



CLAYESMORE

UCAS POLICY

Responsible:	Assistant Head (Sixth Form)
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CONTENTS

CONTENTS	1
UCAS GRADES	2
Initial UCAS grades	2
Confirmation of UCAS grades	2
Informing students and parents	2
Discrepancies and disagreements	2
UCAS grades/Working Towards grades	2
UCAS REFERENCE	3
Compilation	3
Positive support	3
Disclosure to students	3
Disclosure to parents	3
Checking	3
GENERATION OF UCAS GRADES FOR A LEVEL SUBJECTS	4

UCAS GRADES

1. Our policy on UCAS grades is as follows:

Initial UCAS grades

2. After the mock exams in April of Year 12, HoDs are invited to make initial indications of each student's likely A Level and BTEC results. These UCAS grades should be realistic yet aspirational, and will be subject to formal review during Year 13. A flowchart is below to clarify this procedure. The Assistant Head (Sixth Form) will inform parents towards the end of the Spring term that this will happen. UCAS grades can be in line with or higher than Forecast grades on reports / assessments, but should never be lower.

Confirmation of UCAS grades

3. At the start of Year 13 (September), HoDs will review the initial UCAS grades in the light of work completed since the April exams. UCAS grades may be raised and would only be lowered in exceptional circumstances.

Informing students and parents

4. HoDs, teachers and tutors should discuss the UCAS grades with students from the earliest stage of the procedure, to allow students to influence their grades by working harder. This should allow sensible course / university choices to be made by the students. UCAS grades will be shown in iSAMS and a letter sent home to parents / guardians early in the Autumn term which informs them of the grades.

Discrepancies and disagreements

5. In the event of there being a discrepancy between UCAS grades and the courses / universities for which a student is planning to apply, tutors, following discussion with the applicant and at their discretion, may discuss with subject teachers whether the UCAS grades should or could be revised upwards.
6. This will lead either to a change in the UCAS grade(s) or their confirmation and a further discussion with the student to explain the UCAS grades the school expects to use. In the event of a student (or parent) still not being satisfied with the UCAS grades, a meeting may be arranged to involve a combination of the student, parent, Head of Department, tutor, Assistant Head (Sixth Form) and Deputy Head (Academic). Ultimately, the decision on final UCAS grades must remain with the school.

UCAS grades/Working Towards grades

7. It should be noted that UCAS grades are separate from the Forecast grades found on reports.

UCAS grades are aspirational whereas Forecast grades reflect how a student is working in class, with prep, and in tests or exams. Students should ensure they apply for universities with a range of entrance requirements to cover all eventualities.

UCAS REFERENCE

8. Our policy on UCAS References is as follows:

Compilation

9. Subject and Houseparent references are written in June of Year 12. They are written and saved in the relevant section of the Unifrog platform. The Tutor and the Assistant Head (Sixth Form) collates and uses these references to form the basis of the final School Reference that is included in each student's UCAS Form. The Assistant Head (Sixth Form) will provide guidance to the HoDs, Houseparent and Tutors as to the information required in these references.

Positive support

10. The purpose of the School Reference is to highlight the particular strengths of each candidate in a personal and engaging way, and to corroborate what is written in the Personal Statement.

Disclosure to students

11. In order to avoid factual errors in the reference, students may view their reference before it is submitted and they should contact the Assistant Head (Sixth Form) if they wish to do so.

Disclosure to parents

12. A pdf copy of the reference will be provided for parents or students on request. In line with UCAS guidelines this reference should not be used for any other job or course application until the UCAS process is completed.

Checking

13. While the UCAS form is checked by the school, it is the responsibility of each student to ensure they have completed their form truthfully and accurately. Specifically, they are expected to ensure that institution and course codes are accurate.

GENERATION OF UCAS GRADES FOR A LEVEL SUBJECTS

