

Dear parents,

During the final 3 weeks of Tutorial sessions this year, students have been given instructions on completing the UCAS application form. We encourage all students to begin this process, even if they don't currently intend on applying to university, just in case they change their mind further down the line – which many do every year!

While students have already been given information about deadlines and expectations, we want to ensure that parents also have all the relevant information about the UCAS process, so you are able to support them in completing their application.

With regards to personal statements, these need to be a maximum of 4,000 characters, including spaces. We have gone through this in class time, but there are also 2 PowerPoints on the Tutorial SharePoint with instructions on how to structure them and what to include, and there is also a really useful tool on Unifrog and a similar one on the UCAS website to help them put it together. The links to these PowerPoints are also below. The deadline for students submitting a first draft to their tutor, to ensure they receive feedback by the internal application deadline, is October half term. As tutors sometimes have upwards of 100 personal statements to check, we can only guarantee them checking one draft per student, though if students submit a draft earlier then their tutor may be able to look at more than one. There are, however, other means of support for personal statements if students feel like they need a little more help: our careers department offer 1:1s for help with personal statements, and also regularly publish information to students about universities offering personal statement support. Students can also ask subject teachers for their advice, as they can often give more subject-specific guidance. We would encourage students to research their chosen subject more over the summer in order to identify subject-specific skills and strengthen their personal statement.

Once students are happy with their personal statement and have completed all sections of the application form, including their 5 university choices, they then pay the £27.50 fee and submit their application. When students submit their application, it goes straight to their tutor for checking, and to add their reference and predicted grades. The tutor then submits it to a member of SLT for final checking, before the application is sent to UCAS. We aim to complete this process within 2 weeks, but it may take slightly longer at busy periods.

While we will obviously work as fast as we can, if students do not submit their application by the internal deadlines, we cannot guarantee that their application will be sent to UCAS by the external deadline, meaning they will be classed as a 'late applicant' and this may affect their chances of receiving offers. Therefore, please encourage them to ensure that they submit their application on or before the internal deadline.

Internal deadlines for completed applications are as follows:

Oxbridge/Medicine/Dentistry/Veterinary Science: **4pm Monday 25<sup>th</sup> September** (external deadline: 16<sup>th</sup> October) **NOTE:** any students applying to Oxbridge should send a draft of their personal statement to Emma Walkers (Oxbridge Co-ordinator), and Medicine/Veterinary Science/Dentistry to James Brackett (Medicine Co-ordinator), over the summer break so they can check and give feedback in time for the earlier deadline.

All other applications: **4pm Friday 1<sup>st</sup> December** (external deadline: 31<sup>st</sup> January)

Please encourage them to spend time over the summer researching courses and attending open days, either virtually or in person, to help them narrow down their choices so they are ready to complete and submit their application next term.

If you have any further questions about the UCAS process, please contact their tutor, who will be happy to help.

Kind regards,

Emma Collins (Lead Personal Tutor)

Useful Links:

[Personal Statements](#)

[UCAS forms](#)