

## **Enrolment Instructions for Sixth Form for Allerton Grange Students 2024-25**

Thank you for applying to Allerton Grange 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 your 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 20 August until 8.00am Thursday 22 August you will not be able to logon to applicaa.

### **How to enrol on GCSE Results Day - Thursday 22 August 2024**

#### **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 between **8.00am -10.00am** by logging on to applicaa on the ipads available and completing the enrolment section. If you come into school after 10.00am a member of the sixth form staff will be able to help you enrol. You will **NOT** be able to log on to applicaa yourself between 10.00-12.30pm, this is to help manage the number of student using applicaa nationally for all schools. After 12.30pm there will be no restrictions on access to applicaa. Please see instructions and letter from applicaa 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, you can either:**

1. Email in advance to [exams@allertongrange.com](mailto:exams@allertongrange.com) and request that results are emailed. Results will be emailed out to students, via their school email address, by 12.00pm.
2. Nominate a family member to collect results on the student's behalf. The nominated person will need to attend school with a signed letter from the student, authorising that person to collect the results on their behalf. The nominated person must bring photo ID.
3. It will not be possible for results to be given over the phone.

If you do not receive the email on the day, please email [exams@allertongrange.com](mailto:exams@allertongrange.com)

Once you have received your results you will be able to enrol by logging on to applicaa and completing the enrolment section between **8.00am -10.00am or from 12.30pm onwards**. You will **NOT** be able to log on to applicaa between 10.00-12.30pm, this is to help manage the number of student using applicaa nationally for all schools. Please see instructions and letter from applicaa attached.

**Enrolment must be completed by 11.30pm on THURSDAY 22 AUGUST.** If you know you will be unable to complete your enrolment by this date please contact us at [sixthform@allertongrange.com](mailto:sixthform@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 27 August** to confirm one of the following:

- Your place in Sixth Form.
- An appointment time on **Tuesday 3 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 [sixthform@allertongrange.com](mailto:sixthform@allertongrange.com) but please be aware that staff will not be working every day during the summer holidays.

If you complete enrolment **AFTER** Thursday 22 August you will **NOT** be contacted until Tuesday 3 September.

The Sixth Form Team does not guarantee it will review any enrolment forms received **AFTER Tuesday 3 September**.

## **Important dates**

Tuesday 3 September - Enrolment Appointments between 10.30am -12.00pm - **ONLY for students who have been given an appointment time**

Friday 6 September – 8.25am Year 12 Induction Meeting for **ALL STUDENTS** to collect timetables. The rest of the day will be following timetabled lessons.

Monday 9 September 8.30am registration and timetabled lessons.

Monday 9 September - Year 12 Individual student photo day.

Tuesday 24 September – 5.00-6.00pm Year 12 Welcome Event for parents and carers.

Good luck on Results Day!

Regards

The Sixth Form Team