Information for Sixth Form Leavers 2023

School Text and Library Books

Library Books

- All library books and any other library resources must be returned to the library by **Friday 19th May** unless by prior arrangement with the library.

Subject Text Books

- Please return all subject text books (pencil marks erased) to subject tutors after your last subject exam and obtain their signature on the Leavers' Form, Wednesday 28th June at the latest. Your Leavers' Form is on the back page of this booklet.
- Hand in your signed Leavers' Form Friday with your lanyard to the Sixth Form Office by Wednesday 28th June at the latest.
- Failure to return books may result in a delay to you receiving your results.

Overflow Car Park Gate Fobs

- Please return all fobs to Sixth Form Office by **Wednesday 28th June** to get your £10 deposit back.

Your school Gmail account

- Your school Gmail account will remain active until **the 19th October** but you are advised to let your university know of any change in contact address after this date.
- Please download and save any documents etc. you wish to keep well before the account is closed.

Examinations, Preparing for Results, and Results Day

Examinations

- Check all dates and rooms as soon as the seating plans are published on the A Level Hub in the Sixth Form pages on the website and displayed in the ground floor corridor in A Block.
- Ensure you arrive at the examination room at least 15 minutes before the start of any exam, so that the exam can start promptly on time.

  Morning exams start at 9.00 am and students should be **seated by 8.50 am.**
  Afternoon exams start at 1.30 pm and students should be **seated by 1.20 pm.**
  If you are likely to arrive to school late, phone the Sixth Form Office 01625 627228
  If you feel unwell on an exam day contact the Sixth Form Absence Line for advice – 01625 627274

- Ensure that you are dressed according to the Sixth Form Dress Code and wearing your ID Badge.
- Water can be taken into the examination in a clear unlabelled plastic bottle with sports cap.
- Mobile phones and watches – these items should be turned off and handed to the Invigilator.
- Please inform us of any issues (medical, personal, family etc) that arise during the exam period that may have an effect on your performance.
- If you have any last minute issues on the day of an examination, let the Sixth Form Office know asap.

Before Results Day

- **Preferably don't go on holiday when the results are due out.**
- If you would like someone to collect your results on your behalf, **YOU** should email kui@fallibroome.org.uk with the name and relationship of the person attending on your behalf. They will also need to bring some form of ID on the day.
- UCAS will send all university applicants emails, as well as hosting a variety of live shows across their social media channels and on the UCAS Hub in the build up to, during, and after Confirmation and Clearing.
- Emails to students from UCAS will be tailored students depending on their status following the publication of their results.
- Look out for increased content on the UCAS Hub and dedicated confirmation and clearing landing page closer to the results days.

Results Day at Fallibroome

- Paper exam results can be collected in person **on Thursday 17th August between 9.00 and 10.00 am**
- Results will be emailed out at 10.00 am.
- Please do try and make it for the whole year student photograph which will take place outside the Sixth Form building at **9.30 am.**
- The PCs and quiet spaces will be available in the Sixth Form Centre to students who wish to make phone calls, enquiries or look up information online about universities, gap years, apprenticeships or employment opportunities.

Results Day and Confirmation of University Offers

On Results Day, please have all the relevant information you will need close to hand

- You will be informed about these **on Thursday 17th August (at the time of publishing the time has not been confirmed by UCAS)** via your Hub account and confirmed by email shortly after results are known.
- The Sixth Form team and Mrs. Ross, Careers Adviser, will be available in the Sixth Form Centre on **Thursday 17th and Friday 18th August** to see students who have any issues or queries following collection of their results. Sixth Form staff will be on hand throughout the results period for support, advice and guidance.
- If you have just missed out on the grades required, a **prompt** call to the university (or even by checking the website) may still result in an offer being confirmed.
- If you think that you probably don't want to accept any offers (held as firm or insurance offers) think carefully about withdrawing, as doing so will mean that you are not eligible to go to university in the Apply 2023 cycle. If you feel you need some time to think through what you want to do you could use **Decline Options** in your Hub and go into Clearing. If you decide you then want to go to university you should contact the university concerned to see if they will accept you onto the course you want, or not.
- Please remember to keep all contact details – especially your most used email address – up to date on your application Hub as the university may wish to contact you.

All examination information should be correct e.g. if you have dropped a subject since submitting your UCAS application ensure your university choices know.

Remarks and Copies of exam scripts (Enquiries About Results - EARs)

- All requests for remarks and copies of exam scripts can be made from **Thursday 17th August**.
- The deadline to access the **FAST TRACK** service for **priority remarks and priority copies of exam scripts** is Thursday **24th August 2023**.
- The deadline for non-priority remarks and copies of exam scripts is **Wednesday 20th September 2023.**

ENSURE YOU HAVE THE LOGIN DETAILS TO YOUR WISEPAY ACCOUNT

- All Remark and requests for copies of scripts, be they fast track or non-priority, **will only be processed** upon receipt of the required payment via WisePay. **Cash and cheques will NOT be accepted**.
- All Year 13 students will be emailed by Mrs Simm, Examinations Officer, nearer the time to confirm all arrangements for Results Day and submitting requests (EARs) for remarks and copy scripts.
- You should ensure that you have the login details to your/your parent's WisePay account available on the day, should you need them. If you do not have these details now, please contact wisepay@fallibroome.org.uk no later than **21st July** after which time the school will be closed for the summer break.

Changing your university firm choice

If you no longer want to go to your firm choice, you can use the 'decline your place' button in your application.

- From **5 July**, if you are holding a **firm unconditional** place, you can release yourself into Clearing, by using the 'decline your place' button in your application. This is available until **17th October 2023**.
- You should only use this button if you no longer wish to take up your place at your firm choice, and you have spoken to your university or college and/or an adviser at your school/centre.
- If you want to remain at the same university or college, but swap your course, you **MUST** speak to your university or college in the first instance. This is because using the button in your application will mean any arrangements you have made for accommodation or scholarships will also be cancelled.
- If you use the button and complete the steps, your place will be declined and your contract with the university or college will be cancelled and you will lose your place – **therefore, only use this button if you are sure you no longer want your place.**

Will I lose my insurance place if I decline my firm place?

- By declining your firm place, you'll enter Clearing, and you can apply to a uni or college with vacancies.
- If you want to go to your insurance place, you should phone them to see if they will accept you **before declining your firm place**.

UCAS Extra and Clearing

UCAS Extra

- UCAS Extra closes on 4th July 2023. This applies to students who do not currently hold any offers or have declined any offers made. Courses available in Extra can be seen on the course details on the UCAS.

Clearing

- You'll know you're in Clearing if your application status says 'You are in Clearing' or 'Clearing has started. Or, you follow the on-screen prompts to decline your firm place, and your application status then says 'You are in Clearing' or 'Clearing has started'.

- Clearing Advice and Information will be available in school on Results Day on Thursday 17th August (again we can't confirm the time as yet)
- You should make any approach to universities (not your parents, guardians, tutors or Careers Advisers). It is, after all, you who are seeking the available place. You should have to hand your clearing number and should have entered the institution and course details in your application in your Hub.
- If you contact a University about possible places in Clearing, make a **specific** enquiry based upon your research. The UCAS Website (www.ucas.com - UCAS helpline is 0371 468 0 468) are the official UCAS sources of information, but Universities also advertise in other online papers, magazines and on the Internet. If you find your chosen subject is not available, ask about specific possibilities in similar or related areas (not "have you got any places on any courses?")
- Some courses that don't start off in Clearing may come in later. Information is updated at intervals and it pays to keep in touch.
- If at all possible don't accept a place on a course at a university that you haven't been to see.
- If you're eligible for Clearing, your Clearing number will show under 'Application status' in your application Hub.
- Make sure you know exactly what is being offered. Don't believe that you can automatically switch to something more to your liking once you become a student. You need to be happy with what you accept.

Once you have chosen which university you and course after speaking to all your choices, you can:

  - Click 'Add Clearing choice' and fill in the course details by the date the university/college gave you on the phone
  - This counts as you definitely accepting the offer, so if they confirm, it'll show as an acceptance on your 'Choices' page in your application.
  - You can only add one choice at a time, but if the university/college doesn't confirm your place, you'll be able to add another.
- Finally, remember that **essential requirements** for entry to particular courses still apply at Confirmation and Clearing.
- Please note Clearing is not intended to be used for deferred entry applicants.
- Last date for adding 2023 entry clearing choices and for universities to make decisions is **17th October 2023.**

Clearing Plus (A service that is in addition to the normal Clearing)

- Your details and profile are used to match you against the courses that will be made available in Clearing Plus.
- If you find yourself in Clearing, there will be a new button in Track called 'View matches'. If you click this, you can start browsing courses you've been matched to, based on your application
- If you find a course you want to be considered for, you can click an 'I'm interested' button, and your details will be passed on to the uni.
- If the uni still has places, they **MAY** contact you to discuss things further, and make an offer.
- If you receive a verbal or confirmed offer from a university, add it as a Clearing choice in your Hub so your place can be confirmed.

If you do use Clearing Plus to find another place, it's important that you remain proactive in looking for places yourself.

Other considerations

Accommodation

- If you have been offered a university place, they will have probably contacted you by now regarding student accommodation.
- Make sure you research this carefully and apply by the university deadlines to ensure your accommodation is secured.

Student Finance

- You must apply by **19th May 2023.** If your application is late, your money might be too. If you do apply after this date, Student Finance England will try to make an initial assessment, so you'll get some money as close to the start of your course as possible.
- Ensure you keep Student Finance updated with ANY change to your university or course.

https://www.gov.uk/apply-online-for-student-finance

Carry out some research for possible scholarships and bursaries
http://www.thescholarshiphub.org.uk/
https://www.ucas.com/finance/scholarships-grants-and-bursaries

NHS and Teaching
https://www.ucas.com/finance/additional-funding

Late University Applications for 2023 and University Applications for Entry in 2024
Key Dates:

- Final date for 2023 entry for UCAS Conservatoires applications is **28th August**.
- Final date for non-conservatoire 2022 entry applications is **21st September at 6.00 pm**.
- You can register at ucas.com for **Apply 2024** (for entry in September 2024) now and applications can be submitted to UCAS from **5th September 2023**.

If you decide to make a late application or an application to university for entry in September 2024, we are always here to support you with advice and guidance on a personal statement and we can provide you with a school reference. Contact the Sixth Form Office on 01625 627228 in the first instance.

Jobs and Apprenticeships

- Make sure you know what information the employer needs from you on Results Day to confirm your apprenticeship.
- You may find yourself applying for jobs/apprenticeships throughout the summer months so have your CV and draft letter of application completed in readiness.
- We will update the classroom if we hear of anything so keep checking there as well.
- We are still here to help and can arrange mock interviews or advice on applications if you need it.
- Please keep us up to date on your final destination.

From all the Sixth Form team we wish you every success for the forthcoming examinations and for whatever the future holds for you! Keep in touch!

Don't forget the Certificate Evening which will be held on Thursday 21st December 2023. If you would like to perform at this event, please contact Mrs Booth via bth@fallibroome.org.uk

Mrs. Knott, Mrs. Drake, Dr. Burgess, Mrs. Poole,
Mrs. Rimmer, Mrs. Booth, Mrs. Fell, Miss Boyle and
all the Sixth Form Tutors – May 2023

Disabled Students' Allowance

2023 to 2024 academic year

Full-time and part-time undergraduate or postgraduate students can get up to £26,291 a year for support.

Eligibility

- You can apply for Disabled Students' Allowance (DSA) if you have a disability that affects your ability to study, such as a:
  - learning difficulty, such as dyslexia, dyspraxia, or ADHD
  - mental health condition, such as anxiety or depression
  - physical disability, such as if you're partially sighted or have to use crutches
  - long-term health condition, such as cancer, chronic heart disease, or HIV

You must also:

- be an undergraduate or postgraduate student (including Open University or distance learning)
- qualify for student finance from Student Finance England
- be studying on a full-time or part-time course that lasts at least one year

DSA doesn't depend on household income – what you can get depends on your own needs. You don't have to pay these back.

You can get help with:

- day-to-day costs of studying that are related to your disability. For example, photocopying costs.
- specialist equipment. For example, a computer or disability-related software. Any equipment bought must have been included in the report from your Study Needs Assessment. If your Study Needs Assessment recommends that you need a computer or laptop, you'll have to pay £200 towards it.
- a non-medical helper. For example, a British Sign Language interpreter. This person cannot be a friend or family member.

You can't get DSA if you're:

- only eligible to get a Tuition Fee Loan
- eligible for an NHS Disabled Students' Allowance (this is a separate scheme)
- getting equivalent support from another funding source, like from your university or a social work bursary

How to apply

If you're a full-time student and applying for other student finance, such as a Tuition Fee Loan, you'll be able to apply for Disabled Students' Allowance (DSA) from your online account after you've submitted your main student finance application.

After you've applied for DSA, you'll be told what evidence you need to submit to Student Finance England to support your application.

The application process for DSA can take around 14 weeks. You should apply and submit your evidence to Student Finance England as early as possible to make sure you have everything you need ready for the start of your course.

Tear off this page once completed
If you want this form as a separate form, ask at the SFO

Leaver's Form

Name (please print and sign)	Form

- **I do / do not have any text books to return to school** ☐

If you have books to return, please complete the grid below:

Text Book Subject (e.g. Chemistry)	Subject Tutor Signature

- **I have / do not have any library books to return to the LRC** ☐

Title of Book	LRC Tutor Signature

Any DofE equipment lent has been returned to school

Tutor Signature

If you have not borrowed any DofE equipment circle NOT APPLICABLE ☐

Return your Lanyard and ID badge to the Sixth Form Office

All completed forms to be returned as soon as possible.

Thank you and we wish you all the best.
The Sixth Form Team