



Admissions Policy

Last approved: July 25

Approved by: Quality Committee

Next review due: July 26

1. Introduction

- 1.1. BN1 Arts is committed to promoting equal opportunities for all applicants to our college. Please see BN1 Arts Equality & Diversity Policy. We actively seek to recruit a diverse student body that is reflective of the wider community. We believe that a diverse student body provides for a more creative and dynamic creative community, in line with BN1 Arts' ethos and mission. No applicant will be excluded from entry to any course as a result of discrimination on the grounds of race, colour, ethnic origin, sex or sexual orientation, mental status, disability, religion or belief. BN1 Arts will operate within the guidelines of the Equality Act 2010. The admissions team is led by the Head of Sales & Recruitment, who supervises, and is responsible for, the implementation of this Policy.
- 1.2. This Policy is intended to inform the actions of staff when carrying out the admissions functions of BN1 Arts, ensuring that fairness and consistency are embedded within the admissions process. It is also intended to inform prospective students of the details of the admissions process to help them through the process, as well as to manage their expectations of BN1 Arts.

2. Aims

- 2.1. This Policy aims to ensure that:
- All entry criteria are transparent and justifiable;
 - All applicants to BN1 Arts are treated fairly, in a transparent and consistent fashion;
 - All applications are responded to promptly and efficiently;
 - All applications are processed by and decisions thereon are made by appropriate staff;
- 2.2. BN1 Arts is committed to excellence in admissions and aims to provide a professional, fair, equal and transparent service to all applicants. BN1 Arts aims to recruit students who have the potential to meet the demands of and benefit from their course. BN1 Arts is also committed to the widening participation agenda. BN1

Arts will take every possible step to ensure that no prospective student or applicant is treated unfavourably.

3. Our Promise

3.1. BN1 Arts undertakes to:

- Conduct regular reviews of all admissions procedures;
- Treat all applicants fairly in line with the terms of this Policy;
- Provide prospective students with factual information about our courses and what students can expect to experience, through our website and our prospectus materials, and through any promotional events and College exhibitions we may attend;
- Encourage all prospective students to seek further advice and guidance at an Open Day;
- Regularly review all prospectus and website materials to ensure accuracy and currency.

4. Pre-Application

4.2. Pre-application information is available from the website, in the prospectus, and leaflets or brochures covering the following areas:

- Course specifications and details including indicative curriculum information;
- Accreditation/approval of courses by professional bodies
- Course structures, duration, mode of attendance and qualification title;
- The general and subject specific entry requirements.
- The details of lecturers in each specialist department;
- The details of all senior staff at each College;
- Details of academic policies and processes via the website;
- Information on Open Days
- How to apply to BN1 Arts
- Other events and workshops
- Course equipment fees and payment arrangements,
- Sources of financial assistance including bursaries

4.3. BN1 Arts endeavours to inform applicants at the earliest opportunity of any significant changes to the content or format of a course that are made between

application and enrolment. BN1 Arts aims to provide all the courses that are advertised in the prospectus and on the website. However, if it becomes necessary to withdraw a course, or a particular intake of a course, BN1 Arts will inform applicants to the course at the earliest opportunity and will give applicants the chance to be considered for an alternative course where possible (see student Terms & Conditions for further details).

5. Selection of Students

- 5.1. Students are selected based on evidence of: (i) academic achievement; (ii) practical/personal experience (as appropriate); and (iii) performance at interview or audition (as appropriate), in each case as against the advertised admissions criteria for a particular course. In addition, admissions staff look for the evidence of an individual's potential to benefit from study at BN1 Arts and to make a positive contribution to the College. We aim to secure a good match between the abilities and aptitudes of the applicant and the demands of the course. We ensure that any offer made is at a level which is appropriate to the potential of the applicant to succeed and progress towards the achievement of their own goals.
- 5.2. BN1 Arts will assess all applications on an individual basis.

6. Admissions Process

6.1. Applications

Applications to BN1 Arts Further Education courses must be made via a direct application. The form can be found under the 'Apply Now' section on the website.

7. Diploma Audition/Interview

- 7.1. The audition/interview is an essential tool for allowing staff to take full account of the applicant's skills and potential to succeed on their chosen course. The information recorded in the audition/interview form comprises musical ability, dance, drama, vocal technique, relevant experience, and discipline ability. All Assessors are trained in supportive audition methods and equality of opportunities.
- 7.2. Applicants will be invited to attend an audition/interview face to face or requested to submit a recorded audition relevant to their chosen pathway.

- 7.3. For the performing arts pathways the audition/interview lasts approximately 3 hours and is conducted in a group and one-to-one basis. The music audition/interviews last approximately 30-45 minutes and are conducted on a one-to-one-basis. All auditions are run by members of BN1 Arts specialist teaching team and hosted by a member of the Admissions team, who provides information about the College and the admissions processes.
- 7.4. Upon request applicants will receive an explanation of academic and other support services available.
- 7.5 All students will be given the opportunity to talk through any additional learning support needs at audition / interview and, should these be identified, they will be followed up by appropriate specialist staff once an offer has been made.

8. Academic entry requirements

- 8.1. For our courses, a minimum of 4 GCSEs must have been achieved at grade C/4, to include Maths and English Language, or 3 GCSEs at Grade C/4 to include Maths or English on the basis the other will be retaken.

9. Offers for Diploma Courses (Further Education)

- 9.1. After a successful audition/interview, all applicants for diploma level courses will be sent an offer within 5 working days by email.
- 9.2. The offer will outline details of the course offered and any conditions of entry. A contract will also be enclosed which must be signed within 28 days. Once this is received by the admissions team at BN1 Arts, the student has secured a place and further contact will be in respect of their enrolment and induction.
- 9.3 A young person with an EHCP will be required to have their paperwork sent to BN1 Arts and the funding partner from their home local authority SEN team. The BN1 Arts Team, Lead Provider, Learner and Parents/Carer will agree if the requirements of the EHCP can be met. If so, a support plan will be drafted and shared with the local authority. When funding is agreed, the application will move to step 9.1 as detailed above.
- 9.4 Enrolment and Induction information is sent out to all prospective students before the commencement of the course.

10. Right Not To Make an Offer or To Withdraw an Offer

10.1. BN1 Arts reserves the right not to make an offer, to withdraw any offer (or withdraw a student from a course if information comes to light after they have enrolled) on the basis of:

- an applicant including false, misleading, plagiarised or fraudulent information in, or omitting key information from, their application;
- a declared criminal conviction or charge. BN1 Arts' SLT will review and risk assess the application. An offer may then be made at the discretion of SLT

10.2. BN1 Arts expects applicants and their parents/carers to be respectful at all times to staff, fellow applicants and students. Aggressive or inappropriate behaviour or language or conduct that would fall short of the standards expected of students will not be tolerated and may adversely affect the consideration of an application, complaint or appeal under this policy. Such action may result in the rejection of an application or a withdrawal of an offer.

10.3.1 BN1 Arts reserves the right not to make an offer, to withdraw any offer (or withdraw a student from a course if information comes to light after they have enrolled) to EHCP holding applicants on the basis of:

- The setting is unsuitable for the age, ability, aptitude or special educational needs (“**SEN**”) of the child or young person; or
- The attendance of the child or young person would be incompatible with the provision of efficient education for others; or
- The attendance of the child or young person would be incompatible with the efficient use of resources

11. Unsuccessful Applications

11.1. BN1 Arts reserves the right to refuse admission to applicants:

- who have not met academic or non-academic entry requirements.
- where there is evidence that they are unable to meet the academic, professional or vocational requirements of the course.
- in the circumstances set out in Section 10 above on our right not to make, or to withdraw, an offer.

- where fitness to study concerns are raised during the application process or at attendance at an audition or interview (in accordance with the principles set out in our Fitness to Study Policy).
- where the course is full.

12. Communication of Feedback

- 12.1. Requests for feedback should be made in writing by the applicant or someone that the applicant designates in writing to act on their behalf. Requests should be sent to the Admissions team dealing with the application in the first instance.
- 12.2. BN1 Arts endeavours to respond to all requests for feedback within 7 working days. If a school advisor writes to request feedback, the request should be referred to the Admissions team dealing with the application.
- 12.3. Any subsequent correspondence related to a request for feedback must be referred to the Admissions team dealing with the application.

13. Re-application

- 13.1. There may be cases where applicants wish to re-apply to BN1 Arts. The communication of a BN1 Arts decision will give clear guidance to the applicant in cases of re-application, as follows:
 - Applicants who decline an offer and who are not given a deferred place must reapply in the next or subsequent rounds of application. Applicants who have been previously offered a place (which has been declined) are not guaranteed an automatic offer in the next or subsequent rounds of application.
 - Applicants who have been rejected and wish to reapply may do so, but they should be given guidance to the effect that even if they respond to the feedback given, they will not necessarily be successful in the next or subsequent rounds of application. This is because they will be assessed in the context of a new field of applicants.
- 13.2. Where a student is withdrawn by then they will not be entitled to re-apply for entry in the subsequent academic year.

14. Age On Entry

- 14.1 Applicants to Further Education courses must be aged 16 at the start of the course. The upper age limit is 18 years old on the 30 August on the year of enrolment, unless the applicant holds an EHCP when we can enrol up to the age of 24.

15. Disabled Applicants and those with Long Term Health Conditions

- 15.1. BN1 Arts is committed to inclusion and equality and to complying with our obligations under the Equality Act 2010. Our main aim is to remove disabling barriers that students face and support students to work as independently as possible. We will take all reasonable and proportionate steps to meet both the general need for access and the specific requirements of individuals with additional support needs in respect of both their physical and mental health, including those with long term health conditions.
- 15.2. We understand and seek to ensure that we meet our duties in respect of applicants (and students) who disclose disabilities and other long term health conditions and we seek to manage those in accordance with our disability processes, with reasonable adjustments being made, where appropriate, to both the admissions process itself and course needs once a student has enrolled with BN1 Arts.
- 15.3. Applications from students disclosing a disability or long-term health condition are judged on the basis of the standard academic entry criteria and competence requirements for the applicant's chosen course and decisions are made purely on these criteria.
- 15.4. Applicants are invited to disclose their access and support needs at all stages of the application process (initial application/interview/audition, offer etc), but are encouraged to do so as early as possible in the application process to ensure that necessary support arrangements can be put in place during the admissions cycle and before they arrive at BN1 Arts, for example:
- to allow for early discussion of any access arrangements the applicant might require.
 - to ensure that the applicant can access further specialist advice and information, if necessary, from BN1 Arts.

- 15.5. All staff involved in the admissions process have a responsibility to help to ensure that applicants feel comfortable about disclosing their disability-access needs at any stage in the admissions process.
- 15.6. BN1 Arts is unable to accept responsibility for any delays in providing student support and reasonable adjustment if an applicant does not disclose this information at the point of application. In some instances, students may be advised that they are unable to participate in their course if they have not disclosed this information and if BN1 Arts is at the point at which consideration for adjustment is not practicable.
- 15.7. It may not be possible for all required adjustments to be met; decisions will be taken on an individual basis, including where appropriate following the commissioning and consideration of an Accessibility Study.

16. Documentation

- 16.1. All students will be required to present original academic and personal documentation at enrolment prior to the start of their course to the extent that qualifications have not already been verified via the admissions and confirmation processes.

17. Extenuating Circumstances

- 17.1. BN1 Arts recognises that some applicants may have faced individual circumstances that have impacted on their ability to complete qualifications to the standard normally required by BN1 Arts. These extenuating circumstances may include (but shall not be limited to) the absence of a subject teacher for a significant period, medical issues or serious personal/family issues that have had a serious and demonstrable impact on the grades achieved or an applicant's ability to complete particular assessments/qualifications.
- 18.2. In assessing whether it is appropriate to consider an applicant's extenuating circumstances, BN1 Arts has a duty to ensure that an exam board or awarding body has not already made reasonable adjustment to an applicant's results, where making further adjustment in the admissions process might lead to an applicant having an unfair advantage over other applicants.

- 18.3. In seeking adjustment for the impact of extenuating circumstances on academic attainment, BN1 Arts will require formal, written confirmation from the awarding body/institution or the relevant examinations officer at the applicant's relevant education institutions that no request for adjustment was made when the qualification(s) were awarded or has been lodged with the awarding body in the case of pending qualifications.
- 18.4. It must be evident that the applicant/offer-holder is capable of successfully completing their chosen course and BN1 Arts decision in these cases remains final.

19. Applicant Appeals & Complaints Procedures

19.1. Appeals

19.1.1. For the purposes of this Policy, an Appeal is defined as a formal request to review the selection decision. Applicants do not have a right of appeal against the academic or professional judgement of the College regarding the decisions made about admission to a BN1 Arts course. However, if following receipt of feedback, an applicant feels that an error has occurred, they have the right to request a formal review of the selection decision on one of the following grounds:

- Pertinent information was missing from the original application;
- There has been a misinterpretation of information or data contained within the original application; and/or
- There was a procedural anomaly in the handling of the application.

19.1.2. A review can only be requested after an applicant has received feedback on the reason for their original rejection. The request for a review must then be placed (in writing) within 28 calendar days of the feedback being sent to the applicant, stating clearly on what grounds the request for a review is being made. This request should be sent to admissions@bn1arts.co.uk

19.1.3. The request for a review must be made by the applicant, or their parent/guardian if they are under 18, and not a third party. BN1 Arts will not respond to requests from anyone other than the applicant or, in the case of an under 18 applicant, their parent or guardian.

- 19.1.4. Once received, the Head of Sales & Recruitment will review the record of the application (normally in consultation with the relevant Admissions Advisor) and will respond in writing within 14 working days of receipt of the Appeal. If the original decision is upheld, this correspondence will include the reason for the decision. If the Appeal is upheld, the Head of Sales & Recruitment will inform the applicant of the outcome, including reasons for the decision and what will happen next.
- 19.1.5. If the applicant remains dissatisfied with the outcome of the appeal from the Head of Sales & Recruitment, the appeal can be passed to the College Principal for a final review. This escalation of the Appeal must be submitted in writing within 28 calendar days of receiving the response from the Head of Sales & Recruitment. The appeal should be sent for the attention of the College Principal to admissions@bn1arts.co.uk
- 19.1.6. The College Principal will review the case on the following grounds:
- Whether there were procedural irregularities in the investigation of the complaint; or
 - Whether fresh evidence can be presented which was not or could not reasonably have been made available to the Head of Sales & Recruitment; or
 - Whether the finding of the previous investigation was against the weight of the evidence.
- 19.1.7. The College Principal will notify the applicant of the outcome of the complaint in writing within 14 working days of receipt of the complaint. This decision is final.

19.2. Complaints

- 19.2.1. For the purposes of this Policy, Complaints are defined as a concern about an aspect of the admissions process, which is not necessarily connected to the selection decision.
- 19.2.2. Complaints are different to appeals as they do not necessarily have to be in connection with a decision to turn down an applicant. A complaint is a concern about a particular procedure, an irregularity in the administration of an application, or a belief that a policy has not been correctly implemented. Complaints may cover any aspect of the admissions process and will normally focus on a specific issue or situation (which could include the feedback request). A complaint does not

necessarily question the decision of BN1 Arts but raises a concern about how the selection process operated.

19.2.3. The complaint must come from the applicant or, in the case of an under 18 applicant, their parent or guardian. The complaint must be submitted within three months of the conclusion of the admissions process against which the complaint is being made. Complaints must initially be sent by email to the Head of Sales & Recruitment: admissions@bn1arts.co.uk

19.2.4. The Head of Sales & Recruitment will seek to resolve the complaint or explain the situation and will respond in writing to the applicant within 14 working days of receipt of the complaint.

19.2.5. If the applicant remains dissatisfied with the outcome of the complaint from the Head of Sales & Recruitment the complaint can be passed to the College Principal for a final review. This escalation of the complaint must be submitted in writing within twenty-eight calendar days of receiving the response from the Head of Sales & Recruitment. The complaint should be sent to the College Principal by email: admissions@bn1arts.co.uk

19.2.6. The College Principal will review the case on the following grounds:

- Whether there were procedural irregularities in the investigation of the complaint; or
- Whether fresh evidence can be presented which was not or could not reasonably have been made available to the Head of Sales & Recruitment; or
- Whether the finding of the previous investigation was against the weight of the evidence.

19.2.7. The College Principal will notify the applicant of the outcome of the complaint in writing within 14 working days of receipt of the complaint. This decision is final.

20. Diversity & Inclusion

20.1. BN1 Arts Equal Opportunities & Diversity Policy sets out what steps BN1 Arts will take to promote equality in relation to the protected characteristics covered under the Equality Act 2010.

20.2. The Equality Act 2010 requires us to:

- Have due regard to the need to: eliminate discrimination, harassment, victimisation.

- Advance equality of opportunity between persons who share a protected characteristic and persons who do not share it;
- Foster good relations between persons who share a protected characteristic and persons who do not share it.

24.3. In line with the provisions of the Act, BN1 Arts will:

- Not discriminate (directly or indirectly) against people in the arrangements we make for deciding who to admit or the terms of the admission;
- Make reasonable adjustments to our admissions practices, services and facilities in respect of disabled applicants;
- Have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, including consideration of those with particular protected characteristics;
- Make efforts to encourage participation from under-represented group.

21. Data Protection

- 26.1. Data protection legislation places a responsibility on BN1 Arts to control the processing of personal data, including sensitive personal data and applicant's/student's personal data. The categories of personal data that we hold, the purposes for which we process them and the identities of those to whom we may disclose them are set out in BN1 Arts' Privacy Notice.
- 26.2. In general terms, BN1 Arts will not discuss an application with anyone other than an applicant or a third party nominated by an applicant in writing.
- 26.3. If an applicant has provided details of referee(s) in their application, we will assume that we have permission to contact those referee(s) for further information in support of the application.
- 26.4. We will use the applicant's/student's personal data in accordance with our privacy policy and we will not enter into discussions with anyone about an application other than the applicant, unless the applicant has nominated a named person to act on their behalf.
- 26.6. Further information on data protection can be found on the Information Commissioner's website.

27. Open Days

- 27.1. BN1 Arts provides a range of opportunities for applicants before and post application to visit the College in order to understand the courses and facilities available. Please visit the website for more information on BN1 Arts open days.

28. Terms & Conditions

- 28.1. It is important that applicants and advisers are aware of BN1 Arts' Terms & Conditions of enrolment that will be legally binding on an applicant once the applicant accepts an offer of a place at BN1 Arts.