

CITY OF LONDON SCHOOL FOR GIRLS

SCHOOL POLICY ON UCAS OPEN REFERENCES

All girls will have the opportunity to see their references through the school. It will not be the school's policy to require girls to have to apply for sight of their references through an external body.

All references are non-negotiable but will be seen by girls before they are sent in order that girls can ensure nothing has been missed from the reference. A copy of the reference will be posted home after the UCAS form has been sent.

Staff should be aware that UCAS references are different to school reports and should only reflect the positive side of a pupils' progress as opposed to highlighting areas for improvement. Comments should reflect any positive feedback given to the girls through reports, at Parents' Evenings and on other occasions.

The openness of references means that detailed record keeping, including keeping of records of significant conversations with parents' at Parents' Evenings and on other occasions, noting of punctuality, attendance and reliability about completing work, is very important and must be totally accurate.

References for International Universities will be subject to the same policies as UCAS references where a copy of these will be sent home once they have been sent off, unless pupils have signed to waiver this right. Where transcripts are required, results will be provided in accordance with an individual country's requirements. In the case of American applications, the Head of Careers will work with the pupil and the school's freelance US advisor (as well as any advisor who happens to be privately employed by the pupil), but parents cannot be involved in the document drafting process.

Revised: July 2014, June 2016, May 2017

Approved by the Board of Governors: June 2017

To be reviewed by: July 2020