

Sixth Form Application Process

Cheltenham Bournside Students



CHEL TENHAM
BOURN SIDE
SCHOOL

“Inspiring lives through learning

How to set up your account

- You will receive an email, sent to your school email address, with a link to start your application.
- Click the link in the email to access the Appicaa Admissions+ landing page for your application.



How to set up your account

Cheltenham Bournside School

Important Maintenance Update
We will be performing essential maintenance on **Saturday, 1st March** from **1:00 AM to 2:00 AM**. During this time, the Appicaa platform will be offline. We apologise for any inconvenience and appreciate your patience.

Existing Users

Username or Email address

Password

☐ Remember Me

Login

[Forgot your password?](#)
[Trouble logging in?](#)

- Add your email address and temporary password into the 'Existing Users' box.
- **Do not** use the 'Start New Application' button, this is for external students only.



Change your password

The screenshot shows the Cheltenham Bournside School and Sixth Form application portal. A modal titled "First Time Login" is displayed in the center, prompting the user to create a new password. The modal includes two input fields: "Create a password" and "Confirm Password". Below these fields, a list of password requirements is shown: "At least 8 characters long", "One lowercase character", "One uppercase character", and "One number". At the bottom of the modal are "Confirm" and "Cancel" buttons. The background of the portal shows a user profile for Chantelle Alvarez, a "Year 12 Admissions - Bromcom" section, and various status indicators like "Form Status: Incomplete" and "Offer status: Pending".

- You will be asked to change your password before you can continue with your application.
- Make a note of your new password as you will need this every time you access your account.
- Please also read and accept the Bournside School privacy policy.

Start your application

Hello Test Student Fn,



 **Test Student Fn Test Student Ln** Student Code: U-E776 

Form Status
Incomplete

Offer status
Pending

Reference Status
Not Sent

Sixth Form Admissions Year 2024/2025

 Application Form 

- Once you are logged into your account you will see a welcome message and the Application Form icon on your homepage.
- Click the Application Form icon to open your application and begin completing each section.

Start your application

- You can now start your application to Cheltenham Bournside Sixth Form.
- 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 'Step 1: Student Basic Details' section of the application form. The form is divided into two columns. The left column contains fields for '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', and 'Resident Uk Last 3yrs'. The right column contains fields for 'Ethnicity Source', 'First Language Source', 'Religion', 'Service Child Source', and 'Nationality'. Each field is a dropdown menu with a small arrow icon on the right. The form is titled 'Ethnicity and Background Information' at the top. The navigation bar at the top shows five steps: Step 1 (Student Basic Details), Step 2 (Agreement), Step 3 (Additional Information), Step 4 (Education), and Step 5 (Courses). Step 1 is currently selected and highlighted.

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. You can either contact us on the email below or come up to the Business Centre after school on a Tuesday or Thursday and speak to Mrs Kelly.

sixthformadmissions@bournside.com

