



ADMISSIONS POLICY

Policy/Procedure creator: Senior Management Team

Policy/Procedure created/reviewed: 03/07/23

Centre Name	MEPA Academy
Centre Number	61710
Date policy first created	01/09/2021
Current policy reviewed by	Kate Williams
Current policy approved by	Mandy Ellen
Date of next review	03/07/24

Key staff involved in the policy

Role	Name
Exams officer	Kate Williams
ALS lead/SENCo	Claire Ross
Senior leader(s)	Mandy Ellen and Emma Finch
Head of centre	Mandy Ellen
Other staff (if applicable)	Not Applicable

This policy is reviewed and updated annually to ensure that access arrangements process at MEPA Academy is managed in accordance with current requirements and regulations.



ADMISSIONS POLICY



Admissions Policy Statement

The aim of MEPA Academy is to offer a place to pupils from all backgrounds who can demonstrate an ability to access and take full advantage of our arts-based education. The decision to offer a place will be based on the audition process involving performance, academic tests and information from current school. MEPA Academy is committed to equal treatment for all, regardless of a student's sex, race, ethnicity, religion, disability, sexual orientation or social background. MEPA Academy needs to be secure in their knowledge that they will be able to fulfil a student's potential so that they will have a happy and successful school experience.

Admissions to school are from Year 7-10. MEPA Academy will take Year 11 students in exceptional circumstances only where they can ensure that the student will gain from the school and the teachers are able to meet the needs of the students in their subjects.

It is of great importance that a parent/guardian informs the school on the application form should prospective applicant be disabled under the definition of the Equality Act 2010 and thereby require reasonable adjustment for the auditions or academic tests.

After a pupil has auditioned for a place at MEPA, a team of staff collates all the information fed back from the different audition tasks and decides whether the individual would enjoy and benefit from an education at MEPA. Offers are made based on these discussions. We aim to inform the parent/carer and student of the outcome within a reasonable timeframe.

Pupils with learning difficulties or statements of special needs

Our SEND Department works with SEN pupils on a one-to-one basis when necessary. They also provide advice to staff as to the most successful ways of working with the specific learning difficulties of individual pupils.

If your daughter or son has a physical or visual impairment, it is important to contact the school prior to an audition. In such cases, we consider whether we can accommodate the level of disability at the school.

Prospective pupils already holding an Educational Healthcare Plan (EHCP) should inform us before they accept an audition. There are some forms of special educational need that we do not have the expertise to accommodate and, in such cases, a meeting with parents, the EHCP caseworker, and any other multiagency departments is necessary so that we are better able to reach an informed decision (see the school's SEND Policy).

Admission process for prospective pupils

Prospective students need to initially submit an enquiry which will then be viewed by SMT. The family will then be invited into school for a private, initial show round and meeting. If they wish to pursue a place at MEPA Academy the next step is to be booked in for a 'taster day'. This will include both academic and vocational lessons. During the day the student will be asked to complete a Maths and English assessment as well as perform audition pieces.

The Maths and English assessment will be an indication of the levels the pupils are working at. Please inform us in advance if your daughter/son has any specific learning difficulties, as we can consider these when we are marking the Math's and English papers.



Audition requirements

- A short dance of no more than two minutes (accompaniment on CD, ipod, phone or laptop acceptable).
- A two-minute monologue from a play (ensure that the character is of an appropriate playing age for the candidate and bring a copy of the text).
- A short song to either backing track or sheet music may be selected from a list provided
or
- If the candidate so wishes, they may perform a short instrumental recital
- Candidates will also take part in a selection of vocational classes

At the end of the audition process, each candidate is assessed for his/her suitability for the school.

Other points to note:

- Parents / Carers are required to sign a contract before a pupil starts school. This outlines our conditions, amongst which is the requirement that a term's notice must be given before a pupil leaves the school.

Late Entries

MEPA Academy will accept late entries throughout the term, but all entries must follow the same Admissions Process as stated above.

To enquire about a late entry please email info@mepacadmey.com or call 01622 756644





MEPA Academy Application Form

All those invited to audition will be asked to prepare:

- One short Acting monologue
- A song (2 minutes max)
- A Dance (1 minute max)

All applicants will take part in vocational and academic classes, where they will sit an assessment in both Maths and English.

To be considered for audition this form must be completed and accompanied by:

- Two photographs of your child (headshot & full length)
- Your child's most recent academic School report
- A copy of your child's birth certificate
- A copy of your child's Passport

Please return your application to:

MEPA Academy

Earl House Earl Street

Maidstone Kent ME14 1PF





APPLICANTS FULL NAME	
GENDER	
IDENTIFIES AS	
APPLICANTS ADDRESS	
APPLICANTS CURRENT SCHOOL YEAR	
APPLICANTS DATE OF BIRTH	
DOES YOUR CHILD NEED A CAS NUMBER TO STUDY IN THE UK?	
WILL YOUR CHILD NEED TO BOARD WITH A HOST FAMILY?	





PARENT / GUARDIAN DETAILS

PARENT / GUARDIAN 1 - NAME	
CURRENT ADDRESS	
RELATIONSHIP TO CHILD	
EMAIL ADDRESS	
HOME TELEPHONE NUMBER	
WORK TELEPHONE NUMBER	
MOBILE TELEPHONE NUMBER	
I can confirm that I have parental responsibility for my child	
SIGNED	

PARENT / GUARDIAN 2 - NAME	
CURRENT ADDRESS	
RELATIONSHIP TO CHILD	
EMAIL ADDRESS	
HOME TELEPHONE NUMBER	
WORK TELEPHONE NUMBER	
MOBILE TELEPHONE NUMBER	
I can confirm that I have parental responsibility for my child	
SIGNED	





VOCATIONAL SCHOOL/S OR CLASSES ATTENDED

VOCATIONAL SCHOOL	CLASSES TAKEN

VOCATIONAL HISTORY

Please provide details of most recent professional experience (if any)

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MOST RECENT VOCATIONAL EXAMS TAKEN

SUBJECT	EXAM BOARD	GRADE





ACADEMIC INFORMATION

Please list details of your child's Educational Schools attended. Most recent / current first.

DATE FROM	DATE TO	NAME OF SCHOOL	STATE OR INDEPENDANT

We may contact your current school for a reference (Please indicate if you do not want us to do this.)

YES		NO	
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EDUCATIONAL NEEDS

Is there currently a social worker or any additional agencies working with your family?

YES		NO	
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	YES / NO
Additional Educational Needs?	
Additional Support in School?	
Educational Phycologist Report?	
Individual Educational Plan?	
Disability or Other Condition ?	
Statement of Educational Need?	
Will the applicant need additional time in their academic test?	
Will the applicant require a laptop in their academic test?	

If you answered Yes to any of the above please give details below.

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MEDICAL DETAILS

	YES / NO
Does the applicant have any medical conditions we should be aware of?	
Does the applicant take any regular medication we should be aware of?	

If you have answered yes to any of the above it is essential you give full details below

I agree to my Child applying for a place at MEPA Academy and understand that places are offered by successful audition only.

I consent to any photo's / videos taken can be used for social media.

Parents signature:

Date:

