



**DUBAI
BRITISH
SCHOOL**
JUMEIRAH PARK



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FOUNDATION

UCAS Policy

This procedure is reviewed annually to ensure compliance with current regulations

	Date	Name(s):
Created:		Head of Careers
Last reviewed:	August 2021	
To be reviewed:	August 2022	

TIMELINE

Year 12: September: Unifrog Progress Check (new student registration)

Students set tasks to complete:

- Shortlists
 - Competencies
 - Activities
- MOOC's Shortlist
 - University Shortlist – Final
 - 5 Personal Statement

Year 12: Jan: Mid-Year Review

Progress reviewed against above

Year 12: Early June

UCAS Launch Morning (EP):

- UCAS process is open
- Students register with given 'BUZZWORD'
 - Parents provided with UCAS Parent, Guardian and Carer Guide for the UCAS Cycle
<https://www.ucas.com/file/185091/download?token=4Pf51fWt>
 - Students provided with the 'Filling in your UCAS Application – step by step'
<https://www.ucas.com/file/77801/download?token=N47ycGOr>

Year 12: Mid-June

Year 12 teachers are required to complete a University Testimonial
Year 12 teachers provide a predicted and aspiration grade based on DP1,2,3. Students can opt to swap one aspirational for a given predicted. Grades are held centrally and edited only by the UCAS coordinator.

Year 12: End-June/Summer

Key support documents shared with students to enable them to draft their personal statement (PS) over the summer break.

Students registered through exam office onto required University admissions tests

Year 13: September

Students meet with their UCAS tutor on a weekly basis during PSHE to help refine PS and ensure chosen courses are appropriate. UniFrog used to monitor progress
Oxbridge & Medics internal deadline for PS set as end of September for October 15th submission
Rest of Year 13 student body deadline being end of November to be sent by January 15th
Oxbridge UAE practice interview scheduled by alumni contact
Home fee Status presentation provided alongside a UCAS presentation as part of Meet the Tutor evening

Year 13: End of November

References, personal statements and grades uploaded and checked by UCAS coordinator A copy of the reference is stored on sharepoint in the relevant year UCAS folder by form and student name

A copy of the personal statement is stored on sharepoint by subject for future reference

Submission onwards

Tutees to liaise with UCAS tutor and pastoral team about selecting firm and insurance choices
Practice interviews offered and completed as required

Advisor track used to monitor applicants progress and options accepted

Confirmation, Clearing, adjustment process explained to students prior to results day. Support pack emailed to parents https://www.ucas.com/file/15811/download?token=5w-j_HYr

Results day

Head of Sixth form and Head of Secondary on hand to support student receiving their results and accepting university choices