



Pathway planning

How to complete your free choice survey to help with your pathways post 16 using the online Applicaa portal

Internal WHS students only



Welcome e-mail

- On your school e-mail account, you will receive a welcome e-mail from norpeply@whitchurch.Cardiff.sch.uk
- The e-mail will ask you to login to the Applicaa portal using the details shown. Please note, this new password can be changed at the next step.
- As you are a member of WHS already, please always use the existing user section – this will mean most of your details will be transferred across automatically.



Applicaa portal

- Enter your school e-mail address
- Enter the new password that you have been given on the welcome e-mail

Welcome To
Whitchurch High School Admissions Portal

Welcome

We are so pleased that you have a place for your child at the school. Now, to complete our admissions process, please log in using your email address and the unique password that was emailed to you.

Existing Users

Username or Email address

Password

Remember Me

Login

[Forgot your password?](#)
[Trouble logging in?](#)

- When prompted, change your password to one that you will remember!



Applying to WHS – step 1

1. If you would like to be considered for a place here at WHS for next year check the Yes box. If No, please see later slides

The screenshot shows the 'Whitchurch High School Sixth Form Admission Portal' with three steps: Step 1 (Student Basic Details), Step 2 (Additional Information), and Step 3 (Courses). Step 1 is active. The form includes a question 'Are you applying to Whitchurch High School Sixth Form next year?' with 'Yes' selected. Other fields include 'Legal First Name' (Ima), '(Preferred) First Name' (Ima), 'Legal Gender' (Female), 'Legal Last Name' (Plying), 'Middle Name(s)', and 'Date of Birth' (07/08/2008). Buttons for 'Save Progress and Close' and 'Save & Next' are visible at the bottom.

2. Click save and next when done



Applying to WHS – step 2

1. Please write a few lines in these boxes so we know some further details to help you in the future

Welcome To
Whitchurch High School Sixth Form Admission Portal

✓ Step 1 Student Basic Details ✓ Step 2 Additional Information ✓ Step 3 Courses

Your Aspirations

Which career would you like to pursue?*

What are your hobbies?*

Save Progress and Close Previous Save & Next

2. Click save and next when done



Applying to WHS – step 3

1. If you are interested in courses done in Radyr or Bishop of Llandaff write them in the box here

2. Select the courses you are interested in:

minimum 3
maximum 5

Courses at Partner Schools

If you are interested in Courses at Partner Secondary Schools that we don't provide, please indicate below. [Click i for more info.](#)

[Previous](#) Chemistry Geography Physical Education [Submit](#)

Your selection

✓ Maximum subjects to be selected: 5 ✓ Minimum subjects to be selected: 3

Select the course you are interested in:

Search subjects here

Advanced Skills Baccalaureate Wales Select	English Lang-Lit Select	Media Studies Select
Art & Design Select	English Literature Select	Music Select
Art Photography Select	Extended Project Select	Physical Education Deselect
Biology Select	French Select	Physics Select
Business Studies Select	Geography Deselect	Politics Select
Chemistry	Geology	Product Design

3. Click submit when done – another drop box will then appear



Applying to WHS – Step 3

1. Order your choices with your highest preference at the top (drag and drop)

Previous

Chemistry Geography Physical Education

Your selection

Maximum subjects to be selected: 5

Minimum subjects to be selected: 3

Submit

Select the course you are interested in:

SEARCH COURSES HERE

Search subjects here

Advanced Skills Baccalaureate Wales

Select

Art & Design

Select

Art Photography

Select

Biology

Select

Business Studies

Select

Chemistry

Extended Project

Select

French

Select

Geography

Deselect

Geology

Media Studies

Select

Music

Select

Physical Education

Deselect

Physics

Select

Politics

Select

Product Design

You are now submitting your application.

Please rank your subject choices

Drag and drop the subject that you want to do most to the top

1 Physical Education

2 Chemistry

3 Geography

Submit

2. Click submit when done

This is the end of the process 😊



Not applying – step 1

1. If you do not want to be considered for a place here at WHS for next year check the No box

Welcome To
Whitchurch High School Sixth Form Admissions Portal

Step 1 Student Basic Details

Step 2 Additional Information

Student Basic Details

Are you applying to Whitchurch High School Sixth Form next year?
 Yes No

Please indicate what you will be doing next year so we can advise you if necessary. (eg other school, college, employment, apprenticeship, other).*

Legal First Name* XXXXXXXX

Legal Last Name* XXXXXXXX

(Preferred) First Name XXXXXXXX

Middle Name(s) XXXXXXXX

Legal Gender* Female

Date of Birth* 07/08/2008

Save Progress and Close Save & Next

2. Please let us know what your plans are for next year so we can help to advise you on your pathway and possibly get you some extra help

3. Click save and next when done

Not applying – step 2



1. If you know, please state what career you would like to pursue in the future and what your hobbies are

A screenshot of the Whitchurch High School Sixth Form Admission Portal. The page is titled 'Welcome To Whitchurch High School Sixth Form Admission Portal'. It shows two steps: 'Step 1 Student Basic Details' (completed) and 'Step 2 Additional Information' (active). Under 'Your Aspirations', there are two text input fields: 'Which career would you like to pursue?*' and 'What are your hobbies?*. A red arrow points from the text above to the first input field. At the bottom, there are three buttons: 'Save Progress and Close', 'Previous', and 'Save & Submit Application'. A red arrow points from the text below to the 'Save & Submit Application' button. In the top right corner, there is a language selection dropdown, a notification bell with a red '9', and a user profile picture.

2. Click save and submit when done – that is the end of the process 😊



Further correspondence

- After you have completed this form, any correspondence with regards:
 - options
 - helpful interviews
 - Meetings
 - confirmation of places on courseswill be done through Applicaa.
- Our advice would be to regularly check Applicaa logging in as an existing user to see what updates have happened.

Further help / advice and guidance



- If you need any further help advice or guidance, please see:
- One of the Yr 11 Progress Team
- One of the KS5 Progress Team
- Miss Hollings – Assistant Headteacher KS4
- Mr Davies – Assistant Headteacher - Curriculum