UCAS 2025

**Backwell Sixth Form
Guide to UCAS**

APPLYING TO HIGHER EDUCATION VIA UCAS : KEY DEADLINES

- Register with UCAS Hub, start your application and complete the sections headed **Personal Details, Nationality Details, Where You Live, Contact Details, Supporting Information, Finance and Funding, Diversity and Inclusion, More About You, Education, Employment** and **Extra Activities** by Monday 22 July 2024.

- Conservatoires and private drama/music schools are via different application systems and may have deadlines as early as Wednesday 2 October 2024. Oxford, Cambridge, Medicine, Dentistry and Veterinary Science have a deadline of Tuesday 15 October 2024. If you are considering applying to these, you **must** discuss your application with a member of the Sixth Form Team before the end of Year 12.

- 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 to your tutor for checking.

- Once your tutor has checked your application, they will return your Application Summary Sheet for you to hand in to the Sixth Form office. You need to do this by Monday 23 September 2024 if applying for Medicine, Dentistry and Veterinary Science, or to Oxford or Cambridge. For all other courses, this must be handed into the Sixth Form office by Friday 8 November 2024.

- Applications will be checked in the order that the Application Summary Sheet is received, so be aware that applications submitted after Friday 8 November 2024 are likely to be held in a 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 £28.50.

- The Sixth Form Team will then add your reference and predicted grades and send the application to UCAS.

1 Registering with UCAS Hub

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

- 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.

- Select the **2025 Entry** option (please note that even if you are intending to defer your application to start in 2026, you still need to select 2025 Entry) and the correct level of study (undergraduate). Enter your postcode and marketing preferences.

- 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 2025 Applications** tile and select **Undergraduate**. If you are wanting to apply to a conservatoire, please speak to a member of the Sixth Form Team.

- You will be asked if you are applying from a school. Click **Yes** and enter the Buzzword **backwell25**. 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 Applicants**. If you are an **ex-student**, select this group. Everyone else will select their **tutor group** (as it will be in Year 13).

3 Application Overview

- The **UCAS Application** 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. To start, scroll down to the box marked **Personal Details.**

Personal Details

Name: Your name will already be visible, but you'll need to add your title and the other mandatory fields. Make sure you mark the section as complete.

Nationality Details

For most of you this will be **UK National**. 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 relevant to the information you provide. If you have any queries speak to the sixth form team.

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

Where You Live and Contact Details

Add your address and the date you started living there. Confirm as your permanent home or add a different address. You will need to add any addresses you have been living at since September 2022. Add your contact details. Under Nominated Access click **Yes** and give the details of a person who would 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 <u>in</u> Bristol itself, where your local authority will be **Bristol.**

Supporting Information

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

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

Most of you will be applying for a student loan and therefore need to select **UK, ChI, IoM or EU Student Finance.** Select your local authority as **North Somerset** or **Bristol.** If you are not applying for a loan, select **Private Finance**.

Diversity and Inclusion

This section will only appear once you have completed the Contact Details section and have added a UK address.

Equality Monitoring: There are only 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 accepted an offer. It does not influence any decision making, but is used to ensure that applications are dealt with fairly.

More About You

This section is shared with universities so they can support you. It is important to highlight any support you will need. The information does not influence any decision making. Please speak to a member of the sixth form team if you would like to talk though what to enter in this section.

Education

Add Place of Education: This will be the school where you sat your GCSEs. For Backwell School enter **Backwell School, Bristol**. If you started in Year 7 the start date will be 09/2018. Your end date will be the date you left that school, or in the case of Backwell School, this will be 07/2025. Select **Full Time** and **In Person.** If you are an ex-student and retaking your exams, select **Exam Only**. Select **Save** and **Add Qualification**.

Next you need to enter your qualifications gained at that school. Click the **Add Qualification** button and one by one, enter your GCSE subjects, boards and grades.

GCSE and equivalent

Add these one at a time. The qualification date for these will be 08/2023 unless you have retaken Maths or English in November 2023. If you were awarded your GCSEs from Backwell School, see the list in the 'Exam Boards' section of this booklet. For Child Development and Sport Studies select **OCR Level 1/2 Cambridge National**; for Performing Arts select **BTEC Level 2 Award**; for Combined Science select **GCSE Double Award**; for everything else, select **GCSE (Grade 9-1)**. If you were awarded your GCSEs from a different school, you will need to check the exam board on your GCSE certificates.

If you retook a GCSE in November 2023, you need to enter both results with the appropriate dates (the date will be 01/2024 for any exams you took in November).

You do not need to add module details.

If your qualification is not listed in the boxes, scroll down to the section marked **Search For Your Qualifications**.

A Level, AS Level, CTEC, OCR

You also need to add exams you have not yet taken. If you sat your GCSEs at a different school, you will need to go back to the Education page and select **Add Place of Education.** Enter Backwell School (**Backwell School, Bristol**). Your start date will be 09/2023 and your end date 07/2025. Select **Add Qualification**.

If you are taking any subjects at AS Level, select **A Level, AS and EPQ** and then **GCE Advanced Subsidiary.** Enter the subject, board and date as 08/2024 and the grade as **Pending**. You can update the grade when you receive your results in August. There is no need to add modules.

To enter your A Level subjects click on the box marked **GCE Advanced Level (A Level)**. Enter the subject, board and date as 08/2025 and the grade as **Pending**. There is no need to add modules.

For Performing Arts and Health and Social Care, select **Technical (not including BTEC)** and then select **OCR Level 3 Cambridge Technical Extended Certificate**. For Applied Science, select **AQA Level 3 Extended Certificate in Applied Science**. You do have to add your modules for these subjects, so you will need to check with your teachers what modules you are taking. The date for all the modules will all be 08/2025 and the grade will be **Pending**.

Extended Project Qualification (EPQ)

If you completed the EPQ, click on **Extended Project (Level 3)** in the search box. For the Subject add a condensed version of your EPQ title. This is what the universities will see so make the title descriptive, interesting and if you can, relevant. The qualification date is **01/2025**, 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/LAMDA or Lifeguarding 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/certificates.

When you have entered all the qualifications scroll down the page. Backwell School does not provide Unique Learner Numbers, so leave this blank. Mark the section as complete.

Employment

If you add more than one place of employment, they 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.

Personal Statement

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 this section on the UCAS application. There is guidance on what a personal statement needs to contain later in this booklet.

If you want to start the statement in this box, you can do this and then save it as a draft. Once you are happy with your personal statement and it has been checked by a member of staff, you can mark the section as complete via the **Save and Preview** Screen.

Choices

You add your choices by returning to the **Application Overview** screen and scrolling down to the **Your Choices** section. You have a maximum of 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 more options later on. Universities make offers based on predicted grades or predicted UCAS Tariff Points. Tariff Points are awarded for all formal qualifications at Level 3, such as A Levels, AS Levels, CTECs and the Extended Project Qualification, and also for other qualifications, such as in Music, Drama and Lifeguarding. A list and tariff point calculator can be found on the **Your Hub** area of the UCAS website and in the 'UCAS Tariff Points' section of this booklet. You should check offers based on UCAS Tariff Points offers carefully as they 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 rather than AS Levels, EPQ or other qualifications. If you are in doubt, ask a member of the Sixth Form Team.

To add your choices, click on the **Add Choices** section on the dashboard. Start typing the name of university into the institution field and select from the options displayed. Do the same for the course you have selected making sure that the course code is the same as the code on the course website.

Locations and start dates are displayed according to the course details. Select September 2025 unless you are deferring your place, in which case you need to select September 2026 as your start date. You should only do this if you are 100% sure you want to defer your place, as it is difficult to change your mind at a later date. It is far easier to select September 2025 for now and then defer later.

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.

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

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

Once all your choices have been added, you can mark the section as complete.

Once all your sections are complete, including the personal statement, you will need to complete the Application Summary Sheet in this booklet. Use the checklist on the back of this sheet to check you have completed the entire application correctly and then hand the Application Summary Sheet in to your tutor.

Once checked, your tutor will return your Application Summary Sheet to you for you to hand into the Sixth Form office.

KEEP HOLD OF THIS BOOKLET FOR FUTURE REFERENCE.

UCAS Tariff Points

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

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**
AQA Level 3 Extended Certificate	**Applied Science**

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 also available for a number of other qualifications, such as dance and lifeguarding. Please see the UCAS Hub 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 for conditions of the offer.

Exam Boards

GCSE/LEVEL 2 SUBJECTS and Exam Boards	
Art, Craft and Design	AQA
Art Textiles	AQA
Business	Edexcel
Child Development (Cambridge National)	OCR
Computer Science	OCR
Design and Technology	AQA
Drama	AQA
English Language	Eduqas
English Literature	AQA
Food Preparation and Nutrition	Eduqas
Geography	AQA
History	Edexcel
Mathematics	AQA
Modern Languages: French, German and Spanish	AQA
Music	Edexcel
Performing Arts (BTEC)	Edexcel
Photography	AQA
Physical Education	Edexcel
Sports Science (Cambridge National)	OCR
Religious Studies	AQA
Combined Science Double Award	AQA
Triple Science	AQA
Sociology	Eduqas

AS/A LEVEL/LEVEL 3 SUBJECTS and Exam Boards	
Applied Science: Level 3 Applied General Extended Certificate	AQA
Art: All subjects	AQA
Biology	Edexcel
Business: Level 3 CTEC Extended Certificate	OCR
Chemistry	Edexcel
Computer Science	OCR
Design and Technology: Product Design	AQA
Drama and Theatre Studies	AQA
Economics	AQA
English Language	Edexcel
English Literature	AQA
Extended Project	AQA
French	AQA
Geography	AQA
Health and Social Care: Level 3 CTEC Extended Certificate	OCR
History	AQA
Mathematics	AQA
Further Mathematics	AQA
Music	Eduqas
Music Technology	Edexcel
Physical Education	OCR
Physics	OCR
Psychology	AQA
Religious Studies	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. Whatever font you use, UCAS converts it to its own format when you import it.
In UCAS 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-Jacques 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/carers. 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 and easiest way to compare courses on offer

Other websites

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

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

Getting a job after University

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

UCAS Application Summary:

Name: _____ **Tutor Group:** _____

Results & predicted grades:	Name of subject	Result or predicted grade	Number of UCAS points	Teacher's signature
Subject 1				
Subject 2				
Subject 3				
Subject 4 *(if taken)*				
AS-level Subject *(if taken)*				
EPQ Title *(if taken)*				
Employability Award *(if taken)*				

University Choices:		Entry Requirements	
Full Name of University	*Course Title and Code*	*Grades/Points (e.g. BBC or 88-104)*	*Extra Information (e.g. must have B in Maths)*
1)			
2)			
3)			
4)			
5)			

Ensure at least ONE choice is an insurance choice, meaning the entry requirements are LOWER than your predicted grades/ total number of UCAS points.

UCAS Application Checklist:

BEFORE submitting your completed UCAS application, ensure that you can tick all of the following statements:

• You have linked your application to Backwell School by using the buzzword **backwell25.**	
• You have entered your **full name** (NOT abbreviated) and you have included any middle names.	
• You have entered a **nominated access** person. This is usually a parent/carer who can contact UCAS on your behalf if you are unavailable.	
• You have put your **NORTH SOMERSET** as your 'area of permanent residence' – unless you live in Bristol, in which case it will be BRISTOL.	
• You have entered **UK, Chl, IoM or EU Student Finance** for your main source of funding (unless you are not taking out a loan in which case you select Private Finance)	
• You have put **NORTH SOMERSET** for 'student support arrangements' – unless you live in Bristol, when the local authority will be BRISTOL.	
• You have included details of any special support you may need.	
• You have included **all** of your GCSE subjects and the grades. You have checked that the boards are correct.	
• You have included your AS-level subject (if applicable) and the grades. You have checked that the board is correct.	
• You have included **all** of the subjects you are taking in Year 13 (with the grade marked as Pending). You have checked that the boards are correct.	
• You have included your EPQ (if applicable) and noted a condensed yet descriptive version of the title. The board is AQA.	
• You have included details of any employment you have completed, or are currently undertaking.	
• Your personal statement has been uploaded to your application and checked for spelling and grammar.	
• Your choices of university courses have a range of entry requirements, from aspirational (above your predicted grades), to insurance (below your predicted grades).	
• Your application is ready to be handed in to your tutor/the sixth form office by the deadline of **23 September** for Early Applicants and **8 November for everyone else**	