LATYMER UPPER SCHOOL

Latymer Upper School is a co-educational public school in Hammersmith. With 1400 pupils; most are admitted through examination and interview to Upper School at the age of eleven, with some entering into the Sixth Form at 16.

As admissions registrar at Latymer Upper School, **Kerry Wilson,** oversees an admissions process that has been designed to discover not only intellectual potential but also the character, interests and personality of candidates. Like all admissions departments, Kerry and her team are reliant on a streamlined and efficient process.

Here, Kerry explains how the My School Portal software has made a difference.

I joined the team at Latymer four years ago and they were already using the My School Portal software, although not to the same extent we are now.

I had some experience using the software from a previous role and knew it would make a big difference to the admissions process once it was fully set-up.

Around three years ago we switched from using paper admissions forms to the portal and this has made a huge difference. Previously the team had to collate a pack of paper forms, this pack was then posted out to parents and had to be filled in at home, before being posted back to us.

We then had to run through endless checklists, cross referencing which forms were still outstanding and which ones we had received. The introduction of editable PDFs did make a slight difference, but nothing like the transformation we noticed when the My School Portal software was rolled out.

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Kerry Wilson,
Admissions registrar,
Latymer Upper School

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Now, we can log into the system and immediately see which forms are outstanding and the ones we have received. We can then send automated reminders or messages to other team members or parents, to prompt a quick response.

Aside from the time this saves the admissions team, we also know that the system provides parents with an engaging and user friendly experience. This is especially important to us as we want to demonstrate our high standards and I believe the eradication of outdated, paper based processes has made a big difference.

Technology is becoming an increasingly important function within our school and we know features like the interactive school timetables and digital reports have been well received by parents and pupils. The ability to view real-time information and school updates is also useful and I would recommend the My School Portal software to anyone seeking an efficient, slick and intuitive piece of software.

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