

18<sup>th</sup> July 2016

Dear Parent/ Carer,

Throughout this academic year, there has been an increasingly strong focus on supporting Sixth Form students in researching their post-18 options. Students have visited the University of Essex, as well as having the opportunity to attend both the National Apprenticeship Show and an Inspiring the Futures Apprenticeship event at Glaxo Smith Kline. Many parents and students attended the Careers and Higher Education Evening in February and all information from this can be found on the school website. All careers and enrichment opportunities are emailed out to students and many have already attended Taster Days, residentials and University Open Days. We are also very impressed with the wide range of excellent work shadowing placements that students have managed to secure for this final week of term.

As the holiday approaches, we wanted to inform you of how we will be continuing to support your son or daughter towards planning their future goals in year 13. Over the course of this term, your child has received guidance on how to write their personal statement, how to select universities, where to find entrance criteria, where to find details of apprenticeships and how to write a CV and covering letter. The main focus of ATM sessions next academic year will now be on university, apprenticeship and employment applications, and we have included some useful information below:

### **UCAS – Universities and Colleges Admissions Service**

If your child is intending to apply to University, please refer to the attached timeline and encourage them to work on their Personal Statement over the holidays. Further details about the application process can be found on our main website, under Sixth Form / Careers and University . We would particularly like to draw your attention to the Sixth Form Students' Higher Education Guide 2017 Entry which provides a wealth of information about where to start, selecting the right course, how to apply through UCAS and student finance. We actively encourage students to attend open days during the summer and in to next year to make sure they are well informed about where they would like to study next. Students are allowed up to three days authorised absence to attend open days.

### **Apprenticeships**

We recognise that some students will want to complete an Apprenticeship or gain employment rather than applying to University. Useful information, including a parent guide to Apprenticeships can also be found on the school website under Sixth Form / Careers and University. The following websites are useful in highlighting the location of apprenticeship opportunities or alternative post-18 pathways:

[www.allaboutschoolleavers.co.uk](http://www.allaboutschoolleavers.co.uk)

[www.getingofar.gov.uk](http://www.getingofar.gov.uk)

[www.notgoingtouni.co.uk](http://www.notgoingtouni.co.uk)

In September every student in Year 13 will have a one to one 15minute interview to discuss their progress with planning for the future. We will also be in touch in early September to confirm the details for the Year 13 Information Evening on 13<sup>th</sup> September.

Finally, we hope that you have a good summer break and look forward to welcoming your son/daughter back to Sixth Form on Monday 5th September.

**Yours faithfully,**

*W. Wilson*

**Wendy Wilson**

**Director of Learning – Yr 13**

*C. Legg*

**Caroline Legg**

**Assistant Principal – Sixth Form**

## UCAS TIMELINE 2016-17

DATE	ACTION	BY WHOM
June - July 2016	Students register with UCAS, research and choose courses. First draft of personal statement. Students needing to take admissions tests eg LNAT, BMAT, UKCAT, see LTh.	Students
9 September 2016	<b>Deadline for early applicants (Oxbridge/Medic/Vet/Dentistry)</b>	<b>Students (early applicants)</b>
16 September 2016	Tutors have reviewed early applications and added the full reference and predicted grades. Students have made necessary improvements.	Tutors Students
16 September 2016	UCAS predictions entered on SIMs	Subject Staff
23 September 2016	Oxbridge/Medic/Vet/Dentistry applications reviewed by WWI.	WWi
30 September 2016	<b>ALL students submit personal statements to LM's for review.</b> <b>Final amendments completed by early applicants.</b>	<b>Students</b>
14 October 2016	Personal statements reviewed by LMs if submitted on time. All students have checked predicted grades on screen.  LMs have completed and uploaded references for all students wanting to apply in phase 1.	Learning Managers
15 October 2016	<b>Oxbridge, medicine, dentistry, veterinary science closing date for applications to arrive at UCAS</b>	<b>WWi</b>
21 October 2016	<b>Phase 1 application deadline. These applications will be processed first.</b>	<b>Students</b>
14 November 2016	<b>Deadline for phase 2 applications.</b>	<b>Students</b>

November / December	<i>Learning Managers to complete final reviews.</i>	<i>Learning Managers</i>
25 November	<i>All correct phase 1 applications to be sent by this date.</i>	<i>WWi</i>
21 December	<i>All correct phase 2 applications to be sent by this date.</i>	<i>WWi</i>
<b>3 January 2017</b>	<b>Late applicants must pay and send their form. We cannot guarantee that these late applications will be sent to UCAS before the final deadline.</b>	<b>Students</b>
<b>15 January 2015</b>	<b>Closing date for applications to arrive at UCAS</b>	<b>WWi</b>
January to June 2017	<i>Students may continue to put in late applications, but may be disadvantaged.</i>	<i>Students</i>
March 2017	<i>Students without offers apply through UCAS Extra.</i>	<i>LMS / WWi to support</i>
May 2017	<i>Students notify UCAS of firm and 'insurance' offer. Students must check their individual dates for reply.</i>	<i>Students</i>
30 June 2017	<i>Applications following this date will be entered into clearing.</i>	<i>Students</i>
August 2017	<i>A2 results - students confirm choices with universities. Apply through clearing if necessary.</i>	<i>Students</i>