

EAST LONDON ARTS & MUSIC



Admissions Policy

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Signed by Chair of Governors:

Signed by Principal:

INTRODUCTION

ELAM is fully inclusive and aimed at all young people who have a desire to work within the creative industries.. We work with talented young people who are passionate about digital media and music whether in the form of performance, production or business.

We seek to engage trainees that have a passion for film and tv, games design, multimedia production, music business, music production or music performance and are ambitious about where this can take them.

We are looking for those with an interest and an aptitude in these areas but who are not otherwise likely to have access to excellent specialist teaching in this phase of their education. We want to stretch our trainees to ensure they are well placed to secure places at university or go on to have successful careers in the creative industries.

1) PRINCIPLES

- ELAM's admission policy will be clear, fair and transparent. It will be presented in a format that is accessible to prospective trainees and their parents and carers, and will be available on the ELAM website.
- ELAM operates as its own admissions authority. Our admissions policy is published on our website at www.elam.co.uk and the agreed admissions arrangements for any year will usually be published on our website by 30 September of the preceding year. This information will include how many places will be offered in that year, the minimum academic requirements for entry, and how places will be allocated if the academy is oversubscribed. It will also include details of how the academy will operate its waiting list.

2) ADMISSIONS NUMBERS

The capacity of ELAM is 300, which it will reach in September 2018.

The published admissions number for 2017 is 75 for the Music course and 75 for the Digital Media course. Applications into the new Year 12 will be accepted for entry in September 2017 from students born between 1 September 1999 and 31 August 2001.

3) MINIMUM ENTRY REQUIREMENTS

We will assess every applicant's grades or predicted grades individually in order to ensure that they are able to access the content of the curriculum. Our assessment of grades is based on prior academic attainment within Maths and English and if a student fails to obtain a C grade in one or both of these subjects at GCSE there will be greater scrutiny on their suitability for the course. All

our evidence points to the fact that those students who have not met this required standard in Maths and English will struggle with the demands of the BTEC Level 3 Extended Diploma.

Applicants to ELAM will need to demonstrate that they have been **Innovative**, that they have achieved **Excellence**, shown **Integrity**, **Collaborated** with other people and been **Driven** to succeed. These are the ELAM Values and Applicants will be assessed against these throughout the Application Process to ensure that they have the motivation, aptitude and talent required to access the Music or Digital Media Programmes. The Values will be scored and assessed by experienced ELAM staff. The criteria for assessment will be available on request if an Applicant wishes to view them.

Applicants must be between the ages of 16-18 on 1st September 2017.

3) APPLICATION PROCESS

ELAM's aim is to use Music, Digital Media and their respective industries as a platform to develop young people to their full potential. We want all of our trainees to leave ELAM 'Industry Ready' to be able to go on to either employment or higher education. The application process will reflect this aim.

There are four stages in the application process to join ELAM:

STAGE 1

Applicants will be asked to complete the online application form and submit it. The application form can be obtained by providing your details in the 'Apply' section on the website www.elam.co.uk or by requesting an application form from info@elam.co.uk. All submitted applications will be reviewed within 2 weeks of being received and ELAM will let Applicants know if they will be invited to participate in Stage 2 based on their written answers and an Applicant will pass or fail this stage of the process based on how they exhibit the ELAM Values.

STAGE 2

All Applicants who meet the minimum criteria in terms of the Values assessed in the applications form will be invited to attend an ELAM Assessment Day. The Assessment Days will be held from November 2016 onwards at the ELAM premises.

Assessment Days for the Music Programme will consist of:

- a music related group activities with other ELAM Applicants; and
- an individual interview to gain evidence of the Applicant's passion for either Music Production, Music Performance or Music Business.

Assessment Days for the Digital Media Programme will consist of:

- An in-depth one-to-one interview to gain evidence of the applications experience level, academic profile, passion and interest in Games Design, Film and Television Production or Music and Media Promotion.
- The presentation and discussion of a relevant portfolio of work.

Applicants at Assessment Days will be scored on a 1-5 scale for each activity. We are looking for candidates to score the minimum of a 3 in each of our values in order to be successful.

Applicants attending an Assessment Day will be asked to bring with them their predicted GCSE grades and the name of a teacher from their current school to confirm their grades.

STAGE 3

Following the Assessment Day, ELAM will contact the Applicant's named teacher to confirm their predicted grades. Applicants will then receive written confirmation of one of the following:

- an unconditional offer to attend ELAM in September 2017 if you have already taken your GCSEs;
- a conditional offer to attend ELAM in September 2017 including target GCSEs to work towards which will be personalised to each Applicant; or
- no offer to attend ELAM. Feedback will be available to these Applicants on request.

Applicants will be asked to accept an unconditional or conditional offer within 14 days of receiving it.

In the event of oversubscription, candidates not chosen will be placed on the Waiting List as outlined below.

STAGE 4

For those Applicants who have accepted a place at ELAM for September 2017 events will be held throughout the year to enable them to meet other future Trainees and to stay engaged with ELAM before they join.

ELAM will admit any pupils with an education health and care plan which names ELAM.

4) OVERSUBSCRIPTION CRITERIA

In the event of the Programme at ELAM being over-subscribed by Applicants of equal ability and potential, places will be allocated in the following order of priority:

1. Applicants who are, or who have previously been looked after by a local authority.
2. Applicants who are identified as having a disability or learning difficulty by their previous education institution.

Within these oversubscription criteria, ELAM will firstly prioritise Applicants on the basis of their assessment centre scores. Where we are unable to draw a distinction based on assessment centre

scores ELAM will prioritise applicants based on the distance of their permanent home address from ELAM. The address will be taken to be the front entrance of Bromley-by-Bow Underground station. Distance will be measured by a straight line on a map from the front door of the Applicant's home address to the front door of ELAM using an electronic mapping system for example Geographic Information Systems (GIS).

If the application of the oversubscription criteria results in a tie, places will be allocated randomly and this process overseen by someone independent of ELAM.

5) WAITING LIST

It may be that some Applicants do not receive their predicted grades, or decide not to attend ELAM for whatever reason. We will therefore establish a waiting list, with Applicants prioritised in line with our oversubscription criteria. The waiting list will operate up to the end of the first half term of any academic year. In year admissions will not be accepted after that due to the specialist nature of the provision.

6) ADMISSIONS APPEALS

Applicants who are not offered a place through this Admissions process have a right to appeal against this decision. ELAM will establish an independent appeals panel to hear such appeals.

7) LATE APPLICATIONS

Applications received after the deadline will only be considered should places remain after the consideration of all applications received on or before the deadline. If following consideration of all applications the school is oversubscribed, Applicants may request that they are placed on ELAM's waiting list.

8) EQUALITY AND DIVERSITY

In operating admission arrangements ELAM will do everything it reasonably can to enable every Applicant to perform at their best, and in making acceptance decisions will not discriminate between Applicants on grounds of gender, disability, faith, ethnicity, or sexual preference provided they meet the criteria for entry.

9) ADMISSIONS TIMETABLE

TIMELINE	ACTIVITY OR ACTION
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30 September 2016	2016/17 Admission Arrangements published. Application Form available by request from www.elam.co.uk
1 October 2016	Applications open
31 July 2017	Application deadline
November 2016 onwards	Assessment Days begin
December 2016 onwards	Places awarded to Applicants and conditional offers made
Two weeks after offer	Successful Applicants accept offers
Two weeks after Assessment Day	Unsuccessful Applicants notified
24 August 2017	Confirmed offers made to students and clearing process for unfilled places
4 September 2017	Enrolment and ELAM opens