



KING EDWARD'S SCHOOL

ONLINE APPLICATION PLATFORM

A STEP-BY-STEP GUIDE TO REGISTERING AN ACCOUNT AND
COMPLETING AN ONLINE APPLICATION FORM

KES ONLINE APPLICATION
QR CODE



Or alternatively, please visit:
<https://www.kesbath.com/admissions/admissions-process/admissions-registration>

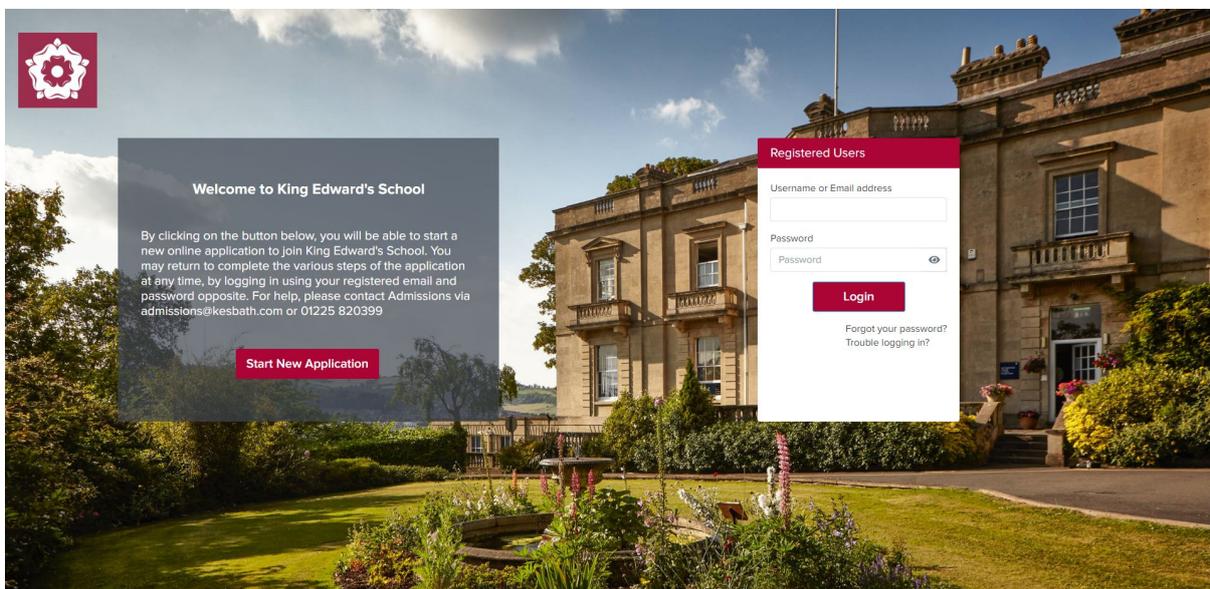
KING EDWARD'S SCHOOL ONLINE APPLICATION PLATFORM

INTRODUCTORY NOTES ON HOW TO SET-UP AN ACCOUNT AND HOW TO COMPLETE YOUR ONLINE APPLICATION FORM FOR THE PRE-PREP & NURSERY, JUNIOR SCHOOL, SENIOR SCHOOL AND SIXTH FORM

Please note: If you are considering applying for a place in Year 1 or Year 2, you must contact Admissions first to arrange a tour and a taster session before completing an online KES application form.

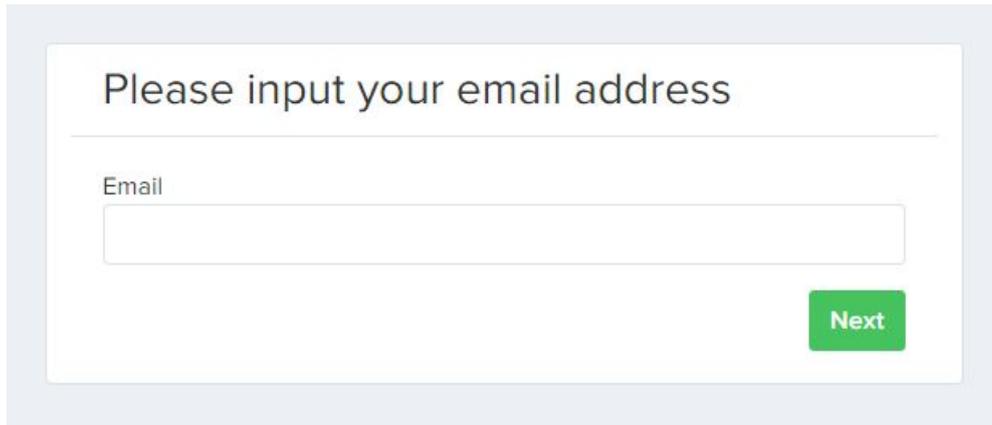
Late applications for entry into the Nursery may find certain sessions are full, so we recommend that parents contact Admissions first to check availability before completing the application form.

1. Once you have clicked on the application link (<https://kesbath.applicaa.com/9>) you will be presented with our Online Application Homepage.
 - a. If this is your first time on this site, you will need to create an account. To do this, first click on the button **'Start New Application'**
 - b. If you are a returning parent who has already created an account, you will need to input your Username/Email address and Password in the box on the right



2. Once you have clicked **'Start New Application'**, you will be asked to type an email address. This will be the default email address where all correspondence will be sent, so please ensure that it is an email account that you regularly check. Once added, click **'Next'**.

KING EDWARD'S SCHOOL ONLINE APPLICATION PLATFORM

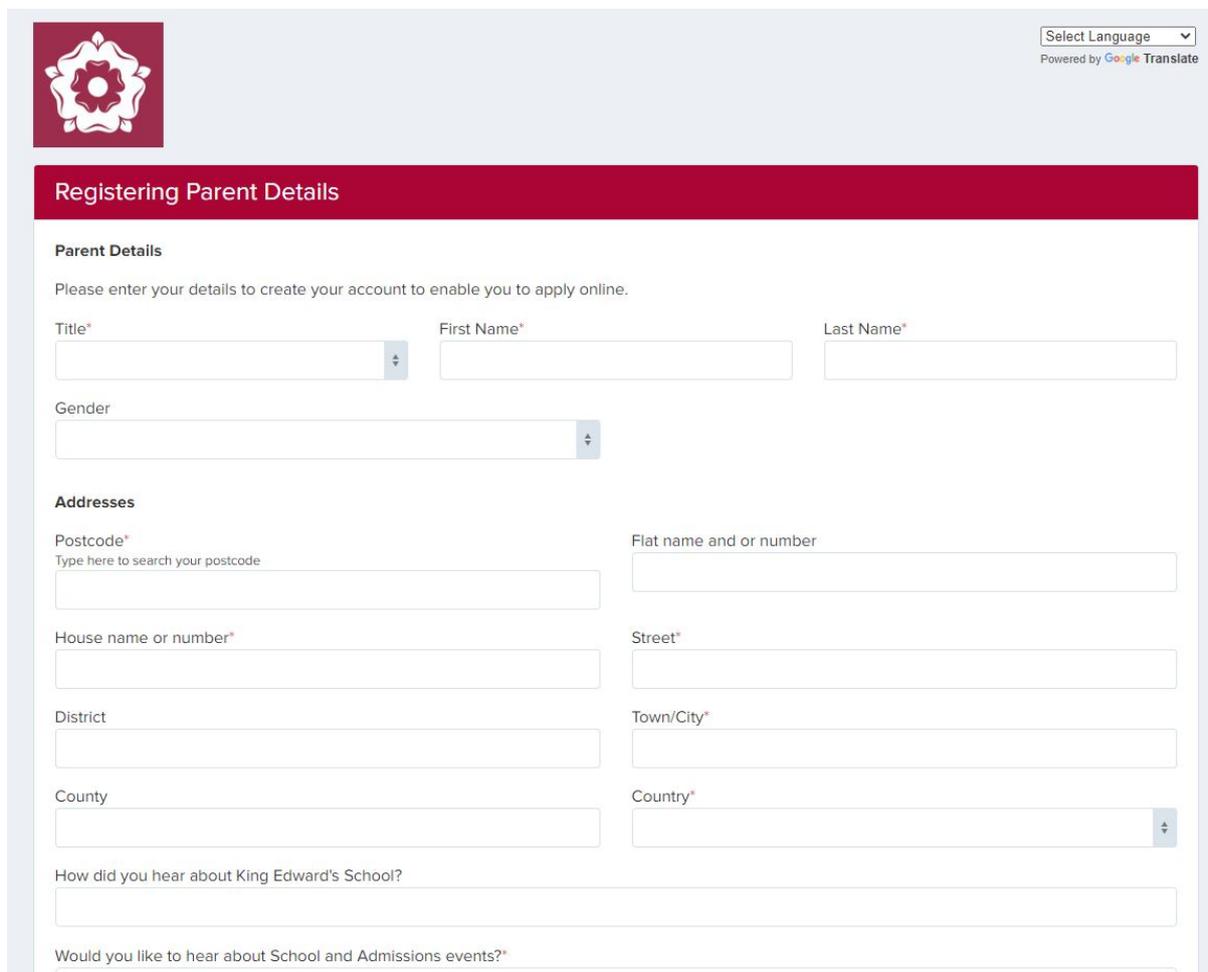


Please input your email address

Email

Next

3. You will now be asked to complete your account registration details (*please note* – this is not the application form). As you work through the account registration, you will be asked to input your personal details and contact information. Once completed, you will not be asked to do this again during the application process.



 Select Language 
Powered by  Translate

Registering Parent Details

Parent Details

Please enter your details to create your account to enable you to apply online.

Title* First Name* Last Name*

Gender

Addresses

Postcode* Type here to search your postcode Flat name and or number

House name or number* Street*

District Town/City*

County Country*

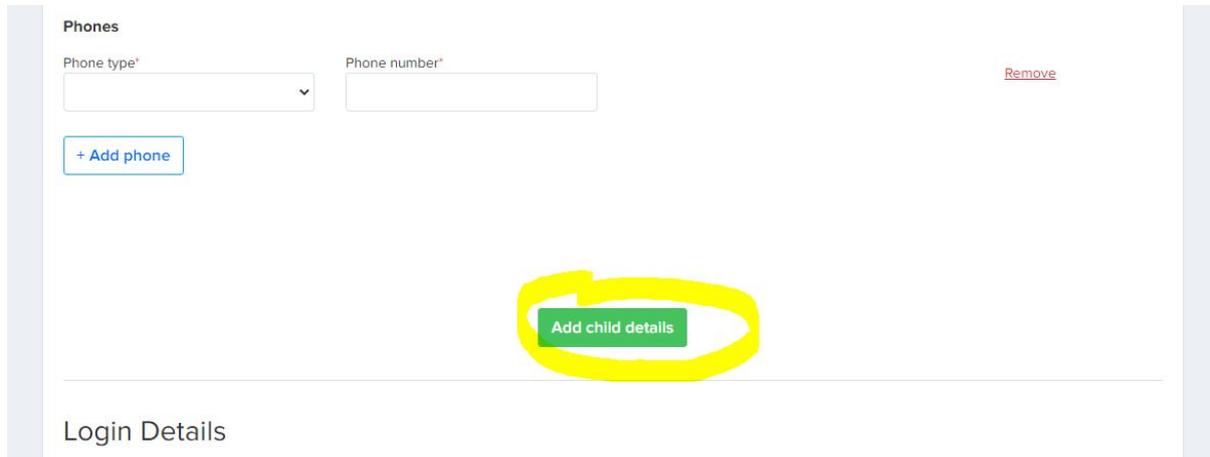
How did you hear about King Edward's School?

Would you like to hear about School and Admissions events?*

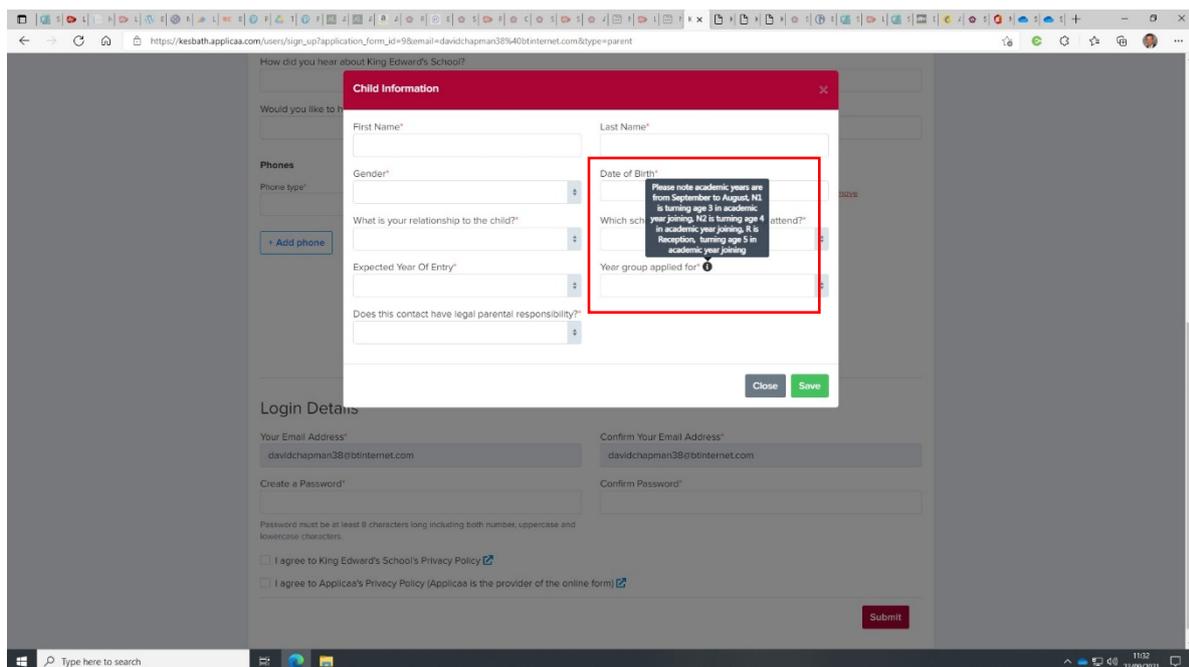
4. As you scroll down, you will see a button to add your child's details. Click on the green button '**Add child details**'. *Please note* – only one child's details can be added at this stage.

KING EDWARD'S SCHOOL ONLINE APPLICATION PLATFORM

You can add additional children on the Parent Dashboard once the account has been created.



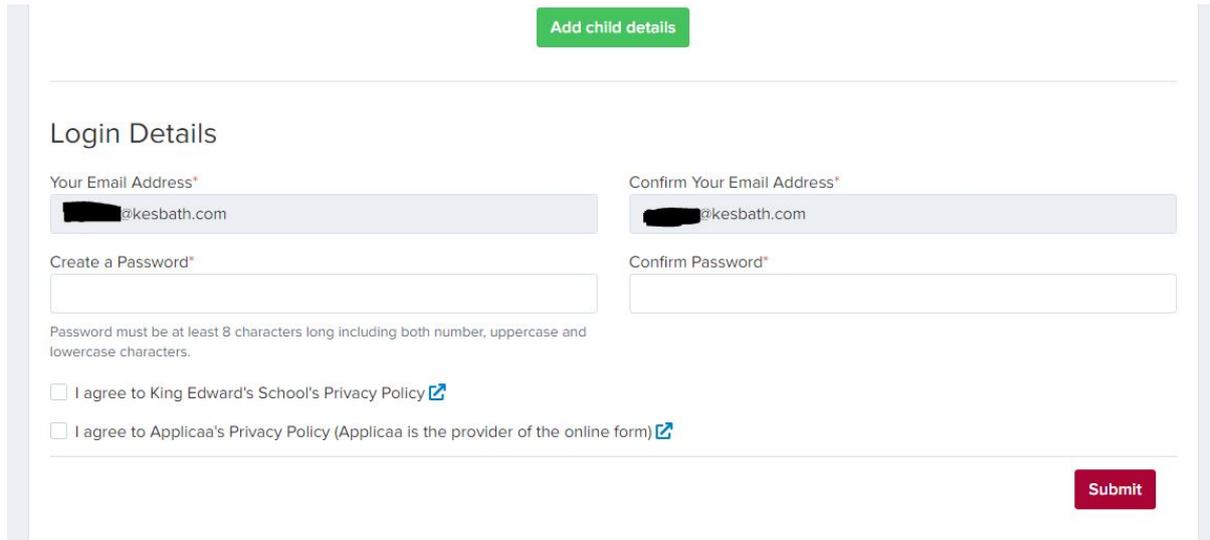
The screenshot shows a section titled "Phones" with a "Phone type*" dropdown menu and a "Phone number*" input field. A "Remove" link is visible to the right. Below these fields is a "+ Add phone" button. At the bottom of the section, a green "Add child details" button is highlighted with a yellow circle.



The screenshot shows a "Child Information" form with the following fields: "First Name*", "Last Name*", "Gender*", "Date of Birth*", "What is your relationship to the child?", "Expected Year Of Entry*", and "Does this contact have legal parental responsibility?". A red box highlights the "Date of Birth*" field, which has a tooltip that reads: "Please note academic years are from September to August, N1 is turning age 3 in academic year joining, N2 is turning age 4 in academic year joining, R is Reception, turning age 5 in academic year joining". Below the form are "Close" and "Save" buttons. The background shows a "Login Details" section with "Your Email Address*" (davidchapman3@btinternet.com), "Confirm Your Email Address*", "Create a Password*", and "Confirm Password*" fields, along with a "Submit" button.

5. Please note: For more information on which year groups to apply for, click on the information icon (i) for details.
N1 denotes entry into Nursery when your child's age is 3 in the academic year Sept – August
N2 denotes when your child becomes 4 years old in the academic year
R denotes Reception when your child becomes 5 years old in the academic year
6. Once you have completed the child's details, click '**Save**' and return to the Account Registration Form.

KING EDWARD'S SCHOOL ONLINE APPLICATION PLATFORM



Add child details

Login Details

Your Email Address*

Confirm Your Email Address*

Create a Password*

Confirm Password*

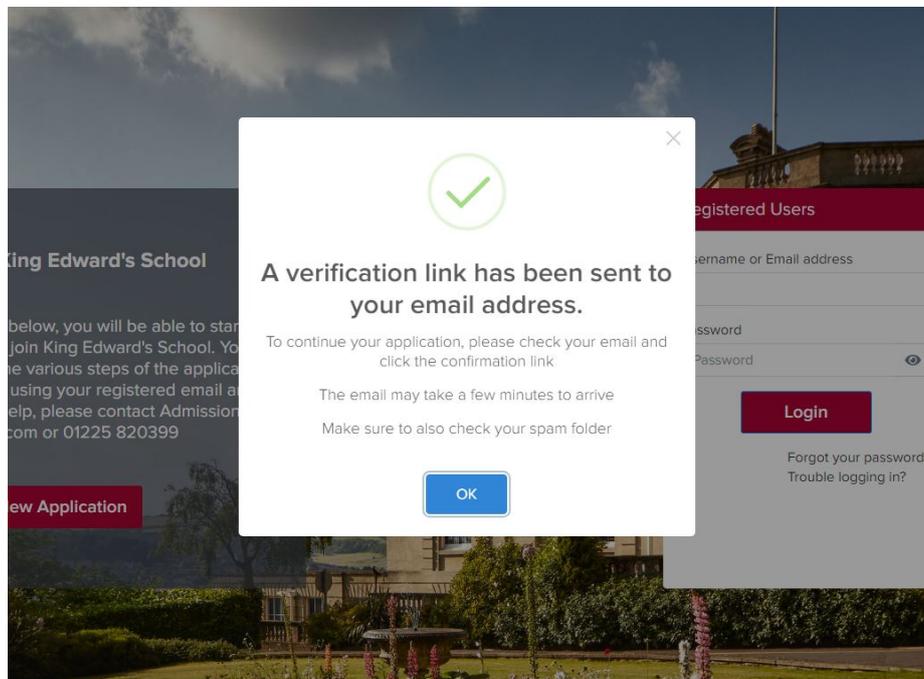
Password must be at least 8 characters long including both number, uppercase and lowercase characters.

I agree to King Edward's School's Privacy Policy [↗](#)

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

Submit

7. At the bottom of the form, you will need to create a password which will be used every time you access the Online Application platform. Your email address will already be loaded. To complete the account registration, you will need to tick both Privacy Policy Agreements. Once ticked, click **'Submit'**.
8. Once you have clicked **'Submit'**, you will be presented with a verification notice to ensure that your email address is correct and active. Please check the relevant inbox (or Junk Mail) to see that you have received an automated email (see example further below). **Please be aware that this email can take up to several minutes to appear in your inbox.**



You should receive an email similar to the screen grab below from the email address **'admin@applicaa.com'**. Click on the web link contained in the email to confirm your email address. This will take you to your new **Parent Dashboard** as a registered user. If this doesn't happen, please

KING EDWARD'S SCHOOL ONLINE APPLICATION PLATFORM

visit the landing page (<https://kesbath.applicaa.com/>) and log in as a **'Registered User'** using the right-hand login box ie inputting your registered Email Address and Password.

Dear Gary GooldTEST,

Thank you for registering your parent account with King Edward's School's Online Application Form.

Your profile has been created successfully.

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

https://kesbath.applicaa.com/users/confirmation?application_form_id=9&confirmation_token=vJASKxhYXjbm1UEMKDx7

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,

King Edward's School

[Log in to your account](#) · [Visit School Website](#) · [Unsubscribe](#)

The screenshot shows the parent dashboard homepage. At the top left is the school's crest. On the right, there is a 'Select Language' dropdown menu and a note 'Powered by Google Translate'. Below the header, there is a navigation bar with 'Home Page' and a user profile icon. The main content area is divided into two columns. The left column features a red 'Add new child' button, a profile card for a child named 'Gary GooldTEST' (DOB: 31/01/2020) with a 'Not at school' status, and a 'Start Application' button highlighted with a yellow circle. The right column contains a welcome message, contact information for Admissions, and a thank you note.

9. Once verified, you will be presented with a personalised **'Parent Dashboard homepage'** – **see above**. From here you will be able to proceed to the application form for your first child (added whilst registering the account). You can also add extra children by clicking on the top

KING EDWARD'S SCHOOL ONLINE APPLICATION PLATFORM

left-hand button **'Add new child'** found in the top left-hand corner of the dashboard.

To start or continue with an application, either click on the **'Update'** or **'Continue Application'** buttons. If this is your first time accessing the account, click on the **'Start Application'** button. As you commence filling in the form, a progress percentage bar will appear, which clearly shows how you are progressing with your application form.

10. Once you have clicked on the **'Start Application'** button, you will now be able to proceed to complete the application form. All fields with an asterisk (*) will need to be completed before progressing onto the next step. You can access the form at any time by logging into your Online Application account as a Registered User.

The Application Form contains several steps which will need to be completed before being submitted. The image below is just an example – each school's application form (Pre-Prep & Nursery, Junior, Senior and Sixth Form) may have slightly different steps to the those shown below.

Steps with a red exclamation mark (!) denote that the step is still incomplete. Each step must be completed in sequence before moving on to the next step, by clicking on the **'Save & Next'** button.

The screenshot displays a web application interface for a school application. At the top, a dark red header bar contains the word "Preview" on the left and a close icon on the right. Below the header, a progress bar shows six steps: Step 1 (Child's Basic Details), Step 2 (Parent/Guardian), Step 3 (Current School), Step 4 (Additional Information), Step 5 (Declaration), and Step 6 (Payment). Steps 2 through 6 are marked with a red exclamation mark, indicating they are incomplete. Step 1 is the active step and contains the following fields:

- Child's Basic Details**
 - Please complete this with all details
 - Legal Surname* (Text input: Test External LN)
 - Legal Forename* (Text input: Test External FN)
 - Middle Name(s) (Text input)
 - Preferred Surname (if different) (Text input)
 - Preferred forename (if different) (Text input)
 - Gender* (Dropdown menu: Female)
 - Date of Birth* (Date input: 12/12/2004)
 - For this child, which school are you applying for?* (Dropdown menu: Senior School)
 - Expected year of entry* (Dropdown menu: 2023/2024)
 - Expected term of entry* (Dropdown menu: Autumn)
 - Year group on entry* (Dropdown menu: Year 1)

At the bottom of the form, there is a "Close" button on the left and a "Next" button on the right.

KING EDWARD'S SCHOOL ONLINE APPLICATION PLATFORM

The Application Form can only be submitted once the payment of the Application Fee has been made - for example in **Step 6 Payment**. Once this payment has been received by the School, a member of the Admissions department will contact you with further details.

Should you have any difficulties registering an account or completing an application form, please contact our Admissions Team who will be happy to help. You can contact them via telephone on 01225 820399 or via email at admissions@kesbath.com

KES ONLINE APPLICATION
QR CODE



Or alternatively, please visit:

<https://www.kesbath.com/admissions/admissions-process/admissions-registration>