



Date: Thursday 10<sup>th</sup> October 2024

ELO/sjt

Dear Parent/Carer,

## Re: UCAS

I am writing to explain how we will support your child as they apply to university and complete their next steps into the adult world. Students may apply to university, an apprenticeship or they may decide to go into the world of work. We are supporting them as they make these decisions through their tutor choices conversations and the various careers interviews, we complete with them. Students have been asked to complete a first draft of their personal statement which is due on Friday 11<sup>th</sup> October 2024, students are fully aware of this deadline. Students will complete their work on their personal statements using UNIFROG. UNIFROG has an array of resources to help students as they choose universities and make choices in relation to their predictions. There are resources to help them write their personal statements including model statements so please encourage them to use this and ask them to show you how it works as they have had several sessions to show them how to use it. When students have uploaded their personal statement into UNIFROG, their tutors will be their first checkers and will provide feedback to the students by Friday 15<sup>th</sup> November 2024.

We have timed this to ensure that students are focusing upon revising for their first Mocks as these grades will help inform an accurate prediction for their UCAS grades. We then expect students to make amendments to their first draft when they can, but they must make the changes suggested by their tutors by the end of November. Students will be assigned a second checker, either Mrs Owen, Ms Phillips or Ms Hogan by the middle of November. They will provide the second round of feedback between the 15<sup>th</sup> November 2024 and the 13<sup>th</sup> December 2024. Students will therefore receive two full pieces of feedback on their personal statements. Once the student is happy with their Personal Statement after they have received feedback from their second checker, they should upload their reference to UCAS. All changes to students' personal statements must be completed by **18<sup>th</sup> December 2024 and uploaded onto UCAS by this date.**

If a student is unable to keep to the deadlines laid out above, we cannot guarantee them with the full two levels of feedback. Final checks and additions will be made by the school in the first two weeks of January and applications will be sent by **Friday 17<sup>th</sup> January 2025.**

We will periodically share resources with students but encourage them to use UNIFROG for all their guidance. We talked students through what they need to include in their personal statement in a special assembly earlier in the year. If your child is an Early Applicant (applying to medicine or Oxbridge) we are working with them intensively to support their applications and will ensure these are sent off by the 15<sup>th</sup> October 2024.

Kind regards,

Mrs E Owen  
Head of Sixth Form