



## HECKMONDWIKE GRAMMAR SIXTH FORM

MLJ/LMS

July 2023

Dear student,

### Applying to university after leaving the school

#### UCAS

Some students choose to re-apply to university having left HGS. The school is more than willing to help you in these circumstances, by writing a reference and, where necessary, supplying predicted grades.

In order to apply through UCAS as an external student you need to follow the procedure set out below:

- E-mail me at [mjervis@heckgrammar.co.uk](mailto:mjervis@heckgrammar.co.uk) to explain your intention to apply having left the school. I will need you to complete a form about what you have done since leaving HGS. This **must be returned** before the reference can be written.
- I will also provide you with separate instructions concerning how to register on Apply 2024 and request a reference through the school.

**Please allow the school plenty of time** to write your reference. At busy times, we typically require up to **two school weeks ahead of a major deadline**, so aim to make your request by:

- **2 October** for 16 October deadlines
- **10 January** for 31 January deadlines.

You will need to pay for your application directly through UCAS.

#### Exam resits

Note that if you intend to re-sit any exams using the school as an examination centre, you must make these arrangements separately– follow the link below for details:

<https://www.heckgrammar.co.uk/students/examinations/information-for-resit-home-language-private-and-external-candidates/>

Yours sincerely,

Mrs Jervis  
Progression Leader

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Headteacher: Mr P D Roberts

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