

Internal - 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, password and instructions. 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

To enrolment in school on Results Day

On Results Day you will be able to come into school from 8.00am to collect your GCSE results. You will be able to enrol from 8.30am by logging on to applicaa on the laptops available and completing the enrolment section. Please see instructions attached.

If you wish to change any of your chosen subjects please check that you have met the entry requirements for your new subjects and then confirm this with a member of staff, you can then complete the enrolment form. Staff will be available to help you.

Students who need any advice or support can talk to a member of the Sixth Form Team and there will also be a careers advisor available on the day to support students.

If you are unable to attend school on Results Day

All students results will be emailed to them at 11.00am and once you have received your results you will be able to enrol by logging on to applicaa and completing the enrolment section. Please see instructions attached.

Enrolment must be completed by 11.00pm on 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. 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.
3. 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