

Admissions Policy

At the Emil Dale Academy (EDA)*** we offer specialist vocational training for young people wishing to pursue a career in the performing arts and entertainment industry. This admission 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.

1. Scope

This policy is intended to provide an overarching framework for Emil Dale Academy (EDA) admissions to all full-time courses.

2. Policy

2.1 Admission

EDA opens admission to all those that feel they have the natural facility and talent to benefit from the course. All applicants are selected through an audition and interview process. Whilst the panel do review academic qualifications, entry is dependent upon the audition panel's assessment of the applicants 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. Where applicable, overseas applicants are required to undertake a language proficiency assessment before a place is offered. Overseas applicants may also be asked to provide proof of the necessary visas required to study in the United Kingdom.

Applicants with a disability, or additional educational needs are encouraged to inform the Admissions Team (email: 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.

2.2 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.

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) but applicants are not required to apply through UCAS. All prospective clients apply directly to EDA. 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, but again, application should be made directly.

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.

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. 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.

***EDA offers a secure Covid-19 environment following the latest government guidelines on social distancing. Hand sanitisers are readily available throughout the building.

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. Waivers are only available to UK residents.

2.3 Audition

EDA will consider all applicants fairly. Prospective candidates will be offered an audition provided they have completed the online application form, 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:

- Potential in all three disciplines: acting; singing and dancing
- The ability to effectively portray a character
- An understanding of text, music and choreography, and the capacity to communicate meaning through it

- Individuality throughout the performance
- The ability to work with others
- Receptivity to direction
- The necessary motivation, work ethic and stamina needed to participate in the training and successful completion of the qualification

Prior to arriving at EDA, students will have been asked to prepare both a monologue and song, two of each if applying for the BA (Hons) Musical Theatre.

Sheet music in the correct key should be brought to the audition by the candidate. EDA will provide an accompanist. Songs should also be two minutes in length with the appropriate cuts marked in the sheet music.

Monologues should be no more than two minutes in length.

All candidates will take part in a jazz class where they will be taught and asked to perform a routine. Candidates should bring appropriate attire for a movement call.

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

Acting:

- Use of text
- Focus and Project
- Sense of character/imagined world
- Inner life
- Receptiveness to direction

Singing:

- Expression
- Interpretation
- Storytelling
- Dynamic control and projection
- Musicality
- Tuning
- Range
- Tone
- Vocal strength

Dance:

- Coordination and placement
- Strength and control
- Athleticism
- Musicality
- Focus
- Style
- Characterisation
- Interpretation

2.3.1 Offer

Upon the receipt of a successful audition, students may apply for full or part scholarships, which are means tested.

EDA will also assist students with preparation from the course, including advice on funding, and securing accommodation.

The applicant is then contacted with an answer 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.

Successful candidates will be notified by post within two weeks of their audition date. They will 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.

If they are offered a recall, they 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 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 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)

2.3.2 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.

2.3.3 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 small amount of places left to offer or the panel have 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?*")

2.4 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.

Everybody should have the right to train at Emil Dale Academy regardless of their background. Emil Dale Academy does not discriminate on the basis of an individual's race, colour, national or ethnic origin, religion, age, sex, gender, sexual orientation, gender identity, marital status or disability.

Emil Dale Academy is committed to diversity at all levels: on our stage, in our audience, in our staff, and within our leadership. We strongly encourage candidates of colour to apply for our courses. 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.

Full advice on course fees and funding can be found on the relevant course pages at www.emildale.co.uk .

2.5 Accommodation

EDA also offers as much support as possible when finding housing; whether that be accommodation in an Emil Dale student house, or access to the private EDA facebook "accommodation page" that is regularly updated with links to useful sites, contacts and potential housing.

2.6 Student Contract

The student is sent a student contract with all the terms and conditions on it that they sign in agreement too. If they are on the three year course, they may be required to get a medical certificate or have a physical assessment that confirms they are fit enough to partake in the course.

Furthermore, students are asked to disclose any mental health issues that they may have at this stage so the relevant support can be provided at the start of the course.

The student then sent a kit list and attends an induction day where they are given more details about their first weeks at EDA and some material to prepare.

At the start of the course, students are required to complete a health and safety questionnaire, and students who have

just completed GCSE's are required to provide copies of their certificates so we can validate whether they need to be accommodated for GCSE resits in maths and english.

3. Further information on the Admissions process

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, for students who undertake the BTEC qualification, if they do not achieve a grade 4 or higher in GCSE English or Maths, they will then have to attend GCSE maths or english lessons until such a time they can re-sit and pass those exams.

This lesson is arranged by Emil Dale Academy and an administration fee may be applied in addition to the normal fees for the resit.

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, Co-Deputy Principals, Head of Music, Head of Acting, Head of Dance, Head of Academic Studies, Operations Manager, Business Manager, 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 can 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 15 years experience (at least) 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 three 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 three across all disciplines will be declined a place at EDA.

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.

For admission to some programmes, reserve lists, whereby some or all applications from suitably-qualified candidates will be held until the application deadline before decisions are made. EDA aims to keep such delays to a minimum.

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 choice, an offer for an alternative programme may be made.

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 which are required will be considered separately, after the admissions decision has been taken. If an applicant requires any specific help or adjustments made for their audition, they must email 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 handled by EDA on an individual basis.

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 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.

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 expects 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 or her behaviour or language is inappropriate and that action is being considered, but where the behaviour or language is particularly inappropriate no warning need 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.

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.

Induction process

In July, EDA holds an induction day where students are given a welcome pack including:

- Terms and Conditions/ student and parent declaration
- Parent and student handbook
- Copy of the kit list (already sent via email)
- Uniform order form
- Speech to learn for the first week of term
- Late payment fee sheet

During induction week (the first week), students are given information on fire safety, health and safety, procedures in and around the college, information on streaming of classes and all paperwork required for singing lessons etc for the term.

At the start of every term, BTEC and Degree students are given their assignment briefs for the units that require assessment so they know their anticipated outcomes at the end of each term.

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 date. 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.

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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