

LAMDA

Admissions Policy and Procedures

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1. Strategic priorities of the school

Our Vision

LAMDA believes that the dramatic arts have the power to transform lives.

We believe in the transformative power of the dramatic arts and the importance and value of drama in society. Great art has the ability to change lives, to move, challenge and inspire us; it writes the narrative of our lives. We want more people to share in this experience through our training, our qualifications, our work, our productions and our facilities.

Our Mission

To seek out and train the exceptional dramatic artists and technicians of every generation, so they can have the most extraordinary impact on the world through their work in theatre, film and television.

To inspire young people across the globe, through our exams and qualifications, to become confident and creative communicators, equipped and empowered to realise their full potential.

How We Work

Conservatoire training is, by its nature, selective as we train only the best, limiting our course numbers and teaching in small groups.

The ensemble is at the heart of our work; drama is a collaborative art form and our training stresses the importance of collaboration to achieve excellence.

The training is vocational because drama is a vocation and we are training students for a profession. The training is practical because drama is about doing and being.

We encourage emotional and intellectual engagement with the wider world, defining the actor's role as a storyteller, artist, communicator and commentator.

We offer an inventive environment for artistic development; our commissioning and creative programme will give artists and practitioners time to reflect, develop and examine their own practice.

We provide a safe creative space for our students and learners so that every individual can take the risks necessary to be the best actor, director or technician they can.

We will continue to value and nurture our relationship with the profession and contribute to an ever-evolving industry.

We promote excellence in the development and assessment of our examinations so that we are respected as the leading awarding organisation in this discipline.

We value our teaching and support staff and invest in their development and growth.

We will build on our success by applying sound and consistent business judgements to our work and operations.

Our Student Body: LAMDA's Objectives

We want the students we train to reflect the society we live in and to be recruited on the basis of talent, passion and ability to learn, regardless of background, educational qualifications or economic circumstances. The industry will be as successful, diverse and representative of our society as the actors, directors and technicians that we train. It is LAMDA's objective to ensure that our student body is reflective of a multicultural and diverse society and therefore to widen

recruitment and access to our training, ensuring that any talented student is able to access our HE courses, regardless of economic, social or cultural background or other barriers.

2. Application Process

2.1 Admissions criteria

2.1.1 General

All admissions decisions are taken on the basis of an applicant's ability:

- a) to benefit from the course,
- b) to make a positive contribution to LAMDA as a student and
- c) to make a positive contribution to the profession as a graduate.

In addition, audition panels for LAMDA's acting courses are asked to identify potential students who demonstrate:

- evident acting ability;
- a commitment to the rigour of the training;
- the capacity to be adaptive and receptive.
- a willingness to work in a group;
- compatibility with LAMDA's particular training and ethos.

LAMDA reserves the right to refuse applications at its discretion.

2.1.2 Age

The minimum entry age for LAMDA courses is 18, with the exception of the short courses *Introduction to Drama School*, *Audition Technique* and *Introduction to Screen Acting*, which have a minimum age of 16. There is no upper age limit.

If the applicant is under the age of 18 on the date of application, a parent or guardian must check and agree all details provided and these terms and conditions, before the application is submitted.

2.1.3 Qualifications and experience

All courses listed below

For all courses listed, below, in addition to the particular requirements stated, LAMDA requires that applicants should be fluent English speakers. Non-native speakers do not need to provide an English language test report when they apply, as we assess this at the audition and interview. However, you'll need to provide a valid IELTS test report with an overall score of seven if you're offered a place.

LAMDA Foundation Diploma (non-HE)

There are no academic prerequisites. Admissions decisions are taken on the basis of auditions and interviews, informed by the information on students' application forms.

BA (Hons) Professional Acting

There are no academic prerequisites. Admissions decisions are taken on the basis of auditions and interviews, informed by the information on students' application forms.

FdA Production and Technical Arts: Stage & Screen

There are no academic pre-requisites, but applicants must have some backstage experience – amateur or professional. Admissions decisions are taken on the basis of interviews, informed by a written application form.

BA (Hons) Production and Technical Arts

Applicants must have successfully completed a Foundation Degree in a relevant subject, normally with an award of Merit or Distinction, or be able to demonstrate equivalent learning in a professional environment. Admissions decisions are taken on the basis of interviews, informed by a written application form.

MA Classical Acting for the Professional Theatre

This course is for international students with a BA or BFA degree or equivalent. Students without a first degree must demonstrate a comparable level of knowledge and experience gained in a professional company or at a vocational drama school. Admissions decisions are taken on the basis of auditions and interviews, informed by a written application form.

MFA Professional Acting

Applicants must have completed a BA or BFA degree, or have comparable professional experience. Applicants without a first degree must demonstrate the ability to work at postgraduate level, and a comparable level of knowledge and experience, gained in a professional company or at a vocational drama school. All applicants will be auditioned and interviewed, and those without a first degree may be asked to provide an example of their academic work. Admissions decisions are taken on the basis of auditions and interviews, informed by a written application form.

MA Directing

Applicants must have completed a college or university course, or have adequate professional experience to meet the demands of the course. They must have been sufficiently involved in theatre (professional or student) in order to demonstrate serious professional intent in pursuing a career as a director. Admissions decisions are taken on the basis of auditions and interviews, informed by a written application form.

Semester Programme Classical Acting and Shakespeare Summer School

There are no academic prerequisites for these courses. Admissions decisions are taken on the basis of the information on students' application forms.

2.1.4 Nationality, visas and immigration

International (non-EU) students are currently unable to enrol on our Foundation Diploma due to UK visa regulations.

2.1.5 Equality and diversity

We welcome applications from all sections of the community.

We do not discriminate on the grounds of disability, ethnicity, gender, sexuality or religion. LAMDA does, however, judge applicants critically on their suitability for a course, according to their ability and their potential to complete the training successfully. All of our courses are intensive and require high levels of energy and commitment.

We recognise that everyone is an individual. We will work with students to identify potential barriers to training and will do what we can to remove those barriers. We will make any reasonable adjustment to ensure that disabled students can train at LAMDA.

In our admissions process, we are committed to supporting students with disabilities. Disabled students are encouraged to disclose their needs in advance so that we can

endeavour to meet them during the audition process and subsequent training. This includes unseen disabilities such as epilepsy or dyslexia. Information disclosed during this process remains confidential, is only released to relevant staff members with the applicant's permission, and does not form part of the admissions decision.

Our Registrar is equipped to answer queries about the support available for disabled applicants/students and can be reached by email at admissions@lamda.ac.uk.

2.1.6 Accreditation of Prior (Experiential) Learning: AP(E)L

LAMDA's courses are not suitable for the operation of AP(E)L arrangements. The nature of the education and training provided means that students are not able to join a course with 'advanced standing' or deploy towards a LAMDA qualification any academic credit earned elsewhere.

2.2 How to apply

2.2.1 Applicant and Student Gateway

Applications for all courses must be made on-line via the Applicant and Student Gateway, which is linked from the LAMDA home page and on all the relevant pages about the courses in the on-line prospectus.

All applicants are given a unique ID number, a user name and a password. This enables them to save an incomplete application, and then log back in as often as they wish, to complete it. The same personal ID can be used to apply for several courses at the same time.

The application portal guides applicants through each section of the process, and offers advice about what to include in personal statements or educational history, for instance. More detailed help and advice is available from the Admissions team, via admissions@lamda.ac.uk. Applicants with any technical issues related to the Gateway should also raise them with Admissions in the first instance.

2.2.2 Deadlines and application limits

Deadlines for completing applications are published on each course's page on the LAMDA website.

LAMDA sets a limit each year for the total number of applications which can be processed for each course. Once that limit has been reached, the relevant course will be removed from the Applicant Gateway and no further applications will be possible.

2.2.3 Number of applications permitted

Applicants may only apply once during the annual application cycle. Those applying more than once will not be offered additional interviews / auditions and will not have the additional application fee refunded.

2.2.4 Availability for audition / interview

A maximum of one audition/interview time slot will be offered per application within the admissions period. On the initial online application form, applicants are asked to list any dates on which they are unavailable for an interview / audition. LAMDA will try to offer an audition / interview slot that fits with an applicant's stated availability and preferences, but this cannot be guaranteed. Applicants are advised not to make themselves unavailable for extended periods of time. LAMDA Admissions are

usually able to accommodate applicants being unavailable on certain dates, but LAMDA will not reschedule auditions / interviews on multiple occasions. LAMDA aims to give every applicant two to three weeks' notice of an audition or interview, but this can vary according to the time of year. Applicants are advised that they should be ready to be seen at the point at which they complete their application. It is applicants' responsibility to keep LAMDA informed of any changes to their availability.

Auditions are held on advertised dates only. The dates and venues available are updated regularly on the LAMDA website.

Applicants who fail to attend the slot they have previously accepted must contact Admissions within 48 hours of that scheduled audition / interview to explain the circumstances. If, in the judgement of the Registrar, there is sufficient evidence that the failure to attend was beyond the control of the applicant, a further audition / interview may be offered, subject to the availability of dates, times and venues. Acceptable reasons for a missed audition or interview would normally be limited to ill health, cancelled transportation or similar emergencies.

2.2.5 Criminal convictions

Applicants are not asked to declare any unspent criminal convictions until an offer of a place has been made. All of LAMDA's courses involve contact with the general public, and some courses involve an integral work placement; students may not be able to undertake the placement and complete their studies if they have criminal convictions or punishments.

Confirming a relevant criminal conviction or punishment will not exclude anyone from the application process; this information is collected during the offer / pre-enrolment stage only, to help LAMDA confirm the suitability of applicants for the place offered and to reduce the risk of harm or injury to students and staff caused by the criminal behaviour of other students. Where an offer of a place is made to someone with an unspent criminal conviction, LAMDA will use a proportionate, risk-based approach to consider each case before a final decision is made. Failure to declare a relevant criminal conviction may result in the termination of a student's enrolment.

2.3 Finance

2.3.1 Audition / Application Fees

LAMDA makes a charge for each course to which an applicant applies each year, unless all those courses have the same admissions procedures. The charges vary by course and by location. The rates are published in full on the course pages of the LAMDA website, and are payable via the application portal.

The application fee is non-refundable under any circumstances other than

- credit/debit card payment errors or
- applications received after LAMDA's annual limit has been reached.

Applicants are urged to check the age restrictions and other published entry criteria before making payment, as application fees cannot be refunded for invalid applications.

For UK / EU applicants to courses in acting and directing there is an additional fee for a recall audition.

2.3.2 Audition fee waivers

Receiving an audition or interview fee waiver will not affect the outcome of an application in any way; the audition/interview panel will not know which applicants have received a waiver.

First Round / Initial application: Pathways

LAMDA offers free audition and interview places each year for UK applicants via the organisations we work with in our “Pathways” Access and Widening Participation projects. Places are limited and candidates are selected by the organisations themselves.

Recall auditions

- a) All Pathways applicants who are offered a recall will automatically have the recall fee waived, and be have their UK travel / accommodation costs paid as appropriate
- b) All other UK applicants who are offered a recall will be sent information about applying for a recall fee waiver and a travel / accommodation bursary. The amount of a bursary will vary according to our assessment of an applicant’s need.
- c) Eligible applicants must:
 - Be current UK residents
 - Be applying for an undergraduate course (either a BA or Foundation Degree);
 - new to Higher Education (with no previous degree or any other Higher Education-level qualification)
 - be from a household whose annual income is less that £43,000
 - have attended a UK state school
- d) In addition, applicants should meet, at least one of the following criteria:
 - Have a declared disability
 - Be a care leaver
 - Be an estranged student (ie not supported by a family)
 - Be from a Black, Asian or minority ethnic background
 - Be from a neighbourhood with low participation in HE, as categorised by POLAR4
 - Be from a household with an annual income of under £25,000

Further guidance and an application form are made available to those invited to recall auditions.

2.3.3 Tuition fees

Tuition fees are published on the LAMDA website as far in advance as practically possible. On some courses, differential rates apply, depending on a student’s nationality and/or domicile; if applicants are in any doubt as to which rate will apply to them, they should contact Admissions for a full fee assessment to be carried out.

The initial offer of a place at LAMDA must be secured by the payment of a deposit. Thereafter, fees at LAMDA are generally charged on a termly basis. As stated in LAMDA’s general regulations, fees for each term must be paid in advance and no later than the date specified in the student’s offer letter. [These provisions for deposits and fees do not apply to students whose fees are paid via certain official student loan schemes; students’ individual offer letters set out the details of this provision.]

Any student who is in arrears with their fees will not be able to progress with their training until all outstanding monies owed to the Academy are paid. Students who have not paid their fees in full prior to completing their programme of study will have their degree withheld until such payments are made.

Payment for the course constitutes acceptance of a place and agreement to the course regulations. All payments will be subject to the refund policy as stated below.

Students, in exceptional circumstances, intending to leave the Academy must give at least a full term's notice in writing of such intention to the Head of the Drama School or Head of Technical Training, as appropriate. Students will be liable for fees throughout the notice period (for example if a student leaves halfway through the Autumn term they are liable for the remainder of fees for that term and the full fees for the following Spring term). Separate arrangements are in place for students funded via the UK Student Loans Company. Students' offer letters set out the details of the arrangements; the Finance Department operate a policy concerning students who withdraw early, a copy of which is available on request.

2.3.4 Funding, scholarships and bursaries

Maintenance and tuition fee loans are available for eligible UK/EU students who are new to Higher Education and studying an undergraduate course at the Academy. UK/EU students on a Postgraduate (MA / MFA) course may also be eligible for a Postgraduate Loan. Applications for both of these schemes should be made to the Student Loans Company via the appropriate national body.

A programme of scholarships and fee waivers is available, as part of LAMDA's Access and Participation Plan, approved and monitored by the Office for Students. A further range of scholarships is also available, funded by a number of charitable trusts, foundations and private individuals.

Decisions about eligibility for scholarships are made by the Scholarships & Bursaries Committee, which includes the Director (or nominee) and representatives from the Drama School, Production and Technical Arts department, Registrar's Office, Development and Finance teams.

For US students: LAMDA is eligible for the US Federal Direct Loan Program (school code: G21086). US applicants for our full-time degree courses (FdA, BA (Hons), MA and MFA) may be eligible to apply for a loan.

Full information is published on the LAMDA website, and information, advice and guidance is available from the Admissions team admissions@lamda.ac.uk.

2.4 Auditions and interviews

2.4.1 General

We hold auditions and interviews for our full-time courses in London, across the UK, EUI and internationally from November to May each year. Unless explicitly stated otherwise, we cannot accept auditions by video. Audition dates and details of venues outside of London are listed on the website.

Decisions are usually made within two weeks of the audition/interview, but this varies according to the time of year.

Due to the volume of applications, auditions/interview results cannot be discussed on the telephone under any circumstances. LAMDA is unable to offer deferred entry to any of our courses unless very exceptional circumstances apply.

The audition/interview offer letter is emailed to applicants, and includes full details of our audition/interview requirements and our admissions process. In addition, information for

first round auditions is published on the LAMDA website. This information includes the kind of audition pieces which should be prepared, details of any portfolio to be brought to an interview, and other briefing material applicants need.

2.4.2 Filming of auditions

Auditions may be filmed for decision-making purposes, to ensure fairness and consistency. Once results have been confirmed, videos will be deleted, in accordance with our Data Retention Policy, and our Privacy Notice, published on the LAMDA website. All applicants will be made aware through visible signage if their audition is being recorded.

2.4.3 Audition panels (acting courses only)

Audition panels for acting courses will be composed of at least two trained and experienced members of LAMDA's audition team, and the interviews are conducted by trained members of the Admissions team. These arrangements may differ slightly in North America. Final 'recall' audition panels for the BA and MFA acting programmes will normally consist of all of LAMDA's Heads of Department and the Registrar, plus any additional teaching staff deemed appropriate.

All panellists and interviewers are asked to grade the applicants they see on a scale of 1 to 5 for a range of appropriate criteria. All the panels' marks are compiled over the course of the year's auditions in order for decisions about offers to be made.

2.4.4 Admissions decisions

The ultimate responsibility for admissions decisions rests with either the Head of Drama School or the Head of Technical Training, as appropriate for the course. Decisions will be informed by the material presented on application forms; applicants' prior education and experience; and their performance at audition and/or interview, as assessed by a suitably experienced panel of LAMDA staff.

2.4.5 Deferred places

LAMDA is unable to defer the offer of a place. An applicant holding an offer but wishing to commence studies at LAMDA in the subsequent year will normally be advised to re-apply.

2.5 False, fraudulent or misleading information provided by applicants

LAMDA expects that all information provided to it by the applicant will be complete, true and accurate, with no misleading omissions. Any submission of fraudulent, inaccurate or misleading information on the application, or the omission of relevant information, will result in the immediate cancellation of the application and/or the withdrawal of any offer made.

2.6 Feedback; Links to admissions appeals and complaints procedures

2.6.1 Feedback

The audition panel's decision is final, and any feedback provided will not alter the decision taken. Currently feedback is only available following recall auditions. Requests for feedback must be received with 14 days of receiving a recall result.

2.6.2 Complaints and appeals about admissions

LAMDA aims to provide an environment which in its opinion allows applicants to demonstrate their suitability for training. The audition and interview procedures are intended to be fair and transparent. Entry to audition/interview is on the understanding that there is an acceptance of the professional judgement of the panel.

LAMDA is committed to fairness and transparency, and we recognise that there will be occasions where an applicant may wish to lodge an appeal or complaint against the admissions process.

Some issues may be able to be resolved via an informal query, and applicants are encouraged to explore their issue informally with LAMDA admissions staff in the first instance. However, LAMDA has formal procedures, designed to be followed where an applicant wishes to pursue a formal appeal or complaint.

Grounds under which a **complaint** may be made:

- a) That there is evidence of significant administrative or procedural error in the admissions process
- b) That there is evidence of prejudice or bias in the selections process

Grounds under which an **appeal** may be made:

- a) That there is additional relevant information which was for valid reasons unable to be included in the original application, and which warrants further consideration of the application

The LAMDA Admissions Appeals and Complaints policy sets out the procedures by which an applicant may lodge a formal appeal or complaint against a decision regarding admission to a course. It is available to download from the auditions and interviews section of LAMDA's website, or from the Registrar.

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