

# Instructions on applying to Norwood Sixth Form

Opening page - When starting a new a new application, click on start.

The screenshot shows two main sections. On the left, a box titled "New Application?" contains the text: "Use the button below to start a new application. You don't have to finish your application immediately. You can save it and continue later." Below this text is a blue button labeled "Start Application". An arrow points from the text above to this button. On the right, a section titled "Registered Users" contains the text: "Sign in to continue your application or view its status." Below this are two input fields: "Email Address" and "Password". Below the "Password" field are two buttons: a grey "Reset Password" button and a green "Login" button. An arrow points from the text above to the "Registered Users" section.

Please remember your username and password, you will be able to pause the application and continue if required at a later date, using the registered user.

## 1. Basic Details Page


The screenshot shows the "Initial Registration" page. At the top left is the logo for "THE NORWOOD SCHOOL" and the text "The Norwood School". At the top right is the "Ofsted" logo. The main content area is titled "Initial Registration" and contains a section titled "Basic Details" in red. Below this section are several input fields: "First name" and "Last name" (text boxes), "Gender" (dropdown menu), "Date of Birth" (text box), and "What year are you in?" (dropdown menu). Below these are "Your Current School" (dropdown menu), "Your Email Address" (text box), "Confirm Your Email Address" (text box), "Name of your Head of Year" (text box), and "Email address for your Head of Year" (text box).

Please complete using current details.

Welcome! You have signed up successfully. x

Step 1 Basic	Step 2 Guardians	Step 3 Support	Step 4 Agreement	Step 5 Education	Step 6 University+	Step 7 Courses
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### Basic Details



**Upload a professional photograph**  
 No file chosen

<b>First Name</b>	<input type="text"/>	<b>Date of Birth</b>	<input type="text" value="02/01/2012"/>
<b>Last Name</b>	<input type="text"/>	<b>What year are you in?</b>	<input type="text" value="Year 11"/>
<b>Gender</b>	<input type="text"/>	<b>Your Tutor Group</b>	<input type="text"/>

## 2. Parent/Guardian details

Step 1 Basic	Step 2 Guardians	Step 3 Support	Step 4 Agreement	Step 5 Education	Step 6 University+	Step 7 Courses
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### Parent/Guardian contact details

<b>Parent/Guardian Relationship</b>	<input type="text"/>
<b>Parent/Guardian Full Name</b>	<input type="text"/> <input type="text" value="First Name"/> <input type="text" value="Last Name"/>
<b>Parent/Guardian Home Phone</b>	<input type="text"/>
<b>Parent/Guardian Mobile Phone</b>	<input type="text"/>
<b>Parent/Guardian Email Address</b>	<input type="text"/>
<b>Parent/Guardian Email Confirmation</b>	<input type="text"/>

You ONLY need to complete using a parent or guardian details if required.

If you wish to add a second parent/guardian please do so.

### 3. Support – What support have/will you receive at school

Homepage → Application Process michelle Cox

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Step 1 Basic ✓   Step 2 Guardians ✓   **Step 3 Support !**   Step 4 Agreement !   Step 5 Education !   Step 6 University+ !   Step 7 Courses !

School is committed to ensuring that all our students are treated fairly and additional learning (ALS) is provided where required. In order to anticipate your support needs it would be helpful if you complete the following sections.

#### Your welfare and additional information

Have you ever been looked after by social services?	<input type="text"/>	Are you living independently?	<input type="text"/>	Are you a young parent?	<input type="text"/>
Are you a young carer?	<input type="text"/>	Are you on free school meal?	<input type="text"/>	Have you been on free school meals?	<input type="text"/>
Do you have a disability?	<input type="text"/>	Do you have a medical condition?	<input type="text"/>	Do you have a learning difficulty?	<input type="text"/>

Do you have any of the following?

<b>MEDICAL CONDITION</b>	<b>LEARNING DIFFICULTIES</b>	<b>DISABILITY</b>
<input type="checkbox"/> Allergies/Anaphylaxis	<input type="checkbox"/> Moderate learning difficulty	<input type="checkbox"/> Visual impairment

PLEASE be aware, parents may be required for information regarding SEN/Learning difficulties or disabilities.

### 4. Agreements

Homepage → Application Process michelle Cox

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Step 1 Basic ✓   Step 2 Guardians ✓   Step 3 Support ✓   **Step 4 Agreement !**   Step 5 Education !   Step 6 University+ !   Step 7 Courses !

There are number of policies that you will need to read before you can be enrolled - please download these policies and read them prior to your enrolment.

[Book Deposit Form](#)  
[Locker Hire Agreement](#)  
[6th Form Trip Permission Slip Letter](#)  
[Student Code of Conduct 2017](#)

I have read and agree to above policies

Upload documents here:

<b>Copy of exam results</b>	<b>Documentation for Additional Support</b>
<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Choose File"/> No file chosen

Attached are copies of Sixth Form Conditional agreements, Code of Conduct, Trip permission letter, Book deposit & Locker Hire (Optional). By ticking the box you have agreed to these policies. Please make sure that you have read these carefully.

## 5. Education

Homepage → Application Process michelle Cox

Step 1 Basic ✓ Step 2 Guardians ✓ Step 3 Support ✓ Step 4 Agreement ✓ **Step 5 Education !** Step 6 University+ ! Step 7 Courses !

### School History

School Name	Start	End	Current	
Norwood School	2017 October	2017 October	<input checked="" type="checkbox"/>	<a href="#">Remove</a>

[Add School or College](#)

Home-schooled

My school is outside of UK

Unique Learner Number: Can be obtained from school or exam certificates

Please add the name of your school - end date should be August 2018.

You DO NOT need to add your Unique Pupil Number (UPN), Unique Learner Number (ULN) or candidate number unless you are aware of this.

### IMPORTANT

- You must enter ALL your current and prior examination results or predicted grades.
- If the grades entered do not match the entry requirements for subjects, you will not be eligible to apply for some/all courses.
- For students who have already received results please upload a digital copy/scanned pdf of the results certificate or statement of results.

### State exam results

Type	Title	Grade	Status	Received date
GCSE	English Language	9		24/08/2017
GCSE	Mathematics	9		24/08/2017
GCSE	Science - Core	9		24/08/2017 <a href="#">Remove</a>
GCSE				24/08/2017 <a href="#">Remove</a>

[Add exam results](#)

Average GCSE Score using ALPS Calculation: 8.0

There is no need to complete this section – this webpage is being developed to help students identify requirements for university. Some courses require students to complete specific A-Levels/BTEC qualifications. YOU must research courses thoroughly.

The screenshot shows the application process interface for The Norwood School. At the top left is the school's logo and name. At the top right is the Ofsted logo. A purple navigation bar contains the text 'Homepage → Application Process' and the user's name 'michelle Cox'. Below this is a progress bar with seven steps: Step 1 Basic, Step 2 Guardians, Step 3 Support, Step 4 Agreement, Step 5 Education, Step 6 University+, and Step 7 Courses. Step 6 is highlighted in blue. Below the progress bar, there is a 'Previous' button, a text area titled 'Add note about the courses you need for your university courses', and a 'Next' button. At the bottom, there is a search bar for university courses and a 'Your Shortlist' section.

What information will you need?

- Examination results/predicted results
- Home address details and the date you moved to the address
- Passport details if required – Non UK Nationals – you will need to scan a copy of your passport
- Parental information – Have they ever been to university? Current job.
- Interests & hobbies
- GP's name and address
- Welfare /additional information – Free School Meals, SEN needs, medical issues, disability needs, additional needs e.g. scribe – supporting information if required
- Scan/copy of exam results if already been issued (Year 12 students – International students)
- Name, email & address of referee