

L A I N E
THEATRE ARTS

APPLICANT APPEALS POLICY
AND PROCEDURES
2024

APPLICANT APPEALS POLICY

This policy applies to applicants of all courses run by the College; the *Trinity National Diploma in Professional Musical Theatre*, the one-year *Foundation Diploma in Dance and Musical Theatre*, and the *BA (Hons) Top-up Degree*, validated by the University of Portsmouth.

APPEALS

Following their audition and/or interview, applicants to all courses are advised within their outcome letter/email that they have the right to appeal against an unsuccessful application.

ACCEPTABLE GROUNDS FOR APPEAL

The appeal of any unsuccessful applicant will only be considered where it is claimed that there were irregularities in the audition and/or interview procedure.

TO START AN APPEAL

To appeal against the unsuccessful outcome of an audition for the Diploma or Foundation Course, the applicant, or their parent/guardian if they are under 18 on 1st September of the year of entry, should contact the Admissions Officer, sarahcarroll@laine-theatre-arts.co.uk.

To appeal against an unsuccessful outcome of an interview for the BA (Hons) Top-up Degree Course, applicants should contact the Director of Studies; beckyelliottmoore@laine-theatre-arts.co.uk.

Appeals should be made in writing by the applicant if over 18 years of age. In the case of candidates under eighteen on 1st September of the year of entry, an appeal should be made by a parent/guardian).

APPEAL METHOD AND PROCEDURE

- The appeal should be submitted within 14 days of the applicant receiving the outcome of their application.
- The appeal should be made in writing and addressed to the Admissions Officer sarahcarroll@laine-theatre-arts.co.uk.
- The appellant's document should clearly state the grounds for appeal and should be supported by supplementary evidence where applicable.
- Receipt of a written appeal will be acknowledged by the College within 7 days.
- On receipt of the appeal the Admissions Officer will conduct a review of the audition process to ensure that legitimate grounds for an appeal have been established. A Vice-principal will be appointed to consider your appeal.

THE OUTCOME OF AN APPEAL

The applicant or parent/guardian who submitted the appeal will be informed in writing of outcome of the appeal:

EITHER

- The appeal is upheld, and the applicant will be offered the opportunity to attend a fresh audition/interview or
- The appeal is denied.

The decision of the senior member of staff appointed to consider your appeal is final.

THE METHOD OF PROVIDING FEEDBACK

The applicant or their parent/guardian (as appropriate) will receive written confirmation of the result of their appeal within 30 days of the appeal being submitted.

RIGHT OF APPEAL

If you are dissatisfied with the outcome of your appeal, you have the right to appeal to the Principal and Artistic Director. Your appeal should be submitted within 10 days of receiving the outcome letter of the investigation of your complaint and should be sent to mattcole@laine-theatre-arts.co.uk.

The Principal and Artistic Director will investigate your appeal and you will be sent a letter notifying you of the decision within 30 days of the receipt of your appeal. The Principal and Artistic Director's decision is final, and this will complete the College's Applicant Appeals Procedure.

RESPECT FOR CONFIDENTIALITY

The College will keep a record of the details of the appeal, including the circumstances, nature of the complaint and the decision-making process. The information will be kept in a secure place, compliant with the Data Protection Act.

Policy reviewed November 2023 Date of next review November 2024