

Guide to Enrolment- The Holt School

Internal Students: You must enrol between 9am and 12pm on the 24th August to secure your place.

If you have met the grades for your courses and you are remaining with your original choices:

Step 1:

Log in to your Applicaa account (the same site as your application form) <https://theholtsixthform.applicaa.com/>

Once you have done this, this will appear. It will show the subjects you have selected.



A screenshot of the Holt Sixth Form Application Page. The page is titled "Welcome to The Holt Sixth Form Application Page". On the left, there is a navigation menu with icons for Home, Messages, Calendar, and Back to Admin. The main content area shows a user profile with a blue name field and a profile picture. Below the profile, there is a section for "Form Status" with three items: "Form Status" (Completed), "Offer status" (Accepted), and "Reference Status" (Not Set). To the right of this, there is a section for "Subjects you wish to study" with "Business, Psychology, Biology A" and "Reserve Subjects" with "Economics A". A yellow box labeled "APPLICATION OFFER" states "Offer was accepted on 27/02/2023". Below this, there is a green progress bar with three steps: "Application Form" (completed), "Offer" (completed), and "Enrolment Form" (pending). A green notification box says "You can start your enrolment process" with a "Start Your Enrolment" button. On the right side, there are sections for "School Message" (No message) and "Upcoming Events" (No event).

Step 2:

Confirm your personal details

A+ **H6** Welcome to The Holt Sixth Form Application Page

Step 1 Student Basic Details **Step 2** Confirmation

Student Basic Details

Legal First Name*

Legal Last Name*

Gender*

Date of Birth*

Phones

Phone type*

Phone number*

Primary Main

Step 3:

Confirm that you are enrolling with the correct subjects and that you have met the entry requirements for these subjects

The screenshot displays the Holt Sixth Form Application Page. The header includes the A+ logo, the H6 logo, and the text "Welcome to The Holt Sixth Form Application Page" with notification icons. A sidebar on the left contains navigation icons for Home, Messages, and Calendar. The main content area is divided into two steps: Step 1 (Student Basic Details) and Step 2 (Confirmation). Step 2 is the active step, showing a confirmation message: "By clicking next you are confirming that you are enrolling with the subjects that appeared on your home page." It also includes instructions about meeting requirements and subject changes, and a final statement: "Once you have clicked confirm, a member of the enrolment team will process your request and a confirmation email will be sent to you." At the bottom, there are three buttons: "Save Progress and Close" (green), "Previous" (blue), and "Save & Submit Application" (green).

Step 4:

Your enrolment form is sent to the enrolment team who will confirm all of your subjects, and you will receive an email confirmation once this is complete.

Please note:

- If you have **not met the entry requirements** and/or would like to **change subject** you must come **in person to meet with the sixth form team.**
- If you start the enrolment process online but haven't met the grades, **we will not be able to process your application any further,** and will email you to remind you that you need to come in to see us

Notes for Internal and External Students:

- If you need to come in to meet with the sixth form team due to not meeting the entry requirements, subject changes or you're an external student but are away so unable to come in, please email enrolment@holt.wokingham.sch.uk from 9am to arrange a suitable time to speak to you on the phone or via Teams about your enrolment.
- If you have not yet put in an application form and have decided to apply on results day or you applied late, please come and visit us in the sixth form centre to discuss your application between 1pm-3pm
- If you have any issues at all with enrolment, please email enrolment@holt.wokingham.sch.uk