



Admissions Policy

This policy is of relevance to staff / applicants

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1. Scope

- 1.1 This policy describes the principles and processes Guildhall School uses to select students and how the School handles issues arising from offers and unsuccessful applications.
- 1.2 It applies to admissions to senior school programmes. This includes undergraduate, postgraduate taught and postgraduate research, Advanced Certificate, Exchange (Erasmus), Short Term Music Programmes and all study modes including full time, part time, distance and online learning. It does not apply to the Guildhall Young Artists division, summer schools or other programmes that fall outside of the senior school programme offering.
- 1.3 The School is mindful of its legal and regulatory obligations including those in respect of equality, fairness and consumer protection, and of the expectations and requirements of the Office for Students (OfS). See the [School Student Protection Plan](#) and [Student Contract](#) that sets out how Guildhall School aims to do this.
- 1.4 Guildhall School participates in the Erasmus+ programme and organises a bilateral agreement between the home (sending) and host (receiving) institution for affected offer holders. See the [Incoming Erasmus applicants](#) webpage for more information.
- 1.5 This policy, and policies on specific procedures in admissions, draws on information and guidance from the Quality Assurance Agency, Universities UK, Office for Students and other relevant organisations and legislation. It should be read in conjunction with the School's Academic Regulations, Access and Inclusion policies and Safeguarding policies. These can be found on the [School Policies](#) webpages.

2. Equal Opportunities and Fair Admissions

- 2.1 Guildhall School is committed to equity of access to its programmes and the wider opportunities available at a world leading conservatoire.

- 2.2 We aim towards a fair, transparent and professional admissions process. No applicant will be discriminated against based on age, disability, gender or gender status, marital status, caring or parental responsibilities, race, religion or belief, sex and sexual orientation.
- 2.3 This policy of equal opportunities must be adhered to in all matters concerning student recruitment and selection, and the School takes action to ensure the policy is implemented at an individual and organisational level.
- 2.4 The School is committed to the recruitment and selection of students in a way that protects applicants' interests and supports fairness and transparency in the selection of its students. This commitment to fair admissions is embedded in admissions procedures, as set out throughout this policy.
- 2.5 Guildhall School supports all applicants to make an informed decision to apply to the School and prepare for a selective application process. Programme specifications are published on programme webpages and define academic, English and other requirements for admissions such as audition, interview and submission of written materials (including portfolio, research proposal, writing sample or other work required to assess suitability for the programme) as applicable to the programme. These requirements are considered and agreed during the School's programme validation procedures.
- 2.6 For accessibility of information these are also produced on other webpages specific to the procedure and criteria for admission. These include and are not limited to: application method; application deadlines; application fees; preparing for audition and/or interview; requirements for any written submissions.
- 2.7 See the following webpages for further information on preparing an application and the requirements for admissions: [available programmes](#) (for links to programme webpages); [applying to Guildhall School](#) (including links to further guidance, academic criteria, English language requirements and more). These are not exhaustive but are the main sources of guidance and provide links to more specific programme requirements (for example, audition and/or interview requirements for the course).

3. Access and Participation

- 3.1 Guildhall School encourages applications from students whose backgrounds are underrepresented in higher education, and at the School. The Access and Participation team leads the School's programme of activity designed to increase access to undergraduate programmes at Guildhall School, and to enhance the student experience and outcomes of underrepresented groups.
- 3.2 The Supported Application Scheme is offered to applicants to undergraduate programmes who meet the criteria and are successful in applying to the scheme. This includes a free application to the programme being applied to. Full details on the scheme including eligibility criteria, how to apply and deadlines are provided on the [Supported Application Scheme](#) webpage.
- 3.3 More information on Access and Participation at Guildhall School and how this is informed by the Access and Participation Plan is on the [Access and Participation](#) webpage.

4. Applicants with Disabilities

- 4.1 Guildhall School encourages and welcomes applications from persons with disabilities (including long term medical conditions, physical disabilities and learning differences). The School considers all applications based on applicants' aptitude and potential for their programme, as demonstrated during the selection process.
- 4.2 Applicants are encouraged to share information in the application form on any special requirements they may need in respect of a disability and/or long-term medical condition. The information is used by Student Services who will contact the applicant after they have submitted their application. Student Services will collect any further information needed so they can help make any appropriate and reasonable adjustments at audition/interview. This information is held securely and confidentially.
- 4.3 The School endeavours to make attendance at audition and/or interview accessible by offering different audition venues and online and recorded audition submissions, and will take account of any disability or medical

needs the applicant shares. Whether the School offers any differentiated arrangements will depend on the assessment requirements for the programme and the feasibility of any request.

- 4.4 For applicants who are successful in applying to Guildhall School and enrol on a programme, declaring a disability or long-term medical condition on the application form does not necessarily mean that teachers or the department will be aware of this information. When students enrol, they are invited to check and update any information about any disability and/or medical conditions they have. They may be contacted prior to the start of their programme by Student Services to discuss any support plans the School can facilitate. Student Services will only share the details of a support plan with staff across School with the student's consent.
- 4.5 See our [Applicants with a disability](#) webpage for more information.

5. Admission of Students Under 18

- 5.1 The normal minimum age for study is 18 by the start of the programme.
- 5.2 The School may accept students who will turn 18 during their first year of study but will not consider applicants who would be under the age of 17 on entry.
- 5.3 The School community and site is predominantly an adult environment. The School does not act in *loco parentis* in relation to students who are under the age of 18.
- 5.4 Full details on the School's policy and procedure in respect of admission of students under 18 are provided in the [Admission of Students Under 18 Policy](#).

6. Admission of Mature Students

- 6.1 Guildhall School encourages applications from suitable students that meet the criteria for admission and have potential to succeed on their chosen programme.

- 6.2 Mature students are usually defined as students over the age of 21 for undergraduate programmes, and over the age of 25 for postgraduate programmes.
- 6.3 The School does not have a maximum age for admission.

7. Admission of Students with Criminal Convictions

- 7.1 Guildhall School is committed to extending the opportunities of higher education to all who will benefit from it regardless of their background. Therefore, applicants with a criminal record will not necessarily be prevented from pursuing a higher education programme of study with the School.
- 7.2 Full details on the School's policy and procedure in respect of admission of students with criminal convictions are provided in the [Admission of Students with Criminal Convictions Policy and Procedure](#). This includes what type of convictions need to be declared, how to declare these, the School's procedure for handling a declaration and the principles adhered to in any relevant legislation.

8. Application Method

- 8.1 Applications to Guildhall School programmes are made directly to the School using [eGo Online Applications](#) (returning applicants can login to the [eGo Applicant Portal](#)). This includes all programmes within the scope of this policy.
- 8.2 The link to the eGo Applicant Portal is published on the School webpages including the programme webpages.
- 8.3 Guildhall School does not accept applications via UCAS or UCAS Conservatoires.
- 8.4 All applicants that apply by the advertised deadline are guaranteed assessment for a place on their chosen programme. Late applications will

be considered subject to availability of places on the programme and on a first come, first served basis.

9. Application Fees

- 9.1 Most programmes at Guildhall School require payment of an application fee before the application can be submitted. Details of the fee for the year of admission are advertised on the programme webpage and the relevant year [Fee Schedule](#) under Other Costs (the fee schedule for the current and upcoming academic year fee schedule are listed only).
- 9.2 Where the fee applies, both the application and its fee must be submitted by the deadline for the application to be considered on-time and processed. Payment of application fees should be made at the time of application via the [eGo Application Portal](#).
- 9.3 Application fees are non-refundable; there is no right to cancel once payment has been received before we start processing your application.
- 9.4 See Application Fee Payment on our [Apply to Guildhall](#) webpage for more information including why Guildhall School requires an application fee for applicable programmes.
- 9.5 Application fee waivers are available to applicants that meet the criteria and who apply by the relevant deadline. This includes waivers via the School's [Supported Application Scheme](#), and current Guildhall School students applying to a postgraduate taught programme. Please note that application fee waivers cannot be applied retrospectively. If an application fee has already been paid, this will remain non-refundable.

10. Academic Entry Criteria

- 10.1 The school assesses candidates' suitability based on a combination of practical ability and/or academic aptitude, with requirements specific to each programme. However, students on all programmes require a minimum standard of academic ability to succeed and should demonstrate they meet this standard to gain entry to the programme.

- 10.2 Academic entry requirements for all programmes are defined in programme specifications and published on the School's [Academic Entry Criteria](#) webpage. This includes UK qualification requirements, grade requirements and any subject requirements.
- 10.3 Guildhall School welcomes applications from candidates from across the world and from a broad range of academic and non-academic backgrounds. The School uses UK ENIC (National Information Centre for global qualifications and skills – formerly NARIC) database and guidelines when assessing the equivalency between UK and international qualification. The academic entry criteria webpage includes international qualification equivalents for countries from which we commonly receive applications. Applicants whose qualifications are not listed are encouraged to seek further guidance by contacting the School before applying.
- 10.4 We invite applicants to use the application form to tell us about any practical Music and Drama examinations (for example ABRSM, Trinity or LAMDA) they have completed, though these will not be accepted in lieu of the academic entry requirements for the programme.

11. English Language Entry Criteria

- 11.1 The language of instruction on all Guildhall School programmes is English. It is essential that applicants can communicate in English to gain entry on and succeed in their programme.
- 11.2 The agreed English language entry requirements for all programmes are defined in programme specifications and published on the School's [English Language Entry Criteria](#) webpage.

12. Auditions and Interviews

- 12.1 Guildhall School offers applicants several ways to take part in an audition or interview. Depending on the programme this may include one or a combination of: a live audition / interview at Guildhall School, or another

UK or overseas location; submission of recorded audition; participation in a live online interview.

- 12.2 The School will provide information about audition/interview requirements on the relevant School webpages. Depending on the programme being applied to, applicants may also be contacted with specific information on how and what to prepare for their audition/interview. This will usually be after the applicant has applied. Where applicable this will include the details of how to upload any pre-recorded audition submission.
- 12.3 Applicants to some programmes will require submission of a portfolio of work prior to the audition/interview. The School will provide details of any portfolio and/or other written requirements on the relevant School webpages. Depending on the programme being applied to, applicants may also be contacted with specific details (e.g. how to send the portfolio/written submission). This will usually be after the applicant has applied.
- 12.4 Details of auditions and interviews can be found from the [Auditions and Interviews](#) webpages. Audition and interview requirements are programme specific and may vary from year to year.

13. Recognition of Prior Learning

- 13.1 Applicants whose qualifications do not conform to those prescribed for admission to the programme may be considered based on their professional background, and/or experience, and/or general education and/or training. See Non-Standard Entry below for more information.

14. Non-Standard Entry

- 14.1 Guildhall School welcomes and encourages applicants from diverse backgrounds and who may be on a wide range of educational journeys when they apply. The non-standard entry procedure enables the School to consider applicants with the aptitude and potential for study at the School, but who do not meet the minimum entry requirements and/or whose qualifications do not conform to those prescribed for admissions to their programme.

- 14.2 Applicants are considered under the non-standard entry procedure after their application has been assessed and after they have taken part in the selection events. The process up to this point is standard and equitable to other candidates applying for the programme.
- 14.3 If following the audition/interview it is determined an applicant has the required practical ability or other aptitudes for the programme but does not meet and will not be able to meet the minimum academic entry requirements, then the non-standard entry procedure will be used.
- 14.4 Applicants being considered via the non-standard entry procedure may be required to submit additional information. See our [Non-Standard Entry and Direct Entry Transfer Policy and Procedure](#) for further details.

15. Advanced Standing / Transfers

- 15.1 Advanced Standing refers to the recognition of prior study, qualifications or experience deemed equivalent to components of a programme of study. Students granted advanced standing may be admitted onto a programme at a level beyond the initial entry point, thereby reducing the number of credits or duration required to complete the programme.
- 15.2 Advanced standing is possible on some but not all Guildhall School programmes.
- 15.3 Applicants enrolled on a programme at another institution who want to transfer to an eligible programme at Guildhall School will be considered via advanced standing.
- 15.4 Applicants being considered via Advanced Standing may be required to submit additional information. See our [Non-Standard Entry and Direct Entry Transfer Policy and Procedure](#) for further details.

16. Decision Making

- 16.1 Due to the performance and/or practical nature of programmes at Guildhall School the decision to make an offer is primarily based on applicants'

aptitude and future potential for their programme and discipline, as demonstrated at audition and/or interview or by review of any written submissions (as applicable to the programme they are applying for).

- 16.2 Selection by interview, audition and/or review of written submissions is necessarily subjective. The decision to make an offer will be made by a panel of appropriately qualified persons. The decision will be informed by selection criteria that applies to all candidates being considered for admission to the programme.
- 16.3 Where an applicant is unsuccessful, but is deemed suitable for admission to another programme, an offer for an alternative programme may sometimes be made.
- 16.4 The School issues decisions in writing to applicants, whether successful or not, as soon as reasonably practicable after application assessment and any audition/interview has happened. The decision will also be available to the applicant on the eGo Applicant Portal.

17. Visa Requirements

- 17.1 Offer holders requiring a Student Route visa to study in the UK must meet the requirements set by UK Visas and Immigration (UKVI) in the Immigration Rules. As part of its duties as a sponsoring institution, the School is only authorised to issue a Confirmation of Acceptance for Studies (CAS) to students who it reasonably believes will meet the requirements of the Student Route visa category, as stated in the UK Immigration Rules. See UKVI's [Student sponsor compliance](#) and [Immigration Rules](#) webpages for more information.
- 17.2 Offer holders needing a CAS to apply for a study visa must follow the relevant School procedures and provide any documents requested of them, in line with the School's responsibilities as a licensed Sponsor. The School will keep copies of relevant documents collected during admission and enrolment as part of our record keeping responsibilities towards sponsored students.
- 17.3 The School reserves the right not to issue a CAS where it believes that a Student visa application is likely to be refused.

- 17.4 Guildhall School provides general visa guidance to applicants and students on the [Visas and Immigration](#) webpage.

18. Deferred Entry

- 18.1 Offer holders are not normally permitted to defer their year of entry. This is because the audition/interview is a substantial component of the selection process, and applicants must undertake a successful audition/interview in the academic year immediately prior to entry.
- 18.2 However, at the discretion of the relevant Head of Department/Programme Leader, a deferral may be permitted: where there are significant extenuating circumstances – for example, a serious illness, death in the family, or other personal circumstances outside of the student's control - which prevent them from commencing study; or for exceptional offer holders whose aptitude is such that a longer period between audition/interview and admission is permissible on the grounds of their talent; or where a longer period between application and enrolment is deemed reasonable in the circumstances.
- 18.3 Offer holders who wish to be considered for a deferral should contact their Admissions Coordinator in the first instance, who will review this request with the relevant Head of Department/Programme Leader.
- 18.4 Where payment of a deposit is required and a deferral request is approved the offer holder must pay a non-refundable tuition fee deposit to secure their deferred place. See the [Tuition Fee, Enrolment and Debt Collection Policy](#) for further details.

19. Offer Conditions

- 19.1 The School will tell successful applicants any offer conditions (i.e. conditions that must be met to gain entry to the School) and deadline(s) to meet them in the offer letter and on the eGo Applicant Portal. Offer conditions will be communicated at point of offer.

- 19.2 Offer conditions typically include an academic condition such as obtaining and evidencing an academic qualification or English language proficiency, or non-academic condition such as provision of satisfactory references, DBS check, criminal conviction declaration, completion of a fee status form or payment of a deposit. The conditions applied to any offer will depend on the requirements for admission to the programme, and any requirements specific to the individual offer holder (for example whether they meet the requirement for a deposit exemption).
- 19.3 All offer conditions must normally be met in full and by the deadline stated in the offer. Situations where an offer holder does not fulfil the requirement of any offer condition, or does not meet it by the deadline stated, will be considered on a case-by-case basis. In these scenarios the School has discretion to permit or refuse entry or extend the deadline for a condition to be met.
- 19.4 Evidence of meeting any offer condition must be received by the School by the deadline stated in the offer. This should normally be sent to the relevant department admissions coordinator by email or via the eGo Applicant Portal. What is considered suitable evidence and the appropriate way to provide this to the School will depend on the offer condition and is at the discretion of the School.

20. Disclosure and Barring Service (DBS)

- 20.1 Offers for pre-registration programmes (currently MA Music Therapy) are made subject to a satisfactory DBS clearance check.
- 20.2 The DBS check will be organised between the School and the offer holder. In addition to completing the required check with the [UK government Disclosure and Barring Service](#), offer holders that have spent time overseas may need to provide additional evidence as part of the full assessment for clearance. For example, overseas police record checks.
- 20.3 Guidance on what is required to complete the check and details of any third-party providers whose services the School may use to administer the check will be provided after any offer has been made.
- 20.4 Where the check returns a disclosure, these will not necessarily prevent a student from joining the programme. The decision on whether the School

can proceed with admission to the programme will be made on a case-by-case basis and will consider the details of the offence and the requirements to complete the programme and gain professional registration.

21. Occupational Health Clearance

- 21.1 Offers for BA Production Arts programmes are made subject to satisfactory occupational health clearance.
- 21.2 BA Production Arts programmes incorporate significant amounts of practical work, including work at height, and work with tools and machinery. Therefore, as a condition of entry onto the course all offer holders will be required to complete an occupational health questionnaire by the deadline stated in the offer. An occupational health assessment may sometimes be required as a follow up in individual cases.
- 21.3 This process is designed to ensure that students are clear about the demands and expectations of the course, enables the School to consider and support any reasonable adjustments that may be necessary and helps the School to deliver the course safely.

22. Tuition Fee Deposits

- 22.1 All offers for places for both undergraduate and postgraduate study are conditional and must be confirmed by payment of a 15% deposit of the fees due in the first year (tuition fees less any Guildhall School tuition fee Financial Awards).
- 22.2 The 15% deposit is normally non-refundable and non-transferable because it is used to cover the School's reasonable costs should a new student withdraw, have their registration terminated, or not meet the conditions of their offer.
- 22.3 The deposit must be paid by the date specified in the offer letter. If the deposit is not received by the specified date, the offer may be withdrawn and the place offered to another applicant.

- 22.4 Some students, including new undergraduate Home students, are exempt from paying the deposit. See the relevant year [Tuition Fee, Enrolment and Debt Collection Policy](#) for full details on tuition fee deposits and those eligible for a deposit exemption.

23. Appeals and Complaints

- 23.1 Admissions decisions are final and there is no right of appeal against the academic or artistic judgement of such decisions.
- 23.2 However, applicants may submit a complaint if they believe there has been a procedural irregularity in processing their application. Further details are available in the [Admissions Complaint Procedure](#).

24. Application Feedback

- 24.1 The School will provide feedback on submitted applications where it is practicable to do so.
- 24.2 Requests for feedback should be made in writing by email to the relevant department admissions coordinator. These should be submitted after a decision has been issued on the application (including Reserve Offers) and in the admissions cycle the application was submitted in. Only the applicant may request feedback on the application.
- 24.3 The School will consider the request for feedback and if this is feasible will respond with summary feedback based on the audition/interview report. Whether and what feedback will be provided will depend on the programme being applied for. Feedback on BA Acting will only be provided to applicants that took part in a final recall audition.

25. Fraud and Misrepresentation

- 25.1 If the School has reason to believe that an applicant and/or their referee(s) have given false or misleading information, we will take any necessary steps to check with the applicant and other parties, including examination and awarding bodies, whether the information provided is accurate.
- 25.2 The School reserves the right to cancel an application and any offer of a place made without refunding the application fee, if having carried out any necessary checks, we determine or have reasonable belief that an application contains false information.

26. Readmission to Study

- 26.1 Readmission to study is where a student withdraws from a programme before they have completed it and later returns to finish the programme, either from the beginning of the programme or from the point at which they left.
- 26.2 The School does not permit readmission following withdrawal from any Senior School programmes.
- 26.3 This is the case regardless of the circumstances of withdrawal, or whether the student originally joined the programme for one principal study / pathway but seeks readmission to a different principal study / pathway on that programme. For example, a student who withdrew from BMus (Hons) Music - Classical Oboe cannot be readmitted to study at the School on BMus (Hons) Music - Electronic Music.

27. Data Protection and Retention

- 27.1 The Guildhall School is a department of the City of London Corporation ('the City of London') and the City of London is the data controller. The [City of London's Privacy Notice](#) explains how the City uses data.
- 27.2 Where there are activities unique to the Guildhall School these are covered in more detail by the School's [Privacy Notices](#) and by privacy notices specific to the area of activity.
- 27.3 Data is retained and destroyed in accordance with the School Record Retention Schedule. This can be found under Higher Education on the School [Privacy Notices](#) webpage.