

London Contemporary Dance School

ADMISSIONS POLICY

1. Strategic priorities of London Contemporary Dance School

Principles

1.1.

London Contemporary Dance School (LCDS) is one of eight specialist Schools of international repute who, together, comprise the Conservatoire of Dance and Drama (CDD).

1.2.

In seeking to admit students into its community of artists and academics, LCDS prioritises **evidence of potential**, **universal access** and **commitment**.

1.3.

All prospective students who apply to LCDS, and otherwise meet entry criteria with respect to both academic qualifications and to age: normally aged 18 years by 1st September, are offered a first audition.

1.4.

Where the distance to the audition centre makes this impossible, the prospective student is invited to submit a video audition. Guidance on how to do this is provided on our website.

1.5.

LCDS is committed to providing an inclusive learning environment, accessible to all who can demonstrate that they have the talent and ambition to develop the physical, technical, creative and reflective skills needed to forge their individual **artistic voice**.

1.6.

All prospective students must also have the potential to develop their academic ability, their individual **critical voice**, which allows them to examine the work of others in terms of the evidence, the strength of the argument and conclusions presented, and also to recognise the limitations of their own evidence, arguments and conclusions in their writing and presentations.

Accessibility

1.7.

In order to meet its commitment to universal access and inclusivity, LCDS encourages all potential students who may require reasonable adjustments and learning support to make their needs known to us. This information is used, where possible, to remove any barriers from the recruitment and selection process, and to any entry conditions that might apply to an offer of a place on a programme.

1.8.

All successful applicants who are offered a place will benefit from inspiring learning programmes, which combine high levels of studio work with critical interdisciplinary studies, intent on preparing students to develop as dance artists of the highest calibre who will go on to lead and shape their art form.

1.9.

We pride ourselves on being a welcoming, friendly school with a dynamic energy. We embrace a respectful culture which values professionalism and diversity. Creativity is at the core of the curriculum and at the heart of its delivery. We value curiosity, commitment and passion to explore the endless possibilities of dance.

Employability

1.10.

We support our graduates in developing successful careers that have international impact. We do this by cultivating deep-rooted connections with the dance industry, high calibre practitioners and international conservatoires to ensure that our curriculum is forward thinking and supporting the artistic voices that will lead and shape the art form. At the heart of what we do is the belief in the mutual benefit of training students alongside professional artists and companies. More information about LCDS programmes can be found on our website.

2. Equality and Diversity

2.1.

London Contemporary Dance School is committed to training and supporting the most talented students, regardless of ethnicity, gender, disability, age, sexual orientation or religion. Applicants to the School are chosen solely on their readiness for a course of study according to their ability and their potential to benefit from their programme of choice.

2.2.

We welcome applications from disabled people. Applicants are encouraged to inform us of any access requirements you may have using the application form (for example relating to dyslexia, a physical or sensory impairment or a mental health condition) as this will help us to make any necessary reasonable adjustments for their and audition and during the their period of study with LCDS, in accordance with the Equality Act (2010).

2.3.

As part of the Conservatoire for Dance and Drama we aim to meet, and where possible exceed, our legal obligations regarding equality and diversity. The Conservatoire is committed to ensuring that students from ethnic minorities and other under-represented groups have the opportunity to train at the schools and are given support.

3. Application Process

3.1.

Applications must be made directly to London School of Contemporary Dance using the appropriate Application Form, and submitting the Application Fee. If you are completing your application online you will be able to make this payment online, otherwise you should attach a cheque to your paper submission.

3.2.

The online Application Form can be accessed by first registering with the site. This will allow you to either, download and submit a paper application, or to complete the online application form. The log in facility allows you to revisit your online application as often as you need to, until you are satisfied that you have fully completed the application process before submission.

3.3.

Applicants are required to upload two passport sized photographs for identification purposes, or attach them to their paper application.

3.4.

Incomplete applications will not be accepted.

3.5.

Applicants should ensure that they have provided all the information requested in the Application Form. Information on completing the application process can be found by following the link below:

<http://www.lcds.ac.uk/apply-now>

3.6.

Applications must be received by the published deadline for the relevant programme. The online application process for both undergraduate and postgraduate programmes remains open until January. The deadline for submitting the Study Abroad application is June. In exceptional circumstances the deadline may be extended at the discretion of the Principal.

3.7.

LCDS requires all applicants to indicate on the Application Form if they have either a criminal conviction which is not 'spent', or if they are making the application while serving a custodial sentence. Where either one of these is indicated on the application form, the applicant should refer to LCDS Criminal Record Disclosure Policy which contains detailed Information for Applicants about what constitutes a spent conviction and states how the information provided is used.

3.8.

Access to the Criminal Record Disclosure Section on the Application Form is restricted to the Admissions and Registry Manager in the first instance. In line with this Admissions Policy and with the Data Protection Policy, Selection Panels involved in the audition and interview process do not have prior access to this information when reaching their decision about whether or not to proceed with an application.

3.9.

LCDS require all applicants to complete a Medical Questionnaire. The Medical Questionnaire is available online and can be submitted electronically. Where software incompatibility prevents online submission, applicants should complete the form, save it as pdf. The online submission function and submission of the 'pdf.' by email attachment are delivered to the same email account. Access to this email account is restricted to ensure medical confidentiality. In line with the Data Protection Policy, Selection Panels involved in the audition and interview process do not have prior access to this information when reaching their decision about whether or not to proceed with this information.

3.10.

It is expected that the information provided by applicants will be accurate and free of any misleading omissions. Should it subsequently come to light that the information provided by the applicant is inaccurate or a misrepresentation of the facts, then the offer may be withdrawn, or registration terminated. In such a case the applicant would have the right to appeal. If the source is a Referee then permission will need to be obtained from the Referee to disclose any information from the confidential reference with you.

3.11.

Confidential information is destroyed once the period allowed for the submission of Admissions Appeal has expired. More details about the Admissions Appeals and Complaints Policy which is available on request.

4. Entry requirements

4.1. Age:

Applicants will normally be 18 years of age by 1st September in the year of entry. There is no upper age limit.

4.2. Qualifications and previous experience:

Dance Training

Applicants will normally have some contemporary dance and/or ballet training, and have the physical ability and mental aptitude to be able to benefit from our training. Practical dance skills, aptitude, and potential for development will be assessed at audition and interview.

Academic Requirements

Two passes at A Level or equivalent in approved subjects, or satisfactory completion of the School's own entry task, full details of which will be sent to candidates if appropriate. Equivalent overseas qualifications are acceptable. As a general rule they are the qualifications necessary to begin a university undergraduate course in the candidate's home country.

4.3. English Language

The programmes offered by LCDS are taught in English. Prospective students for whom English is not their first language are required to demonstrate language proficiency at audition. We accept either the International English Language Testing System (IELTS) with a minimum required score of IELTS 6.5 (no less than 6.0 in any element) or the Trinity College London (TCL) Integrated Skills in English test level II (undergraduate – minimum level B2). In the case of applicants who already hold a first degree obtained in the UK the IELTS requirement may be waived.

4.4. International applicants

4.4.1.

Certain nationalities will need a visa to study at London Contemporary Dance School. For more information, please refer to the website:

<http://www.lcds.ac.uk/international-students>

4.5. Recruitment: Target numbers

4.5.1.

Recruitment numbers are agreed annually between LCDS and CDD. Annual intake is normally between 50- 75 at undergraduate level and 30 -40 at postgraduate level.

4.5.2.

In order to remove barriers and widen access, Application Fee Waiver Scheme administered by the Conservatoire of Dance and Drama, and are available to eligible applicants to the undergraduate programme.

4.6. Marketing and promotional activities include the following:

4.6.1. Information available on the LCDS website: www.lcds@theplace.org.uk

4.6.2. Printed prospectus

4.6.3. Social media including Facebook and Twitter

4.6.4. Student performances

4.6.5. Undergraduate (LC3) and postgraduate (EDge) touring activities

4.6.6. Virtual Open Days during term times

4.7. Participation and outreach include the following:

4.7.1. In collaboration with Creative Learning Director at The Place, visits to local schools and visits by local schools to LCDS; workshops run in schools involving professional choreographers and LCDS students

4.7.2. Touring activities as above (5.2.5.)

4.7.3. Student performances and student-led workshops

4.7.4. Collaborative work with local theatres

5. Selection Procedure

5.1.

The selection procedures at LCDS are fair, transparent, and consistent. The efficacy of these procedures is monitored annually in relation to student progression and completion rates.

5.2.

Information concerning prospective students is managed in accordance with best practice in Data Protection procedures and the corporate policy of The Place.

5.3.

Auditions and interviews are designed to permit applicants to demonstrate how they can or will be able to meet the entry requirement. Auditions and interviews are also held both throughout the UK and in other countries.

5.4.

Applicants are auditioned and may be interviewed by a selection panel, which will normally comprise at least two members of staff with relevant expertise as determined by the Principal, and who are appropriately trained to judge against pre-determined criteria and to be mindful of any personal bias that may be reflected in judgements made.

5.5.

All prospective students will therefore be given equal opportunity to demonstrate their commitment to a career in the field of dance performance, their potential to be successful in their chosen art form, and their willingness to engage in a rigorous and intensive training programme while meeting the academic requirements for the award of undergraduate/ postgraduate qualifications.

5.6.

For those prospective students recalled for a second audition, the above principles and procedures will also apply. In addition there will be a physical examination and the content of the candidate's medical form may be discussed.

5.7.

As part of its commitment to widen access to higher education, the CDD administer an Audition and Interview Fee Waiver Scheme (see paragraph 7.5 of this document) for applicants to undergraduates programmes.

5.8.

The selection process provides an opportunity for prospective students to be provided with information about what will be expected of them, highlighting differences between a conservatoire model of higher education and what they might expect in a more traditional university. This enables prospective students to make an informed choice about what best meets their needs and individual aspirations.

5.9.

The selection process is also an opportunity for staff to explain about any potential changes to the published programme, the impact of these changes and what it might mean for them as future students of the institution.

6. Confirmation of Outcome

6.1.

All decisions are formally recorded and retained for a period of one academic year.

6.2.

Applicants will be notified of the outcome of their audition and interview by email, as soon as possible after the decision is made.

6.3.

All communications regarding an application and audition or interview outcome will be conducted directly with the applicant and not with a third party, including relatives.

6.4.

For those prospective students who may hold credits from previous study, having secured your offer, you may wish to apply to have your prior learning and/ or prior experience credited to the programme you are about to embark upon. The validating university, the University of Kent, provide guidance on their website:

<https://www.kent.ac.uk/cpp/programmes/APECL%20-%20applicant%20-%20student%20guidance.pdf>

6.5.

Please note that APEL applications cannot be considered until all conditions of offer have been met.

6.6.

Successful applicants who are offered a place will be provided with the Terms and Conditions which form the basis of the contract between LCDS and the student, when the offer is accepted. Therefore, before accepting the offer, all prospective students are encouraged to read the Terms and Conditions, and seek clarity on any aspect of this contractual agreement before accepting the offer. Terms and Conditions refer specifically to the year of entry to the programme and as such are subject to annual review.

6.7.

Where the decision is not to proceed with a second audition and / or the offer of a place on an LCDS programme, feedback may be available on request.

6.8.

The Admissions Appeals and Complaints Procedure is also available on request to applicants who wish to pursue a grievance with the admissions process.

7. Student Finance

Consumer Law: Competitions and Markets Authority

7.1.

Prospective students are also reminded at the Audition and Interview Stages, of the contractual arrangement which ensures their place on the programme

once an offer has been made and accepted: the payment of a deposit which is offset against tuition fees confirms the reservation of a place at LCDS. On receipt of full tuition fees for the first year of study, the deposit will be reimbursed.

7.2.

LCDS is required to comply with Consumer Law and guidance published by the Competitions and Markets Authority with respect to higher education. With regard to the deposit required, students who have accepted a place and paid the necessary deposit to secure their place do have the statutory 14 days 'cooling off period' to change their mind and withdraw from the contractual agreement with a full refund of any deposit paid. This is articulated in the Terms & Conditions as detailed on the website under the 'Apply Now' link.

Tuition Fees

7.3.

It is the policy position of LCDS that programme tuition fees in place in the year of entry, for Home / EU undergraduate students, may be increased in further years of study by an inflationary amount determined in accordance with measures set by Government (currently the Office for Budget Responsibility forecast for RPI-X, being the retail price index, excluding mortgage interest payments).

Audition and Interview Fee Waiver Scheme

7.4.

The CDD and its Schools are committed to widening access and removing barriers to those from economically disadvantaged backgrounds. Where meeting the cost of the application fee prohibits potential students from applying to a CDD School, a fee waiver scheme is available to those applicants who meet all of the following criteria:

- UK resident
- Applying to an undergraduate course (Foundation and BA Honours Degree)
- New to higher education (no previous degree-level qualification)
- Annual household income of less than £25,000

The Application Fee Waiver is administered by the CDD and applicants are advised to visit the CDD website for further information and how to apply:

<http://www.cdd.ac.uk/students/how-to-apply/audition-and-interview-fee-waiver-scheme/>

Bursaries and Scholarships

7.5.

In addition to the Audition and Interview Fee Waiver Scheme, the CDD offer a Conservatoire Scholarship Scheme, details of which can be found via the link below:

http://www.cdd.ac.uk/wp-content/uploads/2016/12/List-of-CDD-scholarships_entry-in-2017-18.pdf

Scholarships are offered on a basis of fee discount or cash bursary. You may be eligible for more than one scholarship, but the maximum fee discount you may receive is subject to change annually, and the total amount available is capped for each year of training.

LCDS also offer Fund for Excellence bursaries, a donor supported scheme, which offers financial assistance to students

More information about financial support available to students who are economically disadvantaged can be found on our website.

8. Complaints and Appeals

8.1.

At LCDS we apply a robust policy of equality of opportunity in seeking to admit a diverse student body into our artistic and academic community. LCDS believes that a diverse student population creates an enriching educational experience for all. However, we recognise that some may be disappointed with their experience of our admissions procedures. In such circumstances the student will be directed towards the Admissions Appeals Policy which is available on request.

9. On becoming a student with London Contemporary Dance School

It is important that you know that the Admissions process doesn't end once you have confirmed your offer and paid your fee deposit. We will keep in touch with you throughout the period between confirming your place at LCDS and registering on your programme of study. We have a team of staff who can help you with anything you need to know to make the transition as smooth as possible for you.

You will be given clear guidance about what to expect in your first few days and the induction programme will provide the opportunity to meet your fellow students and find out about how your programme will be delivered. You will be provided with an Academic Handbook containing key information you need to know about your course. Induction will take place in stages throughout the first term to ensure that you receive information when you are most likely to need it.

You will also be advised about opportunities to become a student representative helping us to continually refine and improve the quality of the learning experience for you and your student colleagues. The views of our students are very important to us.

You will train with professional artists from different disciplines and begin to build the seeds of your future career in these first few weeks.

You may experience homesickness and/ or find it difficult to adjust to this new period in your life. This is very common and again we have an expert team on hand to provide constructive support to help you settle in.

We intend to make your arrival here, and those first few weeks, as supportive as they need to be and as vibrant and exciting as they should be as you become part of our artistic and academic community.