



**LIGHTHOUSE**  
FUTURES TRUST

## **Admissions and Fee Policy**

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**Member of staff Reviewing Policy: Head of Internships**

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# LIGHTHOUSE FUTURES TRUST

## Admissions & Fee Policy

*Lighthouse Futures Trust may be referred to in full or as LFT, the college or the charity.*

### 1. Introduction and Objectives

- 1.1 The purpose of this Policy is to outline the process by which prospective and progressing learners applying to study at Lighthouse Futures Trust is applied consistently and to outline the Appeals process. It aims to ensure that applicants have:
- Equality of opportunity in accessing learning provided by LFT and that they are not treated unfairly.
  - Access to accurate and timely information via the Trust prospectus, course information sheets and website and from relevant members of staff.
- 1.2 The Policy applies to all staff involved with the admissions procedure for Lighthouse Futures Trust's courses.

### 2. Control

- 2.1 This Policy is controlled by the Board of Trustees who reserve the right to alter its provisions.
- 2.2 Day-to-day responsibility is delegated to the Senior Leadership Team (SLT) and is led by the Head of Internships. The Admission Policy and Procedure will be annually reviewed.

### 3. Principles

- 3.1 The Trust is committed to providing a fair and transparent admissions process which maximises inclusion, widens participation and gives all potential learners access to
- Impartial Information, Advice & Guidance (IAG).
  - Support in identifying the programme of study that best meets their current needs, skills and aspirations.
  - Transparent and clear procedures.
  - Support to address barriers to engagement.
  - Accurate and comprehensive information published in a timely manner to help inform choice.
  - Information available in a variety of formats to ensure accessibility for all applicants. This will include details on course content, costs, entry criteria, progression routes and other relevant information.
- 3.2 Where appropriate, applicants will be provided with information on
- Courses and/or vacancies.
  - Entry requirements.
  - Progression routes – study programmes, traineeships, apprenticeships, part time courses and Higher & Further Education.
  - Support available when enrolled.
  - Expectations of learners.
  - Financial support available to eligible learners - Bursary, Free Meals, Learner Support Fund, etc.

- 3.3 When applying for a course at LFT applicants can expect:
- To feel welcomed, valued, respected, safe and supported.
  - Access to face-to-face meetings and/or telephone conversations with an appropriate member of LFT staff who has received appropriate training to enable them to carry out this role.
  - A simple application process with access to an appropriate format and method of applying and will be provided with help to complete the application, if necessary.
  - Advice & guidance to enable applicants to make informed and appropriate choices.
  - Signposting to appropriate support services at the earliest opportunity.
  - Assurance that any personal data that is shared will be treated in confidence and in line with the Trust's Data Protection Policy.

- 3.4 Supporting vulnerable learners. The Trust recognises that certain groups of people are more vulnerable due to their specific circumstances and may need additional support and consideration to ensure they have equal access to educational opportunities. Vulnerable learners may include:
- Those with Special Educational Needs and Disabilities (including mild difficulties and/or hidden disabilities)
  - Children Looked After
  - Those experiencing mental health issues and medical needs
  - Young offenders
  - Young carers
  - Teenage parents
  - Those Not in Education, Employment or Training (NEET)

## **4 Eligibility and Fees**

- 4.1 The Supported Internship programme at LFT is offered free-of-charge to eligible applicants with an Education Health Care Plan (EHCP) who are aged between 16-25.
- 4.2 In exceptional circumstances, the Trust may consider taking a student without an EHCP but this may incur a fee. This will be discussed on a 1-1 basis with the Head of Interns as part of the application process.
- 4.3 Criminal Convictions: if an applicant declares an unspent criminal conviction, the Head of Internships is likely to contact them for further details.
- 4.4 If a learner has not lived in the UK/EU for three years or more prior to the start of their course, they are required to provide evidence to confirm residency status as part of the eligibility criteria.

## **5 Pre-Application Process**

- 5.1 All applicants are encouraged to submit an Expression of Interest which is available on the Trust website. The Trust commits to responding to these within 5 working days of receipt. This will then lead to an initial phone conversation with the Head of Internships or other appropriate senior member of staff. They will explain the eligibility criteria and application process.

- 5.2 If both the potential applicant and the college decide that LFT is a suitable destination, a formal consultation is required. This is arranged by the student (and/or family member or carer) contacting the student's Casework Officer to request a review of their EHCP to name Lighthouse Futures Trust as their intended destination. This then results in LFT receiving a formal consultation request from the relevant local authority which is the start of the official application process.

## **6 Application Process**

- 6.1 On receipt of the official consultation request from the local authority, LFT has 14 days in which to respond. During this period, the potential applicant is invited to a face-to-face meeting with the Head of Internships at the College premises. They will be provided with specific information regarding the time, date and venue for the meeting as well as details about any documentation that may be required including the potential requirement for an Application Form.
- 6.2 Potential applicants can be accompanied by a parent, carer or other appropriate adult where necessary or if desired.
- 6.3 The aim of this initial meeting is to provide sufficient information about the College and the course(s) as well as enabling LFT staff to assess the suitability of applicants in terms of academic ability, aspirations, motivation and personal attributes. It enables the applicant to disclose what their support needs are and enables the interviewer to direct the applicant to additional services. Importantly, it also allows the candidates to ask questions about the suitability of the course to ensure that enrolment at LFT is likely to help them achieve their aspirations.
- 6.4 The Interviewer should usually be able to give an indication, at the end of the meeting, as to whether an application is likely to be accepted (assuming that the applicant wants to continue). On occasions it might be necessary to gather further information as part of the application process. If this is the case, the interviewer will provide a timeframe in which a decision will be taken.
- 6.5 If the college does not think the programme is suitable for the applicant, they will inform them as to the reasons. If they do think the programme is suitable, then a formal offer will be made, in writing.

## **7 Complaints and Appeals**

- 7.1 If a prospective learner makes a complaint regarding any aspect of the Admissions process, the Head of Internships will attempt to resolve the complaint in the first instance. If the issue cannot be satisfactorily resolved, the following procedure should be followed:
- Any appeal against a decision must be made in writing to the Head of Internships within ten working days, setting out the grounds for the appeal.
  - The Head of Internships will arrange an appeal hearing.
  - The hearing will be chaired by a member of the Trust Senior Leadership Team.
  - The applicant making the appeal may be accompanied at the meeting by a parent or carer, other family member, or friend or advocate, but not by a legal representative.