



Admissions Policy

Next review date: June 2025

Statement of Intent

These regulations are designed for the proper management of IRIE! dance theatre's operations and affairs. The implementation of these policies serves to protect the interests of IRIE! dance theatre's beneficiaries, employees and members of the Board.

THESE REGULATIONS MUST BE OBSERVED AT ALL TIMES.

Having sufficiently rigorous controls in place provides protection for IRIE! dance theatre's property, its Staff, Trustees and Users and so these regulations must be observed at all times.

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1. Introduction

1.1 IRIE! dance theatre has remained a leading figure in the development of African and Caribbean dance through performance, training, and community outreach. Research into the forms has become a major and sustaining force for the company with the development of International Conferences, research projects and the creation of the degree programmes. Since its inception the company has continually moved forward with its ambition to forge creative partnerships and an infrastructure for African and Caribbean dance. Research enabling academic and practical growth remains a core value of the course.

This policy reflects the mission statement and vision of the company.

1.2 In accordance with our Mission and core values we are committed to the principle of fair admissions and seek to operate recruitment, selection and admissions procedures that are transparent, reliable, and inclusive. IRIE! recognises the importance of a positive 'applicant experience' (irrespective of an eventual outcome of an application) and this policy reflects the importance of the admissions (and pre-admissions) process in the broader student experience to which it is committed.

1.3 IRIE! will at all times seek to operate procedures that are fair and are in accordance with the law of the United Kingdom and includes specific compliance with legislation relating to equality and discrimination.

1.4 This document is intended to be publicly accessible and sets out IRIE!'s overarching policy on the admission of students to undergraduate and postgraduate

2. Roles and responsibilities

2.1 Responsibility for the admissions process is the responsibility of the admissions team consisting of the Director of Accredited Training at IRIE! dance theatre assisted by the administrator, Student Welfare Officer and the professional team of lecturers. The process for 2025 will be as follows:

- Students will apply directly to IRIE! dance theatre by completing an application form on the website.
- They will then be invited to attend an interview/audition conducted by the team.

- They will then be given a conditional or unconditional offer and arrangements made for them to enrol at Goldsmiths before the start of the course.

2.2 Ensuring consistency and implementation of policy.

2.2.1 All those involved in the selection process are required to adhere to IRIE! dance theatre Admissions Policy and complete training and commit to execute their responsibilities in a timely and professional manner.

2.2.2 IRIE! will provide ongoing training and will ensure those involved in admissions and selection processes are trained and have the authorisation to do so. Responsibility for ensuring consistency in the implementation of the Admissions Policy lies with the IRIE Admissions team.

2.3 Informing, advising, and guiding

2.3.1 We are committed to a pro-active approach to offering information, advice and guidance to all applicants and enquirers. Responsibility for ensuring clear, transparent, and consistent communication of our programmes and their requirements on the IRIE! website, published prospectuses lies with the Admissions team and the Communications and Marketing team. The information disseminated is approved via Goldsmiths' quality assurance processes for the delivery of programmes.

2.3.2 The IRIE! Admissions team regularly provide advice and guidance via telephone and email and liaise with the academic and support services to ensure the information given out is accurate and up-to-date and regular information sharing happens within the team.

2.3.3 IRIE! recognises the importance of face-to-face advice (whether in person or virtually) and the value of visiting a potential place of study. IRIE! attends external recruitment events and organises a programme of workshop/performances on-campus and nationwide, at which potential applicants can meet experienced and knowledgeable staff, current students and alumni who are actively involved in the admissions and recruitment process and who can assist applicants on the nature of the course.

2.4 Setting entry requirements

2.4.1 Minimum entry requirements, both academic and non-academic (including competence in English language), for entry to IRIE! will be reviewed annually and approved by the IRIE! Senior Management team in

consultation with Goldsmiths as the validating body. These entry requirements will reflect the IRIE! dance theatre's commitment to ensuring fair access and assessing a student's ability to succeed on their chosen programme of study while seeking to enrich the IRIE! community of the institution with those who are best placed to contribute to its creative and intellectual life.

2.4.2 In addition, requirements that reflect the qualities, skills and knowledge required for specific programmes are determined by the Director of Accredited Training with the professional team of lecturers with academic and support.

2.4.3 Responsibility for monitoring requirements and ensuring that entry requirements assist in identifying those most able to succeed on a given programme lies with the Director of Accredited Training with the professional team of lecturers with academic and support.

3. Review, implementation, and monitoring

3.1 Responsibility for the institution's Admissions Policy, its implementation, review, and approval lies with IRIE! dance theatre Senior management. The Admissions Policy will be reviewed annually in consultation with Goldsmiths as the Validating Organisation, Module conveners and representatives from the student body.

4. The application process

4.1 Information, advice, and guidance on the application process

4.1.1 IRIE! Admissions are committed to the provision of high-quality information, advice, and guidance on all aspects of the application and decision-making process following the submission of an application. Furthermore, IRIE! Admissions is committed to providing information, advice and guidance that is attentive to the specific and diverse needs of individual student groups and that ensures the equality of educational opportunity and supports the recruitment of students from all backgrounds and experiences.

4.2 Application and assessment

4.2.1 Applications to the BA course will be made directly to IRIE! Dance theatre through IRIE!'s website.

Applications to the postgraduate programme are made directly to IRIE! using the online application service available on the website.

Only fully complete applications containing all requested information and (where required) supporting evidence will be considered. Incomplete applications may delay consideration or lead to the withdrawal of the application from the process.

4.3 Decision making

4.3.1 Decisions regarding admission to all programmes of study at IRIE! are made by fully trained, professional staff according to established entry criteria, applied uniformly and consistently, ensuring equal consideration of all applications received prior to any published deadlines.

The consideration of individual applications for the programmes are considered by the specialist team who review the application on the basis of achieved and predicted qualifications, alongside the personal statement, reference, and other relevant information. Where the applicant has nonstandard qualifications or on occasions where the applicant narrowly misses the qualifications for the standard offer for a programme, the application may be referred to the team for further consideration. Normally, an applicant would need a strong application in order to progress to the interview or audition stage of assessment. Following interview/audition, a decision would then be based on this information as well as that supplied in the original application.

IRIE! will normally attempt to make its decision and communicate this to the applicant within 28 days of receiving the application, although this may be delayed depending on the date of the next available audition. In such circumstances, applicants will be kept notified.

Applications are ordinarily considered on the basis of previous or predicted academic/practical achievement, but because we believe in treating applicants as individuals, Admissions staff will look for a range of factors to demonstrate potential, which may include: previous academic performance; prior experiential learning; current courses of study (including non-assessed courses); quality of written work as evidenced in a personal statement and assessment by referees, alongside the interview and audition.

‘Typical offers’ online and in our printed prospectuses are published in order to provide an indication of a normal offer range. IRIE! also recognise additional experiential learning and take account of an applicant’s individual circumstances and an actual offer may occasionally differ from that published.

When successful, the conditions of an offer (if any) will be clearly

communicated to the applicant, and where necessary will be supplemented with explanatory text. Any additional requirements of acceptance will be clearly communicated at the time of offer. IRIE! commits to setting conditions that are clear and achievable (based upon information provided in the application form), and to communicating these to the applicant promptly.

following an initial offer being recorded with the online application system.

IRIE! may make guaranteed unconditional offers to some undergraduate applicants who have not yet completed their level three qualifications. These offers are made on the basis of additional or alternative assessment such as the interview and audition.

Our selection procedures are intended to provide opportunities to applicants and not present barriers to entry and for this reason we publish information, advice, and guidance on many aspects of the application process.

We publish details of all entry requirements (including details of interview/audition dates on our website.
<https://www.riedancetheatre.org/ba-degree>

4.3.2 Entry criteria, minimum requirements, and typical offers

The responsibility for monitoring requirements and ensuring entry requirements assist in identifying those most able to succeed on a given programme lies with the IRIE! Admissions Team.

In principle we consider any qualification at a suitable academic level (for undergraduate level this is identified as Level 3 or above in the Regulated Qualifications Framework for England, Wales and Northern Ireland or its equivalent in the Scottish Credit and Qualifications Framework). We consult with professional advisory bodies in order to determine the equivalency of other UK, and international qualifications and publish details of equivalent entry requirements on our website.

Entry criteria for each programme will be published on the IRIE! website programme's page and will include details of academic requirements, as well as details of any additional selection methods that might be used including the requirements of the audition/interview process.

<https://www.riedancetheatre.org/ba-degree>

4.4 Mitigating circumstances

4.4.1 IRIE! recognises that life events may sometimes impact upon academic performance and that the qualification achieved may not be a true reflection of academic potential. Goldsmiths defines mitigating circumstances as an unexpected or unavoidable event or illness which may have had a significant and adverse effect upon the final qualification received and full details can be found in our 'Extenuating or mitigating circumstance for applicants policy' on the IRIE! website.

4.5 English language proficiency

4.5.1 Applicants must be competent in English language. Applicants will be required to achieve one of a number of English language qualifications intended for academic purposes approved by IRIE! and Goldsmiths as the validating institution. The level required will be dependent on the programme of study to be undertaken and will be published on the website. English Language certificates must be verifiable through an online service (e.g. IELTS) or else must be provided as an original certificate. English language qualifications must be within the validity period specified on the IRIE! website.

4.5.2 Full details on how our English language proficiency requirements can be met can be found on The Goldsmiths website:
<https://www.gold.ac.uk/apply/english-language-requirements/>

4.6 Recognition of Prior Learning (RPL)

4.6.1 RPL is a process that enables students to receive formal recognition for skills and knowledge already gained that have not been previously assessed or awarded credit. RPL enables those who may be eligible to be exempt from having to complete all modules of a programme in order to be awarded a degree where life skills can be used to demonstrate appropriate level of skill and knowledge. RPL allows students to have that learning assessed and included within their degree. Evidence used to support admission via RPL must be no older than five years.

4.7 Applications for advanced standing and for entry into Year 2 or Year 3

4.7.1 IRIE! will consider applications on their individual merits for direct entry into the second year of the undergraduate degree programmes, where applicants have completed, or are due to complete, a year (or more) of study

on a relevant programme. Entry into the third year will usually only be considered in exceptional circumstances.

4.7.2 Applicants to the BA (Hons) Diverse Dance Styles may be able to apply for 'advanced entry' after receiving an offer whereby compatible and relevant modules have already been completed at a different institution and an application is made to be exempt from doing particular modules within the degree applied for. These will be considered on a case-by-case basis.

Applicants are required to apply via the IRIE! application form on the website in order to be considered for either advanced standing or second/third year entry.

4.8 Reregistering for a previously incomplete programme of study

4.8.1 A student who has left part-way through their studies may choose to reapply to complete the programme. We will consider these applications where they fall within the student regulations. If a student had previously reached the maximum number of attempts to pass any individual module within a programme, they will not be able to rejoin the same programme. If a student has previously exceeded their registration period, it is unlikely they will be able to resume the same programme.

4.9 Contextualised admissions

4.9.1 We recognise that applicants have differing backgrounds and experience and that they do not all have an equal opportunity to demonstrate their potential. We aim to set academic achievement in context through the consideration of a range of factors. IRIE! may use contextual information alongside applications in order to build up a full and rounded view of an applicant's achievement and potential. This additional information is considered by admissions decision-makers alongside the application form. No decisions will be made on the basis of this information alone and applicants must meet our standard academic criteria to be considered for entry.

4.10 Interviews and auditions

4.10.1 Where applicants are to attend an interview and audition, this requirement, as well as details on the conduct of the interview/audition and any necessary preparation, will be clearly articulated in advance. IRIE! will endeavour to provide applicants with at least 14 days' notice of the interview/audition date and will, where possible, offer alternative dates or types of interviews/auditions. Applicants will also be invited to provide

details prior to the interview of any reasonable adjustments that should be taken into consideration.

4.11 Auditions and submission of online work.

4.11.1 Students may be asked to submit an online solo presentation of work if they are unable to attend an in-person audition. Information on the submission of practical material will be published on the IRIE! website. In line with IRIE! dance theatre's commitment to operating an admissions process that is fair, transparent, and inclusive we will, where possible, provide advice and guidance on how the material will be assessed, and how an applicant might choose to present their creative material.

4.12 Meeting offer conditions, confirmation and clearing.

4.12.1 IRIE! will confirm an applicant's place on a programme once they have met all the conditions set out in their offer.

4.12.2 For postgraduate programmes and for undergraduate programmes where applicants present qualifications other than A-levels, this will take place following the applicant's submission of evidence that all conditions have been met including original qualification certificates where requested. For undergraduate programmes where applicants are taking A-levels confirmation will normally take place following the A-level 'results day'. Confirmation decisions will not be relayed to an applicant without confirmation that the applicant has received their results.

4.12.3 If an applicant does not meet the conditions of their offer, IRIE will reconsider the whole application again considering actual achieved grades and overall application to decide if the offer can be confirmed despite being lower than the requirements.

4.12.4 IRIE! will continue to recruit students following the confirmation of results and during the UCAS Clearing period. The entry requirements may differ from those published during this period dependent on the number of places available on the programmes.

4.13 Deferred entry

4.13.1 IRIE! welcomes applications for admission for the following year. We also understand that an applicant's personal circumstances may necessitate a change to their intended year of entry. Admissions staff will consider deferred applications using the same selection process as for applicants for the current year. We will normally only defer an offer of a place for one year. Applicants wishing to defer a place for a second year will be required to submit a new application. And re-audition. Postgraduate students wishing to defer a place should make the request to the

Administrator at IRIE! who will confirm this with the Course Leader. Please note, IRIE! cannot guarantee the exact same programme content in the case of a deferred application and the programme fees will be as year of actual entry rather than year applied for. Applicants will be contacted to confirm that they have checked the most up-to-date programme information on our website and still wish to accept their place in the spring before they start. Only unconditional offers can be deferred so applicants must still meet the conditions of their offer to be able to defer their place.

4.14 Documentation verification and fraud

4.14.1 An offer of a place at IRIE is made on the basis that the information provided both in the application form and any supplementary information is true and accurate. Where an applicant is suspected to have provided incorrect or false information, further details will be sought by the Admissions Team.

4.14.2 Applicants may be required to show hard copy original documentation of qualifications listed in the application upon which the decision to offer a place was made. IRIE! may accept soft copies, but if IRIE! is not satisfied for any reason with a soft copy a hard copy must be presented.

4.14.3 IRIE! reserves the right to withdraw an offer of a place and/or cancel an enrolment if fraud is discovered following an applicant receiving an offer.

5. Feedback on Applications

5.1 IRIE! recognises the need to respond to an applicant's request for information as to why their application was deemed unsuccessful. The Admissions Team will provide feedback on an individual basis in response to receiving a formal request from the applicant within 28 days of the request

5.2 Any applicants wishing to appeal against a decision in light of their feedback should refer to the complaints procedure. Further details can be found in the IRIE! Appeals and Complaints (pre-enrolment) Policy.

6. Policies and Procedures specific to particular applicant groups

6.1 Care leavers and estranged students

6.1.1 IRIE! is committed to widening access to care leavers. We define a care leaver as a young person (aged 16-25) who has been in the care of local authorities for a period of 13 weeks or more. We also recognise kinship care – the care of children by relatives (including distant relatives) and family friends. An estranged student is defined as someone who has no contact with their family. We have pledged to consider those students who self-identity as care leavers in their application. We will also contact all care leavers who have been made offers to ensure they are aware of the support that we can provide through the student welfare officer .

6.2 Applicants with disabilities or specific learning needs

6.2.1 IRIE! welcomes applications from applicants with disabilities, which includes those with specific learning difficulties and long-term health conditions, and is committed to a policy that allows, as far as possible, for equality of opportunity and access to higher education. No discrimination on account of disability shall be shown against any person in determining whether or not they shall be admitted to IRIE! and we recognise the need, under the terms of the Equalities Act 2010, to make reasonable adjustments throughout the admissions process to accommodate the needs of any applicant who has declared a disability.

6.2.2 Applicants will be provided the opportunity throughout the admissions process to request reasonable adjustments, which can include, but are not limited to an individualised audition process taking into account specific needs, an accessible interview space; the provision of a BSL interpreter at interview; and extra consideration of factors that may have impacted upon prior academic performance.

6.2.3 IRIE! welcomes visits from its applicants and encourages its students with disabilities to contact the Student Welfare Officer at the earliest opportunity to discuss any requirements in more detail. We can also arrange tours of IRIE! with experienced staff to discuss access issues.

6.3 Applicants declaring criminal convictions.

6.3.1 For all programmes, applicants with License conditions which may impact their enrolment at IRIE! will be asked to disclose these conditions in line with the Goldsmiths Criminal Declaration by Applicant Policy.

6.3.2 IRIE! seeks at all times to operate procedures that are fair and are in accordance with the law of the United Kingdom. Goldsmiths' Criminal Declarations by Applicants Policy (CDAP) establishes the process by which applications from individuals who have declared criminal declaration are handled by the institution and can be viewed on our website.

6.4 Refugees and asylum seekers

6.4.1 IRIE! welcomes applications from those who have been granted refugee status or are in a 'refugee like situation' and understand that additional procedures will need to be followed where documentation is not available or available in a limited way. We will consider these applications on a case-by-case basis.

6.7 Applicants with a Trans* identity

6.7.1 IRIE! welcomes applications from students with a trans* identity or transgender history.

6.7.2 For purposes of clarification, trans* is used in this policy as an umbrella term to encompass a number of diverse ways in which people personally experience their gender. IRIE! has both legal and moral responsibilities to ensure trans* applicants are effectively supported, during the application process, and to ensure that no discrimination on account of gender identity shall be shown against any person in determining whether or not they shall be admitted to IRIE!. The company recognises the right of every individual to choose whether to be open about their gender identity (and history) and when individuals disclose this information to the company, it will be treated with the utmost sensitivity.

6.7.3 Contact the Student welfare officer for further details or email ba@iriedancetheatre.org

7. Changes to and discontinuation of programmes

7.1 IRIE! will strive to minimise any changes to programmes once applications begin to be processed for the next intake date. However, sometimes changes are unavoidable and in these circumstances the Admissions Team will notify applicants as soon as possible if there is a significant change to a programme of study after the receipt of application. Significant changes may include:

- Substantial changes to the content of the programme applied for.

- Changes regarding the status of the programme (e.g. validation by a professional or statutory body).
- Discontinuation of a programme of study.

7.2 Applicants will have the opportunity to withdraw from their acceptance if desired and to have monies already paid to IRIE! Or Goldsmiths refunded.

7.3 Further information can be found in the Admissions terms and conditions publication.

8. Appeals and Complaints

8.1 IRIE! is committed to providing a fair and efficient admissions service and encourages applicants to inform the company of any difficulties encountered during the admissions process in order that procedures can be regularly reviewed and improved. It is hoped, therefore, that most queries and complaints can be resolved informally, but where this is not possible, applicants are advised to follow the complaints procedure outlined in the Feedback, Appeals and Complaints (pre-enrolment) Policy.

8.2 A complaint is defined as a statement of dissatisfaction with the manner in which an application has been handled in relation to the institution's admissions policies and procedures. The reasons for such a complaint will include administrative error, the behavior of a member of IRIE! staff, the conduct of an interview/audition (where applicable) or the result of a fee classification. Whilst we will routinely consider all complaints that relate to the administration of an application, we will not consider appeals based on dissatisfaction with the academic judgement underpinning a decision made on an application.

8.3 A complaint should be lodged in writing as close as possible to the point at which it arises and always within 14 days of the relevant activity.

8.4 Contact details for all Admissions staff can be found on IRIE!'s website www.riedancetheatre.org

9. Related Policies

9.1 The Admissions Team has a number of related policies and procedure documents to aid in the fair and transparent handling of all applications and to provide the best experience to our applicants. These include:

- Criminal Declarations by Applicants Policy and Procedure
- Student Transfer Policy
- Feedback, Appeals and Complaints Policy

- Extenuating or mitigating circumstance for applicants policy