



LONDON
MATHS & SCIENCE
COLLEGE

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UCAS Application and Academic Reference Policy

London Maths & Science College

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UCAS APPLICATION AND ACADEMIC REFERENCE POLICY



London Maths & Science College (LMSC)

Document Reference: LMSC/RRP/01

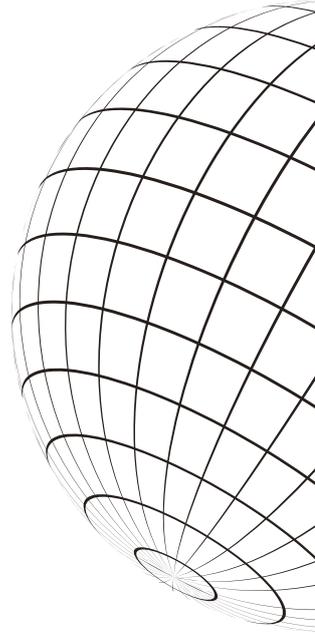
Version: 1.0

Publication Date: 31st October 2025

Next Review Due: 31st October 2026 (annual or following)

Policy Owner: Data Protection Officer (DPO) / Principal

Approved by: Proprietor / Governing Body



1. Purpose

This policy sets out the arrangements at **London Maths & Science College (LMSC)** for supporting students with applications through the UCAS Apply system, including the provision of impartial advice, accurate application checks and the production of individual academic references.

2. Scope

This policy applies to all students applying to higher education via UCAS through LMSC and to all staff involved in UCAS guidance, application checks and academic references.

3. Principles

UCAS support at LMSC is based on the principles of impartiality, accuracy, fairness, integrity and confidentiality.

4. Roles and Responsibilities

Principal / Head of Centre

- Overall accountability for UCAS arrangements and compliance.

UCAS Coordinator / Designated Lead

- Manages UCAS Apply access, deadlines, checks and reference coordination.

Tutors / Subject Teachers

- Provide academic evidence, predicted grades and reference input.

Students

- Complete applications honestly and meet internal deadlines.

5. UCAS Advice and Guidance

Students receive structured and impartial UCAS guidance through tutorials, group briefings and one-to-one support.

6. UCAS Apply Process

- Internal deadlines are set and communicated clearly.
- Applications are checked for accuracy before submission.

7. Academic References and Predicted Grades

- Each student receives an individual academic reference.
- References and predicted grades are evidence-based and quality assured.
- Students do not view or edit references.

8. Personal Statements and Academic Integrity

- Personal statements must be the student's own work.
- Guidance is provided on ethical use of AI and plagiarism prevention.

9. Data Protection

All UCAS data is handled in line with UK GDPR and the Data Protection Act 2018.

10. Complaints and Appeals

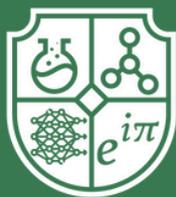
Concerns relating to UCAS support or factual inaccuracies are managed through the Complaints and Appeals Policy.

11. Monitoring and Review

UCAS outcomes are reviewed annually and the policy is reviewed at least once per year.

12. Approval and Review Record

Version	Date	Approved by	Review Date
1.0	<input type="checkbox"/> / <input type="checkbox"/> / 25	Proprietor / Governing Body	<input type="checkbox"/> / <input type="checkbox"/> / 26



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