



# Clifton High School

co-educational nursery pre-school to sixth form

<b>Policy applies from EYFS to Sixth Form</b>	<b>UCAS</b>
Date policy updated	17.09.2020
Date policy to be reviewed	17.06.2021
Author	Miss J England
A shaded area denotes a regulation to which all schools must comply	

*Clifton High School is committed to child protection and safeguarding children and young people and expects all staff, visitors and volunteers to share this commitment.*

## Related Policies

Oxbridge

Clifton High School aims to prepare and guide students as fully as possible in the lead up to making their UCAS application, through to sending the application and the aftercare needed. Impartial advice and guidance is given to each Sixth Form student in formal class sessions and on a one to one basis. All members of staff will remain impartial and show no bias towards a particular subject or education/career path. Guidance given will always endeavour to allow and encourage students to achieve their potential and students will be actively encouraged to look beyond stereotypes to ensure that the widest range of university courses and careers are considered.

Key members of staff are responsible for aiding students through the UCAS process. These responsibilities are as follows

## Head of Sixth Form

When students are making subject choices for A level study they will be offered an individual meeting with their parents and the Head of Sixth Form where they will be made aware that their subject choices will be directing their future study options. Their decision, therefore, needs to be considered and appropriate to their future career aspirations. The student's choice should also be in line with their academic abilities and be realistic.

The Head of Sixth Form will:

- Help with initial Sixth Form subject choices
- Meet with Sixth Form students on individual level and read and offer advice on personal statements
- Support the students and their parents on UCAS matters
- Keep a central record of all matters related to UCAS including choices, statements and references
- Coordinate the application process in conjunction with the Head's Office
- Coordinate the timeline for UCAS applications
- Offer the necessary training, with the support of the Head of Futures and Skills, to the Sixth Form Tutors so that they may offer accurate and up-to-date advice to the students on both their personal statements and the individual stages for the student reference

### **Head of Futures and Skills**

The Head of Futures and Skills will account for and help in the delivery of an initial introduction to UCAS and the on-line application through the Futures and Skills programme. Then timetabled Futures and Skills sessions, with the Head of Futures and Skills and Head of Sixth Form, will cover the following areas relevant to UCAS

- Introduction to UCAS, researching degrees and the difference between types of degrees on offer
- 'Four steps to success' sheets issued explaining the School UCAS procedure
- The UCAS application form
- Writing a Personal Statement with the help and guidance of Sixth Form Tutors
- An introduction to applying to Oxbridge/Medicine/Dentistry/Veterinary courses (see Oxbridge Policy)
- An introduction to admission tests
- Choosing a University
- Student Finance
- University Interviews and attending university open days
- Offers, Clearing, UCAS Extra and UCAS Adjustment
- Preparing for Results Day

The Head of Futures and Skills will keep a central record of the subject specific help that is available to students and will have a final check of the application with the pupil before it is sent to UCAS.

### **Sixth Form Tutors**

Students will be encouraged to be as independent as possible in their approach to research and their application to university. Tutors will be available to consolidate and to provide advice and guidance in an impartial way. This guidance should include

- Advice about how to research universities and university courses, including Pupil suitability
- Checking the online application form with the student to ensure it is complete correctly
- Help to arrange the attendance of university open days
- Help with forming a personal statement. This help should concentrate on perfecting the written language; subject specific help will be given by relevant subject teachers
- Ensure the personal statement reflects the student's strengths and achievements
- Advice about how to seek extra help throughout the UCAS application if needed
- Help with preparing for interviews; a non-subject specific interview would be beneficial and should be offered
- Communicate with parents on university or apprenticeship choices and ensure that all parties are involved in the process
- Ensure students make an appropriate insurance university choice
- Pass on complete and accurate tutor references and statements, which compliments the personal statement to the Head of Sixth form for proofing and final adjustment
- Follow up help and support through tutorials and meetings as required

Sixth form tutors will collate the subject specific references and produce a coherent and appropriate UCAS reference in accordance with the guidance and examples given by the Head of Sixth Form

### **Head of Departments/Subject Teachers**

Students that are applying to study a course related to specific subjects should be given personalised advice and guidance from a subject specialist. This guidance should include

- Advice on university choice and types of courses available (sandwich courses/courses with placements/BSc/BA/Foundation Degrees/Masters etc.)
- A subject teacher reading through the Pupil's personal statement and suggesting improvements from a subject content point of view (approximately 75% of a personal statement should be subject focused). Suggestions may be made to undertake further reading, volunteer work, work experience etc to show evidence of wider knowledge beyond the A level Syllabus.
- Students being offered follow up meetings and help as required

- Help to arrange mock interviews with a member of the department and a subject specific contact (this may be a university admissions tutor or a specialist from the world of work with whom the department is connected)
- Students being offered help by the Head of Department to prepare for admissions tests. This help will include advice on helpful publications, accurate and educational internet sites and past papers. It should also include going through at least one past paper so that students may see how to improve their performance

The number of students that get offers from all or most of their chosen universities should be high. If students opt to apply for Oxbridge or other competitive courses they should feel highly prepared for the complexities of the admissions process.

Students should feel that the process is as stress free as possible and be prepared for every eventuality.