



## AYLESBURY HIGH SCHOOL

### APPLYING TO UCAS: EXPECTATIONS AND SUPPORT

Making an application for a place in higher education is ultimately the responsibility of the individual student. However parents/carers and school staff can offer support and expertise to maximise the chances of success. This document sets out the roles of all those involved in the process.

#### **Students are expected to:**

- Research and decide upon their courses themselves, seeking information from a range of sources including Unifrog, UCAS Course Search, Heap Online, university websites and prospectuses in the Sixth Form Study Centre
- Plan, book and attend open days (Saturdays if possible, no more than 5 school days for open days and taster courses, leave of absence must be requested in advance) – plan using [www.opendays.com](http://www.opendays.com)
- Attend the Year 12 visit to Birmingham University Open Day, or seek approval to attend an alternative open day/event
- Enter information about competencies on to Unifrog, both to help in drafting personal statement and to facilitate teacher references
- Complete shortlists on Unifrog
- Check their school e-mail regularly for messages / information
- Attend Registration in order to liaise with form tutor and receive any messages / reminders
- Register on UCAS Apply on the Future Success Activity Day, or as soon as possible afterwards (supporting presentation available on Google Classroom)
- Complete UCAS application form online
- Enter first draft of personal statement on Unifrog by end of summer term (even if just bullet points at this stage)
- Continue to work on personal statement in autumn term, taking account of feedback from form tutor, relevant subject teacher (where appropriate) and Transitions Co-ordinator
- Submit appropriate form if they wish to challenge a predicted grade
- Once UCAS application is complete, print out copy and give to form tutor no later than Friday 7 October (for applications to study medicine, dentistry, veterinary science or any subjects at Oxford or Cambridge) or Monday 5 December (for all other applications)

#### **Parents/carers are asked to:**

- Motivate and support students in the research and application process
- Read personal statements and offer general suggestions for improvement

**Form tutor's role:**

- Motivate and help students
- With Transitions Co-ordinator, ensure students in form group have registered on Unifrog and entered names of all their subject teachers in order to request references
- Encourage students to use Unifrog to undertake research into courses and institutions
- Hold an initial discussion about plans with students during summer term
- In conjunction with Transitions Co-ordinator, provide further advice and guidance with respect to choosing courses and institutions, if it is needed
- Read personal statements and offer general suggestions for improvement
- Produce student's overall reference by collating subject references and adding opening and closing remarks about suitability for higher education, wider contributions to school life and extra-curricular achievements
- Once student indicates application is complete, check qualifications, that course choices are appropriate and application is correct – when satisfied, pass application to Transitions Co-ordinator to check and upload reference to UCAS

**Transitions Co-ordinator:**

- First point of contact in supporting students, parents and staff with UCAS applications
- In conjunction with form tutors, provide further advice and guidance with respect to choosing courses and institutions, if it is needed
- Promote information about taster courses and application to university via Google Classroom
- Advice for students who need additional guidance on personal statement after consulting form tutor and appropriate subject teacher
- Proof read tutor references and paste from Unifrog to UCAS
- Final check of student application – once complete, will ask student to Pay and Send
- Write reference and check application of Year 14 students
- Arrange mock interviews on request
- In conjunction with Head of Sixth Form, oversight of UCAS requirements and policy, and changes in Higher Education policy, where this affects AHS

**Head of Sixth Form:**

- Overall management and oversight of process
- Registered correspondent with UCAS
- Consider requests for changes to predicted grades
- Submit applications to UCAS on behalf of Headteacher
- In conjunction with Transitions Co-ordinator, oversight of UCAS requirements and policy, and changes in Higher Education policy, where this affects AHS

## Summary of key dates

Monday 26 September 12 noon – AHS internal deadline to register to take admissions tests such as BMAT, HAT, TSA, Cambridge pre-interview assessments

Friday 7 October – AHS internal deadline for completion of UCAS applications to study medicine, dentistry, veterinary science or any subjects at Oxford or Cambridge

Wednesday 2 November – BMAT, Cambridge pre-interview assessments and other university admissions tests

Monday 5 December – AHS internal deadline for completion of all other UCAS applications

## Summary diagram

