



# **CAPA College**

**Admissions Policy  
September 2018 entry**



# CAPA College

## Admissions Policy

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### 1 Overview and mission statement

CAPA College will open its doors to its first cohort of students in September 2018. Whilst CAPA College's permanent purpose-built home is being constructed the provision for the first two years will temporarily be accommodated at Cathedral Academy, Wakefield providing 105 places per year across four course pathways – 1) Performing Arts: Musical Theatre, 2) Dance: Contemporary and Commercial 3) Drama: Stage and Screen, 4) Production Arts: Theatre, Film and Media. CAPA College will be part of Enhance Academy Trust.

CAPA College's unique, high quality provision aims to develop, educate and inspire the next generation of Performers, Designers, Creatives, Technicians and Arts Academics. CAPA College will develop academic excellence along with outstanding vocational expertise, underpinned by the best in pastoral care, guidance and support leading to outstanding results and student progression. Each course pathway will enable students to achieve the equivalent of 4 A Levels through a combination of A Level and Vocational qualifications along with the intensive professional training and enrichment opportunities needed to successfully progress to the leading Arts conservatoires, universities and careers in the arts.

### 2 Admission arrangements

CAPA College will operate our own arrangements for admissions, and we will publish our Admissions Policy on our website by 10 October for the forthcoming year. This information will include how many places will be offered in that year, the minimum academic and audition requirements for entry, and how places will be allocated if CAPA College is oversubscribed. It will also include details of how we will operate our Waiting List.

### 3 Planned admissions number and capacity

CAPA College's capacity is 500, which we will reach in September 2022. The Published Admissions Number (or PAN) for 2018 is 105. Applicants for September 2018 entry to CAPA College's courses will have been born between 1 September 2001 and 31 August 2003.

Each course pathway at CAPA College will have maximum allocated course numbers each year

2018 Course Pathway	Maximum students per year group
Performing Arts: Musical Theatre (2 classes per year group)	46 students
Dance: Contemporary and Commercial (1 class per year group)	22 students
Drama: Stage & Screen (1 class per year group)	22 students
Production Arts: Theatre, Film & Media (1 class per year group)	15 students

#### 4 Minimum entry requirements

Entry to CAPA College requires a minimum of 5 GCSEs at grade C/level 4 or above, to be confirmed in writing by the applicant's current school on enrolment day. This needs to include grades C or Level 4 and above in GCSE English and GCSE Maths except if in the CAPA audition process an applicant is considered 'exceptional' by gaining 22 audition points or more in which case we would be able to accept a student with a D grade or Level 3 in either GCSE English or GCSE Maths (but not both). Arts specific qualifications and/or previous formal experience are not necessarily required to successfully gain a place at CAPA College. Instead, in the application process each applicant will be looked at closely for evidence of passion, aptitude and potential to make the most of their time with us, in preparation for going on to Higher Education or straight into employment.

#### 5 Application process

There are six stages in the Application Process to join CAPA College:

##### *Stage 1 – Application form:*

Applicants will be asked to complete and submit the application form for September 2018 entry. The application form can be downloaded from [www.capacollege.co.uk](http://www.capacollege.co.uk) or by email request to [info@capacollege.co.uk](mailto:info@capacollege.co.uk). Application forms must be submitted between 18 October 2017 and 9 February 2018.

##### *Stage 2 – Group Audition and interview day:*

All applicants who meet the minimum entry requirements for September 2018 entry will be invited to attend an audition and interview day. These will be held during a two-week period in February/March 2018, and applicants will be notified of the date and time with a minimum of four weeks in advance.

The CAPA College application process provides four key assessment activities (interview and three group audition/workshop classes), which in turn are referenced against the six key attributes prospective students need to possess to be successful on their course. These are:

- 1 Knowledge, ability and potential in the chosen discipline
- 2 Commitment to the chosen discipline and to working hard to maximize potential
- 3 The ability to work effectively with others
- 4 Broad interest and engagement with the wider world
- 5 Self-awareness
- 6 A spirit of enterprise and initiative

Please see the table below for details as to where in the Application Process these attributes are assessed:

<b>CAPA College Key Attribute</b>	<b>Group audition/ workshop classes</b>	<b>Interview</b>	<b>Recall audition – pre- prepared work</b>	<b>Recall audition - interview</b>
1 Knowledge, ability and potential in the chosen discipline	x	x	x	x
2 Commitment to the chosen discipline and to working hard to maximize potential	x	x	x	x
3 The ability to work effectively with others	x	x		x
4 Broad interest and engagement with the wider world	x	x	x	x
5 Self-awareness	x	x	x	x
6 A spirit of enterprise and initiative	x	x	x	x

Audition and interview day will consist of the following:

- Showcase performance by current students & presentation by staff
- Group question & answer session with staff and students
- 3 group audition/workshop classes (specific to course pathway being applied for)
- Individual interview

During the audition and interview day our audition panel will score the interview and each of the group audition/workshop classes. The scoring framework we will use for this is as follows:

<b>Group audition/workshop classes</b>					
<b>Inadequate 1</b>	<b>Partial 2</b>	<b>Satisfactory 3</b>	<b>Good 4</b>	<b>Very Good 5</b>	<b>Outstanding 6</b>
The applicant's skills and contribution is ineffective related to the audition/workshop class activities, demonstrating a partial level of creativity and skill in their specialism. A lack of potential in the discipline.	The applicant displays some skills related to the audition/workshop class activities, demonstrating a partial level of creativity and skill in their specialism. Minimal potential to develop in the discipline is evident.	The applicant displays a command of the skills related to the audition/workshop class activities, demonstrating satisfactory levels of creativity and skill in their specialism. Some potential for development in the discipline is evident.	The applicant displays a convincing command of skills related to the audition/workshop class activities, demonstrating good levels of creativity and skill in their specialism. There is evidence of good potential for development in the discipline.	The applicant displays a strong command of skills related to the audition/workshop class activities, demonstrating very good levels of creativity and skill in their specialism. There is clear evidence of very good potential for development in the discipline.	The applicant displays excellent skills related to the audition/workshop class activities, demonstrating excellent levels of creativity and skill in their specialism. There is clear evidence of the potential for excellence in the discipline.

Interview					
Inadequate 1	Partial 2	Satisfactory 3	Good 4	Very Good 5	Outstanding 6
The applicant demonstrates a limited level of understanding, commitment and experience regarding their specialism, with an under- developed awareness of their own strengths and areas for further development.	The applicant demonstrates a partially developed level of understanding, commitment and experience for their specialism, with limited awareness of their own strengths and areas for further development.	The applicant demonstrates a satisfactory level of understanding, commitment and experience for their specialism, with an awareness of their own strengths and areas for further development.	The applicant demonstrates good levels of understanding, commitment and experience for their specialism, with a good awareness of their own strengths and areas for further development.	The applicant demonstrates very good levels of understanding, commitment and experience for their specialism, with very clear awareness of their own strengths and areas for further development.	The applicant demonstrates excellent levels of understanding, passionate commitment and experience for their specialism, with excellent awareness of their own strengths and areas for further development.

### *Stage 3- Group audition and interview day outcome:*

Following each audition and interview day, our audition panel will review the audition marks made for each applicant to create an overall ranking of applicants. The maximum mark an applicant can achieve is 24 (a total of 18 marks are available for the audition/workshop classes and a total of 6 marks for the interview). Written confirmation will be sent out to each applicant within 14 working days of their audition detailing one of three possible outcomes:

- *Those students who achieve 18 or more marks on the audition and interview day:*

A conditional offer (dependent on achieving a minimum of 5 GCSEs at grade C/level 4 or above in their forthcoming exams including GCSE English and GCSE Maths) to join CAPA College in September 2018 on their selected course pathway. Any applicant who achieves 22 or more marks are considered to be 'exceptional' and would be accepted with a minimum of 5 GCSE's at grade C or above and a grade D/level 3 or above in GCSE English or GCSE Maths (but not both). In this situation the applicant would have to also take additional GCSE Maths or GCSE English lessons at CAPA College.

- *Those students who achieve between 13-17 marks on the audition and interview day:*

Placed on a reserve list and invited to attend a recall audition (Stage 4 of the CAPA College application process) if places are still available at the end of the group audition days (Stage 3 of the audition process). Upon request students may receive brief verbal feedback on their group audition performance.

Applicants will be asked to accept a conditional offer or offer of a recall audition within 14 days of receiving it – failure to respond within 14 days will result in the offer being withdrawn.

- *Those students who achieve 12 marks or less on the audition day:*

Notification that their application for the Course Pathway applied for at CAPA College was unsuccessful on this occasion. Upon request students may receive brief verbal feedback on their first audition performance.

### *Stage 4 – Recall audition:*

If at the end of all the initial group audition and interview days places are still available then students placed on the reserve list who achieved between 13-17 marks on the group audition and interview day will be invited to a Recall audition that will take place on 28 April 2018. The recall audition will consist of the students presenting pre-prepared work and an interview. During the audition day our audition panel will score the interview and the pre-prepared work. The scoring framework we will use for this is as follows:

<b>Presentation of pre-prepared work (relevant to the chosen discipline)</b>					
<b>Inadequate 1</b>	<b>Partial 2</b>	<b>Satisfactory 3</b>	<b>Good 4</b>	<b>Very Good 5</b>	<b>Outstanding 6</b>
The applicant performs or presents work that requires greater preparation, demonstrating a limited level of creativity and skill in their specialism. No improvement or development is evident from the initial audition day.	The applicant performs or presents work that demonstrates some preparation, demonstrating a partial level of skill in regards of their specialism. Minimal level of improvement and development is evident from the initial audition day.	The applicant performs or presents prepared work demonstrating a satisfactory level of skill in regards of their specialism. Some level of improvement and development is evident from the initial audition day.	The applicant performs or presents well prepared and considered work demonstrating good levels of creativity and skill in their specialism. Improvements and development from the initial audition day is evident.	The applicant performs or presents very well prepared and thoughtfully considered work, demonstrating very good levels of creativity and skill in their specialism. Clear improvements and development from the initial audition day are evident.	The applicant performs or presents incredibly well prepared and highly considered work, demonstrating excellent levels of creativity and skill in their specialism. Improvement and development from the initial audition day is excellent.

<b>Recall Interview</b>					
<b>Inadequate 1</b>	<b>Partial 2</b>	<b>Satisfactory 3</b>	<b>Good 4</b>	<b>Very Good 5</b>	<b>Outstanding 6</b>
The applicant demonstrates a limited level of understanding, commitment and experience regarding their specialism, with an under- developed awareness of their own strengths and areas for further development.	The applicant demonstrates a partially developed level of understanding, commitment and experience for their specialism, with limited awareness of their own strengths and areas for further development.	The applicant demonstrates a satisfactory level of understanding, commitment and experience for their specialism, with an awareness of their own strengths and areas for further development.	The applicant demonstrates good levels of understanding, commitment and experience for their specialism, with a good awareness of their own strengths and areas for further development.	The applicant demonstrates very good levels of understanding, commitment and experience for their specialism, with very clear awareness of their own strengths and areas for further development.	The applicant demonstrates excellent levels of understanding, passionate commitment and experience for their specialism, with excellent awareness of their own strengths and areas for further development.

#### *Stage 5 – Recall audition outcome:*

Following the recall audition, our audition panel will review the audition marks made for each applicant to create an overall ranking of applicants. The maximum mark an applicant can achieve is 12 (a total of 6 marks are available for the pre-prepared element and a total of 6 for the interview), so those achieving 12 marks will be prioritised over those achieving 11, and so on. Written confirmation will be sent out to each applicant within 14 working days of their audition detailing either:

- A conditional offer (dependent on achieving a minimum of 5 GCSE's at grade C/level 4 or above in their forthcoming exams including GCSE English and GCSE Maths) to join CAPA College in September 2018 to take up the selected course pathway
- Notification that their application for CAPA College was unsuccessful on this occasion

Applicants will be asked to accept a conditional offer within 14 days of receiving it – failure to respond within 14 days will result in the offer being withdrawn.

#### *Stage 6 - Induction:*

Applicants who have accepted a place at CAPA College for September 2018 will be invited to an induction day in July 2018. The day will include taster classes and induction information. Parent/carers will also be invited to an induction evening to meet staff and be provided with full induction information.

Enrolment for September 2018 entry will begin on 5 September 2018, with term starting on 12 September 2018.

## **6 Oversubscription criteria**

In the event of the September 2018 intake at CAPA College being over-subscribed by applicants meeting the minimum entry requirements, with more applications received than the allocated places for each course pathway, we will allocate places to those students on each course pathway using the following order of priority:

- a) We will first admit any applicant with an Education, Health & Care Plan (EHCP) whose statement names CAPA College
- b) Then a rank order of applicants based on their audition marks with those achieving the highest audition marks being given preference and prioritised by:
  - I. those applicants who are, or who have previously been, looked after by a local authority
  - II. those applicants who are eligible for Further Education Free School Meals
  - III. those applicants who have 5 GCSE's Grade C/level 4 and above including English and Maths

Tie Break – If applicants are tied for the final available place then the place would be allocated randomly and this process overseen by someone independent of CAPA College.

## **7 Waiting List**

It may be that some applicants do not receive their predicted grades, or decide not to attend CAPA College for whatever reason. We will therefore establish a Waiting List prioritised in line with our oversubscription criteria. The Waiting List will operate until the end of the first half term of each academic year.

## **8 In-year admissions**

Application for in-year admissions will be reviewed and considered up until the end of the first half term of each academic year in accordance with the criteria above, with these applicants being interviewed and assessed on pre-prepared work

## **9 Admissions appeals**

Applicants who are not offered a place through this Admissions Process have a right to appeal against this decision. Appeals must be received in writing within 14 days of the date of the decision letter. Should any applicant be unsuccessful at the Admissions Appeals stage, his/her application cannot be taken any further.

CAPA College will establish an independent appeals panel to hear such appeals, and the Admission Appeals process will take place during July 2018.

## **10 Late applications**

Applications received after the deadline of 10 February 2018 will only be considered should places remain after the consideration of all applications received on or before the deadline.

## **11 Equality and diversity**

In operating admission arrangements, CAPA College will do everything it reasonably can to enable every applicant to perform at their best, and in making acceptance decisions will not discriminate between applicants on grounds of gender, disability, faith, ethnicity, or sexual preference provided they meet the criteria for entry.

## 12 Review

This policy will be reviewed annually and any amended policy for the following September will be published on the college website before the end of the preceding September. The policy will remain on the website throughout the college year.

## 13 Complaints

If you are unhappy with any aspect of the admission policy or appeal process you may submit a complaint, outlining your concerns to the ESFA but you should first raise any concerns with the College via Enhance Academy Trust, Church House, 1 South Parade, Wakefield, WF1 1LP.

## 14 Timetable for applications for September 2018 entry

10 October 2017	September 2018 entry Admissions Policy and Process published on <a href="http://www.capacollege.co.uk">www.capacollege.co.uk</a>
18 October 2017	Application form for September 2018 entry available by email request from the <a href="mailto:info@capacollege.co.uk">info@capacollege.co.uk</a> or at <a href="http://www.capacollege.co.uk">www.capacollege.co.uk</a>  Applications period for September 2018 entry open until 9 February 2018
9 February 2018	Applications period for September 2018 entry closes
26 February-2 March 2018	Auditions for all Course Pathways
16 March 2018	Conditional offer/recall/unsuccessful letters to arrive with applicants
30 March 2018	Conditional offer acceptance deadline
21 April 2018	Recall auditions
4 May 2018	Conditional offer/unsuccessful letters to arrive with applicants
18 May 2018	Conditional offer acceptance deadline
1 June 2018	Deadline for receipt of written Admissions Appeal
2 July 2018	Appeals Panel convenes to hear Admissions Appeals relating to September 2018 entry applications
9 July 2018	Appeals panel to finalise Admissions Appeals decisions
16 July 2018	Appeals Panel decisions to be communicated in writing to applicants
17 July 2018	Induction Day for students, Induction evening for parent/carers
23 August 2018	GCSE results day
5 September 2018	Enrolment of successful applicants
7 September 2018	Clearing process for any unfilled places
12 September 2018	Term begins at CAPA College