

# Student Enrolment Guide

## Sixth Form Enrolment



**Simon Balle**  
All-through School

applicaa

## Welcome to Your Sixth Form Enrolment Guide

This guide will help you through each step of enrolling at Simon Balle Sixth Form using Applicaa. Follow the instructions carefully to make sure your subject choices are confirmed and your place is secured.

If you need any help along the way, don't hesitate to ask a member of the Sixth Form Team - we're here to support you!

To enrol at Simon Balle Sixth Form, you must first have accepted your offer of a place, which was made earlier in the year. You won't be able to complete the enrolment process on Applicaa until this step is complete. You can check and accept your offer from your Applicaa homepage.

### 1. Collect Your GCSE Results

### 2. Check Your Enrolment Sheet (Simon Balle Students Only)

Inside your results envelope, you'll find your personalised Sixth Form Enrolment Options sheet. This will show whether you've met the entry requirements for your chosen subjects. It looks like this:

| Enrolment Options                                                                                                                   | What Next?                                                                                                                                                                                    |
|-------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| You have met the entry requirements for all of your chosen subjects                                                                 | Great news! Please log in to Applicaa and confirm your subject choices to secure your place at Simon Balle Sixth Form.                                                                        |
| You have not met the entry requirements for one or more of your chosen subjects<br>Don't worry – there are still options available. | Please go to the school hall to speak with a member of the Sixth Form Team. They will support you in exploring alternative subjects. Your updated choices will then be confirmed on Applicaa. |
| You have not met the entry requirements for any of your original subject choices<br>You will need further guidance.                 | Please go to the school hall to speak with a member of the Sixth Form Team. They will support you in exploring alternative subjects. Your updated choices will then be confirmed on Applicaa  |

- If you've met all the requirements, proceed to **3 – Enrol Online**. Alternatively, you can enrol by speaking to a member of the Sixth Form team in the school hall.
- If you haven't met the requirements for one or more subjects, head to **4 – Speak to the Sixth Form Team for advice and alternative options**.

### 3. Enrol Online (for Simon Balle and new students who have met all entry requirements)

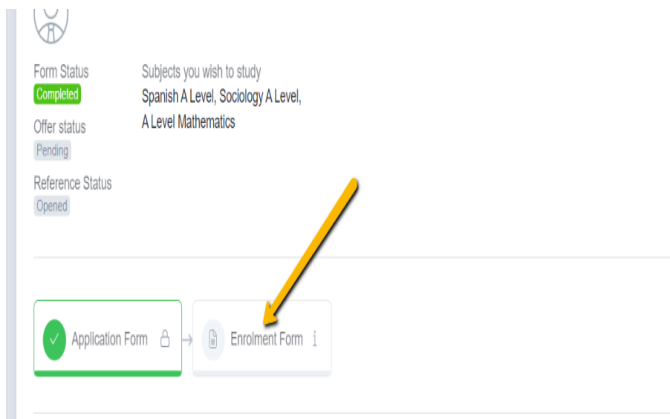
If you've met the entry criteria for all your chosen subjects, you can enrol online using Appicaa. Here's how:

#### 1. Log in to Appicaa

Use your email address and password. If you've forgotten your password, just click the **'Forgot your password'** link to reset it.

#### 2. Begin Enrolment

Click the button to start the enrolment phase of your application.



The screenshot shows a user's application status in the Appicaa system. On the left, a vertical sidebar contains a logo at the top and three status indicators: 'Form Status' with a green 'Completed' tag, 'Offer status' with a grey 'Pending' tag, and 'Reference Status' with a grey 'Opened' tag. The main content area on the right displays 'Subjects you wish to study' as 'Spanish A Level, Sociology A Level, A Level Mathematics'. Below this, a horizontal flow diagram shows two steps: 'Application Form' (with a green checkmark icon) and 'Enrolment Form' (with a document icon). A yellow arrow points to the 'Enrolment Form' step, indicating the next action.

### 3. Confirm Your Achieved Grades

New applicants: please enter your achieved GCSE grades as part of the enrolment form and upload a clear photo or scan of your results slip.

The screenshot shows a table for entering GCSE grades. The columns are Type, Title, Grade, Status, Qualification Level, and Received date. The table contains five rows of GCSE subjects: Ancient History, Arabic, Art and Design (Fine Art, Photography, Graphics), Astronomy, and Bengali. All grades are currently set to 'Predicted'. Annotations with yellow arrows point to the 'Grade' column header with the text 'Check and change each grade as needed', the 'Status' column header with 'Set all 'Achieved'', the 'Status' column for 'Arabic' with 'Set the status to "achieved"', the 'Received date' column header with 'Set the date you received your results', and the 'Add grade' button with 'Add any additional qualifications if applicable'.

| Type | Title                                            | Grade | Status    | Qualification Level | Received date |
|------|--------------------------------------------------|-------|-----------|---------------------|---------------|
| GCSE | Ancient History                                  | 9     | Predicted |                     |               |
| GCSE | Arabic                                           | 7     | Predicted |                     |               |
| GCSE | Art and Design (Fine Art, Photography, Graphics) | 6     | Predicted |                     |               |
| GCSE | Astronomy                                        | 8     | Predicted |                     |               |
| GCSE | Bengali                                          | 9     | Predicted |                     |               |

[Add grade](#)

### 4. Review & Confirm Courses

Double-check your subject choices.

If you want to change any subject, you must do this in person by visiting the school hall and speaking with a member of the Sixth Form Team. Subject changes cannot be made online.

### 5. Submit Enrolment Form

When everything looks right, click '**Submit Enrolment Form**' to save and finalise your enrolment.

The screenshot shows a dialog box titled 'To Complete Your Enrolment Form'. It lists the selected subjects: A Level Mathematics, Sociology A Level, and Spanish A Level. At the bottom, there are two buttons: 'Submit Enrolment Form' (green) and 'Edit Your Enrolment Form' (purple). A yellow arrow points to the 'Submit Enrolment Form' button. In the background, a sidebar shows a list of subjects including 'A Level Mathematics, Sociology A Level' and 'Spanish A Level'.

**To Complete Your Enrolment Form**

You have selected these subjects:

- A Level Mathematics
- Sociology A Level
- Spanish A Level

[Submit Enrolment Form](#) [Edit Your Enrolment Form](#)

#### 4 Need to Change Subjects or Didn't Meet Entry Requirements?

All students - If you want to change your subjects or haven't met the entry requirements, please go to the **school hall** and speak with a member of the **Sixth Form Team**.

They'll help you explore your options and guide you through choosing the right subjects.

#### Can't Attend on Results Day?

If you are away on results day and you have met all the entry requirements and don't need to make any subject changes, please log in to Applica and complete your enrolment online as soon as possible.

If you need to change subjects or haven't met the entry criteria, please email [prendergastc@simonballe.herts.sch.uk](mailto:prendergastc@simonballe.herts.sch.uk) and a member of the Sixth Form Team will be in contact later that day.

**New applicants:** make sure to attach a clear image of your GCSE results to your email so we can process your enrolment.

Once you've completed your enrolment on Applica - or spoken to the Sixth Form Team if needed - your place at Simon Balle Sixth Form will be confirmed via email. If you have any questions or run into any issues, our Sixth Form Team is here to help. We can't wait to welcome you in September!