

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; this includes CertHE, 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 Mountview's [Equality, Equity, Diversity & Inclusion 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 who applies for a performance course will be invited to an audition.
- 2.7. MA non-performance and Production Arts course leaders will read all applications and make a decision on whether to proceed with an interview. The only reason an interview will not be offered is if it is apparent the wrong course has been applied for and therefore the applicant does not have relevant experience. The Admissions office will always provide feedback on why an interview has not been offered. Every endeavor will be made to accommodate applicants' availability where possible.
- 2.8. Mountview will aim to ensure that its recruitment, selection and admissions process is clear and transparent to all regardless of background.
- 2.9. 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 their chosen course of study.
- 2.10. Mountview will ensure that operation of the admissions processes and application of entry criteria are undertaken in compliance with our current [Equality, Equity, Diversity & Inclusion 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. Digital submissions/interviews are permitted for overseas candidates; however, all recall auditions for BA performance courses must take place in person at Mountview. Digital recalls for BA Performance may be permitted in extraordinary circumstances - any requests must be emailed to the Admissions Team and will be evaluated by the Head of Undergraduate Performance Training and Director of Learning and Teaching.
- 3.5. Admissions information is available in a range of formats upon request.
- 3.6. The Admissions and Registry Department, 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 is responsible for setting the maximum number of students that can be accepted on any course.
- 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 not be considered as part of the admissions decision-making process.
 - 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 some 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 turn 18 within the first term of an undergraduate course and 21 within the first term of a postgraduate course. Students under 18 are admitted subject to Mountview's [Under 18s Admissions Policy](#).
- 3.13. Mountview will communicate any major changes to the curriculum or course structure to students who have been offered a place.
- 3.14. 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.
- 3.15. Mountview requires all students who will require a student visa to achieve the relevant secure English language test (SELT) score for their level of study prior to being issued with a CAS number. The Admissions Team will ensure the SELT conditions are included in their offer letter. Mountview also reserves the right to request any ESL (English as a second language) student offered a place to achieve an agreed SELT 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 applicant's offer letters may include specific conditions or requirements that must be met to support an applicant's participation in their chosen programme.
- 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 the Admissions Department 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 cannot apply for any individual course more than once in any 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 Department 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 Department is responsible for maintaining accurate and up-to-date records relating to admissions.
- 5.2. It is the responsibility of the Admissions Department 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. If an applicant feels that any part of the recruitment, audition/interview or admissions process has not been conducted in accordance with the Mountview's Admissions Policy, an appeal can be lodged in line with the University of East Anglia's [Admissions Appeals & Complaints Policy](#).
- 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 & Admissions Manager.
- 5.7. The grounds for appeal should be clearly stated and supported by supplementary evidence where applicable
- 5.8. Appeals should be made within 10 working days of the decision being received.
- 5.9. We aim to respond within 15 working days of the appeal having been received.
- 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.

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 Department will monitor response times in relation to enquiries and admissions decisions, and understands that quality of service and effective applicant communication are as important as time efficiency.
- 6.3. The Admissions Department will regularly review and monitor the profile of applicants and entrants with regards to equal opportunities. Applicants' data by all relevant and protected characteristics will be presented to the Executive on a monthly basis.
- 6.4. This policy will be subject to the ongoing regular review cycle led by the Executive team.

Date reviewed: September 2026

Date of next review: September 2027

Owner: Registry & Admissions Manager