

Admissions Policy

This Policy is an LSI UK Policy.

Localisations for individual schools are in blue type.



LSI accepts all students with a genuine desire to learn the English language who are in full compliance of all visa and other statutory regulations, regardless of their natural aptitude for learning languages. Admittance to certain programmes may be limited by the applicant's level of English (details provided below). We are happy to welcome prospective students at any time of year but there are normal specific times of year where international classes for students under 18 are offered. Please see the Young Learner section of this document. Please contact the School to discuss your language learning or the language learning of your child.

Equal Opportunities

Our aim is to encourage applications from students with as diverse a range of backgrounds and native languages as possible. This enriches our community and is vital in creating an 'immersion experience' where English is the common language. Language Studies International (LSI) is committed to equal treatment for all, regardless of race, ethnicity, religion, gender, sexual orientation, social background or age.

We promote and believe in the core values of:

- a) democracy
- b) the rule of law
- c) individual liberty
- d) respectful tolerance of different faiths or beliefs.

Special Needs (SEN) and/or Special Educational Needs and Disabilities (SEND)

We welcome students with special educational needs (SEN) and/or, special educational needs and disabilities (SEND) provided that we are able to offer them the help that they require to have a valid and positive language learning experience. We accept pupils with physical disabilities provided that our site is appropriate for them. We advise prospective students to discuss their specific requirements with the School before applying and advise that disclosures will be treated confidentially. Further details are provided in our Disability Equality Scheme. LSI may not be able to offer full support for undisclosed or undiagnosed SEN needs. **LSI may also withdraw provision if a competent assessment**

LSI London **XXX**

LSI Cambridge cannot accommodate wheelchair users due to the amount of stairs in the building and no toilet access available.

LSI Brighton's Portland Road building has ground floor access and toilet facilities for wheelchair users and one room in the school residence that is suitable for some wheelchair users

Admissions & Language Level Requirements

General English classes including the Young Learner Programme and 1-to-1 tuition:

These courses are multi-level, details of which can be found on our website or in our brochure.

Only LSI London accepts complete beginners, LSI Brighton and LSI Cambridge do not. Students who state that their English level is Beginner, or in some cases Elementary will be asked to take a timed on-line test to determine their level, so we can confirm we will have a class at the correct level.

LSI reserves the right to make alternative study arrangements at LSI London for any student who are tested pre-arrival or pre-course as Beginners. LSI Central accepts beginners on the first Monday of each month.

LSI reserves the right to refuse admission onto its **Junior and Young Learner Courses** if it feels that a student's low level may adversely affect their safety.

Students and agents are advised to contact the school if they are unsure.

Pre-enrolment and pre-arrival testing is available on demand and automatically on enrolment. This pre-arrival test gives indicative information only.

All students may still be required to take a comprehensive pre-course English level test upon arrival at the school, where we can better evaluate their Speaking, Listening and Writing skills as well as their grammatical and lexical knowledge. Students are then placed into the class most appropriate for their particular needs. Although LSI defines a student as 'enrolled' when their complete application is submitted and their fees paid, students become part of the LSI student body when they attend their first language class. We therefore define our additional first morning arrival level testing as being 'pre-course'.

If students are tested on arrival and found to be Beginners, LSI may elect to make arrangements to transfer the student to LSI Central London where Beginners are accepted. This situation can occur when students or their representatives have given false or misleading information or where pre-tests have been falsified and/or proven to be inaccurate.

Cambridge Exam admission (FCE, CAE, CPE):

External applicants are requested to complete an English level test before their application is processed, ensuring that they have a sufficient level of English to attend the course. We admit students into the course whom we feel, upon completion of the course, have a good chance of passing the exam. We also accept students whom we feel are unlikely to pass the exam, but whose level would not impede the other students in the class and who may benefit from the course itself. We reserve the right to refuse entry onto these courses, should the above not be met.

Internal applicants for Cambridge exam courses (students already studying General English or another course at the school) are evaluated based on their academic data (class level, test scores etc). Where there is doubt, internal students may be required to take an additional level test before admittance onto the FCE/CAE/CPE course, at the discretion of the Academic Management.

Academic Exam Preparation Courses (for IELTS, TOEFL & TOEIC exams) :

As IELTS, TOEFL and TOEIC are multi-level exams, these classes are not graded by English Level. However, we would not recommend anyone below intermediate level (CEFR B1) enrolls on this course as the language and skills used in the exercises would likely be above them. LSI reserves the right to deny admission to applicants if their level is below (CEFR B1) and their participation in the class is detrimental to the progress of other students. These students would be transferred to General English courses to building their knowledge and skills to allow for entry to exam preparation classes.

If the applicant is in anyway unsure that they meet this requirement, LSI can provide level tests prior to enrolment.

Business English & Executive Mini Group:

These courses are not recommended for anyone below intermediate (CEFR B1) level as the language used would likely be above them. LSI reserves the right to deny admission to applicants if their level is below (CEFR B1) and their participation in the class is detrimental to the progress of other students. If the applicant is in anyway unsure that they meet this requirement, LSI can provide level tests prior to enrolment.

On occasion, where students have communicative competence and real world experience, students below B1 may be admitted onto the course. This is done with the understanding that a range of levels and the communicative difficulties this can generate, is a useful reflection of real world Business English usage and context. Business and Mini group should not just focus on the relentless pursuit of level, but also on effective communication between levels.

Group Courses and ESP

LSI is happy to provide courses for closed groups. These can be designed on a bespoke basis, in discussion with the relevant stakeholders and through needs analysis. LSI can cater for a wide range of English for Special/Specific Purposes and groups are invited to discuss this prior to booking.

Young Learners

LSI provides open enrolment courses for Young Learners at set times of the year as advertised in the brochure. These courses are run for students within the age range as stated in the Brochure at the time of booking (usually 12-17 or 6-11 for lesson only family courses). Under no circumstances are students aged under 12 or over 17 permitted to join the Young Learner's Programme.

Students with a very low level (A0/A1) maybe refused admission if there is a concern for their welfare and safety. If a student's level leads to subsequent concerns about their welfare and safety LSI may seek to terminate the student's enrolment. In some cases, travelling with a friend or sibling enrolled on the same course and with an adequate level of English, may be acceptable.

This is to be assessed on a case-by-case basis and a decision made at the discretion of the Principal/Management.

If a student's level has been misrepresented to LSI at the time of booking and/or their safety is compromised during the course and associated leisure activities and excursions due to their low level, LSI will seek to terminate the enrolment and repatriate the student at the

agent/parent's expense, following procedures outlined in our Young Learner documentation and/or Discipline policy.

LSI Contractual Terms and Conditions

Copies are on the School's website and will be made available to students as part of the admissions process.

Complaints

Copies of the School's complaints procedure are available on our website and in the school on request.

This policy can be made available in large print if required.

Policy reviewed: UK Policies Committee March 2021

Next review on: March 2022