Dear Parents/Carers,

We have provided the following information so that you can support and encourage your son/daughter through the application process. Please feel free to contact us if you have any further questions.

***A Guide to the UCAS Process***

What is UCAS?

It stands for the Universities and Colleges Admissions Service. Basically to apply for the vast majority of courses, students will need to do so through this process.

When should I apply?

If students are applying for Oxford and Cambridge, medicine or dentistry, they need to apply by October 15th. All other courses have a deadline of January 15th. As a school, we strongly recommend that applications are completed by October half term so that they can be thoroughly checked and sent by early November.

What course?

Students need to think long and hard about this. Some may choose to follow profession specific degree courses such as Nursing or Law, or they may choose more generic subject based courses such as History or English. Students have been researching their options since year 12 and the decision is never easy. Again, the 6th form pastoral team and school connexions adviser will provide support to any student struggling to make this decision.

The personal statement

This is especially important, and is the only way the university can find out about you as an individual. Students have been given lots of support and guidance about how to structure it and what to include. The De Montfort University outreach team has kindly agreed to give feedback to our students on their statements.

The importance of making sensible choices

University will make offers bases on a large number of factors but largely on the student’s grades (AS/GCSE) as well as the personal statement and their teacher references. It is important that students make realistic choices. They will have five choices of university and are advised the research the necessary entry requirements before applying.

Who writes the reference?

The reference will be written through a combined effort of form tutor and subject teachers. Students are free to read their references should they wish to. Predicted grades included on the application are entirely the decision of the subject teacher. The application will be checked by a member of the sixth form leadership team.

Extra information

Before student applications can be sent the UCAS fee needs to be paid by each individual online upon completion of the application (approx. £25). Later on in the year students will be given advice on key aspects such as student finance. Students are advised to attend open days and find out as much as possible about the institutions they are applying to.