

UCAS Timetable

The UCAS process began in November of Year 12 and we ensure that everything is completed by mid-November of Year 13. **As you may expect, our internal deadlines are different to the national closing dates advertised on the UCAS website.** This is because after the students have completed their application tutors have to complete a huge amount of references! Students should adhere to our internal deadlines- **If a student fails to meet the internal deadlines, the school cannot guarantee that it will be sent to their chosen course before the UCAS deadlines.**

<u>DATE</u>	<u>ACTION</u>
November Year 12	Attend Russell Group University for sessions on Higher Education, UCAS, Personal Statement Writing and Student Finance.
Spring Term	Use Unifrog to complete research and start making short lists.
May/ June Year 12	Sit mock exams that indicate predicted grades for UCAS.
Summer Term (after exams)	Attend university open days.
5 th June	Attend HE day at Staffordshire University
6 th – 7 th July	HE week – sessions on Higher Education, apprenticeships, UCAS applications, Personal Statement Writing, CV, interview skills and Student Finance.
8 th – 10 th July	Work experience – keep a log of all relevant experience and skills gained to use in personal statement and CV writing.
SUMMER HOLIDAY	Course research, further work experience and ‘super curricular’ activities (please see page 4).
September Year 13	Use Unifrog to make decisions about courses to apply for and draft personal statements.
September Year 13	EARLY ENTRY: Book admission tests, either online or through the school exams office. <u>Draft of personal statement ready for 6th September</u>

Friday 2nd October Year 13	INTERNAL DEADLINE FOR OXBRIDGE, MEDICS, DENTISTS AND VETS
October 16 th Year 13	UCAS Deadline for Oxbridge, medics, dentists and vets
November 20th Year 13	FINAL INTERNAL DEADLINE FOR ALL UCAS COURSES
January 15 th Year 13	UCAS Deadline for all courses

*** If you are hoping to study Art and Design, Drama or Music, look at each provider's dates. These often vary according to institution.***

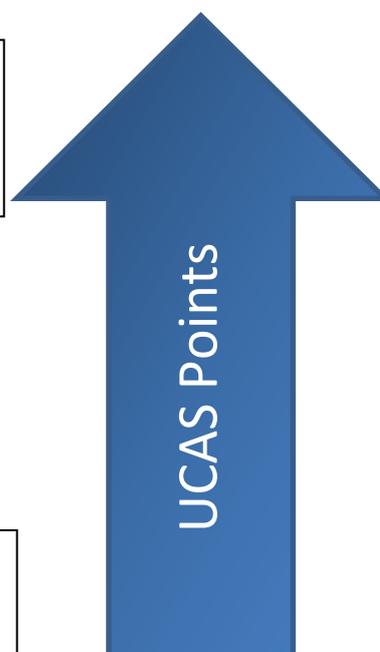
Useful information about universities

Please be mindful that the entry requirements vary depending upon the course and university that you apply to. Some universities will accept a points based offer, whilst others ask for specific grades in specific subjects. Before you even begin to fill in your UCAS form, you must do your research and ensure what you have selected suits your aspirations.

Oxford/Cambridge UCL Imperial University of Nottingham Durham Warwick York (Russell Group)
UCE Hull Leeds Met Nottingham Trent Cardiff
Derby London Met College University of Wolverhampton Southampton Institute/Solent University Thames Valley

Entry requirements
around A*A*A* -
ABB/168 points- 128
points

Entry requirements
around CCC-EEE/ 96- 48
points



How do points offers compare to grades?

<u>Grade</u>	<u>A2 points equivalent</u>	<u>AS points equivalent</u>
<u>A*</u>	56	-
<u>A</u>	48	20
<u>B</u>	40	16
<u>C</u>	32	12
<u>D</u>	24	10
<u>E</u>	16	6

Remember....You should choose:

1 X Optimistic application (Better than expected grades)

3 X Realistic application (Grades as expected)

1 X Pessimistic application (Grades worse than expected)

This leaves all your options open and increases the chance of you receiving an offer!

NOTE: If you have any questions regarding admissions to the course of your choice, contact the university admissions department for the course you are interested in or phone UCAS.

Where universities make an offer on grades (AAB) they usually want those grades and will not accept a different combination equating to the same number of points.

Some Examples of Grade Combinations Under the Tariff

- A*, A*, A* = 168
- A, A, B = 136
- B, B, B = 120
- B, C, C = 104

Useful resources

www.ucas.co.uk – You can search for university courses on the UCAS website. It gives details of all courses and their entry requirements. There is also an apprenticeships section where you can search for apprenticeships based on our chosen field and location.

www.informedchoices.ac.uk – A good starting point that outlines a few different types of degree. Put together by the 'Russell Group' universities.

Individual university websites ending with ac.uk - look at 'undergraduate study' for specific course information and specific faculties.

<http://university.which.co.uk/> - A useful website which gives information on universities and courses, including student satisfaction levels.

<http://www.thecompleteuniversityguide.co.uk> - This website has lots of useful information about universities, courses and open days.

Choosing the right course for you!

Before deciding what and where you want to study, start by asking the following questions – you do not have to answer them in order. If you really do not know what to study, do a subject that you love. You have to like it; you will spend three or more years studying it.

1. Which career?
2. Which subject?
3. Which course?

Search over 38,000 HE courses at search.ucas.com

Visit www.ucas.com/connect/videos for all manner of further advice.

Go to Open Days www.ucas.com/open-days - have a list a questions ready to ask!

What university experience would I like? Campus or city based? College system?

- Am I required to undertake interview or complete pre-admission tests e.g. UKCAT / BMAT/ELAT?
- What are my options for accommodation/ catering?
- What are the universities links to employment? Do you have chance for a work placement? Year abroad?

You will make applications to a **maximum of 5 degree courses**, unless you are applying for **Medicine, Dentistry, and Veterinary Science when you will be restricted to a maximum of 4 choices**. It is advised if you apply for these courses that your 5th choice should be a related course e.g. Biochemistry or Pharmacy. You can only apply to either Oxford *or* Cambridge.

We strongly recommend that, in the majority of cases, you apply for the same course (or similar course) at 5 different universities, e.g. English at 5 different universities **OR** 3 x English and 2 x Contemporary and Creative Writing at 5 universities.

You should not apply for 5 different courses (unless they are slightly different variations on a particular subject e.g. they are all history courses but called slightly different names). This will make you appear unsure and indecisive to universities as your personal statement will lack direction. Applying for 5 different courses will affect your chances of receiving an offer. It will also make it very difficult for you to write a personal statement.

Considering the ‘super- curricular’ – stand out from the crowd!

The term ‘super-curricular’ is relatively new. It is an essential part of an early entry application and will be very helpful for you to think about if you are applying to a Russell Group university.

Embarking on ‘super-curricular’ study means that you have done independent study that enriches your classroom learning. You could:

- Read books relating to genres, concepts, time periods, etc. that interest you – perhaps these have been sparked from what you are doing in class? Many university courses have suggested reading lists available online.
- Watch TED Talks and documentaries.
- Ensure you read up on economic and current affairs (if your course demands this).
- Attend university taster sessions and master classes.
- Watch lectures online or listen on iTunes U.
- Take part in work experience.

It is not about becoming an expert in these areas – it is about showing interest and engagement in your subject.

You need to think critically about your super-curricular activities. Don’t list what you have watched, read or done; try to talk about what you found interesting about it or how it has furthered your interest. It is a good idea to keep a super-curricular diary of your thoughts.

What if I am an “early entry” student?

Anyone applying for medicine, dentistry, veterinary science or to Oxford / Cambridge is classed as an early entry student. **Important information:**

- **Internal deadline for early entry students: 2nd October 2020.**
- **The fact that the deadline is earlier means that you must do any super- curricular activity over the summer.**
- **You must have your personal statement ready for the first week back after the summer holiday.**
- You will probably need to do admissions tests for your course. You can do most of these in school, apart from UKCAT. If you need to take a test, **YOU** must let the exams office know. If you are not sure about whether you need to take a test, please visit the website below and check with individual universities.

The Process- How your application is sent to UCAS

Register with UCAS using the school's buzzword. This ensures that you go into our system. If you don't use the the schools buzzword you will not be able to process your application in college.



Speak to your progress tutor about your aspirations and any activities you complete outside of college so they are aware for your reference.



Complete your UCAS form online. You will need to add your personal statement to your application. You should use the guidance in this booklet to create this statement.



Once completed, see your progress tutor with your completed application and personal statement for any final feedback and to approve your reference.



If you are happy with your personal statement and form, you should pay and send on UCAS. Don't worry- this doesn't mean it is sent to UCAS, it just allows us to upload our reference. If there is a problem we will send it back to you before sending to UCAS.



Once sent, you will hopefully start to receive offers from your chosen universities. These offers come in at different rates, universities have different recruitment strategies.



When you have received all of your offers, you need to select a first and second choice university on UCAS. Your second choice is known as your 'insurance choice' and MUST be a lower points or grade offer in case you don't quite do as well as expected in the summer.



Work hard to achieve the grades you have been predicted!

UCAS Applications- Completing the Form

Student should register at ww.ucas.com, clicking the 'Apply' tab and selecting "Register/ "Register and apply for 2021 entry"

BUZZWORD: Painsley21 - You need this Buzzword to link your account to Painsley Catholic College

Having registered, students should select to be registered with their tutor group.

STUDENTS NEED TO RECORD ANY NUMBERS/ USERNAMES/ PASSWORDS THEY ARE GIVEN AS THE SCHOOL DOES NOT HAVE ACCESS TO THEM IF YOU MISPLACE THEM!

The UCAS form does change every year. If you are confused about the form it is vital that you click on the 'help' question marks which will provide guidance about specific questions.

Frequent mistakes made by students

- The fee-code for most students is **'02 UK, ChI, IoM or EU student finance services'** - **this indicates you require a loan.**
- Under support arrangements, you should state either Stoke-on-Trent or Staffordshire as the local authority- depending on where you live (this box should still be completed if a student is not taking loans).
- Do not tick the box asking for Welsh correspondence from Welsh universities.
- **Area of permanent residency and residential category** - Almost all students should enter Staffordshire and the category A UK citizen/ EU national. If a student enters this incorrectly they will be classed as an overseas student and charged as one.
- **A progress file** is another word for record of achievement
- **Nominated access** is only for students who will be taking a gap year who should nominate a family member to correspond with UCAS whilst they may be unavailable.
- **Activities in preparation for HE** - Summer schools / master classes (we attend Nottingham and Staffordshire University).
- **Parental Education**- The government uses this information to help them widen participation at HE. It does not impact on students receiving an offer.
- **Exam dates**- GCSE's, AS & A2s should be entered as August of the year taken e.g. 08/2021
- Our centre number is 30125

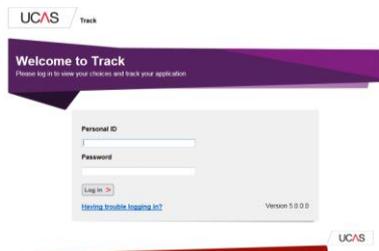
The UCAS flowchart



(Diagram taken from UCAS Advisers 2015 Online content)

What happens once an application has been sent to UCAS?

UCAS will then distribute the application to the chosen universities. Students can keep a check on the status of the application in UCAS Track. Keep your contact details up-to-date.



The universities and colleges begin their decision process; this differs from institution to institution and students may hear back at different times- it could be days or months!

Application received at UCAS on or before	University or college must make a decision on or before
15 th January 2020	6 th May 2021

University Decisions

Conditional Offer - Student may have to achieve certain exam results (points or grades). These conditions will have to be met by 31st August 2021 (even if entry is deferred until 2022).

Unconditional Offer - Already met qualifications for the course.

Alternative Course- The University is interested in taking the student but not on the student's chosen course.

Unsuccessful- The applicant has not been offered a place on the course.

Replying to offers - When an applicant has a decision for each of their courses they can decide which offers to accept. The date by which they must reply will be shown on 'Track'.

A student can accept one offer as their firm choice and, if that is a conditional offer, they can accept a second offer as an "insurance choice". However, an insurance choice is optional and a student can wait for "clearing". If an applicant firmly accepts an unconditional offer, they are committing to taking that place. When making choices students should think carefully. Students should not accept an offer from any university if they would not be prepared to study there.

No offers? Students should consider 'Extra' to apply to other universities that may have vacancies ahead of 'Clearing' in the summer.

A Level Results Day

If you have met the requirements of your conditional offer and you wish to take up a place... congratulations you are in! This can be confirmed and viewed in 'Track'. Should your results be different to expectations the school will offer advice and may suggest the below;

Results not as good as expected? - Consider 'Clearing'- research and find a new course - enter in 'Track'

Results better than expected? - Consider 'Adjustment'- 5 days to research & find a new course.

UCAS don't update Track at midnight on A-Level results day- only clearing vacancies! Students need to wait until the morning to see if they are accepted!