Registration for User Account
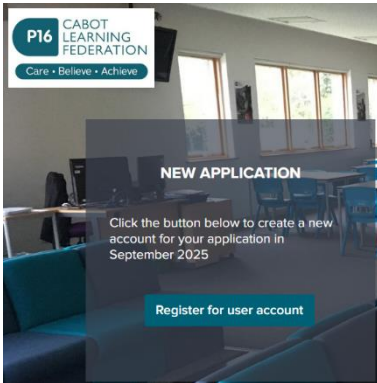
Before you can start your application, you will need to create your personal portal account.

To start click on the *Register for user account*

This will take you to the main ApplicaaOne site.

You will need to enter an email address that you will use as your user login. Then click *Next*

Please note that this should preferably not be your current school email as these are likely to be removed at the end of your time at the school/academy.

ApplicaaOne

To proceed with your application, you'll first need to quickly create your **ApplicaaOne** profile

Please enter your email to get started!

Enter your email

Next →

ApplicaaOne

To proceed with your application, you'll first need to quickly create your **ApplicaaOne** profile

follow the instruction we have just sent to:

Your user email address

ⓘ **Having trouble?**
If you can't find the email. please check your junk or spam folder.

Resend Email

You will be sent an email to this address to confirm registration.

This should appear in your main inbox, but check your junk or spam folder if not

admin@applicaa.com
Admissions Application – Confirm Your Email!
To ensure the security of your account and to confir...

Click on *Confirm Email* in the body of your email

This will take you to the next stage of the registration.

To ensure the security of your account and to confirm that your email address is correct, please click the link below:

Confirm Email

If the link expires before you have a chance to click it, you can request a new one.

Select *Continue with my basic ApplicaaOne Profile*

ApplicaaOne   **Continue with my basic ApplicaaOne Profile**

And then click *Next*

Next →

The last part is to fill in some further basic details.

The * indicates compulsory fields.

The ℹ️ can be clicked on for further details regarding the field entry required.

Almost finished!

Tell us a little bit more about you!

Student Registration

Student First Name*

Student Last Name*

Legal Gender* ℹ️

Date of Birth* 01/01/2008

Current Year*

Only select Yes if you are currently in Y11 at John Cabot Academy or you are in Y12 at another institution but previously attended John Cabot Academy.

Are you an internal applicant?* ℹ️

Education

Your Current School

☐ Tick here if you can't find the school

The education section will let you enter details of your current school or academy.

In the box start to type in your current school. This should then appear, and you can select it.

Be careful that you select the correct school in <u>your area</u> as there are duplicate school names in other parts of the country

Your Current School

king's oak academy

King's Oak Academy - King's Lynn PE30 4QJ

King's Oak Academy - Bristol BS15 4JT

Your Current School

☑ Tick here if you can't find the school

Your school name*

If you cannot find your school/academy using this method then tick the box and manually enter the school name in the box provided.

☐ Home schooled

☐ School outside UK

Please specify location*

If the school is outside the UK you will also need to tick the box and specify below the location of the school.

Login Details

Your Email Address*

Confirm Your Email Address*

Create a Password*

Confirm Password*

Password must be at least 8 characters long including both number, uppercase and lowercase characters.

☑ I agree to Cabot Learning Federation P16's Privacy Policy* 🔗

☑ I agree to Applicaa's Privacy Policy (Applicaa is the provider of the online form)* 🔗

Start Your Application

The final section allows you to create your password for your account. Details are shown.

You will need to retype your password to confirm.

The agreement for data processing is automatically ticked. You can read the policies by clicking on the blue box and arrow.

Once you are happy click on *Start Your Application*

User Account Portal

Your registration is complete, and you will now arrive on your student portal home page for your admission process. This will allow you to complete an application and track and update information for enrolment in August.

Click on the Application Form icon ( ) to start your application.
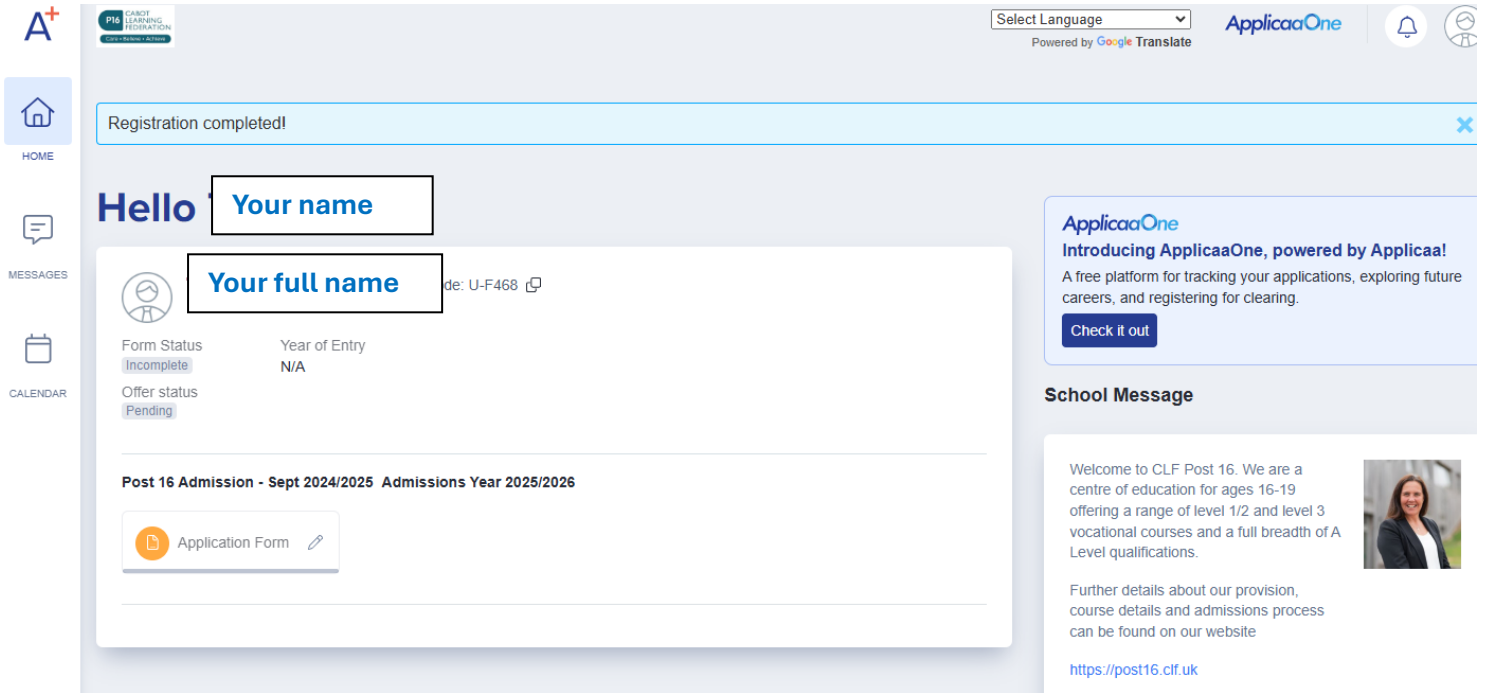
You do not need to complete the application in one sitting. You can log In and Out as you require. At the end of the session click on your avatar (currently blank) and scroll down and select *Log Out*.
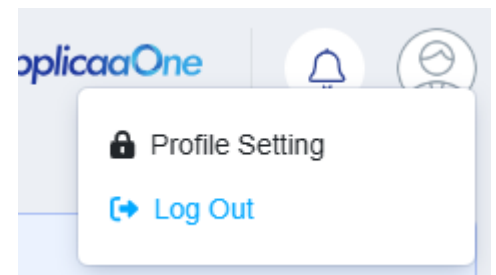

Now that you have a user account you can Log In on the right hand side of the screen using your email account and corresponding password.

If you have problems logging in email us on info@clfpost16.org and put **ADMISSIONS LOGIN** in the subject header of the email. Make sure to include your full name in your email and preferably send it from the account email you want us to look at.

Completing Application Form

There are a few sections to complete to give details about you, your current subjects and select the courses you wish to study next year. Click on the Application Form.

Post 16 Admission - Sept 2024/2025 Admissions Year 2025/2026
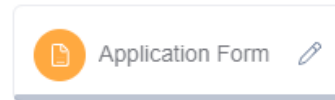
Note you do not need to complete the whole form in one go, but you need to save each section you complete.

When you click on the Application Form icon you will be shown your progress of your application form.

You can click on the Step that you want to complete.

Steps that you have completed will be shown by a green tick

In each Step you will have the option to **Save Progress and Close**. This will save the details in the Step and take you back to the home page

Alternatively, you can **Save & Next** which will save the Step details and then take you to the next Step. The Step will show a tick to indicate you have completed it. Incomplete sections are shown with an exclamation mark.

Step 1: Student Information

This section is for your basic information and contact details. Please make sure that you start names with a CAPITAL letter e.g. Frank Assim.

Several of the fields have a pull-down menu to speed up entry

For long lists you can start to type in details and you will be given a smaller selection of options

If a field has a ***** then it is required and you will not be able to save the Step if all compulsory fields are not complete. These will show up in red if you try to save without completing.

Student Current Address – for this section type in the postcode and you will be able to select from the pull down menu to select the correct address. This will automatically fill the other required address fields. Only fill in the flat number if the address has flats. _Do not_ put in as a copy of the house number.

Step 2: Parent/Carer Details

This shows the details that are required for parent/carer contacts. When you enrol you will require 2 contacts of which one must be a parent/carer. For the initial application form we only require 1 , but this must be the parent/carer.

At the bottom of the page click on the **Add Parent/Guardian Contact**
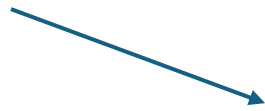
The minimum number of parent/guardian contact is 1

A person with legal parental responsibility, such as a parent or legal guardian

Name

+ Add Parent/Guardian Contact   + Add Additional Contact

Make sure that the legal parental responsibility field shows **Yes**

Does this contact have legal parental resposibility?*   Yes

Parent/Carer address – click the box if the same address as the student and details will automatically be linked.

When all the details are entered click on **Save** at the bottom on the page. You can click on **+ Add Additional Contact** to enter further contacts.

If you scroll down the page, you will now need to enter the priority details.

For the main parent/carer contact the fields need to be as shown.

Priority ⓘ	Primary Contact ⓘ	Secondary Contact ⓘ	Emergency Contact ⓘ	Enable Contact Communication ⓘ
tact(s) ⓘ				
1 ⌄	●	○	●	🔵

This is needed for any additional contacts. ***Please note that the Priority of other contacts cannot be 1***

Step 3: Student Support

The **student welfare section** are mainly Yes/No fields and are required fields.

Additional Support Need

Do you currently receive any of the menu to select all that apply.

Reader ✕   Extra Time ✕

Reader
Write/Scribe
Word processor
Rest Break
Extra Time
1:1 Support

Additional Support Need – this section has optional fields and only needs to be completed if it is applicable.

You can select multiple responses if required and add further details if required.

Then Save Progress or Save and go to next Step

Step 4: Education

School History – this should show your current school/academy from your initial registration.

If you are currently in Y11 select **Yes** .

If not, you will need to select **No** and add an additional school/academy by clicking on **+ Add School or College** and entering the relevant data.

☑ Current* ⓘ

If No then click + Add School or College below and enter the institution for Y11.

Is this the school/academy you attended in Y11 ?* ⓘ   ○ Yes   ⦿ No

Remove

+ Add School or College

Student Exams Studied – this section are the subjects that you have/are studying.

Click on the 🖉 Add grade to start to add in subjects. This then allows you to select the type of qualification, subject, grade and if it has been achieved or is predicted. For up coming Y11 qualification make sure that the status is predicted. This can be changed when you get results. Click on Add grade to add additional subjects.

Type *	Title *	Grade *	Status *	Qualification Level *
GCSE ⌄	Mathematics ✕ ⇅	3 ⌄	Predicted ⌄	
BTEC ⌄	Sport ✕ ⇅	L2M ⌄	Predicted ⌄	First Certificate ⌄

For BTEC and Cam Tech you will also need to add the qualification level

To complete this Step you will need to have **5 or more subjects** ** recorded.

Upload documents here:
Copy of exam results

| Choose file | No file chosen |

+ Add Exam Result

The upload sections are not required at this stage. These will be used to upload copies of exam results

Save Progress or Save and go to next Step

** If you do not have qualifications or less than 5 being studied enter subjects as follows.

Type *	Title *	Grade *	Status *
Other ⌄	No Qual 1	U ⌄	Predicted ⌄
Other ⌄	No Qual 2	U ⌄	Predicted ⌄
Other ⌄	No Qual 3	U ⌄	Predicted ⌄
Other ⌄	No Qual 4	U ⌄	Predicted ⌄
Other ⌄	No Qual 5	U ⌄	Predicted ⌄

🖉 Add grade

Step 5: Course Selection

Before starting this section make sure that you have read Admissions section on the CLF P16 website (www.post16.clf.uk) which explains course level routes and entry requirements for each. For subject specific entry requirements go to **A-Z of Courses** on the website.

Some courses are full time and others such as A levels are in a block. You can only select one course from a block.

See below the current course model.

Please check that you will be able to meet the entry requirements for your chosen courses.

Year 12 (25-26)					

A level & Vocational - Level 3					
Block A	Block B	Block C	Block D	Block E	Block F
Criminology Law - WJEC	Art & Design	Biology	Biology	Business - BTEC	Applied Science - BTEC
Finance - CEFS	Chemistry	Business	Product Design	Computer Science	Economics
History	Health & Social Care - Ctech	Engineering - Cam Tech	Psychology - Applied	Drama & Theatre	Photography
Physics	IT - Cam Tech	Further Maths	Sociology	Digital Media - BTEC	RS Philosophy & Ethics
Urban Dance - BTEC (Single)	Maths	Psychology	Sport - BTEC	Maths	English Literature
		Urban Dance - BTEC (Double)			

Level 1 Vocational Courses - Full Time					
ESOL - Level 1/2	Plus Eng & Maths		# - for Further Maths must also select Maths in either block B or E		
Vocation & Work Skills - Lvl 1	Plus Eng & Maths		Double- Urban Dance double award to be selected in both blocks A and C		

Level 2 Vocational Courses - Full time					
Business - Level 2	Plus Eng & Maths		Additional 1 yr courses	Core Maths	
Health & Social Care- Level 2	Plus Eng & Maths		alongside Level 3 courses	Extended Project (EPQ)	
Sport - Level 2	Plus Eng & Maths				

Level 3 Vocational Courses - Full Time	
Business - Level 3	
Health & Social Care - Level 3	
Sport - Level 3	

T - Level - Full Time	
Education & Early Years	

You can select courses in two ways. Click on the search pull down menu to give a list of subjects.

Scroll down and select subject. This will appear below and you need to click on [Select] this will then turn green and the subject will appear in your selection panel.
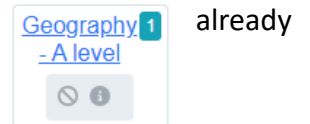
The alternative is to scroll down the list of subjects and select individually. If a subject has already been selected in the block all other subjects will be grey and not be available for selection.

Geography - A level 1

You can select a maximum of 4 subjects. Extended Project and Core Maths are additional subjects and can be selected in the next Step.

When you have selected all courses click on **Next**.

Previous	Biology - A level Mathematics - A level Physics - A level	Next
Your selection		

You will then need to rank your choices by dragging and dropping subjects. When you have completed click **Next**.

Please rank your subject choices

Drag and drop the subject that you want to do most to the top

1 Biology - A level ⇕
2 Physics - A level ⇕
3 Mathematics - A level ⇕

Next

Step 6: Additional Subjects

This is an optional Step to select additional subjects such as **Extended Project** or **Core Maths** , which are run for 1 year alongside your other subjects.

If there is a clash in a block between subjects you would like to take, then this can be added in the **Reserve Subject**

You may also want to take a **Community Language**. Please note that you must be able to read and write as well as speak fluently in the language.

Again, Save Progress or Save and go to next Step

Step 7: Future Career

The final Step are details about your future destinations and career aspirations. At this stage you may not know which is perfectly fine and you can select *Unsure currently*.

If you have finished all the other Steps you will be able to **Save & Submit Application**. This will then return you to your home page, where your Form Status has changed to Completed and your **Application Form** turned green.

Form Status
Completed

Year of Er
N/A

Offer status
Pending

Post 16 Admission - Sept 2024/2
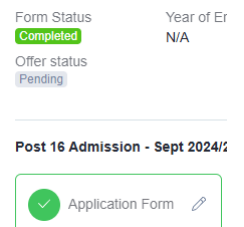
✓ Application Form ✎

You will also receive an email from the admissions team confirming completion of the application form. This will then be reviewed, and an offer made.