

# Sixth Form Application Process

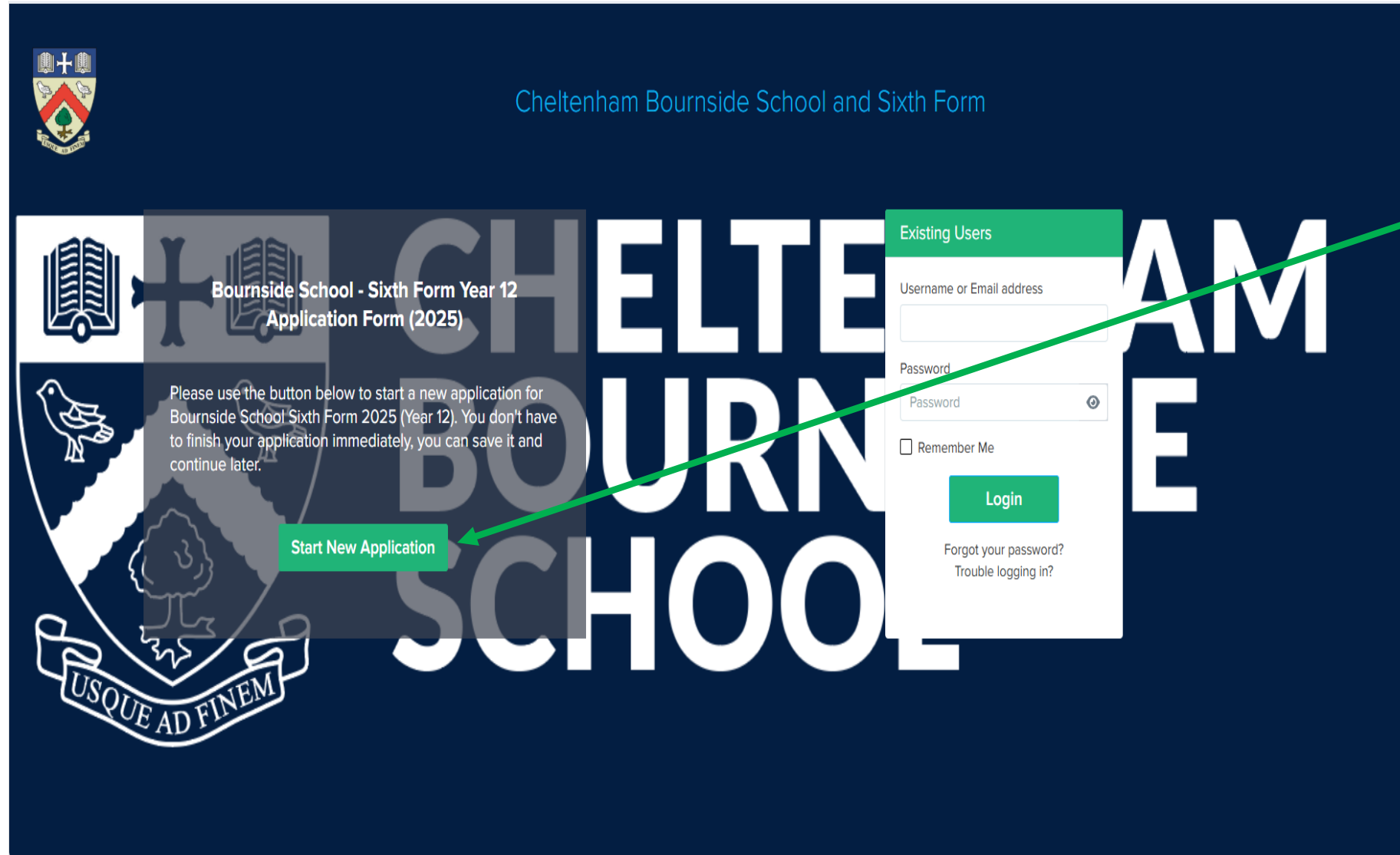
## External Students



**CHELTENHAM  
BOURNSIDE  
SCHOOL**

**“Inspiring lives through learning**

# How to set up your account



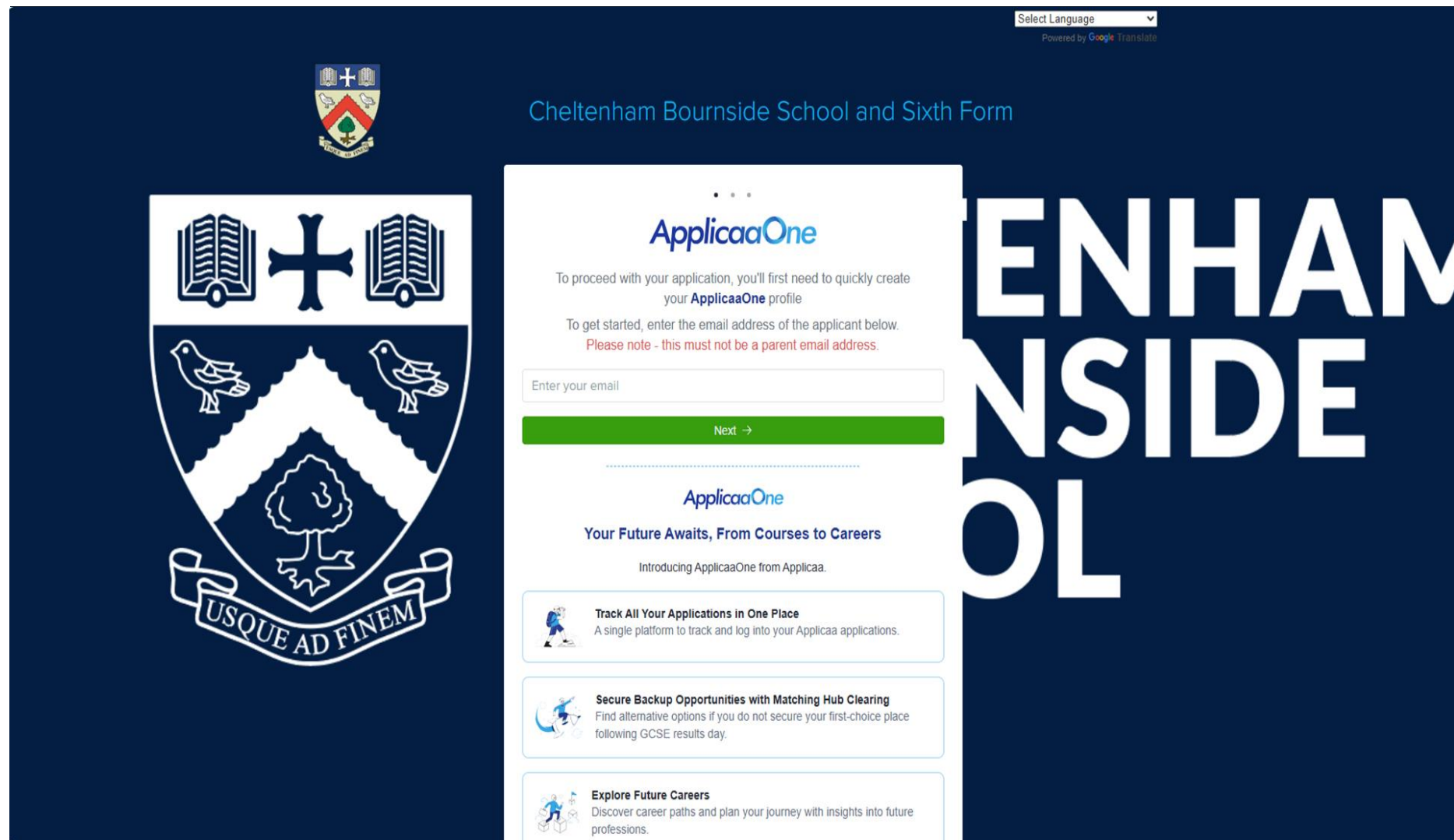
- Click on the 'Start New Application' button using the link available on our school website.

# 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



The screenshot shows the AppicaaOne account setup interface for Cheltenham Bournside School and Sixth Form. On the left is the school's crest with the motto 'USQUE AD FINEM'. The main content area has a dark blue background with the school name in white. The AppicaaOne logo is at the top of the white content box. Below it, instructions state: 'To proceed with your application, you'll first need to quickly create your AppicaaOne profile. To get started, enter the email address of the applicant below. Please note - this must not be a parent email address.' There is an email input field and a green 'Next →' button. Below the button, the AppicaaOne logo is repeated, followed by the tagline 'Your Future Awaits, From Courses to Careers' and 'Introducing AppicaaOne from Appicaa.' Three feature boxes are listed: 'Track All Your Applications in One Place' (A single platform to track and log into your Appicaa applications.), 'Secure Backup Opportunities with Matching Hub Clearing' (Find alternative options if you do not secure your first-choice place following GCSE results day.), and 'Explore Future Careers' (Discover career paths and plan your journey with insights into future professions.).

- You will be prompted to set up an Appicaa 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.

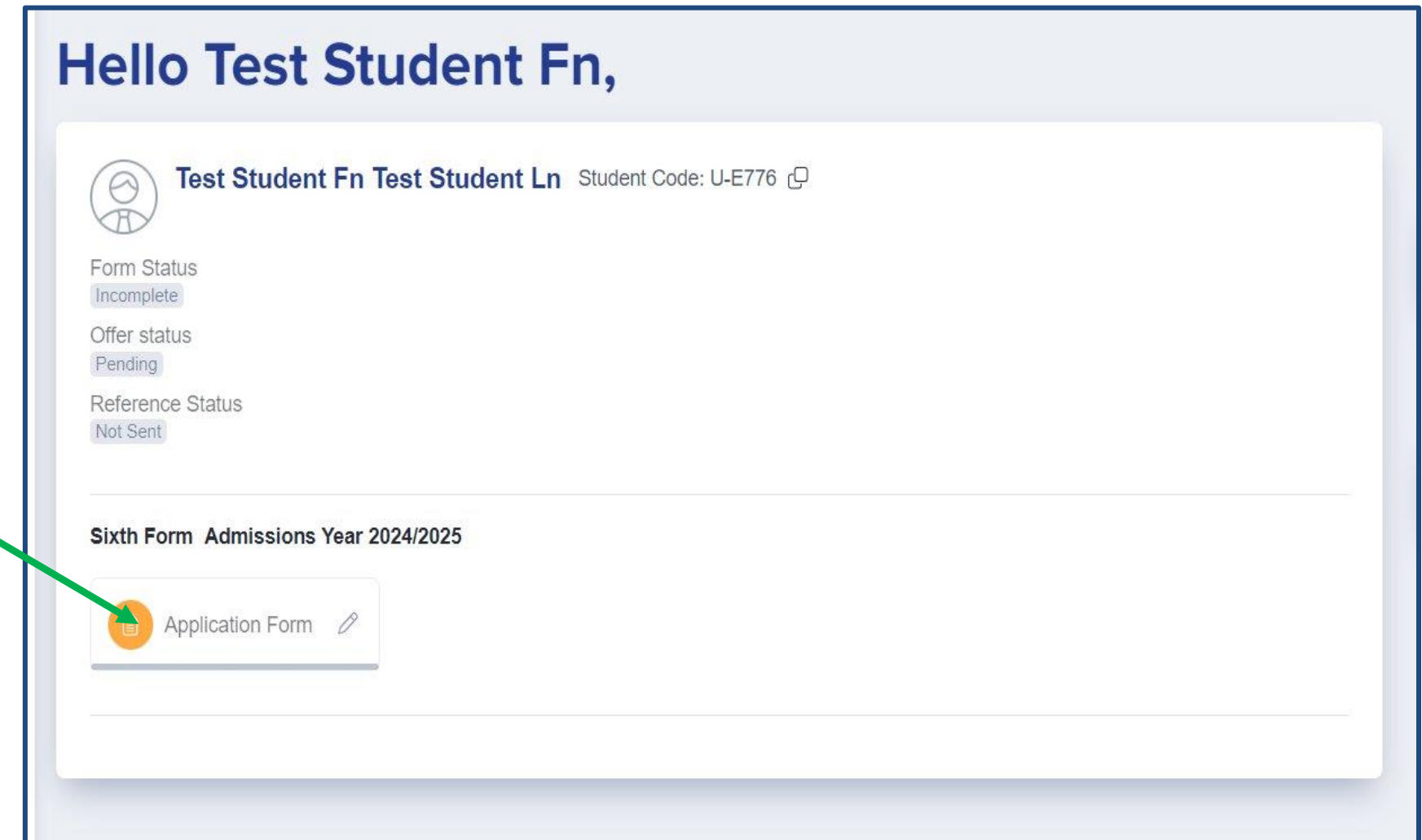
Warm regards,

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.

# 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 screenshot shows the first step of the application process, 'Student Basic Details'. The form is titled 'Ethnicity and Background Information' and contains several dropdown menus for selection. The fields are: 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, Ethnicity Source, First Language Source, Religion, Service Child Source, and Nationality. Each field has a dropdown arrow on the right side. The form is part of a five-step process, with steps 2 through 5 visible in the header: Step 2 Agreement, Step 3 Additional Information, Step 4 Education, and 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**

