

Rambert School of Ballet & Contemporary Dance

Undergraduate Admissions Policy 2024 entry onwards

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1. Important information about Rambert School of Ballet & Contemporary Dance

1.1 Applying to Rambert School

Rambert School of Ballet & Contemporary Dance is an independent Higher Education Provider a Member registered with the Office for Students from August 2022. Prior to this, between 2005-2022 Rambert School was first an affiliate, then a Member School of the Conservatoire for Dance & Drama, and we maintain close links with other former affiliates and Member Schools.

Rambert School of Ballet & Contemporary Dance is a legally autonomous institution, independent training organisation, and charity (registered charity number 1098900), holding independent registration with the Office for Students (OfS) from 1 August 2022 (UKPRN 10005378). On enrolling upon a course of higher education with Rambert School you will be a registered student of Rambert School, with curriculum delivery and assessment being delivered by the School. The undergraduate higher education courses offered by Rambert School are validated by the University of Kent (the 'validating university'). There are no changes to any of our courses as a result of becoming independently registered with the Office for Students.

From September 2022 onwards, applicants who accept the offer of a place with Rambert School on the Foundation Degree Course or BA Hons (Top Up) Degree Course enter into a contract solely with Rambert School (where previously this contract also included the Conservatoire for Dance & Drama). Any rules, regulations policies and procedures that were previously those of the Conservatoire for Dance and Drama have been replaced by the School's own equivalent rules, regulations, policies and procedures. There are no changes to the validation arrangements between Rambert School and the University of Kent.

By accepting the offer of a place on the Foundation Degree or BA Hons (Top Up) Degree Course, you (and your parent / guardian / named responsible adult if you are under 18) accept the terms and conditions in full, which along with your offer, include:

- the School's rules, regulations, policies and procedures, and
- the academic regulations of the University of Kent, as applicable.

All of the above form the contract between you (and your parent / guardian / named responsible adult if you are under 18) and the School in relation to your studies at the School. A copy of the Terms and Conditions applicable to the Course of study for which a place is being offered, accompanying Fees Policy (Annex A to the Terms and Conditions), the applicable Course Summary document governing the relevant year of entry to the Course, and an Offer Letter, will be issued to all successful applicants who are offered a place. More information about our admissions criteria and processes can be found throughout this Policy.

Enquiries regarding admissions for any course of higher education delivered by the School should be sent to: admissions@rambertschool.org.uk

2. Admissions Policy Statement

2.1 Admissions Policy Statement

Rambert School of Ballet & Contemporary Dance exists to train artists who will match the world's best and, on entering their professions, shape the future of dance. Established in 1920, the School is a small, specialist institution with an international reputation for high quality delivery in our artistic disciplines. The central objective of the undergraduate degrees is to develop and enhance the students' ability to perform in Ballet and Contemporary Dance at a professional level.

Rambert School is a publicly funded institution, independently registered with the [Office for Students \(OfS\)](#) from August 2022. 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 [UK Quality Code](#) (March 2018), and the Office of the Independent Adjudicator for Higher Education (OIAHE or OIA) Good Practice Frameworks.

2.2 General expectations

Our School selects students who show exceptional potential combined 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. Our [Framework for Contextual Admissions](#) underpins our approach to admissions to support and facilitate the widest opportunities to train with us. Please see Section 2.5 of this Policy 'Equity, Diversity and Inclusion' for further information on the Framework.

2.3 Rambert School Admissions Commitment

The School will:

- **Audition or interview all applicants that meet the basic criteria for the discipline and course as outlined in the applicable course summary document (see 3.2 above);**
- **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 course.**

2.4 Scope of this policy

This policy relates to all undergraduate courses offered at Rambert School, unless otherwise specified. It applies to all applicants who apply to Rambert School of Ballet & Contemporary Dance for the following courses:

- Foundation Degree in Ballet & Contemporary Dance
- BA Hons (Top Up) Degree in Ballet & Contemporary Dance

2.5 Details of Rambert School undergraduate higher education courses

Details of undergraduate courses currently on offer at the Rambert School can be found on the School website in the course summary documents which can be accessed from the following link: <https://www.rambertschool.org.uk/courses/policies-and-procedures/>

2.6 Equity, Diversity and Inclusion

At Rambert School we pride ourselves on our inclusive and nurturing environment. Celebrating diversity and working to achieve the creative potential in all our students is at the heart of our School.

We are committed to selecting, training and supporting students regardless of ethnicity, gender, disability, age, sexual orientation, or religion. Applicants to Rambert School 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. Disability support during training is managed under the School's Support Through Studies processes.

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. As part of our approach to supporting equality, diversity, and inclusivity, the School has a [Framework for Contextual Admissions](#). The Framework sets out the values and principles that the School applies during the admissions process to identify, acknowledge, and mitigate barriers and disadvantages that applicants may face not only at the time they apply to us but also subsequently, to ensure that when studying with Rambert School students can have the appropriate support to reach their fullest potential. We will also make any necessary reasonable adjustments, in accordance with the Equality Act (2010), to ensure that disabled students can train with appropriate support at the School.

As part of our statutory monitoring, the School collects Equality and Diversity information from applicants. This information is considered as confidential and is used for statistical purposes only. Any queries regarding this can be raised by contacting us at:

admissions@rambertschool.org.uk.

2.7 Applicants and Students under 18 years of age

Rambert School is committed to ensuring the safety of all students, including supporting health and well-being. Applicants who will be under 18 years of age as a student on a course of higher education with Rambert School should be aware that they are applying to study in an adult environment and there may be a small number of limitations that apply to them while they are under 18, including legal limitations under UK/English law.

Rambert School is committed to ensuring that any students under the age of 18 receive the same quality of training and experience as those aged 18 and over, whilst also meeting the additional legal requirements that apply to this age group. Where students are under the age

of 18 at the date of registration, their Parents/Guardians will be asked to sign a Parent/Legal Guardian consent form which will be shared with registration documents. Parents/Guardians of students under the age of 18 at registration will be required to also sign the Registration Forms.

Overseas Students who are offered a place following audition /interview and are under 18 at the time the CAS (Confirmation of Acceptance for Studies) is issued for visa purposes will also be required to prove consent from a Parent/Guardian before the CAS will be issued via a U18 overseas consent form. The U18 Overseas Consent Form is issued by the Rambert School Admissions Team.

It is a requirement of Rambert School that overseas students who are under 18 at the time of registration have a UK guardian. For further information about this, please email admissions@rambertschool.org.uk.

3. Entry Requirements

3.1 Where to find entry requirements and criteria for Rambert School undergraduate courses of study

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

<https://www.rambertschool.org.uk/courses/policies-and-procedures/>.

Information about entry requirements for undergraduate courses at Rambert School can also be found published on the School website at:

<https://www.rambertschool.org.uk/courses/how-to-apply-for-all-courses/apply-for-degrees/>.

3.2 Direct Entry to an undergraduate course of higher education with Rambert School

Each year Rambert School admits a small number of applicants who satisfy the relevant entry requirements into either year 2 of the Foundation Degree or directly into the BA (Hons) 'Top Up' Degree. This is known as 'direct entry'.

Direct entry applicants go through the same audition procedures as all others. If accepted directly into year 2 of the Foundation Degree or into the BA (Hons) 'Top Up' Degree the School follows the University of Kent's procedures for APECL, completing a portfolio for each student which details their experiential and certificated prior learning. This experiential and certificated prior learning is taken into consideration by the School when determining whether we can make an offer to a direct entry applicant.

Students who are admitted as direct entry to either year 2 of the Foundation Degree or directly into the BA (Hons) 'Top Up' Degree are required to attend Rambert School induction sessions along with first year Foundation Degree students and all other students who are new to the School, as well as any additional sessions designated for the year of study.

3.3 General Requirements for admission to an undergraduate course of higher education with Rambert School

Applicants must demonstrate:

- the ability and capacity to study at a 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.

In addition to the above general requirements, specific entry criteria and requirements for each course of study can be found in the relevant [Course Summary document](#) (see 3.1 above).

4. Recruitment

4.1 Target recruitment numbers

Target recruitment numbers are determined by the School and vary across the courses of study delivered by Rambert School.

4.2 Marketing

Marketing and promotional activities are conducted by Rambert School, and may include:

- information available on the School website
- guided tours
- published course guides
- summer schools
- social media, including Facebook, Instagram, Tumblr, Twitter
- student performances

4.3 Participation and outreach

Rambert School has a strong commitment to widening participation underpinned by the School's [Access and Participation Plan](#). We engage in various widening participation and outreach activities to widen access to conservatoire artistic training in dance.

5. Application and Selection

5.1 General information on application and selection

Rambert School will seek to ensure that selection policies and procedures are transparent, effective, consistent, fair, and in accordance with the School's Public Sector Equality Duty. Information concerning applicants is subject to both the School's Data Protection Policy and Processes.

Applicants who have previously completed a course of study at Rambert School are not automatically guaranteed entry to any other course of study in the School. This means that an applicant who has completed a two-year Foundation Degree with Rambert School must apply for a place on the one-year BA (Hons) top up degree should they wish to continue their studies to the next Level (Level 6), and a place is not guaranteed.

In some instances there may be the opportunity to undertake a 'fast-track' application process if the Foundation Degree has been successfully completed with the School. Applicants should contact the School via admissions@rambertschool.org.uk for further information. Please see also 'Internal applicants to the BA Hons (Top Up) Degree' further on in this Policy.

5.2 Equality of opportunity

To ensure equality of opportunity the School will:

- audition or interview all applicants who meet the basic entry criteria ([see Section 3 of this Admissions Policy for where to find further 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 and 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.

Rambert School 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 the School can endeavour to make any reasonable adjustments during the admissions process including at audition or interview, as well as during the course to enable participation. The School encourages disclosure in advance wherever possible, but applicants can also disclose a disability or condition at any stage of the audition or interview process.

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

5.3 Application fees

There is an application fee of £50 to apply to an undergraduate course of higher education with the School, however, exemptions are available.

The School can offer an Application Fee Waiver if for personal reasons an applicant is unable to afford the application fee. Please see below for further information.

5.4 Application Fee Waiver scheme

In line with our commitment to widening participation, we offer an application fee waiver that applicants can apply for. Fee waivers will be offered following consideration of an individual applicant's personal circumstances. Application fee waivers will be prioritised for individuals matching one or more of the following criteria:

- Being a current UK Resident
- Applying to an undergraduate course (Foundation and BA Hons Degrees)
- Being new to higher education (no previous degree-level qualification, including Foundation Degrees)
- State school or college educated
- Household income (before tax)
- People of Global Majority background
- Declared Disability
- Care Experienced student
- Estranged student

To apply for an Application Fee Waiver, please contact the School by emailing the Head of Admissions at admissions@rambertschool.org.uk, and make a request for an Application Fee Waiver with a brief outline of your personal circumstances and reason(s) for the request.

The number of fee waivers is limited but we aim to make our application process as inclusive to all as possible and will consider all applications fee waiver requests received.

5.5 Additional support for Care Experienced Students and Estranged Students

Rambert School 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 that you may have concerns about accommodation, financing your studies, and pastoral support. We have a strong tradition of providing student care and support services and commit considerable resources to this purpose.

Bursary for care Experienced Students 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 the School at any point during the academic year.

Please see the [Bursary Policy](#) for further information.

5.6 Applicants with a criminal record

In line with the School's commitment to removing unnecessary barriers and increasing accessibility, the majority of applications to a course of higher education with Rambert School do not require any disclosure of a criminal record. All criminal records data will be processed in accordance with the School's [Criminal Records Policy](#), [Data Processing Statement](#) and [Data Protection Policy](#).

Some Rambert School courses may offer placements or other professional course-related experiences that involve 'regulated activity'¹ 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.

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

5.7 Application Procedures

Rambert School arranges its own application procedures (e.g. the dates of auditions both online and in-person); we are not in UCAS. Deadlines for making an application to study on a course of higher education with Rambert School are published on the School website at <https://www.rambertschool.org.uk/courses/policies-and-procedures/>.

5.8 Audition/Interview and Selection procedure

A fundamental part of the application process to a Rambert School course of higher education is via audition and interview, along with other requirements specific to individual courses. Details of audition and interview procedures, together with entry requirements to relevant courses, can be found on the School website at <https://www.rambertschool.org.uk/courses/how-to-apply-for-all-courses/apply-for-degrees/>.

Rambert School holds undergraduate auditions across the UK and in other countries. Applicants should check the School website for details of audition dates and locations. Rambert School may variously offer online or in-person auditions, subject to circumstances.

Where circumstances occur that prevent the School from holding an audition in-person where it has been previously advertised as such, the School 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 contact the School at admissions@rambertschool.org.uk for further information.

5.9 How applicants are selected

Selection for all undergraduate courses with Rambert School will normally be through consideration of audition and interview, together with information provided on the application form and candidate statement. Auditions and interviews 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.

BA Hons (Top Up) Degree

There is a natural progression route from the Foundation Degree to the BA Hons (Top Up) Degree, and most Foundation Degree graduates continue on to the BA Hons Degree.

In accordance with the University of Kent's academic regulations governing [Accreditation of Prior Learning \(APL\)](#), Rambert School takes prior learning (including prior experiential learning) into account in the considerations of applications to our BA Hons (Top Up) Degree.

5.10 Internal applicants to the BA Hons (Top Up) Degree / Internal Admissions Process

Most students and graduates of the Rambert School Foundation Degree aim to continue their studies with the School via the BA Hons Top Up Degree. Current students of the Foundation Degree are designated as 'internal applicants' by the School, and therefore follow an 'internal admissions process'. This differs from the admissions processes for external applicants. Places on the BA Hons (Top Up) Degree are prioritised for internal applicants.

Graduates of the Rambert School Foundation Degree who wish to apply for the BA Hons (Top Up) Degree and who have taken a break from their studies should contact the School via admissions@rambertschool.org.uk to enquire about a fast-track application.

Internal Admissions Process

The Internal Admissions Process is a holistic application process designed to support students to best succeed, and which differs to that which external candidates must make. From the commencement of their studies on the Foundation Degree, students are continuously formatively assessed, and the School monitors the whole trajectory of each student.

Internal candidates are considered for admission to the BA Hons (Top Up) Degree on the basis of the following criteria (which are the same as the audition criteria for external applicants):

- **Movement quality:** ability to demonstrate a range of movement dynamics, effective use of space, flow
- **Musicality:** rhythmic and musical awareness, phrasing
- **Stage presence:** eye-line, projection, spatial awareness, grasp of appropriate style
- **Commitment, helpfulness and cooperation:** concentration, attitude to the teacher and the other students
- **Dance technique:** understanding of individual structure, physicality, coordination, control, flexibility, elevation

Along with the above, the following factors are taken into consideration when assessing internal applicants:

- Attendance record and punctuality
- Commitment to studies, personal and professional development
- Engagement with the School and its values
- Professional attitude
- Potential to succeed at Level 6 on the BA Hons Degree

The Internal Admissions Process is a holistic one. Consideration of the audition criteria and all these factors begins at the commencement of an internal candidate's studies on the Foundation Degree, but focused consideration of a student's potential to succeed on the BA Hons Degree begins at the start of Foundation Degree Year 2. Via this holistic consideration, the School is able to identify, on the balance of probabilities, the potential of internal candidates to succeed on the BA Hons Degree which is a demanding programme, and also whether progression to the BA is in the best interests of each student.

All Foundation Degree Year 2 students are contacted by the School in March of that academic year to notify them of their eligibility for the BA Hons (Top Up) Degree and to ascertain whether eligible candidates wish to formalise their application.

5.11 Late applications

Applications submitted after the application deadline will not normally be considered and will only be accepted and considered at the discretion of the School. Rambert School reserves the right to extend an application deadline where it deems this to be appropriate.

5.12 Withdrawals prior to audition or interview

Applicants must inform Rambert School at their earliest convenience 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.

5.13 Unsuccessful applications

Feedback from Stage One Auditions and interviews is not available due to the large numbers of applicants. Applicants who have a second stage audition and interview and who are not offered a place can request feedback from their audition or interview by contacting the School at admissions@rambertschool.org.uk.

5.14 Confirmation of offer

Where an applicant is made an offer of a place to study with Rambert School, conclusion of the application process follows the 3-step process set out below:

5.14.1 Offer of a place to study is made by the School to applicant, including the following pre-contract information:

- a. Offer letter**
- b. Terms and Conditions**
- c. Fees policy**
- d. Relevant Course Summary Document**

5.14.2 Applicant must confirm acceptance of the offer in writing to the School;

5.14.3 School confirms the place in writing.

Please note that an offer of a place to study on an undergraduate course of higher education with Rambert School remains provisional until the School has confirmed the offer in writing (step 3 i.e. 5.14.3, above).

5.15 Course Deposits

Rambert School normally charges a deposit for all undergraduate courses. Please see the [Course Deposit Policy](#) and the [Undergraduate Fees Policy](#) applicable to the year of entry for further information.

The Course Deposit is fully refundable if, having accepted a place on either the Foundation Degree or BA Hons (Top Up) Degree course, you choose to exercise your right to cancel within the 14-day cooling period as outlined in Section 23 of the Terms and Conditions ('Your Right to Cancel within the first 14 days'). Please see below for further information.

5.16 Right to cancel a confirmed offer

In accordance with the Terms and Conditions issued as part of the pre-contract information, when Rambert School 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 relevant Terms and Conditions issued at the point of offer for more detailed information).

5.17 Deferred admissions

An offer of a place to study on an undergraduate course of higher education with Rambert School 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 the School as to whether an offer of a place may be deferred, and the length of any such deferral.

5.18 Communications with a third party

All communications regarding an application and audition/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 the School, 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.

6. Complaints and Appeals

For information about submitting a complaint or an appeal regarding the admissions process, please refer to the [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 admissions@rambertschool.org.uk.

7. False, fraudulent or misleading information provided by applicants

Rambert School of Ballet & Contemporary Dance 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.

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 (where applicable) the withdrawal of any offer made.

From time to time information may come to light about a successful applicant holding an offer, or a registered student, where the School would have made a decision not to offer a place had the information come to light before an offer had been made. In this instance, an applicant holding an offer may have this offer subsequently withdrawn. In the event that the matter concerns a registered student, the case will normally be referred to the Principal of the School who will determine what action may need to be taken.

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 the School, the student's registration may be immediately terminated and student status withdrawn, or the student may be subject to disciplinary action under the Non-Academic Misconduct Policy and Procedures.

Please see also Terms and Conditions regarding the 'Contractual Cooling Period' for further information, and 'Values and Commitments: our expectations of all students' in Section 9 of this Policy.

8. Registration and Enrolment

8.1 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 School and course facilities. Enrolment is carried out by Rambert School, 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 School undergraduate 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 Rambert School.

A place on a course at Rambert School 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 also at the start of each subsequent academic year.

8.2 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 undergraduate course to which they have applied for more detailed information. The Course Summary documents for each Rambert School undergraduate course of study can be accessed from here: <https://www.rambertschool.org.uk/courses/policies-and-procedures/>.

8.3 Enrolment

Applicants must enrol at the designated session at the start of their course, as informed Rambert School, unless agreed otherwise with the School. 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 the School and contract shall be terminated. Please see the Terms and Conditions issued at the point of offer for further information about obligations and contracts. Terms and Conditions for both the Foundation Degree and the BA Hons (Top Up) degree are also published on the School website at: <https://www.rambertschool.org.uk/courses/policies-and-procedures/>.

8.4 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:

- 8.1.1 A working and current email address
- 8.1.2 A working landline and/or mobile telephone number
- 8.1.3 A term-time address
- 8.1.4 Emergency contact details
- 8.1.5 A current passport, a copy of which will be taken and retained
- 8.1.6 Confirmation of loan payment from Student Finance England (or other funding body), if applicable
- 8.1.7 Any other relevant information, if deemed necessary

All scanned documents are kept in secure files, in accordance with the School's [Data Protection Policy](#) and [Data Processing Statement](#).

8.5 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 at admissions@rambertschool.org.uk. 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 School's Undergraduate Fees Policy.

8.6 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 relevant Student Handbook; further information can be found in the relevant Terms and Conditions which are published on the School website.

9. Values and commitments: our expectations of all students

All students who join Rambert School sign up to our Student Code of Conduct and School Code of Behaviour. Our School Code of Behaviour covers every member of our community, both students and staff. Our values are enshrined in this Code of Behaviour, which sets out our expectations for how we will treat each other, with kindness, understanding and empathy, and that by joining Rambert School students are committing to being in ways that are inclusive and respectful, and do not engage in attitudes or behaviour that are incompatible with our values.

In the event that the School determines that a student is in breach of either the Student Code of Conduct or the School Code of Behaviour, or any other School policy that applies to the student contract (the 'terms and conditions that applicants sign when accepting their offer of a place'), this will be a breach of contract. If such a breach occurs within the contractual cooling period (or, in the event that the student begins the course late, within the first 14 days of the student's enrolment on the course) that in the reasonable view of the School makes it inappropriate for the student to remain on their course, the contract may be immediately terminated.

Examples of policy/contractual breaches that would, in the reasonable view of the School, make it inappropriate for the student to remain on their course, include, but are not limited to:

- Harmful attitudes (for example but not limited to, transphobia, misogyny, anti-Semitism) that are incompatible with our values and harmful to our community
- Racist behaviour
- Sexual Misconduct (as defined in the Policy on Sexual Misconduct, Harassment and Related Behaviours)
- Harassment
- Violence
- Bullying

10. Monitoring and Review of Policies and Procedures

10.1 General information

This policy is subject to periodic review by the Rambert School Academic Quality & Standards Board as required; such work may be delegated to the Executive Action Group or any of its sub-Committees by the Board.

10.2 Monitoring

Via its governing committees, the School also monitors the following, all of which are relevant to admissions:

- recruitment, marketing and the prospectus/information on the Schools' website
- processes and methods for determining admission to the School
- data related to admissions and the methods used to collect that data
- support for students and applicants with disabilities
- external requirements of the School and the validating university (the University of Kent).

10.3 Variation of Procedures

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 the Academic Quality & Standards Board and/or other quality assurance measures.