



# The Halifax Grammar Schools

## Admissions Test Registration

*A Step-by-Step Parent Guide*

**Welcome!** This guide will walk you through the complete process of registering your child for the admissions test at Halifax Grammar Schools using the Applicaa online portal. The process is straightforward and should take around 15 - 20 minutes to complete.

Before you begin, please have the following information ready:

- Your email address and a password you wish to use
- Your child's full name and date of birth
- A recent passport style photograph of your child
- Details of your child's current school
- Any relevant welfare or SEN/support information

### STEP 1: Access the Registration Portal

Open your web browser and navigate to The Halifax Grammar Schools Applicaa portal. You will be greeted with the welcome page shown below.

A screenshot of a web browser showing the Halifax Grammar Schools Applicaa portal. The browser address bar shows the URL: halifaxgrammarschools.applicaa.com/01995ac8-e075-7778-bdad-4982df408614. The page content includes the text "Halifax Grammar Schools" at the top. Below this, there are two main sections: a "Welcome" message on the left and an "Existing Users" login form on the right. The "Welcome" message says: "We are so pleased you wish to register for your child to sit the 11+ Examination with us. Please create an account and log in to complete your child's application." Below this message is a purple button labeled "Parent Register". The "Existing Users" form has a purple header and contains fields for "Username or Email address" and "Password", a "Remember Me" checkbox, and a purple "Login" button. Below the login button are links for "Forgot your password?" and "Trouble logging in?".

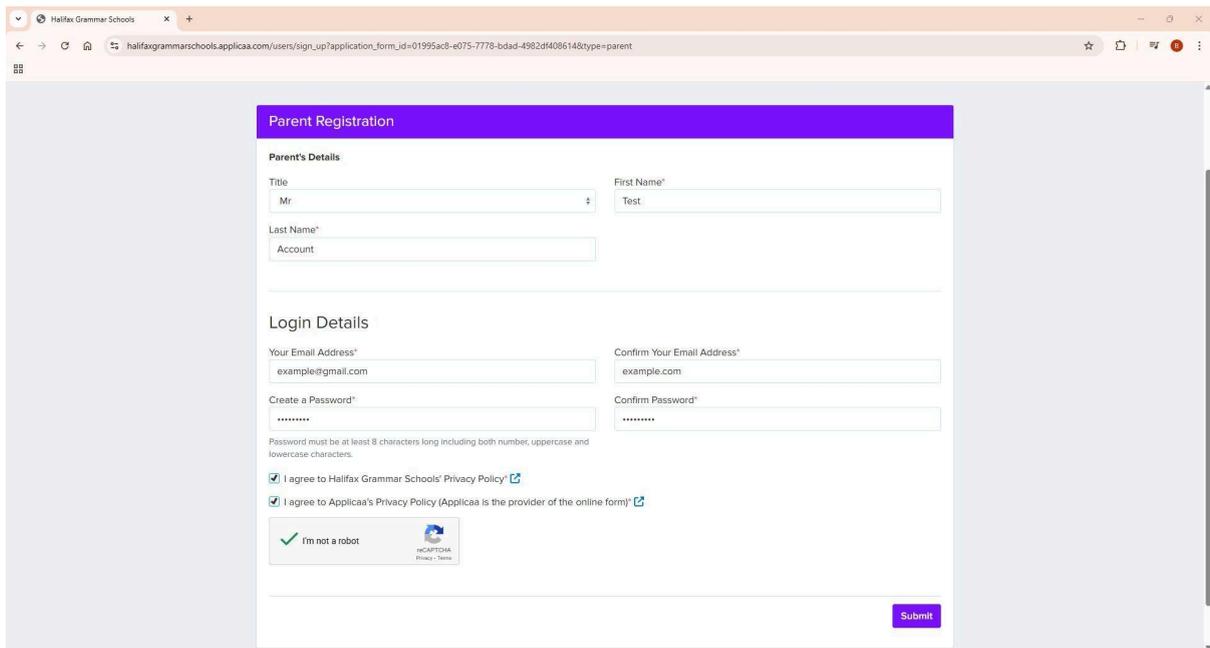
The Welcome page has two sections:

- Left panel (grey): A welcome message with a "Parent Register" button for new users
- Right panel: An "Existing Users" login box for parents who have already registered

 **Tip:** If you have already registered previously, simply enter your username/email and password on the right-hand side and click Login. You can skip to Step 3.

## STEP 2: Create Your Parent Account

Click the purple "Parent Register" button on the left panel. This will take you to the Parent Registration form.



Fill in all required fields (marked with an asterisk \*):

### Parent's Details

- Title – Select from the dropdown (e.g. Mr, Mrs, Ms, Dr)
- First Name – Enter your first name
- Last Name – Enter your last name

### Login Details

- Your Email Address – This will be your username for all future logins
- Confirm Your Email Address – Re-enter your email to confirm
- Create a Password – Must be at least 8 characters, including uppercase letters, lowercase letters, and numbers
- Confirm Password – Re-enter your chosen password

Once the details are complete:

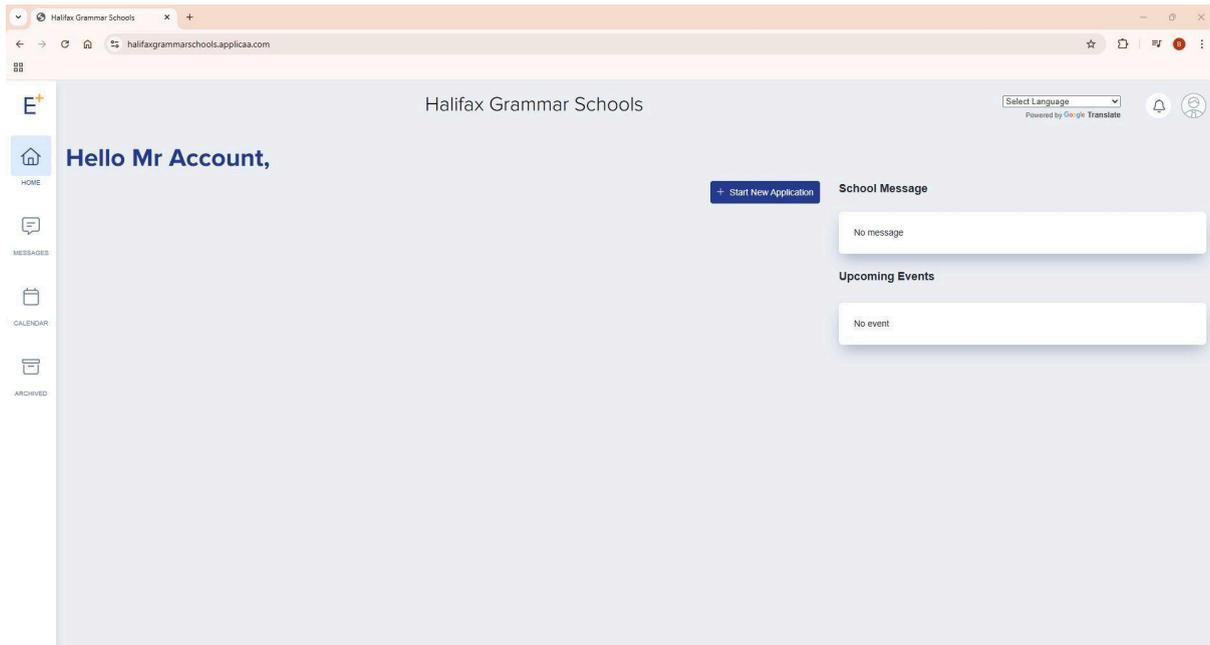
1. Tick the box to agree to The Halifax Grammar Schools' Privacy Policy
2. Tick the box to agree to Applica's Privacy Policy
3. Complete the "I'm not a robot" reCAPTCHA verification

4. Click the purple "Submit" button

 **Tip:** You will receive a confirmation email after registering. Check your junk/spam folder if you do not see it within a few minutes.

## STEP 3: Log In to Your Dashboard

After registering, you will be taken to your parent dashboard. You can also access this by logging in with your email and password on the homepage.

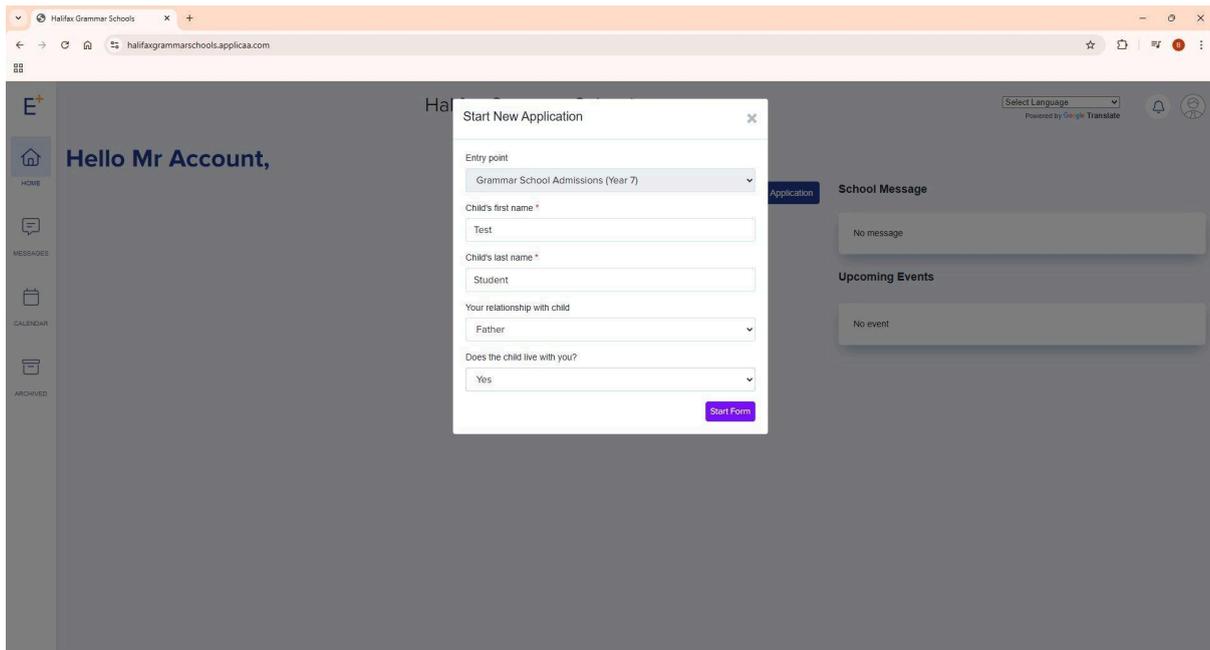


Your dashboard shows:

- A personalised greeting with your name
- "+ Start New Application" button to begin your child's application
- School Message panel – any important announcements from the school
- Upcoming Events panel – key dates for the admissions process
- Left sidebar navigation – Home, Messages, Calendar, and Archived applications

## STEP 4: Start a New Application

Click the blue "+ Start New Application" button. A pop-up window will appear asking for some initial information about your child.



Complete all fields in the pop-up:

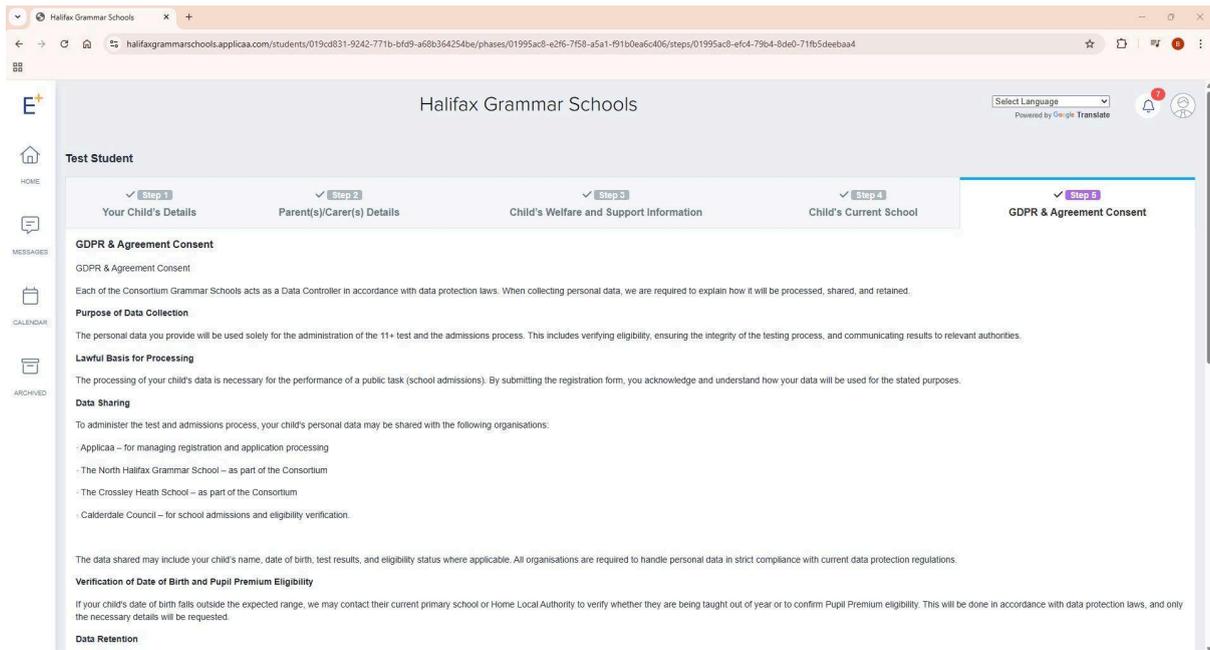
- Entry point – Select "Grammar School Admissions (Year 7)" from the dropdown
- Child's first name – Enter your child's first name
- Child's last name – Enter your child's last name
- Your relationship with child – Select from the dropdown (e.g. Father, Mother, Guardian)
- Does the child live with you? – Select Yes or No

Once complete, click the purple "Start Form" button to begin the application.

 **Tip:** Make sure your child's name is entered exactly as it appears on their official documents (e.g. birth certificate or passport).

## STEP 5: Complete the Application Form (5 Steps)

The application form is divided into 5 steps, displayed as a progress bar at the top of the page. Work through each step carefully, filling in all required information.



## Step 1 – Your Child's Details

Enter your child's personal information including date of birth, gender, and contact details.

## Step 2 – Parent(s)/Carer(s) Details

Provide details for the parent or carer completing the form, including address and contact information.

## Step 3 – Child's Welfare and Support Information

Declare any relevant welfare needs, special educational needs (SEN), or support requirements your child may have. This information is handled sensitively and in accordance with data protection regulations.

## Step 4 – Child's Current School

Enter the name and details of your child's current primary school.

## Step 5 – GDPR & Agreement Consent

Read the GDPR and data consent information carefully. This section explains:

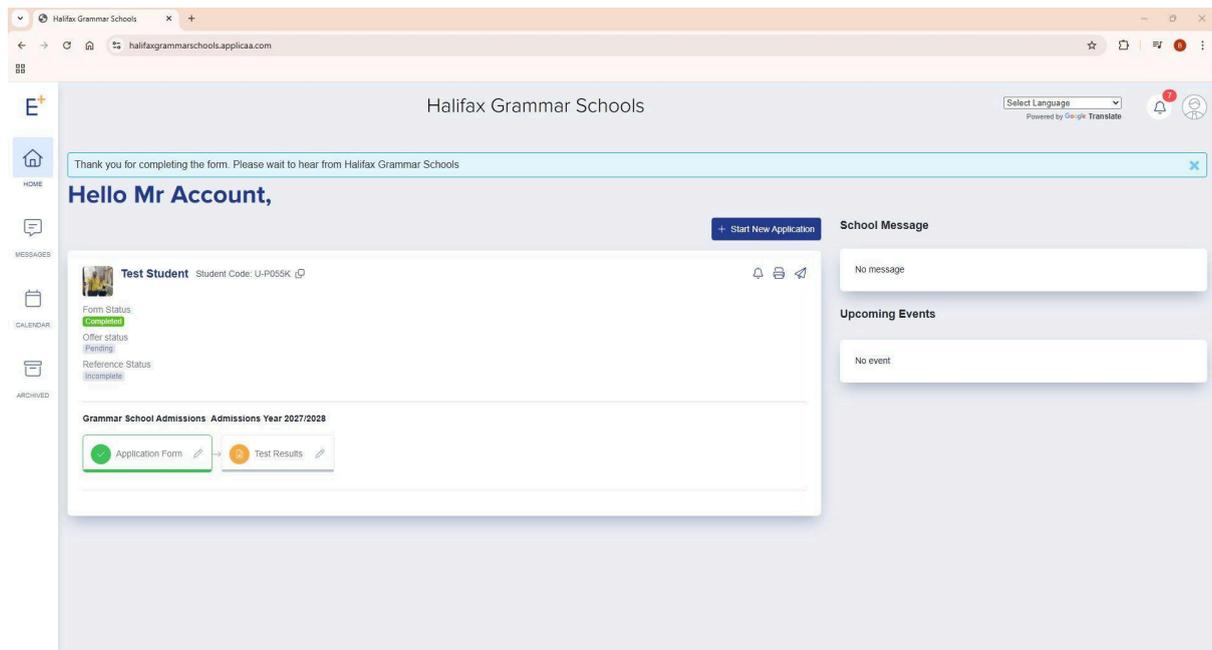
- How your personal data will be used (solely for test administration and admissions)
- The lawful basis for processing (public task – school admissions)
- Which organisations your data may be shared with, including:
  - Applicaa – for registration and application processing
  - North Halifax Grammar School
  - The Crossley Heath School
  - Calderdale Council – for eligibility verification

Once you have read and understood the information, confirm your consent and submit the form.

**Tip:** You can save your progress and return to complete the form later. Your data will be retained until you submit.

## STEP 6: Confirmation – Application Submitted

Once all 5 steps are complete and you have submitted the form, you will be returned to your dashboard where a confirmation message will appear.



Your dashboard will now show your child's application with the following status indicators:

- Form Status: Completed (shown in green) – your application form has been successfully submitted
- Offer Status: Pending – you will be notified once a decision has been made
- Reference Status: Incomplete – this will be updated once the school processes your application

You will also be able to see the admissions year (e.g. 2027/2028) and the next stage in the process: Test Results, which will be updated after your child sits the admissions test in accordance with The Halifax Grammar Schools admissions policies.

**Tip:** Make a note of your child's Student Code (shown next to their name, e.g. U-P055K) as you may need this for future correspondence with the school.

## What Happens Next?

After submitting your application:

1. You will receive an automated confirmation.

2. If you have declared that your child has special educational needs (SEN), or support requirements, these will be reviewed by our SEN teams and we will be in touch to discuss in due course.
3. Your child will be allocated a date for the admissions test.
4. Following the test, results will be uploaded to your dashboard under the "Test Results" section in accordance with The Halifax Grammar Schools admissions policies.
5. Offer decisions will be communicated by your Local Authority in line with the admissions calendar.

You can log back into your dashboard at any time to check the status of your application, view messages from the school, or check upcoming events.

## Need Help?

If you experience any difficulties with the online portal, please try the following:

- Forgot your password? – Click the "Forgot your password?" link on the login page
- Trouble logging in? – Click the "Trouble logging in?" link for further assistance
- Technical issues – Contact The Halifax Grammar Schools directly for support

*Halifax Grammar Schools – Admissions Team*  
[halifaxgrammarschools.applicaa.com](https://halifaxgrammarschools.applicaa.com)