



*“The Road to Millennium Performing Arts”*

As a popular and oversubscribed school, this admissions policy aims to meet the needs of as many young people as possible who wish to study at MPA whilst prioritising the needs of current students progressing internally. Applications from pupils attending other vocational training are welcomed but such applicants will only be enrolled on to courses if they meet necessary standards and there are vacancies after the needs of continuing students have been met.

Applicants must meet our requirements regarding application deadlines. That is, students must apply for audition in the year before entry (minimum) and must accept any offer of a place in writing within two weeks of the offer being made to them. Applicants who meet these deadlines will be guaranteed their place as offered by MPA. Applicants who do not respond to the offer of a place within this time scale will be sent a reminder providing them with a further chance to respond. If the applicant accepts the offer within two weeks, they will be guaranteed a place at the MPA as above. If Applicants do not respond to the reminder within two weeks, MPA will remove the applicant from the application process. All communications, wherever received at MPA, will be stamped with the date of receipt.

Applicants to MPA will be made aware of the required high standards including very high expectations of behaviour and attendance, dress code and professionalism. Further information can be supplied on request by prospective students or their parents.

Entry to MPA is via application and audition. We accept applications from students who have completed their GCSE studies or equivalent prior to entry. All applicants need talent and potential as a performer, with a desire to learn and a passion to succeed. Students will need to be able to demonstrate an ability to sing and act, and have a good level of competency in dance. Auditions are held in the academic year preceding entry. Students will be required to take part in Dance Classes and show pre-prepared materials as detailed in the audition information sheet.

Full details of our criteria for acceptance, marking scheme and audition procedures will be sent to students on receipt of a completed Application Form and the appropriate fee. At the audition, parents will be shown around MPA by current students and given a talk by the Directors as they outline the courses and facilitate discussion and questions as appropriate. Prospective students from minority groups should apply secure in the knowledge that MPA has a fully integrated Equality and Diversity Policy. Applicants with special requirements regarding access or special needs for auditioning should speak personally to the Auditions Secretary.

**PROCEDURE:**

- Students makes an initial enquiry (telephone, online via our website or email)
- Application form is made available to the applicant (on website to download, print and post back or sent out in post from Reception)
- At this Application Stage, the applicant completes the form and returns this including a £45 non-refundable audition fee. Payment by cheque or postal order to Millennium Performing Arts Ltd together with a passport sized photograph, a full length photograph and a reference from current dance or theatre school
- Once the application is received, the applicant moves from the Reception administration team to the Audition administration team

- Next the Auditions Secretary checks all relevant information has been completed and returned. The cheque (if appropriate) is passed to the Finance Department for Banking.
- Applicant details are then added to the auditions database.
- The Applicant is emailed (or details send in post if necessary), offering the first available audition date and asked to confirm attendance. This initial email includes the Audition Day Timetable, some General Audition and Accompanying Information.
- The Applicant then sends a Confirmation of Audition back to MPA or requests an alternative audition date (repeating process stages until data agreed).

At MPA, the Auditions Secretary prepares the following the day before audition:

- Allocation of numbers for all attendees
- Lists of attendees and auditionee numbers for all Staff and Directors involved with the audition day.
- Individual marking sheets for all attendees including Acting, Singing, Ballet, Contemporary & Jazz.

On the Audition Day:

- All Auditionees report to reception upon arrival.
- 9.15 – 12.00pm: Individual Acting & Singing
- 12.00pm: Lunch
- 12.45 – 2.00pm: Ballet Class & Physical Assessment
- 2.15 – 3.15pm: Contemporary Class
- 3.30 – 4.30pm: Jazz Class
- 3.15pm: Parents tour of the building with current students
- 4.30pm: Parents and auditionees meet with Directors for Q&A

At MPA, following the audition day, the Auditions Secretary meets with the Directors to discuss outcome of the day. Each applicant and their suitability for this type of training is discussed. Each student is categorised into the following and sent the relevant information detailed below (within two weeks of the date of the audition):

| RESPONSE                | INFORMATION TO BE SENT TO AUDITIONEE  |
|-------------------------|---|
| Provisional DADA offer  | Offer letter of provisional DADA Income Declaration Form; Registration Form |
| Place offer             | Offer letter; Registration Form   |
| Foundation Course offer | Foundation Course Offer Letter; Foundation Course Registration Form         |
| Unable to offer place   | Letter (with offer of feedback)   |

Applicants are requested to send the income declaration (if appropriate) and registration form back by post within two weeks of the date of the email/received post.

Once the paperwork (above) has been received by the Applicant, the Applicant either completes and returns the paperwork to MPA, provisionally accepting their place and continuing with the enrolment process, or declines their place at MPA (in this instance, MPA acknowledge the correspondence and no further action is required).

Following receipt of the registration paperwork at MPA, the Auditions Secretary collates all registration paperwork with existing application form and audition notes and sends the following documents relevant to their course of study:

- Terms of Enrolment
- Injury Declaration Form
- Medical Form

These documents are sent to all students who have been offered a place at MPA. The Applicant completes and returns this paperwork to MPA and the enrolment process is now complete and the student is officially enrolled on their course.

Once enrolments are complete, the Finance Department review all provisional DADA enrolments and the relevant Income declaration forms. At this time, additional full DADA application forms and requests for income evidence are sent by email/post as appropriate. Applicants returns DADA Application form and relevant supporting documentation. The Finance Committee review all DADA applications and check all supporting documents are present. As the Government dictates the level of support a student receives, depending on their household income, the Finance Department calculate the level of support and the Auditions Secretary sends a formal DADA offer to the applicant.

Once all formal enrolment documents have been received as appropriate, the Student Induction letter is sent to all enrolled students. During the summer holidays, a further welcome letter and the Student Handbook are sent detailing final information needed prior to their first day at MPA.