



## **SIXTH FORM HIGHER EDUCATION & UCAS GUIDANCE POLICY**

At Isaac Newton Academy our aim is to equip every student with the knowledge, learning power and character necessary for success at university and beyond.

Ensuring that the Sixth Form students have access to high quality advice and guidance is a key priority for the Sixth Form team. Students are faced with a number of important decisions regarding their next steps and these decisions will have a bearing on their future employability, earning potential, debt levels and levels of self-fulfilment as adults.

### **AIMS**

The aims of this policy are:

- To clarify what the intended outcomes of the Higher Education & UCAS Guidance programme are
- To clarify expectations of tutors, Sixth Form teachers, students, parents, PLs and the SLT i/c Sixth Form.

### **INTENDED OUTCOMES OF THE HIGHER EDUCATION & UCAS GUIDANCE PROGRAMME**

The programme is delivered in the weekly tutorial sessions and parent information sessions. The intended outcomes are:

- Students and parents understand the various types of degree courses and apprenticeships available post 18.
- Student and parents understand the attainment profile required for different apprenticeships, courses and universities, and can make informed decisions using this information.
- Students and parents understand the various criteria by which universities and courses can be judged (e.g. rankings, employability rates, student satisfaction, graduate average starting salary), can decide the most important aspects to them, and can make informed decisions using this information.
- Students and parents visit higher education providers and make informed decisions using these experiences.
- Students and parents have up to date information and guidance around student finance, the application process, applying to universities abroad and apprenticeships.
- Students and staff are empowered and supported to write high quality UCAS statements, or statements to support applications for apprenticeship programmes.



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### **EXPECTATIONS OF SLT I/C SIXTH FORM**

- Oversight of the Higher Education & UCAS Guidance tutorial programme
- Arranging high quality CPD for staff
- Ensuring that opportunities are marketed to Sixth Form students effectively
- Ensuring that students who are applying to Oxbridge or DMV courses are supported with the additional requirements associated with this process
- Leading on the final send-off of UCAS applications
- Supporting the PLs in ensuring that students have high quality UCAS statements and or apprenticeship applications
- Planning opportunities (e.g. university talks) both within INA and beyond to support students with making informed decisions

### **EXPECTATIONS OF PLS**

- Planning the programme of study for the tutorial programme (with SLT i/c Sixth Form)
- Ensuring that all deadlines are adhered to by students, tutors and subject staff
- Supporting tutors in delivering the programme
- Supporting tutors and subject staff in writing references
- Quality assuring the applications before final send off
- Marketing opportunities to students

### **EXPECTATIONS OF SIXTH FORM TUTORS**

- Delivering the programme of study for the tutorial programme
- Supporting students in writing quality applications
- Ensuring that all deadlines are adhered to by students
- Writing high quality references for students
- Meeting with students half termly and discussing next steps when required
- Marketing opportunities to students and tracking their engagement with them

### **EXPECTATIONS OF CEIAG LEAD FOR SIXTH FORM**

- Support the SLT i/c Sixth Form and PLs with UCAS applications
- Support the SLT i/c Sixth Form and PLs with arranging university talks and visits
- Support the SLT i/c Sixth Form with keeping up to date with the latest information from UCAS and higher education providers



#### **EXPECTATIONS OF SIXTH FORM TEACHERS**

- Writing high quality references for students
- Marketing and organising opportunities for students to learn more about courses and careers within their subject area

#### **EXPECTATIONS OF STUDENTS**

- Engagement with the tutorial programme (including 100% attendance)
- Responding to the feedback given on applications
- Adhering to deadlines set by tutors
- Engaging with wider opportunities to help with making informed decisions

#### **EXPECTATIONS OF PARENTS/CARERS**

- Attending parent information sessions
- Supporting their son/daughter with visits and trips
- Discussing higher education options with their son/daughter

**Reviewed June 2020**