

Rushcliffe Sixth Form



Application Booklet

Name

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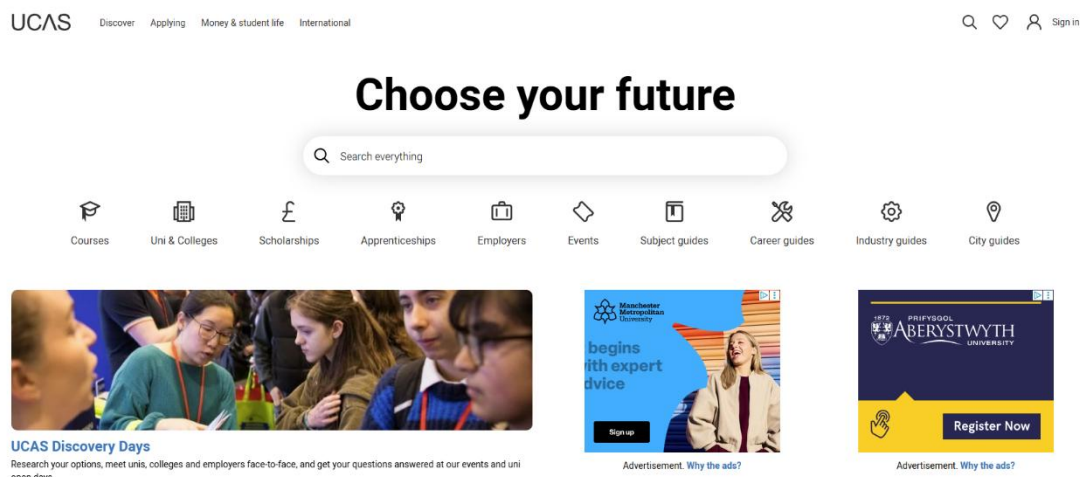
1. UCAS APPLY

To start, you need to register with UCAS

<https://www.ucas.com/>

Start here

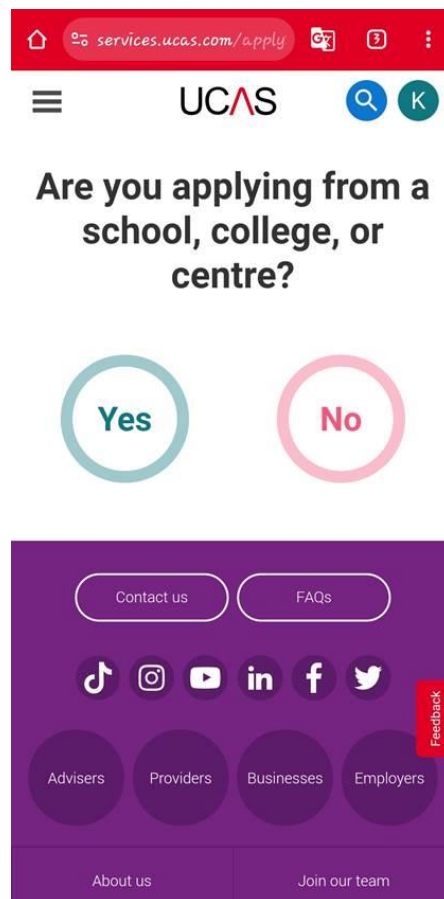
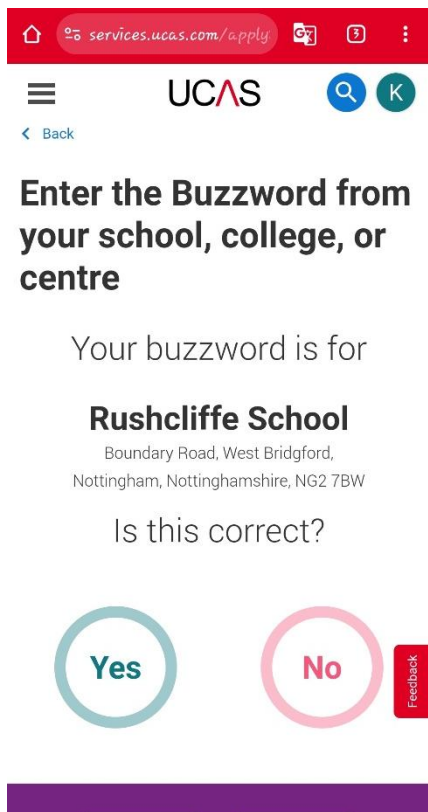
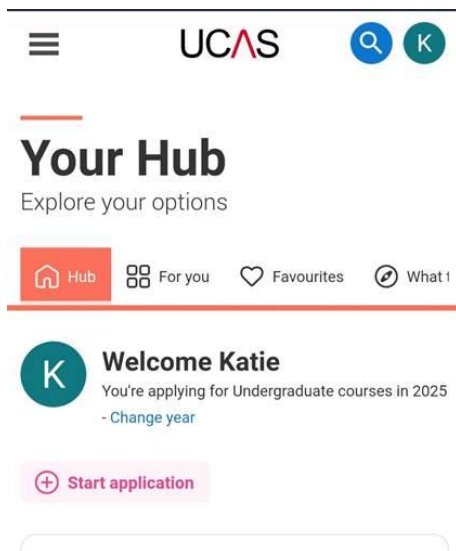
Click on 'Sign-In'
and then register.



Register with the “Hub” and work your way through the questions

USE YOUR PERSONAL EMAIL ADDRESS SO YOU CAN STILL ACCESS UCAS AFTER YOU LEAVE SIXTH FORM

The image shows the UCAS registration form. At the top, there are two tabs: 'Sign in' and 'Register'. The 'Register' tab is selected. Below the tabs is a large heading 'REGISTER'. Under the heading are five input fields: 'Email', 'First name', 'Last name', 'Password', and 'Confirm password'. Each field has a red asterisk indicating it is required. Below the input fields is a checkbox with the text 'I have read and understood the Terms and conditions'. To the right of the input fields is a privacy notice that says 'We never share your data without permission' and 'Our privacy and cookie policies'. At the bottom of the form is a blue 'Register' button. The background of the form is a dark blue gradient with a photo of a student on a bicycle.



The school buzzword is:
Rushcliffe2027

Complete all sections to register for UCAS. Make sure you keep note of your password!
You could:

- Save it on your phone
- Put it on your fridge
- Ask your form tutor to keep a note of it!

We strongly advise you to use the email you look at the most, making sure that the email address you do use is appropriate.

You will need to be **checking your emails daily for updates from UCAS**, which is why you need an email address you check frequently.

We also recommend that you download the UCAS app!

After you have completed each section, save and tick 'Section Completed'.

If there are errors or missing information, it will alert you.

COMMON ERRORS OR QUERIES

Section 1 – Personal Details

Terms & Conditions - You **MUST** tick this to accept the terms & conditions.

No tick = no application.

Date of Birth – This must be as shown on your official documents such as birth certificates or passport.

Email address – This should be the email address that you frequently check and should be appropriate. It is **COMPULSORY** to enter an email address.

When asked about keeping you informed, leave the tick on.

Methods of communication – untick any boxes by which you do not want to receive notifications.

Password – your password must contain upper case, lower case and at least one number.

Make a note **here** of your username and a hint to remind you of your password.

You will need to be able to access your designated email address to get the verification code which will have been sent to you.

Make a note of your Personal ID somewhere secure.

When asked how you are applying, it is through **Rushcliffe School**. Link using the **buzzword**.

Student Support

The code you need is **02** UK Student Finance

When asked about the area, it is **where you live**, not the school.

If you live in West Bridgford, Ruddington or elsewhere in the county, you should enter **Nottinghamshire**. If you live within the city, e.g. The Meadows or Sherwood, you should enter **Nottingham**.

If in doubt, ask your parents who they pay their council tax to or enter your post code into <https://www.gov.uk/find-local-council> and the website will tell you.

We recommend you have a nominated person who can speak on your behalf, i.e. a parent or carer, just in case.

When asked about disabilities, tell them about any learning difficulties such as dyslexia, dyspraxia etc. It can only be a good thing as it means you can get extra support if needed.

Section 2 - Additional Information

Activities in preparation for Higher Education

Here you should mention if you have been on any taster days, summer schools, conferences etc. These activities can only boost your application.

When asked about whether you have been in care (even if only for one day), if you have, say so, it can only be a good thing with regard to your application. If you haven't been in care, tick **No**.

Parental Education

You should show here whether your parents have any qualifications. E.g. A degree, an Open University degree, a professional qualification etc.

Occupational Background of Parent

This is what they do for a job, it may be for example be retail assistant, doctor, accountant, health worker, engineer etc. It should be the highest income generator in the family.

Section 3 - Student Finance

If you will be requiring Student Finance, answer **Yes** to the questions. Everyone needs to do this.

Section 4 – Choices

These are your course choices. Think carefully before entering them as it is difficult (but not impossible) to change them later.

You may choose up to 5 unless you are applying for Medicine, Dentistry or Veterinary Science. For these courses you can only choose 4 plus one other, and you may apply for Oxford or Cambridge, not both.

You do not have to choose all 5 at the same time: you may choose less than 5 now and then go back later and add more, provided that you have not responded to any offers.

Your point of entry is **first year**.

Select the course codes from the list.

Use UNIFROG, LRC Prospectuses, university websites and university open days to help you make your choices.

Section 5 – Education

Enter the school or college at which you took the qualifications (GCSE's) and the date you started. For those who have been at Rushcliffe from Year 7, your start date was 01/09/2020. The date is 01/09/2025 if you started in Year 12.

You are applying for a **below Honours Degree qualification**.

Exams for which you are awaiting the results are 'pending'. **This will include all the courses you are currently doing at sixth form.**

You can enter modules and the grades, or you can enter certificates.

If you are entering a module which you are re-taking you should enter the re-take as 'pending'. Please see the courses on the next page to help you fill in your subjects and exam boards for our Level 3 courses, together with the GCSE exam boards used for GCSE at Rushcliffe School. If you were new to Rushcliffe, at the start of Year 12 you will need to check which exam boards were used for your GCSEs.

GCSE

Subject	Exam Board
English Literature	AQA
English Language	AQA
Media	AQA
Maths	AQA
Further Maths	AQA – Level 2
Combined Science	AQA
Biology	AQA
Chemistry	AQA
Physics	AQA
History	Edexcel
Geography	AQA
Religious Studies	AQA
Business	AQA
Economics	AQA
Art	OCR
Music	OCR
Drama	AQA
Computer Science	OCR
Cambridge National IT	OCR
Textile Design	AQA
Design and Technology	AQA
Food Preparation and Nutrition	OCR
French	Eduqas
Spanish	Eduqas
Physical Education	Edexcel
BTEC Construction	Edexcel
Mandarin	AQA
Cambridge National Enterprise	OCR

LEVEL 3

Subject	Exam Board
English Literature B	AQA
English Language	AQA
Media Studies	AQA
Maths	AQA
Further Maths	AQA
Applied Science (BTEC National)	Edexcel
Biology	OCR
Chemistry	AQA
Physics	AQA
History	AQA
Geography	AQA
Religious Studies	AQA
Business	AQA
Economics	AQA
Psychology	AQA
Sociology	OCR
Politics	AQA
Health and Social Care (BTEC National)	Edexcel
Art	OCR
Music	Eduqas
Computer Science	OCR
Cambridge Technical in IT	OCR
Product Design	AQA
Textiles	AQA
French	Eduqas
Spanish	Eduqas
Physical Education	OCR
Drama	Eduqas
Food and Nutrition	Eduqas
EPQ	AQA
Applied General in Applied Business	AQA

Section 6 - Employment

This is for the names of your employers who have paid you.

Section 7 - Personal Statement

You'll have a separate session on personal statements to get you started on this.

- Bear in mind that you may only use up to 4,000 characters (including spaces) overall.
- This year you'll have to answer the following 3 questions for your personal statement:
 - *Why do you want to study this course or subject?*
 - *How have your studies and qualification helped you to prepare for this course or subject?*
 - *What else have you done to prepare outside of education, and why are these experiences useful?*
- Don't worry about font or font size as it will automatically change it to the required format when you put it into the space allocated on UNIFROG.
- We recommend that you write it in Word first in the 3 paragraphs, get it checked by your tutor for spelling and grammatical errors and make sure it covers everything. When you have copied and pasted it into the space on UNIFROG, you **must** preview it before you can save it. Your tutor will then give you some pointers on UNIFROG

A word of advice from a Year 13 who has been through the process: try to get a couple of drafts done over the summer holidays so you have a head start when you come back in September.

[The new personal statement for 2026 entry | UCAS](#) – a helpful link to start

Important note about plagiarism and AI

You may be tempted to copy parts of the many examples of well-written personal statements which you will read during the UCAS application process. **Do not copy anything at all!** All personal statements are rigorously checked by UCAS using a very powerful programme which will detect any plagiarism. If you do plagiarise you run the risk of having your application rejected.

AI can be a useful tool in life and many of you will consider using AI with your personal statement. We would advise that you only use it in the planning stage to get some ideas together. Do not use it to write your personal statement for you. You will end up with similar results to other candidates and these will be picked up by the admissions teams who use AI checkers. Keep your personal statement PERSONAL.

View all details

Check that everything is correct

Pay & Submit

You must pay on-line. Once you have paid and sent your application, it is sent on to school. At this stage your tutor reference will be attached, and your personal statement and whole application checked through by Mr Cooper to make sure that everything is complete. It is not sent to UCAS until we are sure it is the best you can do.

From 2025 UCAS have implemented a free school meal (FSM) waiver where they will remove the application fee for any student who is or has received FSM during the last six years, up until the end of their final year at school. To be eligible you must declare you are in receipt of FSM in the “More about you” section and choose “Pay Centre” when you “Pay and Submit”. We will then confirm this when adding the reference meaning the fee is waived.

If there are changes to be made, your UCAS form will be sent back to you. You must check your emails and UNIFROG daily to see if your form has been returned to you.

When the application is completed and thoroughly checked your form will be sent to UCAS. You will receive email notification of this. Once sent, it cannot be unsent, so make sure you complete everything to the highest standard possible.

2. What happens next?

Once UCAS have received your application, they will send it out to all the universities to which you have applied.

When the university replies, you will get a notification by email and you will be able to check on ‘Track’ the status of your application. You will need your log-in details to access Track.

When you have received a response from all of your choices, you need to make up your mind about which is your firm choice and which is your insurance choice.

You cannot reply until all of your chosen universities have notified you.

There are 3 types of notification from your universities: Unconditional Offer, Conditional Offer and rejection.

Once your last decision has come through, UCAS will notify you as usual. This is when you know it is time to make two final choices: **your first choice and your insurance choice.**

You reply to your offers via Track. Remember everybody has different reply deadlines as this will be dependent on when your last offer came through.

What do you reply?

1. Firm Acceptance – Your 1st Choice
2. Insurance Acceptance – Your 2nd Choice
3. Decline – (You can decline them all if you decide you would rather go through clearing on Extra)

After you have made your firm and insurance choices you should apply for your Student Finance. There will be a session on one of the Bright Days to give you information about this. Once your application has been sent off to UCAS, all your efforts should be on passing your exams and getting the best grades you can!

3. Useful Websites

UNIFROG

NET SIXTH FORM – our subscription code to access resources is: RS4o

Universities

<https://www.thecompleteuniversityguide.co.uk/league-tables/rankings> - university league tables

<https://www.opendays.com/calendar/> - university open days calendar

Apprenticeships

https://www.findapprenticeship.service.gov.uk/apprenticeshipsearch?_ga=2.41769570.1710723260.1656939834-1423594179.1651662953 - main apprenticeship site

<https://amrctraining.co.uk/apprenticeships/apprenticeship-vacancies> - local apprenticeships

<https://www.healthcareers.nhs.uk/career-planning/study-and-training/nhs-apprenticeships> - NHS apprenticeships

<https://trainees.grantthornton.co.uk/our-programmes/apprentices/> - accounting apprenticeships

For most apprenticeships with larger companies, please see their websites.

Useful Video links

[Know How - Student - Unifrog](#)

[Write your personal statement like a boss : Courses](#)

[Student- Using the UK Uni Shortlisting Tool](#)

[Student- Using the Apprenticeships Shortlisting Tool](#)

4. UCAS Key Terms

Adviser – someone who provides you with information, advice, and support with your application. This could be a teacher, tutor, counsellor, or agent.

Agent – also known as or consultants or educational advisers, agents are representatives from around the world who represent UK universities and colleges, English language centres, or independent boarding schools. They typically have a contractual relationship with one or more course providers who pay them commission for each student placed on their courses.

Buzzword – for UCAS Undergraduate applications, your school, college, or centre will give you a buzzword so you can link your application to them. It's a word you add to your application when you register to make a UCAS Undergraduate application (unless you're applying independently).

Centre – a school, college, or organisation that can help students apply to higher education.

Changed course offer – in your application, you might get one of these if you haven't met your conditions, or if the university or college has made changes to the courses they run. It might involve a different start date or point of entry, or a different course altogether.

Choice – a choice is a course you apply for on your application – many students make multiple choices to increase their chances of getting a place.

Clearing – in a UCAS Undergraduate application, Clearing is another service you can use to look for alternative courses. If you didn't get a place on a course – whether you didn't receive offers, declined your offers, or didn't get the grades you needed – Clearing allows you to apply for courses that still have vacancies.

College – a provider of further and higher education. When we use the term 'uni' or 'university', this is often a generic reference that incorporates colleges too. For example, when we say 'applying to university', we mean 'applying to university or college', but in a more concise way.

Conditional offer – in your application, an offer of a place on a course subject to conditions. To be accepted on the course, you'll need to meet the conditions – usually related to your exam results. This is a common type of offer for students applying directly from further education.

Confirmation – in your application, the outcome of a conditional offer you've accepted. If you meet the conditions, your place will be made unconditional (meaning you've got a place on the course) – if not, the offer will be declined.

Conservatoire – a provider of performance-based music, dance, screen, and drama courses.

Contextual admissions/offers – when a university takes your personal circumstances into account when making you an offer – this might be a reduced or adjusted offer (e.g. an offer which is a grade or two lower than the advertised entry requirements) or other support (e.g. a guaranteed interview).

Course – there are many different courses across different levels, subjects, and locations – from foundation degrees to PhDs.

Course and training providers – a university, college, conservatoire, School Direct school, or other provider offering higher education courses.

Deferral – in your application, this is what you do if you'd like to carry an offer over to start it in the following academic year.

Entry requirements – this is what the course provider recommends you need to do/have to get on the course – from qualifications and specific subjects or grades, to interviews, admissions tests, and medical requirements. You aren't guaranteed an offer if you meet or already have these.

Extra – in a UCAS Undergraduate application, Extra is a service you can use to apply for alternative places if you do not hold an offer from your first five choices.

Fresher – slang term for students in their first year of university.

Firm choice – in your application, an offer you accept as your first choice.

Further education (FE) – the level of education you complete at school or college before you start higher education.

Gap year – a year typically taken after completion of secondary-level qualifications before starting a higher education course. During this year, students often travel, volunteer, or complete work experience.

Graduate – a student who has completed and graduated from an undergraduate course – they can now apply for postgraduate courses if they'd like to.

HEP – a higher education provider – a university, college, or conservatoire.

Higher education (HE) – the level of education we can help you apply to – from undergraduate courses when you've finished further education, to postgraduate courses you can move on to after graduating from an undergraduate degree.

Insurance choice – in your application, an offer you accept as your second choice – just in case you don't meet the conditions of your firm offer.

Invitation – in your application, you may receive an invitation from a university or college asking you to attend an interview or audition, or to provide a portfolio, essay, or another piece of work.

League tables – rankings of course providers – these can be an overall ranking, or listed by reputation, courses, or departments.

Personal ID or UCAS ID – the ten-digit number you get when you begin an application – displayed in 123-456-7890 format on every email we send you. You'll be asked for this if you get in touch with our Customer Experience Centre. **Note:** This number is not generated until you start an application.

Personal statement – a piece of text applicants write to show why they're applying and why they'd be a great student for a course provider to accept.

Point of entry – in your application, which year of the course you start at – for example '2' means you'd start in the second year of the course.

Postgraduate – higher education study for graduates who have already completed an undergraduate course.

Predicted grades – the grades a teacher, tutor, or other adviser qualified to remark on a student's academic suitability believes they will achieve when they complete their secondary qualification.

Referee – in your application, someone who provides a reference for you.

Reference – in your application, a recommendation on an applicant's application from a teacher, adviser, or professional.

Sandwich course – a course with an additional year where you work in the profession you're studying for.

Scheme code – in your application, this is used along with your Personal ID to identify your application.

Tariff – the UCAS Tariff is the system for allocating points to the different qualifications you can use to get into undergraduate higher education. Not all qualifications will be included in the Tariff. It is for use in admissions only and is not transferable to the job market.

Transcript – an official or unofficial academic record produced by a school, college, university, or awarding body.

UCAS – the Universities and Colleges Admissions Service in the UK.

UCAS Conservatoires – the name of the application service for performance-based courses.

UCAS Hub – the place to search, save, and review options – as well as apply for courses and track your application.

Unconditional offer – in your application, an offer of a place on a course with no conditions – the place is yours if you want it.

Undergraduate – the first level of study in higher education. If you graduate from an undergraduate degree, you can move on to postgraduate study.

University – (or 'uni' for short) – a provider of higher education.

Unsuccessful – in your application, either you haven't been made an offer or you haven't met the conditions of a conditional offer.

Withdrawal – in your application, before the decision has been made to make you an offer or not, either you or the university or college can withdraw a choice.