

Admission Policy & Procedure

2023-2024

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The BRIT School

Admissions Policy & Procedure 2023-2024

1. Policy	3
Admissions Practical Requirements	3
Age	3
Numbers	3
Catchment Area	3
2. Admission criteria	3
Equal Opportunities	4
EHCP, LAC and Adopted Applicants	4
3. Procedures	4
Applicant Process	4
1. View the Prospectus:	4
2. Choose a Specialism	5
3. Submit an Application Form	5
Deadline Dates	5
Confirmation of Submitted Application	6
Incomplete Applications	6
Late Applications	6
Email Addresses	6
4. School's receipt of the application form	6
5. Invitation to a Workshop or Meeting	6
Unable to attend workshop	7
Workshop Dates	7
6. Procedure after workshop/meeting	7
7. Outcomes	7
Decision Feedback	8
Decision Timeline	8
8. Acceptance of Offer	8
9. Further Guidelines	8
Out of area (see Annex A below)	8
Out of area (non UK/EEA National)	8
Issues of Accommodation	9
Terms	10
Offers of Places	10
Conclusion	10
10. Admissions Appeals	10
Phase 1 Appeal	11
Phase 2 Appeal	11
Final Appeal	12

1. Policy

Admissions Practical Requirements

Age

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)**

All ages are as of 1st September in the year admitted.

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.

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

Numbers

Allocation of places:

- Year 10 - approximately 200 students - proceeding to Year 11
- Year 12: approximately 500 students - proceeding to Year 13

Catchment Area

The Catchment Area Map for The BRIT School is available on the [School's website](#).

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).

2. Admission criteria

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

Please note passage from Key Stage 4 to Post 16 is not automatic. All Students in Year 11 have to re-apply for Year 12.

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.

EHCP, LAC and Adopted Applicants

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.

3. Procedures

Applicant Process

1. View the Prospectus:

Students or parents/carers may obtain a prospectus in any of the following ways:

- By reading and downloading via [our website](#).
- By signing up and attending [The BRIT School Open Events 2023](#).
- From careers conventions in their school or neighbouring schools.

Please note we strongly recommend you attend one of the Open Events and watch the videos on the [School's YouTube Channel](#) before applying. This will help you and understand the way in which the School works.

2. Choose a 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 after submitting their original application form, please send an email to 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.

3. Submit an Application Form

We encourage applicants to apply online using the [online application form](#).

The online application form will be available from 1st August 2023.

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

The deadline dates are stated below:

Year 12 (Post 16)

Dance, Musical Theatre, Music & Music Technology, Theatre

13th November 2023

Year 12 (Post 16)

**Applied Theatre, Film & Media Production, Interactive Digital Design,
Production Arts, Visual Arts & Design/Fashion, Styling & Textiles**

22 January 2024

Year 10 (Key Stage 4)

All courses

8 January 2024

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.

Confirmation of Submitted Application

Completed and submitted applications will receive an automatic email confirmation of receipt to the applicant and parental email address specified on your application account. If an email is not received, please contact the school.

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.

Incomplete Applications

When the form is received applicants submitting incomplete applications will be sent an email informing them their application is incomplete and requesting the information that is still required. The application may not be processed until this information is supplied.

Applicants who do not submit a completed application in time to be processed by the relevant deadline might find that all places in their chosen specialism have been allocated.

Late Applications

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.

Email Addresses

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 [@brit.croydon.sch.uk](mailto:brit.croydon.sch.uk) and [@applicaa.com](mailto:applicaa.com) a safe sender with your email provider.

4. 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, 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.

5. Invitation to a Workshop or Meeting

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 submit a selection of work from 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.

Unable to attend workshop

If an applicant is feeling unwell on the day of the audition/workshop/meeting and decides to attend they will ordinarily be unable to use this subsequently as grounds for a Phase 2 appeal (see section 8). We will always endeavour to reschedule the meeting if an applicant informs us that they are ill on the day, or just before. If an applicant comes to the meeting, they have decided they are well enough to do their best.

Workshop Dates

The cycle of workshops/meetings will start in December 2023 and then continue up to the end of March 2024. Additional dates may be added after this, depending upon application numbers.

Please bear this in mind when booking holidays, we may not be able to reschedule these workshops/meetings.

Key Stage 4 workshops and meetings will take place over a fixed three-day period from **Wednesday 21st February to Friday 23rd February 2024.**

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.

6. Procedure after 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 an email 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.

7. Outcomes

Admissions Policy & Procedure 2023-2024

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.

Decision Feedback

Brief feedback to assist in understanding the decision can be provided via a 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 and may not be processed until the end of the admission/appeal process.

We are unable to provide feedback if it is your intention to appeal for a phase 2 appeal.

Decision Timeline

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.

8. Acceptance of 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 s/he has refused the place.

9. Further Guidelines

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.

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. We take the address at the point of application and not where you might hope to move should you be offered a place.

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

The BRIT School

Admissions Policy & Procedure 2023-2024

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.

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.

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

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.

10. Admissions Appeals

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

- The School's admissions appeals procedures are clear throughout the process of admissions, the proper procedures are followed.

There are three situations in which an appeal can be made against a decision made by the

The BRIT School

Admissions Policy & Procedure 2023-2024

School:

- An appeal against a decision not to be invited for an initial workshop and meeting known as a "Phase 1 Appeal".
- An applicant seeking a second opportunity for a meeting/workshop following a decision not to offer a place, or a place with special conditions, or a place on the Reserve list after the first meeting/workshop known as a "Phase 2 Appeal".
- A final appeal to Governors after the Phase 2 appeal meeting/workshop phase has been completed known as a "Final Appeal".

Phase 1 Appeal

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 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.

Phase 2 Appeal

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 seek a second opportunity for a meeting/workshop through a Phase 2 appeal, (the link will be available on your Application Account) 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 and should clearly explain why they were unable to demonstrate the criteria on the day, and why they feel the Phase 2 appeal should be allowed.

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 a Phase 2 appeal.

Phase 2 appeals will not ordinarily be allowed on the basis that the applicant felt unwell on the day of the first meeting/workshop. An applicant who feels unwell should ask that the meeting/workshop be rescheduled.

Please note 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 Phase 2 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 Phase 2 appeal meeting.

Phase 2 appeal meeting/workshops are conducted by a teacher from the relevant department

and a senior member of staff.

During all meeting/workshops, 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 a Phase 2 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.

Final Appeal

If, after the Phase 2 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 the Final appeal stage of the appeals process may be made.

A Final Appeal 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 a Final appeal must state clearly how the school has not followed its own procedure in reaching a decision not to admit an applicant.

A Final Appeal must be made in writing to the Chair of Governors by using the on-line form (link will be supplied in Phase 2 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.