

HIGHER EDUCATION & CAREERS ADVICE POST A LEVEL

Dear Leaver,

This booklet is intended to help you find your way through the process of receiving your results and confirming your chosen pathway into higher education or an apprenticeship.

The information you will find in this booklet is supplied by the HE and Careers Team, the Examinations Office and the Development Office. These three sources of support and information will be important to you as you receive your A Level results, move towards the next step of your career, and become part of the much wider Edwardian network.

Your connection with KES does not cease at the moment you leave the School; many Edwardians return to use our HE & Careers facilities during their GAP year and beyond. Many of you will be making Post Qualification Applications (PQA) through the School from September.

If you are adopting a PQA strategy, please make sure you read the information in this booklet, and give your personal email address to your tutor, as you will need our support in your university application.

When you receive your A Level results in August, the HE & Careers Team will be in School to offer any advice you may require regarding your higher education choices and your current position. Please refer to the times of the Post Results Clinic, which are published in this booklet, on the website and within recent termly bulletins.

If you have any concerns regarding the marks you have been awarded you will need to refer to the Post Results Help and Services information within this booklet or to the appropriate section of the School website.

We all wish you the very best for your examination success and your future career, and hope that this final advice booklet will be of use to you.

You will find a list of contacts at the beginning of each section.

Good Luck!

A Level results are published on
15th August 2019

- Results will be available for you to collect in person from the School. If you wish to make any other arrangements for receiving your results, please contact the Examinations Office, well in advance.
- Please attend the Post Results Clinic in the Concourse at the times indicated, if you require any help or advice. We are unable to offer guidance by email or any other means at this time.
- You will need to know your UCAS number, your TRACK pin, and you may find it helpful to have a copy of your institution and course codes with you, plus any specific offer details.
- Please bring with you any correspondence relating to your HE offer, particularly if you have names and telephone numbers of university staff, as this may expedite any clarifications that are needed.
- Remember: you can use TRACK at any time to check the status of your application: you may be able to determine your CF/UF status before you collect your results.

POST RESULTS CLINIC

All Upper Sixth pupils are advised to be available when their results arrive. The results will not be issued to anyone other than themselves without prior written notification naming a designated recipient, preferably a parent. Please contact the Examinations Office if you require this service.

Results will be available in school between 8.30 – 10.30am on 15th August.

Students are reminded to update their contact details on Track in case universities need to contact them.

Please proceed to the **Concourse through the Wilton Road pedestrian gate and then via the Atrium.**

Times for the Post Results Clinic are listed below:

Day	Times	Staff
Thursday August 15th	8.30am - 12.30pm and 2.00pm - 4.00pm	LSDM, NDC, JEH, CJM, KJ, SE
Friday August 16th	9.00am - 12.30pm and 2.00pm - 3.30pm	LSDM, NDC, JEH, KJ, SE

Some initial advice about results day is provided within this booklet. However, each case will need to be considered individually and for this reason, our HE & Careers staff will be available for personal consultation at the times above. As already stated, we will not be able to offer this service via email.

ESSENTIAL INFORMATION FOR UNIVERSITY APPLICANTS

**CONTACT: Your Tutor, Mrs Millar, Mr Culver
Miss Jordan, Mrs Mandley and Mr Hyder**

You can consult TRACK from midnight the day before you get your results, to see the outcome of your application. **If, your CF offer has not been confirmed, you may need to contact your CF or CI University on Results Day.**

For this reason, **it is important that you know your UCAS number and your course codes and that you bring all this information with you** when you come to collect your results.

The morning on which results are published is one of frantic activity for UCAS and University Admissions Offices, and having information and codes to hand will make your progress much smoother. You can, of course, use a print out from TRACK if you prefer.

DO NOT SIMPLY GO HOME

if your results are not as you had hoped

Seek advice from someone on the HE & Careers Team

PLEASE INFORM THE SCHOOL OF YOUR FUTURE PLANS once they are finalised, by emailing lsdm@kes.hants.sch.uk ASAP. This information is urgently required by the Head Master, as various Government returns have to be completed before the end of September. It is also of enormous value to us in our attempts to improve the service we offer from year to year.

It would be sensible to bring a mobile phone with you on Results Day, but our experience tells us that most university telephone lines become congested on this day: you will require persistence and patience.

University admissions tutors prefer students (not parents, or School staff) to take the initiative in the matter of their university courses. The School cannot undertake to influence university decisions, but will be able to offer you advice on how you should proceed.

SOURCES OF INFORMATION

We provide details of sources of information that you may wish to use once you know your results.

VACANCIES

Institutions dealing with enquiries about course vacancies in Clearing will be listed as follows:-

1. Newspapers

One broadsheet newspaper will be designated as the official source of University Clearing information. The Parents' Guide; Gap Year Guide; Clearing Guide; Finance and Bursaries information are supplements that appear at this time in most newspapers.

2. Internet

UCAS will publish lists of vacancies updated daily. The UCAS web site is www.ucas.com. The Student UK website can be accessed on www.studentuk.com, but all universities will publish vacancies on their websites.

3. UCAS Track Service

This gives access to your individual record of applications via the UCAS website: www.ucas.com, by using your application number and a unique password. It is updated regularly so that changes to status can be seen.

4. The UCAS Helpline

A special hotline is set up each year and the number published on the website. This service is always very busy so be prepared to try several times. **Please have your personal ID ready.** The UCAS website has several pages dedicated to FAQs on confirmation and clearing.

5. The School website - [Academic menu/University and Careers](#) - has useful links for you.

HELPLINES AND ADVISORY SERVICES:

The UCAS Clearing instructions sent to applicants will contain more accurate information and applicants are advised, in the first instance, to use www.ucas.com and Track.

The Student Room. This is essentially a chat room and not necessarily reliable, but can be a reassuring point of contact.

On Results Day, please come into School where you will not be alone, and can benefit from our many years of experience.

CLEARING AND AJUSTMENT

Applicants who **have met the conditions of their firm choice will be placed there** (UF). Track will display a confirmation letter confirming their place. The letter will advise the applicant if they need to take any further action.

Applicants who are not confirmed at their firm choice, but **meet the conditions of their insurance choice, will be placed at their insurance choice** (UI).

Applicants **who have not met the conditions of their offer:**

- may still be accepted by the university or college, and may need to wait a few days for them to make a final decision. (The university or college may be waiting for some additional information.)
- may be given a change of course, date of entry, or point of entry offer, which will be shown in Track. **Applicants are not obliged to accept this.** Track will display a Confirmation of Change letter (AS12C) outlining the available options when all Confirmation decisions are made. They must then accept or decline the change. Applicants only have **five calendar days to reply to a course change offer.**

Applicants are expected to honour the Confirmation commitments. However, should an applicant find they no longer wish to take up their confirmed place, they will need to either withdraw from the UCAS application system completely, or release themselves into Clearing via Track. **This decision must not be taken lightly, as they will lose their place.** Applicants should contact the university or college directly about a change of course, date of entry, or point of entry. More information about Confirmation can be found at www.ucas.com/results.

CLEARING

Applicants may become eligible for Clearing at different times. The service is available for students who:

- have not received any offers
- have declined any offers they have received
- did not put in an application (perhaps because of low UCAS predicted grades) but have done better than expected and now wish to avoid taking a GAP year

Applicants need to find out which courses have vacancies (see Clearing vacancy information), then **contact universities** and colleges to discuss the possibility of gaining a place.

If a university or college provisionally offers an applicant a place in clearing, they'll usually give them a **date by which they must enter the course details in Track**.

Applicants can contact different universities and colleges to discuss vacancies, and may be informally offered several places. They will need to decide which offer to accept, as they can only enter one choice in Track.

Deferred entry applicants - as Clearing is not primarily intended to be used for deferred entry, applicants should check with providers if they will consider them.

Results – applicants need to be able to verify their results if a university or college asks for them – so they should have their GCSE results with them in School.

ADJUSTMENT

Applicants who meet and exceed the conditions of their conditional firm (CF) choice have the option to try to find an alternative place through Adjustment, while still holding their original confirmed offer.

Adjustment is open from 15th-31st August. During this time, students can register for Adjustment in Track. They then **have five days to secure an alternative place**. If they don't manage to do this, they remain accepted at their original confirmed place.

A brief summary of Adjustment:

- It is optional.
- Adjustment allows applicants to seek an alternative course without losing their secured place.
- The Adjustment process runs from 9.00am on 15th August until 31st August.
- An applicant **has five calendar days to use Adjustment**, from 15th August or the day their status changes from CF to UF.
- If an applicant registers for Adjustment in error, please advise them not to worry and not to take any further action. When the five day period is over, their original place will remain unchanged.
- There are no Adjustment vacancy lists. It is the **applicant's responsibility to contact a university or college to discuss an Adjustment place**.
- To secure an Adjustment place, the applicant must have received an alternative offer through UCAS before the five day period ends.
- If an applicant does not receive an alternative place, they **remain accepted at their current university or college**.
- Applicants who are in Adjustment who contact providers should make it clear whether they are enquiring or agreeing to accept an offer, as if the applicant is claimed in Clearing, they will not be able to retain their previous UF choice.

ESSENTIAL INFORMATION FROM THE EXAMINATIONS OFFICE

**CONTACT: Mrs SM Owen, Mrs EJ Funnell, your
subject Head of Department or Dr BM Waymark**

RESULTS INFORMATION

The Statement of Results, once received, must be regarded as the official notification of results gained and should be retained carefully.

No results information may be obtained by telephone from the School Office or Members of Staff (teaching and non-teaching including the Caretakers).

CERTIFICATE COLLECTION

Certificates for the summer external examinations will be delivered to the School in the **Autumn term**, and the Examinations Office will notify you regarding the issue of these.

POST RESULTS SERVICES FOR ADVANCED LEVEL GCE EXAMINATIONS

All post result enquiries must be made on the relevant form(s) available from the Examinations Office and the School Website and submitted - with signatures – to the Examinations Office by the dates and times indicated. All signature boxes on each respective form must be completed.

**Enquiries about Results should be referred, in the first instance,
to the Head of Department in that subject.**

The School will endeavour to provide all the post results support necessary, but the Awarding Bodies issue strict deadlines and therefore it is vital that pupils submit their forms on time and preferably before the dates given in this booklet. Please do not hesitate to contact the relevant person for advice at the earliest opportunity.

PRIORITY ENQUIRIES ABOUT RESULTS

This is a fast track version of the above procedure if a candidate's place in further/higher education depends upon the outcome. An urgent request for this type of enquiry must be submitted within a few days of the publication of results. Subject Grades and Paper Marks may be raised, lowered or merely confirmed and therefore both candidate consent and School approval must be given before any Priority Enquiry is submitted by the School to an Awarding Body. Signatures will be required from the Candidate, Parent & School Department Representative and the form must be handed into the Examinations Office, with the required payment within five days of results. Please consult the [Examinations section](#) of the website for deadlines and details of costs.

PHOTOCOPIES OF SCRIPTS

Candidates who may wish to submit an Enquiry about Results, or see how their script has been marked, are recommended to request a photocopy of their script. This will be beneficial in their discussions with Staff at the start of the academic year. Ordering a photocopy of a script will still allow an Enquiry about Results to be submitted.

Photocopied scripts can also be ordered and paid for by candidates, for learning purposes, at a cost of £15.00 per paper, if the request is received by the Examinations Office, within five days of results. Please consult the [Examinations section](#) of the website for specific details.

Photocopied scripts may also be requested by the School Heads of Departments with a view to recommending to a candidate to pursue an Enquiry about Results, with the candidate's permission.

ENQUIRIES ABOUT RESULTS

Enquiries about Results can only be initiated by the School. Only genuine enquiries will be encouraged and the School Staff will advise on these. Through this enquiry process, Subject Grades and Paper Marks may be raised, lowered or merely confirmed and therefore both candidate consent and School approval must be given before any enquiry is submitted by the School to an Awarding Body. The School will initiate all such enquiries. Signatures will be required from the Candidate, Parent & School Department Representative and the form must be handed into the Examinations Office. Please consult the [Examinations section](#) of the website for deadlines and details of costs.

ORIGINAL SCRIPTS

These may be ordered and paid for by candidates. A charge of £12.50 per script usually applies. Application forms are available from the Examinations Office and must be submitted with the correct payment to the Examinations Office. Please consult the [Examinations section](#) of the website for deadlines and specific details.

RESITS

Discussions about the possibility and advisability of resitting A Levels in June next year should take place between Leavers, Subject Teachers, Heads of Departments and Tutors. Clearly, a Post Qualification Application would result in a conditional rather than an unconditional offer, if examinations are pending.

PQA AND GAP STUDENTS MAKING AN APPLICATION FOR NEXT YEAR

CONTACT: Your Tutor

If you wish us to process your application form or provide a reference you MUST register as a student of the School on UCAS.

If you are making a Post Qualification Application you have **choices about how you apply**. Should you wish to apply for university through the School and access the support of your tutor you may do so, as long as you click the 'send' tab and submit your application form to your tutor, **BEFORE 25th NOVEMBER**.

If you wish to take a more leisurely approach to your application you do not *need* to apply through the School: you can apply as an independent applicant and simply request a reference from the School. We strongly recommend however, that you use the School and liaise with your tutor. All our UCAS activity ceases at Christmas, so requests for references must be received by **9th DECEMBER**.

As long as you have access to the internet, and **KES is your most recently attended academic institution**, you can make your application any time from 1st September in the year you leave School. If you have ***re-takes pending at a different institution***, you will need to provide us with independent evidence of your predicted grade if you wish us to process your application. An email from your new examination centre will suffice.

So, you have three main deadlines to consider:

16th September - if you are applying for Medicine, Dentistry, Veterinary Sciences or Oxbridge.

25th November – if you wish to apply for any other courses, but do so through the School and use your tutor to check your application.

9th December – if you wish us to supply a reference for you as an independent applicant.

If you are unsure how to proceed at any point, **use the information on the HE & Careers section of the School website** and remember to please keep in contact with your tutor.

UCAS APPLICATIONS – GETTING STARTED:

- If you decide that you wish to use the school’s support system and apply through the School, please let your tutor know in good time. (Please remember that under data protection legislation, once you are 18 and have left the School, we cannot discuss your application with your parents.) Please email your tutor to arrange a time to meet to discuss your application and always allow him/her time to collate your teachers’ references. As you know, it will take **at least 10 working days** to get your application to UCAS even after you’ve pressed “send”. Please do not just wander into School and expect your tutor to see you – **you will need to make an appointment.**
- Firstly, you need to go to www.ucas.com. Click on the APPLY & TRACK link within the UCAS site and then click ‘start an undergraduate application’.
- The next stage is to REGISTER. Do this by selecting the link.
- Keep a note of your user name and password (and remember to register with an email address that you currently use). If you forget your password you will need to contact UCAS.
- Then select application through your School/centre: You will need to indicate that you once belonged to King Edward VI School, Southampton (make sure you select the correct one!).
- **Once you have done this you are agreeing to submit your completed UCAS application form to your Tutor by the published School UCAS deadlines above.**

➤ The “**buzzword**” that you need to enter for the internal method is **SPUD** in upper case followed by the year of entry, without a space between the initials and the date. You must also register as part of your old tutor group (eg. S20), so that your tutor can “see” your application.

- Complete the UCAS form, entering all your IGCSE and GCSE as well as A Level grades. We recommend that you do not enter unit grade results for A Level exams – just stick to the overall grade. Any re-sits that you decide to take will make some of your results ‘pending’, but you must, in any case, enter **ALL the examinations you have taken with their dates. You cannot simply ignore any unsatisfactory results. “Unclassified” does count as a result.** For all results (including GCSEs) – the **qualification date is August.** Please see the examination documents section of the website (under Academic and then Examinations and Reports) for a list of the correct [examining bodies](#) for UCAS applications.

INDEPENDENT APPLICATIONS

- You can decide to make an ‘Independent application’ instead – and not go through the School. In this situation, the School is not involved in your application at all except for supplying a Reference. If you choose this method you have until **9th December** to ask the School to supply a reference for you - but you don’t get the benefit of our advice, support and guidance. The choice is up to you, but we strongly recommend applying through the School. (If you are applying to Oxbridge, or for Medicine, Veterinary Science or Dentistry, this ‘independent route’ is not open to you.)

RESITS AND PENDING GRADES

If you are taking re-sits of any examination units, you will need to enter the examination centre you have chosen to use to sit the papers. Enter your **grade as pending** in the August of the following year.

Please note that whilst the School provides predicted grades for UVI students, it cannot do so for students who are no longer registered as being taught here.

You may be contacted by the universities to which you have applied requesting your new examination centre to provide UCAS predicted grades separately and directly. This is not unusual and should not cause you any uneasiness. If this happens, you will need to liaise with your examination centre and your university.

TIPS AND FAQ ANSWERS

If in doubt at any point, use the School website for online advice. Select the [Academic menu/University & Careers](#).

- The fee code you should enter on your application is **most likely to be 02**, unless you are not a UK national.
- Use Unifrog and the UCAS search tool and Entry Requirements information to help you to make realistic choices and match your achieved points to the points required for that course. Universities don't need to accept students with grades lower than the published requirements for a course.
- Telephone Admissions Tutors with details of your grades to find out whether or not it is worth your while to make an application *before* completing your form. (They are unlikely to dissuade, so use your common sense before wasting a choice.)
- Compose your personal statement on a word processor (approximately 600 words) then copy and paste it into APPLY.
- Please keep your tutor informed, whatever your HE intentions. Stay in email contact with your TUTOR. If there are any problems with an internal application, your tutor will refer the situation as appropriate. If your tutor has retired or left the School, you may initially need to contact Mrs Millar or Mr Culver.
- The School runs a PQA evening clinic on the same evening as our Open Evening on Friday **4th October**. You are welcome to attend if you are having difficulties with your personal statement. Please check our website for further details.

PROCESSING

- Once you have completed the form, and paid UCAS, you must press '**send**' to **forward your application to your tutor** for checking.

- Your tutor will then confirm your academic results, add the reference and forward the form for final checking before being sent on to UCAS. This process takes a little time, and we cannot guarantee to process a form immediately. If your tutor is not happy with any aspect of your application he/she will return it to you and the process begins again. Check regularly and don't make any assumptions until you see "sent to UCAS" on your TRACK account.
- Applications are more frequently returned than immediately approved, so remember to factor-in this element when considering the time scale.
- Unless you keep your tutor informed of your intentions, he/she may not even be checking to see if your form or a request for a reference has arrived. Allow plenty of time and submit well before the School's deadline.
- If you are making an independent application you will need to request a reference from your tutor and should put down lsdm@kes.hants.sch.uk as the contact point. Once you have done this **YOU send the application to UCAS** and monitor your own track account.

DEADLINES

You will be aware that UCAS deadlines are not the same as ours. This is simply because we need time to process and check applications. In addition, we have to allow for a teaching framework that extends below the Sixth Form.

You are agreeing to respect our deadlines if you choose to use the School's system.

- If you wish to apply for Medicine, Dentistry, Veterinary Science or Oxbridge colleges, you will have to press 'send' to submit your completed application by **16th September**. If you are aiming for this early deadline you will need to have a draft personal statement for your tutor by the beginning of the Autumn term. The sooner your application is ready to be reviewed, the more guidance the School can give you.
- ALL applications through the School system should be submitted by **25th November** to maximise the efficient forwarding of your choices to UCAS, and increase your chances of gaining a place in competition with the next academic year.
- If you wish to give yourself longer to make an application you may do so, but remember that you'll need to apply as an independent student and have requested - via UCAS - a School reference before **9th December**.
- If you are now thinking of an Oxbridge application for the first time, and thus have not attended previous preparatory meetings, please feel free to come in and speak to Mr Culver about college choices, and Mrs Millar about any extra examinations needed. Similarly, if you now wish to put in an early application for medicine, dentistry or veterinary science (by **16th September**), please come in and talk to Mrs Millar.

- On the other hand, if you were considering an Oxbridge (or medical) application and in the light of your grades are now not so sure, come in and ask for some advice at the Post Results Clinic (see earlier for suitable times).
- Once you have all your universities' replies, remember that you **must respond to your offers** by your personal deadline listed on TRACK, or you will lose them.

**FINAL REMINDER:
WE CLOSE DOWN ALL OUR UCAS SERVICES
A WEEK BEFORE THE CHRISTMAS BREAK**

More than 40% of our students opt to take the PQA route to university, so you have nothing to fear and everything to enjoy for 14 months. Try to get the whole UCAS business sorted out as soon as possible, so that you can enjoy your GAP experience - and *please* keep us informed of your plans.

THE EDWARDIAN SOCIETY

CONTACT: Mrs Hooper

This is it: you have come to the end of your time at King Edward VI School and you now join the realms of all those 'old' Edwardians who have gone before you. However, just because you are leaving, it doesn't mean you are forgotten.

THE EDWARDIAN MAGAZINE

All former KES pupils automatically become members of the Edwardian Society. You will receive a biannual alumni magazine detailing news from the School and containing stories and articles on other past Edwardians and their exploits. We are always pleased to hear from you and receive contributions and updates. The news snippets section of the magazine is just one other way to let us, and others, know what you are up to. Big or small, make sure you keep telling us your news and sending us your photos.

REUNIONS

We also hold regular reunion events for our alumni. As well as a 10 year reunion that will take place a decade from now, we also hold annual 25 and 50 year anniversary events. These are relaxed and informal providing a chance to meet up with old friends. Organised dinners at some of our leavers' most popular universities, such as London, Bristol and Oxford, are also popular.

FACEBOOK

We are increasingly using Facebook to stay in touch with our leavers. Become a fan of the School Facebook page and keep up to date with all the news from KES, details of what other Edwardians have been up to and dates of reunions.

WEBSITE

Edwardians have their own section of the KES website where you can purchase Edwardian merchandise, read about sporting events, see photos from the reunions and find out about fund-raising. You can access the webpage via the Alumni section of the new KES website.

SPORTING EVENTS

The number of sporting events involving former pupils has increased in past years. We now hold annual cricket, boys' and girls' hockey, netball and football matches whereby alumni play the School's senior teams. Watch out for news on Facebook and on the website on match dates and please join us if you can. There is also an active OE golfing society.

CAREERS ADVICE

Many former pupils, especially those adopting a PQA strategy return to use the facilities during their Gap Year. You will always be welcome and we hope that in the future, you will be happy to join us at various HE & Careers events (such as Careers Lunches, OE assemblies, Gap year presentations and Careers Fairs) and impart your wisdom to other younger Edwardians.

STAYING IN CONTACT

So, stay in touch. Remember to drop us an email when you change address details, telephone number or email so that we can still contact you. Suzanne Hooper, Development Officer, deals with all Edwardian events and mailings and can be reached in the following ways:

Telephone: 023 80 704561

Email: edwardians@kes.hants.sch.uk

Website: www.kes.hants.sch.uk

Address: The Development Office
King Edward VI School
Wilton Road
Southampton
SO15 5UQ

We hope that you have enjoyed your time at King Edward VI School and playing your part in the School community. You now join another larger community as you become a member of the Edwardian Society.

