



## Selection Tests Registration Guide for Bournemouth School for Girls

This guide summarises the steps needed to register a parent account on our Applicaa system and register for the selection tests.

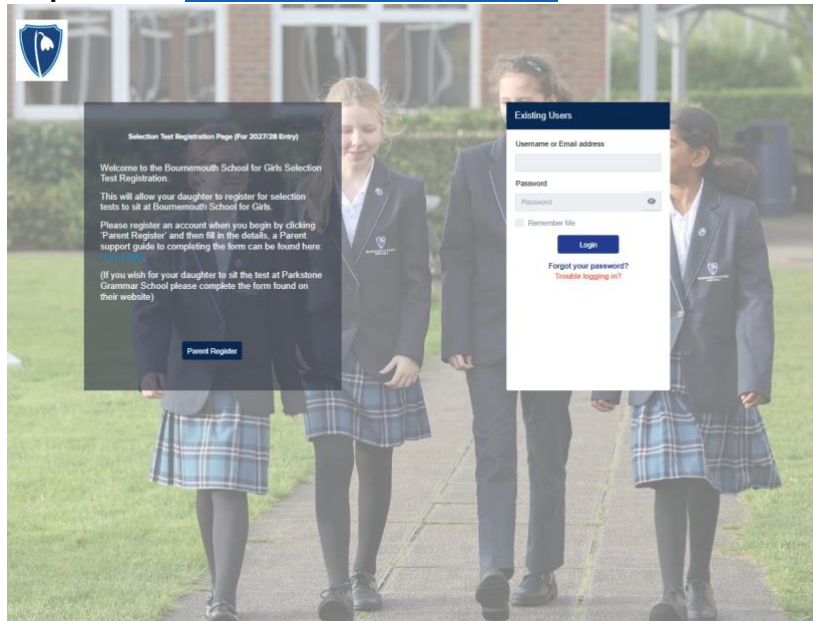
**This guide is not intended to give advice on the selection tests themselves or our school's admission process – for this information please see all relevant documents and policies on the admissions pages of either school website.**

**Please note:** the Online Selection Tests Registration Form must be completed by the 12 noon on **Friday 4<sup>th</sup> September 2024** for a Year 7 entry in 2027.

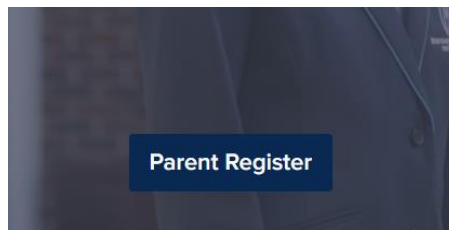
### Phase 1: Registering a Parent Account

**If you already have an Applicaa account you can sign in straight away as an existing user and go to Phase 2 of this guide, otherwise please follow instructions below.**

**Step 1:** Go to [bsg.applicaa.com/Year72027](https://bsg.applicaa.com/Year72027)



**Step 2:** Select the Parent Register Button



**Step 3:** Fill in the parent details and include an email address and password you want to use to set up your account. **DO NOT** click submit yet.

**Parent Registration**

**Parent's Details**

Title: Br Relationship: Father

First Name\*: John Last Name\*: Smith

**Add another child**

**Login Details**

Your Email Address\* Confirm Your Email Address\*

Create a Password\* Confirm Password\*

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

I agree to Bournemouth School for Girls' Privacy Policy\* [🔗](#)

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

**Submit**

**Step 4:** Click the *Add another child* button

**Add another child**

**Step 5:** Fill the basic details of your child that will be sitting the Selection Tests this September. Please select:  
Expected Year of Entry-**2027/28**  
Applied Year Group - **Year 7**  
Then click Save.

**Child's Information**

First Name\*: Milly Last Name\*: Biggins

Relationship\*: Father Current School\*: St Michaels CofE Primary School - Abingdon ...

Tick here if you can't find the school

Expected Year Of Entry\*: Applied Year Group\*: Year 7

**Close Save**



**Step 6:** If it has worked, you will now see your child's name in the middle of the screen in a table. If you are registering more than one of your children (e.g. you have twins) please click add another child again and repeat this process.

**Parent Registration**

**Parent's Details**

Title  Relationship

First Name\*  Last Name\*

First Name	Last Name	
Milly	Biggins	 

[Add another child](#)

**Login Details**

Your Email Address\*  Confirm Your Email Address\*

Create a Password\*  Confirm Password\*

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

I agree to Bournemouth School for Girls' Privacy Policy [↗](#)

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

[Submit](#)

**Step 7:** Once you have the correct number of children in the table, please tick the agree boxes for privacy policy of BSG and Applicaa. Then click Submit.

[Submit](#)

**Step 8:** Once submitted you will need to activate the account by verifying the email address. You will receive a similar email to the one below. Please click the link and your parent account is now registered and activated.

Dear John Smith,

Thank you for registering your parent account with Bournemouth School for Girls's Registration Form.

Your profile has been created successfully.

Please confirm your email address by clicking on the following link:

[https://bsg.applicaa.com/users/confirmation?application\\_form\\_id=3&confirmation\\_token=JW4N9Aqszcb4f7jRGevM](https://bsg.applicaa.com/users/confirmation?application_form_id=3&confirmation_token=JW4N9Aqszcb4f7jRGevM)

Once your email has been validated, you can continue your child's application.

Please note, you will now need to login as a registered parent.

Do not start another enquiry or registration.

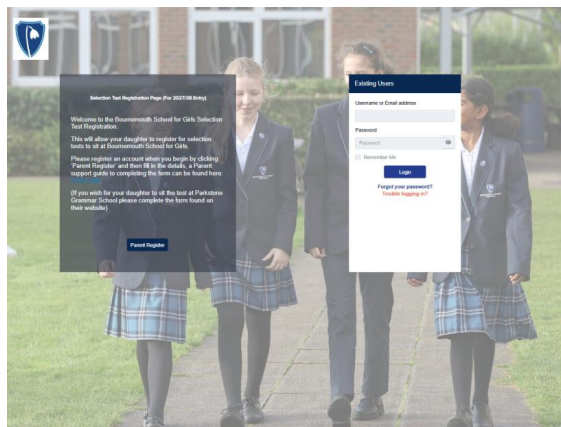
Best wishes,

Bournemouth School for Girls.

## Phase 2: Registering for the Selection Tests

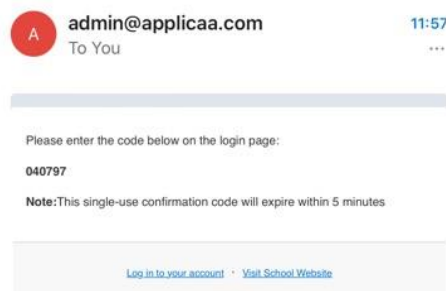
To complete the registration process, the schools need certain information which can now be entered in the parent account on Applicaa.

**Step 9:** Go to [bsg.applicaa.com/Year72027](https://bsg.applicaa.com/Year72027)



**Step 10:** Go to the box on the right and login using the email address and password you used to register and click *Login*.

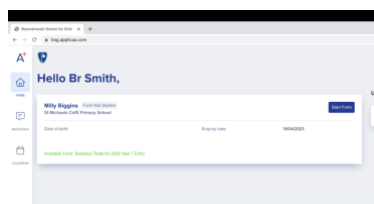
**Step 11:** To protect all your data we have enabled two-factor authentication which will require you to select the button labelled *Email* which will send a verification code to your email account you registered with like the one below:



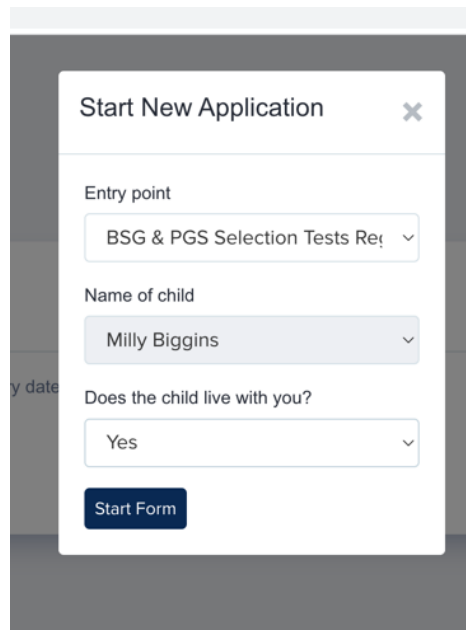
Enter the 6-7 digit code into the verification box to verify and then login to your Applicaa account.

**Please note:** You will need to verify logging in like this each time you go onto the account.

**Step 12:** You will now see a screen like the one below for each child you are going to register. Click *Start Form*.



**Step 13:** If it is the first time accessing the form, you will now get a small pop-up window that requires you confirm that the child currently lives with you as the form must be completed by that parent or guardian that lives with the associated child. Click *Start Form* again.



Start New Application

Entry point  
BSG & PGS Selection Tests Re...

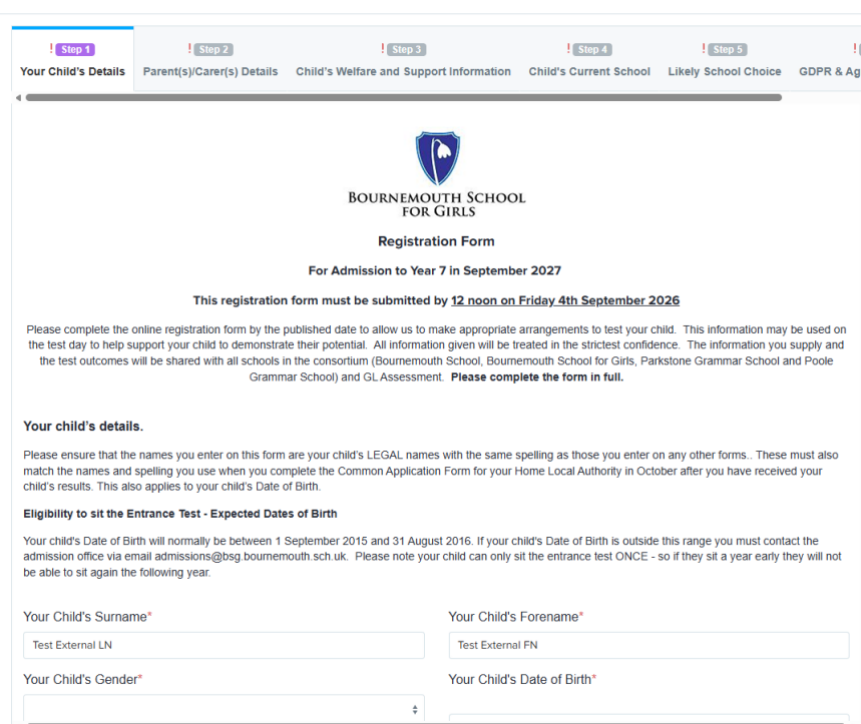
Name of child  
Milly Biggins

Does the child live with you?  
Yes

Start Form


**Step 14:** You must now complete the *five steps* of the registration form, the first step is your child's details as shown below. **Please note you must read and follow all the instructions in the form.** Once each page is complete click *Save & Next*.

If you have clicked *Save* you can come back, complete and submit the form at any time up until the deadline day.



Step 1 Step 2 Step 3 Step 4 Step 5 Step 6

Your Child's Details Parent(s)/Carer(s) Details Child's Welfare and Support Information Child's Current School Likely School Choice GDPR & Agreements

  
BOURNEMOUTH SCHOOL  
FOR GIRLS  
Registration Form  
For Admission to Year 7 in September 2027  
This registration form must be submitted by 12 noon on Friday 4th September 2026

Please complete the online registration form by the published date to allow us to make appropriate arrangements to test your child. This information may be used on the test day to help support your child to demonstrate their potential. All information given will be treated in the strictest confidence. The information you supply and the test outcomes will be shared with all schools in the consortium (Bournemouth School, Bournemouth School for Girls, Parkstone Grammar School and Poole Grammar School) and GL Assessment. **Please complete the form in full.**

**Your child's details.**

Please ensure that the names you enter on this form are your child's LEGAL names with the same spelling as those you enter on any other forms. These must also match the names and spelling you use when you complete the Common Application Form for your Home Local Authority in October after you have received your child's results. This also applies to your child's Date of Birth.

**Eligibility to sit the Entrance Test - Expected Dates of Birth**

Your child's Date of Birth will normally be between 1 September 2015 and 31 August 2016. If your child's Date of Birth is outside this range you must contact the admission office via email [admissions@bsg.bournemouth.sch.uk](mailto:admissions@bsg.bournemouth.sch.uk). Please note your child can only sit the entrance test ONCE - so if they sit a year early they will not be able to sit again the following year.

Your Child's Surname\*  
Test External LN

Your Child's Forename\*  
Test External FN

Your Child's Gender\*  
Your Child's Date of Birth\*

**Step 15:** On the Parent/Carer(s) details page we need information on at least one parent or carer with parental responsibility.

The screenshot shows a multi-step form with 'Parent(s)/Carer(s) Details' as the active step. Below the navigation tabs, there is a section titled 'Parental & Additional Contacts' containing several instructions:

- ! Please provide at least 1 Parent/Guardian Contact
- ! Please provide at least 1 contact in total
- ! Please select at least 1 contact to receive parental communication
- ! Please mark at least one of the contacts provided as Priority 1
- ✓ Please set priorities to the Parent/Carer
- ✓ Please set a different priority for each contact
- ✓ Please enter a different mobile number for each contact
- ✓ Please enter a different work number for each contact
- ✓ Please enter a different email address for each contact

Below these instructions, a light blue box contains the following text:

The minimum number of parent/guardian contact is 1  
 The minimum total number of contacts (including parent/guardian and additional contacts) is 1

At the bottom, there is a table with the following headers: Type of contact, Name, Email, and Action. Below the table is a button labeled '+ Add Parent/Guardian Contact'.

**Step 16:** On the Child Welfare and Support Information page you must inform us if the child being registered for the test has SEND status or is Pupil Premium/ receives free school meals.

**Please note:** If either of these statuses apply to your child, further evidence regarding either of these statuses is required by additional deadlines outlined on the form itself. Please see the admissions webpages for more details.

The screenshot shows the 'Child's Welfare and Support Information' page. It contains three main sections:

- Special Education Needs and Disabilities:** Two questions asking if the child has any SEND, disabilities, or other factors for consideration. Both questions include instructions to download and complete an Application for Access Arrangements form if the answer is 'YES', with a deadline of 12 noon on Monday 7 September 2026.
- Pupil Premium:** A question asking if the child is eligible for Pupil Premium at their current Primary School. It includes a definition of Pupil Premium children and a deadline of Friday 31 October 2026 for providing evidence.
- Free Meals:** A table with columns for Start Date, End Date, Last Verified Date, and Next Check Date. Below the table is a button labeled '+ Add Free Meal'.

**Step 17:** The Child's Current School step should automatically find the school on a list please use the school's name to do this.

The screenshot shows a navigation bar with five steps: Step 1 (Your Child's Details), Step 2 (Parent(s)/Carer(s) Details), Step 3 (Child's Welfare and Support Information), Step 4 (Child's Current School), and Step 5 (Likely School Choice). Step 4 is the active step.

**Your child's current Primary School\***

Start typing your child's Primary School into the School Name (in full) box and complete the school's full address.

Please note the Post Office Address File (PAF) which is used for all address lookups do not usually use any apostrophes. If the school name has changed and not been updated by the Post Office, please over-type the School Name box with the correct full school name.

The information is updated daily from the Post Office Address File (PAF) and is outside of our control.

School Name (in full)\*

I can't find the school

School Address Line 1\*

School Address Line 2\*

School Town\*

School County\*

**Step 18:** Children sitting the Selection Tests can apply to either Bournemouth School for Girls (BSG) or Parkstone Grammar School (PGS). However, if you wish to sit your test at Parkstone Grammar school you must fill out their own form available on their website.

The screenshot shows the same navigation bar as Step 17, but Step 5 (Likely School Choice) is the active step.

**School Choice**

The location of your Test Centre will not affect your child's chances of getting a place at either BSG or Parkstone Grammar School.

However for our records please select which school(s) you are likely to apply for this Autumn term.

Please indicate which school you are likely to apply for a school place at:\*

**Step 19:** The final screen of the registration form is a GDPR agreement. You must read and agree to the terms of this to register a place on the selection tests. Also, you must agree the information you have provided is accurate and that you have read the admissions policy of either school before submitting the form. Then click Save & Submit Application.

! Step 1 ! Step 2 ! Step 3 ! Step 4 ! Step 5

Your Child's Details Parent(s)/Carer(s) Details Child's Welfare and Support Information Child's Current School Likely School Choice

**GDPR & Agreement Consent**

GDPR - General Data Protocol Regulation ((EU) 2016/679) \*\*  
**GDPR - General Data Protocol Regulation ((EU) 2016/679) \***  
Each Grammar School is a Data Controller. When collecting personal data, Data Controllers are required to explain how that data will be shared and to seek your consent to share that data with the categories of recipients they list. Without your consent you cannot submit a registration form online for your child.  
I grant permission for the personal data I will supply to be shared with specialist 11 plus Data Processors , 11 plus Test Providers and other Admission Authorities performing similar testing for any reason deemed necessary in order to ensure the integrity of the process and the tests.  
I agree that my child's results can be used by Data Processors, Test Providers and other Admissions Authorities if required. At all times specialist 11 plus Data Processors, 11 plus Test Providers and other Admission Authorities agree to treat all personal data strictly in accordance with the Data Protection regulations currently in force.  
(Failure to provide permission for data sharing will prevent your child sitting the selection test)

Yes  
 No

**Declaration\***  
I have read the admissions policy and the instructions and arrangements for candidates which are published on the school website. The information I have provided is accurate.  
I understand and accept that the information that I have supplied and test score information will be shared between the consortium schools and GL Assessment.

Yes

Your child will now be registered for the Selection tests this September. You will not be able to alter the form once it is submitted but you will see it has been submitted on the Parent Account home screen. The schools will contact you about the next steps after the deadline.