



19<sup>th</sup> July 2021

Dear student,

I am delighted to be preparing to welcome students into year 12 in September. We were very sorry not to meet students in person during our Taster Days, but hope they were able to learn more about our sixth form and the subjects they are interested in studying from our videos and activities. For anyone who missed out, all our taster day material can be found on the Apply tab of our website: <https://www.bluecoatsixthform.co.uk/apply/2021-taster-days/>

Our sixth form enrolment days will take place on 12<sup>th</sup> and 13<sup>th</sup> August. Please ensure that you know how your school is providing you access to your GCSE results.

Enrolment into the sixth form requires completion of three stages:

1. Confirming student details
2. Updating your application
3. Meeting with/speaking to a member of the sixth form team.

Details about these stages can be found below:

1. Confirming student details

Ahead of GCSE results day, you will be called by the sixth form admin team. During this phone call, you will be asked to confirm your personal details, parental details and medical details. To prepare for this phone call, it is a good idea to have the mobile number and email addresses of your parental contacts and the address and telephone number of your GP.

If you need to provide us with a different telephone number, please update this on your application or email us at [baasixthformadmissions@bluecoat.uk.com](mailto:baasixthformadmissions@bluecoat.uk.com).

2. Updating your application

Once you have received your exam results, please come to main reception at Bluecoat Aspley on 13<sup>th</sup> August where you will be supported in logging back in to your application to confirm your details, change your predicted grades to achieved grades and finalise your course selection.

3. Meet with a member of the sixth form team

Once stage 1 and 2 are complete, you will meet with a member of our sixth form team. This is your opportunity to receive guidance on course choices and ask any questions you may have. At the end of your meeting the sixth form team member will confirm that you are now enrolled onto your selected courses and will explain the next steps.

You will then receive an email with a number of important documents that you will need to have read and understood before our year 12 welcome week which will begin on 6<sup>th</sup> September the

Albert Hall in Nottingham city centre. More details will be shared about this once you have enrolled.

And then your journey at Bluecoat Sixth Form can begin!

The Sixth Form team are so looking forward to warmly welcoming you into our sixth form and to supporting you in achieving your aspirations.

Yours faithfully,

A handwritten signature in cursive script that reads "A Wood".

Ms A Wood  
Head of Sixth Form

## Enrolment Hints and Tips

- Bring your GCSE results with you
- Come prepared to have your student ID photo taken
- Bring this letter with you so you can follow the below steps to complete stage 2 of your enrolment:
  
- Admissions+ works best when opened in **Chrome**
- Once in Chrome visit <https://bluecoataspley.applicaa.com/>
- Enter username and password set up at point of application.
- If you have forgotten your password please select the 'forgotten password' option.
- If this does not resolve a password/username issue then please see the member of the sixth form team who will be on hand to help
  
- In order to confirm your details during your stage 1 phone call you will need:
  - Your contact details including a mobile number
  - Two parent/carer contact details
  - GP address and telephone number
  
- In order to confirm your details during stage 2 of your enrolment you will need:
  - Your GCSE results
  - To have decided on your final course selection
  
- **Before selecting any course please ensure you meet the entry criteria specific to each subject.**
- You will only be able to select subjects for which you meet the subject specific entry criteria. To proceed in your enrolment you will need to have selected courses.

## Remote Enrolment

We understand that some of our applicants will need to enrol remotely because of COVID-19 symptoms, self-isolation, or holidays. Happily our online admissions system means that the transfer to remote enrolment is very straightforward.

If you wish to enrol remotely please email [baasixthformadmissions@bluecoat.uk.com](mailto:baasixthformadmissions@bluecoat.uk.com) with the subject title 'Remote enrolment' and a contact number that we can reach you on in the main body of the email. You will be added to our list of students to contact on 13<sup>th</sup> August.

Once you have your results, you can log in to Admissions+ and complete stage 2 by accepting our policies, completing the consent forms, entering your achieved results and making your course selection. When finished, email [baasixthformadmissions@bluecoat.uk.com](mailto:baasixthformadmissions@bluecoat.uk.com) with subject title 'Stage 2 complete'.

A member of our sixth form team will call you on 13<sup>th</sup> August to complete your enrolment. If you have not had a call by 3pm on Monday 16<sup>th</sup> August, please email us to let us know.

If you need to speak with a member of staff for guidance when selecting courses you will need to select three subjects and then email with 'Stage 2 complete'. It will be possible to change the courses once you speak with a member of staff.

We are here to help! Any issues at all, just drop us an email and someone will get back to you.