



# St. Crispin's Sixth Form

## How to Apply





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

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





## 2) Access our application system

Your login details will be sent to your school email account on 1<sup>st</sup> November 2023.

To access the application system please follow this link:

[crispins.applicaa.com/September2024entry](https://crispins.applicaa.com/September2024entry)





# 3) Login to the system as a registered user

The screenshot shows two main sections. On the left, a grey box titled 'NEW APPLICATION' contains the text: 'Use the button below to start a new application. You don't have to finish your application immediately. You can save it and continue later.' Below this text is a purple button labeled 'Start New Application'. On the right, a white box titled 'Registered Users' contains a login form with two input fields: 'Username or Email address' and 'Password'. Below the 'Password' field is a purple button labeled 'Login'. Underneath the 'Login' button are the links 'Forgot your password?' and 'Trouble logging in?'. A black arrow points from the 'Start New Application' button to the 'Login' button.

This is for **EXTERNAL** applicants only

Enter your school email address and password here and login as a **Registered User**





# 4) Complete your application

- Once you have logged in you will see a welcome message and the option to **Continue Application**
- Click the button to open your application and begin completing each section
- Make a note of your password (set it to something memorable!) as you will need to log in again in future to view your interviews and offers.

The screenshot shows a student application portal interface. At the top right, it displays 'Student Code: B689' with a copy icon. Below this, there are notification icons for a bell, a folder, and an envelope. The main heading is 'Test Internal FN Test' with a sub-heading 'External FN (12/12/2004)'. Underneath, it says 'Reserve Subjects'. On the left side, there are three status indicators: 'Form Status' with a button labeled 'Incomplete', 'Offer status' with a button labeled 'Pending Offer', and 'Reference Status' with a button labeled 'Not Sent'. In the center, there is a document icon and the text 'Application Form' with a button labeled 'Incomplete' and a blue 'Update' button below it. At the bottom, there is a progress bar showing '0%' and a button labeled 'Continue Application' which is highlighted with a green border.





- 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.

St. Crispin's Sixth Form

Step 1 Student's Basic Details | Step 2 Parent/Carer & Emergency Contact Details | Step 3 Student's Welfare and Support Information | Step 4 Education | Step 5 Courses | Step 6 Additional Information | Step 7 Personal Statement

**Student's Personal Details**

- Student's Legal Name: please give the name as it appears on their birth certificate, this is a legal requirement for public exams
- Student's Preferred Name: this will be the name that appears on class registers and how your child will be addressed in school

Student's Legal Forename\*  
First Name

Student's Preferred Forename

Student's Legal Middle Name(s)

Student's Legal Surname\*  
Surname

Student's Legal Sex\*  
Female

Student's Gender Identity (if different from legal sex)

Student's Date of Birth\*  
11/10/2007

Student's Current Home Address

Town/City\*  
40 character(s) remaining

Country\*

Save Progress and Close | Save & Next





# 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 shows a web application interface for a personal statement. The top navigation bar includes 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 main content area contains a form with the following text: 'The personal statement will form part of your meeting to discuss options and academic entry requirements for particular courses.' Below this, there are four text input fields with the following prompts: '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?', and '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](mailto:lightfootl@crispins.co.uk)

