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## **1. Admissions Policy Statement**

### **1.1 Central School of Ballet Admissions Policy Statement**

Central School of Ballet (Central/CSB) is a small specialist provider of vocationally-oriented dance education located in the Southbank arts community, London. Our vision is to offer world-leading dance education and training for individuals to realise their potential for excellence as dancers, and in so doing, support an increasingly diverse and innovative, internationally recognised culture of dance in the UK.

CSB is a publicly-funded institution, which is registered with the Office for Students (OfS). Its policies and procedures are closely aligned with the Office for Students Conditions of Registration, the Quality Assurance Agency (QAA) expectations for standards and quality, as set out in the revised Quality Code (March 2018), and the Office of the Independent Adjudicator for Higher Education (OIAHE or OIA) Good Practice Frameworks.

### **1.2 General expectations**

Our School selects students with the greatest talent and aptitude for training, underpinned by a commitment to widening participation and to promoting courses to young people who are less likely to participate in higher education. CSB students are registered jointly with the University of Kent and the CSB.

This policy relates to:

- Foundation Degree in Professional Dance and Performance
- BA (top up) in Professional Dance and Performance
- MA Choreography Course

### **1.3 Details of CSB higher education course**

Details of courses currently on offer at the school can be found on the CSB website in the course summary documents which can be accessed from the following link: [Training - Central School of Ballet](#)

### **1.4 Equality and Diversity**

Celebrating diversity and working to achieve the creative potential in all our students is at the heart of the work of Central School of Ballet. CSB is committed to selecting, training and supporting students, regardless of ethnicity, gender, disability, age, sexual orientation or religion. Applicants to CSB are chosen solely on the basis of their talent and potential to develop the skills required for their chosen profession. The school does however judge applicants on their suitability for a course and their potential to successfully complete the training, as the work is rigorous and requires high levels of energy and commitment.

In our admissions processes, we are committed to supporting students with disabilities. Disabled students are encouraged to disclose their support requirements so that we can endeavour to meet these during the audition or interview process and subsequent training.

We recognise that everyone is an individual and we will work with students to identify potential barriers to training and do what we can to remove those barriers. We work to ensure that when studying at CSB, students can have the appropriate support to reach their full potential. We will also make any necessary reasonable adjustments, in accordance with the Equality Act (2010), to ensure that disabled students can train at the School.

As part of its statutory monitoring, CSB collects Equality and Diversity information from applicants. This information is considered as confidential and is used for statistical purposes only.

## 1.5 Applicants and Students under 18 years of age

Central School of Ballet is committed to ensuring the safety of all students, including supporting health and well-being. Applicants who are under 18 should be aware that they are applying to study in an adult environment.

## 2 Entry Requirements

### 2.1 Where to find entry requirements and criteria for CSB courses of study

Entry requirements and criteria for all courses are available in the course summary documents which can be accessed from the following links:

[Foundation Degree in Professional Dance and Performance](#)

[BA \(top up\) in Professional Dance and Performance](#)

[MA Choreography Course](#)

### 2.2 General Requirements for admission to a CSB course of higher education

Applicants must demonstrate:

- the ability and capacity to study at a higher education level within the CSB 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.

In addition to the above general requirements, specific entry criteria and requirements for each course of study can be found in the course summary documents (see 2.1 above).

### 2.3 CSB Admissions Commitment

Central School of Ballet will:

- Audition or interview all applicants that meet the basic criteria for the discipline and course as outlined in the course summary documents (see 2.1 above);
- accept individuals based on talent and potential for training alone (i.e. not discriminate on the basis of gender, ethnicity, religion, sexual orientation, disability, economic background or otherwise); and
- consider each particular applicant's suitability for the course.

## 3 Recruitment

### 3.1 Target recruitment numbers

Target recruitment numbers are agreed annually.

### 3.2 Marketing

Marketing and promotional activities include:

- information available on the school's website

- open days and guided tours
- open evening and weekend classes
- course guides
- summer schools
- social media, including Facebook, Instagram, Twitter
- student performances

### 3.3 Participation and outreach

CSB has a strong commitment to widening participation, underpinned by our Access and Participation Plan (APP). We engage in various widening participation and outreach activities to widen access to our training in dance.

## 4 Application and Selection

### 4.1 General information on application and selection

Central School of Ballet will seek to ensure that selection policies and procedures are transparent, effective, consistent and fair. Information concerning applicants is subject to our data protection policies and processes.

Applicants who have previously completed a course of study at CSB are not automatically guaranteed entry to any other course of study in the School. This means that an applicant who has completed the two-year Foundation Degree must apply for a place on the one-year BA (Hons) top up degree, and that a place is not guaranteed.

**Enquiries regarding admissions for a course of higher education should be sent to: [admissions@csbschool.co.uk](mailto:admissions@csbschool.co.uk)**

### 4.2 How applicants are selected

Selection for all courses will normally be through application, audition and/or interview. These are designed to ensure that places are offered to those candidates who have the greatest talent and potential to develop and succeed in their chosen careers regardless of previous experience, cultural or socio/economic background.

To ensure equality of opportunity each CSB School will:

- audition and/or interview all applicants who meet the basic entry criteria (see Section 2 of this Admissions Policy for more information on entry requirements). Applicants may be contacted to discuss their application prior to audition or interview.
- ensure that all applicants are informed of the audition or interview procedures
- ensure that staff involved in the audition or interview process clearly understand the entry requirements and selection criteria
- ensure that staff are suitably trained to make fair and sound judgements (having regard to the specified selection criteria)
- monitor selection procedures with particular regard to equal opportunities
- ensure reasonable adjustments are made wherever necessary to improve accessibility and support disabled applicants

CSB is committed to removing unnecessary barriers and increasing accessibility. Applicants are encouraged to disclose any impairment or condition (for example dyslexia or a physical, sensory or mental health condition) so that Central can endeavour to make any reasonable adjustments at audition or interview and during the course to enable participation. CSB encourages disclosure in advance wherever possible, but applicants can also disclose a disability or condition at any stage of the audition or interview process.

CSB also encourages applicants to disclose any previous or current injuries to ensure that they can be supported during the audition or interview process and potential further training.

#### 4.3 Application fees

There is an application fee of £50, however exemptions are available.

#### 4.4 Audition and Interview fee waiver scheme

In line with CSB's commitment to widening participation, applicants who meet all the following criteria are able to apply for an application fee waiver:

- current UK residents
- applying to an undergraduate course (Foundation and BA Hons Degrees)
- new to higher education (no previous degree-level qualification, including Foundation Degrees)
- with an annual household income of £25,000 or less before tax

In addition to the essential criteria, applications will be prioritised for individuals matching one or more of the following criteria:

- Black and Minority Ethnic Background
- Declared Disability
- Care leaver
- Estranged student

The fee waiver system is administered by CSB and applicants are asked to visit CSB's website for further information on how to apply at the following link: [Policies & Procedures - Central School of Ballet](#)

#### 4.5 Additional support for Care Leavers and Estranged Students

Central School of Ballet is committed to helping all students fulfil their potential whilst studying with us, regardless of background. Our schools welcome all applications and judge prospective students solely on their talent and potential to develop the skills required for their chosen profession.

If you're in care, have left recently, or are estranged from your parents, we understand that you may have some extra practical considerations to take into account when making the progression to Higher Education, and may have concerns about accommodation, financing your studies, and pastoral support. CSB has strong traditions of providing student care and support services and commit considerable resources to this purpose.

#### Bursary for care leavers and estranged students

If you choose to let us know that you are a care leaver or estranged from your parents (which we encourage you to do), we will be able to offer you additional support, and **you may be eligible to receive a non-repayable bursary of £1,000 per year of study**. You will have a chance to disclose at application stage, and again on your enrolment form. You can also talk to a member of staff at your school at any point during the academic year.

Further information can be found on the CSB website at the following link: [Policies & Procedures - Central School of Ballet](#)

#### 4.6 Applicants with a criminal record

In line with CSB's commitment to removing unnecessary barriers and increasing accessibility, the majority of applications to a CSB course of study do not require any disclosure of a criminal record. All criminal records data will be processed in accordance with CSB's Criminal Records Policy and Data Processing Statement.

Some CSB courses of study may offer placements or other professional course-related experiences that involve 'regulated activity'<sup>1</sup> which require students to undergo a criminal records check ('enhanced DBS check') before they can be authorised to participate in such activities. Where a course of study involves 'regulated activity' either as a requirement, or as an optional part of a course, this will be listed in the relevant Course Summary document.

Where such activities are a **requirement** of the course, the School will require an enhanced DBS check for disclosure of a criminal record at the point of receipt of an offer of a place to study, before the School can confirm the offer of a place. Where such activities are an **optional** part of the course, an applicant will not be required to disclose a criminal record/undertake an enhanced DBS check at any point during the application and admissions process. Once enrolled on the course, students may elect not to undertake an enhanced DBS check and not participate in the optional activities.

#### **4.7 Application Procedures**

Deadlines for making an application to study on a course of higher education at CSB are published on each individual School's website.

#### **4.8 Late applications**

Applications submitted after the application deadline may not be considered and will only be considered at the discretion of Central.. CSB reserves the right to extend an application deadline where deemed appropriate.

#### **4.9 Withdrawals prior to audition or interview**

Applicants must inform Central if they decide to withdraw their application and do not intend to attend audition or interview. If an application is withdrawn, any application fees will not be refunded. A refund of the application fee will only be considered if the applicant is not eligible for their chosen course. Any applicant who wishes to be considered for the next round of admissions must reapply the following year.

#### **4.10 Audition/Interview and Selection procedure**

Details of audition and interview procedures, together with entry requirements to relevant courses, can be found on the CSB School website: [www.centralschoolofballet.co.uk](http://www.centralschoolofballet.co.uk)

CSB holds auditions across the UK in-person, with an alternative online process for those unable to attend. Applicants should check the School website for details of audition dates and locations.

Where circumstances occur that prevent CSB from holding an audition in-person where it has been previously advertised as such, CSB will make alternative arrangements (which may include, but not be limited to, holding an audition online and/or interview, or other admissions process that will assist the School Admissions team in reaching a decision on an application). Applicants are advised to check the School website or Senior School Manager, for further information.

#### **4.11 Unsuccessful applications**

Applicants who are not offered a place can request feedback from their audition or interview by contacting

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<sup>1</sup> Please see UK government guidance for further details and definitions of regulated activity:  
<https://www.gov.uk/government/publications/dbs-guidance-leaflets>

the School, however due to the large numbers of applicants it may not always be possible to provide feedback from an audition or interview.

#### **4.12 Confirmation of offer**

Offers of a place to study on a course of higher education with CSB are made by the School. Where an applicant is made an offer of a place to study with the School, conclusion of the application process follows the 3-step process below:

1. Offer of a place to study is made by CSB to the applicant, including the following pre-contract information:
  - i. Offer letter
  - ii. Terms and Conditions
  - iii. Fees policy
  - iv. Relevant Course Summary Document
2. Applicant must confirm acceptance of the offer in writing to the School;
3. CSB confirms offer in writing.

**Please note that the offer of a place to study remains provisional until CSB has confirmed the offer in writing (step 3, above).**

#### **4.13 Right to cancel a confirmed offer**

In accordance with the Terms and Conditions issued as part of the pre-contract information when CSB makes a formal offer to an applicant of a place to study, applicants have the right to cancel within fourteen days of formally accepting an offer of a place (please see the CSB Terms and Conditions for more detailed information).

#### **4.14 Deferred admissions**

An offer of a place to study on a CSB course of higher education will normally only be applicable for the next available course start date. Places will not normally be deferred to a subsequent course start date, however it is at the discretion of CSB as to whether an offer of a place may be deferred, and the length of such deferral.

#### **4.15 Communications with a third party**

All communications regarding an application and audition or interview outcome will normally be conducted directly with the applicant and not with a third party, including relatives.

An exception to this will be where an applicant is under 18 years of age at the time of commencing the course. Where an applicant is under 18 years of age at the time they commence the course of higher education and the contract with CSB, communication regarding an application and audition or interview outcome will, where necessary and appropriate, be communicated to the applicant's parent, guardian, or a named responsible adult, in line with the applicant's circumstances.

#### **4.16 Complaints and Appeals**

For information about submitting a complaint or an appeal regarding the admissions process, please refer to the CSB's Admissions Appeals and Complaints Policy. Please note that there are deadlines within which an admissions appeal or complaint can be made, as set out in the policy. For any questions regarding this policy and its procedures, please contact Senior School Manager.

#### **4.17 False, fraudulent or misleading information provided by applicants**

CSB reserves the right to refuse admission to a course or, if already registered, terminate registration if information provided by an applicant is fraudulent, inaccurate or incomplete.



CSB expects that all information provided to it by applicants will be complete, true and accurate, with no misleading omissions or inaccuracies. Any submission of fraudulent, inaccurate or misleading information on the application, or the omission of relevant information, will result in the immediate cancellation of the application and (where applicable) the withdrawal of any offer made.

Where information comes to light that an application may contain false, fraudulent or misleading information from a successful applicant who has already registered as a student on a course of study with CSB, the student's registration may be terminated and student status withdrawn, or the student may be subject to disciplinary action under the Non-Academic Misconduct policy and procedures.

## **5 Registration and Enrolment**

### **5.1 General information**

**'Enrolment'** is the annual process by which you formally confirm you are beginning each year of your course. Enrolment must normally be fully completed in order to receive full access to the School and course facilities. Enrolment is carried out by CSB, and takes place annually (i.e. each student must re-enrol at the start of each academic year in order to continue their studies).

**'Registration'** is the final part of the admissions process, where you confirm and update as necessary the personal details we hold for you which you provided in your application; confirm the course you are intending to study, and agree to abide by, comply and engage with our Terms and Conditions and all related regulations and policies. Registration confirms that you are a student of the Central School of Ballet.

A place on a course at CSB will be conditional upon an applicant complying with registration and enrolment conditions including any conditions relating to fees and enrolling at the start of the course and at the start of each subsequent academic year.

### **5.2 Pre-enrolment information**

Prior to enrolment applicants holding an offer of a place will be contacted by the School, with pre-enrolment information. Applicants are advised to refer to the relevant course summary document for the course to which they have applied for more detailed information. The Course Summary documents for each course of study can be accessed from here: [Training - Central School of Ballet](#)

### **5.3 Enrolment**

Applicants must enrol at the designated session at the start of their course, as informed by CSB, unless agreed otherwise. If an applicant cannot or does not enrol at the designated session, they must provide the School with a reason for the non-enrolment that is acceptable to the School in order to be permitted to enrol on another occasion, otherwise they will not be entitled to enrol for that year of study (or any future year of study unless agreed with the School) and the relationship with CSB and contract shall be terminated. Please see Terms and Conditions for further information about obligations and contracts.

### **5.4 Registration and Enrolment information**

As part of the registration and enrolment processes, students will be asked to provide some or all of the following details:

- A working and current email address;
- A working landline and/or mobile telephone number
- A term-time address
- 'Next of Kin'/emergency contact details
- A current passport, a copy of which will be taken and retained (overseas students only)
- Confirmation of loan payment from Student Finance England (or other funding body), if applicable
- Any other relevant information, if deemed necessary including to, but not limited to; local GP details, bank account details

All scanned documents are kept in secure files, in accordance with the CSB's Data Processing Statement and the School's Data Policy. School Data Policies can be found on the School's website.

## 5.5 Withdrawals

Applicants who hold an offer of a place and wish to withdraw prior to the start of their course of study must inform the School Admissions team as soon as possible via email. Any applicant who wishes to be considered for the next cycle of admissions must reapply the following year. Students who withdraw after the start of the course will be subject to pay tuition fees in line with the CSB's Fees Policy.

## 5.6 Intermission/Interruption of Studies

Where an applicant has accepted an offer of a place and commenced as a student on the course, circumstances may occur that necessitate the student to 'intermit' (also known as 'interrupt') their studies for a period of time whilst remaining registered as a student on the course. Information about intermission/interruption of studies can be found in the Student Handbook.

## 6 Allocation of Scholarships and Bursaries

CSB offers scholarships in the form of bursaries and fee discounts of £2000 to students with a household income of £25,000 or less.

To be considered for a bursary, students will need to indicate as appropriate on their application form. They will then need to complete an application to Student Finance England (or its equivalent) as early as possible in order to be income assessed. This will allow the CSB to assess what level of support you may be entitled to.

CSB also operates a Care Leaver and Estranged Students Bursary, which is allocated in addition to any other financial support. To access this, students should indicate their status on their application form. Alternatively, they may contact the Senior School Manager.

Applicants are asked to visit CSB's website for further information: [Policies & Procedures - Central School of Ballet](#)

## 7 Monitoring and Review of Policies and Procedures

### 7.1 General information

This policy is subject to periodic review by the CSB's Academic Board. Via its governing committees, CSB also monitors the following, all of which are relevant to admissions:

- recruitment, marketing and the prospectus/information on the School's website
- data related to admissions and the methods used to collect that data
- support for students and applicants with disabilities
- external requirements of the University of Kent

**In certain exceptional cases and where reasonable we reserve the right to vary these procedures. When we do so, the circumstances will be monitored and recorded through quality assurance measures.**

### 7.2 Additional information

As per relevant Course Summary documents, all students are required to register with the School's compulsory private medical insurance scheme (currently provided by AXA PPP Healthcare) which is charged at cost by Central. Estimated annual cost in the region of £1,500.