

ELMHURST AUDITION PROCEDURES AND POLICY

Elmhurst is committed to pursuing good practice with regard to auditioning prospective students and providing appropriate guidance or referral.

The school undertakes to:

- consider all applications
- provide candidates with necessary information before and at the selection process
- provide information on the availability of and criteria for the allocation of public funding
- give candidates the opportunity to demonstrate their potential to fulfil the aims of the course
- ensure that the decision-making process is fair and transparent
- ensure that candidates are informed of the outcomes of an audition/interview

APPEALS PROCEDURE

1. The right of appeal

Unsuccessful candidates will be advised of their right to appeal against the outcome of an audition. The Registrar will provide them with details of the appeals procedure on request.

2. Acceptable grounds for appeal

It will be made clear to unsuccessful candidates that appeals will only be considered where it is claimed that there were irregularities in the audition procedure. Those candidates who do not fulfil the orthopaedic assessment criteria or who are unsuccessful for reasons relating to their physical potential for training are not eligible to appeal. Candidates who do not demonstrate an appropriate level of technical proficiency at audition are also ineligible to appeal. In such circumstances, the decision of the audition panel remains final.

In the allocation of places/awards, all candidates are treated equally and fairly. The decision to offer a place is based on potential, merit and suitability for professional training.

3. The method of appeal

The appeals procedure permits unsuccessful candidates to appeal under the following circumstances:

- An injury occurring on the day of the audition
- Illness on the day of the Audition that prevented the candidate from demonstrating their full potential
- A claim that there were irregularities in the audition procedure

The appeal should be made in writing by the person who signed the original entry form. Candidates under the age of eighteen years are required to have their appeal authorised by a parent/guardian. All appeals should be addressed to the Registrar.

The grounds for appeal should be clearly stated and supported by supplementary evidence.

Appeals should be post marked within 14 days following notification of failure to obtain a place at the school. The same procedure applies in the case of an appeal against a candidate's not obtaining an award.

The receipt of all appeals will be acknowledged within 14 days.

The appeal is dealt with in the first instance by the School Registrar, following which it is considered by the Artistic Director of Dance and the Head of Dance. The outcome is then presented to the Principal for further consideration.

Successful appeals result in the candidates being re-auditioned at the next available audition date.

Unsuccessful candidates will be informed of the result of their appeal which falls into one of two categories:

- a) The appeal is upheld and the candidate is re-auditioned;
- b) The appeal is denied.

The school may wish to keep the details of an appeal on record. In respecting confidentiality, the school will keep the information in a secure place as part of the school's data protection procedure.