



1536



1701

# THE COOPERS' COMPANY AND COBORN SCHOOL

*Love as Brethren*

Headteacher: Ms Sue Hay, BA (Hons), PGDip, NPQH, NPQEL

St Mary's Lane, Upminster, Essex RM14 3HS

| Tel: 01708 250500 | Email: [info@cooperscoborn.org.uk](mailto:info@cooperscoborn.org.uk) | Website: [www.cooperscoborn.org.uk](http://www.cooperscoborn.org.uk) |

**Tuesday 6<sup>th</sup> May 2025**

## **Re: Results Day, University Applications & Beyond**

Dear Parent(s)/Carer(s)

I wanted to take this opportunity to confirm some of the specifics around the process regarding A Level results day and the different elements of support that take place on the day, particularly for students looking to go to university.

The examinations team will write to you nearer the time on procedural matters but I felt it was important to flag up some of the key points whilst Year 13 are still in school.

On Results' Day, the school will open at the early time of 8am for students to collect their results so that they are in the strongest possible position to contact universities/employers should they not have met the required grades. Results will be available for collection from 8am in the main School Theatre.

Results will only be provided to the individual student, not parents or friends, unless the school's Examinations Officer - Mrs Butler has received written consent from the student concerned via the [Google Form](#) that has been sent out to all students. If your son/daughter wishes for someone else to pick up their results for them, please ensure that the above process is followed.

Please note that the Google Form, also details how examination certificates can be collected/sent home in the Autumn Term – we would encourage all students to complete the form.

Sixth Form pastoral staff and members of the school's Leadership Team will be available on results day and on the following day should students require any extra support. We have also paid for independent advice for any student who requires specialist 1-2-1 support on their next steps. Appointments will be available with a Higher Education/Employment Advisor all day on Friday 16<sup>th</sup> August and further information will be provided with the A Level results. The Learning Zone will also be available for students to use should they need to contact universities or go through 'Clearing'. For those students who have a university place at stake, a detailed booklet will be provided on what they need to do next: 'UCAS Confirmation & Clearing' however, all of the information in the booklet has come directly from the UCAS website, should you decide to have a look at these options in preparation for results day. For an excellent parent summary of the 'Clearing' process, please [click here](#)

We will also be messaging all students who have applied to university, via Google Classroom, with the following information:

- By logging onto the UCAS system from 8am, your son/daughter will be able to find out if they have made their first choice or insurance offer. They will still need to come to school to pick up their results.
- Universities will use the UCAS Hub system to confirm whether they have met the conditions of their Firm or Insurance choice. Even if they do not meet the conditions of that offer it may be that the university is able to offer them a place, perhaps on a different course.
- Make sure that they have the following information with them when they come to pick up their results just in case there are any problems or they have to go through 'Clearing':



1536



1701

# THE COOPERS' COMPANY AND COBORN SCHOOL

*Love as Brethren*

Headteacher: Ms Sue Hay, BA (Hons), PGDip, NPQH, NPQEL

St Mary's Lane, Upminster, Essex RM14 3HS

| Tel: 01708 250500 | Email: [info@cooperscoborn.org.uk](mailto:info@cooperscoborn.org.uk) | Website: [www.cooperscoborn.org.uk](http://www.cooperscoborn.org.uk) |

- Phone number of the Admissions Tutors/Admissions hotline for their chosen universities.
- The course name and course codes they applied to.
- All their UCAS Apply details - username, password, ID etc.
- A mobile phone
- The contact details and information from Clearing of any universities that they are thinking of applying to on results Day through Clearing
- Their Clearing Number from the UCAS Hub system; this will be available to them on the morning through the Hub system if they are eligible.

For students applying to university, there will be two possible outcomes on the day:

## The Positive Outcome...

- Confirmation - they have met the conditions of one of the two offers and will therefore need to confirm that they accept the place at the institution. (they may even have accepted them if your son/daughter narrowly missed the terms of their offer!)
- Clearing – your son/daughter has done far better than expected and wishes to see what universities have spaces for higher grade entry criteria – even though they have secured their Firm choice

## The Complicated Outcome...

- They have to call their university to see if they have any vacancies as they have not met the conditions of their offer; they may be able to offer a slightly different course.

They don't make it to either of their choices...

- Clearing - a system which runs for students who still want to go to university but have not been successful with either or their two choices. They will have to be quick as this is on a first come, first served basis. By 8am, UCAS will have already sent your son/daughter a message about this.

The school will put together a detailed information pack to assist with decision making on Results' Day. All students will receive a hard copy of this information booklet with their results, however we thought it might be useful for you to have access now to last year's pack (we expect this year's to be almost identical!) – [please click here](#)

## Support in the future

We want to make sure that we do all we can to support your son/daughter after they leave. We are always here for advice and support. Many students find the transition to the world of work/university really tough and sometimes want someone impartial to speak to. We have explained to all students that they can call us at any point in the future and we will do all we can to assist. Each year, quite a few students get back in touch for advice as they want to change their 'Beyond 18' plans. Our contact details are:

Mr Bell: 01708 251812

Mrs Marshall: 01708 251825

Mrs Palmer (Head of Careers): 01708 251817



1536



1701

# THE COOPERS' COMPANY AND COBORN SCHOOL

*Love as Brethren*

Headteacher: Ms Sue Hay, BA (Hons), PGDip, NPQH, NPQEL

St Mary's Lane, Upminster, Essex RM14 3HS

| Tel: 01708 250500 | Email: [info@cooperscoborn.org.uk](mailto:info@cooperscoborn.org.uk) | Website: [www.cooperscoborn.org.uk](http://www.cooperscoborn.org.uk) |

## 2026 UCAS applications

If your son/daughter is taking a year out and applying to go to university in 2026 then obviously we will still help them to complete their UCAS application and send them off from here. In September, they will need to liaise with Miss Thake ([sth@cooperscoborn.co.uk](mailto:sth@cooperscoborn.co.uk)) who supports all "Year 14 students" with their application.

If they are applying in September then it is important that they do not apply as an 'individual', but rather apply through the school name. The buzzword on the UCAS site for them to use will be available through Miss Thake.

I do hope this letter reassures you that we have a very robust process in place to support students on the day, in advance and after. Support will also be available for all those job-seekers, or those holding conditional offers of employment. Your son/daughter has received all this information in assembly this morning.

On behalf of all the staff at the school, I would like to take the opportunity to thank you for all your support you have given during your son/daughter's final year in the Sixth Form.

We are always keen to improve our provision and so do not hesitate to contact me with any suggestions.

Yours faithfully

Mr R Bell  
Deputy Head & Director of Sixth Form

Mrs J Marshall  
Head of Year 13