

# LANCASTER ROYAL GRAMMAR SCHOOL

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Miss S J Haigh Head of Sixth Form

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Dear Upper Sixth Students,

I hope this letter finds you well and that you've been making the most of the last few weeks. We were so pleased to be able to see so many of you together for the leavers' day events, but were saddened that the ball wasn't able to go ahead. We hope that you're able to spend quality time with each other this summer as restrictions are lifted.

Please be aware that your school emails will no longer be accessible from September so do ensure that you have provided the Development Office ([lflightfoot@lrgs.org.uk](mailto:lflightfoot@lrgs.org.uk)) with another email address. There is still time to complete any outstanding leavers' forms and to join the OL Club if anybody missed doing so before you left.

Please find below key information and dates regarding your results and university applications. We suggest that you keep this letter in a safe place to refer to later in the summer!

- All University business is done through Track so make sure you still have your Personal ID and password to hand so that you can sign in.
- If your contact details have changed, ensure that you update the Personal Details section of Track. You should also email any changes to your chosen universities.
- Between 12:00 on 4<sup>th</sup> August and 8:30 on 10<sup>th</sup> August, you won't be able to make any changes to your application. This is whilst results are being processed so if you need to make any changes, please do so before then.

## Results & Clearing

- Universities have started to publish clearing vacancies on the [ucas.com](http://ucas.com/search) search tool (**[www.ucas.com/search](http://www.ucas.com/search)**). If you have no offers or have declined all offers received, but you still want to go to university this year, you should have started to use Clearing. This hyperlink takes you to the UCAS clearing information pages.
- **Tuesday 10<sup>th</sup> August:** A-level and Pre-U Results day. Track re-opens at 08:30. Confirmation decisions and letters are shown in Track.
- **Met the conditions of your offer?** "CF" becomes "UF" on the choices page when you have met the conditions of your offer and have been accepted. If you have been accepted by your first choice and are happy, or by your insurance choice and are tolerably happy, check the confirmation letter on Track for further instructions. If there are no further instructions, do nothing: the University will contact you soon. Any remaining conditions must be met and the university notified.

- **Achieved better than you expected?** If you meet and exceed the conditions of your conditional offer, you have the option to find an alternative place through **Adjustment**. (More information can be found at: [www.ucas.com/adjustment](http://www.ucas.com/adjustment)) This is open from results day until the 18<sup>th</sup> August. If you're sure this is the best option for you, register and then start ringing the universities you'd prefer to attend. Ensure that you mention adjustment (not clearing) on the telephone and be ready to give your personal UCAS ID number. You'll have five days to secure an alternative place. If not, you remain accepted at your original confirmed place.
- **Not met the conditions of your offer?** You may still be accepted by the university anyway. If you haven't received confirmation from either your first or insurance offer, it is worth ringing your first choice university to ask. Alternatively, you may be given a change of course, but you are not obliged to accept this. You must accept or decline within 5 calendar days. If you are unsuccessful, you will be eligible for Clearing. This is the system to allow you to apply to any university course that still has places available: the situation changes from day to day as students confirm or withdraw. Courses still available are published on UCAS and in *The Telegraph* newspaper. Many students get excellent places in this way. You can add a Clearing choice in Track from 15:00 on results day. If provisionally offered a place through Clearing, you'll be given a date by which you must enter details onto Track to formalise the offer. You may discuss options with several universities but will promptly need to decide which offer to take as you can only enter one choice in Track. Use Track as much as possible, but there is also the UCAS Helpline 0371 4680468.
- You are expected to honour your Confirmation commitments. However, if you no longer wish to take your place, you need to contact the university to withdraw from the UCAS process completely or release yourself into Clearing, using the 'Decline my place' button in Track. This decision should not be taken lightly!

### **Results Day at school. (Tuesday 10<sup>th</sup> August)**

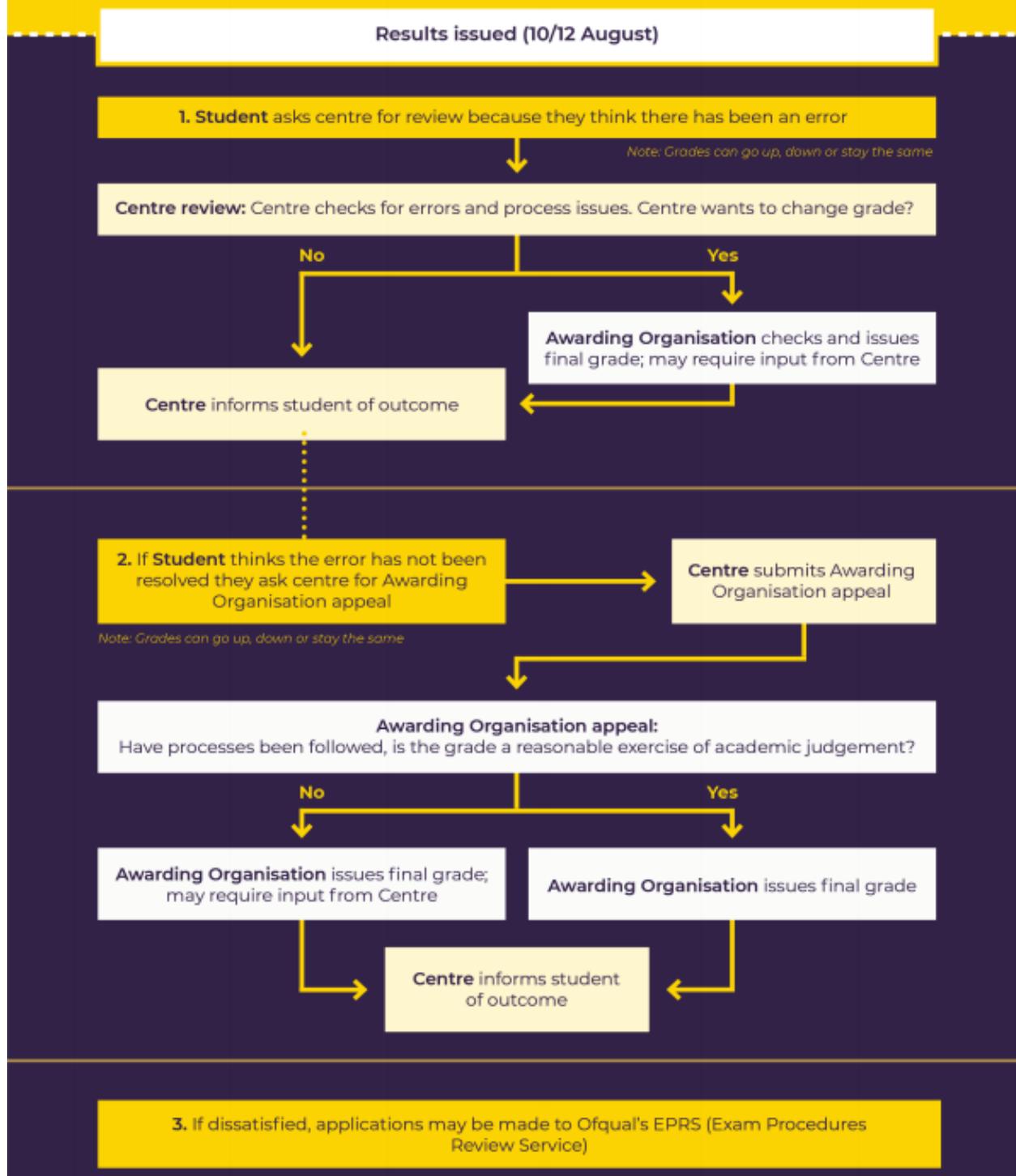
- You will receive details from Mr Wilkinson (exams officer) for everything linked to results.
- Results will be published on ISAMS at 08:15. You can also collect your results from school in person. Please come to the library between 09:00 and 11:00.
- The Sixth Form team and a number of other teaching staff will be available to discuss and assist with any queries on results day.
- If coming into school, be prepared to bring a charged mobile phone, phone numbers for universities and your UCAS details. Ensure that you have familiarised yourself with the UCAS Confirmation, Clearing and Adjustment information outlined here.

### **Appeals.**

Although everyone will have worked hard to make sure you are issued with the correct grades on results day, there will also be an appeals system as a safety net to fix any genuine errors. If you believe an error has been made in determining your grade, you will have a right to appeal. The infographic overleaf outlines the appeals process. Should you need further clarification on this, please contact Mr Wilkinson ([awilkinson@lrgs.org.uk](mailto:awilkinson@lrgs.org.uk)).

# Appeals Process

## After results day



### Certificates

Your certificates will arrive at the school office in November, so you need to collect and sign for them in December. If you cannot do this, please supply the General Office with a UK address and £3 so that we can send them to you (please contact [coversby@lrgs.org.uk](mailto:coversby@lrgs.org.uk)). (If you need them to be sent abroad, the cost will be £10.) If you have still done neither within 12 months, then we are allowed to destroy the certificates. This could be a serious problem for you later and will cost you money to have them replaced.

## **Keeping In Touch**

The school and the Sixth Form Team would very much like to keep in contact with you so do stay in touch through the Development Office and let us know how you're getting on. We always appreciate former students returning to talk to current Sixth Form students to share their gained knowledge and wisdom.

Please make sure that you have completed and returned the leavers' form, which you have already received, and let us know of any future changes of address or contact details.

Furthermore, if you are not going to university in September / October and hence if your future plans won't show up on the UCAS report we receive, please ensure that you let the Development Office know what you will be doing from September. Please email Mrs Lightfoot with these details ([llightfoot@lrgs.org.uk](mailto:llightfoot@lrgs.org.uk)).

We're disappointed that Coronavirus affected your Sixth Form journey so much but, as expressed in the leavers' assembly, we are proud of everything you've achieved and the resilience and commitment you've shown. We hope that you are moving on to the next stage of your lives with firm friendships and happy memories of school. We'd like to wish you all the best for the summer, for results day and for the future beyond.

The Sixth Form Team