

<Creative Academy>

<Complaints> < Audition Appeals >

VERSION HISTORY (KEEP 5 MOST RECENT CHANGES)

Date	Document Version	Document Revision History	Document Author/Reviser
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17.09.2018	1.0	Initial draft	Christopher Craig
09.10.2018	1.1	Amendments to wording	Jagdev Khatkar

APPROVALS (KEEP 5 MOST RECENT CHANGES)

Date	Document Version	Approver Name and Title	Approver Signature
<Insert approval date>	<Insert version approved>	<Provide name and title of approver>	
18.09.2018	1.0	Jagdev Khatkar	<Insert>
	1.1	George Kirkham	<Insert>

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At Creative Academy, we have an aspiration for every auditionee to have a positive experience. We are committed to the provision of high-quality, fair and transparent admissions for all (which is discussed with each individual at every audition).

The Creative Academy is dedicated to following the Council for Dance Education and Training policy on auditions and The University of West London admissions policy.

There may be occasions when an applicant will feel dissatisfied with the conduct of the Creative Academy's admissions process or wish to discuss its outcome (please note we do not provide written feedback on applications or auditions).

We encourage applicants who experience a problem with the service to initially raise the matter informally with the Creative Academy manager or Quality Assurance and Business Manager on 01753 875400 or email info@creativeacademy.org.

Should you then wish to formally appeal the decision made on your application, or to make a formal complaint about any aspect of the admissions process, a formal complaint to Slough Borough Council can be made. You will not be disadvantaged in any way because you have used the Complaints Procedure.

If you are not satisfied, please write your queries to:

Corporate Complaints team,
Slough Borough Council
St Martins Place
51 Bath Road
Slough
Berkshire
SL1 3UF

Email Address: complaints@slough.gov.uk

We look forward to your application to Creative Academy!