

Date received by Student Journey Office:

Decision of Director of Student Journey:

**Students/Applicants**

**with Criminal Convictions**

**Recommendation to Director of Student Journey**

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| --- | --- |
| Applicant / Student Name: |  |
| ID Number: |  |
| Course / Position Applied for / Studying: |  |

In accordance with the University’s Policy on the disclosure of criminal records and DBS checks for students ([www.londonmet.ac.uk/convictions](http://www.londonmet.ac.uk/convictions)), if a student or applicant discloses, or is found to have, unspent criminal convictions (or spent convictions not eligible for filtering in the case of regulated courses) a recommendation must be made to the Director of Student Journey in order to either:

* **Offer a place** to an applicant with a criminal conviction; or
* **Continue** or **terminate** the enrolment of a student with a criminal conviction whose conviction is confirmed after the student has enrolled.

Recommendations are to be made directly to the Student Journey Office by completing this form and sending it to student-journey@londonmet.ac.uk

**PLEASE FORWARD A COPY OF THE DBS REPORT WITH THIS FORM IF YOU HAVE ONE**

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| **1** | **The Disclosure** | **Your Response** |
| 1.1 | Have you attached the student’s disclosure?*If the disclosure was made orally, please provide your written notes.* |  |
| **2** | **The Conviction** |  |
| 2.2 | Has the sentence/disposal been completed?P*lease check whether the subject has completed their sentence/sanction.**Sometimes people are released from prison on licence or under a Home Detention Curfew* |  |
| 2.3 | Is the conviction **spent** or **unspent**?If unspent, when will the conviction become spent?*For guidance please see* [*www.londonmet.ac.uk/convictions*](http://www.londonmet.ac.uk/convictions) |  |
| **3** | **The Course** |  |
| 3.1 | Is it mandatory for all students on the course to have a DBS check?*Some courses have Professional, Statutory & Regulatory Body (PSRB) accreditation or registration which would limit or prescribe or exclude the recruitment of students with criminal convictions.* |  |
| 3.2 | Are there optional parts of the course that require a DBS check?*e.g. Suitability for professional registration or accreditation; placements; research project; or similar* |  |
| 3.3 | Is nature of the conviction related to the subject of the course?*If, YES, please give details* |  |
| 3.4 | If applicable, is the applicant/student aware that the conviction could impact future placement and employment opportunities? This should also be made clear in the offer letter that you may send. |  |
| **4** | **Additional Information** |
| 4.1 | Please provide information from any interviews, meetings etc.*We are particularly interested in:** *The circumstances surrounding the offence and the explanation(s) offered by the student.*
* *How the student's circumstances have changed since the offending behaviour or other relevant matters occurred.*
* *If current student, their attendance, engagement and achievement on their course.*
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| **5** | **Any other Comments (any information you think will be helpful to provide)** |
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| **6** | **Your Recommendation** |  |
| 6.1 | Please state your recommendation*Common recommendations are:** *Continue with offer (applicants)*
* *Continue enrolment (students)*
* *Terminate enrolment (students)*
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| **7** | **Recommendation made by** |  |
|  |  Name:  |  |
|  |  Position:  |  |
|  |  Date:  |  |