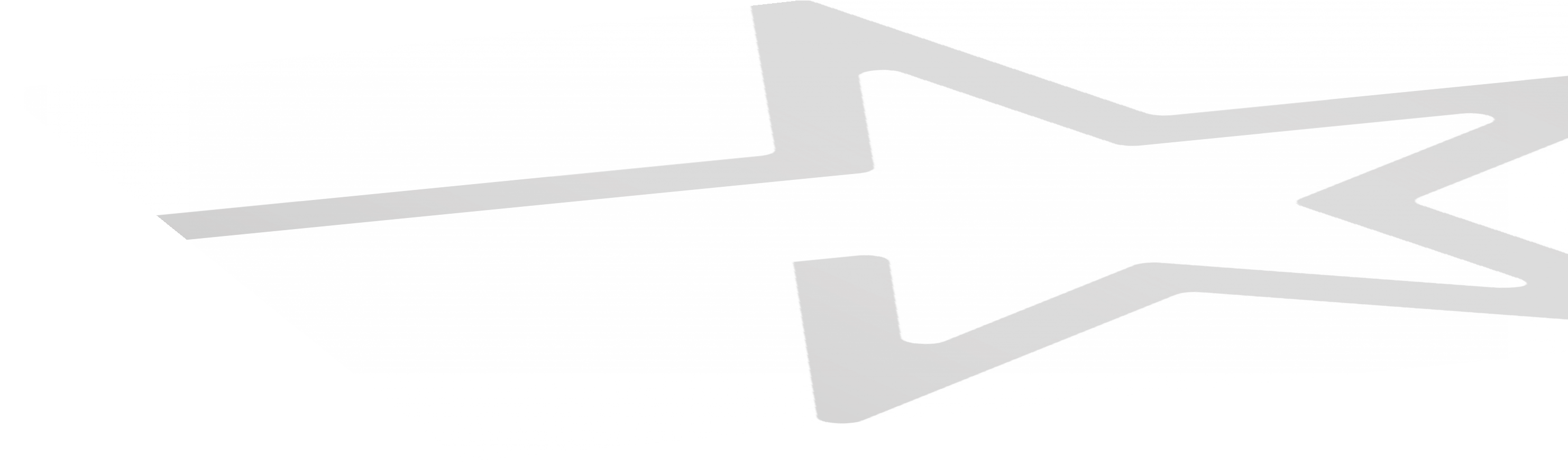


**CAPA College**

**Admissions Policy September 2023 entry**

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## Overview and mission statement



**CAPA College**

**Admissions Policy**

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.

CAPA College offers 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, part of Enhance Academy Trust, is proud to be the first and only DfE-funded Free School in Wakefield.

## Admission arrangements

CAPA College will operate our own arrangements for admissions, and we will publish our Admissions Policy on our website each March 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.

## Planned admissions number and capacity

CAPA College’s capacity is 500, The college can therefore take up to a maximum of 250 students in each year group.

Applicants for September 2023 entry to CAPA College’s courses will have been born between 1 September 2005 and 31 August 2007.

## Minimum entry requirements

Entry to CAPA College requires a minimum of 5 GCSEs at Level 4 or above, to be confirmed in

writing by the applicant’s current school on enrolment day. This needs to include Level 4 or above in GCSE English (Language or Literature) and GCSE Maths, except if in the CAPA College 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 Level 3 in either GCSE English (Language or Literature) 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.

## 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 2023 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 September 2022 and January 2023.

*Stage 2 – Group Audition and interview day:*

All applicants who meet the minimum entry requirements for September 2023 entry will be invited to attend an audition and interview day. These will take place in February 2023, and applicants will be notified of the date and time 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:

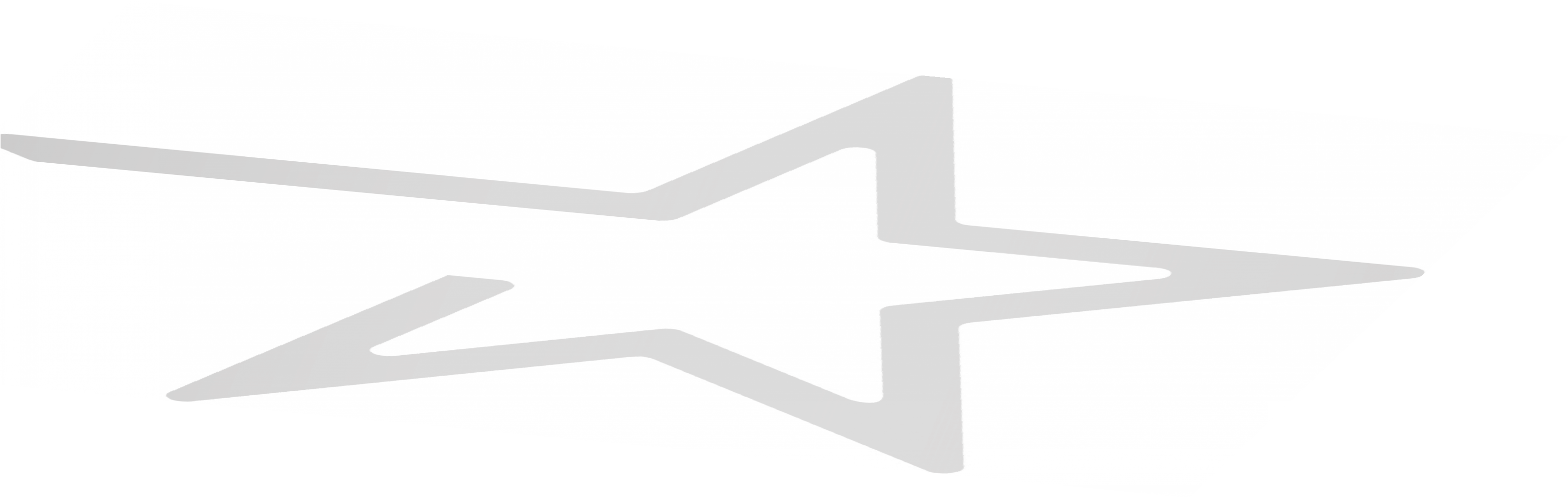
1. Knowledge, ability and potential in the chosen discipline
2. Commitment to the chosen discipline and to working hard to maximize potential
3. The ability to work effectively with others
4. Broad interest and engagement with the wider world
5. Self-awareness
6. A spirit of enterprise and initiative

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



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|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **CAPA College Key Attribute** | **Group audition/ workshop**  **classes** | **Interview** | **Recall audition – pre-prepared**  **work** | **Recall audition**  **- interview** |
| 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:

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

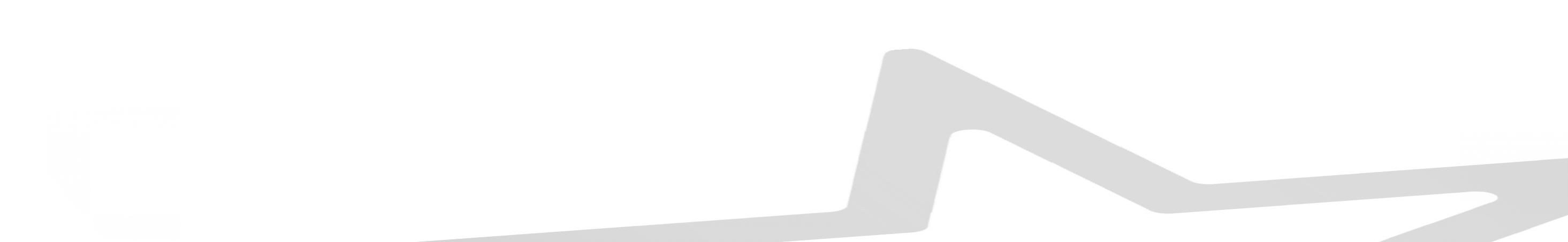
Following each audition and interview day, our audition panel will review the audition marks made for each applicant to create an overall ranking of applicants. The maximum mark an applicant can achieve is 24 (a total of 18 marks are available for the audition/workshop classes and a total of 6 marks for the interview). Confirmation will be sent out, by email, 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 Level 4 or above in their forthcoming exams including GCSE English (Language or Literature) and GCSE Maths) to join CAPA College in September 2022 on their selected course pathway. Any applicant who achieves 22 or more marks is considered to be

‘exceptional’ and would be accepted with a minimum of 5 GCSEs at Level 4 or above and a Level 3 or above in GCSE English (Language or Literature) or GCSE Maths (but not both). In this situation the applicant would have to also take additional GCSE Maths or GCSE English Language 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:*

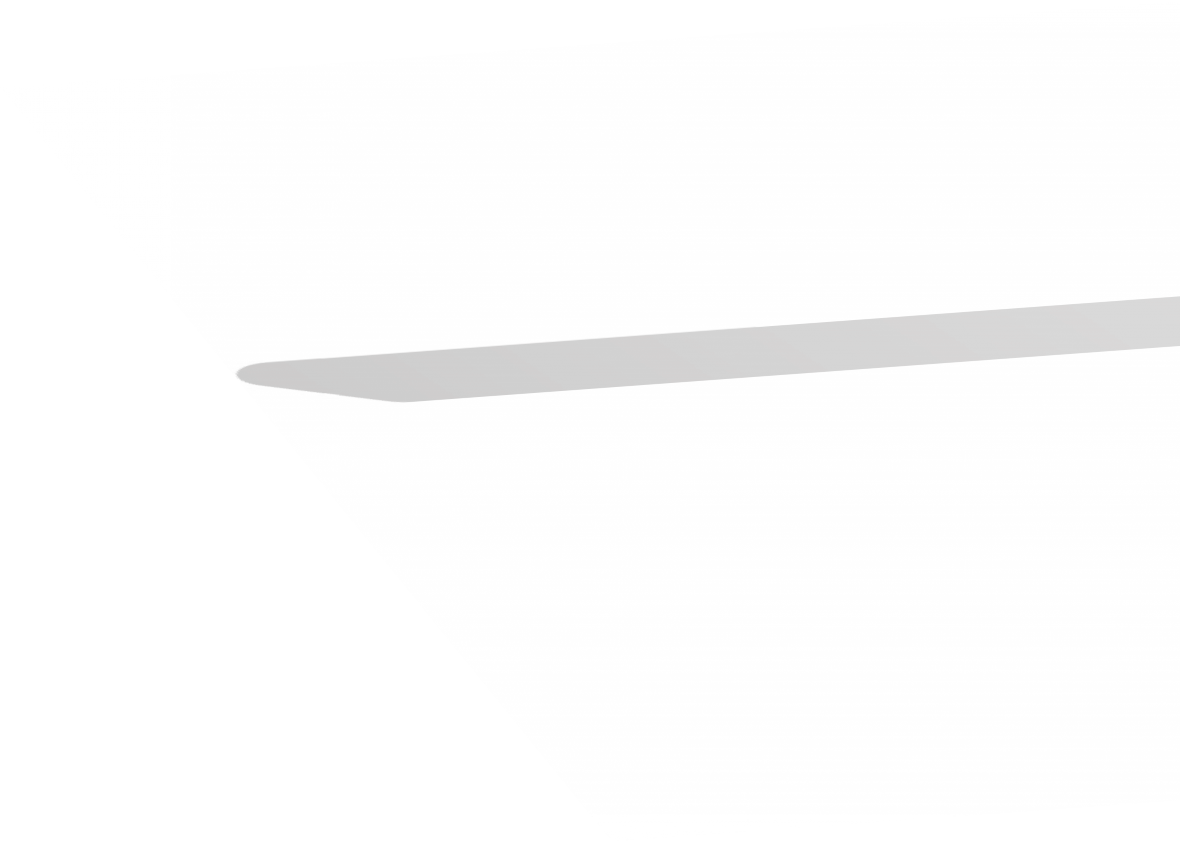
Notification that their application for the Course Pathway applied for at CAPA College was unsuccessful on this occasion. Upon request students may receive brief verbal feedback on their first audition performance.

*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 in W/C 28 March 2022. 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:

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



|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Recall 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 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

# 5

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 GCSEs at Level 4 or above in their forthcoming exams including GCSE English (Language or Literature) and GCSE Maths) to join CAPA College in September 2022 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 2022 will be invited to an induction day on 1 July 2022. The day will include taster classes and induction information. Parent/carers will also be invited to an induction evening on the same date, to meet staff and be provided with full induction information.

Enrolment for September 2022 entry will begin on 22 August 2022, with term starting on 12 September 2022.

## Oversubscription criteria

In the event of the September 2022 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:

* 1. We will first admit any applicant with an Education, Health & Care Plan (EHCP) whose statement names CAPA College
  2. Then a rank order of applicants based on their audition marks with those achieving the highest audition marks being given preference and prioritised by:

1. those applicants who are, or who have previously been, looked after by a local authority
2. those applicants who are eligible for Further Education Free School Meals
3. those applicants who have 5 GCSEs at Level 4 and above including English (Literature or Language) 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.

## 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.

## 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.

## 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 June 2023.

## Late applications

Applications received after the deadline in January 2023 will only be considered should places remain after the consideration of all applications received on or before the deadline.

## 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.

## 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.

## 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, Mulberry Way, Wakefield.

1. **Timetable for applications for September 2023 entry**

|  |  |
| --- | --- |
| September 2022 | September 2023 entry Admissions Policy and Process published on [www.capacollege.co.uk](http://www.capacollege.co.uk/) |
| September 2022 | Application form for September 2023 entry available by email request from [info@capacollege.co.uk](mailto:info@capacollege.co.uk) or at [www.capacollege.co.uk](http://www.capacollege.co.uk/)  Applications period for September 2022 entry open until January 2023 |
| January 2023 | Applications period for September 2023 entry closes |
| February 2023 | Auditions for all Course Pathways |
| March 2023 | Conditional offer/recall/unsuccessful letters to arrive with applicants |
| March 2023 | Conditional offer acceptance deadline |
| March 2023 | Recall auditions |
| April 2023 | Conditional offer/unsuccessful letters to arrive with applicants |
| April 2023 | Conditional offer acceptance deadline |



|  |  |  |
| --- | --- | --- |
|  | | |
|  |  |  |
| May 2023 | Deadline for receipt of written Admissions Appeal |
| June 2023 | Appeals Panel convenes to hear Admissions Appeals relating to September 2022 entry applications |
| June 2023 | Appeals panel to finalise Admissions Appeals decisions |
| June 2023 | Appeals Panel decisions to be communicated in writing to applicants |
| July 2023 | Induction Day for students, Induction evening for parent/carers |
| August 2023 | GCSE results day |
| August 2023 | Enrolment of successful applicants |
| August 2023 | Clearing process for any unfilled places |
| September 2023 | Term begins at CAPA College |
|  | | |