

2 July 2021

Dear Families,

Family support with the UCAS process

As you will be aware, we have started the university application process at school. We encourage all students to go through the UCAS application process whether they've decided to follow this route or not, as it helps them prepare for the job application process and keeps their options open for longer.

Students often find the application process difficult and need support from home and school. We thought it would be useful to write to you, so that you are aware of how we are helping at school and how you can support at home.

Useful Resources

The following resources are useful for families and students:

- [UCAS advice](#) for parents and guardians
- UCAS [personal statement](#) advice
- Essex University 'How to write your [Personal Statement](#)'
- The Best UK Universities [League Table](#) 2021
- [Misbourne website](#) – Applying to University
- Unifrog – students will soon receive access to this market-leading software that supports personal statements, applications and progression to careers.
- Universities offer their own webinars, bitesize videos and pre-recorded taster lectures to support your research.

Personal Statements

Students are currently writing their personal statement, which is notoriously difficult. Form tutors and the Sixth form team are supporting the students in form time and Learning for Life lessons. As you know your child better than anyone, we would encourage you to talk to them, to remind them of all their achievements. We also strongly encourage you to proof read the personal statement before they submit it to their tutors. The resources above provide details about how to write a personal statement but in summary the following areas should be covered in 4,000 characters:

- Why the course has been chosen
- Qualities, skills, and experience that will make you a suitable candidate
- Work experience
- Part time work
- Volunteering
- Awards
- Societies

The Misbourne continues to be a Good School:

"A culture of ambition permeates the school; students are at the heart of everything the school does"

Ofsted



- Online courses undertaken
- Future career plans & ambitions

Open Days

It is also helpful if you are able to visit universities over the summer to get a feel for the institutions, courses and cities. Dates for virtual and in person Open Days can be found on this [calendar](#), with more details on the individual university websites. The process for booking a university visit in school time can be found on the [school website](#). It is suggested that all students visit at least two universities so that they can make an informed choice about their next steps.

Timescales

www.ucas.com is open to students to set up their profiles, linking to the school using our buzzword **misbourneuni22** - instructions will be sent to students shortly

As soon as possible	
1 st Draft of personal statement to form tutor for feedback	09/07/21
UCAS opens for applications to be sent	08/09/21
UCAS deadline for Oxbridge, medicine, dentistry, veterinary courses	15/10/21
Recommended internal application deadline	19/11/21
Internal deadline – student application ready to send to UCAS	17/12/21

The final national UCAS deadline is 26/01/22 however the school needs working time following the internal deadline to finalise the school reference. Students not meeting the internal deadline of 17/12/21 will only have their application processed and sent to UCAS where possible.

Careers Support

If your child would like a careers guidance meeting, there are a number of options:

- We can book a one-to-one meeting with our contracted Careers Advisor (Adviza). Families are welcome to join the meeting virtually.
- You can book a free guidance meeting with Adviza '[What's Right For Me](#)'. This can be over the phone / video call.
- You can contact [National Careers Service](#).
- The Sixth Form team is trained to support the students so time can be booked with one of us.

We are also holding the Year 12 Higher Education and Apprenticeship evening on 8 July, which we encourage you and your child to attend.

Please do not hesitate to contact us if you have any questions about the process.

Yours faithfully,

The Sixth Form team

