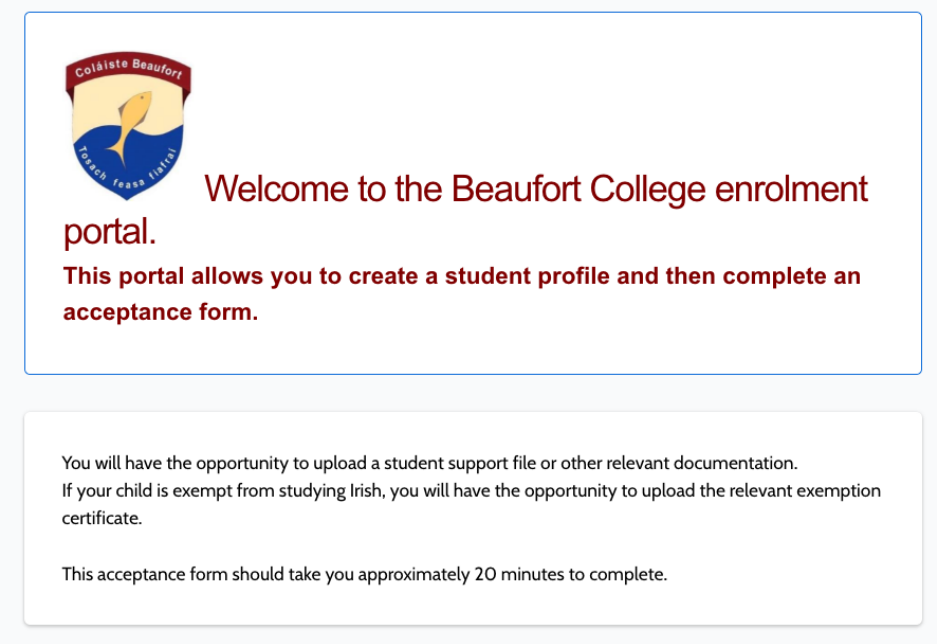


There are no family members to display.

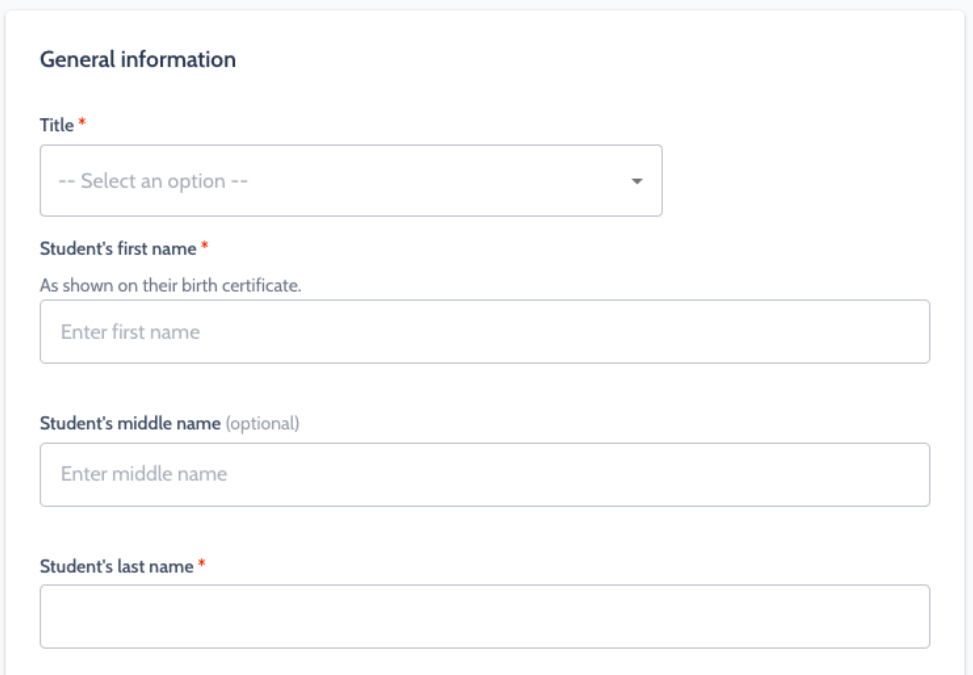
Create a student profile

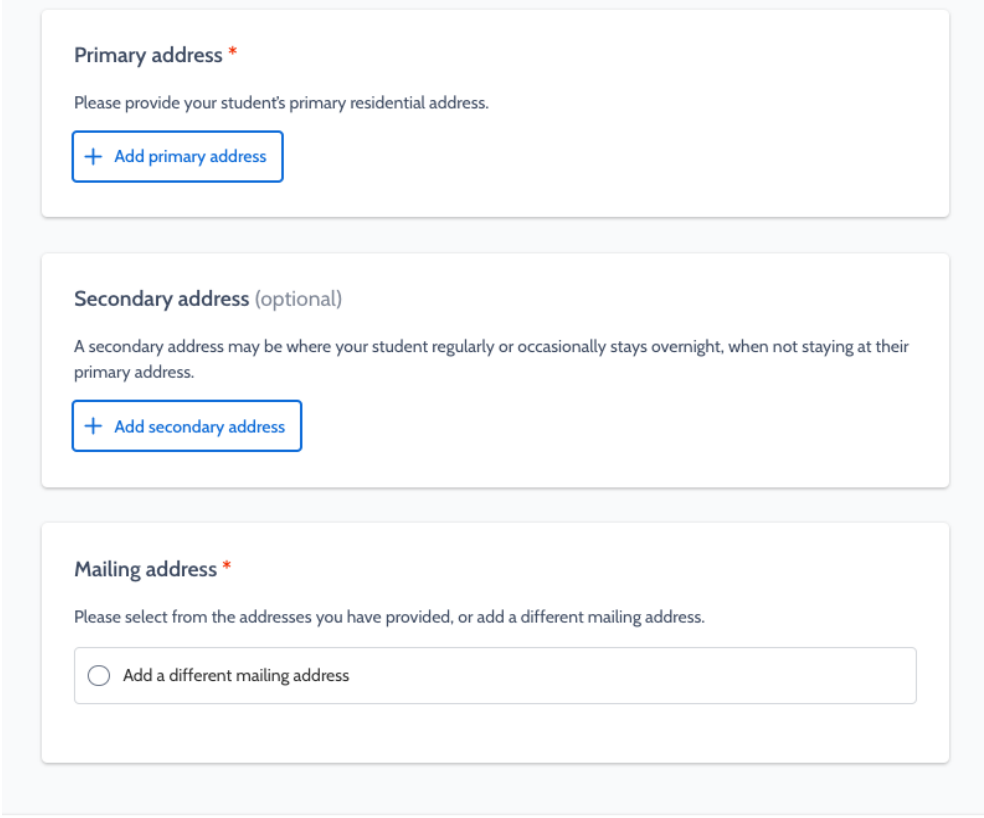
Once you have set your new password, click ‘Create a student profile’

On the next screen, click “Save & continue”

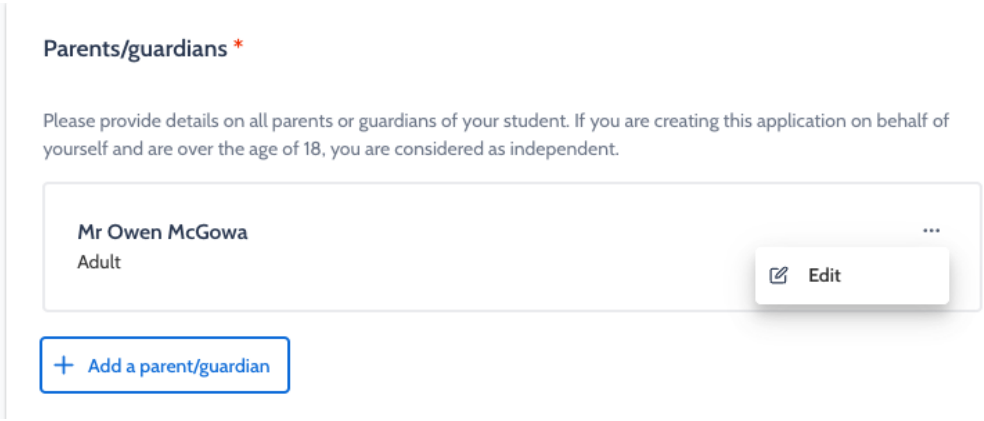


Complete the details on the next screen ensuring you include a primary address for the student, then click “Save & continue”.





Click to the three dots and select ‘Edit’ to edit parent/guardian details:

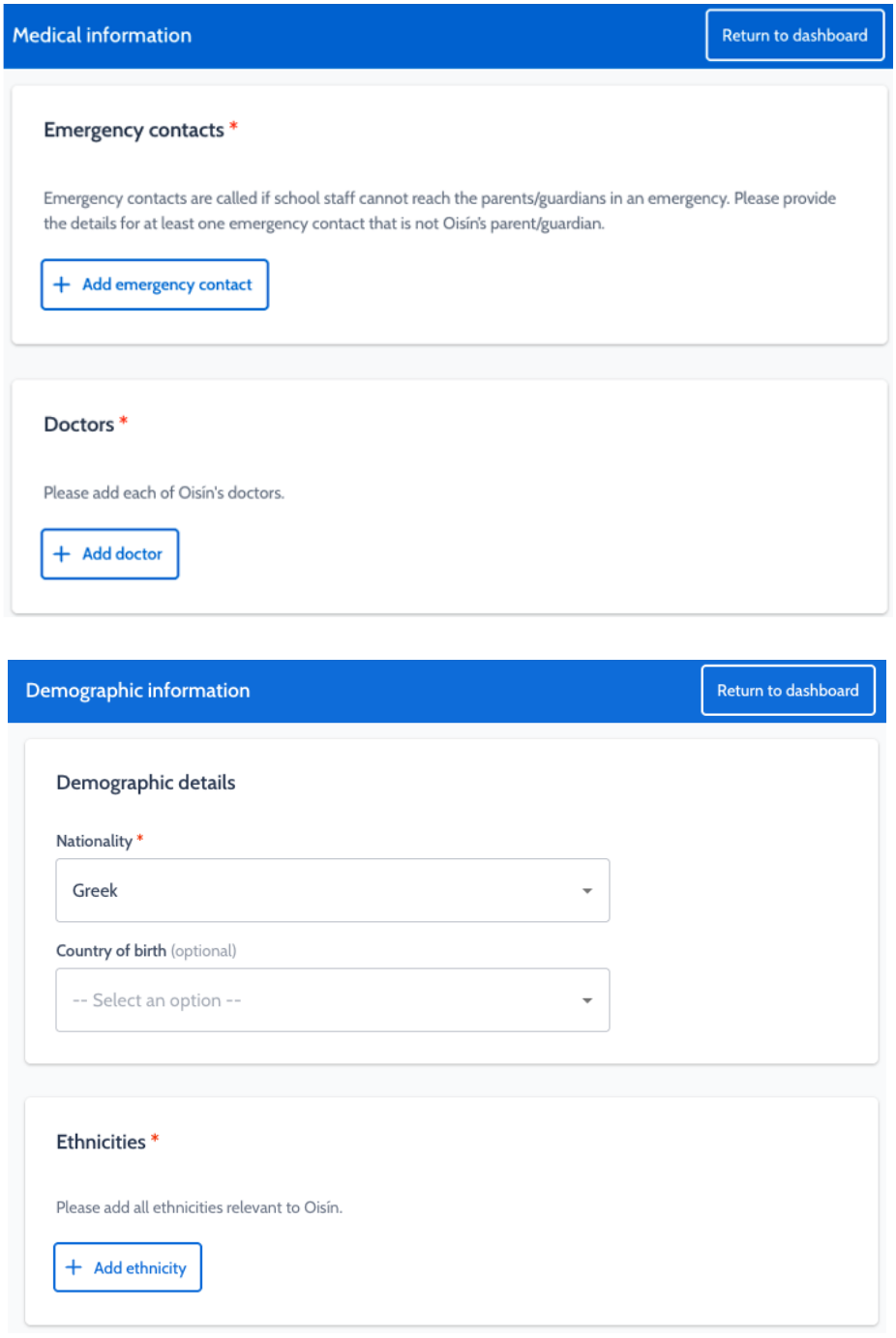


Ensure you add a mobile phone number and a primary address for the parent/guardian. It is also possible to add additional parents/guardians at this stage.

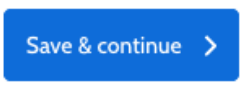
Then click “Update”



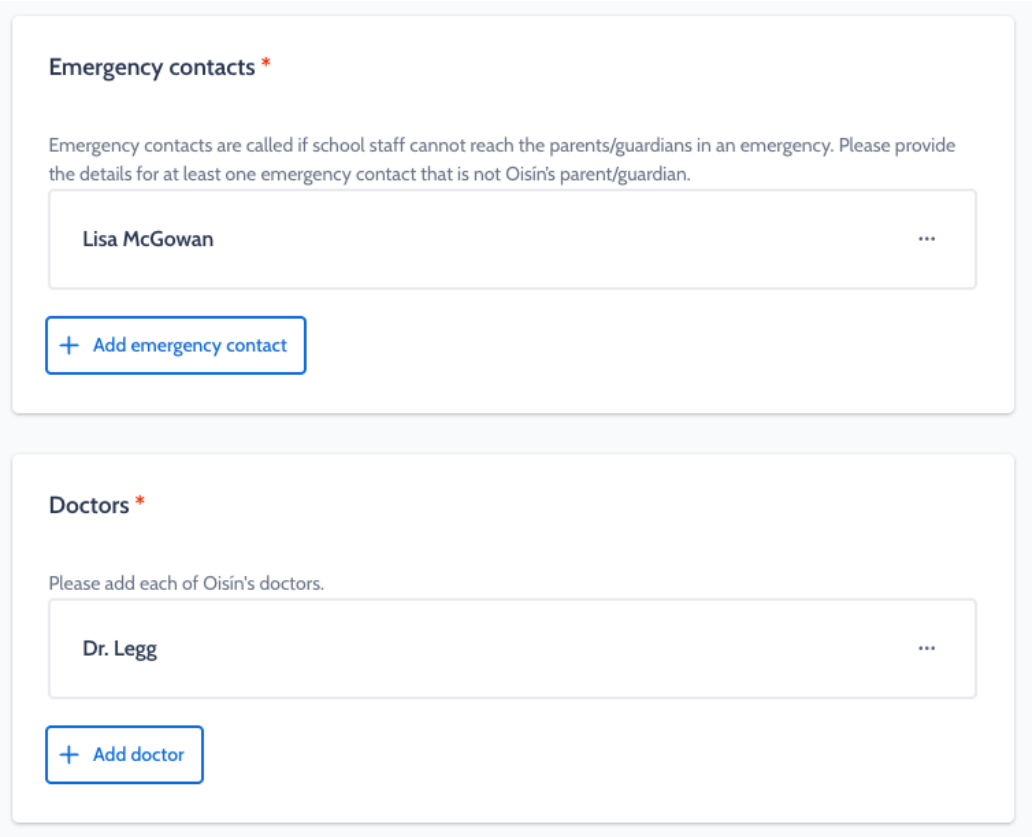
On the next screen, please ensure to select the nationality and ethnic background for the student:



Then click “Save & continue”:



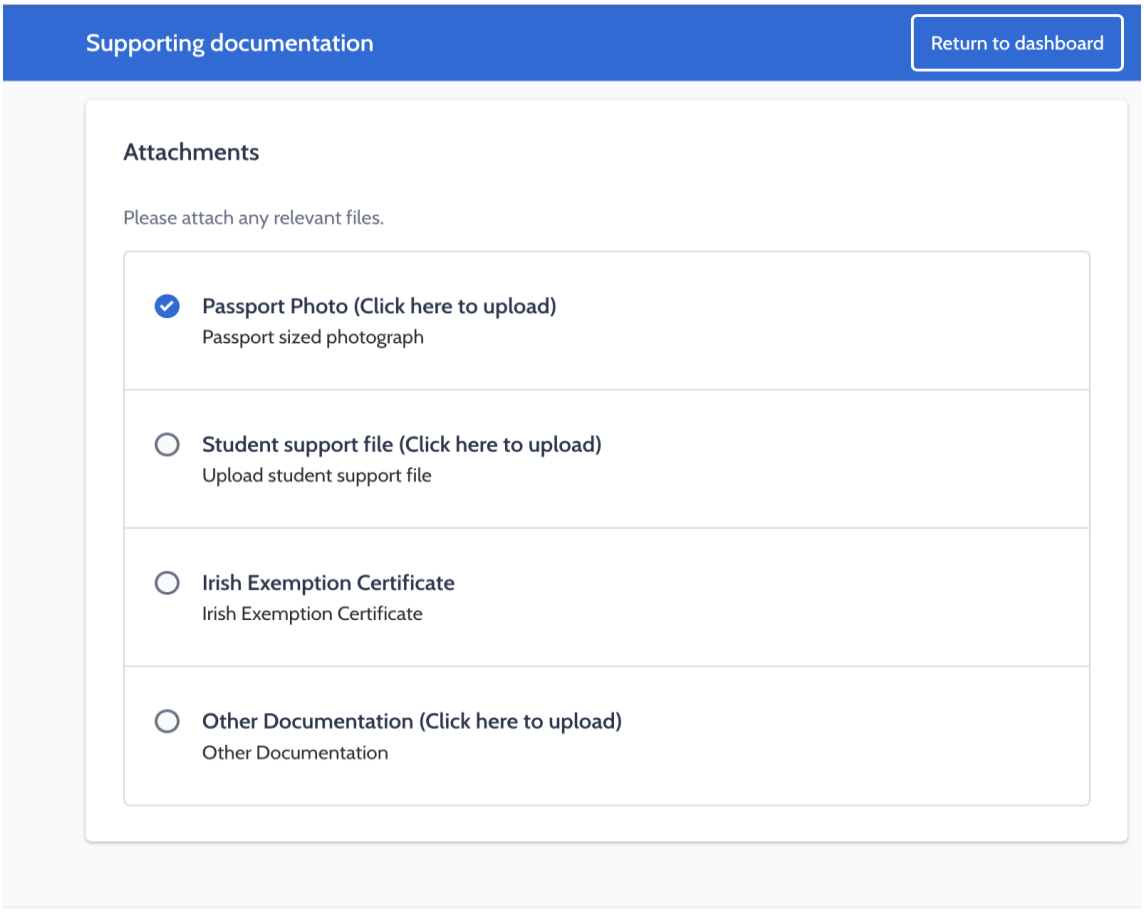
On the next screen, it is mandatory to include at least one emergency contact and the student's doctors' information (Please include mobile phone number for emergency contact). Please also include any additional needs retaining to the student.



Then click "Save& Continue":

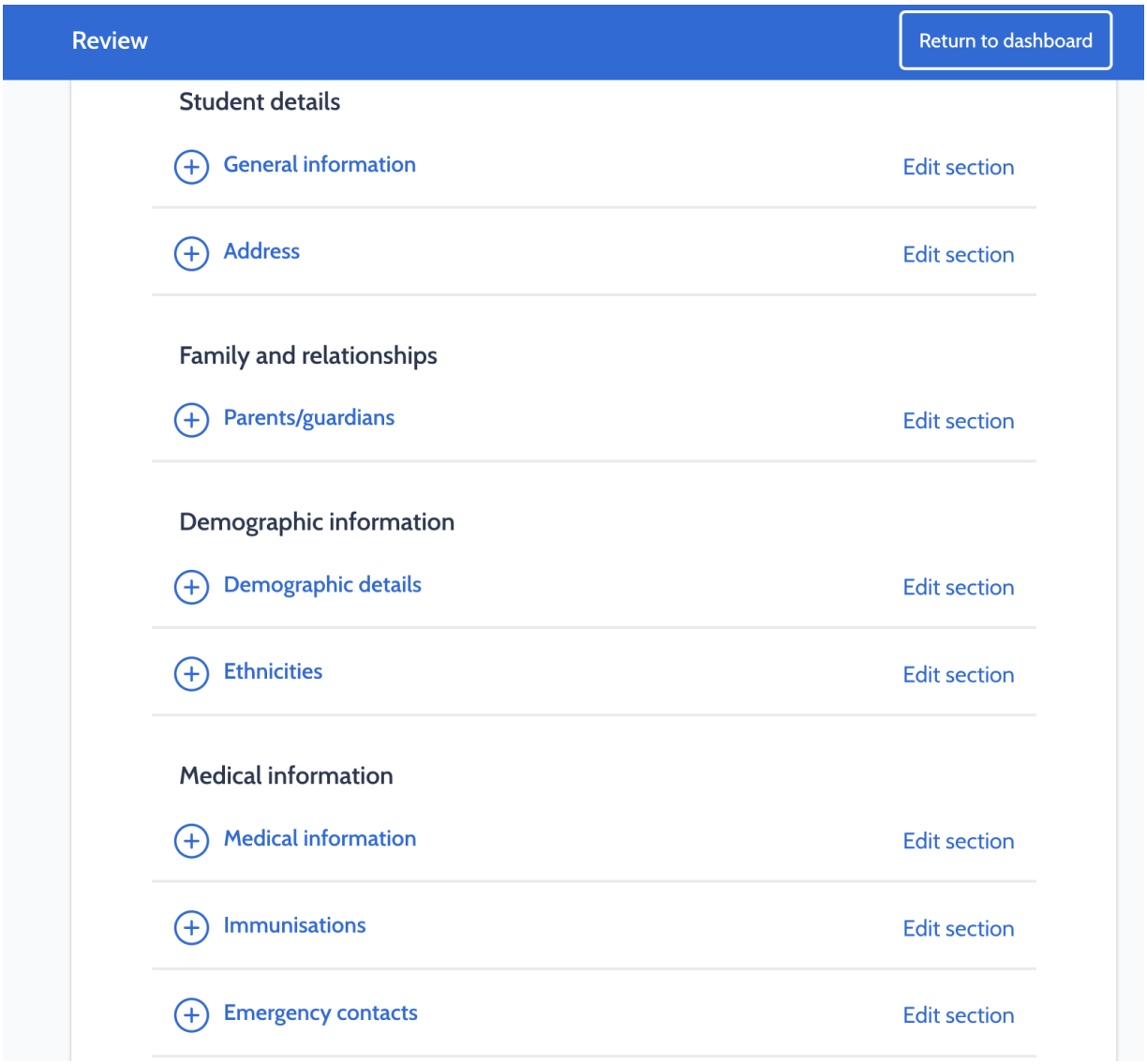


Please then upload supporting documentation by clicking on the relevant link:



Then click “Save & continue”



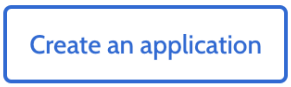


Ensure all sections in the “Review” screen are completed, they will appear red if any required information is missing.

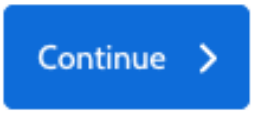


Then click “Complete student profile”

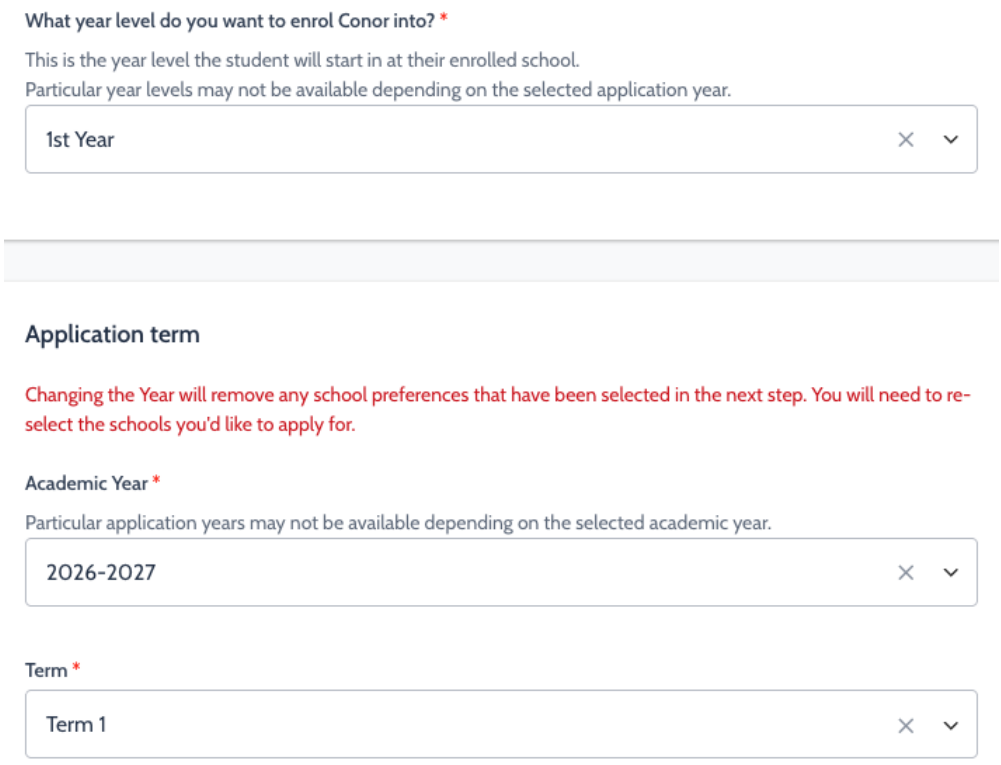
Once a student profile has been created, you can complete the application process by clicking the “Create an application” button:



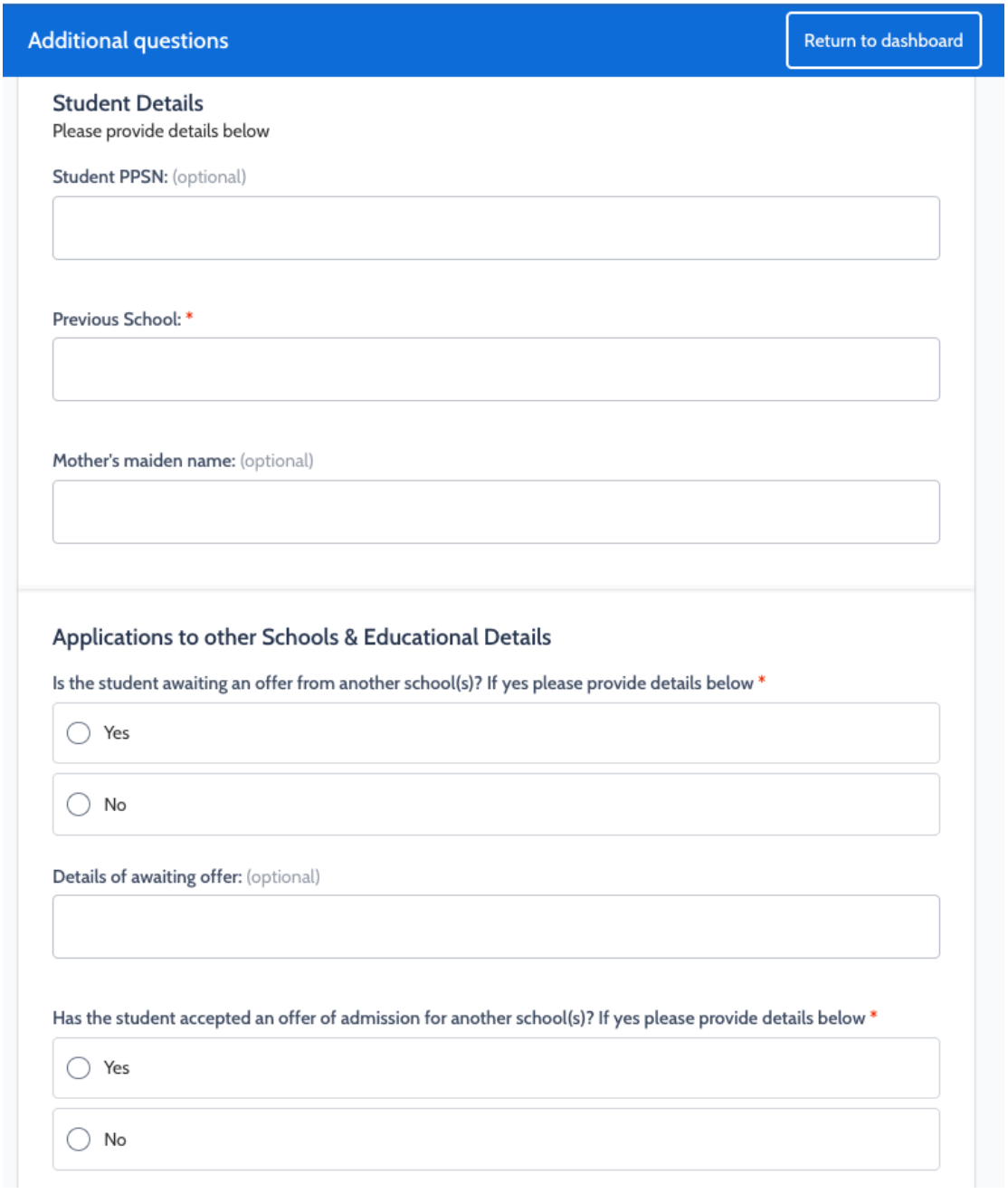
Then click “Continue”



Select the student, the year ‘1st Year’, the academic year ending in ‘2026’ and ‘Term 1’



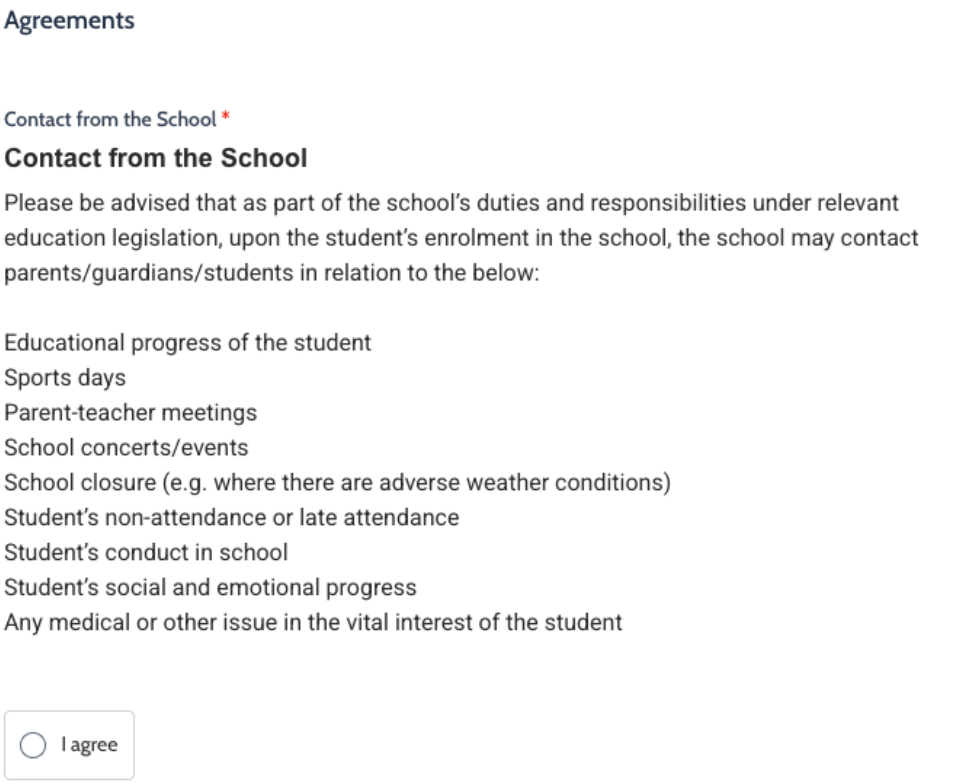
Please complete the “Additional Questions” section:



Then click “Continue”



Confirm that you have read and agree to the Schools Data Protection, Contact policy and Code of behavior:



And then click “Type Signature” to add your digital signature to the form



The application process is concluded by selecting “Submit application”. Once your application has been successfully completed you will see the status of the application on the dashboard:

