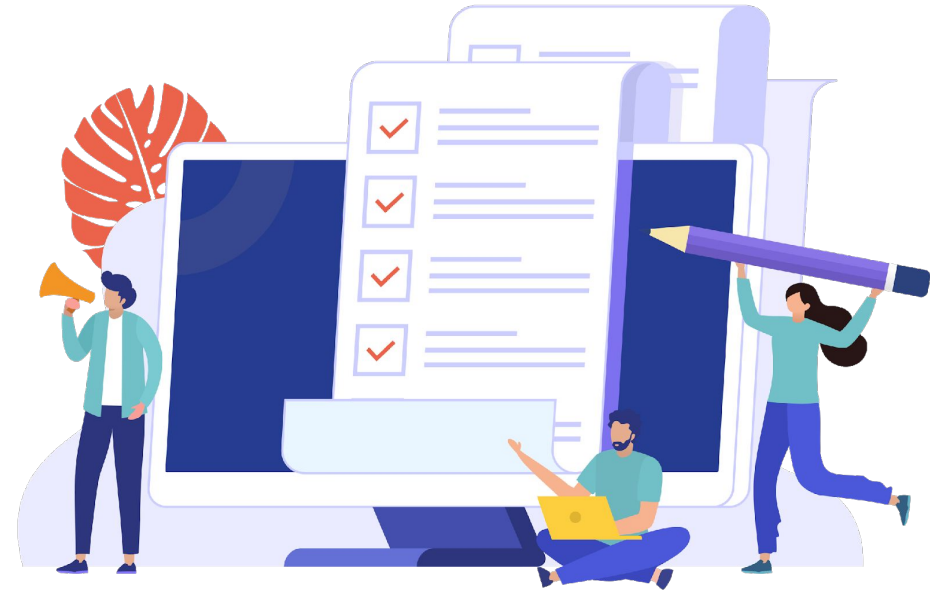


Enrolment Guide 2

“Final Checks”





CONTENTS

- Key settings to check and consider
- Suggested emails for students
- Waiting List emails
- Importing student grades
- Transferring data to your MIS
- The Applicant Process
- Enrolment guide for students
- The School Process
- Enrolment day flow for all staff
- Linking your Admissions+ System to your Bursary 16+ System
- FAQs and Troubleshooting

ENROLMENT FORM CONFIGURATION

Remember: the enrolment form is completely separate to the application form. It is initially cloned from the application 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 internals and externals. You may decide you don't need internals 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?

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 onto 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)

You also need to ensure students can specify the date that they received their achieved grades.

Qualification

File Upload

Point Score Conversions

Qualifications

Minimum number of qualifications

A Level

AS Level

BTEC

CAMBRIDGE TECHNICAL

Cambridge National

EAL

FSMQ

GCSE

International Baccalaureate Diploma

International Baccalaureate Middle Years Programme

Key Skills

National Vocational Qualification

Other

Other Vocational

Project

WJEC (Welsh GCSE)

i GCSE

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

Available Received Date ⓘ

- 2012 January
- 2013 January
- 2014 January
- 2015 January
- 2016 January
- 2017 January
- 2018 January
- 2019 January
- 2020 January
- 2020 August
- 2021 July
- 2022 March
- 2022 August
- 2012 June
- 2013 June
- 2014 June
- 2015 June
- 2016 June
- 2017 June
- 2018 June
- 2019 June
- 2020 June
- 2021 February
- 2021 November
- 2022 June
- 2022 November
- 2012 November
- 2013 November
- 2014 November
- 2015 November
- 2016 November
- 2017 November
- 2018 November
- 2019 November
- 2020 November
- 2021 June
- 2022 February
- 2022 July

⚙ Settings



You need to add your 2023 dates

Edit The Received Date ✕

Select your available received dates
Date must be "YYYY/MM/01"

2012-01-01 ✕	2012-06-01 ✕	2012-11-01 ✕	2013-01-01 ✕	2013-06-01 ✕	2013-11-01 ✕
2014-01-01 ✕	2014-06-01 ✕	2014-11-01 ✕	2015-01-01 ✕	2015-06-01 ✕	2015-11-01 ✕
2016-01-01 ✕	2016-06-01 ✕	2016-11-01 ✕	2017-01-01 ✕	2017-06-01 ✕	2017-11-01 ✕
2018-01-01 ✕	2018-06-01 ✕	2018-11-01 ✕	2019-01-01 ✕	2019-06-01 ✕	2019-11-01 ✕
2020-01-01 ✕	2020-06-01 ✕	2020-11-01 ✕	2020-08-01 ✕	2021-02-01 ✕	2021-06-01 ✕
2021-07-01 ✕	2021-11-01 ✕	2022-02-01 ✕	2022-03-01 ✕	2022-06-01 ✕	2022-07-01 ✕
2022-08-01 ✕	2022-11-01 ✕				
2022-08-01					
2022-11-01					
2023-02-01					
2023-03-01					
2023-06-01					
2023-07-01					
2023-08-01					
2023-11-01					

Click in the box and scroll to find and add the 2023 dates

ENROLMENT DAY MESSAGES

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 ⓘ

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.

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

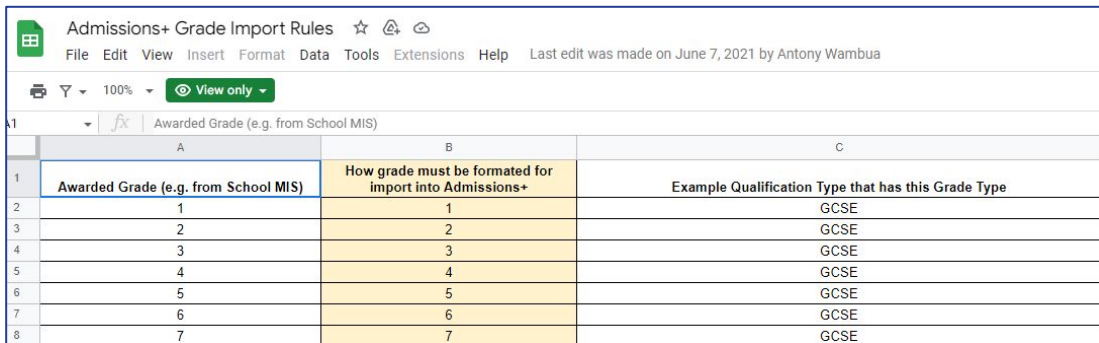
Phases	Category	Visible to Applicants ⓘ	Visible to staff on Applicant Profile ⓘ	Filter ⓘ	Actions
2. Application Form	Form Questions	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		▼ ✎
3. Offer	Offer	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		▼ ✎
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](#)

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 for 'Mini Mouse #Y6QV'. The profile includes contact information (Phone: 0755555555, School: Thomas Alleyne's High School, Email: 1311kats@gmail.com) and an 'APPLICATION STATUS' badge that says 'Completed'. Below this is a navigation menu with 'Overview' selected. The 'Student Info' section contains the following details:

Student Code	
Application Reference Number	-2019-08-E-000081
CloudSchool Learner ID	
CloudSchool Learner Code	
First Name	<u>Mini</u>
Last Name	<u>Mouse</u>
Gender	<u>Female</u>
Date of Birth	<u>13/09/2017</u> - 5 years 7 months
School	Thomas Alleyne's High School - UTTOXETER - ST14 8DU

A yellow callout box with a lightning bolt icon points to the 'Application Reference Number' field, containing the text: 'These fields will be populated if you imported your internals at the beginning of your application cycle'. The 'CloudSchool Learner ID' and 'CloudSchool Learner Code' fields are highlighted with a yellow border.

If your internals' MIS codes are not present, you should first run an export (data > export for cloud based MIS, or via the SIMS App) of your internal students into your MIS as this process will then ensure your internals' MIS codes are written back into Admissions+.

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@applicaa.com	Student	Staff	Enrolment	Teacher enrolled student onto courses
✉	Student Has Submitted Enrolment Form	You submitted enrolment form at admin	admin@applicaa.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 I"/>	<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

All staff can add students to the waiting list (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 can APPROVE or DECLINE waiting list decisions, or whether that right will be restricted to named staff only (settings > enrolment settings).

Waiting list management

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

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.



ENROLMENT WORKFLOW

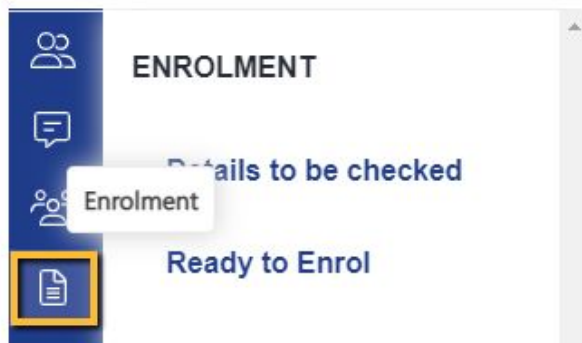
We've created a step by step workflow for staff to follow, which you can access [here](#).

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.



TRANSFERRING DATA

Once all your students have been allocated to classes and you are happy to move the 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

THE APPLICANT PROCESS - RESULTS DAY

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

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

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

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 once the cap is reached are automatically placed onto the waiting list for that subject.

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

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

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

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.

You can then continue confirming, or move straight to the bottom and click "go to courses step". This pushes the student into "Ready to Enrol".

READY TO ENROL

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.

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's enrolment options. At the top, there are course categories: 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 'Accepted' and 'Declined' sections. The 'Accepted' section lists 'Biology', 'A Level Business Studies', and 'HL English'. The 'Declined' section is currently empty. A red box highlights the 'Auto Allocate Classes' button, which is located below the 'Add to Waiting List' section. A red arrow points from the bottom left towards this button. At the bottom of the interface, there is a table showing the student's enrolment status across different blocks (A, B, C, D) for various courses.

Waiting	Block A	Block B	Block C	Block D
4	ALS/1 0 / null			
4		11B/Sd 0 / null		
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.

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.

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** to ask them to connect your systems if you haven't already done so.

FAQs and Troubleshooting

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!