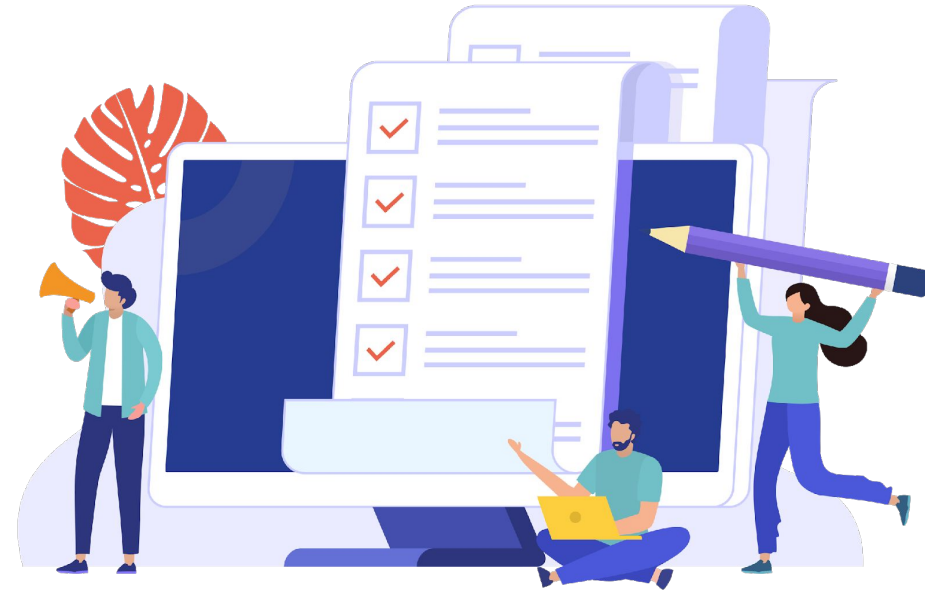


STUDENT ENROLMENT FORM

“HOW -TO GUIDE”



STUDENT ENROLMENT

Please see the pre-recorded student enrolment training video



STEP 1: LOGIN

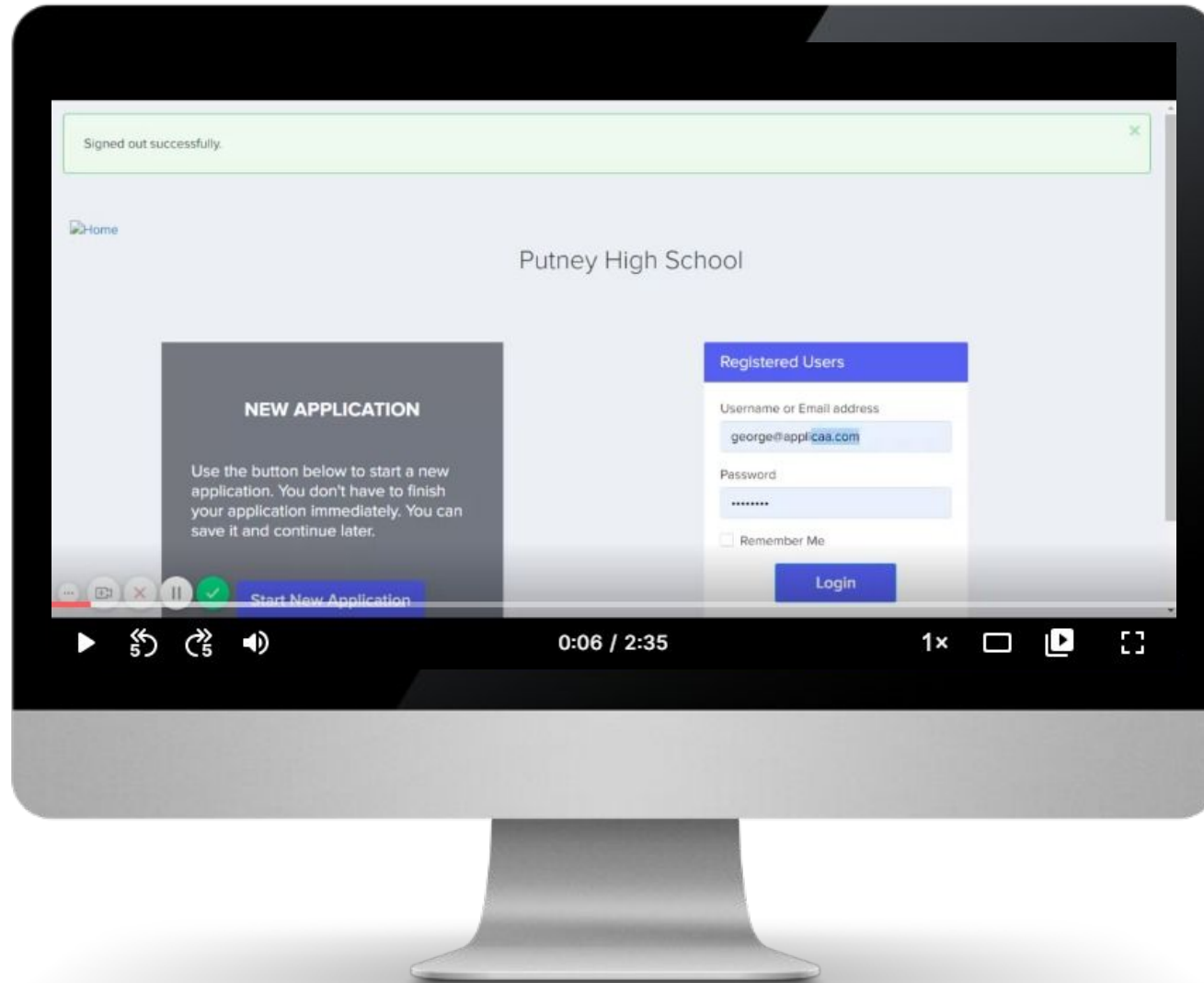
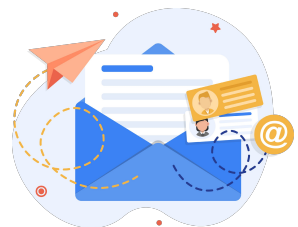
**STEP 2: BEGIN ENROLMENT
FORM**

**STEP 3: CONFIRM EXAM
RESULTS**

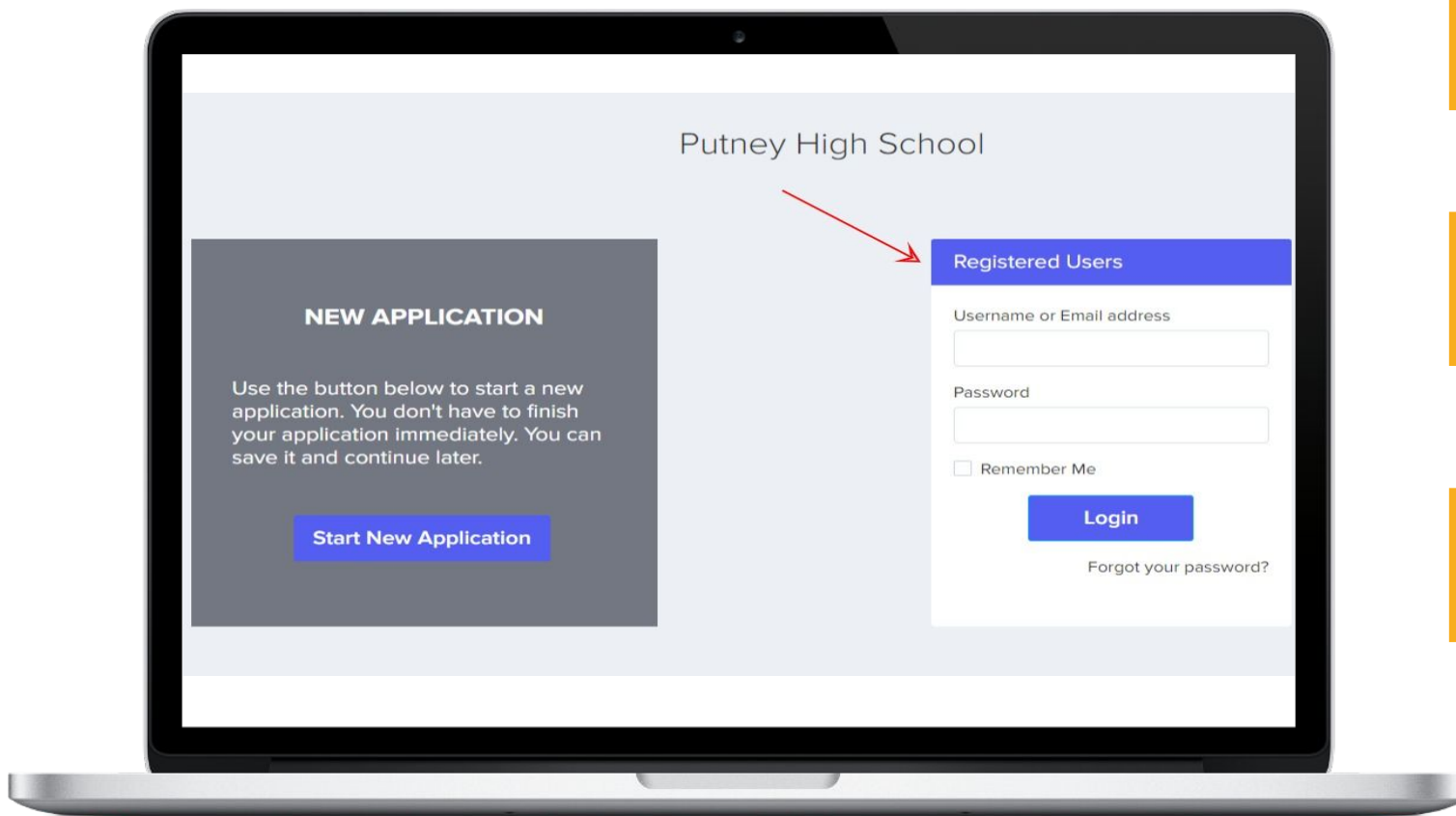
**STEP 4: UPLOAD EXAM
RESULTS**

**STEP 5: REVIEW & CONFIRM
COURSES**

**STEP 6: SUBMIT ENROLMENT
FORM**



1



LOGIN

1

**Go to your school
Admissions+ portal**

2

**Login using the same
email address & password.**

3

**Please check your emails for
your username & password**



Form Status

Completed

Offer status

Accepted

Reference Status

Not Sent



Enrolment Status



Continue Application

2

BEGIN ENROLMENT FORM

Click '[Continue Application](#)' to begin the enrolment phase of your application.

3

CONFIRM EXAM RESULTS

Please enter your predicted GCSE grades. You can get these predicted grades by speaking with your subject tutors, your form tutor or Head of Year

Type	Title	Grade	Status	Qualification Level	Received date	
GCSE	English Language	7	Achieved		2020 June	
GCSE	English Literature	6	Predicted			
GCSE	Combined Science	7-7	Predicted			
GCSE	Mathematics	6	Predicted			
GCSE	Drama	7	Predicted			
GCSE	Psychology	7	Predicted			
GCSE	Government and Politics	8	Predicted			
GCSE	Physical Education	5	Predicted			
GCSE	Design and Technology	5	Predicted			

[Add grade](#)

Admissions⁺

1

Internal students will have their achieved grades already uploaded into the system

2

If you are an external student you are required to review and confirm your grades.

3

If your grades have changed,:

- Change the grade
- Change the status of your results from 'Predicted' ☐ 'Achieved'
- Set the date you received your results.

UPLOAD EXAM RESULTS

4

1

Scroll down the page to '[Upload documents here](#)' and upload a copy of your exam result by clicking the '[Choose file](#)' button.

2

To upload another exam result Click '[Add Exam Result](#)'

3

Once you have uploaded all copies of your exam results, click '[Save & Next](#)' to the next step.

Exam Type	Subject	Grade	Status
GCSE	Government and Politics	8	Predicted
GCSE	Physical Education	5	Predicted
GCSE	Design and Technology	5	Achieved

[Add grade](#)

Please enter any additional information about your grades here

Upload documents here:

Copy of exam results

- [Choose File](#) No file chosen

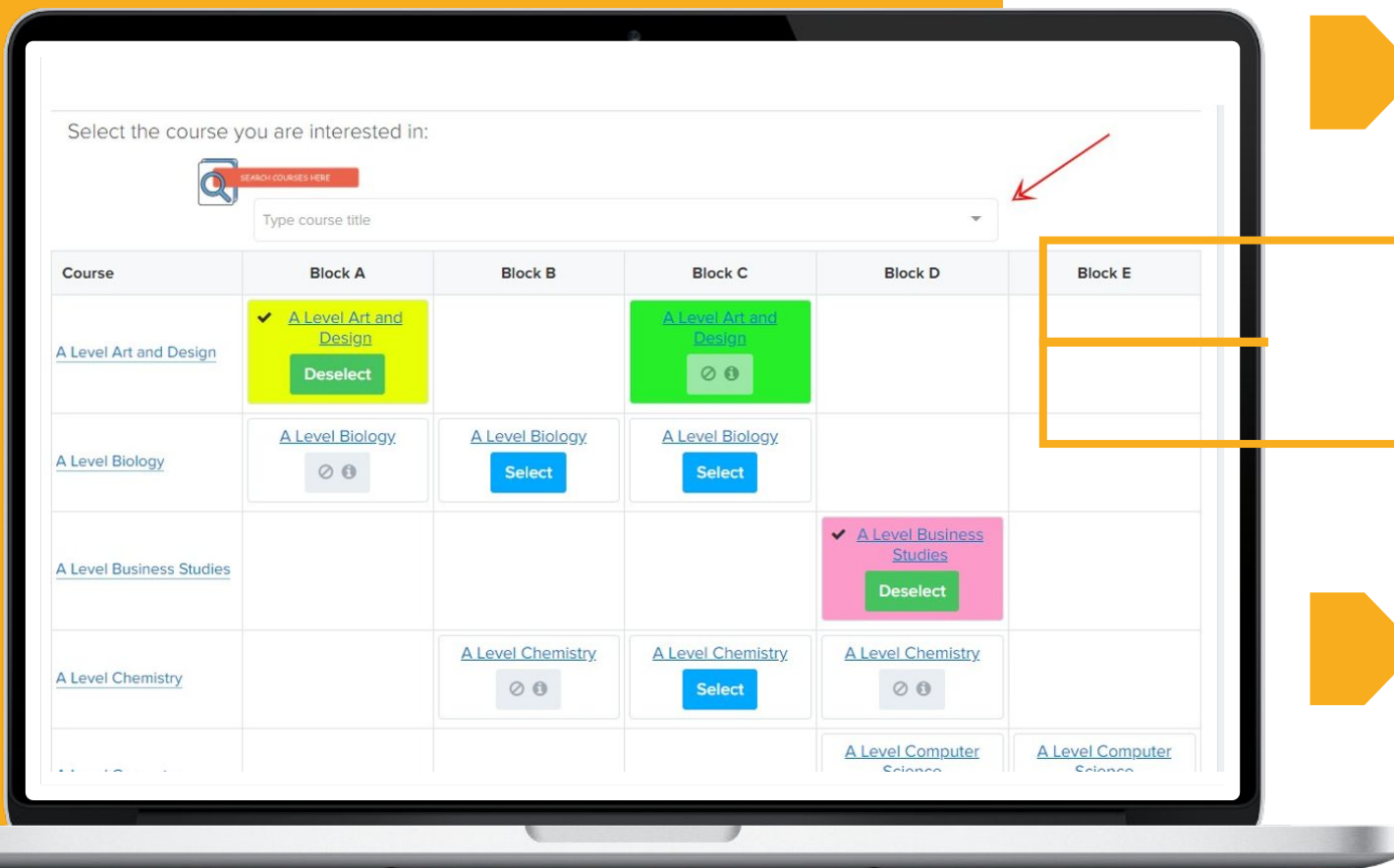
[Add Exam Result](#)

Documentation for Additional Support

- [Choose File](#) No file chosen

[Add Additional Document](#)

[Save & Next](#)



Search for courses:

1 Scroll through the list of courses

2 Use the search bar

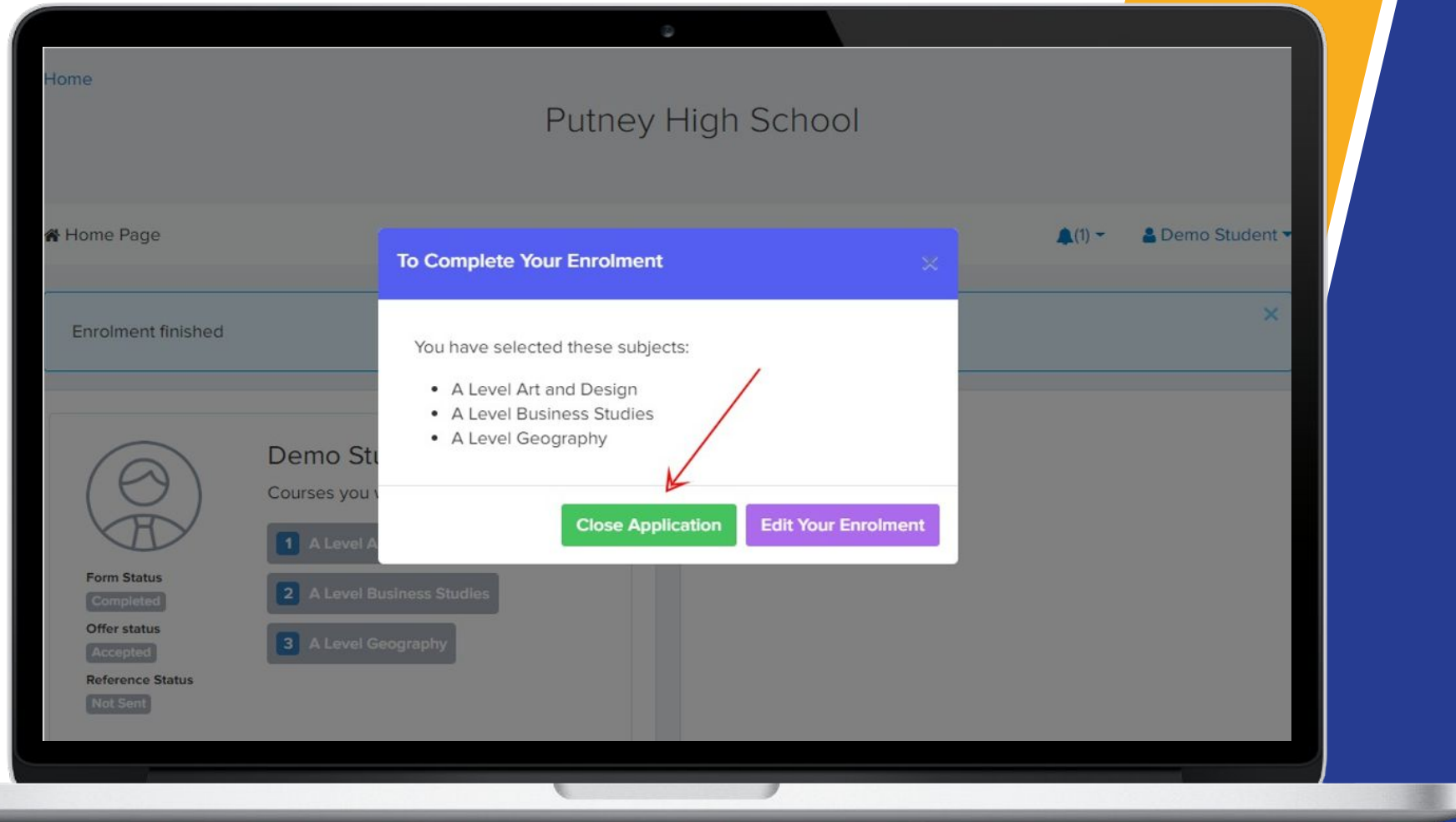
Select the course you would like to study and click 'Finish' on the top right hand corner to submit the courses you would like to study.

6

REVIEW & CONFIRM COURSES

SUBMIT ENROLMENT FORM

Click 'Close Application' to submit the Enrolment Form.



7



THANK YOU