



CLAYESMORE

UCAS – POLICY ON UCAS GRADES AND REFERENCES

Responsible:	Assistant Head (Sixth Form)
Date reviewed:	September 2023
Review Period:	Annually
Scope:	Senior School
Approval Authority:	SLT
External Release:	Yes

UCAS GRADES

Our policy on UCAS grades is as follows:

1. Initial UCAS grades

After the mock exams in April of Year 12, HoDs are invited to make initial indications of each student's likely A Level and BTEC results. These UCAS grades should be realistic yet aspirational, and will be subject to formal review during Year 13. A flowchart is below to clarify this procedure. The Assistant Head (Sixth Form) will inform parents towards the end of the Spring term that this will happen. UCAS grades can be in line with or higher than Working Towards grades on reports/assessments, but should never be lower.

2. Confirmation of UCAS grades

At the start of Year 13 (September), HoDs will review the initial UCAS grades in the light of work completed since the April exams. UCAS grades may be raised and would only be lowered in exceptional circumstances.

3. Informing students and parents

HoDs, teachers and tutors should discuss the UCAS grades with students from the earliest stage of the procedure, to allow students to influence their grades by working harder. Parents will be informed of the UCAS grades, by HoDs or teachers, at the Parents-Teacher meeting in September. This should allow sensible course/university choices to be made by the students. UCAS grades will be shown in iSAMS and a letter sent home to parents/guardians early in the Autumn term which informs them of the grades.

4. Discrepancies and disagreements

In the event of there being a discrepancy between UCAS grades and the courses/universities for which a student is planning to apply, tutors, following discussion with the applicant and at their discretion, may discuss with subject teachers whether the UCAS grades should or could be revised upwards.

This will lead either to a change in the UCAS grade(s) or their confirmation and a further discussion with the student to explain the UCAS grades the school expects to use. In the event of a student (or parent) still not being satisfied with the UCAS grades, a meeting may be arranged to involve a combination of the student, parent, Head of Department, tutor, Assistant Head (Sixth Form) and Deputy Head (Academic). Ultimately, the decision on final UCAS grades must remain with the school.

5. UCAS grades/Working Towards grades

It should be noted that UCAS grades are separate from the Working Towards grades found on reports. UCAS grades are aspirational whereas Working Towards grades reflect how a student is working in class, with prep, and in tests or exams. Students should ensure they apply for universities with a range of entrance requirements to cover all eventualities.

UCAS Reference

Our policy on UCAS References is as follows:

1. Compilation

Subject, Tutor and Housestaff references are written in June of Year 12. They are written and saved in the relevant section of the Unifrog platform. The Assistant Head (Sixth Form) collates and uses these references to form the basis of the final School Reference that is included in each student's UCAS Form. The Assistant Head (Sixth Form) will provide guidance to the HoDs, Housestaff and Tutors as to the information required in these references.

2. Positive support

The purpose of the School Reference is to highlight the particular strengths of each candidate in a personal and engaging way, and to corroborate what is written in the Personal Statement.

3. Disclosure to students

In order to avoid factual errors in the reference, students may view their reference before it is submitted and they should contact the Assistant Head (Sixth Form) if they wish to do so.

4. Disclosure to parents

A pdf copy of the reference will be provided for parents or students on request. In line with UCAS guidelines this reference should not be used for any other job or course application until the UCAS process is completed.

5. Checking

While the UCAS Form is checked by the Assistant Head (Sixth Form) and signed by the Head, it is the responsibility of each student to ensure they have completed their form truthfully and accurately. Specifically, they are expected to ensure that institution and course codes are accurate.

GENERATION OF UCAS GRADES FOR A LEVEL SUBJECTS

