



**Admissions Policy**  
**September 2024**

**Governing body ratification: February 2023**

# CAPA College Admission Policy For September 2024 entry

## Overview and mission statement

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 five course pathways – 1) Musical Theatre: Performing Arts 2) Dance: Contemporary and Commercial 3) Drama: Stage and Screen 4) Production Arts: Technical and Creative Theatre 5) Film and TV Making. CAPA College, part of Enhance Academy Trust, is proud to be the first and only DfE-funded Free School in Wakefield.

## 1 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.

## 2 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 2024 entry to CAPA College's courses will have been born between 1 September 2007 and 31 August 2008.

## 3 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.

## 4 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 2024 entry. The application form can be downloaded from [www.capacollege.co.uk](http://www.capacollege.co.uk) or by email request to [admissions@capacollege.co.uk](mailto:admissions@capacollege.co.uk).

Application forms must be submitted between October 2023 and January 2024.

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

All applicants who meet the minimum entry requirements for September 2024 entry will be invited to attend an audition and interview day. These will take place in February 2024, 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:

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

The 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.

<b>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 underdeveloped 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 a 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 outcomes:

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

A conditional offer to join CAPA College in September 2024 on their selected course pathway – 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. 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 on Saturday 2<sup>nd</sup> March 2024. 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>Recall audition: 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 their specialism. Minimal level of improvement or development is evident from the initial audition day.	The applicant performs or presents prepared work demonstrating satisfactory level of skill in 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. Improvement 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 improvement and development from the initial audition day is 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 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 2024 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 2024 will be invited to an induction day W/C 8 July 2024. The day will include taster classes and induction information. Parents/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 2024 entry will take place W/C 26 August 2024, with term starting W/C 9 September 2024.

### **6 Oversubscription criteria**

In the event of the September 2024 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:

- We will first admit any applicant with an Education, Health & Care Plan (EHCP) whose statement names CAPA College
- 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 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.

### **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 June 2024.

### **10 Late applications**

Applications received after the deadline in January 2024 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.

### **12 Review**

This policy will be reviewed annually and an amended policy for September 2025 entry will be published on the College website by the end of March 2024. The policy will remain on the website throughout the College year.

### **13 Complaints**

If you are unhappy with any aspect of the Admissions 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, WF1 2QN.

### **14 Timetable for applications for September 2024 entry**

March 2023	September 2024 entry Admissions Policy and Process published on <a href="http://www.capacollege.co.uk">www.capacollege.co.uk</a>
October 2023	Application form for September 2024 entry available by email request from <a href="mailto:admissions@capacollege.co.uk">admissions@capacollege.co.uk</a> or at <a href="http://www.capacollege.co.uk">www.capacollege.co.uk</a>  Applications period for September 2024 entry open until January 2024
January 2024	Applications period for September 2024 entry closes
February 2024	Auditions for all Course Pathways
March 2024	Conditional offer/recall/unsuccessful letters to arrive with applicants
March 2024	Conditional offer acceptance deadline
2 March 2024	Recall auditions
April 2024	Conditional offer/unsuccessful letters to arrive with applicants
April 2024	Conditional offer acceptance deadline
May 2024	Deadline for receipt of written Admissions Appeal
June 2024	Appeals Panel convenes to hear Admissions Appeals relating to September 2024 entry applications
June 2024	Appeals Panel to finalise Admissions Appeals decisions
June 2024	Appeals Panel decisions to be communicated in writing in applicants
W/C 8 July 2024	Induction Day for students, Induction Evening for parents/carers
August 2024	GCSE Results Day
August 2024	Enrolment of successful applicants
August 2024	Clearing process for any unfilled places
September 2024	Term begins at CAPA College









