



11 June 2025

Dear Parent/Guardian

Admissions Information Required

Preparations are well underway to ensure a smooth transition for your child into Year 7 at Hamilton School in September 2025. We are busy liaising with your child's primary school to ensure we have all the information we need to help support them. As we prepare to welcome our new Year 7 students, we kindly ask Year 6 parents and guardians to complete the admissions forms. This information is essential to ensure a smooth transition for your child and to make sure we have everything needed for their admission into the school.

You will be asked to provide key details such as contact information, emergency contacts, and supply consent for activities and school-related services. We also 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 Important Documents area of the app.

This year, we are excited to introduce 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](#)



Tomorrow, you will receive a personalised login email directly from Hamilton School (12718@bromcomcloud.com). **Once received, please activate your account within 24 hours.** We kindly ask that all information is completed by **Friday 20 June**.

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 hamadmin@maidenerleghtrust.org.

Once the admissions information has been submitted, please allow 24 hours for the system to sync with our MIS. 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 contact details will be updated across all siblings.



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

Supporting documents and further information on these consents can be found in the Important Documents area of the app and here on our website [here](#).

SEN (Special Educational Needs), Medical Information and Mode of Travel

In addition to completing the information on MCAS, we ask that **all parents complete the form linked below**. This covers all details of your child's SEN needs, any medical conditions, and their anticipated mode of travel. If your child has any medical condition, you will be contacted directly by the school office to complete an Individual Health Care Plan for your child.

<https://forms.office.com/e/ss48tttdC8F>

All our school policies, such as data protection, privacy notices, health and safety and more can be found on our website: [Key Policies](#); [Data Protection](#).

We very much look forward to welcoming your family into our community and we will be in touch with further information in due course.

Thank you for your cooperation.

Yours faithfully

The School Office Team
Hamilton School

