

## Instructions for Applying Online for Entry to Long Road Sixth Form College

If your current school is part of the Cambridge Area Partnership UCAS Progress manages admissions for these schools. If not, apply directly by visiting our [On-Line Application](#) page.

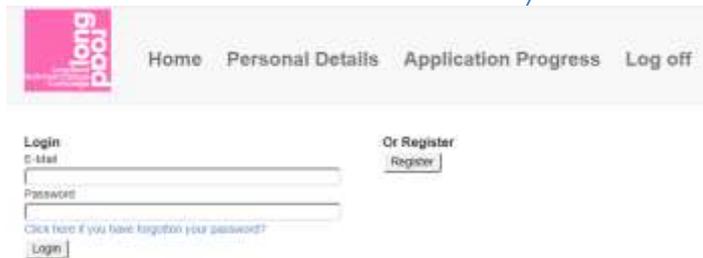
To create an online application, please visit Long Road Sixth Form College's website at [www.longroad.ac.uk](http://www.longroad.ac.uk) and select **Student Life** in click **How to apply** on the right hand side of the screen.

If you encounter any problems when applying or have any questions, please contact the Admissions Office by emailing [admissions@longroad.ac.uk](mailto:admissions@longroad.ac.uk).

### 1. Registration and Email Validation

1.1 If you are starting an application please click the Register button

If you are updating an application you can log into the system using your Email and Password, go straight to Section 2. If you have forgotten your password you can reset it on the login page.



The screenshot shows the top navigation bar with the college logo and links for Home, Personal Details, Application Progress, and Log off. Below the navigation bar, there are two main sections: 'Login' and 'Or Register'. The 'Login' section includes fields for 'E-mail' and 'Password', a link for 'Click here if you have forgotten your password?', and a 'Login' button. The 'Or Register' section includes a 'Register' button.

1.2 To begin the application process, enter your personal details and click Submit



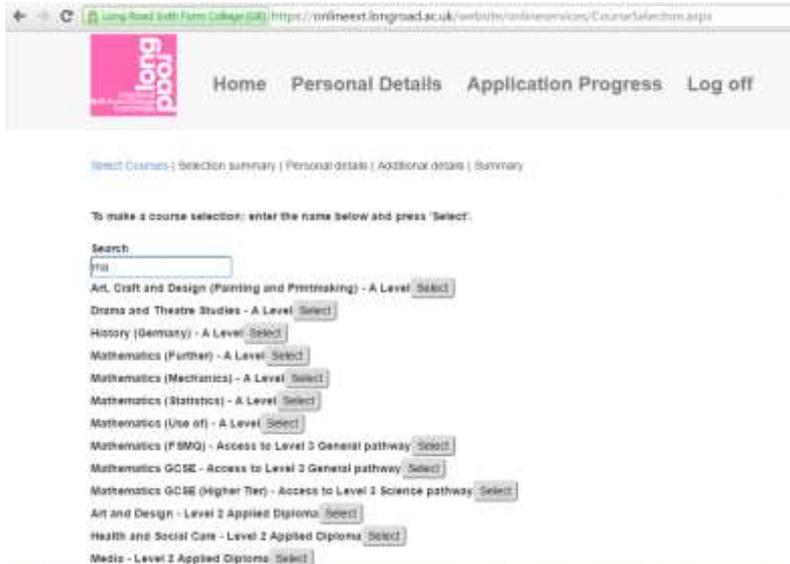
The screenshot shows the 'Personal Details' form. It includes fields for Forenames, Preferred Name, Surname, Title (dropdown), Email Address, Confirm Email, Password, Confirm Password, Date of Birth (with dropdowns for day, month, and year), Address, Post Code, Country (dropdown), Telephone No, and Mobile No. A 'Submit' button is located at the bottom. To the right of the form, there are instructions: '- As they appear on your Passport/Birth Certificate' for Forenames and Surname, and '- The name you would like to be known by' for Preferred Name.

1.3 Once you have submitted your initial details you can carry on completing your application.



## 2. Selecting Courses

2.1 You can now carry on with your application. Firstly you need to select the courses you are interested in. To do this you can start by entering some characters from the course you would like to apply for. For example enter **ma** and this will show all the courses which content ma - see below. Select the course you would like to study.



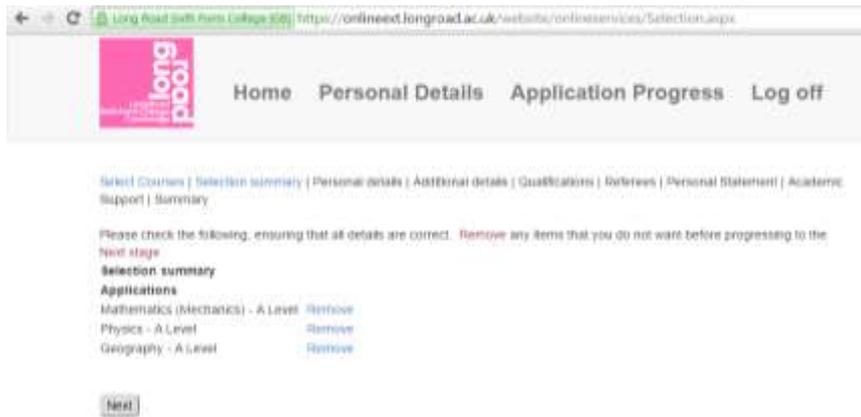
2.2 You will receive confirmation of the course you selected and you have the option to select more courses, if you want to add additional courses type in characters into the search box and it will give you a list to select from. If you have selected the wrong course you can remove it from this list by selecting Remove by the side of the relevant course.



2.3 Once you have all the courses you want click the Next button.



- 2.4 The system will ask you just to confirm your select prior to moving onto completing your Personal Details.



## 3. Personal Details

- 3.1 Check through your personal details and enter any missing 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).

The screenshot shows a web browser window with the URL <https://onlineest.longroad.ac.uk/website/onlineervices/details.aspx>. The page features the Long Road Sixth Form College logo and a navigation menu with 'Home', 'Personal Details', 'Application Progress', and 'Log off'. Below the navigation, there is a breadcrumb trail: 'Select Courses | Selection summary | Personal details | Additional details | Qualifications | References | Personal Statement | Academic Support | Summary'. A message reads: 'Please check your details entering any missing information.'. The form contains the following fields:

- Email address**: A text input field.
- Forenames**: A text input field with a note: '- As they appear on your Passport/Birth Certificate'.
- Preferred Name**: A text input field with a note: '- The name you would like to be known by'.
- Surname**: A text input field with a note: '- As it appears on your Passport/Birth Certificate'.
- Title**: A dropdown menu with 'Mrs' selected.
- Gender**: A dropdown menu with 'Female' selected.
- Date of birth**: Three dropdown menus for day (06), month (Aug), and year (1994).
- Current address**: A large text input field.
- Postal code**: A text input field.
- Country**: A dropdown menu with 'United Kingdom' selected.
- Telephone**: A text input field.
- Mobile**: A text input field.
- Country of Birth**: A dropdown menu with 'United Kingdom' selected.
- First language**: A dropdown menu with 'English' selected.
- Ethnicity**: A dropdown menu with 'S1 - White - English / Welsh / Scottish / Northern Irish / British' selected.
- Disability**: A dropdown menu with 'I do not have learning difficulty and/or disability' selected.
- Have you been a resident in the UK/EU for three or more years?**: A dropdown menu with 'Yes' selected.

A 'Next' button is located at the bottom of the form.

## 4. Additional Details

- 4.1 Click Next to move to the Additional Details screen. Please ensure you have entered the correct information for additional contacts to ensure we have an alternative contact for you for both the application process and for when you are in college.

The screenshot shows a web browser window with the URL <https://onlineext.longroad.ac.uk/website/online-services/Additional.aspx>. The page title is "Additional Details". The breadcrumb navigation is: [Select Courses](#) | [Selection summary](#) | [Personal details](#) | [Additional details](#) | [Qualifications](#) | [References](#) | [Personal Statement](#) | [Academic Support](#) | [Summary](#). The main heading is "Please give us details of two people to contact in an Emergency (usually parents or carers). These people will also be contacted about your progress within the college." Below this, there are two columns for "Contact 1" and "Contact 2". Each column contains the following fields: Full Name, Daytime Phone Number, Evening Phone Number, Mobile Number, Email, Address, Post Code, and Country (with a dropdown menu set to "United Kingdom"). A "Next" button is located at the bottom left of the Contact 1 section.

## 5. Qualifications

- 5.1 The next section requires you to tell us about the examinations you have taken or are taking together with your predicted or actual grades for each subject. Ensure you have the correct Level selected within the Level dropdown list.

The screenshot shows the "Qualifications" section of the application form. The breadcrumb navigation is: [Home](#) | [Personal Details](#) | [Application Progress](#) | [Log off](#). The main heading is "You are currently Applying for a courses that start in XXXX". The breadcrumb navigation is: [Select Courses](#) | [Selection summary](#) | [Personal details](#) | [Additional details](#) | [Qualifications](#) | [References](#) | [Personal Statement](#) | [Summary](#). The main heading is "Please list all the qualifications you will have completed by the time you start with us." Below this, there is a text box for "To add Qualifications (including predicted Qualifications please): enter the details below and press 'Add'." and a note: "If your qualification is not listed here please email [Admissions@longroad.ac.uk](mailto:Admissions@longroad.ac.uk) once you have submitted your qualifications. Please note this cannot be changed once your application has been submitted." Below this, there is a table with the following columns: Level, Exam Board, Year, Predicted Grade, and Grade Achieved. The "Level" dropdown menu is open, showing the following options: [GCSE/IGCSE - Short course](#), [A/A](#), [A2/A Level](#), [Level 2 Award/Certificate/Diploma](#), and [Level 3 Award/Certificate/Diploma](#). A "Next" button is located at the bottom left of the table.

- 5.2 Find the subject in the drop down list, select the Exam Board, Year and then your Predicted or Achieved grade. Once you have selected the correct information click the Add button to add that qualification. Continue until you have added all the examinations you are or have taken.

Select Courses | Selection summary | Personal details | Additional details | Qualifications | References | Personal Statement | Academic Support | Summary

Please list all the qualifications you will have completed by the time you start with us.

Humanities  
I.C.T  
Law  
Media Studies/Moving Image Arts  
Modern Language exc. French, German, Spanish  
Mathematics/Statistics (inc. Additional/Further)  
Music (inc. Technology)  
No English Grths  
P.E./Sport  
Dance/Drama/Expressive Arts/Performance Studies  
Physics  
Politics  
Portugese  
Psychology  
Photography  
Religious Studies/Philosophy/Ethics/Theology  
Science (inc. Additional/Further)  
Sociology/Social Studies  
Spanish  
Work Skills  
Art/Graphics/Textiles

You told us about. You can amend the grade you are predicted to achieve, by board (# known) and clicking "Update".

Exam Board	Year	Predicted Grade	Grade Achieved	Edit Item	Delete Item
EQA/A	2017	A		Edit	Delete
EQA/A	2017	C		Edit	Delete
EQA/A	2017	C		Edit	Delete

Please note: enter the details below and press 'Add'.  
admissions@longroad.ac.uk once you have submitted your  
once your application has been submitted.

Exam Board: AQA Year: 2017 Predicted Grade: Grade Achieved:

Add

- 5.3 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 GCSE – short course and the subject.

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

Add all your upcoming examinations and any examination you have previously undertaken. Include all your subjects to ensure we have a complete overview of what you are studying at school or college.

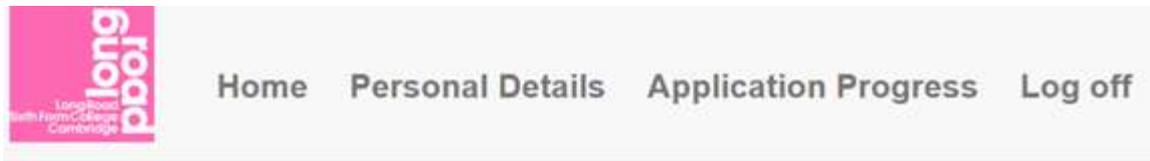
To add more qualifications, repeat the process. If you have a qualification which does not appear in the Subject dropdown for example, qualifications from overseas, please select “No English QoEs” and email [admissions@longroad.ac.uk](mailto:admissions@longroad.ac.uk) with details of your qualifications.

- 5.5 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.

- 5.6 Once you have completed this section, select the Next button to move onto the Reference section.

## 6. Referees

- 6.1 Please supply a school contact to complete an academic reference for you. If your school name does not appear on our list please add the name into the address field and select either Other UK and EU or Overseas (non EU) from the dropdown list under School Name. It is very important that you supply a valid email address for the contact.



### You are currently Applying for a courses that start in xxxx

[Select Courses](#) | [Selection summary](#) | [Personal details](#) | [Additional details](#) | [Qualifications](#) | [Referees](#) | [Personal Statement](#) | [Summary](#)

Please supply us with a school contact who can provide an academic reference. If home educated, we still need the name of someone to provide you with an academic reference.

We will email this person to request a reference in due course.

Forenames/Initial(s)

Surname

Title

Job Title

School Name

Phone number

Email

Address

Post code

Country

- 6.2 Once you have completed all the fields, press Next to go onto your Personal Statement.

## 7. Personal Statement

7.1 Please write a statement to support your application, you can use this statement to tell us about:

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

7.2 You can cut and paste your statement into the text box on the website but the system will not support complex formatting (i.e. tables or bullet points). The statement is limited to 8000 characters.

7.3 Once completed press Next to move to the Summary section.

## 8. Summary

8.1 Once you have completed your application you will be presented with a summary of the courses you have applied for and your personal details. If you wish to make any changes or check your application you can move back through the application using the tables across the top of the screen.

You are currently Applying for a courses that start in XXXX

Select Courses | Selection summary | Personal details | Additional details | Qualifications | Referees | Personal Statement | Summary

**Selection summary**

**Applications**

Mathematics (Further) AS Level

Physics A Level

Geography A Level

**Personal details**

Email address

First name

Surname

Title

Gender

Date of birth

Current address

Postal code

Country

Telephone

Mobile

Nationality

First language

Ethnicity 31 - White - English / Welsh / Scottish / Northern Irish / British

Disability Do have a learning difficulty and/or disability

Submit

8.2 If you are happy with your completed application you need to “Submit” your application. The College will not begin to process your application until you submit it by clicking on **Submit**.

8.3 You can log in to view the status of your application at any time by visiting <https://onlineext.longroad.ac.uk/website/onlineervices/login.aspx> and logging in with your email address and password. If you have any problems, please email [admissions@longroad.ac.uk](mailto:admissions@longroad.ac.uk) or telephone **01223 631100**. We look forward to receiving your application.