



UCAS POLICY

PRIMARY PERSON RESPONSIBLE FOR IMPLEMENTATION AND MONITORING OF THIS POLICY

JAMES EYTLE, BEVERLEY MELLON (PRINCIPALS)

LAST REVIEW DATE

February 2025

NEXT REVIEW

February 2026

UCAS Policy

1. Purpose of the UCAS Policy

The purpose of this policy is to outline what Albemarle offers students in supporting with their UCAS applications, and the expectations required of students in completing their application.

2. Supporting UCAS applications

- Each student will be assigned a Curriculum Manager (CM) and a Personal Tutor (PT). The CM in conjunction with PT will manage the student's progress with that student's UCAS application.
- Appointments will be arranged in which the CM and/or PT will take the student through each section of the UCAS application in a step by step basis.
- The CM and/or PT will provide detailed feedback regarding the various sections of the application, including the student's personal statement.
- The CM and PT's role is to advise the student as how to strengthen their UCAS application and personal statement. Ultimately, the student is responsible for their final UCAS application and personal statement that they submit to UCAS.
- The CM and/or the PT will write the student's UCAS reference in liaison with the appropriate teachers of the student.
- Under GDPR students will be given opportunity to view the reference if they so wish.

3. Expectations required of Students

- Students will be required to attend all UCAS meetings at the appointed time. If a student is late to a meeting, they must recognise that the meeting may be cancelled.
- If the student is persistently absent and misses multiple UCAS meetings, the College reserves the right to withdraw its support for the UCAS application.

- Amendments will be recommended to students which will aid in the completion of the UCAS application. If these amendments are not actioned by the student, it must be understood that this will delay the submission of the UCAS form.
- If this happens on multiple occasions, Albemarle reserve the right to withhold support for the application form.
- This means that the CM and/or PT will be unable to write a reference for a student who is unable to take responsibility for their UCAS application.

4. Predicted Grades for UCAS applications

- Students will have four opportunities to produce a predicted grade for their subjects under timed mock conditions.
- These are the monthly mocks in October, November, December and January.
- Students must provide evidence in these monthly mocks if they want to secure their desired predicted grades.
- All predicted grades must be evidence based. Predicted grades cannot be created without the evidence of the monthly mocks.
- GCSE grades and AS grades and homework grades also contribute towards predicted grades, but the monthly mock grades take superiority and priority in determining the final grade.
- If the student does not accept the final predicted grades collated from all the evidence available, the College reserves the right not to submit the UCAS application form.
- Albemarle must create UCAS predicted grades with a view to accuracy and fairness to all students.

5. Student Taking Subjects In Other Educational Institutions

- Occasionally students may wish to take A or AS exams which Albemarle does not offer or has not given permission to.
- If the students wishes the UCAS form to be processed by Albemarle, the CM and/or the PT will request a reference and predicted grade from the teacher responsible.
- This will be incorporated in the overall reference but made clear that this part



of the reference comes from a source outside of Albemarle College.