

# MOUNTVIEW

## Recruitment, Selection and Admissions Policy

### **1. Purpose**

- 1.1. The following document outlines the policy for the recruitment, selection and admission of students at Mountview Academy of Theatre Arts. From here on in referred to as Mountview.
- 1.2. The principles outlined apply to all programmed courses leading to an award from University of East Anglia and Trinity College London; this includes undergraduate and postgraduate study.

### **2. Principles**

- 2.1. Mountview is committed to providing flexible, high quality teaching and a professional working environment for students from all backgrounds offering equality of opportunity to anyone with the ability to benefit.
- 2.2. Mountview is committed to promoting equality of opportunity and providing a supportive and inclusive environment for all prospective students. Details can be found in the Mountview's Equality and Diversity Policy.
- 2.3. Mountview values diversity and is committed to equality in education. Students are selected on the basis of their individual merits, abilities and aptitudes.
- 2.4. Mountview seeks to overcome barriers to participation and to support each individual to develop to their full potential.
- 2.5. Mountview seeks to actively promote its provision as widely as possible amongst qualified candidates in the UK and internationally.
- 2.6. Each applicant will be invited to an audition/interview, every endeavour will be made to accommodate applicants' availability where possible.
- 2.7. Mountview will aim to ensure that its recruitment, selection and admissions process is clear and transparent to all regardless of background.
- 2.8. For a candidate to be successful in gaining a place at Mountview, Heads of Departments and the admissions office must be satisfied that the potential student has every reasonable prospect of succeeding on his or her chosen course of study.
- 2.9. Mountview will ensure that operation of the admissions processes and application of entry criteria are undertaken in compliance with their current Equality and Diversity Policy.

### **3. Admissions Information**

- 3.1. Mountview welcomes and encourages applications from a wide range of backgrounds.
- 3.2. Mountview recognises its diverse range of applicants and accepts that their prior attainment may vary despite their potential.

- 3.3. Mountview will continue to supply clear and accessible information for applicants about entry requirements, interview/audition processes, timescales for decisions, fees and finance and student support.
- 3.4. At Mountview's discretion, electronic applications are permitted for first round auditions, if for example an applicant is unable to attend an audition due to being based outside of the UK. For entry in 2022, we plan to conduct all final round recall auditions in person and all candidates must attend their final recall in person. We will keep this position under review in the light of ongoing Covid-19 restrictions.
- 3.5. Admissions information is available in a range of formats upon request.
- 3.6. The Admissions and Registry Administrators in collaboration with the Principal, all Heads of Departments and Marketing are responsible for updating information relating to auditions/interviews for the website and any publications.
- 3.7. The Executive Board is responsible for setting admissions targets, which are decided at the start of each academic year.
- 3.8. The criteria for selection as identified by Heads of Discipline and Heads of Department will be transparent and justifiable.
- 3.9. Academic staff involved in the selection process will be specialists in their discipline field and engage in regular professional development to ensure up-to-date knowledge.
- 3.10. All visiting staff employed in the selection of applicants will receive training in its procedures and briefed on the criteria for assessing suitability and scoring processes.
- 3.11. Across the range of admissions information available, Mountview staff will:
  - Ensure that a candidate with additional needs is aware, in advance of their audition/interview, of any guidance or support Mountview can offer and how they can access this.
  - Ensure that any potential student who has disclosed information in relation to a criminal offence, caution or warning understands that any non-academic information will play in any admissions decisions.
  - Ensure that candidates are aware of their responsibility to provide full and accurate information when requested as part of the admissions process.
  - Ensure that candidates understand that Mountview does not normally allow deferrals except in extenuating circumstances.
  - Ensure that candidates understand that Mountview does not normally allow course transfers except in extenuating circumstances.
  - The Admissions department will communicate the outcome of each audition/interview clearly and in a timely manner.
- 3.12. Students should be 18 by the commencement of an undergraduate course and 21 by the commencement of a postgraduate course.
- 3.13. Mountview may occasionally allow a candidate to commence the undergraduate course if they are yet to turn 18 subject to safeguarding permissions from their parent/guardian
- 3.14. Mountview will communicate any major changes to the curriculum or course structure to students who have been offered a place.

- 3.15. All international students entering Mountview must have a student visa which satisfies the minimum financial and English language requirements as laid out by the UK Visa and Immigration Department.

Mountview requires all students who will require a student visa to achieve the relevant IELTS score for their level of study prior to being issued with a CAS number. The Admissions Team will ensure the IELTS conditions are included in their offer letter. Mountview also reserves the right to request any ESL student offered a place to achieve an agreed IELTS score as part of their conditions of entry.

- 3.16. Mountview will act in accordance with the UK General Data Protection Regulation and the Data Protection Act 2018. with regards to admissions data.
- 3.17. Mountview will not normally consider late applications.
- 3.18. Where applications are successful, students will receive an offer letter and Mountview's Terms and Conditions via email.
- 3.19. On occasion, successful Performance applicants offer letters may include conditions based on the grounds of specialist vocal or physical checks which are needed in order to satisfy their fitness to train.
- 3.20. In the event of a conditional offer being made, the requirements will be clearly laid out with specific guidance on the course of action to be taken.
- 3.21. Where applications have been unsuccessful it is the admissions department that is responsible for communicating with the applicant that they have been unsuccessful. This will take the form of a sensitive standard email acknowledging that the application has been carefully considered.
- 3.22. On occasion, unsuccessful applicants may be offered opportunities to engage in a free audition/interview for an alternative course that may be deemed more suitable for the applicant.
- 3.23. Candidates are only allowed to submit one application per course, per admissions cycle.

#### **4. Applicants with Special Educational Need and Disability (SEND)**

- 4.1. Applications from students with SEND will be assessed against Mountview's entry requirements on the same basis as any other application and will be subject to the same application process.
- 4.2. Any support or adjustments required for an audition or interview will be coordinated by the Admissions and Registry Administrators and Student Services team.
- 4.3. Applicants are encouraged to inform admissions of any requirements during the application and invitation process to ensure Mountview can provide the correct support.

#### **5. Feedback, Complaints Requests and Appeals**

- 5.1. The Admissions and Registry Administrators are responsible for maintaining accurate and up-to-date records relating to admissions.
- 5.2. It is the responsibility of the Admissions and Registry Administrators to ensure that an adequate and appropriate record is kept of the grounds on which any decision is based.

- 5.3. Mountview does not provide feedback from auditions/interview; candidates may upon request receive their audition/interview forms for a nominal charge.
- 5.4. Upon request Mountview will make available to enquirers and applicants a copy of the appeals procedure should they feel that any of the recruitment, audition/interview or admissions process has not been conducted in accordance with the Mountview's Admissions Policy. The Registry Manager will provide advice on how to do this, upon request.
- 5.5. Appeals will only be considered where it is claimed that there were irregularities in the audition/interview procedure.
- 5.6. The appeal should be made in writing by the person who signed the original entry form and be addressed to the Registry Manager
- 5.7. The grounds for appeal should be clearly stated and supported by supplementary evidence where applicable
- 5.8. Appeals should be post marked within 14 days following the access to the written appeals procedure
- 5.9. The receipt of all appeals will be acknowledged within 10 working days
- 5.10. The person bringing the appeal will be informed that there are two possible outcomes of an appeal: the appeal is upheld and the candidate is re-assessed at a fresh audition or the appeal is denied.
- 5.11. The Appeals procedure complies with the procedures outlined in the CDMT Code of Practice for Auditions and Interviews

## **6. Monitoring & Reviewing**

- 6.1. Mountview will continually monitor its recruitment, audition/interview, selection and admissions to ensure that they work effectively, taking on board feedback from applicants and staff each year.
- 6.2. The Admissions office will monitor response times in relation to enquiries and admissions decisions. Setting expectations for and monitoring expected application to offer turnaround times is the responsibility of the admissions office. The admissions department understands that quality of service and effective applicant communication are as important as time efficiency
- 6.3. The Admissions office will regularly review and monitor the profile of applicants and entrants with regards to equal opportunities. Applicant's data by all relevant and protected characteristics will be presented to the Executive Board on a monthly basis.
- 6.4. This policy will be subject to the ongoing regular review cycle led by the Executive team.