

# Admissions Policy & Procedure

## Policy

### 1. Admissions: practical requirements

- i. **Age** (all ages are as at 1 September in the year admitted):

Students are admitted at:

- **14 years of age for Year 10/ Key Stage 4 (KS4) (after Key Stage 3 (KS3))**
- **16 years of age for Year 12/Post 16 courses (after KS4/GCSE)**

Applicants who are younger than this or who are two or more years older cannot be considered.

Applicants who are no more than one year older than this (ie 15 years of age for KS4 or 17 years of age for Post 16) may apply, and should make clear in their application why they are applying out of their expected age group.

We do not admit students into Years 11 and 13, or mid-year into any year group.

- ii. **Numbers: Allocation of places:**

Year 10: approximately 200 students - proceeding to Year 11

Year 12: approximately 500 students - proceeding to Year 13

Availability of places for Year 12: places for applicants from other schools will be dependent on the number of BRIT School Year 11 students admitted to remain for Post 16 study

- iii. **Catchment Area:**

The catchment area for The BRIT School is available [here](#).

<https://www.brit.croydon.sch.uk/page/?title=Catchment&pid=1023>

The School also has a dispensation to give special consideration to applicants of unusual merit from outside the catchment area, subject to restricted numbers, providing that they meet the admission criteria 1B) and follow the general guidelines for accommodation (see section 3)

### 2. Admission criteria

- i. **The School seeks to admit students who:**

- aim for a life in the world of arts, entertainment and communication or related fields;
- demonstrate (with evidence) a commitment to the performing, visual or digital arts and their associated technologies, either in performance itself or in associated activities;

#### Document Control

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- demonstrate, during the application procedure, a real determination to study, practise and succeed and that they have the drive for the demanding schedule, details of which are set out in each departmental section;
- demonstrate to the teachers they meet or work with during the application procedure that they would benefit from the education The BRIT School offers.

The staff they meet will be assessing:

- the capacity to acquire the necessary skills and to continue to improve;
- an understanding of the career and further education choices towards which joining the School will lead them;
- the relevance of the course to their future career plans;
- a passion for the art form applied for;
- relevant current and past activities, including in school;
- levels of concentration and determination.

If applying for KS4:

- can demonstrate that they are working with commitment in KS3, and if applying for Post 16 courses, can show that they are working with commitment in KS4;
- are considering a four-year commitment to study.

**NB.** Passage from KS4 to Post 16 is not automatic.

## ii. Equal Opportunities:

The School is committed to equal opportunities and admits students across the full spectrum of academic abilities. The aim is that the School should broadly reflect the community of Greater London. All students have equal access to the curriculum and there is a learning support programme for students with additional learning needs.

## Procedures

### 3. What the applicant must do

#### i. Prospectus and Application Form

Students or parents/guardians may obtain a prospectus and application form in any of the following ways:

- By reading and downloading via our website and applying using the online application form.
- By signing up and joining The BRIT School Virtual Open Evenings 2020 on [www.brit.croydon.sch.uk](http://www.brit.croydon.sch.uk)
- By phone, written request to the School
- From careers conventions in their school or neighboring schools

**NOTE:** We strongly recommend joining online for the Virtual Open Evenings before applying. This will enable parents and applicants to understand the way in which the School works.

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## ii. **Specialism**

Applicants must apply for a specific course. All further arrangements in relation to an application will then be based on this initial choice.

Should a student wish to change her/his specialism course, the student must start the application procedure again, sending in a letter or email stating the new specialism choice and enclosing a revised section 7 of the application form. This application is treated as a new application so please ensure that this is received before the deadline date.

Applicants whose applications are not successful at any stage may not apply for a different course unless specifically recommended by the School in writing.

## iii. **Returning the Form**

We encourage applicants to apply online. The online application form will be available from from 1st August. Applicants are encouraged to apply well before the deadline dates. Please note that late applications will be dealt with after all applications made by the published date. [www.brit.croydon.sch.uk/apply](http://www.brit.croydon.sch.uk/apply)

The deadline dates are stated on our website [www.brit.croydon.sch.uk](http://www.brit.croydon.sch.uk)

Please check these deadline dates carefully; we will not be able to make exceptions if deadlines are missed because the table has not been read correctly.

- Online applications will receive an automatic email confirmation of receipt.
- When the form is received applicants submitting incomplete applications will be sent a letter/email informing them their application is incomplete and requesting the information that is still required. The application will not be processed until this information is supplied.
- Applicants who do not submit a complete application in time to be processed by the relevant deadline might find that all places in their chosen specialism have been allocated. Experience has shown that this will almost certainly be the case for Dance, Music, Musical Theatre and Theatre. The other courses may have availability after this date.
- If, on receipt of a late application, all places in the chosen specialism have been allocated, or;
- It appears from the number of applications already underway, that all places are likely to have been allocated by the time these applications have been assessed; the application will be placed on a waiting list without being assessed. If places become available before the start of the academic year, applicants on the waiting list may be invited to continue the procedure as outlined below.
- Applicants who have been home tutored and therefore do not have a school report must contact their Local Education Authority for an assessment showing their educational progress. Without this information, the application will not be processed.
- All applications received by the relevant deadline will be dealt with entirely on their merits. In addition, special consideration can be given to applicants of unusual merit who are out of catchment area up to a maximum of 10% of the intake; Refer to 3i for more information.

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## 4. Procedure following the school's receipt of the application form

- All complete application forms received on time will be reviewed against the criteria in section 2(i) and applications, which clearly do not fulfil these criteria, may be unsuccessful at this stage.
- No applicant with an Education Health & Care Plan, nor who are Looked After children, will be excluded from the process at this point. This is in recognition that young people in these situations might require additional support in order to present themselves most fully. Having reached the workshop/audition/meeting, where appropriate support will be available, and these candidates will be assessed against the published criteria in the same way as other candidates.
- Depending on which specialism has been applied for, students will be invited to participate in workshops, auditions or meetings with at least two members of The BRIT School staff, usually followed by a structured discussion.
- The applicant will be informed of the format, at least two weeks before the due date, whether she/he has to prepare anything or bring anything to the session.
- All applicants for a particular specialism will go through the same procedure (e.g. all dance students will have a workshop, all art students a viewing of work and a meeting).
- The session, whether it is workshop, audition or meeting, is intended to be with, and for the benefit of, the applicant. Therefore, parents/guardians are requested not to participate. However, parents/ guardians of KS4 applicants are expected to attend the structured discussion, which may follow in case practical issues of travel, accommodation and attendance need to be discussed. Parents/guardians of Post 16 applicants are also welcome to attend this structured discussion.
- The cycle of workshops/auditions/meetings will start in January and then continue up to the end of March. Additional dates may be added after this, depending upon application numbers. KS4 workshops and meetings will take place over a fixed two-day period in February only. Please note we will be unable to see KS4 applicants at any other time.
- The date given for a workshop/meeting cannot be changed unless it is for a previously arranged hospital appointment or public exam (not mock). Please include any dates and supporting documentation concerning unavailability with your application form.

## 5. Procedure following workshop/audition/meeting

After each workshop/audition/meeting, decisions are made by a panel of staff, including those who have met the applicant, with a senior curriculum manager. The decision to offer a place is based on the criteria outlined previously; evidence concerning these criteria will include reports and references from current schools. Where there are two stages to the process on the same day with some applicants not progressing to the second stage, unsuccessful applicants will be informed orally at the time, with a letter of confirmation within 14 days.

In some cases, there is a gap of a few weeks between stages; applicants will be informed whether they are to proceed to the second stage by letter or email.

All other students will be informed by letter of the outcome as follows:

- An offer of a place, conditional on successful completion of the relevant key stage (see 3 v), OR
- An offer with special medical conditions attached (see 3 v), OR
- A place on the reserve list, OR

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- A decision not to offer a place on the course applied for, with a recommendation that the candidate might wish to apply for an alternative course, OR
- A decision not to offer a place

Brief written feedback to assist in understanding the decision can be provided on written request after your application process has been completed. Requests for feedback must be received in writing within 14 days of the decision being communicated to the applicant. As the admissions process may still be ongoing, feedback may take some time although we will make every endeavour to respond to your request within 6 weeks.

We are unable to provide feedback if it is your intention to appeal for a second chance.

**NB.** Applicants will not receive a final decision until early April except for those who are not progressing to the second stage of a two-stage process, who will have this decision confirmed in writing within 14 days of the first stage. If you have attended a workshop/audition, we politely request you do not contact Student Services until after this date. Please note: all decisions will be communicated via post or email only. We will not send any information electronically via fax or by way of a telephone.

## 6. Procedure following an offer

When offer letters/emails are sent, applicants are given a date by which written acceptance of the place offered must be received by the School. If the applicant fails to accept the place by the due date, it will be assumed that s/he has refused the place.

## 7. Further guidelines

### i. **Out of area (see Annex A below)**

Out of area places are very restricted: the School received 13 out of area applications for each out of area place available at Year 12 last year, with higher proportions in some performing arts subjects. Please note that candidates from outside the catchment area need to show unusual merit to be offered a place; this criterion will be reflected in the decisions made at all stages of the admissions procedure, including the initial assessment of application forms, which would need to demonstrate the candidate's unusual merit.

### ii. **Out of area (non UK/EEA National)**

The School will accept applications from parents residing overseas for a child not yet resident in the UK only if:

- i. the child is an EU National, or;
- ii. it is clear (with evidence) that the parents will be relocating to work in the UK. In such circumstances, the school will consider when the child is expected to be resident in the UK and whether the parent's application to enter the UK has been or will be successful.

In order that places offered are not wasted because they cannot be taken up, the School will not make an offer to any student resident overseas, unless:

- they have a right of residence in the UK, or;
- It is clear beyond reasonable doubt (e.g. evidenced by way of confirmation from a sponsoring employer) that the parent's application to enter and stay in the UK will be successful.

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It is the parent's responsibility to ensure this is the case. Where school reports are not in English, please provide an English translation in addition to a copy of the original report. For child welfare, reasons we will not accept applications from children under 16 years old whose parents intend to remain abroad.

### iii. **Issues of Accommodation**

The BRIT School is a day school. It is not responsible for the supervision of students outside of school hours. It has a large catchment area and the school day is longer than other schools'. Students should preferably live within approximately one-hour's travelling distance from school.

- KS4 students should not move away from home to achieve a one-hour travelling time, except when accommodation can be found with close relatives, who must then take on the day-to-day support of the student at the School.
- Post 16 students may live away from home if necessary, but parents must take responsibility for their accommodation being satisfactory, and make sure that the day-to-day support for the student is in place.

### iv. **Terms**

The BRIT School year consists of 5 Terms of approximately 8 weeks, so BRIT School holidays do not always coincide with other institutions'; The BRIT School does not give permission for BRIT School students to take vacations during term time.

### v. **Offers of Places**

- Offers of places at The BRIT School are made during the preceding academic year. Therefore, it is important that the applicant, having been offered a place, does not drop her/his current standards of work and commitment in the school s/he will be leaving to join The BRIT School.
- Offers of places at The BRIT School are contingent on the previous Key Stage having been completed: i.e. in the case of KS4 applicants, KS3 must be completed; in the case of Post 16 applicants (including BRIT School internal applicants) KS4 must be completed.
- If there is doubt as to the student's medical capacity to undertake a course, an offer may be contingent on the results of a medical assessment.

### vi. **Conclusion of Further Guidelines**

It is essential that the above guidelines are understood and acted upon to enable the student to concentrate on his/her studies. Failure to do so could result in a student not being admitted to the School.

The School's authorised catchment area is all of Greater London

EXCEPT: Postal districts CM13 & 14; EN 4 - 8; HA1 - 8; KT8, RM 1 - 7, 11, 12, 14, 15; UB8 - 10; WD2, 3 & 6.

In addition the following postal districts are included:

BR6 & 8; CR0, 2, 3, 5, 6; DA1, 2, 4, 5, 9, 10, 14; KT4, 6, 9, 17  
- 21; RH1, 2, 6 - 11; SM2, 3 & 7; TN13, 14, 16; E18 & E20.

A full list of inclusive postcodes can be [viewed here](#)

In addition, special consideration can be given to applicants of unusual merit who are out of catchment area up to a maximum of 10% of the intake; Refer to 3i for more information.

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## Admissions Appeals Policy

The objectives of the Admissions Appeals Policy and Procedure are to ensure that:

- a) You can appeal for a second chance
- b) the School's admissions appeals procedures are clear
- c) throughout the process of admissions, the proper procedures are followed

**Please note** that we fully understand that the admissions process and meeting can be nerve wracking and that we will always try to put the applicant at ease when meeting them. Nerves will be taken into consideration for every applicant; therefore, nerves are not grounds for requesting an appeal.

### Stage 1:

**If an applicant appeals against a decision not to be invited for an initial workshop/audition and meeting, their application form will be reviewed by a member of the Senior Leadership Team who will either confirm the original decision or move the application to the next stage. Appeals must be received, using an online form (the link will be supplied in your decision documentation) within 14 days of the date of the decision being communicated. We are unable to provide written feedback for these applications.**

**If, after the first meeting/audition/workshop, an applicant is not offered a place, or a place with special conditions, or a place on the Reserve list, the applicant may appeal for a second chance, using an on-line form (the link will be supplied in your decision documentation) within 14 days of the date of the decision documentation. We are unable to accept verbal, emailed or written requests for appeals. The applicant must refer to the admissions criteria 1B) and should clearly explain why they were unable to demonstrate the criteria on the day, and why they feel they ought to be offered a second chance. Please note we are unable to provide feedback on the first meeting/ audition/ workshop if you wish to appeal.**

We recommend that applicants obtain a proof of postage when sending an appeal letter, as The BRIT School cannot be held responsible for non-delivery of appeal letters. Date stamped envelopes will not be considered proof of postage.

**Please note** that the School rigorously quality-assures the second chance process so that all panels will be working to the same standards and criteria, both on the day of the first meeting/audition/workshop and at any second chance meeting.

We will not accept verbal requests for appeals.

Second chance meeting/audition/workshops are conducted by a teacher from the relevant department and a member of the Senior Leadership Team. During the first and second chance workshop/ audition/meeting, the School will use its professional judgement of applicants, based on the criteria laid out in the admissions policy. Please note that candidates from outside the catchment area need to show unusual merit to be offered a place; this criterion will be reflected in the decisions made at all stages of the admissions and appeals procedure. Therefore being out-of-area does not constitute appropriate grounds for appeal. The date given for an appeal workshop/ audition/meeting cannot be changed unless it is for a previously arranged hospital appointment or public exam (not mocks). Please include any dates that you are not available and supporting documentation in your appeals letter. You must be prompt for this meeting as we are unable to reschedule if you miss the allocated time slot. Please include any dates and supporting documentation that you are not available in your appeals



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letter. You must be prompt for this meeting as we are unable to reschedule if you miss the allocated time slot.

## Stage 2:

If, after the second chance workshop/audition/ meeting, an applicant is not offered a place or a place with the special conditions referred to in the Further Guidelines of the Admission Policy, an appeal under Stage 2 of the appeals process may be made. A Stage 2 appeal must be made in writing to the Chair of Governors by sending an appeal letter to arrive at the School within 14 days of the decision being communicated to the applicant. In the case of Key Stage 4 applicants, the parent/ guardian must write the letter. In the case of Post 16 applicants, either the applicant or their parent/ guardian may write the letter. The appeal letter must state clearly the grounds for appeal. We recommend you obtain proof of postage for all appeals correspondence. The School will then send a letter acknowledging receipt of the appeal.

An appeal at Stage 2 may only be made on the grounds that the school 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 school has not followed its own procedure in reaching a decision not to admit an applicant.

If the Chair of Governors considers that the appeal is made on Permitted Grounds, it will be considered by an appeals panel. An appeals panel consists of three people, including a chair who is independent of the School, supported by a clerk who is also independent of the School. The appellant and School will both be required to submit evidence by a set date ahead of the meeting, and the panel may restrict the addition of further evidence after this date.

The panel may undertake such enquiry into the matter as it considers appropriate and necessary to reach a determination. The panel also may choose to invite the applicant and/or parent/guardian to a meeting if this is considered necessary to better understand the grounds for the request or because the panel wishes to ask questions of the applicant or parent/guardian.

After careful consideration of the request for a review and any representations made by the applicant, parent/ guardian and the School, the panel will conclude by:

- upholding the original decision not to offer the applicant a place; or
- provided that there is sufficient evidence before the panel that the applicant meets the required artistic standard, determine that the applicant should be offered a place [although please note that the appeal panel will not introduce its own tests to assess artistic suitability]
- referring the application for admission back to the School to be considered afresh.

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