



# BOA Stage & Screen Production Academy

## Admissions Policy

<b>Last review date:</b>	September 2025		
<b>Next review date:</b>	September 2026		
<b>Statutory Policy:</b>	Yes		
<b>Date</b>	<b>Version</b>	<b>Reason for change</b>	<b>Review</b>
			Annually

BOA Stage & Screen Production Academy admission arrangements for learners applying during the academic year 2024-2025, to start at the academy in September 2025.

## **1. Introduction**

BOA Stage & Screen Production Academy is a 16-19 academy which offers a unique approach for learners interested in administration, technical and production skills for film, television and theatre. The academy combines knowledge, understanding and skills within a practical context where learners have real briefs and issues to solve relating to the industry and environment of stage and screen. The academy also provides a range of learning experiences and networking opportunities, which prepare learners for the world of work.

## **2. Capacity**

The Academy has a total capacity of 400 places (full-time equivalent) for learners mainly in the age range 16-19. It will admit up to 200 each year.

## **3. Minimum study programme**

All learners are expected to enrol on a programme of study comprising a minimum of 580 planned hours per year.

Those learners studying on a level 3 programme, who have not achieved at least a GCSE grade 4 in both English and Maths will be required to study these GCSEs alongside their other subjects.

## **4. Minimum Entry Requirements**

No learner will be assessed for academic ability. For level 3 programmes, the assessment will be on the learner's aptitude and no other factor.

Level 4 programmes require the learner has previously completed and passed a level 3 programme and is aged 18 years of age on 1<sup>st</sup> September in the year the course commences.

Where fewer applicants than the published admission number for the relevant year group and course are received, the Academy will offer places at the Academy to all who applied.

The academy will provide information, advice and guidance for candidates during the application and assessment process.

## 5. Applying for places

5.1 The application period will be made available under the admissions section of the academy website. The Academy will consider all applications for places at BOA Stage & Screen Production Academy. **All applicants will be required to take the aptitude assessments.**

Stage 1 Applicants complete and submit the online application form.

Stage 2 Applicants are invited to attend an aptitude workshop to assess the applicant's aptitude in (his, her, their) chosen course.

Applicants are assessed in three workshops which are interactive and allow applicants to demonstrate creativity, communication/collaboration, positivity, flexibility. The workshops are designed to offer applicants the opportunity to demonstrate potential in their chosen area of study. The aptitude workshops will be conducted by BOA Stage & Screen Production Academy staff and/or industry professionals.

The aptitude day will consist of three workshops and a discussion:

1. 3 activities related to the chosen pathway discipline (assessed)
2. A discussion to give candidates the opportunity to talk with staff about their passions for the stage and screen industry (This activity is not assessed).
3. A reflective written task (not assessed) to encourage learners a chance to feedback on the activities of the day, and which also contributes to the evidence base the SEND and teaching teams will use to plan personalised teaching strategies for successful candidates.

Members of staff who oversee each aptitude workshops will be looking for the following:

1. Innovation and creativity in the specialist area
2. Effective communication relevant to the specialism
3. A positive response to the learning process, ability to take direction and progression over the workshop
4. A flexible approach to a range of specialist area contexts

Applicants will be scored on a 1 to 4 scale.

Each area of the workshop will be marked out of 4 where 4 demonstrates the behaviour to a very high degree and 1 does not demonstrate the behaviour.

Learners can score a maximum of 48 marks and a minimum of 16.

The discussion is not marked.

Members of staff have annual training to ensure all workshops assess aptitude – which is the individual’s ability and capacity to learn and develop proficiency rather than a measure of ability.

**Equal Opportunities:** The Academy is committed to equal opportunities and admits learners across a full spectrum of academic abilities. All learners have equal access to the curriculum and the Academy has a learning support programme to support learners with additional learning needs.

The Academy publishes information about the provision, and manages applications online via the website. This contains information about the arrangements for admission, including oversubscription criteria. It includes details of open evenings, information evenings and other opportunities for prospective learners and their parents to gain information. The Academy also provides information in relation to BOA Stage & Screen Production Academy to Birmingham Local Authority and other relevant LA’s for inclusion in the composite publications, as required.

The Academy will provide opportunities for prospective learners and parents to visit BOA Stage & Screen Production to seek information about the Academy.

The Academy aims to fill all places by 31<sup>st</sup> January 2025. However, we will operate multiple application cycles each academic year as required. Should there be any places remaining, then the academy can choose to keep applications open, and conduct aptitude workshops on an ad hoc basis, until places are filled.

Offers will be sent out within two weeks of a learner attending an aptitude workshop.

When offer letters are sent, applicants are given a date by which acceptance of the place offered must be received by BOA Stage & Screen Production Academy. If the applicant fails to accept the place by the due date, it will be assumed that they have refused the place

Term will begin in September.

## 6. Oversubscription criteria

Learners will be allocated a place based on the aptitude scores; highest scores receive highest priority. If any learners are tied for the final place, random allocation will be used to decide who will be admitted.

## 7. Waiting lists

Where, in any year, the Academy receives more successful applications for places than there are places available, a waiting list will operate until the end of the first term (October 2025).

## 8. Appeals

Stage 1: A learner can appeal for a second chance. During the first and second chance workshops BOA Stage & Screen Production Academy staff will use their professional judgement of applicants, based on the criteria for admissions.

Stage 2: If after the second chance workshop an applicant is not offered a place an appeal may be made in writing within 14 days of the decision being communicated to the applicant. An appeals panel consisting of three people, including a Chair who is independent of the Academy supported by a clerk who is also independent of the Academy will hear the appeal. The panel may choose to invite the applicant to gain a better understanding of the grounds for the request or because the panel wishes to ask questions of the applicant or parent/carer.

A Stage 2 appeal may only be made on the grounds that the academy has not followed its own admissions procedure. This is referred to as the “Permitted Grounds”. Any appeal not made on Permitted Grounds will not be allowed to proceed. It is therefore very important that the letter requesting an appeal under Stage 2 must state clearly how the Academy has not followed its own procedure in reaching a decision not to admit an applicant.

After careful consideration of the request and reviewing any evidence and representation made by the applicant, parent/carer and Academy, the panel will conclude by:

1. Upholding the original decision not to offer a place
2. Determining if the applicant should be offered a place

The decision of the panel is final and will be communicated in writing. There will be no further right of appeal at this point.

## 9. Review

This policy will be reviewed annually and any amended policy for the following September will be published on the Academy website before the end of the preceding September (i.e. the policy for admission in September 2026 will be published in September 2025). The policy will remain on the website throughout the academic year.

## 10. Complaints

If you are unhappy with any aspect of the admission policy or appeal process you may submit a complaint, outlining your concerns to the EFA at [Academy.QUESTIONS@education.gsi.gov.uk](mailto:Academy.QUESTIONS@education.gsi.gov.uk), though you should first raise any concerns with the Academy via its website.

## 11. BOA Stage & Screen Production Academy Demographics

BOA Stage & Screen Production is a regional academy, drawing learners from a wide geographical area. The demographics below represent the 2021 cohort and give an indication of expected intake for future learners.

Birmingham (and Greater Birmingham, Solihull, Wolverhampton, Dudley, Sutton Coldfield etc.)	52%
Staffordshire	12%
Coventry and Warwickshire	11%
Worcestershire	12%
Shropshire	6%
Derbyshire	3%
Leicestershire	3%
The other 3% from Herefordshire, Gloucestershire, Northamptonshire, Oxfordshire and beyond	3%

