

# RAMBERT SCHOOL

## RAMBERT SCHOOL ADMISSIONS POLICY 2018-19

(for 2019-20 entry)

The Rambert School offers places 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 considers 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/](http://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 1 October for entry the following academic year. Information about the application process will 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 will 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 Head of Admissions, Registry & Student Support or staff supporting her, 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.

Audition dates are listed on our website. Candidates can request a preferred date on their application form. We cannot guarantee this date will be available but will offer an alternative date. Auditions are offered on a first come first served basis. Those who are able to attend are invited to the Stage 1 audition day. Those unable to attend, such as coming from overseas, may submit a Digital audition, which is considered by the Principal & Artistic Director and The Deputy 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). Entry to Rambert School from September 2018 onwards is through a two-stage audition process. First Stage Auditions: candidates will complete a ballet and contemporary dance class, pointe work (for female applicants) and some candidates may be asked to perform a Solo/attend a physical assessment /be interviewed. (as required by the panel) Successful candidates will be invited to attend the Second Stage audition process. Second Stage Auditions: candidates will complete a ballet and contemporary dance class, pointe work (for female applicants) and some candidates may be asked to perform a Solo/attend a physical assessment /be interviewed. Second Stage audition dates will be on the school website.

All candidates will be notified of the outcome of auditions within 48 hrs of audition.

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 digital auditions is provided on the School's website.

### **Overseas auditions**

Overseas auditions periodically take place in Japan, Singapore, Australia, Canada and USA. Please see our international students page on our website for further details.  
[www.rambertschool.org.uk/students/international-students](http://www.rambertschool.org.uk/students/international-students)

### **Offer of a place**

A candidate who is offered a place should normally expect to hear their result within two weeks of their Stage 2 audition. The candidate will need to accept that place within two weeks of the 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 their Stage 2 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  
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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 Acceptance for Studies (CAS) 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 Visa & immigration (UKVI) Regulations.

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

Rambert School 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/or 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 with Rambert School, the student may be subject to disciplinary action.

### **Admissions Appeals and Complaints**

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 follow the Admissions Complaints and Appeals Procedure below.

In accordance with Rambert Schools Admissions, Appeals and Complaints Policy, an applicant may submit an appeal or complaint regarding the admissions process by following the Admissions, Appeals and Complaints Procedure:

<https://www.rambertschool.org.uk/wp-content/uploads/2017/10/Rambert-School-Admissions-Appeals-Complaints-Policy.pdf>

### **Criminal Records**

Rambert School has a responsibility to provide a secure, safe environment for staff, students, visitors and others, and must balance this alongside any legal requirements, such as those to protect vulnerable individuals. As a result, at the point of making an offer to an applicant, where an applicant has indicated they may have a relevant criminal conviction to disclose, Rambert School will request further information about the conviction.

Having a criminal record is not a bar to training at Rambert School, and the School welcomes applications from all individuals. Applicants should note that the School has some programmes which require an enhanced DBS check, and in certain cases whilst not preventing an individual from training with Rambert School, this may preclude them from undertaking certain pathways. Rambert School will not request any specific details about an applicant's criminal record until the point of making an offer of a place to study to an applicant, and applicants should not disclose any specific details until requested to do so by the School. Convictions which are deemed spent under the terms of the Rehabilitation of Offenders Act 1974, should not be disclosed by applicants under any circumstances. However, where successful applicants become registered students of Rambert School, if they wish to undertake modules and/or placements which involve the need for an enhanced DBS check (i.e. teaching modules or modules where you are likely to be working in unsupervised environments with minors or vulnerable adults), applicants should be aware that spent convictions deemed as 'exceptions' under the terms of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 may be disclosed.

From September 2018, Rambert School will process any information relating to a criminal record in line with the Conservatoire for Dance and Drama's policy on disclosure of criminal records, which is published on the Conservatoire's website at <http://www.cdd.ac.uk/policies/student-related-policies/>.

For independent advice and support regarding criminal convictions, applicants may wish to contact the charity UNLOCK who also have the following tools and guidance:  
The Disclosure Calculator (for calculating when convictions become spent) 'Is it spent?' poster (with information about when convictions become spent)

## **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 programme.

### **Equality and Diversity**

Celebrating diversity and working to achieve the creative potential in all our students, is at the heart of the work of Rambert School. As part of the Conservatoire for Dance and Drama, the School is committed to selecting, training and supporting students, regardless of ethnicity, gender, disability, age, sexual orientation or religion. Applicants to Conservatoire schools 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 programme and their potential to successfully complete the training, as the work is rigorous and requires high levels of energy and commitment.

In our admissions process, we are committed to supporting students with disabilities. Disabled students are encouraged to disclose their support requirements so that we can endeavour to meet them during the audition 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 will also make any necessary reasonable adjustments, to ensure that disabled students can train at Rambert School.

### 1.3 Criminal Convictions

Applicants applying for a place to study on a programme at the CDD should not disclose any criminal conviction upon initial submission of their application to the CDD. However, once a candidate has been made an offer of a place, they must declare any relevant criminal conviction at that point.

It is important to note that a failure to declare a relevant unspent criminal conviction, whether at the relevant point of the application process or in the event of being convicted once admitted to a programme of study at the CDD, is taken very seriously, and could result in expulsion from School and the CDD.