

Academic References

As part of your UCAS application, the school supplies an academic reference. This gives the universities and colleges more of an impression of who you are and what kind of student you are.

Areas covered in this reference include your academic ability, commitment, motivation and attitude throughout your school career, especially the senior years. It may also comment on your involvement in the wider school life – such as trips you have been on, clubs you have been a member of, personal development, relevant work experience etc. Finally, it may also remark on your life outside of school – such as hobbies, further qualifications (e.g. sports coaching, music exams), jobs, holidays and community involvement.

Your reference will also include any circumstance that may have had an effect on the outcome of exams.

This reference is put together from two main sources – information from you and short references from your teachers. You must fill in the pupil information sheet supplying academic and personal details. You must then ask all your current teachers for an academic reference. (Request sheets available from Guidance. You may also want to ask a few of your previous teachers who know you quite well.) They will then complete this on the school's administration system.

Once all of this information is collated, the Guidance staff will write your academic reference and paste it into to your application on line.

Complete the pupil information sheet and return this to your Guidance Teacher.

Important: Do not leave it to the last minute to start generating your academic references. Teachers have many different commitments on their time and a late request for a reference may mean that your nominated teachers do not have enough time to compile a reference which will do you justice.