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# Bacup and Rawtenstall Grammar School



**Determined Admission Arrangements  
for  
Bacup & Rawtenstall Grammar School  
2024**

## **Determined Admission Arrangements for Bacup & Rawtenstall Grammar School 2024/2025**

Last reviewed: February 2023, for admission to school in September 2024.

As an academy, the Academy Trust of Bacup & Rawtenstall Grammar School (BRGS) is the Admissions Authority. This admissions policy adheres to the requirements and guidelines of the Schools Admissions Code (2021).

Our published admission number (PAN) is 180. As a designated Grammar School we are able to select our entire intake on the basis of high academic ability. As such, we do not have to fill all of our places if applicants have not reached the required standard within our selection procedure.

The selection procedure is the entrance examination, held on site at the school. Passing the entrance examination is not a guarantee of a place due to the application of our over subscription criteria. Any pupil in their last year of primary school, is eligible to sit. Where a child does not meet these age criteria but there is a request for admission out of the normal age group parents should contact school directly to discuss the particular circumstances (School Admissions Code 2021, section 2.18).

The structure of the entrance examination will be published in our entrance examination guide to parents ("The Blue Book") by the beginning of the summer term each year.

The admissions authority determines that Bacup and Rawtenstall Grammar School is established primarily for the education of children attending Rossendale schools. Our admissions policy prioritises children from Rossendale primary schools (Area 1 and 2 schools below).

### **List of Schools in Area 1**

|  |  |
|--|--|
| Balladen Primary, Rawtenstall                    | St. James the Less RC Primary, Rawtenstall |
| Britannia Community Primary, Bacup               | St. Joseph's RC Primary, Stacksteads       |
| Constable Lee St. Paul's CE Primary, Rawtenstall | St. Mary's CE Primary, Rawtenstall         |
| Crawshawbooth Primary, Crawshawbooth             | St. Mary's RC Primary, Bacup               |
| Holy Trinity CE Primary, Stacksteads             | St. Peter's RC Primary, Newchurch          |
| Newchurch CE Primary, Newchurch                  | St. Saviour's Community Primary, Bacup     |
| Northern Primary, Bacup                          | Thorn Primary, Bacup                       |
| Sharneyford Primary, Bacup                       | Water Primary, Water                       |
| St. Anne's Edgeside CE, Waterfoot                | Waterfoot Primary, Waterfoot               |

### **List of Schools in Area 2**

|  |   |
|--|---|
| Broadway Primary, Haslingden                 | St. John's Stonefold CE Primary, Accrington     |
| Edenfield CE, Edenfield                      | St. John with St. Michael CE Primary, Shawforth |
| Haslingden Primary, Haslingden               | St. Mary's RC Primary, Haslingden               |
| Helmshore Primary, Helmshore                 | St. Veronica's RC Primary, Helmshore            |
| Our Lady & St Anselm's RC Primary, Whitworth | Stubbins Primary, Stubbins                      |
| St. Batholomew's CE Primary, Whitworth       | Tonacliffe Primary, Whitworth                   |
| St. James CE Primary, Haslingden             |   |

### **OVERSUBSCRIPTION CRITERIA**

We will allocate places to candidates who have met the required standard in the following way should more than 180 applicants meet the required standard (our oversubscription criteria).

Children will be admitted in accordance with the oversubscription criteria in the order listed below, once all children who meet the required standard with an education, health and care plan naming the school are admitted.

1. Looked after children or a child who was previously looked after, but immediately after being looked after became subject to an adoption, child arrangement order, or special guardianship order or those children who appear to the school to have been in state care outside of England and ceased to be in state care as a result of being adopted and then to:
2. pupils attending Area 1 primary schools (ranked in order of overall entrance examination mark)
3. pupils attending Area 2 primary schools (ranked in order of overall entrance examination mark)
4. pupils **not** attending Area 1 or 2 primary schools (ranked in order of overall entrance examination mark).

For the purposes of this policy, attendance at an Area 1 or 2 primary school is defined as being for the duration of year 6, as a minimum.

Attention is drawn to sections 2.13 and 2.14 of the School Admissions Code (2021) relating to the withdrawal of places following fraudulent or misleading applications.

### **Tie-Breaker**

Where two (or more) pupils have the same ranking and consideration of the above area priorities has already been applied, then the proximity of their home address to the school is considered, those living nearest to school being given priority. This distance is measured using the postal address of the school, in a direct line to the actual address for the child's home. The child's address must be the current one at the time of application – this will normally be the one where the child wakes up for the majority of Monday to Friday mornings. Should this be split equally between parents it will be based on the average distance of the two addresses.

If the distance between home and school is the same, which includes the same geographical property reference (such as a block of flats), random allocation is used as a tie-breaker. Lancashire County Council's School Admissions Team will undertake the random allocation process in the presence of a school representative at the Council Offices.

### **Waiting list**

When the published admission number is reached, pupils who have met the required standard will be placed on a waiting list; this is maintained until 31 December 2024 after which point the waiting list lapses and pupils will be required to apply for an in year admission. Pupils are not able to sit the entrance exam more than once. This waiting list will be ranked in the manner indicated above for the allocation of places.

### **Admission of children outside their normal age group**

Parents may seek a place for their child outside of their normal age group, for example, if a child is gifted and talented or has experienced problems such as ill health.

Parents of children who are already of secondary school age are required to complete the in-year application form along with a letter requesting admission out of the normal age group and submit this with the required evidence outlined below. If their request is agreed and a place is available in the requested year group, the child will be join our in-year admissions process outlined in the relevant section.

Parents wanting to make such a request should set this out in writing, along with any evidence to support the application, to the School. Parents are encouraged to do this ahead of the relevant closing date for applications, or for in-year admissions, in advance of any application for a place. This will then be considered by the School with the decision communicated.

To enable the school to consider if the request for admission outside the normal age group is in the best interests of the child concerned, the school will consider:

- Parent's views.
- Information about the child's academic, social and emotional development.
- Where relevant, the child's medical history and views of the medical professional.
- Whether they have previously been educated out of their normal age group.
- If the child was born prematurely, what age group would the child have fallen in, if the child had been born on time.
- Views of the headteacher.

It is for parents to decide the professional evidence they wish to submit in support of their application for admission outside the normal age group. However, there is no expectation on parents to provide the professional evidence that they do not already have. The school will consider all requests regardless of whether any professional evidence is submitted. The supporting information could include:

- Any evidence from a health or social care professional who is involved in the care or treatment of the child, for example speech and language therapist, occupational therapist, social worker or paediatrician.
- The view of the headteacher of the school that they currently attend and any records of the child's development and progress.
- What can the year group in which a place is sought offer that their chronological year group would not?

The school will make their decision based on the circumstances of each individual case, and in the best interests of the child concerned. The school will inform the parents of their decision on the year group the child should be admitted to and will provide the reasons for their decision.

Parents must not assume that the decision of one school will transfer with the child to a different school as the decision rests with the individual admission authority.

Parents have a statutory right to appeal to an independent 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 to Bacup and Rawtenstall Grammar School about the decision not to admit their child outside their normal age group.

## **ARRANGEMENTS FOLLOWING THE ALLOCATION OF PLACES BY THE LOCAL AUTHORITY (LA)**

The rejection of a place following LA offers (March onwards) means the applicant no longer wishes to maintain their application to BRGS in the current round. Any places that subsequently become available due to the rejection of initial offers from the LA will be allocated to the highest ranked pupils on our waiting list.

### **Late Application**

If the specified closing date is not met for completion of the registration form for a good reason (for example when a family has just moved into the area), applications will be considered after all the on-time applications are processed. Applicants cannot be tested in September 2024 further testing will not occur until after 1st March 2025. Information regarding late applications for entry in the Bacup and Rawtenstall Grammar School Entrance Test is available from the Admissions Officer at the school.

### **APPEALS**

BRGS operates its admission appeals under the guidance contained in the DFE's Code of Practice for School Admission appeals. This Code of Practice is based on legislation in the School Standards

and Framework Act 1998 and is about ensuring that the appeal system is as open, fair and effective as possible. As an academy, the Academy Trust of BRGS is the admissions authority for the school and tells the LA which candidates it is prepared to offer a place to.

All applicants have a right to appeal. Appeals may be made following the allocation of places by the LA in March. We are unable to enter into any discussion relating to appeals until this point. All communications relating to appeals must be in writing.

The Appeals Panel which will hear any appeals is independent of the admissions authority and its decision is binding. Formal appeals documentation can be found through the LA school admission online portal.

<https://www.lancashire.gov.uk/children-education-families/schools/appeal-against-an-admission-decision/>

## **IN – YEAR ADMISSIONS**

An in-year admission describes the transfer of a pupil into BRGS from another secondary school. This is normally into years 8 – 11, or for year 7 from January onwards (we maintain our year 7 waiting list up until the end of December 2024 only).

Parents who wish to transfer their child from another school into BRGS should complete our on-line, in-year application form, found on our website ([www.brqs.org.uk/about-us/admissions](http://www.brqs.org.uk/about-us/admissions)). Upon receipt of an application form your child will be placed on our in-year applications list until a place in the relevant year group becomes available. Until a place is available, the school will be unable to progress the matter any further.

Where a place is available, an age-appropriate entrance examination will be prepared and pupils on the in-year applications list will be invited to sit it.

Parents who have made an application for admission into a year group will only be allowed one attempt at in-year entrance examination in any given academic year. Pupils will not automatically be left on the list and will be taken off at the end of each academic year unless a request is made to remain on the list.

Pupils have to reach the appropriate standard in order to be considered for a place.

Children who meet the minimum qualifying standard and who have an Education, Health and Care Plans (EHCP) that names the school will be admitted prior to the application of the over-subscription criteria.

Where more pupils pass the examination than there are places the allocation will be prioritised as follows:

1. Looked after children or a child who was previously looked after, but immediately after being looked after became subject to an adoption, child arrangement order, or special guardianship order or those children who appear to the school to have been in state care outside of England and ceased to be in state care as a result of being adopted
2. the candidate(s) with the highest mark, when placed in rank order

The successful candidate(s) will normally be expected to take up the place within the following two weeks. If they are unable to do so, the place(s) will be offered to the next candidate(s) on the list who has reached the required standard.

Where two (or more) pupils have the same ranking, then the proximity of their home address to the school is considered, those living nearest to school being given priority. This distance is measured using the postal address of the school, in a direct line to the actual address for the child's home. The

child's address must be the current one at the time of application – this will normally be the one where the child wakes up for the majority of Monday to Friday mornings. Should this be split equally between parents it will be based on the average distance of the two addresses.

If the distance between home and school is the same, which includes the same geographical property reference (such as a block of flats), random allocation is used as a tie-breaker. Bacup and Rawtenstall Grammar School Admissions Team will undertake the random allocation process.

Where a place cannot be secured, parents will be offered a legal right of appeal to an independent appeal panel. Bacup and Rawtenstall Grammar is responsible for the administration of the appeals process. The appeal form is available from the school website, [www.brgs.org.uk](http://www.brgs.org.uk). All communications relating to appeals should be in writing.