



Bromley Youth Music Trust

Admissions Policy

September 2018 Edition

Bromley Youth Music Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Bromley Youth Music Trust is committed to valuing and celebrating diversity and promoting equality of opportunity for all its staff and students. We are working to create a learning and working environment which is free from prejudice, discrimination, intimidation and all forms of harassment including bullying. Respect for rights is at the heart of our planning, policies, practice and ethos and we expect all members of our community to model this in their behaviour and relationships.

Supported using public funding by



**ARTS COUNCIL
ENGLAND**



1 Introduction

- 1.1 Bromley Youth Music Trust welcomes every child who wishes to learn an instrument or to sing. No child is excluded for financial reasons as support is available from BYMT's Young Musicians' Fund (see para. 5).
- 1.2 Tuition will normally take place in the child's school during the school day, but in some cases and by special permission due to limited availability of rooms, tuition may take place at Bromley Youth Music Centre.
- 1.3 30 lessons, which can be for 15, 20, 30, 45 or 60 minutes are given each academic year, on an average of 10 each term, although the exact number may vary. It may be possible to teach for additional weeks at an additional cost depending on the school and BYMT calendar.
- 1.4 Acceptance for tuition is dependant on an appropriate teacher being available, if not the child may be placed on a waiting list. BYMT does everything possible to minimise waiting time.
- 1.5 BYMT's policy is to apply these criteria to all pupils and potential pupils regardless of any disability of which it is aware, subject to its obligation to make reasonable adjustments not to put any disabled pupil or potential pupil at a substantial disadvantage compared to any pupil who is not disadvantaged because of his or her disability.
- 1.6 Concerning membership of instrumental/groups, children will be allocated places by the appropriate Head of Department (Brass, Keyboard, Percussion, Strings, Vocal, Woodwind) which for elementary groups will be by open invitation and for more senior groups by audition.

2 Admission Procedure

- 2.1 It is possible for children to commence instrumental or vocal tuition from a BYMT teacher at any time, although early in a term is preferable.
- 2.2 Parents/Carers should obtain and complete a BYMT Application Form from their child's school or from BYMT noting the regulations. Signing the Application Form forms a contract for services and the applicant is then subject to BYMT's terms and conditions. Half a term's notice is required if lessons are terminated by the family concerned or a full term's fees (10 lessons) shall be payable by the family. However, in the case of ceasing lessons in the Summer Term, BYMT deem it reasonable that if notice is given by the end of the summer term, only half a term's fee is payable in lieu of notice. This is due to the implied length of notice period required (6 months).
- 2.3.1 Instrumental demonstrations are regularly presented at Bromley schools to encourage a child's interest in learning an instrument or singing. Most years in early September there is an Open Morning at BYMT when

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children are invited to try a range of musical instruments. BYMT's aim is to determine whether a given child shows the aptitudes and level of development necessary for successful study of a given instrument and to benefit from the education offered by the BYMT.

- 2.4 Parents/Carers wishing their child to join a BYMT evening junior ensemble should obtain a membership form from the Office at BYMT, in person, by telephone or by downloading from www.bymt.co.uk giving full relevant details of their child including name, address, age, school, instrument, grade (if known) and name of instrumental/vocal teacher. Families will be contacted by Email and the child invited to attend.
- 2.5 Parents/Carers wishing their child to join more senior ensembles, including bands and orchestras that rehearse on Saturday should follow the same procedures as in para. 2.4. The child will then be invited to audition and will be placed in the appropriate group for their ability and age by the relevant Head of Department.
- 2.7 Each child will be informed at the audition whether they have been successful and they will be invited to attend the next appropriate rehearsal, when they will be allocated a place in the ensemble.
- 2.8 The Head of Department decides seating order for each group taking into account a number of factors. Their decision is final. BYMT operates an inclusive policy in allocating places in groups. The group offered will depend on the child's level of musical attainment, although their age will also be taken into consideration. Membership of Bromley Youth Chamber Orchestra and Bromley Youth Concert Band is strictly by invitation only.
- 2.9 Following acceptance of a place, parents are sent all necessary documentation, and will be invoiced where appropriate.
- 2.10 Parents/Carers are asked to furnish BYMT with all relevant information about any special educational need, disability or medical condition well in advance of commencement of tuition, to ensure that any appropriate and reasonable training and procedures can be put in place before the child's first day.

3 Admission Appeals

- 3.1 If parents/carers wish to appeal against a decision concerning their child's tuition or placement in a group, they can do so by contacting the appropriate Head of Department, who will either make contact by telephone or arrange a meeting to discuss your concerns.

Mrs Brock:	Brass	mailto:sbrock@bymt.co.uk
Ms Dimitrova:	Keyboard / Jazz	mailto:keyboard@bymt.co.uk
Mr Dowdell:	Guitar	mailto:guitar@bymt.co.uk
Mr Wells:	Strings	mailto:twells@bymt.co.uk

Mr O' Shea:	Woodwind:-	mailto:coshea@bymt.co.uk
Miss Seeney	Singing	mailto:sseeney@bymt.co.uk
Mr Woodham	Percussion	mailto:cwoodham@bymt.co.uk

All the above may be reached, if available, by telephone on 020 8467 1566.

4 Attendance, Punctuality and Behaviour

BYMT expects that all students attend their lessons and classes punctually, endeavouring to arrive before start times. Notice of absence should always be given in advance if at all possible. BYMT has an excellent reputation for students' behaviour and it is expected that while receiving tuition individually or in a group, each student and family member should treat teachers and all other children and adults who may be nearby, with the utmost respect and consideration. If a child is persistently late, absent without an agreed reason or if their or a family members' behaviour is unacceptable, they may be excluded.

5 Hardship/Financial Disadvantage

It is BYMT's policy that no child be excluded because of financial disadvantage, if you can provide written proof that:

- You are receiving Income Support, Job-Seekers Allowance or contribution-based ESA (Employment Support Allowance)
- You are learning with a BYMT Licensed Teacher
- The school are not able to fund lessons through the PPG

then your child will be eligible for a weekly 15 minute lesson (subject to the appropriate teacher being available), a free instrument (if appropriate and subject to availability) and free group membership at BYMT. If you are cannot technically fulfill these criteria but can provide other written evidence of hardship, BYMT has a discretionary fund for special circumstances, although this is more limited.

If you wish to apply for financial assistance, please write (enclosing any evidence) to:

Mr. Simon Sundermann
Deputy Principal
Bromley Youth Music Trust
Southborough Lane
BROMLEY
BR2 8AA

6 Review

6.1 This policy is reviewed annually by the Senior Management Team.