

Admissions Policy 2025-26

LCCA Governance



London
College of
Contemporary
Arts

ID: SJA-003

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Section 1: Introduction and Scope

1.1 Institutional Commitment

London College of Contemporary Arts is committed to ensuring that its selection and admissions procedures are transparent, followed fairly, consistently and expeditiously, that information concerning applicants remains confidential between designated parties, and that decisions are made by those equipped and authorised to make the required judgements.

1.2 Regulatory Context

This policy is consistent with good admissions practice in higher education, as defined in the Quality Assurance Agency's Quality Code and the Schwartz Recommendations for Good Practice and complies with current legislation affecting the admission of students.

1.3 Partnership Framework

All applications are assessed against the entry criteria established by our awarding partner, the University for the Creative Arts (UCA).

What this means for you: You can trust that we'll treat your application fairly and professionally, following strict guidelines to protect your information.

1.4 Assessment Approach

Each applicant is evaluated on their academic suitability and potential to successfully complete the chosen course.

1.5 Scope

The Policy applies to admissions to all courses delivered at LCCA.

1.6 Key Terms and Definitions

Academic Board: The College's senior academic committee responsible for academic policy approval and oversight of academic standards.

APEL: Accreditation of Prior Experiential Learning - recognition of learning from work or life experience.

Deferral: Postponing your start date to the next available intake.

UCA: LCCA's awarding partner university, whose Common Credit Framework Regulations and academic frameworks apply to LCCA students and academic processes.

Unconditional Offer: An offer where all entry requirements have been met.

Section 2: Policy Framework

2.1 Aims and Objectives

This policy is intended to provide an overarching framework for the college's admissions policies and procedures. Through the implementation of the Admissions Policy, the College aims to:

- i. Offer clear advice and guidance to prospective applicants to enable them to make informed choices and to apply to the courses appropriate to their interests, academic qualifications, and potential.
- ii. Encourage a wide range of applicants from different social, cultural, and educational backgrounds who can demonstrate the academic ability, and the skills required to succeed in their chosen studies.
- iii. Provide a clear and transparent guide for staff and students in the selection and admission of students to LCCA.

What this means for you: We're committed to giving you all the information you need and welcoming applications from all backgrounds.

2.2 Admissions Principles

The College will admit students to its courses in line with the principles published in the "The Admissions to Higher Education Review -- Fair admissions to higher education: recommendations for good practice to Higher Education" (Steven Schwartz, 2004)

- i. **Process Integrity:** The College aims to ensure that its admissions processes are fair, open, transparent, and consistent.
- ii. **Academic Capability:** The College aims to admit anyone who can successfully complete and to benefit from the chosen course of study.

- iii. Equality and Diversity: The College strives to promote diversity and equality of opportunity for all applicants, regardless of background to gain admission to a course suited to their ability and aspirations.
- iv. Regulatory Compliance: The College ensures that the operation of admissions processes and application of entry criteria are undertaken in compliance with the course requirements set out by the partner institution and/or awarding body as well as the Equality Act.

Section 3: Admissions Process and Requirements

3.1 Admissions Process

Our standard admissions process is detailed in Appendix 1.

3.2 Information, Advice and Guidance (IAG)

This is a comprehensive support framework designed to help students make informed decisions about their education and career pathways.

- i. Support Framework: Prospective students receive clear and relevant information about their chosen course, helping them determine the best fit based on their previous academic and professional background along with their career aspirations and future goals.
- ii. Course Information: The information collected from the enquirer is also used for future communication regarding course updates, upcoming intakes, and other relevant developments.
- iii. Data Usage: Accessing IAG services does not create an obligation to the applicants to enrol in a course with us.
- iv. No Obligation: Accessing IAG services does not create an obligation to the applicants to enrol in a course with us.

What this means for you: Our guidance is free with no pressure to apply - we're here to help you make the right choice.

3.3 Entry Requirements

i. Standards and Publication

The College sets out the minimum standards required for entry to all courses. All course entry requirements, course content, duration and fees are published on the College website. The individual course specifications define the entry requirements for each specific course. Entry requirements are determined and approved by the awarding body, our Partner Institution, the University of the Creative Arts (UCA) to ensure a fair, transparent, and consistent admissions process across all courses delivered at LCCA. Every applicant is considered individually in a holistic assessment using all the information available to us. In all cases we are looking for:

- Academic ability and potential
- Motivation and suitability for the chosen course
- Commitment and self-discipline to be able to successfully complete the chosen study.

Section 4: Course Chances and Special Circumstances

4.1 Change of Course/Course Discontinued

Before Enrolment

- i. College Commitment: The College is committed to delivering the courses that it is offered, however, if, due to unforeseen circumstances that the College determines a course should be withdrawn or cancelled, then the College will give as much notice as possible to applicants who have accepted places and will make every effort to offer alternative course to such applicants.
- ii. Student Protection Plan Integration: Course withdrawals or cancellations will be managed in accordance with the UCA's Student Protection Plan, ensuring appropriate refunds, teach-out arrangements, or transfer opportunities as applicable.
- iii. UCAS Transfer Support: If an alternative course is unavailable or unsuitable, LCCA will assist applicants who have applied via UCAS in transferring their application to another institution through UCAS.
- iv. Alternative Course Prioritisation: Offering a place on an alternative course, is prioritised as follows:

- (a) A similar course is available.
- (b) The applicant's qualifications or experience align with another course's entry criteria.

- v. In such cases, applicants are not required to repeat the admissions process.
- vi. Applicants are under no obligation to accept this alternative course offer.
- vii. If no suitable alternative is available, the application will be closed or withdrawn. Applicants may withdraw or request consideration for a different course, subject to availability and eligibility.

4.2 Accreditation of Prior Experiential Learning (APEL)

Procedure Framework: The College has a procedure for applying the accreditation of prior experiential learning (APEL), where courses and its related procedures are validated by the partner university (UCA), depending on the partnership agreement. This ensures consistency of treatment for all students who may claim APEL, either at the entry stage or during their studies.

4.3 Summary of APEL Procedures

Stage 1 (Marketing and Recruitment): All marketing and course information makes clear the entry requirements for individual courses or their equivalent, including work/sector-based experience.

Stage 2 (Evidence Assembly): Student is asked to produce evidence of previous qualifications and/or a transcript of achievements by the admissions team.

Stage 3 (Assessment Process): The admissions team is responsible for determining the relevance of any prior achievement in the case of entry with advanced standing or without threshold entry qualifications. Application form and supporting evidence is passed to the relevant Course Manager for mapping of learning outcomes, consideration and recommendations. The Head of School reviews the Course Manager's recommendation and approve or reject the claim on behalf of the College and will notify the Admissions department accordingly. (Copies are sent to UCA in line with their requirements and regulations)

Section 5: Decision Review and Appeals

5.1 Admissions Feedback

(a) Overview

- i. **Definition:** Feedback in this context is defined as information about why an application is unsuccessful. Any unsuccessful applicant to the College may request feedback on an admissions decision.
- ii. **Institutional Commitment:** The College is committed to fair, transparent, and consistent admissions practices, and it believes that providing constructive feedback about an unsuccessful application will help an applicant to achieve a successful outcome in the future.
- iii. **Appeals Process:** Following the provision of feedback, an applicant will have the right to appeal the selection decision, providing that there are sufficient grounds for an appeal. A request for feedback does not constitute a request for an appeal against the academic or professional judgement of those who made the admissions decision. An applicant who wishes to make a complaint about the application process may do so if they have requested feedback and understand the reasons for rejection before submitting a complaint. Please note that the complaints procedure cannot be used to challenge an academic decision to refuse an admissions decision.

(b) Procedure for Requesting Feedback

The following procedure should be used to request feedback regarding an unsuccessful application to the College.

- i. **Submission Requirements:** Requests for feedback should be made in writing to the Admissions Department within 30 working days following notification of the original admissions decision.
- ii. **Contact Method:** The request email must be sent to admissions@lcca.org.uk
- iii. **Required Information:** Applicants should include their full name, UCAS number (where application was made through UCAS), application / reference number and course title in the email.
- iv. **Response Timeline:** The admissions office will respond to each request for feedback within 30 working days of receipt of the request.

5.2 Admissions Appeals

(a) Overview

- i. Definition and Rights: A student has the right to appeal against unsuccessful application for admission. An appeal in this context is defined as a formal request for a selection decision to be reviewed.
- ii. Grounds for Appeal: An appeal will only be considered where there are adequate grounds, as set out below:
 - Where there is substantial new information which, for good reason, was not made available either on the original application or during the selection procedure, and where that new information is significant and directly relevant to the original decision. Please note that the new information must relate directly to the original application and cannot include activities or achievements which have taken place or been ratified subsequently.
 - Where there is evidence that the published Admissions Policy has not been followed.
 - Appeals put forward on any other grounds will not be considered.
- iii. External Limitations: LCCA will not consider appeals that are based on errors made by external organisations, agencies or individuals. For example, inaccurate predictions of future grades; disputes about the grading of formal examinations; comments made by referees or agents.

(b) Procedure for Appealing an Admissions Decision

- i. The following procedure should be followed if an applicant believes, in line with the above guidance, he/she has grounds for appeal against an admissions decision.
- ii. An applicant should seek feedback from the College admissions office before deciding whether he/she has grounds to appeal the admissions decision. An appeal will not be considered until after an applicant has received formal feedback.
- iii. Appeals must be received within 30 working days following the provision of feedback from the College admissions office.
- iv. Appeals should be submitted in writing to admissions@lcca.org.uk, clearly stating the grounds and providing a full explanation of the case.

- v. All appeals are reviewed by the Admissions Panel, which ensures compliance with institutional policies and relevant external regulations. Feedback from the Panel will be relayed to the Admissions Team, who will notify the applicant of the outcome.
- vi. If further information is needed, the applicant will be contacted in writing and given a deadline to provide the required details.
- vii. The Admissions Panel, convened by the College, will consider each case as appropriate.
- viii. The Academic Board will determine the Panel's membership and authorise it to act on their behalf. Panel members may include a senior academic from the College or School and an experienced admissions staff member not involved in the original decision.
- ix. Applicants will receive a written outcome with an explanation of the decision.
- x. The decision of the Admissions Panel is final, with no further right of appeal.

What this means for you: If unsuccessful, you can ask why. Email us within 30 working days and we'll respond within 30 working days.

5.3 Admissions Complaints

(a) Overview

- i. Any applicant unsatisfied with their application experience can submit a formal complaint. A formal Admissions Complaint is a request for review of the application process; it is not a request for a review of an application decision made against entry requirements.

(b) Grounds for Complaint

- ii. Complaints may only be submitted on grounds of:
 - Procedural irregularity
 - Evidence of any action or decision which is not consistent with the College's Admissions Policy.

(c) Procedure for making an Admissions Complaint

- i. A complaint must be made by the applicant. Complaints made by a third party will not normally be considered.
- ii. Applicants should normally raise the matter within 10 working days of the action causing concern.
- iii. Complaints should be sent to admissions@lcca.org.uk including your full name, course applied for, and details of your complaint. Upon receipt, the complaint will be acknowledged and forwarded to the appropriate manager for action.
- iv. The College will aim to respond to complaints within 15 working days although it may take up to 30 days.
- v. If the complaint is not resolved to the satisfaction of the prospective student through the above means, the complainant may then request a review by the Director of Admissions.
- vi. The Director of Admissions or his/her nominee shall investigate the complaint fully with relevant staff and/or a third party if it is deemed necessary and reply in writing within 30 working days.
- vii. The outcomes of the complaints reviewed by the Director of Admissions is final.

Section 6: Offers and Enrolment

6.1 Unconditional Offers

- i. Offer Criteria: Applicants who meet all the entry requirements for a course approved by UCA to be delivered at LCCA will be issued an Unconditional Offer. This constitutes a Formal Offer of Admission and details confirming the specified course.
- ii. Place Security: An Unconditional Offer secures the applicant's place for the specified intake and provides assurance of admission, subject to the completion of any necessary administrative or compliance steps.
- iii. Validity Period: The Unconditional Offers remain valid for a period of one year from the date of issue. After this period, if the applicant has not enrolled, the offer will lapse, and a new application may be required should they wish to reapply for a future intake.
- iv. Offer Withdrawal: An unconditional offer may be withdrawn in exceptional circumstances, such as evidence of misconduct, misrepresentation, failure to meet any agreed

deadlines, concealment of any relevant information by the applicant, or changes in course availability.

6.2 Induction and Enrolment

- i. Pre-Commencement Information: All applicants holding a formal offer will be sent details relating to their enrolment and induction prior to their commencement of studies.
- ii. Campus and Course Information: All new entrants will have access to information relating to their individual campus and their course of study.
- iii. Induction Programme: Induction timetables will include details for the student in relation to health and safety briefings, advice and support offered by the Library & Student Services and IT services of the college.

6.3 Deferral of Entry

- i. Deferrals are permitted only until students begin their registration or enrolment in the course, with such requests being managed by the Admissions team.
- ii. Applicants who wish to defer their entry to the next intake must submit the request via email admissions@lcca.ac.uk to the Admissions Team.
- iii. Each deferral request will be assessed on a case-by-case basis, and applicants will be notified of the outcome. All deferral decisions are final and not subject to appeal.
- iv. Deferrals are permitted for a maximum of one year. All conditions of the original offer must be met within the application cycle in which the application was initially submitted. Should there be any updates to processes or documentary requirements, applicants must comply with the revised criteria.
- v. Successful deferral requests will be confirmed by email. This confirmation will indicate that, although the deferral has been approved, the College cannot guarantee that the course or its content will remain unchanged in the next academic year or intake.
- vi. In some cases, the College may choose to defer an applicant's enrolment or suspend a student's contract if deemed reasonably necessary. This may occur to allow time for further information to be gathered or assessed, particularly regarding support needs or adjustments required to safeguard the health, safety, and wellbeing of the student and/or others.

Section 7: Student Journey Management

7.1 Interruption of Study (IOS)

- i. Once a student has enrolled and registered for their course, any request to take a break from studies is formally known as an Interruption of Study.
- ii. IOS is a temporary, authorised pause in a student's academic study period, intended to allow them to return and continue later.
- iii. Interruptions are typically granted for a fixed period, usually up to one year, and students are expected to resume their studies at the appropriate stage upon return.
- iv. If a student does not return as agreed in the IOS arrangement, they will be withdrawn from the course.
- v. Interruptions may be approved for various reasons, including personal, health, financial, or other significant circumstances, and can also be initiated by the college in cases such as non-attendance or outstanding fees.

7.2 Student Withdrawal

- i. Withdrawal initiated by the student
 - (a) A student-initiated withdrawal takes place when a student decides to permanently discontinue their studies at LCCA and does not intend to return to the same course in the future.
 - (b) The official withdrawal date will be recorded as the date the completed withdrawal request is submitted by the student.
 - (c) The Administration team will process the request.
 - (d) Once the withdrawal has been finalised, the student cannot re-enrol in the same intake.
 - (e) If the student later wishes to return to LCCA, they must submit a new application and go through the full admissions process, meeting all entry requirements for the relevant intake.

ii. Withdrawal Initiated by the College

- (a) Students who have been withdrawn from a course due to academic failure, misrepresentation, deception or misconduct are not permitted to restart their studies or re-join the college.
- (b) Any new application submitted by such individuals will be automatically rejected, and any existing offer will be cancelled.
- (c) This decision is final and not subject to appeal.

Section 8: Support and Safeguarding

8.1 Support for Students with Disabilities or Specific Learning Needs

- i. Institutional Commitment: LCCA is committed to promoting equality of opportunity and fostering an inclusive academic environment.
- ii. Non-Discrimination: We aim to ensure that applicants and students with disabilities, long-term medical conditions, or specific learning differences are not disadvantaged in accessing or participating fully in our academic courses and wider student experience.
- iii. Decision Criteria: Admissions decisions are made solely on academic suitability and are not influenced by the disclosure of a disability.
- iv. Reasonable Adjustments: Where a disability or specific learning need is disclosed during the admissions process or after enrolment, LCCA will work proactively with the applicant or student to identify appropriate reasonable adjustments.
- v. Reasonable Adjustments Timeline: Reasonable adjustments will be implemented within 3 weeks of disclosure.
- vi. Ongoing Review: Support arrangements will be reviewed regularly with students to ensure continued effectiveness and relevance to their academic journey.
- vii. The support systems are tailored based on evidence and individual circumstances, and are designed to ensure equitable access to teaching, learning, assessments, and student life.

- viii. Adjustments or support systems are implemented promptly within the scope of available resources and facilities.
- ix. We encourage early disclosure, as this allows the College to provide timely information about available support services and to coordinate any necessary adjustments in advance.
- x. All students who disclose a disability are referred to Disability Services, where they can meet with a dedicated Disability Advisor to discuss support options and develop a personalised support plan for their academic journey at LCCA.

8.2 Disclosure of Criminal Conviction(s)

- i. Applicants who accept an offer from LCCA will be required to declare any unspent relevant criminal convictions, which will be reviewed by LCCA's Criminal Convictions Panel.
- ii. The panel will assess whether the nature of the conviction requires additional support measures for the students and/or safeguards to protect the wellbeing of the wider college community. The existence of a conviction does not automatically preclude admission; each case is considered individually and confidentially.
- iii. LCCA reserves the right to withdraw an offer or terminate registration if:
 - An applicant fails to disclose relevant unspent convictions when asked;
 - False or misleading information is provided during the admissions process; or
 - New information is received from credible third parties (e.g., probation officers, police) that alters the initial assessment.
- iv. Unspent convictions of particular concern include, but are not limited to: offences involving violence, sexual misconduct, drug trafficking, firearms, arson, or terrorism-related activities. If the panel determines that an applicant poses an unacceptable risk to the safety or wellbeing of others at LCCA, the offer or enrolment may be revoked.
- v. All decisions are made in line with LCCA's safeguarding responsibilities and relevant legislation, ensuring a fair, transparent, and consistent approach.

Section 9: Academic Integrity and Data Protection

9.1 Fraudulent and Misleading Information

- i. Applicant Responsibilities: LCCA expects all applicants to provide complete, accurate, and honest information in their application and in all communications with the College. Applicants are responsible for ensuring that the information submitted is truthful and free from any form of misrepresentation or omission.
- ii. Use of AI in Applications: The College does not encourage the use of generative AI in application materials. Where AI tools are used, applicants must declare this and ensure all content authentically represents their own voice, experiences, and capabilities. Misrepresentation or over-reliance on AI may result in application rejection.
- iii. Where there is reasonable cause to suspect that false, misleading, or incomplete information has been provided, the College reserves the right to undertake a full investigation. If, following such investigation, it is determined that an applicant has submitted fraudulent or deceptive information, or withheld material facts, the College may withdraw any offer of admission made.
- iv. Should such information come to light after enrolment, the College reserves the right to initiate disciplinary proceedings. If it is established that an enrolled student has gained admission through intentional misrepresentation or omission, this may result in immediate and permanent exclusion from the College. In such cases, the College will report the matter to the appropriate regulatory bodies and, where relevant, to external agencies or professional organisations.
- v. The College treats academic integrity and honesty with the utmost seriousness and takes all necessary steps to maintain fairness, transparency, and the integrity of its admissions and enrolment processes, and any applications found deceptive at any stage will not be considered for any future intakes, across the board.

9.2 Access and Participation Statement

- i. At LCCA, we are committed to widening access to higher education and supporting meaningful participation for all learners, particularly those from underrepresented and disadvantaged backgrounds. We recognise the value of diversity in our student body and actively seek to remove barriers to entry and success in higher education.

- ii. As part of this commitment, we adopt a holistic and inclusive approach to admissions, giving due consideration to applicants' demographic, social, and educational backgrounds. This includes mature students returning to study after a significant gap, individuals re-entering education following employment, care-experienced students, and those from low-participation neighbourhoods or groups historically underrepresented in higher education.
- iii. Applications from these groups are assessed against the standard academic entry criteria of the relevant course, with additional recognition given to non-traditional qualifications and other professional or life experiences. Where appropriate, such experience may be considered as evidence of readiness and suitability for the chosen course of study.
- iv. LCCA supports the principles of fair admissions, and we are committed to fostering an inclusive academic environment that promotes student success, progression, and positive graduate outcomes for all.

9.3 Data Protection and Privacy Statement

- i. The data collected through the student application form is used to support the administration and delivery of courses and associated services provided by LCCA, with the aim of enhancing the overall learner experience.
- ii. LCCA is committed to collecting, storing, and processing personal data in a secure, fair, and transparent manner, in accordance with the UK General Data Protection Regulation (GDPR) and the Data Protection Act 2018.
- iii. Personal data will only be shared with third parties where necessary and appropriate, including but not limited to awarding bodies, regulatory and funding agencies, government departments, potential employers, or other relevant organisations, and only for legitimate purposes related to education, compliance, or safeguarding.
- iv. We retain student records, including academic achievements, in line with our data retention policy. While students are enrolled, and for a defined period after they leave, personal data is maintained to support academic verification, alumni engagement, legal compliance, and quality assurance processes. Data will not be retained for longer than necessary and will be securely disposed of when no longer required.
- v. Data Subject Rights: Applicants have the right to:

- Access their personal data held by the College
- Request correction of inaccurate data
- Request erasure of data where legally permissible
- Object to processing for marketing purposes
- Data portability for their application information

vi. Consumer Rights

- **Material Information:** The College provides clear, accessible, and timely information about all material aspects of courses and student experience, including course content, assessment methods, fees, and support services.
- **Changes to Provision:** Any material changes to advertised courses or College services will be communicated immediately to applicants and students, with appropriate remedies offered where changes disadvantage students.
- **Your Consumer Rights:** As a prospective or current student, you have rights under consumer protection law. For detailed information about your specific rights and protections, see:
 - [Competition and Markets Authority guidance](#)
 - [Office for Students student information guidance](#)
 - [Citizens Advice consumer rights information](#)

 Key Contact Information: admissions@lcca.ac.uk

- General Admissions enquiries
- Feedback requests (within 30 days)
- Admission Decision Appeals (after receiving feedback)
- Admissions Complaints (within 10 working days)

Section 10: Document Information

10.1 Policy Approval and Implementation

This policy has been approved by the Academic Board and will be implemented collaboratively across academic teams, professional services, and relevant support departments. The College is committed to providing appropriate support while maintaining fair and transparent admissions practices. For questions, contact the Admissions Team at admissions@lcca.ac.uk.

Related Documents and Guidance

[Student Protection Plan](#)

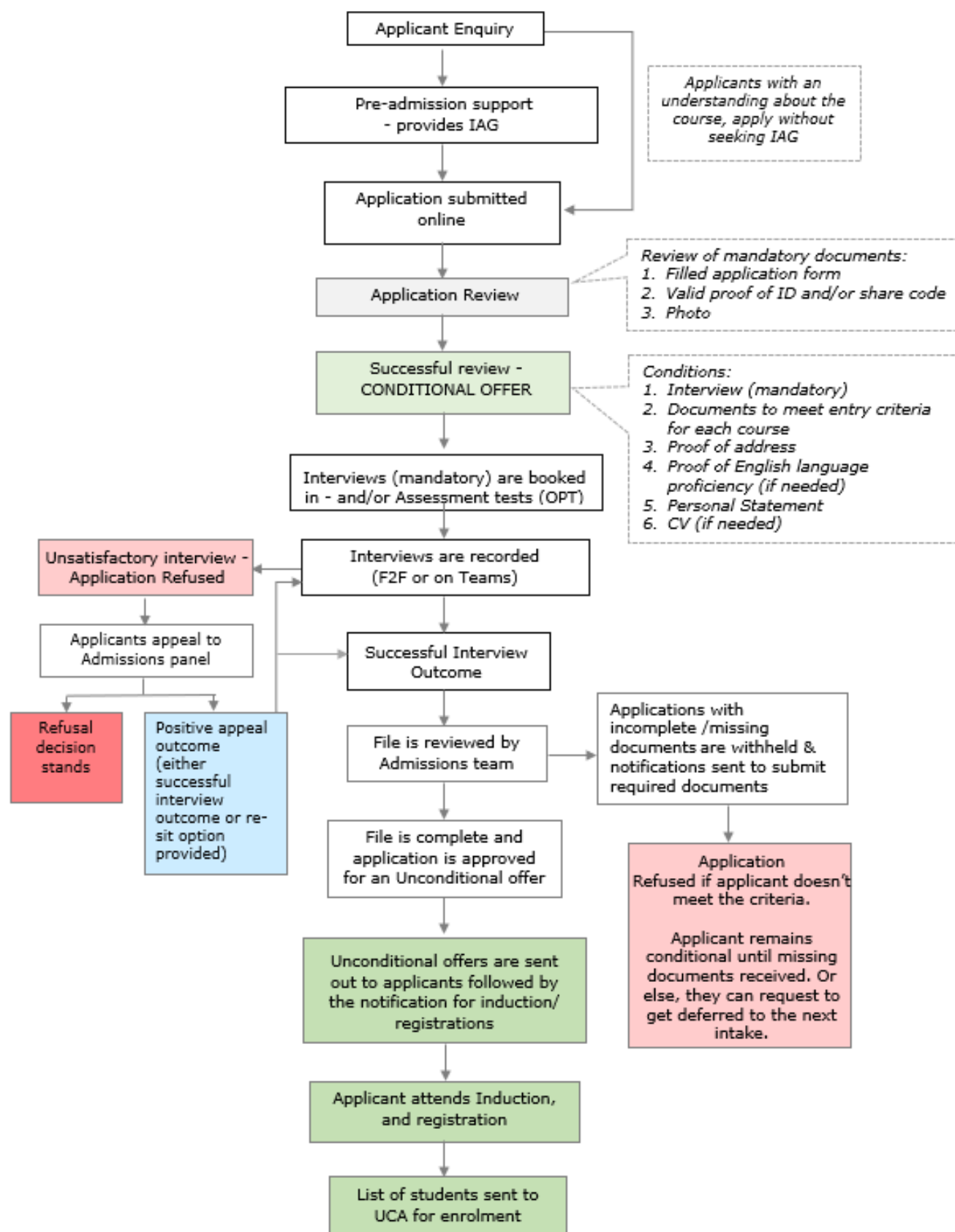
LCCA Generative AI Guidance for Applicants [to follow]

Individual Learning Plan (ILP) Guidance [to follow]

[Consumer protection for students](#)

[Equality Act 2010 Guidance](#)

Appendix 1: Admissions Process Flow Chart



| Key Information | |
|-----------------|----------------------------|
| Version | 2.0 |
| Approved By | Academic Board |
| Author (s) | QA; Director of Admissions |
| Owner | Admissions |
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| Version Control | | | |
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| Version | Author | Date | Summary of Changes |
| V 1.1 | QA | 11-05-2020 | First approved version |
| V 1.2 | Director of Admissions | 28-06-2025 | Document Review: Revised version of Admissions Flowchart (Appendix 1), added 4.1 iv-vii, 4.2 (removing Stage 4 and 5), added 6.1, added 7.1 and 7.2, |
| V 1.3 | QA Manager | 29-06-2025 | Document formatting, added definitions, added 8.1 v-vi, added 9.1 ii, added 9.3 v-vi, added 'related documents and guidance' |
| V 1.4 | QA Manager | 19-07-2025 | Updated timeframe for 8.1 (v) |
| V 2.0 | QA Manager | 30-09-2025 | Formatting for publishing |