

EXTERNAL STUDENT ENROLMENT FORM

“HOW – TO GUIDE”



STUDENT ENROLMENT



STEP 1: LOGIN TO YOUR APPLICATION FORM:

<https://greenshaw.applicaa.com/year12>

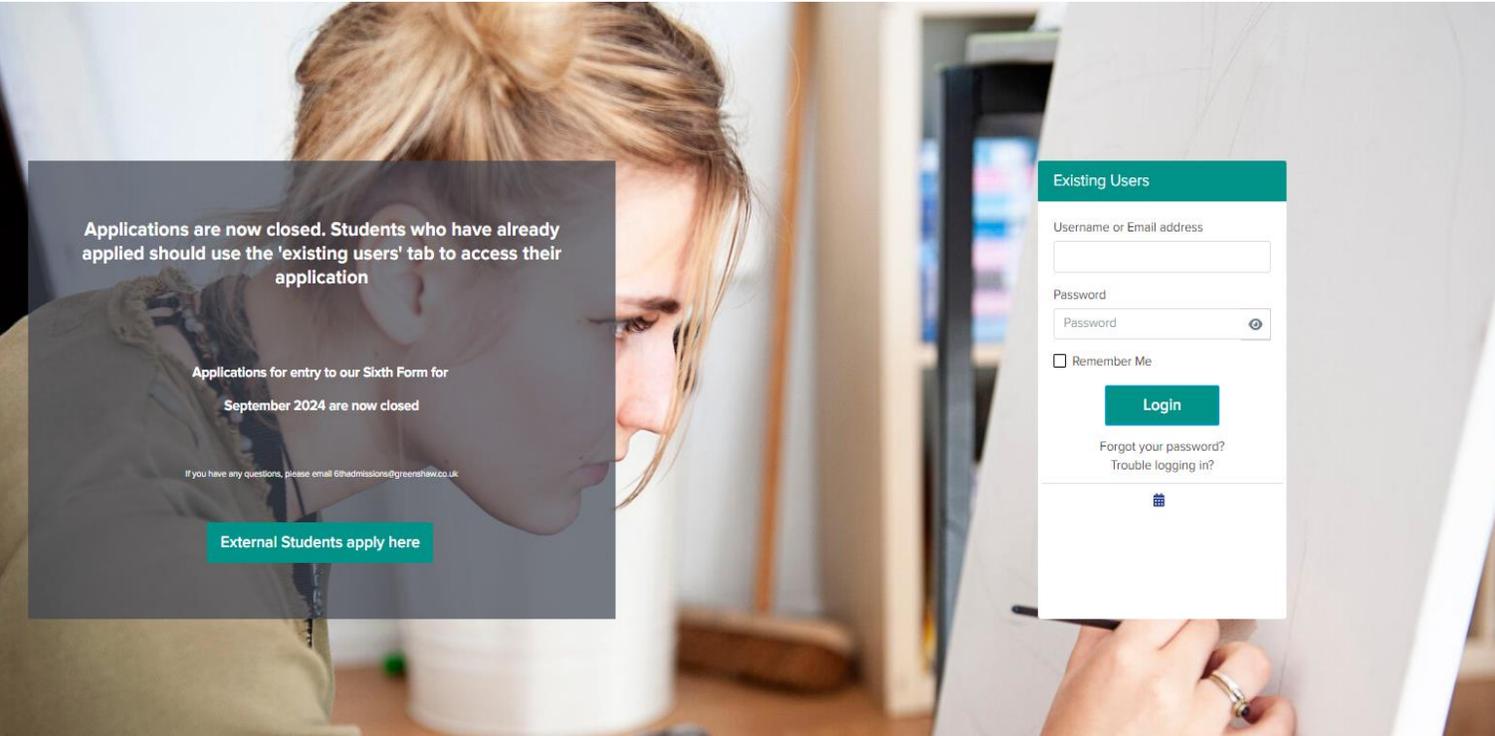
STEP 2: BEGIN ENROLMENT FORM

STEP 3: REVIEW & CONFIRM COURSES

**STEP 4: SUBMIT ENROLMENT FORM AND COME
TO THE SIXTH FORM BETWEEN 11.30AM AND 2PM**



LOGIN



1

On **22nd August from 9am**, access **Admissions+**

<https://greenshaw.applicaa.com/year12>

or via the **Greenshaw High School website**

2

Login as existing user with your email address & password

3

Please check your emails for your username & password or use the “forgot your password” link



Form Status

Completed

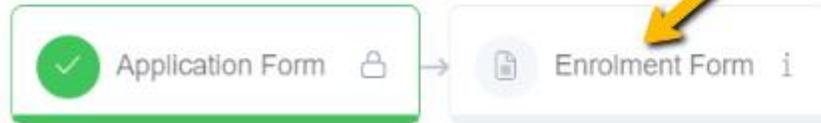
Offer status

Pending

Reference Status

Opened

Subjects you wish to study
Spanish A Level, Sociology A Level,
A Level Mathematics



BEGIN ENROLMENT FORM

Click to begin the enrolment phase of
your application.

You will need to confirm that your contact details are correct. Remember to use a personal email address and not your current school email address. You will also need to upload a copy of your identification if you have not done so previously.

CONFIRM YOUR ACHIEVED GRADES



You will need to confirm your grades and make sure that you change them from "Predicted" to "Achieved".

Sure!

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		

Check and change each grade as needed (points to Grade column)

Set all 'Achieved' (points to Status column)

Set the status to "achieved" (points to Status dropdown)

Set the date you received your results (points to Received date dropdown)

Add grade (points to Add grade button)

Add any additional qualifications if applicable (points to Add grade button)

Upload documents here:
Copy of exam results

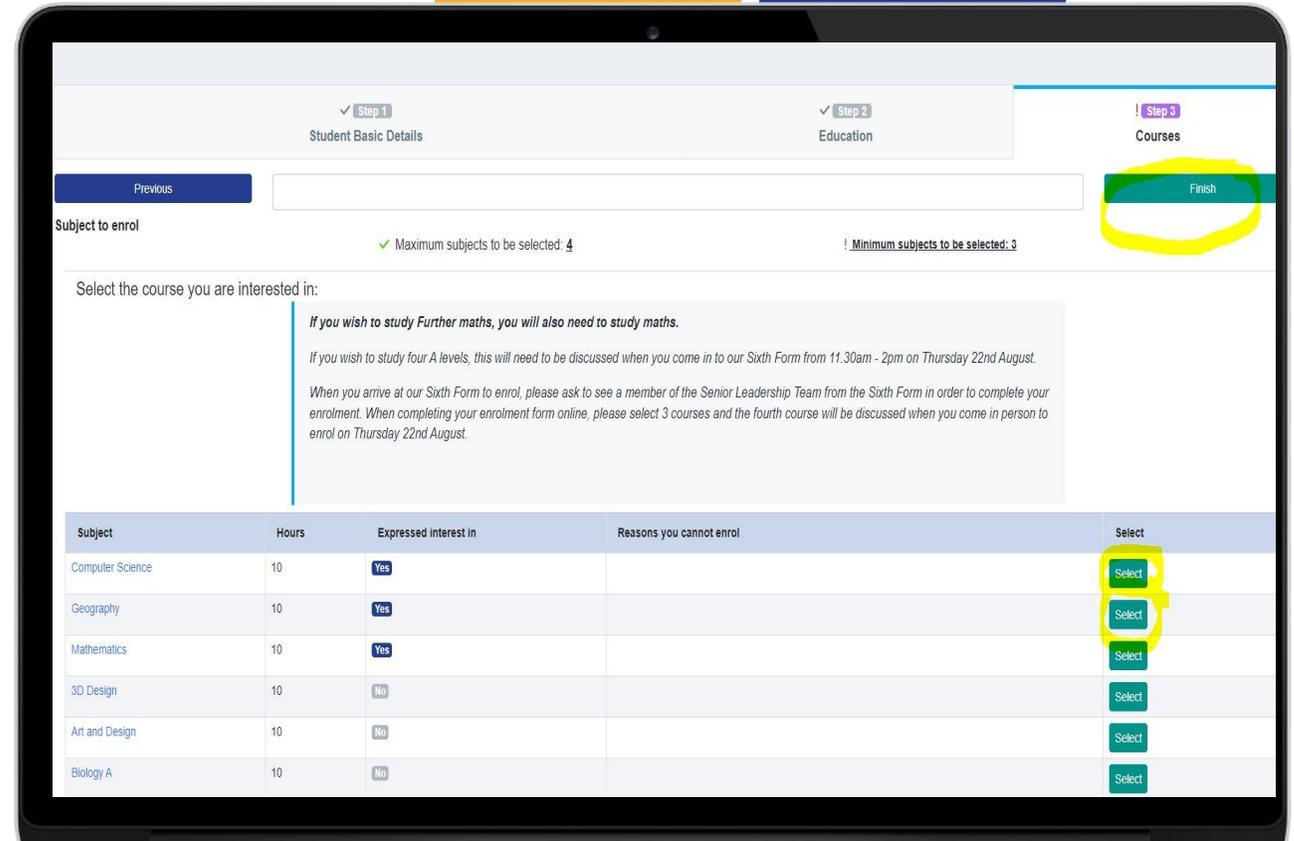
Choose file No file chosen

Take a picture of your exam results sheet and attach it here by clicking "choose file"

REVIEW & CONFIRM COURSES

1

Review and confirm the courses you have chosen to study by selecting the course and then clicking on the finish tab



Step 1 Student Basic Details | Step 2 Education | Step 3 Courses

Previous | Finish

Subject to enrol

Maximum subjects to be selected: 4 | Minimum subjects to be selected: 3

Select the course you are interested in:

If you wish to study Further maths, you will also need to study maths.

If you wish to study four A levels, this will need to be discussed when you come in to our Sixth Form from 11.30am - 2pm on Thursday 22nd August.

When you arrive at our Sixth Form to enrol, please ask to see a member of the Senior Leadership Team from the Sixth Form in order to complete your enrolment. When completing your enrolment form online, please select 3 courses and the fourth course will be discussed when you come in person to enrol on Thursday 22nd August.

Subject	Hours	Expressed interest in	Reasons you cannot enrol	Select
Computer Science	10	Yes		Select
Geography	10	Yes		Select
Mathematics	10	Yes		Select
3D Design	10	No		Select
Art and Design	10	No		Select
Biology A	10	No		Select

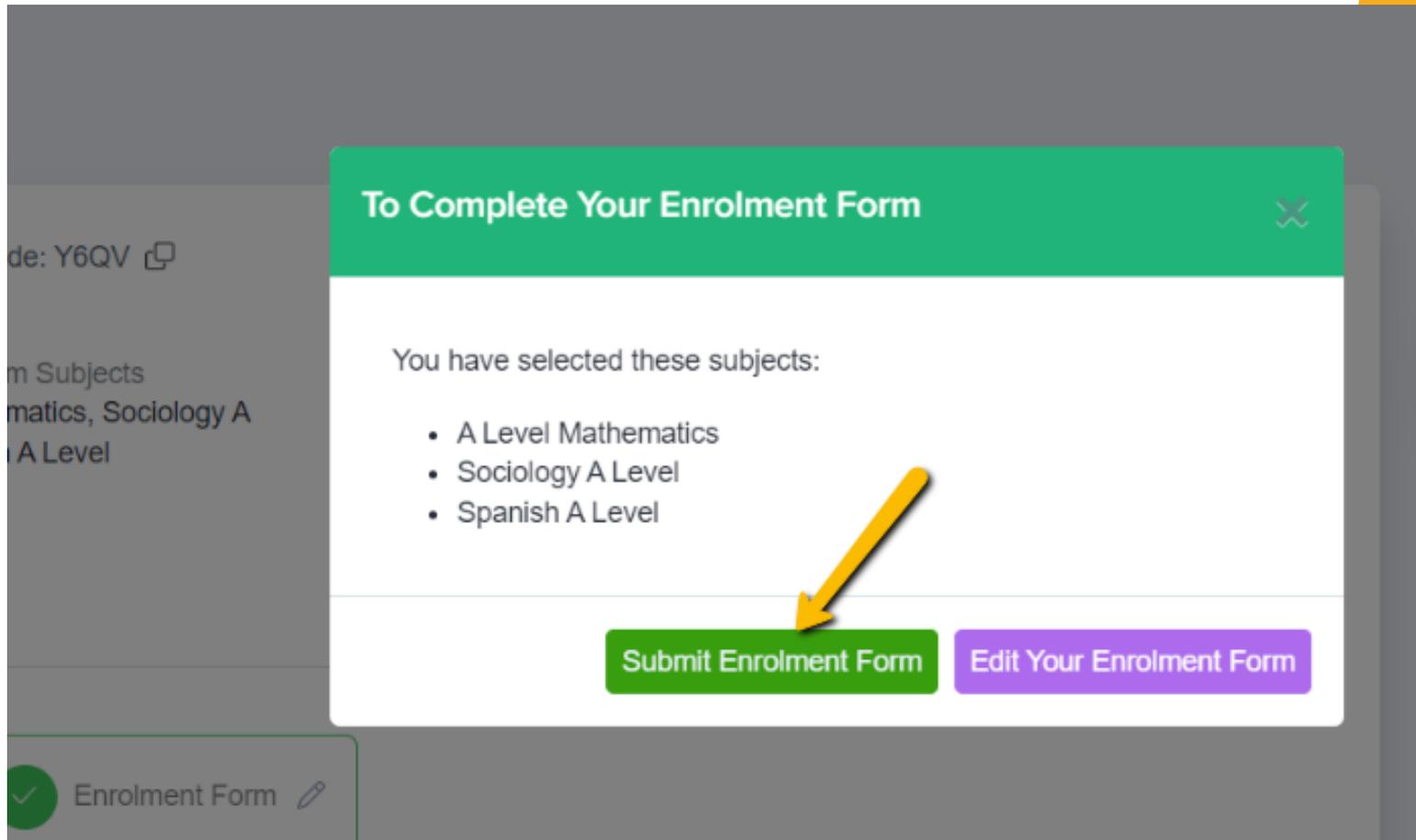
2

You will then need to submit your enrolment form and come to the Sixth Form between 11.30am and 2pm with your statement of results and identification

If you wish to study four A levels or Further Maths, you will need to discuss this with a member of the Sixth Form team when you come in to enrol from 11.30 – 2pm on 22nd August

SUBMIT ENROLMENT FORM

Click 'Submit Enrolment Form' to save your changes and submit the Enrolment Form to the school.



The screenshot shows a modal dialog box titled "To Complete Your Enrolment Form" with a close button (X) in the top right corner. The dialog contains the text "You have selected these subjects:" followed by a bulleted list of subjects: "A Level Mathematics", "Sociology A Level", and "Spanish A Level". Below the list are two buttons: a green "Submit Enrolment Form" button and a purple "Edit Your Enrolment Form" button. 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, Spanish A Level". At the bottom left, there is a green checkmark icon next to the text "Enrolment Form" and a pencil icon.



On Thursday 22nd August, please come to the Sixth Form *with your statement of results and identification* between 11.30am and 2pm.

THANK YOU