

# Admission Policy & Procedure 2022/2023

<b>Name of Policy:</b>	Admission Policy & Procedure 2022-2023
<b>Authors:</b>	Admissions & Student Services Department & AP Student Experience
<b>Applicable to:</b>	Applicants, Staff and Trustees
<b>Effective date:</b>	30/07/2022
<b>Date of next review:</b>	30/07/2023

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# 1) Policy

## 1A) 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)**

**18 years of age for Year 14 (after KS5/UAL Extended Diploma and/or A-levels/Level 3)**

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 (i.e. 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

Year 14: approximately 50 students

### 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 exceptional 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).

## 1B) 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
- 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; if applying for Post 16 courses, can show that they are working with commitment in KS4; if applying for Year 14 courses, can show they are working with commitment in KS5.
- If applying for 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.

### **Applicants with an EHCP, LAC (CLA), previously LAC or adopted status:**

We are committed to meeting every applicant that has EHCP, LAC (CLA), previously LAC or adopted status and to make reasonable adjustments for that applicant, within our admissions process. Please note that a school can only be named in an EHCP or LAC plan if it is a maintained school or if the school has received approval from the Secretary of State under section 41 Children and Families Act. A list of such schools is on the Gov.uk website; The BRIT School is not listed. Therefore, we apply our own admissions policy and are not in the same position as maintained schools.

## 2) Procedures

### 2A) What the applicant must do

#### i) Prospectus and Online Application Form

Students or parents/carers 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 attending The BRIT School Open Events 2022 – see website for details.
- By phone, written request to the School
- From careers conventions in their school or neighbouring schools

**NOTE:** We strongly recommend you attend one of the Open Events and watch the videos on the School's YouTube Channel @britschoolfilms before applying. This will help you to understand the way in which the School works.

#### 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 their specialism course, send an email to [studentservices@brit.croydon.sch.uk](mailto:studentservices@brit.croydon.sch.uk) stating their name, the Strand they have applied for, and that they would like the application withdrawn. The applicant must start the application procedure again and it will be 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) Completing the Form

- The online application form will be available from 30 July 2022.
- Applicants are encouraged to apply well before the deadline dates.
- Please note that late applications received after the published date will be added to our waiting list. There is no guarantee that the application form will be considered by the Strand Director if received after the published deadline.

**Deadline dates 2022/23:**

<b>Year applying for:</b>	<b>Course/Strand</b>	<b>Closing date</b>
Year 12 (Post 16)	Dance, Musical Theatre, Music & Music Technology, Theatre	<b>14 Nov 2022</b>
Year 12 (Post 16)	Applied Theatre, Film & Media Production, Interactive Digital Design, Production Arts, Visual Arts & Design/Fashion, Styling & Textiles	<b>24 Jan 2023</b>
Year 10 (Key Stage 4)	All courses/strands	<b>9 Jan 2023</b>

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

- Once submitted, online applications will receive an automatic email confirmation of receipt to the applicant and parental email address specified. If an email is not received, please contact the school.
- Your form will not be considered complete until all mandatory fields have been filled and your report attached. 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.
- 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.
- 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 exceptional merit who are out of catchment area up to a maximum of 10% of the intake.

Please ensure that your email addresses provided are correct as this is how you will be communicated with. We cannot be held responsible for missed workshops/meetings due to incorrect information supplied or not responding to emails sent from us.

Please ensure you check your junk/spam folders for any communications from us. We cannot

accept responsibility for any missed information. Please make [admissions@brit.croydon.sch.uk](mailto:admissions@brit.croydon.sch.uk) a safe sender with your email provider.

## **2B) 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 1B(i) and applications, which clearly do not fulfil these criteria, may be unsuccessful at this stage:
- No applicant with an Education Health & Care Plan, who are Looked After Children (CLA), previously LAC nor adopted 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/meeting, where appropriate support will be available, 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 or meetings, 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 Applicants will have a workshop, all Visual Arts & Design applicants will discuss their portfolio).
- The session, whether it is workshop or meeting, is intended to be with, and for the benefit of, the applicant. Therefore, parents/carers are requested not to participate. However, parents/ carers 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/carers of Post 16 applicants are also welcome to attend this structured discussion.
- The cycle of workshops/meetings will start in December 2022 and then continue up to the end of March 2023. Additional dates may be added after this, depending upon application numbers. KS4 workshops and meetings will take place over a fixed three-day period from Wednesday 1st March 2023 to Friday 3rd March 2023. Please bear this in mind when booking holidays. 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.

## **2C) Procedure following workshop/meeting**

After each workshop/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 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

- 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 six weeks. We are unable to provide feedback if it is your intention to appeal for a second stage appeal.

**NB.** We endeavour to email meeting/workshop decisions within four weeks. Those applying for strands with a two round process will have a decision confirmed by email within 14 days of the first round. If you have attended a workshop/meeting, we politely request you do not contact Student Services until after this date.

**Please note: all decisions will be communicated via email only. We will not send any information by letter or telephone.**

## 2D) Procedure following an offer

When offer emails are sent, applicants are given a date by which 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 they have refused the place.

## 3) Further guidelines

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

Out of area places are very restricted: the School received 10 out of area applications for each out of area place available at Year 12 last year. Please note that candidates from outside the catchment area need to show exceptional 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 exceptional merit.

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

The School will accept applications from students who have the legal right to be a resident in the United Kingdom at the start of their study programme.

The UK's new points based immigration system applies and treats EU (other than Irish citizens) and non-EU citizens equally. Students who are nationals of EU (or European Economic Area (EEA)) countries (other than Irish citizens) who enter the UK after 31 December 2020 are not automatically eligible for funding and must be able to demonstrate that they are legally resident in the UK to be funded.

For applicants from outside the EEA, and potentially for those from within the EEA applications will be proceeded with only if it is clear (with evidence) that the parents will be relocating to work in the UK. The evidence required by the student is a United Kingdom's residence permit or the confirmation letter from the Home Office for EU Settlement status if they come from outside of 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. It is the responsibility of parents to check that their children have a right, under their visa entry conditions, to study at a school. To help parents, we recommend they check that they have a right of abode or that the conditions of their immigration status otherwise permit them to access a state-funded school:

<https://www.gov.uk/guidance/schools-admissions-applications-from-overseas-children>

<https://www.gov.uk/right-of-abode>

For child welfare reasons we will not accept applications from children under 16 years old whose parents intend to remain abroad.

**We regret we are unable to accept applications for Post 16 studies from students residing in Scotland, Wales, Northern Ireland, The Isle of Man and Channel Islands.**

Please note in the event of being offered a place we require proof of eligibility before the start of the course. Failure to provide the required documentation will result in your place being withdrawn.

### **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 five Terms of approximately eight 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 their current standards of work and commitment in their current 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.

### **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.

## 4. Admissions Appeals Policy

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

- a) the School's admissions appeals procedures are clear,
- b) throughout the process of admissions, the proper procedures are followed.
- c) you can request a second stage appeal; appropriate grounds must be demonstrated for the appeal to be granted.

**Please note** that we fully understand that the admissions process and meeting can be nerve-racking 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.

### Phase 1:

If an applicant appeals against a decision not to be invited for an initial workshop 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 can be found on our website) 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/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 stage appeal, using an online form (the link can be found on our website) within 14 days of the date of the decision documentation.

To be clear, 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 stage appeal.

We are unable to provide feedback on the first meeting/workshop if you wish to appeal.

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

Second stage appeal meeting/workshops are conducted by a teacher from the relevant department and a senior member of staff. During the first and second stage appeal workshop/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 exceptional 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/meeting cannot be changed unless it is for a previously arranged hospital appointment or public exam (not mocks).

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

## **Phase 2:**

If, after the second stage appeal workshop/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 Phase 2 of the appeals process may be made.

An appeal at Phase 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 form requesting an appeal under Phase 2 must state clearly how the school has not followed its own procedure in reaching a decision not to admit an applicant.

A Phase 2 (final) appeal must be made in writing to the Chair of Governors by using the on-line form (link will be supplied in your second stage appeal decision email) 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/ carer must complete the form. In the case of Post 16 applicants, either the applicant or their parent/ carer may complete the form. You must state clearly the grounds for appeal in the relevant section on the form. You will receive an email confirmation of receipt.

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 appellant and/or parent/carer 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 appellant or parent/carer.

After careful consideration of the request for a review and any representations made by the appellant, parent/carer 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 appellant should be offered a place [although please note that the appeal panel will not introduce its own tests to assess artistic suitability]
- referring to the application for admission back to the School to be considered afresh.

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