Contents

Section One: About the Foundation Year ......................................................................................................................... 1
  Who can apply to the Foundation Year? ......................................................................................................................... 1
  Defining parental occupation? ............................................................................................................................................. 2
  What can you study on the Foundation Year? .................................................................................................................... 3
  Money Matters ........................................................................................................................................................................ 3

Section Two: Making your Application ............................................................................................................................. 4
  How to apply for the Foundation Year................................................................................................................................ 4
  Application Timeline ..................................................................................................................................................................... 5
  Completing the Application Form ........................................................................................................................................... 6
    Part 1: About You .................................................................................................................................................................. 6
    Part 2: About Your School .................................................................................................................................................... 6
    Part 3: What do you want to study in the Foundation Year ................................................................................................. 6
    Part 4: Additional Information about you ............................................................................................................................. 7
    Part 5: Children in the Care of the Local Authority ............................................................................................................. 7
    Part 6: Family Dependents ................................................................................................................................................... 7
    Part 7: About your parent(s)/Guardian(s) job(s) .................................................................................................................. 9
    Part 8: Family Financial Circumstances .............................................................................................................................. 10
    Part 9: Further Information .................................................................................................................................................... 11
    Part 10: A short essay about you .......................................................................................................................................... 12
    Part 11: Checklist ................................................................................................................................................................. 12

Section Three: Supporting Documents ............................................................................................................................. 14
  What documents do I need to send? ....................................................................................................................................... 14
  Where can I get the documents I need? .............................................................................................................................. 15
  When shall I send my supporting documents? .......................................................................................................................... 16

Section Four: What Happens Next? ..................................................................................................................................... 17
  What happens after I submit my application? ........................................................................................................................... 17
How do I progress from the Foundation Year? ................................................................. 17
How do I successfully pass the Foundation Year? ......................................................... 18
Funding ...................................................................................................................... 19

Section Five: Frequently Asked Questions........................................................................ 20
What about my UCAS application? ............................................................................... 20
Further study at Oxford ............................................................................................... 20
PAT/ELAT/MAT and LNAT scores ................................................................................ 20

Foundation Year Eligibility Indicators ......................................................................... 21

Section Six: How to check your eligibility for the Foundation Year ......................... 23
Low Income .............................................................................................................. 23
Socio-Economic Group ............................................................................................ 23
Section One: About 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 course gives 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 2018 – 2019. They will study two 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 please refer to http://www.lmh.ox.ac.uk/prospective-students/foundation-year

Foundation Year Eligibility Criteria

To be considered eligible for the Foundation Year you must meet all of the following criteria:

1) Have attended a state school for your entire school career
2) Be aged 19 or under at the time of application
3) Have home student fee status
4) Come from a household with a combined income at or below £42,875
5) Belong to a socio-economic group that is under-represented in higher education based on the occupation of your parent(s)/guardian(s) (see below for further information).

OR

1) Have attended a state school for your entire school career
2) Be aged 19 or under at the time of application
3) Have home student fee status
4) Have been in the care of the local authority for at least 6 months at some point in your life.

If your socio-economic group is uncertain based on your parent(s)/guardian(s) occupation, then we will use a range of different indicators to determine your eligibility for the course. These will include the school that you attend, the area that you live in and parental levels of education. For a full list of indicators please refer to Page 21.

If you are unsure whether or not you meet these criteria then please get in touch with us. Email foundation@lmh.ox.ac.uk with any questions and we will get back to you.
Defining parental occupation

Jobs are categorised into 8 groups – we can only accept applications from students whose parent(s)/guardian(s) work in jobs that are classified as groups 4-8. Some examples are given below to give you an idea of the types of jobs that are in each category. However, you are strongly advised to contact us if you are unsure if you meet this indicator or not.

<table>
<thead>
<tr>
<th>NS-SEC category</th>
<th>Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>4: Small employers and own account workers</td>
<td>Shopkeeper, Taxi driver, driving instructor</td>
</tr>
<tr>
<td>5. Lower supervisory and technical occupations</td>
<td>Mechanic, Chef, plumber</td>
</tr>
<tr>
<td>6. Semi-routine occupations</td>
<td>Shop assistant, receptionist, care worker</td>
</tr>
<tr>
<td>7. Routine occupations</td>
<td>Waitress, cleaner, bus driver, labourer</td>
</tr>
<tr>
<td>8. Never worked and long-term unemployed</td>
<td>Unemployed for 6 months or more OR have never worked (e.g. stay-at-home parent)</td>
</tr>
</tbody>
</table>
I'm eligible for the Foundation Year, what can I study?

We currently offer 16 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. Note: there are no requirements for GCSE grades.

<table>
<thead>
<tr>
<th>Subjects &amp; Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biology</td>
</tr>
<tr>
<td>Biochemistry</td>
</tr>
<tr>
<td>Classics (Course 2)</td>
</tr>
<tr>
<td>Classics &amp; English</td>
</tr>
<tr>
<td>Engineering</td>
</tr>
<tr>
<td>English</td>
</tr>
<tr>
<td>English &amp; French</td>
</tr>
<tr>
<td>English &amp; Spanish</td>
</tr>
<tr>
<td>French</td>
</tr>
<tr>
<td>Law</td>
</tr>
<tr>
<td>Mathematics</td>
</tr>
<tr>
<td>Mathematics &amp; Statistics</td>
</tr>
<tr>
<td>Music</td>
</tr>
<tr>
<td>Physics</td>
</tr>
<tr>
<td>Psychology</td>
</tr>
<tr>
<td>Spanish</td>
</tr>
<tr>
<td>Theology</td>
</tr>
<tr>
<td>Theology &amp; Philosophy</td>
</tr>
</tbody>
</table>

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 the LMH website
2. Fill in the application form on a computer
3. Email your application to foundation@lmh.ox.ac.uk by 12.30 on 21st February 2018
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 our website. Your referees must send us the competed form by the 21st February 2018.
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 Page 14.

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
**BEFORE YOU APPLY**

- Check you are eligible for the FY programme
- Check the entry requirements for your subject

**MAKING YOUR APPLICATION**

- From November 15th: Download the application form
- Gather all the supporting documents for your application
- Send your TWO referees the reference form
- Make sure your referees send in their reference by 21st February 2018
- Send in your application form and essay by 21st February 2018

**AFTER YOU APPLY**

- March 12th – 16th: Interviews at LMH
- March 5th: Hear if you have been shortlisted for interview

**AFTER YOUR INTERVIEW**

- Late March/Early April: Successful applicants given a conditional offer
- August 16th: A Level Results – Accept FY place
- October: Start the course at LMH

Gather all the supporting documents for your application
Make sure your referees send in their reference by 21st February 2018
Check you are eligible for the FY programme
Check the entry requirements for your subject
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 spend the majority of your time. 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.

Universities applied to:
If you have already applied to university in the 2018/19 UCAS cycle then please tell us where you have applied to, and what courses you have applied to study.

PART 2: ABOUT YOUR SCHOOL

Secondary School(s)/Colleges Attended
List all schools and colleges 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 on the Foundation Year. This should be the subject that you would like to study at undergraduate level. Details of the types of modules that you can expect to study on each course are available on the website. Some subjects require you to have taken specific AS and/or A Levels. To check this, refer to Page 3.
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.

Are you eligible for Pupil Premium?
Tick ‘Yes’ if you are eligible for Pupil Premium. 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 stationery 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 or more of the following:

- Under the age of 18 on 1st September 2018 – 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:*

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

*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.

<table>
<thead>
<tr>
<th>Full Name</th>
<th>Date of Birth</th>
<th>Relationship to you</th>
<th>Attending School/College</th>
<th>Full Time Course?</th>
<th>Name of School/College Attending</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jasmin</td>
<td>12/02/1999</td>
<td>Me</td>
<td>YES</td>
<td>YES</td>
<td>The Generic School</td>
</tr>
<tr>
<td>Halim</td>
<td>15/02/1992</td>
<td>Brother</td>
<td>No</td>
<td>No</td>
<td>Disabled and unable to work</td>
</tr>
</tbody>
</table>

*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 a key eligibility criteria 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 your 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.

Parent/Guardian's Current or Most Recent Job title
We use this to determine your eligibility for the Foundation Year, and so it is crucial that you provide correct, detailed information. Please give the most accurate title of their job e.g. 'bus driver', 'customer services assistant'.

- Only put 'unemployed' if they have been unemployed for more than 6 months. If they have been unemployed, state their previous occupation as well.
- If they are retired, state 'previously <job title here>, now 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.

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 Education**

Please tell us the highest level of education that each of your parent(s)/guardian(s) has, and the date that they obtained this.

**PART 8: FAMILY FINANCIAL CIRCUMSTANCES**

**Who contributed to your family income in 2016/17?**

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 2016/17. 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: Stephen’s mum works part-time and earned £12,000 in the 2016/17 tax year. His dad received £4,000 in benefits. His grandmother also lives in the same house, and earned £9,000. They also have a lodger, who pays £4,500 per year. Stephen would fill in the form like this: (see following page)*
<table>
<thead>
<tr>
<th>Income type in 2016/17</th>
<th>Income amount in 2016/17</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employment (including self-employed)</td>
<td>£ 21,000</td>
</tr>
<tr>
<td>Benefits payments</td>
<td>£ 4,000</td>
</tr>
<tr>
<td>Redundancy payment</td>
<td>£ 0</td>
</tr>
<tr>
<td>Private pension</td>
<td>£ 0</td>
</tr>
<tr>
<td>Child Maintenance</td>
<td>£ 0</td>
</tr>
<tr>
<td>Interest from investments/Savings</td>
<td>£ 0</td>
</tr>
<tr>
<td>Other</td>
<td>£ 4,500</td>
</tr>
<tr>
<td>Total Household Income</td>
<td>£ 29,500</td>
</tr>
</tbody>
</table>

If anybody in the household received benefits (excluding Child benefits) in the 2016/17 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 2016/17 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 on Pages 14. 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: FURTHER INFORMATION

To help promote the Foundation Year to future students, it’s helpful to understand where applicants find out about us. Please tell us where you heard about the course – if you have heard about us through more than one place, tick the one that made the most difference to you. If you heard about the course through something that is not listed, then please tell us in the box provided.
PART 10: 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.

• Why have you chosen the particular subject?
  o Why do you want to study that subject on the Foundation Year and at undergraduate level – what motivates you or interests you about it?

• What do you hope to achieve by participating in the Foundation Year?
  o What do you hope to learn on the Foundation Year?
  o How do you think the Foundation Year will help you to prepare for an undergraduate degree?

• What do you think makes you a suitable candidate for the Foundation Year?
  o What skills and attributes do you have that will make you an excellent student at Lady Margaret Hall?

• What do you feel you will find most difficult at university?

• What significant influences have there been in your life?

• You may also include information about anything that you think has negatively affected your education.
  o There is no obligation to answer this – many applicants will not be able to point to particular challenges, and so don't worry if you can't!
  o If you feel your schooling hasn't been conducive to achieving high grades, this could be relevant
  o If there are any home circumstances that have affected your ability to study, this could also be relevant – but please remember that you do not have to share information if you don't want to!

Essays should be a minimum of 600 and a maximum of 1000 words. You should try to write your answers in an essay style, rather than as bullet points or headings.

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 essay should not be the same as your UCAS Personal Statement. If you have applied to university for 2018/19 entry, please also send this statement along with your application.
PART 11: 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 2018/19 entry to university, 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 whilst you make your application. Applicants who are unable to prove their household income by the 16th March will not be able to proceed with their application.

What documents do I need to send?

<table>
<thead>
<tr>
<th>Local Authority Care Order</th>
</tr>
</thead>
<tbody>
<tr>
<td>Evidence for:</td>
</tr>
<tr>
<td>Have you ever been the subject of a Local Authority Care order for more than 6 months?</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Evidence of Household Income</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type of Income</td>
</tr>
<tr>
<td>My parent/guardian is a paid employee</td>
</tr>
<tr>
<td>My parent/guardian is self-employed</td>
</tr>
<tr>
<td>My parent/guardian receives income from rental properties</td>
</tr>
<tr>
<td>My parent/guardian receives income from Social Welfare payments (benefits)</td>
</tr>
<tr>
<td>My parent/guardian was made redundant in 2016/17</td>
</tr>
<tr>
<td>My parent/guardian received a lump sum payment from their former employer in 2016/17</td>
</tr>
<tr>
<td>My parent/guardian is retired</td>
</tr>
<tr>
<td>My parent/guardian receives maintenance from a former partner</td>
</tr>
<tr>
<td>My parent/guardian receives income from savings and investments</td>
</tr>
</tbody>
</table>

If you currently receive Free School Meals then a letter from your school confirming this – with dates of when you began to receive Free School Meals – will suffice as evidence of household 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.

<table>
<thead>
<tr>
<th>Where to get your supporting documents</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>P60</strong></td>
</tr>
<tr>
<td>Your employer. If you have lost your P60, ask your employer for a replacement copy.</td>
</tr>
<tr>
<td><strong>SA302</strong></td>
</tr>
<tr>
<td>Print online from your HMRC self-assessment account: <a href="#">Click Here</a></td>
</tr>
<tr>
<td><strong>Notification of Redundancy/Redundancy sum</strong></td>
</tr>
<tr>
<td>Your last employer</td>
</tr>
<tr>
<td><strong>Pension payslip/statement</strong></td>
</tr>
<tr>
<td>Your pension provider</td>
</tr>
<tr>
<td><strong>Child Maintenance Letter</strong></td>
</tr>
<tr>
<td>Official letter from the child support agency OR a signed statement from the non-resident parent. The amount given in 2016/17 must be detailed</td>
</tr>
<tr>
<td><strong>Bank Statement</strong></td>
</tr>
<tr>
<td>Your bank/building society</td>
</tr>
</tbody>
</table>

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 2016/17 tax year, and the dates you received these benefits between.

<table>
<thead>
<tr>
<th>Benefit</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employment Support Allowance</td>
<td>0345 608 8545</td>
</tr>
<tr>
<td>Job Seekers Allowance</td>
<td>0345 608 8545</td>
</tr>
<tr>
<td>Incapacity Benefit</td>
<td>0345 608 8545</td>
</tr>
<tr>
<td>Income Support</td>
<td>0345 608 8545</td>
</tr>
<tr>
<td>Universal Credit</td>
<td>0345 600 4272 OR <a href="#">Online</a></td>
</tr>
<tr>
<td>Disability Living Allowance</td>
<td>0345 712 3456</td>
</tr>
<tr>
<td>Personal Independence Payment</td>
<td>0345 850 3322</td>
</tr>
<tr>
<td>Carer's Allowance</td>
<td>0345 608 4321</td>
</tr>
<tr>
<td>Working Tax Credit</td>
<td>0345 300 3900</td>
</tr>
<tr>
<td>Pensions (including State Retirement, War Disablement and War Widow's)</td>
<td>0345 606 0265</td>
</tr>
<tr>
<td>Widow's Pension/Bereavement Allowance</td>
<td>0191 218 7608</td>
</tr>
<tr>
<td>Widowed Parents Allowance</td>
<td>0345 608 8601</td>
</tr>
<tr>
<td>Housing Benefit</td>
<td>Your local authority</td>
</tr>
<tr>
<td>Industrial Injuries Disablement Benefit</td>
<td>0345 758 5433</td>
</tr>
<tr>
<td>Statutory Sick Pay</td>
<td>Your employer</td>
</tr>
<tr>
<td>Maternity Allowance</td>
<td>0800 055 6688</td>
</tr>
</tbody>
</table>
• 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 16th March 2018

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 5th March 2018. Interviews will be held at Lady Margaret Hall, Oxford, with the majority taking place between the 7th – 16th March. Interview expenses will be paid for, and if you need to stay overnight, accommodation and meals will be provided in college.

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 16th August 2018, 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?

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 October 2018 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 and submission of written work. 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?

For the 2017/18 Foundation Year students there are five different possible outcomes. These are:

**Participated:** For a student who participated in the Foundation Year course, but did not finish the course.

To obtain this outcome, a student must meet the following criterion:

1) Attend the course

**Completed:** For a student who has taken part in the Foundation Year for the full three terms but who has not obtained an overall average of 2

To obtain this outcome, a student must meet the following criteria:

1) Attend the course
2) Submit at least 90% of work by the deadline set

**Pass:** For a student who has completed the Foundation Year with an average mark between 2-4.

To obtain this outcome, a student must meet the following criteria:

1) Attend the course
2) Submit at least 90% of work by the deadline set
3) Obtain an average mark of between 2 – 4 across all course assessments

**Merit:** For a student who has completed the Foundation Year with an average of at least 5 overall, but who has not obtained an average of 6 or more in their subject specific course.

To obtain this outcome, a student must meet the following criteria:

1) Attend the course
2) Submit at least 90% of work by the deadline set
3) Obtain an average of at least 5 across all course assessments

**Distinction:** For a student who has completed the Foundation Year with an average of at least 6 overall, and an average of at least 6 in their subject specific course.

To obtain this outcome, a student must meet the following criteria:

1) Attend the course
2) Submit at least 90% of work by the deadline set
3) Obtain an average of at least 6 across all course assessments
4) Obtain an average of at least 6 in subject specific assessments.

Note: This applies to 2017/18 Foundation Year students, and may be altered in future years.
**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 with any applications for Student Finance for the 2018/19 academic year. If you are accepted onto the Foundation Year and go on to achieve the required A Level results, you can then notify any universities/Student Finance of your change in circumstances.

Do I have to apply to Oxford for my undergraduate degree?

We encourage all our students to apply for an undergraduate degree at Oxford, but the aim of the course is to prepare candidates to achieve at any top Russell Group university, so there is no obligation for a student to continue to Oxford University as an undergraduate. Furthermore, it should be remembered that 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 2019.

My MAT/ELAT/PAT/LNAT test score was quite low in 2017, will this affect my chances?

We do not take MAT/ELAT/PAT/LNAT results into account when shortlisting candidates for the Foundation Year. Furthermore, you will be given the opportunity to retake any admissions tests if you apply to Oxford as an undergraduate whilst participating in the Foundation Year.

Will my travel to interview be reimbursed?

Yes, all travel will be reimbursed by LMH.

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 28th February 2018 by emailing foundation@lmh.ox.ac.uk. We will only accept appeals that clearly state:

- Which of the indicators you think you meet, with evidence showing how you meet that indicator.

We will reassess your application, and will contact you if we need more information. You will receive a decision on your appeal by the 5th March 2018. 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.
Foundation Year Eligibility Indicators

The LMH Foundation Year is for students who have faced educational disadvantage that has been caused by their socio-economic circumstances. The selection criteria that we use have been informed by academic research into the socio-economic circumstances that cause a student from a lower socio-economic quintile to under-achieve at school in relation to those from higher socio-economic quintiles\(^1\). The indicators that we use to help us inform our decisions are detailed below. If you would like more information on our eligibility criteria then please contact foundation@lmh.ox.ac.uk

### KEY ELIGIBILITY CRITERIA

<table>
<thead>
<tr>
<th>Indicator</th>
<th>Description</th>
<th>Rationale</th>
</tr>
</thead>
<tbody>
<tr>
<td>Income</td>
<td>Identifies applicants with a household income below £42,850</td>
<td>Income is associated with educational disadvantage(^2). £42,850 is the level that the University of Oxford has set as a cut off for any bursary.</td>
</tr>
<tr>
<td>In-care</td>
<td>Identifies students who have been in the care of the local authority for at least 6 months.</td>
<td>6% of care leavers enter higher education, compared to 60% of young people from the most advantaged areas, and 20% of young people from the most disadvantaged areas(^3).</td>
</tr>
<tr>
<td>Socio-economic group</td>
<td>Identifies students who live in a household where adults are classed within NS-SEC 4-8, indicating routine or manual employment, or unemployment</td>
<td>When used in conjunction with low-income, is a proxy for socio-economic status, which has been identified as having the greatest influence on a students' educational attainment as its effects act indirectly through a number of different factors(^4).</td>
</tr>
</tbody>
</table>

### INFORMATIVE CONTEXTUAL INFORMATION AND DATA

<table>
<thead>
<tr>
<th>Information</th>
<th>Description</th>
<th>Rationale</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parental level of education</td>
<td>Whether or not any of the applicant’s parent(s)/guardian(s) have undertaken a HE course</td>
<td>Parental education is seen as a causal factor in education attainment levels(^6).</td>
</tr>
<tr>
<td>GCSE performance</td>
<td>Identifies students that have attended a school that</td>
<td>School performance average allows comparison across the country.</td>
</tr>
</tbody>
</table>

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1. Research suggests that there are a number of key factors that through which the effects of socio-economic background act indirectly to affect educational attainment. These include: Parental education; parental and child aspirations; family/child interactions; material resources; neighbourhood deprivation; school type and performance (Chowdry et al 2009; Chowdry et al 2010; Feinstein 1998; DfES 2006; Blanden et al, 2005)
<table>
<thead>
<tr>
<th><strong>data</strong></th>
<th>performed below the national average at GCSE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>A Level Performance data</strong></td>
<td>Identifies students that have attended a school that performed below the national average at A Level</td>
</tr>
<tr>
<td><strong>% FSM</strong></td>
<td>Indicates the percentage of students in the school who are entitled to free school meals.</td>
</tr>
<tr>
<td><strong>School progression levels</strong></td>
<td>Progression rates to higher education from the school/college.</td>
</tr>
<tr>
<td><strong>School Type</strong></td>
<td>Identifies if the student went to a selective or non-selective school</td>
</tr>
<tr>
<td><strong>POLAR</strong></td>
<td>Divides country into quintiles that show the higher education participation rates of people who were aged 18 between 2005 and 2009 and entered an HE course between 2005-06 and 2010-11.</td>
</tr>
<tr>
<td><strong>IMD</strong></td>
<td>Combines a number of indicators, covering a range of economic, social and housing issues, into a deprivation score for each small area in England allowing for each area to be ranked relative to one another according to the level of deprivation.</td>
</tr>
<tr>
<td><strong>ACORN</strong></td>
<td>Classification of residential neighbourhoods dataset that divides neighbourhoods into five socio-economic categories</td>
</tr>
</tbody>
</table>

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5 SFR 01/2017: key stage 5 destination measures 2014/15 (revised)  
6 Chowdry et al 2009  
7 Chowdry et al 2009
How to check your eligibility for the Foundation Year 2018/19

Low Income:

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

Socio-Economic Group:

The instructions below detail how to check what NS-SEC category the job(s) of your parent(s)/guardian(s) is classified as. However, if you are in any doubt then we strongly advise that you contact us (foundation@lmh.ox.ac.uk).

Step 1: Go to this website:

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-SEC 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