



Head of Sixth Form: Mrs C Burton
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Dear Students,

I just wanted to get in touch to wish you all good luck for tomorrow and to confirm the arrangements for accepting your place at Tupton Hall Sixth Form.

The easiest and quickest way to accept your place is through your online application form: please do not worry if the site goes slow or there are a few issues with it. It will be very busy with lots of students online: just give it some time and it will allow you on. This is what you need to do:

1. Log into your application: www.tuptonhall.applicaa.com
2. A pop-up will appear; read the information and click 'Start Enrolment'
3. Read through the information you have submitted on each screen, check it is correct and click 'Save and Next'
4. Click 'Confirm' and move on to the next section to confirm your contact information
5. Move on to the Education section – here, you will need to add your achieved grades and change the status from **'predicted' to 'achieved'**
6. Please upload a photograph or scan of your GCSE results slip
7. Move on to the Courses section to confirm the subjects you wish to study
8. Click 'Finish'

This will mean that you have confirmed your place. We will be in touch in the following week to go through all the plans for the first day and ensure you are informed about the structure of the school day and the times of your lessons. A lot of you will have transport questions: letters will be sent out from the school to any student who wishes to use the sixth form bus; if you have not received a letter by 1st September please contact the school on 01246 863127. Mrs Smith, the school Business Manager, works with the bus company to organise routes and pick-ups.

Please do take the time you need to make your decision about your choice of Sixth Form. It is a really important one and we want you to be happy. If you decide not to come to us, for any reason, please either go onto the system and withdraw your application or, if you prefer, please email me at C.Burton@tuptonhall.org.uk to let me know. If you are definitely not coming, please let me know as soon as you can, as I have a waiting list of students that are hoping to secure a place with us.

Please be aware that changes to courses need to be done on the application system, as this gives us the class lists and the registers for our subjects. It is going to be very busy over email for the next week; please be patient with us. Please do not ring the main school number to discuss your application as we can't guarantee that all messages are passed on.

We wish every student and their families every success and happiness. If you choose to join us, we are very much looking forward to welcoming you to our Sixth Form.

Take care,

Mrs Burton
Head of Sixth Form