Clitheroe Royal Grammar School

Admissions Policy

Proposed September 2028

The school is a mixed, selective 11-18 grammar school providing a free education. As an academy school, the governors are responsible for setting the school's admission arrangements. In common with state schools throughout the country, Clitheroe Royal Grammar School will be part of a co-ordinated local admission scheme. Details are provided below.

Traditionally the school has drawn its pupils not only from the catchment area (see Notes 2 and 3), but from other places within travelling distance.

I Admission of Students to Year 7 (September 2028 entry)

i) Admissions Number

The number of intended admissions to Year 7 is 180.

ii) The Tests

For eligible candidates (see Note 1) the entrance examination will consist of standardised tests. Further details about the nature of these tests is available within the admissions handbook, which is on our website (www.crgs.org.uk).

The tests will be conducted at the school in the autumn term. Arrangements for how to take the tests will be announced in the local press and on the school website each year.

A candidate may only sit the entrance examination once.

Parents / carers who wish their young person to take the entrance examination, must complete the Clitheroe Royal Grammar School application form. This is available on the school website and must be completed online.

iii) Admission Criteria and Over-subscription

Once the tests have been marked parents / carers will be informed whether their child has reached the required standard. Pupils will need to show that they have the ability to benefit from the education provision of the school by reaching the required standard, although this will not guarantee a place if the number of pupils achieving this score exceeds the number of places available.

The school will not distinguish between candidates on grounds of gender, race, nationality, national origin, ethnic origin, disability, faith or denominational background.

Candidates reaching the required standard who have a current Education, Health and Care Plan (EHCP) naming Clitheroe Royal Grammar School on the EHCP will be offered a place.

Clitheroe Royal Grammar School has a planned admission number for each year of 180. If the number of applicants reaching the required standard is less than 180, then all of these applicants will be deemed 'eligible'.

If the number reaching the required standard is greater than 180 and the school is therefore over-subscribed, then the school will rank the applicants who have reached the required standard according to the following admissions priority 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 Appendix 1, Note 7)

2) Candidates whose permanent residence is within the immediate catchment area and who qualify for Pupil Premium* funding at the time of registering to take the Entrance Examination.

3) Candidates whose permanent residence is within the immediate catchment area.

4) Candidates whose permanent residence is within the wider catchment area and who qualify for Pupil Premium* funding at the time of registering to take the Entrance Examination.

5) Candidates whose permanent residence is within the wider catchment area.

6) Candidates whose permanent residence is outside the catchment area and who quality for Pupil Premium* funding at the time of registering to take the Entrance Examination.

7) Candidates whose permanent residence is outside the catchment area.

*If a candidate qualifies for Pupil Premium funding, parents should inform the school in writing, prior to the entrance examination.

Candidates within over-subscription categories 2 - 7 will be ranked according to ability as demonstrated in the testing process.

In the event of equal scores within over-subscription categories 2 - 7, the final determining factor will be the proximity of the child to the school (see Note 4).

In the case of over-subscription, a confidential waiting list will be drawn up. This waiting list will be maintained for the academic year of admission. Position on the waiting list will be on the basis of ability. Where more than one candidate is at the same position on the list, priority will be given in the same order as over-subscription categories 2 - 7 and then to the individual nearest to the school (see Note 4).

Until the 31st of December in Year 7, if a candidate withdraws, their place will be offered to the highest placed applicant on the waiting list.

iv) Further Information

For those candidates who have some inconsistency in scores and / or are borderline for admission, further information may be requested from the primary school subject to parental consent.

v) Co-ordinated Admissions Policy

The school is required to comply with the Lancashire Co-ordinated Scheme for secondary school admissions to Year 7 (see Note 5). Under this scheme, only one offer of a school place will be made by Lancashire for admission to any secondary school including Clitheroe Royal Grammar School. Parents may express up to three preferences for admission to all maintained secondary schools. The priority in which parents express their preferences will be used to determine which one offer is made.

It is important that parents understand that the system of allocation of school places by the Local Authority (LA) will mean that if, after applying the admissions criteria, a child appears on the eligible list of their *first preference* school, then this is the place that will be offered. A candidate with Clitheroe Royal Grammar School as a second or third preference, even if they have reached the required standard, cannot be offered a place if they are eligible for a school for which a higher preference has been indicated on the LA Common Application Form.

(vi) Assessment of Candidates moving into the Area

Parents or guardians of candidates for Year 7 who move from another area of the country into the vicinity of the school (whether inside the catchment areas or not) after the closing date for the submission of the Clitheroe Royal Grammar School application form, may apply to the school for them to be assessed.

During the period from the time of the examination to the end of the first term in Year 7, the assessment will follow a similar pattern to that used for the entrance examination. If the candidate reaches a level comparable to students who have already been admitted and no places are available, the candidate's name will be placed on a confidential waiting list, ranked according to our oversubscription criteria. Please also see note 6.

(vii) Special Access Arrangements

Where an applicant for a place at the school has a special educational need that requires adaptations to the entrance exam please ensure Admissions are informed of this on the application form. They will verify with the applicant's Primary School what their normal way of working is. Based on the evidence we are able to obtain we may make special access arrangements.

Examples of applicants' special circumstances for which we have needed to make special access arrangements in past years have included: autism, chronic asthma, diabetes, dyslexia, epilepsy, hearing and visual impairments.

Where the Governing Body have agreed an application for special arrangements, we have in the past offered adaptations such as those listed below:

- Providing a smaller test venue
- Extra time for those with qualifying special educational needs or disabilities
- Providing a reader for some sections of the exam
- Providing a scribe (note that limited writing is required for the entrance exam)
- Providing the question paper in an enlarged font or on different coloured paper
- Wheelchair access or other specialist facilities to enable attendance.

The entrance exam consists of short answer questions and there is no need to write at length. Therefore, some access arrangements are not deemed appropriate for the entrance exam. We do not usually consider:

- Rest breaks for candidates
- Individual rooms for candidates
- More than 25% extra time except in exceptional circumstances e.g. an EHCP stating more time is needed

Summary of the Application Process for the Admission of Students to Year 7

1. The application form to take the Clitheroe Royal Grammar School examination must be completed online and submitted by the school's closing date. This application form is available on the school website.

2. The examination is held in the autumn term.

3. Parents / carers will be notified as to whether their child has reached the required standard sufficiently before the closing date for the completion of the Local Authority (LA) Common Application Form online. We advise that parents / carers wait for this notification from Clitheroe Royal Grammar School before completing the LA Common Application Form online.

4. Parents / carers complete the LA Common Application Form online. Parents who wish their child to be considered for a place at Clitheroe Royal Grammar School must list the school as one of their three preferences.

5. The LA will post notification of allocations as per their schedule. At the same time in the spring term Clitheroe Royal Grammar School will also email offers of places to successful candidates.

   Parents will be required to confirm to their LA within 14 days, if they do not wish to accept a place offered.

6. Parents / carers whose child has been offered a place at Clitheroe Royal Grammar School will be asked to confirm their acceptance of the place.

II In-Year Admissions

An in-year admission is the process of applying for a school place during the school year. This is normally into Years 8 – 10, or for Year 7 from January onwards (the school is required to maintain its Year 7 waiting list, as a minimum, up until the end of December).

CRGS will only consider applications to the age-appropriate year group for the student.

Parents who wish to transfer their child from another school into CRGS should contact the school via admissions@crgs.org.uk. 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 (www.crgs.org.uk).

Upon receipt of an application form your child will be placed on the 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 as admitting an additional child would prejudice the provision of efficient education or efficient use of resources for students currently attending the school.

Parents have the legal right of appeal against this decision.

All appeals must be made in writing. The appeal form is available from the school website (www.crgs.org.uk).

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.

The children of parents who have made an in-year application may sit more than one in-year entrance examination within one year, subject to places being available.

Candidates reaching the required standard who have a current Education, Health and Care Plan (EHCP) naming Clitheroe Royal Grammar School on the EHCP will be offered a place.

Pupils must reach the appropriate standard in order to be considered for a place. Where more pupils pass the examination than there are places, the applications will be ranked and 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 (see Appendix 1, Note 7)

2) Candidates whose permanent residence is within the immediate catchment area and who qualify for Pupil Premium* funding at the time of registering to take the Entrance Examination.

3) Candidates whose permanent residence is within the immediate catchment area.

4) Candidates whose permanent residence is within the wider catchment area and who qualify for Pupil Premium* funding at the time of registering to take the Entrance Examination.

5) Candidates whose permanent residence is within the wider catchment area.

6) Candidates whose permanent residence is outside the catchment area and who quality for Pupil Premium* funding at the time of registering to take the Entrance Examination.

7) Candidates whose permanent residence is outside the catchment area.

In the event of equal scores within over-subscription categories 2 - 7, the final determining factor will be the proximity of the child to the school (see Note 4).

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/have reached the required standard.

All applicants have a right to appeal this process. Formal appeals documentation is available on the school website (www.crgs.org.uk). All communications relating to appeals should be in writing.

III Admission of Students to the Sixth Form

Admission to the Sixth Form at Clitheroe Royal Grammar School (CRGS Sixth Form) includes Clitheroe Royal Grammar School Year 11 students who fulfil the published entrance criteria and the criteria below and students new to the school. Applications for admission to the school's Sixth Form are welcome from all Year 11 applicants.

Details of requirements are published each year in the Sixth Form Guide which is available on the school website (www.crgs.org.uk). These include a general requirement and specific subject requirements.

The school has a target figure of 235 students from outside the school to join existing Clitheroe Royal Grammar School students who wish to continue into the Sixth Form each year.

Students must submit their online application form. They will then be invited to take part in an Options Meeting, which is a one-to-one informal discussion with a member of staff about their A Level subject choices.

Students must submit their online application form by the published closing date in order to be eligible for entry. However, applications received after the closing date will be considered. Students making late applications will be designated a "late applicant" and in the case of over-subscription will be treated as a separate category (see below).

Where eligible applications exceed the number of places available, the following admissions priority criteria will be used to allocate places:

1) Candidates reaching the required standard who have a current Education, Health and Care Plan (EHCP) naming Clitheroe Royal Grammar School on the EHCP will be offered a place.

2) 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 Appendix 1, Note 7)
3) All students who applied before the published deadline. If there is oversubscription within this category, proximity to the school will be applied (see Note 4)

4) All students who applied after the published deadline. If there is oversubscription within this category, proximity to the school will be applied (see Note 4)

Students who move into the area after the published closing date and who wish to apply to join the Sixth Form at Clitheroe Royal Grammar School are advised to contact the school at the earliest opportunity so that their application can be considered if space allows.

CRGS Sixth Form reserves the right to withdraw the offer of a place if:

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

Any student refused entry has a right of appeal.

IV Appeals Procedure

A parent or carer may appeal against the decision of the Admissions Authority for non-admission.

The appeal process is entirely separate from the allocation of places under the admission arrangements.

Places given on appeal are in addition to those already offered.

Parents of candidates who have not been allocated a place can obtain an appeal form from the school website (www.crgs.org.uk) after formal notification of places by the local authority or for in-year admissions or admissions to CRGS Sixth Form notification by the school. These must be completed and returned to the school within 20 school days of notification.

The Appeals Panel is constituted in accordance with the School Standards and Framework Act 1998 and all members are independent of the school and of the Local Authority. Its decisions will be binding on the Admission Authority and on the parents.

Consideration by the Appeals Panel will be in two distinct stages:

1. The Factual Stage, when the Panel decides whether the admission arrangements have been properly applied and, separately, whether prejudice would be caused to the efficient education of children in the school by reason of increased numbers. If prejudice is proved the Panel must move to:

2. The Balancing Stage, when the Panel exercises its discretion, balancing between the degree of prejudice to efficient education, which would result from admitting the child, and the strength of the parent or guardian's case before arriving at a decision that is binding on both the Admission Authority and the parent.

Further details of the appeal arrangements are obtainable from the Clerk to the Appeals Panel, Clitheroe Royal Grammar School, York Street, Clitheroe, Lancashire, BB7 2DJ.

Date of last consultation: Nov/Dec 2026

Explanatory Notes

Note 1 Eligible candidates are those whose 11th birthdays fall between 1 September and 31 August inclusive, in the twelve months immediately preceding entry the following September. Children whose 10th birthdays fall between 1st September and the last day of February of their National Curriculum year 5 and who are of outstanding ability for their age, may also be considered for a place. This will only be with the unreserved and strong recommendation of the child's Primary School Headteacher. Other applicants outside the normal age group will be considered carefully on the basis of the circumstances of each case.

Note 2 To establish residential status in the school's immediate and wider catchment areas requires that the family permanently reside within the designated area shown in Appendix 2 or Appendix 3 before the closing date for applications. Permanent residency is defined as owner occupancy or long-term letting contract of a residential property where a current driving licence is held and the appropriate council tax is paid by the occupier (evidence may be required eg copy of driving licence, council tax bill and mortgage agreement or letting contract). In the case of a recent change of address, additional evidence will be required. Families whose first home is outside the immediate or wider catchment areas and/or who are only living in short-term rented property or temporarily with friends or relatives in the area will be deemed to live outside the catchment area.

Where a pupil lives with one parent for part of the week and the rest of the week with the second parent, only one address can be used for application. This will normally be (a) where the child lives for most of the school week and the address from which the child travels to/from school and (b) the address to which Child Benefit is paid.

Note 3 If it is subsequently discovered that an application contains a falsely claimed or dated address in the catchment areas and/or any other false information, then any offer of a place will be withdrawn.

Note 4 Nearest will be defined in terms of straight-line distance between the candidate's home front door and the front entrance of the school; the Chatburn Road site in the case of applicants to years 7 to 11 and the York Street site in the case of applicants to the Sixth Form. In the event of a tied distance measurement between address points, a random draw will determine which address(es) receive the offer(s).

Note 5 Details of Lancashire's scheme may be found at www.lancashire.gov.uk under 'School Admissions' in the A-Z search.

Note 6 For parents who are relocating to the area and who are unable to arrange for their child to take the entrance examination in the normal way, it is necessary to complete both of the following:

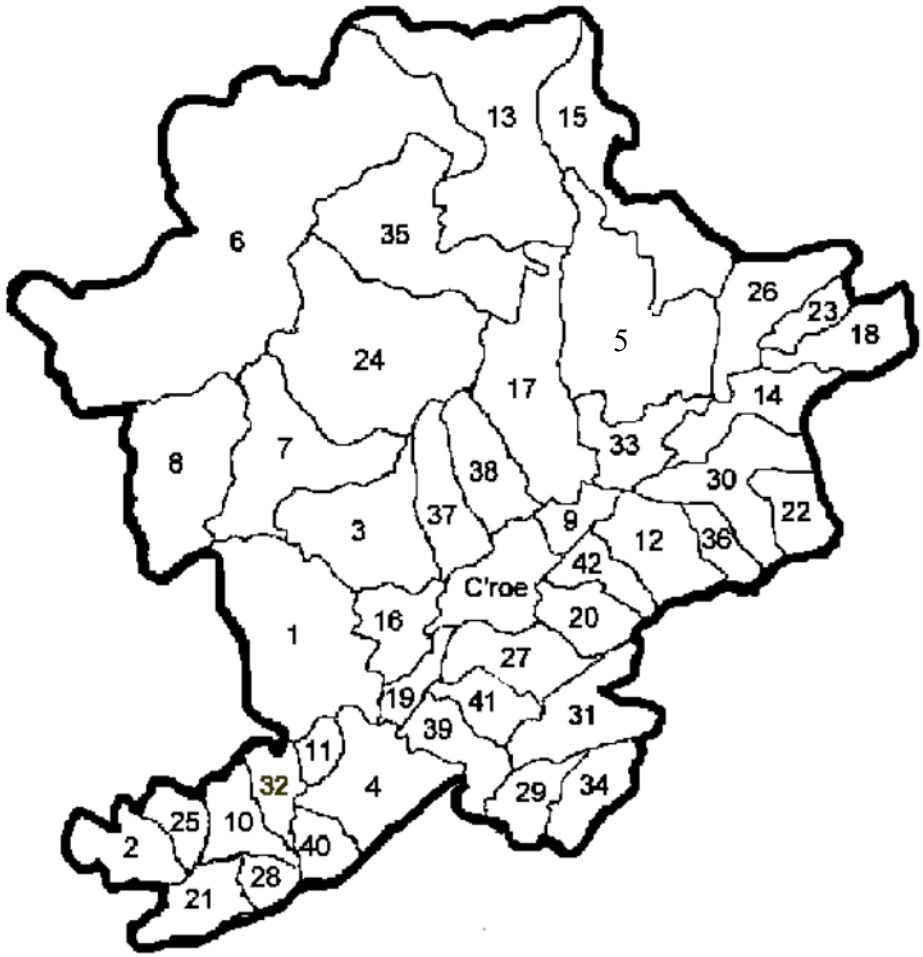
1) The online CRGS application form. This must be completed in order to arrange for the necessary assessment to take place.
2) The Local Authority's Common Application process stating 3 preferences. This must be returned to the Area Pupil Access Team of your Local Authority. The Local Authority will consider the 3 preferences equally, in liaison with other admissions authorities. The offer of a place will be made by the Local Authority.

Note 7 Looked after children includes children who were 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. 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).

Appendix 2: CLITHEROE ROYAL GRAMMAR SCHOOL'S IMMEDIATE CATCHMENT AREA

The immediate catchment area consists of the following Civil Parishes of the Borough of Ribble Valley:

1. Aighton, Bailey & Chaigley
2. Balderstone
3. Bashall Eaves
4. Billington and Langho
5. Bolton by Bowland
6. Bowland Forest High
7. Bowland Forest Low
8. Bowland with Leagram
9. Chatburn
10. Clayton-le-Dale
11. **Clitheroe** (shown as C'roe)
12. Dinckley
13. Downham
14. Easington
15. Gisburn
16. Gisburn Forest
17. Great Mitton
18. Grindleton
19. Horton
20. Little Mitton
21. Mearley
22. Mellor
23. Middop
24. Newsholme
25. Newton
26. Osbaldeston
27. Paythorne
28. Pendleton
29. Ramsgreave
30. Read
31. Rimington
32. Sabden
33. Salesbury
34. Sawley
35. Simonstone
36. Slaidburn
37. Twiston
38. Waddington
39. West Bradford
40. Whalley
41. Wilpshire
42. Wiswell and Barrow
43. Worston



Please note that if your address includes the name of a Civil Parish, it does not necessarily mean that you reside in the catchment area. Parents should check this very carefully and contact the school if they are unsure.

Appendix 3: CLITHEROE ROYAL GRAMMAR SCHOOL'S WIDER CATCHMENT AREA

The wider catchment area consists of the following districts of the Borough Council area of Lancashire and also the Blackburn with Darwen unitary authority:

1. Burnley
2. Chorley
3. Fylde
4. Hyndburn
5. Lancaster
6. Pendle
7. Preston
8. Ribble Valley
9. Rossendale
10. South Ribble
11. West Lancashire
12. Wyre
13. Blackburn with Darwen unitary authority

Please note that if your address falls within the immediate catchment area (consisting of the Civil Parishes of the Borough of Ribble Valley as detailed in Appendix 2) you will not be considered in the school's wider catchment area. Parents should check this very carefully and contact the school if they are unsure.