Application Guide – September 2027 Entry

This guide takes you through each stage of applying to St. Crispin's Sixth Form, from registering on our online application system through to submitting your application. Please read it through before you begin and keep it to hand while you complete the form.

Key Dates

Date	Event
5th November 2026	Sixth Form Open Evening – applications open
1st December 2026	Application Deadline
27th January and 10th February 2027	Programme of Study Meetings

All communications will be sent to the email address you supply on your application form, so please check your emails regularly to avoid missing key information about your application.

Application Process

1) Attend the Open Evening and review the prospectus

The online application form goes live after our Sixth Form Open Evening on Thursday 5th November.

- Read the Sixth Form Prospectus for full details of all our courses and their entry requirements.
- Make a note of the courses that interest you and check that your predicted GCSE grades meet the entry criteria.

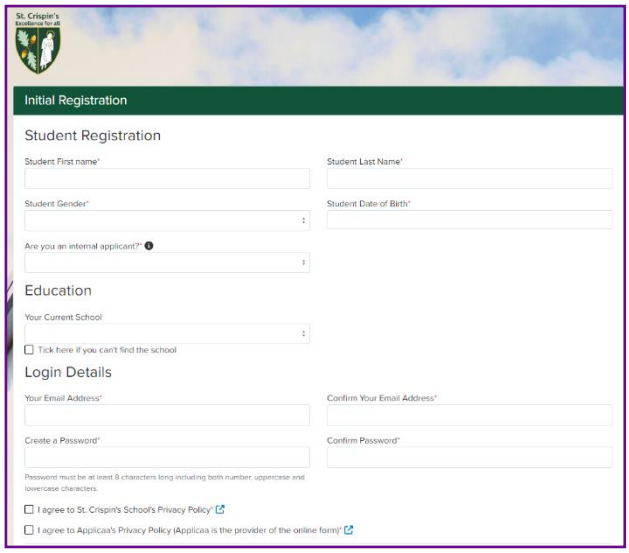
2) Access the application system

Once applications are open, go to our online application system (Applicaa) using this link:

crispins.applicaa.com/September2027entry

3) Complete your initial registration

- Follow the on-screen prompts to register with Applicaa.
- Enter your first name, last name, gender and date of birth, and select whether you are an internal applicant or not
- Select your current school. If it is not listed, tick the box to show that you can't find it.
- Enter and confirm your email address, then create and confirm a password. Passwords must be at least 8 characters long and include

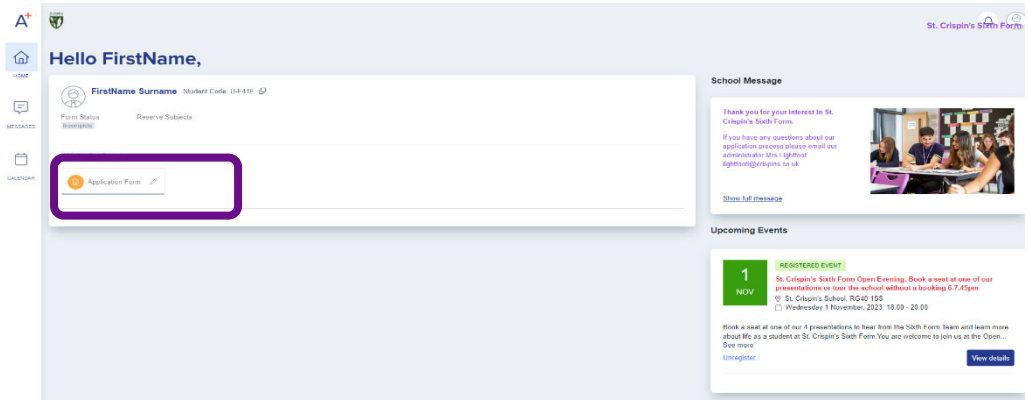


a number, an uppercase letter and a lowercase letter.

- Tick to agree to both the St. Crispin's School Privacy Policy and the Applicaa Privacy Policy.
- You will be sent an email to verify your registration. Open it and follow the link to confirm your account.

4) Open the application form

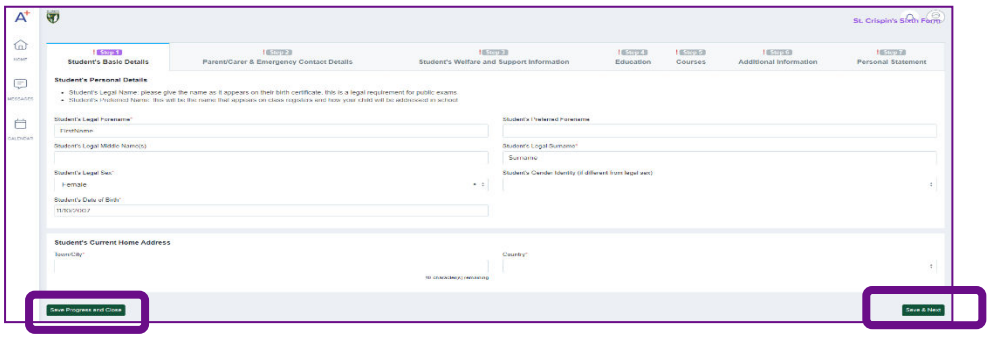
Once you have verified your email address and logged in you will see this screen



- Click on **Application Form**.
- Select **Complete Student Application Form**.

5) Completing each step

Complete the details on each screen; there are prompts to help you.



- **Save & Next** – to continue to the next step.
- **Save Progress and Close** – if you wish to complete the form later. You can log back in at any time to carry on where you left off.

Please note that in Step 1 you should enter your **legal name** exactly as it appears on your birth certificate, as this is a legal requirement for public exams. Your **preferred name** is the name that will appear on class registers and how you will be addressed in school.

When you enter your current subjects please enter **all** the subjects you are taking and your predicted grade – these will be confirmed by your current school as part of the reference process.

6) Choose your courses

Course information

- The Sixth Form Prospectus gives information on all our Level 3 courses, including subject entry requirements. Please read these carefully as you make your selections.
- In January and February, we will meet with each student who applies to discuss their future pathway and confirm their subject choices. This meeting also allows discussion of the opportunity of taking four subjects with any students who are interested in doing so.
- Entry to courses is subject to your GCSE/Level 2 examination results meeting the entry criteria for that course.

Course selection

- All students should pick three courses.
- You will be prompted to put these in order of preference and to add a reserve (fourth) subject.
- Your choice should depend on your interests, your future plans and whether your predicted GCSE grades meet the course criteria.

7) Complete your personal statement and submit

The last step is your personal statement, which forms part of your meeting to discuss options and academic entry requirements for particular courses. You will be asked to answer the following questions:

- 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.

Once all the steps are complete:

- Press **Save & Submit Application**.
- You will receive an email confirming that we have received your application.

Need help?

Please contact our Sixth Form Administrator via sixthformadmin@crispins.co.uk or call 0118 978 1144