

# **The LeCAP Protocols for Full-time Courses**

## **Pre-16 schools' responsibilities**

- Schools should provide experience in the autumn term for Year 11 students to learn about the opportunities available to them and to acquire skills in making educational decisions.
- Schools must allow all students the opportunity to complete a LeCAP application.
- Schools should enable students to complete their applications in time for tutors to check and submit them by 31st January.
- Schools should endeavour to provide realistic grade predictions and to ensure that the students' course choices are appropriate to their abilities.
- Schools should provide informative references including any special support needs.
- Schools must submit all completed applications.

## **Post-16 course providers' responsibilities**

- Providers must ensure that the provisional list of courses they plan to offer from the following autumn are correctly recorded in CourseFinder by 1st October and that this list is confirmed by 1st November.
- Providers should not issue applications to or accept them from year 11 students independently of their LeCAP applications, except for students who have been unsuccessful through LeCAP.
- Providers should not interview applicants or offer places before 1st February.
- Providers must receive all applications.
- Providers should interview all applicants submitted by 31<sup>st</sup> January with the provider as their 1st choice.
- Providers may consider 2<sup>nd</sup> and 3<sup>rd</sup> choices and applications submitted after 31<sup>st</sup> January at their discretion.
- Providers should endeavour to decide on offers or rejections to all 1st and 2nd choice applicants by mid April.
- Providers must record on LeCAP their decisions on offers or rejections for all applicants as soon as practicable after the decision is made in order for support to be offered, if rejected, and for offers to be recorded centrally for the September guarantee.

## **Students' Responsibilities**

- Students must complete and return offer acceptance forms indicating acceptance or rejection of the offer.
- Students must inform a provider if they decide to withdraw their application.
- Students should not hold more than one unconditional offer after 10<sup>th</sup> May.
- If an accepted offer is conditional, students should inform providers of the actual grades once these have been received.