

Who needs an account?

At a minimum: your school's Careers Lead, Head of Year 11 and Safeguarding Lead. Getting these right means the right people get the right information at the right time - student guidance, key dates, anything safeguarding-related. Other colleagues who support the application process can have accounts too, as long as we have their full name, job title and email address. We can't create accounts for admin email addresses.

What set of grades are we looking for?

The student's most up-to-date predicted grades, based on their most recent formal assessment or mock exam results. Please don't use 'target' or 'minimum expected' grades calculated back in Year 7. If a student's missed off a qualification, or has one listed that they're not taking, let us know in the free text box at the end.

Why do you need attendance and conduct information?

It's part of how we consider each student's application. We need to know whether they've met your school's standards for good attendance and conduct. There's space for comments too, so please add anything that might help us when reviewing their application.

Can I upload documents?

No - the portal doesn't support document uploads. The questions are quick to answer, so each reference shouldn't take long to complete. This isn't something we'll be adding in future.

A student has started an application but can't find the email link to resume it - what should I advise?

Once a student starts an application, they're sent an email with a link to resume it. First, ask them to check their spam or junk folder - it often lands there. If there's still no email, it's usually one of three things:

- The email address they entered is incorrect
- Their email provider has flagged it as spam
- Their mailbox is full

In any of these cases, the student should contact us directly so we can help sort it out.

I submitted the reference but now need to change some details - how do I do this?

Get in touch with the Admissions Team via admissions@xaverian.ac.uk or 0161 249 2145, and we'll re-open the reference for you.

Will there be any future developments?

We're continuously developing the School Validation Portal, guided by feedback from schools. This academic year, we're exploring adding Course Consultation Interview dates/times, enrolment lists, and destination data for previous cohorts.

I've come across a student who left two years ago - what do I do?

Previous students shouldn't appear in your list to validate. If you spot one, let the Admissions Team know so we can update their school status.

Why is the safeguarding section restricted?

The school reference includes a section for safeguarding disclosures. Access is limited to your DSL, or another colleague with safeguarding responsibilities. Our Safeguarding Team need to know about any significant concerns - bail conditions or Prevent referrals, for example - so we can risk assess before enrolment.

Who can I contact if something doesn't look right?

Get in touch with the Admissions Team via admissions@xaverian.ac.uk or 0161 249 2145. We're here to help.