

A+ Enrolment App





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App Overview

The A+ Enrolment App is designed to work offline, in the event of internet connectivity/server issues on Results Day/Enrolment Day

It works with Windows OS only

Don't forget to ensure your laptop is plugged in/fully charged to avoid any service interruptions!

Plan A for the day is to use your A+ system (online) as normal

Plan B is to switch over to the App (offline) and pick up where you left off

Every member of staff who will be involved in enrolling students needs to have the App installed on their own computer

The App will sync across all users, to reflect accurate class numbers and statuses of students

Downloading and Installing the App

You may need to ask your Network Manager to install the App for you, depending on your school's network settings and permissions

Remember - all enrollers will need to have the App installed

- Click [this link](#) to download the App
- Follow the directions to “accept and install” and then “finish” - by default, the App will launch once installation is complete
- Input your credentials, and click to “connect and download”
- Select the form you wish to sync, and click to “confirm”

Admissions+ Settings

Admissions+ Email
lucy.curtis@applicaa.com

Admissions+ Password
●●●●●●●●

Admissions+ URL
https:// salesdemo .applicaa.com

Proxy Settings

Use Proxy

Host

Port

Username

Password

Server connection

Please check the status of your connections to Applicaa below.

For failed connections, please try the following:

1. Request the IT team to add the URLs below to your Internet security whitelist as they may be blocked by your firewall.
2. If your school uses proxy to connect to the Internet, then please update and activate the proxy setting to the right.

● <https://salesdemo.applicaa.com/>



● <https://admissionsuk.s3.eu-west-2.amazonaws.com/>



If you are using a Proxy Server, Firewall or any software that can blacklist/whitelist our execution files.

Please ask the IT Department to update your environment to ensure:

- The [Applicaa Enrolment Application.exe](#) is able to connect to the Applicaa servers above and have enough permissions to read/write to its own installed folder

CONNECT & DOWNLOAD

Application form	Admission years	Type	Total students	Current
Year 12 Admissions Form New 2024/2025	2024/2025	Sixth Form Application	212	<input checked="" type="checkbox"/>
Data Collection Form	2022/2023	Data Collection	16	<input type="checkbox"/>
Year 7 Data Collection	2024/2025	Year 7 Data Collection	5	<input type="checkbox"/>
Data+ Demo	2023/2024	Data Collection	3	<input type="checkbox"/>
In Year Applications 2022/2023	2022/2023	In Year Admissions	17	<input type="checkbox"/>

[CONFIRM](#)

Functions of the App






On loading the App, you will be shown the list of all applicants, with key data like their current school; application, offer and enrolment statuses; flags and colour-coding as determined by your specific requirements.

You can switch tabs along the top, to see students in each of the enrolment statuses.

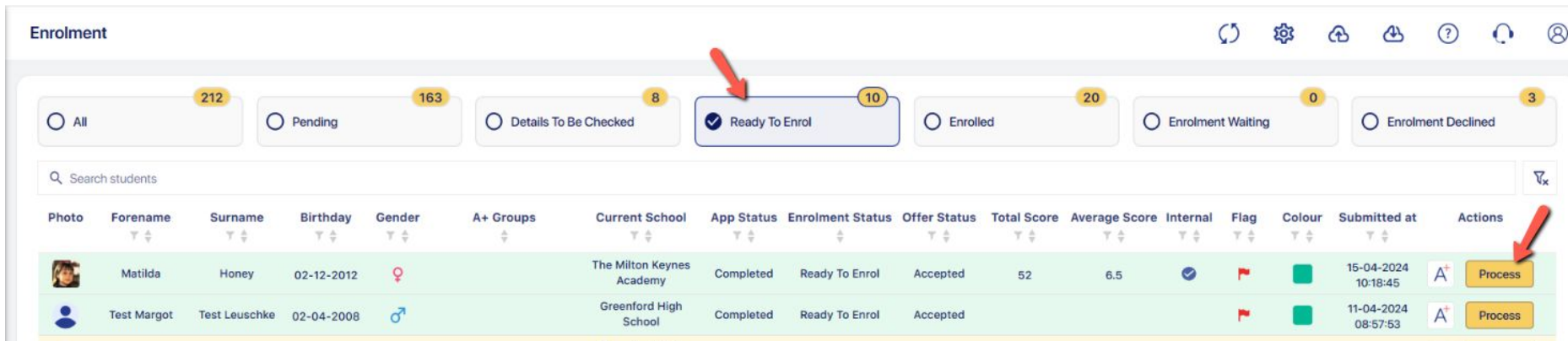
The screenshot displays the 'Enrolment' section of an application. At the top, there are navigation icons and a search bar. Below the search bar, there are several filter tabs for enrolment statuses: 'All' (212), 'Pending' (163), 'Details To Be Checked' (8), 'Ready To Enrol' (10), 'Enrolled' (20), 'Enrolment Waiting' (0), and 'Enrolment Declined' (3). The 'Details To Be Checked', 'Ready To Enrol', and 'Enrolled' tabs are highlighted with a red box. Below the tabs, there is a table of students with columns for Photo, Forename, Surname, Birthday, Gender, A+ Groups, Current School, App Status, Enrolment Status, Offer Status, Total Score, Average Score, Internal, Flag, Colour, Submitted at, and Actions. The 'Current School', 'Enrolment Status', and 'Flag' columns are highlighted with red boxes. Two student records are visible: George Adams and Matilda Honey.

Photo	Forename	Surname	Birthday	Gender	A+ Groups	Current School	App Status	Enrolment Status	Offer Status	Total Score	Average Score	Internal	Flag	Colour	Submitted at	Actions
	George	Adams	01-12-2003	♂		Greenford High School	Completed	Enrolment Declined	Accepted			✓	🚩	🟡	17-04-2024 15:51:21	A+ Process
	Matilda	Honey	02-12-2012	♀		The Milton Keynes Academy	Completed	Ready To Enrol	Accepted	52	6.5	✓	🚩	🟢	15-04-2024 10:18:45	A+ Process

You can search for a particular student in the list using the search function, or choose to filter or sort students by using the icons on the column of your choosing.

Photo	Forename	Surname	Birthday	Gender	A+ Groups	Current School	App Status	Enrolment Status	Offer Status	Total Score	Average Score	Internal	Flag	Colour	Submitted at	Actions
	Test Major	Test Miller	30-10-2009	♂		Greenford High School			Accepted	45	7.5		🚩	🟢	29-04-2024 10:59:08	A+ Process
	Test Johan	Test O'Hara	07-06-2011	♂		The Heath School			Pending			✅		🟡	29-04-2024 10:58:05	A+ Process
	George	Adams	01-12-2003	♂		Greenford High School			Accepted			✅	🚩	🟡	17-04-2024 15:51:21	A+ Process
	Matilda	Honey	02-12-2012	♀		The Milton Keynes Academy			Accepted	52	6.5	✅	🚩	🟢	15-04-2024 10:18:45	A+ Process
						Greenford High							🚩	🟢	11-04-2024	A+ Process

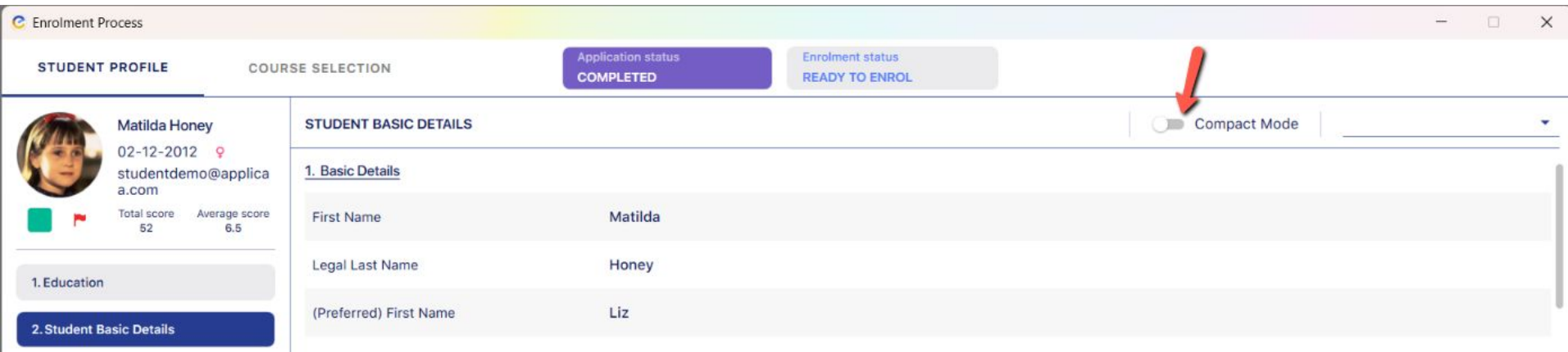
For any student, you can click to process their enrolment, from any tab.



The screenshot shows the 'Enrolment' management interface. At the top, there are several tabs: 'All' (212), 'Pending' (163), 'Details To Be Checked' (8), 'Ready To Enrol' (10), 'Enrolled' (20), 'Enrolment Waiting' (0), and 'Enrolment Declined' (3). The 'Ready To Enrol' tab is selected and highlighted with a red arrow. Below the tabs is a search bar and a table of students. The table has columns for Photo, Forename, Surname, Birthday, Gender, A+ Groups, Current School, App Status, Enrolment Status, Offer Status, Total Score, Average Score, Internal, Flag, Colour, Submitted at, and Actions. Two students are listed: Matilda Honey (The Milton Keynes Academy) and Test Margot (Greenford High School). Both have 'Completed' app status and 'Ready To Enrol' enrolment status. A red arrow points to the 'Process' button in the Actions column for Matilda Honey.

Photo	Forename	Surname	Birthday	Gender	A+ Groups	Current School	App Status	Enrolment Status	Offer Status	Total Score	Average Score	Internal	Flag	Colour	Submitted at	Actions
	Matilda	Honey	02-12-2012	♀		The Milton Keynes Academy	Completed	Ready To Enrol	Accepted	52	6.5	✓	🚩	🟢	15-04-2024 10:18:45	Process
	Test Margot	Test Leuschke	02-04-2008	♂		Greenford High School	Completed	Ready To Enrol	Accepted				🚩	🟢	11-04-2024 08:57:53	Process

Their profile will open and you can click on each section to view their details. You can also click “compact mode” to change the layout of the screen if you wish!



The screenshot shows the 'Enrolment Process' student profile page for Matilda Honey. The page has a header with 'STUDENT PROFILE' and 'COURSE SELECTION'. Below the header, there are two status buttons: 'Application status COMPLETED' and 'Enrolment status READY TO ENROL'. The main content area is divided into sections: 'STUDENT BASIC DETAILS' and '1. Basic Details'. The 'STUDENT BASIC DETAILS' section includes a profile picture, name, birthday, email, total score, and average score. The '1. Basic Details' section includes fields for First Name, Legal Last Name, and (Preferred) First Name. A red arrow points to the 'Compact Mode' toggle switch in the top right corner of the page.

STUDENT PROFILE | COURSE SELECTION

Application status **COMPLETED** | Enrolment status **READY TO ENROL**

STUDENT BASIC DETAILS

1. Basic Details

First Name: Matilda

Legal Last Name: Honey

(Preferred) First Name: Liz

Compact Mode

As necessary, you can update their Application and/or Enrolment Status when viewing their profile within the app:

The image shows a mobile application interface for an enrolment process. It is divided into two main sections: 'STUDENT PROFILE' and 'COURSE SELECTION'.

STUDENT PROFILE:

- Header: Enrolment Process
- Navigation tabs: STUDENT PROFILE (active), COURSE SELECTION
- Student Information: Sally Dickinson, 22-10-2005, dickinson@example.com
- Score Summary: Total score 0, Average score 0
- Navigation: 1. Education (active), 2. Student Basic Details

COURSE SELECTION:

- Application status: COMPLETED (purple button)
- Enrolment status: PENDING (grey button)
- Section: EDUCATION
- Section Header: 1. School History
- Form Fields: School Name (Empty), Start Date, End Date, Current

Interactive Elements:

- A callout box over the 'COMPLETED' button contains the text 'Change to INCOMPLETE'.
- A callout box over the 'PENDING' button contains two options: 'Move to DETAILS TO BE CHECKED' and 'Move to READY TO ENROL'.

In the event that you need to add their achieved grades for them, you have the ability to do so; you can also tick to say what evidence you have seen.

STUDENT PROFILE COURSE SELECTION Application status **COMPLETED** Enrolment status **PENDING**

Sally Dickinson
22-10-2005
dickinson@example.com
Total score 0 Average score 0

- 1. Education
- 2. Student Basic Details
- 3. Parent/Carer Details
- 4. Support Information
- 5. Agreement
- 6. Additional Information
- 7. Pathway

EDUCATION Compact Mode

Unique Candidate Identifier empty

3. Please enter your predicted GCSE grades. You can get these predicted grades by speaking with your subject tutors, your form tutor or Head of Year

Please enter any additional information about your grades here

4. Grades

Search grades

Type	Title	Grade	Status	Qualification Level	Received Date	Grade by Referee	Actions
Total: 0							

5. Proof of grades

Attachment School Exam Slip School Database Exam Certificate

+ Add a new grade

If you add or update grades for a student, their TPS and APS will be recalculated automatically.

If a student arrives on the day and they are a new applicant, you can add them via your Enrolment App by clicking the “add new student” button and inputting their details.



Add new student

Legal Forename *

Legal Surname *

Application Form
Year 12 Admissions Form New 2024/2025

Date of Birth *

Gender *

Email

Preferred Forename

Preferred Surname

Current School

Unique Pupil Number

Application Reference Number

Unique Learner Number

Q Search grades

Type	Title	Grade	Status	Qualification Level	Received Date	Grade by Referee	Actions

Total: 0

Click the + icon below to add a grade

SAVE ONLY SAVE AND OPEN ENROLLMENT PROCESS

Confirming their Courses

Click the Course Selection tab and you will see a summary of their grades, and a list of their applied, offered and enrolment form courses alongside the confirmation box.

Just like in your A+ system, click the + icon to confirm the student into classes for which they qualify, and use the Waiting List Management function to add them to the waiting list for any subjects they do not qualify for (in the event that you are considering allowing them onto that course and wish to bypass the requirements).

Enrolment Process

STUDENT PROFILE COURSE SELECTION Application status COMPLETED Enrolment status READY TO ENROL

Matilda Honey
02-12-2012
studentdemo@appla.com
Total score 52 Average score 6.5

Form Group
Select a form group

Grades

Application form courses	Enrolment form courses	+ Offer list courses
Search...	Search...	Search...
A Level Dance +	A Level Dance +	A Level Art and Design +
A Level English +	A Level English +	A Level Chemistry ⚠
A Level Media Studies +	A Level Geography +	A Level Economics +

Confirm courses

Search...

A Level Dance

A Level English

A Level Geography

Waiting List Management

Waiting List Management

Click “Waiting List Management” to add a course which the student does not qualify for, or was not one of their original choices. Select “click to unlock” in order to see the full list of subjects, select the one(s) you wish to add and the arrow to confirm.

The screenshot shows a web interface for course selection. It is divided into three main sections:

- Offer list courses:** A panel with a search bar and a list of courses. One course, "A Level Art and Design", is listed with a red warning triangle icon.
- Confirm courses:** A panel with a search bar and a list of courses. At the bottom of this panel, a button labeled "Waiting List Management" is highlighted with a red box.
- All courses:** A panel with a search bar and a list of courses. The "Click to unlock" button at the top is highlighted with a red box. The list includes:
 - A Level Art and Design
 - A Level Business Studies
 - A Level Chemistry
 - A Level Computer Science
 - A Level Dance
 - A Level Economics
 - A Level EnglishEach course has a red warning triangle icon and a right-pointing arrow icon. The "A Level Business Studies" row has a checkmark in a box and a right-pointing arrow icon, both highlighted with red boxes.

Enrolling into Classes

Once all of the classes you wish to enrol the student into are listed in the “confirm courses” box, scroll to view the available blocks for each subject.

You can manually assign the student to their blocks, or click to auto-allocate (**coming soon**) and the system will assign them to the best fit, in order to balance group sizes.

Click to confirm the selection and complete the enrolment process for that student.

Timetable



Courses (600 hours)	Block A	Block B	Block C	Block D	Block E
BTEC Dance (400 hours)	12A/Uji1 <input type="radio"/> 0/20	12B/Uji1 <input type="radio"/> 0/20 12B/Uji2 <input type="radio"/> 0/20		12D/Uji2 <input checked="" type="radio"/> 1/20	
BTEC extended diploma in applied science (200 hours)	12A/Wet1 <input checked="" type="radio"/> 1/20	12B/Wet2 <input type="radio"/> 0/20	12C/Wet1 <input type="radio"/> 0/20		

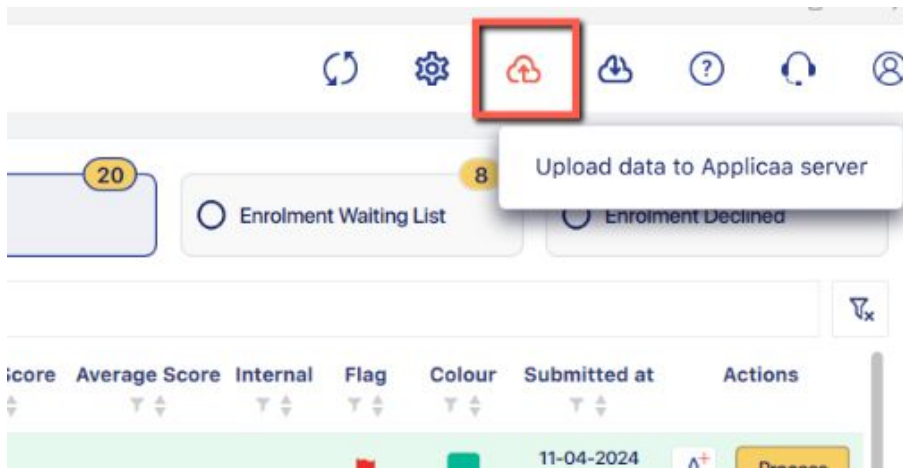
CONFIRM

Syncing Data

Data will sync between every installed copy of the app automatically, so if a colleague enrols a student into a class, the number of spaces remaining in that class will update on your app as well.

When you are ready to sync data back to your A+ system, use the upload button - **this will need to be actioned by every staff member** who has used the app to enrol students.

With the data uploaded back into your A+ system, you can proceed as normal with exporting enrolled classes to your MIS from your A+ system.



What's Next

This release of the app is to help you get familiar with it and make sure you have no issues downloading it.

Any processing of students you make will be reset automatically when we make the next update.

The next (and final) update will be at the end of May - it will include the addition of the auto-allocate button.

On Wednesday 21 August, you will receive the achieved grades for your internal students and should import these into A+.

That data can then be synced to your App - we will instruct you on this.

Embargo settings will apply - anyone who is embargoed from seeing the results data in A+ will also be embargoed from seeing it in their version of the App.

What's Next

We're looking for **pilot schools!** If you would like to volunteer to test the App out ahead of time, please let us know.

Enrolment group training takes place every Thursday at 2pm until the end of term:

[Enrolment Guide 1 \(system configuration\)](#)

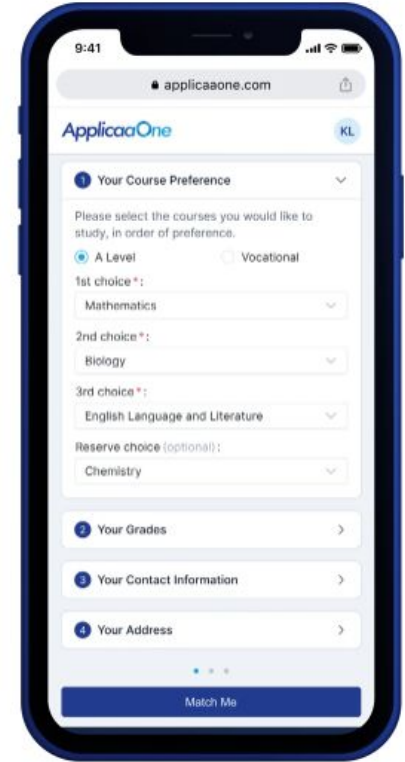
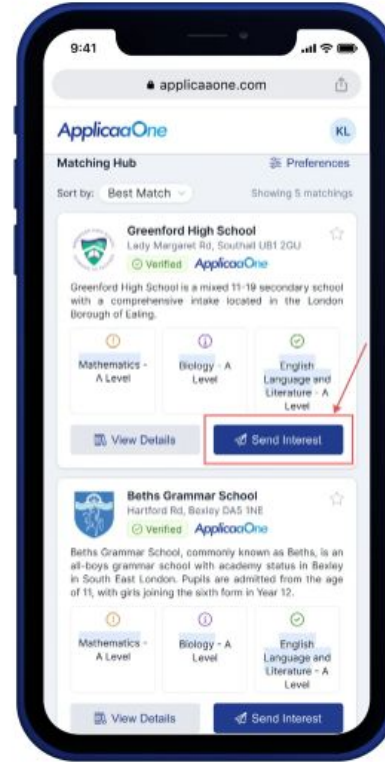
[Enrolment Guide 2 \(final checks and additional information about the App\)](#)

Think “University Clearing”, but for Sixth Form

? What if there was a system, where as soon as a student was declined, they appeared in a pool?

? What if after GCSE Results Day you were able to see a list of Year 11 students nearby who were looking for the courses you still had spaces for (and you could see they met your entry requirements)?

? What if you could then contact them, interview them, and offer them a place on the spot?



Register here to find out more

[2 May 11am](#)

[16 May 2.30pm](#)

[8 May 10am](#)

[24 May 9.30am](#)

The background features a central light blue hexagon. To its top-left is a grey hexagon, and to its top-right is an orange parallelogram. Below the central hexagon are three smaller hexagons: a dark blue one on the left, a light blue one on the right, and a very small light blue one at the bottom center.

Do you have any questions?