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Dear Parents and Carers

### **Tallis UCAS deadlines for Year 13 students who have yet to send their application**

Please note: if your child has 'Reviewed and Submitted' their UCAS application, the contents of this letter does not apply to them. Please give them our congratulations instead!

The internal Tallis deadline for students to 'Review and Submit' their UCAS application is 14 December.

May we explain why?

Once an applicant has 'Reviewed and Submitted' their application comes to the school first for further work to be carried out on it before it can be sent to UCAS. So we set this internal deadline because we must have your child's completed application in good time to process it before the national UCAS deadline of 26 January. The December deadline will also avoid clashes with the January mocks.

All applications received by UCAS by 26 January will receive "equal consideration". Of course, applications after 26 January are perfectly possible, but some places may be full up.

Please note: we cannot guarantee to meet the external 26 January deadline for your Year 13 child **unless your Year 13 child meets our 14 December deadline.**

Can you please speak to your child to ensure they are working on their applications and making use of the extensive support provided by the school?

We began the UCAS process with your child during our Progression Week in July. A UCAS application has three parts:

- basic details about an applicant, which the applicant fills in;
- a 'Personal Statement', which the applicant writes with our help;
- a Reference, which we write and attach.

Your child was asked to enter their details on their UCAS form and have a first draft of their personal statement ready for July so that they could be given feedback on it by their tutor.

Students have worked on these statements during their Tutorials this term, and have had the opportunity to meet Dr Pinkerton for UCAS and progression advice in 1-on-1 meetings. Students have been asked to get feedback from their subject teachers. Once it was revised again, we asked students to attend one of the after school UCAS sessions on Tuesdays and Thursdays from 15.15 in the Internet Café.

The UCAS team won't help students finalise their application unless they have completed the form (we can't do this for them, you see) and revised their personal statement several times as described above (we can't help them write it from scratch in a session intended to finalise it).

There are now five weeks before the deadline of the 14 December and so there are ten afterschool UCAS sessions left.

Students do not need to book to attend these sessions, but they will get increasingly busy as we approach the deadline. We anticipate that 250 applicants are still to 'sign off' on their applications. The later a student leaves it, the busier UCAS staff will be and the less individual attention your child will receive.

Would you be willing to speak with your child to encourage them to finish their UCAS form and make sure that their Personal Statement has been shown to their tutor, and to their teachers, so that it is very nearly finished? We want to help them make a strong application, but the amount of time we will have to spend with students individually will be limited if they leave it until the last minute. Students who leave it until later will have to be patient and wait their turn during each session.

If your child is stuck, please ask them to speak with their tutor. Subject teachers are also excellent sources of help and advice. Also, Dr Pinkerton, our Progression Officer, is available in the Silent Study Area every day and offers bookable appointments to students - each student is entitled to two such appointments.

(There are different deadlines for Art College, Performing Arts and World of Work applicants. Ms de Tscharner Vischer- [IDeTscharnerVischer@thomastallis.org.uk](mailto:IDeTscharnerVischer@thomastallis.org.uk) - is working with the Art College applicants. Mr McCarrick -

mmcarrick@thomastallis.org.uk - is working with the Performing Arts applicants.  
Ms. Elia - melia@thomastallis.org.uk - is working with the World of Work applicants.)

Many thanks, as always, for your continuing support.

Yours faithfully,

The Tallis UCAS Team