

APPLICAA GUIDE



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If you are currently a students at Melksham Oak community school, you will receive an email from Applicaa (admin@applicaa.com) with your login details to apply to our Sixth Form. Please check your junk email folder if you haven't received your welcome email.

If you are external applicant, please visit: ApplicaaOne or the direct link at: <u>http://melkshamoak.applicaa.com/year12</u> and create a profile.

Click the link and enter the details provided on the landing page. Click Login.

You will be prompted to change your password. Select a password more than 8 characters long, containing a number and symbol.





Once you have changed your password, you will have to accept the School and Applicaa privacy policies, before you start your application. To accept the policies, click the blue link to the policy to open and read - then you can click the green accept button.

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HOW TO APPLY IN APPLICAA (CONT.)

To apply - click **Application Form.** You will get a pop-up box showing you the 5 stages of the application form, click **Continue Application.**

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United States		Ches and School Message	Application Form Progress		
		Thank you for considering blokshan Call for your Soft Form Rodes: The lock forward to revenuing your application. If you require any annihilations or meet to devices your application, piezes control the Soft Form Sector for messare	Step 1: Student Basic Details Step 2: Parent/Carer Details		
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There are 5 stages to the application form. Work through the form, ensuring that anything marked with a red asterisk* is answered (these are mandatory fields). Some of the entries have drop down menus, you can start typing your reply and the list of options will decrease. Once you finish a section, you can either **Save Progress and Close** or **Save & Next**

Student Basic Details	l arrestCarer Details	Support Information		Education	Courses	
Student Basic Details						
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Usa		Shearing				
(Preferred) First Name		liddie Name(s)				
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Gender'		ate of Birth*				
Female	• •	26/11/2014				
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Town/City*	31/10/2023					
SWINDON						
	Student Contact Details					
Using the second se	Student Email Address*					
When did you move to this address?	Phones					
3/10/2023	Phone type *	Phone number *		Primary	Main	
	Mobile Phone					
	+ Add phone Ethnicity and Background Information					
	Ethnicity"			Religion"		
	White - British			No Religion		
	Are any of your legally responsible parents or carers curren	ly serving in the military or armed forces?"		Country Of Birth*		
	No		* i	United Kingdom		
	Nationality"					
	United Kingdom		11			
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On the parental page please provide the details for at **least 2 Parent/Carers.** You can provide more, but 2 contacts **must** be provided to move onto the next stage.



Click the blue button to add your parent/carer details. Click the grey button to add additional contacts.

HOW TO APPLY IN APPLICAA (CONT.)

Take your time to find the right school, when completing current school details. Start typing the letters in the box and the list of schools should appear. In this section you will be able to enter your predicted GSCE grades.

	Parenocarer Details			Support Infor	mation		Education	Courses
is SN10 3AG								
-								
	with your subject tutors, your form tutor or Head	of Year						
Title *		Grade *	s	tatus *		Qualification Level *	Received d	Sate
Title * Art and Design (Fine Art, Photography, Graphics, Craft)	* 1	Grade *	s v	Predicted	v	Qualification Level *	Received a	Sate
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Once you have entered all your predicted grades, click **Save & Next. You must add at least 5 grades to progress to the next stage.**

Finally, select the courses of interest to you. You need to choose a minimum of 3 and a maximum of 5.

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icine i	Student Basic Details		✓ ICCCE Parent/Carer Details	Support Information	✓ (Election Education	Courses	
F	Previous Your selection	ART & DESION CREATIVE MEDIA BTEC	FRENCH PHOTOGRAPHY PRODUCT	DESION		Submit	
Ĥ		✓ Maximum subjects to be	selected: 5	√ Minimum s	ubjects to be selected: 2		
CALDIGHR	Select the course you are interested in:	-edu(1)-#1(1)-#1					
		Search subjects here			•		
	ART & D	ESIGN ect	EPQ.(AS.Le	elect	PHOTOGRAPHY Desence		
	BIOLOGY		EOOD AND	NUTRITION	PHYSICS Seed		
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			GEOGRAPHY Seed MEALTH & SOCIAL CARE LEVEL 3 CAMBRIDGE TECH Seed		PSYCHOLOGY Sens RELIGIOUS STUDIES Sens		
	CREATIVE M	EDIA BTEC	HIS	TORY	SOCIOLOGY Seed		
	CRIMING	DLOGY	MATHE	EMATICS	SPANISH		

Once you've chosen your courses, click submit and submit again on the pop-up box and you should return to the landing page.

You are now submitting your application.	×
Submit	

Once you've chosen your courses, click submit and submit again on the pop-up box and you should return to the landing page.

The sixth form team will be in touch, regarding your interview date.



Melksham Oak Community School, Bowerhill Melksham Wiltshire SN12 6QZ

1: 01225 792700 E: admin@melkshamoak.wilts.sch.uk



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