



LMH FOUNDATION YEAR APPLICATION GUIDEBOOK
2021/22

PLEASE USE THIS GUIDE HERE TO HELP YOU THROUGH THE APPLICATION PROCESS. IF YOU HAVE ANY FURTHER QUESTIONS, THE FAQ SECTION OF OUR WEBSITE SHOULD HELP, OR YOU CAN CONTACT ESTHER ON FOUNDATION@LMH.OX.AC.UK

SECTION 1: 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.

Foundation Year students live and are taught at Lady Margaret Hall, a college at the University of Oxford. Students are integrated with undergraduate students. They will study one core course and one subject specific course over three terms: each course is 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, but progression to Oxford University 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) Come from a household with a combined income at or below £42,875
- 3) Belong to socio-economic groups 4-8 (calculated based on parental occupation - see below for further information) *OR* belong to socio-economic group 3 *and* have parent(s)/ guardian(s) with no qualification at undergraduate degree level or higher (or equivalent)
- 4) Have home student fee status (we cannot accept international students)

OR meet all of the following criteria

- 1) Have attended a state school for your entire school career
- 2) Have home student fee status
- 3) Have been in the care of the local authority for at least 6 months *OR* are irreconcilably estranged from your parent(s).

We also use a range of other indicators (based on school performance and geographical location) to inform the shortlisting process. However, these are not used to determine eligibility on the course.

*We cannot accept applicants who have studied at a private school, regardless of other socio-economic circumstance. If you have not always been in school due to circumstances beyond your control, you may still be eligible for the course: please email foundation@lmh.ox.ac.uk to check.

Defining parental occupation

Jobs are categorised into 8 groups: some examples are given below to give you an idea of the types of jobs that are in each category, but you can also use a free online tool to find out what category your parent(s)/guardian(s) are in: information on how to do this is provided on page 23 of this guidebook. However, you are strongly advised to contact us if you are unsure if you meet this indicator or not.

NS-SEC category	Examples
4: Small employers and own account workers	Shopkeeper, Taxi driver, driving instructor
5. Lower supervisory and technical occupations	Mechanic, Chef, plumber
6. Semi-routine occupations	Shop assistant, receptionist, care worker
7. Routine occupations	Waitress, cleaner, bus driver, labourer
8. Never worked and long-term unemployed	Unemployed for 6 months or more OR have never worked (e.g. stay-at-home parent)

Defining parental education

Where parent/guardian socio-economic group is 3, we will consider an applicant eligible *if* they also meet the income and school criteria, *and* parent(s)/guardian(s) do not have a qualification at undergraduate level or higher. If you are unsure what level your parent(s)/guardian(s) is, please email foundation@lmh.ox.ac.uk

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

We currently offer a range of subjects on the Foundation Year. Our website details which subjects we offer, and the entry grades required. We also accept BTEC, Scottish Higher and International Baccalaureate qualifications: 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 with the exception of PPE (Grade B/6 maths required).

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. Fill in the application form linked on the LMH website by no later than 12.30pm on 12th February 2021
2. Ask two referees to fill in the Referee Form (also hosted on the LMH website) by no later than 12.30pm on the 12th February 2021. Your referee must be somebody 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.
3. If you are shortlisted for the Foundation Year, we will ask you to provide evidence of household income and/or Free School Meals evidence.

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. You can save the form as you go along and return to it at a later date.

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

Filling out the form:

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 – or are planning to apply – to university through UCAS for entry in 2021 then please tell us where you have applied to, and what courses you have applied to study.

PART 2: ABOUT YOUR SCHOOL

School(s)/Colleges Attended

List all schools and colleges that you have attended from the age of 5. 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.

Year 12 Exam results

List all subjects that you studied in Year 12, and the grades that you received. Please specify if the exams were AS Levels, or a school equivalent. If you have not been examined, state the subject but leave the grade blank.

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 THREE: WHAT DO YOU WANT TO STUDY?

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 (or equivalent). To check this, refer to the website.

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 currently in receipt of Free School Meals?

Tick 'Yes' if you are currently in receipt of Free School Meals. If you are unsure, your School Administrator or Head of Sixth Form will be able to provide you with the information.

In the past six years, have you ever been in receipt of Free School Meals?

Tick 'Yes' if you have been in receipt of Free School Meals in the past six years. If you are unsure, your School Administrator or Head of Sixth Form will be able to provide you with the information.

For how many of the past six years have you been in receipt of Free School Meals?

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: LOCAL AUTHORITY CARE / ESTRANGED STUDENTS

Are you currently 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).

If you are not currently the subject of local authority care order, have you ever been in the past for a duration of six months or more?

Do you identify as estranged from both of your parents (or one parent, if the other parent is deceased)? If you are unsure what we mean by estranged, please refer to the definition [here](#).

If you are still unsure, please email us.

If you are currently 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 2021 – this should include you

- 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

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.

Please select the situation that best describes each 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.

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 12 months.
- 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.

If you have put unemployed, retired or looking after the home/family, please tell us what your parent/guardian(s) did beforehand, and state the date that they ceased this job role. If they have never worked, state 'none'.

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

[NOTE THAT DUE TO THE IMPACT OF COVID ON FINANCES WE ARE USING INCOME BEFORE THE PANDEMIC]

Who contributed to your family income?

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 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.

If anybody in the household received benefits (excluding Child benefits), 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.

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 15-16. 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 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?**
 - 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?**
 - What do you hope to learn on the Foundation Year?
 - 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?**
 - 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?**
- **If are a mature student, why have you decided to return to study now?**
- **You may also include information about anything that you think has negatively affected your education.**
 - 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!
 - If you feel your schooling hasn't been conducive to achieving high grades, this could be relevant
 - 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!

This essay should not be the same as your UCAS Personal Statement. If you have applied to university for 2021 entry, please also send this statement along with your application.

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.