

TEACHER
CHAMPION



**Teacher/Adviser
CPD Programme**

**Teacher UCAS
Reference writing –
A Bath perspective**

Have you been
involved in writing
UCAS teacher
references?

You do not have permission to edit this Menti. ?

Switch account



Agenda

**Welcome and
reminders**

**David Howells
Head of UG
Admissions**

**Any
questions?**

**Time in Peer
Groups**





Resources for Parents/Carers

Our upcoming events for parents and guardians:

Supporting your child's UCAS application for courses starting in 2025

30 May 2024 6.00PM, *Online*

A session for parents and guardians of children applying to university courses starting from 2025.

Find out about further events and register here: **Information for Parents (bath.ac.uk)**



Teacher and Adviser Conference: Wednesday 3rd July 2024

Tuesday 2nd July Overnight guests – check in accommodation, dinner and a choice of evening activities including group walk or time to explore Bath!

Wednesday 3rd July 9.30 - Registration and welcome coffee and pastries

- Keynote talk and Q&A with speaker from UCAS

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|--|---|----------------------------------|
| • How to support personal statement writing (workshop) | • Student Finance (with speaker from Student Finance England) | • Careers and placements at Bath |
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Lunch (provided)

Campus tour with student ambassadors

- How to survive financially while at university – Q and A panel with current students
- Insight into undergraduate student admissions
- Teacher Champion Award presentations – University of Bath Vice Chancellor
- Close – Vice Chancellor

Join us with the Vice Chancellor to celebrate the Teacher Champion Awards - fizz and canapes

Teacher Champion Toolkit



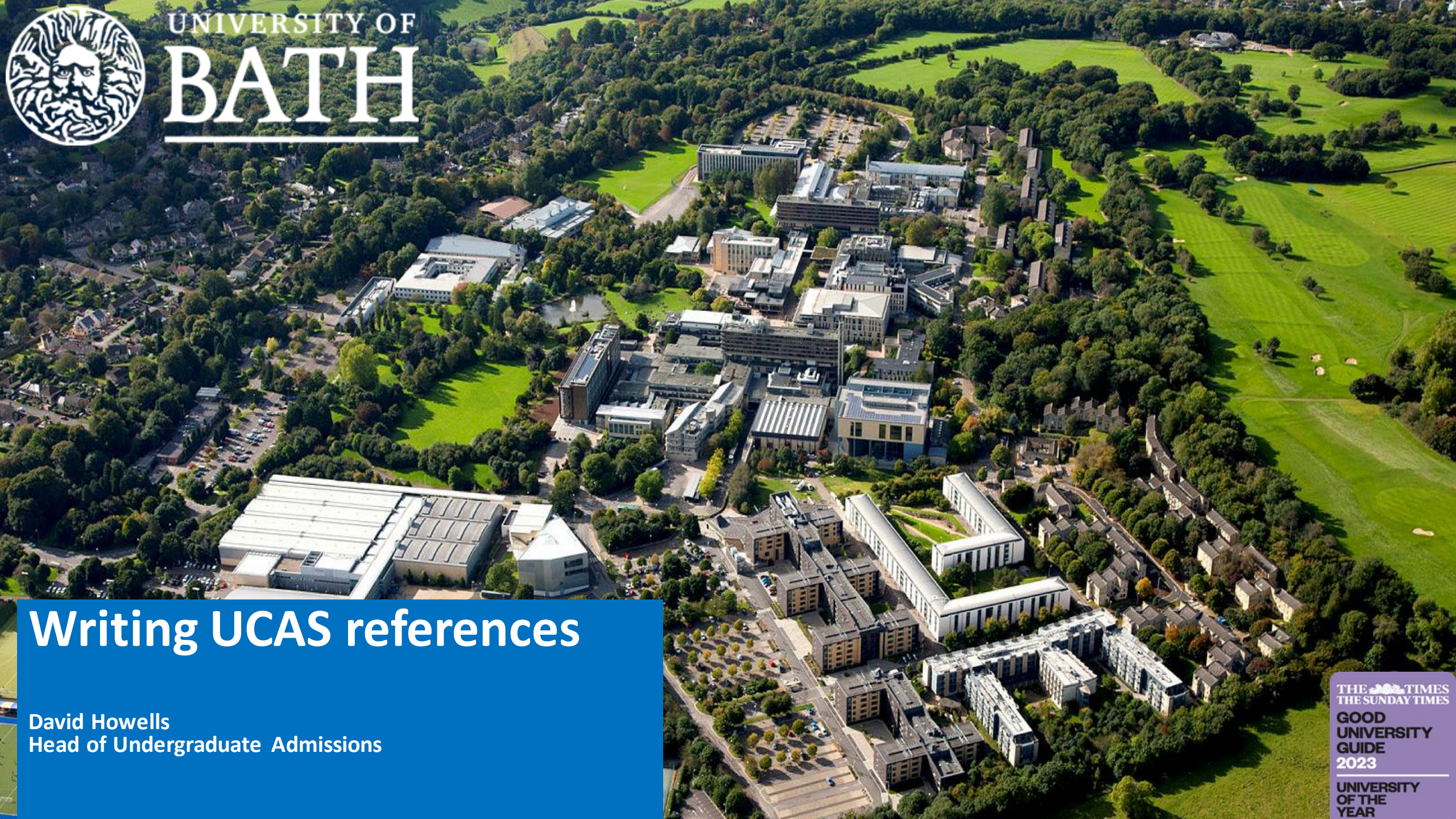
Find everything you need and all programme resources in your Teacher Champion Toolkit webpage:

<https://www.bath.ac.uk/topics/teacher-champion-toolkit/>





UNIVERSITY OF
BATH



Writing UCAS references

David Howells
Head of Undergraduate Admissions

THE  TIMES
THE SUNDAY TIMES
**GOOD
UNIVERSITY
GUIDE
2023**

**UNIVERSITY
OF THE
YEAR**

The basics

Since the 2024 cycle, references have three sections:

- **Section One:** the school context
- **Section Two:** extenuating circumstances
- **Section Three:** other supporting information



What we're looking for: *Section One*

- **Most schools and colleges are more confident in this section and have included something for like this for many years**
- **You can use the same section for every applicant - there is an option to bulk populate your answer on UCAS**
- **Things we find useful:**
 - **Pattern of qualifications offered to your students**
 - **Any disruption impacting your school/college as a whole**
 - **Your approach to predicted grades**



What we're looking for: *Section Two*

- **Statement of overall academic performance** – for example, this is your opportunity to explain differences between previous and current grades
- **Any individual extenuating circumstances** – we consider extenuating (mitigating) circumstances very seriously and always welcome information. There are other ways to provide it if an applicant is uncomfortable with you including it here.
- **Subject limitations** – subjects play a big part of selection for some courses, so we want to know where an applicant's choices may have been restricted.



How to address extenuating circumstances

When addressing sensitive personal circumstances, you do not need to go into significant detail of the circumstances themselves.

What matters to us is a sense of the impact on the student:

- A brief description of the circumstances
- Timing of the circumstances – when did they start and how long have they impacted
- Your perspective on the academic impact, including to what extent you have considered it as part of your predicted grades



Examples of extenuating circumstances

- **Personal illness or injury** – can be physical or mental health, acute or long-term
- **Family illness or injury** – for very close family members. May involve student taking on caring responsibilities.
- **Bereavement** – particularly for close family or friends
- **Disrupted home life**
- **School disruption** – significant teacher absences or school closures
- **Other emotionally distressing events**



What we're looking for: *Section Three*

- **Additional qualification information** – particularly subject specialisms or levels for students studying qualifications from outside the UK
- **Reasons for change of study/direction**
- **Significant extra-curricular commitments** – such as high-performance sport
- **Significant disciplinary action**
- **Boarding schools only** – if your school or college offers boarding and day school provision, it is helpful to know whether your applicant is boarding or not



Why we find subject-specific content less helpful

- We will not require subject-specific content in references
- We know these are offered as genuine endorsements of your students, and a huge amount of time and energy goes into making them
- We trust predicted grades as your indication of a student's performance
- The descriptions we see are hard to compare and relying on them too much leads to unfairness
- But we would **never** penalise an applicant because you choose to include more than we are looking for





We are regularly updating our guidance:

bath.ac.uk/guides/guide-for-referees-on-academic-references-for-undergraduate-applications/

Next Online Session

- Thursday 13th June 4-5pm
- Theme: How Bath processes UCAS applications
- Presenter: Louise McCollum, Deputy Head of Undergraduate Admissions



Time in Peer Groups

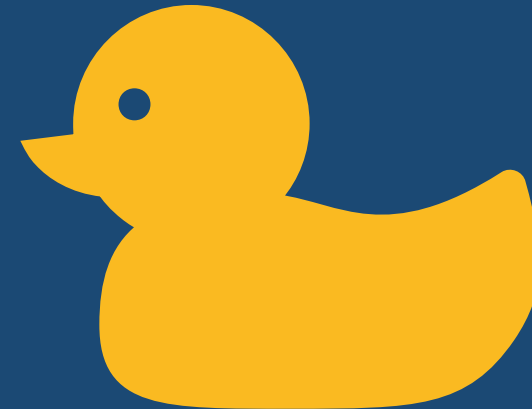
- Around 12 professionals with a similar role in their setting
- Share reflections and thoughts about the information you have heard
- Designed to be a safe, confidential space to
 - share challenges and questions,
 - gain insights and support from each other
- Facilitators are members of the widening access and participation, or other linked teams at the university



We would love to hear
your feedback



Thank you!



[https://forms.office.com/e/6JGv
FXFPzP](https://forms.office.com/e/6JGvFXFPzP)

