



Timeline for New Independent Students

By 31 July

Student submits an application form

If the student is eligible, LCT invites them to interview with two members of LCT staff

If successful at interview, LCT sends the student an offer letter

The student accepts the offer in writing

LCT requests references (normally two)

By 1 September

Student completes online DBS check

Student complete two online safeguarding training modules

Student pays the annual registration fee

Student completes and returns the Fee Payment Agreement

Referees send satisfactory references to LCT

On or prior to the Induction Day

Student presents ID documents for DBS check

Prior to the commencement of teaching

LCT completes DBS admin

LCT receives DBS result

By 30 June

Student pays any outstanding fees