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## CATERHAM SCHOOL

August 2011

Dear Students, Parents and Guardians of the Upper Sixth

**Important: University confirmation August 2011: University places will be in short supply this autumn.**

Welcome back after the summer holidays. We are now about to enter a critically important stage of results and university confirmation. **Could you please read these instructions very carefully?**

We have made or two adjustments to facilitate the support and advice that we feel are so necessary for our students.

- 1 Please check UCAS Track (you already have your unique candidate number, username and password to access track) as this should be available from 0001 hrs on Thursday morning.
- 2 If on accessing Track (please be patient as there will be heavy traffic on this website for obvious reasons and you may need to try to access many times before you are finally successful) **your 1<sup>st</sup> choice or insurance university place is confirmed please do not come into school until 0930hrs.** This will allow us the time to concentrate on those students whose situation is more complicated.
- 3 **If your place is unconfirmed or rejected please come into school for 0830 hrs** and collect your results and see one of our specialist staff who will be able to guide and support you through the rather intense 'Clearing' process. **The 0830 hrs results service must be for those who need our specialist support. For those students who cannot collect results in person and your university place is unconfirmed/rejected (you have confirmed this via UCAS Track) please telephone the school (01883 343028) from 0830 hrs and one of our specialist staff will be able to help.**
- 4 For those students who are not able to collect their results in person and wish to receive **results by telephone you can call the school switchboard from 1000 hrs onwards.**
- 5 A number of students/families have indicated that plans have changed and that they cannot be here for results collection. If you are in this category it is essential that you complete the attached permission/authorisation form which will allow us to speak to universities on your behalf. Without this authorisation the universities will refuse to communicate with us. **Can you please complete this form and fax it back to the school immediately and mark it for my attention.**

Can I take this opportunity to wish our students a very successful Results Day, and our best wishes for the next stage in their journey of life. We look forward to seeing our current Upper Sixth parents, friends and guardians during the weeks ahead and particularly later this week!

Yours sincerely

**MICHAEL LESSER**  
**Director of Sixth Form**

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Dear Mr Lesser

Given that I will be overseas and unavailable for results day on August 18<sup>th</sup>, I confirm that I have asked Caterham School to act on my behalf. This letter empowers Caterham School to discuss the situation with universities, and make decisions on my behalf.

I can also confirm that I will be available to discuss any issues relating to UCAS on Thursday 18 and Friday 19 August as per the contact below:-

Mobile No: .....

Telephone number: .....

E-mail: .....

Yours sincerely

Signed.....

Print Name.....

Date.....

CF University Name.....

Course Code.....

Course.....

CI University Name.....

Course Code.....

Course.....

Dear Mr Lesser

Please accept this as confirmation and permission for you to release my A level/AS  
results to .....

on August 18<sup>th</sup>. Unfortunately I will be unavailable on the day and would like  
..... to collect my results.

Yours sincerely

Signed.....

Print Name:.....

Date:.....

