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STUDENT INFORMATION PACK 2025-26

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ALLERTON GRANGE BUZZ WORD

Allertongrangeschool26

UCAS APPLICATIONS 2025-26 DEADLINES

External dates:

May 13th 2025	Applications open
September 2nd 2025	Completed applications can be submitted to UCAs
October 15th 2025 (18.00)	Deadline for early entry applications (Oxford, Cambridge, medicine, dentistry, veterinary medicine / science)
January 14th 2026 (18.00)	Equal consideration date
February 26th 2026	Extra opens
June 30th 2026	Applications received by this deadline will be sent to universities and colleges
July 4th 2026	Extra deadline
July 5th 2026	Clearing opens
October 19th 2026	Last date to add a Clearing choice

Internal timeframe

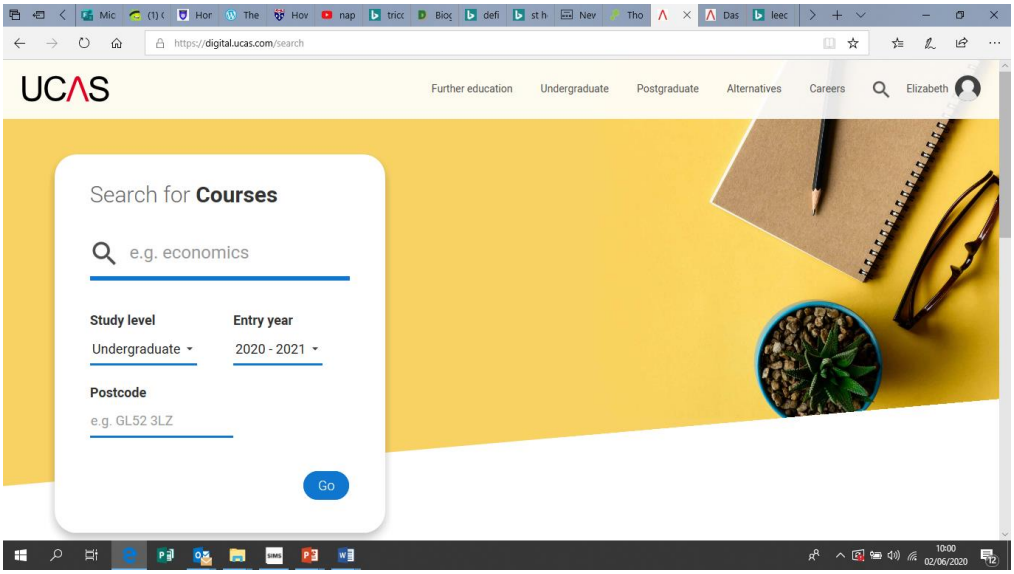
Week beginning	**Tutor time tasks**
2nd June	Select subjects and teachers on unifrog (for writing references) Watch UCAS overview Register on UCAS and start exploring the hub Explore courses and entry requirements
9th June	Link to school using the buzzword Allertongrangeschool26 Complete: • Personal details • Contact details • Nationality details • Where you live • Supporting information Explore courses and entry requirements
16th June	Complete: • Finance and funding • Diversity and inclusion • More about you UCAS Exhibition Explore courses and entry requirements
23rd June	Complete: • Education • Employment • Extra activities Explore courses and entry requirements
30th June	Draft personal statement
7th July	Draft personal statement
14th July	Draft personal statement

1st September	Early entry students invited in on Tuesday 2nd September
8th September	Redraft personal statement
15th September	Early entry finalise choices
22nd September	Early entry applications complete and checked by tutors
29th September	
6th October	Internal deadline for early entry
13th October	15th = external deadline for early entry
20th October	All personal statements complete and checked by tutors
3rd November	
10th November	
17th November	
24th November	
1st December	All applications complete and checked by tutors
8th December	
15th December	

UCAS PROGRESS TRACKER

- ✓ Linked application to the school by using the buzzword: **Allertongrangeschool26** ☐
- ✓ Completed on-line details (E.g. education, examination grades, etc.) ☐
- ✓ Discussed course choices with form tutor/ sixth form team (spoken to careers advisor if appropriate) ☐
- ✓ Made 5 choices ☐
- ✓ Written a draft of your personal statement ☐
- ✓ Tutor has checked draft personal statement ☐
- ✓ Entered subject teacher on Unifrog for references ☐
- ✓ Tutor has checked your online application
  - and approves it if correct or returns it to students (Includes checking examination grades are correct) ☐
- ✓ Application re-checked (if necessary)y ☐
- ✓ Tutor has written reference for student and it is saved on Unifrog or entered on UCAS ☐
- ✓ Payment made online for application ☐
- ✓ Application and reference checked by sixth form team Student checked application and completed consent form before sent to UCAS ☐

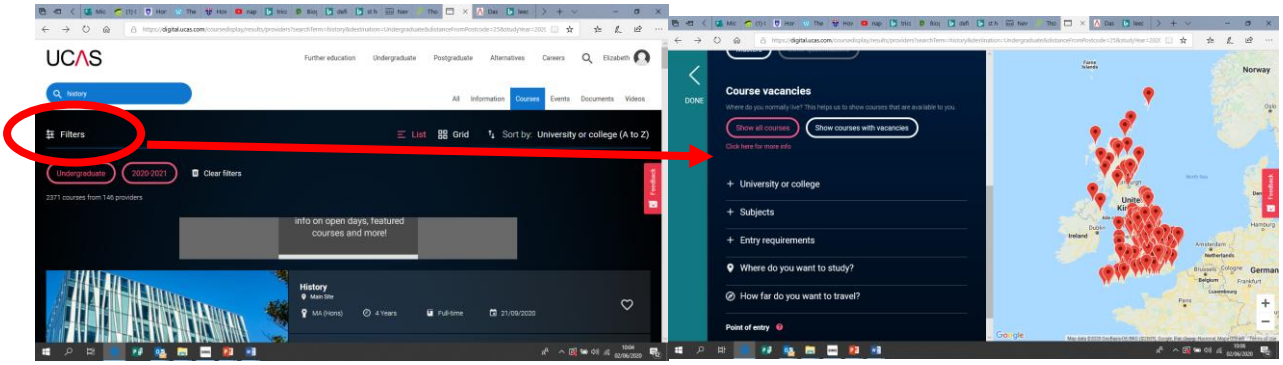
1. Go to https://digital.ucas.com/search



2. Type in the name of the course you are interested in e.g. 'history'. Select the correct entry year e.g. if you intend to start as soon as you complete your A levels select 2025-26. Study entry will remain as 'undergraduate' and you don't need to put in a postcode at this stage- you can select areas of the country at the next stage.

3. Click on the 'go' button and a list of universities offering your chosen course will be created.

4. You can then add filters which will filter your list by various means such as UCAS tariff points or location.

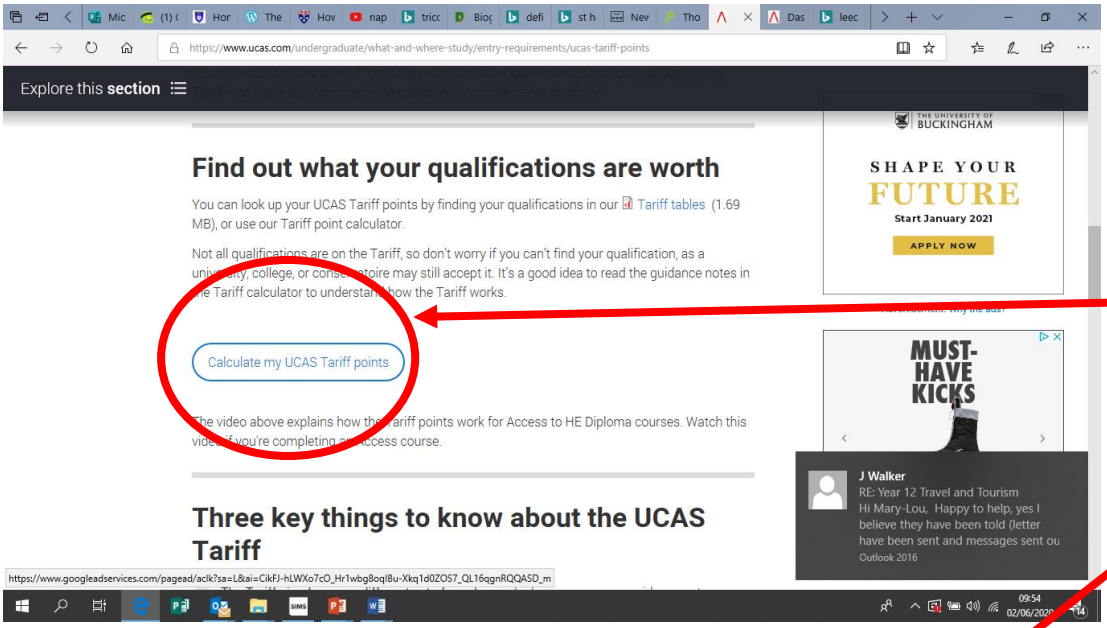


5. You can then look down this list and click on any of the courses at specific Unis to find out more info e.g. about entry requirements. You can then also go the specific Uni's website to find out more.

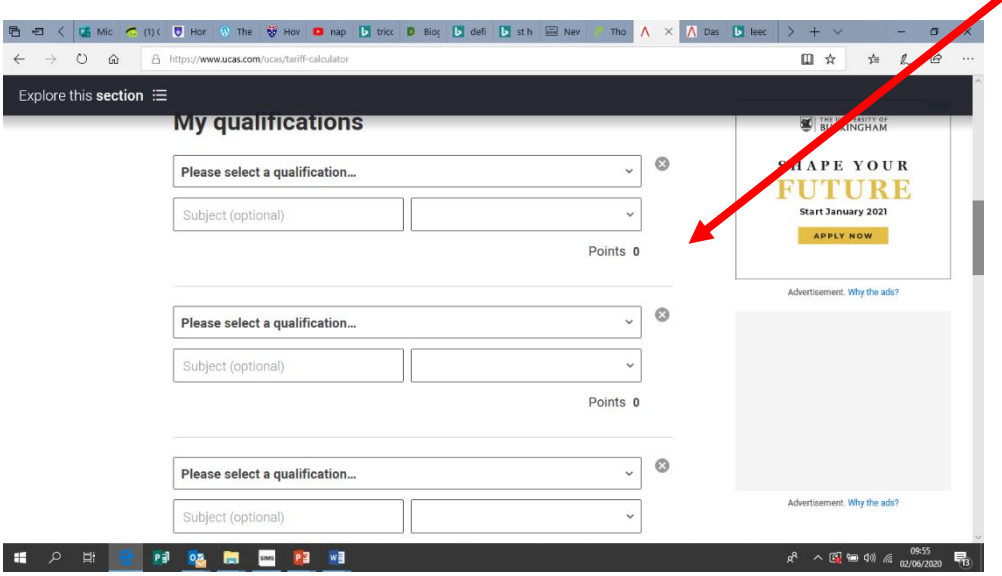
UCAS Tariff points translate your qualifications and grades into a numerical value. Many qualifications (but not all) have a UCAS Tariff value, which will vary dependent on the qualification size, and the grade you achieved.

To find out more about them go to:
https://www.ucas.com/undergraduate/what-and-where-study/entry-requirements/ucas-tariff-points

On this page there is also a tariff points calculator where you can put in the qualifications you are taking e.g. A levels and the grade you are predicted to work out what your tariff score would be:

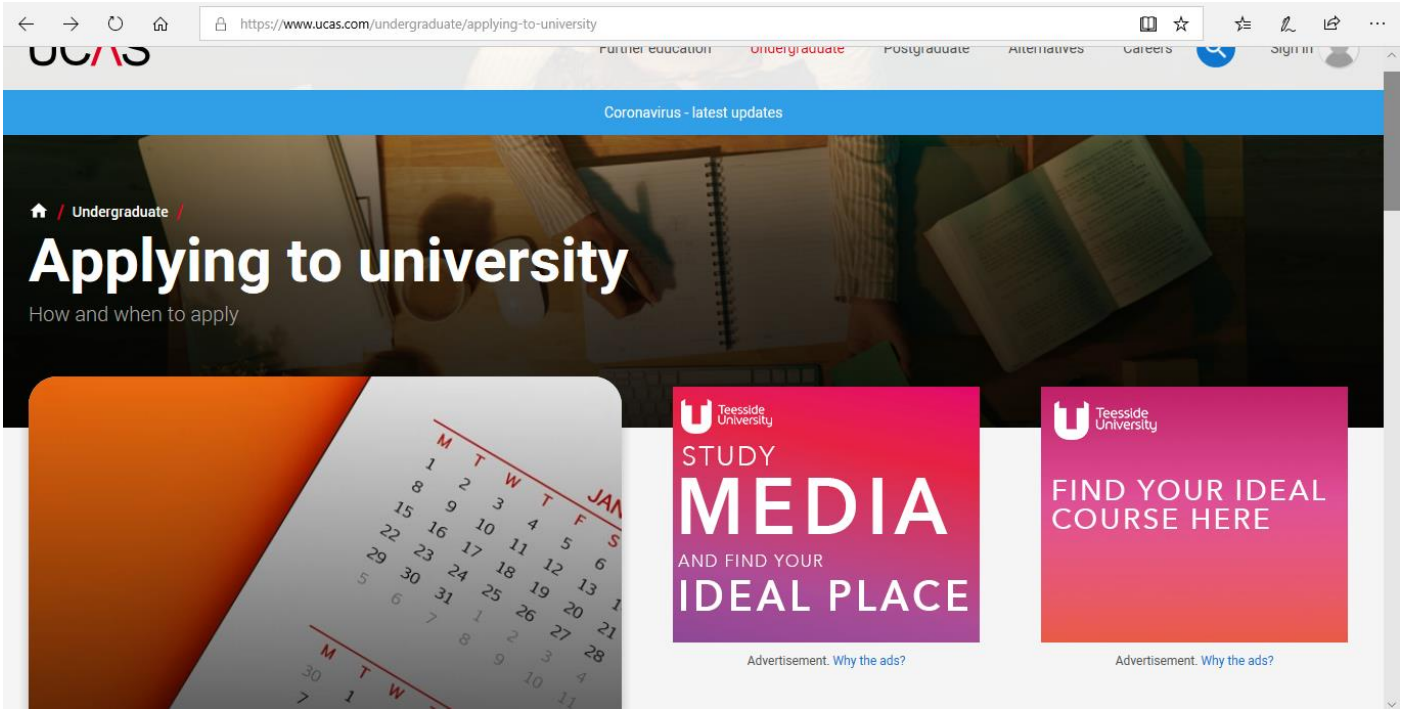


Click here and it will take you to here



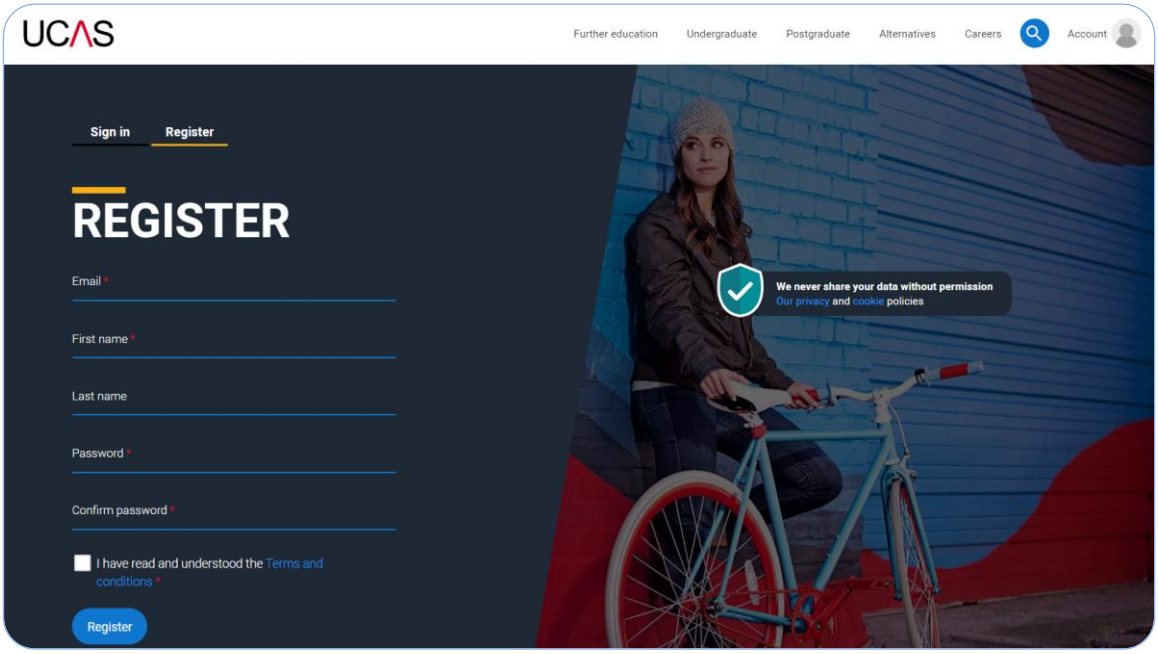
UCAS – How to apply

There is lots of useful information at:
https://www.ucas.com/undergraduate/applying-to-university

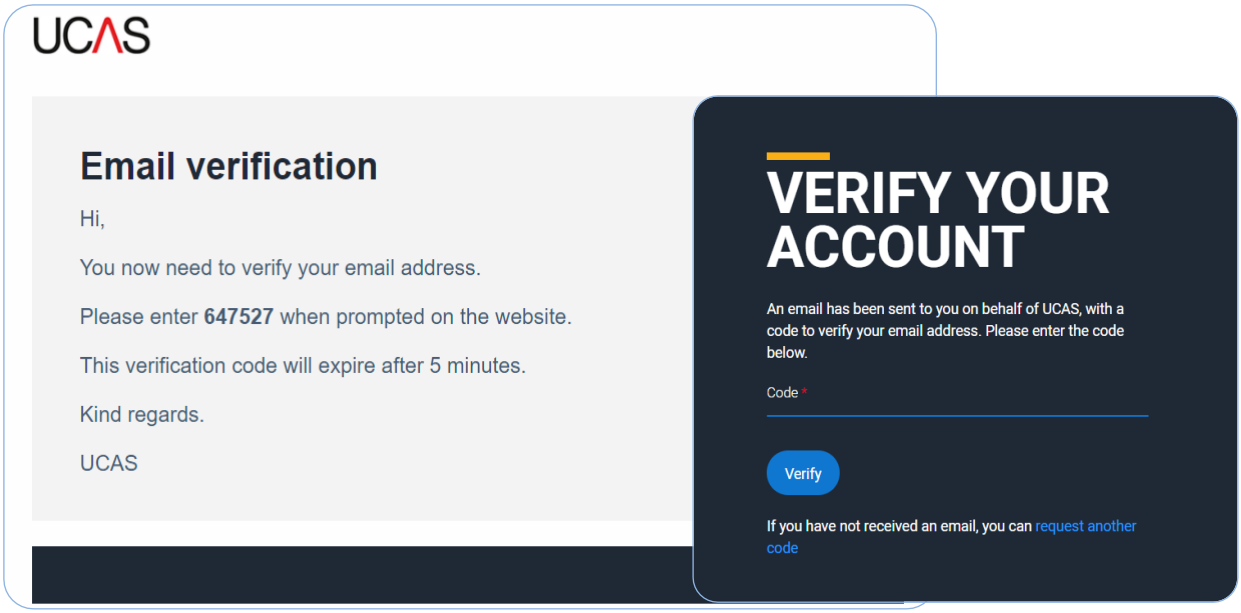


Registering for an account

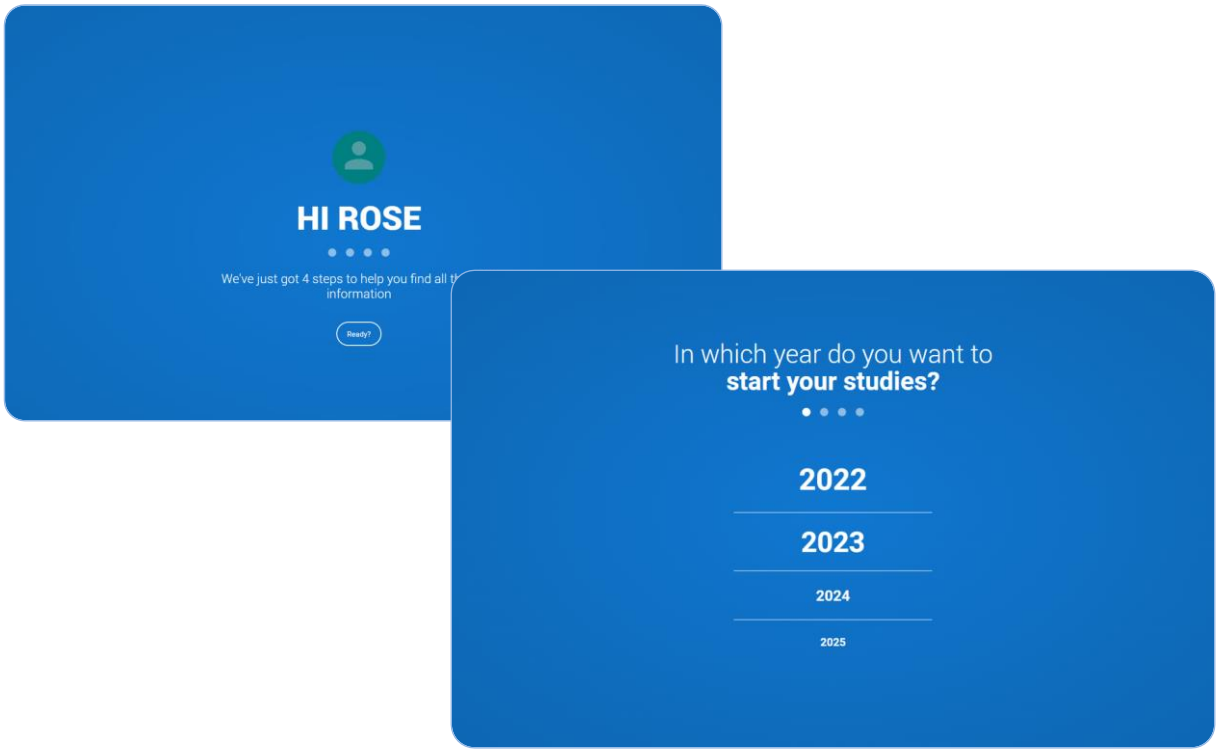
Complete the short form. Make sure the password is memorable.
Use a **personal email address** so you have access to updates at all times- you will leave school before you stop using UCAS so do not use your school email address.



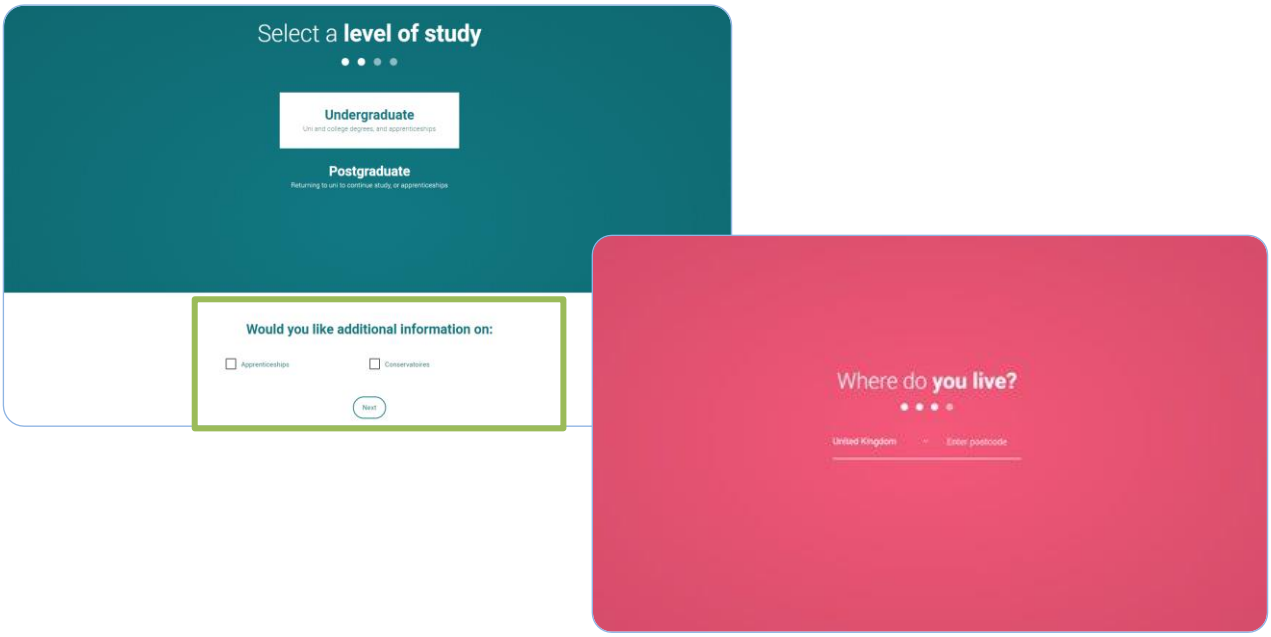
UCAS email you a code to verify your email address, so we know we've got the right details.



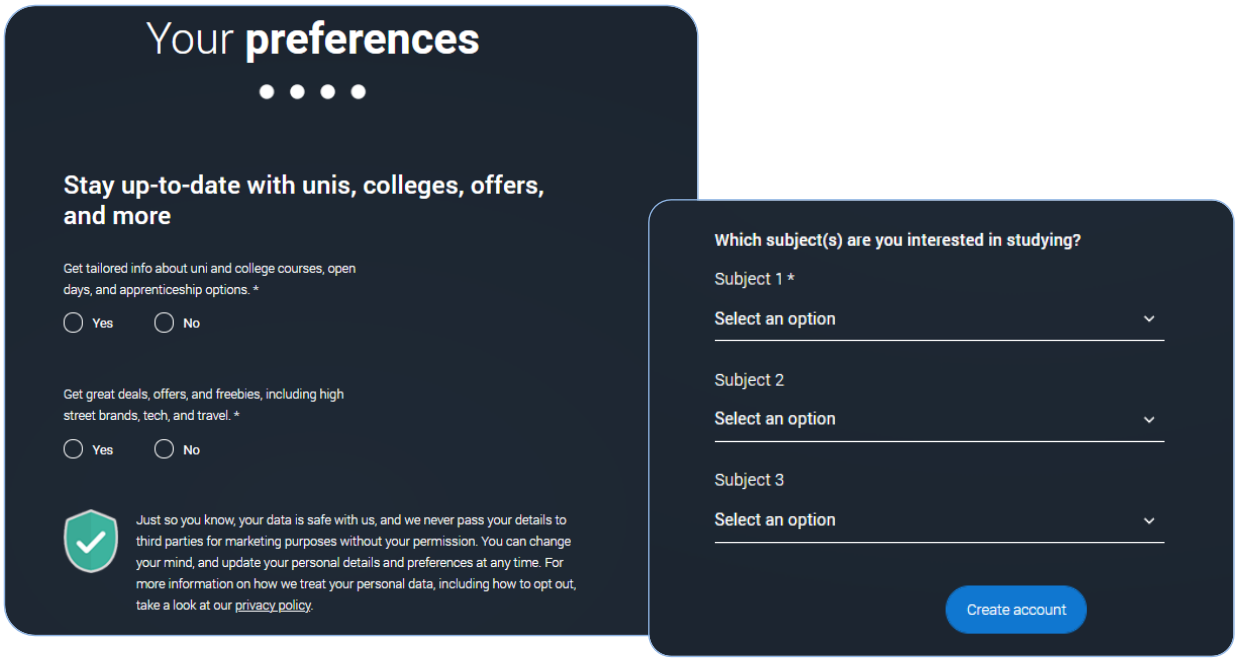
Once you've registered, we ask you a few questions like when you want to start studying, where you live and what you're interested in so we can tailor the information you see.
Make sure you choose the correct study year, 2026 if you want to start next year, including if you want to defer entry.



Choose the correct level of study, it's **Undergraduate** if you are still at school/college.
You can choose to get information on apprenticeships and conservatoires here too.
Tell us where you live so we can direct you to the right information.



Choose if you want to get tailored information about uni, college and apprenticeship options.
Select the subjects that you are interested in – you can change these at any point in your preferences.



Search for your school/college, if you can't find it then you can type in the name.
You will also need to enter your school/college buzzword at the point you start your application.

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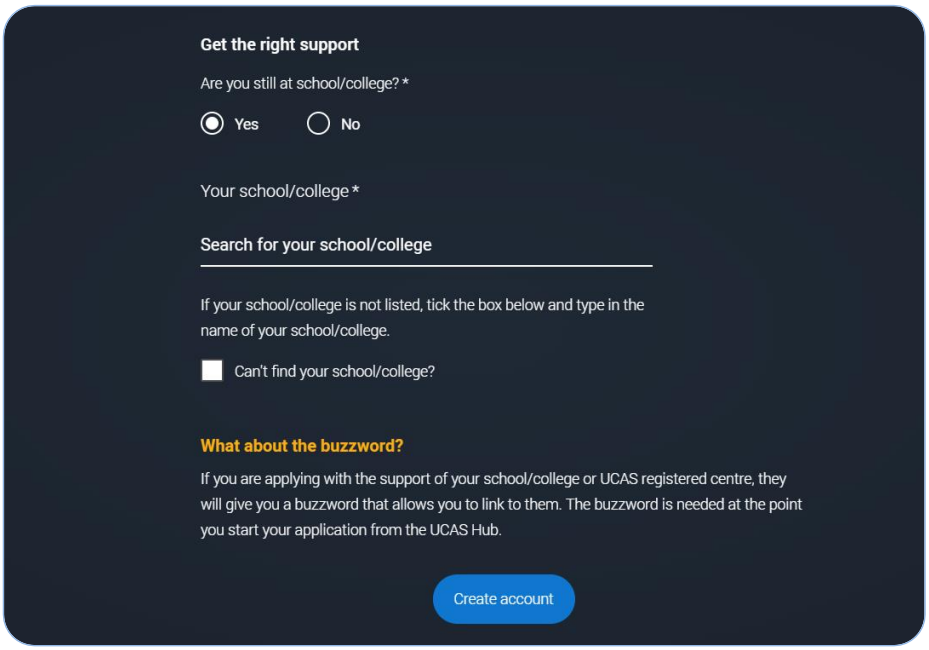
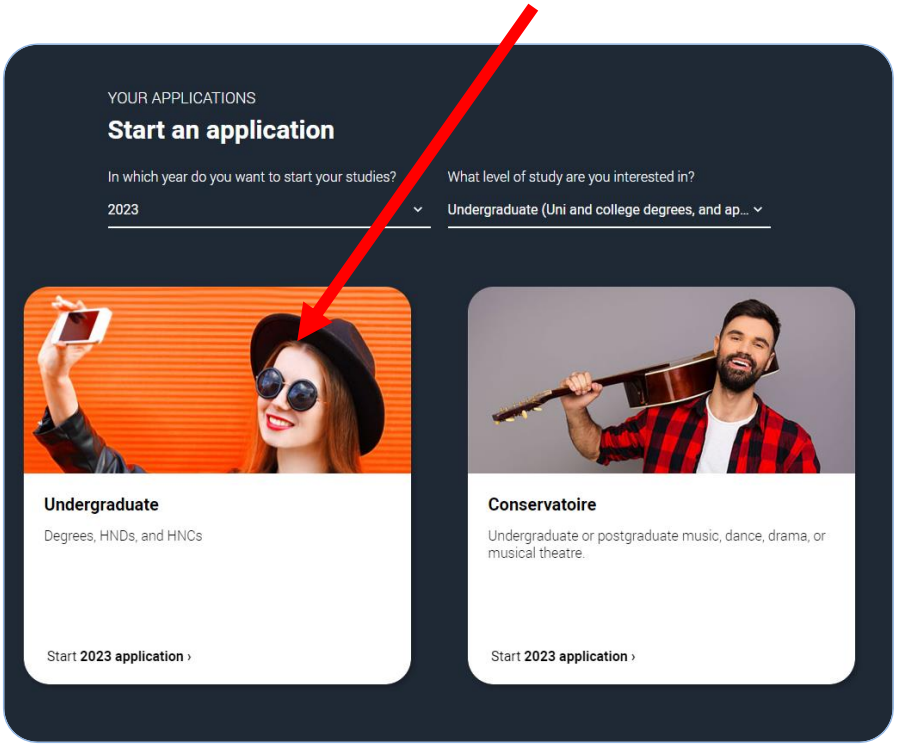
Then scroll right to the bottom to create account.



Choose the year you want to start your studies (this will be 2026 for most students), level of study (it's Undergraduate if you are still at school/college) and type of application you wish to make. Make sure you choose 2026 if you want to start next year, including if you want to defer entry.



Your application is divided into different areas and you will need to complete each one to get your application ready to send it off. For help completing each of the sections- please refer to the recorded presentation used in tutor time or seek help from your tutor or one of the Sixth Form team.

Key information:

You will also need to enter your school/college buzzword at the point you start your application.

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This will link your application to the school so that we can access your application to check you are completing the sections correctly and enter predicted grades and a reference for you.

Nominated access: only put someone else in here if you really want them to be able to access your account e.g. parents/carers/ older siblings if you are going to be abroad on results day.

Contact and residency details: in this section you will be asked to enter your nationality (most of you will enter UK National at the top of the list). Be aware that you do not have dual nationality unless you have 2 passports for different countries. Your area of permanent residence will be Leeds (select this from the list). In the residential category most of you will select UK citizen from the list.

Funding: when you get to the question about funding most students will select the option:

UK, ChI, IoM or EU Student Finance Services.

You will then need to select an option for 'Student support arrangements' – for this you will select **Leeds** from the drop down box

Education: at this point you need to know the details of each of the GCSEs that you have taken and everything else as well like ballet exams, music exams, Duke of Edinburgh and even swimming badges if relevant.... You need to put in the date that you took the exam, the board and the grade obtained.

Exam results are emailed to you by school – so for GCSE results please check your inbox during August 2024.

You also need to put in all the exams that you are going to take in the Sixth Form. Put the date as **June 2026**. These will be marked as result **pending**. Don't forget to put in the exams at GCSE that you might be retaking.

Personal Statement: there is lots of guidance on the following pages but UCAS also has their own guide online that you can use and there are resources on unifrog.

Sending your application to UCAS

Once you have completed all the sections of your UCAS application you will need to complete and send it.

1. You will need to click on pay and send- (UCAS charges an administration fee). To pay online you will need a debit card.
   £28.95 for up to 5 choices
   Please note of you receive the bursary school will pay this for you

2. Once you have paid, then your completed application is sent to Mrs Knox-Renshaw (not to UCAS yet). At this stage we will then do a final check of your form- if there are any mistakes we can send it back to you to make changes- you then click on the same box to pay and send but you won't have to pay again.

3. Once your application form has been checked for the final time by Mrs Knox-Renshaw and yourself you will then read through your reference. Once you are happy with your application and have completed a Microsoft form of consent, Mrs Knox-Renshaw will then send it off to UCAS.

4. UCAS will then contact you to inform you that they have received it.

5. Once you are on the UCAS system they will send you information so that you can log on to TRACK – and this allows you to track the progress of any offers.

The personal statement format has changed for 2026 applications. There are now three separate questions to answer to make it more structured and easier for you to shine in your application. The details you provide for each of these questions will help you include exactly what universities and colleges want to see. Each answer will be a minimum character count of 350 characters and overall there is a maximum of 4000 characters (including spaces).

There is a short video with general advice about writing your personal statement from UCAS here - https://youtu.be/e-TM0KX_xv8

UCAS guides for a range of subjects can be found here - 2026 personal statement guides | UCAS

Here is a link to a video from UCAS about what admissions tutors are looking for - https://youtu.be/3fa6xGHrDtI

The new structure

Question 1: Why do you want to study this course or subject?

This is your opportunity to showcase your passion and knowledge of your chosen subject area and to demonstrate to universities and colleges why it's a good fit for you and your future ambitions.

Examples of what you might talk about here are:

- Your motivations for studying this course(s)

Have you been inspired by a key role model or moment in your life? Maybe it's a subject you love and want to pursue further. We're all driven by something and it's important to talk about how yours has led you to this course or subject area.

- Your knowledge of this subject area and interests

Perhaps there's a particular subject area you've researched and can't wait to learn more about. A book or subject expert doing great things that have sparked your interest? Universities and colleges want to see you have done your research so they can be confident this is something you will enjoy and excel in. This is a great place to highlight super-curricular activities as evidence of curiosity and interest in the subject outside of the classroom.

- Your future plans and why this is a good fit for you

If you already have a particular profession in mind you could talk about how you'll use this to launch your career. If you don't, think about what's important to you and your future, and how the knowledge gained from your chosen course(s) will help you achieve this.

Question 2: How have your qualifications and studies helped you to prepare for this course or subject?

This is your chance to shout about the relevant or transferable skills you've gained from your formal education and highlight your understanding of how they will help you succeed in this subject area.

Examples of what you might talk about here are:

- How your studies or training relate to your chosen course(s) or subject area

This could be current or previous studies within a school, college, training provider, or even a short online university course – any form of formal education. The main thing here is to focus on what's most recent and relevant to your chosen course(s). If you are no longer in full-time education, use section three to talk about your experiences since leaving.

- What relevant or transferable skills you have that make you a great candidate

Maybe there are a couple of subjects that have helped you develop a core set of skills required for your chosen course(s). Or, a particular module that helped you understand where your interests and strengths lie.

- Any relevant educational achievements

Universities and colleges will see your grades elsewhere on your application so don't waste time talking about these. Consider accomplishments like winning a school or national competition, serving as a student ambassador or team captain, or landing the lead role in a play.

Question 3: What else have you done to prepare outside of education, and why are these experiences useful?

This is your chance to talk about any other activities you have undertaken outside of your formal education or personal experiences which further demonstrate your suitability for the course. This section is likely to be highly personal to you and anything you do include should reflect on why you're including it.

Examples of what you might talk about here are:

- Work experience, employment, or volunteering

Whether it's in-person work experience at your local school or virtual work experience through Springpod, or volunteering at a dog shelter, the key thing here is for you to reflect on your experiences and the skills gained relevant to your chosen course.

- Personal life experiences or responsibilities

Is there a situation you've personally overcome that has influenced your decision? Are there responsibilities such as caring for a family member that has helped you develop essential qualities for the course like resilience and empathy?

- Hobbies and any extracurricular or outreach activities

Think sports, reading, community work, summer schools – any activities outside of your studies that help further showcase why you'd make a great student.

- Achievements outside of school or college

This could be a position of responsibility such as captain for your local club, a musical achievement, competition you won, or a qualification you've attained outside of the classroom.

Finally, don't forget to utilise Unifrog to its full potential to help with your application.

As a school we have invested in Unifrog; there are various tools available for you to use:

- **University Tool** - this allows you to search courses at universities and compare universities, for example by entry requirements, distance from home, drop-out rates and weekly study hours. You can then create your shortlist by sorting university courses by the factors that matter most to you.
- **Oxbridge Tool** - if you are interested in applying to Oxford or Cambridge this tool allows you to compare the universities, for example by starting salary or world ranking. You can also find out more the courses they offer and filter them in various ways.
- **Competencies Tool**- as universities and employers are looking for particular competencies and this tool high lights some of the key competencies they will be looking for and allows you to log how you can demonstrate they you have them.
- **Personal Statement Tool**- this helps you to write your personal statement by breaking it down into sections and giving you help with what to write.