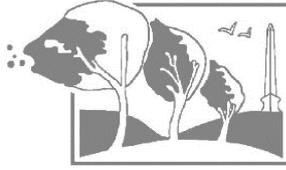


Court Fields School

Achieve | Belong | Participate

Mantle Street
WELLINGTON
Somerset
TA21 8SW



Tel: 01823 664201
schooloffice@courtfields.bep.ac
www.courtfields.net
<https://twitter.com/CourtFieldsSch>

Headteacher: Mrs P Matthews

CEO: Mrs L Heath

Dear Parents and Carers,

We are pleased to introduce **Applicaa**, the online platform which we use to manage our paperless admissions, forms, and important student information only. Applicaa is designed to make the process simple, secure, and convenient for families during the transition process from Primary to Secondary school.

Getting Started

1. Look out for your invitation email (prior to the Easter Holidays)

You will receive an email from Applicaa (using the email address used to apply for your school place through Somerset County Council) containing a link to create your parent account.

Please check your inbox and spam folder just in case.

2. Create your login details

Follow the link in the email to set up a username and password. This will give you secure access to your child's application and school forms.

3. Log in to the Parent Portal

Once your account is created, visit the Applicaa Parent Portal and log in to complete forms or upload documents at your earliest convenience.

Completing Your Child's Application

- You will see a list of required forms and questions to complete.
- Work through each section at your own pace. Your progress will automatically save as you work towards the deadline mentioned below.
- Upload any documents requested (e.g., proof of address or ID).
- When everything is complete, simply click **Submit**.
- Our transition team will monitor the progress to ensure we have the relevant information. Please ensure that these details are **completed by 24th April 2026** to ensure the smooth transition to Court Fields.

Support and Help

If you need help using Applicaa or have questions about the process, please contact us. We are happy to support you every step of the way.

Thank you for taking the time to set up your account and complete your child's information.



Arbor

Once your child is enrolled with us here at Court Fields the Applicaa platform will no longer be required. From September **Arbor** is our day to day MIS system, a secure Management Information System (MIS). A log in for Arbor will be sent to you once all the data has been entered to our admissions system prior to your child starting in September.

Arbor gives parents an easy and secure way to access key information about their child. Through the **Arbor Parent Portal** and **Arbor App**, you will be able to:

- View and update your child's details
- Receive messages and notifications from the school
- View attendance, behaviour information, and other relevant data
- Make payments or give permissions for trips and activities
- There is also a separate Arbor App for the students to view their timetables and homework set

We look forward to working with you and welcoming your family to our school.

Kind regards,

Your School Admissions Team

Keirsten Anderson – Transition Administrator

Court Fields School