



Dance & Drama Award – Admissions & Funding Policy for HE Undergraduate Course

Aim of DaDA – Admissions & Funding Policy

This policy sets out Arts Educational Schools' (ArtsEd) objectives in the recruitment of students on its full-time further and higher education programmes and defines the processes by which the school admits students to its BA / Level 6 Trinity College London Professional Performing Arts Diploma (PPAD) programmes and selects Dance & Drama Award (DaDA) funding for those students deemed eligible.

ArtsEd's policies and procedures for admission aim to identify applicants who can benefit from the professional training and education the school offers. The purpose is for there to be a good match between a candidate's abilities and aptitudes and the demands of the course, so that those who begin a course can reasonably expect to succeed and to achieve a qualification. The Head of Admissions & Student Records is responsible for the monitoring of and adherence to this policy, under the supervision of the Deputy Principal and Directors of Musical Theatre / Acting.

CONTENTS

- 1. STRUCTURE OF AUDITION PANEL**
- 2. PARTNER INSTITUTIONS & FUNDING ALLOCATION**
- 3. GDPR**
- 4. ENTRY REQUIREMENTS**
- 5. APPLICATION & DECISION-MAKING PROCESS**
- 6. FROM OFFER TO REGISTRATION**
- 7. REGISTRATION: THE FUNDING PROCESS**
- 8. STUDENT ELIGIBILITY (DaDA SCHEME GUIDE)**
- 9. STUDENT CODE OF CONDUCT (REMOVAL OF FUNDING)**
- 10. FUNDING APPEALS PROCEDURE**
- 11. COMPLAINTS PROCEDURE**

1. STRUCTURE OF AUDITION PANEL

Musical Theatre: Jonathan O'Boyle (Head of MT Audition Panel & Director of Musical Theatre), Lucy Banfield (Head of Dance), Chris Whitehead (Head of Music), Dan Okello Bird (Head of Acting).

Acting: Kim Vithana (Head of Acting Audition Panel & Director of School of Acting), Mike Hayden (Head of Voice), Rachel Alleyne (Head of Movement), Marcus Ellard (Senior Acting Tutor), Justin Pierre (Senior Acting Tutor).

Administration of Applications and Admissions: David Bumpstead (Head of Admissions & Student Records) & Simon Robinson (HE Administrator).

Administration of Student Funding: David Bumpstead (Head of Admissions & Student Records).

2. PARTNER INSTITUTIONS & FUNDING ALLOCATION

ArtsEd is accredited by the Council for Dance, Drama and Musical Theatre (CDMT) and is a member of the Federation of Drama Schools (FDS). All ArtsEd's HE Acting & Musical Theatre courses are validated by City, University of London.

Dance and Drama Award (DaDA) funding is allocated by the ESFA (which is a part of the Department for Education) for the completion of ArtsEd's 3-Year Level 6 Trinity College London Professional Performing Arts Diploma (PPAD) courses in either Acting or Musical Theatre. Though their funding streams may differ, BA (Hons) and PPAD Diploma students study together on the same three-year courses. BA (Hons) students may also be deemed eligible for additional in-house grants courtesy of the ArtsEd Bursary Scheme. Further information regarding student funding (including Bursaries & Scholarships) can be found at ArtsEd's website, www.artsed.co.uk ('Fees and Funding').

3. GDPR

PLEASE NOTE: Data protection is an important legal compliance issue for ArtsEd. The General Data Protection Regulation (GDPR) an EU Regulation that is directly effective in the UK and throughout the rest of Europe. A new Data Protection Act has also been passed to deal with certain issues left for national law: this includes specific provisions of relevance to schools. In the context of our safeguarding obligations, the school has a heightened duty to ensure that the personal data of prospective and current students is at all times handled responsibly and securely.

As a school, ArtsEd will collect, store and process Personal Data about our staff, pupils, students, parents, suppliers and other third parties. We recognise that the correct and lawful treatment of this data will maintain confidence in the school and will ensure that the school operates successfully. Further information regarding this can be found in our 'Data Protection Policy for Staff'.

The Data Protection Officer is responsible for overseeing data protection within the school. If there are any queries in this regard, please contact: Data Protection

Officer, Judicium Consulting Limited, 72 Cannon Street, London. EC4N 6AE.
Telephone: 020 3326 9174 (Lead contact: Craig Stillwell).

4. ENTRY REQUIREMENTS

Applicants must be aged 18 or due to turn 18 by the time the course commences. In addition, the following qualifications are normally required: Passes in two subjects at A-level or a BTEC National Diploma / Passes in three subjects at GCSE or equivalent.

If an applicant fulfils the audition criteria but comes from an unconventional academic background without formal qualifications, the academic requirements may be waived. ArtsEd, in common with other drama schools, accepts applicants who have changed careers later in life, and applicants who have little experience in acting but who show great potential.

ArtsEd is committed to opening opportunities for applicants who can demonstrate that they have the capacity to benefit from the vocational training to succeed in their chosen career. The selection process looks at your educational qualifications, but the focus will be on ascertaining your potential, significant emphasis is placed on applicants demonstrating that they are motivated, committed and a positive work ethic.

5. APPLICATION & DECISION-MAKING PROCESS

ArtsEd follows the Code of Practice for Auditions prepared by the Council for Dance, Drama and Musical Theatre (CDMT).

(i) ArtsEd undertakes to consider all applications

All candidates will be offered an audition, provided they meet the following criteria:

- All candidates must complete an online application form, including a written statement, a photograph, and payment of the required audition fee.
- The candidate must meet the age requirements of their course at the start of their first year of study.
- Applications must be received by the deadline; this is usually the end of February for a September intake, although this may be later for some courses.

(ii) ArtsEd undertakes that the decision-making process is fair and transparent

Each member of the audition panel completes a detailed Audition Report form on which they record comments about each stage of the audition process and give grades on the candidates' potential for training. If there are any discrepancies of opinion amongst the panel, the candidates in question are auditioned further and extra time is allocated for this purpose.

6. FROM OFFER TO REGISTRATION

All candidates will be informed of their result via e-mail within two weeks of their audition, although the school aims to inform them within a week.

Upon receiving an offer of a place, BA / PPAD candidates will also receive an acceptance form with the school's Terms and Conditions attached, together with a copy of the Student Regulations and a 'Self Declaration of Income' form for those students wishing to apply for a Dance and Drama Award. To accept the place, the candidate must complete and sign the acceptance form along with the student regulations, the completed forms must be returned to the Head of Admissions. All offers are conditional upon our receiving a copy of your ID (driving licence, passport, or birth certificate) and a medical practitioner's note confirming that you are fit to take this course.

An Acceptance Deposit of £350.00 is payable upon returning the acceptance form. For more details about the Acceptance Deposit please refer to paragraph 15 of the school's Terms and Conditions.

The place and any funding offer will be held open for a period of two weeks from the date of the original offer, after which it may be offered to another candidate. If a candidate subsequently accepts a place at another school, they must inform the Head of Admissions & Student Records immediately. Please note that a legally binding contract based on the terms of this offer letter, the acceptance form, the fees schedule and the School's Terms and Conditions will be formed when you return the acceptance form, duly completed, together with your payment of the Deposit.

7. REGISTRATION: THE FUNDING PROCESS

Upon returning your signed acceptance forms, student regulations, Copy ID, and 'Self-Declaration of Income' form, you will receive a 'Letter of Receipt' along with our Fee Refund & Compensation Policy and Student Protection Plan (these are to be retained). You will also be informed of your eligibility for DaDA funding at this time.

The DaDA scheme offers annual scholarships to exceptionally talented performing arts students, providing reduced tuition fees and assistance with living costs for the duration of the course.

Students in receipt of a DaDA are means-tested according to national scales and receive a scaled level of support for their course fees (see DaDA website for 2023/24 income bands: <https://www.dadainfo.org.uk/income-bands>). They may also apply for an income-assessed maintenance grant of up to £5,185 per year. Each year, ArtsEd allocates a limited number of awards to those students who have been judged at audition to have the most potential to succeed in the profession and, within that scale, those who are in the most financial need. Disability Students' Allowance (DSA) is also available to DaDA students through ESFA funding.

Level 6 Trinity College London Professional Performing Arts Diploma (PPAD)

Dance and Drama Award (DaDA) funding is allocated for the completion of our three-year Level 6 Trinity College London Professional Performing Arts Diploma (PPAD) courses in either Acting or Musical Theatre. BA (Hons) and PPAD Diploma students study together, on the same three-year courses.

Those students in receipt of a DaDA and studying the Trinity PPAD Diploma may also register for the degree, which incurs an additional cost of £595. On completion of their 3-year course the student will receive two qualifications at graduation: a diploma from Trinity College London and a degree from City, University of London. DaDAs are only available to students studying our three-year full-time courses in Acting or Musical Theatre.

8. STUDENT ELIGIBILITY (DaDA SCHEME GUIDE)

Age

To be eligible to receive DaDA funding in the 2023 to 2024 academic year, students must be aged between 18 & 23 at the start of the academic year.

Residency

Institutions can only give DaDA funding to students who satisfy one of the following residency conditions:

- a UK or Irish national and have lived in the UK, EEA, Gibraltar or Switzerland for at least three years prior to the start of the course
- a family member of a UK or Irish National, where both UK or Irish National and family member have lived in the UK, EEA, Gibraltar or Switzerland for the past 3 years
- an EU, EEA or Swiss worker, or the family member of an EU, EEA or Swiss Worker with settled or pre-settled status under the EU settlement scheme and have been living in the UK, EEA, Gibraltar or Switzerland for the past 3 years
- the child of a Turkish worker and have been living in the UK, EEA, Gibraltar or Switzerland for the past 3 years
- is recognised as a refugee by the UK Government, or the spouse or civil partner or child of a refugee, granted Humanitarian Protection or indefinite leave to remain.

EU, EEA and Swiss citizens must have successfully applied for the EU settlement scheme and hold either Settled or Pre-settled status. Irish Nationals do not need to apply to the EU settlement scheme.

All Ukrainian students and their family members supported through the Ukraine Family Scheme, Ukraine Sponsorship Scheme and Ukraine Extension Scheme are immediately eligible to apply for Dance and Drama Awards funding for tuition fees and living costs and are exempt from the 3-year residency requirement specified in the DaDA Scheme guide.

If you hold DaDA funding, you cannot apply for a Higher Education (HE) student loan. Students who may also be enrolled on a HE degree programme alongside the PPAD course are not permitted to access HE student support as well as being in receipt of DaDA funding.

ArtsEd offers approx. 25 DaDAs each academic year to incoming MT / Acting students. In selecting students for the limited number of awards available, primarily we take account of the candidate's potential for training (ascertained through the audition process), but also must consider the financial circumstances of the student and their family household income. Students are only eligible to apply for an award if their annual household income is below £90,000. You can find further information at dadainfo.org.uk.

All initial funding offers are provisional: final offers are subject to the return of a Dance & Drama Application Form and supporting financial evidence.

9. STUDENT CODE OF CONDUCT (REMOVAL OF FUNDING)

As a prospective student of ArtsEd, your sole purpose and focus while undertaking professional actor training is to create and work within a positive working environment that promotes trust, safety, personal and professional growth, and goal attainment. Every learner has a duty of care for themselves and each other and, as a result, each of you are responsible for upholding the highest levels of mutual trust and respect. Each of you are responsible for your own motivation, on an individual and ensemble level, working as a collective to support and encourage others in your company. This positive working practice will lead to nurturing professional relationships with your peers and industry professionals.

Failure to adhere to a professional standard of practice will not be tolerated under any circumstance and may result in a removal of funding. Therefore, each candidate is fully responsible for, and will be held to account for, their actions and interactions with peers and all staff members during their audition. Please use this opportunity to be reflective in your practice and fully understand and recognise the importance of professional expectations as you embark upon the audition process.

Students are required to sign a student code of conduct at the beginning of each academic year.

10. FUNDING APPEALS PROCEDURE

(i) An appeal will only be accepted on procedural grounds, not on the selection judgement of the assessment/selection panel. That is, an appeal can only be made if the applicant considers that procedures were not properly followed, and therefore the applicant was treated less favourably than other applicants.

(ii) The appeal should be made by the applicant, not by a third party.

(iii) In the first instance the appeal should be addressed to the Director of the School of Acting/Musical Theatre. If the posts of Principal and Director of the School are held by the same person, the appeal should be addressed to the Head of Acting or other appropriate Head of Department.

(iv) The appeal should contain an outline of the alleged procedural inadequacies, and appropriate evidence.

(v) The appeal must be received within 14 calendar days of the decision date.

(vi) Receipt of the appeal will be acknowledged, and a response made to within 14 calendar days of its receipt.

(vii) The facts as outlined in the appeal will be investigated by the Director of the School (or Head of Department, as above), and will inform their written response.

(viii) If the applicant is dissatisfied with the response, then they may then appeal to the Principal of ArtsEd.

(ix) The Principal must receive this appeal within ten calendar days of the applicant receiving the Director's decision. The Principal will respond to the appeal within ten days of receiving it.

(x) The Principal, in considering the appeal, will call for all the relevant information, and will consider the applicant's case within the context of that information. They will respond in writing giving the reasons for their decision.

(xi) The decision of the Principal is final.

11. COMPLAINTS PROCEDURE

At ArtsEd we pride ourselves on our openness and approachability. ArtsEd welcomes the expression of opinions, ideas, and suggestions, and recognises the right of prospective and current students to air a grievance, express a concern or make a formal complaint. Concerns and complaints are always taken seriously, and it is our aim to resolve them in the most satisfactory manner possible. In the event of an applicant wishing to express a concern or make a complaint about the process set out in this Policy (but not the decision reached), we encourage the complainant to bring the matter to our attention as early as possible. This gives us opportunity to try and rectify a problem or to explain ArtsEd's position before a matter escalates. If you are in any doubt as to whether to raise a concern, we encourage you to contact us for further advice. To bring a complaint to our attention please e-mail he_admissions@artsed.co.uk within ten calendar days of the decision date or the matter you wish to complain about occurred.

(DB) 9/10/23