RADA

**Royal Academy of Dramatic Art**

**RADA Admissions Policy 2027-28 entry**

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## 1. UK Quality Code – Recruiting, selecting and admitting students

### Key Practices

a. Policies and procedures for application, recruitment, selection and admission to programmes are reliable, fair, transparent and accessible, including processes for the recognition of prior learning. Similar and proportionate arrangements are in place for modules and other units of study.

b. Providers offer information that supports prospective students, and their advisors for recruitment and widening access purposes, in making informed decisions. Providers meet their legal and regulatory obligations in relation to the information presented about themselves and their provision or any changes they make to programmes and modules.

c. Staff, student representatives and external partners engaged in the delivery of recruitment, selection, admissions and widening access processes are appropriately trained and resourced.

d. All teams involved in the application, selection and admissions processes ensure information about the applicant journey is consistent and clear. Specific elements of the selection process are clearly defined and any programme or module changes that can impact decision making are communicated swiftly and consistently to enable all parties to exercise informed choice.

## 2. Purpose

The purpose of this document is to act as a point of reference in order to support transparent, fair, reliable, professional and consistent admissions, in line with principles of diversity and inclusion, and taking account of good practice outlined in the UK Quality Code and the Fair Admissions Code of Practice. It is linked to the aims outlined in RADA's Access and Participation Plan 2025-2029. The document is intended to provide information to applicants and other interested parties about RADA's admissions principles, processes and requirements. The policy is applicable for all home and overseas admissions to our full-time HE taught programmes at undergraduate and postgraduate level. The policy is subject to annual review by the Admissions Committee and approved by Academic Board.

## 3. Definitions

In this document, "you" and "your" means the student; "we", "us" and "our" mean RADA. We use both 'prospective students' and 'applicants' in this document to refer to individuals who may or do apply to become students on RADA's HE programmes. 'Entrants' refers to those individuals who receive a place offer from us. You will also find that we use both 'programmes' and 'courses' within this document and other information to denote our higher education provision, such as the using the specific course name.

## 4. Principles

We admit students to programmes on the basis of the following principles:

4.1. That there is a reasonable expectation that the applicant will be able to meet the objectives of the programme and achieve the standard required for the award.

4.2. A commitment to inclusive practices and the promotion of diversity in the recruitment of students, in support of our strategic aim to diversify our student population.

4.3. The selection of students is based on assessment of an applicant's suitability for specialist

training, taking account of both current achievement and assessed potential, regardless of background.

4.4. The admissions policy and any supporting documents will comply with the prevailing legal framework, including the Equality Act 2010, as well as the Data Protection Act 2018 and the Freedom of Information Act 2000.

4.5. We will not discriminate on the grounds of age, disability, sex, sexual orientation, gender reassignment, pregnancy and maternity, race, religion or belief, marriage and civil partnership, class or other such unjustifiable cause.

4.6. We will make reasonable adjustments to accommodate individuals with disabilities or access needs to facilitate their engagement with the application and selection processes.

Through our admissions processes, we aim to admit applicants who demonstrate the potential to benefit from higher education study within their chosen discipline and qualification level, supporting their academic progression and personal and professional development throughout their learning journey.

4.7. Selection and admissions processes will be transparent, fair and supportive.

## 5. Links to Related Institutional Policies and to Legislation

5.1. The recruitment and admissions processes for taught programmes are informed by the national legal framework, including legislation relating to equality and diversity and consumer protection. The admissions policy complies with the UK Quality Code and the registration conditions of the Office for Students (OfS).

5.2. This policy supports the implementation of the current Access and Participation Plan which sets targets for increasing representation among applicant and student populations from the following under-represented groups:

- Entrants with an ethnic origin from an underrepresented group
- Entrants from low participation neighbourhoods and areas of high deprivation

5.3. Application fees are payable for some programmes. Where application fees are payable, waivers will be available for applicants who are part of our RADA Connect supported application scheme, details of which are documented on our website.

5.4. Our Equality and Diversity statement can be read here.

## 6. Enquiries about the Admissions Policy

Further information about the admissions policy is available from the admissions team:

admissions@rada.ac.uk

## 7. Responsibilities

A number of departments work together in support of the recruitment process.

7.1. The Admissions Committee oversees the planning of admissions processes in accordance with the institutional strategy. Responsibility for the establishment of student recruitment numbers for each programme lies with the Principal and the Senior Leadership Team.

7.2. The Admissions Committee is responsible for monitoring the operation of admissions policies and procedures and for providing assurance of the efficacy of admissions policies and

practices.

7.3. The Admissions Committee comprises of representatives from each Programme Committee. The Programme Committees consider recruitment and progression statistics and address issues through annual programme monitoring, with reports submitted through the Academic Standards and Quality Committee to the Academic Board.

7.4. Each faculty operates admissions processes in accordance with the principles outlined in this policy.

**7.5. Administrative Functions**

The Deputy Registrar (Admissions & Student Services) is responsible for the general management of admissions procedures, reporting to the Registrar

King's College, London is responsible for the academic standards and quality of the qualifications it awards as our validating body.

## 8. Staff Development and Training

8.1. We ensure that members of staff, and external panel, receive appropriate training on inclusive admissions practices delivered through induction programmes which include equality and diversity training.

8.2. The admissions team, alongside panel chairs, are responsible for the recruitment and training of new admissions panel members.

## 9. Entry requirements – General

9.1. Minimum entry requirements for each programme are published on the website.

9.2. General entry requirements are set out in our Academic Regulations, and are as follows:

a. You must satisfy programme specific entrance requirements for the level and programme of study;

b. You must have demonstrated to our satisfaction, taking into account individual circumstances, the intellectual maturity necessary to gain full advantage from the educational experience offered by the programme of study;

c. You must be proficient in spoken and written English to the levels set out in paragraph 17

d. Students must be 18 years of age on the first day of the induction week in the year that they start their programme of study. We only admit students aged 18 or over on our Higher Education programmes. This enables us to maintain a learning environment, student support framework and safeguarding arrangements that are appropriate and proportionate for an adult student population.

e. Term dates are published on our website www.rada.ac.uk/contact-us-home/term-dates/

f. You must have an appropriate student visa, where applicable;

g. You must comply with the registration procedure laid down by the Academy.

## 10. Entry requirements – International students

10.1. We are licensed to sponsor student visas. Entrants who are not from the UK may be required to obtain a student visa to study on one of our full-time programmes.

10.2. Successful applicants will be sent a conditional offer alongside a 'CAS form'. The CAS form is used to collect information required by UK Visas and Immigration to issue a Confirmation of Acceptance for Studies (CAS).

We will require copies of the following documents before we can issue the CAS:

a. Passport
b. Current or previous UK visas
c. English Language Requirements - to show that your English language is at a level which allows you to complete your course successfully as outlined in each programme entry requirements. These can be found on the relevant course pages of our website (see paragraph 17)
d. Tuberculosis Test, if applicable
e. Financial information (sponsorship and/or proof of available funds)

10.3. International students are required to pay a £3000 deposit on acceptance of their place which is held against the first years' tuition fee.

10.4. On receipt of a fully completed CAS Form, supporting documents, and receipt of a deposit we are then able to issue a CAS number and unconditional offer letter to enable you to start the visa process. Failure to present these documents within the time requested may result in us not issuing a CAS and your acceptance of a place being withdrawn.

10.5. Students completing the FdA in Technical Theatre and Stage Management programme will be required to apply for a new CAS if they have accepted a place on the BA in Technical Theatre and Stage Management programme.

10.6. If an applicant has their visa application refused, we reserve the right to refuse to issue any further CAS.

## 11. Application Process

11.1. Applications for our full-time HE programmes are submitted via our online admissions system. We are not a member of UCAS.

11.2. We are committed to providing accurate information for prospective students about our courses, which gives them a realistic perspective about the nature and demands of conservatoire-level training. Applicants are referred to web-based guidance on application requirements, admissions procedures and selection arrangements.

11.3. Applicants who attend workshop auditions are given the opportunity for informal discussions with the panel, as well as with other staff and students, for their own information, rather than as part of the selection process. Applicants may also be offered tours of the facilities.

11.4. A student may not normally study for an award at another institution concurrently with study at RADA. Failure to disclose any information relevant to this regulation may lead to the termination of an application or an enrolment.

## 12. Application fees

12.1. We may charge an application fee for our courses. The admissions process is not automated, and may involve considerable individual contact with an applicant, especially where there are multiple processes or workshop auditions/interviews. Application fees are not refundable.

12.2. There is no application fee for our undergraduate Technical Theatre Arts programmes.

12.3. In support of our Access and Participation objectives, the Academy offers application fee waivers through the RADA Connect Scheme for eligible applicants from underrepresented groups applying to its undergraduate Acting and Technical Theatre Arts programmes. The eligibility criteria can be found on our website.

## 13. Audition, Practical Workshop and Interview

13.1. Admission to RADA is by audition/practical workshop and/or interview. For undergraduate programmes, we audition/interview everyone who applies. For the BA in Technical Theatre and Stage Management programme and all postgraduate programmes, see paragraphs 14 and 15

13.2. Admissions panels comprise at least two members of staff with specialist knowledge of the relevant art form or discipline. The admissions activities vary in content according to the stage of the admissions process, the requirements of the discipline and the level of the programme. The requirements for each programme are detailed on our website.

13.3. Interviews form part of the selection process for the majority of our programmes, they are used to determine whether an applicant's aims and aspirations are best served by the programme and whether they are consistent with our core values. Interview panels will also consider whether the applicant is likely to be able to meet all the demands of the proposed programme.

13.4. All admissions panels are issued with guidance relating to the conduct of the process. Panels are required to provide scores in line with the relevant admissions criteria and brief written feedback in support of their recommendations.

13.5. Where a member of staff has a personal connection with, or prior knowledge of, an applicant, this must be disclosed to the Admissions Team in advance of any audition/interview. Appropriate arrangements will then be made to ensure the admissions process remains fair, transparent and free from conflicts of interest.

13.6. Should an applicant not be able to attend a scheduled admissions activity because of a mitigating circumstance, an alternative date or online equivalent will be offered wherever possible, although this cannot be guaranteed. In such cases application fees may be retained.

13.7. Applicants may only submit one application per admissions cycle for the same programme and application fees are not normally refundable.

## 14. BA in Technical Theatre and Stage Management (Progression Year) programme

### 14.1. Internal Applicants

14.1.1. Students who have successfully completed RADA's Foundation Degree (FdA) in Technical Theatre and Stage Management will be eligible for admission to the BA progression year programme.

14.1.2. Internal applicants must also demonstrate, through the quality of their work, the

potential to undertake study at honours degree level and produce work of a standard suitable for public exhibition and advanced honours-level training. Applications should be supported by strong recommendations from relevant teaching staff, together with a positive testimonial from a work placement professional, professional student buddy, or other industry specialist familiar with the applicant's work. In addition, applicants will be required to submit a third-year project proposal, curriculum vitae (CV), and cover letter for consideration as part of a formal tutorial process.

**14.2. External applicants (direct entry)**

14.2.1. Selection is based on the applicant's suitability for the programme and their ability to meet its academic and/or professional requirements. The application process requires the completion of an application form through our online admissions system and may include submission of academic qualifications, a CV, a personal statement and (where relevant) evidence of English Language proficiency. Any additional programme-specific requirements and application fees will be outlined at the time of application.

## 15. Postgraduate Programmes

15.1. Selection is based on the applicant's suitability for the programme and their ability to meet its academic and/or professional requirements. The application process requires the completion of an application form through our online admissions system and may include submission of academic qualifications, a CV, a personal statement and (where relevant) evidence of English Language proficiency. Any additional programme-specific requirements and application fees will be outlined at the time of application.

15.2. The Course Leader (or their nominee) will review each application to determine whether there is sufficient prior professional/practical experience to meet the entry requirements for the programme. All applicants meeting that requirement will then be offered an audition and/or interview.

## 16. Disabled Applicants

16.1. We welcome disabled students to our courses. Applicants with a disability, long term health condition, specific learning difference, physical or sensory impairment or mental health condition are encouraged to disclose information which will help us identify and implement reasonable adjustments for interviews or auditions. There is space to provide this on the application form, but applicants are welcome to disclose at any point in the admissions process. Any information shared will be handled sensitively and used solely for the purpose of considering arranging appropriate adjustments.

16.2. Following acceptance of an offer, applicants are invited to complete a Support Questionnaire. The information enables us to identify any support needs and consider reasonable adjustments that may be required to facilitate full participation in their chosen course of study.

## 17. Contextual Admissions

17.1. We are committed to ensuring that our admissions practices support fair access and encourage applications from underrepresented groups. Where available, the following contextual data is considered as part of the undergraduate admissions process:

a. Disability
b. Ethnic origin from an underrepresented group
c. Socioeconomic background (household income under £45,000)
d. Entrants from low participation neighbourhoods and areas of high deprivation

e. Care experienced status

17.2. Where the decision on whether to offer a place to a student is borderline, favourable consideration will be given to applicants with one or more of these indicators. Please refer to our Contextual Admissions Policy for more information.

## 18. English Language Proficiency

17.1. Entrants whose first language is not English may be required to provide evidence of English language proficiency sufficient to undertake and succeed in their chose programme. Any language requirements will also take account of the requirements of UK Visas and Immigration (UKVI), where applicable.

17.2. Our website provides guidance on the requirements set https://www.rada.ac.uk/student-life/international-students/. The offer of a place may be conditional on an applicant obtaining an approved English Language test at the relevant level.

## 19. Application Outcomes

19.1. The application process will result in one of four outcomes: offer, hold, waiting list or unsuccessful. A 'hold' may be issued when we are in the early stages of the admissions process, and we would like to see more applicants before making a final decision. An offer may be made to an applicant on the waiting list if a place becomes available before the start of the programme.

19.2. Successful applicants will receive an offer letter, usually by email. The offer may be subject to one or more conditions. When an offer is made, the applicant will be asked to read and agree to our Terms and Conditions, Fees Policy and Student Code of Conduct. Our Regulations and Policies can be found on our website https://www.rada.ac.uk/regulations-and-policies/

19.3. **Feedback**
Owing to the volume of applicants, and the nature of the process, we do not usually provide feedback to applicants. Constructive feedback and redirection may be given by the panel during live workshop auditions.

## 20. Non-standard entry, direct entry and transfer

20.1. Entry to each of our programmes is set out in the respective admissions requirements as published on our website.

20.2. We accept direct entry to the BA Technical Theatre and Stage Management (progression year - equivalent to Year 3 of a degree programme) if the entry requirements are met (para 14).

20.3. Due to the integrated and sequential nature of the training, direct entry with advanced standing or credit transfer are not permitted. All students must apply for and enter their programme in Year 1.

## 21. Deferred applications

21.1. We do not normally permit deferred entry to any of our programmes due to the specialist, cohort-based nature of many of our programmes. You are expected to start your course on the date indicated in your offer letter and applicants wishing to start their studies at a later date will generally be required to submit a new application.

21.2. You may be eligible to apply for a deferral of entry if the following criteria are all met:
   a) Unforeseen personal circumstances that are outside of your control which will prevent you from taking up your offer on the start date indicated in your offer. These might include bereavement or ill health (and any associated complications);
   b) Overseas students:
   c) should your country of origin be unable to process visas, or release already secured financial support in time for entry, or other national/global unforeseen circumstances occur that prevent you starting your course on time;
   d) You have met all conditions of your offer, including immigration requirements and the Financial Declaration.

21.3. Financial difficulties that you might have reasonably been expected to anticipate prior to applying will not be considered an acceptable reason for deferral. Failure to secure a RADA scholarship, or any other form of financial support will not be considered a valid reason for a deferral.

21.4. Requests to defer entry will be considered on a case-by-case basis and are not guaranteed.

21.5. In the event of a deferral being offered, deferral will be granted for a maximum of one year (e.g. a deferral from September 2026 entry to September 2027).

**22. The Contract**

22.1. A contract is formed when an applicant accepts the offer of a place with us and agrees to the Terms and Conditions of the offer which includes the Fees Policy. Applicants should note that tuition fees become payable on the first day of the first term.

22.2. Terms and Conditions are provided to applicants in durable form. Along with the relevant programme specification, this document forms part of a contractual agreement between us and the applicant.

**23. Financial Information and Tuition Fee Assessment**

23.1. Applicants who accept a place will be sent details of their tuition fee obligations in the offer letter alongside our Fees Policy (via email) as part of the pre-enrolment information.

23.2. We would not expect an applicant to accept a place offer without the means to pay for their course of study.

23.3. The level of tuition fees that an applicant is liable to pay is based on their fee status, which we assess using UK Government legislation. Guidelines for fee assessment are set out by the UK Council for International Student Affairs (UKCISA). In some cases, we may require additional information from applicants and will contact them via email if necessary.

**24. Accuracy of Information**

24.1. The accuracy of promotional material relating to programmes is the responsibility of our Marketing and Communications Department, liaising with Programme Leaders, Heads of Departments and Student and Academic Services, with the Registrar having editorial responsibility for regulatory information. The Deputy Registrar (Admissions and Student Services) is responsible for ensuring that information sent to applicants and prospective students is updated annually, including the web-based information.

24.2. Every effort will be made to avoid making significant changes to programmes between the point of offer and the point of enrolment. Where a change is necessary, due to

unforeseen circumstances, full details will be sent to applicants who will be asked to consent to the changes at the point of enrolment.

## 25. Criminal convictions

25.1. Having a criminal record is not necessarily a bar to training with us. Disclosure is not a requirement of the application process, but we do encourage entrants to disclose information pre-enrolment so that they can be fully supported throughout their studies. However, applicants requiring a student visa are required to disclose this to us as part of the visa application process as it may impact on their ability to study in the UK.

25.2. Some programmes require work within a setting where a DBS check is needed and therefore some criminal convictions may prevent a students' enrolment on the programme or engagement with elements of the curriculum.

25.3. When referring to existing students and selecting applicants for admission, criminal convictions which are deemed spent under the terms of the Rehabilitation of Offenders Act 1974 will not be taken into account, unless such convictions are deemed as 'exceptions' under the terms of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975.

25.4. We will process any information in line with our Disclosure of Criminal Convictions Policy for Applicants and Students https://www.rada.ac.uk/regulations-and-policies/

## 26. Fraudulent statements and omitted details

26.1. We will initiate an investigation if we have reason to believe that an applicant has provided false information, omitted relevant information, made any misrepresentation and/or provided forged or counterfeit documents. The application may be cancelled and any relating offer of a place on a programme rescinded.

26.2. If any enrolled student is subsequently found to have been admitted on the basis of fraudulent information may be subject to our non-academic misconduct process which could result in them having their studies terminated.

## 27. Data Protection

27.1. We process applicants' personal data in accordance with UK data protection legislation. Personal information provided as part of an application will be handled securely and confidentially and used only for legitimate admissions, enrolment and student administration purposes. Further information about how personal data is collected, used, retained and shared can be found in RADA's Privacy Notice: www.rada.ac.uk/privacy/

27.2. We collect and process data relating to applications, offers, acceptances, enrolments and student progression to support the administration of admissions and student records, monitor the effectiveness and fairness of its recruitment and admissions processes, and fulfil its statutory, regulatory and reporting obligations. This may include reporting to organisations such as the Office for Students (OfS), the Higher Education Statistics Agency (HESA) and other bodies where required by law or regulation.

27.3. By applying, you acknowledge that we will process your personal data for the purposes outlined in 27.2 and to meet legal, regulatory and statutory reporting requirements. Personal data will be processed in accordance with RADA's Privacy Notice and applicable data protection legislation.

27.4. For questions about the use of your personal information or your data protection rights, please contact data@rada.ac.uk

## 28. Appeals and complaints

28.1. If an applicant feels that they have grounds for an appeal or complaint on an application decision, they should follow the process published on our website: https://www.rada.ac.uk/regulations-and-policies/

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