



**DUBAI  
BRITISH  
SCHOOL**  
EMIRATES HILLS

# UCAS – University Application Policy

This procedure is reviewed annually to ensure compliance with current regulations

Approved/reviewed by	
Head of Careers	
Date of review	August 2023
Date of next review	August 2024



## TIMELINE

### Year 12: September: Unifrog Progress Check (new student registration)

Students set tasks to complete:

- Shortlists
- Competencies
- Activities
- MOOC's Shortlist
- University Shortlist – Final 5
- Personal Statement

### Year 12: Jan: Mid-Year Review

- Progress reviewed against above

### Year 12: Early June

UCAS Launch Morning (EP):

- UCAS process is open
- Students register with given 'BUZZWORD'
- Parents provided with UCAS Parent, Guardian and Carer Guide for the UCAS Cycle  
<https://www.ucas.com/file/185091/download?token=4Pf51fWt>
- Students provided with the 'Filling in your UCAS Application – step by step'  
<https://www.ucas.com/file/77801/download?token=N47ycGOr>

### Year 12: Mid-June

- Year 12 teachers are required to complete a University Testimonial
- Year 12 teachers provide a predicted and aspiration grade based on DP1,2,3. Students can opt to swap one aspirational for a given predicted. Grades are held centrally and edited only by the UCAS coordinator.

### Year 12: End-June/Summer

- Key support documents shared with students to enable them to draft their personal statement (PS) over the summer break.
- Students registered through exam office onto required University admissions tests

### Year 13: September

- Students meet with their UCAS tutor on a weekly basis during PSHE to help refine PS and ensure chosen courses are appropriate. UniFrog used to monitor progress
- Oxbridge & Medics internal deadline for PS set as end of September for October 15<sup>th</sup> submission
- Rest of Year 13 student body deadline being end of November to be sent by January 15<sup>th</sup>
- Oxbridge UAE practice interview scheduled by alumni contact
- Home fee Status presentation provided alongside a UCAS presentation as part of Meet the Tutor evening

### Year 13: End of November

- References, personal statements and grades uploaded and checked by UCAS coordinator
- A copy of the reference is stored on sharepoint in the relevant year UCAS folder by form and student name

- A copy of the personal statement is stored on sharepoint by subject for future reference

## **Submission onwards**

- Tutees to liaise with UCAS tutor and pastoral team about selecting firm and insurance choices
- Practice interviews offered and completed as required
- Advisor track used to monitor applicants progress and options accepted
- Confirmation, Clearing, adjustment process explained to students prior to results day. Support pack emailed to parents [https://www.ucas.com/file/15811/download?token=5w-j\\_HYr](https://www.ucas.com/file/15811/download?token=5w-j_HYr)

## **Results day**

- Head of Sixth form and Head of Secondary on hand to support student receiving their results and accepting university choices