APPLYING TO HIGHER EDUCATION VIA UCAS

- Register with UCAS Hub, start your application and complete the sections headed **Personal Details, Contact and Residency Details, Education, Employment, Nationality**, **Supporting Information**, **English Language Skills**, **Finance and Funding** and **Diversity and Inclusion** by Wednesday 21 July 2021.

- Complete the rest of the application **(Choices** and **Personal Statement)** in Term 1 of Year 13**.**

- Once the application is complete (showing 100% complete on the dashboard), you will need to fill out the **APPLICATION SUMMARY SHEET** at the back of this booklet and hand this in.

- You need to do this by Monday 27 September 2021 if applying for Medicine, Dentistry or Veterinary Science, or to Oxford or Cambridge. For all other courses, this must be completed by Friday 22 October 2021.

- Applications will be checked in the order that the Application Summary Sheet is received, so be aware that applications submitted after the end of Term 1 are likely to be held in a long queue.

- Once your application has been checked and you have made any necessary changes, you will be told that you can click **SUBMIT** and then **ACCEPT AND PROCEED**. You need to pay the cost of £22 to apply to one course and £26.50 for two courses or more.

- Your supervisor will then add your reference and predicted grades and send the application to UCAS.

- Conservatoires and private drama/music school courses are via a different application system and may have deadlines as early as Friday 1 October 2021. If you considering applying to these, you **must** discuss your application with a member of the Sixth Form Team, ideally by the end of Year 12 and at least by the beginning of Year 13 on Monday 6 September 2021.

1 Registering with UCAS Hub

- Go to www.ucas.com and select **Sign In** from the top right menu.

- Select **Students** and then **Create Account** within the **2022 Entry** option. Please note that even if you are intending to defer your application to start in 2023, you still need to select 2022 Entry.

- Complete the form using a personal email address (not your school one), and a memorable password. UCAS will then email you a code to verify your email address.

- Once registered, you will be asked a few questions. Make sure you choose the correct study year (2022) and the correct level of study (undergraduate). You can choose to receive information on apprenticeships and conservatoires (music/drama schools).

- Select the subjects you are interested in (you can change these at any point), then scroll down to **Create Account**.

2 Starting Your Application

- To start your application, click the **Your Application** tile.

- You will be asked if you are applying from a school. Click **Yes** and enter the Buzzword **backwell22**. This links your application to the school, so we can track your progress and add your reference/predicted grades.

- Select your group. If you are applying to Oxbridge, Medicine, Dentistry or Veterinary Science, select the group **Early Birds**. If you are an ex-student, select this group. Everyone else will select their tutor group.

3 Application Overview

- The **Your Applications** homepage is where you will see all the sections which need to be completed and what percentage has been done. You must complete all mandatory questions to mark a section as complete (they have a *) and all sections must be complete before your application can be sent to UCAS.

Personal Details

Name: Your name will already be visible but you'll need to add your title and the other mandatory fields.

Contact and Residency Details

Nominated Access: Click **Yes**, as this gives a named person authority to speak to UCAS about your application if you cannot. Usually this would be a parent/carer.

Area of Permanent Residence: This will be **North Somerset** for the vast majority, unless you live in Bristol itself, where your local authority will be **Bristol.**

Education

Add Place of Education: Add Backwell School (or the school where you sat your GCSEs) and the date you started at that school. If you started in Year 7 this will be 09/2015. Your end date will be the date you left that school or in the case of Backwell School, this will be 07/2022.

Backwell School does not provide Unique Learner Numbers, so leave this blank. Your highest level of qualification is **Below Honours Degree Level**.

You then need to enter your qualifications gained at that school. Click the **Add Qualification** button and search for your qualification. See the list on page 8 of this booklet for qualifications and exam boards offered at Backwell School. If you completed your GCSEs at a different school, please check the exam board on your GCSE certificates.

GCSEs (Grade: 9-1)
The qualification date for these will most likely be 08/2020. If you have retaken a GCSE, you need to enter both results with the appropriate dates (the date will be 01/2021 if you retook in November last year). You do not need to add module details.

If you sat your GCSEs at a different school, you now need to add Backwell School in order to enter your A Levels/CTECs.

AS/A Levels
If you took any subjects at AS Level, enter these as **GCE Advanced Subsidiary.** Enter the date as 08/2021 and the grade as **Pending**. You can update the grades when you receive your results in August.

Enter the A Level subjects as **GCE Advanced Level**. The qualification date will be 08/2022 and the grade as **Pending**. There is no need to add modules.

Cambridge Technical Extended Certificate in Business, Performing Arts, Health and Social Care / AQA Level 3 Extended Certificate in Applied Science

Refer to the table on page 8 for the correct course name and exam board. You do have to add modules but you may want the universities to know that you have studied a particular subject within your course.

Extended Project Qualification (EPQ)
Enter EPQ in the search box. For the Subject add a condensed version of your EPQ title. The qualification date is **01/2022**, the awarding organisation is **AQA** and the grade is **Pending**.

Other Qualifications
You can also add other qualifications that count towards UCAS points, such as Music (practical and theory), Dance or LAMDA qualifications. For LAMDA enter Drama and Speech in the search box. You can add these under Backwell School unless you were studying at another school at the time of the exam. If you are unsure as to the exact title of your qualification or exam board, you will need to check with your teachers.

Employment

If you add more than one employment it will appear in chronological order. Not everyone will have something to enter here, but if you don't you still need to mark the section as complete.

Nationality

If you were born in the UK but have a different nationality, you will be asked additional questions.

If you weren't born in the UK, you will be asked for the date of your first entry to the UK. The questions you will be asked will be only relevant to the information you provide.

If you select that you will need a visa to study in the UK, you will be asked for your passport details.

Supporting Information

All the questions are mandatory, but you do have the option of **I don't know** or **I prefer not to say**.

The information completed here is not used to make a decision on your application. It is only shared with those involved in supporting you or making the arrangements for support. If you are not sure whether to fill this in, or what to put, speak to a member of the Sixth Form Team.

English Language Skills

If English is your first language, choose **Yes**. If it is not, choose **No** and read the advice. Mark the section as complete.

Finance and Funding

If you are applying for a student loan, select **UK, ChI, IoM or EU Student Finance.** Select your local authority as **North Somerset** or **Bristol.**

Diversity and Inclusion

Equality Monitoring: You will only see these questions if you have a UK home/postal address. There are two mandatory questions, but you do have the option of **I prefer not to say**. This information is only shared with universities once you have secured a place. It does not influence any decision making, but is used to ensure that applications are dealt with fairly.

Activities in preparation for higher education: You need to enter details of specific organised preparation activities. These would normally take place at a university campus. Access to Bristol, On Track to Bath or any other supporting course would apply.

Parental Education: You can select **I prefer not to say**. For the occupational background, you must type at least three letters into the response field, then select an option from the menu that appears below it.

Personal Statement

You can save and edit this section as many times as you like. We recommend that you start your personal statement via the **Drafting Application Materials** section on Unifrog, using the **Subjects Library** for inspiration. You can then cut and paste it into UCAS. There is guidance on what this needs to contain on page 9 and 10 of this booklet.

The **Mark as Complete** feature is only available on the **Preview Screen**.

Choices

You have five University course choices. It is possible for you to choose only one or two, but we recommend that you opt for all five as this gives you a wider choice later on. Note that many universities make offers based on a total UCAS points score. Points are awarded for all formal qualifications, such as A Levels, CTECs and Extended Project Qualifications, and also for achievements outside of school, such as music and dance exams. A full list and tariff point calculator can be found on the **Your Hub** area of the UCAS website and on page 7 of this booklet. You should check UCAS points offers carefully as many contain extra conditions, such as grades in particular subjects or a requirement for a certain number of points to come from full A Levels.

To add your choices, click on the **Choices** section on the dashboard. Start typing the name of university into the institution field. Select from the options displayed. Do the same for the course you have selected.

Locations and start dates are displayed according to the course details. Select 2022 unless you are deferring your place, in which case you need to select 2023 as your start date. You should only do this if you are 100% sure, as it is difficult to change your mind at a later date.

Some courses require you to disclose your criminal conviction status. This will only be asked if the course requires it.

Some courses have extra admissions tests and assessments. These will be shown in blue text on the choice card.

Point of entry: This informs the university which year of the course you wish to start. For the majority of you this will be **1st year**. However, if you are applying for a foundation year, you will need to enter **Foundation Year**. Speak to a member of the Sixth Form Team if you are unsure.

Once all choices are added, mark the section as complete.

UCAS Tariff

A Level	
A*	56
A	48
B	40
C	32
D	24
E	16

AS Level	
A	20
B	16
C	12
D	10
E	6

Extended Project	
A*	28
A	24
B	20
C	16
D	12
E	8

AQA Level 3 Extended Certificate	Applied Science
OCR Level 3 Cambridge Technical Extended Certificate	Business Studies
OCR Level 3 Cambridge Technical Extended Certificate	Health and Social Care
OCR Level 3 Cambridge Technical Extended Certificate	Performing Arts

D*	56
D	48
M	32
P	16

Music Performance	Grade 8	Grade 7	Grade 6
D	30	16	12
M	24	14	10
P	18	12	8

Music Theory	Grade 8	Grade 7	Grade 6
D	10	8	6
M	9	7	5
P	8	6	4

Tariff points are available for a number of other qualifications, such as dance. Please see the UCAS website for a full up to date list. However, you should note that some universities only recognise tariff points gained from particular qualifications, such as A Levels. It is therefore important to check carefully on individual university websites.

Exam Boards

GCSE SUBJECTS and Exam Boards	
Art, Craft and Design	AQA
Art and Design Textiles	AQA
Art Photography	AQA
Business Studies	Edexcel
Child Development and Care	NCFE
Computer Science	OCR
Dance	AQA
Design and Technology: Food Preparation and Nutrition	WJEC
Design and Technology: Product Design	AQA
Drama	AQA
English Language	WJEC
English Literature	AQA
Geography	AQA
History	Edexcel
Mathematics	AQA
Modern Languages: French, German and Spanish	AQA
Music	Edexcel
Physical Education	Edexcel
Religious Studies, Philosophy and Ethics	AQA
Combined Science	AQA
Triple Science	AQA
Sociology	WJEC

AS/A LEVEL SUBJECTS and Exam Boards	
Applied Science : Level 3 Extended Certificate	AQA
Art: All subjects	AQA
Biology	Edexcel
Business Studies : Level 3 CTEC Extended Certificate	OCR
Chemistry	Edexcel
Computer Science	OCR
Design and Technology: Product Design	WJEC
Drama and Theatre Studies	AQA
Economics	AQA
English Language	AQA
English Literature	AQA
Extended Project	AQA
French	AQA
Geography	AQA
German	AQA
Health and Social Care : Level 3 CTEC Extended Certificate	OCR
History	AQA
Mathematics	AQA
Further Mathematics	AQA
Music	WJEC
Music Technology	Edexcel
Performing Arts : Level 3 CTEC Extended Certificate	OCR
Physical Education	OCR
Physics	OCR
Psychology	AQA
Religious Studies: Philosophy and Ethics	AQA
Sociology	AQA
Spanish	AQA

NB: The exam boards for GCSEs are only correct for ex-Backwell students. Students who joined the school in the Sixth Form will need to check the details of the exams sat in their previous school.

Personal Statements

Guidance on preparing your UCAS and Art Foundation Personal Statement
The following notes on preparing your personal statement are a guide to the type of information you might wish to include.

> **The more competitive the subject for which you are applying and the more popular the university/college, the more vital it is that you include substantial reasons to explain why you are applying: i.e. Sections 1 and 2 need to be very strong and to dominate the statement.**

The following is a standard structure for a Personal Statement:

Section 1: This should be a strong opening explanation of <u>the reasons why you want to follow your chosen course</u>. It should not be short and may run to more than one paragraph.

Section 2: In this section you should discuss any <u>experiences that you have had that are relevant</u> to your application. This might include reference to A levels, work experience, work shadowing, a course you have been on, a <u>relevant</u> part-time job, <u>relevant</u> Community Action, etc. Again, you may need two or three paragraphs.

> **Tip: Don't be vague over how long you did something for if what you did was substantial. Admissions tutors regard vagueness as a cover-up.**

Section 3: In this section you describe <u>other personal achievements that are of interest</u>. You are trying to show that you are an individual with something to offer the institution(s) you are applying to. Normally, this section will be at least one paragraph in length.

Section 4: This final section should leave the reader with <u>a lasting impression about you</u>: make them want to offer <u>you</u> a place on their course instead of someone else.

Remember:
- Correct spelling, punctuation and grammar matter.
- Try to link much of what you say to the course you are applying for.
- Don't just list your experiences; try to explain (at least some of the time) how they have affected you.

> **You will need to prepare your personal statement in Unifrog and then paste into UCAS Apply. Whatever font you use, UCAS Apply converts it to its own format when you import it.**
> **In UCAS Apply you have up to 4,000 characters including spaces: when you save, the system tells you how much you are under or over this limit.**

Example Personal Statement:

I would like to read English Literature and French at degree level, because it is such a fundamental part of everything I enjoy. I love writing poetry, lyrics and plays, while I also relish gaining inspiration and knowledge from reading and analysing all types of literature in both English and French, in particular the work of playwrights, which has grown out of my passion for all aspects of the theatre. I read poetry, because I enjoy the challenge of interpreting the way poets express their ideas through language, structure and punctuation. In particular, William Blake's *Songs of Innocence and Songs of Experience* has been interesting and instructive to read in respect to cultural and social development. His ability to write in simple poetic style, yet conveying effective radical ideas amazes me. His was a time of social and political revolution particularly influenced by the French Revolution and the likes of Jean-Jaqcues Rousseau. This part of cultural history is what has raised my interest in Literature and French.

I have always been an avid reader. The diversity of my reading material is due to my curiosity about the different ways in which writers express their ideas. My preference is for novels which provoke a distinct reaction because of their peculiar themes or the extraordinary writing style of the author. I find that the work of Ian McEwan has this effect on me, and similarly the writing of Iain Banks, whose ability to captivate his audience with his often surreal and horrific contents intrigues me. In class, I am particularly at ease when participating in the discussion of texts; my contributions have matured along with my breadth of knowledge and my clarity of expression in written work as my Sixth Form studies have progressed. As a progressive learning subject, I found that it was important to practise my French outside of class. For this purpose, I have taken up a variety of activities. I frequently go to the cinema or watch French films, write to my French exchange partner in Lyon and read French novels, such as *Les Grand Meaulnes* by Alain Fournier or *Madame Bovary* by Flaubert.

Being involved in a variety of voluntary schemes to improve the English skills of younger or less able students has enabled me to gain a greater understanding of English. This involves working for 'Kumon', a project designed to provide extra support for children between the ages of five and sixteen, who find literacy challenging: I explain to the students how they can improve and why they have made mistakes. Community Action work at a primary school in Year 12 prepared me for this task as I spent the majority of my time taking sole responsibility for groups of younger children; it also improved my communication skills, my ability to meet deadlines and work under pressure, skills that are proving invaluable at A Level and will continue to play an integral part in my university life.

During my Gap Year I shall be going to Peru for five months to teach English as a volunteer. This is a project I have been planning for some time: having to raise a significant figure in order to fund the trip has greatly improved my time management, teaching me to balance my commitment to my academic studies with various part-time jobs and fundraising schemes. I believe the experience will be extremely beneficial and my role as a teacher will give me a purpose within the community, thereby immersing me in a culture very different from my own and broadening my outlook on life. I feel that the experience will encourage my approach to new ideas at university to be open-minded, and look forward to the intellectual development and challenge that will come from reading English Literature and French at University.

Higher Education: making the right decision

Tutors and the Sixth Form Team will be available to give advice about choices. You should primarily be using Unifrog, which covers all areas of post-18 options, but there are many other very useful sources of information for students and their parents. Use the websites of individual universities and colleges (these are .ac addresses) but here are a few other useful sites:

Finding out what area of study is right for you

https://www.unifrog.org

Finding out about different courses and required grades

http://search.ucas.com – this is the most popular way to look at courses on offer

Comparing different Universities and Colleges

https://discoveruni.gov.uk – allows you to compare entry requirements, job chances and student satisfaction

http://www.guardian.co.uk/education/universityguide – includes quality of teaching, teacher-student ratio amongst other measures

http://www.thestudentroom.co.uk/ – a popular site for forum discussion where you have access to current students

https://www.thecompleteuniversityguide.co.uk/university-tuition-fees/ - find out what financial help is offered then check on the university website

http://www.push.co.uk/ – this site is written entirely by students

Finding out about visiting Universities

www.opendays.com/calendar for details of all university open days

www.unitasterdays.com/search.aspx for details of all university taster days

http://purepotential.org/events-opportunities/ for events and opportunities at universities

Getting a job after University

http://www.prospects.ac.uk/ – the graduate website

APPLICATION SUMMARY SHEET

Name: _____ Tutor Group: _____

CHOICES

Full Name of University	Course Title and Code	Entry Requirements	
		Grades/Points (e.g. BBC or 88-104)	Extra Information (e.g. 104 points from three full A Levels or Must have B in Maths)

RESULTS AND PREDICTED GRADES

Subject	AS Level Grade (if taken)	AS Level/CTEC units being retaken (if applicable)	Predicted A Level/ CTEC grade	Predicted grade in UCAS Points	Teacher Signature
			Total in Points		