



LSE Graduate Admissions

Policy for dealing with applicants who have declared relevant criminal convictions.

1. Applicants are instructed to declare any relevant previous criminal conviction at the point of application. Instructions regarding how we define what is relevant are published to applicants at www.lse.ac.uk/study-at-lse/graduate/applicants/criminal-convictions
2. At the point the application is processed, applicants who have declared a previous criminal conviction (indicated on the APF record in the More application details tab), are sent a standard email (GA-CRIMINA-H, see appendix below) requesting that they send details of their any relevant unspent conviction to the Head of Admissions
3. When the information is received an acknowledgement is sent by either the Head of Admissions or the Deputy Head of Graduate Admissions.
 - 3.1. A note is placed on any live CAP records indicating that no offer should be issued without the agreement of the Head of Admissions
 - 3.2. If the applicant responds to say that they checked the box by accident, the record is amended
 - 3.3. No further action is taken until the academic decision is made
4. If the applicant is not successful, no further action is taken and any disclosed information is marked for destruction at the end of the admissions cycle.
5. If the applicant is recommended to receive an offer, this is picked up either at the offer processing or offer checking stage
 - 5.1. If the applicant has not been sent GA-CRIMINA-H and/or has not responded a further email is sent to them (usually by the Deputy Head of Graduate Admissions) and the file is held pending receipt of relevant information
 - 5.2. Once the information is received, it is passed to the Deputy Head of Graduate Admissions
6. Relevant anonymised information is shared with a panel comprising:
 - Head of Admissions
 - Head of Department
 - Pro-Director of Education
 - Head of Security
 - Any other person deemed necessary (eg an academic with expertise in the area of criminal justice policy - Prof Tim Newburn has acted in this capacity before)

The panel considers whether there are unacceptable risks associated with

admitting the applicant based on the evidence and the possible risk factors, such as:

- The nature of the offence, and whether it is relevant to the course applied to
- Any pattern of offending
- The recommendations of any referees
- Mitigating circumstances
- Aggravating circumstances
- Any comments about the risk of re-offending noted in the pre-sentencing report or other official documentation

The reason for evaluating these risk factors is to assess whether an applicant poses an unacceptable risk to the School. It is not the role of the panel to make a moral judgement, or act as an alternative judiciary. Further information available at spa.ac.uk/sites/default/files/Good-practice-guide-criminal-convictions_2.pdf

The panel may decide to require further information from either the applicant or other sources (eg the probation officer, if they have permission to do so, or to meet with the applicant. The panel may decide:

- it is possible and suitable to admit the applicant to the course, either without reservation or with certain, proportionate provisos, eg concerning accommodation or support for the applicant, or checks in place
- to reject the applicant because the conviction is such that entry to the institution would be unsuitable, or because no alternative course is available

7. Once the risk and potential support need is assessed by the above colleagues, and if agreement is given, the offer is issued.
8. The Deputy Head of Graduate Admissions should contact the applicant to ask whether they intend to apply for LSE Accommodation
 - 8.1. If not – the information does not need to be shared
 - 8.2. If they do intend to apply for LSE Accommodation, then the offer holder's identity and information about their conviction must be shared with the Residential Services Manager for further risk/support needs assessment
9. The Deputy Head of Graduate Admissions should also offer any additional support that has been agreed at step 6. Depending on individual circumstances this may include:
 - Financial support for printing costs (for students who do not have independent access to the internet)
 - Help with securing a locker (for students who have to check all belongings in and out of prison, for example)
 - Reassurance of the supportive nature of LSE Security, emphasising that they are a potential source of assistance
 - Mentoring support from a member of academic staff
10. If the offer holder requires a visa to attend LSE, it will be necessary to advise the head of ISVAT and to obtain additional references etc in support of the visa application.
11. Prior to registration, if the offer holder is still in prison, but will be attending on day-release, there will be a meeting with the prison officer in charge.
 - 11.1. The officer will need to assess health and safety, fire procedures etc. These are online at: info.lse.ac.uk/Staff/Divisions/Risk-and-Compliance-Unit/Health-and-Safety

Public/employer liability insurance:

lse.ac.uk/intranet/LSEServices/financeDivision/insurance.aspx?from_serp=1

- 11.2. Any post offer contact regarding dates/times of induction activities, timetable etc should also be shared.
- 11.3. A nominated contact (usually the Deputy Head of Graduate Admissions and/or the academic mentor) should be fixed.
- 11.4. Make arrangements with LSE Security to monitor attendance, if this is necessary. This needs to be done in the form of a data request. Use the following form of words, as suggested by Rachael Maguire. A similar lawful basis, Article 6(1)(c) will cover processing after the GDPR is in force:

Dear [x],

The School understands that [HM Prison name] requires records relating to the attendance of

[student name] as part of the licence relating to his/her education at the School.

The School agrees in principle to provide a weekly report of the student's access log, which will be based on the use of their ID card to enter buildings. Data will be sent from [School staff member] to [Prison staff member] on the Monday following the end of each working week (would they prefer Friday pm?). Production of reports will stop at the point that the student is no longer in attendance at the School. All reports held by the School will be deleted at the point that the student is no longer at attendance at the School.

The student has been copied in to inform them of the School's agreement to provide this data.

We are providing the data under the condition for processing in Data Protection Act Schedule 2, Section 3 relating to processing for legal reasons up to 24th May 2018 and General Data Protection Regulation Article 6(1)(c) from 25th May 2018. Should the Data Protection bill currently before the UK Parliament come into force before 25th May 2018, the condition for processing will be the relevant section of the new Data Protection Act.

Regards, etc

12. At the point of registration, the information regarding the student and the fact of a previous criminal conviction (although not necessarily the details) should be passed to the Head of Registry and the Departmental Manager. A note should be made on SFD.
13. Information regarding the conviction should be kept in secure filing until after graduation and then destroyed.

Appendix – text of GA-CRIMINA-H

16 October 2017

Applicant ID Number: 200410626

Please quote your number in any communication with the Graduate Admissions Office

Private and Confidential

Dear Test-2,

Thank you for your application to LSE.

You have declared on your application that you have a criminal conviction. I am contacting you to request further details of the conviction(s) and the nature of the offence(s).

We are committed to fair admissions for all our applicants. The information you provide will be confidential to those involved in LSE's risk assessment process – which seeks to exercise a duty of care towards you as an individual, as well as to students, staff and visitors. If, after our consideration of the information you provide, it is deemed necessary to investigate further, we will seek your approval to do so.

If you wish to provide the details of a third party, such as a probation officer, with whom you authorise the University to communicate about the background of your convictions and current situation please give their full name, position and contact details when responding.

Under the provisions of the Rehabilitation of Offenders Act 1974, certain convictions may become 'spent'. You do not need to provide details of any spent conviction, but details of unspent convictions must be provided. For more information about which details you should disclose, please consult [NACRO](#) or [UNLOCK](#).

Please send me the information about any relevant unspent offence/conviction by 30 October 2017, including a copy of any formal notice of sentence from the court. If you have made a positive declaration in error, and in fact do not have any relevant criminal convictions, or if all of your convictions are spent, please indicate this in your response.

You may be assured that this information will be kept strictly confidential and will only be revealed to School staff directly involved in considering your application once the academic decision has been made. If your application is not successful, any disclosed information will be destroyed in accordance with our Data Protection Policy.

Please address your letter to:

Simon Beattie - To be opened by addressee only

Graduate Admissions (TWR1 4.01) London
School of Economics Houghton Street
London WC2A 2AE

Please feel free to contact me if you wish to discuss the matter further.

Kind regards,
Simon Beattie

Review schedule

Review interval	Next review due by	Next review start

Version history

Version	Date	Approved by	Notes

Links

Reference	Link

Contacts

Position	Name	Email	Notes

Communications and Training

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