

# 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 460 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](#).

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;

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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 [www.brit.croydon.sch.uk](http://www.brit.croydon.sch.uk). Our preferred method of application is via the online application form. Applications not made online must be posted not emailed or faxed.
- By attending a BRIT School Open Evening
- By phone, written request or by visiting the School
- From careers conventions in their school or neighbouring schools

**NOTE:** We strongly recommend visiting the School during an Open Evening before applying. This will enable parents and applicants to understand the way in which the School works.

#### ii. **Specialism**

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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 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 1st September. Application forms are available with the new prospectus at the beginning of September. Applicants are encouraged to apply well before the deadline dates; this not only helps the administration of the applications procedure, but also reduces the possibility of postal delays making your application late. Please note that late applications will be dealt with after all applications made by the published date.

The deadline dates are stated on our website, here for [Post 16](#) and [Key Stage 4](#).

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. We recommend that applicants obtain proof of postage when sending an application as the School cannot be held responsible for non-delivery of applications. Date stamped envelopes will not be considered proof of postage, as they are often illegible. Please ensure the correct postage is applied.

- Application forms must be completed in accordance with the instructions on the form and returned to the School.
- Postal applicants must enclose a stamped addressed envelope and this will be returned to acknowledge receipt of the application form. 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.

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- 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.

## 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 a Statement of Special Educational Need or 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.

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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.

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
- 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 only. We will not send any information electronically via fax, email or telephone.

## 6. Procedure following an offer

When offer letters 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.

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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.

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:

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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 [downloaded](#)

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.

## 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

### Stage 1:

If an applicant appeals against a decision not to be invited for a workshop/audition and meeting, their application form will be reviewed by a member of SLT and another experienced member of staff, who will either confirm the original decision or move the application to the next stage. Appeals must be received in writing within 14 days of the date of the decision letter.

We are unable to produce written feedback while the application process is still underway. 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 write to 'Admissions, Student Services', and can appeal for a second chance. These letters must refer to the admissions criteria 1B and should outline the reasons for the appeal, and why they feel they ought to be offered a second chance. This must be received within 14 days of the date of the decision letter. Please note we do not provide feedback on the first meeting/audition/ workshop, if you wish to appeal.

The second chance is designed for situations where the candidate believes that they did not do themselves justice first time (e.g. due to illness) and firmly believes that they can improve; the School welcomes such appeals.

It should be noted that the School rigorously quality-assures its processes so that all panels within each department 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 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.

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

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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 and supporting documentation that you are not available in your appeals 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 General Guidelines of the Admission Policy, an appeal may be made.

The appeal must be made in writing to the Chair of Governors by sending an appeal letter to arrive at the School within fourteen days of the decision being communicated to the applicant.

- In the case of KS4 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 from the Chair of Governors acknowledging receipt of the appeal. Appeals will be considered by a panel 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 appellant may attend the appeal hearing in person.

The appeal panel will, in the first instance determine whether the second chance process was carried out in a fair, consistent and objective way. If they conclude that it was, they will dismiss the appeal and uphold the original decision. If they do not find that the second chance process was carried out in a fair, consistent and objective way, they will need to assess whether sufficient evidence has been presented to them to demonstrate that the candidate is of the required artistic standard. The appeal panel will not introduce its own tests to assess artistic suitability.

After careful consideration, the panel will decide either to:

- Uphold the original decision, or
- Uphold the Appeal and admit the candidate to the School.

The decision of the panel is final and will be communicated in writing.