

Admissions Policy and Procedure

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Person Responsible	Programme Manager
Linked policies	Equality and Diversity policy Safeguarding and Welfare policy Appeals and Complaints Policy
Chapter in OU Operations Manual	17
Mapping to Quality Code	Chapter B2 Part C

17. Admissions Policy

17.1 Overview and objectives

17.1.1 This policy is informed by

- Equality and Diversity policy
- Safeguarding and Welfare policy
- Appeals and Complaints Policy
- The advice on consumer protection law in [HE providers - advice on consumer protection law](#)
- The Quality Code Chapter B2 and part C

17.1.2 This policy and procedure aims to provide a fair and clear admissions procedure, which upholds the aims of Ballet West of being a centre of excellence for ballet.

17.1.3 The objective of the policy is to rigorously select those students who demonstrate the potential, technical aptitude and enthusiasm to successfully complete the courses.

17.1.4 There is no selection of candidates based on their application forms. All applicants who meet the entrance requirements, or who are reasonably expected to have met the requirements at the time of enrolment, will be invited to audition.

17.1.5 The policy and attendant procedures set the candidate at the centre of the process. Individual attention to candidates is key and young people visiting Ballet West should be allowed the opportunity to demonstrate their true ability without feeling intimidated by the audition process.

17.1.6 This policy will be reviewed annually.

17.2 Roles and Responsibilities

17.2.1 Admissions Staff

- To liaise with candidates and support them throughout the application process, in accordance with the Equality and Diversity policy and Safeguarding and Welfare policy
- To maintain records of candidates securely in accordance with data protection policy
- To ensure staff are provided with necessary information for candidates' auditions
- To inform candidates of selection decisions and

17.2.2 Vice principal Learning and teaching

- To attend auditions and make selection decisions in discussion with the Principal and with awareness of the Equality and Diversity policy and Safeguarding and Welfare policy

17.2.3 Principal

- To view audition classes and make assessment decisions in discussion with the Vice Principal for Learning and Teaching.
- To meet with candidates to discuss the course and answer any questions
- To discuss with students any disability issues that will require support from Ballet West
- For candidates with non-standard qualifications or experiential learning, to discuss mapping against expected learning and devise any bridging work to be completed as a condition of offer
- To ensure that students are aware of the appeals and complaints policy and the cooling off period associated with any offer made.

17.2.4 Academic Board

- To annually review admissions policy and procedures.

17.3 Applicants with Disabilities

17.3.1 Ballet West is committed to treating all students as individuals. All reasonable steps will be taken to ensuring that the selection process is open to all and no-one is excluded

17.3.2 The Equality and Diversity policy applies to admissions, specifically the section on Student Recruitment which states :

- Courses on offer at Ballet West are promoted for all, through the website and in print advertisements
- All those involved in admissions and the audition process are trained and are aware of what they should do to avoid discrimination and to ensure equality of opportunity.
- All new students are given a copy of the equality policy in their course handbooks.
- Policy and procedures are reviewed regularly to check conformity with legislation and the impact of policies is kept under regular review.

17.4 Course Information

17.4.1 This policy relates to course validated by the Open University

- Foundation Degree in Dance
 - 2 years, full time
 - Level 5
 - 240 credits
- BA(Hons) Dance
 - 1 year, full time

- Level 6
- 120 credits

17.4.2 We will ensure that all information relating to the courses is accurate, current, comprehensive and freely available. The primary sources of information for prospective students are the [website](#) (and the prospectus. Both will provide the following information to students -

- Course content including course duration and location
- Entry requirements
- How to apply, including an application form
- Additional information for overseas and EU students including English language entry requirements
- Details of audition fees and additional information to be sent with application forms
- Details of audition process
- Details of course fees and other costs payable
- Summary of financial support available with links to funding bodies
- Contact details for further information and questions

17.5 Entry Requirements

17.5.1 The minimum entry requirement for the **Foundation degree in Dance** is

- 5 GCSEs at A*-C including English OR
- 5 National 5 qualifications at A-C including English OR
- 5 credit Standard grades OR
- Equivalent local academic qualifications

AND

- to pass an audition ballet class and to be familiar with the Royal Academy of Dance Intermediate syllabus, or equivalent.

17.5.2 The minimum entry requirement for the **BA(Hons) in Dance** is

- Ballet West Foundation Degree in Dance

OR

- Equivalent academic qualification and ...
- to pass an audition ballet class and to be familiar with the Royal Academy of Dance Advanced 1 syllabus, or equivalent.

17.5.3 It is recognised that successful completion of both of the programmes is dependent upon the ability of the students in the English Language. All students must have an adequate command of written and spoken English. The minimum normal pre-entry requirement for Overseas Students from non-majority English speaking countries

(as defined by the UKVI) is CEFR B2, which is an overall IELTS score of 6.0 with no individual element score of less than 5.5

- 17.5.4 Evidence of attainment of the required level of English or equivalent level of English Language competence must be provided to Ballet West prior to admission to the programme.

17.6 Accreditation of Prior Learning

- 17.6.1 Entry to the BA(Hons) programme with qualifications other than the Foundation degree at Ballet West is encouraged
- 17.6.2 Candidates applying with non-standard or experiential learning will have their qualification mapped against expected learning and discuss this with the principal at the audition.
- 17.6.3 It may be necessary to request student to undertake additional learning or assessment to ensure the candidate is suitably equipped to undertake the course. This may form part of a conditional offer.

Admissions Procedure

17.7 Pre-admission - Awareness of Ballet West & information about the courses

- 17.7.1 Ballet West promotes its courses directly through advertisements in Dancing Times and through its own [website](#). The activities of the outreach programme, in particular the Associates programmes in Glasgow and Edinburgh, and the performances given by the company also act as recruitment tools, raising awareness of the company name and the standard of the Ballet West's training.

17.8 Application

- 17.8.1 On receiving an application, admissions staff check the application is completed correctly and that the candidate either has already met, or can reasonably be expected to meet, the entry requirements of the course by the time of enrolment. Staff will respond promptly (within 2 working days) with an email either inviting a student to arrange an audition or seeking further information on their application or a rejection in cases where candidates will clearly not have attained the entry requirements by enrolment
- 17.8.2 All candidates' details will be entered on a database and an Application and Audition Report (see appendix 1) produced which tracks a student through the admissions process All students submitting an application which meets the basic entry requirements, including English language competence, or demonstrates that

the candidate could achieve the entry requirement by the start of the academic year, will be invited for audition.

17.8.3 Candidates are invited to attend Ballet West at their convenience.

17.8.4 Candidates will be given further information relating to

- travel to Ballet West and recommendations for accommodation
- a detailed description of the audition day including start times and expected completion time
- what to wear and bring with them.

17.9 Audition Day

17.9.1 Audition day is seen as the first stage of the induction process for prospective students at Ballet West. The process is focussed on the candidate and usually a maximum of three candidates will be auditioned on any given day. This enables the staff to give individual attention to candidates and answer all their questions. It also allows the candidate to fully appreciate the Ballet West's student-centred ethos.

17.9.2 Candidates and their parents will be greeted and made to feel welcome. Candidates will be taken to the studio and shown where to change and warm up for class.

17.9.3 The ballet class will be at Royal Academy of Dance Intermediate level and will be conducted by qualified teacher, in most cases the Vice-principal for learning and teaching.

17.9.4 The candidate will take the class with current students (usually first years)

17.9.5 The class will be observed by the principal and the vice-principal for learning and teaching, who will make the decision on the outcome of the audition after the class and in private.

17.9.6 Following the class, the principal and vice-principal for learning and teaching will meet with the candidate and usually his or her parents. This is an opportunity for the candidate to ask questions and discuss the course and life at Ballet West.

17.9.7 This meeting is an opportunity for the principal to discuss the candidate's academic achievements and assess competency in listening and talking in English. Students whose first language is not English may be required to take a SELT prior to entry to ensure their English language capability is at the same standard as the visa requirement for overseas students (CEFR level B2, which is an overall IELTS band score of 6, with no element being less than 5.5).

17.9.8 The principal will complete an audition report which has 4 outcomes

- Unconditional offer
- Offer conditional on examination results
- Candidate will be placed on a waiting list pending decision

- Rejection

17.9.9 Candidates will either be given a decision letter on the day of the audition, or it will be mailed out within 2 days.

17.9.10 Candidates with unconditional offers will be informed that they are required to return a signed acceptance letter with a deposit within one month of the date of offer.

17.9.11 Borderline candidates will be placed on a waiting list pending places becoming available. Decisions on whether waiting list candidates will be made a conditional or unconditional offer will be made on 1st July and 1st September.

17.9.12 They will also be informed of the statutory 30 day cooling off period, which commences on the day the offer is accepted and deposit paid.

17.10 Post-Audition - Unsuccessful candidates

17.10.1 Unsuccessful candidates can request feedback following their audition, which will be given as constructively and positively as possible.

17.10.2 Appeals against selection decisions will be considered under the Appeals procedure and only if there are mitigating circumstances for poor performance, for example illness or injury or the candidate has evidence that they have not been treated in a fair and equitable way compared to other candidates.

17.10.3 Candidates wishing to make an appeal against an admissions decision should in the first instance contact the admissions department by calling 01866 822641 or by emailing admissions@balletwest.ac.uk within 10 days of receiving the result of the audition. The admissions staff will guide the candidate through the appeals process.

17.10.4 Appeals can either be rejected or candidates could be invited to the second audition. The decision on appeal will be issued in writing within one week of its submission.

17.11 Post-Audition Successful candidates

17.11.1 Candidates wishing to accept their offers are required to return the acceptance form together with -

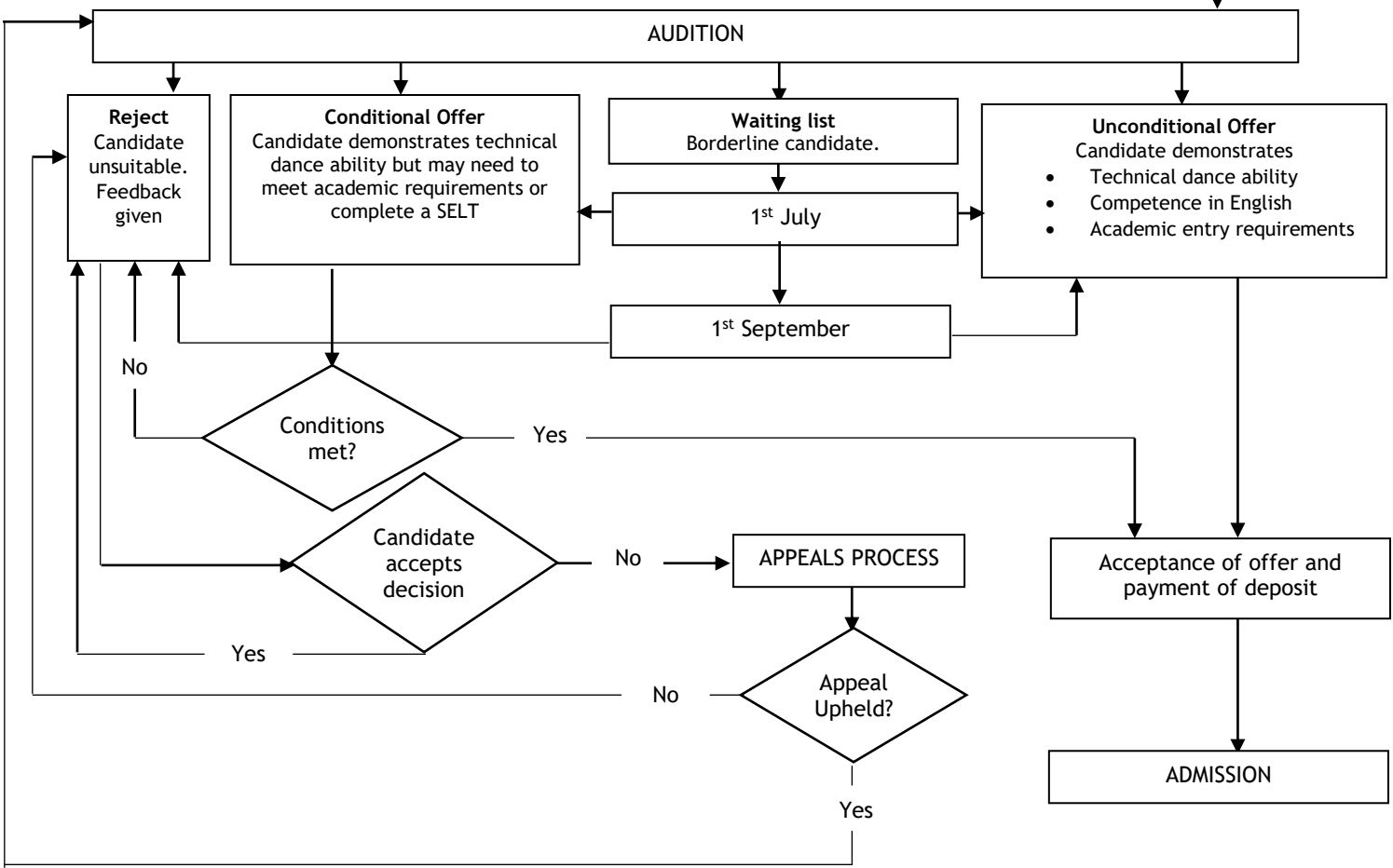
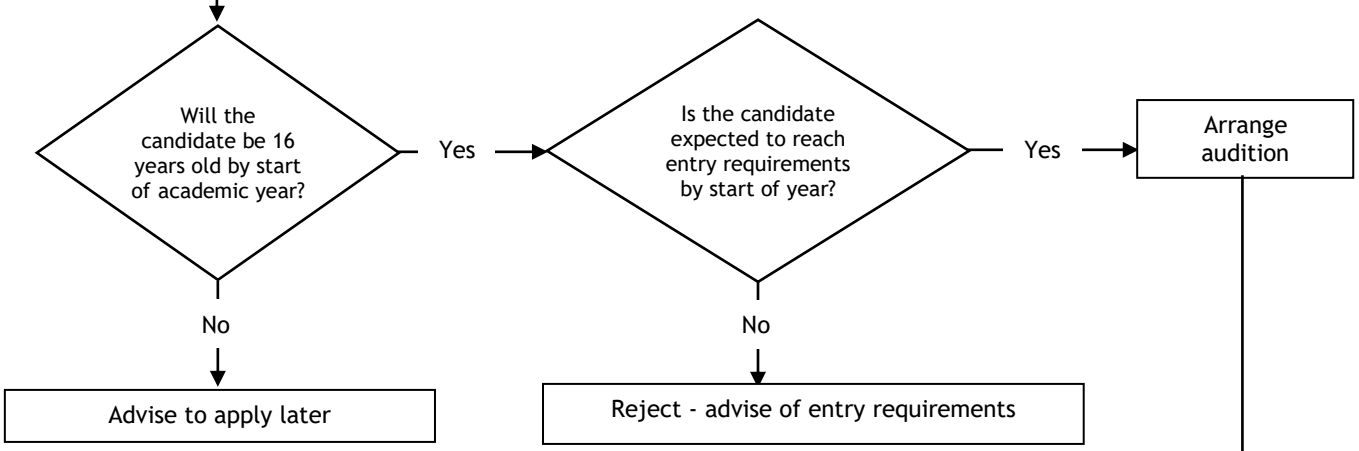
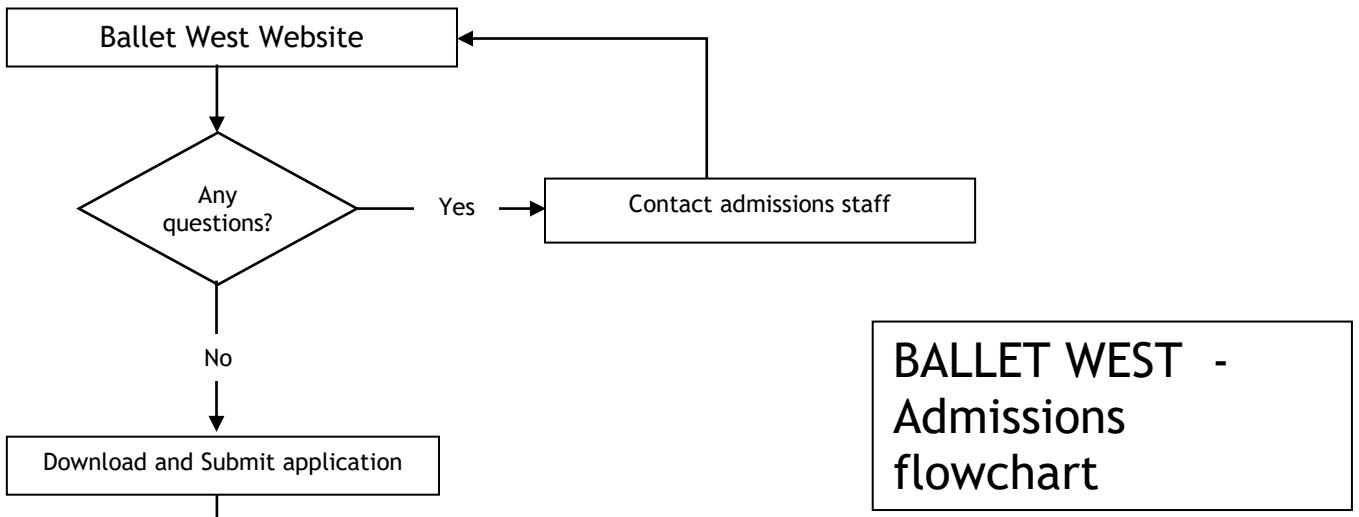
- The first instalment of fees
- Proof of date of birth (photocopy of passport)
- Proof of achievement in dance examinations

17.11.2 On receipt of the deposit and all conditions being met, successful candidates will be sent further information on the course. This will include

- Term Dates
- Details of uniform and stockists

- Details of books and other equipment
- Copies of terms and conditions for fee payment to be signed by the responsible person and returned
- Further details about making application to student funding bodies
- Contact details of staff at Ballet West who can help with further enquiries.

17.11.3 Any changes in the course will be notified to all students as soon as practical, with options presented clearly to them, as applicable.



Appendix 1 Application & Audition Report

Name of Auditionee:		
Name of Parents:		
Application received:	Date:	Audition Fee received:
Email to arrange Audition:	Date:	In person or DVD/Video?
Comments:		
Confirmed Audition date:	Unconditional Offer	
	Conditional offer (details below)	
	Waiting list (details below)	
	Unsuccessful- (details below)	
English Language:		
UK / Overseas (SELT) / Overseas (SELT N/A) / European SELT required / European - proficient speaker		
Conditions:		
Notes:		
NOTE: Should include any conditions of acceptance or refusal and any personal or academic details not included on original application form		
Audition Signature:		Date:
Acceptance letter received:		Notes:
Accept/Decline Acknowledged:		
Date Deposit received:		
Date Passport Checked:		
Exam Certificates checked:		