



July 2009

Dear Parents/Carers

Welcome to Clitheroe Royal Grammar School, an “outstanding school” (Ofsted 2006).

Since our foundation in 1554 our school has provided a centre of excellence, offering superb teaching and learning opportunities. We have a very strong academic record and are one of the country’s highest achieving schools.

We combine the strengths of a mixed selective grammar school with the advantages of being a thoroughly modern school which prepares students for a rapidly changing world. We focus on the education and the development of the individual and offer a wide provision of extra-curricular activities. We hold a range of Awards including Healthy School Status and The International School Award, which reflect our commitment to the development of the whole person

Clitheroe Royal Grammar School is an 11-18 foundation school. The Main School (Years 7-11) is at our Chatburn Road site where approximately 600 pupils are based.

The Sixth Form Centre is housed at the York Street site. We have over 630 students including a significant number who have joined us from other schools. Students study a wide range of AS and A Level subjects. Most of our Sixth Form go on to university.

Clitheroe Royal Grammar School was designated a Specialist Language College in September, 2006. Specialist School status has enhanced the opportunities for students, staff, parents and the wider community.

Our school has a reputation for being a happy, stimulating and caring environment in which everyone is given the opportunity to reach their full potential.

All students are encouraged to take part in the wide variety of curricular and extra-curricular activities available at lunchtimes and after school.

Yours sincerely

Judith Child  
Headteacher

The aims of the school rest on the following principles:

- a belief that all students have various talents that need encouragement to develop
- a recognition that school should be a preparation for life in the fullest possible sense and that pupils do need a sound basis of knowledge, skill, competence and experience to equip them to cope with the many roles they will have to take on during their lives
- the need for a working environment which secures effective teaching and learning, and values achievement by all students in their social, moral, spiritual, cultural, mental and physical development.

Clitheroe Royal Grammar School therefore aims to encourage students to....

- Develop lively, enquiring minds capable of original thought and well-balanced critical argument.
- Become confident, independent learners, well-equipped for lifelong learning.
- Derive enjoyment from their learning which should extend their intellectual capacity, develop their interest and stimulate their curiosity.
- Embrace the many opportunities afforded by developments in information and communication technologies, whilst fully accepting the responsibilities that go with using them properly.
- Engage in a broad programme of experiences which enable them to appreciate their cultural inheritance and to understand more about themselves and the world in which they live.
- Develop the capacities to make informed, rational and responsible decisions and to work in ways which enhance their self-respect and sensitivity to the needs of others, particularly those less advantaged than themselves.
- Show respect for each other and all people working in the school, and to appreciate the diverse talents that contribute to our school community.
- Play a full part in creating a caring, supportive school environment.
- Develop a range of reasoned beliefs and values and a sympathy and respect for those held by others, which will prepare them to become considerate and responsible citizens.
- Display self-discipline and proper regard for authority.
- Foster good behaviour and avoid all forms of bullying.

## Pastoral Care

1. Pastoral organisation in the school is based on the tutor group. On entry to the school, each student is allocated to a tutor group of 30 pupils.
2. In year 7 there is a specialist team of form tutors whose main task is to ensure a smooth and happy transition from primary to secondary school. They are supported by a team of trained prefects and transition mentors. The form tutors are primarily responsible for the day-to-day pastoral supervision. Form tutors also lead a weekly tutorial during which a range of issues relating to personal and social education and citizenship are covered.
3. The form tutors are supported by heads of year with whom parents should make contact on any matter of concern. They are available, by appointment, to discuss any relevant issue. Overall responsibility for the Chatburn Road site is carried by Mr I Lawson (Deputy Headteacher and Head of Main School).
4. The school actively encourages and welcomes suggestions and contributions from parents in its efforts to look after students effectively and sympathetically.
5. A variety of inter-house activities take place during the year.
6. The school has a school council to which students are elected from each form. It is a forum where issues and concerns relevant to day-to-day classroom life can be discussed.
7. The school operates a prefect system. Prefects are selected from Year 11 pupils and they work together with members of staff carrying out duties to ensure the smooth running of the school. Prefects are also assigned to Year 7 forms to assist in the transition from primary school. All pupils are expected to respect the prefects and follow instructions given by them.
8. Every year, each tutor group is encouraged to organise a charity fund-raising event. Form groups and/or school council are involved in deciding which charities will benefit. In this way, links with the community are forged and pupils are encouraged to consider those less fortunate than themselves.

## **School Code**

### **Aim**

To enable all members of the school to live and work together in an environment that is safe, orderly, pleasant and harmonious, and through a commitment to valuing people, to encourage all staff and students to play their part in the development of the school.

- Always act with consideration and speak politely to everyone.
- Reasonable and responsible behaviour is expected : there should be no misuse of property. Students should respect the school grounds and buildings by keeping them tidy.
- The appropriate school uniform should be worn correctly at all times.
- Students must move around the school quietly and in an orderly manner.
- Some areas of school are out-of-bounds except when a member of staff is present. These areas include the laboratories, gymnasium, art, ceramics, music, food technology, design technology rooms and language laboratories.
- Clitheroe Royal Grammar School is a “No Smoking” school and the introduction of alcohol or any illegal substance into school is not permitted.

It will be extremely pleasant for everyone if all in the school observe this code. Students are encouraged to help in the process of making the school a civilised community in which to live and work.

## **School Uniform**

The school is proud of its traditions and believes that school uniform encourages a pride in appearance. Parents are responsible for providing the uniform and ensuring it is properly worn. Uniform must be worn for travel to and from school. A full list of requirements and suppliers will be issued prior to entry to the school.

## Teaching and Learning

In line with our school aims, our curriculum is designed to meet and go beyond the requirements of the National Curriculum, using a variety of different teaching and learning strategies.

At the end of Year 9 pupils have some choice with regard to their courses. In Year 10 all pupils currently follow courses leading to ten GCSE subjects.

At present, the compulsory subjects followed by all students are: English Language, English Literature, Maths, Science (Core and Additional or Physics, Chemistry, Biology), Modern Foreign Language (French, German or Spanish). These constitute six GCSEs (seven if separate Sciences have been chosen).

Pupils then choose **four subjects** (three if they have chosen the separate sciences)

Geography, German, History, Latin/Classical Studies, Art, Spanish, Music, French, Information Technology, Religious Studies, Drama, Design and Technology (Graphics, Resistant Materials, Systems, Textiles or Food)

All pupils will also follow non-examination courses in PE/Games and Personal and Social Education. This includes elements of Careers Guidance, Health Education (including Drugs Education), Citizenship and Religious Education.

All pupils will make use of information technology within their compulsory subjects for a variety of different purposes e.g. word-processing, spreadsheets, datalogging and control.

## Special Educational Needs and Disability Provision

The school complies with the legal requirements for Special Educational Needs and Disability Provision and is committed to ensuring that every pupil's needs are provided for. The Governors have a detailed policy covering these areas, which is available for inspection by making a request to the School in writing.

## Religious Education and Collective Worship

The school has adopted the Lancashire SACRE (Standing Advisory Council for Religious Education) syllabus and the subject is treated in the same way as the other humanities, with all pupils having the option of taking the subject at GCSE level.

Acts of worship are a valued part of school life and take place regularly. In accordance with the 1988 Education Act, these acts are mainly of a Christian nature. Requests for withdrawal from Religious Education and Collective Worship should be made in writing to the Headteacher.

## **Monitoring Progress**

The school's Assessment, Recording and Reporting policy aims to monitor the progress of each individual student at every stage in order to ensure that he/she is working to the best of his/her ability.

Performance sweeps are used to support students throughout the year and reports are issued annually to all groups (in line with national requirements). For each year group there is one parents' evening per year when parents can consult with teachers about their child's progress. Parents are also encouraged to contact school at other times if there are concerns about the progress of their son/daughter.

Homework is set in line with the school's Homework Policy to consolidate and reinforce the learning process. Each year group has guidelines for the time to be spent on homework. Student planners are issued in Years 7-11 to help pupils plan their work. A comprehensive list of coursework deadlines for pupils in Years 10 and 11 is also provided.

## **School Prizes for Attainment and Progress**

The school organises a presentation evening annually at which prizes are awarded for attainment and for effort and progress. Prizes of book tokens are awarded in Years 7 - 10 in the Main School and in Year 12.

Prizes are also awarded for outstanding achievement at GCSE Level and subject prizes are awarded at Advanced Level. In addition, a number of scholarships, which provide a one-off payment towards university expenses, are given to those students who achieve excellent overall results in their A2 examinations.

In this way we are able to publicly recognise and celebrate the achievements and efforts made by our students.

## **Public Examinations**

Entry fees to public examinations are usually paid by the school. Examination fees for any re-takes must be paid by parents. Full details of these will be made available via the Examinations Officer.

## **Additional Music Tuition**

Instrumental music tuition is available through the school's peripatetic team for woodwind, brass, strings and percussion instruments. Arrangements are normally made for pupils who have been receiving tuition in primary schools to continue to do so. Parents wishing to have tuition arranged for their son/daughter should contact the Head of Music. Peripatetic music tuition fees must be paid by parents.

## **Careers Education and Guidance**

Careers education and an understanding of the world of business and enterprise form an integral part of the curriculum throughout all key stages. Students are encouraged to research their options and are guided to use the careers' library and computer software systems. All pupils undertake a period of work experience in Year 10, followed by an 'Enterprise Day' in the summer. A full programme of advice and support is provided in Year 11, including outside agencies where appropriate. Pupils have the chance to take part in Young Enterprise, and gain a recognised qualification, equivalent to two GCSEs. The YE programme is complementary to other courses, enabling pupils to make real use of a foreign language as well as numerical, artistic, design, English and presentational skills.

In Years 12 and 13, all students are given information and support on applying to universities, preparation of curriculum vitae, student grants and loans, work experience and the three-day Management Conference. In Year 13 all students undertake a one-week period of Work-Shadowing.

## **Extra-curricular Activities and Sport**

The school believes very strongly in the value of extra-curricular involvement and is exceptionally fortunate in possessing members of staff committed to this vital aspect of school life. All pupils are encouraged as strongly as possible to participate in these activities which are designed to broaden the range of a young person's experience; to foster relations with members of staff in a less formal context than the classroom; to develop leisure interests which may last throughout life and to generally increase each pupil's maturity and personal fulfilment.

### **Music**

The school has a particularly strong reputation for music. There are three choirs, an orchestra, a Concert Band, two brass ensembles, a string ensemble and a Swing Band. Regular concerts are given, both in school and in the wider community. The annual Carol Service is held in Clitheroe Parish Church. A musical drama production is staged every two years. Workshops are held with visiting professionals and visits are made to musical performances. Individual music lessons are offered in orchestral strings, woodwind, brass, percussion, classical guitar, electric guitar and voice. Students are also given every encouragement to participate in extra-curricular music activities. It is our aim to provide a wide range of musical opportunities to enable each student to fulfil his/her musical interests and potential.

## **Sport**

The school's philosophy is that all pupils should be encouraged to fulfil their potential. This includes developing a healthy approach to sport while promoting independence, confidence, a positive self image and effective team work. Pupils are taught to respect opposition and officials, to adhere fully to the rules of the game and adopt a fair but competitive approach.

In addition to the variety of activities offered as part of the regular timetable, many extra curricular sports clubs operate during lunch times and after school. Sporting traditions are strong. With particular emphasis on traditional team games we offer netball, hockey, football, rugby and basketball. In the summer these are replaced by athletics, cricket, tennis and rounders. Additional activities include badminton, volleyball, gymnastics, trampolining, orienteering and cross-country running. Health-related fitness is taught and reinforced throughout the curriculum.

Standards are high. We field representative teams in most sports covering every age group. We hold an annual Sports Day in addition to house competitions. Staff are well qualified to offer a wide range of specialist teaching and coaching, the school uses qualified referees and umpires for officiating all Cup Inter-School matches. We have good sporting links with the local community and pupils are encouraged to join local clubs.

## **Cultural Activities and Visits**

An important feature of Clitheroe Royal Grammar School is the extensive range of visits that complements the work done in the classroom. Visiting speakers and professionals are regularly invited into school. In addition, numerous trips are arranged to venues such as theatres, art galleries and museums. There is a well-attended Drama Club which produces a variety of performances. Debating, Public Speaking and quiz competitions are also popular.

Regular exchanges and visits are conducted through the Modern Languages Department to France, Germany and Spain and as part of our Language College initiatives, we have developed an exchange with our partner school in Shanghai, China.

In recent years the school has organised football tours to Italy and Spain. Each year a skiing party is organised and skiing teams normally compete in the NW England Ski Championships and National Championships. There have also been watersports holidays with groups based in France and Spain. In the Sixth Form, there are many opportunities to join international expeditions to places such as Washington, New York, San Francisco, Beijing, the French Alps and Honduras/Mozambique (Operation Wallacea).

## **Library and Research Facilities**

There is a well-stocked library staffed by a librarian at both sites, with a wide range of fictional and non-fictional books as well as topical magazines and academic references. At both sites students now have access to information from the Internet.

## The Sixth Form

Most of the pupils who have attended Main School, then go on to study AS and A2 subjects at our Sixth Form centre, based at York Street. There is a wide range of courses and a full programme of enrichment activities. Clitheroe Royal Grammar School Sixth Form has an excellent reputation, both in the region and nationally, for outstanding results and for success in gaining students' entry into the university courses of their choice. We also pride ourselves on high standards of careers advice and preparation for the world of work.

The **Sixth Form Guide** and **Sixth Form course information** are published early in the Autumn term. These provide full details of all courses. An Open Evening will also be held at York Street on Wednesday, 21<sup>st</sup> October 2009, providing the opportunity to discuss courses with expert teaching staff. Further information may be obtained from the school website.

### School Day Timings (subject to confirmation for 2010/11)

8.50 am	Registration
9.00 – 10.00 am	Period 1
10.00 – 10.15 am	Morning Break 1
10.15 – 11.15 am	Period 2
11.15 – 11.30 am	Morning Break 2
11.30 – 12.30 pm	Period 3
12.30 – 1.30 pm	Lunch
1.30 – 2.30 pm	Period 4 *Weds finish at 2.30 pm
2.30 – 2.45 pm	Afternoon Break
2.45 – 3.45 pm	Period 5

**Mid-day meals:** There is a separate dining hall at Chatburn Road and a refectory at York Street, at which mid-day meals are served on a cafeteria basis. Snack items are also available at break.

## **Groups Associated With the School**

The school is proud to have the support of a number of different associations.

### **The CRGS Foundation**

The school has a Foundation which is administered by trustees according to regulations prescribed by the Charity Commission. Investment income from this charity is spent on the school and its students.

### **The Association of Friends**

Over the years the school has enjoyed the benefit of support from the Association of Friends of Clitheroe Royal Grammar School. By organising social events and meetings, the association aims to promote interest in the school's activities and any funds raised are spent on the school. Being a parent/guardian of a school pupil, one is automatically a member of the association.

### **The Old Clitheronians' Association**

The Old Clitheronians' Association's aim is to keep in touch with recent leavers by sending out newsletters and by organising social events including an annual reunion dinner.

## **Access to Information**

The school makes every effort to comply with requirements regarding freedom of information, and in 2004 the governing body adopted a Data Protection policy and publication scheme. The governors wish parents to be aware that they have a right to gain access to the following documents:

- a) Statutory instruments and circulars sent to schools by the Department for Education and Skills about governors' powers and duties under chapter 1 of Part 1 of the Education Reform Act (the curriculum including the National Curriculum)
- b) Any published Ofsted reports on the school
- c) Syllabuses used by the school
- d) School policies

## **School Policies**

Copies of the following school policies are available for inspection by request in writing:

Assessment Recording/Reporting Policy	Health and Safety Policy
Homework Policy	Sex Education Policy
Pupils' Spiritual/Moral/Social and Cultural Development	School Visits Policy
Careers Advice and Guidance	I.C.T. Policy
Equal Opportunities and Promoting Race Equality Policy	Able, Gifted and Talented Students Policy
Community Cohesion	School Policy on Charging for School Activities
Drugs Policy	Care & Control of Pupils Policy
Child Protection & Safeguarding	Charities Policy
Medical Policy	Health Education Policy
Attendance Policy	Special Educational Needs Policy
School Behaviour Policy	Data Protection Policy
Emergency Closure Procedure	Anti-Bullying Policy

## **Complaints Procedures**

The governing body is required to have in place a procedure to deal with complaints relating to the school.

A summary document outlining the complaints procedure is available from the school. A full copy of the complaints procedure is available from Mary Woods (Headteacher's PA).

### **Main School:**

Chatburn Road, Clitheroe, Lancashire, BB7 2BA

Tel: 01200 423379

Fax: 01200 444749

### **Sixth Form:**

York Street, Clitheroe, Lancashire, BB7 2DJ

Tel: 01200 423118

Fax: 01200 442177

Website : [www.crgs.org.uk](http://www.crgs.org.uk)

E-mail : [mainschool@crgs.org.uk](mailto:mainschool@crgs.org.uk)

Headteacher: Mrs J M Child BA MA

Chairman of Governors: Dr A D Clayton BSc PhD CEng

Clerk to Governors: Mr E Carter BA c/o Clitheroe Royal Grammar School, York Street

To the best of our knowledge and ability, the information given in this prospectus complies with all the relevant requirements of the Education Act 2005 and subsequent regulations.

The details given are the most up to date available and were correct at the time of going to press.

## A LEVEL RESULTS – SUMMER 2008

NB These results are correct as of 16<sup>th</sup> July 2009

**KEY**  
**A Level- UCAS**  
 Grade A = 120 points  
 Grade B = 100 points  
 Grade C = 80 points  
 Grade D = 60 points  
 Grade E = 40 points

Total Number of pupils - 304  
 Point Score (including Gen Studies) - 362.5  
 Point Score (excluding Gen Studies) - 286.1  
 % A/B (including Gen Studies) - 58.1%  
 % A/B (excluding Gen Stud) - 66%  
 % A/E (including Gen Stud) - 98.5%  
 % A/E (excluding Gen Stud) - 98.8%

### Number of Sixth Form students achieving each grade for A Level:

Subject	No. Of Entries	% Pass	A	B	C	D	E	U	X
Art	28	100%	13	7	4	3	1	0	0
Biology	61	97%	22	17	12	6	2	2	0
Business Studies	53	100%	11	14	18	6	4	0	0
Chemistry	47	96%	18	11	8	6	2	2	0
Classics	13	100%	1	4	7	1	0	0	0
Computing	22	100%	8	6	4	2	2	0	0
Economics	32	100%	10	13	6	3	0	0	0
English Lang/Lit	26	100%	9	10	6	1	0	0	0
English Language	48	100%	13	16	14	5	0	0	0
English Literature	26	100%	11	8	4	2	1	0	0
French	15	100%	11	4	0	0	0	0	0
Further Maths	3	100%	0	1	1	1	0	0	0
Geography	54	100%	27	16	7	3	1	0	0
German	12	100%	4	8	0	0	0	0	0
General Studies	301	98%	52	51	69	74	48	7	0
History	53	100%	21	16	12	4	0	0	0
Mathematics	55	100%	35	8	5	5	2	0	0
Music	6	100%	0	3	1	1	1	0	0
Physics	36	89%	9	11	5	4	3	4	0
Physical Education	38	100%	12	9	7	8	2	0	0
Polish	1	100%	1	0	0	0	0	0	0
Politics	55	100%	22	19	5	9	0	0	0
Psychology	80	98%	12	25	23	11	7	2	0
Religious Studies	22	100%	6	9	5	2	0	0	0
Sociology	78	99%	39	19	11	7	1	1	0
Spanish	2	100%	0	1	1	0	0	0	0
Technology	23	100%	9	8	5	1	0	0	0
Theatre Studies	15	100%	6	4	4	1	0	0	0

## GCSE RESULTS – SUMMER 2008

NB These results are correct as of 16<sup>th</sup> July 2009

Number of pupils aged 15 entered for GCSEs:	123
(On roll 21 January 2006 and aged 15 on 31 August 2005	----
Number of pupils aged 15 (as above) not entered for GCSEs	0

100% of pupils gained 5+ A\*-C grades at GCSE level

Total % of A\*-C passes = 97.8%

% of A\*/A passes = 67.4%

### Number of 15 year olds achieving each grade:

Subject	A*	A	B	C	D	E	F	G	U	Total
Art	8	11	14	5	2	0	0	0	0	40
Biology	22	9	1	0	0	0	0	0	0	32
Chemistry	13	14	5	0	0	0	0	0	0	32
Classics	0	4	4	2	0	0	0	0	0	10
English Language	15	59	46	3	0	0	0	0	0	123
English Literature	16	38	47	19	2	0	0	0	0	122
French	18	27	7	3	0	0	0	0	0	55
Geography	12	9	15	5	3	0	0	0	0	44
German	19	54	13	7	1	0	0	0	0	94
History	14	29	19	6	0	1	0	0	0	69
Inf Tech	13	18	11	6	1	0	0	0	0	49
Latin	1	7	7	2	3	0	0	0	1	21
Maths	40	52	27	4	0	0	0	0	0	123
Maths Additional	4	7	10	3	0	0	0	0	0	24
Music	0	9	5	1	0	0	0	0	0	15
Physics	14	11	7	0	0	0	0	0	0	32
Rel Studies	32	9	0	0	0	0	0	0	0	41
Science – Single	24	49	15	3	0	0	0	0	0	91
Science - Additional	42	26	15	7	1	0	0	0	0	91
Spanish	5	8	3	4	1	0	0	0	0	21
D&T Food	15	18	7	0	1	0	0	0	0	41
D&T Graphics	5	11	4	1	0	0	0	0	0	21
D&T Res Mat	2	10	3	0	0	0	0	0	0	15
D&T Systems	0	2	3	6	4	3	0	0	4	22
D&T Textiles	10	8	4	0	0	0	0	0	0	22

## **KEY STAGE 3 RESULTS 2008**

NB These results are correct as of 16<sup>th</sup> July 2009

These tables show the percentages of Year 9 pupils achieving each level in 2008

### **TEACHER ASSESSMENT**

PERCENTAGE AT EACH LEVEL									
	1	2	3	4	5	6	7	8	Pupils Absent
English	0	0	0	0	1	44	55	0	1
Maths	0	0	0	0	0	11	36	53	1
Science	0	0	0	0	0	11	89	0	1

### **TEST RESULTS**

PERCENTAGE AT EACH LEVEL								
	Below 3	3	4	5	6	7	8	Pupils Absent
English	0	0	0	4	40	54	0	2
Maths	0	0	0	0	4	37	57	2
Science	0	0	0	0	23	76	0	2

Figures may not total 100% due to rounding

## Destinations of Pupils, Attendance and Admissions Information

### Destinations of Leavers

2008

Pupils aged 15 at start of school year 07/08	FE/School	Employment	Other	Unknown
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	98.4%	-	0.8%	0.8%
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Total number of pupils in this age group = 123

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Pupils aged 16 at start of school year 07/08	FE/School	HE	Employment	Other	Unknown
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	96.2%	-	0.6%	-	3.2%
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Total number of pupils in this age group = 345

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Pupils aged 17 at start of school year 07/08	FE/School	HE	Employment	Other <small>(inc. gap year)</small>	Unknown
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	0.7%	87.0%	4.2%	5.2%	2.9%
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Total number of pupils in this age group = 307

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## Attendance Information 2007-2008

Total number of pupils on roll of compulsory school age	607
Percentage of pupil sessions (half days) missed through authorised absence	3.7%
Percentage of pupil sessions (half days) missed through unauthorised absence	0.0%
Length of taught week (lesson time)	24 hours

## Admissions Information for Entry to Year 7

a)	Admissions limit (September 2009)	120 pupils
b)	Total number of applications received for admission in September 2009	443 pupils
c)	Total number of applications received for admission in September 2009 from pupils resident in the school's catchment area	238 pupils
d)	Total number of applications received for admission in September 2009 from pupils not resident in the school's catchment area	205 pupils
e)	120 pupils were offered places 96 from the school's catchment area 24 resident outside the school's catchment area	
f)	Number of appeals against non-admission was 4 – none of these were successful.	

## Clitheroe Royal Grammar School

### Admissions Policy

#### For admission in 2010

The school is a state selective grammar school, providing a free education. As a foundation 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**

##### **i) Admissions Number**

The number of intended admissions to year 7 is 120.

##### **ii) The Tests**

For eligible candidates (see Note 1) the entrance examination will consist of 3 separate tests:

- a) Verbal Reasoning
- b) Mathematics
- c) English

The tests will be conducted at the school. Arrangements to take the tests will be announced in the local press each year (and are obtainable from the school) and the tests themselves will be taken in the autumn term.

A candidate may only sit the entrance examination once.

Parents/carers who wish their son/daughter to take the entrance examination, should complete a Clitheroe Royal Grammar School application form.

##### **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.

<p><b>The school will not distinguish between candidates on grounds of sex, race, nationality, national origin, ethnic origin, disability, faith or denominational background.</b></p>
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Note: Pupils with a current statement of special educational needs issued by a local authority, and who have achieved the required standard in the admissions tests, will be offered a place.

Clitheroe Royal Grammar School has a planned admission number for each year of 120. If the number of applicants reaching the required standard is less than 120, then all of these applicants will be deemed 'eligible'.

If the number reaching the required standard is greater than 120 and the school is therefore over-subscribed, then the school will rank these applicants according to the following admissions priority criteria:

- 1) Children in public care (looked after children) who reach the required standard
- 2) Candidates who live in the catchment area who reach the required standard
- 3) Candidates who live outside the catchment area who reach the required standard

Candidates within over-subscription categories 2 and 3 will be ranked according to ability as demonstrated in the testing process.

In the event of equal scores within over-subscription categories 2 and 3, 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 full autumn term in 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 and 3 and then to the individual nearest to the school (see Note 4).

Until the end of the autumn term in year 7, if a candidate withdraws, his/her 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 Common Application Form.**

(vi) Assessment of Candidates Relocating to 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 area 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 an application is made after the first term has ended, then an age-weighted reasoning test and tests set by the school of appropriate National Curriculum work will be used. 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 overall performance in the tests and proximity to the school (see Note 4), in that order.

**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 and submitted by the school's closing date. This application form is available in the Admissions Handbook, available from the school, or on the school's 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 return of the Lancashire Authority Common Application Form. We advise that parents / carers wait for this notification from Clitheroe Royal Grammar School before completing and returning the Common Application Form.
4. Parents / carers submit the Common Application Form. 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 post 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 ADMISSION OF STUDENTS TO YEARS 8 to 11**

Students may be admitted to years 8 to 11 provided that their admission does not prejudice the provision of efficient education and use of resources.

The school will assess candidates who have not previously taken the Clitheroe Royal Grammar School entrance examination and who move into the vicinity of the school (whether inside the catchment area or not) if the parent or guardian wishes. The assessment will involve tests in Mathematics, Science and English, and a reasoning test for year 8. 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 overall performance in the tests and proximity to the school, in that order.

## **III ADMISSION OF STUDENTS TO THE SIXTH FORM**

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. These include a general requirement and specific subject requirements. The criteria for admission are high enough GCSE grades. There is an expectation that applicants will have a sound track record at their present school. In the event of over-subscription, GCSE performance and then proximity to the school (see Note 4) will be used to allocate places. The school has a target figure of 200 students from outside the school to join existing Clitheroe Royal Grammar School students who wish to continue into the Sixth Form.

Academic references will be sought from the external applicant's present school. All applicants will also be invited to discuss choices of subjects with senior staff.

Students must submit their application form (to be found in the Sixth Form Guide and on the website) by the published closing date in order to be eligible for entry.

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.

Any student refused entry has a right of appeal.

## **IV REPEAT APPLICATIONS**

Repeat applications for admission will not be considered unless the school agrees that there have been significant and material changes in the circumstances relevant to the application.

## **V APPEALS PROCEDURE**

A parent or carer may appeal against the decision of the Admissions Committee 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 school after formal notification of places by the local authority. These must be completed and returned to the school within 15 school days of notification by the local authority.

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 Lancashire Children's Services 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:

- i) 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:
- ii) 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.

**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 catchment area requires that the family permanently reside within the designated area shown in Appendix 2 before the closing date for applications. Permanent residency is defined as owner occupancy or long-term letting contract of a residential property where child benefit is received and the appropriate council tax is paid by the occupier (evidence may be required). In the case of a recent change of address, additional evidence will be required in the form of evidence of exchange of contracts or a signed tenancy agreement. This is in addition to the child benefit statement and evidence of the appropriate council tax paid by the occupier. Families whose first home is outside the catchment area 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 area, 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, the Local Authority's system of a random draw will determine which address(es) receive the offer(s).
- Note 5** Details of Lancashire's scheme may be found in the composite prospectus issued by Lancashire to parents of year 6 pupils early in September. Parents of children who do not attend Lancashire maintained primary schools can obtain copies of the composite prospectus from the Area Education Office, The Globe Centre, St James Square, Accrington, BB5 0RE.

## CLITHEROE ROYAL GRAMMAR SCHOOL'S CATCHMENT AREA

The catchment area consists of  
the following Civil Parishes:

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

