

Information for UCAS applicants who have left AGGS: Year 14 Applicants

If you are re-applying through UCAS after leaving AGGS we can still offer you some support with your application. Follow this guidance carefully and if you have a query, email or phone the sixth form office at sixthformadmin@aggs.bfet.uk or 0161 912 5911. Please let us know if you are intending to apply via UCAS in **early September** so that we are aware of numbers.

Please do not make direct contact with other members of staff.

When contacting the office by email please always use the same personal email address.

- Register on the UCAS site. **For UCAS 2022 the new buzzword is AGGS2022.** This is important as it links your application to the school.
- You will complete your UCAS form online including your new/updated personal statement.
- We will check the details are correct as far as we know (against the previous year).
- We will attach a new or updated reference.
- We will check your new personal statement and advise any changes we think you should make.
- We will tell you by email when your application is ready to pay and send.

Notes for early entrants

- If you are intending to apply to Oxbridge, contact the office for advice.
- If you are a medicine-related applicant, you may also need a new UCAT from a Pearson test centre. Again, contact the office for advice.

Admissions tests:

If booking in for BMAT/Admissions test, you will need to fill in a form with us in **early** September and leave a cheque payable to school. Contact the main school office and ask to speak to the exams officer to arrange this.

If you intend to sit one or more exams and wish to do so in school you are classed as a private candidate. You must follow the process shown overleaf/below. **It is imperative you let us know as soon as possible if you want to sit examinations in school**, as you will need an **updated prediction and reference** as well as entering and paying for the exam. You must let the sixth form office (sixthformadmin@aggs.bfet.uk) and Mrs Gough know (rgough@aggs.bfet.uk) in September if you are an early entrant and want to sit exams (Medic, Oxbridge) or by the last Friday in November for all others. Further details on sitting exams are overleaf.

Predicted Grades:

If you are sitting exams through AGGS and completing UCAS through AGGS, we will be asked to predict your grade. On your UCAS form you must include your original A level achieved, and add the qualification again with the grade down as 'pending,' adding yourself as a part time attendee for the month(s) that your exams will be. **In terms of your grade, we will enter the grade above the one you achieved or you can provide written evidence from your current education provider (college, tutor etc.) that they predict you will achieve a higher grade.** In this case, we will use their prediction and mention this in your reference. Any other circumstances regarding predictions will be considered on a case-by-case basis. Please provide this to the sixth form office (sixthformadmin@aggs.bfet.uk) well in advance of the deadlines outlined below:

If you are an early entrant please get your form completed and email the office to let them know you have done this by: **17th September 2021**

If you are a non-early entrant, please get your form completed and email the office to let them know you have done this by: **19th November 2021**

Ultimately, UCAS is your responsibility. Sticking to the deadlines ensures you get advice/help and reduce your stress. **Remember to follow the checklist below:**

STUDENT CHECKLIST:

- I have written down my username, password and UCAS ID in a safe place
- My address and telephone number exactly match the one on the school system
- I have verified my email (**do not use your school email**)
- Area of permanent residence and Student support arrangements should match (unless not applying for Student Finance). This is usually Trafford (for Altrincham, Sale, Timperley), unless you know otherwise. If in doubt as you live outside of Trafford ask parent(s) who they pay council tax to.
- Finance and funding – select UK, ChI IoM or EU student finance services. Only select private finance if no loan is to be taken out.
- Country of Birth, Nationality and Residential Category checked – usually UK/British.
- Nominated Access filled-in – a parent/family member
- Disability filled in or no disability written
- GCSEs reviewed and checked so that they match your certificates.
- A levels to be taken in the summer to be included and down as pending
- Certificates for non-AGGS exams brought in and copied by the office (this includes any dance/music/language exams and DofE). **Do not put DofE under AGGS unless it was done at school**
- If relevant, FSMQ, EPQ and Combined science exams should be correctly recorded.
- Spoken language endorsement for GCSE English language should be listed under Other
- If relevant, AS entries correctly recorded/A levels completed correctly recorded.
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- Please confirm what you believe are your predicted A level grade are (**DO NOT hand in if these are subject to change**)
 - _____ Grade: _____
 - _____ Grade: _____
 - _____ Grade: _____
 - _____ Grade: _____

Student signature: _____

* External exams add another institution. If you cannot find yours, input manually. Music exams would be input as Private Tutor Music.

Procedure for Year 14 Examination Entry through AGGS

1. Former students wishing to sit an examination at AGGS must register their request with Mrs Gough (rgough@aggs.bfet.uk) **by the last Friday in November**. They should contact Mrs Gough by email and must supply:

- Name
- Contact phone number
- Contact email address (not school email as this will no longer be active)
- List of examinations they wish to sit.

2. Heads of department and the head of sixth form will be sent the list of requests and will be asked to give permission for former students to be entered.

3. Once approved, Mrs Gough will email you a form along with a copy of a letter, outlining the costs and asking for a signature to confirm that you will pay any additional costs.

4. You should then return the following to Mrs Gough:

- Completed form
- Signed copy of letter
- Cheque for the cost of the entries

This information should be returned **by the second Friday in January** at the latest.

5. You will be contacted soon afterwards to confirm your entries and an exam timetable will be sent to you nearer the time.

Note: you must also inform the sixth form office (sixthformadmin@aggs.bfet.uk) that you are resitting too so that your UCAS prediction can be entered accordingly. This should have been done according to the dates outlined above.