

1 Admissions Policy & Procedure

Version Number	4.1
Version Date	17 th September 2018
Date Approved by Academic Board	21/9/18
Review Date (Annual)	21/9/19
Person Responsible	Programme Manager
Linked policies	Equality and Diversity policy Safeguarding and Welfare policy Appeals and Complaints Policy
Mapping to Quality Code	Chapter B2 Part C

Admissions Policy

1.1 Overview and objectives

1.1.1 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

1.1.2 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.

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

1.1.4 In nearly all cases, 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. Applicants whose application forms indicate that it is highly unlikely that they have the technical aptitude or academic ability to successfully complete the courses may be rejected without audition.

1.1.5 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.

1.1.6 This policy will be reviewed annually.

1.2 Roles and Responsibilities

1.2.1 Admissions Staff are required to

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

1.2.2 The Vice-Principal Learning and Teaching is required 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

1.2.3 The Principal is required to

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

1.2.4 The Academic Board is required to

- annually review admissions policy and procedures.

1.3 Applicants with Disabilities

1.3.1 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

1.3.2 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, harassment or victimisation 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.

1.4 Course Information

1.4.1 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

1.5 Entry Requirements

1.5.1 Entry requirements for validated courses delivered by Ballet West are described in the programme specifications. Students are invited to participate in an audition ballet class and to be familiar with the Royal Academy of Dance Advanced 1 syllabus, or equivalent.

1.5.2 It is recognised that successful completion of academic 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

1.5.3 For students whose first language is not English but who do not require a tier 4 visa, English Language ability is assessed informally at interview. Students may be required to complete a Secure English Language Test and attain CEFR B2, which is an overall IELTS score of 6.0 with no individual element score of less than 5.5 as a condition of their offer.

1.5.4 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.

1.6 Recognition of Prior Learning

- 1.6.1 Credit can be awarded based on learning undertaken no more than 3 years prior to joining Ballet West and does not include any recognition of prior learning by the previous institution. Recognition of prior learning can be
- Recognition of Prior Certificated Learning (RPCL) - learning that has been certificated by another education provider at module level
 - Recognition of Prior Experiential Learning (RPEL) - learning that is based on life or work experience at module level
 - Direct Entry - Direct entry via stage exemption allows an applicant into the Foundation Degree at level 5 on the basis of completion of an appropriate certificated qualification from a recognised UK HE programme of study.
- 1.6.2 Admissions of candidates with RPL will be included as part of the admissions report discussed at Academic Board. The process will be monitored and evaluated by academic board.
- 1.6.3 Regulations specific to RPL for validated degrees are detailed in the Validating University's Regulations.

Admissions Procedure

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

- 1.7.1 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, Dundee 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.

1.8 Application

- 1.8.1 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 academic entry requirements of the course by the time of enrolment.
- 1.8.2 The vice -principal for teaching and learning will review the application for technical dance potential and advise whether or not to invite the applicant for audition.
- 1.8.3 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 rejecting a candidate in cases where candidates will clearly not have attained

the entry academic or dance requirements by enrolment

- 1.8.4 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 academic or dance entry requirement by the start of the academic year, will be invited for audition.
- 1.8.5 Candidates are invited to attend Ballet West at their convenience.
- 1.8.6 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.

1.9 Audition Day

- 1.9.1 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.
- 1.9.2 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.
- 1.9.3 The ballet class will be at Royal Academy of Dance Intermediate level and will be conducted by a qualified teacher, in most cases the vice-principal for learning and teaching.
- 1.9.4 The candidate will take the class with current students (usually first years)
- 1.9.5 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.
- 1.9.6 Following the class, the principal 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.
- 1.9.7 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).

1.9.8 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

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

1.9.10 Borderline candidates will be placed on a waiting list pending places becoming available.

1.9.11 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.

1.10 Post-Audition - Unsuccessful candidates

1.10.1 Unsuccessful candidates will be sent a rejection letter within two days of the audition.

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

1.10.3 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.

1.10.4 Candidates wishing to make an appeal against an admissions decision should in the first instance contact the admissions department by calling 01866 822000 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.

1.10.5 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.

1.11 Post-Audition Successful candidates

1.11.1 Successful candidates will be given an enrolment pack on the day of the audition. In accordance with the terms and conditions, the enrolment pack will contain:

- an offer letter setting out the terms of the Offer;
- the Terms and Conditions
- the Student Handbook, specifically the student rules & disciplinary procedure
- the Course Handbook
- the GDPR Policy and privacy notice;

- Data Processing agreement
- the Enrolment confirmation form including, for students under 18 on Enrolment, a signed statement by a parent or guardian agreeing to honour all financial obligations on your behalf.

1.11.2 Candidates wishing to accept their offers are required to return the Enrolment Confirmation form together with -

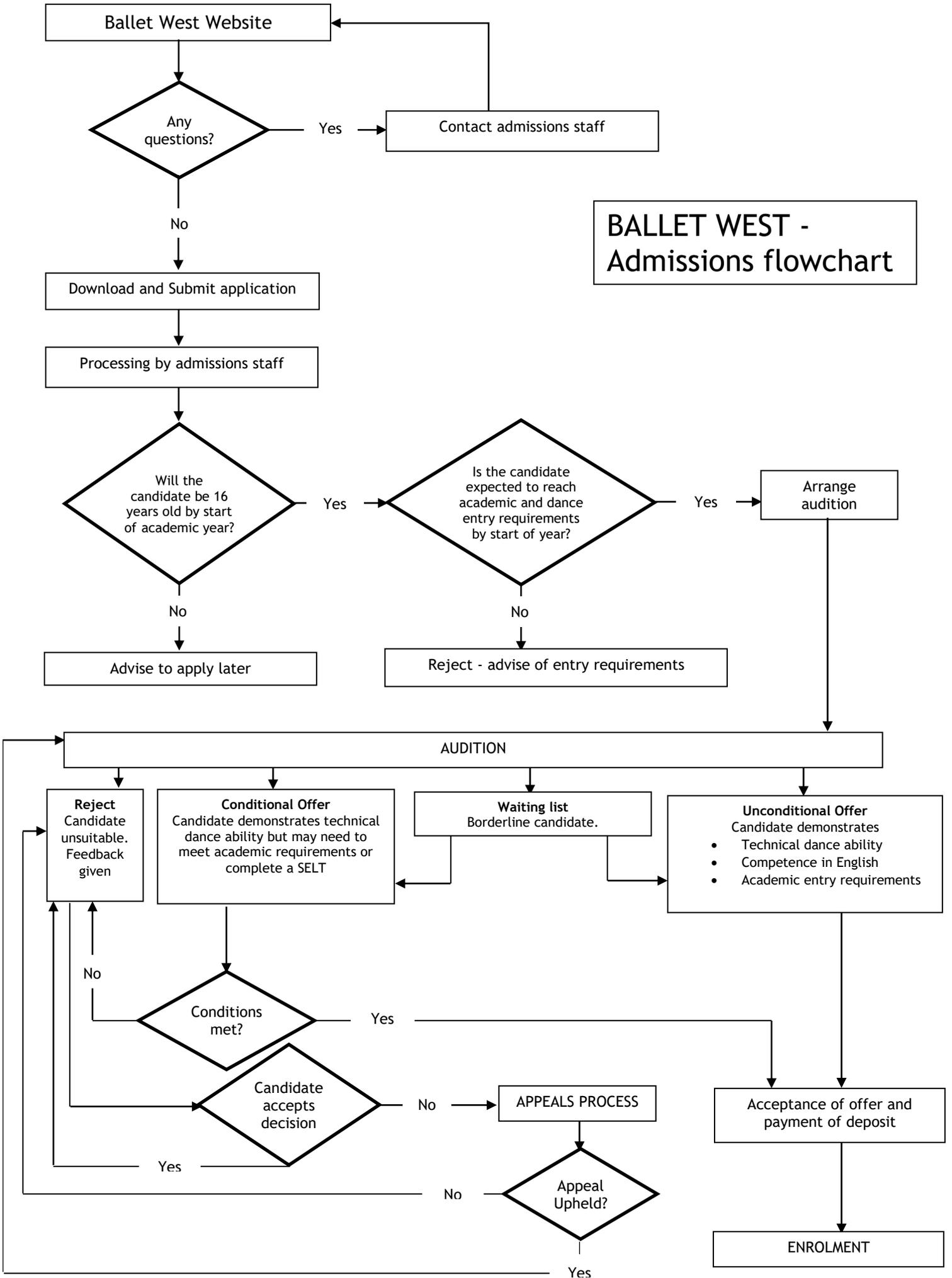
- The first instalment of fees, as detailed in the offer letter
- Proof of date of birth (photocopy of passport)
- Proof of achievement in dance examinations
- Signed Data Processing agreement
- if the candidate is having all or part of the Fees paid for by a third party ("Financial Sponsor"), a confirmatory letter on headed paper from the Financial Sponsor

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

- Details of uniform and stockists
- Details of books and other equipment
- Further details about making application to student funding bodies
- Contact details of staff at Ballet West who can help with further enquiries.

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

BALLET WEST - Admissions flowchart



2 Induction Procedure

2.1 Induction - At Audition

- 2.1.1 Students are selected through an audition and interview process where students visit Ballet West, are auditioned for the course and interviewed by the principal.
- 2.1.2 The interview is the first stage of inducting students into the ethos of Ballet West and the content of the course. It gives the opportunity for a dialogue to take place between candidate and principal.
- 2.1.3 If the candidate is selected and elects to join the course this information provides the basis for planning of support needs.
- 2.1.4 Candidates are given a tour of the facilities as the first stage in orientation.

2.2 Group Induction

- 2.2.1 The first day of term is given over to induction.
- 2.2.2 The principal addresses the student body and gives a talk on the ethos of Ballet West and general expectations in terms of behaviour both in Ballet West and in the wider community.
- 2.2.3 The programme manager speaks to each year group in turn to take students through the handbook, reinforcing the most important points, notably conditions of assessment and re-assessment, plagiarism and academic dishonesty, policies for complaints and appeals, and health and safety advice and procedures.
- 2.2.4 Students are required to sign a sheet confirming that they have attended the induction.
- 2.2.5 Students are required to complete an enrolment form confirming their attendance. This comprises a comprehensive contact details sheet with their own details and emergency contacts and a section on any medical issues, disability or additional learning support needs.

2.3 Individual Induction

- 2.3.1 Any student identified during the application process as requiring additional learning support will meet with the student support tutor on a one to one basis to discuss their needs and a personal learning support plan prepared. Review dates should be included in the recommendations.
- 2.3.2 It is the responsibility of the support tutor to discuss the needs of each student with the relevant unit tutors and develop a plan for the delivery of the unit with respect to individual students, particularly with reference to assessment.