

HOW TO COMPLETE YOUR APPLICATION

Before starting your application

Make sure you have 10-15 minutes to fill out your application and you have the following details to hand:

- **Photo/Portrait:** this should be a JPEG or png file no bigger than 2,000 KB. Please make sure there are no special characters within the file name otherwise it won't upload properly.
- **Course choice:** You can apply for up to two courses.
Please note that for our Foundation Course we cannot accept applications from non-EU residents unless you have UK residency with indefinite leave to remain.
To apply for the One Year Course you need to be 21 years old or over.
- **Dates:** Please inform us of any dates that you are unavailable to audition so we can schedule you an audition around these dates. Please be aware that we do not audition every day and we do not audition at weekends. The first round audition starts at 10.15am. You will need to make sure that you can be in Oxford city centre for 9.45am if you would like to use of free bus service. We organise a taxi to take you back to the city centre either at 2pm or 5.45pm, for those that are recalled.
- **Education history:** Please provide school names, dates and grades to show what you have done in the past. We do not require educational references.
- **Please use this section to list any additional activities relevant to your application. A personal statement is not required:** Although we do not require a full personal statement, this space can be used to list additional experience or background information to support your application. You may want to write this up first and paste it into your application.
- **Credit/debit card details:** When you save your application, you will be put through to the WorldPay section to make your audition fee payment by card. Once the payment has been submitted, you have completed your application.

Once we have received your completed application

Once we have received your application, we will email you an invitation to audition on our next available audition day. If you have not received an invitation within 2 weeks of submitting your application please check your junk folder, before contacting the school.

Please click on the link in the email for information about how to get to the school. We run a free bus from the city centre. There is limited parking at the school.

Confirming your audition

To confirm your audition, we ask that you reply to the email and inform us how you intend to get to the school, so we can make the necessary arrangements. If we do not receive confirmation from you within 2 weeks, we will be unable to hold your place.

Changes to audition dates can only be made under exceptional circumstances.

INFORMATION ABOUT YOUR AUDITION AND FAQs

Background

We auditioned around 1000 applicants last year. We are a small school and will always remain so, taking no more than 19 on each of the One and Three Year Courses. For the Six Month Foundation Course we accept three groups of 16 students per year.

The audition process

First round auditions are held on selected days between October and June, with first recalls taking place in the afternoon of that same day. Audition days are not specific to courses, so there is usually a mixture of applicants for all courses on any given day. You will need to make sure you are available for the whole day.

Successful applicants who have applied for the One Year Course in Acting or the Three Year Course in Acting will be invited to attend a second recall at a later date.

Applicants for the Six Month Foundation Course will be offered a place or not following the first recall and will not be required to attend on another day.

What to prepare

We ask you to prepare two monologues, each no longer than two minutes in length. One from Elizabethan or Jacobean drama (e.g. Shakespeare, Jonson etc.) and the other a contrasting piece from a post-1950 drama.

Choice of audition pieces

In order to perform at your best in the audition, we make the following suggestions:

- Choose pieces which excite you and to which you can feel a strong connection
- Make sure you read the whole play, don't just learn the speech
- Remember, we're judging your potential not your proven ability

What to wear

Please wear loose comfortable clothing and be prepared to work in bare feet (or non-slip socks if you have a medical reason). Please don't wear any jewellery, a watch or a belt as you will be asked to take them off. Long hair must be tied back. If you come on a cold day, bring something to wrap up in as there may be some waiting around and getting cold will make you tense.

Structure of the day

First Round Audition

The day starts at 10.15am with the morning divided into two parts. The first part is a group warm up and movement session. For the second part, you will be asked to present both of your prepared monologues. You will then break for lunch.

Outcomes from the First Round Audition

After lunch, you will be asked to re-group and some students will be selected to attend the First Recall in the afternoon. If you are not selected, you will be able to get some general group feedback on auditioning and will be free to leave by 2pm. We will provide free transport (taxi) back to Oxford for those who came on the bus.

First Recall Audition

Those applicants selected to attend the Recall in the afternoon will do some further group work followed by an individual audition. The free taxi back to Oxford will leave at 5.45pm.

Outcome from the First Recall Audition

We will let you know the outcome by letter within 7 days.

One and Three Year Courses

You will either be called to a Second Recall Audition or you will be told you have been unsuccessful.

Six Month Foundation Course

You will either

- a. be offered a place – if this is the case then you will be asked to pay a £500 deposit to secure your place. This will be returned to you at the end of the course. If you want to continue auditioning for other schools, you may do so. If you wish to accept a place at another school then, unlike some other schools, we will refund it provided that you let us know before 30 June 2019.
- b. be offered a place on the waiting list – this means we would like to offer you a place but still have people to audition. We can't offer all our places until we have finished auditioning so we use a waiting list system in order to ensure the process of auditioning is fair for everyone. You may have to wait some time before you receive our final decision especially if you auditioned early in the season.
- c. not be offered a place – you will be able to receive individual feedback as detailed below.

Feedback

If you would like to receive feedback on your audition, you can telephone our office any weekday afternoon, between 3.00pm and 5.00pm, when a member of staff will be able to provide you with feedback from the notes written by the audition panel. We are not able to provide written feedback or reply to emails.

If you stay in the afternoon, please wait until you have received a letter from us confirming the outcome of your audition. If you are not offered a Second Recall you are also welcome to telephone the School as above.

Specific arrangements

Physical access at the School

All spaces at the School have level access, with the exception of one of the tutorial rooms and the Radio Room. We also have three adapted toilets all with level access. Please inform the School of any special access requirements you may have in advance of your audition.

If you need any specific arrangements made by the school in order to fully complete your audition, then please inform us prior to arriving at the school. Contact Liz Wilson – 01993 812883.

Appeals procedure

The School aims to be fair, clear and open in both its audition procedure and allocation of Dance and Drama Awards. Entry for an audition is on the understanding that there is an acceptance of the judgement of the audition panel. The only grounds for appeal that will be considered are those which claim irregular procedure on behalf of the School. Legitimate grounds for appeal could be:

- on the basis of open and fair procedures
- on the use of clear, accurate information

For instance:

- the decision made was based on information that was factually incorrect
- there was inappropriate conduct on the part of a member of the audition panel

If the auditionee wishes to appeal against a decision at audition s/he should write to the Executive Director no later than 21 days from the date of the audition, stating clearly the grounds on which the appeal is being made and supported by supplementary evidence (e.g. witnesses or written testimony). This appeal should be co-signed by the applicant's parent or guardian in the case of applicants under the age of 18 years.

For a copy of our full appeals procedure, please contact the School.

Frequently Asked Questions

What Government funding and maintenance is available for the One Year and Three Year Courses?

Funding is available to specialist vocational organisations under the Dance and Drama Award (DaDA) Scheme. This scheme provides up to 100% of the course fees and maintenance of up to £4,550 to students who are EU citizens under 24 years old and whose income is less than £90,000 a year. DaDAs are grants, not loans, and so do not have to be repaid. For further information, see <https://www.gov.uk/dance-drama-awards>

What about loans?

If you are 19 years and over and an EU citizen you can apply for an Advanced Learner Loan (ALL) towards your course fees. These are available even if you have already had a student loan for an undergraduate degree. For further information see <https://www.gov.uk/advanced-learner-loan>

What Government funding is available for the Six Month Foundation Course?

Sadly, there is no funding available for this course.

Do I get a Government recognised qualification at the end of my course?

Yes, you can get either a Level 5 (One Year Course) or Level 6 qualification (Three Year Course) the same level as an honours degree on the National Qualifications Framework. The costs of the



qualification are met as part of the DaDA and ALL funding schemes. There is no qualification for the Foundation Course.