



**LINCOLN**  
A PRIORY ACADEMY

# Sixth Form Applications

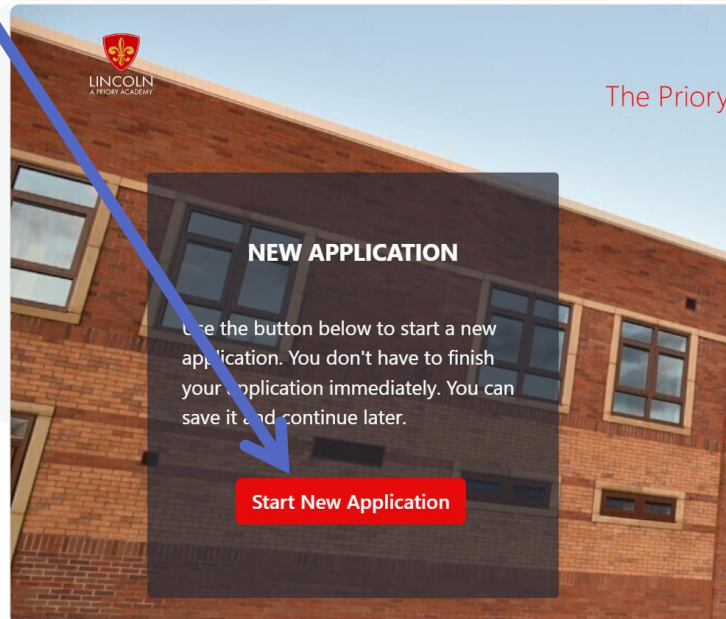
## Instructions for External Applicants



- To apply to Priory Lincoln Sixth Form click the following link

<https://priorylincoln.applicaa.com/>

- Select 'Start New Application'



- Select 'No, I don't'

A screenshot of a form titled 'Who's applying?' with a red header bar and a close button (X) in the top right corner. The question is 'Do you currently attend this school as a Year 11 student?'. There are two buttons: a blue button labeled 'No, I don't' and a green button labeled 'Yes, I do'. A blue arrow points from the text 'Select 'No, I don't'' to the 'No, I don't' button.

- Add ‘Personal Email’
- Complete ‘I’m not a robot’ exercise.
- Select ‘Send Verification Email’

Let's get started

To get started, enter your personal email address below.

Personal Email

This email address will serve as the primary communication channel for all updates regarding your application.

Enter your personal email

Your school email address (optional)

You can add your personal school email address (e.g. yourname@schoolname.org — not the school office email address) so we can contact you if you ever lose access to your main email.

This step is **completely optional** — only fill it in if you can currently log in and receive emails at that address.

☐ I can access my school email now and would like to add it.

☐ I'm not a robot

  
reCAPTCHA

Send Verification Email

- You will receive an email to your personal email address; access this email and click 'Verify My Personal Email'. Please check your junk mailbox if you cannot see.

## Welcome to The Priory Lincoln Academy's application portal,

Powered by **ApplicaaOne**

To continue setting up your account, please verify your personal email address by clicking the link below:

- Select 'Continue to Next Step'

Verify My Personal Email

Continue to Next Step →

**ApplicaaOne**

**Your Future Awaits, From Courses to Careers**

Introducing ApplicaaOne from Applicaa.

## Student Registration:

- Complete required info

### Student Registration

Student First name \*

Enter here

Student Last Name \*

Student Date of Birth \*

Sex (at birth) \*

Phone type \*

Phone number \*

☐ Primary ☐ Main

 Remove

[+ Add phone](#)

### Education

Your Current School

Type to search

☐ Tick here if you can't find the school

Create a Password \*

Confirm Password \*

Password must be at least 8 characters long including both number, uppercase and lowercase characters.

☐ I agree to The Priory Lincoln Academy's Privacy Policy\* [↗](#)

☐ I agree to Applicaa's Privacy Policy (Applicaa is the provider of the online form)\* [↗](#)



I'm not a robot



reCAPTCHA

[Start Your Application](#)



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- Select language
- Select 'Continue'.

### Choose your language

You can change this at any time using the language selector at the top of the page.

#### Search languages

#### Most common

English

العربية

Français

Español

Português

Italiano

Română

Polski

Українська

中文 (简体)

#### All languages

Afrikaans

Shqip

Continue in English

Continue



- Select 'Stage 1 – Initial Application'

### Find your Future with the Priory Sixth Form

We are delighted that you have expressed an interest in The Priory Sixth Form - a world of study w

[Show full message](#)

Form Status

Incomplete

Offer status

Pending

Reference Status

Incomplete



Stage 1 - Initial Application



- Select 'Step 1'
- Check details are correct.

### Stage 1 - Initial Application



#### Stage 1 - Initial Application Progress

- ☒ [Step 1: Student Basic Details](#)
- ☐ [Step 2: Parent/Carer Details](#)
- ☐ [Step 3: Additional Information](#)
- ☐ [Step 4: Education](#)
- ☐ [Step 5: Courses](#)

Continue Application

- Click 'Save and Next'

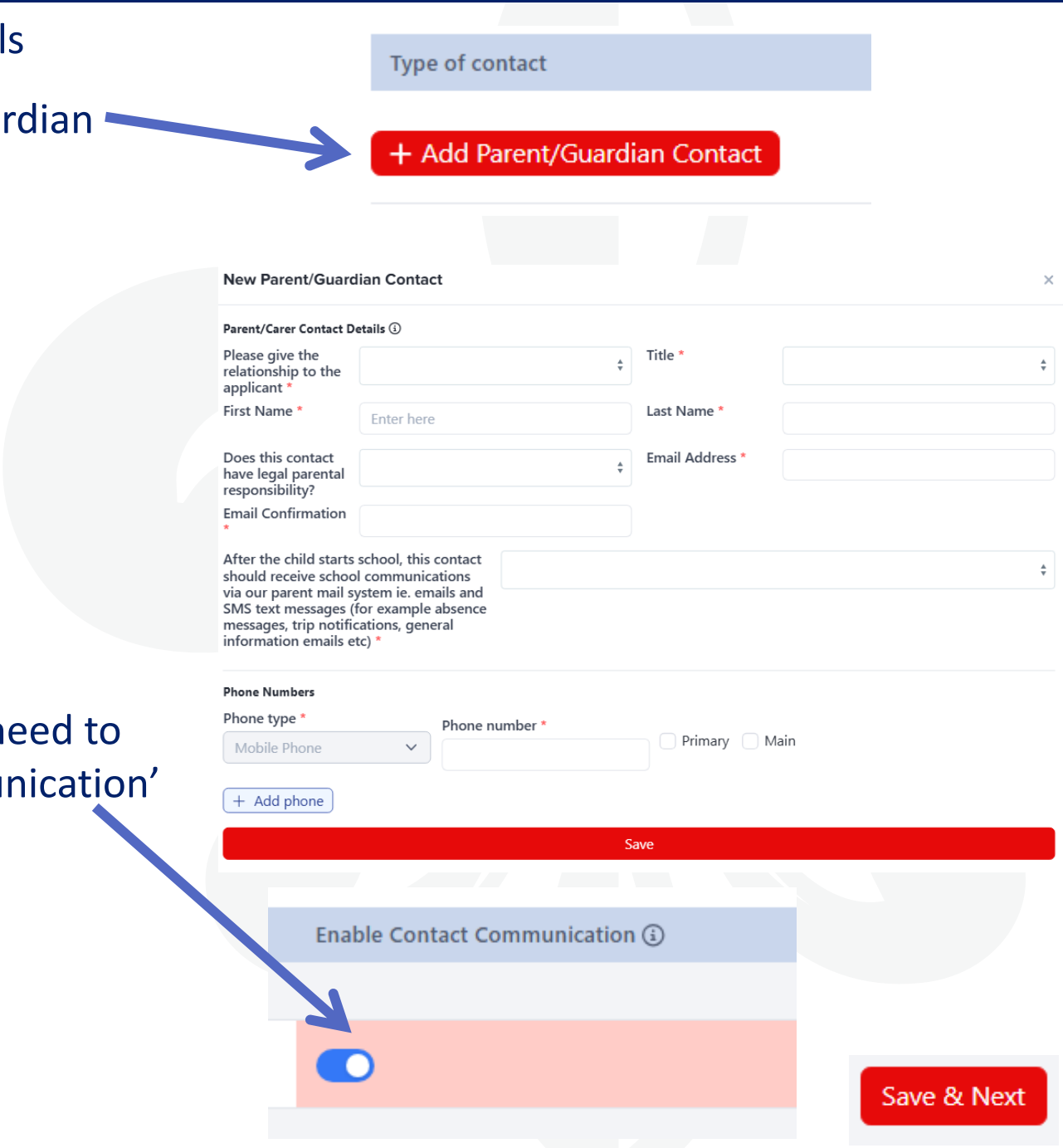
Save & Next



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## Step 2: Parent/Carer Details

- Select 'Add Parent/Guardian Contact'
- Complete details
- Click 'Save'
- For contact added you need to 'Enable Contact Communication'
- Click 'Save and Next'



The screenshot shows a web form titled "New Parent/Guardian Contact" with a close button (X) in the top right corner. The form is divided into several sections:

- Type of contact**: A blue header bar.
- + Add Parent/Guardian Contact**: A red button with a white plus sign, highlighted by a blue arrow from the first bullet point.
- Parent/Carer Contact Details**: A section with a sub-header and an information icon (i). It contains:
  - A dropdown menu for "Please give the relationship to the applicant" with a downward arrow.
  - A "Title" field with a dropdown arrow.
  - First Name and Last Name fields, both with "Enter here" placeholder text.
  - A dropdown menu for "Does this contact have legal parental responsibility?" with a downward arrow.
  - An "Email Address" field.
  - An "Email Confirmation" field.
  - A text area for "After the child starts school, this contact should receive school communications via our parent mail system ie. emails and SMS text messages (for example absence messages, trip notifications, general information emails etc)".
- Phone Numbers**: A section with a sub-header and an information icon (i). It contains:
  - A "Phone type" dropdown menu with "Mobile Phone" selected and a downward arrow.
  - A "Phone number" field.
  - Radio buttons for "Primary" and "Main".
  - A "+ Add phone" button.
- Save**: A wide red button.
- Enable Contact Communication**: A blue header bar with an information icon (i).
- Enable Contact Communication**: A red box containing a blue toggle switch, highlighted by a blue arrow from the fourth bullet point.
- Save & Next**: A red button with white text.

## Step 3: Additional Information

- Select answers to questions.
- Click 'Save and Next'

### Your Aspirations

Is the Priory Lincoln Academy your first choice destination? \*

☐ Yes ☐ No

Do you have an Education Health Care Plan (EHCP)? \*

☐ Yes ☐ No

Save & Next

## Step 4: Education

- Complete details
- For start date, this is the date you started your current school.
- If you started in year 7 this will be 01/09/2022
- Click 'Save and Next'

### School History \*

#### School Name \*

North Kesteven Academy

☐ I can't find the school

#### Start Date \*

01/09/2022

☒ Current

[Remove](#)

[+ Add School or College](#)

### Student Education Information ⓘ

☐ home-schooled

☐ school outside UK

Please specify school detail

Save & Next

## Step 5: Courses

- Select the course you are applying to study.

Bricklaying Level 1 and 2

Select

Construction Design, Surveying and Planning T-Level

Select

Digital Software Development T-Level

Select

Digital Support Security T-Level

Select

Education and Early Years T-Level

Select

Foundation Certificate in Digital Systems and Data (Level 2)

Select

Foundation Certificate in Education (Level 2)

Select

Motor Vehicle Level 1 and 2

Select

Professional Cookery Levels 1 and 2

Select

Sport and Business Pathway

Select

Sport - Level 2 with the Lincoln City Sports College

Select

Sport - Level 3 with the Lincoln City Sports College

Select

- Select 'Submit'

Submit

## Application Complete

You will be presented with the below image in your user area.

Form Status

**Completed**

Offer status

Pending

Reference Status

Incomplete

Subjects you wish to study

Construction Design, Surveying and Planning T-Level



Stage 1 - Initial Application

