

Enrolment Walkthrough



AGENDA

- **9.00am** - welcome, outline of the session, and how to get support
- **9.15am** - in-depth demonstration of Enrolment Navigator - follow along!
- **9.45am** - impersonating applicants, adding “achieved” grades and submitting enrolment forms in your test system
- **10.00am** - enrolling students using Details to be Checked and Ready to Enrol functions, including Waiting List Management
- **10.30am** - demonstration of “one at a time” enrolment and related emails
- **10.40am** - key links, and Q&A

Getting Support

If you are in your first cycle with us or have purchased an additional year of 1:1 training, you will have a dedicated Customer Success Manager (Arnel, Irvin, Mary, Tess, Vince) and you should call them on their direct lines. Their numbers are included in the email signatures of all emails sent to you.

For those of you in your second cycle and beyond, if you need any support please call our main support line: 020 3667 0764

Throughout today's session, we will all remain on the zoom link live so you can also ask general questions and have those answered in real time.

Live Demonstrations

- Enrolment Navigator
- Accessing Enrolment Clone (Test System)
- How students enrol
- Enrolling Applicants
- One place at a time

One at a Time Enrolment

Applications 71 Matching Hub 0 My Enrolment 6 Enrolled 2



Notre Dame High School, Norwich

Surrey Street, Norwich, NR1 3PB

✓ Verified Profile **ApplicaaOne**

- ✓ Computer Science
- ✓ Chemistry
- ✓ Drama

Request rejected:
Jun 25, 2025 | 11:39am

✕ Withdrawn



Central Foundation Girls' School

Bow Road, London, E3 2AE

✓ Verified Profile **ApplicaaOne**

- ✓ Academic Study
- ✓ Level 3 BTEC Health & Social Care (3 A Level)

Request approval sent:
Jun 25, 2025 | 11:39am

⌄ Awaiting Enrolment



Melton Vale Sixth Form College

Burton Road, Melton Mowbray, LE13 1DN

✓ Verified Profile **ApplicaaOne**

- ✓ Biology A (Salters-Nuffield)
- ✓ BTEC Health & Social Care
- ✓ BTEC Sport

Request approval sent:
Jun 25, 2025 | 11:48am

⌄ Awaiting Enrolment



Solihull Sixth Form College

Widney Manor Road, Solihull, B91 3WR

✓ Verified Profile **ApplicaaOne**

- ✓ Politics
- ✓ Computer Science
- ✓ Economics

Request approval sent:
Jun 26, 2025 | 7:56am

⌄ Awaiting Enrolment



The Rochester Grammar School

Maidstone Road, Rochester, ME1 3BY

✓ Verified Profile **ApplicaaOne**

- ✓ Biology
- ✓ Computer Science
- ✓ Extended Project Qualification
- ✓ Physics

Request rejected:
Jun 25, 2025 | 12:17pm

✕ Withdrawn



Townley Grammar School

Townley Road, Bexleyheath, DA6 7AB

✓ Verified Profile **ApplicaaOne**

- ✓ History
- ✓ Economics
- ✓ Physics

Request approval sent:
Jun 25, 2025 | 12:17pm

⌄ Awaiting Enrolment



Enrolment

Details to be checked

Ready to Enrol

Enrolled

Enrolment Waiting

Enrolment Declined

Enrolment Activities **2**

Select student on the left to see courses details

Total (2)

Most Recent ▼

**Nicola Demo** **6.8****external****Enrolled Elsewhere**

Submitted at 01/07/2025 11:04

**Ruben Wittekind** **5.63****external**

Submitted at 25/06/2025 13:35



External Applicants



Enrolled Elsewhere

Please be aware that this student has already been enrolled at another Applicaa Sixth Form.

OK, I've got it

Send Enrolment Request



To continue, please select an enrolment type:

☒ Normal Enrolment

Send an enrolment request notification to the student, asking them to unenrol from one of their existing schools before proceeding. You will not be able to submit this student for enrolment until they update their current enrolments.

☐ Temporary Enrolment (Add to classes whilst you wait for student confirmation)

Enrol the student temporarily with automatic expiration. The student will need to confirm their enrolment choice before the deadline. Unconfirmed temporary enrolments expire automatically and places are offered to waiting list students.

Student Contact Information:

Student's Email

nicola+25062026@aplicaa.com

Student's Phone Number

+44 20 7946 0958

Request Expiration:

☒ Default Duration:

15 minutes

OR

☐ Expiration Date:

dd/mm/yyyy

--:--

The enrollment request will expire in 15 minutes and the student will no longer be able to accept it.

Request will be sent via email and text message.

Cancel

Send Request

Enrolment

Details to be checked

Ready to Enrol

Enrolled

Enrolment Waiting

Select student on the left to see courses details

Total (3)

Most Recent



Search students by name, email

Nicola Demo

6.8 external

Enrolled Elsewhere

Submitted at 01/07/2025 11:08



Paul Demo

6.8 external

Enrolled Elsewhere

Submitted at 25/06/2025 13:25



Hoangvn Demo

6.2 external

Enrolled Elsewhere

Submitted at 25/06/2025 11:34





Enrolment Request Sent

Your enrolment request has been successfully sent to **the student** via email and text message.

Student Email: **nicola+25062026@applicaa.com**

Student Phone Number: **07983487313**

Subject Offered: **Design and Technology: Product Design, EAL Technical Baccalaureate (Extended Diploma) in Engineering Technologies, Geography**

The student will be prompted to review their current enrolments and unenrol from one school to proceed. You'll receive a notification once they update their status.

[View Activities](#)[Continue Enrolment](#)

Enrolment

[Details to be checked](#)[Ready to Enrol](#)[Enrolled](#)[Enrolment Waiting](#)[Enrolment Declined](#)[Enrolment Activities 3](#)[All](#)[Unread](#)[✓ Mark all as read](#)

Today - July 1, 2025 11:08 AM



Enrolment request sent

Request sent to [Nicola Demo](#) for **Design and Technology: Product Design, EAL Technical Baccalaureate (Extended Diploma) in Engineering Technologies, Geography**

[✓ Mark as read](#)

Wednesday - June 25,
2025 1:26 PM



Enrolment request sent

Request sent to [Paul Demo](#) for **Maths, Geography, Physics**

[✓ Mark as read](#)

Wednesday - June 25,
2025 1:25 PM



Enrolment request sent

Request sent to [Paul Demo](#) for **Maths, Geography, Physics**

[✓ Mark as read](#)

Showing 1 to 3 of 3 entries

Show entries



1



The Student Experience



Dear Lucy Curtis,

Great news! The Rochester Grammar School is pleased to offer you a place at their school for the following subjects:

- Biology
- Computer Science
- Extended Project Qualification
- Physics

To respond to this enrolment offer: Click the button below.

Manage Enrolment Offers

Important: You must respond to this offer by **Wednesday, June 25 at 12:06 PM**. After this time, the offer will expire and may be offered to another student.

If you have any questions, you can contact the school's admissions team at Admissions@rochestergrammar.org.uk.

Sincerely,

ApplicaaOne Team

Enrolment Transfer Approval



Silverstone UTC has submitted an enrolment request for you to join their school.

Important Notice: By approving this request, you authorize **Silverstone UTC** to enrol you at their school. Once they complete your enrolment, your current enrolment at **Greenford High School** will be automatically cancelled.

Current Enrolment Details:

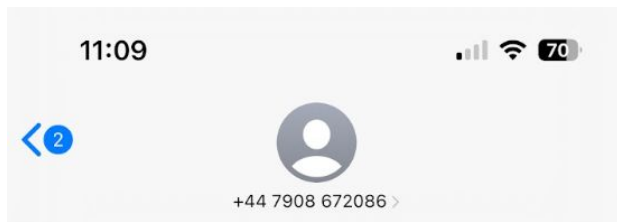
Greenford High School

Lady Margaret Road, Southall, UB1 2GU

Currently Enrolled Courses:

- ✓ English Literature
- ✓ French
- ✓ Art and Design

Please Note: Your current enrolment **will only be cancelled** if and when the new school completes your enrolment process.



Text Message • SMS
Today 11:08

Silverstone UTC has offered you enrollment for: Design and Technology: Product Design, EAL Technical Bacculaureate (Extended Diploma) in Engineering Technologies, Geography. Please respond by 01 July 2025 at 11:08. Check your email for details.

The sender is not in your contact list.

[Report Junk](#)

ApplicaaOne

Dear Nicola,

Thank you for approving the enrolment request from **Silverstone UTC**.

Please note that you are **NOT** yet fully enrolled.

What happens next:

- We've notified Silverstone UTC of your approval
- Silverstone UTC will review your approval and confirm whether they can complete your enrollment
- Once you are fully enrolled, you'll receive another email confirming your official enrollment

Your selected subjects:

- Design and Technology: Product Design
- EAL Technical Bacculaureate (Extended Diploma) in Engineering Technologies
- Geography

What you can do while waiting:

- Check your email regularly for updates
- Look out for any additional instructions from the school

You can use this link to navigate back to your enrolment request area:

[Manage Enrolment Requests](#)

Applications 13 Matching Hub 0 My Enrolment 2 Enrolled 1



St Anne's Sixth Form

Oakthorpe Road, Palmers Green, London, N13 5TY



ApplicaaOne

- ✓ Computer Science
- ✓ Mathematics
- ✓ Chemistry

Enrolment request recieved:

Jul 01, 2025 | 11:31am



Silverstone UTC

Silverstone Circuit, Towcester, NN12 8TL



ApplicaaOne

- ✓ Design and Technology: Product Design
- ✓ EAL Technical Baccalaureate (Extended Diploma) in Engineering Technologies
- ✓ Geography

Enrolled:

Jul 01, 2025 | 11:24am

Enrolled Successfully

Dear Nicola,

Following your successful enrolment at **Silverstone UTC**, you have been automatically withdrawn from:

Greenford High School

- English Literature
- French
- Art and Design

✓ Current Status:

- Enrolled at: **Silverstone UTC**
- Withdrawn from: **Greenford High School**
- Effective Date: **Tuesday, July 01, 2025 at 11:24 AM**

What this means:

- You are no longer enrolled at **Greenford High School**
- Your place has been released for other students
- No action is required from you

Next steps for Silverstone UTC:

The school may send you additional instructions via email, so please continue to monitor your inbox.

Manage Enrolment Requests

ⓘ You have applications from a previous year!

[See all Previous Applications](#)

To withdraw an application, you must request this by contacting the education provider directly. Applicaa cannot withdraw applications on your behalf.



Greenford High School



ApplicaaOne

Lady Margaret Road, Southall, UB1 2GU

Enrolment Status

● Enrolment Declined

nicola+25062026@applicaa.com

Last Updated:
Jul 01, 2025 | 11:24am

[View Details](#)



Canons High School

Enrolment Status

● Details To Be Checked

nicola+25062026@applicaa.com

Last Updated:
Jun 25, 2025 | 9:44am

[View Details](#)



St Anne's Sixth Form



ApplicaaOne

Oakthorpe Road, Palmers Green, London, N13 5TY

Enrolment Status

● Enrolled

nicola+25062026@applicaa.com

Last Updated:
Jul 01, 2025 | 11:33am

[View Details](#)

Here's a [video](#) we've sent to students, showing them how this all works!

Key Links

[Grade Import Rules \(formatting of GCSE Results\)](#)

[Grade Import Sample CSVs](#)

[How to Import Grades](#)

[Checking and Adding Unique Identifiers for your Internal Applicants](#)

[Enrolment Guide for Staff](#)

[Enrolment Guide for Students](#)

[Download and Install Enrolment App](#)

(compatible with Windows OS)

[Enrolment Guide 1](#)

[Enrolment Guide 2](#)

[Enrolment Checklist](#)

Importing Achieved Grades

Join us for a walkthrough of importing your achieved grades and attend our drop-in to ask any questions about the grade import process!

Wednesday 20 August, 9.30am to 11.30am

[REGISTER HERE](#)

Reminder: on Wednesday 20 August, please aim to import achieved grades as early as possible!

Bursary Applications

Enrolment means the beginning of a new cycle, and a new round of Bursary applications - how do you manage yours?

Group Training to get set up for the new cycle is underway - [book here](#) to join a session, or [click here](#) to access the slides and a recording from a previous session.

Allow your students to move seamlessly from Enrolment in your Admissions+ system straight to applying for a bursary!



Not got B16+ yet but you're interested?

[View Demo](#)

[Book a Meeting](#)



Q&A





THANK YOU