

**GUIDE TO
KING JAMES'S
APPLICATION PROCESS &
DEADLINES
FOR APPLYING TO
HIGHER EDUCATION**



**KING JAMES'S
SIXTH FORM**

Applying to university via the UCAS on-line apply system can appear to be a daunting and confusing experience the first time round.

We have produced this guide to our process and deadlines in the hope it will give you a clearer indication of what is required and when. If the advised dates and deadlines are met it will ensure the process is as smooth as possible for students and will avoid any last minute panics.

The main focus begins during our Post-18 Options activities in June. Further information regarding the Post-18 Options activities will follow.

Individual advice and guidance is also available through Form Tutors and Learning Managers.

There is lots of useful information available which can be found on the following websites:

UCAS	www.ucas.com/parents
Student Finance, England	www.gov.uk/student-finance
Unistats	unistats.ac.uk
Which? University	university.which.co.uk
Russell Group Universities	russellgroup.ac.uk

If at any time during the process you have any questions or queries please do not hesitate to contact us:

Email : sixthform@king-james.n-yorks.sch.uk

John O'Hara
Director of Sixth Form

April 2018

SEPTEMBER 2017 TO JULY 2018

2017

September – December	<p>Range of Post-18 options presented through tutor time, including gap year and university speakers.</p> <p>Careers appointments available to discuss employment and apprenticeships.</p> <p>Bespoke information and support for potential Oxbridge, Medicine, Veterinary & Dentistry candidates.</p>
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2018

January - April	<p>Range of Post-18 options presented through tutor time, including gap year and university speakers.</p> <p>Careers appointments available to discuss employment and apprenticeships.</p> <p>Bespoke information and support for potential Oxbridge, Medicine, Veterinary & Dentistry candidates.</p>
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25 April	<p>Post-18 Options Evening at KJS, for parents only, with York University, John O'Hara, Director of Sixth Form and Lucy Hazelton, Career & Alternative Curriculum Manager.</p>
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April - July	<p>Decide which subject you want to study and where, using UCAS and university websites.</p> <p>Attend open days and book summer schools, in particular Oxbridge, Medicine, Veterinary & Dentistry.</p> <p>Work on the on-line UCAS application using the UCAS Apply System.</p> <p>Start Personal Statement – to be checked by Form Tutor</p> <p>Distribution of UCAS booklets, guides and handouts from the Sixth Form Office, to help students' complete UCAS application and write personal statement.</p>
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	<p>Post-18 Options</p> <p>Is Uni for Me? How to Decide and Prepare</p> <p>Introduction to UCAS website & apply system.</p>
19 & 20 June	Visit to Leeds Trinity University
27 June	Attendance at the Higher Education Convention at Leeds Beckett University.
28 & 29 June	Presentations from various universities and employers.

Individual advice & guidance is available through Form Tutors & Learning Managers.

AUGUST TO NOVEMBER

2018 continued

September Finalise UCAS choices and complete on-line application.
Register for admissions tests, in particular Medicine, Veterinary & Dentistry.
Complete Personal Statement.

14 September First Draft of Oxbridge Medicine, Veterinary & Dentistry applications to Mr O'Hara, Director of Sixth Form for checking.

28 September King James's deadline for completed applications for Oxbridge, Medicine, Veterinary & Dentistry to have been checked by the Director of Sixth Form and ready to be sent to UCAS by referee (Mrs Dobson, Sixth Form Administrator).

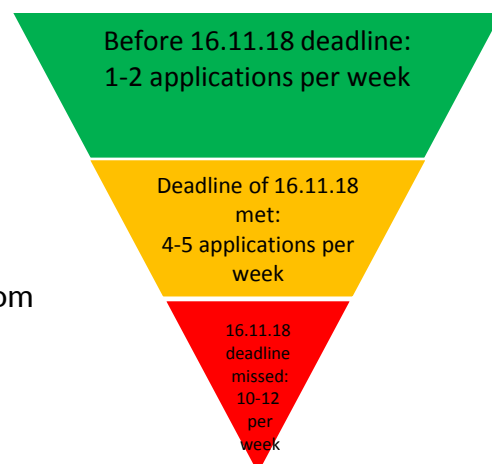
15 October Deadline for Oxbridge, Medicine, Veterinary and Dentistry applications to be received by UCAS.

September & October Final application & personal statement check by Form Tutor.
(Not Oxbridge, etc).

THE ADVANTAGES OF GETTING YOUR APPLICATION IN BEFORE 16 NOVEMBER 2018 ARE:

- As you can see from the triangle, the sooner the application & personal statement are completed the more comprehensive, individual support students will receive from their Form Tutor and the Sixth Form team.
- Students will receive early offers from their university choices.
- **Students can forget about it!**

TRIANGLE OF SUPPORT AVAILABLE FROM YOUR AA & THE SIXTH FORM



16 November King James's deadline for all other applications to have been checked by Form Tutor and passed to referee (Mrs Dobson, Sixth Form Administrator) to guarantee full submission before UCAS deadline of 15 January 2019.

Guidance time will be limited if handed in after this date

Individual advice & guidance is available through Form Tutors & Learning Managers.

NOVEMBER 2018 TO JANUARY 2019

2019

15 January

UCAS Deadline for all applications.

IMPORTANT INFORMATION - PLEASE READ

Once the application form has been completed and submitted to the Sixth Form Office, it can take up to **THREE WORKING WEEKS** for all references and quality checks to be made.

If the deadline of Friday 16 November is not met we cannot guarantee that your application will be sent to UCAS by their 15 January deadline.

if you have any queries or questions regarding the UCAS process please do not hesitate to contact the Sixth Form Office.

Email : sixthform@king-james.n-yorks.sch.uk

Don't Miss the
DEADLINE!

TOP TEN TIPS FOR YOUR CHILD

1. **Start research early** – there are a lot of higher education options to choose from!
2. **Know the deadlines** – for some courses, the application deadline is almost a year in advance of when the course starts.

Check when the schools internal deadlines are.
3. **Browse through courses** – so they can work out what they would enjoy or be interested in.
4. **Go to UCAS events and course provider open days** – speak to UCAS and higher education staff to get answers to their questions,
5. **Check entry requirements** – make sure they can get the grades they need to get a place on a course.
6. **Redraft their personal statement** – get plenty of feedback and refine it until they're are happy.
7. **Understand student finance** – so they can make the best arrangements to fund their studies.

Full-time undergraduate students starting their studies from 1 August 2016 will be eligible for a means tested maintenance loan of up to £8,200, to help with students' living costs. This loan will be paid back in the same way as a tuition fee loan, once they've graduated or finished their studies, and are earning over £21,000 a year. Previously, this loan would have taken the form of a non-repayable grant. The maintenance loan is based on your household income, with the maximum loan available if this is less than £25,000. Check out the UCAS website to find out more about changes to maintenance, grants and loans.

8. **Be prepared for results day** – make sure they're prepared for all possible outcomes.
9. **Understand how Extra and Clearing work** – different ways to apply for more courses.
10. Visit UCAS Facebook and Twitter regularly to get advice and ask questions.