



Guidance notes for completing the registration form, 2018-19

Completing this form is an essential part of becoming a student at a Conservatoire school. This sheet gives some additional guidance to help you complete it correctly. Please complete it clearly and legibly and check that all the information is correct before returning it. If we are unable to read sections or they are left blank, we may need to contact you again for the information. Some of the questions on the Registration form relate to information legally defined as "sensitive" ('special categories of Personal Data' under the General Data Protection Regulation) - for example about ethnicity and disability. If you need further guidance, please contact your Admissions officer.

For information about why this data is collected and how it is processed, please refer to the Conservatoire Data Processing Statement.

A. Information About You

LCDS Students only: Please attach a passport photo	
Forename(s) & surname	Please enter all your first names (i.e. first and middle names), as they appear on your passport or birth certificate.
Preferred Name	Your preferred name is the name by which you would like to be known while studying with us. This could include a shortened version of your first name (e.g. 'Becky' rather than 'Rebecca') or the use of one of your middle names. It could include a shortened version of your surname ('Marquez' rather than 'Garcia Marquez'), a stage name or adopted name.
NI number	National Insurance number - enter this if you are a UK student. NI numbers are usually made up of 3 letters & 6 numbers in this format AB123456C.
Date of birth	Please write in the format: DAY/MONTH/YEAR e.g. 28 th January 1996 would be 28/01/1996
Sex	If you associate with the terms intersex, androgyne, intergender, ambigender, gender fluid, polygender and gender queer, please select 'other' option.
Nationality	Enter your legal nationality. If you have dual nationality and one of your nationalities is "British", you should enter "British". If one of your nationalities is a non-UK EU country, enter that country. If you have dual nationality outside the EU, enter whichever of the two nationalities you prefer.

Country where you normally live	Enter the country which is your permanent home, where you live when not taking a course of study. This will normally be the country of your permanent home address. For overseas and EU students, it is likely to be your family home address. If you live in the UK, you should say which part of the UK: England, Scotland, Wales or Northern Ireland. If you are from the Channel Islands of Isle of Man, write this in.
Permanent home address	This is your permanent address, where you live when not taking a course. Include overseas addresses, if relevant.
Post Code (UK Only)	Note that this is strictly for UK addresses ONLY.
Home telephone, & Mobile number	Please include the country code for non-UK telephone numbers
e-mail address	Please ensure this is written clearly, especially if there is a hyphen ('-') or underscore ('_') in the address
Term-time address	If it is the same as your permanent address, enter "as above". You need to update this information at your school/academy, whenever you move.
Course title	Please enter the course title for which you are registering.

B. Information about your secondary contact

Secondary Contact details	<p>Enter the name of the person to be contacted in emergency and that person's relationship to you (e.g. parent, guardian, friend, husband/wife). This should preferably be someone based in the UK, who could respond quickly. Enter all the available contact details.</p> <p>Also: please indicate if you wish for them to be contacted for the Graduate Outcomes Survey (in the event you cannot be reached)</p>
----------------------------------	---

C. Your previous education

Types of Institution you have attended	Put an X in each of the relevant boxes. If you attended a school and then a university, for example, tick two of the boxes. For any UK fee-paying school, select "UK Independent School".
What is your highest qualification level?	<p>For those students completing the form electronically, there is a dropdown menu from which you can select the highest qualification you hold. The most popular responses are listed below:</p> <ul style="list-style-type: none"> • HUK UK First degree with Honours • HZZ Non-UK First degree • JUK UK ordinary (non-honours) First degree • C30 Higher National Certificate • J30 Higher National Diploma • J20 Diploma of Higher Education

	<ul style="list-style-type: none"> • J10 Foundation Degree • P50 A/AS level <p>For those students completing the form by hand, please put a cross next to the option that best describes your highest qualification. If you select 'Other', please choose from one of the options below and give details on the registration form.</p>
Level 3 qualifications	<p>UK undergraduates whose highest qualifications are A-levels or equivalent only need complete this section.</p> <p>Please include the type of qualification, the subject it was in, the grades, year and sitting (winter/summer)</p>
Have you previously participated in an activity, short course or summer school in the Conservatoire for Dance and Drama?	<p>Select all schools attended. Examples of an activity, short course or summer school include:</p> <ul style="list-style-type: none"> • CSB Associate School (e.g. Juniors) • Short courses at LAMDA or RADA • Centre of Advanced training (LCDS CAT scheme) • Yorkshire Young Dancers

D. Additional monitoring information (optional)

Do any of your parents or carers have any higher education qualifications, such as a degree, diploma or certificate of higher education?	<p>Parents or carers could include birth parents, adoptive parents, step-parents or carers who have brought you up. We ask for this information to ensure that eligible students receive available funding and additional support, where available.</p>
<p>Are you a care leaver?</p> <p>Are you estranged from your parents?</p>	<p>A 'care leaver' is someone who has been in the care of a local authority (for example in a foster family or children's home) for a period of 3 months or more since the age of 14. We ask for this information to ensure that eligible students receive available funding and additional support. If you do not meet the definition of a care leaver but consider yourself to be 'estranged' from your parents (that means you are no longer in contact with them), please let us know as you may be eligible to receive additional funding. For more info visit: http://www.cdd.ac.uk/student-info/care-leaver-support/</p>
Disability	<p>Examples of particular disabilities are given below:</p> <ul style="list-style-type: none"> • specific learning difficulty includes dyslexia, dyspraxia or AD(H)D • a social/communication impairment includes Asperger's syndrome and other autistic spectrum disorders • long-standing illnesses or health conditions include cancer, HIV, diabetes, chronic heart disease or epilepsy

	<ul style="list-style-type: none"> • mental health conditions include depression, schizophrenia or anxiety disorder • physical impairments or mobility issues include difficulty using arms or using a wheelchair or crutches. <p>Serious visual impairment does not include conditions corrected by glasses.</p>
Is your gender identity the same as the gender you were originally assigned at birth?	Please indicate, according to your own self-assessment, if your gender identity is the same as the gender originally assigned to you at birth.
What is your sexual orientation?	Please indicate your sexual orientation on the basis of your own self-assessment
What is your religion?	Please record your religious belief, on the basis of your own self-assessment
Student Statement	You should read the separate document called the "Data Processing Statement" before signing the Form. You must sign in order to register as a student. If you are under eighteen at the start of your course, your parent or guardian should also sign.

Secondary & Further Education Qualifications

GCSEs or equivalent, NVQ level 2	2 or more A-Levels or 4 AS levels, NVQ level 3, BTEC national diploma	
R51 14-19 Foundation Diploma (level 1)	P41 Diploma at level 3	P64 Cambridge Pre-U Diploma
R52 Welsh Baccalaureate Foundation Diploma (level 1)	P42 Certificate at level 3	P65 Cambridge Pre-U Certificate
R80 Other qualification at level 1 (NVQ 1 & GCSEs D-G)	P46 Award at level 3	P68 Welsh Baccalaureate Advanced Diploma (level 3)
Q51 14-19 Higher Diploma (level 2)	P47 AQA Baccalaureate (Bacc)	P80 Other qualification at level 3 (incl. NVQ 3)
Q52 Welsh Baccalaureate Intermediate Diploma (level 2)	P50 A/AS level	P91 Level 3 qualifications of which some/all UCAS Tariff
Q80 Other qualification at level 2 (GCSES A-C, Standard Grades & NVQ 2)	P51 14-19 Advanced Diploma (level 3)	P92 Level 3 qualifications of which none are subject to UCAS Tariff
	P53 Scottish Baccalaureate	P93 Level 3 qualifications of which all UCAS Tariff (Scottish Highers, BTEC 3)
	P62 International Baccalaureate Diploma	P94 Level 3 qualifications of which some UCAS Tariff (equivalent of Scottish Highers)
	P63 International Baccalaureate Certificate	P80 Other qualification at level 3 (incl. NVQ 3)

Higher Education & Other Qualifications

Foundation Degree, HND, HNC	Undergraduate Degree, Teaching qualification	Postgraduate qualification	Other qualifications, Unknown, No qualifications
JUK UK ordinary (non-honours) first degree	HUK UK first degree with honours	DUK UK doctorate degree	X00 Higher education access course, QAA recognised
J10 Foundation degree	HZZ Non-UK first degree	DZZ Non-UK doctorate degree	X01 Higher education access course, not QAA recognised
J20 Diploma of Higher Education (DipHE)	H11 First degree with honours leading to Qualified Teacher Status / registration with a General Teaching Council	D80 Other qualification at level D	X02 Mature student admitted on basis of previous experience and/or admissions test
J30 Higher National Diploma (HND)	H71 Professional Graduate Certificate in Education	MUK UK masters degree	X04 Other qualification level not known
J49 Foundation course at level J	H80 Other qualification at level H	MZZ Non-UK masters degree	X05 Student has no formal qualification
J48 Certificate in Education or Diploma in Education (i.e. non-graduate initial teacher training qualification)		M2X Integrated undergraduate / postgraduate taught masters degree on the enhanced/extended pattern	X06 Not known
J80 Other qualification at level J		M41 Diploma at level M	
C20 Certificate of Higher Education		M44 Certificate at level M	
C30 Higher National Certificate (HNC)		M71 Postgraduate Certificate in Education or Professional Graduate Diploma in Education	
C44 Higher Apprenticeship (level 4)		M80 Other taught qualification at level M	
C80 Other qualification at level C (incl. NVQ 4)		M90 Taught work at level M for institutional credit	
C90 Undergraduate credits			