

Extenuating circumstances guidance

For 2016/7 undergraduate applicants or offer holders



THE LONDON SCHOOL
OF ECONOMICS AND
POLITICAL SCIENCE ■

1. Introduction

LSE seeks to admit candidates with the merit, potential and motivation to benefit from, contribute to and succeed in the LSE community. We understand that there may be times when circumstances beyond an applicant's control have prevented them from achieving their full academic potential and seek to recognise this through our extenuating circumstances policy.

2. What are extenuating circumstances?

Extenuating circumstances are where factors outside of an applicant's control may have caused significant educational disruption or disadvantage to that applicant.

Examples of the types of extenuating circumstances we would encourage applicants to report are:

- The onset or worsening of a serious or chronic mental or physical health condition
- Significant caring responsibility, family breakdown or the recent bereavement or serious illness of a close relative
- Significant disruption to educational provision at school/college
- Being the victim of a serious crime or significant involvement in an on-going court case
- A natural disaster, act of terror or conflict affecting the applicant's school/college, home or close family

We are **not** normally able to give additional consideration to situations such as:

- A stable disability or long-term health condition where reasonable adjustments have already been made by the school or examining body
- Not being aware of our entry requirements and therefore making subject or qualification choices which limit progression to LSE
- Short-term illness or other event during the examination period for which mitigation has already been given by the exam board (see 4. Allowances made by an Awarding Body)

Note that even where extenuating circumstances have affected an applicant we cannot guarantee that we will be able to offer them a place. We receive many more applications than places available and every year have to disappoint many well-qualified applicants.

3. The LSE extenuating circumstances form

We have developed an extenuating circumstances form to allow us to collect more consistent information regarding disruption to a student's study.

3.1 Who should complete the form?

We recommend a teacher from the applicant's current or former school or college completes the form. This should normally be their UCAS referee. Where a school or college is unaware of a student's circumstance a doctor, mental health worker or social worker may complete the form. Note we are unable to accept forms completed by parents/carers/relatives of the applicant unless supporting evidence is also provided.

3.2 What is the deadline?

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FOR APPLICANTS please submit within two weeks of application. If an applicant has received a decision on their application we are not able to overturn an adverse decision following late submission of an extenuating circumstances form, so forms should be returned as soon as possible.

FOR OFFERS HOLDERS please submit as soon as possible after the onset of the circumstances and always by the deadlines below:

For those studying the International Baccalaureate: Friday 30 June 2017

For those studying A levels or any other qualification: Tuesday 1 August 2017

We cannot guarantee to give equal consideration to extenuating circumstances received after these deadlines.

3.3 What supporting evidence should I provide?

In most cases, if your form has been completed by a teacher at your school/college or other independent person, then you do not need to send any supporting evidence. If we need additional information (for example, your school/college are not able to fully explain medical symptoms or the incident happened after you left) then we will contact you and let you know. If, however, you are not able to find an independent person to complete your form we will require supporting evidence. This may take the form of a letter from a health care professional, a court summons or police report or copy of a death certificate/funeral order of service. If you are uncertain what supporting evidence to attach then please submit your form with what you have and we will contact you if we require further confirmation. Note that we are **not** normally able to accept medical evidence where you have seen a doctor retrospectively and they are only able to report your description of your symptoms.

4. Allowances made by an awarding body

UK and International A level awarding bodies, and several other examination systems, allow students to apply for Special Consideration if there has been an acute disruption to their studies, for example illness or bereavement during the examination period or a problem administering the examination. Where a candidate is eligible we would expect them to apply through this process in the first instance.

5. How will my extenuating circumstances be considered?

We take all disclosures of extenuating circumstances very seriously. We understand it can be difficult to discuss highly personal circumstances and details of your extenuating circumstances will only be shared with those making a decision on your application. Extenuating circumstances forms will be attached to your application and kept in accordance with our [data protection](#) policy. Note we use details of your extenuating circumstances only to put your academic achievements in their correct context; students will not be disadvantaged for disclosing a medical problem or other extenuating circumstance. Unfortunately, even where we accept that extenuating circumstances are likely to have affected your performance, this does not guarantee that we will be able to make you an offer of admission or confirm your place.

6. Further questions

If you have any further questions regarding extenuating circumstances please contact the Undergraduate Admissions Office:

Email: ug.admissions@lse.ac.uk

Phone: +44 (0)20 7955 7125

Post: Undergraduate Admissions, LSE, Houghton Street, London, WC2A 2AE