Admissions Policy

LSI Independent Sixth Form College

1. *Summary*

Students for LSI Independent College are selected on the basis of academic ability, previous educational record (including prior school references), entrance tests (if appropriate), performance at interview and assessment of special needs. This policy concerns admissions to the college for A level students and does not cover extramural programmes of individual tuition or Oxbridge coaching.

No prospective student is offered a place at the college without attending an interview, either face to face or online. Applicants are welcomed from all backgrounds, irrespective of nationality, race, religion, gender, sexual orientation or disability. Human rights and freedoms are respected but must be balanced with the lawful needs of our college community and the rights and freedoms of others. We actively promote core international values of democracy, the rule of law, individual liberty and mutual respect of tolerance of those with different faiths or those without faith.

Our facilities and capacity to deliver appropriate programmes for students with various kinds of disability (including special educational needs) are not all-encompassing and are developing. Individuals with SEND are assessed on a case by case basis and we aim to accommodate where possible. Full disclosure is sought at the time of registration and all details kept confidential.

Our students are aged 15-19+, though in some cases more mature students may be accepted. Students under the age of 16 would not be taught together with students over the age of 18.

Generally, classes are taught in small groups with the absolute maximum permitted class size being ten.

Though there may be restrictions on certain courses and combinations as we near our start dates, we are happy to consider late applications and will endeavour to help where we can.

2. *The College*

- LSI College is co-educational.
- LSI College is non-denominational.
- LSI College age range is 15-19+.
- LSI College may also admit a small number of mature students.
- LSI College offers 1 year, 2 year and 18 month programmes.

Our main entry point is in September with a smaller entry in January. Subject to availability, students may also be enrolled as late joiners. Where possible such late joiners will be integrated into appropriate groups and will receive additional support where necessary.

3. *Aims of LSI College's admissions process*

- To identify and admit students who will benefit from the academic provision available at the college.
- To ensure that prospective students understand, and are in sympathy with, the ethos and aims of the college.

- To provide educational advice leading to an academic programme tailored to each student's specific needs.
- To identify and recruit students who are keen to achieve academically and are prepared to work hard to achieve this goal.

4. Application procedure

Potential applicants receive a prospectus pack from the LSI Education marketing team. This contains a college prospectus, a student destination list, information about UCAS applications and a list of the college polices available on the website.

If a student wishes to proceed to the next stage of the admissions process, an interview is arranged either face to face or online. Parents or guardians of students aged under 16 should also be present at the time of interview.

Throughout the year, LSI College organises a number of Open Days. Open Days give prospective students and their parents the chance to meet subject tutors and current students and to see the college operating during a working day. Where possible, prospective students may also attend "taster days", when they sit in on lessons to experience first-hand what studying at LSI College is like and to get a flavour of what studying certain subjects involves. Prospective students may attend an Open Day or 'Taster Day' prior to or subsequent to interview.

The outline process preceding the offer of a place at the college has four elements:

1. Interview conducted by senior members of staff.
2. Assessment of performance in previous examinations; entrance tests where applicable.
3. References / transcripts from previous schools
4. Assessment of special needs (if applicable) to determine any reasonable adjustments that are required and the feasibility of accommodating them.

4.1 Interview The purposes of the interview are to:

- Assess the suitability of the student for his/her chosen courses
- Explain the provision, both academic and extra-curricular, available at the college
- Provide, if appropriate, an opportunity for the student and parents to look around the college building and facilities.
- Provide advice about careers and/or entry into Higher Education
- Establish whether LSI College can offer a suitable academic programme.
- Answer any questions the student/parents may have about the college

4.2 Assessment of performance in examinations and entrance tests

- Students whose first language is not English and who have not studied GCSE English Language sit a comprehensive LSI English Language test or provide a SELT at the appropriate level, with due regard to any VISA requirements.
- Prospective A level students are normally expected to have achieved at least six GCSEs at grades 5 to 9 (or equivalent). Under certain circumstances specific grades may be required in certain subjects at GCSE, especially where these subjects are to be continued at A level.
- The college have criteria for a small number of academic scholarships each year of up to 50% of fees, based on academic performance and potential.

4.3 References

- Offers of places at the college are conditional upon a satisfactory reference being obtained from the previous school.
- Reference requests may include a pro-forma form requesting information about academic ability, motivation and behaviour. We also request copies of recent reports. In some cases we may also obtain telephone references from a senior teacher at the previous school.
- At certain times, particularly in the mid-August to early September period, when a number of students are admitted for retake courses, it is often impossible to obtain references in advance of a place being offered as schools are closed. References are therefore followed up as soon as is practicable and the LSI College reserves the right to revoke an offer of a place should the reference be unsatisfactory.

4.4 Disability and special needs

- LSI College needs to be aware of any known disability or special educational need which may affect a student's ability to participate in the admissions procedure and take full advantage of the education provided at the college.
- Currently, LSI College has limited facilities for the disabled. However, the college will do all that is reasonable to comply with its legal and moral responsibilities under the Equality Act 2010 and Special Educational Needs and Disability Act 2001, in order to accommodate the needs of applicants who have disabilities for which, with reasonable adjustments, the college can cater adequately.
- Before accepting the offer of a place, parents/guardians of a student who has any disability or special educational need should provide the college with full details prior to or during the admissions process
- Where appropriate, a special needs assessment is carried out and an Individual Education Plan (IEP) produced. If a disability or special educational need becomes apparent after admission, the college will consult with parents about reasonable adjustments that may allow the student to continue at the college.

5 Offer of a place and registration

Following the interview, a letter will be sent to parents containing our best educational advice and confirming whether we are able to make a formal offer of a place.

When an offer is made relevant registration forms will be provided to parents. Once completed, returned and subsequently acknowledged by LSI College, the enrolment process is complete. At this point, both the fee payer and the student become bound by the college's terms and conditions (see registration form and prospectus). In some circumstances, students may be allowed, with the agreement of the interviewer, to make adjustments to their academic programme, before the end of August.

6 International admissions

LSI College welcomes applications from international students. It is not always possible for international students to attend interviews here in London, so we work with the British Council and a network of carefully screened agents in organising a series of in-country presentations and interviews. As with UK-based international students, applicants may be interviewed and assessed by a senior member of staff. Prospective students may also be interviewed online.

LSI has been awarded a sponsoring licence by the UKVI section of the Home Office and is able to sponsor General Student applications. A confirmation of acceptance for studies (CAS) will only be

issued when, following a successful interview, satisfactory evidence of the following has been received:

- An English language qualification in line with the UKVI requirements (Tier 4 General Students only)
- School reports / Transcripts of results
- Passport (and Biometric card)
- Completed registration form and a
- Deposit (£6,000)
- Academic criteria to undertake the course must be met. Usually, they are expected to have reached a level equivalent to IELTS 5.5.
- Further information about entry to the UK under the student visa system can be found at the website www.ukvi.homeoffice.gov.uk, where the most up-to-date procedures are explained.

Until a Band 7.0 IELTS score is achieved, additional English language lessons, alongside those for academic subjects, are offered to EAL students.

7 Disclosure

Parents or guardians must disclose any particular known or suspected circumstances relating to their child's health, allergies, disabilities or learning difficulties or any previous disciplinary issues relevant to their application to join LSI College at the earliest opportunity. Any such disclosures will be confidential.

8 Special Circumstances

We recognise that a student's academic history can be affected by circumstances, for example:

- If he/she has been unwell when sitting examinations or tests, or has been absent for any significant period due to ill health from the previous school.
- If there are family circumstances such as divorce, bereavement or similar.
- If the student's first language is not English.
- If the student has a disability or specific learning difficulties.

In such cases, the college may request additional information to help better assess a student's suitability. This may include Educational Psychologist's reports, medical certificates or samples of previous work.

9 Grounds for Rejection

The following are possible grounds for not being offered a place. This list is not intended to be exhaustive:

- Insufficient academic ability for the programme applied for
- Disparity with the ethos and general character of the college
- Exclusion from the previous school for drug-related offences, bullying, theft or other issue which, at the discretion of the Principal could harm, endanger or degrade the educational experience of other students.
- Course required is oversubscribed. On deciding between two or more applicants who all meet our admissions requirements, preference may be given to an applicant with a particular skill, talent or aptitude.

10 Academic scholarships and bursaries

Each year LSI College awards a number of scholarships to help fund the fees of gifted and talented students who are likely to gain particular benefit from our academic provision and the more general opportunities the college has to offer.

In turn, award recipients are expected to not only contribute to LSI College's reputation for academic success but also to contribute to and participate in broader aspects of college life.

10.1 Type and nature of awards available

- Academic scholarships: awarded to students who demonstrate excellent general all-round academic ability or outstanding ability in a subject area.
- Creative and performing arts scholarships: awarded to students who demonstrate excellence in art, drama or music.
- Scholarships are typically valid for the entire duration of the programme for which a student is enrolled, subject to the college's conditions of award.

10.2 Eligibility and application procedure

- Any student applying for a programme of one year's duration or more is eligible to apply for an award.
- Parents/guardians of students wishing to be considered for an award should notify the college administration team.

Associated policies and other documentation • The college prospectus • The college's terms and conditions • Equal Opportunities Policy • Special Educational Needs and Disability (SEND) Policies

Reviewed: Sean Buckley, June 2023
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