

Friday, 26 September 2025

Subject: UCAS Application Process for 2025 - Important Information

Dear Parent/Carer,

I am writing to inform you that the UCAS application process for your child has now commenced. Year 13 are receiving support and guidance to help them complete their applications successfully. This includes assistance with drafting and refining their personal statements, as well as step-by-step guidance on completing the online application.

Each student has been assigned a UCAS mentor who will check their progress and provide regular guidance throughout the application period. Subject teachers will also be providing references and predicted grades, which are essential components of the UCAS application.

Please note the following important deadlines:

Early application deadline (e.g., Oxbridge, Medicine, Dentistry courses): 15 October 2025, if your child is not an early applicant, then they have been placed in group B, C or D. Students have been placed into groups to better manage the UCAS process and ensure every application receives the support and attention it needs. Grouping helps staff track progress more effectively, provide targeted guidance, and stagger deadlines, preventing last-minute rushes.

School's internal deadline for all other applications:

Group B – Friday 7th November 2025

Group C – Friday 21st November 2025

Group D – Friday 5th December 2025

Although the official UCAS deadline is January 2026, the school has set earlier internal UCAS deadlines to ensure applications are completed to a high standard and submitted smoothly. This allows UCAS mentors to carefully review personal statements, references, and course choices, while also providing tailored feedback and support to students. Submitting early helps prevent delays caused by the high volume of applications near the official deadline and provides extra time to resolve unexpected issues, such as missing predicted grades or technical problems. It also helps reduce stress by encouraging students to finish their applications well in advance, ensuring they are fully prepared.

We kindly ask that all students work towards meeting the school's internal deadline to allow sufficient time for references to be prepared and for all applications to be checked thoroughly before submission to UCAS.

If you have any questions or require further information about the UCAS process, please do not hesitate to contact us.

Thank you for your continued support as we guide our students through this important stage of their education.

Yours Sincerely,



Mr K. Ahmed

Key Stage 5 Leader/Head of Year 13

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