



# Accommodation Policy

## 1. Introduction

This document outlines the way in which we provide accommodation for London School of Economics and Political Science (LSE) applicants and students.

The purpose of our policy statement is to clarify our goals and commitments to users of LSE Residential Services and to define our operational process toward achieving these goals.

The contents of this document will cover what our aims are and how we achieve those aims. It will cover who our service applies to and what they can expect from us.

## 2. Definition

In this document, the following meaning is ascribed to the terms **applicant** and **student**.

**Applicant:** an individual who holds a course offer for entry to LSE in 2023/2024

**Student:** a registered student of LSE following a full-time course of study.

## 3. Objectives

Our goal is to provide a range of good quality university accommodation, which is safe and secure, priced appropriately which provides opportunities for learning experiences and contributes to LSE's sustainability.

The actions we take to fulfil this goal are to:

- give priority to students with disabilities and other students prioritised for accommodation in line with Disability and Wellbeing Service recommendations.
- provide accommodation for applicants and students of LSE.
- publish information about each residence, prices and facilities.

- ensure we have a variety of spaces to meet applicants' and students' demands and preferences.
- continually improve our operational processes and systems to develop services.

## 4. Allocations

We allocate spaces in our residences for the following five groups:

### **Group 1 - Applicants and students with disabilities or other priority**

### **Groups 2 and 3 - First year undergraduate and General Course applicants and students**

All first year undergraduate and General Course students are guaranteed a space in accommodation as long as they book by the deadline of **9 June 2023**. This guarantee is for individual applicants only and does not extend to family or couple accommodation owing to the relative scarcity of this accommodation available to the School.

### **Group 4 - New graduate students**

New graduate students are allocated the remaining bed spaces. The deadline for graduate students is **9 June 2023**. The School does not guarantee an accommodation space for graduate applicants, however, the School will endeavour to have spaces available for all new individual graduate applicants who book before the deadline.

### **Group 5 - Continuing students**

Continuing students who are current Hall Committee members (elected) or Peer Supporters (selected) play an important part in informally inducting and supporting new residents. The deadline for continuing students is **9 June 2023**. In recognition of the importance of the role played by these residents, these students are guaranteed a space in accommodation if they book before the above deadline<sup>1</sup>.

Continuing students who do not fall into Group 1 and who are not current Hall Committee members or selected Peer Supporters for 2023/2024, are also welcome to book accommodation, but will have a lower priority than new applicants to the School. Prior to **9 June 2023**, these students are eligible to book accommodation in Urbanest Westminster Bridge only. After **9 June 2023**, these students will be able to book any remaining vacancies in other LSE halls also.

We do not retain a waiting list. Availability is live. This means that rooms will show in the LSE Student Accommodation System as spaces become available throughout the booking cycle.

Students who wish to be notified of availability as this arises should sign up to the mailing list to receive regular updates.

## 5. Equity and Diversity Commitment

Residential and Catering Services are committed to the promotion of equity, diversity and inclusion

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<sup>1</sup> Continuing students require a recommendation from the hall warden or peer support programme, and must also have settled all outstanding fees for current and any previous academic year.

in LSE halls of residence. To support these principles, the following commitments are made to applicants from within the following protected groups or who have declared the following protected characteristics on the LSE Student Accommodation System medical form:

## **Applicants who have disclosed a disability**

RCSD commit to encouraging bookings from students with medical requirements and to providing accommodation that best meets these requirements.

To assist in this commitment, the Central Reservations Manager will meet with a member of the LSE Disability and Wellbeing Service (DWS) frequently throughout the booking cycle to review bookings from students who have disclosed a disability.

Following consultation with the DWS and upon receipt of completed and approved documentation, the accommodation booking will be reviewed to ensure it meets the students' requirements.

## **Applicants who disclose that they have severe visual or auditory impairments; are wheelchair users; or have other severe mobility impairments.**

RCSD commit to ensuring that applicants and students who disclose that they are wheelchair users, or that they have severe visual or auditory impairments, or other severe mobility impairments in their medical form, receive the correct advice and support throughout their booking process, and are assisted in booking accommodation that meets their needs.

The Central Reservation Manager will contact the applicant to discuss their personal requirements for accommodation, and will also if possible, arrange for the applicant to visit<sup>2</sup>, in advance of the start of the academic year, the potential hall and room that they may be allocated to, to ensure that the room is suitable. If significant adjustments or additional equipment is required (e.g., the installation of a new toilet or a ceiling track to accommodate a hoist) applicants are required to confirm their requirements with supporting documentation from their GP by 31 May each year.

The Central Reservation Manager will liaise with the DWS and assess the accommodation booking to ensure that it best meets the requirements of the applicant.

If any reasonable adjustments are required to the accommodation, RCSD will liaise with Estates such that these are made in advance of the students' arrival to the hall. Applicants who submit their requirements after 31<sup>st</sup> May will be advised of the earliest date that adjustments can be made if work cannot be completed prior to the student's arrival to the hall.

RCSD will also allocate students' Personal Assistants or Carers to the nearest single room in the residence to that which the student has been allocated to, for the duration of the student's stay in the hall.

The Residential Services Office will liaise with the Front of House and Warden teams to ensure that all necessary support can be put in place for the student in preparation for their stay, including the completion of a Personal Emergency Evacuation Plan (PEEP) to facilitate the student's safe exit of the building in an emergency.

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<sup>2</sup> If an in person visit is not suitable, a virtual tour will be offered.

## **Fee Adjustment**

Applicants who have significant medical conditions (e.g. those who are wheelchair users; those who have severe visual impairments or are blind; those who have severe auditory impairments or are deaf) and require larger rooms or specific room types (e.g. ensuite facilities) owing to their medical requirements, will have their accommodation fees reduced such that they are charged the average price of a single room in that residence. Accommodation fees cannot be reduced for students who have declared a medical condition that does not necessitate a particular adjustment to their accommodation. Decisions for conditions that are not specified above will be made on a case by case basis by RCSD in consultation with the LSE DWS.

## **Applicants who are under 18 years**

RCSD encourage accommodation bookings from all applicants who have offers to study at LSE, regardless of age groups.

Applicants who are under 18 years will only be able to book single rooms as it is against UK law to accommodate a minor in the same room as an adult (e.g. It is against the law to allocate a student under 18 years in a twin or triple room, sharing with a student of 18 years or over). In addition, students under the age of 18 years are identified to the Warden in advance of arrival such that special provisions can be made for these students where necessary (for example, to ensure that they are not served alcohol at events managed in the hall, and to provide extra pastoral care if required).

The following halls of residence, run by the University of London, accommodate students who are over 18 only: International Hall, the Garden Halls, Lillian Penson Hall, and Connaught Hall. All other halls which accept undergraduate students are open to applicants under-18 years of age.

## **Applicants who have disclosed their pregnancy**

RCSD encourages accommodation bookings from applicants who are pregnant.

Applicants who disclose their pregnancy in their accommodation booking will be contacted by the Central Reservation Manager to discuss their specific accommodation requirements further.

Once these have been established, the Residential Services Office will review the booking which the applicant has made for accommodation within an LSE hall and if it is not suitable, suggest an alternative, or will liaise with a partner provider on behalf of the student. In particular, LSE work in partnership with Zebra Housing to provide a limited range of family accommodation to international students.

The Residential Services Office will also liaise with the Front of House and Warden teams to ensure that all necessary support can be put in place for the student in preparation for their stay, including the completion of a Personal Emergency Evacuation Plan (PEEP) to facilitate the student's safe exit of the building in an emergency.

## **Gender identity**

RCSD are committed to ensuring an inclusive environment and balance of sexes in each of its halls of residence. The sex of an applicant is known to RCSD at the time of allocation and is taken into

account in certain circumstances. This is in order to:

- a) Ensure that twin rooms are shared by students of the same sex
- b) Ensure that single rooms which have a shared bathroom with the room directly adjacent, are shared by students of the same sex
- c) Ensure that a flat is either single sex (if requested by the students and if possible) or has a balance of male or female students. Single sex flats cannot be guaranteed as this is dependent on the number of students requesting this allocation within the hall, and may be impacted by late cancellations or changes.
- d) Ensure that allocations to Rosebery Avenue are divided into male or female corridors, which is necessary owing to the location of bathrooms in this hall.

## Trans applicants

RCSD are committed to encouraging Trans applicants to book accommodation in halls of residence. If an applicant declares as Trans, and subsequently lists any requirements for their accommodation in the LSE Student Accommodation System, these will be reviewed by the Central Reservations Manager. The Central Reservations Manager will then review the booking made to ensure that it best meets the declared requirements of the student, within the accommodation available at the time of booking.

**The following characteristics do not impact upon the allocation of accommodation and will not be taken into consideration, if an applicant chooses to disclose any of these characteristics in the LSE Student Accommodation System:**

- Race or ethnicity
- Marital status (RCSD processes all applications from couples in the same way regardless of the legal status of the relationship, if this is disclosed by the couple)
- Sexual orientation
- Religious beliefs

## 6. Eligibility

Any full-time student is eligible to book accommodation. Students who have outstanding debts to LSE Residential and Catering Services Division will be required to settle these prior to re-entering accommodation.

## 7. Mode of operation

Applicants who have not yet accepted their offer to study at the school will not be able to book accommodation. Once applicants accept their offers of study, they will be able to make an accommodation booking.

Within group 2 (new undergraduate students) applicants who hold LSE as their insurance choice will not be able to book accommodation until their course place at LSE becomes firm.

## 8. Our residences

We offer bookings for 14 residences:

<b>LSE Residences</b>	<b>University of London Intercollegiate Halls</b>
<b>Bankside House</b>	College Hall
<b>Butler's Wharf Residence</b>	Connaught Hall
<b>Carr-Saunders Hall</b>	International Hall
<b>High Holborn Residence</b>	Nutford House
<b>Lilian Knowles House</b>	Garden Halls
<b>Passfield Hall</b>	
<b>Rosebery Hall</b>	
<b>Sidney Webb House</b>	
<b>Urbanest Westminster Bridge</b>	

## 9. Pastoral Support

Under the oversight of the Head of Residential Life, and/or their nominated representative, pastoral support in residences will be connected to other student support initiatives and roles at LSE. Other residential roles include:

### Hall Committee members

Returning students elected to serve in a committee position will be able to book accommodation for the year following their election only. Their place in the residence is subject to the approval of the Warden and/or School Resident.

### Peer Support programme

Peer Supporters are recruited in Lent Term and trained in Summer Term (presently) with 30 hours of intensive development. Their appointment to this residential role is for one year only. For 2023/24 the Peer Support programme number is proposed to be capped at 22 returning undergraduate or graduate students.

## 10. Family Accommodation

The School does not own any family accommodation, however, LSE work in conjunction with Zebra Housing Association (a not-for-profit organization) and the University of London to place applicants in

family accommodation. Availability of this housing is extremely limited, and students are advised to book directly with Zebra Housing or University of London prior to 30 June 2023 to increase their chances.

**Review schedule**

Review interval	Next review due by	Next review start
1 year	01/01/2024	01/11/2023

**Version history**

Version	Date	Approved by	Notes
1.0	01/11/2017	Residences Management Team	
1.1	01/01/2018	Academic and Student Affairs Committee	
1.2	16/01/2019	Academic and Student Affairs Committee	
1.3	30/04/2022	Student Experience Sub Committee	
1.4	31/01/2023	Student Experience Sub Committee	

**Links**

Reference	Link

**Contacts**

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**Communications and Training**

Will this document be publicised through Internal Communications?	<b>Yes/ No - No</b>
Will training needs arise from this policy	<b>Yes/ No - No</b>
If Yes, please give details	