



8th May 2017

Dear Parent/Guardian,

We hope that exam preparations are going well for your son/daughter.

In order to avoid confusion over the next few weeks, I want to outline the school's policy regarding attendance to lessons. **There is no study leave for Year 12**; students are to attend all lessons in all subject areas with the exception of the days on which they have an afternoon exam. Once AS exams have finished, subject teachers will begin preparing students for A2. We understand that students with remaining exams will be unable to attend all lessons, but the expectation is that they continue to attend lessons as usual as per their timetable.

Students have been issued, via form tutors, with examination timetables. Students who have recently missed registration must see Mrs Watkins in the exams office to check their exam timetables as well as any special access arrangements. A reminder, too, that the exams notice board must be checked every day during the exam period in order for students to gain information about rooming, times and so on. Students must arrive at least half an hour prior to the start of their exam in order to address any queries that may arise. This is particularly important for students with entitlements such as extra time/laptops as we need to ensure that correct provision is in place.

The school year will officially roll over on the 25th June and students who are currently in Year 12 will be issued with their Year 13 timetables at the start of roll over. **Students must continue to attend all their lessons.** Students will not be permitted to 'drop a subject' until after the results day in August as exam results often influence choices. They will also have missed a month of important A2 lessons.

At rollover, students will be following a pastoral programme centred on completing personal statements for UCAS submission at the start of September, therefore attending registration periods and assemblies will be vital. Information about UCAS follows below:

Essentially, UCAS enables students to submit their applications to university, online, from September 2018. UCAS deadlines for the final submission of applications are: **Monday 15th October 2018** for Oxbridge, medical, veterinary science and dentistry students and **Tuesday 15th January 2018** for all other applications. However, it is important to note that an increasing number of universities will offer places on a 'first come, first served' basis; therefore the earlier your child applies to university, the more likely they are to secure a place at their preferred institution.



With this in mind, we would appreciate your support in encouraging them to adhere to **the school's deadlines** for the submission of UCAS applications. They are as follows:

- **Oxbridge, Medical, Veterinary and Dentistry applicants: 15th September 2018**
- **All other applicants: 28th September 2018**

All applications should be completed online at www.ucas.com. All sections must be completed including paying for and sending off the application. The online application will then come to me for checking and adding references. Please ensure that applications are submitted **by the school's required dates** in order to give us time to process them, collate subject reports and write their accompanying references before the final UCAS deadlines. Please also remember that some courses require admissions tests such as ELAT, BMAT and UKCAT; pupils should spend time practising for them in advance as well as continuing to attend open days. **The Exams Officer should be notified of any required admissions tests by the end of this academic year.**

For those students not intending to apply for university, it is essential that they also complete a personal statement so that we can assist them in applying to other further education establishments, for apprenticeships or full time employment.

Pupils will soon be able to register to use the UCAS website using the school's buzzword, **chepstow19**. Form tutors will notify students when registration becomes live, so it is important that students attend all registration periods. When students are given their username and password, they will be able to track the progress of their applications online. University Representatives, Form Tutors and members of the Sixth Form team will continue to give guidance on writing effective personal statements. Should your child, however, require further help, please ask them to contact me as soon as possible.

With many thanks in anticipation of your continued support.

Kind regards

Tony Price
Deputy Headteacher