

# Enrolment Guide 2

**“Final Checks”**





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# ENROLMENT FORM CONFIGURATION

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Remember: the enrolment form is completely separate to the application form. It is initially cloned from the application form or from last year's enrolment form, but then you can tweak it to include new questions, or turn off sections and make the process quicker for the students on the day!

Student's Basic Details has to remain ON (you can't turn it off); all other steps are your choice and you can have different steps on for internal and external. You may decide you don't need internal to confirm their grades, so you could turn the Education step off for them.

To **activate the enrolment form**, navigate to **settings > application form > phase view** and switch "visible to applicants" ON. **We recommend doing this on the day before GCSE results day.**

# COURSES STEP - ON OR OFF?

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Each school runs things differently - do what works best for you.

## Courses Step **ON**:

- Applicants confirm their final course choices as part of their enrolment form
- If you have entry requirements in place and enforced for students:
  - students will only be able to select courses for which they are eligible
  - there will be no colour-coding in Details to be Checked area (because they have only been able to select appropriate courses)
- If you have entry requirements in place but active for staff only:
  - students will be able to select any courses (unrestricted)
  - there will be colour-coding in Details to be Checked area so staff can easily identify students who do and do not meet the criteria
- Staff confirm the courses in Ready to Enrol (either remotely, or face to face)

## Courses Step **OFF**:

- Applicants' applied/offered courses are carried through
  - they can't make changes to their preferred courses
- If you have entry requirements in place and enforced, colour-coding will show in Details to be Checked area - staff will see students coloured green/amber/red depending on whether they have met the requirements for their courses
- Staff confirm the courses in Ready to Enrol (perhaps face to face with the student)

# ENTRY REQUIREMENTS - ON OR OFF?

You may use entry requirements if you are over-subscribed, or if certain subjects require a strict level of ability in order to progress to A Level (typically Maths and Sciences).

Some schools who are able to offer a degree of flexibility on results day may choose not to use entry requirements - if you might consider enrolling students into courses if they have narrowly missed their grades, perhaps having the entry requirements off would be a good option.

As mentioned on the previous page, you could opt to have entry requirements active for students, staff or both.

Try each setting out in your test enrolment system to decide what works best for you.

# EDUCATION STEP - ON OR OFF?

You may decide you don't need your internal applicants to complete anything on the Education step - particularly if you are importing their grades for them and preventing them from making any changes.

**Important:** you do need to check the settings in your Education step, to ensure you have activated any qualifications which you would accept (GCSEs, BTECs, iGCSEs etc)

- Qualification
- File Upload
- Point Score Conversions

### Qualifications

Minimum number of qualifications

- |  |   |
|--|---|
| <input type="checkbox"/> A Level                             | <input type="checkbox"/> International Baccalaureate Middle Years Programme |
| <input type="checkbox"/> AS Level                            | <input type="checkbox"/> Key Skills   |
| <input checked="" type="checkbox"/> BTEC                     | <input type="checkbox"/> National Vocational Qualification                  |
| <input type="checkbox"/> CAMBRIDGE TECHNICAL                 | <input type="checkbox"/> Other  |
| <input type="checkbox"/> Cambridge National                  | <input type="checkbox"/> Other Vocational                                   |
| <input type="checkbox"/> EAL                                 | <input type="checkbox"/> Project  |
| <input type="checkbox"/> FSMQ                                | <input checked="" type="checkbox"/> WJEC (Welsh GCSE)                       |
| <input checked="" type="checkbox"/> GCSE                     | <input checked="" type="checkbox"/> i GCSE                                  |
| <input type="checkbox"/> International Baccalaureate Diploma |   |

Only the ticked qualification types will be available for students to select when adding their achieved grades

# ENROLMENT DAY MESSAGES

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By activating this setting in **settings > enrolment settings**, you will override your standard welcome message on the student homepage with these messages instead.

## Student Home page ⓘ

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Change messages on the homepage to enrolment message:

**Instruction Box:** this appears as a pop-up window when they first log in on results day. You may wish to put something in here to tell them what they need to do first.

**Message on Student's Enrolment Page:** this directly replaces the standard welcome message. It remains visible to the applicants whilst they are on their homepage. You may want to add something here to give an overview of the enrolment process in full.

**Message After Enrolment Finished:** this appears as a pop-up window once they have pressed “submit” on their enrolment form. You may want to add a message here to tell them what they need to do now - do you need them to come into school and meet with you?

Instruction box

Message on student's enrolment page

Message after enrolment finished



# WHO CAN ACCESS THE ENROLMENT FORM?

You control this!

Nobody except Super Admins can access the enrolment form during your embargo, unless you have specified otherwise in your Enrolment Settings area.

If you made offers to your applicants, only applicants who have a) received an offer and b) accepted the offer can then access the enrolment form.

If you want to restrict which applicants can access the enrolment form even further, you can click to add filters in **settings > application form > phase view**. Here, you can set it so only externals can access it, or only those in a particular application group, for example.

Customise Application Journey Step View Phase View Global Form Settings + Create Test Application

All Application Phases Sort Phases + New Phase

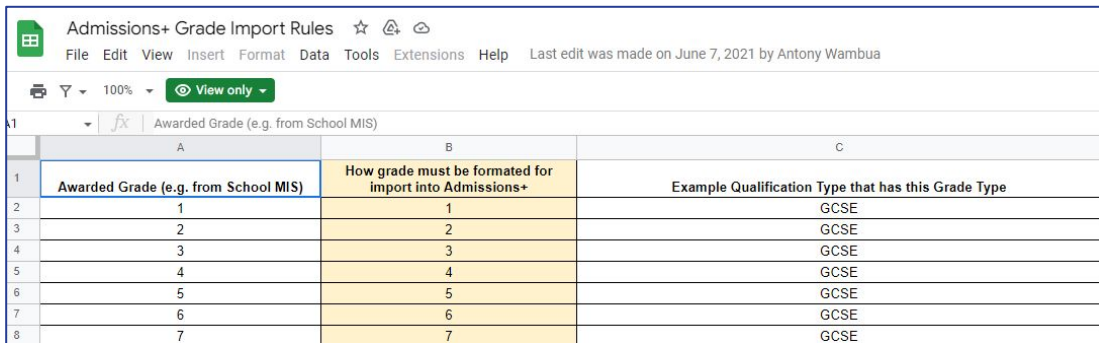
Phases	Category	Visible to Applicants ⓘ	Visible to staff on Applicant Profile ⓘ	Filter ⓘ	Actions
2. Application Form	Form Questions	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		⌵ ✎
3. Offer	Offer	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		⌵ ✎
4. Enrolment Form	Enrolment	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		⌵ ✎

# IMPORTING STUDENT GRADES

During the embargo period, most schools will choose to import internal students' achieved grades to negate the need for students to enter them. These grades will be used by the system to inform your colour coding/ requirement settings. **Please use the links below to prepare your system.**

[Grade import rules to ensure your csv is imported correctly](#)

[Examples to ensure your csv is formatted correctly](#)



	A	B	C
1	Awarded Grade (e.g. from School MIS)	How grade must be formatted for import into Admissions+	Example Qualification Type that has this Grade Type
2	1	1	GCSE
3	2	2	GCSE
4	3	3	GCSE
5	4	4	GCSE
6	5	5	GCSE
7	6	6	GCSE
8	7	7	GCSE

## Example CSVs for importing student grades

[Version 1 - multiple grades per row](#)

[Version 2 - single grade per row](#)

[Link to guide for importing grades](#)

There is nothing stopping you trying this out now! You could prepare a file of dummy grades for your students and import it into your **TEST** enrolment system - this means you get to practice the process ahead of the day, and will also have some grade data in the system so you can see the colour-coding, red flags etc in action.

Please note that in order to import internal students' grades, you will need to **ensure your internal students have been tagged with their MIS number.**

This will have happened automatically if you imported your internal students into your Admissions+ system when setting up your new application cycle and you can check this by visiting the profile of an internal student:

The screenshot shows a student profile page for 'Mini Mouse #Y6QV'. At the top, there is a navigation breadcrumb: Home / Registered students / Student profile. The student's name and ID are displayed prominently. Below the name, contact information is listed: Phone 0755555555, School Thomas Alleyne's High School, and Email 1311kats@gmail.com. A blue button labeled 'APPLICATION STATUS' with a document icon and the word 'Completed' is visible. A row of icons for communication and actions is below the contact info. A horizontal menu at the bottom of the header includes 'Overview', 'Application Form', 'Activities', 'Interview', 'Courses Selection', 'Family', 'Visas', and 'Conce...'. The 'Student Info' section is highlighted with a yellow box. A yellow callout bubble points to the 'Application Reference Number' field, stating: 'These fields will be populated if you imported your internals at the beginning of your application cycle'. The 'Application Reference Number' is '-2019-08-E-000081'. Below it, 'CloudSchool Learner ID' and 'CloudSchool Learner Code' are shown in empty input fields. Other fields include 'First Name' (Mini), 'Last Name' (Mouse), 'Gender' (Female), 'Date of Birth' (13/09/2017 - 5 years 7 months), and 'School' (Thomas Alleyne's High School - UTTOXETER - ST14 8DU).

Student profile for **Mini Mouse #Y6QV**

Phone 0755555555  
School Thomas Alleyne's High School  
Email 1311kats@gmail.com

APPLICATION STATUS  
Completed

Overview Application Form Activities Interview Courses Selection Family Visas Conce...

**Student Info** These fields will be populated if you imported your internals at the beginning of your application cycle

Student Code

Application Reference Number **-2019-08-E-000081**

CloudSchool Learner ID

CloudSchool Learner Code

First Name **Mini**

Last Name **Mouse**

Gender **Female**

Date of Birth **13/09/2017** - 5 years 7 months

School **Thomas Alleyne's High School - UTTOXETER - ST14 8DU**

Check whether your internals have their UPNs/ Admission Numbers in place already, and learn how to add them in if they are missing, by following [this guide](#).

The importing of internals' achieved grades is completed by matching the students' MIS codes, which is why it is important to ensure the students are tagged with their MIS codes prior to attempting to import their grades.

**If you need any support with this, please give us a call on 020 8762 0882**

# SUGGESTED EMAILS FOR STUDENTS

To prepare your platform for enrolment day we suggest checking the following email templates that you may wish to send to your students - these are in **Communications and Events > Communications > Automated Messages**:

Type	Template Name	Subject	Send from	Send to	Triggered by	Phase	Triggered when
	<input type="text" value="Search Template I"/>	<input type="text" value="Search Subject"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
✉	Teacher enrolled student onto courses	Teacher enrolled student onto courses at admin	admin@aplicaa.com	Student	Staff	Enrolment	Teacher enrolled student onto courses
✉	Student Has Submitted Enrolment Form	You submitted enrolment form at admin	admin@aplicaa.com	Student	Applicant	Enrolment	Student has submitted enrolment form

You can choose whether to activate either or both of these.

**“Student has submitted...”** is triggered when a student completes and submits their enrolment form (prior to you checking their details and confirming their courses).

**“Teacher enrolled...”** is triggered when you confirm a student’s courses and their status is updated to “enrolled”

We also recommend creating a **Manual Message** to send to students **before the end of term** to wish them luck with their results, tell them what they need to do on results day and what to bring with them if you will be seeing them in person on the day - this is covered in [Enrolment Guide 1](#).

# WAITING LIST EMAILS

There are two other Automated Messages linked to Enrolment, which you can choose to activate if desired - these link to the waiting list area of the enrolment process.

Type	Template Name	Subject	Send from	Send to	Triggered by	Phase	Triggered when
	<input type="text" value="Search Template"/>	<input type="text" value="Search Subject"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Enrolment"/>	<input type="text"/>
<input checked="" type="checkbox"/>	Remove From Waiting List	Course application status changes [Applicaa Demo]	admin@applicaa.com	Student	Staff	Enrolment	Remove from waiting list
<input checked="" type="checkbox"/>	Add To Waiting To Enrol	Course application status changes [Applicaa Demo]	admin@applicaa.com	Student	Staff	Enrolment	Add to waiting to enrol

**“Remove from Waiting List”** is triggered when you have added a student to the waiting list for a course and then make the decision to decline their place on that course.

**“Add to Waiting to Enrol”** is triggered when you have added a student to the waiting list for a course and then make the decision to confirm their place on that course.

# WAITING LIST MANAGEMENT

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All staff can add students to the waiting list for particular courses (you may choose to do this if you are undecided whether to offer them a place or not). [Here](#) is the guide to Waiting List Management.

Here, you can choose whether all staff have the authority to **approve** or **decline** waiting list decisions, or whether that right will be restricted to named staff only (**settings > enrolment settings**).

## Waiting list management

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Decide who is able to approve or decline a waiting list request. Please note regardless of the setting here, all staff users are able to add students to a waiting list.

- All Staff users
- Specific Staff users

Save

As mentioned, there are two automated emails you can choose to enable if you wish. If active, these will notify an applicant once they have been approved or declined for any courses they were on the waiting list for.

# ENROLMENT GUIDE FOR STUDENTS

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We have prepared [this guide](#) that you may wish to send to students, explaining the enrolment process to them. Here is the Powerpoint version which you can edit as needed.



Here is a [video demonstration](#) of the student process.

# ENROLMENT WORKFLOW

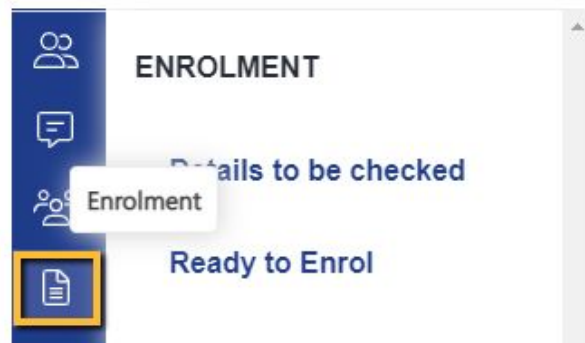
We've created a step by step workflow for staff to follow, which you can access [here](#).

## Enrolment Day Overview for Staff

This is the key information you need to know in order to enrol students on Enrolment Day.

Super Admin users on your system can add you to the system as a staff member if you do not already have access and will need to be able to log in on results day. Please speak to your system administrator and ask them to create a login for you.

When you log in, you will need to access the Enrolment area of the platform. Students will be logging in, confirming their details and submitting their enrolment forms to you for review.





# THE APPLICANT PROCESS - RESULTS DAY

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Each school runs things differently - do what works best for you.

- Students log into Admissions+ on results day; they confirm their details (and add results if they are external applicants) and may also confirm their course choices.
- Students submit their completed form.
- Students receive an email thanking them for submitting their form and informing them what to do next (if you activated that template).
- Course choices are then confirmed by the school (either in person or remotely).
- Students receive an email confirming their enrolment and the courses they will study (if you activated that template).

# THE APPLICANT PROCESS - RESULTS DAY (CONTINUED)

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## Possible Deviations:

- You may decide you don't need internals to log in or submit their enrolment form at all - you could move them straight to "details to be checked" and then enrol them.
- Perhaps you don't want students to be able to change their course choices? Turn that step off on the enrolment form!
- You can add extra questions, sections and steps into the enrolment phase - things you didn't collect at the application stage (often this is things like consents, and additional welfare information).

# RESTRICTIONS FOR APPLICANTS

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You can choose to restrict students' subject choices by entry requirements (based on the entry requirements you have set up in **settings > subject options > specific requirements**).

You can also choose to enforce a cap on the number of places on each course; applicants who try to confirm their place onto these courses will still be able to do so, but staff will be prevented from surpassing the cap and may have to place students onto the waiting list for a course.

You can set the minimum required number of qualifications (5 is the default), alongside Average and Total Point Score requirements if applicable.

These settings can be found in your Enrolment Settings area and are covered in [Enrolment Guide 1](#).

# THE SCHOOL PROCESS - PRE-ENROLMENT

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Prior to results day, you'll need to decide which process will suit you best and configure your system accordingly. Every school has access to a dummy version of their system, to fully test enrolment without impacting your live data!

Once you've confirmed your process, **email your applicants** so they know the plan for the day - you need them to be prepared and informed.

**Run through the process with all staff** who will be involved on the day - you need to be able to rely on them to manage the process as you want it to be.

**Ensure your embargo is in place**, and then import the achieved grades for your internal applicants (the day before results day).

Turn on your enrolment form (**settings > application form > phase view**).

# THE SCHOOL PROCESS - RESULTS DAY

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Your embargo will end, and then students can begin logging into your system!

Students will complete their enrolment form and once they press “submit” they will start to appear in a list on your **Details to be Checked** area.

You check and confirm their details and progress onto the course selection page “**Ready to Enrol**”.

You confirm their courses, allocate them to classes and press “submit”. This marks the applicant as enrolled and then you move onto the next applicant and repeat the process.

# DETAILS TO BE CHECKED

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You may have moved your internals here already, or they will appear here (alongside externals) once they have completed their enrolment form.

You will see the applicants listed on the left and when you click on them, it will label them with your name (so multiple staff can be in this area, all working on different students and you can see which staff are working on which students' data).

Here, you can check and confirm each individual section, or you can navigate straight to their grades by clicking the "education" tab.

You can then continue confirming, or move straight to the next stage by clicking "go to courses step" or the green person icon. This pushes the student into "Ready to Enrol".

## Enrolment

**Details to be checked**

Ready to Enrol

Enrolled

Enrolment Waiting

Enrolment Declined

Select student on the left to see profile details

Total (1)

Most Recent



Search students by name, email

**Test Guy Test Collier**

0.0 external

Submitted at 23/05/2024 11:23

Lucy Applicaa Customer Success

**Test Guy Test Collier**



Phone: Home: 09742824534, Mobile: 94682277308  
Email: studentb5527d25a5a496fd@admp.uk  
Birthday: 21/06/2012

Decline Enrolment

Add To Enrolment Waiting

Impersonate

**Go to Courses Selection**

Student Basic Details

Parent/Carer Details

**Education**

### More info

Confirm these details

Legal First Name

Test Guy

Legal Last Name

Test Collier

(Preferred) First Name

Test Guy Preferred Forename

# READY TO ENROL

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In this section, you will see the subjects they applied for, subjects you offered to them (if applicable) and their enrolment form subjects (or any combination of these, depending on your process).

Confirm the students onto the courses you wish to enrol them onto by

- clicking the + next to any courses on the left
- searching for the course in the “confirmed courses” area
- adding them via the waiting list on the right (use this option if they have not met the criteria but you want to accept them onto it anyway)

Click “auto-allocate” if you want the system to work out the best fit of classes OR manually allocate them to the classes of your choice.

Click “submit” to confirm.



# Enrolment

Details to be checked **Ready to Enrol** Enrolled Enrolment Waiting Enrolment Declined

Select student on the left to see courses details

Total (1)

Most Recent

Search students by name, email

Test Guy Test Collier

5.4 external

Submitted at 23/05/2024 11:31

Lucy Applicaa Customer Success

## Test Guy Test Collier

Phone:  
Email:  
Birthday:

Decline Enrolment Add To Enrolment Waiting Impersonate

### Grades

English Language: 6 English Literature: 6 Geography: 5 Mathematics: 5  
Art and Design (Fine Art, Photography, Graphics, Craft): 5

### Application Form Subjects

- A Level Drama (Block E) +
- A Level English Literature (Block B) +
- A Level Law (Block D) +

### Enrolment Form Subjects

- A Level Drama (Block E) +
- A Level English Literature (Block B) +
- A Level Law (Block D) +

### Add to offer list

- A Level Drama (Block E) +
- A Level English Literature (Block B) +
- A Level Law (Block D) +

### Confirm Subjects

Select a Course

Auto Allocate Classes

### Add to Waiting List

Select a Course

Accepted

Declined



# AUTO-BALANCING

By pressing “auto-allocate” in the Ready to Enrol area, the system will work out the best fit of classes based on the student’s other courses and the number of other students already enrolled into each class.

You can manually override this, but the idea is that it saves you time and works things out for you!

The screenshot displays a student enrolment interface. At the top, there are course selection options: 'Business 8', 'Computer Science 6', 'Citizenship Studies 5', 'Combined Science 7-6', 'Sport L2D\*', and 'Dance Distinction'. Below these, there are sections for 'Confirm Subjects' and 'Add to Waiting List'. The 'Confirm Subjects' section lists 'A Level Sociology', 'BTEC Subsidiary Diploma in Sport', and 'A Level Media Studies enrolled'. The 'Add to Waiting List' section has a dropdown menu for 'Select a Course' and a plus sign. Below these sections, there are several rows of course selection options, each with a plus sign and a trash icon. A red box highlights the 'Auto Allocate Classes' button, which is located in the middle of the interface. A red arrow points from the bottom left towards this button. Below the course selection options, there is a section for 'Accepted' and 'Declined' courses. The 'Accepted' section lists 'Biology', 'A Level Business Studies', and 'HL English'. The 'Declined' section is currently empty. At the bottom of the interface, there is a table showing the student's enrolment status across different blocks. The table has columns for 'Waiting', 'Block A', 'Block B', 'Block C', and 'Block D'. The 'Waiting' column shows a value of 4. The 'Block A' column shows 'ALS/1' with a green box indicating '0 / null'. The 'Block B' column shows '11B/Sd' with a green box indicating '0 / null'. The 'Block C' and 'Block D' columns are currently empty.

Waiting	Block A	Block B	Block C	Block D
4	ALS/1 <span>0 / null</span>			
4		11B/Sd <span>0 / null</span>		
4				

# ENROLLED

Applicants will appear as “enrolled” once you have pressed “submit” in the Ready to Enrol area.

Here, you can enable the system to auto-email the student to confirm their classes if you wish, as covered earlier.

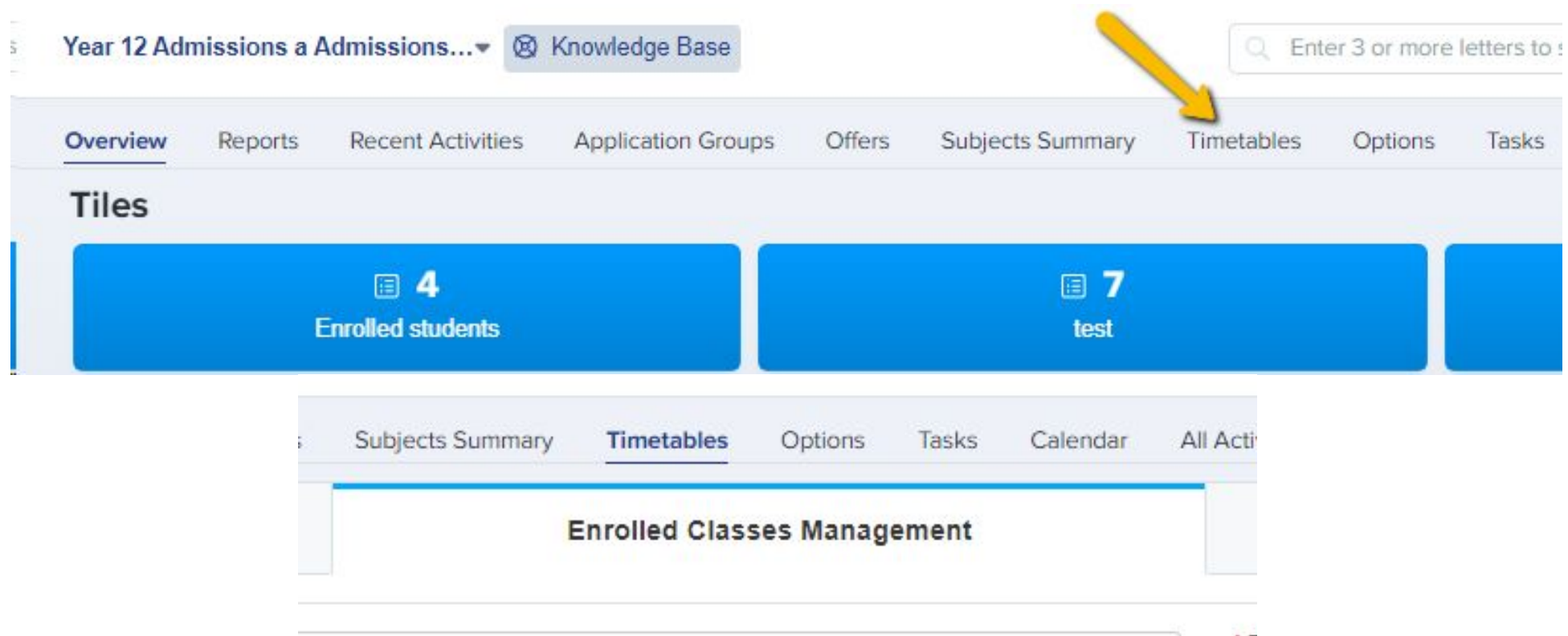
The screenshot shows a student profile for 'Test Guy Test Collier #U-ECOC'. The 'APPLICATION STATUS' is 'Completed' (2/2) and the 'ENROLMENT STATUS' is 'Enrolled'. A red arrow points to the 'Enrolled' button. To the right, a sidebar shows 'Enrolment' status with 'Enrolled' highlighted in a red box. Below, a 'Phase status details' table shows 'Enrolled (27)' highlighted in a red box. The 'Recent Activities' section shows a log of status changes, with 'Enrolled' highlighted in a red box.

Status	Internal	External
Pending (2)	1	1
Details to be checked (0)	0	0
Ready to enrol (0)	0	0
<b>Enrolled (27)</b>	0	27
Enrolment waiting list (0)	0	0
Enrolment declined (0)	0	0

**Important:** only students who have been marked as “enrolled” can have their classes migrated into your MIS. Any students under any other status will not be able to have their classes auto-populated in your MIS.

# CLASSES MANAGEMENT

Navigate to the **Timetables** tab on your main dashboard and select **Enrolled Classes Management**.



You will be able to view all of your enrolled students, and their classes and you can change allocations centrally, rather than on individual student profiles - this is covered in more detail in the [Classes Management and Reporting](#) group training sessions.

# IDENTIFYING LATE APPLICANTS

You may have some applicants who apply on or after results day - walk-ins. You may find it helpful to be able to easily identify who those applicants are.

We recommend creating a dashboard tile to show those whose start date is after 20 August 2025 for example, so you can easily track them from your dashboard.

The image shows a dashboard interface. On the left, there is a red tile labeled 'Registered Students' with a person icon and the number '29'. A yellow arrow points to a '+ Add new tile' button. A modal window titled 'Add new tile' is open, showing a form with the following fields:

- Name \***: 'Late Applicants - results day walk-ins' (highlighted with a yellow box)
- Color code**: A blue color bar
- Filter Summary**: A link icon
- Save**: A blue button

In the background, an 'Edit Filter' panel is visible for 'Student properties'. It has a search bar and several filter options:

- sub\_school (sub\_school)**: is any of [dropdown]
- Interview Group (interview\_group)**: is any of [dropdown]
- Form Group (form\_group\_id)**: is any of [dropdown]
- Date Started (created\_at)**: date is aft [dropdown] 20/08/2025 (highlighted with a yellow box)

# TRANSFERRING DATA

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Once all your students have been allocated to classes and you are happy to move their enrolled classes data to your MIS, please use [this guide](#) to follow the process for your MIS.

Of course if you would like further guidance, please don't hesitate to contact our Support Team on **020 8762 0882**.

# **BURSARY 16+**

Join us for group training on setting up for your new cycle with Bursary 16+ in preparation for September!

Register [HERE](#)

The session will show you how to set up for the new cycle, as well as sharing tips and reminders of the key features within your B16+ platform.

Don't forget, you can **link your Admissions+ system to your B16+ system**, ensuring your students can log into both systems using the same credentials!

Contact your **Customer Success Manager** or give our Support Team a call to ask them to connect your systems if you haven't already done so.

**Not got B16+ yet but you're interested?**

[View Demo](#)

[Book a Meeting](#)

# FAQS AND TROUBLESHOOTING

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Each year, we encounter questions from schools and try to address them for the next cycle!

Here are the [Frequently Asked Questions](#) we encountered.

These are some tips for [troubleshooting](#) things you encounter within your system.

Here is an [Enrolment Checklist](#) of key checks for your system in readiness for Results Day.

We hope these are helpful - don't forget you can always call us for any support: **020 8762 0882**.





**THANK YOU**

We wish you all a smooth, stress-free enrolment day!