

LANCASTER ROYAL GRAMMAR SCHOOL

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Miss S J Haigh Head of Sixth Form

23rd June 2017

Dear Upper Students,

Please find below key information and dates regarding your results and university applications.

- All University business is done through TRACK so make sure you still have your username and password.
- If your contact details have changed, ensure that UCAS is updated with these changes. You should also email any changes to your chosen universities.
- If the exams you took are not as entered on your original form (for example, if you dropped a subject), e-mail your chosen universities and qualsupport@ucas.ac.uk. A mismatch in information could result in a delay in confirmation of your place.

Results & Clearing

- Universities start to publish clearing vacancies on the ucas.com search tool as early as **Wednesday 5th July**. If you have no offers, you can start to use Clearing from this date.
- **Thursday 17th August:** Results day. TRACK re-opens. "CF" becomes "UF" on the choices page when you 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 (AS12) 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 by 31st August.
- Results will be available from 8am by the new pupil portal (you have been emailed about this - access is with your school username and password) and 10am in the library.
- Miss Haigh, Mr Reynolds and a number of other teaching staff will be available to discuss and assist with any queries
- Students should be prepared to bring with them a charged mobile phone, phone numbers for universities and UCAS details. Ensure that you have familiarised yourself with the UCAS Confirmation, Clearing and Adjustment PDF I previously circulated.

Re-marks

If you may need to request a re-mark, to query your exam result or to get a photocopy etc., then you should get in touch with the exams office. Mr Viney will be in Lee House 9am - 12noon Friday 18th and Monday 21st for consultation about post-results services.

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. (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

School emails will remain in operation until October half term but, after this date, they will cease to exist. The Sixth Form Team would very much like to keep in contact with you so do stay in touch 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.

If you are uncertain of your situation with your university place, then read on over the page....

SJH June 2017

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Uncertain about your university place - what next?

Better than your offer:

Some of you may have done better than predicted and may now wish you had included some more ambitious applications. If you have exceeded your original CF offer, you may now use ADJUSTMENT. The option to register for adjustment is on your choices pages of Track. Register and start ringing the universities you'd rather attend: you have five days (or until Aug 31st, whichever is earlier) from the moment your "CF" flips to "UF" to try and procure a better offer. Mention on the telephone that you would be applying through "adjustment" not "clearing", and be ready to give your personal UCAS ID number, so that the university can view your original application. If in five days you do not find anything better, you can still accept your original first choice offer.

Close but not quite:

You may be accepted anyway; if you have not received confirmation from either your first or insurance offer, it is worth ringing your first choice university to ask. If you are appealing an A level grade via a priority re-mark, **ring your university to tell them**, and to ask them to hold your place pending the outcome.

Alternatively, you may receive a changed course offer (appears as UCC and there's a confirmation change letter AS12C). You don't have to accept a different course: you have five days to make up your mind.

Accepted by Insurance University

If you are accepted by your Insurance University for your original choice of course, you are expected to go. You cannot shop around for a better offer. (...although some Insurance universities will "release" you if you ask, but this is unofficial...) If you don't wish to go after all, you must withdraw altogether from UCAS for this year

No place offered.

"Clearing" is the system to allow you to apply to any university course that still has places available: the situation changes, both ways, from day to day as students confirm or withdraw. Courses still available are published on UCAS and in *The Telegraph* newspaper. Many get excellent places in this way. One year, one pupil even got a place on the original CF course that had rejected him a day earlier!

Your clearing number will show on TRACK as soon as your CF and CI have confirmed that they will not be offering you a place. If you have signed up for the new service, up to five universities may get in touch with you, but you should also shop around for yourself. Get ringing. You may procure several offers on the telephone (they will usually give you a deadline to accept), but you then need to choose ONE formally: give the university your clearing number (from Track) and then enter the university and course details on your choices page in order to proceed.

Use track as much as possible, but there is also the UCAS Helpline 0371 4680468.