

The Application Procedure

What gets sent to UCAS?

All students complete an application on line and the student's tutor must be able to track progress online on a regular basis. This is a VERY IMPORTANT checking procedure and students should NOT electronically send their application until their tutor has checked it and then Mr Andrews has checked it too. The application includes: personal details such as contact information, gained and pending qualifications, choices of course and university they wish to study at and a personal statement about why they are suitable for that course. During the application process Tutors will be writing an academic reference that will also be sent with the application. Once checked by Mr Andrews, the student must pay an administration fee to UCAS for processing the application, which the school are invoiced for. The student will need to bring a cheque for £24, or cash, payable to Driffield School (or £14 if only applying to one establishment) and then send the application to the referee (Mr Andrews) who will finalise the academic reference and add predicted grades.

Students can only apply for 5 courses

Choices need to be consistent - ALL courses should be the same OR very similar and complementary. If there is any variety, it needs to be explained clearly in the Personal Statement, which is their chance to write about themselves in the application. However, there is INVISIBILITY OF CHOICE which means that each University ONLY sees the course that the student has applied to at that institution. It is very difficult to do a good personal statement if a student applies to 5 different courses. The exceptions to choosing 5 are for courses in MEDICINE; DENTISTRY; VET MED\SCI where only 4 courses can be applied for. If students do not use all of their options initially, they can add further options at a later date, up to the maximum of 5. Students can apply to more than one course at a single institution, but each course will count as an option.

Choices need to reflect a variety of potential outcomes

This means that students SHOULD CHOOSE 5 courses which reflect their likely performance on a good day and a safety net for a not so good day. But ALL CHOICES should reflect their PREDICTED GRADES. Students should be well aware of what each institution is likely to offer before filling in the application. *Increasingly we have asked students to choose 4 options initially, so that they have a fifth fall back option or should they change their mind about their potential course.* The summer term should be used to research potential destinations, using the materials sent to students. This includes considering a range of factors such as: entrance requirements, location, cost of living, ease of access and course content.

Important dates

5 May 2020

UCAS course research tool goes live for students at
www.ucas.com

19 May 2020	UCAS "APPLY" opens for students to register and begin an application.
Summer term	<p>Research potential courses and universities, to produce a short list of 4-6 destinations. All Universities are offering a range of resources and virtual tours to replace the usual open days. Actual open days may take place later in the year, depending on circumstances.</p> <p>Begin to draft personal statement.</p>
Autumn term	Students finalise applications and personal statements with tutors and Mr Andrews. Academic references prepared.
8 September 2020	UCAS open to receive any completed applications. Evidence shows that an admissions tutor will spend only between 2 and 4 minutes reading the application form. Early applications stand a better chance of being read well. Students should aim to send applications by October half term if possible. This also allows them to focus on their studies without the additional distraction of the process.
15 October 2020	Deadline for applications to Medicine, Dentistry, Veterinary Science and Oxbridge courses.
11 December 2020	Driffield Deadline for applications
15 January 2021	<p>UCAS deadline to receive applications.</p> <p>Once students have submitted their applications they will receive offers from institutions. Some reply immediately, but others wait until after 15 January to begin to reply. Students will be given a conditional offer, dependent on them achieving specific grades in the following summer, some may unfortunately be declined and some may be invited to interview, prior to receiving an offer. All students are prepared for interview on a bespoke 1:1 basis.</p>
Spring term	Students receive offers and will be invited to applicant days to view universities. Students apply for student finance between March and May. Students must select two of their offers to finalise potential locations (a "Firm" offer and an "Insurance" offer)
8 May 2021	Deadline to select Firm and Insurance Offers
A Level Results Day	Places at university are confirmed depending on results gained.