Arbor New Admission

Step-By-Step Guide

Website: Carrington School (arbor.sc)

Use this URL address https://carrington-school.uk.arbor.sc (you may need to copy and paste it into a new web page)
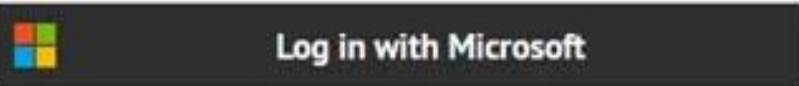
Click 'First time logging in?' to get started.

Use the email address you receive school emails on.

Go to your email account and open the email from Carrington School titled **Change your Arbor Password**. Click the link in the email, and set password according to the criteria specified

Once the password has been set, you will be directed to the log in page where you must verify your account by entering your child's date of birth

This information can be entered by clicking on each line or filling in the relevant section further down the page:

STUDENT DETAILS (required)
Check/update the following by clicking on each line – once you hover over it, the line will turn blue, then click to edit:
- Name (legal and preferred)
- Ethnicity
- Religion
- Language

PLEASE NOTE: Previous Schools cannot be updated

Identity		⊕ Add
Name	Test Student	▶
Sex ⊘	Female	▶
Gender identity	Not specified	▶
Date of birth	13 Oct 2011	▶
Country of birth		▶
Ethnicity		▶
Nationality	Not recorded	
Religion	Not recorded	▶
Arbor Student ID	6187	
Student number		▶
School ID card ⊘	Not issued	▶
UPN	None recorded	▶

This information can be entered by clicking on each line or filling in the relevant section further down the page:

STUDENT CONTACT DETAILS (required)

Click the green +Add link on the right to add additional details

Update home address if moved since application was submitted

Student Contact Details   ⊕ Add

No contact details recorded

This information can be entered by clicking on each line or filling in the relevant section further down the page:

FAMILY, GUARDIANS AND CONTACTS (at least THREE required)

Click the green +Add link on the right to add additional contacts (at least TWO more)

Update own details if required

If there are siblings at the school, Arbor will suggest the same guardians. This can be overridden with completely new guardians, which requests the below information:

A unique (i.e. non-shared) email address must be entered for any contact requiring access to Arbor. The school will need to set their legal / primary guardian status based on information provided on Microsoft Forms. Any primary guardians will then need to create their own account and update their own details

This information can be entered by clicking on each line or filling in the relevant section further down the page:

MODE OF TRAVEL (required)

Click the green +Add link on the right to add additional contacts (at least TWO more)

This information can be entered by clicking on each line or filling in the relevant section further down the page:

MEAL PREFERENCES & DIETARY REQUIREMENTS (required for any specific dietary requirements only – where there are allergies in particular)

Click the green +Add link on the right to add additional contacts (at least TWO more)

Meal Preferences & Dietary Requirements		⊕ Add
Meal preference	None recorded	
Dietary requirements	None recorded - click here to add	▶

This information can be entered by clicking on each line or filling in the relevant section further down the page:

MEDICAL INFORMATION (required)

Click the green +Add link for each item SEN needs to be recorded separately by the school, please do not include these
Add the name of the doctor's surgery at which the child is registered
Add a separate record for each allergy and medical condition
Immunisations (optional)

Medical		✚ Add
Doctor	Not recorded - click here to add	▶
Allergies	None recorded - click here to add	▶
Medical conditions	None recorded - click here to add	▶
Immunisations	None recorded - click here to add	▶

This information can be entered by clicking on each line or filling in the relevant section further down the page:

CONSENTS (required)

If you have not yet provided consent by way of the Parental Consent Form.
Click each line to give consent

Consents		
Biometric Fingerprint	Not consented - click here to give consent	▶
Global Parental Consent for Trips	Not consented - click here to give consent	▶
Internet Access	Not consented - click here to give consent	▶
Parent-Student-School-Partnership	Not consented - click here to give consent	▶