



Admissions Policy

The Franchisee is responsible for the implementation and oversight of this Policy

Approved by:	Policy Steering Group
Reviewed by:	Quality Assurance Team
Date	13.12.2024
Next review due:	13.12.2026

This policy will be reviewed every 2 years.

ITALIA CONTI ASSOCIATES

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1) Introduction

Italia Conti Associates helps children and young adults to develop their creative and expressive skills through the performing arts. Some of our learners will go on to the performing arts as a career, whilst many others will use their experience in a more general context.

Italia Conti is committed to providing an education that inspires and challenges all its learners. We are committed to providing equality of opportunity for all pupils/students so that everyone can benefit.

2) Responsibility

It is the responsibility of the Italia Conti Associates' Franchisee to ensure that this policy is correctly implemented.

3) Recruitment and Admission Aims

Italia Conti welcomes applications for admission from all sections of society and is non-discriminatory in line with the Equality Act (2010) and our *Equal Opportunities Policy*.

This applies to all potential students and includes inappropriate discrimination on the grounds of: gender; age; religion or belief; physical ability or disability (including HIV status); learning ability; other special educational needs or academic or sporting ability; ethnicity; marital status and civil partnership; sex; sexual orientation; trade union membership; part-time and fixed-term working; gender reassignment; pregnancy and maternity, or on any other grounds deemed to be irrelevant to participation in the course.

4) Admission

We undertake to consider all applications and will offer reasonable adjustments for any learners with a disability under the requirements of the Equality Act 2010. This *Admissions Policy* is regularly reviewed to ensure that we comply with changes in the law and the requirements of awarding bodies.

5) Application

Italia Conti Associates is committed to providing accurate information to support the admissions procedure. Course information is updated regularly. Our admissions procedures are regularly reviewed.

An overview of our courses is provided online at www.italiaconti.com/associates
Entry to Italia Conti Associates is non-selective. Italia Conti Associates expects that all younger children attending classes are out of nappies and are fully toilet trained.

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Applicants are asked to apply using the online application form. A free taster session is available on request.

Applications to enrol and for taster session should be made via the individual school's website.

6) Offers of places

Offers are made depending on the availability of places and our ability to make reasonable adjustments to meet the needs of learners.

Places are confirmed by email. Waiting lists will be maintained if a class is full.

All parents / carers will be required to complete and sign the Terms & Conditions form as part of the Admissions process.

Payment should be made in full in advance of the start of term on receipt of the invoice.

In the event of withdrawal, half a terms notice, in writing, is required of such intention or the equivalent of one term's fees will be payable in lieu.

Italia Conti reserves the right to alter or withdraw offers at any point.

7) Unsuccessful applicants

Where we are unable to offer a place, applicants are informed via email no more than 2 weeks after their application has been received.

8) Complaints

If an applicant is dissatisfied about the way their application has been handled, they can make a complaint using the Italia Conti Associates' complaints procedures. The *Complaints Policy* is available on our website.

9) Linked policies

Complaints Policy
Equal Opportunities, Diversity, and Inclusion Policy
Intimate and Personal Care Policy
Privacy Notice
Terms and Conditions

END