Benjamin Britten School

Admission Arrangements 2028-2029

Policy led by: ARi and ITh Reviewed: November 2026 Next review: February 2028

Contents Page

Section 1 - General Principles

Section 2 – Definitions and Details

- **Priority Admission Group**
- **Siblings**

Section 3 – Priority order for Oversubscription

- **Tie-breaker**
- **Home Address**

Waiting Lists

In Year Admissions

Appeals

APPENDIX 1 – Supplementary Information Form

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 regard 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 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. There is a link to a google form on the admissions page of the school website, which you can complete to apply for a specialist music place. This should be completed and submitted by 30 September. Further information on applying for a specialist music place can be found at appendix 1.

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

The school will endeavour to provide places for students 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 2027 will be 215.

The school participates in the Local Authority co-ordinated 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 2021, the school will give top priority to applications on behalf of looked after children and previously looked after children (definitions below).

This policy is based on advice from the Department for Education (DfE) disclosed within:

- School Admissions Code 2021
- School Admissions Appeal Code

As an academy, the school is required by its funding agreement to comply with these codes and with the law relating to admissions as set out in the School Standards and Framework Act 1998. This policy complies with our funding agreement and articles of association.

Section 2 – Definitions and Details

Looked after children

Looked after children are children who, at the time of making an application to a school, are:

- In the care of a local authority, or
- Being provided with accommodation by a local authority in exercise of its social services functions.

Previously looked after children

Previously looked after children are children who were looked after, but ceased to be so because they:

- Were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or
- Became subject to a child arrangements order, or
- Became subject to a special guardianship order

This includes children who appear to have been in state care outside of England and have ceased to be in state care due to being adopted.

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.

Tier 1 Partner Primary Schools are:

- Somerleyton Primary
- Woods Loke Primary

- Carlton Colville Primary

Tier 2 Partner Primary Schools are:

- Blundeston Primary
- Corton Primary
- Gunton Primary
- Oulton Broad Primary
- The Limes Primary Academy

In accordance with the admissions code and concordant government legislation, the children of staff members who have been employed for 2 years or more at the time at which the application for admission to the school is made and/ or who have been employed to fill a skill shortage, also form part of the priority admission group. This criterion applies to all staff groups, not just teaching staff. As such, those children will be treated for the purposes of oversubscription in the same manner as children attending a partner primary school who have a sibling on roll at Benjamin Britten (oversubscription criteria C1).

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

Priority Order for Oversubscription

A **Looked after children (children in care) and previously looked after children**. Please see above definition.

B **Exceptional medical circumstances supported by written medical evidence.** Any such applications must be received by the national closing date (31 October) in the co-ordinated 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 School 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 partner 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.
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 schools and consequently carried out in compliance with Section 1.35 of the School Admissions Code 2021).

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'). All straight line distances are calculated electronically by Suffolk County Council using data provided jointly by the Post Office and Ordnance Survey. The data plots the co-ordinates of each property and provides the address-point between which the straight line distance is measured and reported to three decimal places. Where there is more than one home within a single building (for example apartments) they 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 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.
For families of UK service personnel with a confirmed posting, or crown servants returning from overseas, places may be offered in advance of them moving to the area, provided the application is accompanied by an official letter with a relocation date. We will not insist on receiving an 'intended address' if there is not one available and a unit or quartering address can be used if requested.

Multiple births

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

Waiting Lists

Under the co-ordinated Local Authority scheme, we will maintain a waiting list of all applicants who have been refused a place in Year 7, until 31 December of that year.
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 any waiting list other than the above Local Authority scheme for Year 7 applicants. 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 (FAP) 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 Headteachers 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.

Admission of children outside their normal age group

We will abide by the School Admissions Code section 2.18. It is expected that children will normally be educated within their chronological year group. However, we will make decisions on the basis of the circumstances of each case and in the best interests of the child concerned, in line with the School Admissions Code.

You can make a request to the school in writing. This will need to include, where relevant, any supporting information about why the child should be admitted out of their normal age group.

When considering the request this will include, but is not limited to, taking account of the parent's views; information about the child's academic, social, and emotional development; whether the child has previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. Any evidence in respect of these or any other reasons can be submitted. Where relevant, consideration can be given to the child's medical history and any evidence from a medical professional involved with the child's care or treatment.

We will make a decision on the request, taking into account the views of the Headteachers. Parents and carers are not expected to get evidence that they do not already have. We will write to you with the outcome, including the reasons for the decision. If the request is refused, you will be given the details of how to complain to the school.

A CAF1 application form must be sent to Suffolk County Council along with the decision letter from the school and other relevant evidence by the national closing date. Even if the request is agreed, there is no guarantee there will be a place available.

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 and on the school website.
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 deadline for appeals to be lodged - which must be at least 20 school days from the date of notification that the application was unsuccessful.
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.

For more information on appeals timetables, please visit: https://www.gov.uk/schools-admissions/appealing-a-schools-decision

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 1: Applying for a specialist music place

Please read this information carefully, and discuss it with your child before deciding whether to complete the google form available on the admissions page of the school website.

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 school.

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 process involve?

Applicants will be asked either to play a short piece on their chosen instrument or sing a short song of their own choosing (maximum time 3 minutes).

All applicants will be asked to provide a copy of the music for their own part. It is also possible to perform to a backing track; this music must be provided on a USB and must not have the solo voice part included in the recording.

A discussion with the Head of Music will also take place with each applicant to discuss their aptitude for music and to find out what music means to them.

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.
- undertake a short listening activity

How will specialist places be allocated?

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 school.

How do I apply for a specialist place?

If you wish to apply for a specialist music place, please complete the google form on the admissions page of the school website by 30 September. The admissions page can be accessed at https://www.benjaminbritten.school/Information/Admissions.

If you would prefer to complete a paper copy of the form, please email Miss Juganzon on v.juganzon@benjaminbritten.school.

Where can I get further information?

Further information about the process can be obtained from Mrs K Brown at the School on 01502 582312.