



A guide to Sixth Form Enrolment for External Offer Holders

On GCSE results day (Thursday 24th August 2023) we will be inviting you to enrol with us here at school in person between 10am – 3pm.

We have chosen to offer in-school enrolment, as we are keen for you to have the opportunity to visit us, see the school site and also ask any questions that you may have about studying with us.

However, in order to minimise the amount of time you will need to spend waiting around, we are asking all Offer Holders to complete some information online before you visit...

Step 1: Upload your grades (Pre-enrolment) from 8.30am

Once you have received your grades from your current school, you will be able to upload these directly onto your application via our [Sixth Form Application Portal](#) (Note: You will also need to upload evidence, such as a scan, photograph or screenshot of your official results as evidence)

When you do this, you **MUST** log in as a 'Registered User' using your existing account as this is the application linked to your Conditional Offer.

- Your username should be the email address that we have been using to send you emails.
- If you have forgotten your password, you should reset this using the 'Forgotten Password' tool.

DO NOT CREATE A NEW ACCOUNT as this will create a duplicate application and may result in your details being processed incorrectly.

Tip: It would be a good idea to test logging into your account before results day to make sure you know the details and do not have any problems accessing your account.

If you are having trouble accessing your account, please email admissions@uobschool.org.uk, including your full name, date of birth and current school, so that we can help you reset your account.



Step 2: External Enrolment in school (10am – 3pm)

From 10am, you are then invited to visit us in school to discuss and finalise your Sixth Form place.

Once you arrive, staff will review your pre-enrolment submission to check that you meet the conditions of your offer. They will also be able to discuss any requests to change your A-Level subjects and answer any questions that you may have about studying with us in September.

So long as you meet the necessary Entry Requirements for your chosen subjects, we will be able to allocate your sixth form place with either Confirmed or Provisional status;

- **Confirmed Sixth Form Place**
If you wish to study the same subjects that are listed on your Conditional Offer, we will be able to confirm your place straight away. Congratulations and welcome to the Sixth Form!
- **Provisional Sixth Form Place (Pending subject checks)**
If you wish to change the subjects listed on your Conditional Offer, we will be able to make a provisional offer, but will have to do some extra checks to make sure we have spaces available in your chosen subject classes.

We know that you will be anxious for your courses to be confirmed, so we will aim to finalise your subjects (by phone or email) **by 7pm on Results Day**. If we are unable to offer your chosen subjects due to oversubscription, then we will discuss alternative options with you.

What if I cannot attend Sixth Form Enrolment in person?

We understand that there may be certain situations which mean that applicants may be unable to attend enrolment in person (i.e. a family vacation meaning you are not in Birmingham on results day).

Therefore, if it is not possible for you to attend enrolment in school, you need to email admissions@uobschool.org.uk ASAP to request make a request for remote enrolment. The deadline for this is **3pm Tuesday 22nd August 2023**.

Once this request has been submitted, you will receive further instructions by email about what to expect from the remote enrolment process.

3pm: Offer Holder Enrolment Deadline

The deadline for Offer Holders to enrol with our Sixth Form is 3pm on Thursday 24th August. By this time you must have either....

- Completed pre-enrolment online AND visited us in school to finalise your place
- or
- Submitted a Request for Remote Enrolment AND submitted your pre-enrolment form to us

If you have not fully completed either of these steps by the 3pm deadline, we will assume that you have chosen to study elsewhere. Therefore we will withdraw your Conditional Offer and begin allocating unfilled places to students in our Applicant Pool.

FAQ's

Travelling to our campus

We are based just off Bristol Road (A38), approximately a 10-15 minute walk from Selly Oak train station.

Our school address is: University of Birmingham School
 12 Weoley Park Road
 Selly Oak
 B29 6QU

We have a limited amount of parking on-site at the front of the school building, however there is also nearby on-street parking on Weoley Park Road. Please be considerate of local residents if parking on nearby streets.

Can my parents come with me to Enrolment?

We recognise that some students may wish for parental support when making decisions about their sixth form studies. However, in order to manage capacity during the event, we politely ask that applicants who would like to bring a guest, should limit this to **one parent, carer or family member only**.

Large family groups may be requested to wait in a separate area during enrolment.

If I have previously accepted my Conditional Offer, do I have to attend UOBS?

We understand that choosing the right Sixth Form for your A-Level studies is a big decision, and that many students may be in a position where they are holding multiple offers from different institutions on GCSE Results Day.

This is one of the reasons why we ask Offer Holders to confirm that they wish to take up their place, by enrolling with us by 3pm on Results Day.

If by 3pm you have not enrolled with us (either in person or remotely) we will assume it is because you have chosen to study elsewhere and we will automatically withdraw your Conditional Offer and offer your place to someone in our Applicant Pool.

Furthermore, if you do enrol with us on 24th August, but later change your mind – we kindly ask that you inform us by email as soon as possible, as we may be able to offer your sixth form place to another student in our Applicant Pool.

What if I do not meet the requirements, but wish to appeal my results?

In order to receive a place in the sixth form, applicants must meet our Entry Requirements using the grades received on 24th August 2022. All Conditional Offers will expire at 3pm on Results Day to allow us to offer any remaining places to students in our applicant pool. Therefore, we are unable to reserve any sixth form places for students intending to appeal their grades.

However if you do later meet our Entry Requirement as the result of a successful appeal, please contact admissions@uobschool.org.uk to discuss your application.