# UCAS – a guide for pupils and tutors

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| PERSONAL DETAILS |
| * Previous name – Only should have an entry IF they have legally changed their name
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| CONTACT AND RESIDENCY |
| * Postal address – if a boarder then it should be the school address House, Stowe School Buckingham, Bucks, MK18 5EH
* Home address for boarders should be self-explanatory
	+ Day pupils can use either Stowe or home address
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| * Nominated access
	+ This allows a parent or guardian access to the universities and application on behalf of the student in an emergency. It should be filled and not be a member of staff at Stowe (except in a parental or familial capacity!)
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| * Is your home address the same as your postal address – if a boarder this should be NO and then they should enter their home address
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| * Residential category – check this individually with our international students.
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| EDUCATION |
| * Enter all secondary schools attended
* Enter all qualifications
	+ Pending and achieved are entered the same way; the system sorts those achieved from those pending
 |  |
| * + Already achieved
		- GCSEs/LAMDA/DoE/Music etc
		- Anything else. They may need to search for unusual ones if it is not in the shortcut list.
		- See Annex 2 for boards.
		- Enter grade achieved
 |  |
| * + Pending
		- A Levels, EPQ, BTEC, more LAMDA, DOE, Music etc
		- Leave grade pending
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| CHECKING QUALIFICATIONS - THE IMPORTANT ONE |
| * GCSE examinations
	+ Subjects, grades and exam boards need to be checked
	+ If achieved outside Stowe, we MUST see a copy of their results
	+ If we already have this on the system then it will be a file on ISAMS – pupil manager – search for student – files and documents from the list to the right of the student photo. See Annex 1
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| * Highest level of Qualification
	+ Below Honours degree level
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| * SUPPORTING INFORMATION
* Encourage student to add information if they have a disability – especially if they get extra time in exams
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| * ENGLISH LANGUAGE SKILLS
	+ If English is not their first language, they will need to enter TEOFL, IELTS or equivalent qualification.
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| * FINANCE AND FUNDING
	+ For most students this will be UK or EU. This shows on our systems as 02 but that will make little sense to anyone filling in the form,
		- Student support arrangement will be the Local Education Authority that corresponds to their home address.
	+ Private finance (01) means that no government will cover the bulk of their fees (i.e. they will be charged more than £9k) and that they will not be eligible for cheap student loans.
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| * PERSONAL STATEMENT
* is it appropriate for the level of institution that they are applying for?
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| * CHOICES
* Do the entry criteria meet the UCAS grades being given to the student? Use course search to check.
 |  |
| * REFERENCE
* if a subject has not given you enough detail, please go back to them and ask for more information.
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| * PREDICTED GRADES
* Tutor can add 1 grade to a, but going from an A grade to A\* in some subjects is a much bigger jump than between other grades.
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| * **APPROVE BOTH THE APPLICATION AND REFERENCE**
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Annex 1

How to find GCSE results for non Stowe students on ISAMS

pupil manager – search for student – files and documents from the list to the right of the student photo.



Annex 2

Stowe Boards

|  |  |  |  |
| --- | --- | --- | --- |
| GCSE  |  | iGCSE  |  |
| Art & Design | AQA | English (Second Language)  | Edexcel |
| Biology | AQA | History (International GCSE) | EdExcel |
| Chemistry | AQA | Mathematics | EdExcel |
| Computer Science  | AQA |  |  |
| Design & Technology | Edexcel |  |  |
| Drama | WJEC |  |  |
| English Language  | AQA |  |  |
| English Literature  | AQA |  |  |
| French | Edexcel |  |  |
| Further Maths (Level 2 Qualification)  | AQA |  |  |
| Geography | AQA |  |  |
| German                                           | EDEXCEL |  |  |
| Greek (Classical) | OCR |  |  |
| Latin | WJEC |  |  |
| Music | Edexcel |  |  |
| Physical Education | AQA |  |  |
| Physics | OCR |  |  |
| Religious Studies A | AQA |  |  |
| Science - Dual Award (Trilogy) | AQA |  |  |
| Spanish | Edexcel |  |  |

Sixth form qualifications

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| --- | --- |
| A Level |   |
| Art | OCR |
| art history | Edexcel |
| Biology | AQA |
| Business Studies | Edexcel |
| Chemistry A | OCR |
| Chinese  |   |
| Computer Science  | AQA |
| Design & Technology - Product Design | Edexcel |
| Drama | AQA |
| Economics | AQA |
| English Literature | Edexcel |
| EPQ | AQA |
| Film Studies | Eduqas |
| French | Edexcel |
| Further Mathematics | Edexcel |
| Geography | OCR |
| German | Edexcel |
| Government & Politics | Edexcel |
| Greek (Classical) | OCR |
| History | EdExcel |
| History of Art | Pearson Edexcel |
| Latin | OCR |
| Mathematics | Edexcel |
| Music | Edexcel |
| Music Technology | Edexcel |
| Physical Education | AQA |
| Physics | OCR |
| Religious Studies | Edexcel |
| Russian | Edexcel |
| Spanish | AQA |

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| --- | --- |
| BTEC |   |
| Engineering  | Pearson BTEC Level 3 National Extended Cert (360) (First teaching Sept 2016) |
| Engineering  | Pearson BTEC Level 3 National Extended Cert (180) (First teaching Sept 2016) |
| Media  | Pearson BTEC Level 3 National Extended Cert (360) (First teaching Sept 2016) |
| Business  | Pearson BTEC Level 3 National Extended Cert (360) (First teaching Sept 2016) |
| Phys Ed | Pearson BTEC Level 3 National Extended Cert (360) (First teaching Sept 2016) |
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|   |   |

All dates should be the summer of U6, not part way through, even if they have finished a subject such as EPQ earlier. BUT if they completed a course and were examined in it at the end of L6 such as native languages then theses should be added with the L6 summer date.