

External - Enrolment Instructions 2022-23 – on applicaa email

{{STUDENT_FIRST_NAME}}

Thank you for applying to Allerton Grange Sixth Form.

Enrolment Instructions for Sixth Form

Before enrolment -check your admission form is complete

If you have not already done so, you must log on to the schools admissions portal (applicaa) via the link emailed to you and make sure that you application is completed.

Check your emails for “ A Welcome Email” which contains your user name and password. You can also accept the offer of a place in Sixth Form at this stage.

You will NOT be able to enrol on Results Day unless you have completed your form and accepted your offer.

Please note that from 11.00pm Tuesday 23 August until 8.30am Thursday 25 August you will not be able to logon to applicaa.

How to enrol on GCSE Results Day - Thursday 25 August 2022

You will be able to enrol from 8.30am on Thursday 25 August by logging on to applicaa and completing the enrolment section of your application. Please see instructions attached.

Enrolment must be completed by 11.00pm THURSDAY 25 AUGUST. If you know you will be unable to complete your enrolment by this date please contact us at 6thform@allertongrange.com

To complete your enrolment form please check the following:

1. Check your application form and update anything that is incorrect or incomplete. Please ensure any contact details are up to date.
2. Update your predicted grades to your achieved grades.
3. Upload proof of your achieved grades. This must be a copy of your **actual grades emailed or given to you by school**. Please ensure that your name, your schools name and all information is clearly visible.
4. Upload a copy or photo of your passport or birth certificate (or residency card for non UK nationals). Please ensure that all information is clearly visible.
5. Confirm the courses you would like to study, this will be subject to you meeting the school entry requirements (attached). If you have not met the entry requirements

for one or more of your chosen subjects a member of staff will review your application and you will be contacted.

6. Complete the Student Consent section.

You will be contacted by **Tuesday 30 August** to confirm one of the following:

- Your place in Sixth Form.
- An appointment time on **Tuesday 6 September** with a member of the Sixth Form staff.
- Or informed that, unfortunately, you have not met Sixth Form entry requirements.

All enrolment information is available on the school website, if you have any questions, please let us know. You can contact Sixth Form by emailing 6thform@allertongrange.com but please be aware that staff will not be working everyday during the summer holidays.

If you complete enrolment **AFTER** Thursday 28 August you will **NOT** be contacted until Tuesday 6 September.

The Sixth Form Team does not guarantee it will review any enrolment forms received **AFTER Tuesday 6 September**.

Important dates

Tuesday 6 September - Enrolment Appointments between 9.00am -12.00pm - **ONLY for students who have been given an appointment time.**

Friday 9 September – 8.30am Year 12 Induction Meeting for **ALL STUDENTS** to collect timetables. The rest of the day will be following timetabled lessons.

Monday 12 September 8.50am registration and timetabled lessons.

Monday 12 September - Year 12 Individual student photo day.

Tuesday 27 September – 5.00-6.00pm Year 12 Welcome Event for parents and carers.

Good luck on Results Day!

Regards

The Sixth Form Team