

Thursday 11th July 2024

Re: GCSE Results Day Thursday 22nd August 2024 – Enrolment information following an Applicaa update

Dear Year 11 Students, Parents and Carers,

I hope this letter finds you well.

I am writing to you to let you know that we have been advised by Applicaa (the company who operate the Admissions+ platform, which is the system we use to enrol students on Results Day) that they are expecting a high number of students using their systems on Results Day, and that this may affect performance of their online platform.

Applicaa have shared strategies with us that they will be using to ensure a smooth enrolment for all students in the UK. Applicaa have scheduled timed windows for when students can use the platform so that the system does not become overloaded. They have also provided an app that schools will be able to use in the eventuality that their online platform reaches capacity.

To reassure students, parents and carers, we do not expect any problems enrolling you on Results Day. However, there are some changes that we will need to put in place at FPSS because of Applicaa's advice that students need to be aware of for when they enrol on Results Day itself.

Please read the details below carefully in order to make sure your enrolment into Sixth Form happens as smoothly as possible.

FPSS students with a conditional offer

If you are a Furze Platt student (Applicaa refer to these students as 'internal' students), you will be able to use Admissions+ between **8.00 and 10am**. There are three situations you may find yourself in on Results Day, and all students will have a letter in their results envelope explaining next steps regardless of their situation. You should read this letter carefully on the day.

1. For students who have achieved their required grades for their subjects and who do not wish to change their subjects from their conditional offer, enrolment will be a very simple task of signing an enrolment form and passing this to a member of the senior team in the school Theatre when you receive their results. The enrolment form will be in your results envelopes, which will be given out on the day. These students will not need to access the Admissions+ platform at all on Results Day – the school will do all that work for you. You will receive an email of confirmation of your place in Sixth Form.
2. For students wishing or needing to change a subject, the Sixth Form team will be on hand from 8am – 11am on Thursday 22nd August in the English block to assist you. You will need to meet with a member of the Sixth Form team in person to change any subjects. You will need to access the Admissions+ platform as soon as possible after 8am and before 10am and complete the enrolment form. The guide for this is included with this letter.

Please bear in mind that FPSS students looking to change options will not be able to access the Applica platform between **10am and 12.30pm** as this will be when the 'external' window is opened by Applica. If you miss the 10am deadline, you should see a member of the Sixth Form team for support.

3. We hope that all students are successful in their results and applications. However, if you do not secure the required results to enter the Sixth Form, there will be support available from Mrs Ridgley and Miss Barney regarding alternative providers you can contact on the day. Please seek one of these members of staff out if you require any help with alternative post-16 providers.

Students from other schools with a conditional offer

If you are joining us from another school, you must complete your enrolment form on Admissions+ from **10am onwards**. You should do this as early as possible, but your form must be done before you arrive to FPSS in the afternoon to register with us.

Please remember that you must scan and upload a copy of your results to Admissions+ and confirm your intention of joining the FPSS Sixth Form on the Admissions+ platform. Please include all GCSE results from previous years if any examinations have been taken prior to this year.

All new students must still come to FPSS to register in person **between 1 and 3pm**. At this point, the Sixth Form team will be available to discuss any desired option changes. Again, this will happen in the English block, which will be well signposted from the main entrance.

I do hope this letter provides clarity and support for all our prospective students. I am very excited to celebrate your achievements on Results Day, and to welcome you to the Furze Platt Sixth Form.

If you have any queries, please let us know at sixthform.admin@furzeplatt.net

With very best wishes

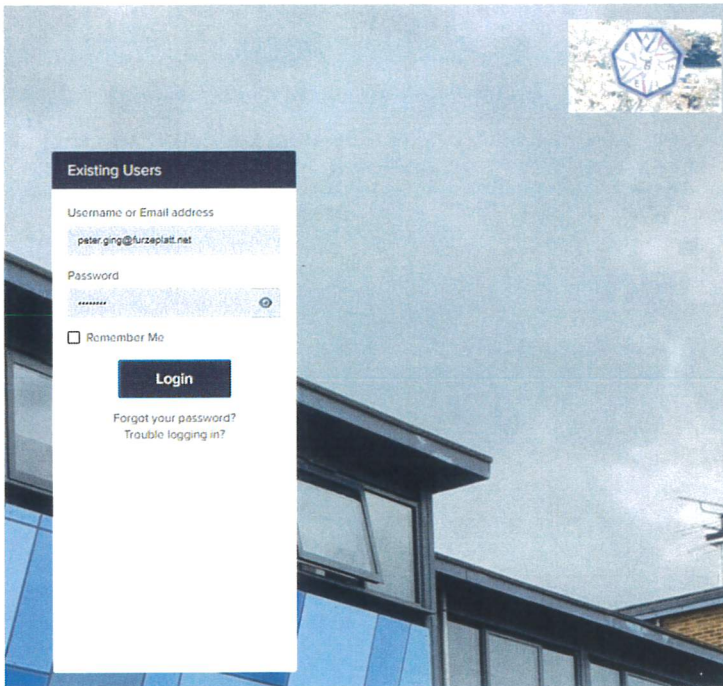


Peter Ging
Assistant Head Teacher, Head of Sixth Form

Student Guide for completing the FPSS Sixth Form Enrolment Form on Admissions+ For students wishing to or needing to change subject(s)

This document is designed to give students guidance on how to complete their enrolment form on Admissions+.

Remember that you do not need to complete an enrolment form if you are an FPSS student who meets entry requirements and if you are happy with your conditional offer subjects.



Please make sure you know your username and password in advance of completing the form as you will need to login to the Admissions+ platform. You should also know the entry requirements for your conditional offer subjects and any reserves or changes you may have before you start your enrolment.

Applicaa have made us aware that each student will have 15 minutes to complete their enrolment form, after which time that particular session on Admissions+ will be terminated. You must complete your enrolment within the 15 minutes limit.

1. Login to Admission+ **between 8 - 10am for FPSS students** and **after 10am for students from other schools**: https://furzeplatt.applicaa.com/application_forms/34



If you have forgotten your password or have trouble logging in, please follow the links.

2. When you login, you will see a notice asking you start your enrolment. Just click 'start your enrolment'!
3. Follow the steps on the form by checking the details in each section, amending where necessary (especially email addresses) and then clicking on 'Save & Next'.
4. **Students from other schools only:** When prompted, ensure you have changed your grades from 'Predicted' to 'Achieved' and attached the proof of exam results from your school.

- When you reach the 'Courses' section, check the subjects that are selected are your chosen ones, deselecting any you do not want to take and selecting the ones you do. Admissions+ will not allow you to select courses you do not have the entry criteria for, or that clash with other choices. Click 'Next' when you are happy with your choices.
- Your selected subjects will appear in the top box unless you have not met your original pathway or subject entry requirements. To choose your conditional offer subjects, click 'Next' and then :



7.



If you don't have the required grades for your conditional offer subjects, or if you want to change your options, you will need to click on the 'X' icon on the top right of the subject you wish to remove and then select replacement subject(s) from the list lower down the page.

Do this by clicking the 'Select' button next to the subject you wish to choose.

Finally, click 'Submit Enrolment Form' in the pop-up window to confirm your choices and submit your application!

Please remember that if you are changing your subjects for any reason, you will need to have an interview with a member of the Sixth Form team. Come and talk to us after you've submitted your enrolment form.