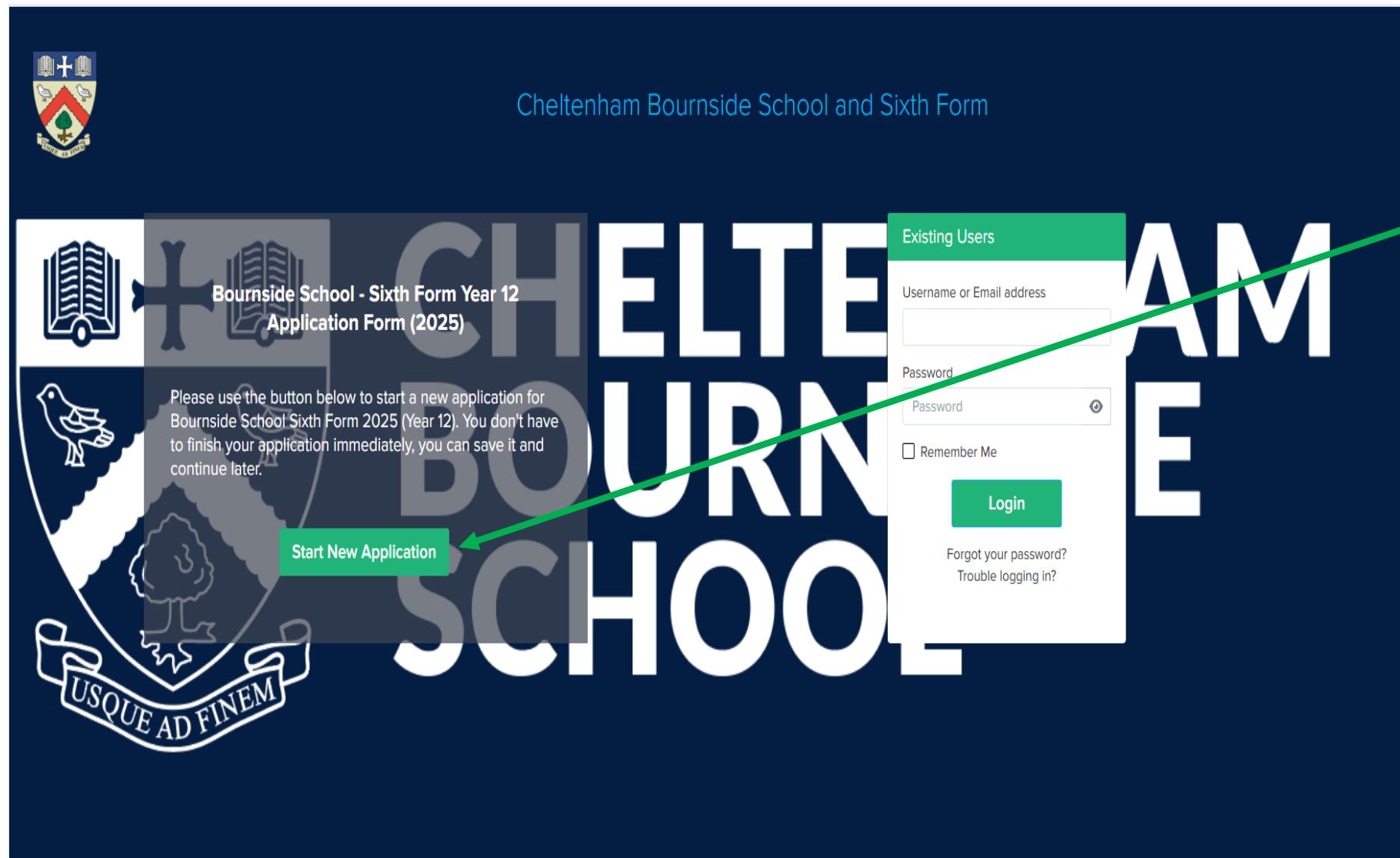


# Sixth Form Application Process External Students

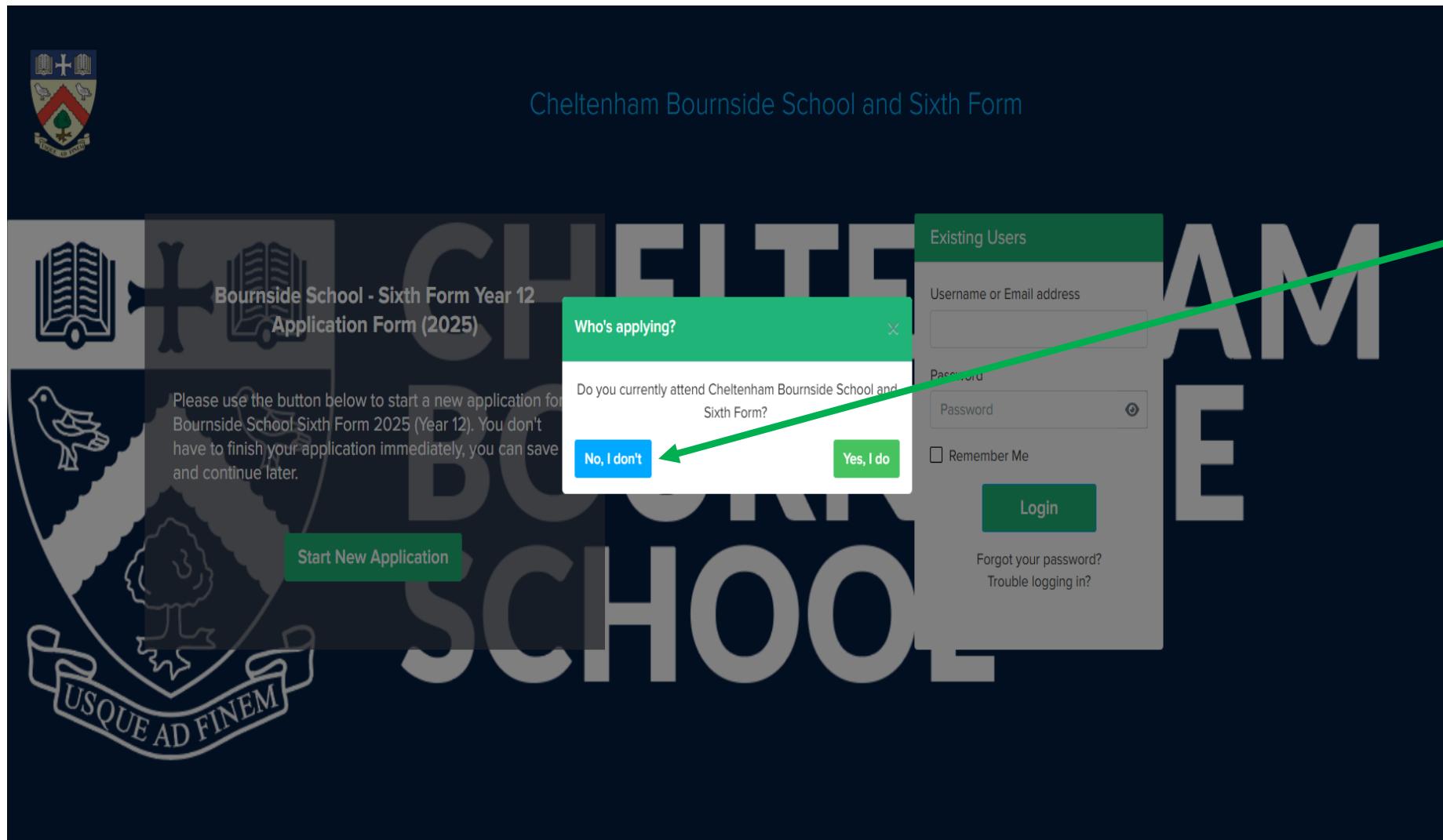


# How to set up your account



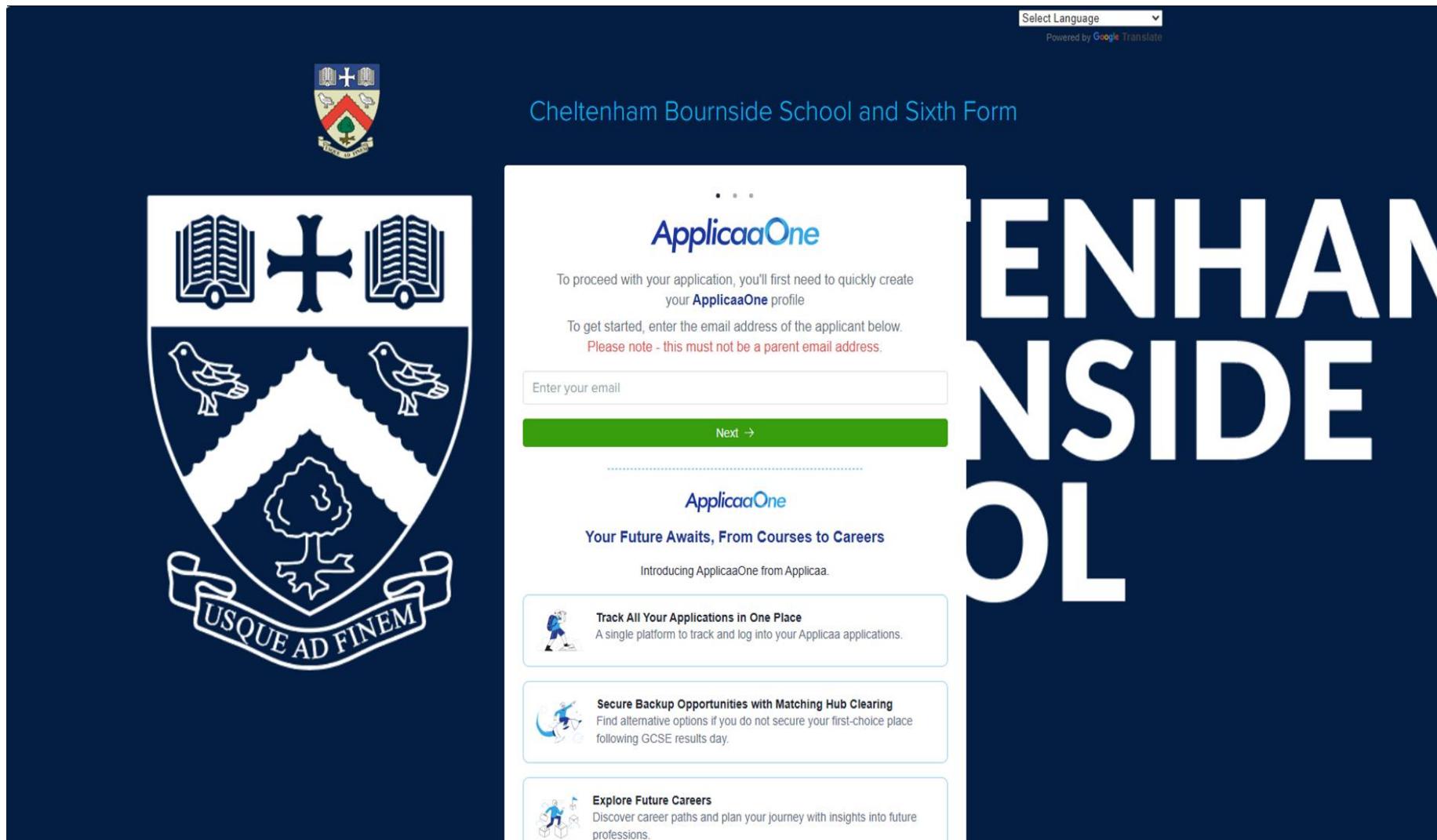
- Click on the 'Start New Application' button using the link available on our school website.

# How to set up your account



- You will be asked if you currently attend Cheltenham Bournside school. Please click the blue 'No, I don't' button.

# How to set up your account



- You will be prompted to set up an Applicaa account so please enter the email address you want to use for your application and click the green 'Next' button.

# How to set up your account



Dear Applicant,

Thank you for registering your application to Cheltenham Bournside School and Sixth Form Centre's Online Application Form.

Your application has been set up successfully.

Please confirm your email address by clicking on the following link:

[https://bournside.applicaa.com/applicaa\\_one\\_registers?application\\_form\\_id=1&email=dragonwizard.m%40gmail.com&id=confirm\\_account&token=SqDr1tkdCjpdyVnEdNkg](https://bournside.applicaa.com/applicaa_one_registers?application_form_id=1&email=dragonwizard.m%40gmail.com&id=confirm_account&token=SqDr1tkdCjpdyVnEdNkg)

Once your email has been validated, you can continue your application.

Please note, you will now need to login as a registered user.\* Do not start another application.

Warm regards,

The Bournside School Sixth Form Admissions Team

- You will receive an email confirming your registration. You will be prompted to confirm your email address by clicking the link. Check your spam folder if you do not receive an email.
- You will then be prompted to create a password. Make a note of your password as you will need it every time you access your account.

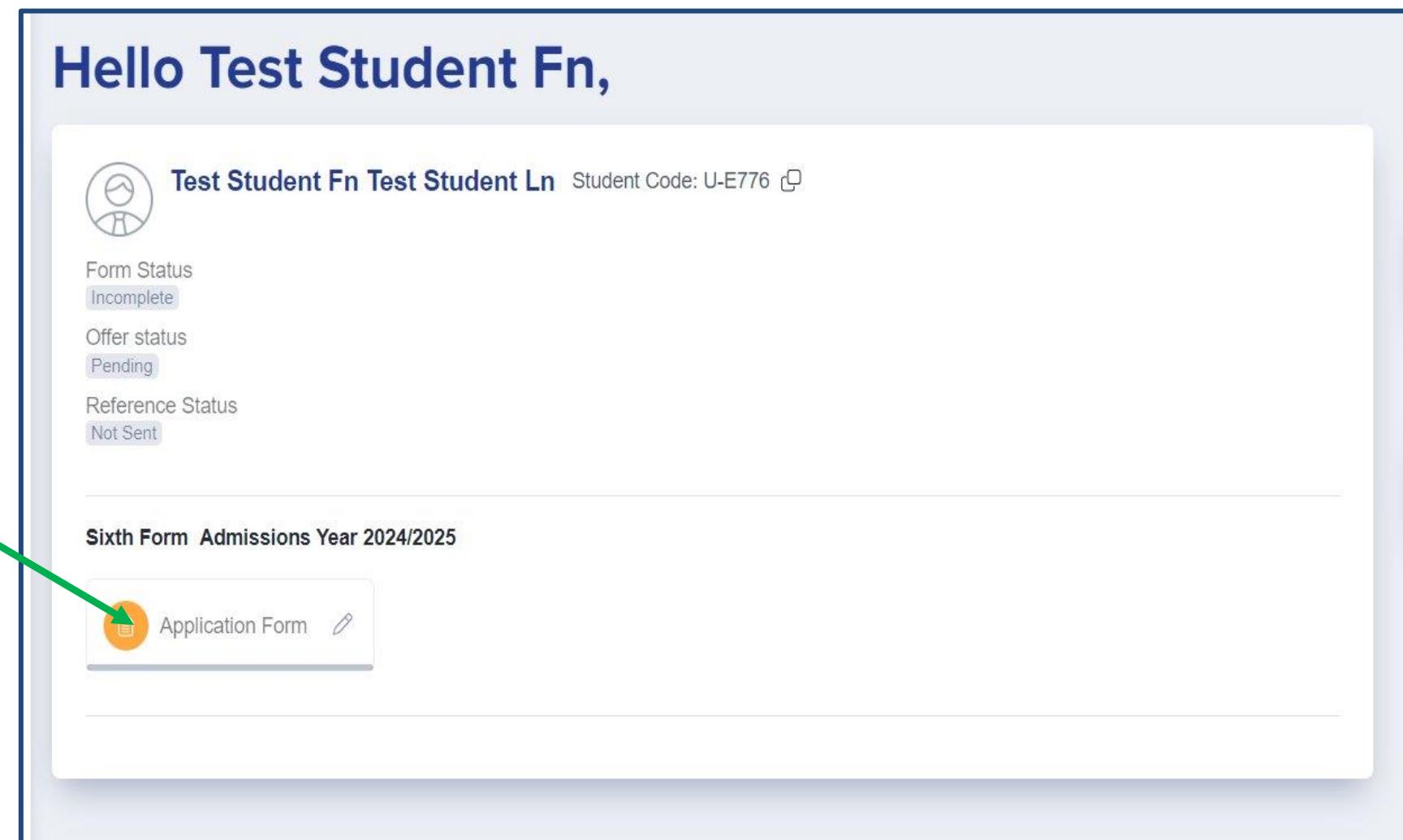


“

Inspiring lives through learning

# Once you're logged in...

- Once you're logged into the account you have created you will see a welcome message and the Application Form icon.
- Click the Application Form icon to open your application and begin completing each section.



# Starting your application

- You can now start your application to Cheltenham Bournside school.
- You don't have to complete your application all in one go.

Remember to press 'save' at the end of each section to avoid losing any information.

The application form is divided into five steps:

- Step 1: Student Basic Details** (Active):
  - Ethnicity
  - First Language
  - Home Language
  - Are any of your legally responsible parents or carers currently serving in the military or armed forces?
  - Country Of Birth
  - Resident Uk Last 3yrs
- Step 2: Agreement** (Selected):
- Step 3: Additional Information**
- Step 4: Education**
- Step 5: Courses**

# Application confirmation

When you have successfully completed all sections of the application form you will receive a confirmation email with information on next steps.

**If you have any questions about your application, please get in touch. We're here to help**

**sixthformadmissions@bournside.com**



**CHELTENHAM  
BOURNSIDE  
SCHOOL**



**CHELTENHAM  
BOURNSIDE  
SCHOOL**

Dear

We are delighted that you have applied to Cheltenham Bournside School and Sixth Form. We are in the process of reviewing all applications and will respond once the application deadline has passed.

All communications will be sent to the email address you have supplied so please check regularly to avoid missing key information about your application.

Warm regards,

The Bournside Sixth Form Admissions Team

[Log in to your account](#) • [Visit School Website](#) • [Unsubscribe](#)

Cheltenham Bournside School  
Warden Hill Road, Cheltenham, GL51 3EF

Telephone - 01242 235555

Email - [sixthformadmissions@bournside.glos.sch.uk](mailto:sixthformadmissions@bournside.glos.sch.uk)

**“ Inspiring lives through learning**