

Outreach Programme Application Guide

A step-by-step guide for students and parents/carers

Before you begin

Have the student's details, current school information, parent/carer email address and contact number ready. Use an email address that can be checked during registration.

Important

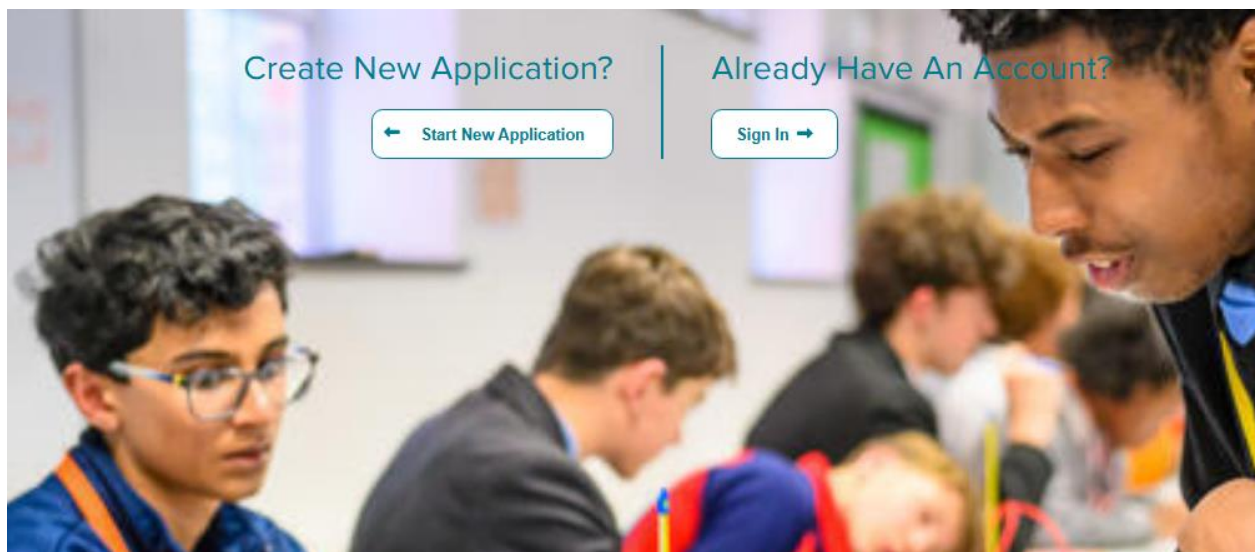
If the student wishes to apply for more than one outreach programme, select all the programmes at the beginning of the initial registration, before selecting "Start Child's Application".

Follow each step carefully and check all information before submitting.

Step 1: Start a new application

To begin, please click [here](#) and follow the steps below to apply for our KCLMS Outreach Programmes.

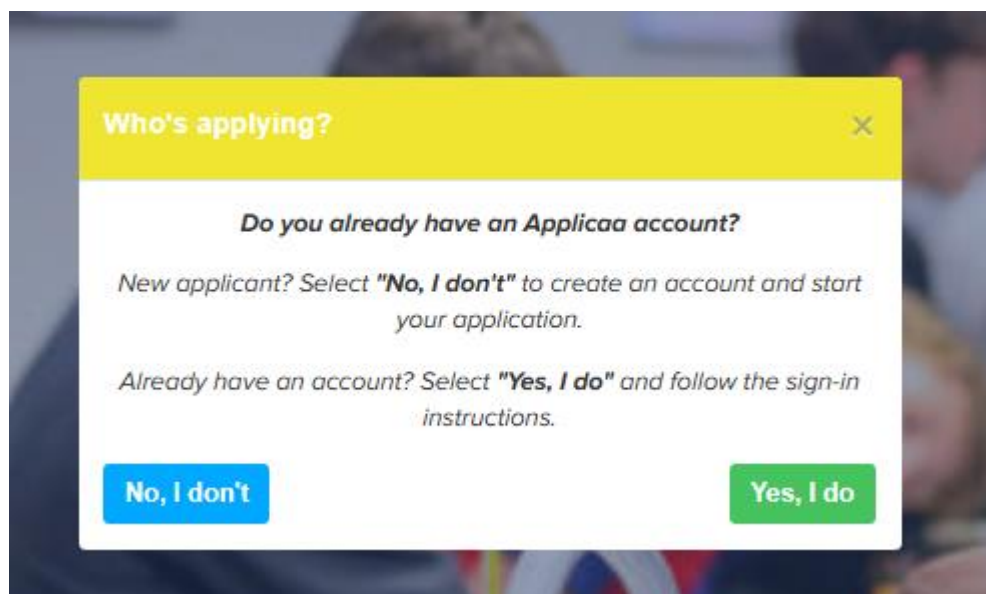
- If you are a new applicant, select **“Start New Application”**.
- If you have already created an account, select **“Sign In”**.



Step 2: Confirm whether an account already exists

Do you already have an Applicaa account?

- New applicant? Select **"No, I don't"** to create an account and start your application.
- Already have an account? Select **"Yes, I do"** and follow the sign-in instructions.



Step 3: Complete the initial registration form

Complete the student registration, education and login details. Enter and confirm the parent/carer email address and create a password that meets the requirements shown on the form.

If the student is applying for more than one programme, select every intended programme at this stage. Make the selections before choosing “Start Child’s Application”.

Initial Registration

Student Registration

Child's Forename*
Enter here

Child's Surname*

Child's Gender*

Child's Date of Birth*

Year group applied for*

Which outreach programme would you like to apply for?*

Phone type*
Mobile Phone

Phone number*

+ Add phone

☐ Primary ☐ Main

Child's Education

Child's Current School
Type to search

☐ Tick here if you can't find the school

Login Details

Parent Email Address*

Confirm Parent 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's College London Maths School's Privacy Policy* [Link](#)

☐ I agree to Appicaa's Privacy Policy (Appicaa is the provider of the online form)* [Link](#)

☐ I'm not a robot

Start Child's Application

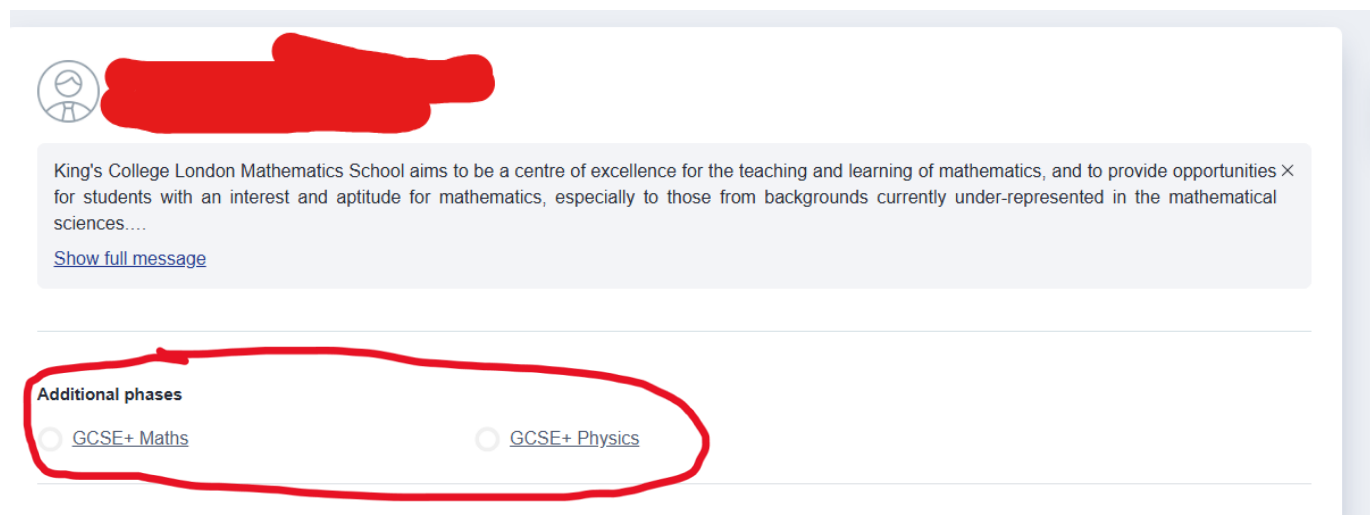
Step 4: Verify the email address

After registration, a verification email will be sent to the parent/carer email address entered on the form.

- Open the verification email.
- Select “Confirm Email Address”.
- After validation, log in as a registered user to continue the existing application.
- Do not start another application.

Step 5: Open the programme application

Once you have confirmed the email address, the application dashboard will open. Under **“Additional phases”**, select the programme you want to apply for to open its application form.



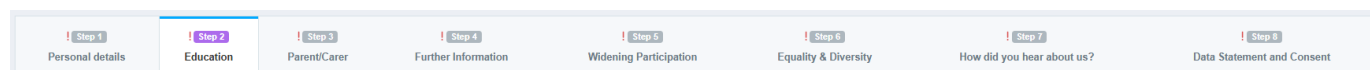
King's College London Mathematics School aims to be a centre of excellence for the teaching and learning of mathematics, and to provide opportunities × for students with an interest and aptitude for mathematics, especially to those from backgrounds currently under-represented in the mathematical sciences....
[Show full message](#)

Additional phases

☐ [GCSE+ Maths](#) ☐ [GCSE+ Physics](#)

Step 6: Complete all sections of the application form

Work through every section of the application form and provide the requested information. Required sections are marked on the online form.



! Step 1 Personal details | ! Step 2 Education | ! Step 3 Parent/Carer | ! Step 4 Further Information | ! Step 5 Widening Participation | ! Step 6 Equality & Diversity | ! Step 7 How did you hear about us? | ! Step 8 Data Statement and Consent

Before submitting

Check that all required sections are complete and that the information provided is accurate. Review the Data Statement and Consent section carefully before submitting the application.

Final checklist

- Use the same parent/carers email address throughout the registration and application process.
- Check the inbox and junk or spam folder for the verification email.
- Return to the existing account rather than creating a second application.
- Make sure every intended outreach programme was selected during initial registration.
- Review the completed form before submitting.