

Bishop Rawstone Church of England Academy

Admission Arrangements 2025

Making an application

Applications for admission to the school for August 2025 should be made on-line between 1st September 2024 and 31st October 2024. It is not normally possible to change the order of your preferences for schools 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 or appropriate area office, the address of which is available at the school. All parents returning application forms to school must receive a receipt of submission.

Parents who wish their application to this Church school to be considered against the faith criteria must also complete the Supplementary Form. If the school is oversubscribed, a failure to complete the Supplementary Form will result in your application for a place in this school 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 school or online at bishopr.co.uk.

The Supplementary Information Form must be returned directly to the school by 31st October 2024 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](#).

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 2025. Parents of children not admitted will be informed of the reason and 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 2025 will be a maximum of 190.

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 a Statement of Educational Need or Education Health and Care Plan naming the school, the Governing Body will allocate places using the criteria below which are listed in order of priority.

1.1 Children in public care and previously looked after children.

This means a 'looked after child' or a child who was previously looked after but immediately after became subject to an adoption, 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 only be met at this school.

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 school in question is the only school where these needs can be met and the difficulties which would be caused if the child had to attend another school. Parents must submit this evidence to the school by 31st October 2024, 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 63 of 190 places). At the point of oversubscription within this criterion, places will be offered in rank order of distance from the school to the home address as determined in Appendix 1 section 2.4 of this document. 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.

- 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 school to the home address as determined in Appendix 1 section 2.4 of this document. 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.
- 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 school 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 school 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 school to the home address as determined in Appendix 1 section 2.4 of this document. 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.
- 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 school to the home address as determined in Appendix 1 section 2.4 of this document. 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.

- 1.9** Children who RESIDE in the Named Parishes of Appley Bridge, Banks, Douglas in Parbold, Hesketh with Beconsall, 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 school to the home address as determined in Appendix 1 section 2.4 of this document. 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.
- 1.10** Children who RESIDE in the Named Parishes of Appley Bridge, Banks, Douglas in Parbold, Hesketh with Beconsall, 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 school to the home address as determined in Appendix 1 section 2.4 of this document. 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.
- 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 school to the home address as determined in Appendix 1 section 2.4 of this document. 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.
- 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 school to the home address as determined in Appendix 1 section 2.4 of this document. 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.
- 1.13** Other children.

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 school'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 school by Thursday 31st October 2024.
- 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 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. (Please note – the period of worship would be at least 1 year before 1st September 2024). This means a minimum time period of 1 year from 1st September 2023 to 31st August 2024.
- 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, step, half, foster and adopted brothers and sisters, residing 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 school serves the five Foundation Ecclesiastical Parishes of Bretherton, Croston, Eccleston, Mawdesley with Bispham and Wrightington with Heskin.
- 3.3 The school also admits students who reside in the eight Ecclesiastical Parishes of Appley Bridge, Banks, Douglas in Parbold, Hesketh with Beconsall, 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 will have their name placed on a waiting list by the school. 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 school 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.

This waiting list will operate until 31st December 2025.

- 3.7 The address used on the school'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 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.

In-year admissions

In-year admission is the process of applying for a school place during the school year. Any applications for the intake made after the start of the autumn term will be treated as an in-year application. The in-year admission process is managed by the school. Parents are required to complete the in-year application form, which is available from the school website.

Where a place cannot be secured, parents will be offered a legal right of appeal to an independent appeal panel. Lancashire County Council administers the appeals process on behalf of the school. Parents can complete the school's appeal form on Lancashire County Council's website.

Appeals for routine admissions

Where the Governors are unable to offer a place because the school is over-subscribed, 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 should notify the Admissions Officer at the school by 22nd March 2024. Parents 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 Governors' decision does not prevent you from making an application or an appeal in respect of another school.

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.

IMPORTANT: This form must be returned directly to school before 31st October 2024 either to Bishop Rawstone C of E High School, 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 Rawstone Church of England Academy
Supplementary Form
Admission to Church of England schools 2025**

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:	
<small>(This named person will be contacted in order to provide your reference of attendance)</small> _____	
Address _____	
Post Code _____	
Contact Telephone Number _____	
Email address _____	

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

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

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

PLEASE RETURN TO: The Governors Admissions Committee
Bishop Rawstone Church of England Academy
Highfield Road
Croston
PR26 9HH

CLOSING DATE -31 October 2024

