



Registration Policy

The Actor's Training Academy (hereby referred to as TATA) aims to make the registration process clear, accessible, and secure for all participants. All participants must be correctly registered before attending any classes, workshops, or sessions. This ensures we can maintain appropriate safeguarding, communication, and operational standards.

How to Register

Registration for TATA programmes can be completed as follows:

- **Participants under 18:** Registered via the ClassForKids platform by a parent or legal guardian
- **Participants aged 18 and over:** Registered directly through The Actor's Training Academy registration forms or booking system

Registration must be completed in full before a participant can attend any session.

Information Required

During registration, we may request the following information:

- Participant name and date of birth
- Parent or carer contact details (where applicable)
- Emergency contact information
- Relevant medical or accessibility information
- Consent for photography and video (as outlined in our Photography and Video Policy)
- Consent for data processing in line with our Privacy Policy
- Any additional information relevant to safe participation

All information is collected and processed in accordance with UK GDPR requirements.

Accuracy of Information

It is the responsibility of parents, carers, or adult participants to ensure that all information provided during registration is accurate and kept up to date.

We must be informed promptly of any changes to contact details, medical information, or other relevant updates.

Acceptance of Policies

By completing registration, participants (or their parents/carers) confirm agreement to The Actor's Training Academy policies, including but not limited to:

- Safeguarding Policy
- Behaviour Policy
- Photography and Video Policy
- Communications Policy
- Fees, Booking, and Cancellation terms (where applicable)

These policies form part of the conditions of participation.

Registration Status

Once registration is completed, it is considered active and valid for participation in relevant sessions, subject to availability and scheduling.

Session attendance details and arrangements will be provided where applicable via the relevant booking system or direct communication.

Changes to Registration or Withdrawal

If a participant wishes to withdraw after registering, notice must be given in accordance with our Termination and Notice Policy.

Any changes to bookings, attendance, or session allocation must be communicated in writing.

School-Based Registrations

For school-based programmes, including LAMDA tuition and extracurricular clubs, registration may be coordinated in partnership with the school or through their agreed systems.

In these cases, school policies and procedures may also apply alongside those of TATA.

Our Commitment

We are committed to ensuring that the registration process is clear, fair, and consistent, enabling us to provide a safe and high-quality experience for all participants.

This policy was adopted by: The Actor's Training Academy	Date: 1 st July 2026
To be reviewed: 1 st July 2027	Signed: GWELFARE