

Admissions Policy

LFS admissions procedures take account of sectoral best practice including the precepts of the QAA's Quality Code for Higher Education, Part B: Assuring and Enhancing Academic Quality, Chapter B2: Recruitment, Selection and Admission to Higher Education; and good practice in admissions.

1. Admissions statement

LFS aims to attract the most talented students and welcomes application from prospective students offering a wide range of qualifications and experience. LFS encourages applications from applicants from all backgrounds, and it evaluates the potential of each applicant individually and on their own merits.

2. Legislative and regulatory requirements

LFS aims to provide accurate, clear and transparent information and advice to prospective students concerning its opportunities for postgraduate study and complies with guidance from the Competition and Markets Authority on Student's rights under Consumer Protection Law. All applicants for postgraduate taught programmes who receive an offer to study with us will receive Material Information relevant to their chosen programme of study.

2.1 Equal opportunities

LFS firmly believes that everyone who has the ability to benefit from higher education should be encouraged to access it with ease and flexibility. We aim to select applicants who understand and are likely to contribute to our philosophy and ethos and will benefit from joining LFS. These include those from under-represented groups, those looking for second opportunities, those already in work, and those looking to develop themselves later in life.

2.2 Criminal Convictions

LFS recognises the role of education in the rehabilitative process and will consider applications from applicants who have declared criminal convictions as part of the application process. However, for us to meet our duty of care and obligations to students and staff, we will ask for information about any relevant criminal conviction that are not subject to filtering. Further information will be sought from the applicant and Information provided will be treated confidentially and only reviewed by the Admissions Manager and Course Leader.

2.3 Data Protection

LFS complies with the provisions of the EU General Data Protection Regulation (GDPR). LFS will not disclose to a third party any details regarding an individual's application without the applicant's permission to do so.

LFS reserves the right to withdraw any offer made on the basis of an application containing fraudulent or misleading data or information.

2.4 Applicants requiring a visa to study in the UK

Where an applicant requires student entry clearance or leave to remain (a 'visa') to study in the UK, failure to take up an accepted offer of a place, or withdrawal from their course after arrival, is likely to affect their permission to come to or remain in the UK. In order to comply with the UK immigration regulations, the School will notify the immigration authorities, where relevant, of non-arrival and of any changes to a student's enrolment status.

3. Admissions Criteria

The School publishes the specific entry and selection criteria for each of its courses. This is reviewed and published on the School's website before the application cycle is open. Applicants who do not possess an academic qualification which meets or exceeds the standard required for their chosen course of study may still be considered for admission on the basis of substantial, relevant work experience, professional training or mitigating circumstances affecting their performance in previous qualifications.

LFS is committed to giving full and fair consideration to all academic qualification information presented by individual applicants. Entry criteria are normally expressed in terms relating to the Higher Education system within the UK. Equivalent qualifications will be considered for non-UK qualifications.

LFS receives many more applications than it has places available and the admissions process is competitive. Achievement, or predicted achievement, of qualifications relevant to entry does not itself guarantee an offer of admission.

LFS recognises that some applicants, especially mature applicants have an extensive range of expertise skills and knowledge. Applicants who already hold a qualification may exempt them from part of the course and may apply for Accreditation of Prior Certified Learning (APCL). Similarly, applicants who have undertaken work, paid or voluntary may apply for Accreditation of Prior Experiential Learning (APEL). See the website for further information on Accreditation of Prior Learning on our website.

4. English Language Proficiency

All courses are taught in English. All applicants must demonstrate their proficiency in the use of English in all four language components (reading, writing, listening and speaking).

LFS will publish the minimum English proficiency standard required of entrants to each of its courses on its web page. It should be noted that this web page indicates the minimum requirements and that the selection process is competitive. Offers may be made requiring a standard higher than this minimum.

LFS recognises a range of English proficiency tests: details of the tests we accept can be found [on our website](#). Applicants will be expected to reach at least the stated minimum in

advance of enrolling at the School. LFS will verify test results for all candidates using the test provider's online verification service.

Applicants who have completed a qualification in an approved English-medium higher education institution or the duration of the degree and within the two years preceding the start of the course for which entry is sought, may not be required to provide an English proficiency test result.

5. Selection Process

The selection process has been designed to enable us to select students who have a reasonable chance of successfully completing the course.

The Course Leader is responsible for organising admissions tutors to select and interview for their course.

LFS follows a two-stage selection process:

Review Stage	During this stage staff from the Academic Registry will: • Review an application to check the application against the entry requirements. • Review an application to check that all relevant documents have been submitted, including education certificates, references and personal statement, an appropriate portfolio of work and the English Language requirements have been met; • All relevant documents are available in English and that certified translations have been made available when required. • An appropriate portfolio of work (if applicable) has been submitted. • The English language requirements have been met. • Applications that do not meet any of the above may either be rejected, referred back to the applicant. There will be a time limit for the applicant to respond at which point the application will be withdrawn if the information is not supplied and the application fee is non-refundable.
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Academic Selection Stage	Academic Selection: • Applicants who have successfully progressed to this stage will be considered by an Admissions tutor and will either be interviewed, rejected or considered for a more suitable course. LFS will record the interview and only stored for the current admissions cycle for which the applicant has applied. • An Admissions tutor will assess each application on its own merits and in competition with other applications. All relevant evidence provided on the application form will be considered and scored against the published selection criteria for the course. • The Admissions Manager, in liaison with the Course Leader, will make offers to those applicants with the highest score and either will be offered a place, an invitation to join the waiting list or a rejection.
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6. Accepting Offers

All applicants are requested to accept their offer within ten working days of the offer letter being sent.

International students will not be sent a Confirmation of Acceptance for Studies (CAS) which is necessary to apply for a visa, until they have accepted their unconditional offer and paid their deposit.

More information on deposits and the payment of fees can be found in our fees policy. Note that applicants who have accepted a place and paid the deposit have 14 days to cancel.

7. Rejection

Applicants who are sent a rejection will be provided with a brief statement outlining the reasons why their application was rejected. Applicants who have previously been rejected at either stage are welcome to re-apply for a place, provided they are able to demonstrate that they have significantly improved their application following the feedback from the School.

8. Deferral

Applicants who have applied and not yet accepted an offer of a place or paid the deposit may request to the Admissions Manager that their application be moved forward (deferred) and considered for a future intake. Applicants who have accepted their offer and paid the deposit have 14 days to cancel after which deferral of the application will not be approved.

Such requests to defer an application should not presume that an offer of admission for one intake guarantees an offer for a future intake. The decision of the Admissions Manager is final.

9. Applicants with a disability and/or specific learning differences

The School welcomes applications from applicants with a disability and/or a specific learning difference.

Should the Admissions tutor recommend offering an applicant who has declared a disability and/or specific learning difference, the Course Leader will consider appropriate support for students with specific and identified learning difficulties to meet student needs.

We are committed to making “reasonable adjustments” within the constraints of our building, while maintaining competence standards, so that disabled people are not knowingly placed at a disadvantage. Please see our [Disability Statement](#).

10. Applicants requiring a visa in order to study in the UK

Where an applicant requires student entry clearance or leave to remain (a ‘visa’) to study in the UK, they are responsible for obtaining it and complying with its conditions. If an applicant does not have valid immigration permission for study purposes, they will not be able to start their course.

Candidates requiring a visa to study in the UK should be aware that an application to study at LFS is separate to an application for sponsorship for visa purposes; an offer of a place to study is no guarantee of eligibility for a visa, which will be assessed at the point at which candidates request a Confirmation of Studies (CAS) from LFS.

If an applicant requires a visa to study in the UK, failure to take up an accepted offer of a place, or withdrawal from your course after arrival, will affect your permission to come to or remain in the UK. In order to comply with the UK immigration regulations, LFS is required to notify the immigration authorities, where relevant, of non-arrival and of any changes to your enrolment status.

When an applicant who requires a visa to study in the UK agrees to the Terms and Conditions of offer, they are additionally confirming that they are not currently, nor have ever previously been, in the United Kingdom without valid immigration permission. If, at a later date, LFS is informed that they have been in the United Kingdom without such valid permission it may be required to inform the immigration authorities and/or withdraw its 'sponsorship' of your application for leave.

UK Visas and Immigration require that all international students that LFS sponsors for student entry clearance must be deemed to be progressing academically from any previous studies undertaken in the UK.

11. Feedback on unsuccessful applications

Feedback will normally include generic information to help applicants understand the means by which applicants are selected for the course to which they have applied.

12.Complaints

Complaints from applicants regarding the service they receive during the admissions process will be handled in accordance with the LFS Admissions [Complaints Process](#).

Applicants do not have the right to appeal against the academic judgement made on their application, except in cases where an administrative error has been made.

13. Responsibility for Admissions

The LFS Admissions Policy is reviewed and approved by Academic Board. Responsibility for admissions lies with Academic Registry. The Admissions Manager is responsible for the administration of the admissions processes with oversight by the Academic Registrar, including the provision of advice and guidance, initial assessments of applications and making offers. The Course Leader is responsible for allocating admissions tutors to select and interview applicants.

14. Version Control

Version Number	Changes	Approved	Date
1.0	Revised Admissions Policy	Academic Board	28 January 2022
1.1	MA Film Marketing an MA Film Producing added and the terms of deferral amended	Academic Registrar	17 July 2026