



Central School of Ballet

Admissions Policy

2017 - 2018

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1. Admissions Policy Statement

Central School of Ballet (CSB) seeks to recruit students with exceptional talent and offers places based on an applicant's aptitude for training and potential for a career in professional dance. As one of the eight affiliates of the Conservatoire for Dance and Drama (CDD), we are proud to be the only vocational ballet school offering the Foundation Degree leading to a BA (Hons) in Professional Dance and Performance. Validated by The University of Kent, the degree course rewards the high level of training and outstanding achievements of our students, giving graduates a qualification that is internationally recognised and respected.

The following policy relates to programmes outlined below:

- **Foundation Degree in Professional Dance and Performance**
- **BA (Hons) Degree in Professional Dance and Performance**
- **MA Choreography**

Central School of Ballet's Admissions Policy adheres to the Conservatoire for Dance and Drama Admissions Policy.

1.1 Conservatoire for Dance and Drama Admissions Policy Statement

The Conservatoire for Dance and Drama exists to train artists who will match the world's best and, on entering their professions, shape the future of dance, drama and circus arts. Established in 2001, the Conservatoire is a Higher Education Institution with a unique structure, comprising eight schools. All of these are small, specialist institutions with international reputations for high quality delivery in their respective fields.

Conservatoire students are registered jointly with the affiliate school and the Conservatoire. The affiliate school determines its own approach to admissions within the following guidelines.

Affiliate schools of the Conservatoire will:

- audition all applicants that meet the basic criteria for the discipline and programme as outlined by the affiliate school;
- accept individuals based on talent and potential for training alone (i.e. not discriminating on the basis of gender, ethnicity, religion, sexual orientation, disability, economic background or otherwise); and
- consider each particular applicant's suitability for the programme of study.

Applicants must demonstrate:

- the ability and capacity to study at the higher education level within a conservatoire setting;
- the facility to receive and potential to benefit from vocational training;
- evidence of suitable preparatory training and/or experience;
- an awareness of the rigours of the training and its vocational nature;
- an understanding of the nature of the industry; and
- an understanding of the aims and objectives of the course.

1.2 Equality and Diversity

In line with the Conservatoire for Dance and Drama (CDD) and its affiliates, Central School of Ballet is committed to widening participation and encourages applications from students regardless of their background. Central School of Ballet complies with an Equal Opportunities Policy – see <http://www.cdd.ac.uk/about-us/equality-and-diversity/>, the Student Handbook or request more

information from the Director of Finance and Operations. CSB will support those with learning difficulties and disabilities to enable them to access the course.

2. Foundation Degree in Professional Dance and Performance & BA (Hons) Degree in Professional Dance and Performance Admissions

2.1 Age

Foundation Degree in Professional Dance and Performance

All applicants must be a minimum of 16 years of age at the start of the programme. There is no upper age limit.

BA (Hons) Degree in Professional Dance and Performance

Students will normally be a minimum of 18 years, having completed a two year Foundation Degree or equivalent. There is no upper age limit.

2.2 Audition and Academic Requirements

Foundation Degree in Professional Dance and Performance

For entry to Year 1, the normal requirement will be: aged 16 on entry; adequate physical, technical and artistic aptitude and previous training (tested at audition and by physical examination); five passes (A-G) predicted at GCSE including English Language (desirable) or equivalent; or satisfactory completion of required entrance tasks; and interest in and aptitude for further academic study.

For direct entry into year 2 the normal requirement will be the successful completion of a Certificate (i.e. 120 units of certificate level learning on a directly comparable course or equivalent); or satisfactory completion of required entrance tasks; a piece of reflective writing or a research task and an audition (see 2.2 above).

BA (Hons) Degree in Professional Dance and Performance

For entry into the course, the normal requirement will be the successful completion of a Foundation Degree, or 240 credits on a directly comparable course (or equivalent), or the completion of a required entrance task (a piece of reflective writing and a research task) and an audition (see 2.2 above).

The degree programmes are validated by the University of Kent. Entry profiles are taken from the Programme Specifications contained within the Programme Handbooks. The Programme Specifications can be found on the Kent website under Validated Institutions/ Central School of Ballet Profile/Specifications. <http://www.kent.ac.uk/teaching/qa/collaborative/validation/profiles/csb.html>

2.3 English Language

Foundation Degree in Professional Dance and Performance

Applicants are required to demonstrate a proficiency in both written and verbal English. For international students where English is not their first language, applicants are required to have achieved a minimum B1 Level, reaching a 4.0 score in each module band, in an approved English language examination such as International English Language Testing System (IELTS).

BA (Hons) Degree in Professional Dance and Performance

For international students where English is not their first language, applicants are required to have achieved a minimum B2 Level, reaching a 5.5 score in each module band, in an approved English language examination such as International English Language Testing System (IELTS).

2.4 Overseas Applicants

Central School of Ballet is a UK Visa and Immigration (UKVI) Tier 4 Sponsor. Each academic year we offer a specified number of places to overseas applicants for the Foundation Degree and BA (Hons) in Professional Dance and Performance. Applicants who have been offered a place will need to observe the UK Tier 4 Guidance Policy as set out on: <https://www.uk/government/publications/guidance-on-application-for-uk->

visa-as-tier-4-student to ensure they meet the Tier 4 Visa requirements before applying. Information and assistance on how to apply for a UK Tier 4 Visa and the process can be requested from the Senior School Manager.

3. Recruitment

Central School of Ballet accepts a maximum of 45 new students (30 female and 15 male) each academic year onto the Foundation Degree programme Central School of Ballet will accept a specified number of new students for direct entry to both 2nd and 3rd year of the course. This is on the basis that the applicant meets the requirements as set out in the Accreditation of Prior Experiential Learning (APEL) by The University of Kent. Further information on Direct Entry requirements can be requested from the Head of Studies.

3.1 Marketing

The following methods are used to inform potential applicants about the course:

- Advertising in dance journals and theatre programmes;
- Central School of Ballet and Ballet Central websites;
- Public performance of Ballet Central and the Central School of Ballet End of Year Show;
- Through the schools Widening Participation Programme; and
- Facebook and Twitter.

3.2 Participation and Outreach

As part of Central School of Ballet's commitment to the wider community, Central engages in a range of activities which are targeted at identify under-represented groups in order to make Dance, in particular Ballet more accessible. Participation and outreach work is directed by the Widening Participation and Access Department team at Central School of Ballet and includes:

- Spring and Summer and one day courses;
- Prep and Pre-Senior and Junior Schools;
- Dance Days;
- Ballet Central Outreach work;
- Primary and Secondary School Programmes; and
- Bespoke projects and initiatives such as Boys Only Dance Days

4. Selection

Central School of Ballet is committed to the promotion of an Equal Opportunities Policy which is available in the Student Handbook or on request from the Director of Finance and Operations. In accordance with the school's Equal Opportunities Policy, Central School of Ballet will ensure all applicants are considered and viewed as objectively and as fairly as possible. All processes relating to the selection of applicants will be reviewed to ensure all decisions about individuals are made solely on the basis of relevant merit and ability. Central School of Ballet will audition all applicants provided they have sufficient experience in dance to be able to take part in the audition safely and welcomes applications from all sections of the community regardless of ethnicity, age, gender, religion or disability. Central encourages applicants to disclose information on any specific learning difficulties e.g. dyslexia, mental health difficulty, or other impairment or condition so that support or reasonable adjustment can be arranged accordingly. All information provided on the application form is treated as confidential and will only be used for statistical purposes in accordance to Central School of Ballet's Data Protection Policy. It will not form part of the selection process.

4.1 Application Procedure

Admissions information and the school's application form are available to download from the school's website (www.centralschoolofballet.co.uk) and on request from the Senior School Manager. Applications are accepted from 1st October for entry for the following year. Applications submitted after the advertised

deadline will be considered at the discretion of the school's Director. Central School of Ballet reserves the right to extend the deadline at any point in the process via the school's website.

4.2 Audition Fee

Audition fee for entry 2017/ 18 academic year is set out as below:

Standard audition fee - £45.00

DVD audition fee - £45.00

Private audition fee - £55.00

The Director of Finance and Operations will decide the audition fee prior to the commencement of the annual application process for publication on the school's website. The audition fee is non-refundable. Payment can be made through the school's website, via a secure on-line payment system, cheque, bank transfer and cash. Applications received without the correct audition fee will not be processed. Further information on the audition fee and alternative payment methods can be requested from the Senior Schools Admissions and Administration Manager.

4.3 Audition Fee Waiver

Applicants who meet the below criteria and who may not otherwise be able to make an application are eligible to apply for an audition fee waiver via the Conservatoire for Dance and Drama as part of the CDD's and Central School of Ballets commitment to widening participation. Applications are submitted directly to the CDD.

Interested applicants must meet the following criteria:

- Current UK Resident
- Applying to an undergraduate programme (FdA and BA degrees)
- New to Higher Education (no previous degree or any other Higher Education-level qualifications)
- From an annual household income of less than £25,000

Further information on the CDD audition fee waiver can be found on the CDD website (www.cdd.ac.uk).

4.4 Withdrawals Prior to Audition and Changes to Audition Date

Applicants are required to inform Central School of Ballet at the earliest opportunity if they are unable to attend their allocated audition or wish to withdraw from the process altogether. Where a change in audition date has been requested, where possible Central will endeavour to offer the applicant an alternative audition date however this is not guaranteed and will depend on what stage in the application process the request is made.

4.5 Information to Applicants Pre-Audition

All information relating to the application and audition process is available on Central School of Ballet's website (www.centralschoolofballet.co.uk) and on request from the Senior School Manager. Upon submission of a candidate's application the Senior School Administrative Assistant will send an email confirming receipt of the application and audition fee. Further information relating to the candidate's audition date, time and location will follow in the post, a minimum of 14 days prior to the allotted audition date.

4.6 Audition and Selection Procedure

Central School of Ballet currently auditions applicants in London, Glasgow, Leeds, Italy and Japan. Candidates will first be invited to attend preliminary audition and will be considered in front of a panel made up of Artistic Staff members, carefully selected by the Director. Candidates will be required to take part in a ballet class followed by a short contemporary class and a stretch exercise. Candidate's application forms, photographs and references will be made available to the panel throughout the audition process and will be assessed against the audition selection criteria.

Upon completion of the preliminary audition, audition panel members will attend a deliberation meeting where candidates are shortlisted. Those selected will be invited to attend a final audition. Applicants will be notified of the panel's decision within 2 days of the initial preliminary audition.

Candidates who have been invited to attend the final audition will be required to take part in a further ballet class and a workshop run by an external choreographer and will be considered in front of a panel made up of Artistic Staff members and the Director or another senior member of staff. Candidates will also be required to attend an Orthopaedic Assessment conducted by the Head of Medical Department. Upon completion of the final audition, audition panel members will attend a deliberation meeting where candidates are selected.

4.7 Remote Auditions Procedure

Those applicants who live outside of the UK/EU or are unable to attend a formal audition and have made prior arrangements with the Senior School Manager may submit a video recording to demonstrate they meet the selection criteria. Video footage will be considered by the Director and Head of Third Year. Applicants who have submitted video footage will be notified of the panel's decision via post within 10 days after submission.

4.8 Class and Private Audition Procedure

Where an applicant is unable to attend a formal audition they may be invited to attend a class or private audition. Class and private auditions are considered on a case-by-case basis and must be approved by the Director. Class and private audition enquiries should be directed to the Senior School Manager.

4.9 Offer

Applicants who have successfully completed the final audition and who will be offered a place should expect to receive their result letter via post within 14 days of the final audition. Applicants wishing to accept the offer of a place will be required to return the acceptance slip along with the acceptance fee within 14 days of receiving the offer. Acceptance fee payment can be made through the school's website, via a secure on-line payment system, cheque, bank transfer and cash.

Failure to return the acceptance slip and pay the acceptance fee within 14 days may result in your place being forfeited and being offered to an applicant on the waiting list.

4.10 Waiting List

Applicants who have successfully completed the final audition may be offered a place on the waiting list and will be informed of this within 14 days of the final audition. A place may be offered to a waiting list applicant at any point up until the start of the first term, at which point all applicants not offered a place will be informed. The decision to offer an applicant a place from the waiting list will be considered on a case-by-case basis by the Director.

4.11 No Offer

Applicants who have successfully completed the final audition and who will not be offered a place should expect to receive their result letter via post within 14 days of the final audition. Due to the high number of applications that we receive, Central School of Ballet is unable to provide individual feedback. An applicant cannot appeal a decision reached by the audition panel.

4.12 Communications with a Third Party

All communication regarding an applicant and an applicant's results will be conducted directly with the applicant and not with a third party.

4.13 Complaints and Appeals

In accordance with Central School of Ballet's Admissions, Appeals and Complaints Policy, an applicant may submit a complaint regarding the admissions process by following the Admissions, Appeals and Complaints Procedure. Further information about submitting a complaint can be found on Central School of Ballet's website (www.centralschoolofballet.co.uk) and on request from the Senior School Manager.

5. Enrolment

Enrolment onto the Foundation Degree and BA (Hons) in Professional Dance and Performance programme will be conditional on the compliance with the standings set out in Central School of Ballet's Terms and Conditions. Terms and Conditions will be posted with the initial offer letter and in accordance with them, all students wishing to accept a place must read and return a signed copy to the Senior School Manager along with the acceptance slip and acceptance fee.

A copy of Central School of Ballet's Terms and Conditions can be found in the annual Student Handbook and on request from the Senior School Manager.

5.1 Pre-enrolment Information

An induction pack will be sent to all applicants who have been offered and accepted a place on the BA (Hons) in Professional Dance and Performance programme at Central School of Ballet prior to the commencement of the academic year. Information included in the induction pack will be as follows:

- Central School of Ballet's registration form
- Conservatoire for Dance and Drama registration form
- Tuition fee invoice
- Fee Payment Status form
- Term Dates for the following academic year
- Teaching and Learning Agreement
- Central School of Ballet's Health and General Well-being of Students Policy
- Certificate of Health (to be completed by GP)
- Information regarding accommodation recommendations
- Information regarding school uniform and order form
- Information regarding private health insurance
- Induction pack checklist
- Any other information relevant to joining the programme

5.2 Enrolment

Students are required to return all requested documents as outlined in the Induction Pack checklist by the deadline specified before a student can be enrolled and commence the Foundation Degree or the BA (Hons) in Professional Dance and Performance programme in September. Students will also be required to obtain the following and inform the Senior School Manager prior to the start of the course:

- Up-to-date email address and working mobile telephone number
- Term time address
- Registration at a local GP
- Where applicable, confirmation of a loan payment from the Student Loans Company

In accordance with Central School of Ballet's Data Protection Policy, all registration forms and photocopies of confidential documents will be kept in a secure filing cabinet with only the Senior School Manager and Senior School Administrative Assistant having access.

5.3 Orientation Day

All students who have accepted a place at Central School of Ballet are invited to attend an Orientation Day prior to the start of the course. This gives new students the opportunity to meet their new fellow classmates as well as current Central students and teachers. Students may also be able to collect their uniform ready for September subject to available stock. Where possible students should also bring along their student loan confirmation letter (if applicable) entitled: 'University or College Payment Advice' as the school will need to make a photocopy as proof of payment through the Student Loans Company. It is not compulsory for students to attend the Orientation Day however it is strongly advised.

5.4 Withdrawals

If an offer of a course place is accepted the applicant has a right to cancel within 14-days from the date the offer was accepted. Any acceptance fees will be fully refunded if they have been paid, provided notice is given within this 14-day period. However, should the applicant accept a place and withdraw after the 14-

day cool off period, he or she will be liable for a full term's fees, even if the withdrawal is before the course start date. CSB reserves the right to charge for these fees in line with Central School of Ballet's Terms and Conditions.

In line with Central School of Ballet's Terms and Conditions, a student who wishes to withdraw after the start of the programme is required to give one full term's notice in writing to the Senior School Manager. One full term's fees will be charged in lieu of the required notice in addition to any fees due for the term in which the notice is given.

5.5 Intermission

If a student decides to intermit from their studies due to exceptional circumstances following mutual agreement between the student and Central School of Ballet, then the same notice period is required in terms of fees as is the case for a withdrawal. Should the intermitting student return to their programme of study at Central School of Ballet within an agreed time-frame, Central School of Ballet may decide to waive some or all of notice related fee payments due, but this will be at the absolute discretion of Director of Finance and Operations.

6. Allocations of Scholarships and Bursaries

To support students in need of financial assistance, Central School of Ballet has a special Student Bursary Award Scheme and also raises funds from individual supporters, Trusts and Foundations. The school ensures that these funds are allocated fairly and are means tested. There are no guarantees that every applicant for a bursary award will receive support as decisions will be made on the basis of personal and financial circumstances. Students will have two opportunities to apply for a Central School of Ballet Bursary, once in the Autumn term and once in the Spring term. In case of emergency and special circumstances, short-term support can be considered.

6.1 Conservatoire for Dance and Drama Scholarship Scheme

Students from the UK and EU who have accepted a place on the Foundation Degree or BA (Hons) in Professional Dance and Performance course at Central School of Ballet and meet the specified criteria are eligible to receive an annual Conservatoire for Dance and Drama Scholarship. Scholarships from the CDD are based on the students Annual Household Income which is assessed through the relevant Student Loans agency. A provisional offer of a scholarship is included in the Induction Pack prior to the start of the course and is awarded based on the information provided on the Interim Income Assessment form, which applicants complete and return prior to attending the final audition. Only when a student's Annual Household Income has been verified through the relevant Student Finance agency will the student be guaranteed the scholarship.

Further information on the CDD Scholarship Scheme will be provided by the Senior School Admissions and Administrations Manager prior to the start of the course.

7. MA Choreography Admissions

7.1 Entry Profile

Students will normally be at least 21 years of age at the start of the programme. There is no upper age limit.

The MA/ PgDip is aimed at professional dancers and emerging choreographers with an existing choreographic portfolio, such as mid-career dance artists from a classical or contemporary dance background. The intended students will be skilled in dance performance and will possess a BA (Hons) degree in an appropriate subject, such as dance from a professional training course. Candidates not holding a BA (Hons) will be able to apply for accreditation of prior experiential learning (APEL). This will require the applicant to possess the experience and understanding of a comparable level gained in a professional dance company or vocational school. Candidates must submit examples of their

choreographic work on DVD and attend an interview. Progression to the MA is dependent on passing Modules CSB 401, CSB 402, CSB 403 and CSB 404.

Applicants will be asked to show a level of competence in English, where English is not their first language, providing English scores (IELTS) in accordance with the regulations of the University of Kent.

The degree programmes are validated by the University of Kent. Entry profiles are taken from the Programme Specifications. These outlines can be found in the Programme Handbooks and the Kent website under Validated Institutions/ Central School of Ballet Profile/Specifications:
<http://www.kent.ac.uk/teaching/qa/collaborative/validation/profiles/csb.html>

7.2 Recruitment

Central School of Ballet normally accepts up to two students per year onto the MA Choreography course. This is due to the specialised nature of the programme and to ensure the bespoke requirements of the course can be resourced.

7.3 Selection

Central School of Ballet is committed to the promotion of an Equal Opportunities Policy which is available on request from the Director of Finance and Operations. In accordance with the school's Equal Opportunities Policy, Central School of Ballet will ensure all applicants are considered and viewed as objectively and as fairly as possible. All processes relating to the selection of applicants will be reviewed to ensure all decisions about individuals are made solely on the basis of relevant merit and ability.

Central encourages applicants to disclose information on any specific learning difficulties e.g. dyslexia, mental health difficulty, or other impairment or condition so that support or reasonable adjustment can be arranged accordingly.

All information provided is treated as confidential and will only be used for statistical purposes in accordance to Central School of Ballet's Data Protection Policy. It will not inform the selection process.

7.4 Application Procedure and Interviews

Applications are by submission of a CV, evidence of a choreographic portfolio by web links or film footage (full pieces to be submitted with original sound used for performance, not clips or parts of pieces), and a statement outlining choreographic interests, the reasons for wanting to undertake the MA, and how it will support professional development at this career stage.

Before the application is submitted, there are opportunities to request information about the course, arrange a meeting or send emails with questions for the attention of the Director of Higher Education Programmes.

The deadline for applications is the end of September, with interviews and offers taking place in October. The course is full-time over four terms, with each admissions point being for a January enrolment.

For applicants based outside of London or abroad, it may be possible to arrange a telephone or Skype interview, although a face to face meeting at some point before an offer is made is essential.

7.5 Offer

Applicants who have successfully completed the interview should expect to receive an email within 14 days of the interview with information about whether a place has been offered or not. Applicants wishing to accept the offer of a place will be required to return the acceptance slip and pay the acceptance fee within 14 days of receiving the offer. Acceptance fee payment can be made through the school's website, via a secure on-line payment system, cheque, bank transfer and cash.

Failure to submit the acceptance slip and acceptance fee within 14 days may result in your place being forfeited.

7.6 Complaints and Appeals

In accordance with Central School of Ballet's Admissions, Appeals and Complaints Policy, an applicant may submit a complaint regarding the admissions process by following the Admissions, Appeals and Complaints Procedure. Further information about submitting a complaint can be found on Central School of Ballet's website (www.centralschoolofballet.co.uk) and on request from the Senior School Manager.

7.7 Enrolment and Induction

Enrolment onto the MA Choreography will be conditional on the compliance with the standings set out in Central School of Ballet's Terms and Conditions. Terms and Conditions will be posted with the initial offer letter and in accordance with them, all students wishing to accept a place must read and return a signed copy to the Senior School Manager along with the acceptance note and fee.

A copy of Central School of Ballet's Terms and Conditions can be requested from the Senior School Manager.

An induction pack will be sent to all applicants who have been offered and have accepted a place on the MA Choreography prior to the commencement of the course. Information included in the induction pack will be as follows:

- Central School of Ballet's registration form;
- Conservatoire for Dance and Drama registration form;
- Tuition fee invoice;
- Term Dates for the following academic year;

Pre-MA information will be sent to students in advance of the beginning of the course with tasks set to complete in preparation for the 1st module. The deadlines for submission will be negotiated between the choreographer and the Director of Higher Education Programmes. A full induction through meetings and tutorials will take place in the first few weeks of the first term.

7.8 Withdrawals and Intermission

If an offer of a course place is accepted the applicant has a right to cancel within 14-days from the date the offer was accepted. Any acceptance fees will be fully refunded if they have been paid, provided notice is given within this 14-day period. However, should the applicant accept a place and withdraw after the 14-day cool off period, he or she will be liable for a full term's fees, even if the withdrawal is before the course start date. CSB reserves the right to charge for these fees in line with Central School of Ballet's Terms and Conditions.

In line with Central School of Ballet's Terms and Conditions, a student who wishes to withdraw after the start of the programme is required to give one full term's notice in writing to the Senior School Manager. One full term's fees will be charged in lieu of the required notice in addition to any fees due for the term in which the notice is given.

If a student decides to intermit from their studies due to exceptional circumstances following mutual agreement between the student and Central School of Ballet, then the same notice period is required in terms of fees as is the case for a withdrawal. Should the intermitting student return to their programme of study at Central School of Ballet within an agreed time-frame, Central School of Ballet may decide to waive some or all of notice related fee payments due, but this will be at the absolute discretion of Director of Finance and Operations.

7.9 Allocations of Scholarships and Bursaries

There could be opportunity during the application process to apply for funding towards fees, although to access Leverhulme funding, applicants need to show proof of UK citizenship in order to be eligible. If a student in receipt of a bursary decides to withdraw before the course is complete, the liability for paying the fees up to the date of withdrawal, including one full term's notice, becomes the responsibility of the student.

8. Monitoring and Review of Policies and Procedures

Central School of Ballet reserves the right to amend the above policy and those relating to the admissions procedure in accordance with quality assurance measures and is subject to periodic review by the internal Academic Board.

Approved by:	Central School of Ballet Academic Board
Date Approved:	March 2017
Policy effective from:	2017 - 2018
Next review due by:	July 2018