

A PARENTS' GUIDE TO UNIVERSITY APPLICATIONS AT HORNSEA SCHOOL AND LANGUAGE COLLEGE

1. If it is your child's intention to go to university, he or she ought to make **realistic applications**. Therefore, students should be encouraged to approach subject teachers to ascertain their expected grades. These will be on students' school references which, in addition to qualifications already gained, the universities will use to judge whether to make offers to students. These are on students' Academic Reviews. They can then be compared with the number of points and/or the qualities of grades that universities request for each course that our students would like to follow. A selection of the most used parts of the UCAS Points Tariff follows at the end of this document. It tells us what points are available for grades achieved in a range of qualifications.

We would advise students strongly to **choose five universities** whose offers cover **a range of grades**. Obviously, students must be happy to attend those universities. Therefore, we encourage them to attend university Open Days in order to make sure that this is the case.

2. Students will need to **research institutions and courses** during the summer of their first year with us, using:

- Course Search on the UCAS website
- Universities' Prospectuses a range of which is available in the Sixth Form library
- University websites
- Unistats.direct.gov.uk for students' reviews of universities in the National Student Survey
- Any other books or guides, such as 'Degree Course Offers' and 'Degree Course and University' by Brian Heap which are especially useful, and perhaps 'The Times Good University Guide'. Copies are available the Sixth Form Office.

3. Starting in June of their AS-Level year, students will then complete and submit a **UCAS application form** using the web-based "Apply" system. Students are given guidance on how to do this during the Sixth Form Higher Education Conference. However, they may also seek guidance from their group tutors, Mr. Hatfield and Dr. Waslin.

4. As there is no spelling or grammar-checking facility in the Apply system, we advise students strongly to type their **Personal Statements** for the application using Microsoft Word, so that the content, spelling, grammar and punctuation may all be checked. The statement can then be pasted onto the application form. Tutors will help and advise students in writing this part of the form.

5. Students **MUST DECLARE ALL** qualifications, irrespective of the grade achieved. Your child can use the 'Help' links to complete the form accurately. Other useful information includes the Fee Code, which is 02 and to enter 'East Riding' when asked for 'Support arrangements'.

6. When students think that their forms are ready, we ask that they print them out and give a copy to their tutors to check them. The tutor will then circulate requests for references to all of the staff that teach them at A-Level. The school reference will then be written by the tutor, checked and sent to Mr. Hatfield.

7. Once the form is complete and the reference has been created, students must pay for the application and make an appointment with Mr. Hatfield immediately. This is so that he can check the form, the personal statement and the reference together with the student before sending it to UCAS. If students wish, they can, at this point, ask to see the reference before it is sent.

8. Although the final closing date for UCAS is 15th January in students' final year with us, experience shows that early applications result in earlier interviews and more likely offers. Please ensure that your child knows that **our internal deadline is Tuesday 13th November 2012.**

9. Once the application has been dispatched, hopefully universities will begin to send offers to your child via UCAS. Many of these, if not all, will be received **after** the UCAS deadline of 15th January. If your child is not offered a place at any university, he or she may apply to universities one at a time through UCAS Extra from the end of February until the beginning of June. If at that point no offers are held, the student may apply through the Clearing Process that begins on the day on which the final results are released in August and which continues until late September in some cases.

10. For those students holding offers, we encourage them to wait until they have received results in March from any exams which they may have taken in January of their final year. This enables them to make an informed decision as to which universities will be their first and their insurance offers. All other offers must be rejected by the student, so **it is important that the choices made are the right ones and that the first choice is a more difficult offer to achieve than the insurance offer.** If it is not, and the student fails to achieve the grades needed, the insurance offer is highly unlikely to yield a confirmed acceptance at the institution. This means that the student would not have a place to attend and would either have to apply through Clearing or to re-apply the following year.

11. If students are accepted by their first choice universities, UCAS will confirm by post and will explain whether there is anything the students need to do. The university or college will contact them with any further information. Students may exceed their offer and apply for adjustment. This means that they can apply to other universities who may have places on courses that would normally accept students achieving higher grades. Details of this and of UCAS Extra and Clearing are available on the UCAS website. See the following links:

<http://www.ucas.com/students/results/whatnext>

<http://www.ucas.com/students/nextsteps/adjustment/>

<http://www.ucas.com/students/nextsteps/clearing/>

UCAS Points Tariff GCE and VCE

Grade					Tariff points
GCE & AVCE Double Award	A level with additional AS (9 units)	GCE A level and AVCE	GCE AS Double Award	GCE AS & AS VCE	
A*A*					280
A*A					260
AA					240
AB					220
BB	A*A				200
BC	AA				180
	AB				170
CC					160
	BB				150
CD	BC	A*			140
DD	CC	A	AA		120
	CD		AB		110
DE		B	BB		100
	DD		BC		90
EE	DE	C	CC		80
			CD		70
	EE	D	DD	A	60
			DE	B	50
		E	EE	C	40
				D	30
				E	20

Extended Project

Grade	Tariff points
A*	70
A	60
B	50
C	40
D	30
E	20

Key Skills*

Grade	Tariff points
Level 4	30
Level 3	20
Level 2	10

Music Examinations*

Practical			Theory			Tariff points
Grade 8	Grade 7	Grade 6	Grade 8	Grade 7	Grade 6	
Distinction						75
Merit						70
	Distinction					60
Pass	Merit					55
		Distinction				45
	Pass	Merit				40
			Distinction			30
		Pass	Merit			25
			Pass	Distinction		20
				Merit	Distinction	15
				Pass	Merit	10
					Pass	5

BTEC qualifications (QCF) (Suite of qualifications known as Nationals)

Grade				Tariff points
Extended Diploma	Diploma	Subsidiary Diploma	Certificate	
D*D*D*				420
D*D*D				400
D*DD				380
DDD				360
DDM				320
DMM	D*D*			280
	D*D			260
MMM	DD			240
MMP	DM			200
MPP	MM			160
		D*		140
PPP	MP	D		120
	PP	M		80
			D*	70
			D	60
		P	M	40
			P	20