

Admissions Policy

1. Overview and mission statement

- a. Bodens College of Performing Arts is an institution for 16-18 year olds specialising in the creative industries. Our curriculum is specialised and offers subjects that provide links to the creative sector.
- b. Learners will study their chosen creative specialism as well as maths or English (dependent on entry grades), and wellbeing to support personal development.
- c. Bodens College of Performing Arts has strong links with industry that will help ensure young people have the skills, experience and knowledge to progress in their chosen careers.
- d. We are an institution that seeks to engage learners that have an interest and aptitude in creative subjects and may not have had access to excellent specialist teaching and equipment thus far in this phase of their education.

2. Admissions criteria

- a. Bodens College of Performing Arts' admissions policy will be clear, fair and transparent.
- b. Bodens College of Performing Arts operates as its own admissions authority.
- c. Our Admissions Policy is published on our website at www.performingartscollege.co.uk
- d. The admissions policy includes the minimum academic requirements for entry, and how places will be allocated if Bodens College of Performing Arts is oversubscribed.

3. Entry requirements

- a. Applicants must be between the ages of 16-18 on 31 August in the year of admission.
- b. Applicants for Level 3 courses must have at least 5 GCSEs at grade 4 above (or equivalent) including English and a grade 3 in Maths.
- c. Prospective learners will be offered places on a conditional basis until they receive their GCSE results.
- d. Interested applicants who have taken iGCSEs or other alternative or foreign qualifications should contact Bodens College of Performing Arts to discuss what our equivalent minimum expectations are.

4. Application and admissions process

- a. Learners or parents / guardians may obtain a prospectus in any of the following ways:
 - i. by phone
 - ii. written request to info@bodens.co.uk
 - iii. by visiting Bodens College of Performing Arts
 - iv. by visiting our website at www.performingartscollege.co.uk

- b. We strongly recommend visiting Bodens College of Performing Arts during an open day before applying. This will enable applicants to understand the way in which Bodens College of Performing Arts works and a requirement for admission.
- c. Applicants should contact the admissions office to complete an application form.
- d. All applicants who meet the minimum entry requirements will be required to take part in workshops and / or auditions. The purpose of workshops and auditions is to establish the applicant's aptitude and talent for their chosen area of study.
- e. Bodens College of Performing Arts will admit learners who are able to demonstrate:
 - i. Aptitude and talent for their chosen specialism
 - ii. A clear commitment and a real determination to study, practice and succeed
- f. These criteria will be assessed by experienced Bodens College of Performing Arts staff using a combination of the following sources of information
 - i. Rigorous interview
 - ii. Assessment at workshop
 - iii. Audition submissions
 - iv. Supplied portfolio or references from school or college tutors
- g. Once all applicants have been interviewed and assessed the admissions team will meet to discuss the candidates and award places. Decisions to offer a place will be based on eligibility, aptitude and potential.
- h. Successful applicants will be informed via an offer letter detailing any conditions (for example achievement of grades to meet eligibility criteria).
- i. In the event of over-subscription candidates not chosen will be placed on a reserve list and informed of their place on the list in order to enable them to evaluate their options.
- j. Unsuccessful applicants will also be informed via letter.
- k. Applicants offered a place must formally accept the offer within 14 days of the date of the letter or the offer may be withdrawn.

5. Learners with Education, Health and Care Plans

- a. Bodens College of Performing Arts will admit learners with an EHCP where the plan names Bodens College of Performing Arts and the learner meets the minimum entry requirements. This admittance is subject to Bodens College of Performing Arts conducting an assessment and being able to meet the learner's needs, with reasonable adjustments, and when the correct funding is in place from the local authority. We will operate in accordance with the SEN code of practice at all times.

6. Learners who are high risk

- a. Bodens College of Performing Arts will risk assess learners it deems to be of high risk to themselves or others.
- b. The risk assessment will take a broad view and will gather information from as wide a range of sources as possible, including but not limited to the following sources:
 - i. The learner and their parents / carers
 - ii. The police
 - iii. Social services
 - iv. YOT team

- v. Previous school or college
- vi. Other services that may be supporting the learner
- c. We reserve the right not to offer a place, or to withdraw an existing offer, if our risk assessment demonstrates any of the following:
 - i. The learner poses an unacceptably high risk to themselves or others, and we are not able to mitigate those risks.
 - ii. With reasonable adjustments we are not able to meet the learner's needs.
 - iii. Specialist intervention is required which we are not able to provide.
 - iv. We believe another environment will better meet the needs of the young person.

7. Oversubscription criteria

- a. In the event of a course being over-subscribed by eligible learners of equal ability and potential, places will be allocated on the basis of the following criteria:
 - i. Current or former learner at Bodens Performing Arts
 - ii. Distance from Bodens College of Performing Arts measured by a straight line measured from the front door of the applicant's home to the main gate of the college

8. Waiting list

- a. If we are oversubscribed we will establish a waiting list, with applicants prioritised in line with our oversubscription criteria.
- b. It may be that some applicants do not receive their predicted grades, or decide not to attend Bodens College of Performing Arts for whatever reason in which case people on the waiting list will be offered the places in order
- c. Applicants' places will be held on the waiting list until such time as they are offered a place or they request in writing to be removed from the waiting list.

9. Admissions appeals

- a. The objectives of the admissions appeals procedure are to ensure that:
 - i. applicants are able to have concerns about the admissions process heard
 - ii. Bodens College of Performing Arts' admissions appeals procedures are clear
 - iii. Throughout the process of admissions, the proper procedures are followed
- b. If an applicant is not offered a place and the applicant believes that this is because the admissions procedure has not been properly and fairly applied, they may appeal in writing to the Managing Director katie@bodens.co.uk
- c. This letter must refer to the admissions criteria and should detail the reasons for the appeal. Appeals must be received in writing within 20 days of the date of the application decision letter.
- d. Bodens College of Performing Arts will write acknowledging receipt of the appeal. If we are not satisfied that the appeal is made on an allowable basis (i.e. failure by Bodens College of Performing Arts to follow its published admissions procedure) the letter will say this and there will be no further consideration of the matter.
- e. If the appeal is allowable the Managing Director will decide whether to:
 - i. uphold the original decision to refuse a place
 - ii. or refer the application back to be considered afresh.

- f. The decision of the Managing Director is final and will be communicated in writing within 20 days of the appeal.

10. Late applications

- a. Applications received after the deadline will only be considered should places remain after the consideration of all applications received on or before the deadline. If following consideration of all applicants the college is oversubscribed applicants may request that they are placed on Bodens College of Performing Arts' waiting list.

11. Equality and diversity

- a. Bodens College of Performing Arts, in operating admission arrangements, will do everything it reasonably can to enable every learner to perform at their best, and in making acceptance decisions will not discriminate between learners on grounds of gender, disability, faith, ethnicity, sexual preference or any other protected characteristic.

Last updated	Next review	Person responsible
August 2025	August 2026	KM