



Admissions Policy

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1. Introduction and Aims

1. EDA offer specialist vocational training for young people wishing to pursue a career in the performing arts and entertainment industry.
2. This Admissions Policy and the audition process aims to identify applicants that can benefit from the training EDA offers.
3. In order to produce highly skilled, triple-threat performers, the course content is comprehensive and challenging.
4. 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.
5. EDA is committed to equality in education. Students are selected on the basis of their individual merits, abilities and aptitudes.
6. In keeping with 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.
7. 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.
8. 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.

2. Scope

9. This policy is intended to provide an overarching framework for EDA admissions to all full-time courses. For admissions to the part-time school, please see Part-Time Admissions policy.
10. For the purpose of this policy the abbreviation “EDA” will be used.
11. The term “staff” in this policy covers all individuals undertaking work or services for the company regardless of their employment status.

2.1 Partnerships and Private Sector

12. Students that apply for the BA Hons and CertHE are also applying to be students of the University of Bedfordshire (UoB), as this is EDA’s academic partner for the qualification.
13. Students that apply for the BTEC are also applying to be students of North Hertfordshire College (NHC), as this is EDA’s academic partner for the qualification.
14. EDA’s partnership with both UoB and NHC means they quality check and verify the delivery of the qualification, and students become part of the student body of each institution, depending on which qualification they study.
15. EDA also offers “Private Sector” hours around all courses. These are hours that are independent from the qualifications offered, and are supplementary and complementary of the qualifications being delivered. This means you do not have to undertake private sector hours to complete the qualification.
16. You do not have to apply separately for the Private Sector hours. Students are encouraged to undertake private sector hours to complement their training and prepare them for the rigorous demands of the competitive industry of musical theatre. However, it is not mandatory to undertake the private sector hours.

3. Policy

17. All applicants are selected through an audition and interview process.
18. Please note: Fees and funding information for all vocational courses at EDA can be found on their page at www.emildale.co.uk.
19. The admission and application procedure is subject to annual review.

3.1 – Eligibility

20. EDA opens admission to all those that feel they have the natural facility and talent to benefit from our full-time courses.
21. The two-year course inclusive of a BTEC Level 3 is designed for students who are aged 16 – 19 (they cannot turn 19 before the start of the course). Students cannot have taken any qualifications above the level 3 nor received over 2 years of funding from the ESFA.
22. The Cert-HE and BA Hons courses are designed for students who are 18+ years of age. In some exceptional cases EDA will consider students of 18 years of age but this will depend on prior qualifications and experience, and will only be accepted upon consultation and approval with the University of Bedfordshire.
23. 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.
24. The panel seeks candidates that display the intellectual and emotional capacity to meet the challenges of their programme and discipline.
25. Applicants will need to meet the necessary level and fluency in English language on each course.
26. Successful applicants for all 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.
27. 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.

3.2 International/Overseas Applications

28. 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.
29. 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 applicant's 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.
30. Any applicants at 16 or 17 years old will also need parent or guardian consent to apply which must be emailed to admissions@emildale.co.uk.

3.3 Application – UCAS (BA Hons and Cert-HE)

31. Emil Dale Academy is in partnership with the University of Bedfordshire (www.beds.ac.uk) for the BA Hons and Cert HE courses. EDA is set up on UCAS and as such, students can put EDA down as one of their UCAS options, but they do not have to. It is not mandatory to apply through UCAS.
32. If a student does apply through UCAS, they still have to apply online through the EDA website in order to secure a date for audition and to provide the necessary information to understand experience.
33. If a student does not apply through UCAS, they can apply via the Emil Dale Academy website, and later in the process there will be an additional form to complete for the students should they receive an offer from EDA.
34. When applying for student finance, students should apply under the University of Bedfordshire.

3.4 Application – BTEC

35. For the BTEC Level 3 National Extended Diploma in Performing Arts Practice (Musical Theatre), EDA is partnered with North Hertfordshire College (NHC). Applications, however, should only apply directly through EDA.

3.5 – Application Process

36. Applicants can apply online at www.emildale.co.uk and click on the Apply Now button. Select the Virtual or Face to Face Audition button, depending on your preference, including selecting your Audition Date.
37. Auditions are held throughout the year though audition numbers are limited. Places are allocated throughout the year to successful candidates.
38. Applicants can apply through UCAS if the applicant is hoping to audition for our three-year BA (Hons) or one-year Cert-HE in Musical Theatre, although this process is not mandatory.
39. All courses on the website outline the application, entry and audition requirements, as well as the expectations of the academy.
40. All auditions have an associated fee, and 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.
41. 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.
42. Upon completion of the form and payment of the audition fee, applicants will be sent the details of what to prepare for their audition, inclusive of dates, times, location and what to expect on the day.

3.6 Virtual Auditions

43. Virtual auditions have a fee of £25 per application, and applicants are sent the relevant information in order to apply online. They are sent examples of audition material required for the panel to review. If an applicant is reviewed as successful through their virtual audition, they will likely be invited to a face to face audition and as such be requested to pay an additional £15 to go towards a face to face audition fee.

3.7 Face to Face Auditions

44. Face to face auditions have a fee of £40 per application.
45. In the application response email, EDA will send students everything they need to prepare for the audition, giving details of the audition day.

3.8 Application – Fee waiver

46. 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.
47. 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.

3.9 Audition

48. 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 met the age requirement of their course at the start of their first year of study.
49. Please note that BTEC applicants are required to inform EDA if they have an EHCP on their application form. EDA may ask further questions about this should an applicant be interviewed on the day of their audition.

50. 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.
51. EDA is committed to widening participation and ensures that their approach to equality and diversity is embedded within the admissions process.
52. 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.
53. 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.
54. Panel members will be required to participate in relevant training and brief sessions, including the use of the auditions mark scheme.
55. 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.
56. 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.
57. The panel will be looking for evidence of:
 - a. Potential trainability and talent 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 performances.
 - e. The ability to work with others.
 - f. Receptivity to direction.
 - g. The necessary motivation, work ethic and stamina needed to participate in the training and successful completion of the qualification.
58. All audition requirements can be seen on our website for each course at www.emildale.co.uk
59. The panel will be looking for certain qualities in each discipline. These include, but are not limited to:

Acting:

- a. Embodiment of character
- b. Discovery of thoughts
- c. An honest connection to the text
- d. Vocal clarity and projection
- e. Understanding of pace and pause
- f. Grounding and focus

Singing:

- a. Expression
- b. Interpretation
- c. Storytelling
- d. Dynamic control and projection
- e. Musicality
- f. Tuning
- g. Range
- h. Tone

- i. Vocal strength

Dance:

- a. Coordination and placement
- b. Strength and control
- c. Athleticism
- d. Musicality
- e. Focus
- f. Style
- g. Characterisation
- h. Interpretation

3.10 Offer

60. 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.
61. 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.
62. If an applicant is not successful, they will receive an email with the outcome of their audition.
63. 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.
64. 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.

***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)*

3.10.1 Offers for BTEC applicants with an Education, Health and Care Plan (EHCP)

65. Anyone who is applying for the BTEC course at EDA will also be applying to become a student at our partner institution, North Hertfordshire College (NHC). If an applicant whom EDA wish to consider for a place has an EHCP, Emil Dale Academy and North Hertfordshire College (NHC) are required to go into consultation with their most recent educational institution to review the needs and requirements of the individual with the EHCP.
66. Due to the unique environment and training that EDA offers, it is important that this review takes place to help EDA and North Hertfordshire College (NHC) understand the needs of the individual and if they can be continued and met in this further educational setting.

3.11 Feedback

67. Due to the high number of applicants, it is not possible for EDA to offer tailored feedback for auditions, without exception.
68. 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.

3.12 Reserve List

69. 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 4 of this policy below "Who makes admissions decisions and on what basis?")

3.13 Scholarships

70. Emil Dale Academy are proud to offer full and part scholarships which are means tested after a candidate has auditioned successfully, and their audition results are also taken in to consideration. This is not a guarantee of funding help or scholarship.
71. We ask potential candidates applying for a scholarship to include as much detail as possible on their scholarship form to ensure that EDA can make an informed and fair decision on scholarship outcomes.
72. 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.
73. Successful applicants are welcome to read our Scholarship Expectations Policy to see if they are applicable to apply for a scholarship.

3.14 Deferring your place

74. Emil Dale Academy does not offer deferrals to another academic year.
75. If you have already accepted your place, paid your deposit and/ or filled in your acceptance form, you will be subject to the terms and conditions of your offer including the withdrawal conditions outlined in section 8 of the Fee payments, debt collection and refunds policy which can be found on our website at www.emildale.co.uk/emil-dale-policies
76. Please note, if you do choose to withdraw from the course, you will need to reaudition to be offered a place for another academic year.
77. If you have been offered a place, this is not a guarantee of an offer for a following year.

3.15 Accommodation

78. 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.

3.16 Student Contract

79. 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.
80. Fee information sheets are sent out alongside EDA offers, kit lists and compulsory uniform information is sent following acceptance of your offer ensuring that all incoming students have the time available to purchase any needed uniform and to make fee arrangements.
81. Students are additionally able to order their EDA logo uniform using our online shop from May/June onwards.
82. 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. Further information on the Admissions process

4.1 Academic Qualification Restrictions to Admission

83. There are no academic qualifications set currently that would prevent someone from attending Emil Dale Academy if they auditioned successfully.
84. 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.
85. 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 for further information.

4.2 Who makes admissions decisions and on what basis?

86. Admission decisions are based upon a successful audition.
87. 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.
88. The staff members involved in making admission decisions include the Owner, Principal, Deputy Principal, Course Leaders, Members of the Faculty, Business Manager, Creative Associate, or nominees for each of these people.
89. The Owner will have the final decision on offering someone a place.
90. There are several factors that determine admission into Emil Dale Academy.
 - a. We base admission on the audition outcome, interview, and intake groups.
 - b. 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.
 - c. We try to ensure we have the correct balance of voices, dance streaming and acting facility across a year group.
 - d. 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.
 - e. 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.
91. 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.
92. In the interview, the faculty members 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.
93. 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.

94. 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.
95. 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.
96. Anyone who scores below five across all disciplines will be declined a place at EDA.

4.3 Timeframe for decisions

97. Admissions decisions will be made as quickly as possible and usually within 2-4 weeks.
98. 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.
99. 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.
100. 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.
101. 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

102. 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.
103. 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.
104. 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.
105. Applicants with Declared Disabilities will be considered carefully and are reviewed by EDA on an individual basis.

4.5 Disclosure of criminal convictions

106. EDA has a duty to ensure the safety of its student and staff community. The application process requires applicants to disclose relevant unspent convictions.
107. 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.
108. 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.
109. Child safeguarding policy will be taken into consideration during this process.

4.6 Interaction between EDA and the applicant

- 110. 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.
- 111. 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.
- 112. EDA will normally warn an applicant or their representative (such as a parent or guardian) that their behaviour or language is inappropriate, and that action is being considered, but where the behaviour or language is particularly inappropriate no warning needs to be given before action is taken. Such action may include the withdrawal of an offer or the rejection of an application.
- 113. Conduct which constitutes a criminal offence will be referred to the relevant authorities.

4.7 Terms and conditions

- 114. EDA's terms and conditions apply to all applications for all courses of study.
- 115. 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

- 116. 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 relevant Student Complaint Procedure.
- 117. 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.
- 118. 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.
- 119. 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.
- 120. The decision of the Principal is final.

4.9 Fraud and Omitted Details

- 121. EDA reserves the right to withdraw any offer made where a candidate has utilised fraudulent information to secure a place.
- 122. 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.
- 123. EDA may also withdraw the offer of a place if an applicant has deliberately omitted key information from their application.
- 124. Any student found to have been admitted on the basis of fraudulent information may have their studies terminated.

Version Number	Date of Issue	Review Date	Author	Changes Made/ detail
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 th June 2023	July 2023	Eden Tinsey	Adaption to Acting audition criteria
04	19 th July 2023	July 2024	Eden Tinsey & Sarah Moore	Annual policy review
05	17 th July 2024	July 2025	Eden Tinsey	Reformat of document. Update of section 3.2 where Cert-HE is now in partnership with University of Bedfordshire. Addition of 'Offers for BTEC applicants with an EHCP'
06	25 th September 2025	July 2026	Sophie Canny	Reformat of document. Amended grammar in 3.5 Update of clause 3.8 where Sixth Form is now in partnership with North Herts College. Update of claus 3.45- amended fee and kit list information.
07	18 th November 2025	July 2026	Sarah Moore	Reformatted to make some of the procedures clearer and addition of subtitles