

Admissions Form FAQs

Where do I find the Admissions Form?

Visit: <https://arkboulton.applicaa.com/year7>

Where do I find my login details?

For Year 7 Admissions: You will have an email from: admin@applicaa.com. Please check your inbox and junk mail folders for the email. It will be delivered to the email address you provided on your Birmingham City Council application.

If you still cannot find it, please contact: admissions@arkboulton.org or call the school office.

For In-Year Admissions: Please follow the 'how-to' guide on the website to learn how to create an account

How do I translate the form into another language?

You can translate the form by selecting a different language from the top right hand side of the screen once logged in. Please [watch this video](#) for more information.

I cannot progress through the form, what do I do?

There are some required questions, please ensure these have been completed in order to move forward. If you are completing contact details, you need to answer all the questions for the first contact before being able to complete the next contact.

Why do you need an additional contact?

In case of emergency, if we cannot reach either parent/guardian, we need another contact who we can call.

What do I need to provide for proof of address?

This can be **one** of the following (addressed to the parent/guardian):

- Bank Statement (dated within the last 3 months)
- Utility Bill - Gas, Water, Electric (dated within the last 3 months)
- Council Tax Statement (from current year)

If you live in temporary accommodation and do not have any of the above, you still need to provide **one** of the following:

- A tenancy agreement
- Letter from the Landlord

A PO BOX address **will not** be accepted.

What do I need to provide for proof of identity?

This must be the child's passport or birth certificate.