

Year 7 Parents' And Carers

GUIDE TO COMPLETING YOUR CHILD'S ADMISSION FORM



THE PROCESS AT A GLANCE:

We are so pleased you and your child have chosen Saffron Walden County High School. We invite you to complete your child's Year 7 admission form using our new Admissions Portal.

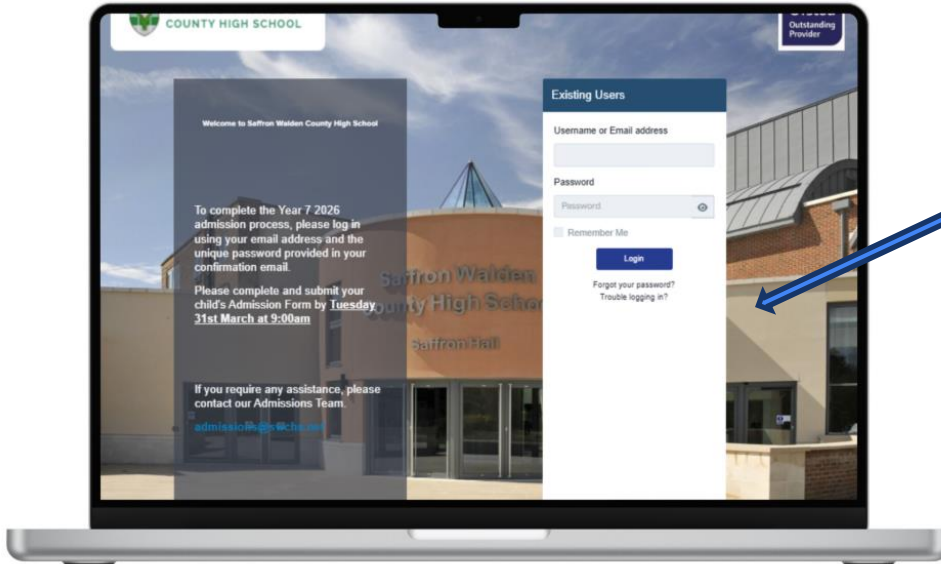
Please follow the 5 stages to help you do this.

- 01 **STAGE 1** Receive welcome email
- 02 **STAGE 2** Log in
- 03 **STAGE 3** Admission Form
- 04 **STAGE 4** Complete all steps
- 05 **STAGE 5** Submit completed form

STAGE 1: WELCOME EMAIL

- SWCHS will send a welcome email from the Admissions Portal
- This includes your username (email address) & password.
- Click on the login link provided in the email Please make sure you check your junk email if you have not received it
- If you have still not received it after 24 hours, please email admissions@swchs.net

STAGE 2: LOG IN



- Click on the link in the email or click here <https://swchs.applicaa.com/Year7> to access the Admissions Portal
- Login as an Existing User
- Enter your username and password provided in the email
- Click 'Login'

STAGE 3: ADMISSION FORM

Hello Test Contact Test Contact,

 Has the required permissions to view & edit this application

 **Joe Sample** Student Code: U-SA2IQ 
Saffron Walden County High School



Welcome to Saffron Walden County High School 

Year 7 September 2026

We are delighted to welcome you and your child to Saffron Walden County High School as part of our...

[Show full message](#)

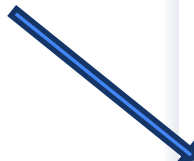
Form Status

Incomplete

Year 7 Admissions Admissions Year 2026/2027

 Admission Form 

- Once logged in, click 'Admission Form'



STAGE 4: COMPLETE ALL STEPS

- Click on 'Complete Admission Form'
- Complete all steps 1 - 6

Admission Form

Admission Form Progress

- [Step 1: Child's Basic Details](#)
- [Step 2: Parent/Carer Details](#)
- [Step 3: Child's Welfare and Support Information](#)
- [Step 4: Parental Agreement and Consent](#)
- [Step 5: Child's Education](#)
- [Step 6: Additional Information](#)

Complete Admission Form

SAFFRON WALDEN COUNTY HIGH SCHOOL

Child's Basic Details

Parent/Carer

Child's Welfare and Support Information

Parental Agreement and Consent

Child's Education

Additional Information

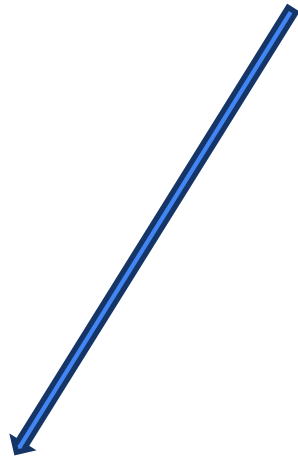
Welcome to the Year 7 Admissions Form for September 2026 entry.

This form collects the information required to support your child's application and to enable the school to apply its published admissions criteria. Please complete all relevant sections carefully and ensure that the information provided is accurate.

Child's Basic Details

STAGE 5: SUBMIT ADMISSION FORM

- If at any stage you would like to go back and change any information, click 'Previous' on the bottom left-hand side of the form
- You can come back to the form later by clicking 'Save Progress and Close' at the bottom of each step
- Once you are satisfied all the information is correct and complete, click 'Save & Submit Admission Form' on the bottom right-hand side of the form



Save Progress and Close

Previous

Save & Submit Application

NEED SOME ADDITIONAL HELP?

SEE BELOW FOR OUR FREQUENTLY ASKED
QUESTIONS SECTION



FAQS

Q. I AM HAVING DIFFICULTY LOGGING IN?

You will be sent an email with your User ID (your email address) and temporary password. Please check your junk mail if you have not received this. If you are still struggling to log in with your details, please contact admissions@swchs.net and we can reset your account or password.

Q. I AM HAVING DIFFICULTY ACCESSING THE FORM ON MY PHONE, WHAT SHOULD I DO?

We recommend using a laptop or desktop to complete your child's admission form. We understand there are some limitations on a mobile device.

Q. I AM CONFUSED BY STEP 2: PARENT/CARER DETAILS SECTION?

The first section lists the required information with regards to the contacts needed for each student. We require a minimum of *two* Parent/Guardian contacts and *one* Additional/Emergency contact. Once you have completed the first contact, scroll down to the bottom of the page so that you can add all the additional contacts and details. You also need to set priorities for contacts e.g. who should be the first contact (Priority 1). You also need to select at least one parent to receive communications from school, but you can set more than one parent.

Q. CAN I PROVIDE FEEDBACK?

Absolutely! This is the first year the Admissions Portal has been used for Year 7 admissions. We are on a learning curve and want to make your child's journey as stress free as possible. We would welcome your feedback on the portal, or any part of the admission and transition process so that we can keep improving. Please email us at admissions@swchs.net

CONTACT US

IF YOU HAVE ANY PROBLEMS COMPLETING THE FORM, OR
ANY QUERIES WITH REGARDS TO THE ADMISSIONS PROCESS,
PLEASE CONTACT US ON admissions@swchs.net

WE LOOK FORWARD TO MEETING YOU AND YOUR CHILD AND
JOINING YOU ON YOUR SECONDARY SCHOOL JOURNEY.

THANK YOU

