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Dear Parents and Carers

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

The internal Tallis deadline for students to 'Review and Submit' their UCAS application is December 15.

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 15 January.

All applications received by UCAS by 15 January will receive "equal consideration". Of course, applications after 15 January are perfectly possible, but some places may be full up.

Please note we cannot guarantee to meet the external 15 January deadline for your Year 13 child unless your Year 13 child meets our 15 December deadline.

We began the UCAS process with your child in May this year. 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. This term every Tutorial Hour has focused on revising the statement. Once it was revised, they were asked to get feedback from their subject teachers. Once it was revised again, we asked students to attend one of the afterschool UCAS sessions on Tuesdays and Thursdays from 15.00 to 18.00. 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 15 December and so there are ten after-school UCAS sessions left.

We anticipate that 250 applicants are still to 'sign off' on their applications. Obviously, we can't deal with this number of applicants in the last week. So, our plan is to invite fifty students to the UCAS sessions a week, students whose tutor tells us that their application is almost there.

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.

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. Mr Kiff – [skiff@thomastallis.org.uk](mailto:skiff@thomastallis.org.uk) – is working with the Art College applicants. Mr McCarrick – [mmcarrick@thomastallis.org.uk](mailto:mmcarrick@thomastallis.org.uk) – is working with the Performing Arts applicants. Ms. Elia – [melia@thomastallis.org.uk](mailto: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