



## London Professional Academy

<b>Title:</b>	<b>Student Recruitment Policy</b>
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## **INTRODUCTION**

Our mission is to achieve success through learning. As part of this commitment, London Professional Academy (LPA) will develop and operate admissions procedures which seek to eliminate barriers to access, support inclusion and are underpinned by high quality careers advice and guidance provision.

## **RATIONALE**

This Policy clearly sets out the core principles which apply to admissions from students to all programmes, to ensure that the process is open, transparent, operated consistently and is inclusive.

## **CORE PRINCIPLES**

LPA will:

- ensure that where a student's preferred programme is not available, or appropriate, or changes to the programme originally offered are required the student is offered an alternative programme, or is given advice about other institutions which may be able to provide a suitable programme;
- provide clear and effective information about all LPA programmes to ensure that students make informed and appropriate choices;
- provide students with access to detailed information about learning programmes, including entry criteria, programme content, assessment, specific programme requirements and progression/career opportunities; in a reasonable timeframe
- provide students with information about entitlements;
- provide effective careers advice and guidance services to underpin the admissions process. LPA will agree and publish a separate policy position on guidance;



- agree and publish clear procedures for all aspects of the recruitment process. A summary of the admissions procedure will be made available for all staff and students.

## **IMPLEMENTATION, MONITORING AND REVIEW**

Prospective students to LPA will be required to meet the entry and other requirements for the programme, including those directed by examining or validating bodies.

Students may be required to satisfy admissions staff that they will benefit from enrolment to the programme.

Students will agree to pay programme expenses. They will be advised of costs and charges prior to enrolment.

LPA reserves the right to seek further or relevant information about a student. Students will only be admitted if they agree to LPA seeking, in certain circumstances, such necessary information. It may be necessary for LPA to meet with applicants to discuss the additional information and to agree a specific support plan ahead of their admission to LPA. LPA may in certain situations prohibit admissions from the information gained. Prospective students have the right to appeal this decision in writing to LPA.

LPA welcomes and encourages applications from students with learning difficulties and/or disabilities; however, in rare specific circumstances a learning difficulty or disability may prevent a student from enrolling on a specific programme. In such cases LPA will provide advice and guidance in finding an alternative programme of study. LPA will seek to make reasonable adjustments to ensure support for any student with learning difficulties and/or disabilities to assist them in the admissions and enrolment process and in the progression and completion of their studies.

Overseas students who are Non-UK residents must abide by the UK Border Agency immigration rules as listed in the UKCISA (UK Council for International Student Affairs) guidance notes.

LPA will agree and publish clear quality standards for the admissions procedure. The quality standards will be monitored and reviewed annually and modified where necessary. A summary of quality standards will be made available to staff and students.



LPA will ensure that within available resources, adequate staffing and equipment is available and deployed to provide admissions processes to standards agreed within this standards framework.

LPA will ensure that information about its admissions arrangements is widely available. All information will be reviewed and updated at least annually.

LPA will ensure that this policy is effective through consultation with LPA staff in the planning process and ensure review and evaluation of the service annually.

LPA will work with partner institutions to ensure they comply with their requirements for recruitment and admissions

## **EQUALITY ANALYSIS**

By virtue of the provisions of the Equality Act 2010, LPA has a duty to have regard to the need to:

- eliminates unlawful discrimination, harassment and victimisation and other prohibited conduct
- advance equality of opportunity between people of different groups
- foster good relations between people from different groups.

In implementing this policy and associated procedures, LPA will actively take these aims into account as part of its decision making process and will demonstrate how this has been undertaken.

Where necessary a full equality impact assessment will be undertaken.

## **POLICY REVIEW**

The Policy and associated documentation will be reviewed on a yearly basis for five years or as required by changes in law, regulation or as directed by the Principal.