



St. Crispin's Sixth Form How to Apply





1) The application form goes live after our Sixth Form Open Evening on Wednesday 1st November.

View our prospectus for full details of all our courses and their entry requirements.





2) To access our application system, please follow this link:
crispins.applicaa.com/September2024entry





3) Initial Registration

The screenshot shows a web form titled "Initial Registration" with the following sections:

- Student Registration:** Includes fields for "Student First name*", "Student Last Name*", "Student Gender*", and "Student Date of Birth*". There is also a dropdown menu for "Are you an internal applicant?" with a radio button.
- Education:** Includes a dropdown menu for "Your Current School" and a checkbox "Tick here if you can't find the school".
- Login Details:** Includes fields for "Your Email Address*", "Confirm Your Email Address*", "Create a Password*", and "Confirm Password*".

Below the form, there is a note: "Password must be at least 8 characters long including both number, uppercase and lowercase characters." and two checkboxes for agreeing to privacy policies: "I agree to St. Crispin's School's Privacy Policy" and "I agree to Applica's Privacy Policy (Applica is the provider of the online form)".

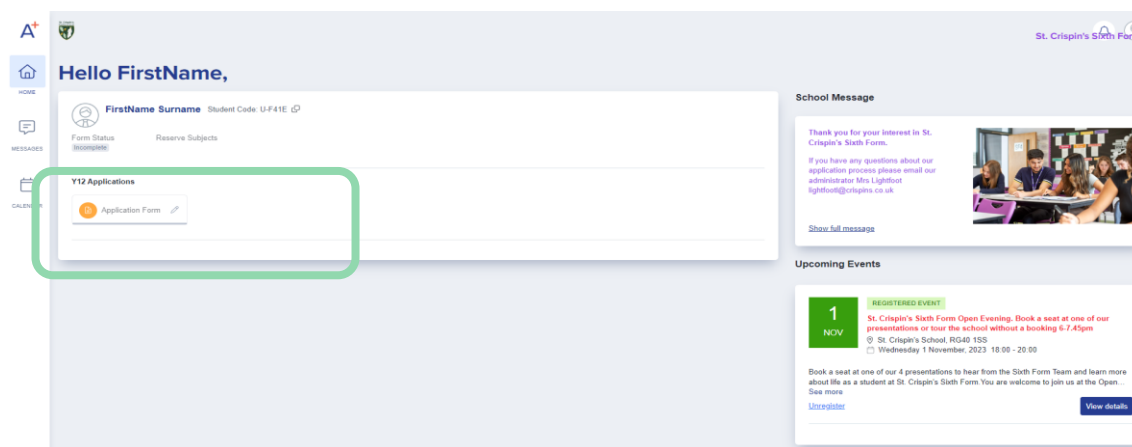
- Follow the onscreen prompts to register with our application system.
- You will be sent an email to verify your registration.





4) Complete the application form

- Once you have verified your email and logged in, you will see this screen:



- Click on 'Application Form' and then select 'Complete Student Application Form'.





- Complete the details on each screen - there are prompts to help you.
- Once you have completed one step, select either 'Save & Next' to continue or 'Save Progress and Close,' if you wish to complete the form later.

The screenshot shows a web form titled 'Student's Basic Details' with a progress bar at the top indicating seven steps. The form includes the following fields:

- Student's Personal Details:**
 - Student's Legal Name: (Note: please give the name as it appears on their birth certificate, this is a legal requirement for public exams)
 - Student's Preferred Name: (Note: this will be the name that appears on class registers and how your child will be addressed in school)
 - First Name
 - Student's Legal Middle Name(s)
 - Student's Legal Sex: (Dropdown menu with 'Female' selected)
 - Student's Date of Birth: (Date picker showing 11/10/2007)
 - Student's Preferred Forename
 - Student's Legal Surname: (Dropdown menu with 'Surname' selected)
 - Student's Gender Identity (if different from legal sex): (Dropdown menu)
- Student's Current Home Address:**
 - Town/City: (Text input field with a 40 character(s) remaining indicator)
 - Country: (Dropdown menu)

At the bottom of the form, two buttons are highlighted with green boxes: 'Save Progress and Close' on the left and 'Save & Next' on the right.





5) Course Information and Selection

Course Information

- The Sixth Form Prospectus gives information on all our Level 3 courses including subject entry requirements. Please read these carefully as you are making your selections.
- In February, we will meet with each student who applies to our Sixth Form to discuss their future pathway and confirm their subject choices. The meeting also allows discussion of the opportunity of taking four subjects with any students who are interested in doing so.
- Please be aware that entry to courses will be subject to your GCSE examination results meeting the entry criteria for that course.

Course Selection

- If you wish to study Art please select ONE of the Art specialities. It is not possible to take more than one Art option.
- All students should pick three courses. You will be prompted to put these in order of preference and also add a reserve subject/ fourth subject. Your choice of courses will depend on your interests, future plans and whether your predicted grades at GCSE meet the course criteria.





6) Submit your application

- Once you have completed all seven steps press 'Save and Submit Application'.
- You will receive an email confirmation that we have received your application.

The screenshot displays a web application interface for a personal statement. At the top, there is a navigation bar with tabs for 'Student's Basic Details', 'Parent/Carer & Emergency Contact Details', 'Student's Welfare and Support Information', 'Education', 'Courses', 'Additional Information', and 'Personal Statement'. The 'Personal Statement' tab is active. Below the navigation bar, there is a sidebar with icons for 'HOME', 'MESSAGES', and 'CALENDAR'. The main content area contains the following text and form fields:

The personal statement will form part of your meeting to discuss options and academic entry requirements for particular courses.

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Why have you chosen to apply to St. Crispin's Sixth Form?

What qualities do you think you will bring to the Sixth Form?

How would you describe yourself in 5 words?

What are your ambitions after leaving the Sixth Form? We would be interested to hear about your ambitions for Apprenticeship, University and your future career.

At the bottom of the form, there are two buttons: 'Save Progress and Close' and 'Previous'. A red box highlights the 'Save & Submit Application' button in the bottom right corner.





Key Dates and Details

Key Dates	
Wednesday 1st November 2023	Sixth Form Open Evening, and online application form available.
Monday 8th January 2024	Deadline for Sixth Form applications.
Wednesday 17th January – Friday 2nd February 2024	Students meet with members of the Sixth Form team to discuss their options.
Friday 1st March 2024	Formal offer issued to students by Friday 9th February 2024. Students should confirm acceptance of this offer by Friday 1st March 2024. Please note: the school may not be able to hold offers open beyond this date.
Monday 1st and Tuesday 2nd July 2024	Sixth Form Induction Days.
Wednesday 4th September 2024	Sixth Form enrolment day. Please note that the school may not be able to hold places for students absent from the enrolment day. In all circumstances, students must be on roll by September 27th 2024.

- **All communications will be sent to the email address you have supplied so please check your emails regularly to avoid missing key information about your application.**





Any Questions?



If you have any questions
please contact our Sixth
Form Administrator, Mrs
Lisa Lightfoot on
0118 978 1144 or
lightfootl@crispins.co.uk

