Bishop Rawstorne Church of England Academy
Proposed Admission Arrangements 2028

Making an application

Applications for admission to the Academy for August 2028 should be made on-line between 1st September 2027 and 31st October 2027. It is not normally possible to change the order of your preferences for schools or Academy after the closing date.

Parents must complete their home Local Authority application form. You must make three choices. Residents can apply online at https://www.lancashire.gov.uk/children-education-families/schools/apply-for-a-school-place. For families who are unable to apply online, application forms can be requested from, and returned to, the school, Academy or appropriate area office, the address of which is available at the school or Academy. All parents returning application forms to school or Academy must receive a receipt of submission.

Parents who wish their application to this Church Academy to be considered under the faith criteria **must** also complete the Supplementary Form. If the Academy is oversubscribed, a failure to complete the Supplementary Form will result in your application for a place in this Academy being considered against lower priority criteria as the Governing Body will have no information upon which to assess the worship attendance.

The Supplementary Information Form must be completed at the time of application and is available from the Academy or online at www.bishopr.co.uk

The Supplementary Information Form must be returned directly to the Academy by 31st October 2027 if parents wish their application to be considered against faith criteria.

Further details on the parish boundaries can be found at: - A Church Near You and on the school website Our Foundation and Named Parishes.

Note: The foundation parishes of Bretherton, Croston and Mawdesley with Bispham are to be known as the parish of Croston, Bretherton and Mawdesley with Bispham.

For parents applying online, emails informing parents of whether or not their child has been allocated a place will be sent out by the Local Authority on 1st March 2028. Parents of children not admitted will be offered an alternative place by the Authority. Parents applying by hard copy forms will be informed by letter.

Admission procedures

Arrangements for admission have been agreed following consultation between the Governing Body, the Diocesan Board of Education, Local Authorities and other admission authorities in the area.

The number of places available for admission to Year 7 in the year 2028 will be a maximum of 195.

The Governing Body will not place any restrictions on admissions to Year 7 unless the number of children for whom admission is sought exceeds their admission number.

The Governing Body operates a system of equal preferences under which they consider all preferences equally and the Local Authority notifies parents of the result. In the event that there are more applicants than places, after admitting all children with an Education Health and Care Plan naming the Academy, the Governing Board will assign places using the criteria below, which are listed in order of priority and the Local Education Authority allocate places.

1.1 Looked After Children and Previously Looked After Children

This means a 'looked after child' or a child who was previously 'looked after' but ceased to be looked after because they were adopted or became subject to a child arrangements or special guardianship order, including those who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted (please see definitions below). A 'looked after child' is a child who is (a) in the care of the local authority or (b) being provided with accommodation by a local authority in exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to the school.

An adoption order is an order under the Adoption Act 1976 (see Section 12 adoption orders) and children who are adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders). A 'child arrangements order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by Section 14 of the Children and Families Act 2014. Section 14A of the of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individual's to be a child's special guardian (or special guardians). A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

1.2 Children with special medical or social circumstances affecting the child where these needs can <u>only</u> be met at this Academy.

Professional supporting evidence from a professional, e.g. a doctor, psychologist, social worker, is essential if admission is to be made under the criterion for special medical or social circumstances, and such evidence must set out the particular reasons why the academy in question is the **<u>only</u>** school/academy where these needs can be met and the difficulties which would be caused if the child had to attend another school/academy. Parents must submit this evidence to the Academy by 31st October 2027, if they wish their application to be considered under this criterion.

1.3 Children who RESIDE in the Foundation Parishes of Bretherton, Croston, Eccleston, Mawdesley with Bispham and Wrightington with Heskin, with parents meeting faith commitment as outlined in Appendix 1 section 2.5 of the Admission Policy which is **up to one-third** of the total places (currently up to 65 of 195 places). At the point of oversubscription within this criterion, places will be offered in rank order of distance from the Academy to the home address as determined in Appendix 1 section 2.4 of this document.

1.4 Children who RESIDE in the Named Parishes of Appley Bridge, Banks, Douglas in Parbold, Hesketh with Becconsall, Hoole, Leyland St James, Rufford and Tarleton with parents meeting faith commitment as outlined in Appendix 1 section 2.5 of the Admission Policy, to fill the balance of up to one-third of the places allocated of the total intake numbers which have not been filled from criterion 1.3. At the point of oversubscription within this criterion, places will be offered in rank order of distance from the Academy to the home address as determined in Appendix 1 section 2.4 of this document.

1.5 Children with a parent employed by the Academy on a permanent contract either full or part-time in either or both of the following circumstances:

(a) where the member of staff has been employed at the Academy for two or more years at the time of admission, and/or

(b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

1.6 Children who have other *siblings* attending the Academy at the time of application **and** on the date of admission. For the definition of 'sibling' please refer *to Section 2.7.*

1.7 Children who RESIDE in the Foundation Parishes of Bretherton, Croston, Eccleston, Mawdesley with Bispham and Wrightington with Heskin, with parents meeting faith commitment as outlined in Appendix 1 section 2.5 of the Admission Policy who cannot attain a place under 1.3 because the criteria of up to one-third of places allocated according to faith commitment has already been allocated. At the point of oversubscription within this criterion, places will be offered in rank order of distance from the Academy to the home address as determined in Appendix 1 section 2.4 of this document.

1.8 Children who RESIDE in the Foundation Parishes of Bretherton, Croston, Eccleston, Mawdesley with Bispham and Wrightington with Heskin, with parents who do not meet the faith commitment outlined in Appendix 1 section 2.5 of the Admission Policy. At the point of oversubscription within this criterion, places will be offered in rank order of distance from the Academy to the home address as determined in Appendix 1 section 2.4 of this document.

1.9 Children who RESIDE in the Named Parishes of Appley Bridge, Banks, Douglas in Parbold, Hesketh with Becconsall, Hoole, Leyland St James, Rufford and Tarleton with parents meeting faith commitment as outlined in Appendix 1 section 2.5 of the Admission Policy who cannot attain a place under 1.4 because the criteria of up to one-third of places allocated according to faith commitment has already been allocated. At the point of oversubscription within this criterion, places will be offered in rank order of distance from the Academy to the home address as determined in Appendix 1 section 2.4 of this document.

1.10 Children who RESIDE in the Named Parishes of Appley Bridge, Banks, Douglas in Parbold, Hesketh with Becconsall, Hoole, Leyland St James, Rufford and Tarleton with parents who do not meet the faith commitment outlined in Appendix 1 section 2.5 of the Admission Policy. At the point of oversubscription within this criterion, places will be offered in rank order of distance from the Academy to the home address as determined in Appendix 1 section 2.4 of this document.

1.11 Children who RESIDE in other parishes with parents meeting faith commitment as outlined in Appendix 1 section 2.5 of the Admission Policy. At the point of oversubscription within this criterion, places will be offered in rank order of distance from the Academy to the home address as determined in Appendix 1 section 2.4 of this document.

1.12 Children who RESIDE in other parishes with parents who do not meet the faith commitment as outlined in Appendix 1 section 2.5 of the Admission Policy. At the point of oversubscription within this criterion, places will be offered in rank order of distance from the Academy to the home address as determined in Appendix 1 section 2.4 of this document.

Appendix 1

For the purposes of the admission procedures, please note that the area included in an Ecclesiastical Parish may not be the same as that in a civil, Council "Parish".

2.1 If making an online application is not possible there is a paper application form. You can download it here or contact the area education office.

2.2 It is important that applications for admission are made by the date indicated both on the Lancashire County Council website and the Academy's Supplementary Form. The Supplementary Form is essential for those wishing to apply under a faith criteria. The Supplementary Form must be completed and sent to Academy by Friday 31st October 2027.

2.3 Where this Policy refers to location, this means location of residence and not to the location of the Primary school attended.

2.4 Where there are more applicants for the available places within a category, then the distance between the Ordnance Survey address points for the Academy and the home measured in a straight line using the Lancashire County Council computerised measuring system, will be used as the final determining factor, nearer addresses having priority over more distant ones. This address point is within the body of the property and usually located at its centre. Where two addresses have the same distance, or the cut-off point is for addresses within the same building, then the Local Authority's system of a random draw will determine which address(es) receive the offer(s).

2.5 If an application is to be considered under 'faith commitment' this is fortnightly worship for a period of at least one year by at least one parent who is involved in the worshipping life of a Christian church with membership of Churches Together in England, Evangelical Alliance or North West Gospel Group. (Please note – the period of worship would be at least 1 year before 1st September 2027). This means a minimum time period of 1 year from 1st September 2026 to 31st August 2027.In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship. Written evidence to this effect must be provided by the Church.

2.6 The term "parent" in this Policy is interpreted by the Governors to mean parents, legal guardians and step-parents.

2.7 The term "sibling" in this Policy is interpreted by the Governors to include full, step, half, foster, adopted brothers and sisters and children of parent or carer's partner. In all cases both children should be living in the same family unit at the same address.

2.8 This Admission Policy will be applied, on behalf of the Governors, by an Admissions Committee, appointed by the Governors.

2.9 The Governors will review their Admissions Policy annually in the light of experience and as circumstances change.

2.10 The Governors have reviewed this Admissions Policy in accordance with the DfE School Admission Code 2021.

Appendix 2

3.1 If the number of applications for admission exceeds the agreed admission number the Governors will apply the criteria of the Admissions Policy.

3.2 The Academy serves the five Foundation Ecclesiastical Parishes of Bretherton, Croston, Eccleston, Mawdesley with Bispham and Wrightington with Heskin.

3.3 The Academy also admits students who reside in the eight Named Ecclesiastical Parishes of Appley Bridge, Banks, Douglas in Parbold, Hesketh with Becconsall, Hoole, Leyland St James, Rufford, and Tarleton.

3.4 Children from other areas are also considered.

3.5 Where there are extenuating circumstances for an application being received after the last date for applications, and it is before the Governors have established their list of students to be admitted, then it will be considered alongside all the others. Otherwise, applications which are received after the last date will be considered after all the others and placed on the waiting list in order according to the criteria.

3.6 Where we have more applications than places, the admissions criteria will be used. Children who are not admitted can request to have their name placed on a waiting list by the Academy at the parent/guardian request. The names on this waiting list will be in the order resulting from the application of the admissions criteria. Since the date of application cannot be a criterion for the order of names on the waiting list, late applicants for the Academy will be slotted into the order according to the extent to which they meet the criteria. Thus, it is possible for a child who moves into the area later to have a higher priority than one who has been on the waiting list for some time. If a place becomes available within the admission number, the child whose name is at the top of the list will be offered a place. This is not dependent on whether an appeal has been submitted. Looked after children or previously looked after children allocated a place at the school in accordance with a Fair Access Protocol will take precedence over those on a waiting list.

Each added child will require the list to be ranked again in line with the published oversubscription criteria.

3.7 The address used on the school's or Academy's admission form must be the current one at the time of application, i.e. the family's main residence. If the address changes subsequently, the parents should notify the school, Academy and Lancashire County Council. Where the parents live at different addresses, and there is shared parenting, the address used will normally be the one where the child wakes up for the majority of Monday to Friday mornings. If there is any doubt about this, then the address of the Child Benefit recipient will be used. Parents may be asked to show evidence of the claim that is being made for the address, e.g. identity cards of various sorts showing the child's address as the one claimed. Where there is dispute about the correct address to use, the Governing Body reserve the right to make enquiries of any relevant third parties, e.g. the child's GP, Council Tax Office, Electoral Registration Officer, utilities provider. For children of UK Service personnel and other Crown Servants returning to the area proof of the posting is all that is required.

Non-routine and In-Year Admissions

It sometimes happens that a child needs to change school other than at the "normal" time; such admissions are known as non-routine or in-year admissions. Parents wishing their child to attend this Academy can arrange to visit the Academy to discuss this should they wish. You must submit an In-Year Application Form to the Academy. If there is a place in the appropriate year group, then your child will be admitted. If there is no place, then the governing body will have to refuse the application, but information will be provided about how to appeal against this refusal.

If your family is moving house, your application (both for routine and non-routine applications) and any appeal will be considered as being made from your old address until you provide suitable evidence of a permanent change of address, e.g. exchange of contracts on your house purchase or the signed tenancy agreement and rent book for your new address.

Lancashire County Council administers the appeals process on behalf of the Academy. Parents can complete the Academy's appeal form on Lancashire County Council's website.

Appeals for routine admissions

Where the governors are unable to offer a place because the Academy is oversubscribed, parents have the right to appeal to an independent admission appeal panel, set up under the School Standards and Framework Act, 1998, as amended by the Education Act, 2002. **Parents/guardians should request an appeal form from the Admissions Officer at the school and return it within 20 school days of receiving the letter refusing a place**. Parents/Guardians will have the opportunity to submit their case to the panel in writing and also to attend in order to present their case. You will normally receive 14 days' notice of the place and time of the hearing.

Appeals which are received after the deadline will be slotted into the schedule where this is possible. There is no guarantee that this will happen and late appeals may be heard after the stipulated date at a second round of hearings. The schedule is subject to change depending upon the availability of appeal panel members, clerks, venues and the number of appeals for each school (which will vary year on year)

Please note that this right of appeal against the Governing Board's decision does not prevent you from making an application or an appeal in respect of any other Academy/school. However, parents do not have the right to a second appeal in respect of the same year group at this Academy unless, in exceptional circumstances, the Academy has considered a second application from the parents in the same academic year because of a significant and material change in the circumstances of the parents, child or Academy/school but the child was still refused admission.

Fraudulent applications

Where the Governing Body discovers that a child has been awarded a place as the result of an intentionally misleading application from a parent (for example a false claim to residence in the catchment area or of involvement in a place of worship) which effectively denies a place to a child with a stronger claim, then the Governing Body is required to withdraw the offer of the place. The application will be considered afresh, and a right of appeal offered if a place is refused.

Twins/Triplets etc.

Where there are twins wanting admission and there is only a single place left within the admission number, then the Governing Body will exercise as much flexibility as possible. If places for twins or all triplets, etc. cannot be offered, the family will be advised accordingly. This may also apply to siblings who are in the same year group. If only a single place can be offered for twins, then the Local Authority's system for a random draw will decide which pupil receives an offer.

Admission of children outside of their normal age group

Parent(s)/carer(s) may seek a place for their child outside of the normal age group, for example, if a child is gifted and talented or has experienced problems such as ill health.

<u>In-year applications (i.e. children who are already of school age)</u>
Parent(s)/carer(s) must submit their written request for admission out of the normal age group to the Governing Board. If their request is agreed and a place is available in the requested year group, the child will be admitted.

Please note: This Governing Board will not honour a decision made by another admission authority on admission out of the normal age group. Parent(s)/carer(s), therefore, should consider whether to request admission out of the normal year group at all their preference schools, rather than just their first preference school.

The Governing Board will make a decision on the request before the Secondary national offer date if at all possible.

<u>Making the decision</u>
Parent(s)/carer(s) seeking admission of their child outside their normal age group must send their written request to the Governing Board. It is the responsibility of the parent(s)/carer(s) to provide the Governing Board with all relevant information relating to this request, including the parent(s)/carer(s) views; information about the child's academic, social and emotional development; where relevant, their medical history and the views of the medical professional; whether the child may naturally have fallen into a lower age group if it were not for being born prematurely; and whether the child has previously been educated out of their normal age group.

The Governing Board is required to take into account the views of the Head Teacher on the application as well as the information from the parent(s)/carer(s). The Governing Board will make their decision on the basis of the circumstances of each individual case, and in the best interests of the child concerned.

The Governing Board will then inform the parent(s)/carer(s) of their decision on the year group the child should be admitted to and will provide the reasons for their decision.

Parent(s)/carer(s) have a statutory right to appeal to an independent admission appeal panel against the refusal of a place at a school for which they have applied. As the purpose of the appeals process is to consider whether a child should be admitted to a particular school, the right of appeal does not apply if they are offered a place at the school but it is not in their preferred year group. However, they may make a complaint about an admission authority's decision not to admit their child outside their normal school age group.

IMPORTANT: This form must be returned directly to school before 31st October 2026 either to Bishop Rawstorne C of E Academy, Highfield Road, Croston, PR26 9HH or by email to; - admissions@bishopr.co.uk if parent(s)/guardian(s) wish their application to be considered against faith criteria.

Bishop Rawstorne Church of England Academy
Supplementary Form
Admission to Church of England schools 2028

Name of child:

Surname _____ **Forename** _____

Student's Date of Birth _____

Name of Parent/Guardian _____

Address _____

Post Code _____

Email address _____

Telephone Number _____

If you are applying on faith grounds, please complete the following sections:

Place of worship one of parents / guardian regularly attends:

Name of place of worship _____

Address _____

Post Code _____

Name of vicar/priest/minister/faith leader/church officer:
(This named person will be contacted in order to provide your reference of attendance) _____

Address _____

Post Code _____

Contact Telephone Number _____

Email address _____

This church is part of (please tick):

☐ **Churches Together in England** ☐ **Evangelical Alliance** ☐ **North West Gospel Partnership**

Are you applying for a place because of: (you may tick more than one box)

☐ Living in Local Area	☐ Parental Faith Commitment	☐ Special Social/Medical Needs (Please refer to the Admissions Policy)
☐ Student is: - Looked after, Adopted or Fostered	☐ Member of Staff's child	☐ Sibling in school

Signature of Parent/Guardian _____ **Date** _____

PLEASE RETURN TO: The Governors Admissions Committee
Bishop Rawstorne Church of England Academy
Highfield Road
Croston, PR26 9HH
CLOSING DATE -31 October 2027

This form is for use by the School; it will be sent to the appropriate faith leader, to be returned directly to the school.

Bishop Rawstorne
Church of England Academy

REDROSE ALLIANCE

Admission to Bishop Rawstorne 2028

Please confirm whether the parent(s) named below have attended public worship at your church for more than one year and at least fortnightly before 1 September 2027. Please complete as appropriate.

Church name:-

Name of child	Parent(s) Names	Address	Please state how many years the parents have worshipped	Have the parents worshipped at least fortnightly during the period YES/NO	Any comments

Has your church building been closed for fully-accessible and non-restricted worship[1] during the qualifying period Yes/No

If YES, please give the dates of when fully-accessible and non-restricted worship was not possible in the church building _____

This church is part of (please tick if applicable)

☐ Churches Together in England

[1] For a definition of what qualifies as accessible and non-restricted worship contact: - admissions@blackburn.anglican.org

Signature _____
Print Name _____
Position in Church _____
Date _____