



SCREEN AND
FILM SCHOOL

**Screen and Film School
Admissions Policy
UK**



Contents

Introduction.....	3
Aims.....	3
Our Promise.....	3
Pre-Application.....	4
Selection of Students.....	5
Declaration of Criminal Convictions	5
Admission Process	6
Applicant Days: Portfolio Assessment	6
Entry Criteria	6
Alternative Qualifications	7
Right to study checks	8
Offers.....	9
Offers for Undergraduate Courses	9
Deferral Requests	9
Unsuccessful Applications	9
Communication of Feedback.....	10
Re-application.....	10
International Students.....	10
Disabled Students and those with Long Term Health Conditions	10
Recognition of Prior Learning (RPL) & Recognition of Prior Practice (RPP)	11
Documentation.....	12
Extenuating Circumstances	12
Applicant Complaints & Appeals Procedures	13
Diversity.....	15
Widening Participation	15
Data Protection	15
Open Days	16
Terms & Conditions.....	16

Introduction

Screen and Film School ("SFS") is committed to promoting equal opportunities for all applicants to each College. Each Screen and Film School College will comply with this UK Admissions Policy ("Policy"). We actively seek to recruit a diverse student body that is reflective of the wider community, including students from the UK and EU and mature applicants. We believe that a diverse student body provides for a more creative and dynamic creative community and this is in line with the ethos and mission of Screen and Film School. No applicant will be excluded from entry to any course as a result of discrimination on the grounds of age, race, colour, nationality, ethnic origin, sex or sexual orientation, mental status, disability, religion or belief. Screen and Film School will operate within the guidelines of the Equality Act 2010. The admissions team is led by the Head of Admissions, who supervises, and is responsible for, the admissions procedure.

This Policy is intended to inform the actions of staff when carrying out the admissions functions of Screen and Film School ensuring that fairness and consistency are embedded within the admissions process. It is also intended to inform prospective students, applicants/agents of the details of the admissions process to help them through the process and also manage their expectations of Screen and Film School.

Aims

This Policy aims to ensure that:

- All entry criteria are transparent and justifiable;
- All applicants to Screen and Film School are treated fairly, in a transparent and consistent fashion;
- All applications are responded to promptly and efficiently;
- All applications are dealt with and admissions decisions are made by appropriate staff;
- Clear and impartial advice is given to applicants and that they are placed on the most appropriate course;
- Screen and Film School complies with the UK Quality Code and all applicable laws, including the Equality Act 2010.

Screen and Film School is committed to excellence in admissions and aims to provide a professional, fair, equal and transparent service to all applicants. Screen and Film School aims to recruit students who have the potential to meet the demands of and benefit from their course. Screen and Film School is also committed to the widening participation agenda. Screen and Film School will take every possible step to ensure that no prospective student or applicant is treated unfavourably.

Our Promise

Screen and Film School undertakes to:

- Conduct regular reviews of all admissions procedures;
- Treat all applicants fairly in line with the terms of this Policy;
- Provide prospective students with factual information about our courses and what students can expect to experience, through our website and our prospectus materials, and through any promotional events and College exhibitions we may attend;

- Encourage all prospective students to seek further advice and guidance at a Screen and Film School Open Day;
- Regularly review all prospectus and website materials to ensure they are accurate and up to date.

Pre-Application

- Screen and Film School commits to dispatching a physical prospectus pack to all potential applicants within 48 hours of their initial enquiry. Prospectuses are also available from the website as an immediate download.
- Pre-application information is available from the website, in the prospectus, and leaflets or brochures covering the following areas:
 - Course specifications and details including indicative curriculum information;
 - Accreditation/approval of courses by professional bodies or Partner Colleges and Universities;
 - Course structures, duration, mode of attendance and qualification title;
 - The general and subject specific entry requirements for each course;
 - The range of resources available at each Screen and Film School College, including information on the virtual learning environment and other on-line learning resources;
 - The details of lecturers in each specialist department;
 - The details of all senior staff at each Screen and Film School College;
 - Details of academic policies and processes through the Academic Development & Quality Manual;
 - Information on Screen and Film School Open Days and College tours;
 - How to apply to Screen and Film School (including UCAS application details);
 - Recent Screen and Film School masterclasses and other events;
 - Course fees and payment arrangements, and sources of financial advice;
 - Sources of financial assistance (internal and external), including scholarships and bursaries.

Screen and Film School is committed to providing all stakeholders with all material information required to make an informed decision about their choice of HE provider and course. However, as printed materials may have been published well in advance of any start date, Screen and Film School reserves the right to make amendments to the published contents, methods of delivery or specific entry requirements of courses if such action is reasonable and considered to be necessary. We endeavour to ensure that all information available on our website is up-to-date and encourage stakeholders to see this as the authoritative source of course information.

Screen and Film School endeavours to inform applicants at the earliest opportunity of any significant changes to the content or format of a course that are made between application and enrolment. Screen and Film School aims to provide all the courses that are advertised in the prospectus, on the Screen and Film School website and where applicable, on the UCAS website. However, if it becomes necessary to withdraw a course, or a particular intake of a course, Screen and Film School will inform applicants to the course at the earliest opportunity and will give

applicants the chance to be considered for an alternative course where possible (see student Terms & Conditions for further details).

Selection of Students

Students are selected on the basis of evidence of: (i) academic achievement; (ii) ~~musical~~ personal experience (as appropriate); and (iii) portfolio review, in each case as against the advertised admissions criteria for a particular course. In addition, admissions staff look for the evidence of an individual's potential to benefit from study at Screen and Film School and to make a positive contribution to the College. We aim to secure a good match between the abilities and aptitudes of the applicant and the demands of the course. We ensure that any offer made is at a level which is appropriate to the potential of the applicant to succeed and progress towards the achievement of their own goals.

Declaration of Criminal Convictions

Applicants are required to declare any criminal convictions for offences against a person, whether of a violent or sexual nature, and convictions for offences involving unlawfully supplying controlled drugs or substances where the conviction concerns commercial drug dealing or trafficking. Applicants do not need to reveal convictions that are spent (as defined by the Rehabilitation of Offenders Act 1974). If a conviction is declared, applicants may be contacted for more information. If applicants are convicted of a criminal offence after applying, they are required to inform Screen and Film School accordingly.

Upon declaration of a criminal conviction, and receipt of further details of the offence(s) the following factors will be considered:

- The nature of the offence(s). Whether the criminal conviction has any bearing on the applicant's suitability to become a member of the student body (e.g. violent or sexual crimes, drug dealing)
- The time that has passed since the offence(s) were committed
- Any additional information provided by other sources, such as the Probation Service, Social Services, or senior prison officers in the form independent references or reports
- If more than one offence was committed, the number of offences and whether each was a separate offence, or part of a series of similar offences
- Whether the applicant's circumstances have changed since the time of the offence(s)

Consideration will be given to whether the applicant, if admitted onto a course, would be likely to:

- Endanger staff or students
- Be a threat to property

One of the following decisions will be made by the College Principal of the preferred study location and Head of Marketing and Admissions:

- Whether further information is needed from the applicant or third party. In some cases, a meeting in person will be required.
- Accept applicant for entry onto their course of choice. Additional conditions of entry may be required e.g. relating to access to accommodation services.

- Decline applicant for entry.

Please note that consideration of criminal convictions is separate to the assessment of an applicant's academic suitability. Sensitive information provided by the applicant will be destroyed once a decision has been made and only the outcome will be recorded.

Admission Process

Application to Screen and Film School must be made through one of the following routes:

- Undergraduate courses - Applications must be submitted through UCAS (Universities & Colleges Admissions Service).
- Postgraduate courses - Direct application to Screen and Film School.

Applicant Days: Portfolio Assessment

The portfolio assessment is an essential tool for allowing staff to take full account of the applicant's skills and potential to succeed on their chosen course. The information recorded on the assessment form comprises academic qualifications, film preferences and relevant experience. While there is no requirement for criminal or medical checks on potential students, all staff are checked against the Disclosure & Barring Service database. The admissions team is led by the Admissions & Enrolment Manager as well as the Head of Marketing & Admissions, who schedules the Applicant Days and supervises the admissions procedure. All staff are aware of positive interview methods and equality of opportunity issues.

- The assessment lasts, between 10-15 minutes and is conducted on a one-to-one basis by a member of SFS's specialist teaching team and hosted by a member of the Admissions team, who provides information about the school and the admissions processes.
- As part of the assessment, applicants will be asked to answer questions based on their personal statement, as well as on aspects of their chosen discipline.
- Applicants for filmmaking courses will be expected to present a portfolio demonstrating vocational skills.
- Applicants will also be asked to explain what they hope to gain from the course and their future aspirations.
- All applicants will receive information regarding academic and other support services available.
- All students will be asked to declare any additional learning support needs; and should these be identified, they will be followed up by appropriate specialist staff once an offer has been made.

Entry Criteria

Screen and Film School has clearly documented minimum standard entry requirements for all its courses. These minimum entry requirements are set out below:

Additional entry requirements and typical offers for each course are published annually in hard copy prospectuses, on the Screen and Film School website and where applicable on the UCAS website.

Entry requirements are reviewed on an annual basis and are updated if necessary. Screen and Film School ensures that the most up to date information is clearly displayed on its website.

Academic entry requirements

- **Undergraduate:** Please refer to each course overview on the Screen and Film School website for specific entry requirements. Applicants aged 18, wishing to study an undergraduate course must have obtained the minimum Level 3 requirements/UCAS points for the course of interest by the course start date.
- **Postgraduate:** Applicants will be required to have achieved an undergraduate degree at 2:2 or above in a creative industry related subject or significant professional experience in the creative arts/industries.

Age on Entry

Screen and Film School welcomes applications from people of all ages, subject to meeting our course entry requirements and the below:

English Language

All courses at Screen and Film School are taught and assessed in English. All applicants should have achieved at the point of entry a GCSE grade C/4 in English Language, or other accepted equivalents.

Applicants whose first language is not English and for whom the majority of their education has not been in English will also need to demonstrate proficiency in English language by formal academic qualification, meeting the minimum standard B2 Level for all courses. Specific requirements are outlined in the course overviews or within an offer.

Alternative Qualifications

Applicants with qualifications equivalent to those required (and detailed above) or with equivalent evidence of experiential learning will also be considered. Further information about Recognition of Prior Learning and Recognition of Prior Practice can be found below.

Applicants are normally expected to achieve, or already have, the published course entry requirements. Exceptionally, applicants who do not meet course entry requirements may still be considered if the course team judges the application demonstrates additional strengths and alternative evidence. This might, for example, be demonstrated by:

- related academic or work experience;
- the quality of the personal statement;
- a strong academic or other professional reference;
- evidence of motivation, potential, knowledge and ability to study the course of their choice;
- or
- a combination of these factors.

Screen and Film School is committed to giving full and fair consideration to all entry qualification information presented by individual applicants. Screen and Film School will only offer a place

where there is evidence that an applicant is capable of completing their chosen course with a good final classification, and as such, Screen and Film School reserves the right to exercise academic judgement and discretion when assessing any prior attainment.

Applicants who have Non-UK Qualifications

Admissions staff have experience in considering a wide range of international qualifications against Screen and Film Schools entry requirements. Information for international applicants can be found on the Screen and Film School website. Prospective applicants who wish to discuss whether their qualifications will meet the entry criteria should contact the Admissions Team by email: admissions@screenfilmschool.ac.uk or by phone: 01273 60 20 70

Right to study checks

Screen and Film School is required by the Home Office to take steps to ensure that every student studying at Screen and Film School has permission to study in the UK throughout the whole period of their study. Both incoming and current students will undergo a right to study check at the point of enrolment.

- If you hold a UK/EU/EEA nationality you are entitled to study in the UK full-time. We will ask to see your passport at the point of enrolment.
- If you hold a non-EU/EEA nationality, you will be required to evidence your 'right to study' by providing a copy of a relevant Visa or endorsement stating that you have a permission to remain in the UK and this permission does not restrict you from Full-Time study at Screen and Film School.

If your immigration status is due to expire shortly after your course commences, or if you have a pending application which may mean we cannot determine if you have the right to study, you may wish to consider deferring your studies until your immigration status has been extended or granted.

The admissions team may request copies of your passport (and visas) at the point of your application to determine your student status (Home/EU/International) to determine correct fees or if you require a Tier 4 visa to study in the UK. We will ask that you bring your original document to your enrolment.

Applications

All applicants are required to indicate their nationality, country of birth and country of permanent residence as part of their application. In most cases the provisional residential category indicated on the application form will enable Screen and Film School to make a decision on the fee status of an applicant. Applicants can be assessed as eligible to pay either Home tuition fees, or overseas tuition fees. If Screen and Film School considers an applicant's fee status to be unclear from the information provided in their application, Screen and Film School will write to the applicant to ask for further information. This process will normally take place before the applicant has been academically assessed. Screen and Film School reserves the right to identify an applicant as eligible to pay overseas tuition fees at any point in the admissions process up to the point of enrolment.

Once the selection process has been concluded an offer or an unsuccessful decision will be made.

Offers

All offers will provide details of Screen and Film School's student terms and conditions which can be found [here](#).

Screen and Film School is committed to ensuring that offers will be in a clear, easy to understand form and will be consistent with the published entry requirements.

If the course team who are considering the application deem the application to be more appropriate to an alternative course of study an alternative course offer may be made. Applicants will be informed of this offer to an alternative course either at interview or by telephone. Applicants do not have to be considered for an alternative course and can opt out from this process at any point during the admissions cycle.

Offers for Undergraduate Courses

Applications for undergraduate courses are made through UCAS. Offers will be issued in line with UCAS procedures once the applicant has completed the required application processes. For further information regarding UCAS application deadlines visit www.ucas.com.

Enrolment and Induction packs are sent out to all prospective students six weeks before the commencement of the course.

Offers may be unconditional or conditional. If unconditional the applicant has met all the academic selection criteria for the course. If conditional, some criteria still must be met. As an example, this may be dependent on results of qualifications currently being studied for.

Enrolment and Induction packs are sent out to all prospective students six weeks before the commencement of the course.

Deferral Requests

Applicants holding offers may request to defer their place for a maximum of one calendar year only.

Undergraduate applicants wishing to defer should use the UCAS application form to indicate that they wish to defer entry to the following year. Applicants who have applied for deferred entry and subsequently wish to cancel this request should contact Screen and Film School as soon as possible.

Unsuccessful Applications

Screen and Film School reserves the right to refuse admission to applicants who have not met academic or non-academic entry requirements; where there is evidence that they are unable to meet the academic, professional or vocational requirements of the course or where the course is full.

When advising an applicant that their application to a course of study has been unsuccessful where possible they will be advised of alternative courses within Screen and Film School for which there are vacancies or to offer guidance if feedback is requested by the applicant.

If an application has been made through UCAS, following an unsuccessful decision it may be possible to use the clearing process (see www.ucas.com).

Communication of Feedback

Requests for feedback should be made in writing by the applicant or someone that the applicant designates in writing to act on their behalf. Requests should be sent to the Admissions team dealing with the application in the first instance.

Screen and Film School endeavours to respond to all requests for feedback within 20 working days. If a school advisor writes to request feedback on the way in which they are preparing applicants to a College, the request should be referred to the Admissions team dealing with the application.

Any subsequent correspondence related to a request for feedback must be referred to the Admissions team dealing with the application.

Re-application

There may be cases where applicants wish to re-apply to Screen and Film School. The communication of a Screen and Film School decision will give clear guidance to the applicant in cases of re-application, as follows:

- Applicants who decline an offer and who are not given a deferred place must reapply in the next or subsequent rounds of application. Applicants who have been previously offered a place (which has been declined) are not guaranteed an automatic offer in the next or subsequent rounds of application;
- Applicants who have been rejected and wish to reapply may do so, but they should be given guidance to the effect that even if they respond to the feedback given, they will not necessarily be successful in the next or subsequent rounds of application. This is because they will be assessed in the context of a new field of applicants.

International Students

Screen and Film School is not currently a registered Tier 4 sponsor. As such Screen and Film School cannot accept Non-EU International students unless you hold permission to remain in the UK and this permission does not restrict you from Full-Time study at Screen and Film School.

Disabled Students and those with Long Term Health Conditions

Screen and Film School is committed to inclusion and equality. Our main aim is to remove disabling barriers that students face and support students to work as independently as possible. We make adjustments and provide support, so that disabled and dyslexic students can succeed on their courses. All staff involved in the admissions process have a responsibility to help to ensure that applicants feel comfortable about disclosing their disability-access needs at any stage in the admissions process.

It is Screen and Film School's policy that any potential needs of students with disabilities are, to the extent possible, identified and addressed within the detailed admissions process and efforts are made to take account of an individual applicant's situation. This can be organised on the phone or

via email with the Admissions team prior to arrival, and any specific needs can be accommodated during the admissions process.

Any student with a disability can discuss any aids, adaptations or special requirements needed to enable them to fully participate in the course with their Admissions Advisor. If necessary, an Accessibility Study will then be commissioned. This is first addressed in the admissions process where students are asked to provide details of any special needs or requirements. Induction, registration and enrolment activities are also fully accessible to disabled students, and the needs of any student are accommodated in the design of such activities.

Applicants are invited to disclose their access needs at all stages of the application process (initial application/interview, offer etc), but are encouraged to do so as early as possible in the application process to ensure that necessary support arrangements can be put in place during the admissions cycle and before they arrive at Screen and Film School.

Screen and Film School is unable to accept responsibility for any delays in providing student support and reasonable adjustment if an applicant does not disclose this information at the point of application. In some instances, students may be advised that they are unable to participate on their course if they have not disclosed this information and if Screen and Film School is at the point at which consideration for adjustment is not practicable.

Applications from students disclosing a disability or long-term health condition are judged on the basis of the standard entry criteria for the applicant's chosen course and decisions are made purely on these criteria.

The reasons for enquiring about disability access needs are:

- To allow early discussion of any access arrangements the applicant might require, e.g. an interpreter at interview, or level-/lift access rooms;
- To ensure that the applicant can access further specialist advice and information if necessary, from Screen and Film School.

Recognition of Prior Learning (RPL) & Recognition of Prior Practice (RPP)

In order to fulfil Screen and Film School's commitment to offer access to its courses to the maximum range of applicants it is possible for prior learning to be considered as an alternative to the minimum qualifications detailed above.

If applicants have completed prior qualifications or training where the award obtained is equivalent to the entry requirements, then an **RPL (Recognition of Prior Learning)** application route can be considered. An RPL application would typically be for an applicant wishing to gain direct entry onto L5 (second year of study) or L6 (third year of study) on one of SFS's undergraduate courses.

Where an applicant wishes to transfer onto a Screen and Film School course from another institution, with or without advanced standing, Screen and Film School will undertake a review of

their attainment in order to confirm that they are suitably prepared to enter the course, and that the credit achieved elsewhere can contribute to their qualification.

For further information relating to RPL, please see Screen and Film School's RPL Policy & Procedure which can be viewed on [the SFS website](#).

In the case of first year entry onto a Screen and Film School undergraduate course where the applicant does not hold the minimum academic entry requirements they are able to be considered via the **RPP (Recognition of Prior Practice)** application route, which is based on prior professional practice or experiential learning that is relevant to their subject of study gained through life or work experience.

An example of where an applicant may be eligible to benefit from an RPP application is where they may have worked for some time prior to application. Mature students (must be 19 years of age at course start date) are encouraged to outline other qualities and experiential learning that might be equivalent to the formal academic requirements. Screen and Film School will take in to account all evidence for the applicant's suitability for the course and their achievement and skills at the audition.

Details of all qualifications currently held and to be taken should be included on the applicant's application form for consideration alongside information on skills and knowledge obtained. In order to provide confirmation of relevant experience applicants may be asked to provide further evidence for example a written statement, CV or additional references. The Admissions team dealing with the application will contact the applicant if further information is required.

For further information relating to RPP, please see Screen and Film School's RPP Policy & Procedure which can be viewed [on the SFS website](#).

Documentation

All students will be required to present original academic and personal documentation at enrolment prior to the start of their course to the extent that qualifications have not already been verified via the admissions and confirmation processes.

Extenuating Circumstances

Screen and Film School recognises that some applicants may have faced individual circumstances that have impacted on their ability to complete qualifications to the standard normally required by Screen and Film School. These extenuating circumstances may include (but shall not be limited to) the absence of a subject teacher for a significant period of time, medical issues or serious personal/family issues that have had a serious and demonstrable impact on the grades achieved or an applicant's ability to complete particular assessments/qualifications.

Screen and Film School will assess all applications on an individual basis.

In assessing whether it is appropriate to consider an applicant's extenuating circumstances, Screen

and Film School has a duty to ensure that an examination board or awarding body has not already made reasonable adjustment to an applicant's results, where making further adjustment in the admissions process might lead to an applicant having an unfair advantage over other applicants.

In seeking adjustment for the impact of extenuating circumstances on academic attainment, Screen and Film School will require formal, written confirmation from the awarding body/institution or the relevant examinations officer at the applicant's relevant education institutions that no request for adjustment was made when the qualification(s) were awarded or has been lodged with the awarding body in the case of pending qualifications.

It must be evident that the applicant/offer-holder is capable of successfully completing their chosen course and Screen and Film School's decision in these cases remains final.

Applicant Complaints & Appeals Procedures

Appeals (defined as a formal request to review the selection decision)

Applicants do not have a right of appeal against the academic judgment of the College regarding the decisions made about admission to a Screen and Film School course. However, if following receipt of feedback, an applicant feels that an error has occurred, they have the right to request a formal review of the selection decision on one of the following grounds:

1. Pertinent information was missing from the original application;
2. There has been a misinterpretation of information or data contained within the original application; and/or
3. There was a procedural anomaly in the handling of the application.

This review can only be requested after an applicant has received feedback on the reason for their original rejection. The request for a review must then be placed (in writing) within 28 calendar days of the feedback being sent to the applicant, stating clearly on what grounds the request for a review is being made. This request should be sent by email to: admissions@screenfilmschool.ac.uk.

The request for a review must be made by the applicant, or their parent/guardian if they are under 18, and not a third party. Screen and Film School will not respond to requests from anyone other than the applicant or, in the case of an under 18 applicant, their parent or guardian.

Once received, the Head of Admissions will review the record of the application (normally in consultation with the relevant Admissions Advisor) and will respond in writing within 14 working days of receipt of the Appeal. If the original decision is upheld, this correspondence will include the reason for the decision.

If the applicant remains dissatisfied with the outcome of the appeal from the Head of Admissions, the appeal can be passed to the Director of Recruitment and Admissions Screen and Film School UK for a final review. This escalation of the Appeal must be submitted in writing within 28 calendar days of receiving the response from the Head of Admissions. The appeal should be sent to the Head of Marketing & Admissions (Screen and Film School UK) by email to holly@screenfilmschool.ac.uk

The Director of Recruitment & Admissions (Screen and Film School UK) will review the case on the following grounds:

1. Whether there were procedural irregularities in the investigation of the complaint; or
2. Whether fresh evidence can be presented which was not or could not reasonably have been made available to the Head of Admissions; or
3. Whether the finding of the previous investigation was against the weight of the evidence.

The Director of Recruitment & Admissions (Screen and Film School UK) will notify the applicant of the outcome of the complaint in writing within 14 working days of receipt of the complaint. This decision is final.

Complaints (defined as a concern about an aspect of the admissions process, which is not necessarily connected to the selection decision)

Complaints are different to appeals as they do not necessarily have to be in connection with a decision to turn down an applicant. A complaint is a concern about a particular procedure, an irregularity in the administration of an application, or a belief that a policy has not been correctly implemented. Complaints may cover any aspect of the admissions process and will normally focus on a specific issue or situation (which could include the feedback request). A complaint does not necessarily question the decision of Screen and Film School but raises a concern about how the selection process operated.

The complaint must come from the applicant or, in the case of an under 18 applicant, their parent or guardian. The complaint must be submitted within three months of the conclusion of the admissions process against which the complaint is being made. Complaints must initially be sent by email to: admissions@screenfilmschool.ac.uk

The Head of Marketing and Admissions will seek to resolve the complaint or explain the situation and will respond in writing to the applicant within 14 working days of receipt of the complaint.

If the applicant remains dissatisfied with the outcome of the complaint from the Head of Admissions the complaint can be passed to the Director of Recruitment and Admissions Screen and Film School UK for a final review. This escalation of the complaint must be submitted in writing within twenty-eight calendar days of receiving the response from the Head of Admissions. The complaint should be sent to the Head of Marketing and Admissions (Screen and Film School UK) by email: holly@screenfilmschool.ac.uk

The Director of Recruitment and Admissions (Screen and Film School UK) will review the case on the following grounds:

1. Whether there were procedural irregularities in the investigation of the complaint; or
2. Whether fresh evidence can be presented which was not or could not reasonably have been made available to the Head of Admissions; or
3. Whether the finding of the previous investigation was against the weight of the evidence.

The Director of Recruitment and Admissions (Screen and Film School UK) will notify the applicant of the outcome of the complaint in writing within 14 working days of receipt of the complaint. This decision is final.

Diversity

Screen and Film School Equality and Diversity Framework sets out what steps we will take to promote equality in relation to the protected characteristics covered under the Equality Act 2010.

- The Equality Act 2010 requires us to have due regard to the need to: eliminate discrimination, harassment, victimisation;
- Advance equality of opportunity between persons who share a protected characteristic and persons who do not share it;
- Foster good relations between persons who share a protected characteristic and persons who do not share it.

In line with the provisions of the Act, Screen and Film School will:

- Not discriminate (directly or indirectly) against people in the arrangements we make for deciding who to admit or the terms of the admission;
- Make reasonable adjustments to our admissions practices, services and facilities in respect of disabled applicants;
- Have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, including considering the needs of people with particular protected characteristics;
- Make efforts to encourage participation from under-represented group.

Widening Participation

Screen and Film School believes that widening participation (WP) to film and performing arts courses is essential to realising Screen and Film School's vision, and values, of innovating and stimulating creativity, and valuing diversity and respecting individuality.

Data Protection

Data protection legislation places a responsibility on Screen and Film School to control the processing of personal data, including sensitive personal data and applicant's/student's personal data. The categories of personal data that we hold, the purposes for which we process them and the identities of those to whom we may disclose them are set out in Screen and Film School's privacy policy (as updated from time to time), which can be found [on the SFS website](#).

We will use the applicant's/student's personal data in accordance with our privacy policy and we will not enter into discussions with anyone about an application other than the applicant, unless the applicant has nominated a named person to act on their behalf.

Further information on data protection can also be found on the Information Commissioner's

website [here](#).

Open Days

Screen and Film School provides a range of opportunities for applicants before and post application to visit Screen and Film School and the Colleges in order to understand the courses and facilities available. Please visit the [website](#) for more information on Screen and Film School's open days.

Terms & Conditions

It is important that applicants and advisers are aware of Screen and Film School enrolment terms and conditions that will be legally binding on an applicant once the applicant accepts an offer of a place at Screen and Film School. These can be found [here](#).