



### Central Foundation Boys' School UCAS Policy

At Central Foundation Boys' School we are committed to every student achieving their maximum potential. As part of this process we work from Years 7 to 13 to give each student the opportunity to get the qualifications, experience and skills necessary for a high-quality university application in Year 13.

Using accurate predicted grades, a strong personal statement, and a positive reference, all students will have the opportunity to send off a UCAS application that honestly promotes their suitability for their chosen course.

#### *Predicted Grades*

All predicted grades will be set by the Senior Leadership Team and the Central Futures Coordinator by the end of September in Year 13. The following principles will underpin these grades:

- These will be based on Year 12 achievement in vocational and/or A-level internal exam results from the AP3 (end of year) assessment.
- Some degree of improvement in Year 13 will be assumed, normally no more than half a grade based on our experience.
- The Year 13 test result at AP1 will be taken into consideration when reviewing predicted grades before final submission of a UCAS application.
- Exceptional circumstances such as long-term illness will be taken into consideration.
- University and course choice will not be factored in when considering predicted grades.
- Staff members will not enter into discussion with students about these grades; though students will be informed of the final grades entered. The decision of the School on these grades is final.

#### *Course choice*

Students will be prepared throughout their time at school for course choices that interest them by focusing on their entry requirements and the qualifications, skills and experiences they require. In Year 13 students will apply for: two courses to aspire to beyond their Year 12 achievement; two courses at their Year 12 achievement; and one choice below their Year 12 achievement.

#### *Reference*

The school will produce a reference that will sell each student's suitability and potential for the courses they choose to apply for. The references will be written by the Central Futures Coordinator who will collate reports written by KS5 Coordinators at the end of Year 12. Each student needs to speak with the Central Futures Coordinator to ensure the tutor includes relevant qualifications, skills and experience for their chosen course. These references will then be checked, amended and submitted by Central Futures team. Every student has the right to see their reference, but this is the part of the application – along with the predicted grades – over which the student has no control.

### *Final checks*

The UCAS form will be checked by the Senior Leadership Team and the Central Futures Coordinator to ensure that it does justice to the student and that it is accurate. Ultimately, responsibility for the whole form aside from the predicted grade and the reference remains with the individual student.

September 2023