



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, Unistats, university websites, resources available on relevant Google Classrooms, 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
- Attend the Year 12 visit to the Open Day at the University of Nottingham, or seek approval to attend an alternative open day/event
- Enter information about activities and competencies on to the relevant tools on Unifrog, both to help in drafting personal statement and to facilitate teacher references
- Complete shortlists on Unifrog
- Enter their planned university subject in the Unifrog Personal Statement tool, and update this if their plan changes
- Check their school e-mail regularly for messages / information
- Attend Registration and liaise with form tutor
- Register on UCAS Apply on the Future Success Activity Day (11 July), or as soon as possible afterwards (supporting presentation available on Google Classroom)
- Enter first draft of personal statement on Unifrog by end of Summer Term
- Check whether any admission tests are required for their chosen courses, register for them and complete as needed (see Key Dates section)
- Complete UCAS application form online
- Revise personal statement in Autumn Term, taking account of feedback from form tutor, relevant subject teacher (where appropriate) and Transitions Co-ordinator
- Finalise UCAS application form in Autumn Term, liaising with form tutor. Print out copy and give to form tutor with yellow cover form no later than Monday 30 September (for applications to study medicine, dentistry, veterinary science or any subjects at Oxford or Cambridge) or Monday 11 November (for all other applications)

Parents/carers are asked to:

- Motivate and support students in the research and application process
- Encourage students to attend open days as part of this process
- Read personal statements and offer general suggestions for improvement

Form tutor's role:

- Motivate and advise students
- With Transitions Co-ordinator, ensure students in form group have registered on Unifrog and entered names of all their subjects in order to request references
- Encourage students to use Unifrog to undertake research into courses and institutions and to record activities and competencies
- 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, check that course choices are appropriate and that 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
- Support for Year 14 students making applications, including checking UCAS form and writing reference
- Support for non-UCAS applications such as those to overseas institutions or specialist colleges
- Co-ordinate interview preparation support, including arranging 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
- Advise students on academic progress and predicted grades, and any implications for applications to higher education
- Provide additional guidance to students with respect to choosing courses and institutions, if this is still needed after student has consulted form tutor and Transitions Co-ordinator
- Registered correspondent with UCAS
- 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

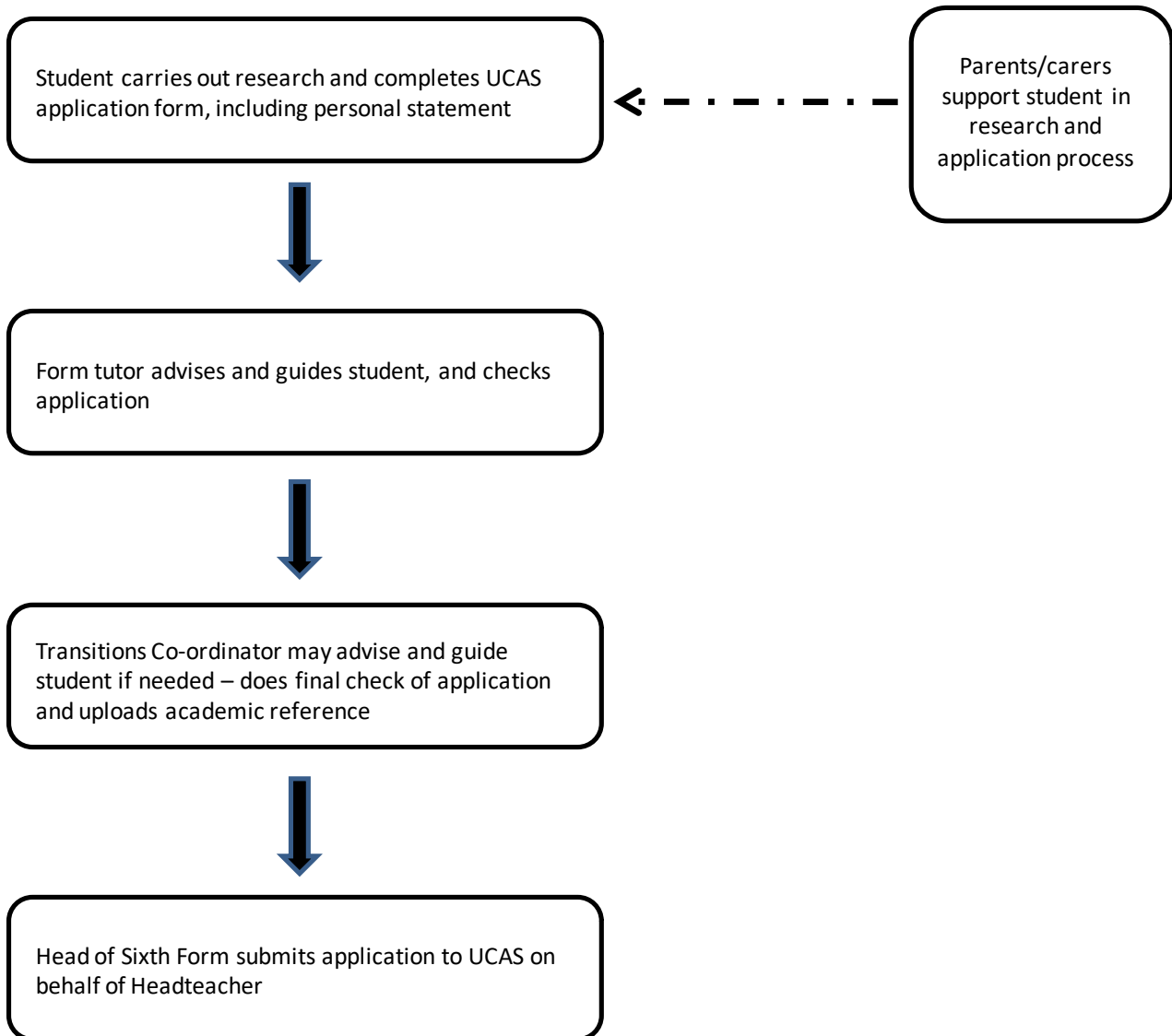
Summary of key dates 2019

- Wednesday 23 January – registration on Unifrog
- Thursday 31 January – information evening for students considering applying to study medicine or dentistry
- Wednesday 27 February – “Is university for me?” talk from Goldsmiths, University of London
- Wednesday 13 March – talk about higher apprenticeships as alternative to university
- Thursday 14 March – Higher Education Evening, including information meeting for students interested in applying to study at Oxford or Cambridge
- Friday 28 June – visit to Open Day at University of Nottingham (Activity Day 1)
- Thursday 11 July – Future Success Day (Activity Day 2)
- Tuesday 16 July – talk on student finance for students and parents/carers (alongside Year 12 Consultation Evening)
- Wednesday 25 September – AHS internal deadline to register to take admissions tests such as BMAT, Cambridge pre-interview assessments, Oxford admissions tests
- Monday 30 September – AHS internal deadline for completion of UCAS applications to study medicine, dentistry, veterinary science or any subjects at Oxford or Cambridge
- Wednesday 30 October – BMAT, Cambridge pre-interview assessments, Oxford admissions tests and other university admissions tests (*NB this falls during half-term*)
- Monday 11 November – AHS internal deadline for completion of all other UCAS applications

There will be other key dates as the year progresses, for example, registration for the UCAT, and these will be communicated to students as they become known.

There will be ongoing tutor group activities throughout the year using Unifrog and other tools as appropriate to explore options and build up an application.

Summary diagram



March 2019