



King's High School

Policy:	<i>Year 14 University Applications</i>
Applies to:	<i>King's High School Staff and Pupils</i>
Authors:	<i>S Burley, Deputy Head</i>
Approved by:	<i>KHS Committee, May 2018</i>
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Signed:	<i>S Burley, Deputy Head</i>

YEAR 14 UNIVERSITY APPLICATIONS

Resitting examination modules in the summer following the end of Upper Sixth

The school will provide appropriate support for pupils to retake examinations. Pupils will be expected to pay the cost for examination entry. Any additional costs of modules and invigilation will be advised by the Examinations Officer.

In the first instance pupils should write to the Examinations Officer and Head of Sixth Form to register their desire to sit an examination. The Examinations Officer will also forward to the candidate any appropriate paperwork and advise with regard to payment.

Applying through UCAS after the end of Upper Sixth

Students should write to the Head of Sixth Form and Head of UCAS to request assistance for an UCAS application. The deadline for this is 19 October 2020, except for Oxbridge, Medicine, Dentistry, and Veterinary Science where the deadline is 7 September 2020.

It is important that your UCAS form is then completed, including your Personal Statement, and sent to the Head of UCAS by the end of Friday 16 November 202.

The Head of UCAS will obtain all relevant information from the student's previous form tutor and arrange for a personal statement tutor. The student must also supply any updated material. Once they have completed as much of their UCAS Apply application as they can, applicants should arrange a meeting with the Head of UCAS Applications to check their application, discuss any issues, and update their school reference material. At the same time, a final draft of the revised personal statement should be submitted and a personal statement tutor will be appointed.

The applicant should then make an appointment with her personal statement tutor who should receive a copy of the statement in advance of the meeting. Much of the application and personal statement work can be done in the summer holidays so that the form and statement just need finalising once staff return to school in September. The final draft should be the correct length and have been carefully proof read. The role of the personal statement tutor is to advise on any final adjustments to the statement to ensure that it is eye catching, appropriate and informative and stands the best chance of being selected for further consideration by an admissions tutor. The Head of UCAS Applications will ensure that the school's reference for the student is updated as appropriate.

Once an applicant has received advice from her personal statement tutor, she can implement this advice and submit her UCAS form, informing the Head of UCAS and Head of Sixth Form that this has been done. The Head of UCAS Applications will then check the form finally and submit it to UCAS.

The overall submission process of the application form from this point is as for an internal applicant.