



## Admissions and DaDA Funding Policy

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### A. Introduction

1. This policy sets out ArtsEd's principles and procedure for admitting Higher Education students to Higher Education courses in the Schools of Acting and Musical Theatre.
2. It also sets out the procedure for selecting Dance & Drama Award (DaDA) funding for those students studying on the BA Acting or BA Musical Theatre (equivalent to Level 6 Trinity College London Professional Performing Arts Diploma (PPAD)) who are deemed eligible, and it sets out the expectations of students in receipt of an Award during their study.
3. This policy should be read alongside the following:
  - a. Detailed guidance about auditions and entry requirements in the School of Acting and the School of Musical Theatre, which can be found on the [Courses page of our website](#).
  - b. Appeals Procedure – Auditions, available on on the [Policies page of our website](#).
4. Where appropriate, other policies and procedures should be considered. All policies are carried out in accordance with our Equal Opportunities Policy, Data Protection Policy, and Code of Practice for Freedom of Speech.

### B. Principles

5. We aim to identify applicants who can benefit from the professional training and education we offer. The aim is to make sure that there is a good match between your 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.
6. We are committed to opening up opportunities for applicants from varied backgrounds, who can demonstrate that they have the capacity to benefit from the training and education and to succeed in their chosen career. Our main focus will be on ascertaining your potential. Motivation and practical experience alone do not assure success on these courses, but we place huge emphasis on commitment and a positive work ethic.
7. Places for all courses are offered only after an interview or audition. We undertake to interview or audition every eligible applicant. The [Courses page of our website](#) outlines what evidence of your abilities you may be asked to provide before or during an interview or audition.
8. Our Equal Opportunities Policy (available on the [Policies page of our website](#)) applies to the admissions process. The same criteria for selection apply to all applicants.
9. In accordance with our Code of Practice for Freedom of Speech (available on the [Policies page of our website](#)), we will not treat an applicant less favourably for a viewpoint that they hold when making decisions under this policy.

## **C. Entry Requirements**

10. Applicants must be at least aged 18 (or due to turn 18 by the time the course commences).
11. Formal qualifications are usually required, as set out on the [Courses page of our website](#), but, in line with our commitment to opening up opportunities for all, the focus will be on ascertaining your potential.
12. If an applicant fulfils the audition criteria but comes from an unconventional academic background without formal qualifications, the academic requirements may be waived. In common with other drama schools, we accept applicants who have changed careers later in life, and applicants who have little experience in their discipline but who show great potential.
13. Significant emphasis is placed on applicants demonstrating that they are motivated, committed and have a positive work ethic.

## **D. Application and Decision-Making Process**

14. We follow the Code of Practice for Auditions prepared by the Council for Dance, Drama and Musical Theatre (CDMT), by agreeing to consider all applications and to ensure that the decision-making process is fair and transparent.
15. All candidates will be offered an audition (either in person or by video), provided they meet the following criteria:
  - a. All candidates must complete an online application form, including a written statement, a photograph, and payment of the required audition fee.
  - b. The candidate must meet the age requirements of their course at the start of their first year of study.
  - c. 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.

16. 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.
17. Further details about what to expect at audition, and information about second/recall auditions and interviews, where required, can be found on the [Auditions page of our website](#).
18. **The BA Musical Theatre Audition Panel usually comprises:** Director of the School of Musical Theatre (Head of the Audition Panel), Head of Dance, Head of Music and Head of Acting.
19. **The BA Acting Audition Panel usually comprises:** Director of School of Acting and Head of the Audition Panel, Head of Voice, Head of Movement and Head of Acting.
20. **MA Acting Auditions** are usually conducted by the MA Acting Course Leader.
21. **CertHE Auditions** are usually conducted by the relevant CertHE Course Leader with support from the Director of the relevant School.
22. Your purpose and focus while undertaking professional training at ArtsEd would be to create and work within a positive environment that promotes trust, safety, personal and professional growth, and goal attainment. Every learner is responsible for upholding the highest levels of mutual trust and respect, and for their own motivation, on an individual and ensemble level, working as a collective to support and encourage others in the company. This positive working practice will lead to nurturing professional relationships with your peers and industry professionals.
23. We expect that these values are demonstrated from the application process onwards. 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.

## E. From Offer to Registration

24. All candidates will be informed of their result via email within two weeks of their final audition/interview, although we aim to inform you within a week.
25. Unsuccessful candidates may wish to view the *Appeals Procedure – Auditions* available on the [Policies page of our website](#).
26. Upon receiving an offer of a place, you will receive an acceptance form, along with the School's Terms and Conditions, Student Regulations, fee schedule and Physical Activity Readiness Questionnaire (PAR-Q) form.
27. All offers are conditional upon our receiving a copy of your ID (UK driving licence or passport).
28. Prospective BA/PPAD students will also receive a *Self Declaration of Income* form for those wishing to apply for a Dance and Drama Award (DaDA).

29. The place and any funding offer will be held open for a period of four weeks from the date of the offer, after which it may be offered to another candidate.
30. If a candidate subsequently accepts a place at another school, they must inform the Head of Admissions & Student Records immediately.
31. To accept the place, you must complete and sign the acceptance form and agree to the Terms & Conditions and the Student Regulations. You should return these to the Head of Admissions & Student Records.
32. A non-refundable acceptance deposit is payable upon returning the acceptance form. For more details about the acceptance deposit, please refer to our Terms and Conditions.
33. Please note that a legally binding contract based on the terms of your offer letter, the acceptance form, the fees schedule and the Terms and Conditions will be formed when you return the acceptance form, duly completed, together with your payment of the deposit.
34. Upon returning your signed acceptance form, Student Regulations, copy of your 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.

## **F. Partner Institutions**

35. ArtsEd is accredited by the Council for Dance, Drama and Musical Theatre (CDMT) and is a member of the Federation of Drama Schools (FDS).
36. All ArtsEd's Higher Education courses in Acting and Musical Theatre are validated by City St George's, University of London.
37. ArtsEd's full-time, three-year Acting and Musical Theatre courses are also accredited by Trinity College London and constitute Level 6 Trinity College London Professional Performing Arts Diplomas (PPAD).

## **G. Dance and Drama Award (DaDA) Funding Guide**

38. Dance and Drama Award (DaDA) funding is allocated by the Department for Education for students studying on a Level 6 PPAD, which includes our three-year courses in Acting or Musical Theatre.
39. 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.
40. Each year, ArtsEd offers around 25 Awards to incoming students who have been judged at audition to have the most potential to succeed in the profession and, within that scale, those with the greatest financial need.
41. In selecting students for the limited number of awards available, we take account of both the

candidate's potential for training (ascertained through the audition process), and the financial circumstances of the student and their family household income.

- 42. Though their funding source may differ, BA and PPAD students study together on the same three-year courses.
- 43. BA students not in receipt of a DaDA may be eligible for alternative bursaries or scholarships, including the ArtsEd Bursary Fund. Further information about student funding can be found on the [Funding & Scholarships page of ArtsEd's website](#).
- 44. Students in receipt of a DaDA and studying the PPAD may also register for the degree, which incurs an additional cost of £595. On successful completion of the three-year course, these students would receive two qualifications at graduation: a diploma from Trinity College London and a degree from City St George's, University of London.

## H. DaDA Student Eligibility Guide

- 45. Full details of eligibility are available on the [Department for Education's DaDA website](#).
- 46. Students are only eligible to apply for an award if their **annual household income is below £90,000**.
- 47. Students are **means-tested** according to national scales and this impacts the amount of financial assistance you could receive.
- 48. Students must be **aged between 18 and 23** at the start of the academic year.
- 49. Students must also have been **living in the UK, EU, Switzerland, Norway, Iceland, Liechtenstein or Gibraltar for the past three years, and hold certain nationality/residency permissions** as set out on the [Department for Education's DaDA website](#).
- 50. If you receive DaDA funding, you cannot apply for a Higher Education student loan but are eligible to apply for the ArtsEd Bursary Scheme.
- 51. All initial funding offers are **provisional**: final offers are subject to the return of a Dance & Drama Award Application Form and supporting financial evidence.

## I. Appeals Procedure – Allocation of Funding

- 52. Applicants may appeal the decision not to award them a DaDA but only on procedural grounds, and not based on the judgement of the assessment/selection panel. That is, an appeal can only be made if you consider that procedures were not properly followed, and you were therefore treated less favourably than other applicants.
- 53. The appeal should be made by the applicant, not by a third party.
- 54. In the first instance the appeal should be addressed to the Registrar via [he\\_admissions@artsed.co.uk](mailto:he_admissions@artsed.co.uk).
- 55. The appeal should contain an outline of the alleged procedural inadequacies, and appropriate evidence.

56. The appeal must be received within 14 calendar days of the date that the decision was communicated to you.
57. Receipt of the appeal will be acknowledged, and a response made within 14 calendar days of its receipt.
58. The facts as outlined in the appeal will be investigated by the Registrar (or nominee), and will inform their written response.
59. If the applicant is dissatisfied with the response, they may then appeal to the Principal of ArtsEd.
60. 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 working days of receiving it.
61. 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.
62. The decision of the Principal is final.

## **J. Expectations for Students (Removal of Funding)**

63. All students at ArtsEd are expected to act in accordance with our policies and procedures, including our Student Charter. This includes treating all members of the ArtsEd community equitably, professionally and respectfully, as well as taking responsibility for your own learning.
64. Students in receipt of DaDA funding and/or the ArtsEd Bursary should note that failure to make appropriate progress in your training, or to abide by ArtsEd's policies, will put your funding at risk.
65. This means that you are expected to:
  - a. Regularly and consistently attend and engage with classes, rehearsals and performances
  - b. Achieve a good standard of work
  - c. Maintain good conduct so that no allegations of student misconduct are upheld against you
66. If we have concerns, we will let you know and will follow the steps set out in our other policies and procedures (such as the Attendance Policy and Student Misconduct and Disciplinary Procedure) where relevant.
67. You would usually be invited to meet a relevant member of staff such as your Personal Tutor, Head of Year or member of the Student Support team to discuss these concerns, and the possible impact on your funding.
68. Where practical and appropriate, we aim to provide you with a verbal warning and then a written warning before withdrawing funding.
69. However, you should be aware that serious disciplinary issues (such as a Stage 5 for attendance or upheld allegations of major misconduct resulting in suspension or expulsion)

may result in removal of your funding.

70. In the event that your DaDA funding is removed, you may appeal the decision within 14 calendar days of the decision being communicated to you.
71. One or more of the following grounds must be satisfied:
  - a. That the procedure was not properly followed and the decision to remove your funding was therefore incorrect
  - b. That there is new evidence which, for a demonstrable reason, was not previously available, and which may change the decision
72. You should appeal by writing to the Registrar via [he\\_admissions@artsed.co.uk](mailto:he_admissions@artsed.co.uk) setting out your reasons for appeal and providing any evidence.
73. Receipt of the appeal will be acknowledged, and the Registrar (or nominee) will respond within 14 calendar days of its receipt.
74. The Registrar (or nominee) will consider your appeal and may overturn the decision to remove your funding or conclude that the decision to remove your funding was correct.
75. If you are dissatisfied with the response, you may then appeal to the Principal of ArtsEd.
76. 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 working days of receiving it.
77. 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.
78. The decision of the Principal is final.

## **K. Admissions Complaints Procedure**

79. At ArtsEd, we pride ourselves on our openness and approachability. We welcome the expression of opinions, ideas, and suggestions, and recognise the right of prospective and current students to air a grievance, express a concern or make a formal complaint.
80. Concerns and complaints are always taken seriously, and it is our aim to resolve them in the most satisfactory manner possible.
81. Complaints may only be made about the way the admissions or funding process was conducted – for example, if the prospective student believes that procedures were not followed correctly.
82. A prospective student may not submit a complaint about the outcome of an admissions or funding decision, although they may appeal the decision as set out above. In other words, you cannot complain simply because you were not offered a place or funding, but you can complain if you believe the process was not managed properly.
83. If you wish to complain, we encourage you to bring the matter to our attention as early as possible. This gives us an opportunity to try to resolve your concern quickly and informally.
84. To bring a complaint to our attention please email [he\\_admissions@artsed.co.uk](mailto:he_admissions@artsed.co.uk) within ten

calendar days of the decision or the matter you wish to complain about.

85. Complaints will normally be considered by the Director of the School of Acting or Musical Theatre or the Head of Admissions & Student Records in the first instance.



<b>Version Control</b>	
Document Title	Admissions and DaDA Funding Policy
Maintained By	Head of Admissions and Student Records
Owned By	Registrar
Approving Committee / Ratifying Body	HE Committee
Last Reviewed	<p>June 2025:</p> <ul style="list-style-type: none"> <li>• Additional section on when funding may be at risk and how students can appeal a decision to comply with Trinity College London's requirements.</li> <li>• Minor change to process to appeal a decision to not allocate a DaDA.</li> <li>• Formatting and structural edits.</li> </ul>
To be Reviewed	Academic year 2029-30 (or prior if required)
Current Version	<p>Version 2</p> <p><i>Admissions Policy</i> was incorporated into this policy in June 2025.</p>
Location of master document	Organisational File Shares > Policies > HE
Web location	<a href="https://artsed003.blob.core.windows.net/policy/admissions-and-dada-funding-policy.pdf">https://artsed003.blob.core.windows.net/policy/admissions-and-dada-funding-policy.pdf</a>