

RAMBERT SCHOOL ADMISSION POLICY

The Rambert School offers places based on talent and potential for training alone (ie 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. Rambert School, in union with the Conservatoire for Dance and Drama and its affiliates, operates an equal opportunities policy; for further information, go to www.cdd.ac.uk/about/equality-and-diversity/.

Students of the Rambert School of Ballet and Contemporary Dance are registered as students with the Conservatoire for Dance and Drama, a higher education public funding provider.

Applications

Applications are accepted from around the 30th September for entry the following academic year. Information about the application process should be displayed on the school website. Application forms are available to download from the school website.

Application form information

The questions on the application form should be designed to provide only the information needed for the school to make a decision as to whether the candidate can be invited to audition. The application form will also include questions in line with our equal opportunities policy and are used to provide statistical information only and do not form part of the audition process.

Application process

Only applications received with the administration fee will be processed. On receipt of the correct fee and information the application form will be processed by the Admissions and Registry Manager, there is no guarantee of an offer of audition, the final decision lies with the Principal of the school.

The administration fee of £50 is non-refundable.

If a candidate is not selected for audition, they will be informed of the decision by email **within two weeks** of application. If a candidate is selected for audition, they will be notified via email and offered an audition date. If they are unable to attend that date, an alternative date will be offered.

There are two audition opportunities available to candidates. Those who are able to attend are invited to the audition day. Those unable to attend, such as coming from overseas, may submit a DVD audition, which is considered by the Principal.

Candidates invited to formal auditions will be considered by a panel of Rambert School teaching staff and a member of the Screening, Treatment and Rehabilitation Unit (STRU). Candidates will complete a ballet and contemporary dance class and some candidates may be asked to perform a Solo and be interviewed. Panel members will make notes on the classwork to form the basis of the decision to offer a place. All audition notes will be kept for one year. Information on the format for DVD's auditions is provided on the School's website.

Offer of a place

A candidate who is offered a place should normally expect to hear their result within two weeks of their audition. The candidate will need to accept that place within two weeks of an offer by returning an acceptance email and paying a deposit via bank transfer or cheque which will be offset against their fees or refunded in the third term of the first year of the course.

Reserve List

Candidates may be offered a place on the Reserve List. Students should normally expect to hear within two weeks of the audition. A reserve place may be offered up until the start of term. Only when the term has formally started will the reserve list students be informed that they have not been offered a place on this occasion. The decision to offer a place from the reserve list is at the discretion of the Principal

Not offered a place

A candidate who is not offered a place should normally expect to hear within two weeks of audition. Candidates who are not offered a place are allowed to apply again for the following academic year's entry.

Offer of a place to overseas candidates

Where a successful candidate is applying as an overseas student, the school will ask for a copy of either their passport or where appropriate their residency status, in order to determine whether they will need a Confirmation of Studies issued in order to progress a visa application.

The status will also determine whether they are eligible to pay UK/EU fees rather than the overseas fee. Where a candidate has been either resident abroad or has been living outside of the UK/EU for more than three years, they will be eligible to pay the overseas fee even if they possess a UK/EU passport.

For applicants with English as a second language they will be asked within the application form to achieve a Level B1 in accordance with the UK Border Agency Regulations.

Appeals

A candidate is only permitted to appeal against the process of audition, there is no right to appeal the decision of the audition panel, and the audition panel decision is final. If a candidate feels they were treated unfairly at audition, they should contact the Principal in writing within 10 days of receiving their audition outcome. The letter should detail information about the date and time of the audition along with the grounds for appeal.

On receipt of that appeal, the Principal will consider the grounds for appeal and any additional evidence provided in support of that claim; they will then either uphold or reject the claim. The School will notify the claimant within seven days of the receipt of the appeal. There is no further right of appeal.

Appeals should be sent to;

The Principal
Rambert School of Ballet and Contemporary Dance
Clifton Lodge
St Margaret's Drive,
Twickenham
TW1 1QN