

LSI Independent College Enrolment Policy

Date of policy review: August 2024
Review date: August 2025
Lead for review: Principal

INTRODUCTION

LSI Independent College embraces an inclusive admissions policy, admitting students based on their potential to achieve excellence. The college does not discriminate on the basis of any protected characteristics (as outlined in the Equality Act 2010), including but not limited to race, gender, nationality, ethnic origin, religion, belief, sexual orientation, or disability.

The admissions process is generally managed by the Central Admissions department and may involve an interview with a senior leadership team member, either in the UK or abroad. All applicants are required to provide relevant academic records, transcripts, and/or certificates for their intended course of entry to ensure compliance with UKVI regulations and that they meet the course requirements. If there is any uncertainty about an applicant's ability or intentions, the Central Admissions team will consult with the college, which may request additional documentation or an interview.

INFORMATION FOR STUDENTS / PARENTS

Prospective students may request a copy of the college's prospectus, which offers detailed information about the courses and programs offered. Students will also be directed to the college website, which is regularly updated with news and activities. Key college policies are available on the website or by request from admissions@lsi.edu. The college ensures that all marketing materials, including the prospectus, are free from bias and stereotypes.

SCHOLARSHIPS AND BURSARIES

The college occasionally administers entry tests to determine a student's eligibility for particular programs or to assess their suitability for scholarships and bursaries.

Recipients of scholarships or bursaries are required to maintain a high academic standard and good personal conduct, including regular attendance. Failure to meet these standards may result in the withdrawal of the award.

ENROLMENT PROCESS

Pre-Enrolment Phase

During this phase, prospective students are asked to submit their academic records, transcripts, and relevant certificates for assessment. This allows the college to determine their eligibility for their chosen program. Central Admissions will offer support and guidance to applicants during this process, including assistance with visa requirements if applicable, and any special educational needs.

At this stage, applicants are also required to disclose any disabilities, medical conditions, or additional learning needs to ensure appropriate accommodations can be arranged. In addition, they must provide:

- The address where they plan to reside while in the UK.
- The details of their UK-based guardian (if applicable).
- Flight details, including arrival date and time, as well as the pick-up location and the name of the person responsible for collecting them upon arrival, if applicable.

This information is crucial for assisting with accommodation and guardianship arrangements and to comply with UKVI regulations.

On-Enrolment Phase

Once students receive a conditional offer and submit the required registration forms, fees, and deposits, they move into the on-enrolment phase. During this period, the final verification of documents takes place, as well as confirmation of accommodation arrangements and subject choices if they have not already been provided.

Students will be required once again to confirm their UK residence address and provide contact details for their guardian (if applicable). This is necessary for safeguarding purposes, ensuring students under 18 have appropriate care and oversight during their time at the college.

International students must also confirm their visa status and provide any additional required

documents, such as parental consent forms or IELTS results.

During this phase, students will be briefed on the college's policies regarding academic integrity, attendance, safeguarding, and wellbeing, which are essential for their success at LSI Independent College.

Post-Enrolment Phase

After completing the enrolment process, the college will continue to provide support to ensure a smooth transition into student life. Students are invited to attend orientation sessions, where they will be introduced to academic and extracurricular opportunities. They will also receive practical advice about accommodation, settling into their new environment, and navigating the local area. At this point, students will be asked to confirm their UK address and guardian contact details one last time (if applicable) to ensure the college holds accurate and current contact information, allowing for continuous support throughout their stay.

The post-enrolment phase involves monitoring and making necessary adjustments to ensure the student has access to all the support they need for both academic success and personal wellbeing. LSI college will review students details based on UKVI requirements twice a year and keep the record so that we are compliant according to appendix D.

CONDITIONAL OFFER LETTER

Once a student is accepted for a place at LSI Independent College, they will receive a conditional offer letter that outlines the terms of their acceptance. This includes a registration form, an Estimate of Fees, and the terms and conditions of enrolment. The letter specifies the course of study and provides a timeframe for accepting the offer. The offer is confirmed upon the submission of the completed registration form, along with payment of the registration fee and deposit.

Upon confirmation, further arrangements, such as accommodation and subject selection, will be reviewed. International students may be asked to provide additional documentation, including parental consent and evidence of meeting conditions such as IELTS requirements.

CONFIRMATION OF ACCEPTANCE TO STUDY (CAS)

For international students needing a visa, the college adheres to UKVI Student Route requirements and can only issue a Confirmation of Acceptance for Studies (CAS) after receiving appropriate documentation. The CAS will be issued once the Central Admissions team is satisfied that the student has the necessary academic ability and commitment to complete the chosen course. Students are required to pay a deposit before receiving their CAS. The amount of this deposit may vary based on individual circumstances.

SAFEGUARDING AGAINST THE EXPLOITATION OF CHILDREN

LSI Independent College is fully committed to ensuring the safety and protection of all students, particularly those under 18. The college has a comprehensive safeguarding policy to promote the welfare of younger students.

- **Child Protection:** All staff are trained in child protection, and there are clear procedures in place for reporting safeguarding concerns. The college also has designated safeguarding leads (DSLs) who manage safeguarding matters.
- **Preventing Exploitation:** The college actively works to prevent the exploitation of children in all forms, including sexual, financial, and emotional exploitation. Staff are trained to recognize warning signs, and support services are in place for students who may be at risk.
- **Online Safety:** Recognizing the increasing role of technology in education, the college has policies to protect students from online dangers, including cyberbullying and inappropriate content. Students are educated on safe online practices as part of their studies.
- **Wellbeing and Mental Health Support:** The college provides a range of wellbeing services, including counseling, to support students' mental and emotional health. Staff are trained to guide students to appropriate resources when needed.

Parents and guardians are encouraged to engage with the college's safeguarding policies and to collaborate with staff to prioritize the wellbeing of students.

INCLUSION

LSI Independent College is committed to inclusivity and making reasonable adjustments to accommodate students with disabilities, long-term health conditions, or special educational needs. However, it is essential that applicants disclose any such conditions as early as possible in the admissions process to ensure the college can provide the necessary support. As an international college, LSI is also sensitive to cultural differences in recognizing specific conditions. Students may be reassessed on arrival if there are reasonable concerns or if support needs change.

TERMS AND CONDITIONS

The college's Terms and Conditions are available on the website and will be provided to students and parents as part of the admissions process.

APPEALS AND COMPLAINTS

If you have any concerns about the admissions process, we hope they can be resolved amicably. However, any appeals or complaints will be addressed in accordance with the Complaints Policy, available on the college website.