

# Admissions Policy

# Emil Dale

PART TIME

Emil Dale Part-Time (EDSA<sup>\*\*\*</sup>) 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. Auditions are held to establish members that display the necessary ability and aptitude to respond positively our programme. Members are selected on the basis of their individual merits, abilities and aptitudes.

*\*\*\* For the purpose of this policy the abbreviation EDSA will be used.*

In keeping with the Equal Opportunity Policy and the Equality Act (2010), we are committed to opening up opportunities and removing barriers to access. EDSA 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.

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

## 1. **Scope**

This policy is intended to provide an overarching framework for EDSA's admission process.

## **2. Policy**

### **2.1 Admission**

EDSA opens admission to all those that feel they have the natural facility and talent to benefit from the programme. All applicants are selected through an audition process. Entry is dependent upon the audition panel's assessment of the applicant's aptitude and ability to thrive in the programme that we offer, and the necessary potential to pursue a career in the entertainment industry.

Applicants will need to be fluent in the English language.

Applicants with a disability, or additional educational needs are encouraged to inform the EDSA Team (email: [part-time@emildale.co.uk](mailto:part-time@emildale.co.uk)) prior to an audition. The EDSA Team would consider the best way for the applicant 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**

EDSA is committed to providing the necessary information to support prospective members throughout their application and admission process. Fee information can be found at [www.emildale.co.uk](http://www.emildale.co.uk).

Applicants are asked to apply using the online application form via the website and can select their audition date during this process. Auditions are held throughout the year, though audition numbers are limited. Places are allocated throughout the year to successful candidates.

### **2.3 Audition**

EDSA will consider all applicants fairly. Prospective candidates will be offered an audition provided they have completed the necessary application form(s). EDSA is committed to widening participation and ensures that their approach to equality and diversity is embedded within the admissions process.

The audition aims to allow the applicant the opportunity to demonstrate the quality of their work and their potential to thrive under EDSA'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, and
- The necessary motivation, work ethic and stamina needed to participate in the training and successful completion of the qualification.

#### **2.3.1 Offer**

Applicants are contacted with an outcome usually within 1-week as to whether they are offered a place for EDSA or declined.

If an applicant accepts their place, they pay a deposit to secure their place. This deposit will be deducted from the remaining of the termly fees owed.

### **2.3.2 Feedback**

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

Every performing arts school is looking for something different in their potential members. An unsuccessful application to EDSA does not reflect a lack of talent but may indicate that another course is more suited to the candidate.

### **2.4 Member Terms and Conditions**

All incoming EDSA members are sent the terms and conditions of their membership. This must be signed by the member's legal parent/guardian ahead of their time at EDSA commencing.

### **3. Further information on the Admissions process**

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

Admission decisions are based upon a successful audition.

The audition team have experience in training young people and as a result are able to spot the skill-set that EDSA 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.

Admissions decisions will be made as quickly as possible and usually within 1-week.

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.

#### **Disabled applicants**

Applications from disabled students will be assessed against EDSA'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 [part-time@emildale.co.uk](mailto:part-time@emildale.co.uk) prior to their audition so that arrangements can be made to support the applicant.

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

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

EDSA 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 EDSA 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 or complaint.

EDSA will normally warn an applicant or their representative (such as a legal 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.

### **Terms and conditions**

EDSA's terms and conditions apply to all applications.

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

### **Appeals**

Appeals are not considered at EDSA, though an unsuccessful applicant is invited to audition for EDSA 6-months after their initial audition date should they wish.

### **Fraud and Omitted Details**

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

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

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

Version Number	Date of Issue	Review Date	Author	Changes made/detail
1	28 <sup>th</sup> March 23	July 24	Eden Tinsey	First issue