

Dear parent,

As we near the end of Year 12, we move our focus towards preparing the boys for university and workplace applications. During the next few weeks your son will be working on their UCAS applications and making decisions on which subject(s) to study, which universities to apply for and writing a personal statement to support their application. This can often be a difficult process with the boys being faced with choices and decisions that take time to determine and decide on. In addition to this, writing a personal statement can be a daunting process and often takes multiple drafts to perfect. In view of this we wanted to remind you of the support that we will be providing and the deadlines that we will be asking our students to meet as detailed during the Higher Education Evening on the 28th March.

Following the completion of Pre-Public Examinations next week, the boys will be starting the actual UCAS application process in their Career's lessons with Ms Job. She will take them through the administration part of the application which we expect to be completed by the 17th July, so that this can be checked ahead of school starting in September. There are some key sections which regularly have faults that then result in applications being sent back to students and the process therefore taking longer, such as inputting the correct fee code, nominated person and the correct GCSE exam boards. We will guide students in completing this in careers lessons, but your support in checking these applications and ensuring your son is working on them outside of lessons will be key, too.

In addition to this, I will be running two compulsory sessions, one on Unifrog on the 17th May and another on personal statement writing on the 24th May. I will also be delivering some additional UCAS support sessions during their Careers lessons and their form time and boys of course can seek help and support from their form tutors, subject teachers, Mrs Job, Mr Falle or myself throughout the year.

Please note the following deadlines that will be useful in supporting your sons:

3 rd July	Personal Statement (first draft deadline)
17 th July	Completion of the admin part of the UCAS application
2 nd October	Internal deadline for UCAS early applicants (those that are applying to Oxbridge, or for Dentistry, Medicine or Vet Science)
16 th October	UCAS external deadline for early applicants.
16 th November	Internal deadline for all UCAS applications.

Applying for UCAS is usually a very positive process but can be challenging and as such we have put together a comprehensive package of support to help the boys. In addition to the above, we are all available to offer individual support where that is required. We acknowledge that university may not be for everyone, but we would recommend that every student submits an application in case they change their mind and it enables students to have a number of options and so even those who are sure that they are going to pursue a pathway away from UCAS applications will still be asked to go through this process. Decisions change, and we are often left supporting students at short notice to put together an application when they had initially thought that they would not apply. This leads to a weaker application than would have otherwise been the case.

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Whilst writing, Mr Falle asked that I remind you that your son's LTA grade after his PPEs will become his UCAS grade. Should your son wish to obtain a higher grade, all queries relating to this should be directed to Mr Falle, as opposed to the subject teacher. There will be an opportunity to improve this grade, but this must be based upon adequate evidence. Mr Falle will ensure that a consistent and fair approach is taken across different subjects, whilst maintaining our reputation amongst universities for giving accurate and appropriate UCAS grades.

Finally, your support in this process is greatly appreciated. A conversation with your son about choices and decisions and reading through their personal statements will help them enormously. As outlined in the Higher Education Information Evening, we know that students see parents as a key source of information but also know from previous parental feedback that this is a daunting area for you too. We will get in touch with you at various stages to let you know what we are doing to support your son and also to let you know if your son has failed to meet deadlines, in the hope that you might be able to support us in getting this process moving. Where students meet our deadlines, we will be able to provide the highest level of feedback and support. Those who fail to do so will inevitably receive less of that support. If you have any further questions or require any further support, please do get in touch with us and we will do all we can to help.

Yours Sincerely,



Dawn Murphy
Deputy Head of Sixth Form
UCAS Coordinator

Alan Falle
Head of Sixth Form

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