ARTS EDUCATIONAL SCHOOLS
Admissions Policy

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ArtsEd

Day School and Sixth Form Admissions Policy

1. Scope

This policy applies to the Day School and Sixth Form at ArtsEd.

2. General

ArtsEd is a co-educational independent school for pupils from ages 11 to 19 years. It is recognised internationally for its excellence in performing arts education. Young people grow not just as performers, but as a team player, a leader, and a person.

The School has approximately 280 pupils, typically 160 of whom are in the Sixth Form. It offers specialist vocational training for young people. This Admissions Policy and the audition process aims to identify applicants that can benefit from the training we offer.

The high academic and vocational expectations of the 'ArtsEd Curriculum' make this a very demanding environment. It is created to optimise pupils' preparation for careers in the performing arts, and for other careers too. It is not therapeutic and is designed to be challenging.

ArtsEd opens admission to all those that feel they have the natural facility and talent to benefit from the education at the School. Auditions, interviews and testing are held to establish candidates that display the necessary ability and aptitude to respond positively to rigorous demands of our courses and will lead to achievement in the examinations and qualifications at the end of Key Stage 4 and Key Stage 5.

The audition process reviews academic qualifications and assesses the applicant's aptitude and ability to thrive in both the academic and vocational aspects of the ArtsEd Curriculum and, as appropriate, the potential to pursue a career in the industry. Applicants should display the intellectual and emotional capacity to meet the challenges of their vocational and academic programme at ArtsEd.

Deciding on the right school for your child is very important, and we believe that a personal visit is invaluable. We very much hope that you and your child will visit ArtsEd. We usually hold a number of open events each term, which give a general introduction to the School. Details are published on our website. We are also very happy to welcome prospective parents and their children at other times. Please contact the School's Admissions Co-ordinator, on 020 8987 6600 or email dssf_admissions@artsed.co.uk to arrange a visit. If it is not possible to hold open events or arrange school visits because of circumstances beyond the School's control, then the School will publish alternative arrangements on its website.

3. Policy statement

The policy of the ArtsEd Day School and Sixth Form is to:-

- Ensure compliance with ArtsEd's charitable purpose as an independent day school;
- Provide a general education in conjunction with a specialised education for pupils considering a career in, or connected to, the performing arts; and
- Ensure that ArtsEd remains balanced and dynamic and in line with its inclusiveness, accessible to a broad social range.

4. Entry procedure

ArtsEd is a non-selective school. Our selection process is designed to identify pupils who are able to benefit from the 'ArtsEd Curriculum' in which there are high academic and vocational expectations, and to make a positive contribution towards the life of the School.

We expect applicants and their parents/guardians to act in accordance with our ethos and values and - during the admissions process and beyond - conduct themselves in a respectful and reasonable manner. Our Parent Code of Conduct applies to prospective as well as current parents.

The usual points of entry are at Year 7, Year 9 and Year 12. The School may also have occasional places at other ages. Please contact admissions for details.

Applicants for admission should register using the School's Registration Form which is available on the School's website and from the Admissions team. The audition fee must be paid before the audition.

5. Equal treatment

ArtsEd's aim is to encourage applications from candidates with as diverse a range of backgrounds as possible. We are mindful of our obligations under the Equality Act 2010 during the Admissions Process. This enriches our community and is vital in preparing our pupils for today's world.

ArtsEd is committed to equal treatment for all, regardless of a candidate's sex, race, ethnicity, religion, disability, gender reassignment, sexual orientation or social background.

6. Information Sharing

We require parents to inform the School at the outset of the application process about any needs (including special educational needs) which their child may have or any other significant matters which the School should reasonably be aware of because, for example, it would necessitate tailored provision and/or would materially impact on their child's attendance at School and/or ability to engage in day-to-day School life. The School may wish to discuss these matters with the parents and/or require some further information. We also require applicant's parents to be transparent about any circumstances which may materially impact their ability to comply with the School's Parent Contract, for example, in respect of fees.

The School may wish to discuss these matters with the parents and/or require some further information.

Parents must ensure that information provided is accurate, complete and not misleading and relevant details and information (or changes to them) are shared in a timely and transparent manner.

A failure to disclose relevant information and/or the provision of inaccurate, incomplete or misleading information may - in some cases - lead to the withdrawal of an offer or termination of the School's Parent Contract.

7. Special Educational Needs

ArtsEd does not unlawfully discriminate in any way regarding entry. The School welcomes pupils with disabilities and/or special educational needs, provided we can reasonably offer them any support that they require and cater for any additional needs and that our site can accommodate them. The School is not therapeutic and is designed to be challenging with high expectations of all pupils in both academic and vocational aspects of the ArtsEd Curriculum. We aim to ensure that all our pupils, including those with disabilities and/or special educational needs, are provided with a safe and inclusive environment in which to learn.

Our policy is to apply our admission criteria to all potential pupils. We require parents of children with special educational needs, disabilities or allergies (suspected and diagnosed) to discuss their child's needs with the School at the outset of the admissions process so that we can consider and make - to the extent reasonable - adequate provision for them.

Parents are required to provide with the Registration Form full details of all relevant information about their child, including any reports (including any educational psychologist reports, medical reports, assessments, or other relevant expert third party reports), materials or information about their child's needs (educational, health or otherwise), and this may include any final or draft EHC needs assessments (or applications for a needs assessment) or final or draft EHC Plans (or applications for an EHC Plan) or equivalents. This is so that the School can assess their child's needs and consult with parents about any adjustments which can reasonably be made and so that the School can ensure, for example, that their child will be able to meaningfully access the education offered and that we are able to ensure their health and safety, and the health and safety of others. This information must be provided prior to the admissions assessment process.

Where parents of a prospective pupil feel their child requires adjustments (in respect of the admissions process and / or with regards to education at School and participation in School life in the event that they are offered and take up a place at the School), parents should raise these at the outset and the School may - depending on the circumstances - require some further information from parents or request further assessments in respect of the needs identified and the School will discuss with parents (and their child's medical advisers, if appropriate) the adjustments proposed and whether they can reasonably be made for the child if they become a pupil at the School.

There may be exceptional circumstances in which we are not able to offer a place for reasons relating to a child's special educational needs and/or disability. For example, if, despite reasonable adjustments, (in the case of disability), we feel that a prospective pupil is not going to be able to meaningfully access the education offered, or that their health and safety or those of other pupils or staff may be put at risk, or where the School cannot reasonably accommodate the adjustments required or reasonably provide the nature or level of the support required.

Sometimes, the situation of pupils with disabilities and/or special educational needs changes between an offer of a place being made and the pupil starting at the School. The School requires parents to be proactive in updating the School as to any changes which mean that the information provided during the application process is out of date or incomplete. In the vast majority of cases, this will not affect a pupil's place at the School. However, the School may, in exceptional circumstances, need to reconsider the offer of a place if a pupil's circumstances change materially. It is in the pupil's interests that any such decision is made as early as possible to avoid any disruption to their education, so parents are urged to be forthcoming and transparent in their communications with the School about any material change to their child's circumstances.

In the event your child has an EHC needs assessment or EHCP (or equivalent) (whether at the application stage, draft or final form) it is important that these (and the applicable supporting documentation, e.g. educational psychologist reports or other expert assessments) are shared promptly with the School and that the School is kept up to date with respect to any relevant decisions of the Local Authority or changes in provision.

8. The Assessment process

ArtsEd opens admission to all those that feel they have the natural facility and talent to benefit from the education provided. The aim of the assessment process is to identify potential. Applicants are expected to demonstrate the intellectual and emotional capacity to meet the challenges of their vocational and academic programme at ArtsEd.

All applicants are selected through academic review (and assessment in the Day School), audition and interview process; audition fees must have been paid prior to audition.

Entry is dependent on reviews of academic potential and progress, and upon the audition panel's assessment of the applicant's aptitude and ability to thrive in the courses we offer, the ability to access and thrive on both the academic and vocational aspects of the ArtsEd Curriculum and, as appropriate, the potential to pursue a career in the industry.

Precise details of the audition and interview process are detailed in each of the individual Day School and Sixth Form prospectuses; this depends upon the year of proposed entry and the vocational and academic pathways. Please also contact the Admissions team to discuss this.

Audition and Assessment for Day School takes place through either one of the advertised audition days, or a smaller taster day. The requirements for these depend upon the candidate's intended pathway and details are available from the prospectus and directly from the School. It is based on a number of key components which will usually include:

- Individual performance for desired vocational pathway;
- Written evaluations in basic English and Maths;
- Vocational skills and ice-breaking group workshops; and
- Interview of parents and applicant with a senior staff member.

Audition and Assessment for Sixth Form takes place through one of the advertised audition days. The requirements for these depend upon the candidate's intended pathway and details are available from the prospectus and directly from the School. It is based on a number of key components which will usually include:

- Individual audition for desired vocational pathway;
- GCSE results, or equivalent; and
- Interview of applicant with a senior staff member.

No specific preparation is needed for the academic assessments, all candidates start on an equal footing, with identical opportunities to display their academic aptitude.

We interview all candidates as part of our assessment process for each age group; this is often as part of a taster for younger applicants.

The dates for the Audition process for the current year are published on our website, together with the closing date for acceptances.

We will offer places to candidates from our waiting list after the closing date for acceptances.

Current school reports will be obtained, and references will be sought from the Head of a candidate's current school as part of the assessment process.

9. Sibling policy

Some siblings do join us at ArtsEd. However, admission is not automatic and there may be occasions where the School judges that a sibling is likely to thrive better in a different academic environment.

10. Scholarships

ArtsEd only offers scholarships in the Sixth Form.

One scholarship each year on entrance to Year 12 for excellence in each of the main pathways.

A scholarship may be withdrawn in accordance with the terms upon which such award is made or in accordance with the School's Terms and Conditions.

On occasion, Headteacher's Awards are offered (with low-level and time-limited financial support) in instances when scholarship application is not applicable or successful, but that merit is recognised by the Headteacher.

Purpose of scholarships:

- Scholarships are designed to reward excellence and to celebrate exceptional talent on entry to the Sixth Form. In recognition of this achievement, the scholar is offered a percentage reduction in the fees throughout their time at ArtsEd. Parents are asked to indicate on the Registration Form whether they wish to apply for a scholarship. Details of the arrangements will be sent to all who express an interest.
- We encourage parents of scholars who anticipate that they will experience difficulty in meeting the balance of the tuition fees to apply (at the same as registration of their child) for one of the School's means-tested bursaries described below.

11. Bursary awards

ArtsEd's bursary programme can be accessed once a child has been in the School for one academic year.

ArtsEd's bursary programme is designed to make it possible for as many as possible of those who have started at ArtsEd to continue at the School. The School offers a number of means-tested awards annually to pupils where the parents have indicated on that they require financial support.

Bursary awards are means-tested in accordance with the criteria published on the School's website and varied from time to time. Both parents are required to provide proof of their income and assets. The level of support varies according to parental need but there is an expectation that parents are able to make some contribution.

Bursary awards are always offered for 12 months at a time. The family is required to provide fresh information about its circumstances for every year that their child attends the School. Levels of support may vary with fluctuations in income or wealth.

A bursary award may be withdrawn in accordance with the terms upon which such award is made or otherwise in accordance with the School's Terms and Conditions.

Our policy on bursaries can be obtained from the Admissions Office.

12. Financial information

Any applicant for a place at the School, including those who apply for bursary support and overseas applicants, may at the discretion of the School be required to provide additional financial information and/or undergo checks to confirm that they are able to pay the School's fees (or any percentage of the fees still payable if a bursary award or scholarship is granted).

As noted above, we expect applicant parents to be transparent with the School in respect of any concerns they may have about their ability to meet their obligations under the Parent Contract, including in respect of fees.

13. Overseas applicants

We welcome overseas pupils, who can study at ArtsEd provided that they have the legal right to enter and study in the UK and have a relative or 'responsible adult' over the age of 25 living in the UK with whom they can stay.

14. Fluency in English

To cope with the academic and social demands of ArtsEd, pupils must be competent English speakers. Normally, pupils should have been educated in the English medium for a number of years before coming to the School.

15. Religious beliefs

ArtsEd welcomes applications from prospective pupils of all faiths and those of no faith.

16. School's Terms and Conditions

The terms upon which the School educates each pupil are set out in the School's terms and conditions which are on the School's website and will be made available to parents as part of the admissions process.

17. Complaints

The School's Complaints Policy is on the School's website and will be sent to prospective parents on request. The Complaints Procedure is not available for use by prospective parents.

18. Records and review

Applicants' details will be held on file with due regard to data protection legislation. The School's policy on Privacy Notice and Retention of Records will provide for further information on how the School collects, uses and processes personal data; a copy of this can be requested from the School.

The School will not hold the personal data of you or your child for longer than is necessary for a lawful purpose. This will generally be no more than 6 months following an unsuccessful application, but reasons to retain for longer might include: expressions of interest in the candidate re-applying at a later date, or in the potential candidacy of another sibling; or to deal with any ongoing matters or queries arising from the application.