

## Pre-vocational Course

### Admissions Policy

Swindon Dance is committed to considering all applications from prospective students consistently and without prejudice. Swindon Dance will ensure applicants receive an effective introduction to their training course and their safety and interests are taken into account.

#### **Objectives**

This policy aims to ensure that current and prospective students are enabled to make a clear and informed choice, they (and where relevant and with the consent of learners, their employers, carers, guardians, etc.) will be provided with timely, clear, consistent and accurate information about:

- entry criteria,
- course content,
- target qualifications and grades,
- tuition, examination and material fees, plus any other financial charges that a student will have to incur during their course,
- bursaries, grants, loans, subsidies and other financial assistance which may be available to them,
- levels of additional learning support available to them,
- opportunities to receive impartial information, advice and guidance on progression opportunities and career advice,
- course cancellations, and
- methods of assessment.

#### **Entry Criteria**

Applicants would have normally successfully gained at least 5 GCSEs at grade C/4 or equivalent. This should include English and Maths. Places are offered to applicants demonstrating the greatest potential to benefit from the course regardless of any limitations in their previous dance experience.

All applicants will need to attend an audition. We are prepared to consider all applications upon individual merit, strong commitment, a willingness to commit to rehearsals, as well as attending live performances in extra-curricular time.

#### **Statement**

Swindon Dance will access applicants using the following three criteria when considering an applicant for the Diploma:

1. the potential of the applicant to benefit from, and succeed in the Programme of Study,
2. the understanding and willingness of the applicant to adopt a responsive attitude to all of his/her course commitments, and
3. the willingness to declare any special learning needs in order to enable Swindon Dance to access the funding required from their Local Authority and additional support from the course partner New College (subject to partners contract agreement).

An offer of a place is not a guarantee that the course will run.

Where an applicant is not offered a place, the reasons will be recorded and explained clearly on request.

Pre 16 applicants studying part time must pay full fees

### **Cancellation**

There are no automatic refunds should applicants cancel their enrolment or fail to attend their chosen course. Refunds are given at the discretion of the Qualifications Programme Manager and Artistic Director.

Course cancellations can only be authorised by the Qualifications Programme Manager and ideally must be cancelled at least 7 working days before commencement.

Where the first session of a course is run as a taster a decision to cancel the course must be made by the Qualifications Programme Manager within 48 hours of the start date of the course.

If Swindon Dance cancels the course prior to enrolment applicants will be informed promptly and any fees refunded in full.

### **To ensure an applicant is treated consistently, impartially, with dignity and respect, they can expect:**

- a structured, responsive applications and admissions procedure,
- that Swindon Dance will comply with the Data Protection Act in respect of details given on any application form and during the application process with regards to communications to external parties,
- that practical auditions will be structured to include different dance styles and activates and be a positive experience for the candidate, and
- that entry interviews will be explorative, informative and friendly.

### **Implementation**

Swindon Dance will ensure the Programme is appropriate to the needs of all students offered a place, and will enable them to achieve their full potential, through it's:

- application, audition and enrolment process,
- finance process,
- learner service process,
- additional learning support processes, and
- delivery team making reasonable adjustments in teaching, learning and assessment so that the Programme is free from artificial barriers that restrict access and progression.

### **Responsibilities**

#### **Students and parents, guardians and/or carers**

Swindon Dance has a duty of care for all students studying on its premises and therefore, all students, their parents, guardians and/or carers are expected to follow the Swindon Dance code of conduct and policies and procedures. Students cannot be supervised outside of the premises.

Parents, guardians and/or carers of pre-16 students are responsible for ensuring their child's safe entry and departure from Swindon Dance.

Pre-16s are not permitted to leave the premises over the duration of their time studying unless prearranged with their tutor.

All students must sign in and out of the building.

There will be an induction day on the first day of term, where students will be briefed about the Code of Conduct and other systems and procedures at Swindon Dance.

### **Managers and Staff**

The Qualifications Manager and recruitment team will ensure all application forms whether hard copy, email or an online, are checked in and are correct. Any omissions or problems will be referred back to the applicant. If all information is correct, an invite to an audition and interview will be sent, in the first instance, by email within five working days. Where a student does not have an email address a hard copy will be posted. For pre-16s all correspondence will be via their parents, guardians and/or carers.

Applicants will automatically be placed on a waiting list if the number of people wishing to enrol exceeds the number of places available. They will be informed if a second course is to run, or if anyone cancels, to see if they still wish to enrol.

Applicants will be required to disclose information about any additional learning support needs they may have. These applicants will receive a questionnaire to complete and return to the college. HE applicants will receive help with their application for the Disabled Students Allowance (DSA) if applicable. High needs learners are supported by their Local Authority and approval of funding must be agreed prior to confirmation of a place. Subject to partnership agreement with New College and funding/support being available

An applicant who has provided false or misleading information on the application form will be rejected from the process.

Applicants will receive the result of their audition and interview and an offer of a place where appropriate, in writing within two weeks of the interview. This will include acceptance forms outlining the conditions of the offer, if applicable.

Students are required to take part in an entry audition to assess their technical, creative and performance skills. The audition will be assessed by a panel of dance specialists to a specified set of criteria:

#### **1. Musicality**

Physical response to music; interpreting rhythm, mood, phrasing and dynamic versatility

#### **2. Expressiveness**

Having a sense of style, intention, quality of expression and projecting with confidence

#### **3. Creativity**

The ability to apply imagination and creative ideas to movement material, showing individual response to the choreographic task

#### **4. Physicality**

Having physical commitment to the movement material, and confidence moving through the space

#### **5. Attitude**

Commitment and focus to the dance work and physical determination. A good response to the teachers' guidance

## **6. Presence**

Showing the *'je ne sais quoi'* of the performer, the 'wow' factor

The interview will follow a standard set of questions where the interviewer will complete a 'control sheet' that is also reviewed by the panel.

Together, the outcome of the audition and interview will advise if a conditional offer is to be made or not and if unsuccessful, a reason why. Any extraordinary conditions should also be advised.

An offer of a place may be conditional or unconditional. If the place is conditional, the conditions will be clear and consistent with published entry criteria or as discussed at interview.

If an applicant does not accept the offer within thirty days, Swindon Dance reserves the right to offer the place to another applicant. This will not apply in the case of late applications, where the course starts in less than thirty days.

Swindon Dance will withdraw an offer if an applicant submits false or misleading information that was instrumental in securing an offer of a place.

Generally clear, informative enrolment instructions will be sent out at least four weeks before the beginning of the course to applicants who have applied more than six weeks before the start of the course.

There will be an opportunity to review and, where necessary, renegotiate an application after the publication of GCSE, A-level or other results, with the Operations Manager.

References will be sought from the students' existing personal tutor for internal progression i.e. from the Centre for Advanced training.

Late applicants will receive enrolment instructions in advance when the timescale permits, or at the time of interview.

Due to funding constraints no learner with Additional Learning Support needs will be enrolled until agreement to funding has been confirmed by the local authority and Head of Learning Support.

In the case of applications from international applicants (i.e. the applicant has indicated that they have had a period of residence outside of the UK or have indicated a Nationality other than British), where an interview is not normally possible Swindon Dance will:

- establish qualification equivalence, including use of English,
- require filmed evidence of technical, performance and creative skills in dance,
- offer a place, conditional on standard entry criteria (or equivalent qualifications),

- require evidence of the applicant's right to stay and study in the UK for the duration of the course, and
- require evidence of ability to pay tuition fees in full prior to enrolment.

Overseas students will be required to:

- pay tuition fees in full prior to entry to the UK and/or enrolment, as appropriate,
- show and allow the enrolment team to copy the applicant's passport and any other Home Office documentation, and
- to complete a non-EU International application.