



The UCAS – Process: Procedures and Timings 2010



Date	Girls' Action	Tutor Action	Mrs Prudence Action
Mar 10	ISCO Introductory talk February Centigrade Test February Surrey University March Visit to Cambridge March Oxbridge dinner March	Tutors to begin preliminary discussions about future directions/ideas	Mrs Prudence/Mrs Morwood/Mrs Buckley to collate information Mrs Prudence working with scholars on possible Oxbridge entrance –visits March dinner with undergraduates March individual sessions/ general advice
Easter Holidays 10	Girls to research unis / courses / discuss with parents.	Follow up with girls at start of summer term. Note preliminary decisions	
April/June 10	Gap year talks Visit to Universities Fair Girls given UCAS briefing. All logged on to Apply. Work towards a 12 uni long-list and 3 or 4 degree courses or degree areas to research. Collate information for Personal Statement Higher Education conference end of June: research/applications/finance/gap years Girls produce first draft personal statement	All logged on to Apply Tutors to help guide and inform – realistic expectations and decisions Personal Statements 1st drafts checked by tutors. Subject references 1st drafts reviewed by tutors.	Early predictions received from Heads of Department to inform Uni selection. Higher Education evening with Admissions Tutor from Surrey University for parents and girls Request for references from subject teachers
Summer holidays 10	Girls refine drafts of Personal Statement		
Sept 10- Weeks 1-3	Girls work on Personal Statements in first 3 weeks of Sept – (input from Heads of Department / subject teachers if required.) Oxbridge / medic personal statements MUST be completed by the end of Sept.	Tutors discuss choices with tutees and check drafts .Tutors continue to offer advice if necessary	Refine references from subject teachers where necessary Official predictions received from Heads of Department and circulated to tutors. Tutors to start work on UCAS refs – if course is agreed. Book LNAT/BMAT tests as necessary



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Sept 10 – end week 3	In light of predictions, girls amend uni course choices if necessary. Tutors advise. Girls aim to have identified 6 uni choices		
Sept 10 – Week 3	Oxbridge applications completed: reference and personal statement finalised. Oxbridge entry form filled in. Applications submitted by Fri 22/09		
Sept 10 – Week 4	Final draft of personal statement for all– 30th September	Submit refs to Mrs Prudence when they are complete.	Keep working on UCAS refs
30th Sept		Tutors finalise their reference on tutee.	Tutors to pass completed refs to Mrs Prudence
Oct 10 – Week 1	As above		Mrs Prudence to check refs. Submit to Head. Mrs Prudence to send applications forward.
Oct 10 – Weeks 2 - 3	As above	As above	As above
Oct 20	Final internal deadline for applications.		
Nov 10 - Week 1	Trip to Oxford university, tour and meet admission tutors and students		
Nov 10 – Week 2	Oxbridge candidates to submit written work to colleges.		Send off written work to College.
Nov 10 – Week 3 - 4	Interview practice		