.

Thank you for working on only one message at a time!

Set up sender's signature

Load email template

From*

Arbor Elouzaou Primary School

To

Martha Collins (Primary Guardians)

Simon Bailey (Primary Guardians)

Christian Miller (Primary Guardians)

Combine emails?

One email per recipient, regarding all students

Subject

↶ ↷

B I U

Text

Bulleted list

Numbered list

Table

☰

☰

☰

☰

☰

☰

PT Sans

14px

👤

👤

🔗

📧

📧

Merge Fields

📎

⚙️

Eva Louzaou

Head Teacher, School Administrator, Attendance Officer, Bursar/Business Manager, Teacher, ICT Manager, Data Manager/Analyst, Finance Officer

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Attachments

⬆️

Drag or click to upload

Discard draft

Save draft

Proceed

- The **From** box will have the School name
- The **To** box will already contain the guardian details
- Type in your **Subject** (e.g. Offer Letter)
- Type out the body of the email

NOTE: At this point you may have a pre-loaded template you may want to use. To load this template, click on the **Load Email template** box in the top right). These can be created in the following area:

School > Communications > Templates & Layouts > Templates

- Add any **Attachments** (if necessary)
- Click on the green **Proceed >>** button
- The next screen (as shown below) will show if there are any issues with the guardian email addresses. Resolve any issues by clicking on the **Recipients name and adding an email address**
- Once all the recipients are showing a green tick, click on the green **Send now** box

4b. Withdrawing an Offer

- Click on the **Students** tick boxes required

25/26 New Starters Applicants

Bulk action

Hide columns

Search this table

Download

	Student	Date	Status	#	Intake...	Applicant B...	Yr. Gro...	Reg. F...	House	Buc
<input checked="" type="checkbox"/>	Thompson Sally	20 Mar 2025	Newly cre...	124	Reception					
<input type="checkbox"/>	Paine Ethan	20 Mar 2025	Newly cre...	123	Reception					
<input checked="" type="checkbox"/>	Johnson Ben	20 Mar 2025	Newly cre...	125	Reception					
<input type="checkbox"/>	Collins Martha	20 Mar 2025	Newly cre...	126	Reception					
<input type="checkbox"/>	Bailey Simon	20 Mar 2025	Newly cre...	121						
<input type="checkbox"/>	Smith Sarah	20 Mar 2025	Newly cre...	122	Reception	Distance				
<input type="checkbox"/>	Miller Christian	20 Mar 2025	Newly cre...	127	Reception	Nursery Pupil				

You have selected 2 rows

- Click on the green **Bulk Action** button
- Click on **Withdraw Students**
- Click in the **Withdraw reason** and select one of the options
- Click on the green **Withdraw students** button
- Click on the green **Withdraw** button to confirm
- The **Status** will then change for those students to **Withdrawn**

Withdraw Applications

This will withdraw the students from academic year 2025/2026, their year group, registration form, courses, teaching groups etc. Please note that students for whom attendance has already been taken will not be withdrawn, but must instead be unenrolled from their enrolment page.

Intake season 25/26 New Starters

Withdrawal reason*

Accepted Alternative Offer

Distance

Other

Too expensive

Hide columns

Search

Student

Year Gr

Thompson Sally

Johnson Ben

Showing 2 results

Cancel

Withdraw students

25/26 New Starters Applicants						
Bulk action ▼		Hide columns ▼		Search this table		
<input type="checkbox"/>	Student	Date	Status	#	Intake...	Ap... ↑
<input type="checkbox"/>	Thompson Sally	20 Mar 2025	Withdrawn	124	Reception	
<input type="checkbox"/>	Paine Ethan	20 Mar 2025	Newly cre...	123	Reception	
<input type="checkbox"/>	Johnson Ben	20 Mar 2025	Withdrawn	125	Reception	
<input type="checkbox"/>	Collins Martha	20 Mar 2025	Newly cre...	126	Reception	
<input type="checkbox"/>	Bailey Simon	20 Mar 2025	Newly cre...	121		
<input type="checkbox"/>	Smith Sarah	20 Mar 2025	Newly cre...	122	Reception	Distance
<input type="checkbox"/>	Miller Christian	20 Mar 2025	Newly cre...	127	Reception	Nursery P...

Showing 7 results

4c. Accepting an Offer

- Click on the **Students** tick boxes required

25/26 New Starters Applicants						
Bulk action ▼		Hide columns ▼		Search this table		
<input type="checkbox"/>	Student	Date	Status	#	Intake...	Ap... ↑
<input type="checkbox"/>	Thompson Sally	20 Mar 2025	Withdrawn	124	Reception	
<input checked="" type="checkbox"/>	Paine Ethan	20 Mar 2025	Offer made	123	Reception	
<input type="checkbox"/>	Johnson Ben	20 Mar 2025	Withdrawn	125	Reception	
<input type="checkbox"/>	Collins Martha	20 Mar 2025	Newly cre...	126	Reception	
<input type="checkbox"/>	Bailey Simon	20 Mar 2025	Offer made	121	Reception	
<input type="checkbox"/>	Smith Sarah	20 Mar 2025	Newly cre...	122	Reception	Distance
<input type="checkbox"/>	Miller Christian	20 Mar 2025	Newly cre...	127	Reception	Nursery P...

You have selected 1 row

- Click on the green **Bulk Action** button
- Click on **Accept Offers**
- Click on the green **Accept Offers** button
- The **Status** will then change for those students to **Offer accepted**

Accept Offers

Intake season 25/26 New Starters

Hide columns

Search this table

Student	Year Group	Registration...	House
Paine Ethan			

Showing 1 result

Cancel

Accept Offers

25/26 New Starters Applicants

Bulk action

Hide columns

Search this table

<input type="checkbox"/>	Student	Date	Status	#	Intake...
<input type="checkbox"/>	Thompson Sally	20 Mar 2025	Withdrawn	124	Reception
<input type="checkbox"/>	Paine Ethan	20 Mar 2025	Offer accepted	123	Reception
<input type="checkbox"/>	Johnson Ben	20 Mar 2025	Withdrawn	125	Reception
<input type="checkbox"/>	Collins Martha	20 Mar 2025	Newly created	126	Reception
<input type="checkbox"/>	Bailey Simon	20 Mar 2025	Offer made	121	Reception
<input type="checkbox"/>	Smith Sarah	20 Mar 2025	Newly created	122	Reception
<input type="checkbox"/>	Miller Christian	20 Mar 2025	Newly created	127	Reception

Showing 7 results

4d. Rejecting an Offer

- Click on the **Students** tick boxes required

25/26 New Starters Applicants

Bulk action

Hide columns

Search this table

<input type="checkbox"/>	Student	Date	Status	#	Intake...	Ap... ↑
<input type="checkbox"/>	Thompson Sally	20 Mar 2025	Withdrawn	124	Reception	
<input type="checkbox"/>	Paine Ethan	20 Mar 2025	Offer accepted	123	Reception	
<input type="checkbox"/>	Johnson Ben	20 Mar 2025	Withdrawn	125	Reception	
<input type="checkbox"/>	Collins Martha	20 Mar 2025	Newly created	126	Reception	
<input type="checkbox"/>	Bailey Simon	20 Mar 2025	Offer made	121	Reception	
<input checked="" type="checkbox"/>	Smith Sarah	20 Mar 2025	Newly created	122	Reception	Distance
<input type="checkbox"/>	Miller Christian	20 Mar 2025	Newly created	127	Reception	Nursery P...

You have selected 1 row

- Click on the green **Bulk Action** button
- Click on **Reject applications**
- Click on the green **Reject applications** button
- The **Status** will then change for those students to **Rejected**

Reject Applications

Intake season25/26 New Starters

Hide columns

Search this table

Student	Year Group	Registration...	House
Smith Sarah			
Showing 1 result			

25/26 New Starters Applicants

Bulk action

Hide columns

Search this table

<input type="checkbox"/>	Student	Date	Status	#	Intake...	Ap... ↑
<input type="checkbox"/>	Thompson Sally	20 Mar 2025	Withdrawn	124	Reception	
<input type="checkbox"/>	Paine Ethan	20 Mar 2025	Offer acce...	123	Reception	
<input type="checkbox"/>	Johnson Ben	20 Mar 2025	Withdrawn	125	Reception	
<input type="checkbox"/>	Collins Martha	20 Mar 2025	Newly cre...	126	Reception	
<input type="checkbox"/>	Bailey Simon	20 Mar 2025	Offer made	121	Reception	
<input type="checkbox"/>	Smith Sarah	20 Mar 2025	Rejected	122	Reception	Distance
<input type="checkbox"/>	Miller Christian	20 Mar 2025	Newly cre...	127	Reception	Nursery P...

Showing 7 results

Cancel

Reject applications

5. Managing Admission Appeals

Student > All Students > Applicants

- Click on the **Intake Season** you want to work with (E.g. 25/26 New Starters)

Current & Future


Historic

Intake Seasons

+ Add

25/26 New Starters	01 Sep 2025 - 31 Aug 2026	Academic Year 2025/2026	
2024/2025	01 Sep 2024 - 31 Aug 2025	Academic Year 2024/2025	
Applicants For Sept 2020	01 Mar 2020 - ongoing	Academic Year 2019/2020	

- Click on the **Applicants** option in the left-hand menu
- Select the applicant by **clicking on their name**
- A slide out will appear, click on the grey **More information** button in the bottom right



Sarah Smith

Date of Birth 28 Mar 2020 (4y 11m)

Mother Eva Smith ▶


Application Not Amendable - Rejected

Please note that this application can no longer be amended as the status of the application is 'rejected'.

Application Overview - Sarah Smith

Student	Sarah Smith ▶
Application reference number	
Application date	20 Mar 2025
Expected admission date	01 Sep 2025
Year group	Not set
Registration form	Not set
House	Not set
Intake season	25/26 New Starters
Intake group	Reception
Applicant bucket	Distance
Application score	Not set
Status	Rejected

Mark as Reinstated





Drag or click to upload

Lodge appeal

- Click on the green **Lodge appeal** button in the top right
- The slide will appear as shown here on the right
- Record the **Lodged date**
- Record the **Hearing date**
- Type a **Narrative** regarding the appeal
- Click on the green **Lodge appeal** button
- You will then see the Appeal logged at the bottom

Lodge Appeal - Sarah Smith

Lodged date* 24th Mar 2025 

Hearing date 31st Mar 2025 

Narrative*

Cancel

Lodge appeal

Appeals	
Lodged 24 Mar 2025	Sarah is appealing Pending ▶

NOTE: Any appeals logged here will be collected automatically during the Census

Once the Appeal hearing has taken place, you can return to this area to record the outcome

[Student > All Students > Applicants](#)

- Click on the **Intake Season** you want to work with (E.g. 25/26 New Starters)

Current & Future		Historic	
Intake Seasons			
25/26 New Starters		01 Sep 2025 - 31 Aug 2026	Academic Year 2025/2026 ▶
2024/2025		01 Sep 2024 - 31 Aug 2025	Academic Year 2024/2025 ▶
Applicants For Sept 2020		01 Mar 2020 - ongoing	Academic Year 2019/2020 ▶

- Click on the **Applicants** option in the left-hand menu
- Select the applicant by **clicking on their name**
- A slide out will appear, click on the grey **More information** button in the bottom right
- Click on the Appeal at the bottom

Appeals		
Lodged 24 Mar 2025	Sarah is appealing	Pending ▶

- The Slide out will appear, click on the orange **Edit** button

[« Back](#) **Application Appeal - Sarah Smith** [Edit](#)

Lodged date	24 Mar 2025
Hearing date	31 Mar 2025
Narrative	Sarah is appealing
Decision	Pending

- Here you can record if the appeal was Upheld, Withdrawn or rejected (e.g for this exercise, we will click on the red **Reject** button)
- Confirm the selection again by clicking on the red **Reject** button
- You will then see this reflected in the Appeals area (as shown below)

Update Appeal - Sarah Smith

Lodged date	24 Mar 2025
Hearing date*	<input type="text" value="31st Mar 2025"/>
Decision	Pending
Narrative*	<input type="text" value="Sarah is appealing"/>

[Cancel](#) [Save Changes](#) [Uphold](#) [Withdraw](#) [Reject](#)

Appeals		
Lodged 24 Mar 2025	Sarah is appealing	Rejected ▶

