



August 2017

Dear Student

IMPORTANT INFORMATION: CLEARING – POST EXAMINATION AUGUST 2017

How well did you do? If you achieved your goals or did even better, congratulations! If you didn't, don't panic! Read on! The following points may help you decide what to do:

- 1 Do not sit around and mope. Check *UCAS Track* to see the status of your application to your FIRM Choice. If no decision has been made, get on the telephone and speak to the institution you were hoping to go to. They may still take you if you are only a few points or one grade down and show real determination. If your CF (Firm) offer rejects you, contact your CI (Insurance) offer. If you have not met their conditions, you will then be eligible for CLEARING (see overleaf for details).
- 2 At both your Firm and Insurance offers it is also worth investigating similar, related courses as there may be places available. Emphasise your commitment to that particular institution.
- 3 In every case, you may quote Mr Flack's name for a reference. We shall be able to deal with any requests from 17 August onwards. Staff will also be on hand on 18, 21, 22 and 23 August. Mr Flack and Andy Gardner can also be contacted via email (see overleaf).
- 4 Please remember to have all the relevant documentation to hand when you telephone institutions. Ask for the **Admissions Tutor** for the course for which you are applying. Make the telephone call **yourself**. Tutors do not want your parents to telephone on your behalf while you sob quietly in the background. If you are given any verbal offer or promise of an offer, ensure you get the name of the person you have spoken to and the name of the course/course code. Follow up with an email confirming your conversation. Keep JFS informed! Bear in mind, with many institutions you may only get to speak to a Clearing Desk representative.
- 5 If you **have** obtained the grades required for your chosen institution, you will **automatically** receive confirmation of a place via *UCAS Track* within a few days. There is no need to contact the university. If you are going to university in September/October set about finalising accommodation. Time for that trip to IKEA!
- 6 If you have **exceeded** your own expectations and have grades that are substantially higher than the university offers you are holding, you may qualify for the 'adjustment period'. This gives some conditional firm (CF) candidates the chance to seek an alternative place following confirmation. Adjustment will be open to those candidates that have **met and exceeded** the terms of the offer from their CF institution (e.g., the offer was AAB and they achieved AAA). Eligible candidates will have five days to seek an alternative place, during which time their CF place will be held.

All candidates who are confirmed on *UCAS Track* as accepted by their CF institution will be asked if they wish to be considered for the 'Adjustment Period'. **PLEASE NOTE THAT IT IS YOUR RESPONSIBILITY TO ESTABLISH YOUR ELIGIBILITY FOR ADJUSTMENT AND YOU MUST CHECK THIS CAREFULLY.** If you do decide to enter into the 'Adjustment Period', please keep the School apprised of your progress and eventual decision.

- 7 If you have lodged a request for a re-mark, do let the university know this. Priority 2 remarks will be automatically forwarded to *UCAS* and on to your university.
- 8 Do notify your LA of any change of course/institution the moment this is confirmed to ensure that any financial support / loan arrangement to which you are entitled is ready for the start of term.
- 9 If you had applied for deferred entry and have not met the terms of your offers, **do** check with the institutions and then consult us about what to do. You may, of course, re-apply via the School by contacting Mr Flack in September. Remember – do apply early! (See overleaf for buzzword.)

FINALLY, PLEASE LET US KNOW WHERE YOU ARE GOING AND ON WHICH COURSE. Please complete the 'Leavers' Destination Form' online [here](http://www.jfs.brent.sch.uk/sixth-form/higher-education) (or go to the JFS website: <http://www.jfs.brent.sch.uk/sixth-form/higher-education>). This is very important for us and enables us to track former students and assists us in advising students in the future. Good luck and keep in touch! Do let JFS know how you do in your degree as well!

A handwritten signature in black ink that reads 'A Flack'.

Anthony Flack
Assistant Headteacher (Sixth Form)

CLEARING

Clearing is the process by which universities, which still have vacancies, are matched with students still seeking a place. You are eligible if you are not holding any offers or if your offers were not confirmed when exam results were published (i.e. you did not achieve the required grades/points). You will know you are in Clearing if your *UCAS Track* status says “You are in Clearing” or “Clearing has started”. Information about all course vacancies can be located in the following ways:

UCAS Website	www.ucas.com
University Websites	See Prospectuses for details
UCAS Helpline	0871 468 0 468

Do ensure you consider courses carefully before opting to take up any offer made through the Clearing process. Check availability of courses and contact any institution which you may be interested in. Please only add a Clearing choice once you have had confirmation from the University that they are happy to offer you a place: Click “Add Clearing choice” and fill in the course details by the date that the University/College gave you on the ‘phone. This will count as you **definitely** accepting the offer, so if the University/College confirms, it will show as an acceptance on the Choices Page of *UCAS Track* and a confirmation letter will be sent to you. You can only add one choice at a time. If the University/College does not confirm your place, you will be able to add another choice. **If you want to talk it over – ’phone us!**

To contact your advisors at school:

Mr Flack / Andy Gardner 020 8206 3100
Andy Gardner : gardner@jfs.brent.sch.uk
Mr A Flack : flack@jfs.brent.sch.uk

RE-APPLICATION / POST ‘A’ LEVEL APPLICATIONS

You can apply through the School using the online *UCAS Apply* system. Your initial school contact for checking your form is Mr Flack. For access to the *UCAS Apply* system, go to: www.ucas.com

- apply
- student login 2018
- register
- Buzzword is KENTON18
- Tutor Group is 14JFS (for all former students)

Please do not contact us between 4 and 8 September except in an emergency as it is the first week of term. Please note that the **national UCAS deadline is 15 January 2018** so you must re-apply well before that, ideally in late September – early October.