

IMPORTANT INFORMATION: The English School UCAS Guidelines

- Students are required to show all subjects for which a result was generated on their UCAS application; this includes subjects where the student received a 'U' grade, (an 'X' subject grade does not have to be included on an application).
- Students are required to show all subjects for which a result was generated, including the original result of a subject where a resit achieved a better grade.
- If a student chooses NOT to show all subjects, then they have the option to apply 'Independently', ie not through the School.
- Students are encouraged to apply 'Through our School'. If a student chooses to apply 'Independently', the School accepts no responsibility for that student's application, this includes the student's School Reference or any other documentation not previously issued. If a university requests a reference from the School following a student's independent application, the school will, at its discretion, release a standard academic reference. This reference will incorporate a €100 fee.
- The School has its own internal deadlines that students are instructed to adhere to. The reason for this is to ensure the smooth processing of a student's application, that enough time is available to provide the student with a productive interview and subsequently an in-depth, personal and supportive school reference. In order to facilitate this process, please see below the School's UCAS Application Timeline:

Early deadline courses (Oxford, Cambridge, Medicine/Dentistry/Veterinary Science). The School's internal deadline for students wishing to submit their UCAS application for these early deadline courses is **Monday 17th September 2018**. Students failing to meet this deadline will be entered into our 'traffic light' process as follows:

- **Green:** Applications received on Tuesday 18th September and up to and including Sunday 23rd September: Applications will be processed in the usual way.
- **Amber:** Applications received on Monday 24th September and up to and including Sunday 30th September: Applications will be assigned to the Referee who will be available at this point to write a supporting reference.
- **Red:** Applications received on or after Monday 1st October will not be processed and students will be asked to apply 'Independently'.

All other applications

Applications received up to and including Friday 28th September 2018	No charge
Applications not received up to and including Wednesday 31st October 2018	Reminder
Applications received between Thursday 1st November 2018 & up to including Friday 30th November 2018	€50
Applications received between Saturday 1st December 2018 & up to and including Monday 10th December 2018	€100
Applications received between Tuesday 11th December 2018 & up to and including Monday 7th January 2019	€200
No applications will be processed if received after Monday 7th January 2019	

- **Predicted grades:** Predicted grades at The English School will be honest, anything else would not only be dishonest, but also, disadvantageous to the student body and the academic reputation of our School. Our experience has shown that overly optimistic predictions can have a significant negative impact on a student's application, in that the student may find themselves without a university when results are published and likely to have to go through Clearing. Year 6 subject teachers decide on a predicted grade for each student using a combination of factors; greater weight may be given to some of the points in the list below than others:
 - Grades received at AS Level
 - How many or what units are being re-taken (where applicable)
 - Performance in homework assignments
 - Performance in any other class tests
 - The commitment demonstrated by the student to their subject and studies
 - Extenuating circumstances

Teachers will not take into account parental aspirations or student's promises to 'work much harder'.

- **Predicted grades for International subjects and/or subjects not followed in School:** The School will only provide predictions for subjects that have been studied by the student in School. The School will not provide predictions for International A Levels, currently not offered by the School, and/or for subjects that were not being followed in School.

*Please note that any outstanding **tuition fees** must be settled by the end of this academic year. The School will not be able to proceed with submission of the UCAS application unless the student's fee status is up to date.*