



Dear Parent/Guardian

Admissions Information Required

We are delighted to welcome your child into the Maiden Erlegh School community.

As we prepare to welcome your child, we ask all parents and guardians to complete the admissions forms using the MyChildAtSchool App. This information is essential for finalising your child's admission and ensuring a successful start to school.

You will be asked to provide key details such as contact information, medical needs, emergency contacts, and supply consent for activities and school-related services. We ask that all parents provide their national insurance number and date of birth for free school meals (FSM) eligibility checks. Even if you do not wish to use this funding, the school can use this information to access additional funding that directly supports your child's education. For further information on FSM eligibility, please see the dedicated area of the website: [Free School Meals](#)

MyChildAtSchool (MCAS) App

We will be using the MyChildAtSchool (MCAS) app, which allows you to securely submit your child's information directly into our Bromcom Management Information System (MIS). In addition to the mobile app, MCAS can also be accessed on a desktop computer by visiting www.MyChildAtSchool.com.

To get started, please download the MyChildAtSchool app from your device's app store:

- **App Store (iOS)**
[MyChildAtSchool on the App Store](#)
- **Google Play (Android)**
[MyChildAtSchool on Google Play](#)



Shortly, you will receive a **personalised login email** from Maiden Erlegh School (12716@bromcomcloud.com). **Once received, please activate your account within 24 hours.** If your 24-hour reset link has expired, enter your email address again and select **Reset Password**. A new email will be sent to you with a fresh link to reset your password. We kindly request that all admissions information is completed as soon as possible.

If you already have an MCAS account for another child, you can access information for all your children through a single MCAS account. As long as your email address is identical and



registered with the school for all your children, you can view and manage their details in one place.

How to Switch Between Children

- **In the MCAS App:** On the **My Child** dashboard, tap the **student's name** next to their photograph to open a drop-down list, then select the other child you wish to view.
- **On the MCAS Website:** Click on the **child's name in the top left-hand corner** of your dashboard to switch between linked children.

Please note that the admissions information can only be submitted once; however, further changes can be made after submission through the Data Collection section in the MCAS app. If you already have a sibling at the school, some of your information may already appear — please check this thoroughly. Any changes made to your contact details will be updated across all siblings.

When Completing the Forms

Please use the easy-to-follow guides below on setting up MCAS and completing the admission information.

[Parent's Guide to Activating an MCAS Account](#)

[How to complete Admissions Form via MCAS App](#)

When completing the admissions forms, we **strongly recommend that you do this via the MCAS App** and not the web-based version. Please note that the app version of the admissions form is easier to use, and the web-based version could result in the forms being submitted with missing information. If you have **no other option but to use the web-based version, please follow the exact guidance in the video below.**

[Parent's Guide to Completing the Admissions Form \(MCAS Desktop Version\)](#)

Special Educational Needs (SEN)

We ask that **all parents complete the form linked below**, regardless of whether your child has an identified SEN. This helps us to ensure we have accurate and up to date information, including any speech and language needs or Key Stage 2 access arrangements:

[In-Year Admission – Special Educational Needs Form](#)

Medical Information

To inform the school office of in-depth medical conditions, please email us at mesmedical@maidenerleghtrust.org.

Consent

Included in the MCAS admissions information, we are seeking your consent for the following:

- Photographic Consent
- Trips and Visits Consent
- Acceptable Use of Digital Technology Agreement
- Free School Meals (FSM) Eligibility Check Consent



- Paracetamol Administration
- PTA Consent to Share Information

Supporting documents and further information on these consents can be found in the Documents area of the app.

If you do not receive the email, please check your junk/spam folder first. If it's not there, feel free to contact the school office for support via mesoffice@maidenerleghtrust.org.

All our school policies, such as data protection, privacy notices, health and safety and more can be found on our website www.maidenerleghschool.co.uk.

We very much look forward to welcoming your family into our community.

Yours sincerely



Mr S Jump
Headteacher

