



## Admissions Policy

Review Date: September 2024

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# Admissions for Level 3 Programme of Study (16 - 18 year old)

## Introductory statement

The London Screen Academy allows access to the screen industries through high-quality education within a diverse, accepting and supportive community. The Academy is based in the London Borough of Islington and works in close partnership with the local community. LSA is committed to increased inclusivity and widening participation from sections of the community that have previously been under-represented in the screen industries.

LSA aims for all its students to be 'industry ready' by the time they complete their qualifications and to be able to progress to either employment or higher education. The Admissions Policy below reflects this aim and has been designed to be fair, objective and transparent so that parents/carers and prospective students will have a clear understanding of how and when places will be offered.

## Capacity

In September 2024, 374 Year 12 places (full-time equivalent) will be available for students in the age range 16-19. These 374 places will be split across the following pathways:

- 176 Technical places
- 88 Post Production places
- 88 Craft Students places
- 22 Production Management places

The college is a 16-18 education provider and normally only enrolls students who are 16 or 17 years of age on 1st September of the year in which their programme of study commences. The college does not normally enrol students who are 18 years of age or older and will only consider applications in the following circumstances:

Students with an Education, Health and Care Plan which would be in place by the time they would start at the college and which would last for the full duration of their on their Study Programme, who will not already have gained Level 3 qualification(s) equivalent to two or more A levels by the enrolment date.

18-year-old students who have experienced significant extenuating circumstances or disadvantage and who will not already have gained Level 3 qualification(s) equivalent to two or more A levels by the enrolment date. 19-year-olds will not be considered for enrolment.

In all cases, a college senior manager will make a professional judgement and verifiable evidence will need to be provided.

## Minimum study programme

- All students will be expected to enrol on a programme of study comprising of a minimum of 580 planned hours per year;
- All students will study a UAL Level 3 Extended Diploma in Creative Practice: Art, Design and Communication which is equivalent to 3 A-Levels;

- Alongside this they will have the opportunity to study English or Maths up to A-Level depending on the starting points of students.

## Minimum Entry Requirements

Applicants will be eligible to be offered a place at the Academy if:

1. The applicant demonstrates throughout the admissions process and through their teacher's reference, that they have the motivation and capacity for sustained hard work, as well as the ability, creativity and interest necessary to be successful at the Academy with its strong focus on the screen-based industries; and
2. The applicant achieves a minimum of five GCSEs graded 4-9, or equivalent Level 2 qualification at merit or above, which must include GCSE English, Maths or both.\*
3. For applicants wanting to follow an A-Level course for English or Maths, they require a minimum grade 6 in the respective GCSE for English or a grade 7 in the respective GCSE for Maths.\*\*

\* Applicants failing to meet the GCSE requirements may still be admitted on a case-by-case basis, where they have demonstrated through the admission process that they are capable of success at LSA. If admitted, those students who have not achieved at least a GCSE grade 4 in either English or Maths will be required to re-sit these GCSEs or alternative qualification alongside their other subjects. Applicants who do not achieve at least a GCSE grade 4 in both English and Maths cannot be admitted.

Any students with an Education, Health and Care Plan naming the Academy will be admitted after LSA has assessed our ability to meet their needs. Any student with an EHCP will be required to apply and complete the admissions process as usual. Students with an EHCP wishing to apply are encouraged to contact [admissions@LSA.ac.uk](mailto:admissions@LSA.ac.uk) early on so that reasonable support can be assessed and provided.

## Applying for places - Overview

We operate a rolling application process, meaning we fill places throughout the year. We would therefore encourage you to apply as soon as possible. Our website will indicate once we have filled all of our available places, including places on our waiting list. At this point we will accept no new applications.

We will maintain communication with everyone who is on the waiting list and make places available to them if and when they become available.

The application period will be made available under the admissions section of our website [[www.lsa.ac.uk/admissions](http://www.lsa.ac.uk/admissions)].

**Stage 1** - Applicants complete and submit the online application form at [LSA.ac.uk/APPLY](http://LSA.ac.uk/APPLY)

**Stage 2** - Applicants are invited to attend a telephone or Zoom interview based on the quality of their application.

Applicants are assessed against a set of competencies to ensure they are able to adapt to LSA's programme of study. The assessments and interviews are conducted by LSA staff members.

The Assessor will score each interviewee based on their response and suitability for the course. All assessors undergo training.

**Stage 3** - Conditional offers, or conditional waiting list offers, will be made to successful applicants by email to them and their parent/carer.

Successful applicants will be invited to a series of events after they have received a conditional offer. Over the summer term, students and their parents/carers will be invited in to meet the Principal and members of staff.

If an unsuccessful student requests to know why they were not offered a conditional place, feedback will be provided.

**Stage 4** – Final registration once GCSE results arrive.

This will be complemented by a comprehensive induction programme so that students are fully prepared and ready for their studies at LSA.

## Waiting List

In the event of oversubscription, a waiting list will be established. Applicants will be prioritised in line with the order of priority detailed below (in our oversubscription criteria). If applicants who have received a conditional offer do not achieve their predicted grades when GCSE results are published in August, those on the relevant waiting lists who do meet the academic requirements for entry will be offered a place at LSA. These waiting lists will operate until the end of the first half term of the school year.

## Oversubscription criteria

Should LSA be oversubscribed places will be allocated from the waiting list of successful applicants in the following order of priority:

1. Applicants with an eligible Education, Health and Care Plan that LSA has assessed to ensure our ability to meet their needs
2. Applicants who are or were in public care (Looked After Children as defined by section 22 (1) of the Children's Act 1989)
3. Applicants who are considered Children in Need (as defined by section 17 of the Children's Act 1989)
4. Applicants who are in receipt of Free School Meals
5. Applicants that are joining directly from school Year 11 and are 16 years old on 1st September of the academic year in which they are applying to join
6. All other students that meet the entry requirements

If in the criteria above a tie-break is necessary to determine which student is admitted, places will be determined by distance of their permanent home address from LSA, [looking first at those students from London Boroughs]. Where there is still a tie, places will be allocated by a random ballot, in a process that will be conducted by a party independent of LSA.

# Admissions for Level 4 Programme of Study (18 - 19 year old)

## Admissions Numbers

In September 2024, there will be 25 spaces available on our Level 4 Creative Enterprise course and 75 on our Level 4 Film Production course.

## Minimum Entry Requirements

We will assess every applicant's grades or predicted grades individually in order to ensure that they are able to access the content of the curriculum. Our assessment of grades is based on prior academic attainment within Maths and English at GCSE and then at Level 3 (A-Levels, BTEC, UAL). We do not expect that all of our candidates will have studied a related Creative Industry subject at Level 3, however it will be to their advantage if they have. We will not be able to take any student onto our Level 4 courses if they have not achieved at least a grade 4 in English and Maths GCSE.

The courses are free to anyone under 19 years old, fees apply if you are over 19. Applicants must be UK residents, LSA cannot accept overseas applicants.

We are unable to accept students who are aged 19 on 1st September 2023.

## Application process

There are four stages in the application process to join LSA's Level 4 courses:

### STAGE 1

Applicants will be asked to complete the online application form and submit it. The application form can be obtained by providing your details in the 'Apply' section on the website. All submitted applications will be reviewed within 2 weeks of being received and LSA will let Applicants know if they will be invited to participate in Stage 2 based on their written answers and an Applicant will pass or fail this stage of the process based on the quality of their answers and alignment with the LSA values.

### STAGE 2

All Applicants who meet the minimum criteria in terms of the written application form will be invited to attend an interview, which will either be in person or remotely via zoom. If over zoom, there will also be an opportunity to visit LSA for an in-person open day.

### STAGE 3

Applicants will then receive written confirmation of one of the following:

1. An provisional offer to attend LSA in September 2024. This final offer will be determined by the aggregated scoring of the following factors:
  - ❖ Written application
  - ❖ Interview process
  - ❖ Performance at Taster day in from July 2024
  - ❖ Performance in relevant Level 3 qualifications (if applicable)
  - ❖ Written school/college report or teacher reference
  - ❖ Submission of a relevant portfolio

2. No offer to attend LSA. Feedback will be available to these Applicants on request.

Applicants will be asked to accept or reject their conditional offer within 7 days of receiving it. Offers will be finalised on Level 3 results day in 2024.

In the event of oversubscription, candidates not chosen will be placed on the Waiting List as outlined below.

LSA will admit any pupils with an educational health care plan, to which we agree, will name LSA.

## Oversubscription Criteria

Should LSA be oversubscribed places will be allocated from the waiting list of successful applicants in the following order of priority:

1. LSA will firstly prioritise students based on their area of study to ensure that we cover a balanced number of specialisms throughout our Level 4 courses.
2. We will then prioritise based on the aggregated application process scores as outlined in Stage 3 above
3. Applicants with an eligible Education, Health and Care Plan that LSA has assessed to ensure our ability to meet their needs
4. Applicants who are or were in public care (Looked After Children as defined by section 22 (1) of the Children's Act 1989)
5. Applicants who are considered Children in Need (as defined by section 17 of the Children's Act 1989)
6. Applicants who are in receipt of Free School Meals
7. Applicants that are joining directly from school Year 11 and are 16 years old on 1st September of the academic year in which they are applying to join
8. All other students that meet the entry requirements

If in the criteria above a tie-break is necessary to determine which student is admitted, places will be determined by distance of their permanent home address from LSA, [looking first at those students from London Boroughs]. Where there is still a tie, places will be allocated by a random ballot, in a process that will be conducted by a party independent of LSA.

## Waiting List

It may be that some Applicants do not receive their predicted grades, or decide not to attend LSA for whatever reason. We will therefore establish a waiting list, with Applicants prioritised in line with our oversubscription criteria. The waiting list will operate up to the end of the first half term of any academic year. In-year admissions will not be accepted after that due to the specialist nature of the provision.

## Late Applications

Applications received after the deadline will only be considered should places remain after the consideration of all applications received on or before the deadline. If following consideration of all applications the school is oversubscribed, Applicants may request that they are placed on LSA's waiting list.

# Appeals and Complaints

## Admissions Appeals

Applicants who are not offered a place through this Admissions process have a right to appeal against this decision. Applicants should refer to the Admissions Appeals Procedure in Appendix A.

## Review

This policy will be reviewed annually and any amended policy for the following academic year will be published on the Academy website before the end of the preceding academic year (i.e. the policy for 2025/26 will be published in September 2024). The policy will remain on the website throughout the academic year.

## Complaints

If you are unhappy with any aspect of the admission policy or appeal process you should first raise any concerns with the academy via [admissions@LSA.ac.uk](mailto:admissions@LSA.ac.uk). If you are still dissatisfied, you may submit a complaint, outlining your concerns to the ESFA at [Academy.QUESTIONS@education.gov.uk](mailto:Academy.QUESTIONS@education.gov.uk).



# Appendix A

The objectives of the Admissions Appeals Procedure are to ensure that:

- a) You can appeal for a second chance in appropriate circumstances;
- b) LSA's admissions appeals procedures are clear;
- c) Throughout the process of admissions the proper procedures are followed.

## Stage 1:

### *Appealing no interview invitation*

If an applicant wishes to appeal against a decision not to be invited for an interview, their application form will be reviewed by a member of SLT, who will either confirm the original decision or move the application to the next stage and invite the candidate to an assessment centre. Appeals must be received in writing via email within 14 days of the date of the decision email. Appeals should be sent to: [mik.nelson@lsa.ac.uk](mailto:mik.nelson@lsa.ac.uk)

### *Appealing Interview outcome*

We are unable to produce written feedback while the application process is still underway. If, after the assessment centre, an applicant is not offered any of the following:

- a place;
- a place with special conditions, or
- a place on the Reserve list

The applicant may appeal for a second chance by sending an email to [mik.nelson@lsa.ac.uk](mailto:mik.nelson@lsa.ac.uk). The email must outline the reasons for the appeal, and why they feel they ought to be offered a second chance. This must be received within 14 days of the date of the decision email. Please note we do not provide feedback on the interview, if you wish to appeal.

The second chance is designed for situations where the candidate believes that they did not do themselves justice the first time as a result of extreme circumstances (e.g. due to illness) and firmly believes that they can improve; LSA welcomes such appeals. A decision will be made by a member of the SLT if the circumstances justify a second chance, further clarification or evidence may be sought by LSA at this stage (e.g. medical documentation). We will not invite people back if they believe they did not perform at their best level but have no further extenuating circumstances.

We will not accept verbal requests for appeals.

If an appeal is granted, second-chance interviews and auditions are conducted by a member of the Senior Leadership Team. During the interview, LSA will use its professional judgement of applicants, based on the criteria laid out in the admissions policy. The date given for an appeal interview cannot be changed unless it is for a previously arranged hospital appointment or public exam (not mocks). Details of the second chance interview will be sent out in advance by the recruitment team.

Please include any dates and supporting documentation that you are not available in your appeals email. You must be prompt for this meeting as we are unable to reschedule if you miss the allocated time slot.

## Stage 2:

If, after a second-chance interview or at the end of the application process (as described in the over-subscription criteria), an applicant is not offered a place a further appeal may be made.

The appeal must be made in writing and addressed to the Chair of the LSA Governing Body by sending an appeal letter to arrive at LSA within fourteen days of the decision being communicated to the applicant.

- The applicant themselves MUST write the letter/email.
- The appeal letter must state clearly the grounds for appeal.

LSA will then send an email acknowledging receipt of the appeal and confirming next steps. Appeals will be considered by a panel of two people, including a Trustee who is a member of the Day One Trust. The appellant and LSA will both be required to submit evidence by a set date ahead of an appeal meeting, and the panel may restrict the addition of further evidence after this date. The appellant may attend the appeal hearing in person.

The appeal panel will, in the first instance, determine whether the second chance process was carried out in a fair, consistent and objective way. If they conclude that it was, they will dismiss the appeal and uphold the original decision. If they do not find that the second chance process was carried out in a fair, consistent and objective way, they will need to assess whether sufficient evidence has been presented to them to demonstrate that the candidate is of the required standard. The appeal panel will not introduce its own tests to assess suitability.

After careful consideration, the panel will decide either to:

- Uphold the original decision, or
- Uphold the Appeal and admit the candidate to LSA.

The decision of the panel is final and will be communicated in writing.