LIPA
THE LIVERPOOL INSTITUTE FOR PERFORMING ARTS

Admissions Policy	
Responsible for Policy	Director for Students
Relevant to	All applicants
Approved by	TLQC
Date Approved/Last Approval	November 2024
Next review date	November 2025
Relevant Documents	
QAA UK Quality Code for Higher Education, Chapter B2, Chapter B10 and Chapter B11 UCAS Admissions Guide for entry to university or college in 2025 Liverpool John Moores University Admissions Policy	
Related Policies and Documents	
Admissions Terms and Conditions Admissions Appeals and Complaints Procedure	

1.   Introduction

1.1 Our purpose
Our purpose is to provide learning for people who want sustained work in the arts and entertainment economy. We admit applicants fairly and transparently with a range of qualifications and experiences.

1.2 Widening access
We select suitable applicants from all backgrounds who demonstrate potential to benefit from vocational learning at an HE level.

1.3 No discrimination
There is no discrimination against applicants meeting the minimum standards for entry on the grounds of gender, race, ethnic or national origin, marital or civil partnership status, family responsibility, disability, religion or beliefs, sexual orientation, social background or age. We will make reasonable adjustments for people with access needs. Practices and procedures will be modified and evaluated to ensure that we are up to date with current admissions legislation and recommendations, including the Equality Act 2010.

1.4 Application evidence needed
Since an applicant's suitability for a course may be demonstrated in many ways, we are flexible in our admissions assessment. In addition to educational qualifications, we assess applicants against six attributes, described on our website. These are knowledge, ability and experience; commitment; ability to work effectively with others; broad interest and engagement; self-awareness; and spirit of enterprise. We would like to interview or audition everyone who applies, but, due to the volume of applications, this isn't possible. Applicants are selected for audition/interview using the publicised entry attributes to ensure fairness and consistency.

1.5 Application forms
Applications for our undergraduate degree courses should be submitted to the Universities and Colleges Admissions Service (UCAS). Some undergraduate courses require additional information to be submitted. The requirements are on our website at **www.lipa.ac.uk**

Applications for our Foundation Certificate course and postgraduate courses require direct application to us using our online application form.

1.6 Recruitment
We want our recruitment promotional material and activity to provide information that enables applicants to make informed decisions about their choice of institution and programme of study that is easily accessible to the wide range of students that we attract.

1.7 Course information

All course information in the prospectus and online is reviewed annually by the relevant Director of School or Course Leader. In addition, Entry Profiles are available on the UCAS website at www.ucas.com

Our prospectus is available in different formats on request.

We want course information to be available at least 12 months before the start of the course. However, given the lead time for printed material, our website should always be referred to for the most up to date information about programmes and entry requirements.

Enquiries and requests for course information from potential applicants are usually responded to within three working days. Liverpool John Moores University's Academic Planning Panel approves our new programmes, title changes and programme closures. Validation and review of programmes are approved by the LJMU Standing Panel and changes to programmes outside of validation and review cycle are approved by Faculty Quality Enhancement Committees.

1.8 Outreach activity

We undertake an extensive outreach programme offering a range of inbound and outbound events. These include open days, guided tours, taster events, summer schools, community events, attendance at higher education fairs and career conventions. We also offer a school and college outreach programme covering activity for most year groups.

1.9 CMA requirements

It is now a legal requirement that the information provided at the research and application phase in print, in person and online is clear, timely, accurate and comprehensive.

2.   Entry Requirements

2.1 Age
As all of our undergraduate courses are delivered within an adult environment, we would normally expect candidates to have reached 18 years of age on the first day of the first academic year of entry (unless given special dispensation by the Director for Students). In cases of special dispensation, any student who will be under the age of 18 when starting their course must provide parental consent through the completion of a consent form. Student, who will be under the age of 18 when they enrol, and whose parents live outside the UK, will be required to provide details of a guardian based in the UK. This is in addition to providing the details of the parent or guardian who normally looks after the student.

We will not act 'in loco parentis' for students – this means we will not take the role expected of a parent. Parents are also responsible for all contractual obligations a student enters into prior to their 18th birthday.

Students who will be living away from the family home should be adequately prepared for independent living. To help, a checklist can be provided. In addition, a meeting with the Student Wellbeing Manager, Admissions Manager/International Manager and Director for Students can be arranged, before entry.

There is no upper age limit on entry. We apply broader criteria such as ability and experience as an alternative to the minimum entry requirements to assess the suitability of mature applicants.

2.2 Predisposition, Experience and Qualifications
Our Institute Quality Committee sets the minimum entry requirements for all undergraduate and postgraduate programmes and these are subject to an annual review. We take a holistic approach to assessing applicants. Fundamentally, we have to be convinced a candidate has a predisposition for the subject they are applying for, allied with an eagerness to learn and a commitment to growth. We take seven factors into account which are: education; knowledge, ability and experience; commitment; ability to work effectively with others; broad interest and engagement; self-awareness; a spirit of enterprise. Details of the specific entry requirements for each course are contained in our recruitment material (found on our website www.lipa.ac.uk, in our prospectus and on the UCAS website www.ucas.com).

Applicants to our performance courses will need to demonstrate through audition that they have the ability and potential to complete the course. Applicants to our making performance possible courses will need to demonstrate through interview that they have the ability and potential to complete the course.

All undergraduate applicants are expected to have successfully completed Level 3 study (such as A-levels or BTEC National or UAL Diplomas or T-Levels) or overseas

equivalent qualifications prior to entry to the programme of study. Applicants should also be able to provide evidence of a broad general education, including acceptable levels of literacy and numeracy (such as GCSE English and Maths or other equivalent qualifications). We consider a wide range of qualifications from the UK and from overseas to meet our educational entry requirements. With the broadening of the post-16 curriculum, we will aim to expand the range of these qualifications to reflect the changing patterns within the pre-university sector. All postgraduate applicants are expected to have successfully completed Level 6 study or must have significant practical and/or professional experience.

2.3 Additional Support

We welcome applications from people who could successfully participate in our programmes, irrespective of any declared disability, including specific learning difficulties.

Disabled applicants will be considered according to the same standards and criteria, and will be required to meet the same entry criteria as other applicants. We will make reasonable adjustments for applicants with specific needs.

We are committed to ensuring that no suitable applicant should be refused admission on the grounds of disability without compelling, justifiable reasons, such as unavoidable risk management. We offer a supportive and welcoming environment to any applicant who declares that they have a disability or additional need. We will discuss how we can or cannot support an applicant's needs and will strive to support all needs where reasonable adjustments can be made. We will seek advice from appropriate external organisations where necessary. Information about a person's disability, whilst needing to be shared appropriately (with permission) here, will be handled both sensitively and within the guidelines of the Data Protection Act.

Information on the support available to disabled students is available from the Student Wellbeing and Disability Team who can be contacted via our switchboard on 0151 330 3000 or by emailing at: wellbeing.disability@lipa.ac.uk

2.4 English Language

Teaching, assessment and student support takes place in English, therefore, successful UK candidates must be proficient English language users. The minimum acceptable level of proficiency for admission is GCSE English grade '4' or equivalent.

If a student does not hold a United Kingdom of Great Britain and Northern Ireland Passport or a Republic of Irish passport and is a national of a non-majority English-speaking country (as determined by the UK Visas and Immigration), meeting an appropriate level of English language competence, as determined by UKVI, will form part of their offer condition. The minimum level of competence must be met in order for an offer to be made unconditional and for a Confirmation of Acceptance for Studies (CAS) to be issued. English language requirements can be met through passing a Secure English Language Test (SELT); through a regional based English language

qualification/score deemed equivalent to UKVI minimum requirements by the Institute and confirmed on our institutional "vouch list" (for entry to undergraduate courses or above only), for example the Norwegian Vitnemal or the International Baccalaureate; or through an institutional assessment of English language (for entry to undergraduate courses or above only). SELT or institutional assessment scores must be achieved from one sitting. We will not accept individual component scores from multiple tests. Regional English language qualifications must be dated within two years of the date the applicant applied to LIPA.

2.5 Recognition of Prior Learning and Recognition of Prior Experiential Learning
Students who wish to have prior learning taken into account as part of their application process should contact the Admissions Department in the first instance who will be able to advise them depending on whether it is 'credit transfer' or RP(E)L.

For 'Credit Transfers' (i.e. where a student has obtained credits from a UK institution), students are normally referred to the appropriate Admissions Tutor. Provided the student/applicant is able to supply verifiable evidence of the credits and the credits are deemed appropriate for our programme, then the credits would be transferred on admission to the relevant programme of study and recorded on the student's record and the decision will be noted by the respective LJMU Faculty Recognition Group (FRG).

For RPL/RP(E)L, students will be put in contact with the relevant Faculty RP(E)L coordinator, based in LJMU. The RP(E)L coordinator will be able to advise the student on the process to be followed. Where an RPL or RP(E)L request is able to be considered, applicants will be expected to provide written evidence (e.g. official transcripts for RPL or a report/portfolio for RPEL) of learning. The Faculty Recognition Groups (FRG) at LJMU determine whether credit is to be awarded in respect of prior learning and whether the credit is mark bearing.

For further information on RPL/RP(E)L please see link below:
https://www.ljmu.ac.uk/~/media/sample-sharepoint-libraries/policy-documents/191.pdf?la=en

3. Deferrals

We do not normally consider deferred applications. Any applications received from applicants wishing to gain entry, beyond the current application cycle, will be marked as unsuccessful and the applicant advised to re-apply for the appropriate academic year.

4. Criminal Convictions

Our Criminal Conviction Policy and Confidential Disclosure form is available on request from the Admissions Manager (admissions@lipa.ac.uk).

UCAS no longer ask applicants if they have an unspent criminal conviction at the point of application. Applicants now only need to declare an unspent criminal conviction when they choose us as their firm choice or accept their offer of study.

Where an applicant indicates a **relevant** criminal conviction, a confidential disclosure form (CCIND1) will be sent to the applicant requesting further information about the conviction. An internal criminal convictions panel will then assess the application and conviction in order to ensure that neither the applicant nor our community will be at risk. This information will only be shared with those who the criminal convictions panel decide are necessary to progress the application. The applicant will be kept informed throughout the process as decisions are made. The final decision, on acceptance or rejection, will be determined and then communicated to the applicant.

If an applicant is convicted of a relevant criminal offence after having applied, the applicant must inform the Admissions Department during the application cycle. If this doesn't happen, the application may be deemed fraudulent – see section 5, below.
The Criminal Convictions Panel **may** include the following staff:
• The Director for Students
• The Admissions Manager
• The Admissions Tutor (relating to the course applied for)
• The Head of Student Wellbeing and Disability
• The Access and Schools/Colleges Liaison Manager
• Other colleagues/employers with expertise in related areas

5.   Fraudulent Information

Applicants have to disclose all relevant information having a bearing on their application. If, during the application process, an applicant is discovered to have omitted any information requested in the instructions or the application form, or has made any misrepresentation or given false information, we reserve the right to withdraw an offer of a place and/or dismiss the application.

6.   Data Protection

The handling of all applications and personal data in both electronic and paper formats must be dealt with in accordance with the General Data Protection Regulation (GDPR) May 2018 as set out in our Data Protection Policy and Student Privacy Information Notice, located on our website

Key requirements include:
Our staff responsible for processing personal data must ensure that it is kept securely to prevent unauthorised access and only disclose to those authorised to receive it.
We have policies and procedures in regard to the security of electronically held data and staff must ensure that they read and understand these policies and procedures.

Care must be taken to ensure that PCs and terminals on which personal data is viewed are not visible to unauthorised persons, especially in public places. Screens showing personal data should not be left unattended. Staff should use the facility "lock computer" on their PC if they are absent from their desk for a short period of time, and should "log-off" for longer periods.

We no longer keep physical paper files for applications or student records. All information is kept digitally. Historic paper files will be kept and archived in line with current data protection policy.

Individuals can identify a family member or friend to have Nominated Access via UCAS to oversee the progress of their application through UCAS. We will receive this information via SITS.

Our policy is not to discuss information with anyone other than the applicant (undergraduate and postgraduate) unless the applicant provides consent via their email address recorded on SITS.

Prior to any discussion with an applicant, Admissions staff must ask relevant questions to confirm that the individual is indeed the applicant e.g. confirmation of date of birth, postcode or course applied for.

Funding bodies can access individual applicant information, but this must be asked for via an official route.

7.   Admissions Process

7.1 Application
We receive many applications for a small number of places each year. Applications are considered on the basis of qualifications taken/to be taken and the other entry attributes listed in 1.4. For some courses, examples of work may also be required before short-listing (e.g. a Music recording) and for some courses, we ask for additional information to provide scope for demonstrating specific evidence against the entry attributes. For some courses, some of the entry attributes may be demonstrated at the interview/audition stage.

Equal consideration is given to all UK undergraduate applications submitted by the UCAS deadline usually in January of the year of admissions. We cannot guarantee that applications for courses received after this date will be considered. Please check UCAS.com for the specific closing date. This deadline does not apply to international fee-paying applications, nor UK or international applications to postgraduate courses. For these applicants/courses a later deadline is published on the LIPA website, although applicants are encouraged to apply as early as possible. However, we will consider them on a daily basis, if we are still holding auditions/interviews and we still have places available. For postgraduate courses we consider applications in the order they are submitted and close each course once it becomes full. We will update the course page on our website,

when each Masters course becomes full and we are no longer considering applications for that year of entry.

For **BA Acting; Acting (Screen and Digital); Acting (Musical Theatre); Acting (Musicianship); Acting (Contemporary Performance); Dance; Music; Theatre and Performance Design; Theatre and Production Technology, plus Cert HE Foundation Acting (Musical Theatre) and Cert HE Foundation Acting (Stage and Screen)**
Preliminary consideration takes place to determine that standard entry requirements are met. If they are, applicants will be invited to attend an interview for a making performance possible course or an audition for a performing arts course.
Applications assessed by the Admissions Team as incapable of meeting the entry requirements are referred to the Admissions Tutor for the course applied for, in order to seek a confirmation decision.

Examples of applications which may be referred could be:
• those from mature students who do not have the basic entry qualifications
• those from non-mature applicants, who have not followed a traditional education system
• those from non-mature applicants who have not achieved a specific GCSE grade, but provide compelling evidence to be considered. This evidence might include: having gained another similar level two qualification or being in the process of studying another similar level two qualification or achieving good grades at level three in combination with significant experience in the area that they wish to study.

For **BA Management all pathways; Sound Technology, FC Popular Music and Music Technology and BA Filmmaking & Creative Technologies**
The Admissions Team log the applicant details and ensure they have met the educational entry requirements. If they have not been met, this is flagged for the attention of the Admissions Tutor in the Online Admissions Office (OAO). Then all applications are referred to the Admissions Tutor. They look at a range of factors when assessing applications including academic and experiential learning. Whilst we would expect applicants to be on target to achieve 96 UCAS points for the Management course and the Filmmaking & Creative Technologies course, 112 UCAS points for the Sound Technology course or 48 UCAS points for the Foundation Certificate course, the entry attributes of knowledge, ability and experience; commitment; ability to work effectively with others; broad interest and engagement; self-awareness and spirit of enterprise will also be considered when selecting for interview and/or offer.

For **MA Acting, MA Costume Design and Making and MA Music Industry Management**
The Admissions Team log the applicant details and then all applications are referred to the Admissions Tutor. They look at a range of factors when assessing applications including academic and experiential learning. The entry attributes of knowledge, ability and experience; commitment; ability to work effectively with others; broad interest and engagement; self-awareness and spirit of enterprise will be considered when selecting for audition/interview and/or offer.

7.2 UCAS Extra and UCAS Clearing
UCAS Extra and UCAS Clearing only applies to UCAS applications.

We give equal consideration to all applicants, who apply by the January UCAS application deadline. If there are places available, we may still accept applications after the closing date, for example during UCAS Extra and Clearing. Applications during these periods will be considered individually in chronological order until the programme is full. Details of vacancies will be published on the UCAS and LIPA websites.

Extra

From approximately the end of February to the beginning of July, applicants, who are unsuccessful in securing an offer or decline all offers made to them in the main scheme, may be eligible to apply through Extra, where they can apply to one further choice at a time. If we still have places on any of our courses at this point, we will update UCAS 'Course Collect' stating which courses have vacancies. Applicants should check UCAS.com for the specific dates of UCAS Extra in any given year.

Following appropriate consultation, any variances to the standard entry requirements during this period are approved by the Director for Students.

Clearing

Applications submitted to UCAS between 30 June and 28 September are automatically processed by UCAS as Clearing applications. Applicants, who are not holding any offers after consideration of initial applications (including any through Extra), or who made their application after 30 June or who are not holding a place after Confirmation decisions have been made and have paid the full application fee, will be eligible to apply through Clearing, if we still have places on any of our courses during this period. We will update UCAS 'Course Collect' stating which courses have Clearing vacancies. Again, following appropriate consultation, any variances to the standard entry requirements during this period are approved by the Director for Students.

7.3 Auditions/interviews

All applicants invited to audition/interview are asked whether they have any specific needs or disabilities requiring any adaptation to the process.

Applicants, who apply to more than one course, may have to attend more than one audition/interview.

For some courses, we make an assessment based upon the information provided on both the UCAS application and the additional information submitted to us separately, before short-listing candidates for interview or audition. Some applicants for our BA Music programmes may be asked to submit links to tracks, which will also be assessed prior to audition short-listing.

Some courses have a first stage self-tape audition element, and some host in person events or a combination of in person and online events. International applicants who are unable to travel to our in-person events are usually invited to online events.

For some courses, we may offer a regional audition. Our regional auditions are intended to remove some of the barriers associated with travel for some applicants from particular

backgrounds. Eligible applicants will be offered a regional audition in the first instance and if successful will be expected to attend a second stage audition event in Liverpool.

Detailed audition/interview guidelines are usually posted online in early November.

We assess applications in the order that we receive them and each applicant is invited to the first available audition/interview date. We aim to give a minimum of two weeks' notice of each audition/interview date. Alternative dates may be offered if there are still audition/interview dates available.

7.4 Audition Fee Waivers and Travel Grants

We are not charging audition fees. As part of our Access and Participation Plan, we have a travel grant scheme which applies to UK students intending to join us. This is intended to encourage more UK applicants, who come from areas where participation in Higher Education is traditionally low, to attend our auditions and interviews. We are able to identify eligible applicants, based on postcode data. Therefore, all eligible applicants who we wish to invite to an audition or interview event here are automatically offered the travel grant which is processed after they have attended their audition.

Travel grants are also offered to care experienced applicants, identified through the information provided on their UCAS form.

7.5 Subject Specific Audition/Interview Guidelines for Entry

Detailed, subject specific audition/interview guidelines are updated each year to reflect any changes in practice. These guidelines are available on our website and by request from the Admissions Team. There are guidelines for self-tape, in-person and online auditions/interviews. It will be made clear to each candidate which type of event they are being invited to attend. With our online audition/interview events, we aim to replicate our in-person events as much as possible, but sometimes it is not possible to replicate every element.

7.5.1 Decision making

All candidates will have access to comprehensive guidelines of what to expect at any interview or audition. This will also contain details of what to prepare in advance, if required.

Correspondence after a decision has been made

Decisions are usually made within 10 working days of auditions/interviews held in Liverpool and communicated to each applicant by us directly and via UCAS.

The following are indications of what we look for at audition and interview for specific programmes.

Decision making process (what we look for at audition to assess knowledge, ability and experience in all Acting courses)
- Evidence of vocal flexibility
- Evidence of dance/movement/physical/instrumental ability

- Evidence of the ability to believe in an imagined world
- Evidence of the ability to understand and give life to a text
- Evidence of an analytical, enquiring and imaginative mind
- Evidence of the ability to develop skills in a range of performing arts related areas (acting and performance principles that are adaptable to screen, digital and interdisciplinary stage work)

Decision making process (what we look for at interview, to assess knowledge, ability and experience in Filmmaking & Creative Technologies)
- Evidence of an aptitude for storytelling and narrative
- Evidence of an understanding of the role of technology in Film and Production
- Evidence of the ability to assess and contextualise their own work
- Evidence of an analytical, enquiring and imaginative approach
- Evidence of the ability to develop skills in a range of creative arts
- Evidence of the ability to analyse, interpret and show a passion for current and previous Film and TV and Digital Performance outputs.

Decision making process (what we look for at audition to assess knowledge, ability and experience in Dance)
- Evidence of physical potential in terms of Ballet, Jazz and Street and Contemporary
- Evidence of good technique in at least one or more of Ballet, Jazz and Street and Contemporary Dance
- Evidence of choreographic abilities in terms of Ballet, Jazz and Street and Contemporary Dance
- Evidence of an analytical, enquiring and creative mind
- Evidence of the ability to develop skills in a range of performing arts related areas (singing)

Decision making process (what we look for at audition to assess knowledge, ability and experience in Music)
- Evidence of an analytical, enquiring and imaginative mind and an ability to contextualise their creative decisions
- Evidence of musicality for both vocalists and instrumentalists
- Evidence of ability appropriate to the musical style presented

Decision making process (what we look for at interview to assess knowledge, ability, interest and experience in Management (all pathways)
- Evidence of the ability to self-manage.
- Evidence of the use of initiative.
- Evidence of creative thinking and the ability to successfully deliver events, activities or projects.
- Evidence of a basic understanding of project planning, including costing and budgeting.
- Evidence of a genuine enthusiasm for one or more of our subject areas; Events; the Music Industry or Theatre and Screen.

Decision making process (what we look for at interview to assess knowledge, ability and experience in Sound Technology)
- Evidence of technical competence and problem-solving abilities
- Evidence of the ability to self-manage
- Evidence of an analytical, enquiring and creative mind
- Evidence of strong interpersonal skills

Decision making process (what we look for at interview to assess knowledge, ability and experience in Theatre and Performance Design)
- Evidence of ability to work with different materials and potential to develop ideas
- Evidence of an understanding of the production process in live performance, backed up by some level of practical experience of one or more aspects of back stage work
- Evidence of a willingness to try new techniques and to develop a wide range of skills
- Evidence of an analytical, enquiring and creative mind
- Evidence of strong organisational skills, including evidence of ability to co-ordinate elements of projects

Decision making process (what we look for at interview to assess knowledge, ability and experience in Theatre and Production Technology)
- Evidence of technical competence and problem solving abilities
- Evidence of an understanding of the production process in live performance, backed up by some level of practical experience of one or more aspects of back stage work
- Evidence of a willingness to try new techniques and to develop a wide range of skills
- Evidence of an analytical, enquiring and creative mind
- Evidence of strong organisational skills, including evidence of ability to co-ordinate elements of projects

Decision making process (what we look for Foundation Certificate in Popular Music and Music Technology)
- Evidence of production and/or song writing skills
- Evidence of instrumental and/or vocal ability
- Evidence of ability appropriate to the musical style presented
- Evidence of experience as any of the following:
- musician
- songwriter
- producer
- Evidence of an analytical, enquiring and imaginative mind and an ability to contextualise your creative decisions
- Evidence of enthusiasm for and commitment to a structured programme of learning

Decision making process (what we look for at audition/interview to assess knowledge, ability and experience in MA Acting)
- Evidence of vocal flexibility
- Evidence of dance/physical ability
- Evidence of the ability to believe in an imagined world
- Evidence of the ability to understand and give life to a text

- Evidence of an analytical, enquiring and imaginative mind
- Evidence of the ability to develop skills in a range of performing arts related areas (acting and performance principles that are adaptable to screen, digital and stage work)

Decision making process (what we look for at the interview to assess knowledge, ability and experience in MA Costume Design and Making)
- The interpretation of a costume design translated through creative pattern cutting, both flat and on the stand.
- An awareness of a wide range of appropriate construction techniques.
- A high standard of finishing skills.
- The ability to organise work in a professional format.
- An overall understanding of the costume making process from design concept to performance.

Decision making process (what we look for at the interview to assess knowledge, ability and experience in MA Music Industry Management)
- Evidence of the ability to self-manage.
- Evidence of the use of initiative.
- Evidence of creative thinking and the ability to successfully deliver projects.
- Evidence of a basic understanding of project planning, including costing and budgeting.
- Evidence of a genuine enthusiasm for the Music Industry/Music Industry Management

7.6 International Auditions/Interviews
We hold a number of audition and interview events overseas. Candidates should note that whilst every attempt is made to replicate the audition/interview process used for UK auditions, due to logistical restraints the audition/interview process may on occasions differ when held overseas. The entry criteria will remain the same. All candidates invited to audition/interview will be briefed or sent detailed audition/interview guidelines prior to the event taking place.

International applicants who are unable to attend an audition/interview in the UK and are unable to attend one of our audition/interview events overseas may be asked to attend a virtual online event in support of their application.

7.7 Responding to an Invitation to Audition/Interview
Applicants invited to audition/interview will usually be invited by email with at least two weeks' notice and must return any information and documents requested. We will attempt to reschedule audition/interview dates for candidates, who have given prior notice of their unavailability, although this may not always be possible. Candidates who fail to give notice of their non-attendance will only be rescheduled in exceptional circumstances at our discretion and only if there are more audition/interview dates available.

All candidates must engage with our applicant portal to respond to invitations to audition/interview in-person or online, and to add any supporting information requested prior to the audition/interview.

8.   Correspondence

8.1 Acknowledgement
All UCAS applications will be acknowledged initially by UCAS. We will acknowledge our online applications by email. We are able to notify students with defined disabilities by other methods such as telephone, braille or by offering large print or specific fonts for emails. Once a UCAS form is uploaded into our system, the applicant will receive an automated acknowledgement email. This will usually be followed up within 10 working days, however, during the busiest times of the year, this may not be possible due to the volume of applications received (particularly in January).

8.2 Confirmation
All offers of a place will be confirmed by email and on both the UCAS(if applicable) and LIPA applicant portals in accordance with the above guidelines. The Admissions Department will monitor applications and aim to process decisions within the time constraints set by UCAS.
Further information is sent to all applicants to whom an offer has been made in April. This information is known as a 'LIPA -Next Steps' and contains information about tuition fees, student loans, financial support, accommodation, Student Support & Wellbeing services, term dates and some local information.

Applicants who have firmly accepted an offer of a place will be sent online enrolment information in August, which confirms the date and time of enrolment and how to prepare for joining us.

8.3 Withdrawals
UCAS applicants wishing to withdraw their application should contact UCAS in order to do so. Applicants who have applied to courses directly via our own applicant portal should email their withdrawal request to the Admissions Team at admissions@lipa.ac.uk or update their application online on the applicant portal. International students should contact international@lipa.ac.uk

8.4 Unsuccessful applications
Candidates whose UCAS applications have not been short-listed for interview or audition will be informed by UCAS that their application has been unsuccessful. The Admissions Team will email unsuccessful candidates, who have only online applications via our portal and to all unsuccessful applicants who have attended an audition/interview, to indicate that their applications have been unsuccessful. All application information is stored digitally in accordance with standard data protection guidelines.

8.5 Feedback
The purpose of the audition is only to assess an applicant's suitability for the specified course; it is not intended as a consultation. Our courses are highly competitive and

applicants should know feedback may simply state that other applicants were stronger or that the course was not suitable for them. LIPA will not enter into a dialogue with applicants regarding feedback.

We currently receive over 3,000 applications per year and are not resourced to enter into an individual dialogue with unsuccessful applicants. We operate a paperless admissions system with all information stored digitally.

We provide clear minimum entry requirements for all of our courses. These can be found on our website and within the UCAS website. Applicants are expected to have read the available information on entry requirements. In many cases this will help to explain why their application has been unsuccessful.

Request for audition/interview notes.
These requests will be addressed as soon as workload allows but may not be addressed until after the peak admissions processing time has passed (April). Applicants will also be advised that the notes written at an audition/interview do not usually provide enough information to be able to strengthen any future applications.

In most cases, lack of success is due to the level of competition for places, rather than any specific weakness in an application, consequently, we will not be able to advise applicants on how to strengthen any future applications. In all cases, it will be made clear to the applicant that, even if an application is submitted the following year, there is no guarantee that an offer of a place will ensue. Subsequent applications are considered equally alongside all of the other applications for the same year.

Third parties requesting feedback on an application will receive a response indicating general levels of competition and admissions criteria for the course applied for, but information about the individual will not be divulged without the written (by email or letter) consent of the applicant. Further correspondence will not be entered into, and the decision will not be reviewed.

8.6 Complaints (see also the Admissions Appeals and Complaints Procedure)
Most complaints can be resolved informally.
If an applicant feels that the admissions process has not been followed correctly, they may raise the complaint informally with the Admissions Manager, in the first instance, outlining the nature and details of the complaint. A written complaint may also be requested at this point.

If the complaint is about non-selection, the relevant staff member must be satisfied that the application was considered fairly and that the decision complied with the admissions processes within the Admissions Policy. An appropriate response can then be provided explaining the context of the decision (e.g. demand for places) and the admissions criteria applied at this stage. In the event that a concern is raised that an applicant has been unfairly treated, the matter will be taken up with the relevant Admissions Tutor and/Head of Discipline/Director of School. A full copy of our 'Admissions Appeals and Complaints Procedure' is available from the Admissions Manager.

8.7 Communications with a third party

All communications regarding an application will be conducted directly with the applicant or their nominated UCAS person and therefore will not be with a third party, including relatives, unless we receive specific written instructions (by email or letter) to allow such correspondence. This includes applicants who are away from home, working during normal office hours or who are unable to make contact with us in any other way.

9. Service Level Agreement

In order to deliver an effective and efficient admissions service we depend on all the stakeholders engaging and completing tasks in a timely manner.
It is expected that all involved will work collegially and cooperatively to ensure targets are met and the service delivered to applicants is outstanding.
The expectation of each stakeholder is detailed in Appendix A

10. Contextual Admissions

Each TUNDRA quintile 1 applicant is flagged within our admission system. If a flagged applicant meets educational requirements, they are considered for an audition/interview. This flag also informs audition panel staff that the student may have had contextual access to lower support or opportunities within the arts, which should be considered within assessment of their potential. In the later stages of selection, our staff are trained to give priority to a flagged student if they are considering two equal candidates for a place, in recognition that they are likely to have had to overcome more barriers to show a similar level of capability.

11. Further Information

Much of the information contained within this document can be found on our website. Our prospectus contains detailed information about the entry requirements for each of our courses and is reviewed annually to reflect changes and developments within the Higher Education sector.

This document can be made available in alternative formats. Please let us know about any specific needs you may have. In certain exceptional cases, we reserve the right to vary these procedures. When we do so, the circumstances will be recorded and monitored through quality assurance measures.

Appendix A Admissions Service Level Agreement

In order to deliver an effective and efficient admissions service we depend on all the stakeholders engaging and completing tasks in a timely manner.

It is expected that all involved will work collegially and cooperatively to ensure targets are met and the service delivered to applicants is outstanding.

The Executive Leadership Team will;
- Define the recruitment targets well before the start of the recruitment cycle.
- Provide adequate resources to all parties to undertake the tasks required of them.
- Set clear targets and deadlines for areas that appear to be under-performing and support to those areas to bring them back on track.
- Set clear strategies and targets to support widening access in line with our Access and Participation Plan
- Monitor the progress of the admissions cycle against the expectations of this SLA.
- Ensure training is in place for stakeholders who are not compliant.

Central Admissions and International Team
The central teams are pivotal in the process but can only operate effectively when other stakeholders engage in a timely manner.

The central teams will;
- Aim to process inbound applications from UCAS within three weeks of receipt.
- Keep ELT updated on changes to UCAS processes.
- Keep ELT updated on the number of applicants in the system and their status regularly, flagging areas of concern early in the process.
- Keep School Directors updated on applications and suggest action required.
- Set up and manage in liaison with the School Interview and Auditions.
- Respond to applicant emails in 48 hours
- Provide support to Open Days and recruitment events.
- Administer relevant widening access initiatives

Schools
The online application process requires staff within Schools to respond in a timely manner.

We expect School administration under the direction of the Director of the School will;
- Produce/update guidelines and interview/audition dates as close to the start of the application process.
- Keep the admissions team updated on any changes to format or staffing of events.
- To respond within 48 hours to notifications by the team with regard to processing applications and offers or provide alternative timeline if unable to meet the 48 hour response

Widening Access

We expect the widening access team to:

- Ensure that the correct postcode flagging system is applied to our online admission system in conjunction with our business services teams
- Update the Admissions Team if any changes are required to the travel grants system
- Provide postcode guidance to the admissions team for regional auditions
- Coordinate the delivery of our pre-audition/interview phone call initiative for applicants from targeted widening participation groups

Applicants

We depend on applicants to engage and complete requests in a timely manner to help us provide the most effective Admissions Service possible.

We expect them to;

- Actively participate in the admissions process by preparing in advance and follow up by taking any appropriate action requested by the team.
- Keep appointments and attend auditions /interviews or provide reasonable notice in the case of cancellation.
- Treat LIPA staff and other applicants with respect and consideration and use the building in a responsible manner.
- Provide us with constructive feedback on the effectiveness of our service.
- Alert us early to any adjustments required to attend or to study with us.

Key dates

2025 Cycle

Event	Deadline	Responsible
Target recruitment figures set	1st October 2024	ELT
List Applications open on website	1st October 2024	COMMS
UCAS Open and applications possible	1st October 2024	ADMISSIONS
Guidelines complete	4th November 2024	Directors of Schools
Audition dates set	16th November 2024	DOS/Programme Leaders/Admissions Tutors
UCAS application deadline	29th January 2025	*UCAS*
A Level Results	15th August 2025	*UCAS*
Clearing Open	5th July 2025	*UCAS*

2026 Cycle

Event	Deadline	Responsible
Target recruitment figures set	1st September 2025	ELT
List Applications open on website	1st September 2025	COMMS
UCAS Open and applications possible	1st September 2025	ADMISSIONS
Guidelines complete	1st September 2025	Directors of Schools
Audition dates set	1st September 2025	DOS/Programme Leaders/Admissions Tutors