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NURTURING TODAY'S **YOUNG PEOPLE**,  
INSPIRING TOMORROW'S **LEADERS**

# PROPOSED ADMISSION ARRANGEMENTS

2025/26

Bacup and Rawtenstall Grammar School



## Proposed Admission Arrangements for Bacup and Rawtenstall Grammar School for 2025/26

Bacup and Rawtenstall Grammar School is part of Star Academies. The school is a mixed 11 - 18 selective academy.

### Year 7 Admission for Bacup and Rawtenstall Grammar School

The published admission number is 180. As a designated Grammar School, the school is allowed to select its entire intake on the basis of high academic ability. Bacup and Rawtenstall Grammar School does not have to fill all places if applicants have not reached the required standard within the 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. Children are not able to sit the entrance exam more than once. The structure of the entrance examination will be published in the entrance examination guide to parents ("The Blue Book") by the beginning of the summer term each year. Further information on the test is also available in the admissions handbook.

For those who meet the required standard in the entrance exam, the admission application process is part of Lancashire County Council's scheme for co-ordinated admissions to secondary schools.

All applicants who meet the required standard are required to complete their home Local Authority's common application form by 31 October 2024.

Parents will receive notification on the outcome of their application on 1 March 2025.

All applicants who meet the required standard will be admitted if 180 or fewer apply.

If the school is oversubscribed, children who meet the required standard 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.

### Oversubscription criteria

- 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 (see note 1).
- 2) Children attending Area 1 primary schools with older siblings attending Bacup and Rawtenstall Grammar School in Years 7 to 11 at the time of application and offer of a place ranked in order of overall entrance examination mark (see note 2 & 3).
- 3) Children attending Area 1 primary schools ranked in order of overall entrance examination mark (see note 2).
- 4) Children attending Area 2 primary schools with older siblings attending Bacup and Rawtenstall Grammar School in Years 7 to 11 at the time of application and offer of a place ranked in order of overall attendance marks (see notes 3 & 4).



- 5) Children attending Area 2 primary schools ranked in order of overall entrance examination mark (see note 4)
- 6) Children of staff employed at Bacup and Rawtenstall Grammar School for 2 or more years at the time at which the application for admission is made, and / or the member of staff has been recruited to fill a post where there is a demonstrable skill shortage (see note 5).
- 7) All other children ranked in order of overall entrance examination mark.

## Notes

- 1) A 'looked after child' is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the 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 a school.

A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society (see Section 23ZZA(8) of the Children's Act 1989 (inserted by Section 4 of the Children and Social Work Act 2017)).

This includes children who were adopted under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders).

Child arrangement orders are defined Section 8 of the Children Act 1989, as amended by Section 12 of the Children and Families Act 2014. Child arrangement orders replace residence orders and any residence orders in force prior to 22 April 2014 is deemed to be a child arrangements order.

Section 14A of the Children Act 1989, which defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

- 2) Area 1 primary schools are as follows:

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

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.

- 3) Siblings refers to full, half, adopted, step, foster children or the child of the parent's partner, and in every case, the child must be living in the same family unit at the same address.



4) Area 2 primary schools are as follows:

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	

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.

5) A child is eligible for consideration when the parent(s) of child on the payroll of the school completes the section on the home Local Authority's common application form.

## Application and Review process

Applicants will be required to sit all elements of the Bacup and Rawtenstall Grammar entrance exam and achieve the qualifying score. This is a basic requirement for a candidate to be considered for a place. The three skills assessed within the testing papers are: Mathematics, Verbal and Verbal Reasoning. These are set and standardised by our service provider. Parents will be notified if their child has met the required standard or not before the deadline for the submission of the Common Application Form (31 October). Bacup and Rawtenstall Grammar must be specified as a preference on the Common Application Form (CAF) by the deadline if you wish for your child to be considered for admission.

Following the "examination outcomes" parents will have the opportunity to request a review if their child has not achieved the required standard. The school's 'admissions committee' will consider your request along with optional supporting documents no later than 5 days after the notification letters have been issued. In the review process, the following will be taken into consideration: the standardised test score, the report completed by the invigilator(s) during the testing process, and any special circumstances, along with supporting evidence.

A successful review will be deemed as eligible and considered alongside students who have met the required standard when ranking applications in accordance with the school's oversubscription criteria. The decision will be notified by post and may be after the date for submission of the Common Application Form. It is your entitlement to put Bacup and Rawtenstall Grammar as a preferred school on the Common Application Form if you are awaiting the results of the review.

## Tie-breaker

Where two (or more) children have the same ranking and consideration of the above area priorities has already been applied, then the children who live nearest from their home address to the school are 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.

## Address

The address given must be where the child and parents live permanently. It should not be the child minder's, grandparent's or other relative's address. If parents share custody of a child, the school may request to see the court order, child tax credit letter, child benefit letter, medical card or other evidence to establish where the child is resident for the majority of the time during the weekdays. If there is joint custody for the child, the address of the parents receiving the child benefit is used. If a child is resident with friends or relatives for reasons other than guardianship, the friend or relative's house will not be considered as a permanent address.

Parents will be required to provide current copy of council tax as proof of residence at the permanent address. We may seek other means of evidence as proof of residence at the permanent address if required.

## Change of address

Parents must provide the council tax document evidencing the end of residency in their previous home and the current council tax document evidencing occupancy at the new home. We may seek other means of evidence as proof of residence at the permanent address if required.

In addition, you are required to provide at least one of the following documents:

- Proof of purchase / tenancy agreement;
- Current utility bill;
- Current bank statement;
- Current driving licence;
- Letter from your GP.

## Multiple births

If children of multiple births (twins and triplets) meet the required standard and require admission in the same year group and there is only a single place left within the published admission number, the school will offer places above the published admission number.

## Late applications

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. Where applicants cannot be tested in September 2024 further testing will not occur until after 1 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.

## Waiting list

Parents of children who meet the required standard refused admission for the school's Year 7 group each September can request Lancashire County Council to include their child's details on the waiting list for the school.

The position on the waiting list is determined by the priority order of the admission policy and nothing else. When the number of children admitted to the school drops below the published admission



number, a place is offered to the child who is at the top of the waiting list.

The position of your child on the waiting list may change. They may move up or down each time a child is added or removed, or when the change in circumstances of the child requires them to be considered against a different priority order of the school's oversubscription criteria. Looked after children, previously looked after children, and those allocated a place at the school in accordance with the Fair Access Protocol must take precedence over those on the waiting list.

The school maintains the waiting list in accordance with the school's oversubscription criteria until 31 December in the academic year of Year 7 admission. Parents should complete an in-year application form thereafter.

## **Withdrawing an offer of a place**

The school reserves the right to withdraw an offer of a place if:

- It was made in error;
- Parents fail to respond to the offer of a place within a reasonable period of time;
- Parents decline the place offered;
- It is established that the offer of a place was obtained through a fraudulent or misleading application.

Where parents fail to respond to the offer of a place, the school will give the parents a further opportunity to respond and explain to them that the offer of a place will be withdrawn unless they respond by the specified date. Where an offer of a place is withdrawn based on misleading information, the school will consider the application afresh, and will offer a right of appeal if admission cannot be offered.

The school will not withdraw the offer of a place once the child has started at the school, except where that place was fraudulently obtained. In deciding whether or not to withdraw the offer of a place, account will be taken of the length of time the child has been at the school. Where the child has been at the school for less than a term, the school may consider it appropriate to withdraw the place.

## **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 admitted.

Parents of children who wish to seek admission to Year 7 outside their normal age group (i.e. who are currently placed in a lower or higher year group) will need to submit the normal common application form to the Local Authority (in writing or online). Parents must do this at the same time as they submit a written request to the school for their child to be admitted 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 admitted.



The school will decide on the request before the secondary national offer date if the request for admission is received during the normal admissions round, if at all possible.

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.
- 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 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 in their child's chronological age group. However, there is no right of appeal against the decision to refuse admission outside of a child's chronological age group. Parents may make a complaint to Star Academies about the decision to refuse an application for admission outside their child's chronological age group.

## **In-year admission**

An in-year admission describes the transfer of a pupil into Bacup and Rawtenstall Grammar School 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 2025 only).

Parents who wish to transfer their child from another school into Bacup and Rawtenstall Grammar School should complete the on-line in-year application form from the school's website. 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 waiting list will be invited to sit the exam.



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 plan 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 outlined in the oversubscription criteria listed above.

## Appeals

Parents have a legal right of appeal to an independent appeal panel against the decision not to offer admission. Lancashire County Council administers the appeals, on behalf of the school. Parents must request an appeal form from [admissions@staracademies.org](mailto:admissions@staracademies.org) or complete the Local Authority form via: [Appeal for a school place - Lancashire County Council](#)

Parents have at least 20 school days to prepare and submit their written case to the independent appeal panel. They will normally receive 14 days' notice of the place and time of the hearing, so they can attend, in order to present the case in person.

The decision letter from the independent appeal panel, which will include the reasons for the decision, is communicated to all parties as soon as possible after the hearing.

## Re-appeals

Parents do not have the right to a second appeal in respect of the same year group, unless in exceptional circumstances, the school has accepted a 2<sup>nd</sup> application from the parents because of a significant and material change in the circumstances of the parents, child or school but were still refused admission.

## Consultation response

In accordance with paragraph 1.42 of the DfE School Admissions Code 2021 (Code), the interested parties outlined in paragraph 1.44 of the Code have an opportunity to comment on the school's proposed admission arrangements for the 2025/26 academic year.

The consultation response period will last for 6 weeks i.e. 14 November 2023 to 22 January 2024. Responses to the consultation must be sent by email or letter by 22 January 2024, at the very latest to:

Admissions Service  
Star Academies  
Shadsworth Road  
Blackburn  
Lancashire  
BB1 2HD

**Telephone:** 0330 313 9137

**Email:** [admissions@staracademies.org](mailto:admissions@staracademies.org)