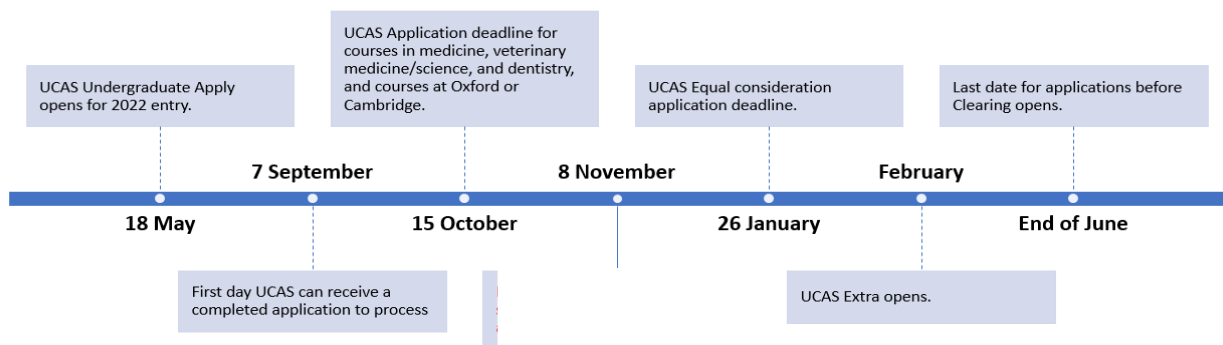




The
Wren
School

UCAS GUIDANCE FOR 2022 ENTRY TO UK UNIVERSITIES





UNIVERSITY APPLICATION TIMELINE

(Support is always available, please just ask)

Summer term 2021 (Year 12)

Start your research – this is a decision and it takes dedicated effort

Book in for open days, taster days and summer schools

Talk to your teachers/tutors/Head of Sixth Form about your predicted grades

Talk to your teachers/tutors/Head of Sixth Form about your options, uni or otherwise

Register on the UCAS Hub and start to fill in the application form from 18/5/21 via the 'Your 2022 Applications' tile:

Choose to 'apply from a school/college/centre' with buzzword WREN6F

Register for any extra exams your course requires

Summer holidays 2021

Continue your research

Draft your personal statement on Unifrog

Top up with any work experience, extra learning etc. to boost your application

Book for any late open days in Sept/Oct

Autumn term 2021 (Year 13)

Discuss your final application choices with your subject teacher / form tutor/ sixth form team

Complete your application form and submit (earliest submit 7/9/21)

Keep an eye on your email in case your form is returned to you for corrections

Use UCAS Hub to track your application, interviews and offers

Take any extra tests or exams required

Spring term 2022

Attend interviews, provide a portfolio as required, attend offer-holder days

Apply for student finance from February – May

UCAS Extra is available from Feb 2022 if you have no offers

Summer term 2022

Decide on your Firm and Insurance choices by required deadline (usually May)

Apply for university accommodation

Work hard! If you drop any subjects / EPQ, let UCAS know

Summer holiday 2022

Get your results and your place!

Use UCAS Clearing or UCAS Adjustment as necessary.



MAKING YOUR UNIVERSITY/HIGHER EDUCATION CHOICES

Where to Start

Before you start, talk to your tutor/teacher about the grades you are predicted.

Use www.unifrog.org to explore university courses in the UK and abroad, careers and apprenticeships etc. Unifrog is full of great advice and tools to explore your options. You can produce shortlists of courses and share these with your tutor and Sixth Form Team. Draft your Personal Statement on Unifrog to get feedback from your tutor.

The UCAS website <http://www.ucas.com> and UCAS Hub <https://www.ucas.com/what-are-my-options/create-your-ucas-hub-today> are really good points of reference. There is a comprehensive course search facility, entry requirements for courses, the UCAS Tariff, hints on how to choose your course, advice on personal statements and direct links to all universities which in turn will give detailed information on each course. Get to know your way around the website and all other social media related sites.

Work through the UCAS Hub Student Packs for inspiration.

Undecided about what to Study?

University courses can be chosen without having a career in mind. Employers value skills acquired by doing a degree course – choose a subject you enjoy and are interested in. Alternatively, look at <https://www.ucas.com/ucas/subject-guide-list>.

Recommended free on-line questionnaires to suggest possible courses or careers based on your interests are:

- Unifrog Personality Profile or Unifrog Interests Profile
- SACU-STUDENT : Go to 'Students' then 'Free Careers Quiz': Spartan is a visual questionnaire which matches you to university courses and careers
- Prospects Planner careers quiz
- <https://targetcareers.co.uk/degree-explorer>

The following easy-to-use websites give descriptions of careers and jobs, the qualifications and personal skills required, salaries and related careers:

www.unifrog.org – Explore different uni courses via 'Subject Library' or careers via 'Careers Library'.

<https://www.prospects.ac.uk/careers-advice/what-can-i-do-with-my-degree>

<https://targetcareers.co.uk>

www.brightknowledge.org/bright-knowledge



If you know the profession or career you want to follow check the qualifications required. Make sure your chosen degree course is accredited by the professional body governing it. For example, to become a mechanical engineer your degree course must be accredited by the Institution of Mechanical Engineers.

If, having started your research, you feel you need help or advice, speak to your tutor or the Sixth Form Team.

SOME POINTS TO CONSIDER WHEN CHOOSING A COURSE

The most important thing is to choose a subject that really interests you. Ask yourself:

- What subjects do I enjoy and what do I enjoy about them?
- What subjects am I good at?
- Am I interested in doing a new subject I have never studied before?
- Do I want to do a Joint Honours Degree?
- Is there a particular course I must take for my chosen career?
- Do I want to do a placement year (sandwich course) or have the option to study abroad?

To choose specific courses consider:

- What does the course cover? (Courses with the same title might be very different.)
- Look carefully at the core content and optional modules – How flexible is the course?
- What is the balance of theory versus practical study?
- What are the entry requirements? Choose some aspirational, some safe options.
- Is there a ‘contextual’ offer with lower entry requirements, or a Foundation year option?
- Is there a bursary or scholarship available?
- Is this qualification professionally accredited? (i.e. will let you practise in your chosen profession if it is a requirement of that profession?)
- How is the course taught - structured teaching, more independent research and study?
- How is the course assessed – exams, coursework, project, a mixture?
- Consider the Student Satisfaction data and Destination data at <https://discoveruni.gov.uk/> or <https://www.theuniguide.co.uk/>
- Where does the course appear in the various league tables? e.g. [Guardian](#)

To search for courses to explore (and mark as Favourites):

Please note that sometimes courses which cover the same subject have different titles. Often you will need to do several searches to be comprehensive.

- Use [Unifrog UK Universities](#) search tool, using Filter and Rank options if necessary.
- Search for courses via your UCAS Hub, using the various Filters to reduce numbers.
- Look at “Degree Course Offers” (Brian Heap). This lists, by subject, the UCAS Tariff points required by each university, starting with the highest. This can help you make a start on which universities to research



You can choose up to 5 courses. UCAS EXTRA is available from Feb-June if you are rejected by all 5 original choices. This allows you to apply for extra courses, one at a time.

Think about including up to three courses which fit well with your predicted grades, one or two slightly above your grades and at least one course with entry requirements that you are very likely to obtain to use as your insurance choice. This must be a course you want to do at a university you would be happy to attend.

Terminology:

- BA (Hons) and BSc (Hons): a 3-year Honours degree is the most common degree you will see. BA is a Bachelor of Arts, BSc is a Bachelor of Science.
- Law degrees are called LLB, Engineering degrees are BEng.
- Master's degrees have an extra year of research. You might see MSci, MBio, MA etc.
- It is possible to do a BSc or BA and then complete a separate Master's year in a different subject at
- a different university.
- Some degrees are offered with an extra Foundation year or Year 0. These often have lower entry requirements and are useful if a student is unsure about reaching the entry requirements for the 3- year degree.
- FdA and FdSc are 2-year Foundation degrees which are often completed whilst working in the relevant industry.
- HND (Higher National Diploma) and HNC (Higher National Certificate) are two or one-year vocational qualifications.

USING UNIFROG TO CHOOSE UNIVERSITIES AND COURSES: See [Learnzone](#) or open: **USING UCAS COURSE SEARCH** (<https://digital.ucas.com/search>)

Unifrog tip – Use the Rank or Filter button to manage the list.

UCAS tip – If the UCAS Course Search list is too long you can reduce it by using the filters on the left-hand side of the screen. You can save courses of interest to a shortlist, or save a search strategy to reuse. You will however need to register on UCAS to use this feature.

- When you type in a subject keyword remember that some courses have different names covering the same subject. Often you will need to do several searches to be comprehensive.
- To search for joint honours degrees search for the two subjects together. E.g. 'Law and Economics'
- Check for any 'contextual' offer for the course, or bursaries / scholarships at the university which may be relevant to you. See the university webpage to check this.
- The details on the universities' websites are useful when preparing your Personal Statement – look for the skills which the university specifies and then try and give relevant evidence in your Personal Statement.



IMPORTANT: When checking the university websites, consider the following very carefully:

- Are you likely to meet the course entry requirements? (Consult your subject tutors, form tutor and sixth form team.) Be aspirational but realistic! Perhaps consider Foundation Years or Fd degrees / HNDs.
- Does the course focus on areas which really spark an interest? You should be able to get a year-by-year list of units/topics to be studied on each course on the University website. NOTE: Do not rely on the name of the course. Course names are not consistent between universities so the content of a course at one university could be completely different to that at another university even though the course name is the same.
- Do you want to study one subject or joint or combined (2 or more subjects)?
- Does the course offer a general introduction in the first year and then options to specialise in subsequent years?
- Are you looking for a course with a mixture of practice and theory? You may wish to do a placement year and get paid work experience. Are there opportunities to study/work abroad?
- How many hours teaching would you receive a week? (Courses will have different proportions of time allocated to lectures, seminars and tutorials and the amount of independent learning required).
- Course structure – is it modular or traditional? How flexible is it?
- How is the course assessed? (Courses vary in the emphasis placed on exams, continuous assessment and coursework – make sure it will suit you).
- Is this qualification professionally accredited? (i.e. will let you practise in your chosen profession if it is requirement of that profession?)
- Try to find out the number of applications per place on your chosen. Some universities are very popular and receive many applications per place for some courses, so that the rejection rate is very high. Think about including one or two slightly less popular courses or universities.
- Check the course on <https://www.theuniguide.co.uk/> or <https://discoveruni.gov.uk/> or <http://www.whatuni.com/> or league tables where you can compare the comments of final year students studying the subject at different universities regarding the resources available, whether there was enough help, whether students were satisfied with the course, graduate employment etc. plus the actual UCAS points achieved by those students who accepted an offer.
- Check the destinations data for the course on the university website.

Think about including up to three courses which fit well with your predicted grades, one or two slightly above your grades and at least one course with entry requirements that you are very likely to obtain to use as your insurance choice. This must be a course you want to do at a university you would be happy to attend. You can select the option to defer your entry by one year.



Choosing Your University

Universities vary enormously in the terms of size, location, facilities, character, atmosphere and student population. The only way to see how you feel about somewhere is to experience it first hand and visit it. If this is not possible, there are many great virtual resources to help.

Go on to the specific university web-site or

<https://www.unitasterdays.com/>

www.opendays.com

<https://www.ucas.com/undergraduate/what-and-wherestudy/open-days-and-events/virtual-tours>

<https://www.studentstream.co.uk/>

to find out about Open days, campus Tours, Taster Days and Summer Schools. You usually have to make an online booking to visit.

Some things to think about:

- Style – from the traditional, with a focus on subject-based courses and research, to modern universities, with a greater focus on vocational courses.
- Location – some are based in large cities, others in smaller towns - a major influence on the environment and lifestyle. Distance from home.
- Size – larger universities can have more than 20,000 students, whereas some of the smallest have only a few thousand.
- If there is more than one campus, does the course take place in the main university campus, or in a smaller campus possibly away from the main facilities?
- Accommodation and other costs: Are first year students guaranteed accommodation? What happens for the 2nd and 3rd year students?
- Culture and facilities – influenced by a range of factors, including the diversity of students who attend.

Helpful information sources to explore universities and cities:

- <https://www.ucas.com/city-guides>
- <https://indigo.trotman.co.uk/default/>
- <https://www.thecompleteuniversityguide.co.uk/universities>



USEFUL WEB-SITES

N.B. Many more useful websites are listed in the careers and Higher Education section of Learnzone.

www.unifrog.org – if you have not received your access email for this, please ask your tutor.

www.ucas.com – essential for course search, course information and applying to university.

www.opendays.com/ – lists all the university Open Days, with direct links for on-line booking.

<https://www.theuniguide.co.uk/> Excellent site to compare university courses, see student views and search for courses by tariff points and extra-curricular activities.

<https://discoveruni.gov.uk/> – gives teaching quality information and student satisfaction surveys.

www.whatuni.com/ - student reviews of universities, order prospectuses, search for courses.

<https://nationalcareersservice.direct.gov.uk/> - Use the job profiles to explore careers.

brightknowledge.org/bright-knowledge - Careers and education options.

<https://www.prospects.ac.uk/> – Graduate destinations. Careers with your degree. Job profiles.

www.qaa.ac.uk – to research the quality of (some) Higher Education courses

www.gov.uk/browse/education – information on all aspects of HE, including Student Finance

www.thestudentroom.co.uk/content.php?r=5659-Student-Finance - Student Finance advice

Follow UCAS on Facebook and Twitter to be notified of important information concerning your application, interviews and offers.



THE UCAS TARIFF 2022

The complete UCAS tariff can be found at <https://www.ucas.com/ucas/tariff-calculator>.

UCAS tariff points are used by about a third of universities when making conditional offers. Other universities will ask for certain grades in A level or Diploma courses. Check with a university to be clear about the exact details of an offer.

Ask your tutors to confirm your predicted grades which will be added to your UCAS application.

A level	BTEC Extended Certificate	EPQ	90-credit or Foundation BTEC Diploma
A* = 56	D* = 56	A* = 28	D*D* = 112
A = 48	D = 48	A = 24	D*D = 104
B = 40	M = 32	B = 20	DD = 96
C = 32	P = 16	C = 16	DM = 80
D = 24		D = 12	MM = 64
E = 16		E = 8	MP = 48
			PP = 32



YOUR UCAS APPLICATION FORM

These notes on the UCAS application system are for guidance.

See <https://www.ucas.com/undergraduate/applying-to-university> for more information.

The notes in this information sheet are to help avoid common errors and explain the college process.

The Overall Process

How to apply:-

- Register on UCAS Hub
- Start Your Application
- Application Overview (my profile, personal details, education, supporting info)
- Personal Statement
- Choices
- Submitting Your Application
- Reference
- Your Offers and Decisions

THE PROCESS

1. All UCAS applications from TWS will be submitted using the UCAS website. Register on the website as a student - undergraduate. **You must apply “through school” using the buzzword WREN6F to obtain a reference from the school.**
2. You do not have to complete the form all at once but can enter information, save it and return to the form when you want to continue.
3. Admission Tests – note that separate admissions tests may be required for some courses (see the university website) and these have different registration deadline dates. You are responsible for making your own registration.
4. UCAS will send you confirmation of receipt of the application. Use your UCAS Hub account to monitor the progress of your application and reply to your offers online.

How To Apply

To register on UCAS Hub:

1. Go to www.ucas.com and click on SIGN IN. Choose STUDENT, then REGISTER. Use your personal email address. Give your first plus any middle names as they appear on your qualifications.
2. Choose 2022 as the year you wish to start your studies, then choose Undergraduate. Answer various questions, then ‘Create account’. UCAS will assign you a UCAS ID Number, to be used if you communicate with UCAS or universities.



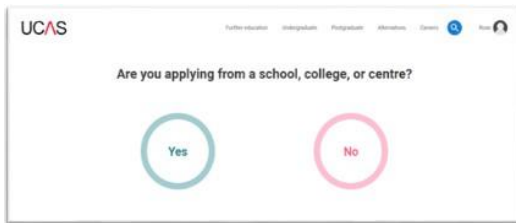
To start your application form:

1. Go to the 'Your Applications' tile.



If you need to change the application cycle to show the Your application tile for 2022, click on Preferences from the main menu. Choose 'Undergraduate' or 'Conservatoire'.

2. Click YES to the question 'Are you applying from a school, college or centre?'

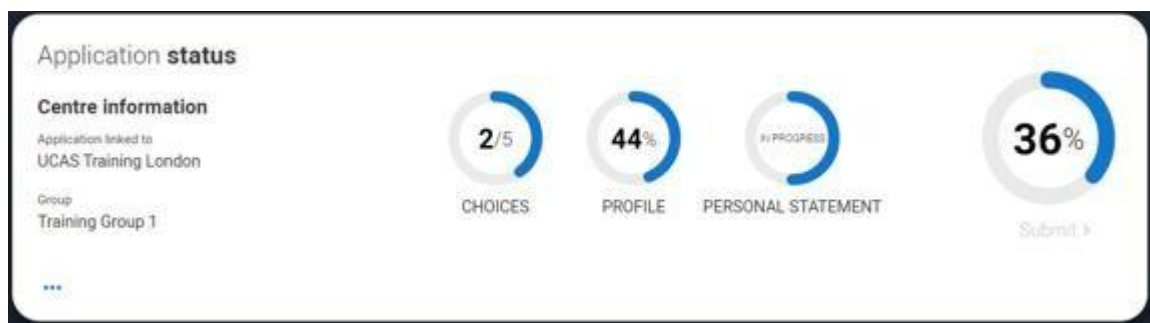


Then type in the BUZZWORD WREN6F, select 'Save Buzzword' and confirm Wren School.

3. Then select the correct group. Choose between the BHL Faculty, the STM Faculty or Oxbridge for Oxford or Cambridge applicants. Please check with your tutor if you do not know your faculty.

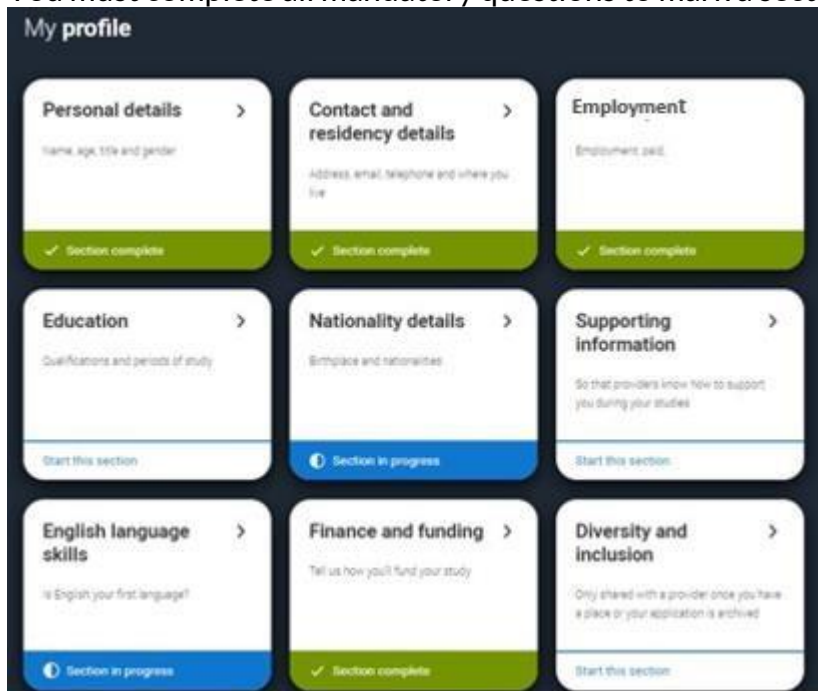
Application overview:

1. Your **Homepage** is where you will see your APPLICATION STATUS.





2. The **'My Profile'** page summarises information about you. The tiles will give you an overview: if a section is complete, in progress, or you need to start it. All sections must be marked as complete to send to UCAS. You must complete all mandatory questions to mark a section as complete (they have a *).



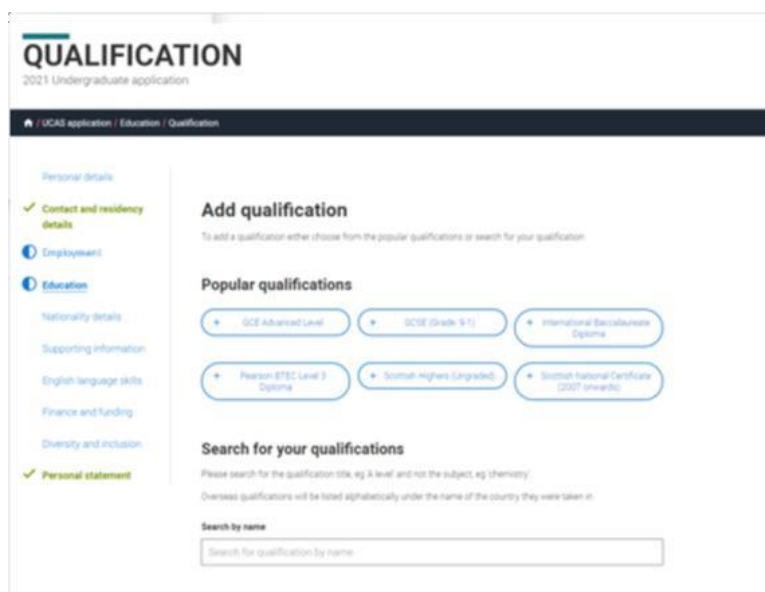
3. Education section:

First you need to add details of where you've studied, or are studying, then add qualifications. Start by clicking **Add place of education**.

Input Wren School and details, then repeat for the school where you studied your GCSEs.

Then add your qualifications for each centre.

Click the **Add qualification** button and search for your qualification, or select it from the picklist.





You must add all qualifications you have received a grade for plus qualifications you are currently studying. (If you decide to drop a subject later, you must notify UCAS.)

If you haven't finished the qualification or had your result, then choose **Pending** as the grade. Most qualifications will have the month of June in the year you complete.

Check the exact name of the qualification and the awarding body with your teacher if you are unsure.

If you have already received a grade for Year 1 of your 2-year Level 3 course, enter the grade and the name of that as well.

For example, Year 1 of the full BTEC National Extended Diploma (1080) qualification is called a BTEC National Foundation Diploma (510-540).

If you have done any resits, or plan to do so, record all your attempts.

Enter any Admissions Test your course requires you to take (e.g. BMAT, LNAT, UCAT etc.) and the result if you have already taken it.

If you cannot find a qualification, choose 'Other-UK' and type in the exact details from your certificate.

For Music and Dance exams, only enter your highest level.

There are several options for GCSE exams. List your results under the correct qualification. GCSE (Grade 9-1) or GCSE (Grade A*-G)

GCSE Double Award (Grade 9-9 to 1-1) (e.g. for Combined Science Trilogy)

You'll be asked for a Unique Learner Number – if you don't have one leave the question blank.

For the question 'Please state the highest level of qualification you expect to have before you start your course' select 'Below Honours degree'.

4. Supporting Information:

All questions are mandatory (*), but you have the option of *I don't know* and *Prefer not to say* for the first two.

You don't have to declare a disability if you don't want to, you can select *No disability*.

However – we strongly recommend that you do specify any disabilities - information completed here is not used to make a decision on your application. It's only shared with those involved in supporting you, or making the arrangements for support.

Universities offer a wide range of support to students with disabilities. Please select any disability you have from the list below.

- No disability
- You have a social/communication impairment such as Asperger's syndrome/other autistic spectrum disorder
- You are blind or have a serious visual impairment uncorrected by glasses
- You are deaf or have a serious hearing impairment
- You have a long standing illness or health condition such as cancer, HIV, diabetes, chronic heart disease, or epilepsy
- You have a mental health condition, such as depression, schizophrenia or anxiety disorder
- You have a specific learning difficulty such as dyslexia, dyspraxia or AD(H)D
- You have physical impairment or mobility issues, such as difficulty using your arms or using a wheelchair or crutches
- You have a disability, impairment or medical condition that is not listed above
- You have two or more impairments and/or disabling medical conditions



5. Finance & Funding:

The majority of students will select 'UK, ChI, IoM or EU Student Finance Services'. Then give your local authority under 'Student support arrangements'.

For more information head to: ucas.com/finance

6. Activities in preparation for higher education:

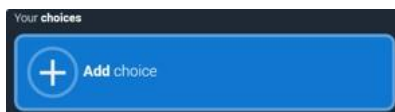
Only complete if you have attended a specific summer school or similar which is in the drop- down list. For example, Sutton Summer School.

7. Personal Statement (see more detail [here](#)):

Write your personal statement in Word or Unifrog, then paste into this area. Preview it, then 'Mark as complete' when you are happy with it.

8. Adding your Course Choices:

Click the Choices section.



Start typing the name of the university or college into the institution field. Select from the options displayed. Do the same for the course you have selected. Complete the questions.

There is a maximum of 5 choices and choice restrictions apply (a maximum of four courses in any one of medicine, dentistry, veterinary medicine or veterinary science). Once all choices are added select 'confirm choices' to mark the section as complete.

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

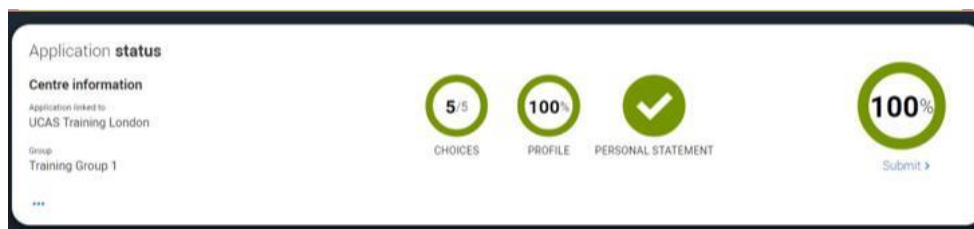
Clicking the 3 dots in the bottom right of a card enables you to see it as a summary.



9. Submitting your application:

There are 4 steps to the submission process.

The application must be complete (showing 100%) before pressing submit.



This shows you the full application and you can download it as a pdf (in the top right) to help you check it.

At the bottom of the application, click **Accept and proceed** (or return to application if



you want to make more changes).
You will then be asked to update your preferences.

You must tick the box at the bottom of the page to confirm you have read and understood the terms and conditions.

Then click **Accept and proceed**, or you can Return to application, or Return to marketing preferences.

If there are any mistakes the form will be returned for you to correct and re-submit.

We will submit the application to UCAS. If you log in you will see a read only version. UCAS will notify you once they have received your application from TWS.

10. **Reference and predicted grades:**

You should have already talked to your tutor about your choices and your personal statement. Your tutor will write your reference, with input from your subject teachers. Talk to your tutor about anything you would like included in your reference, including any extenuation circumstances which impact on your application. Any such information is better included in the reference, rather than your personal statement which should concentrate on your interest in the subject and your relevant skills and attributes.

The college will add your predicted grades before the form is sent to UCAS.

11. **Offers:**

You can monitor your offers via the Applications tile on the UCAS Hub.

[Decision](#) deadlines vary, but the earliest you will have to decide is the beginning of May 2022. You will then choose your 'Firm Conditional', your 'Insurance Conditional' (hopefully with lower grades) and then reject other offers. Think carefully about Unconditional offers – is it really where you want to go?

If you have no offers, or decide to reject those you have, you can make a new choice from the end of February 2022 through [UCAS EXTRA](#).

[Clearing](#) opens in August 2022 for late applicants (post-June 2022) or those without a place post-results.

[Adjustment](#) is available for those who get better grades than needed, allowing you to contact other universities whilst keeping your place safe.



PERSONAL STATEMENT

This is your chance to shine and demonstrate to the university's Admissions Officer that you deserve a place! Put simply, you need to demonstrate that you understand the course you have applied for and the demands it will place on you, that you have the required skills and aptitudes and that you will be an interesting and enthusiastic student to teach.

There is an excellent section on writing Personal Statements on Unifrog or on the UCAS website at <https://www.ucas.com/ucas/undergraduate/apply-track/writing-personal-statement>. Uni course descriptions will give helpful advice.

- Begin with your motivations or an interesting, relevant and specific example/issue. End on a positive note.
- Be concise and make it easy to read, with a clear structure.
- Max 4000 characters (including space) and 47 lines. No formatting allowed.
- Check spelling and grammar.
- Start early to give time for several drafts.
- Your Personal Statement must be **ALL YOUR OWN ORIGINAL WORK**. All Personal Statements are run through plagiarism software by UCAS which will pick up any copied material. UCAS will inform universities of any statements showing more than 10% copied material.
- Once you have drafted your statement, ask yourself if it really conveys your enthusiasm for the course. Check it. Can you answer 'So what?' about each sentence? Use **ABC**: Action, Benefit, relevance to Course. Remove anything irrelevant to your application.
- When you are happy with it, show it to your tutor.
Try SACU's free personal statement checker [here](#).
- Focus 75% of the personal statement on the subject you want to study
 - What is your motivation to study your subject? You might like to pick a piece of research, a news story, a book or an experience which inspired you to find out more and led you to the subject. This will be unique to you and will be interesting to the reader.
 - Discuss why you are applying to study the course, identifying any specific areas of interest that you'd like to develop as part of your studies. You can also link your present studies to the proposed degree. Demonstrate that you have researched and understood what the degree contains, the entry requirements, why you want to study it and why you are suitable.
 - Clearly demonstrate a good understanding and enthusiasm for the subject. Present your academic reading or extra study/online courses/research you have completed relevant to the degree subject. Mention any extra-curricular activities which are related to your degree subject. Use the MOOC Tool on Unifrog to extend your research in your subject area. Always reflect and explain how something relates to your degree.



- Demonstrate that you understand the skills to succeed. For example, analytical skills, research skills, communication skills, organisational skills, motivation, alongside the specific skills required for the degree. You will need to evidence these claims with examples of when and how you have used these skills, alongside the results achieved.
- Give an indication of what you hope the degree will allow you to do in the future, and any specific career aspirations you may have, as this demonstrates commitment to the chosen subject.
- Focus a maximum of 25% of the personal statement on what you do outside of the classroom
 - What do you enjoy? What makes you stand out from the crowd? How does this link to the subject that you want to study, or show your readiness for university? Don't just list lots of activities – pick the most relevant and explain the skills you have gained.
 - The Admissions Tutor will be looking for your potential to succeed and a real interest in the subject. Relevant work experience or part-time work will demonstrate your commitment and your broader understanding of the subject / future career.
- If you are planning a gap year, state what you plan to do and why.

Paragraph 1: Grab the attention of the reader

Say why you want to study the subject. What sparked your interest? Evidence?

Paragraph 2: Why this degree?

What has led you to decide to study this subject and why? What appeals to you about the course content / structure / modules/ travel opportunities etc? How do you know the course is right for you?

Paragraph 3: Educational background

Give a brief outline of the subjects you are studying and how they are relevant to your chosen subject area. What extra-curricular learning / experiences can you talk about to demonstrate your enthusiasm and commitment? Examples and evidence. Reflect.

Paragraph 4: Achievements

Do you have personal or educational achievements relevant to your application? Positions of responsibility? Explain what and why, don't just give a list. This might be a hobby, part-time job or work experience, or perhaps competition success, an exhibition, summer school or talk. How have they informed your degree / career choice? What transferable skills have you developed? Examples and evidence.

Paragraph 5: Why you?

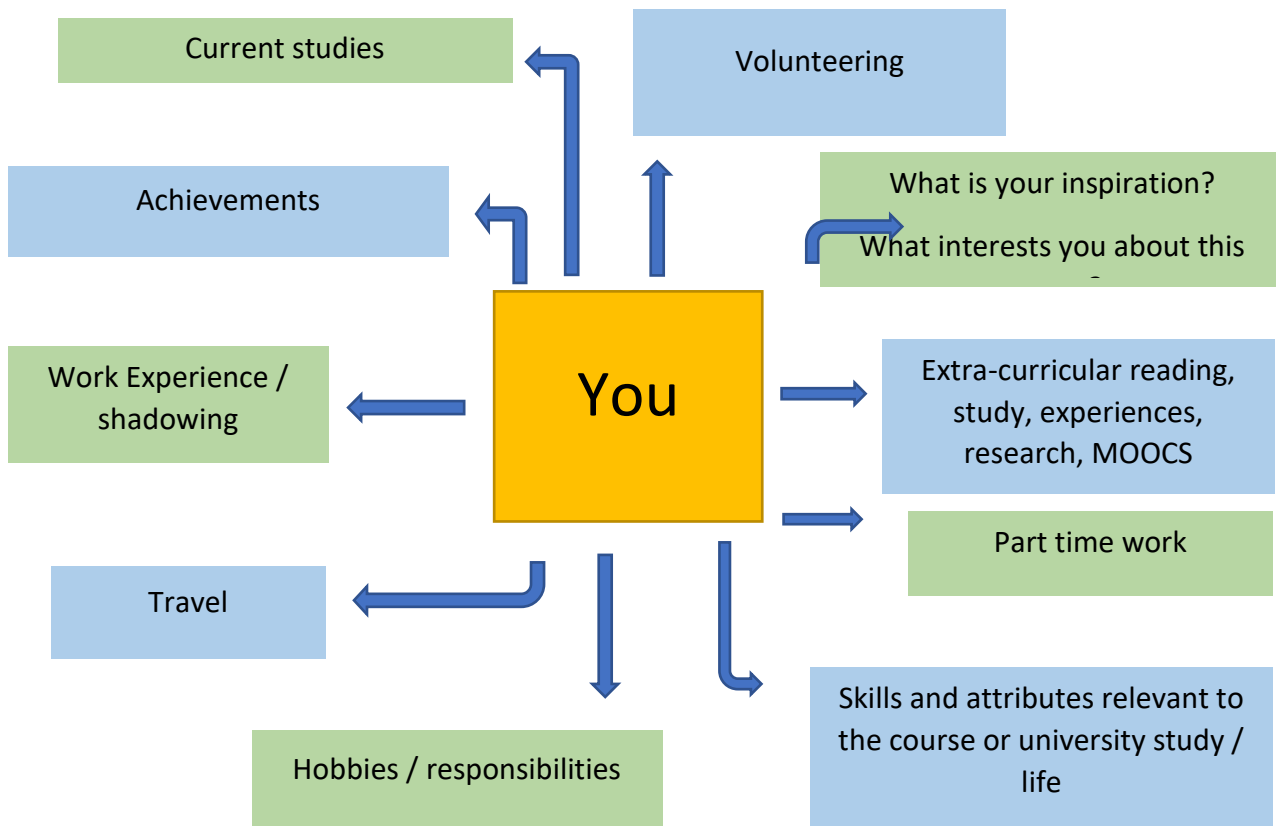
Why should the university consider you? How can you demonstrate your ambition, your study skills, your practical skills...? What have you got to offer the university? How will you make the most of the experience? Examples and evidence.

Paragraph 6: Summary

This will tie together all the information above and leave a lasting impression on the reader.



IT'S ALL ABOUT YOU



Use ABC for each point:

- A = Action (what did you do?)
- B = Benefit (what did you learn)
- C = relate it to the Course