

Admissions Policy

Revised July 2017 (due for review July 2018, KC/TQE)

1.1 Introduction

- 1.1.1 As a popular and oversubscribed College, this admissions policy aims to meet the needs of as many young people as possible who wish to study at MPA whilst prioritising the needs of current students progressing internally. Applications from pupils attending other vocational training are welcomed but such applicants will only be enrolled on to courses if they meet necessary standards and there are vacancies after the needs of continuing students have been met.
- 1.1.2 Applicants must meet our requirements regarding application deadlines. That is, students must apply for audition in the year before entry (minimum) and must accept any offer of a place in writing within two weeks of the offer being made to them. Applicants who meet these deadlines will be guaranteed their place as offered by MPA. Applicants who do not respond to the offer of a place within this time scale will be sent a reminder providing them with a further chance to respond. If the applicant accepts the offer within two weeks, they will be guaranteed a place at MPA. If Applicants do not respond within two weeks, MPA will remove the applicant from the application process.
- 1.1.3 Applicants to MPA will be made aware of the required high standards including very high expectations of behaviour and attendance, dress code and professionalism. Further information can be supplied on request by prospective students or their parents.
- 1.1.4 Entry to MPA is via application and audition. We accept applications from students who meet the minimum entry requirements for each programme of study. All applicants need talent and potential as a performer, with a desire to learn and a passion to succeed. Students will need to be able to demonstrate an ability to sing and act, and have a good level of competency in dance. Students will be required to take part in Dance Classes and show pre-prepared materials as detailed in the audition information sheet.
- 1.1.5 Full details of our criteria for acceptance, marking scheme and audition procedures will be sent to students on receipt of a completed Application Form and the appropriate fee. At the audition, parents will be shown around MPA by current students and given a talk by the Directors as they outline the courses and facilitate discussion and questions as appropriate. Prospective students from minority groups should apply secure in the knowledge that MPA has a fully integrated Equality and Diversity Policy. Applicants with special requirements regarding access or special needs for auditioning should speak personally to the Auditions Secretary.

1.2 Procedure

- 1.2.1 Students makes an initial enquiry (telephone, online via our website or email)

- 1.2.2 Application form is made available to the applicant (on website to download, print and post back or sent out in post from Reception)
- 1.2.3 At this Application Stage, the applicant completes the form and returns this including the non-refundable audition fee and necessary supporting documents.
- 1.2.4 Once received, the application moves from the Reception administration team to the Auditions Secretary where relevant checks are carried out to ensure all relevant information has been completed and returned. Payments for non-refundable audition fees are passed to the Finance Department as appropriate.
- 1.2.5 Applicant details are added to the MPA CMS database at this point to initiate a Student Record.
- 1.2.6 The Applicant is emailed (or details send in post if necessary), offering the first available audition date and asked to confirm attendance. This initial email includes the Audition Day Timetable, some General Audition and Accompanying Information.
- 1.2.7 The Applicant then sends a Confirmation of Audition back to MPA or requests an alternative audition date (repeating process stages until data agreed).
- 1.2.8 At MPA, the Auditions Secretary prepares the following the day before audition:
 - Allocation of numbers for all attendees
 - Lists of attendees and auditionee numbers for all Staff involved with the audition day
 - Individual marking sheets for all attendees including Acting, Singing, Ballet, Contemporary & Jazz.
- 1.3 Following each audition day, the Auditions Secretary meets with staff to discuss outcome of each application. Each applicant and their suitability for this type of training is discussed. Each student is categorised depending on type of offer to be made and sent the relevant information for this offer (within two weeks of the date of the audition).
- 1.4 In some cases, applicants must also participate in a short admission interview to ensure the applicant clearly understands the nature of the course and the commitment they are making and that any questions are addressed.
- 1.5 Applicants are requested to send the income declaration (if appropriate) and registration form back within two weeks of the date of the email/received post, in order to provisionally accept their place and continue with the enrolment process, or decline their place at MPA (in this instance, MPA acknowledge the correspondence and no further action is required).
- 1.6 Following receipt of the initial registration documentation, the Auditions Administrator prepares stage two, and sends enrolment information documents relevant to the course of study (to include Terms of Enrolment; Injury Declaration Form; Medical Form and relevant funding or finance request forms and information).

- 1.7 These documents are sent to all students who have been offered a place at MPA. The Applicant completes and returns this paperwork to complete the enrolment process.
- 1.8 Once all formal enrolment documents have been received as appropriate, the Student Induction letter is sent to all enrolled students. During the Summer holidays, a further welcome letter and the Student Handbook are sent detailing final information needed prior to their first day at MPA.
- 1.9 **Provision for students with disabilities and specific learning needs**
- 1.9.1 As part of its commitment, MPA believes that admissions processes should be as equitable as possible for all students. All applications from students who have disclosed a disability will be considered in the same way as any other application and a decision will be made that is based upon the individual's skills, talent, merit and potential.
- 1.9.2 Applicants are encouraged to disclose a disability when they apply by completing the relevant section of their application form.
- 1.9.3 Whilst the provisions of the Equality Act 2010 normally make it illegal to reject an application the grounds of disability there are three instances in which a University/College can reject a disabled applicant if they have the entry criteria necessary and these are:
- overriding health and safety concerns;
 - barriers resulting from professional requirements;
 - necessary reasonable adjustments cannot be made.
- 1.9.4 Once the application form has been received, the applicant's requirements are considered and appropriate action is taken to ensure the applicant understands the support available. In some cases a meeting will be organised with the applicant to explore such requirements and how these may be met.
- 1.9.5 Following this meeting, support services will be put in place and reasonable adjustments made at MPA to address barriers which disabled students may encounter in the learning, teaching and assessment environment and which may affect performance.
- 1.10 **International student** applications are managed as above. Please contact our Admissions staff for any specific additional guidance or questions.
- 1.11 **Admissions Procedure Complaints** - MPA is committed to providing a fair and efficient admissions service and applicants will not be disadvantaged in any way because they have used this procedure. A complaint may express serious concern about any aspect of the admissions process; however applicants are reminded that they have no right of appeal against a decision not to offer them a place at the College.
- 1.12 Complaints against a decision may only be submitted on grounds of procedural irregularity or if there is new information which may have affected the decision (with reasons why it was not made available at the time of application), or if there is evidence

of any action or decision which is not consistent with the Admissions Policy or Equal Opportunities Policy.

- 1.13 **Admission and return from withdrawal** - Should a student wish to return within two years of their permanent withdrawal, they must have written confirmation from the relevant Course Leader that they have been permitted to return. If a student's return is more than two years after their permanent withdrawal, they must re-apply.