



## Admissions Policy

## The Admissions Process

London Vocational Ballet School is a selective school, and our aim is to identify ballet potential. As such all applicants are required to pass a ballet audition and then an interview before a decision can be made regarding their admission. However, it must be noted that as a full-time vocational school where physical demands are made on the body, during the audition process the Dance faculty and the Directors will only accept students who will benefit from such a physically demanding course. An offer of a place is within the 2010 Equalities Act and will not take into account factors such as an applicant's ethnicity, religion, family circumstances, socio-economic grouping, gender etc.

## Equal Treatment

Our aim is to encourage applications from candidates with as diverse a range of backgrounds as possible. This enriches our school community and is vital in preparing our students for today's world. The school has a limited number of bursaries to offer to help those who meet the school's admissions criteria but are unable to meet the fees to attend the school.

## SEND

Those with recognised learning difficulties will be considered alongside all other candidates. Parents are asked to provide the school with relevant information before assessments are held. This will be considered when decisions regarding admissions are made. Once admitted to the school, all students have full and equal access to all elements of the curriculum, regardless of any disabilities or learning difficulties which they may experience.

## School's Contractual Terms & Conditions

Whenever a student joins LVBS, their parents or guardians and students sign a Parent/student/school Contract, which represents a formal contract between the school and family. The main points are that:

### Offer of a Place

When a place is offered based on the outcome of the admissions process, a deposit will be payable on acceptance of the offer. The deposit will be repaid by means of credit without interest on the final payment of fees or other sums due to the school on leaving. Until credited, it will form part of general funds for the school. The deposit is only returnable once a full-term notice has been given in writing to the school.

### Fees and extras

Fees cover normal curriculum costs and most stationery items. Other items incurred by the school, or the students will be charged as extras, such as GCSE examination fees or Physio appointments. Damage caused by a student, other than fair wear and tear, may be separately invoiced and must be paid as extra.

### Payment of fees

Payment of fees and extras must be paid when invoiced. A student may be excluded from school at any time when fees are unpaid and will be deemed withdrawn without notice after 28 days. Parents in financial difficulty are urged to speak to the Director of Business Operations to discuss how the school can help to prevent such an occasion arising. A Means Testing Application form can be requested.

### Instalments arrangements

An agreement by the school to accept payment of fees by standing order or direct debit or other arrangement for payment of fees by instalments is concessionary and will cease automatically on any default for 30 days or more. On ceasing the full amount of fees then shall be due.

## Notice

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A full term's notice is required in writing of the parent's intention to withdraw a student from the school. In absence of such a notice, a term's fee will be charged. Once admitted to the school, all students have full and equal access to all elements of the curriculum, regardless of any disabilities or learning difficulties which they may experience.

#### Relationships with parents

When students join LVBS, parents are invited to meet with the Directors and SMT. It is hoped that this marks the beginning of a very valuable relationship that will support the student's pastoral care for the coming years. As students' progress through the school parents will receive annual consultation meeting and written reports of their child's ballet and academic progress.

We strongly believe that a supportive relationship between the school and parents helps deal with any issues that may arise. Parents with any concerns regarding their child's progress or well-being should feel able to contact the school at any time and not feel constrained to discuss it at consultation meetings. We feel that anxieties should be dealt with immediately to minimize any impact. We also ask that Directors and Head of Pastoral Care and Safeguarding of the school should be kept informed about any developments at home that may affect a student's attitudes or behaviors so, as a school, we are best able to support them. We too will always communicate any concerns we may have to parents in the same manner.

In the same way, as parents properly expect to rely upon the support of the school in the effective care of their child, so the school needs and deserves the support of parents. We hope that parents will do this by respecting the school's values and procedures – in particular, ensuring that their child does not miss school for a reason other than illness or an agreed absence for religious observance and that they support all their child's performance opportunities.

#### Family circumstances

It is very important that parents should notify the school of any changes in their circumstances. For the safeguarding of our students, we must know of any changes of address, telephone numbers and emergency contact details as it is essential to be able to contact parents in an emergency.

#### Bursary Policy

Every bursary is subject to high standards of behavior, attendance, punctuality, and work in their vocational and academic studies. The school has the right to withdraw any student from the bursary scheme who they feel is not contributing to the positive and high standards required. Each bursary is reviewed during the Spring term and is awarded once the school's Mean Testing Forms have been completed and the board of trustees agree to the award.

Bursaries do not include medical consultations, uniform, examination fees of any kind including GCSE, school trips or school stationary. A small increase may occur each year and the school will inform parents a term ahead if this is the case.

Policy written by Kerry Williams – Head of Pastoral Care and Safeguarding

Approval body: LVBS Trustees

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Review Schedule: 1 year

Next review date: September 2024

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