

## **Admissions Policy**

This policy is of relevance to staff / applicants / students

Version number 7

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Approved by Teaching and Learning Board

Written by Registry

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## 1. Equal Opportunities

The School values its diversity of cultures and welcomes applications from all over the world. Subject to meeting the minimum entry requirements set out in the Academic Regulations and the relevant programme specification, the selection of students is based on talent following a rigorous selection process. For the School's Academic Regulations see the [Policies](#) page and then 'HE Academic Matters and Student Complaints.' The programme specification for each course can be found on the course webpage. The School is committed to pursuing equality of opportunity in its recruitment processes.

## 2. Standard Entry

The selection process varies according to discipline and may involve audition (including first round audition by recording for overseas students in some instances), screening of applications and/or portfolios and/or interview. All methods are designed to assess both attainment and potential to complete successfully the programme of study.

Full details about the application and selection process, including entrance requirements and specific repertoire requirements for both music and acting, are published on the School website. Please see the following pages for further details:

- [Academic Entry Criteria](#)
- [English Language Entry Criteria](#)
- [Audition/Interview Arrangements](#)
- [Portfolio Requirements \(see 'Supplementary Material'\)](#)

## 3. Non-Standard Entry

Students without the minimum requirements will still be considered for audition and/or interview, and the School will also consider, on an exceptional basis,

applicants whose qualifications do not conform to those prescribed in the relevant programme specification on the basis of their professional background and/or experience or general education, and/or training.

However, confirmation of admission and continuing registration may be subject to a further examination or qualifying period of study, or special scheme of study. Non-standard entry is monitored by the Academic Board on an annual basis.

For further details on this procedure including the circumstances in which it will apply please see the 'Non-Standard Entry and Direct Entry Transfer Policy and Procedure' (you will find this under 'HE Admissions and Enrolment' within the School [Policies](#) page).

## **4. Admissions Period**

To maximise the number of applicants who can benefit from the School's open admissions policy and attend the School for audition/interview the School will have a fourteen-month admissions cycle starting in July. The admissions process is supported by the School's own on-line application system.

## **5. Partnerships, Scholarships and Bursaries**

The School seeks to broaden the talent pool of potential applicants, both for the School specifically and for music and drama in higher education more generally, by working in partnership with its own Junior departments within Guildhall Young Artists and by developing synergies with local communities through its Creative Learning Department run in conjunction with the Barbican Centre. Application fee waivers are available to candidates from selected schools or youth organisations in target London boroughs as part of the School's Access commitments.

The School is not only committed to admitting students solely on the basis of talent but endeavors to do its best to ensure that, where possible, no student

who is offered a place is prevented from taking up that place on grounds of financial hardship. The School has a long and distinguished record of supporting students throughout their studies through scholarships and bursaries.

## **6. Decisions and Complaints**

The School seeks to conduct its admissions processes in a fair and transparent way to a high level of professionalism and is mindful of the UK Quality Code for Higher Education Admissions, Recruitment and Widening Access. All admissions decisions will be taken by at least two people. Applicants seeking feedback can contact the relevant department and will be provided with a summary of the audition/ interview report.

An applicant may complain against an admissions decision if they feel that their application was not treated fairly or their audition/interview was conducted in a prejudicial manner. An applicant may not complain against the School's assessment of their ability or suitability for a programme. The School Admissions Complaint Procedure is made available on the School website (see 'HE Admissions and Enrolment' within the [Policies](#) page)