

# Admissions Policy

## 1. Policy and Purpose

This policy defines the principles, responsibilities, and procedures for admitting applicants to a course offered by SOTE College Ltd and accredited by Rose Bruford College. It guarantees that admissions are conducted fairly, transparently, consistently, and in accordance with The College's strategic goals and legal requirements. The College is committed to delivering outstanding training for aspiring performers. Our CertHE in Dance & Musical Theatre provides specialised education in Acting, Musical Theatre and Performance, equipping students for further study and a career in the industry. We encourage applications from talented, passionate, and dedicated individuals, regardless of their background, and we ensure a fair and clear admissions process.

## 2. Scope and applicability

This policy applies to all applicants for SOTE CertHE in Dance & Musical Theatre.

## 3. Our principles

The College is committed to:

- Providing outstanding training for aspiring performers on our course, offering specialised education in performance and musical theatre, preparing students for further training and a career in the industry.
- Expanding participation and increasing access to higher education.
- Treating all applicants fairly, regardless of background.
- Making admission decisions based on merit, potential, and the ability to succeed.
- Ensuring compliance with relevant legislation, including the Equality Act 2010, GDPR, and other policies, procedures, and schemes established by The College's accrediting body, Rose Bruford College.

## 4. Authority and Responsibility

The College's admissions process follows this Admissions Policy and the related procedures, which set out the rules for managing admissions. The Admissions Team makes all admissions decisions. All College staff, whether professional or academic, involved in admissions must adhere to this Admissions Policy.

## 5. Support and Review

The College ensures all staff involved in admissions decisions receive regular training and updates.

The Admissions Policy is available to all staff, students and applicants through SOTE College website as part of the Policies section.

The Admissions Policy is reviewed whenever needed to keep up with changes in regulations or the College's strategy.

## 6. How we communicate with Applicants

6.1. All official communication is made in writing via email or applicant portals, including, but not limited to, UCAS and systems used by Rose Bruford College. Offers include details of academic conditions or confirmation if the applicant is already pre-qualified.

6.2. Applicants receive confirmation of receipt of their application, requests for additional information, and final decisions via email.

6.3. Interviewers and assessors must not make verbal or informal offers at any stage.

## 7. Entry Requirements:

### Academic Requirements

7.1. Applicants must reach Two A-Levels at C grade/equivalent, Level 3 qualifications, or relevant experience. If an applicant does not meet that threshold, the College will still consider their application. Applicants who have already completed their Level 3 qualifications will be required to provide evidence of their certificates to Rose Bruford College

7.2. All applicants must have an English Language GCSE at a grade 4/C or above and have provided evidence of their certificate to Rose Bruford College.

### Performance and Talent Requirements

7.3. Applicants must demonstrate a passion for Musical Theatre, Acting & Performance

7.4. All applicants must successfully complete an online application form and attend an in-person audition to be considered.

### Residency Criteria

7.5. Applicants should have British citizenship and the right to study in the UK.

7.6. International students will not be considered.

## 8. Application Process

8.1. Applications are submitted via The College's website.

8.2. Applicants must complete a form, providing details of previous training, previous performance experience, and why they would like to study on the course.

8.3. The applicant must pay the £15 audition fee prior to attending the audition.

8.4. The application deadline is subject to filling the course. The application deadline and audition dates will be announced via The College's social media platforms and website.

8.5. All applicants with an offer from SOTE College must submit a UCAS application to receive a formal offer from Rose Bruford College. All informal offers are subject to confirmation upon completion of admission and administrative checks by Rose Bruford College. The Partner reserves the right to revoke the informal offer if the applicant does not meet the

entry requirements or fails to provide proof of qualifications before the registration deadline. The registration deadline for the 2026/27 cycle is 1st September 2026.

8.6. Applicants must complete a form, providing details of academic qualifications, personal details, and a personal statement to Rose Bruford College and on UCAS.

8.7. The College will adhere to Rose Bruford College and UCAS's application deadlines, where appropriate; however, these are subject to change at The College's discretion unless explicitly overruled by the policies of Rose Bruford College or UCAS.

## **9. Audition Process**

Applicants must participate in an audition. On the audition day, applicants will participate in a Ballet and Jazz Class, present their Monologue & Solo song, and undertake an interview with the Course Director/Rep

## **10. Our Selection Criteria**

The college seeks to enrol students who demonstrate:

- Talent, creativity, and potential in performance.
- Commitment to training and professional development.
- Ability to engage with constructive feedback and collaborate with peers.

Diversity and inclusivity considerations are embedded in the selection process.

## **11. Offers and Enrolment**

11.1. Successful applicants will receive an offer email from SOTE College Ltd via email. To receive a formal offer, applicants must submit a UCAS application to Rose Bruford College.

11.2. An informal offer can be revoked by The College and Rose Bruford College if the applicant does not reach the entry requirements set out in section 7.

11.3. Offers must be accepted by the deadlines outlined in your offer email. An extension to this may be offered to this deadline at the college's discretion.

11.4. Enrolment and registration will be completed on the start date of the programme with Rose Bruford College. The College will also request additional personal details from the applicant, including, but not limited to, date of birth, contact information, emergency contact details, and medical information, including any physical or mental health disabilities.

11.5. An enrolment day will take place prior to the course commencing. You will be informed of this date in your offer email.

11.6. We are unable to provide audition feedback to unsuccessful applicants.

11.7. The responsibility of enrolment and registration of the applicant lies with the applicant. The Partner has the right to refuse registration to any applicant who does not submit any and all evidence requested by The Partner before the registration deadline.

## **12. Fraud and Misrepresentation**

The College may withdraw or refuse an offer if:

- Information provided is false, misleading, or incomplete.
  - Documents are forged or tampered with.
  - Academic work submitted is not the applicant's own.
- Findings of any investigation may be shared with relevant external bodies.

## **13. Appeals and Complaints**

13.1. Applicants who wish to appeal an admissions decision may do so in writing within 14 days of notification.

13.2. Appeals will be reviewed by the Admissions Panel, and a response will be provided within 28 days.

13.3. Complaints regarding the admissions process can be directed to the Course Director at [info@sote.co.uk](mailto:info@sote.co.uk).

## **14. Equality and Inclusion**

The College is committed to equal opportunities and actively encourages applications from underrepresented backgrounds. We provide support for students with disabilities and additional learning needs.

Reasonable adjustments are made at all stages of the admissions process.

## **15. Additional Information**

15.1. The College follows the latest safeguarding and DBS requirements for students involved in work placements or projects with children.

15.2. All course applicants should read and refer to Rose Bruford College's Admissions Policy and Procedures document, where relevant, as well as this document.

For further details, please visit our website or contact the Course Director via email. [info@sote.co.uk](mailto:info@sote.co.uk)