

5 November 2018

Dear Parent/Carer

During this week your son/daughter will be provided with their log on details for UCAS progress. They will have written this in their planner. UCAS progress is the site we use for all post 16 applications as it allows pupils to apply for several opportunities in one place.

Within school Values lessons we are supporting pupils with the writing of their personal statements and providing them with time to begin the completion of these applications. There are additional opportunities for them to complete UCAS progress at lunchtimes in Room 48 and after school on Tuesday to Friday until 4pm on weeks commencing 12th November, 19th November and 26th November. Please be aware that Pontefract New College applications need to be completed by Christmas.

Pupils are also able to logon at home to complete all the sections. Here's how to logon and get started:

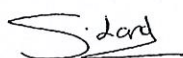
- Go to www.ucasprogress.com. If it is the first time logging on, choose the student option (top right corner) and scroll down to Progress. Click on sign in and use the details that should be written in planner (If not, form tutors can provide this).
- There is lots of information on the main page to help. If ready to apply the quickest way is to go to www.ucasprogress.com/search - make sure you are still logged on, if not redo it.
- Search for courses – You can search using postcode, set a maximum distance, choose a college or subjects (inc A levels, BTEC and Apprenticeships). Add to favourites the ones you are interested in applying for as it saves time later (don't forget to check entry requirements though). You can apply for as many courses as you want at different colleges.
- Complete the **Profile** section – Make sure you fill in AND save contact details, personal information, qualifications and work history. The personal statement is done in school in Values books and will be marked by group tutors. The reference section can be left.
- Complete the **Applications** section – Click on the blue 'Start a new application' and add here the courses/subjects you want to do at each college (from your Favourites if you did this). Each college needs to be done on its own application. Make sure this is saved.
- Make sure you add your personal statement in school once it has been typed up.
- If all sections are complete, the application will be ready to send and you can log on to track its progress.

If your son/daughter is struggling with what to apply for at college, we have our own Careers Advisor, Tracey Chapman, in school on a Tuesday and Thursday. Appointments can be booked directly with her and she will be able to offer impartial careers advice and guidance.

Whilst we will be monitoring the completion of the various sections in school, any support you are able to offer at home with the completion of your son/daughters college applications would be much appreciated. Should you have any questions please do not hesitate to contact myself via phone or email: Sharon.lord@croftonacademy.org.uk

Many thanks for your continued support.

Yours faithfully



Sharon Lord
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