

**PHHS SIXTH
FORM
STUDENT
ENROLMENT
FORM
“HOW –TO GUIDE”**



STUDENT ENROLMENT



STEP 1: LOGIN

STEP 2: BEGIN ENROLMENT FORM

**STEP 3: REVIEW & CONFIRM
COURSES**

STEP 4: SUBMIT ENROLMENT FORM



LOGIN

1

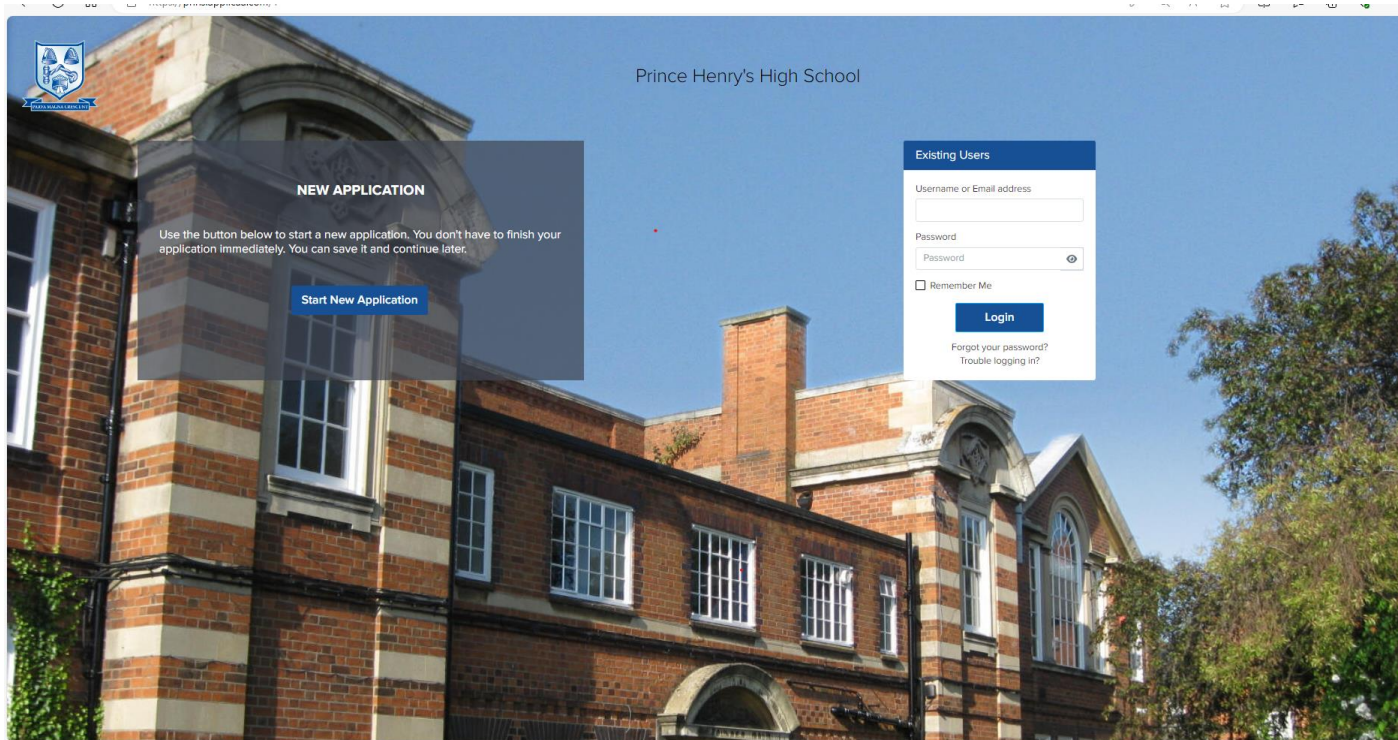
Go to your Admissions+ portal

2

Login using your email address & password.

3

Please check your emails for your username & password or use the “forgot your password” link



The screenshot shows a user interface for a school enrolment process. At the top, it says 'Hello' followed by a name input field. Below this is a profile section with a user icon, a student code input field, and a list of completed and pending statuses: 'Form Status: Completed', 'Offer status: Pending', and 'Reference Status: Completed'. To the right of these statuses, it lists 'Subjects you wish to study: Drama and Theatre, Film Studies, Psychology' and 'Reserve Subjects: Physical Education'. A progress bar at the bottom shows 'Application Form' as completed and 'Enrolment Form' as the next step. A modal window titled 'You can start your enrolment process' is open, containing congratulatory text about GCSE success and instructions for the enrolment process. A yellow arrow points from the text 'Click to begin the enrolment phase of your application.' to the 'Start Your Enrolment' button in the modal.

Hello

 Student Code

Form Status **Completed**

Offer status **Pending**

Reference Status **Completed**

Subjects you wish to study
Drama and Theatre, Film Studies,
Psychology

Reserve Subjects
Physical Education

 Application Form  →  Enrolment Form 

You can start your enrolment process 

Congratulations on your GCSE success! We are delighted that you are planning to join us in our Sixth Form at Prince Henry's

You can now enrol on your chosen courses.

If you are joining us from another school please have your examination results ready to upload for checking.

On your Enrolment form, you will be asked to confirm all your details first.

Then you will need to confirm your final choices and should choose 1 subject from each of the Option Blocks. 3 of these will be your chosen subjects and in the remaining Option Block you should choose Private Study as your option.

If you wish to do 4 subjects or take a one year course, then you should still select Private Study as 1 option and talk to Mrs Webb when you start on 3rd September.

[Start Your Enrolment](#)

BEGIN YOUR ENROLMENT FORM

Click to begin the enrolment phase of
your application.



Form Status

Completed

Offer status

Pending

Reference Status

Opened

Subjects you wish to study

Spanish A Level, Sociology A Level,
A Level Mathematics



Application Form



Enrolment Form



BEGIN YOUR ENROLMENT FORM

Click to begin the enrolment phase of
your application.

Student Details

Legal First Name*

Legal Last Name*

(Preferred) First Name

Middle Name(s)

Gender*

Date of Birth*

Phones

Phone type *

Mobile Phone

Phone number *

+ Add phone

Student Current Address

Postcode*

Type here to search your postcode

Flat name and or number

House name or number*

Street*

31 character(s) remaining

Town/City*

30 character(s) remaining

County

25 character(s) remaining

Student Contact Details

Student Email Address

Save Progress and Close

CONFIRM YOUR DETAILS

Save & Next

Save your details
to move on to the
next step.

A yellow arrow pointing from the text 'Save your details to move on to the next step.' to the 'Save & Next' button in the form.

✓ Step 1
Student Details

! Step 2
Parent/Carer Details

! Step 3
Support Information

! Step 4
Education

! Step 5
Courses

Please list parent or carers in order of priority, starting with the contact that should be contacted first in the event of an emergency

Parental ⓘ & Additional Contacts

✓ Please provide at least 1 Parent/Carer Contact

✓ Please provide at least 1 Additional Contact

✓ Please provide at least 2 contacts in total

✓ Please select at least 1 contact to receive parental communication

The minimum number of parent/guardian contact is 1
The minimum total number of contacts (including parent/guardian and additional contacts) is 1

Type of contact	Name	Email	Action
Contact			Edit Remove
Additional Contact			Edit Remove

[+ Add Parent/Carer Contact](#) [+ Add Additional Contact](#)

Please complete the options below for the contacts you have added

Name/Email	Priority ⓘ	Enable Contact Communication ⓘ
Parental Contact(s) ⓘ [Redacted]	1	☒
Emergency Contact(s) ⓘ [Redacted]	2	

[Save Progress and Close](#) [Previous](#) [Save & Next](#)

**CONFIRM YOUR
PARENT / CARER
DETAILS**

You need to
allocate an order
of priority to your
contacts.

Save your details
to move on to the
next step.

✓ Step 1
Student Details

✓ Step 2
Parent/Carer Details

! Step 3
Support Information

! Step 4
Education

! Step 5
Courses

Your welfare and additional information

Do you have a Special Education Need?*

No Special Educational Need

Are you currently in care or looked after by a Local Authority?*

No

Are you currently on Free School Meals?*

Yes

Free Meals

Start Date	End Date	Country	Note
01/01/2022		England	✎ ✖

[+ Add Free Meal](#)

Do you have any of the following?

Disabilities

No disability ✕

Medical Conditions

None ✕

Specific Dietary Needs?

Please add any further details of any other medical or learning needs you have

LEARNING DIFFICULTIES

Additional Support Needs

Have you received/ are you receiving any of the following support? (Please select all that apply)

Additional Support Needs - please add any further details

Save Progress and ClosePrevious

Save & Next

**CONFIRM YOUR
SUPPORT
INFORMATION**

Please update any
information that
may have
changed.

Save your details
to move on to the
next step.

CONFIRM YOUR ACHIEVED GRADES

You will need to confirm your grades and make sure that you change them from "Predicted" to "Achieved".

Sure!

Type	Title	Grade	Status	Qualification Level	Received date
GCSE	Ancient History	9	Predicted		
GCSE	Arabic	7	Predicted		
GCSE	Art and Design (Fine Art, Photography, Graphics)	6	Predicted		
GCSE	Astronomy	8	Predicted		
GCSE	Bengali	9	Predicted		

[Add grade](#)

Check and change each grade as needed

Status

Set all 'Achieved'

Received date

Set all

Set the status to "achieved"

Set the date you received your results

Add any additional qualifications if applicable

Upload documents here:
Copy of exam results

Choose file No file chosen

If you are joining us from another school, you will need to take a photograph of your results sheet and upload it here.

REVIEW & CONFIRM COURSES

1

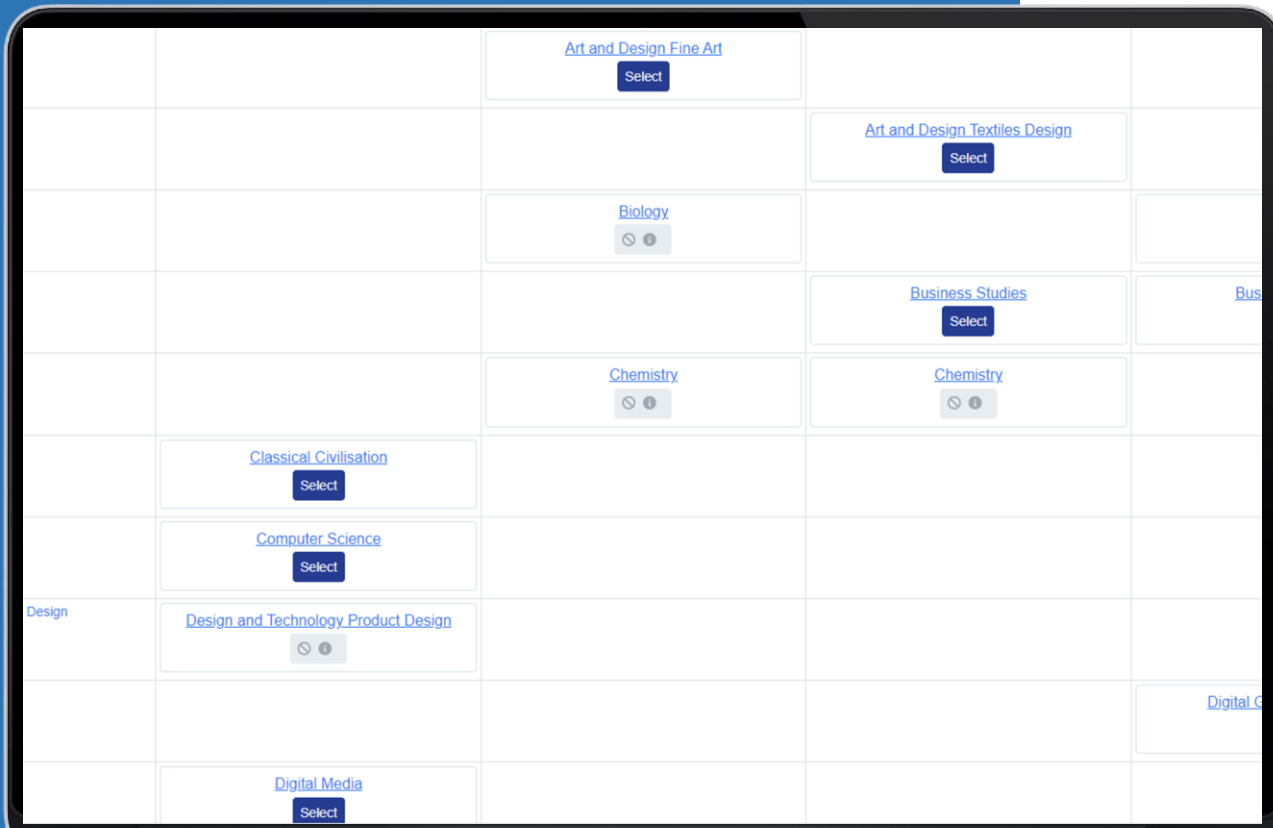
You need to make your final choice of courses that you wish to study.

2

Private Study is automatically selected as it is a compulsory choice.

The screenshot shows a web application for course selection. At the top, there are tabs for 'Private Study' and 'Compulsory'. Below these, there are status messages: 'Maximum subjects to be selected: 4' and 'Minimum subjects to be selected: 4'. A red warning message states 'Select class for every selected subject'. A green checkmark indicates 'Select all compulsory courses: Private Study'. Below this, a section titled 'You are interested in:' contains a list of instructions: 1. Select one subject from every block. One of which MUST be Private Study. 2. If the system does not allow you to select a certain subject, this will be due to the fact that entry requirements for that subject have not been met. 3. If spaces allow, following a discussion with Mrs Webb at the start of term you may be considered for a 4th option if you wish. 4. Please note if you select Further Maths as an option you should NOT select Maths as well. 5. The enrolment form will close at 2100 on Thursday 22nd August 2024. Below the instructions is a search bar with a magnifying glass icon and the text 'Search subjects here'. The main part of the screen is a table with columns for 'Block A', 'Block B', 'Block C', and 'Block D'. The table contains several rows of course options, each with a 'Select' button. The visible options are: 'Art and Design Fine Art' (Block B), 'Art and Design Textiles Design' (Block C), 'Biology' (Block B), and 'Business Studies' (Block C). The 'Private Study' option is not visible in the table but is mentioned in the instructions and the status message.

Block A	Block B	Block C	Block D
	Art and Design Fine Art Select		
		Art and Design Textiles Design Select	
	Biology Select		
		Business Studies Select	



REVIEW AND CONFIRM YOUR COURSES

Search for new courses:

- 1 You can change to new subjects if you wish at this point.
- 2 You will not be able to select a subject if you don't meet the entry requirements.

When you have selected the courses you would like to study, click 'Finish' on the top right hand corner to submit the courses you would like to study.

✓ Step 1
Student Details

✓ Step 2
Parent/Carer Details

✓ Step 3
Support Information

✓ Step 4
Education

! Step 5
Courses

Previous

Biology

Business Studies

History

Private Study

Compulsory

Next

Subject to enrol

✓ Maximum subjects to be selected: 4

✓ Minimum subjects to be selected: 4

✓ Select class for **every selected subject**

✓ Select all compulsory courses: **Private Study**

Select the course you are interested in:

1. Select one subject from every block. One of which MUST be Private Study.

2. If the system does not allow you to select a certain subject, this will be due to the fact that entry requirements for that subject have not been met.

3. If spaces allow, following a discussion with Mrs Webb at the start of term you may be considered for a 4th option if you wish ,

4. Please note if you select Further Maths as an option you should NOT select Maths as well.

5. The enrolment form will close at 2100 on Thursday 22nd August 2024.

SEARCH COURSES HERE

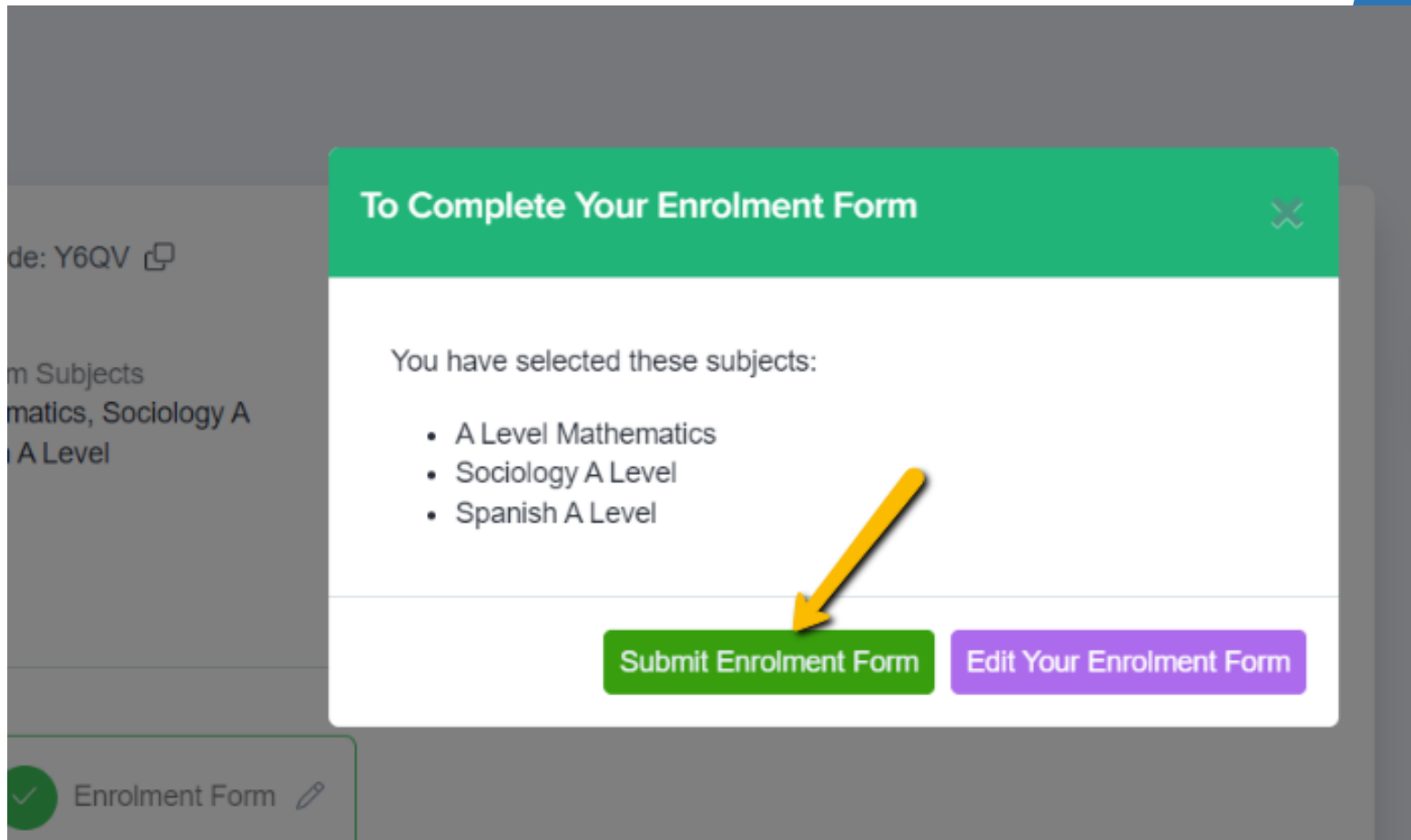
Search subjects here

Double check that you have inputted the right subjects, then click 'next'.

REVIEW AND CONFIRM YOUR COURSES

SUBMIT ENROLMENT FORM

Click 'Submit Enrolment Form' to save your changes and submit the Enrolment Form to the school.



Hello



Student Code:



Form Status

Completed

Offer status

Pending

Reference Status

Completed

Enrolment Form Subjects

Art and Design Textiles Design,
Classical Civilisation, Business
Studies, Private Study

Reserve Subjects



Application Form



Enrolment Form



Thank you for completing your choices, you are now enrolled in our Sixth Form. There is no need to do anything further, we will contact you if we need to discuss your choices with you.

We are really looking forward to welcoming you on **Tuesday September 3rd**. You should make your way to the Common Room for 9.00am. If you are uncertain about how to find the Common Room, please come to Main Reception where our Ambassadors will be on hand to help you.

You will find all the information that you need on our Year 12 page of the school website: [Next Steps: Transition into Year 12 | Prince Henry's High School \(princehenrys.worcs.sch.uk\)](#)

Your parents/ carers can also book in for our Parent and Carers' Information Evening on Thursday 5th September at 6.00pm. [Introduction to Sixth Form Parents' and Carers' Evening at The Henrician Theatre event tickets from TicketSource](#)

On Tuesday September 3rd you will need to come to school in your uniform but should bring a change of clothes for our team building afternoon - comfortable clothes suitable for sport in a school environment.

You have selected these subjects:

- Art and Design Textiles Design
- Classical Civilisation
- Business Studies
- Private Study



THANK YOU.