

1. Admissions

- 1.1. The Academy advertises in the Dancing Times Magazine, through our website and other publications. The Academy also participates in a number of events to reach a wider community including:
 - The annual MOVE IT exhibition at Excel in London
 - Career Days, which are aimed at young people aged from 14 years who are considering their further education and career options in the theatre industry
 - Senior members of the faculty adjudicate finals of national and regional competitions
 - Open Days, where potential applicants are able to observe a student performance demonstration, meet tutors and current students and have an opportunity for clarification and discussion with the Senior Manager Team before applying
 - The Academy holds auditions in London
 - Part-Time Courses which include: Pre-Audition Courses, Summer School, Connect (Youth Academy) and Saturday School.
- 1.2. At the Open Day funding issues are explained and there is an opportunity for queries to be addressed.
- 1.3. The prospectus is available on line with detailed information on the application process and funding information. In accordance with the Equal Opportunities Policy all Urdang printed information and documentation is available in large print on request.
- 1.4. Assessment criteria can be obtained by request from the admissions manager.

2. Pre-Audition Coaching

- 2.1. Urdang offers a Pre-Audition coaching course which offers students guidance in the different areas of an audition process.

3. Monitoring Admissions

- 3.1. A thorough monitoring process is undertaken annually to ensure Urdang continues to be as accessible as possible in its admission process and promotes widening participation and equal opportunities in the performing arts.

4. Audition Procedure and Selection

- 4.1. The Academy aims to provide the opportunity to include as many young people as possible in the audition process for full-time professional training. Although some applicants have had considerable previous experience and training, it is not a requirement for entry. All candidates are assessed on their employment potential.

- 4.2. Where there is any impairment or disability a member of staff at the audition will assist, wherever possible, to remove any barriers to completing the audition without disadvantage. Applicants are encouraged to disclose any disability through questions posed in the medical questionnaire.
- 4.3. Urdang will always work in depth with an applicant to meet their needs and will liaise with the relevant agencies to further that support.
- 4.4. The audition criteria is reviewed annually as part of the self-assessment process and discussions with staff.

5. Criteria

- 5.1. Each candidate is assessed on ability and potential in ballet & jazz classes, in acting; through a monologue and the presentation of two songs from musicals of their choice. The completed applicant Medical Questionnaire is checked by the Treatment Manager to ensure that the needs and aspirations of prospective students can realistically be met.
- 5.2. Every aspect of the audition process is documented. Auditions are assessed by Director of Dance and Director of Musical Theatre, the CEO and Principal to ensure the consistency of the audition process is upheld.
- 5.3. The audition comprises of four areas of competence: technical understanding, physical ability, musicality and quality of performance (individual interpretation and presentation), ability to be open to grasp new information and act upon it quickly and correctly. In addition to the areas of competence, the future employability and potential destination of the applicant will be considered in relation to the Entertainment Industry.
- 5.4. Applicants (such as overseas students) who, with a valid reason, are unable to attend an audition at the Academy are invited to submit a DVD for audition. Detailed information is provided to the applicant on the requirements to be demonstrated.

6. Degree Course Pre-offer Audition

- 6.1. All degree applicants successfully meeting the required competence levels are invited to return for a second in-depth audition that will include a written exercise to assess academic potential. This will follow an interview with the Director of HE Programmes and or Senior Degree Lecturers prior to review by the CEO and Principal.

7. Offer Review Panel

- 7.1. The CEO and Principal form the final Offer Review Panel.

8. Degree Programme

- 8.1. Standard Conditions of an offer are: evidence that the applicant either has or is predicted 'A' level or equivalent qualifications to reach 80 UCAS tariff points and 4 and above in GCSE English Language or the equivalent IB or other European and world-wide post-18 education.

8.2. Overseas students are required to pass the IELTS (International English Language) at 6.5 or the TOEFL equivalent.

9. Successful Applicants

9.1. Successful applicants are emailed a conditional offer letter. Once a student has met the conditions of the offer their place will be confirmed by the Academy.

10. Diploma Funding Audition

10.1. When a Diploma offer is made, the applicant will be sent an email invitation to a funding audition, asked to complete details of their financial circumstances on line and pay an enrolment fee if required. The financial circumstances of the successful applicant will be taken into consideration when deciding on the allocation of Dance and Drama Awards and Urdang's Fee Reduction Awards where more than one student of equal talent is eligible.

10.2. Degree applicants who are offered a place on the Diploma will have their funding award assessed at the degree course pre-offer audition

11. Unsuccessful Applicants

11.1. Applicants who are unsuccessful are informed as soon as possible after the first audition and no later than two weeks following their audition date.

11.2. Urdang has an appeals procedure in place and the applicant is made aware of this. Our auditions are documented for reference.

11.3. Sometimes applicants are simply not yet ready for vocational training and audition successfully again after further training.

12. Selecting DaDA and Fee Reduction Award students

12.1. All successful applicants are considered for a Fee Reduction Award.

12.2. A panel comprising of the CEO, Principal or College Directors are present throughout the audition. Final decisions are taken after careful evaluation of the audition forms and through discussion with all panel members. Video recordings may be used for reference, in particular should a DaDA become available at a future date.

12.3. Students are informed in writing if they have been allocated an award together with information regarding the award.

12.4. Students who are not in receipt of financial support are given advice on other avenues which may provide them with financial help.

13. Appeals Procedure

- 13.1. Unsuccessful candidates have a right to appeal the audition outcome or the non-award of a Dance and Drama Award (DaDA)
- 13.2. The applicant should submit their appeal within 7 working days of the result notification to the admissions manager.
- 13.3. The grounds for appeal should be clearly stated and supported by supplementary evidence where applicable. Appeals in the first instance should be addressed to the Admissions Manger who on receipt will pass all information to the Principal.
- 13.4. A second audition is offered free of charge to any candidate who may appeal for whatever circumstance. Any funding appeals after the final audition date will be referred to the Senior Management Team.
- 13.5. The Principal will respond to the applicant within 14 working days.
- 13.6. A record of the full appeal procedure will be kept in a secure place at the Academy, as part of the Academy's data protection procedure.