

Guide to Enrolment- The Holt School

Internal Students: You must enrol between 8:30am and 12pm on the 22nd August to secure your place.

If you have met the grades for your courses and you are remaining with your original choices you are able to enrol online (only between the times of 8:30-10:00am):

Step 1:

Log in to your Applicaa account (the same site as your application form) <https://theholtschool.applicaa.com/>

Once you have done this, this will appear. **It will show the subjects you have selected.**



A screenshot of the Holt Sixth Form Application Page. The page has a dark grey background. At the top right, it says 'Welcome to The Holt Sixth Form Application Page'. On the left, there is a sidebar with icons for Home, Messages, Calendar, and Back to Admin. The main content area shows a user profile with a blue box over the name. Below the profile, there are sections for 'Form Status' (Completed), 'Offer status' (Accepted), and 'Reference Status' (Not Set). To the right, there are 'Subjects you wish to study' (Business, Psychology, Biology A) and 'Reserve Subjects' (Economics A). A green notification box in the center says 'You can start your enrolment process' with a 'Start Your Enrolment' button. On the right side, there are sections for 'School Message' (No message) and 'Upcoming Events' (No event). At the bottom left, there is a 'BACK TO ADMIN' link.

Step 2:

Confirm your personal details

A+ **H6** Welcome to The Holt Sixth Form Application Page

Step 1 Student Basic Details **Step 2** Confirmation

Student Basic Details

Legal First Name*

Legal Last Name*

Gender*

Date of Birth*

Phones

Phone type* Phone number*

Primary Main

Step 3:

Confirm that you are enrolling with the correct subjects and that you have met the entry requirements for these subjects

The screenshot displays the 'Confirmation' step of the Holt Sixth Form Application Page. The page header includes the 'A+' logo, 'H6', and the text 'Welcome to The Holt Sixth Form Application Page'. A navigation sidebar on the left contains icons for Home, Messages, and Calendar. The main content area is divided into two steps: 'Step 1 Student Basic Details' and 'Step 2 Confirmation'. The 'Confirmation' step is active and contains the following text: 'Confirmation', 'By clicking next you are confirming that you are enrolling with the subjects that appeared on your home page.', 'If you click confirm but have not met the required grades for your subject, we will be unable to enrol you online. We will send you an email to make you aware that you need to come and meet with a member of the sixth form team today between 9am-12pm (24th August)', 'If you would like to make any subject changes, you also need to visit us between 9am-12pm today to discuss this (24th August) rather than enrolling online.', and 'Once you have clicked confirm, a member of the enrolment team will process your request and a confirmation email will be sent to you.' At the bottom, there are three buttons: 'Save Progress and Close', 'Previous', and 'Save & Submit Application'.

Step 4:

Your enrolment form is sent to the enrolment team who will confirm all of your subjects, and you will receive an email confirmation once this is complete.

Please note:

- If you have **not met the entry requirements** and/or would like to **change subject** you must come **in person to meet with the sixth form team.**
- If you start the enrolment process online but haven't met the grades, **we will not be able to process your application any further,** and will email you to remind you that you need to come in to see us

Notes for Internal Students:

- If you need to come in to meet with the sixth form team due to not meeting the entry requirements, subject changes or you're an external student but are away so unable to come in, please email enrolment@holt.wokingham.sch.uk from 8:30am to arrange a suitable time to speak to you on the phone or via Teams about your enrolment.
- If you have not yet put in an application form and have decided to apply on results day or you applied late, please come and visit us in the sixth form centre to discuss your application between 1pm-3pm
- If you have any issues at all with enrolment, please email enrolment@holt.wokingham.sch.uk