

3 June 2015

To: Parents/Carers of Year 12 Students

Dear Parents/Carers

I would like to take this opportunity to inform you about the two UCAS information evenings available for parents/carers and the related training that students are receiving about the university admissions process. There is no need for students to attend, as these will comprise a summary of what students are covering in school. You may also find the online UCAS parent resources useful: <http://www.ucas.ac.uk/parents/>.

Parent/Carer Information Higher Education Exchange Evening

You will already be aware of this information sharing evening on Tuesday 9 June in the Sixth Form Common Room and we look forward to welcoming you for a 6.00pm start. The focus of the evening will be about how the UCAS process runs in our Sixth Form.

Consortium Higher Education Evening

The Consortium Higher Education Evening on Tuesday 7 July at 7.00pm takes place in the main Hall at Wood Green School. Michelle Mallender, from the University of Birmingham will be speaking about the UCAS process overall, which is an invaluable chance to hear about the process from the university's perspective.

Student UCAS Training

The UCAS training in our Enrichment and Sixth Form Studies programmes started in February, alongside students undertaking their own visits and research. There will also be the trip to the Birmingham UCAS Convention at Aston University on Friday 26 June and this is covered in a separate letter. Parallel training sessions are run for students interested in the World of Work with David Bingham (Adviza) and applications to Oxford, Cambridge, Veterinary Science, Dentistry and Medicine as follows:

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| 12 Sept | Studying Abroad |
| 17 April | The Benefits of University or Applying to Cambridge – Cambridge University Speaker |
| 1 May | How to Prepare for Open Days and Introduction to Student Finance – University of East Anglia speaker Or World of Work – The 21 st Century Job Market |
| 12 June | How to Choose Your University –University of Gloucester speaker or World of Work – Abilities and Personality Types |
| 19 June | How to Write Your Personal Statement – University of East Anglia speaker or Oxbridge course or World of Work - Your CV |
| 26 June | Birmingham UCAS Convention Visit to Aston University or Oxbridge course or World of Work – Interview Techniques |

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| 29 June & 13 July | Practical - Personal Statement Writing (Sixth Form Studies) or Oxbridge course - How to Apply, (other university applicants will receive this training in September) Or World of Work – UKC Employability Skills Programme |
| 3 July | Or Oxbridge Course |
| 10 July | Life in Year 13 and the University Experience - talk by two former students Or Oxbridge Course |

Students applying to university will gain a thorough understanding of how the application procedure works. I would like to let you know about some important dates and processes:

18 September **Internal deadline for Oxford, Cambridge, Veterinary, Medical and Dentistry applications**

3 November **Internal deadline for all other applications**

15 October UCAS deadline for Oxford, Cambridge, Veterinary, Medical and Dentistry applications

15 January UCAS deadline for all other applications

We recommend that students submit their UCAS forms **well before** the relevant internal deadline; all applications received by then will be processed in time for the UCAS deadlines.

The process is as follows:

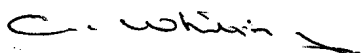
- Students begin working on their personal statements this term
- By the third week of Term 1 of Year 13, students will be given a list of their UCAS predicted grades; these will help them choose appropriate universities and courses. These are not 'Estimated Final Grades' or 'Working at' grades, but are estimated at the very top of students' ability
- Students will have had the opportunity to have their personal statement checked and rechecked with their tutor, Mr Armstrong and me, before pasting it into their application
- Students finalise, pay for and send their application online

*Students must give **a paper copy of the application to Mrs Edwards**, Sixth Form Administrator at this point, to initiate the teacher reference and checking processes.*

- Individual references from subject teachers and tutors are collected. Each set of references are edited into a cohesive whole and applications are checked, prior to final submission to UCAS.
- Some students who put in their applications early, or have them processed quickly, may receive offers immediately; however some applications, conceivably, may not be sent to UCAS until the first week in January. However, **universities must hold places until the January deadline.**

I hope that the information above is useful over the coming months. As ever, should you have any queries, please do not hesitate to contact your son/daughter's tutor, Mr Armstrong or me.

Yours sincerely



Mrs C Whiting
Assistant Headteacher/Head of Sixth Form