



Access to Leeds 2020 Guidelines for Application

The applicant needs to complete sections 1, 2, and 3 of the Access to Leeds 2020 application form. The referee (teacher, tutor or careers adviser) must complete sections 4, 5 and 6.

Details on how to complete the form are included on page 4 of this document. Information on the eligibility criteria can be found below.

Please note that all information included in the Access to Leeds form will be treated as strictly confidential and will only be shared with staff relevant to the admissions process, where necessary.

Privacy and Data Protection: By completing this application, you are agreeing to your personal data being accessed and used by the Access to Leeds scheme as detailed in our [privacy statement](#). For more information on how the University of Leeds as a whole accesses and uses student information please refer to this [privacy statement](#).

Access to Leeds Eligibility Criteria

To be eligible for the scheme, applicants must:

- Be applying via UCAS to a full time undergraduate course at the University of Leeds
- Be living permanently in the UK and be eligible to pay 'Home' rated fees
- Have no previous experience of higher education
- Not have completed a foundation degree or Access to HE course
- Hold or be taking the required Level 3 qualifications (A Levels, BTEC or International Baccalaureate) for the course applied to.

Note: If, at any point during the admissions process, you are found to be ineligible due to the above requirements, you will be withdrawn from the scheme.

In addition, applicants **must** meet at least **two** of the following eligibility criteria:

i. First generation of immediate family to apply to higher education

Any applicant whose parents have not previously **completed** an undergraduate degree or higher is eligible under this criterion, and includes any degree course obtained at a university or polytechnic, either in the UK or overseas.

Additionally, applicants are eligible if:

- their parents/guardians have started but not completed a higher education course
- their parents/guardians hold a higher education certificate (HNC) or higher education diploma (HND) from a university, but not a degree
- parents/guardians have undertaken a degree level university course during the applicant's secondary education
- their parents/guardians studied for an Open University or similar distance learning degree

In some circumstances, applicants may be eligible if their parent/guardian has obtained a work-based higher education qualification which has been completed on a part-time basis.

The term 'immediate family' applies to parents only. It does not include siblings or family members outside of the immediate family such as grandparents, cousins, uncles and aunts.

If an applicant's parent(s) hold a higher education qualification, but they are estranged from them, with little or no contact, the applicant would normally be eligible under this criterion.

Please note that we assess such applications on an individual basis and encourage the applicant to provide as much information as possible. If you are unsure whether a qualification is classed as a higher education course, please contact the Access to Leeds team.

ii. From a household with a gross annual income of £25,000 or below

Applicants who meet this criterion should have a gross household income of £25,000 or below.

Applicants can demonstrate their eligibility for this criterion in one of three ways:

1. In receipt of 16-19 Bursary Fund* or Learner Support (19+), with income threshold of £25,000 or below (a referee from the applicant's school or college must confirm the applicant is in receipt of this).

*Please note that bursaries or scholarships for school fees for independent schools are not covered by the above – refer to point 3 below.
2. In receipt of Free School Meals during GCSE or A Level studies (a referee from the applicant's school or college must confirm this).
3. Applicants not in receipt of Free School Meals, 16-19 Bursary Fund or Learner Support can submit a Declaration of Household Income form, completed by a parent or guardian. A Declaration of Household Income and guidelines for completing the form can be downloaded from www.leeds.ac.uk/A2L (contact the Access to Leeds team if living independently without a parent or guardian).

When assessing household income, we follow the [Student Finance England guidance](#) to assess **taxable** income, for the financial year 2018-19.

If your income for the current year will be significantly lower than the previous tax year, we may be able to take this into account. Please contact the Access to Leeds team to discuss.

iii. Attended or attends a school which achieved below the national average Attainment 8 score at GCSE

If a school achieved an Attainment 8 score below the national average, any applicant from that school will be eligible under this criterion. This is checked using results for the year in which the applicant sat their GCSE exams.

The national average Attainment 8 score in 2018 was 46.5.

If an applicant has changed schools since completing their GCSEs or has completed examinations over more than one year, the results from any year and school in which a GCSE examination has been taken can be used.

School performance tables can be found on the Department for Education website at <https://www.compare-school-performance.service.gov.uk/>

iv. Living in a geographical area with low levels of progression onto higher education

We determine which geographical areas have a low level of progression onto higher education using the applicant's permanent home postcode (as on their UCAS application) and measuring this against data provided by the government. The data we use to judge eligibility is provided by the Office for National Statistics and the Office for Students (OFS).

To see if an applicant meets this criterion please visit www.leeds.ac.uk/accesstoleedspostcode where an applicant can input their postcode to see if they are eligible.

v. Currently living in or grew up in public care

To be eligible under this criterion, an applicant should have lived or spent time in public care at any point growing up, or be currently living in care.

vi. Studies disrupted or adversely affected by circumstances in their personal, social or domestic life

Applicants meet this criterion if their studies have been disrupted by circumstances beyond their control. Each application is considered on an individual basis and we cannot provide an exhaustive list of situations that meet this criterion. Some common circumstances are listed on the applicant form in Section 5 vi. We are, however, willing to consider any circumstances that a teacher or tutor can verify as having a detrimental impact on a student's studies.

We would generally consider circumstances that have occurred from GCSE studies onwards and / or during sixth form, unless there has been a significant, ongoing impact from an earlier point.

You must provide further details of these circumstances in BOTH the applicant and referee sections on the application form.

Any information provided will be treated with the strictest confidence. If there is insufficient detail included, we will be unable to process the application until further information has been obtained.

Completing the Form – Sections 1 –3 (for applicants)

The applicant must complete sections 1, 2, and 3 of the Access to Leeds 2020 application form. Please ensure that a teacher, tutor or careers adviser completes sections 4, 5, and 6.

The application form is designed to be completed electronically using Microsoft Word. You can type directly into the form. If, for any reason, you are unable to complete the application form using Microsoft Word, please contact us.

Section 1: Personal Details

UCAS Number: You must include your ten digit UCAS Personal Identification number. This is the number we will use when tracking your application.

Email address: Most of the correspondence from the Access to Leeds team will be via email. Where possible, try to provide a personal email address instead of a school email address which you may lose access to at the end of the school year whilst still participating in the scheme.

Please inform the Access to Leeds team if you change your email address, so that you do not miss out on any important information. If Access to Leeds are not informed of any changes, we cannot take responsibility for applicants not receiving information regarding their application or other elements of the scheme.

Participation in other schemes: Please use this section to let us know if you have participated in any other programmes at the University of Leeds. It is particularly important to let us know if you have previously taken part in Access to Leeds, so that we can process your application appropriately.

Additional learning requirements: Please include details of any additional learning requirements you may have. This section is not compulsory, but if you think you may require extra support throughout the module please let us know.

Section 2: Course Details

Please give details of the course(s) you are applying for at the University of Leeds, including the UCAS course codes.

Please note - You must apply for your course through UCAS in the normal way. The Access to Leeds application should be made in addition to your UCAS application. You do not have to declare you are applying to the Access to Leeds scheme on your UCAS application.

Section 3: Applicant Statement

In this section please provide some information about yourself. As we receive a copy of your UCAS application and personal statement you do not need to repeat the information provided on your UCAS form.

In the first section you must write about why you feel you meet the Access to Leeds criteria, providing as much detail as possible. In the second section, you may wish to write about why you want to study the course you have chosen and why you want to come to the University of Leeds. Please also include any further information about yourself which you consider to be relevant and why you feel you would benefit from the Access to Leeds scheme.

If your studies have been disrupted, you **must** provide additional details of this in the first section of the applicant statement.

Please type your name in the signature box to confirm that the information provided is, to the best of your knowledge, true, complete and accurate. For the purpose of the Access to Leeds application, an electronic signature or typing your name is acceptable – this box must not be left blank or the application will not be processed until complete.

Completing the Form – Sections 4 – 6 (for referees)

A teacher, tutor or careers advisor must complete sections 4, 5 and 6.

Section 4: Referee Personal Details

Please give details of your name, job title, telephone number and e-mail address so that the University can contact you if any additional information is required to support the application.

Section 5: Eligibility Criteria

As a referee for the application, we need you to confirm the applicant's eligibility for the Access to Leeds scheme. Please tick the box next to each criterion you believe the applicant meets. Guidelines on eligibility are included on page 1 of this document.

If the applicant's studies have been disrupted, you **must** provide additional details of this in the space provided.

We do not usually ask for any additional supporting evidence of an applicant's personal circumstances, so confirmation *to the best of your knowledge* is completely acceptable.

Section 6: Referee Declaration

This section gives you the opportunity to provide additional information in support of the student's application and to verify that the information provided on the form is accurate, to the best of your knowledge.

Please include any further information you believe would support the student's application to the University of Leeds; for instance you may wish to confirm the applicant's potential to become a successful student, or anything further on their suitability for the Access to Leeds scheme.

Please provide as much detail as possible, as it is important for admissions tutors to understand the full context of the student's application.

Once you have completed the application, please type your name in the signature box at the bottom of the form. For the purpose of the Access to Leeds application, an electronic signature or

typing your name is acceptable – this box must not be left blank or the application will not be processed until complete.

What Next?

Once the form is complete, please submit your application at www.leeds.ac.uk/accesstoleedsapply, completing all relevant fields. You will receive an email acknowledgement once your application has been successfully submitted.

Upon receipt of your application, we will assess your eligibility for the scheme, and if confirmed, advise the admissions tutors for the course you have applied to.

You will then receive an email which confirms your eligibility for the scheme. This email will also provide details of your next steps.

Deadlines

For applicants to Medicine and Dental Surgery* applications must be received by **Wednesday 6th November 2019 at 23:59.**

For applicants to all other courses, applications must be received by **Wednesday 26th February 2020 at 23:59.**

*For Dental Hygiene and Therapy, it is recommended that you submit your application by the UCAS deadline of 15th January.

Contact Details

Email: accesstoleeds@leeds.ac.uk

Telephone: 0113 343 8952