

# Admissions Policy

## 1.0 Introduction and Aims

At the Emil Dale Academy (EDA)<sup>\*\*\*</sup>, we offer specialist vocational training for young people wishing to pursue a career in the performing arts and entertainment industry. This Admissions Policy and the audition process aims to identify applicants that can benefit from the training we offer. In order to produce highly skilled, triple-threat performers, the course content is comprehensive and challenging. Auditions are held to establish candidates that display the necessary ability and aptitude to respond positively to rigorous demands of our course, leading to a successful qualification.



EDA is committed to equality in education. Students are selected on the basis of their individual merits, abilities and aptitudes.

*\*\*\* For the purpose of this policy the abbreviation EDA will be used and this covers all private sector hours of the Emil Dale Academy.*

In keeping with our Equal Opportunity Policy and the Equality Act (2010), we are committed to opening up opportunities and removing barriers to access. EDA welcomes and encourages applications from all sections of society. We believe every potential applicant should be treated fairly, regardless of gender; sexual preference; age; experience; religious belief or lack thereof; physical ability or disability; special educational needs (SEN); race; ethnicity; language; pregnancy and maternity; or any other identifiable discriminatory cause. The application process aims to establish candidates that are ready to train, with exceptional potential, regardless of their walk of life.

EDA aims to offer clear advice and guidance to prospective applicants to enable them to make informed choices and to apply to programmes appropriate to their interests, academic qualifications and potential.

Admission is subject to the availability of places. Where there are restrictions on the number of places the EDA can make available, competition for places is often extremely high.

*\*\*\* Please note that the term "staff" in this policy covers all individuals undertaking work or services for the company regardless of their employment status.*

## **2.0 Scope**

This policy is intended to provide an overarching framework for EDA admissions to all full-time courses.

## 3.0 Policy

### 3.1 Admission

EDA opens admission to all those that feel they have the natural facility and talent to benefit from our full-time courses. All applicants are selected through an audition and interview process. Whilst the panel does review academic qualifications, entry is dependent upon the audition panel's assessment of the applicant's aptitude and ability to thrive in the courses we offer, and the necessary potential to pursue a career in the entertainment industry. The panel seeks candidates that display the intellectual and emotional capacity to meet the challenges of their programme and discipline.

Applicants will need to meet the necessary level and fluency in English language as stated for each course. Successful applicants for either the BTEC or Degree courses will need to provide proof of three years living in the UK ahead of the commencement of the course and must also be in possession of a British passport.

Applicants with a disability, or additional educational needs are encouraged to inform the Admissions Team (email: [admissions@emildale.co.uk](mailto:admissions@emildale.co.uk)) prior to an audition. The Admissions Team would consider the best way for the student to be supported in terms of effectively accessing the different elements of the audition process and the reasonable adjustments that can be made.

#### 3.1.1 International/Oversees Applications

Where applicable, overseas applicants are required to undertake a language proficiency assessment before a place is offered. Overseas applicants will also be asked to provide proof of the necessary visas required to study in the United Kingdom.

Emil Dale Academy is currently not able to sponsor people requiring a Student Visa (formerly Tier 4 visa). Therefore students will need to have an alternative visa which allows them to reside in the UK. It is the applicants responsibility to investigate their eligibility for a visa to reside in the UK, and must present the evidence/ proof of the visa in order to be able to study at EDA.

Any applicants at 16 or 17 years old will also need written parent or guardian consent to apply which must be emailed to [admissions@emildale.co.uk](mailto:admissions@emildale.co.uk).

### 3.2 Application

EDA is committed to providing the necessary information to support prospective students throughout their application and admission process whilst providing them with a realistic perspective about the nature and demands of the training. Fees and funding information for all vocational courses at EDA can be found on their page at [www.emildale.co.uk](http://www.emildale.co.uk). Please note, for the delivery of the BA (Hons) in Musical Theatre, Emil Dale is in partnership with the University of Bedfordshire ([www.beds.ac.uk](http://www.beds.ac.uk)) but applicants are not required to apply through UCAS if they do not wish to. However, if an applicant wishes to apply through UCAS, this is an available option. When applying for student finance, students should apply under the University of Bedfordshire.

For the BTEC Level 3 National Extended Diploma in Performing Arts Practice (Musical Theatre), EDA is partnered with the Knights Templar School, Baldock. Applications, however, should **only** apply directly through EDA.

The Gap extreme, triple threat Musical Theatre One Year Gap Year / Foundation course is a privately run course that falls entirely under the private sector hours of the college. Applicants can **only** apply directly through EDA.

The admission procedure is subject to annual review. All courses on the website outline the application, entry and audition requirements, as well as the expectations of the academy. Applicants are asked to apply using the online application form via the website (or via UCAS if the applicant is hoping to audition for our three-year BA

(Hons) in Musical Theatre). Applicants can select their date during this process. Auditions are held throughout the year though audition numbers are limited. Places are allocated throughout the year to successful candidates.

Audition fees are non-refundable. These fees act as both an administration fee for processing a candidate's application as well as a non-refundable deposit for a place on an audition day. This is a one-off fee payable upon applying and covers the cost of the workshops and panel auditions, as well as any recall auditions if required.

Emil Dale Academy is dedicated to widening participation within the industry and has set up an Audition Fee Waiver Scheme to encourage applications from talented candidates who are deterred from applying by financial barriers.

If you would like to talk through your eligibility for a waiver, please get in touch with our admissions team at [admissions@emildale.co.uk](mailto:admissions@emildale.co.uk). Waivers are only available to UK residents.

### **3.3 Audition**

EDA will consider all applicants fairly. Prospective candidates will be offered an audition provided they have completed the necessary application form(s), paid the non-refundable audition fee, and meet the age requirement of their course at the start of their first year of study.

EDA are responsible for the admission and interview assessments, how members of the audition panel conduct themselves, and for ensuring consistency, transparency and quality in their judgement of candidates. EDA is committed to widening participation and ensures that their approach to equality and diversity is embedded within the admissions process.

The panel will be individuals with direct experience of EDA training or identified as members of the profession with significant experience in one or more of the relevant areas including, but not limited to, acting, actor training, producing, casting, directing, choreographing, and/or musical supervision. Panel members will be required to disclose any conflicts of interest in relation to any potential applicants and will remove themselves from the process where necessary. Panel members will be required to participate in relevant training and brief sessions, including the use of the auditions mark scheme.

Where there are discrepancies of opinion within the panel, the candidates in question may be auditioned further and extra time is allocated for this purpose.

The audition process aims to allow the applicant the opportunity to demonstrate the quality of their work and their potential to thrive under EDA's training. Throughout the day, every effort is made to ensure applicants feel at ease, including ample opportunity to ask questions.

The panel will be looking for evidence of:

- A) Potential in all three disciplines: acting; singing and dancing,
- B) The ability to effectively portray a character,
- C) An understanding of text, music and choreography, and the capacity to communicate meaning through it,
- D) Individuality throughout the performance,
- E) The ability to work with others,
- F) Receptivity to direction, and
- G) The necessary motivation, work ethic and stamina needed to participate in the training and successful completion of the qualification.

All audition requirements can be seen on our website for each course.

The panel will be looking for certain qualities in each discipline. These include, but are not limited to:

Acting:

- H) Embodiment of character,
- I) Discovery of thoughts,
- J) An honest connection to the text,
- K) Vocal clarity and projection,
- L) Understanding of pace and pause,
- M) Grounding and focus.

Singing:

- N) Expression,
- O) Interpretation,
- P) Storytelling,
- Q) Dynamic control and projection,
- R) Musicality,
- S) Tuning,
- T) Range,
- U) Tone, and
- V) Vocal strength.

Dance:

- W) Coordination and placement,
- X) Strength and control,
- Y) Athleticism,
- Z) Musicality,
- AA) Focus,
- BB) Style,
- CC) Characterisation, and
- DD) Interpretation.

### **3.3.1 Offer**

Applicants are contacted with an outcome usually within 2-4 weeks\*\* as to whether they are offered a place for their desired course, offered a place for a different course (that the panel determines is more suitable for the prospective student), offered a recall, declined or put on the reserve list.

If offered a recall, applicants will be invited to a specific date via email. They will be advised whether to change their song or monologue for their second round, and they can request an alternative date if needed.

If an applicant is not successful, they will receive an email with the outcome of their audition.

If an applicant accepts their place, they pay a deposit towards the Private Sector Fees to secure their place within 1 month of the audition.

\*\*Note, this is subject to change depending on a range of factors as explained in section “**Timeframe for decisions**” in section 3 of this policy below)

Successful auditionees will also receive relevant correspondence according to their course with content such as fee details, accommodation details, course details, promotional material (student success stories, teachers who work at EDA) and a lanyard.

### **3.3.2 Feedback**

Due to the high number of applicants, it is not possible for EDA to offer tailored feedback for auditions, without exception.

Every institute is looking for something different in their potential students. An unsuccessful application to EDA does not reflect a lack of talent but may indicate that another course is more suited to the candidate.

### **3.3.3 Reserve List**

The reserve list is offered when a candidate shows the potential and skills required to obtain a place on the course, however there may be other factors to consider before offering them a place such as only having a small number of places left to offer, or the panel has already accepted a person who fits a similar casting bracket (see section 3 of this policy below “**Who makes admissions decisions and on what basis?**”)

### **3.4 Scholarships**

Emil Dale Academy are proud to offer full and part scholarships which are means tested after a candidate has auditioned successfully. This is not a guarantee of funding help or scholarship.

If an applicant is unable to book an EDA audition due to cost, EDA recommend for them to see our Audition Fee Waiver Policy to see if they are applicable to apply for a waiver. EDA believe that everyone should have a right to audition for us, regardless of any financial barriers.

Successful applicants are welcome to read our Scholarship Expectations Policy to see if they are applicable to apply for a scholarship.

### **3.5 Accommodation**

EDA provides a referral system for Host Family accommodation, as well as starting a new starters Facebook page whereby current and incoming students can post and look into finding flats and flatmates. Please read our Accommodation & Host Family Referral Policy for more information on this.

### **3.6 Student Contract**

All incoming EDA students are sent a student contract containing the terms and conditions of their studentship. This must be signed by the student ahead of their course commencing. Where applicable, students may also be required to get a medical certificate or have a physical assessment that confirms they are fit enough to partake in the course.

Kit lists and fee information sheets are sent out alongside EDA offers, ensuring that all incoming students have the time available to purchase any needed uniform and to make fee arrangements. Students are additionally able to order their EDA logo uniform at their Induction Day.

At the start of the course, students are required to complete a health and safety questionnaire. Two-year BTEC Level 3 National Extended Diploma in Performing Arts Practice (Musical Theatre) students who have just completed GCSEs are also required to provide copies of their certificates so we can validate whether they need to be accommodated for GCSE resits in Maths and/or English.

## **4.0 Further information on the Admissions process**

### **4.1 Academic Qualification Restrictions to Admission**

There are no academic qualifications set currently that would prevent someone from attending Emil Dale Academy if they auditioned successfully.

However, any student due to undertake the BTEC Level 3 National Extended Diploma in Performing Arts Practice (Musical Theatre) qualification will need to attend additional GCSE Maths and/or English lessons if they do not pass the relevant GCSE with a Level 4 (Grade C) or above. These lessons will be arranged by EDA and an administration fee may be applied in addition to the normal fees for any resit examinations.

However, for students wanting to undertake the BA Hons in Musical Theatre course, they must be aware that there is a written element to the course including a dissertation in their third year. Student support services are available, but if you have any concerns over academic/ written work then this must be discussed with the team prior to commencing the course. Please email [admissions@emildale.co.uk](mailto:admissions@emildale.co.uk) for further information.

### **4.2 Who makes admissions decisions and on what basis?**

Admission decisions are based upon a successful audition.

Each application will be considered on an individual basis by at least two members of appropriately trained and qualified staff working to agreed selection criteria.

The staff members involved in making admission decisions include the Principal, Deputy Principal, Head of Music, Head of Acting, Head of Dance, Business Manager, Creative Associate, or nominees for each of these people.

The principal will have the final decision on offering someone a place.

There are several factors that determine admission into Emil Dale Academy. We base admission on the audition outcome, interview, and intake groups.

We view our year groups at Emil Dale like a jigsaw of people - we try to ensure we have different casting types within a year group so that students are not in competition for the same parts when they graduate. We try to ensure we have the correct balance of voices, dance streaming and acting facility across a year group.

We aim to consider current industry trends and castability of different roles/ genres/ types of musical theatre performers. Emil Dale Academy is known as a triple-threat training institution, and therefore we take on students with a variety of skills in order to "cast" our year groups. We are predominantly looking for trainability - whether the student is receptive to taking direction and correction and is willing to learn more. As we stream classes in ability, we are not put off by students who are weaker in a discipline as we know we can train them at a level that is appropriate for them.

The audition team have experience in training young people and as a result are able to spot the skill-set that the college strives for in an audition situation - they can pick up the intangible ability in someone who would be driven to succeed on the course.

In the interview, the senior faculty member will determine whether the applicant has fully understood the demands of the course, and their own personal situation to establish whether the course would be suitable for them. We are looking for a level of maturity so that we know the level of dedication is understood by the student.

In the audition round, the applicant is scored out of 10 (1 being the lowest mark, 10 being the highest). If an applicant scores 7 or above across the three disciplines and interviews well, they will automatically be considered for a place at EDA. If, however, we have already selected someone with the same skill-set, this person may be asked to a recall audition or put on the reserve list so we can get a fuller picture of the year group with them under consideration.

Similarly, if an applicant scores highly in two out of three disciplines, we will be looking at whether they are trainable or have the facility to advance further in weaker discipline; and again, we will be looking at them within the year group to work out whether the discipline they are weaker in is balanced by other candidates who are stronger in that area.

Anyone who averages a score of five may be considered for a recall audition; however, if we have already picked someone with a similar skill set, we may not offer a recall or a place.

Anyone who scores below five across all disciplines will be declined a place at EDA.

#### **4.3 Timeframe for decisions**

Admissions decisions will be made as quickly as possible and usually within 2-4 weeks.

However, due to the large volume of applications, and in order to operate a fair admissions process, in some cases it may take longer for decisions to be reached.

Admissions decisions will be communicated to applicants in an appropriate and timely manner. Any conditions attached to an offer of a place will be clear and specific.

In some cases where EDA is unable to make an offer for an applicant's programme of choice, an offer for an alternative programme may be made.

If a candidate has received a place on EDA's reserve list, they may not hear about gaining a place onto the relevant course until 1-week prior to the course commencing. Whenever possible, EDA will inform as far in advance if they are able to offer someone on the reserve list a placement on a course.

#### **4.4 Disabled applicants**

Applications from disabled students will be assessed against EDA's entry requirements on the same basis as any other application and will be subject to the same selection process. Any support needs or adjustments that are required will be considered separately after the admissions decision has been made. If an applicant requires any specific help or adjustments made for their audition, they must email [admissions@emildale.co.uk](mailto:admissions@emildale.co.uk) prior to their audition so that arrangements can be made to support the applicant.

If there are overriding health and safety concerns or barriers relating to fitness to practice requirements, the applicant will be involved in discussions to explore options and, if necessary, to find a suitable alternative programme.

Applicants with Declared Disabilities will be considered carefully and are reviewed by EDA on an individual basis.

#### **4.5 Disclosure of criminal convictions**

EDA has a duty to ensure the safety of its student and staff community. The application process requires applicants to disclose relevant unspent convictions.

EDA operates a weekend school and evening classes on its premises and thus interaction with children may occur. Therefore, applicants must disclose all convictions, including cautions, reprimands, final warnings, bind-over orders, and spent convictions.

Applications from applicants with declared criminal convictions will be assessed in the first instance on the basis of standard selection criteria. If it is recommended that an offer be made, further investigation of the relevance of the criminal conviction(s) will be carried-out before the final decision is made.

Child safeguarding policy will be taken into consideration during this process.

#### **4.6 Interaction between EDA and the applicant**

EDA is committed to ensuring that any interaction with an applicant is conducted in a professional, courteous and respectful manner and it is expected that any communication from an applicant is conducted in the same way.

Applicants should note that EDA will not tolerate inappropriate behaviour or language towards its employees or members of the wider EDA community during the admissions process. Hostile, aggressive or otherwise inappropriate behaviour or language, whether expressed verbally or in writing, and excessive levels of contact, will be viewed seriously and may adversely affect the consideration of an application, appeal or complaint.

EDA will normally warn an applicant or their representative (such as a parent or guardian) that his/her/their behaviour or language is inappropriate, and that action is being considered, but where the behaviour or language is particularly inappropriate no warning needs be given before action is taken. Such action may include the withdrawal of an offer or the rejection of an application.

Conduct which constitutes a criminal offence will be referred to the relevant authorities.

#### **4.7 Terms and conditions**

EDA's terms and conditions apply to all applications for all courses of study.

EDA will draw these to the attention of anyone who receives an offer of a place to train at EDA. The terms and conditions are fair and transparent and form a contract between EDA and each student.

#### **4.8 Appeals**

Appeals are only considered on procedural grounds where an applicant feels they were treated unfairly, not on the judgement/selection of the panel. If a candidate feels they have been discriminated against for any reason, an appeal can be made. Appeals can be made in line with the Student Complaint Procedure.

Where an appeal is necessary, it should be made by the applicant, not a third party, and must contain an outline of the alleged procedural failings, and where appropriate, evidence. An appeal should be made within 14 days of the audition result being sent (note all correspondence is dated). Receipt of the appeal will be acknowledged. The facts will be investigated, and the applicant will receive the response in writing.

Where an applicant is dissatisfied with the response of the appeal, they may further the appeal to the Principal. This must be done within 10 working days of receipt of the initial investigation results. The Principal will acknowledge the appeal within 10 working days.

The Principal will call for relevant information when considering the appeal. A decision will be made using the contextual information and the Principal's wealth of experience. The final result of the appeal will be given in writing.

The decision of the Principal is final.

#### **4.9 Fraud and Omitted Details**

EDA reserves the right to withdraw any offer made where a candidate has utilised fraudulent information to secure a place.

Where an applicant is suspected of having provided a fraudulent or plagiarised application the application will be assessed in the first instance on the basis of standard academic and non-academic selection criteria. If it is recommended that an offer be made, an investigation of the fraud or plagiarism will be carried-out before the final decision is made.

EDA may also withdraw the offer of a place if an applicant has deliberately omitted key information from their application.

Any student found to have been admitted on the basis of fraudulent information may have their studies terminated.

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01	22.06.2020	22.06.2021	Sarah Moore & Sarah Hooper	First issue
02	01.08.2022	July 2023	Eden Tinsey	Annual policy review
03	5 <sup>th</sup> June 2023	July 2023	Eden Tinsey	Adaption to Acting audition criteria
04	19 <sup>th</sup> July 2023	July 2024	Eden Tinsey & Sarah Moore	Annual policy review