Benjamin Britten Academy of Music and Mathematics

Admissions Policy 2019-20

Policy No.7

J McAtear - Headmaster

M Ravenhill – Chair of Governors

Revised September 2018
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**Section 1 General Principles**

Benjamin Britten School is a state funded independent School. We are a Specialist Music and Mathematics School.

The ethos of this school is based on traditional values where learning is highly valued. We consider good behaviour, loyalty to and respect for others, endeavour, team work and commitment as important attributes and expect our students to pursue excellence in all that they undertake. We encourage students to be givers to the Community.

The main principle of admission to Benjamin Britten School is to maintain the character of the school as a comprehensive school, providing for the needs of young persons within the 11 - 16 age range, who attend primary schools in Lowestoft and the surrounding areas defined below. The school’s admission policy does not imply a guarantee of a place for children living in our priority admission area or attending the named partner schools.

Up to 10% of the published admission number of places will be offered to children with an aptitude in Music as assessed by the standardisation process. (A Supplementary Information Form – Appendix 1 – must be completed to apply for one of these places, a copy of which can be downloaded from the school’s website or requested from the school office. This should be returned to the School by 30 September).

Admission to our school is not dependent on any ‘voluntary’ contribution.

The school will endeavour to provide places for students who live outside the priority admission area (who do not attend a named partner school), whose parents wish them to attend Benjamin Britten, provided that they can be accommodated within the admission limits.

Students will be admitted at the age of 11+ **without** reference to ability or aptitude (except in certain circumstances in relation to Musical aptitude where places at the school are still available after the admission of students from the partner primary schools) using the criteria below. The admission number for September 2019 will be 215.

The school participates in the Local Authority coordinated scheme and all deadlines within the Local Authority scheme should be adhered to by applicants.

Children with an Education, Health and Care Plan naming the school will be admitted, within the scope of the law.

As required by the School Admissions Code 2014 the school will give top priority to applications on behalf of looked after children (children in care) and previously looked after children (children who were looked after but ceased to be so because they were adopted or became subject to a child arrangements order or special guardianship order, immediately following having been looked after).
Section 2 – Definitions and Details

Priority Admission Group

Our priority admission group includes all students attending one of our Partner Primary Schools on the national closing date for applications (31 October), regardless of where they live.

We have strong curriculum and sporting links with the following local Primary Schools: they are considered to be our Partner Primary Schools and we give priority to applications from children who attend them. The list of partner primaries is based on the extent to which the various schools in the area work closely with the Academy in terms of transition arrangements such that this works effectively for the education of the children concerned rather than on a geographical basis.

Blundeston Primary
Corton Primary
Gunton Primary
Oulton Broad Primary
Roman Hill Primary
Somerleyton Primary
Woods Loke Primary

In accordance with the new admissions code and concordant Government Legislation the children of staff members who have been employed for 2 years or more or who have been employed to fill a skill shortage also form part of the priority admission group. (SAC 1.39a) As such those children will be treated for the purposes of oversubscription in the same manner as children attending a nominated primary school who have a sibling on roll at Benjamin Britten (Oversubscription Criteria C1) Where the total number of applications exceeds the PAN this may be resolved by reference to the admissions criteria and to random selection if necessary.

Sibling

By sibling we mean:

- Children living at the same address who have one or both natural parents in common
- Children living at the same address who are related by a parent’s marriage
- Children living at the same address whose parents are living as partners at this address

We do not include ‘cousins’ within our definition of sibling.

A sibling will not be given priority when the other sibling will have left Year 11 by the time the new student would be due to start.
Section 3

Oversubscription

A  **Looked after children (children in care) and previously looked after children** (children who were looked after, but ceased to be so because they were adopted or became subject to a child arrangements order or special guardianship order, immediately following having been looked after) will be admitted within the scope of the law.

Previously looked after children includes children who were adopted under the Adoption Act 1976 (section 12 adoption orders) and children who were adopted under the Adoption and Children’s Act 2002 (section 46 adoption orders). Child arrangements orders are defined in section 8 of the Children Act 1989, as amended by section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order.

B  **Exceptional medical circumstances supported by written medical evidence.** Any such applications must be received by the national closing date (31 October) in the coordinated scheme and will be considered by the Admissions Committee of the school. The extent and circumstances in which medical need would override those below would relate to situations in which e.g a hospital consultant had stated in writing that attendance at Benjamin Britten was an essential in terms of meeting the medical needs of the child. The evidence should come, however, from at least one registered health professional and should set out the particular reasons why Benjamin Britten is the most suitable school.

C  **Applications from within the priority admission group** (students attending a partner primary school and the children of staff members) will be considered first and determined using the following criteria:

1. Children with a brother or sister (sibling) attending Benjamin Britten at the time of application with a reasonable expectation they will be attending at the start of the new school year.

2. Children attending one of the nominated primary schools who do not have a brother or sister (sibling) attending Benjamin Britten.

D  **Applications from children who do not attend a partner primary school** will be considered if there are still places available and will be determined by the following criteria:

1. Children not attending a partner primary school but with a brother or sister (sibling) attending Benjamin Britten at the time of application with a reasonable expectation they will still be attending at the start of the new school year.

2. In the case of up to 10% of the published admission number children with an aptitude in Music. (See Supplementary Information Form - Appendix 1)
3. Children not attending a partner primary school and without a brother or sister (sibling) attending Benjamin Britten.

4. The proximity criteria as described below.

**Tie-breaker**

In the event of oversubscription, priority will be determined:

In **Category C** above by **Random Allocation**. (Random Allocation will be supervised by someone independent to the school and consequently carried out in compliance with Section 1.35 of the Schools Admissions Code 2014)

In **Category D** above by the **proximity** of the child’s home to Benjamin Britten School, measuring the distance by a straight line (‘as the crow flies’ from the front door of the child’s home to the vehicular entrance driveway to the school) with those living nearest the school being given priority. Where there is more than one home within a single building (e.g flats) we will measure to a single point within that building irrespective of where those homes are located.

If after applying the proximity tie-breaker there are more applications than places available by a **further tie-breaker of Random Allocation** will be used for the applications from this category.

**Home Address**

Ordinarily resident or “home address” refers to the place where your child usually lives. We consider this to be where they sleep overnight. We may need proof of this address.

We will not treat your child as ordinarily resident if you rent or own a second home in the catchment area or if you use another address (e.g a grandparents’ address) to give the impression that your child lives in the catchment area so that you have a higher priority for a place. If you use another address to give the impression that your child lives at a different address to where they are ordinarily resident so that you have a higher priority for a place we will consider this to be a fraudulent application.

Where a child lives with separated parents who have shared responsibility, each for part of the week, the ordinarily resident address will be considered to be the address that the child spends at least three nights of the school week each week on average over the calendar year. Separate evidence in writing from each parent will be required to confirm the child’s living arrangements at the time of application.

As part of the tie-breaker process proof of residence, such as a tenancy agreement or a solicitor’s letter confirming contracts have been exchanged on a house purchase may be required.

The offer of a place may be withdrawn if proof of residency is not met or if we find that the details given were deliberately false or misleading.
Multiple Births

The School's policy is not to separate multiple births e.g. twins or triplets

Waiting Lists

Under the co-ordinated scheme we will maintain a waiting list of all applicants who have been refused a place in Year 7 until the end of the first full week of the Spring Term. Thereafter and for all In Year applications, where places are available these will be offered to current applicants. These are defined as those whose applications are within the previous fortnight before a place becomes vacant. The school does not hold a waiting list.

We have to admit any student who is the subject of a ‘direction’ by the Secretary of State or allocated to us according to the local Fair Access Protocol when such has been applied properly and with genuine fairness and according to its principles and any such students take precedence.

In Year Admissions

Admissions for all Year Groups other than the normal admissions round (i.e. to join the school in September in Year 7) will be dealt with in accordance with this policy. All applications should be made direct to the Headmaster on the approved form which is available on the school’s website or by ringing the school office when a copy will be posted to you.

If we are unable to offer a place we will not determine a further application for a place in the same school year unless there has been a significant change in circumstances. If no significant change in circumstances occurs you can submit another application for the following school year but this can only be considered one term prior to the date when the place is required.

Admissions of children outside their normal year group

We will abide by the Schools Admissions Code Section 2.17

Appeals

If you are refused a place at our school, you have the right to appeal to an independent panel. Details of how to do this will be included in the refusal letter. All appeals for a place in Year 7 should be heard by the same panel and it is difficult to slot in late applications. You are therefore advised to send your appeal forms to the Education Appeals Office as soon as possible and your appeal should be heard within 40 school days of the date for appeals to be lodged - which must be at least 20 school days after allocation on 1 March or the next working day.

Appeals for late applications – such appeals should be included with those being heard for the same admission round. However, if this is not feasible, appeals for late applications will be heard within 30 school days of the appeal being lodged.
In year appeals will be heard within 30 days of your appeal being lodged with the Education Appeals Office.

**Guardianship**

The School reserves the right to carry out necessary checks as to the legal guardianship of an adult making an application for admission for a child whether as an in year admission or as part of the general intake where it considers it necessary to do so. It is recognised that this can relate to safeguarding issues and is therefore of the highest priority to the school.

**Appendix A**

Supplementary Information Form – Application for a Specialist Music Place
I have read the notes overleaf and wish to apply for a specialist Music place for my child.

1. **Details of child**

<table>
<thead>
<tr>
<th>Family name</th>
<th>First name</th>
<th>Date of birth (dd/mm/yyyy)</th>
<th>Boy</th>
<th>Girl</th>
<th>(please tick)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

Address

<table>
<thead>
<tr>
<th>Postcode</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

2. **Details of parent or carer with whom child lives**

<table>
<thead>
<tr>
<th>Family name</th>
<th>Initials</th>
<th>Mr / Mrs / Miss / Ms</th>
<th>Contact telephone number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

**DELETE AS APPLICABLE**

- I confirm that I will include Benjamin Britten School in the list of schools which I will apply for on my local council’s application form. (If applying for a place in the normal admissions round)

OR

- I also attach form ADM1 (if applying for a place other than in the normal admissions round)

Signature of Parent/Carer

<table>
<thead>
<tr>
<th>Date</th>
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</tbody>
</table>

**PLEASE RETURN TO:** THE HEADMASTER, BENJAMIN BRITTEN SCHOOL, BLYFORD ROAD, LOWESTOFT, NR32 4PZ BY 30 SEPTEMBER 2018
Please read this information carefully, and discuss it with your child before deciding whether to complete the form overleaf.

**What are specialist music places?**
Specialist music places will be allocated to children who demonstrate a particular aptitude for music and are therefore likely to benefit from attendance at a Specialist Music College.

**How many specialist places are available?**
Up to 10% of our PAN.

**Which children should apply for specialist places?**
Children do not need to have special knowledge of an instrument to be considered for a specialist music place.

**What does the assessment process involve?**
At this assessment, children will be asked either to play a short piece on their instrument or sing a short song of their own choosing (maximum time 3 minutes), clap a rhythm back correctly and sing back a short series of notes played or sung to them. They will be asked to write a short piece about what music means to them. All performers will be asked to provide a photocopy of the music for their own part. It is also possible to perform to a backing track on tape or CD. This must not have the solo voice part included, only the backing instrumental.

**Aural**
Children will:
- sing a round with the teacher to show control of pitch and rhythm against a polyphonic melody;
- clap back a rhythm correctly;
- sing back a melody correctly;
- identify major and minor chords.

**How will specialist places be allocated?**
Children will be given a mark for each part of the process and places will be allocated to applicants with the highest total scores.

**How do I apply for a specialist place?**
If you wish to apply for a specialist place, please complete the form overleaf and return it to the address at the bottom of the form BY 30 SEPTEMBER.

**Where can I get further information?**
Further information about the process can be obtained from the Headmaster’s PA at the School on 01502 582312.