

Having a Gap Year?

Let the Careers Department know that you are planning to have a gap year and collect an in-house 'Applying for University & Apprenticeships' booklet before you leave Sixth Form. This will have the new buzzword in it.

You can contact us by email:

vcalder@northgate.suffolk.sch.uk



Decide who you would like to write your reference and speak to them to see if they are willing to do so.



Complete an ex-student UCAS application form so that we can include information about your gap year in your reference.

Pay the £25 administration fee. This is in addition to the fee that you pay to UCAS. This can be paid by cash or cheque made payable to 'Northgate High School' which needs to be handed in at the main school Reception. We will not process your application until the ex-student fee has been paid.



Complete your application form online. Your group is Ex-Student **NOT** your Year 13 tutor group.

Pay and send to UCAS.



We will write your reference, process your application form and send it off to UCAS.

We aim to send application forms off within 3 weeks of you making your payment to UCAS and paying the £25 ex-student administration fee.