

London Contemporary Dance School (The Place)

Admissions Policy – 2024/25 Entry

Name of Policy Writer	Lead Post Holder	Date approved	Approved by	Review Date
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1. Admissions Policy Statement

1.1. London Contemporary Dance School Admissions Policy Statement

London Contemporary Dance School is part of The Place and is a registered Higher Education Provider with the Office for Students (OfS). Its policies and procedures are aligned with the Office for Students Conditions of Registration, the Quality Assurance Agency (QAA) expectations for standards and quality, as set out in the revised Quality Code (March 2018), and the Office of the Independent Adjudicator for Higher Education (OIAHE or OIA) Good Practice Frameworks.

London Contemporary Dance School (LCDS) has an international reputation for high quality delivery in contemporary dance and exists to train artists who will match the world's best and, on entering their professions, shape the future of dance. In recognition, Office for Students (OfS) awarded The Place and LCDS World-leading specialist provider status 2022-2027.

1.2. General Expectations

London Contemporary Dance School selects students with the greatest potential and aptitude for training, underpinned by a commitment to widening participation and to promoting courses to young people who are less likely to participate in higher education.

This policy relates to all undergraduate and postgraduate courses offered at London Contemporary Dance School. Details of courses currently on offer can be accessed from the following [link](#).

1.3. Equality and Diversity

Celebrating diversity and working to achieve the creative potential in all our students is at the heart of the work of London Contemporary Dance School. We are committed to selecting, training and supporting students, regardless of ethnicity, gender, disability, age, sexual orientation or religion.

Applicants to London Contemporary Dance School are chosen solely based on their potential to develop the skills required to forge their individual artistic voice. We do, however, judge applicants on their suitability for a course and their potential to successfully complete the training programme, as the physical demands are rigorous and require high levels of energy and commitment.

In our admissions processes, we are committed to supporting disabled students. Disabled students are encouraged to disclose their support requirements so that we can endeavour to meet these during the application process and subsequent training.

We recognise that everyone is an individual and we will work with students to identify potential barriers to training and do what we can to remove those barriers. LCDS has a Framework for Contextual Admissions which sets out our values and principles that we apply during the admissions process to identify, acknowledge, and mitigate barriers and

disadvantages that applicants may not only face at the time they apply to us, and subsequently, to ensure that when studying at LCDS students can have the appropriate support to reach their fullest potential. We will also make any necessary reasonable adjustments, in accordance with the Equality Act (2010), to ensure that disabled students can train at LCDS.

As part of its statutory monitoring, London Contemporary Dance School collects Equality and Diversity information from applicants. This information is considered as confidential and is used for statistical purposes only.

1.4. Applicants and Students under 18 years of age

London Contemporary Dance School is committed to ensuring the safety of all students, including supporting health and well-being. Applicants who are under 18 should be aware that they are applying to study in an adult environment and there may be a small number of limitations for them whilst they are under 18. More information for students under 18 years of age can be found in the [Under 18s Policy](#).

1.5. Data Protection

Data protection legislation (GDPR and Data Protection Act 2018) places a responsibility on LCDS to control the processing of personal data, including sensitive personal data of all our staff, students and applicants. 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 to are set out in the [LCDS Student Privacy Policy](#).

We will use an applicant's personal data in accordance with our Privacy Policy. We will not discuss an application to anyone other than the applicant, including family members, unless they have provided written permission for us to do so. We will not share an applicant's data with a third party, unless necessary for another lawful purpose under GDPR. For example, this may include to comply with a legal obligation or to use anonymised data to make required returns to external bodies including Office for Students.

2. Entry Requirements

London Contemporary Dance School's general entry requirements are listed below; all courses have specific entry requirements which are listed on the individual course pages on the website.

2.1. General Requirements for admissions

Applicants must demonstrate:

- the ability and capacity to study at a higher education level on an intensive, specialist dance course;
- the facility and commitment to engage in regular practice-based education and potential to progress onto a career in the dance field;
- evidence of suitable preparatory training and/or experience;

- an awareness of the intensity of the course and its vocational nature;
- an understanding of the nature of the industry; and
- an understanding of the aims and objectives of the course.

2.2. English Language

The courses offered by LCDS are taught in English. All students need to show proof of their English language ability to enroll, and most students from outside the UK need to submit an English language test as proof of their English language ability. We accept the Academic International English Language Testing System (IELTS) with the following minimum scores:

- **Undergraduate Level**
IELTS level 6.0 with a minimum of 5.5 in reading, writing, listening and speaking
- **Postgraduate Level**
IELTS level 6.5 or above, with at least 5.5 in reading, writing, listening and speaking

Some students may be exempt from taking an English language test, including nationals of a majority English-speaking country, or students applying for a Postgraduate course and undertook a degree where delivery was in English.

2.3. Admissions Commitment

London Contemporary Dance School will:

- Give all prospective students equal opportunity to demonstrate their commitment to a career in the field of dance, their potential to be successful in their chosen art form, and their willingness to engage in an intensive course while meeting the academic requirements for the award of undergraduate/ postgraduate qualifications.
- Accept individuals based on potential for training alone (i.e. not discriminating on the basis of gender, ethnicity, religion, sexual orientation, disability, economic background or otherwise); and
- Consider each particular applicant's suitability for the course

3. Recruitment

3.1. Target recruitment numbers

Target recruitment numbers are set by the LCDS Senior Management Team and included in a 5 year fiscal plan submitted to the Office for Students which is led by the Executive Team of The Place and monitored by the Finance and General Purposes Committee and Board. Dance School.

3.2. Marketing

Marketing and promotional activities conducted may include:

- Information available on The Place website: www.theplace.org.uk
- Social media including Facebook and Instagram
- Student performances
- Undergraduate touring activities
- Open Days during term times

3.3. Participation and outreach

The Place, of which London Contemporary Dance School is a key part, has a strong commitment to widening participation, underpinned by the Access and Participation Plan. The Place engages in various widening participation and outreach activities to widen access to training in dance, including:

- The Centre for Advanced Training (CAT) national programme include The Place's own CAT programme for 130 young people.
- National Partnerships programme which is a key component of the Access and Participation Plan with key regional secondary schools and youth dance organisations, to run regular masterclasses, audition toolkit workshops, and performance visits.
- In collaboration with Creative Learning at The Place, visits to local schools and visits by local schools to LCDS; workshops run in schools involving professional choreographers and LCDS students
- Touring activities (as above)
- Student performances and student-led workshops
- Support for visits by schools from across the UK and internationally
- International partnerships including running workshops both online and in person to partners

4. Application and Selection

4.1. Applications

Applications must be made directly to London Contemporary Dance School. The online application form is available on the website. Applicants should ensure they have provided all the information requested in the application form; incomplete applications will not be accepted.

4.2. Medical Questionnaire

LCDS requires students enrolling on to the BA (Hons) Contemporary Dance, BA(Hons) International Contemporary Dance and MA Dance: Performance Course to complete a Medical Questionnaire, which will be sent to them after successful application and being sent an offer of study. Access to this data is restricted to the Physical Support Team and Mental Health Advisor to ensure medical confidentiality and is used solely for the appropriate healthcare management of each respective student. The selection panels

involved in the application process do not have access to medical information when reaching their decision. Teaching faculty do not have access to medical information, unless the student provides a written request and consent to share.

4.3. General information on application and selection

London Contemporary Dance School will seek to ensure that selection policies and procedures are transparent, effective, consistent and fair, and in accordance with the London Contemporary Dance School's public sector equality duty. Information concerning applicants is subject to both London Contemporary Dance School's data protection policies and processes.

Applicants who have previously completed a course of study at The Place or London Contemporary Dance School are not automatically guaranteed entry to any other course of study at the school.

4.4. How applicants are selected

Selection for all courses will normally be through live admissions workshops (in person or online), online submission of portfolios, video tasks, or interview. Admissions Workshops and interviews are designed to ensure that places are offered to those candidates who have the greatest potential to develop and succeed in their chosen careers regardless of previous experience, cultural or socio/economic background.

To ensure equality of opportunity London Contemporary Dance School will:

- review all applications, including portfolios for all postgraduate applicants, who meet the basic entry criteria (see Section 2 of this Admissions Policy for where to find further information on entry requirements). Applicants may be contacted to discuss their application prior to the panel reviewing their video application or portfolio.
- ensure that all applicants are informed of the application requirements and procedures, including for any video tasks and portfolio.
- ensure that staff involved in the application process clearly understand the entry requirements and selection criteria.
- ensure that staff are suitably trained to make fair and sound judgements (having regard to the specified selection criteria)
- monitor selection procedures with regard to equal opportunities.
- ensure reasonable adjustments are made wherever necessary to improve accessibility and support disabled applicants.

London Contemporary Dance School are committed to removing unnecessary barriers and increasing accessibility. Applicants are encouraged to disclose any impairment or condition (for example Specific Learning Difference or a physical, sensory or mental health condition) so that LCDS can endeavour to make any reasonable adjustments at during the application stage, admissions workshop or interview and during the course to enable participation. LCDS encourages disclosure in advance wherever possible, but

applicants can also disclose a disability or condition at any stage of the application process.

LCDS also encourages applicants to disclose any previous or current injuries to ensure that they can be supported during the application process and potential further training.

4.5. Application fees

There is no application fee for applicants applying for any of the courses of higher education at London Contemporary Dance School.

4.6. Additional support for Care Leavers and Estranged Students

London Contemporary Dance is committed to helping all students fulfil their potential whilst studying with us, regardless of background. If applicants are in care, have left recently, or are estranged from their parents, we understand that they may have some extra practical considerations to take into account when making the progression to Higher Education, and may have concerns about accommodation, financing their studies, and pastoral support. We have strong traditions of providing student care and support services and commit considerable resources to this purpose.

4.6.1. Bursary for care leavers and estranged students

If an applicant chooses to let us know that they are a care leaver or estranged from their parents, we will be able to offer them additional support, and they may be eligible to receive a non-repayable bursary of up to £1,000 per year of study. They will have a chance to disclose at application stage, and again on the enrolment form. Students can also talk to a member of staff at any point during the academic year. Further information can be found on The Place website.

4.7. Applicants with a criminal record

In line with London Contemporary Dance School's commitment to removing unnecessary barriers and increasing accessibility, many applications to a course of study at LCDS do not require any disclosure of a criminal record. All criminal records data will be processed in accordance with the LCDS Criminal Records Policy and the LCDS Privacy Notice. Some courses of study may offer placements or other professional course-related experiences that involve 'regulated activity'¹ which require students to undergo a criminal records check ('enhanced DBS check') before they can be authorised to participate in such activities. Where a course of study involves 'regulated activity' either as a requirement, or as an optional part of a course, this will be listed in the relevant Course Summary document.

Where such activities are a requirement of the course, LCDS will require an enhanced DBS check for disclosure of a criminal record at the point of receipt of an offer of a place to study, before LCDS can confirm the offer of a place. Where such activities are an optional part of the course, an applicant will not be required to disclose a criminal record/undertake an enhanced DBS check at any point during the application and

¹ Please see UK government guidance for further details and definitions of regulated activity: <https://www.gov.uk/government/publications/dbs-guidance-leaflets>

admissions process. Once enrolled on the course, students may elect not to undertake an enhanced DBS check and not participate in the optional activities.

4.8. Application Procedures

Each course of study has its own application procedures (e.g. the dates of admissions workshops and interviews both online and in-person). Deadlines for making an application to study on a course of higher education at LCDS are published on the website.

4.9. Late applications

Applications submitted after the application deadline may not be considered and will only be considered at the discretion of the course leaders and admissions team. LCDS reserves the right to extend an application deadline where it is deemed appropriate.

4.10. Withdrawals prior to attending an admissions workshop or interview

Applicants must inform LCDS if they decide to withdraw their application and do not intend to attend an admissions workshop or interview. Any applicant who wishes to be considered for the next round of admissions must reapply the following year.

4.11. Selection procedure

A fundamental part of the application process to a course of higher education at LCDS is via an admissions workshop or portfolio along with other requirements specific to individual courses. Details of application procedures, together with entry requirements to relevant courses, can be found on our website.

For our BA(Hons) Contemporary Dance and MA Dance: Performance courses, we occasionally hold admissions workshops in other countries. Applicants should check the website for details of dates and locations.

LCDS offers online or in-person admissions workshops / interviews. Where circumstances occur that prevent an admissions workshop / interview in-person from being held where it had been previously advertised as such, alternative arrangements will be made (which may include, but not be limited to, holding an admissions workshop, and /or interview online, or other admissions process that will assist the LCDS Admissions team in reaching a decision on an application). Applicants are advised to check the website for further information.

4.12. Accreditation of Prior (Experiential) Learning (APL)

If applicants have completed prior qualifications or training where the award obtained is equivalent to the entry requirements, then Accreditation of Prior Learning (APL) may be considered. Where applicants have equivalent skills, knowledge and abilities gained through life or work experience then Accreditation of Prior Experiential Learning (AP(E)L) may be considered.

For applicants for the BA(Hons) Contemporary Dance course, and are offered a place to study on the course, and believe they have the appropriate credits / qualifications and experience to start the course at a point later than the start of the planned course of study,

they may wish to be considered for admission with Academic Credit. The validating university, UAL, provide guidance on Accreditation of Prior Learning to help you decide whether or not to proceed with your application. More information can also be found via the [LCDS Transfer Arrangement Statement](#).

4.13. Unsuccessful applications

Due to the large numbers of applicants it is usually not possible to provide feedback.

4.14. Confirmation of offer

Where an applicant is made an offer of a place to study at London Contemporary Dance School, conclusion of the application process follows the 3-step process below:

Step 1: Offer of a place to study is made by LCDS via email to the applicant, including the following pre-contract information:

- a) Offer letter
- b) Terms and Conditions
- c) Fees policy
- d) Relevant Course Summary Document

Step 2: Applicant must confirm acceptance of the offer in writing to LCDS, within 21 days of the offer being made;

Step 3: LCDS provides a receipt of formal acceptance to confirm the place.

Please note that an offer of a place to study on a course remains provisional until LCDS has confirmed the offer in writing (step 3, above).

4.15. Right to cancel a confirmed offer

In accordance with the Terms and Conditions issued as part of the pre-contract information, when LCDS makes a formal offer to an applicant of a place to study, applicants have the right to cancel within 14 days of formally accepting an offer of a place (please see London Contemporary Dance School Terms and Conditions for more detailed information).

4.16. Deferred admissions

An offer of a place to study on an LCDS course of higher education will normally only be applicable for the next available course start date. Places will not normally be deferred to a subsequent course start date; however it is at the discretion of the relevant course leader as to whether an offer of a place may be deferred, and the length of such deferral.

4.17. Communications with a third party

All communications regarding an application outcome will normally be conducted directly with the applicant and not with a third party, including relatives. An exception to this will be where an applicant is under 18 years of age at the time of commencing the course. Where an applicant is under 18 years of age at the time they commence the course of higher education and the contract with LCDS, communication regarding an application

outcome will, where necessary and appropriate, be communicated to the applicant's parent, guardian, or a named responsible adult, in line with the applicant's circumstances.

4.18. Complaints and Appeals

For information about submitting a complaint or an appeal regarding the admissions process, please refer to the London Contemporary Dance Schools [Admissions Appeals and Complaints Policy](#). Please note that there are deadlines within which an admissions appeal or complaint can be made, as set out in the policy. For any questions regarding this policy and its procedures, please contact admissions@theplace.org.uk.

4.19. False, fraudulent or misleading information provided by applicants

London Contemporary Dance School reserves the right to refuse admission to a course or, if already registered, terminate registration if information provided by an applicant is fraudulent, inaccurate or incomplete. LCDS expects that all information provided to it by applicants will be complete, true and accurate, with no misleading omissions or inaccuracies. Any submission of fraudulent, inaccurate or misleading information on the application, or the omission of relevant information, will result in the immediate cancellation of the application and (where applicable) the withdrawal of any offer made. Where information comes to light that an application may contain false, fraudulent or misleading information from a successful applicant who has already registered as a student on a course of study at LCDS, the student's registration may be terminated and student status withdrawn, or the student may be subject to disciplinary action under the Non-Academic Misconduct policy and procedures.

5 Registration and Enrolment

5.1 General information

'Enrolment' is the annual process by which students formally confirm they are beginning each year of their course. Enrolment must normally be fully completed in order to receive full access to LCDS and course facilities.

'Registration' is the final part of the admissions process, where applicants confirm and update as necessary the personal details held which an applicant provided in their application; confirm the course they are intending to study, and agree to abide by, comply and engage with the Terms and Conditions and all related regulations and policies. Registration confirms that they are a student of London Contemporary Dance School.

A place on a course at London Contemporary Dance School will be conditional upon an applicant complying with registration and enrolment conditions including any conditions relating to fees, and enrolling at the start of the course and at the start of each subsequent academic year.

5.2 Pre-enrolment information

Prior to enrolment applicants holding an offer of a place will be contacted with pre-enrolment information. Applicants are advised to refer to the relevant course summary

document for the course to which they have applied for more detailed information. The Course Summary documents for each course of study can be accessed via the individual course pages [here](#).

5.3 Enrolment

Applicants must enrol at the designated session at the start of their course, as informed by the Admissions and Registry Manager, unless agreed otherwise. If an applicant cannot or does not enrol at the designated session, they must provide LCDS with a reason for the non-enrolment that is acceptable in order to be permitted to enrol on another occasion, otherwise they will not be entitled to enrol for that year of study (or any future year of study unless agreed) and the relationship with LCDS and contract shall be terminated. Please see London Contemporary Dance School Terms and Conditions for further information about obligations and contracts.

5.4 Registration and Enrolment information

As part of the registration and enrolment processes, students will be asked to provide some or all of the following details:

- A working and current email address;
- A mobile telephone number
- A term-time address
- 'Next of Kin'/emergency contact details
- A current passport, a copy of which will be taken and retained
- Biometric Residence Permit (BRP) card or Share Code for those on a Student Visa
- Confirmation of loan payment from Student Finance England (or other funding body), if applicable
- Proof of their highest qualifications awarded to date
- Any other relevant information, if deemed necessary

All scanned documents are kept in secure files, in accordance with LCDS's Privacy Notice. The Place Data Policies can be found on the [website](#).

5.5 Withdrawals

Applicants who hold an offer of a place and wish to withdraw prior to the start of their course of study must inform the Admissions and Registry Manager as soon as possible via email. Any applicant who wishes to be considered for the next cycle of admissions must reapply the following year. Students who withdraw after the start of the course will be subject to pay tuition fees in line with the LCDS Fees Policy.

5.6 Time Out from Studies

Where an applicant has accepted an offer of a place and commenced as a student on the course, circumstances may occur that necessitate the student to take time out from their studies, or 'intermit' for a period of time whilst remaining registered as a student on the course. Information about taking time out can be found in the Student Handbook and the Time Out and Withdrawal Policy.

6 Allocation of LCDS Bursaries

6.1 London Contemporary Dance School offers bursaries to UK based undergraduate students in the form of bursaries and fee discounts between £500 to £1500 per year to students with a household income of £42,000 or less. Students will be assessed for a bursary through a completed application to Student Finance England (or its equivalent). Students are advised to apply as early as possible in order to be income assessed and allow LCDS to assess what level of support they may be entitled to. LCDS also operates a Care Leaver and Estranged Students Bursary, which is allocated in addition to any other financial support. To access this, students should indicate their status on their application or registration forms. Alternatively, they may also contact support staff at LCDS. Applicants are asked to visit The Place website for further details. LCDS also offers financial support through The Student Fund which can be applied for at the point of application, more information can be found on the [website](#).

7 Monitoring and Review of Policies and Procedures

7.1 General information

This policy is subject to annual review by London Contemporary Dance School Senior Management Team or Academic Board as required.

Via its governing committees, LCDS also monitors the following, all of which are relevant to admissions:

- recruitment, marketing and the prospectus/information on The Place website
- data related to admissions and the methods used to collect that data
- support for students and applicants with disabilities
- external requirements for the validating universities (University of the Arts London) and the Office for Students (OfS).

In certain exceptional cases and where reasonable we reserve the right to vary these procedures. When we do so, the circumstances will be monitored and recorded through quality assurance measures.