

Date received by Student Journey Office:

Decision of Director of Student Journey:

**Students/Applicants**

**with Criminal Convictions**

**Recommendation to Director of Student Journey**

|  |  |
| --- | --- |
| 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](mailto: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.* |  |
| **5** | **Any other Comments (any information you think will be helpful to provide)** | |
|  |  | |
| **6** | **Your Recommendation** |  |
| 6.1 | Please state your recommendation  *Common recommendations are:*   * *Continue with offer (applicants)* * *Continue enrolment (students)* * *Terminate enrolment (students)* |  |
| **7** | **Recommendation made by** |  |
|  | Name: |  |
|  | Position: |  |
|  | Date: |  |