

UCAS Application Arrangements for Past Students from September 2016

- Former Sixth Form Students at Caerleon Comprehensive School can apply or reapply to UCAS for higher education courses through the school's UCAS system.
- The school will provide general guidance, meet with the applicant to check the accuracy of the application and write the required academic reference. There will be an administration charge of £40 to cover staff costs payable at the start of the process. Cheques should be made payable to Caerleon Comprehensive School.
- External Applicants must contact The Director of Sixth Form Studies, Miss V Clement, to notify her of their intention to apply and to be given the school's individual 'buzz word'. This will link them directly to the school when they register with UCAS online.
- External Applicants are encouraged to complete their UCAS forms as soon as possible preferably by the end of October, as the majority of Year 13 students' applications are submitted after early November.
- Once the application has been completed, external applicants should contact the sixth form office to arrange an interview with one of the Sixth Form Pastoral team. At this interview the application is checked for accuracy and applicants can provide an update of additional information for their reference.
- Once the reference has been written and all the necessary requirements outlined by UCAS have been met, the school can then send the form to UCAS.
- Please note that the final deadline for UCAS to receive an application is January 15th . However, the School's final deadline for external applicants to submit their completed UCAS forms is November 11th.