#### **Instructions for Applying Online for 2016 Entry**

The online application process for 2016 entry will be available from Friday 23 October at 9:00am.

To create an online application, please visit the College's website at <u>www.farnborough.ac.uk</u> and click **More Information** in the **Apply Now** box. Alternatively, you may access the application form directly by visiting <u>www.farnborough.ac.uk/apply</u>.

If you encounter any problems when applying or have any questions, please contact the College Registry by emailing <u>registry@farnborough.ac.uk</u>.



To begin the sign-up process, enter your email address and select **I want to create a new application**. Then click **Continue**.



You will then be prompted to enter a password. The password must be at least six characters long. Please ensure that the email address you have entered is valid, as the College will use it to contact you regarding the status of your application.

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	, as corresponde rson; additional e.com	, as correspondence regarding rson; additional applications w e.com	, as correspondence regarding your applicatio rson; additional applications will not be accept a.com

When you have entered your email address and chosen a password, press the **Create Application** button.

Now that you have created an application, you will see a page that displays all of the sections that need to be completed.



Pages that have not been completed will appear on a red background next to a red X. As you progress through the application form, these sections will turn green to indicate that they have been completed.

#### Section 1 – Personal Details

Clicking **Personal Details** will display the personal details page. Here you will be asked for your name, gender and contact information.

If you would like to be known by a different name to your official first name, please enter it in the **Preferred Name** box (for example, if your name is "Jonathan" but you wish to be known as "Jon", enter "Jon" in the **Preferred Name** box).

If you will be moving before September, please indicate this by clicking the box near the bottom of the page and filling in your new address.

Your address can be looked up using your postcode. Enter your postcode in the box provided and click the **Find my address**.

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The Sixth Form Colle Farnborough Online Applications	ge	Logged in as <b>ap</b>	Home Instructions erson@example.com Log Out
Personal Details			
Official Surname	(Å	Date of Birth (dd/mm/yyyy)	
Official First Name		Preferred Name	
Middle Name(s)		The second second second	
Gender	Please select ▼	UK Mobile Number (without spaces)	
What is your home address?			
Find address using my Postcode	P057 30D	Find my address	
Who lives there with you?	Please select •		
How should letters to them be addressed? eg "Mr and Mrs Brown":	,	]	
UK Telephone Number (without spaces)		]	
Please enter the email address where you can be contacted for correspondence	r parent(s)/guardian(s)		
If you intend moving house before Sep	tember, please tick this box		
Save Changes Return Home without	saving changes		
For technical support, please email registr	y@farnborough.ac.uk		v0.0.0.0
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Once you have filled in this page, click **Save Changes**.

You will then be returned to the summary screen. Note that the **Personal Details** box is now marked as complete.



## Section 2 – Qualifications and Predicted Grades

The next section asks for the qualifications that you are studying at your secondary school.

The Sixth Form Farnborough Online Applications	College		Logged in as ape	Home In rson@example.co	structions m Log Out
Qualifications					
Please enter any qualifications y applicable), the grade achieved	ou have achieved at school or ar or predicted grade if currently stu	e currently studying udying, and the exar	along with the year n board (if known).	of the exam, the tie	er (if
Once you have finished entering	all your qualifications, click "I ha	ve completed this p	age."		
If you have not taken/are not stu	udying any qualifications, please	leave this page blan	k and click "I have co	mpleted this page.	
You have not yet entered any qu	alifications. Please do so below.				
Add a new qualification:					
Year of Exam Su (yyyy)	bject/Qualification Name	Tier (if applica	Grade or ble) Predicted G	Exam Boar	rd
2016 Please select		▼	▼	▼	▼ Add
If your qualification <b>does not</b> ap	pear in the list above, please ent	er it here:			
Year of Exam Subje (yyyy)	ct/Qualification Name	Tier (if applicable)	Grade or Predicted Grade	Exam Board	
2016	<u>الله</u>				Add
I have completed this page	I will finish this page later	]			
For technical support, please en	nail <u>registry@farnborough.ac.u</u>	k			v0.0.0.0

To add a qualification, enter the year that you will be sitting the exam and choose the subject from the **Subject** dropdown. If applicable, please also enter the tier.

If you have been given a predicted grade for the subject, please select the grade from the **Grade or Predicted Grade** dropdown. If you have a final grade for the subject, please enter it. If you have not yet been given predicted grades, please leave the dropdown blank.

If you know which examination board you will be sitting the exam with (usually AQA, Edexcel, OCR, or WJEC) please select it from the **Exam Board** dropdown.

If you are studying Science and Additional Science at GCSE, please enter **both** subjects. If you are studying just one science, please enter **Science GCSE**. If you are studying a Short Course (sometimes referred to as a Half-GCSE) please select the appropriate short course subject.

Once you have added all the details, click the **Add** button. The newly added qualification will appear in the list.



To add more qualifications, repeat the process. If you have a qualification which does not appear in the Subject dropdown for example, qualifications from overseas, please use the lower qualification entry form where you can enter the details of your qualification manually into the text boxes provided.

If you need to remove a qualification that has already been added, click the **Delete** button to the right of the qualification. If you need to change or correct a qualification you have entered, click the **Edit** button and update the details.

Once you have added all of your qualifications, click the **I have completed this page** button. If you wish to come back to this page later, you can click the **I will finish this page later** button.

2016 2016 2016	Accounting GCSE German GCSE Mathematics (Methods) GCSE	Higher Intermediate	A C B		AQA AQA	Edit Edit Edit	Delete Delete	•
Add a n	ew qualification:							
Year o Exam (yyyy	of Subject/Qualification )	n Name		Tier (if applicable)	Grade or Predicted Grade	Exam	Board	
2016	Please select		•	T		•	•	Add
f your o Year of (yy	ualification <b>does not</b> appear in the list a Exam Subject/Qualification Na (y)	bove, please ente	er it here: Tie (if appli	r cable) Pre	Grade or dicted Grade	Exam Boar	d	
2016		<b></b>						Add
I have	e completed this page I will finish t	his page later						
or tech	nical support, please email <u>registry@fa</u>	rnborough.ac.uk					١	/0.0.0

## Section 3 – Education

The third page asks about your education and school.

If you are studying any **AS Level** courses, please enter them in the first section on the page and indicate whether you would like to continue studying them at A2 level at the College.

Are you completing any AS courses this year at school? If	so, please indicate which subject(s):
A&D Fine Art AS Level •	✓ I wish to continue this subject at The Sixth Form College.
A&D Textiles AS Level •	□ I wish to continue this subject at The Sixth Form College.
Please select T	🔲 I wish to continue this subject at The Sixth Form College.
Please select T	🔲 I wish to continue this subject at The Sixth Form College.
Please select V	$\square$ I wish to continue this subject at The Sixth Form College.

The second part of this page allows you to select which courses you are interested in taking. You must enter a minimum of three subjects (including those you wish to continue to A2). At this stage, we understand that you may be uncertain about which subjects you would like to study. Final course choices do not need to be made until August.

Subject Choice 1	Please select •
Subject Choice 2	Please select •
Subject Choice 3	Please select V
Subject Choice 4	Please select •

Please also indicate if you wish to apply for a Music Scholarship. If so, you will be presented with several additional boxes to fill in.

Tick if you are applying for a Music Scholarship.
Instrument(s):
Ă
Present Instrumental/Voice Teacher:
Playing standard (grade): Please select ▼
I have Grade V Theory
I hold a county award
Briefly state why you are applying for a music scholarship at Farnborough:

Auditions will be held in January/February. Auditions may be recorded.

The third section of this page asks you for information about your school. A number of schools have already been provided in a list. If your school is in the list, please select it. You can search the list using the textbox at the top.

If your school is not in the list, please type the name and address of the school in the boxes provided.

Your present school / college (type to search):   [Please selectif not in list, enter below]   ACS Egham International School   Aldworth School   Alton College   Alton College   Alton College   Basingstoke Pupil Referral Unit   Bearwood College   Bishop Challoner RC School   If your school is not in the list above, please enter the name and address of your school:   Name of school:   Address of school:	
[Please selectif not in list, enter below]         ACS Egham International School         Aldworth School         All Hallows Catholic School         Alton Convert School         Akton Convert School         Ash Manor School         Basingstoke Pupil Referral Unit         Bearwood College         Bishop Challoner RC School         f your school is not in the list above, please enter the name and address of your school:         Jame of school:	
Please select if not in list enter below] ACS Egham International School Aldworth School Aldworth School Alton College Alton Convent School Ash Manor School Basingstoke Pupil Referral Unit Bearwood College Bishop Challoner RC School 'your school is not in the list above, please enter the name and address of your school: lame of school: ddress of school:	
Please selectif not in list, enter below] ACS Egham International School Aldworth School All Hallows Catholic School Alton College Alton Convent School Ash Manor School Sasingstoke Pupil Referral Unit Bearwood College Bishop Challoner RC School Tyour school is not in the list above, please enter the name and address of your school: lame of school: ddress of school:	
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ddress of school:	

Please also enter the name and title of your reference and his/her position in the boxes provided (for example, *Head of Year* or *Form Tutor*).

Reference Details	
Your referee must be from	n your school. The College will contact this person for a reference.
Verus seferencia titler	
(Mr, Mrs, Ms, Dr etc)	
Your referee's surname:	
Your referee's position:	(for example, Form Tutor, Head of Year, or Head Teacher)

Your referee **must** be someone at your school (such as a Head of Year or Form Tutor). The College will write to your school and request a reference from this person.

If you believe we may have difficulty in obtaining a reference from your school, please post a copy of your Year 10 report to: **The Registry** 

The Sixth Form College Farnborough Prospect Avenue Farnborough Hampshire GU14 8JX The final section of this page asks for the names of your brothers or sisters who are currently attending the College or have previously attended and completed a course of study within the last five years. We also require your UCI number and ULN.

Please provide the names of any brothers/sisters who are currently attending or have completed a course of study at the college:
If you are related to anyone who currently works at the college, please provide their name and job title (if known):
Your 13 digit UCI (Unique Candidate Identifier). This is used for examinations and can be obtained from your school. It is likely to be printed on any statements of results you have received. Leave blank if not known.
Your ULN. This can be obtained from your school. It is likely to be printed on any statements of results you have received. Leave blank
if not known.

Your UCI number is your Unique Candidate Identifier and is required in order for you to sit examinations. Your school should be able to tell you what this number is. If you are unable to find out this number, please leave the box blank. Your school should also be able to tell you what your ULN is. If you are unable to find this out, please leave the box blank.

#### Section 4 – Medical Details

The fourth page asks for any medical information which may be useful to the College Nurse in an emergency. Please tick any of the medical conditions that you have.

If you suffer from a medical condition which is not listed, please enter it in the box towards the end of the page.

The page also asks you for your doctor's information.

If you do not want your medical information to be shared with your Personal Tutor and teachers at the College, please un-tick the box at the bottom of the page.

The Sixth Form College	
Farnborough	Home Instructions
Online Applications	Logged in as aperson@example.com Log Out
Medical Information	
Information about any illness or condition could be helpful in an emer, Nurse.	gency. Confidential information can be sent direct to the College
Please tick any medical conditions that you suffer from:	
<ul> <li>Asthma - Inhaler carried</li> <li>Asthma - No inhaler carried</li> <li>Blood Disorder</li> <li>Depression</li> <li>Diabetes - Insulin Taken</li> <li>Diabetes - Tablets Taken</li> <li>Eating Disorder</li> <li>Epilepsy - Medication taken</li> <li>Epilepsy - No medication taken</li> <li>Fainting Episodes</li> <li>Glandular Fever</li> <li>Hearing impairment</li> <li>Heart Condition</li> <li>Hypermobility of Joints</li> <li>IBS/Crohn's disease</li> <li>M.E.</li> <li>Migraines</li> <li>Nut allergy - Epipen carried</li> <li>Nut allergy - Epipen carried</li> <li>Other</li> <li>Other allergy - Other medication</li> <li>Panic Attacks</li> <li>Physical Disability</li> <li>Self Harm</li> <li>Sight impairment</li> </ul>	
If you suffer from any other medical condition, or wish to provide furth	er details, please enter a BRIEF description in the box below:
(Å	

Disses are de todo de todo de todo	
Please provide your doctor's details.	
GP Name	
Surgery Name	
Phone Number	
The College Nurse is available to help and support you during your tim sometimes be necessary to liaise with personal tutor and subject teach your studies.	e at the college in a confidential manner. However, it may iers concerning student health and how best to support you in
If you agree to this, please tick the box below:	
$\blacksquare$ I give permission for my medical information to be shared with relation	evant members of staff.
Save Changes Return Home without saving changes	
For technical support, please email registry@farnborough.ac.uk	v0.0.0.0

# Section 5 – Study Support

This page allows you to disclose any learning difficulties or disabilities that you have, and any additional support you may require.

The Sixth Form College	
Farnborough Online Applications	Home Instructions
Study Support	
Learning Difficulties & Disabilities	
If you have a learning difficulty/disability, you may wish to disclose it here. This support is in place for you.	will enable the College to ensure the correct
You'll need to mark a "Primary" difficulty/disability if you enter more than one.	
(nothing to display)	
[Please select]	<ul> <li>dc to mark primary</li> <li>Add</li> </ul>
Individual Support	
Please tick the relevant boxes if you have received any of the following:	
<ul> <li>An assessment from an Eucleational Psychologist</li> <li>Access arrangements or reasonable adjustments in an exam</li> </ul>	
A statement of educational need           Extra support in your studies	
Support in class	
Save Changes Return Home without saving changes	
For technical support, please email <u>registry@farnborough.ac.uk</u>	v0.0.0.

To add a record, select a Learning Difficulty/Disability from the dropdown list and click **Add**. If you enter more than one, you'll need to mark one as "Primary".

Then, in the **Individual Support** section, tick any of the boxes which apply to you and click **Save Changes**.

# Section 6 – Ethnicity

The first section of this page asks about your ethnicity. Please select your ethnicity from the dropdown, or if it is not listed, enter it in the box provided. If English is not your first language, please specify which language you speak at home in the box provided. Please specify your religion by selecting it from the dropdown, or if it is not listed, enter it in the box provided.



The final section of this page asks about your residency in the UK or the European Economic Area. If you have not been a resident in the UK/EEA for at least three years, please specify the country in which you previously lived and when you entered the UK.

The questions presented change based on the answers you give, so follow the onscreen guidance.

Once you have entered all the required data, click the **Save Changes** button.

## Section 7 – Emergency Contacts

The first section of this page asks you to enter up to three emergency contacts – these people will be contacted in an emergency. Please specify how they are related to you (for example, *Mother, Father, Guardian, Aunt* or *Neighbour*), their mobile phone numbers and another contact number (for example, a work telephone number). You must enter at least one emergency contact.

The Sixth Form Colle	ege	a state of the sta
Farnborough		Home Instructions
Online Applications		Logged in as aperson@example.com Log Out
Parent/Guardian Contact	Details	
Please enter at least one emergency cont	act (maximum of three):	
Emergency Contact 1		
Full Name:	E Relationship (eg Mother/Father)	
Mobile Number:	Other Number:	
Emergency Contact 2		
Full Name:	Relationship (eg Mother/Father)	
Mobile Number:	Other Number:	
Emergency Contact 3		
Full Name:	Relationship (eg Mother/Father)	
Mobile Number:	Other Number:	

At the bottom of the page, you may also add a secondary contact address. This should be filled in if you would like a parent or guardian at a different address to receive correspondence from the College.

For example, if your primary contact address is your mother's address, you may also wish your father to receive correspondence from the College (or vice versa).

If you would like correspond	ence sent to a parent/gua	irdian who lives at a <b>different address to you</b> , please enter that add	iress below:
Who lives at this address?	Please select ▼		
Full name of parent (eg Mr Smith)			
Find address using Postcode	2	Find my address	
Address line 1			
Address line 2			
Town			
County			
Postcode			
UK Telephone Number (without spaces)			
Email address where the pa can be contacted for corresp	rent/guardian		
Save Changes Return H	ome without saving cha	anges	
For technical support, please	email <u>registry@farnbor</u>	ough.ac.uk	v0.0.0.0

# Section 8 – Personal Statement

On this page, you have the opportunity to tell us a bit more about yourself – there are boxes where you can enter the following:

- Your interests and leisure activities
- Why you are interested in taking the subjects that you have selected
- Any personal achievements
- Whether you have done any work experience or had a part-time job.

This page also asks whether you have had a **careers interview** at your school and whether you have attended one of the College's **Open Days**.

Please also enter which method of transport you plan to use when getting to College (for example, by train, by car, walking, etc). If you plan on using a different method of transport in your second year at the College, please specify it in the box provided.



There is also an opportunity on this page to make any additional comments not covered by the previous sections.

#### Section 9 – Declaration

All students who are offered a place are expected to attend three events:

- Getting Ready
- Enrolment
- Induction

The dates for these events will be listed on the form. If you will not be able to attend these events, please specify your reason in the boxes provided. Please also specify if you have a criminal record, and that you have read the College's admissions policy.

If you indicate that you **do** have a criminal record, you will be asked to provide details of your conviction.

The Sixth Form College	
Farnborough	Home Instructions
Online Applications	Logged in as aperson@example.com Log Out
Declaration	
Attendance is expected at 'Getting Ready', Enrolment and Induction. Please indicate w not able to attend, please give reasons why.	whether or not you are able to attend. If you are
I am able to attend 'Getting Ready' (Wednesday 24 June or Thursday 25 June )	
No	
If you answered 'No', please give a reason:	<u>(</u>
I am able to attend Enrolment (Wednesday 2 September or Thursday 3 September or	Friday 4 September)
No T	
If you answered 'No', please give a reason:	
I am able to attend Induction (Thursday 10 September or Friday 11 September)	
No	
If you answered 'No', please give a reason:	
Do you have a criminal record?	
Please select ▼	
Are you applying to other schools/colleges in addition to Farnborough?	
Please select	
Please ensure you have read the <u>College Admissions Policy</u> before submitting your	application.
I confirm that I have read the College Admissions Policy	
Save Changes Return Home without saving changes	
For technical support, please email registry@farnborough.ac.uk	v0.0.0.0

#### Submission

Once all sections have been completed, they will appear in green on the **Application Summary** screen.



The College will not begin to process your application until you submit it by clicking on **Submit Application**. Once your application has been submitted, the following confirmation will be displayed:

Application Successfully Submitted
We are delighted to tell you that your application has arrived safely at the College. We will let you know if your application will result in an interview. You will be able to see this by logging in to this website towards the end of November.
In due course, we will contact your referee at your school for a reference. If you believe we may have difficulty in obtaining a reference from your school then please post a copy of your Year 10 School Report to the following address:
The Registry The Sixth Form College Farnborough Prospect Avenue Farnborough Hampshire United Kingdom GU14 8JX

You can log in to view the status of your application at any time by visiting <u>www.farnborough.ac.uk/apply</u> and logging in with your email address and password.

If you have any problems, please email **registry@farnborough.ac.uk** or telephone **01252 688216**.

We look forward to receiving your application.