

ARMED FORCES TEACHER GUIDE

SUPPORTING STUDENT APPLICATIONS TO HIGHER EDUCATION



THE APPLICATION PROCESS

YEAR 12

SPRING - SUMMER TERM

Encourage students to think about what they might like to study at university

MARCH - JUNE

UCAS Conventions are planned for these months, and your school/college may be able to take students to one in your nearest city. These events are a great opportunity for students to speak to staff from different universities, and pick up copies of their prospectuses and other information.

SUMMER - EARLY AUTUMN

Encourage your students to attend Open Days over the Summer and early Autumn, so they can experience the area and get a feel for the university. They can also view accommodation and speak to current students and academics.

SEPTEMBER

UCAS applications open and students will be able to submit their applications.

OCTOBER - NOVEMBER

Your peak time for writing references! Students should be writing and finalising their applications, and your reference is an essential part of their application. Discuss with the student their plans so that your reference aligns with their personal statement and course choices.

LATE AUTUMN - SPRING

Universities will begin to send offers via UCAS.

JANUARY

UCAS applications close.

EASTER

Students will need to make their firm and insurance choices by this time.

MAY

Deadline for applying for student finance.

AUGUST

Results Day!

YEAR 13

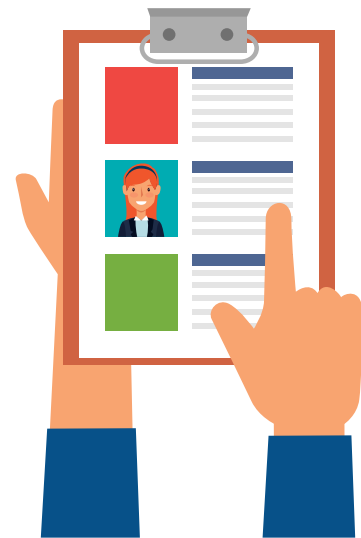
WRITING A UCAS REFERENCE

WHY WE ENCOURAGE STUDENTS TO MENTION THEIR ARMED FORCES BACKGROUND, AND HOW YOU CAN HELP.

In our student guide, we explain to students how they can use their UCAS personal statement to demonstrate strengths, or describe challenges they have faced, specifically around growing up in the Armed Forces.

Universities and colleges understand that service children may have experienced disruption to some of their education, or not been able to participate in extra-curricular activities. They are also aware that there is extra pressure on a young person who may have experienced a parent or carer being deployed, and they may take on extra caring responsibilities when a parent goes away. There are also lots of positives to mention, including adapting to change, picking new things up quickly, and studying independently.

Universities and colleges are required to support students from underrepresented backgrounds to go onto Higher Education and therefore they will consider any contextual information which might support a student's individual application. At the moment, there is **no checkbox for students to declare that they are from a military service background**, which means a university or college will only be able to get this information if it is shared on the personal statement and/or reference.



Some of the things you could mention in a reference include:

- Gaps in a student's education (e.g. having to change GCSE subjects when they moved to a new school)
- Their resilience in adapting to change and dealing with separation
- Their ability to learn new skills quickly and settle into a new environment

UCAS have also created a guide for schools with students from a military background.

FINANCIAL SUPPORT

There could be some financial support available to students from a military service background, depending on what their circumstances are. This could be from universities themselves, or from government and charity funding pots.

If you are supporting students with their UCAS application, encourage them to look for any scholarship or additional funding opportunities on individual HE provider websites so that they can see if they are eligible for any of them.

We have also found some further funding opportunities, that your students might like to explore further:

- **Distance Learning Funding** - You may be eligible for funding through Student Finance England for distance learning courses if you are a child, step child, or adoptive child living with a member of the UK Armed Forces serving overseas. [Contact Student Finance England for more details.](#)
- **School Children's visits** - Children of UK Armed Forces undertaking their first degree may be eligible for three return journeys to visit their family throughout each academic year. Details can be found in the MOD JSP 752 Tri-Service Regulations for Expenses and Allowances or you can find out more [here.](#)
- **Bereavement Scholarship Scheme** - Tuition fee and maintenance scholarships for children whose parent died while in service. Find out more [here.](#)



ADDITIONAL SUPPORT

THE SCiP ALLIANCE

The Service Children's Progression (SCiP) Alliance is a partnership of organisations focused on improving outcomes for children from military families.



The SCiP Alliance offers lots of support for teachers and practitioners who work with military service children and their families. This work is supported by research and events with the children. You can find out more about the events and resources available [here](#).

The partnership released the "[Listening to Learn: The Voices of Service Children](#)" report which looks at how service children can be more supported whilst at school/college.

The SCiP Alliance will be releasing the "Thriving Lives Toolkit" in Autumn 2020.

FUTUREHY

Our team at FutureHY work with the SCiP Alliance to run events for service children, including Creative Forces Days where students from local schools visit a university. You can find out more about Creative Forces Days [here](#).

We also offer a range of activities to support young people in making informed decisions about their future, whether this be choosing their GCSE Options, Post-16 qualifications or writing their university applications.

We also offer 1-2-1 IAG support. You can find out more about our activity offer on our [website](#).



OUR TOP TIPS

ENCOURAGE STUDENT TO MENTION THEIR BACKGROUND IN THEIR PERSONAL STATEMENT



READ WHAT THE STUDENT HAS WRITTEN IN THEIR APPLICATION BEFORE YOU FINALISE THEIR REFERENCE



YOU KNOW THE STUDENT! TELL UCAS WHY THEY WOULD BE GREAT FOR THE COURSE THEY HAVE APPLIED FOR IN THE REFERENCE.



HELP THE STUDENT IN LOOKING FOR SCHOLARSHIPS AT THE SPECIFIC INSTITUTIONS THEY HAVE APPLIED FOR.



FURTHER READING

[UCAS - Advice for Schools with Students from a Military Service family.](#)

[SCiP Alliance](#)



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