



LMH

Lady Margaret Hall

Foundation Year 2017/18

Application Guidebook

Contents

Section One: About the Foundation Year	3
What is the Foundation Year?.....	3
Who can apply to the Foundation Year?	3
What can you study on the Foundation Year?	5
Money Matters	5
Section Two: Making your Application	6
How to apply for the Foundation Year.....	6
Application Timeline	7
Completing the Application Form	8
Part 1: About You	8
Part 2: About Your School.....	8
Part 3: What do you want to study in the Foundation Year.....	8
Part 4: Additional Information about you.....	9
Part 5: Children in the Care of the Local Authority.....	9
Part 6: Family Dependents.....	9
Part 7: About your parent(s)/Guardian(s) job(s)	11
Part 8: Family Financial Circumstances.....	12
Part 9: A short essay about you	13
Part 10: Checklist	14
Section Three: Supporting Documents	15
What documents do I need to send?	15
Where can I get the documents I need?	16
When shall I send my supporting documents?	17
Section Four: What Happens Next?	18
What happens after I submit my application?	18
How do I progress from the Foundation Year?	18
How do I successfully pass the Foundation Year?	19

Funding	20
Section Five: Frequently Asked Questions	21
What about my UCAS application?	21
Further study at Oxford	21
PAT/ELAT/MAT and LNAT scores	21
Section Six: How to check your eligibility for the Foundation Year	22
Low Income	22
Socio-Economic Group	22
Area with low participation in higher education.....	23
Area of socio-economic disadvantage	23
School	24
England	24
Wales	26
Scotland	27
Northern Ireland	28

Section One: About the Foundation Year

What is the Foundation Year?

The Foundation Year is an academic and personal preparation course for school-leavers who may have been prevented from reaching their full educational potential by life circumstances.

The Foundation Year will give students the essential academic skills and confidence they need to go on and thrive at university. Students will live and be taught at Lady Margaret Hall, Oxford from October 2017 – July 2018.

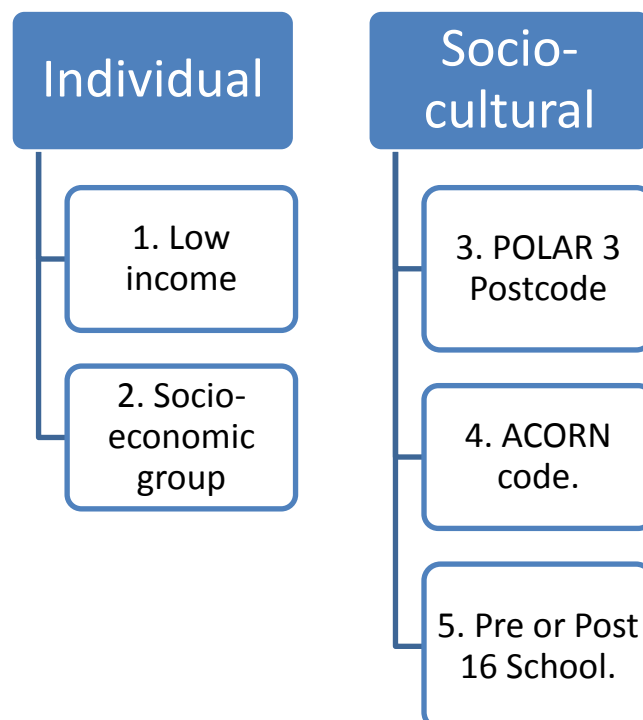
They will study three core modules and one subject specific module, each aimed at increasing their academic confidence. Students will make an application for an undergraduate degree at the University of Oxford during their time on the Foundation Year. However, progression to the degree course is not automatic. For more detailed information on the course content, please refer to www.lmhfoundationyear.com

Who can apply to the Foundation Year?

To be considered eligible for the Foundation Year applicants will:

- Have home student fee status (Check [here](#) if you are unsure)
- Be aged 19 or under at the time of application
- Have attended a state school for their entire school career

Applicants will also meet a combination of the following financial, social and cultural indicators:



Indicators:

- 1. Family Income:** The combined total household income of your family must be below £42,875
- 2. Socio-economic group:** You belong to a group that is under-represented in higher education based on the occupation and employment status of your parent(s) or guardian(s). For you to meet this indicator your parent(s)/guardian(s) job must be in classes 4–8. [Check this here](#).
- 3. POLAR 3 Postcode:** You live in an area with a smaller proportion of young people participating in higher education. This is indicated by a POLAR 3 Postcode in the quintiles 1 or 2. You can [check your postcode here](#)
- 4. ACORN code:** You live in an area of socio-economic disadvantage. This is indicated by a social classification that is not exclusively A or B on the website www.checkmyarea.com
- 5. Pre/Post 16 School:** The school that you attended for your GCSEs scored below the national average for GCSE Results (A*-C, including English and Maths) in 2015/16, **OR** the school that you are attending for your A Levels scored below the national average for the 'Average Point Per Academic Entry' in 2015/16. To find out whether or not you are eligible for this indicator, please refer to Pages 24-28.

Eligible applicants will meet INDICATOR 1, the Family Income Limit, plus a correct combination of 2 other indicators. The combinations are:

Indicator 1, 2 and 3	Indicator 1, 2 and 4
Indicator 1, 3 and 5	Indicator 1, 4 and 5

We will determine your eligibility for you using the information provided in your application form. However, if you would like to check your own before you apply, see pages 24-29.

If you have been in the Care of the Local Authority for a period of six months or more then you may automatically be eligible for the Foundation Year – please contact the Foundation Year Administrative Assistant: foundation@lmh.ox.ac.uk

Please note: The links we have provided above for you to check you eligibility are for guidance only, and in some cases the results you obtain may differ from those that we get from our assessment.

I'm eligible for the Foundation Year, what can I study?

We currently offer 21 subjects on the Foundation Year. The table below details which subjects we offer, and the entry grades required. If you do/will not have exclusively A Levels, please contact foundation@lmh.ox.ac.uk to find out if you meet the requirements for your course.

Subjects & Requirements	
Biology	ABB 128 UCAS points including A2 Biology and another Science or Maths
Biochemistry	AAB 136 UCAS points including A2 Chemistry at Grade A and another Science or Maths, with Biology and Maths to at least AS Level
Classical Archaeology and Ancient History	ABB 128 UCAS points
Classics (Course 2)	ABB 128 UCAS points
Classics & English	ABB 128 UCAS points including A2 English literature or English Language and Literature
Classics & French	ABB 128 UCAS points including A2 French
Classics & Spanish	ABB 128 UCAS points including A2 Spanish
Engineering	AAB 136 UCAS points including A2 Maths & Physics
English	BBB 120 UCAS points including A2 English literature or English language and literature
English & French	BBB 120 UCAS points including A2 English literature or English language and literature, and A2 French
English & Spanish	BBB 120 UCAS points including A2 English literature or English language and literature, and A2 Spanish
French	BBB 120 UCAS points including A2 French
Law	ABB 128 UCAS points including
Mathematics	AAB 136 UCAS points including A2 Maths
Mathematics & Statistics	AAB 136 UCAS points including A2 Maths
Music	BBB 120 UCAS points including A2 Music
Physics	ABB 128 UCAS points including A2 Physics and A2 Maths
Psychology	ABB 128 UCAS points including one science or maths
Spanish	BBB 120 UCAS points including A2 Spanish
Theology	BBB 120 UCAS points
Theology & Philosophy	BBB 120 UCAS points

Money Matters

The Foundation Year is a fully funded course. Successful candidates will have their tuition and accommodation costs (during term time) covered throughout the Foundation Year, and will receive a stipend each term to cover living costs. Successful candidates will not need to apply for Student Finance for the Foundation Year.

Section Two: Making Your Application

How Do I Apply?

Applicants to the Foundation Year must do the following:

1. Download an application form from <https://lmhfoundationyear.com/welcome/essential-downloads/>
2. Fill in the application form on a computer
3. Email your application to foundation@lmh.ox.ac.uk by 17.30 on 20th February 2017
4. Download two reference forms. These must be given to people who can comment on your academic ability, for example: a Head Teacher, Year Head or Form Teacher. Referees must not be family members or friends. Forms can be downloaded from [here](#). Your referees must send us the completed form by the 20th February 2017
5. If you are shortlisted for the Foundation Year, we will ask you to provide evidence of household income. Please ensure this evidence is ready when we ask for it. Details of how to obtain the evidence needed can be found on Pages 15-18.

To complete your application you will need to ask your parent/guardian for assistance. Use this guidebook to help you answer any questions you might have about the application form and supporting evidence. If you have any questions that cannot be answered by the guidebook, please email foundation@lmh.ox.ac.uk

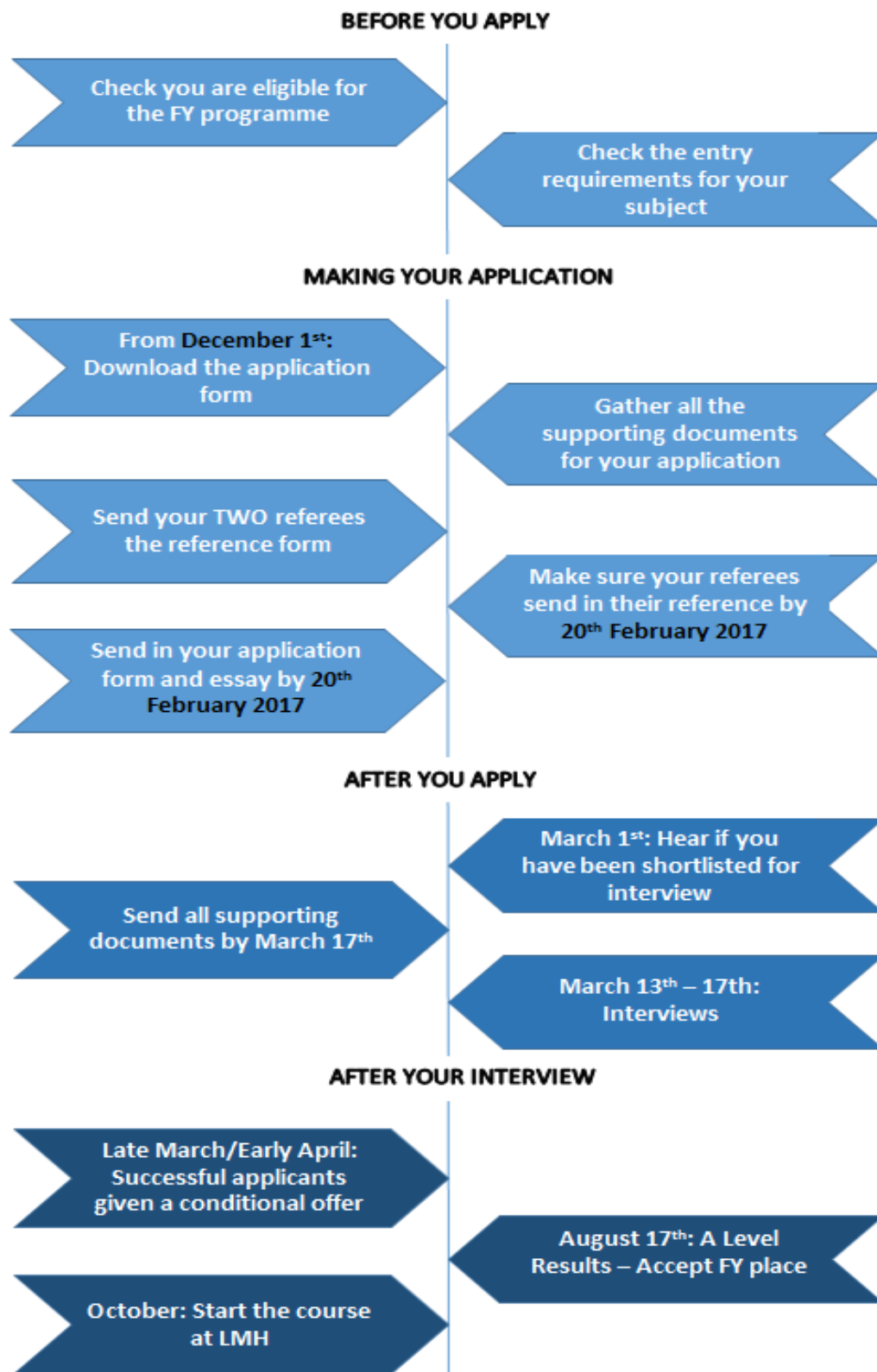
The application form is long and you will need to get assistance from your parent(s)/guardian(s). Please ensure that you leave enough time to complete the application form fully, as incomplete forms will not be considered.

The guide below is a step-by-step guide to help you to complete the main application form for the LMH Foundation Year, so make sure you have it to hand when filling in your form.

We will be communicating with you by email and phone, so please make sure that you use an active email address and phone number throughout the application process.

If you need any extra assistance, email foundation@lmh.ox.ac.uk

Application Timeline



PART 1: ABOUT YOU

Address:

This is the address where you live. If you are co-resident between two homes (for example, if your parents are divorced), please state the address at which you mainly live. You may be asked to provide proof of your address. You will only have to do this if we contact you to request it. If you are asked to provide evidence of this address we will provide you with a list of acceptable documents as evidence.

PART 2: ABOUT YOUR SCHOOL

Secondary School(s) Attended

List all schools that you have attended from the age of 11. If there is not enough space on the form, please continue on a separate sheet of A4 and email it to us at the same time as your application form.

GCSE Grades

List all GCSE subjects you took and the grades you received, regardless of whether you passed them or not.

AS Level Grades (or school equivalent)

List all subjects that you studied in Year 12, and the grades that you received for these subjects either in an AS Level or in a school-set exam. Please specify if the exams were AS Levels, or a school equivalent.

A Level Grades

List all the A Level subjects you are taking, and the grades you are predicted by your teachers to achieve. If you do not know this information, talk to the relevant subject teacher. If you are in a Gap Year and have already taken your A Levels, put the grades you have achieved

PART 3: WHAT DO YOU WANT TO STUDY IN THE FOUNDATION YEAR?

Please select ONE subject that you would like to study in the Foundation Year. This should be the subject that you would like to continue to study at university. Some subjects require you to have taken specific AS and/or A Levels. To check this, refer to Page 5.

PART 4: ADDITIONAL INFORMATION ABOUT YOU

We ask this information to verify your eligibility for the course, and to ensure that we can provide you with the support necessary if you should be successful in your application.

Are you eligible for Free School Meals?

Tick 'Yes' if you are eligible for Free School Meals. This will help us to determine whether or not you meet the 'Low Income' criteria. If you are unsure, your School Administrator or Head of Sixth Form will be able to provide you with the information.

Do you have a disability? (Optional)

Tick 'Yes' if you have a disability. This question is being asked so that we can support positive action for disabled people, and you will not be discriminated against in any way.

PART 5: CHILDREN IN THE CARE OF THE LOCAL AUTHORITY

Are you the subject of a Local Authority Care Order?

Tick 'Yes' if you have *ever been the subject of a care order* for a period of at least six months (for example: living with relatives under the care of a local authority; living in foster care or living in a children's home).

Please send in supporting evidence such as a letter from the local authority (e.g. your social worker) on local authority headed stationary detailing: (a) the date you were taken into the care (b) the amount of income and/or type of support that the local authority provided to you/your foster family in the last financial year.

If you were living in foster care or in a children's home, you do not need to complete Sections 6, 7 and 8.

PART 6: FAMILY DEPENDENTS

This section asks about how many people are classed as 'dependents' in your household.

Tell us about any people in your family who live in the same house as you and are **one of more of the following:**

- Under the age of 18 on 1st September 2017 – this should include you, so please put your name in the box.
- Over the age of 18 and in full-time education (i.e. a university or college course)
- Over the age of 18 and medically certified as permanently unfit to work

You are also a dependent, so please put your own name in the box too.

Example 1: Sarah is applying for the Foundation Year. Sarah is 17, and has two sisters – Daisy and Amy, aged 15 and 13. She also has one brother called Mark, who is 19 and is a full-time university student. She has another brother called David, who is 23 and works in a hotel.

Sarah would fill out the form as follows:

Full Name	Date of Birth	Relationship to you	Attending School/College	Full Time Course?	Name of School/College Attending
Sarah	12/02/1999	Me	YES	YES	The School School
Daisy	15/02/2001	Sister	YES	YES	The School School
Amy	21/03/2003	Sister	YES	YES	The School School
Mark	30/08/1997	Brother	NO	YES	University University

Sarah has not put David in the form, because he is older than 18 and is not in full time education.

Example 2: Jasmin is applying for the Foundation Year Course. She is 17, and has two brothers. Syed is 19 and unemployed, and Halim is 24 and is disabled and unable to work.

Full Name	Date of Birth	Relationship to you	Attending School/College	Full Time Course?	Name of School/College Attending
Jasmin	12/02/1999	Me	YES	YES	The School School
Halim	15/02/1992	Brother	No	No	Disabled and unable to work

Jasmin has not put Syed on the form because he is over 18 and is not in full-time education.

PART 7: ABOUT YOUR PARENT(S)/GUARDIAN(S) JOB(S)

We need to know about your parent(s)/guardian(s) job status because the socio-economic group that you belong to, based on your parents occupation/employment status, is **one of the factors that may make you eligible for the course**. It is therefore vital that you provide accurate and detailed information.

Tick the heading that best describes your parent(s)/guardian(s) employment status:

This part deals with your parents'/guardians' occupations and employment history. *Please get their help to complete this part of the application form.*

Employment status is what your Mother/Father/Guardian(s) are doing right now. Only tick *No Contact what so ever* if you have never had any contact with your parent/guardian. Only tick *Never worked* if you parent/guardian has never had a job. If your parent/guardian works full time, works part-time or is on an employment scheme please tick '*working for payment or profit*'. This includes self-employment.

Tick the type of employments your parent(s)/guardian(s) have or had in their current/most recent job:

If your parent/guardian is employed by another person or company, tick '*employee*'.

If they work for themselves, and do not employ anybody else, tick '*Self-Employed with no employees*'

If they work for themselves and employ other people, tick '*Self-Employed with paid employees*'

If your parent/guardian has more than one job, tick each relevant answer.

Parent/Guardian's Current or Most Recent Job title

Please give the most accurate title of their job e.g. 'bus driver', 'customer services assistant'.

- If they are unemployed but seeking work, state 'unemployed'.
- If they are retired, state 'retired'.
- If they voluntarily do not work in order to look after the home/family, put 'looking after family'.
- If your parent/guardian has more than one job, please state all their jobs, separating them with a comma.

PART 8: FAMILY FINANCIAL CIRCUMSTANCES

Who contributed to your family income in 2015/16?

We need to know who contributed to your family income. Please tick 'YES' for each parent/guardian/other that contributed to your family income. Income is not just defined as money earned through jobs: We also need to know about benefits, income from rental property, savings, investments etc. So, for each parent/guardian/other that received an income (whether through a job, savings or benefits etc.) select 'YES'.

Please write the full name of all those who contributed to the family income in 2015/16. This may include income from anybody who is not in full time education, and who contributes to your household finances – such as a grandparent, an aunt/uncle or an older sibling.

Please state your total household income, including any income from benefits

This is a sum of all the money earned by people in your household who are not in full time education – this could be your parent/guardian or somebody else such as a relative. Write the total amount of each income earned, and then add up this total at the end, to form a total household income.

This needs to be as accurate as possible, and you will be asked for evidence if you are shortlisted.

Example: Murrium's mum works part-time and earned £12,000 in the 2015/16 tax year. Her dad received £4,000 in benefits. Her grandmother also lives in the same house, and earned £9,000. They also have a lodger, who pays £4,500 per year. Murrium would fill in the form like this:

Income type in 2015/16	Income amount in 2015/16	
Employment (including self-employed)	£	21,000
Benefits payments	£	9,000
Redundancy payment	£	0
Private pension	£	0
Child Maintenance	£	0
Interest from investments/Savings	£	0
Other	£	4,500
Total Household Income	£	34,500

If anybody in the household received benefits (excluding Child benefits) in the 2015/16 tax year, please tick which one(s) they received:

This question helps us to determine your eligibility for the Foundation Year course. Please tick all appropriate benefits that your household received in the 2015/16 tax year.

If you are shortlisted for interview, we will require evidence of each source of household income. Details of where to obtain this and how to send it to us can be found in on Pages 15 - 18. We do not need it until we call you for interview. You are strongly advised to start collecting your supporting evidence before you hear back from us, as any applicants who cannot provide evidence of their household income by this date will not be able to proceed for an interview.

PART 9: A SHORT ESSAY ABOUT YOU

This is the section where we find out more about you, and about why you want to study on the Foundation Year. This is your chance to tell us, in your own words, why you are applying and what you hope to achieve from the course.

Please ensure that you cover the following points in your essay:

- Why do you want to do the Foundation Year?
- What do you hope to achieve by participating in the course?
- Why have you chosen the particular subject?
- What areas of student life do you think you will most enjoy?
- What do you feel you will find most difficult at university?
- What significant influences have there been in your life?
- What challenges have you overcome in your life?

Essays should be a minimum of 600 and a maximum of 1000 words.

You should write your essay in a separate programme, and save it as 'YOUR NAME Foundation Essay'. It should be emailed to foundation@lmh.ox.ac.uk in the same email as you send your application form.

This should not be the same as your UCAS Personal Statement. If you have applied to already applied to university for entry in October 2017, please also send this statement along with your application.

PART 10: CHECKLIST

I have completed all parts of the application form

We cannot accept incomplete application forms, so make sure that there are no questions left blank

I have given two reference forms to teachers or year heads for completion

You should get two suitable academic referees to complete the reference forms (such as a Class Teacher, the Head of Sixth Form or the Head Teacher). You can download the referee forms from the [LMH website](#) and send them to your referees. The referees should then email the completed references directly to foundation@lmh.ox.ac.uk from their school email account. We cannot accept references from personal email accounts. Full instructions are on the Referee Forms.

I have included a short essay about myself

This must be attached to the same email as the application form, and clearly labelled with your first name and surname.

I have included a photograph of myself

Please send a passport style (although taken on a phone camera etc. is acceptable) JPEG image of your face. This should be attached to the same email as the application form, and saved with your full name as the title.

I have included my UCAS Personal Statement (if applicable)

If you applied to UCAS for entry to university in 2017, please also send your Personal Statement for that application.

Section Three: Supporting Documents

You do not need to provide supporting evidence unless you are shortlisted for interview. However, some of these documents may take up to 4 weeks to obtain. You are therefore strongly advised to gather all the evidence you need **AT THE SAME TIME AS COMPLETING YOUR APPLICATION**. Applicants who are unable to prove their household income by the **17th March** will not be able to proceed with their application.

What documents do I need to send?

You must submit documents that provide evidence of each source of household income that you have.

Local Authority Care Order	
Evidence for:	Document Required
Have you ever been the subject of a Local Authority Care order for more than 6 months?	Letter from your Local Authority detailing: <ul style="list-style-type: none"> • The date(s) you were taken into care • The income provided to you/your foster family in the 2015/16 financial year
Evidence of Household Income	
Type of Income	Document Required
My parent/guardian is a paid employee	P60 for 2015/16 tax year
My parent/guardian is self-employed	SA302: Self-Assessment evidence of earnings for 2015/16 tax year
My parent/guardian receives income from rental properties	SA302: Self-Assessment evidence of earnings for 2015/16 tax year
My parent/guardian receives income from Social Welfare payments (benefits)	Letter(s) from the relevant DWP agency detailing the benefit received and the amount in 2015/16. If you received more than one benefit, then you need a letter for each benefit.
My parent/guardian was made redundant in 2015/16	Notification of Redundancy
My parent/guardian received a lump sum payment from their former employer in 2015/16	Notification of Redundancy letter detailing the sum paid in 2015/16
My parent/guardian is retired	Pension payslip or pension statement for 2015/16
My parent/guardian receives maintenance from a former partner	Official letter from the child support agency, signed statement from the non-resident parent
My parent/guardian receives income from savings and investments	Bank statements evidencing the latest three month's income

Where can I get the documents I need?

Once you have determined what evidence you need, use the tables below to find out where you can get these. Please be aware that some of these documents – particularly evidence of receipt of benefits – can take time to obtain, so you are advised to start gathering your supporting documents when you send in your application, rather than waiting to hear from us if you have been shortlisted.

Where to get your supporting documents	
P60	Your employer. If you have lost your P60, ask your employer for a replacement copy.
SA302	Print online from your HMRC self-assessment account: Click Here
Notification of Redundancy/Redundancy sum	Your last employer
Pension payslip/statement	Your pension provider
Child Maintenance Letter	Official letter from the child support agency OR a signed statement from the non-resident parent. The amount given in 2015/16 must be detailed
Bank Statement	Your bank/building society

Where to get supporting evidence of Social Welfare payments (benefits)	
We need a letter detailing all of your benefits entitlements. If you receive multiple benefits, you will need to call each of the relevant numbers listed below to get a letter for each one. The letter(s) must state the total amount of each benefit you received during the 2015/16 tax year, and the dates you received these benefits between.	
Employment Support Allowance	0345 608 8545
Job Seekers Allowance	0345 608 8545
Incapacity Benefit	0345 608 8545
Income Support	0345 608 8545
Universal Credit	0345 600 4272 OR Online
Disability Living Allowance	0345 712 3456
Personal Independence Payment	0345 850 3322
Carer's Allowance	0345 608 4321
Working Tax Credit	0345 300 3900
Pensions (including State Retirement, War Disablement and War Widow's)	0345 606 0265
Widow's Pension/Bereavement Allowance	0191 218 7608
Widowed Parents Allowance	0345 608 8601
Housing Benefit	Your local authority
Industrial Injuries Disablement Benefit	0345 758 5433
Statutory Sick Pay	Your employer
Maternity Allowance	0800 055 6688

- Request your financial documents before you find out if you are shortlisted as it can take up to 4 weeks to issue them
- If your parent/guardian(s) received income from more than one source make sure you provide all the relevant documents
- All financial documents must be sent to foundation@lmh.ox.ac.uk, with your name and National Insurance number clearly stated in the email title by 17th March 2017

Any further questions can be directed to: Esther Fisher, foundation@lmh.ox.ac.uk

Section Four: What Happens Next

What Happens after my application?

If your application is successful, we will notify you of your interview date by 1st March 2017. Interviews will be held at Lady Margaret Hall, Oxford in March 2017.

The interviews will be carried out by the Foundation Year Director and Coordinator, together with the Tutor for the subject you have said you would like to study. The aim of the interview is to assess your intellectual engagement, your academic potential and your commitment to the Foundation Year.

If you are successful at interview, we will offer you a conditional place, dependent on your A Level results. If you chose to accept your place on the Foundation Year, **you still do not need to reject any offer you have from UCAS yet.** Once you have your A Level results on the 17th August 2017, you will know if you have met your conditional offer to the Foundation Year. If you have not achieved the grades required, then you can still accept one of your UCAS offers, providing you meet their requirements.

How do I progress from the Foundation Year?

The Foundation Year is intended to help you to progress to taking an undergraduate degree at the University of Oxford and Lady Margaret Hall. However, it is important to note that an offer of a place on the Foundation Year **does not** give you automatic entry to a degree at the University of Oxford. For the Foundation Year you will be a student of Lady Margaret Hall, but not a student of the University of Oxford itself. You will be expected to make a further application to the University of Oxford, by completing a UCAS form for the 14th October 2017 deadline. This should include four other choices of University to be sure that you have a reserve offer in case your application to Oxford is unsuccessful.

The procedure for Oxford University Admissions is that all subjects require Admission Interviews, and some subjects require Admissions Tests. If you are successful at this stage, you will be given a conditional offer of a place, and the condition will be that you should successfully complete the Foundation Year.

How do I successfully pass the Foundation Year?

There will be several criteria for successful completion of the Foundation Year:

Attendance at tutorials and classes: You should attend at least 90% of course sessions. Course sessions should only be missed through illness or pressing personal reasons (e.g. bereavement).

Participation in the course: You are expected to put in sufficient effort into background work, to make presentations and to contribute to any discussions.

Submission of work on time: You should complete at least 90% of the academic work by the deadline set. This includes work which is set just to give you feedback. Work should only be late through illness or pressing personal reasons (e.g. bereavement).

Collections (College exams): You will need to sit College exams when asked to do so. These are for practicing writing under timed conditions and to give you feedback on exam technique and your level of performance. These College exams are likely to be held at the start of Hilary (Spring) term and Trinity (Summer) term and you will need to spend a significant amount of time revising for these during vacations.

Formal Assessment of Academic Work: In addition to collections, you will have to complete work during the year that will be assessed. Exactly what you need to do will depend on the course you are taking but all courses will have a timed examination at the end of Trinity (summer) term. Assessments may also include:

- Formal examinations
- Assessed written work
- Interviews and discussions with Subject Tutors

Review: You will be asked to complete a personal development plan and attend fortnightly tutor sessions to review your progress. You will also have a termly review with the course coordinator, to discuss the reports from the Tutors who are teaching you and this will give you a clear idea of how you are progressing. There is no guarantee of progression, but you will be told about any improvements that might be required to successfully complete the Foundation Year, and you will be given ample help and opportunity to improve if there are any problems.

Behaviour: You will be expected to behave well and to follow the College regulations. You will not be able to stay on the course if your behaviour is disruptive to the learning or wellbeing of other students.

College Contracts

If you are accepted on to the course you will need to sign a College contract, and to abide by all the Bye-Laws and Regulations, policies and procedures of the College (which can all be found on our website <http://www.lmh.ox.ac.uk/About-LMH/Documents-andPublications/Documents.aspx>). Continuation on the Foundation Year will depend on you making satisfactory academic effort and satisfactory progress. Your academic progress is covered by the academic disciplinary procedures and your other behaviour is covered by the general disciplinary procedure¹ both of these can be found in the Bye-Laws.

Future Progression:

If, during your Foundation Year, you are made an offer of a place for an undergraduate degree at the University of Oxford, you will be sent further information about the contract you will need to sign. There will be a further contract with the College to sign and a contract with the University which will require you to comply with all the University Regulations. Like all Oxford undergraduate students you also need to pass the University's "First Public Examination" at the end of the first year of full undergraduate study (i.e. the year after the Foundation Year) to progress to the full degree. You will be given further information to consider at that stage, but please get in touch if you would like more information now

Funding:

The funding for the Foundation Year is entirely separate from the financing of your degree course. This special funding is limited to your Foundation Year. You will need to apply for funding for your degree course in exactly the same way as other undergraduate students (e.g. from Student Finance England or Student Finance Wales). You may find that you are eligible for a bursary from the University, but this cannot be guaranteed and will require a separate financial assessment of your household income.

Section Five: Further Questions

Will applying for the Foundation Year course jeopardise offers I currently hold from other universities?

No, any offer that you have received through UCAS will not be jeopardised by an application to the Foundation Year. You should not make any changes to your current UCAS application, and you should continue forward with any applications for Student Finance for the 2017/18 academic year. If you are accepted onto the Foundation Year, chose to accept and go on to achieve the required A Level results, you can then notify any universities/Student Finance of your change in circumstances.

Should I want to apply to Oxford for my undergraduate degree?

The aim of the course is to prepare students to be successful in progressing to an undergraduate course at Oxford. However, progression from the Foundation Year to an Oxford undergraduate degree is not guaranteed. Students will also make an application to other universities for entry in 2018.

My MAT/ELAT/PAT/LNAT test score was quite low in 2016, will this affect my chances?

We do not take MAT/ELAT/PAT/LNAT results into account when shortlisting candidates. Furthermore, you will be given the opportunity to retake any admissions tests.

Will my travel to interview be reimbursed?

Yes, please keep all receipts and email the Foundation Course Administrative Assistant with your travel plans (foundation@lmh.ox.ac.uk)

What if I don't agree with the outcome of my application?

If you believe that we have wrongly ruled you ineligible for the Foundation Year based on the financial and socio-cultural indicators, you may appeal at any point before the 11th February 2017 by emailing foundation@lmh.ox.ac.uk. We will only accept appeals that clearly state:

- Which of the 5 indicators you think you meet, with justification for each

We will reassess your application, and will contact you if we need more information.

You will receive a decision on your appeal by the 6th March 2017.

We will not accept any appeals that are unrelated to the financial and socio-cultural indicators. Our decision on academic suitability for the Foundation Year course is final.

How to check your eligibility for the Foundation Year 2017

Low Income:

Ask your parents what your household income is. If it is below £42,875 then you meet this indicator

Socio-Economic Group:

Step 1: Go to this website:

http://www.neighbourhood.statistics.gov.uk/HTMLDocs/dev3/ONS_SOC_occupation_coding_tool.html

Step 2: Enter one parent/guardians job title in the box 'Job Title'. Be as accurate as you can.

Step 3: A list of job titles that most accurately match the one you searched will come up. Select the one that most closely matches your parent/guardians job

Step 4: A new window will open up on your computer (See the image below). You need to look for the NS-NEC Analytic Class code number. For example, in the image below the analytic class code number is 2.

Step 5: If you have two parents/guardians, repeat this step for the other one. If BOTH of them are in analytic classes 4,5,6, 7 or 8 then you meet this indicator. If one or more of your parents has an analytic code that is 1, 2 or 3 then you will not be eligible through this indicator

2314: SECONDARY EDUCATION TEACHING PROFESSIONALS

Job description:

Secondary (and middle school deemed secondary) education teaching professionals plan, organise and provide instruction in one or more subjects, including physical education and diversionary activities, within a prescribed curriculum in a secondary or secondary/ middle school.

Entry requirements of this job:

Entry is with a first degree that provides QTS (qualified teacher status) or, in Scotland, TQ (teaching qualification); or other relevant degree followed by further postgraduate training (most commonly PGCE – Postgraduate Certificate in Secondary Education, or, in Scotland, PGDE – Professional Graduate Diploma in Education). Further and higher professional qualifications are required for some teaching posts.

Tasks required by this job include:

- prepares and delivers courses and lessons in accordance with curriculum requirements and teaches one or more subjects;
- prepares, assigns and corrects exercises and examinations to record and evaluate students' progress;
- prepares students for external examinations and administers and invigilates these examinations;
- maintains records of students' progress and development;
- supervises any practical work and maintains classroom discipline;
- undertakes pastoral duties;
- supervises teaching assistants and trainees;
- discusses progress with student, parents and/or other education professionals;
- assists with or plans and develops curriculum and rota of teaching duties.

NS-SEC categorisations:

The simplified NS-SEC analytic class for this code is 2
The simplified NS-SEC operational category for this code is 4.1
To find your exact NS-SEC code, please use the NS-SEC Coding Tool.

Jobs related to this code:

- Deputy head teacher (secondary school)
- Secondary school teacher
- Sixth form teacher
- Teacher (secondary school)

Area with low participation in higher education:

Step 1: Go to this website: <http://www.hefce.ac.uk/postcode/>

Step 2: Enter your postcode in the box

Step 3: If you are in 'POLAR3 young participation quintile' 1 or 2, you should meet this indicator

Area of socio-economic disadvantage:

Step 1: Go to this website: <https://www.checkmyfile.com/postcode-check/SW1A-2AA.htm>

Step 2: Enter your postcode in the box on the right hand side

Step 3: If your 'social classification' is NOT exclusively A, B or C1 then you may be eligible for this indicator

OX3 0PQ, United Kingdom
Financial Risk in OX3 0PQ
Public databases such as the Register of Court Judgments and Insolvency Records are combined with census data and 'lifestyle' information collected from questionnaires to evaluate the average financial risk in a postcode.

Average Credit Rating & Credit Score
Using the Cameo financial profile for the residents of OX3 0PQ, this has been evaluated as:

860 out of 1000

How This Compares To The UK Average
When compared to the rest of the UK, this score is higher than average.

0 **OX3 0PQ: 860** 1000
UK Average: 750

You can compare this postcode-based Credit Score to your own by using either our **Free Credit Score** service, or more accurately, and based on your payment history, when you purchase one of our market leading **Credit Reports**.

Families in OX3 0PQ
Compare information held about OX3 0PQ, sourced from two geodemographic database providers, Cameo and Censation.

CAMEO	CENSATION
Family Composition	Singles, couples and families
	Couples whose children have left home, and some elderly people

Check Any Postcode
Check as many postcodes as you like, confidentially.

Postcode
OX3 0PQ **View**

FREE Multi Agency Credit Report
Find out for FREE how your own credit rating compares to the average in your postcode. Are you rated better or worse than your neighbours?

See your Credit Report FREE
30 Day Trial - Cancel Anytime

1
BEST IN CATEGORY

Social Classifications
The 'social class' of a person tends to be based on occupation. It is a very broad measure.
The social class of residents of OX3 0PQ is **ABC1** and is shaded blue below. Click on any letter below for details about the Social Classification.

ABC¹ C² DE

School:

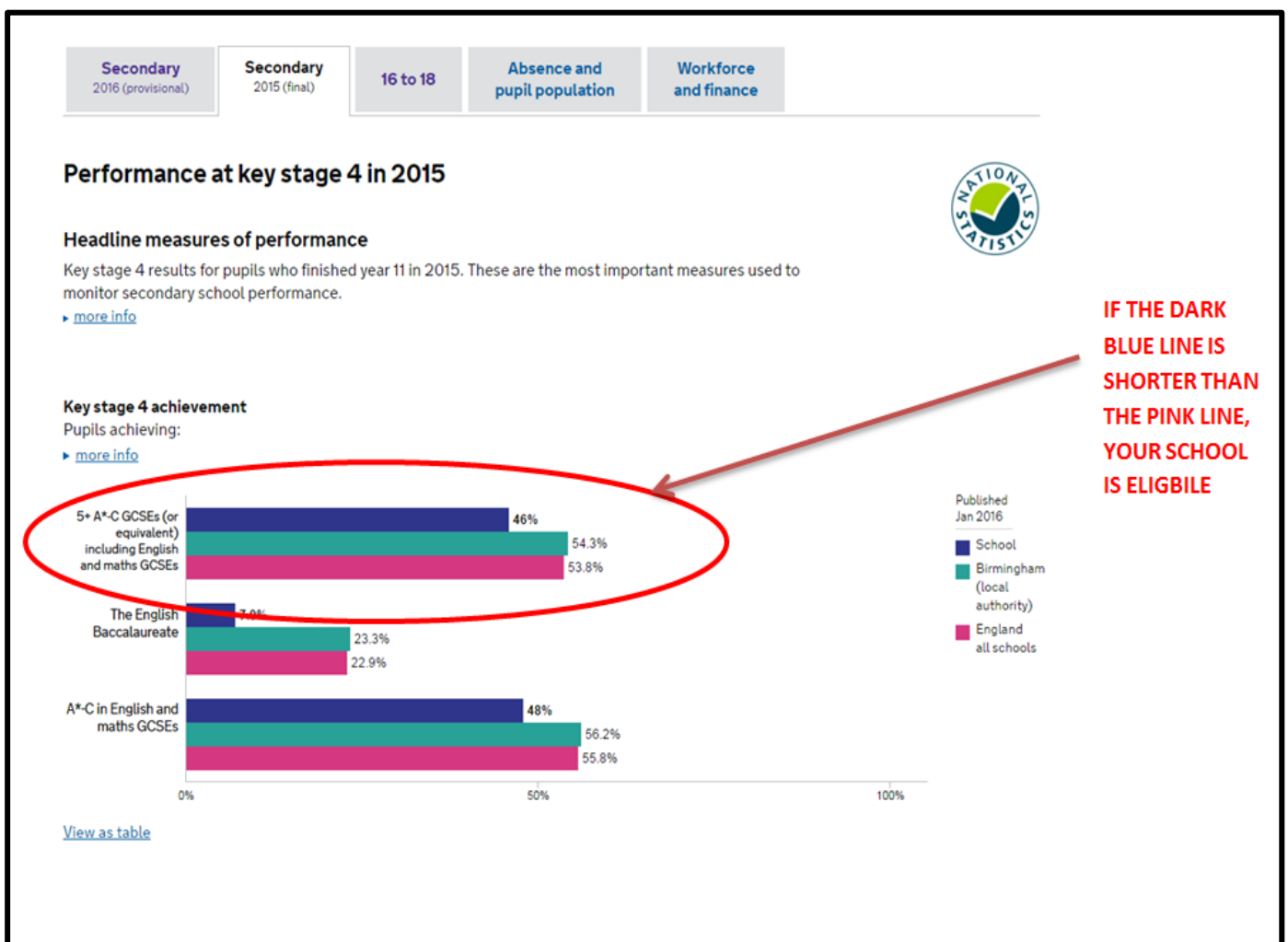
The process to check your schools attainment level varies depending on whether you live in England, Scotland, Wales or Northern Ireland.

REMEMBER: Your school needs to be below the national average for GCSE OR A Level, not both (although that's fine too!)

ENGLAND

Step 1: Go to this website: <https://www.compare-school-performance.service.gov.uk/find-a-school-in-england> and search for your school

Step 2: To check your school's GCSE results, click on the 'Secondary 2015 (final)' tab. Look for the 'Key Stage 4 Achievement': 5A*-C or equivalent (including English and Maths) graph. If your school's percentage is below 53.8% you should meet this indicator.



Step 4: To check your school's A Level results, click on the '16-18' tab. Scroll down to the 'Academic Performance' drop down option, and click on the arrow

The screenshot shows the National Statistics website interface. At the top, there are several tabs: 'Secondary 2016 (provisional)', 'Secondary 2015 (final)', '16 to 18', 'Absence and pupil population', and 'Workforce and finance'. The '16 to 18' tab is selected. Below the tabs, the heading reads 'Performance at end of 16 to 18 study in 2015'. Underneath, it says 'Headline measures of performance' and 'These are the most important measures used to monitor school and college performance.' On the right side, there is a circular logo for 'NATIONAL STATISTICS'. The main content area has a dropdown menu with three options: 'Academic performance', 'Vocational performance', and 'About this data'. The 'Academic performance' option is circled in red, and a red arrow points to it from the text 'CLICK HERE' below. At the bottom right, there is a link that says 'Open all'.

Step 5: A list of options will appear. Look for the 'average point score per academic entry'. If your school is below the national average, you should meet this indicator.

The screenshot shows the 'Academic performance' section of the website. It includes a description: 'Includes students who are at the end of 16-18 study and have been entered for at least one A level or an International Baccalaureate, Pre-U or AQA Baccalaureate qualification. Where a student has studied a mix of qualifications, they may also be included in the A level or vocational performance measures.' Below this, there is a table comparing the school's score to the national average. The 'Average point score per academic entry' is circled in red. The school's score is 229.0, and the national average is 216.4. The school's score is also circled in red, and a red arrow points to it from the text 'YOUR SCHOOLS SCORE'. The national average is also circled in red, and a red arrow points to it from the text 'YOUR SCHOOLS SCORE MUST BE BELOW THIS NUMBER'. Below the table, there are two more rows: 'Average point score per academic entry expressed as a grade' with a 'more info' link, and another row with a 'more info' link. The school's score is shown as 'B-' and the national average as 'C'.

	School	National
Average point score per academic entry	229.0	216.4
Average point score per academic entry expressed as a grade	B-	C

WALES:

Step 1: Search for your school by postcode on this website:

<http://mylocalschool.wales.gov.uk/>

Step 2: Select your school from the list

Step 3: Once your school page has loaded, scroll down and look for the statistic that says ‘% pupils achieving the level 2 threshold including English/Welsh and Maths (Key Stage 4)’ (see image below).

If the percentage for your school is BELOW 57.9% then you should be eligible for the pre-16 category. If it is ABOVE, then please follow the instructions below to see if you meet the Post-16 Indicator.

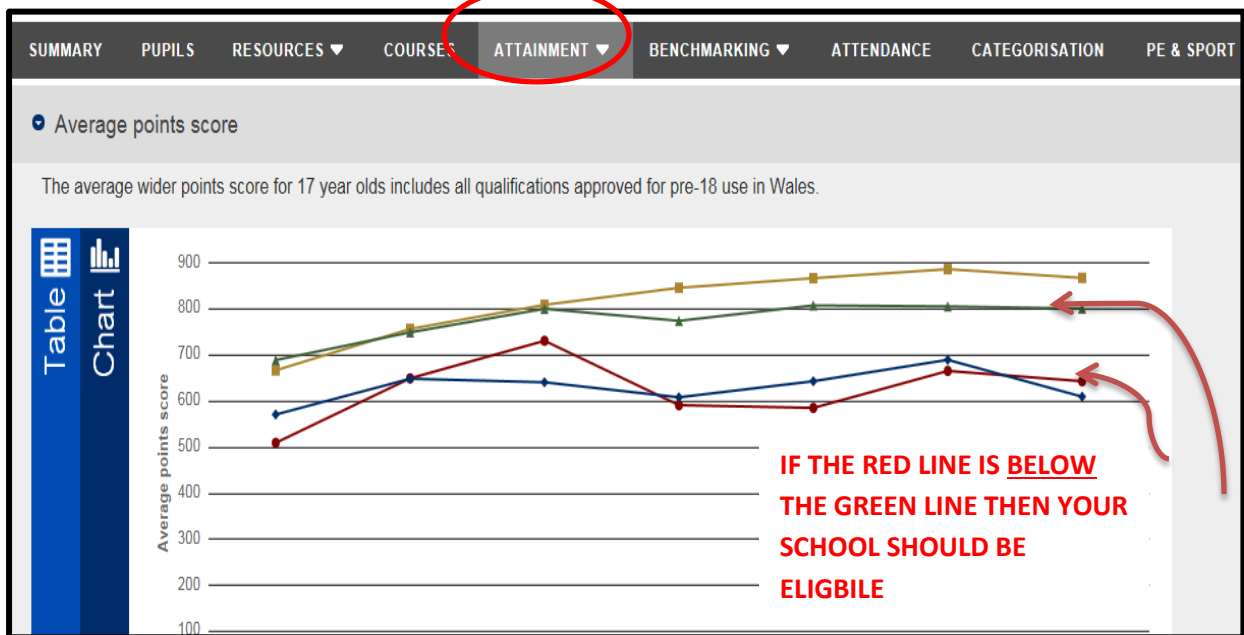
Basic Details
Local Authority: Cardiff
Type: Secondary (ages 11-19)
Gender Mix: Mixed
Language: English medium
Defining schools according to Welsh medium provision

Contact Details
Fairwater Road
Fairwater
Cardiff
CF5 3JR
02920 415250

External Links
Estyn Report

SUMMARY	PUPILS	RESOURCES	COURSES	ATTAINMENT	BENCHMARKING	ATTENDANCE	CATEGORISATION	PE & SPORT
492 Number of Pupils, 2016	32.1% Free school meals (FSM) - 3 year average (Secondary only) 2016	15.2 Pupil Teacher Ratio (PTR) (Secondary only) 2016	93.1% % Attendance during the year (Secondary only) 2016	£6861 School budget per pupil 2016	Red Support Category 2015	80.3% % Pupils who have reached the expected level - Core subject indicator (Key Stage 3) 2016	45% % Pupils achieving the level 2 threshold including English/Welsh and Maths (Key Stage 4) 2015	341.8 Average capped points score (Key Stage 4) 2015

Step 4: To check your school's A Level results, click on the '16-18' tab. Scroll down to the 'Academic Performance' drop down option, and click on the tab labelled 'attainment'



SCOTLAND

If you are in a Secondary School in Scotland, you should ask your school administrator if the percentage of leavers achieving 5+ awards at SCQF level 6 or better is LOWER than 28.5. If it is lower than 28.5%, your school might be eligible.

NORTHERN IRELAND

Step 1: Search for your school on this website: <http://apps.education-ni.gov.uk/appinstitutes/default.aspx>

Step 2: Select your school, by clicking on the reference number.

Step 3: Click on the 'Statistical Information' Tab



Step 4: Look for:

- 1) The 2014/15 'Proportion achieving 5+GCSEs or equivalent (including English and Maths). If this is below 67% then you should be eligible
- 2) **OR** The 2014/15 'Proportion achieving 3+ A Levels or equivalent (A*-C from 2009-10). If this is below 64.9% then you should be eligible

- Institution Search				
[221-0125] Omagh High School				
Examination Achievements				
SECTION	2011/12	2012/13	2013/14	2014/15
Total pupils	430	403	403	396
Proportion entitled to Free School Meals	16%	18%	17%	27%
Attendance Rate	93%	94%	94%	94%
Examination achievements of Year 12 pupils¹				
Number of year 12 pupils eligible for inclusion in SAER returns	80	62	66	54
Number of year 12 pupils ineligible for inclusion in SAER returns	—	8	4 or less	9
Proportion achieving 5+GCSEs or equivalent A*-G	91%	92%	92%	100%
Secondary average proportion achieving 5+GCSEs or equivalent A*-G	96%	96%	97%	97%
Proportion achieving 5+GCSEs or equivalent A*-C	83%	74%	85%	76%
Secondary average proportion achieving 5+GCSEs or equivalent A*-C	64%	67%	71%	72%
Proportion achieving 5+ GCSEs grades A*-C (inc. GCSE English and GCSE maths)	64%	45%	58%	56%
Secondary average proportion achieving 5+ GCSEs grades A*-C (inc. GCSE English and GCSE maths)	36%	38%	44%	47%
Proportion achieving no GCSEs or equivalent qualifications	0%	0%	0%	0%
Secondary average proportion achieving no GCSEs or equivalent qualifications	0%	0%	0%	0%
Examination achievements of Year 13 and Year 14 pupils¹				
Number of pupils in the final year of an A-level (or equivalent) course eligible for inclusion in SAER returns	32	41	44	33
Number of pupils in the final year of an A-level (or equivalent) course ineligible for inclusion in SAER returns for the year 2012/13 and onwards	—	4 or less	5	4 or less
Proportion achieving 2+ A-Levels or equivalent A-E (A*-E from 2009/10)	88%	93%	100%	100%
Secondary average proportion achieving 2+ A-Levels or equivalent A*-E	96%	96%	95%	96%
Proportion achieving 3+ A-Levels or equivalent A-C (A*-C from 2009/10)	31%	34%	48%	67%
Secondary average proportion achieving 3+ A-Levels or equivalent A*-C	45%	45%	48%	48%