



Lancaster Royal Grammar School

ADMISSIONS POLICY

September 2027 entry

1. GENERAL

Lancaster Royal Grammar School is a grammar school for boys with a coeducational Sixth Form. The published admissions number for each year group is as follows:

Year 7: 164 day places and 12 boarding places for boys

Lower Sixth: 90 day places and 36 boarding places for external students (girls or boys) who have fulfilled the entry requirements.

The following paragraphs outline the Trustees' admissions procedures.

2. YEAR 7 ENTRY

164 day boys and 12 boarders will be admitted at 11+. Pupils will continue to be admitted to other age groups if they fulfil the criteria listed below and provided their admission does not prejudice in the provision of efficient education and use of resources.

I. Character of School

To maintain the long tradition and high academic reputation of the school, the aim shall be to provide places for boys selected according to ability and aptitude. The Trustees will allocate places to male pupils of high academic ability selected by means of entrance tests. The entrance examination will consist of age-standardised tests; further information about the nature of these tests can be found on the school's website (www.lrgs.org.uk).

Lancaster Royal Grammar School participates in Lancashire County Council's coordinated admissions scheme for secondary schools. Applications for a Year 7 place must therefore be made via the Local Authority's Common Application Form in line with the timetable and procedures set out in Lancashire County Council's determined scheme, in addition to the school's own registration for the 11+ entrance examination.

II. Catchment Area

The school draws its day pupils not only from Lancaster but also from places further afield within travelling distance. As a state boarding school, we also accept boarding applications from any area beyond or within our day catchment area.

The school's priority catchment area is defined by the boundaries of the City of Lancaster (see map). Places will be offered to pupils with a sufficiently high ranking according to the entrance test scores and who live within the priority catchment area. This means the pupil's home address, which is the child's current permanent residence, and the address where the child normally lives and sleeps for more than 50% of nights in term times. This will usually be the address at which the child is registered with their GP and the address to which child benefit is paid if eligible.

Places may also be offered to those residing outside the City of Lancaster after the needs of those living within the city have been met. The residual catchment area for day places extends to: Arnside to the northwest, Milnthorpe to the north, Leck to the northeast, Grimsargh to the southeast, the River Ribble through Preston to the south, and the River Wyre to the southwest. See text below the map for full details of the residual area.

III. Oversubscription

Pupils who achieve the minimum level in the test and who have a statement of special educational needs which names Lancaster Royal Grammar School or an education, health, and care plan which names Lancaster Royal Grammar School will be admitted before the application of the admission rules.

Pupils must achieve a minimum level in the entrance test consistent with their ability to access a grammar school curriculum. The Trustees' Admissions Committee will determine the minimum level. Pupils are ranked in order based on their aggregate score across the tests. Places are offered in accordance with this ranking.

The following oversubscription criteria will be applied if there are more applicants than places available.

There is no guarantee of a place being available but places up to the Published Admissions Number will be given in the following order, where pupils meet the necessary academic and eligibility requirements. All applicants above the minimum level will be ranked in the following order and within each category strictly by their performance in the entrance tests.

Category 1

Looked after¹ or previously looked after children who achieved the minimum level or above in the entrance test or who score up to and including 5% below the minimum level.

Category 2

Pupils who live within the school's priority catchment area, who are eligible for the Pupil Premium via Free School Meals², and who achieve the minimum level or above in the entrance test or who score up to and including 5% below the minimum level.

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 form of their social services functions, in England. A 'previously looked after child' is a child who was looked after (in England) but ceased to be because they were adopted, or became subject of a child arrangements or special guardian order, as well as a child who appears to the Admissions Committee to have been in state care outside of England (i.e. in the care of or accommodated by a public authority, religious organisation or any other provider whose sole/main purpose is to benefit society), but ceased to be so as a result of being adopted

² For the purposes of these oversubscription criteria, children eligible for the Service Pupil Premium will be considered to meet the definition of Pupil Premium, referring to children who have registered for free school meals at any time in the six years prior to the test registration deadline.

Category 3

Pupils who live within the school's priority catchment area and who achieve the minimum level or above in the entrance test.

Category 4

Pupils who live within the school's residual catchment area, who are eligible for the Pupil Premium via Free School Meals, and who achieve the minimum level or above in the entrance test or who score up to and including 5% below the minimum level.

Category 5

Pupils who live within the school's residual catchment area, are the sons of permanent members of LRGS staff, and achieve the minimum level or above in the entrance test: A child whose parent/carer is a current and permanent member of staff employed for two or more years at the time of registration or who has been recruited to fill a demonstrable skill shortage. In this context, a son means a natural child, including an adopted child and/or foster child, who lives at the same address as the member of staff.

The definition does not include contract staff. If a service has been in-house and is later contracted out, children of staff will no longer be eligible for priority admission under this criterion. The definition does not include peripatetic staff.

Category 6

Pupils who live within the school's residual catchment area and who achieve the minimum level or above in the entrance test.

Applicants for day places who live outside the residual catchment area of the school and who achieve the minimum level or above in the entrance test will be considered as *Category 7*. They can be admitted only if places remain unfilled from applicants in categories 1 to 6.

If the ranked test scores do not produce a clear outcome (i.e., two or more applicants in the same Category achieve precisely the same score to tie for the 164th place), the offer of a place will be decided by random allocation supervised by a person independent of the school.

Admission outside the normal age group

IV. Admissions outside of the normal age group

If parents wish to apply for a place for their son outside his normal age group, then they must write to the school by the application deadline with information about the reason for requesting admission out of the normal age group. For example, this might apply to a child of outstanding academic ability and maturity who has been working well with pupils currently in Year 6 for several years; or to a pupil who has missed a prolonged period at school through illness or living abroad. The school will make decisions based on the circumstances of each case and in the best interests of the child concerned. This will include considering the parents' views, any available information about the child's academic and social development; medical evidence where relevant; whether they have previously been educated out of their normal year group; and the views of the child's current headteacher.

V. Shared responsibility

In the case of shared care arrangements, the Trustees will normally need one of the following as

evidence of where the boy lives for the majority of the school week:

- A copy of a court order
- a letter from a solicitor setting out the arrangements
- a joint statutory declaration (prepared by a Commissioner for Oaths).

VI. Boarding places at 11+

The Trustees will also make boarding places available, up to the Published Admissions Number for boarding for boys who, in the considered opinion of the Trustees, can benefit from residential education and whose suitability on grounds of academic ability is established. Interviews will normally be arranged to assess the applicant's suitability for boarding. Trustees may also use supplementary information provided by the applicant's parents and information provided by the previous school to help assess suitability for boarding. Assessment of suitability may take place either before or after the applicant has sat the entrance tests.

Priority will be given firstly to looked-after children and previously looked-after children; secondly to children of members of the UK Armed Forces who qualify for Ministry of Defence financial assistance with the cost of boarding school fees; and thirdly to children with a demonstrable boarding need. This will include children at risk or with an unstable home environment, and children of Crown servants working abroad.

If the ranked test scores do not produce a clear outcome (i.e., two or more applicants achieve precisely the same score to tie for 12th place), the offer of a place will be determined by random allocation supervised by a person independent of the school.

VII. In-year admissions

In-year admission is the process of applying for a place in school during the school year. This is normally in Year 8 – 10, or for Year 7 from January 2028 onwards. Similar consideration to the above (including catchment areas, oversubscription criteria, and the other factors described above) will apply to requests for in-year applications; each added child will require the list to be ranked again in line with the published oversubscription criteria. Parents or guardians of candidates for year 7 who move into the catchment area of the school after the closing date for the submission of the LRGS application form may apply to the school for them to be assessed. Applicants should fill in an in-year application form, which is available on the school's website. Only in exceptional cases will a place be offered in Year 10 after September, or at any time in Year 11, because of the nature of GCSE courses.

When an application is received, the school will contact parents or carers to invite their child to take the entrance test. A successful outcome in the entrance test does not guarantee a place at the school. If no place is currently available, the school will write to inform parents and carers, and the child's name will be kept on a waiting list for up to 12 months. Parents have the legal right to appeal against this decision.

VIII. Waiting lists

Applicants who have passed the entrance examination but have not been granted a place due to oversubscription will be placed on a waiting list. A waiting list will be kept by the school and will be maintained until 31st December 2027. If a place becomes available, it will be offered to the next

applicant in the priority order established by these admissions criteria.

IX. Boarding and day places for boys aged 12 – 15

Requests will follow the in-year admissions process. Similar consideration to the above will apply to requests for places for boys of other ages, provided their admission does not prejudice the provision of efficient education and use of resources.

X. Boarding to Day Transfers

The offer of a boarding place is made in the light of the circumstances of the pupil pertaining at the time of application and there is **no right** of transfer between these two categories if those circumstances change.

XI. Late applications

The school will accept applications that are received late for extenuating circumstances, for example, when a family has just moved into the area, but after the closing date of the 11+ entrance examination. Tests will be organised on a convenient date, and boys who fulfill the criteria listed above will be admitted subject to (i-iii) above.

XII. Home Address Verification

The home address used for admissions purposes must be the child's current permanent residence, the address at which the child normally lives and sleeps for the majority of school nights. This will usually be the address where the child is registered with their GP and the address to which child benefit is paid (if eligible).

Proof of residence may be requested to confirm an applicant's address. Acceptable evidence may include:

- A recent council tax statement or utility bill (within the last three months)
- A current child benefit statement or tax credit award
- A solicitor's letter confirming exchange of contracts (for a house purchase) or a signed tenancy agreement (minimum twelve-month term)

Where families are in the process of moving home, the address at the closing date for applications will normally be used. Changes of address after that date will only be considered where the school receives satisfactory evidence before the final allocation of places.

In cases of shared care or dual residency, the address used will normally be where the boy wakes up for the majority of school nights.

Families whose first home is outside the priority or residual catchment area and/or who are only living in short-term rented accommodation or temporarily staying with friends or relatives within the catchment area, will be deemed to be Category 7 applicants (living outside the catchment area) for the purposes of determining eligibility and priority.

Places offered may be subsequently withdrawn where misleading or inaccurate information has been discovered.

XIII. Appeals

A parent or guardian may appeal against the decision of the trustees to an independent appeal panel (appointed under the prevailing Government legislation) after formal notification of places by the local authority or in-year non-admission notification by the school. The decision of the independent appeal panel shall be binding on the trustees and on the parents.

XIV. Reasonable adjustments

Reasonable adjustments will be made, on request, where appropriate, to ensure that the entrance tests are accessible for disabled applicants.

In accordance with the Equality Act 2010, any request for reasonable adjustments must be supported by appropriate evidence and up-to-date professional and official documentation. This information must be submitted at the time of application and no later than the application deadline.

Accepted evidence may include:

- An Education Health Care Plan (EHCP)
- A current report or letter from a qualified medical professional (e.g., consultant paediatrician, GP, or clinical psychologist)
- A report from an educational psychologist
- A specialist teacher or assessor's report confirming the nature of the disability
- Evidence of the pupil's normal way of working in school, such as a written confirmation from primary school.

The school reserves the right to request more information where necessary. The provision of evidence does not guarantee that a specific adjustment will be granted.

DAY CATCHMENT AREA: CITY OF LANCASTER

Children who live in this area will be given priority of entry

Lancaster Royal Grammar School

- 1 - Silverdale
- 2 - Yealand Redmayne
- 3 - Whittington
- 4 - Burrow with Burrow
- 5 - Leck
- 6 - Yealand Conyers
- 7 - Priest Hutton
- 8 - Tunstall
- 9 - Ireby
- 10 - Warton
- 11 - Borwick
- 12 - Arkholme with Cawood
- 13 - Cartsfield
- 14 - Carnforth
- 15 - Over Kellet
- 16 - Gressingham
- 17 - Hornby with Farleton
- 18 - Melling with Wrayton
- 19 - Wennington
- 20 - Slyne with Hest
- 21 - Nether Kellet
- 22 - Halton with Aughton
- 23 - Claughton
- 24 - Wray with Bolton
- 25 - Tatham
- 26 - Morecambe and Heysham
- 27 - Heaton with Oxcliffe
- 28 - Lancaster
- 29 - Quernmore
- 30 - Caton with Littledale
- 31 - Roeburndale
- 32 - Middleton
- 33 - Overton
- 34 - Ashton with Stodday
- 35 - Scotforth
- 36 - Thurnham
- 37 - Ellel
- 38 - Over Wyresdale
- 39 - Cockerham



Residual area detail

Limits of the residual area are Arnside to the northwest, Milnthorpe to the north, Leck to the northeast, to Grimsargh to the southeast, the River Ribble through Preston to the south, and the River Wyre to the southwest.

In more detail, the boundary of the residual area is as follows. To the northwest from the priority catchment area at Silverdale, the residual boundary follows the coast to Arnside, then the B5282 to Milnthorpe, then northeast on the B6385 to the A65, then southeast on the A65 to the priority catchment area at Leck.

From the priority catchment area at Dolphinholme, the residual boundary runs south to Oakenclough, south to Whitechapel, south to Goosnargh, and southeast to Grimsargh. The residual area boundary then follows the B6243 to the M6 and then runs south along the M6 to the River Ribble and follows the River Ribble west through Preston to New Lea Hall. From New Lea Hall, it follows the A583 to the junction of the A585, then north along the A585 to the River Wyre at Little Singleton. The boundary then follows the east bank of the River Wyre to Knott End and finally follows the coast to the priority catchment area.

3. SIXTH FORM ENTRY

Lancaster Royal Grammar School has a coeducational Sixth Form and welcomes both male and female applicants.

The published admissions number for external students joining the Lower Sixth is 90 day students and 36 boarders (girls and boys).

I. Travel Plans

All students must attend school punctually and must arrive on time each day. Sixth Form Day applicants who live outside our 11+ residual area will be asked to demonstrate that they have a robust travel plan to ensure that they will be able to meet this requirement consistently.

II. Entry Requirements

Entry to the Sixth Form is based on academic ability demonstrated by achievement at GCSE.

If applicants for the Sixth Form are holding qualifications other than GCSEs (for example, if they have been educated outside the UK) their qualifications will be assessed against GCSE point scores by following the UCAS guidance on international qualifications.

To obtain a place in the Lower Sixth, students require a minimum of 48 points in their best 8 GCSEs, using the GCSE points system of grades 9 to 1, with a minimum of grade 5 in both English Language and Mathematics.

All students in Year 11 at LRGS who intend to proceed to the Sixth Form must meet or exceed these minimum entry criteria.

External applicant places up to the Published Admissions Number (PAN) will be given subject to maximum set sizes not being exceeded in individual subjects.

III. Oversubscription criteria

In the event of oversubscription, the following criteria will be applied to allocate places to external applicants who meet the minimum entry criteria:

Category 1

Looked after children or previously looked after children.

Category 2

Applicants who are eligible for the Pupil Premium at the time of application.

Category 3

External applicants who meet the entry criteria: Offers will be made to the extent to which predicted GCSE grade outcomes (considering all academic information at the point of application) exceed the minimum entry requirement. This will be calculated by using the predicted GCSE aggregate score for each student's best eight subjects.

The following tie break will be used if necessary: Where the predicted GCSE points criterion does not produce a clear outcome (i.e., two students are predicted to achieve precisely the same score), the place will be determined by random allocation supervised by a person independent of the school.

IV. Sixth Form boarding places

The school welcomes boarding applications from the UK and abroad. Overseas applicants must hold a full British passport or have residency rights in the UK. In addition to the academic requirements (see above), we will normally arrange an interview to assess suitability for boarding. We may also use information provided by the previous school to help assess suitability for boarding. In the case of oversubscription, boarding needs will be considered.

