



School **opens at 8.00am on 17th August**
to ensure that, if necessary, you are at
front of clearing queue

Results Day Information for University Applicants

The following pages contain very important information for students who have applied to university, particularly regarding 'Adjustment' and 'Clearing'. Please read and digest carefully – if you have any concerns please contact the Sixth-form team via the following e-mail addresses (before Friday 21st July):

i.willia01@pudseygrangefield.co.uk
y.khan01@pudseygrangefield.co.uk

Please keep safe all communication you have received from UCAS.

Track during Confirmation

Year 13 applicants can access their records on the track service at <https://track.ucas.com>. Track is updated continuously, except when results are being processed. Students must make sure that they have their Track username, password and personal ID so that they can follow the progress of their application and find out if they have met their offers in August. **Students must also ensure that they keep their contact details updated.** These can be changed by logging onto Track. If you have forgotten your details, these can be requested on Track. Alternatively you may contact the UCAS CUSTOMER SERVICE UNIT on **0371 4680468** – have your personal ID ready. You can also post questions on **social media** – see www.ucas.com/corporate/about-us/contact-us

Track should be the first place students look when checking the status of their application. Applicants are advised to check Track on the morning of results day to see their updated status.

Adjustment

If you pass your exams with better results than expected, exceeding the conditions of your firm choice (CF), **Adjustment** provides an opportunity for you to reconsider where and what to study. To use Adjustment students need to register on Track, but **only those students who have met or exceeded their original CF offer are eligible.**

Adjustment is available from A level results day until 31 August. It's entirely optional, and a lot of competitive courses will be full – but other applicants might have missed their conditions or swapped a course too, so it could be worth seeing what's available.

- If you try Adjustment but you don't find anything, you'll still keep the course you gained on results day.
- Your original FIRM choice will be safe while you're looking for another – you'll only lose it if you confirm you'd like to go elsewhere and the new university/college adds themselves to your application.



To use Adjustment:

1. Register in Track by clicking on 'Register for Adjustment' on your 'choices' screen.
2. Contact a university or college to find another place – tell them you are applying through adjustment and state your personal ID.
3. The institution will check that you exceed the conditions of your unconditional firm choice. There may be a delay while they do this.
4. The institution will tell you if they can offer you a place, and you tell them if you want to accept it. Only agree verbally if absolutely sure.
5. If you are accepted through Adjustment, your Track screen will be updated with the new choice and we will send you a confirmation letter.

Applicants need to contact admissions offices at universities and colleges direct to discuss possible vacancies and their entry requirements. **Students must make it clear on contact that they wish to apply through Adjustment, not Clearing.** If you accept an alternative place you **will be giving up** your original confirmed place.

There is no course vacancy list published for Adjustment, and the vacancy situation may change on a daily basis.

- Adjustment is optional and runs from 17 August – 31 August
- An applicant has 5 calendar days only in which to use Adjustment from 17th August or from the day their status changes from CF to UF
- It is the applicants responsibility to contact a university or college to discuss an Adjustment place
- To secure an Adjustment place the applicant must receive an alternative offer through UCAS before the 5-day period ends
- Applicants cannot adjust their insurance choice
- If an applicant does not receive an alternative place they remain accepted at their current university or college (UF).

Before opting for Adjustment you should recognise the following:

- Applicants who are in Adjustment who contact providers should make it clear whether they are enquiring or agreeing to accept an offer, as if the applicant is claimed in Clearing, they will not be able to retain their previous UF choice.
- There is no guarantee that there will be any vacancies on courses you may wish to be considered for. It is very unlikely that the competitive courses will have places available. Re-applying for 2018 is always an option.
- It may also be more difficult to secure appropriate accommodation and finance arrangements at short notice.
- You may contact more than one university or college to discuss vacancies, but will only receive one formal decision through adjustment.
- **Talk to staff on Results Day** – they can help you decide whether to register to use Adjustment.

You will find further information at

<https://www.ucas.com/ucas/undergraduate/apply-and-track/results/ucas-adjustment-%E2%80%93-if-you%E2%80%99ve-done-better-expected>

Clearing (available now, with vacancies listed from 5th July on UCAS search tool search.ucas.com)

Should any Year 13 students fail to meet the conditions for their firm (F) or insurance (I) choices, they will become eligible for Clearing.



If an applicant is eligible for Clearing, they can apply for a course using Track. One clearing choice can be added at a time. Applicants are advised to speak to multiple universities and colleges **before** adding a choice and to get provisional confirmation of a place. On A-level results day (17 August), eligible students will be able to add choices from 15:00 (UK time).

The UCAS website has excellent advice on clearing.

Treat your Clearing application like a job application - deal with it yourself! Don't leave it to your parents or friends to sort out. During Clearing, you need to be available in person to deal with admissions tutors and to make decisions. It is important to plan your summer holidays so that you are at home when your exam results come out.

Applicants can contact different universities and colleges to discuss vacancies and may be informally offered several places. They will need to decide which offer to accept as they can only enter one choice on Track. This will need to be done by the date specified by the university or college. Details for one choice only can be entered on Track and applicants should not enter an institution and course details unless they have been provisionally offered a place and want to accept it, as this could delay their application.

Universities will not be able to formalise agreements to consider or admit applicants until:

- They know your **Personal ID** and **Clearing Number** (shown on Track)
- You have entered institution/course details on Track.

If the university or college declines this application, the 'Add Clearing choice' button is re-activated so that another choice through Clearing can be made.

You should regularly check status on Track, keeping e-mail and postal contact details up-to-date. You will find further information at www.ucas.com/ucas/undergraduate/apply-and-track/results/no-offers-learn-how-clearing-works

There are also film guides to Clearing and Adjustment on the UCAS website at www.ucas.com/connect/videos.

Changed Course Offer

Applicants have five calendar days to reply to a changed course offer, indicated on Track as UCC. If no reply is recorded, the choice will be declined automatically.

Course Vacancy Information

UCAS publish the official list of vacancies on www.ucas.com from **5th July**, with lists updated continually.

Students should also be aware that clearing vacancies are scheduled to be listed in *The Telegraph* newspaper on Thursday 17 August.

A copy of the UCAS guide to 'Confirmation, Clearing and Adjustment' has been posted on the school website.

Parents

If your parents would like advice on the UCAS process please suggest they look at www.ucas.com/ucas/undergraduate/getting-started/ucas-undergraduate-parents-and-guardians where there is a bespoke section to support parents of students going into Higher Education.



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Have a safe and enjoyable summer and we look forward to seeing you on 17th August.

Best wishes,

Mr J Williams
Director of Year 13 Studies

