



MLJ/LMS

7 December 2022

**RE UCAS deadline Tuesday 3<sup>rd</sup> January 2023**

Dear Parent/Carer

I am just writing to remind you the deadline for your child to submit and pay for their UCAS application is **Tuesday 3<sup>rd</sup> January 2023**. This is to give staff enough time to check your child's application for errors and ensure it is sent to UCAS before the 2023 deadline.

**How can you help your child**

**The education section of the UCAS application**

Your child should have completed the main part of the application by 25<sup>th</sup> September. This includes the education section where staff need to check the information your child provides. Students should have also added their GCSE grades and the A Level subjects that they are studying. They also need to have their GCSE certificates to hand in case they are asked to verify the grades they have submitted. The UCAS team has been working with students in school, however, any additional support from you to help check that they have completed the application process would be greatly appreciated.

**Personal statement**

Students should have completed their personal statement (again by 25<sup>th</sup> September) and submitted these to their form tutor for checking. This information is used by form tutors to write their reference on UCAS. It is difficult for tutors to write your child's reference without this information.

**Choices**

This is the most difficult section for your child to complete, making the final decision. They need to make sure their predicted grades are in line with the courses they want to study. Checking staff cannot see the grade requirements when checking the UCAS application therefore it is purely down to your child to ensure they meet all requirements set out by the universities. The UCAS website provides information on the grade requirements and any additional course requirements they might have.

I wish your child every success in their application. If you have any questions, please do not hesitate to contact me, [mjervis@heckgrammar.co.uk](mailto:mjervis@heckgrammar.co.uk).

Yours faithfully,

Mrs Jervis – Progression Leader/Teacher of Business & Economics

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