



Secondary School Admissions September 2021

The information in this booklet relates to year 7 admissions in a secondary school for children who were born between 1 September 2009 and 31 August 2010 inclusive.

Dear parents and carers

Your child is about to start one of the most important and exciting stages of their education and the information in this booklet will help you choose the school/academy you would prefer your child to attend.

Blackburn with Darwen is fast earning a reputation as a great place to learn, and deservedly so, with over 80% of our schools and academies now rated by Ofsted as "good" or "outstanding".

Every high school and academy in Blackburn with Darwen is committed to providing the best opportunities for learning and preparing all children for further education, training and work.

It's not only Blackburn with Darwen's examination results that are improving, but also the range and quality of what our schools and academies can offer your child. Most of the borough's secondary schools and academies are in new or newly refurbished buildings, offering state of the art facilities and technology. Many also provide adult learning and health and leisure facilities for the community.

In normal circumstances, all schools and academies would welcome you to visit them during their open evenings and open days. This year, due to the ongoing restrictions relating Coronavirus, many schools and academies will be holding virtual online tours with the opportunity for you to submit questions. I strongly advise you to log onto their websites and see for yourself the fantastic work they are doing and the remarkable achievements of the young people who attend these schools and academies.

All children and young people have been welcomed back to school this autumn which was vital for their education and wellbeing. Following Government guidelines, our schools and academies have created safe environments to ensure the spread of coronavirus is reduced while providing a full educational experience for our children and young people.

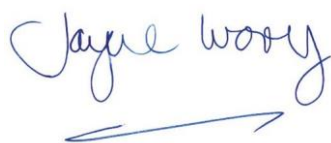
If you need any help or advice as you read through this booklet, please do not hesitate to contact the School Admissions Team, the telephone number is (01254) 666605 or email admissions@blackburn.gov.uk.

I would like to encourage you to use the Council's website to apply for your child's school place. Applying online is quick, easy and convenient and all information is held securely. You will get an email confirmation so you can be reassured that your application has been received and you can also print out or copy your application for your records.

Please ensure that you either apply online or return the completed application form by October 31, 2020. If you have applied online you will be able to log on and see your school offer on 1 March 2021. If you use the paper form, we will write to you on 1 March 2021 to offer a school place.

I am delighted that you are considering a Blackburn with Darwen secondary school / academy and wish your child a happy and successful journey through the next stage of their education.

Yours faithfully



Jayne Ivory

Director of Children's Services

Blackburn with Darwen Borough Council

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Introduction

Parents and carers of children living in the Blackburn with Darwen Borough Council area must apply for admission to schools within this borough and/or schools in other council areas by completing the Blackburn with Darwen Borough Council online application form¹ or the Common Application Form located on pages 45-48. ***You must not complete the application form of any other council.***

The information in this booklet relates to:

- any child who is due to start year 7 at a secondary school during the school year that starts in September 2021. These are children born between 1 September 2009 and 31 August 2010 inclusive.

Parents and carers are advised to read all the information in this booklet and the school admission policies before submitting your application form. Some schools are popular and oversubscribed so it is important that you are fully aware of the admission process and ensure your application is completed properly and on time. We will do our best to offer you a place at one of the schools you list on your application form.

Within this booklet you will find information on how the local authority deals with your application for your child to start secondary school, details about secondary schools, advice about how you can get financial help with paying for travel and where to go for more information.

Before you make your decision, it is also a good idea to look at their websites or read their individual booklets. Each school has its own prospectus, which provides detailed information about the curriculum, facilities, examination results and admission criteria used to allocate school places and how this applied to the previous year's intake. Copies are available from the schools.

If you need further information about how to apply for schools, please contact the School Admissions Team who can provide help and advice:

 Children's Services, 10 Duke Street, Blackburn, BB2 1DH

 admissions@blackburn.gov.uk

 (01254) 666605

If you would like general information about specific schools, you should contact the schools directly or look at their websites. Contact details for schools can be found on pages 23 to 24.

Other sources of information

Ofsted (Office for Standards in Education) inspection reports are a good way of finding out information about the schools. For the latest copy of a report please contact the school direct or ask at your local library. Inspection reports can also be obtained from the Ofsted website: www.ofsted.gov.uk.

Copies of performance tables for all schools in the borough are available from the Government's website: www.gov.uk.

¹ If you do not have internet access at home, you can use the computers at public libraries to complete an online application form.

Important dates

3 September 2020

Parents/carers can apply for a school place online at www.blackburn.gov.uk/admissions

31 October 2020

Closing date for applications

Applications must be submitted to the local authority by this date to be considered as 'on time' along with all supporting evidence.

31 January 2021

Deadline for notification of exceptional change in circumstances

Any information received by this date will be considered for the initial allocation of school places, for example, change of address, change in circumstances, reasons for the local authority to consider a late application/change of preference as on time.

Any information received after this date cannot be included in the initial allocation of school places, however it will be considered later in the process following the 1 March 2021.

1 March 2021

National offer day for secondary school places

Parent/carers who applied online can view their offer on the online parent portal

Letters notifying parent/carers of the school at which a place has been offered will be emailed out to those who applied online or sent by post to parents/carers who applied using the paper application form.

16 March 2021

Deadline for parents/carers to accept or decline their offer of a place

Parent/carers who applied online will need to log onto the online parent portal to accept their offer of a school place. Those who applied by post will need to call the School Admissions Team.

31 March 2021

Closing date for appeals

Appeals received by this date will take place in May/June 2021.

General information

Coordinated admission scheme

Each year the Council, in consultation with all the schools, has to establish a co-ordinated scheme for admission arrangements. The main purpose of the scheme is to ensure that every child living in the borough who has applied for admission to a maintained high school receives only one offer of a school place.

The body responsible for deciding on the admission arrangements for a school is known as the admission authority. Blackburn with Darwen Borough Council is the admission authority for community and voluntary controlled schools. Governing bodies of voluntary aided, trust, academy and free schools are the admission authorities of those schools.

If the total number of applications for admission to a school, which includes all first, second and third preferences, is more than the published admission number, the admission authority for the school must apply the school's published admission policy to decide which children should be offered places. The policy describes the categories under which priority is given to children.

The admission policies of schools are available within this booklet and online at www.blackburn.gov.uk/admissions. Copies of individual admission policies are also available in schools.

Admission of children outside their normal age group

Parents/carer(s) may seek a place for their child outside of their normal age group, for example, if a child is gifted and talented or has experienced problems such as ill health.

Children who are already in the secondary school phase

Parent(s)/carer(s) must submit their written request for admission out of the normal age group to the relevant Governing Body. If their request is agreed and a place is available in the requested year group, the child will be admitted.

Children who wish to seek admission to Year 7 outside their normal age group (who are currently in a year group in their primary school above or below their chronological age group).

Parents/carers will need to submit an application form to the Local Authority (online or in writing) for admission into their child's normal age group. At the same time, they will need to submit a written request to the admissions authority for their child to be admitted out of the normal age group.

It is the responsibility of the parents/carers to provide the admissions authority with all relevant information relating to this request. This could include the parents/carers views; information about the child's academic, social and emotional development; medical history and views of a medical professional (where relevant); whether the child would naturally have fallen into a lower age group if it were not for being born prematurely; and whether the child has previously been educated out of their normal age group.

The admissions authority is required to take into account the views of the Head Teacher as well as the information from the parents/carers. The admissions authority will make their decision based on the circumstances of each individual case, and in the best interests of the child concerned.

Please note: An admission authority will not honour a decision made by another admission authority on admission out of the normal age group. Parents/carers, therefore, should consider whether to request admission out of the normal year group at all their preference schools, rather than just their first preference school.

The admissions authority will then inform the parents/carers of their decision on the year group the child should be admitted to and will provide the reasons for their decision. Where possible, the admissions authority will make a decision on the request before the national offer date.

If the request is agreed for a child who is in a year group below his/her chronological age, the parent(s)/carer(s) must make a new application for the next main admission round the following year, and their current application for the normal age group should be withdrawn before a place is offered.

If the request is agreed for a child who is a year group above his/her chronological age, the parent will continue with their application for admission into Year 7 and, if admitted under the usual admissions procedure, the child will move to that secondary school the following September.

If the request for admission outside the normal age group is refused, parents/carers must decide whether to:

1. accept the offer of a place for the normal age group that they will receive from the Local Authority; or
2. to refuse it and make a further in-year application to the Governing Body for their child to be admitted outside their normal age group – either when they leave their current primary school (if the child is in a lower year group), or in the following school year (if the child was in a higher year group).

Parents/carers have a statutory right to appeal to an independent admission appeal panel against the refusal of a place at a school for which they have applied. As the purpose of the appeals process is to consider whether a child should be admitted to a particular school, the right of appeal does not apply if they are offered a place at the school but it is not in their preferred year group. However, they may make a complaint about an admission authority's decision not to admit their child outside their normal age group.

Fraudulent Applications

You must put the correct details on your application form and give the address where your child normally lives, not a childminder's address or a relative's address.

If your preferred schools receive more applications than there are places available, the Admission Authority may check the information provided on the application form. You may be required to provide copies of your child benefit entitlement letter and council tax bill or utility bill (gas, electricity, water or telephone) to make sure the information given on the application form is correct.

The Admission Authority reserves the right to share the information you give with others and, if necessary, to visit properties to check who lives there.

Where the Admission Authority (governing body or the council) discovers that false information has been given and/or that a child has been awarded a place as the result of an intentionally misleading application from a parent/carers (for example, giving a false address in order to gain an advantage, or a false claim of involvement in a place of worship) which effectively denies a place to a child with a stronger claim, then the Admission Authority may withdraw the offer of a place. The application will be considered afresh and a right of appeal offered if a place is refused.

Failure to complete an application form

If you fail to apply for your child's admission to secondary school either by the closing date or not at all, this may result in your child receiving an offer of a school place at a school that has vacancies after all the initial allocations have been processed. ***Please be aware that failing to ensure that your child is receiving suitable education may result in prosecution.***

Applying for a school place

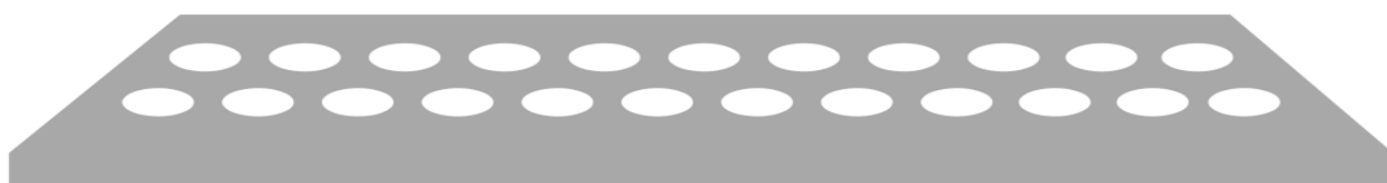
Parents/carers can apply for admission to schools within Blackburn with Darwen Borough Council or neighboring local authority schools between **3 September 2020** and **31 October 2020** by completing the online application form at www.blackburn.gov.uk/admissions or the form enclosed at the back of this booklet. **Please do not complete both.**

In order to process your application you will be asked to provide some personal information such as names and address. The information you provide will be held securely in accordance with the General Data Protection Regulation and the Data Protection Act 2018. Where required, your data will be forwarded to schools, other local authorities and relevant Council departments to consider and/or verify the information you provide.

The advantages of applying online

1. A quick and easy way of completing an admission application on a secure system.
2. Information that is easily accessible and up-to-date to assist parents/carers in identifying school preferences.
3. The opportunity to amend your application right up to the national closing date of 31 October 2020.
4. E-mail acknowledgement of all submitted online applications.
5. The opportunity for parents/carers to print a hard copy of online admission applications.
6. You will receive your offer of a school place by email.

If you do not have internet access at home, you can use the computers at public libraries to complete an online application form.

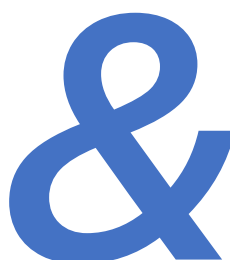


This space has been provided for you to keep a note of your login details:

Username (the email address used to create your account):	
Password:	

Do's

- ✓ List three preferences
- ✓ Carefully check the admission policy for each of your preferred schools as some of the schools in Blackburn with Darwen require certain applicants to complete a Supplementary Information form (SIF). Some of those SIFs are included in this booklet, but not all of them are. It is the responsibility of the parent /carer to make sure that any additional forms and/or information relevant to the application are submitted to the correct address by the right date.
- ✓ If you are applying under the Roman Catholic faith criterion, a copy of your child's baptism certificate MUST be received by the Admissions Authority by the closing date of 31 October 2020.
- ✓ If you reside in another English authority, apply directly to your home authority, even if the school you wish to apply for is in Blackburn with Darwen.
- ✓ The address stated on your application MUST be the address the child resides in at the time of application and not a future address, a friend or family address. (Please see page 16 on further information on moving house).



Don'ts

- ✗ Do not repeat the name of one school or just give a single preferred school. This will not improve your chances of getting a place at your preferred school. What it does mean is that, if you do not obtain a place at the preferred school, the Council and the schools will not know which other schools are of interest to you. You may lose priority for another school where you might otherwise have a good chance of getting a place.
- ✗ Do not express a preference for a school in Wales, Scotland, Ireland or abroad. Please contact the relevant authority in that country directly if you require further information about this.
- ✗ You cannot apply for a place at an Independent School through this process as the Council cannot consider such applications. Please do not name an independent school on the CAF as that preference will be wasted. Please contact the school directly.

Shared Responsibility

Where parents/carers have shared responsibility for a child, the place of residency - for the purposes of the school admissions process - will be determined as the address where the child resides for the majority of the week. That is where the child wakes up for the majority of Monday to Friday mornings.

Only one application can be considered for each child and we would expect that in most cases parents/carers will take the above residency requirement into account, agree on their preferences and submit one application.

In the event of two applications being received for a child with shared residency we will then only consider the application from the parent/carer with whom the child resides the majority of the time provided that individual has Parental Responsibility for the child. If a Court order is made which contains directions/orders regarding the child's education, a copy of this Order must be provided to the Local Authority who will act in accordance with that order, as far as possible. Any supporting documentation must be provided by 29 February 2021.

If the child resides with two parents/carers equally, both have parental responsibility and both submit applications, then neither application will be considered and the parents/carers will be asked to agree a single application between themselves.

Looked After and Previously looked after children.

A "looked after child" is a child who is in the care of the local authority or is being provided with accommodation by the local authority in the exercise of their social services functions. A "Previously looked after child" is one who moved directly from being 'looked after; (as defined above) to being adopted or being made the subject of a child arrangements/special guardianship order.

If your application is for a looked after or previously looked after child, please provide a copy of the adoption certificate/child arrangements order/special guardianship order to the School Admissions Team and the name of the social worker to contact for confirmation of looked after status. Please note that this information will remain confidential.

Children with Special Educational Needs

Some children experience difficulties during their school life. The majority of these difficulties will be met by their school from the funding made available to them. However, children who have significant learning difficulties will have their needs supported by an Education, Health and Care Plan.

The Council has a duty to determine and review the provision for a child with an Education, Health and Care Plan, or IPRA. The annual review in year 5/6 will enable you and the Council to discuss your child's transfer from primary school and decide his/her future placement. The preferences you express will be considered by the Council's Statutory Assessment Team Manager in line with the law and the guidance issued in the Special Educational Needs Code of Practice.

You will be informed of the school to be named in your child's Education, Health and Care Plan or IPRA. If you disagree you will be informed of your right of appeal to an independent tribunal.

Further help on Special Educational Needs matters is available by contacting the Council's statutory assessment team on (01254) 666739.

Medical, social, welfare need criterion

If you have listed any of the schools below as one of your preferences and you feel that there are exceptional medical, social, welfare needs relating to your child which support the need for your child to attend one of these schools, and wish your application to be considered under this criterion you must state this on your application form:

- | | |
|--|---|
| <ul style="list-style-type: none"> • Blackburn Central High School • Darwen Aldridge Community Academy • Darwen Vale High School • Our Lady and St John Catholic College | <ul style="list-style-type: none"> • Pleckgate High School • Tauheedul Islam Boys' High School • Tauheedul Islam Girls' High School • Witton Park Academy |
|--|---|

Supporting evidence

Appropriate written supporting evidence must also be provided from a doctor, consultant, social worker or other professional. This evidence must explain why the preferred school is the most suitable and what difficulties would be caused if the child had to attend another school. This evidence should accompany the application form. If necessary, parents/carers can submit the application form and send the supporting evidence at a later date but the supporting evidence MUST be received by the Local Authority on or before the closing date for applications. It is the parents/carers responsibility to ensure that the Local Authority receives the supporting evidence.

If you do not provide the supporting evidence on or before the closing date of 31 October 2020, then it will not be possible to consider your application under the medical, social, welfare criterion.

Please bear in mind the following in relation to this criterion:

- Only exceptional reasons associated with the child and directly relevant to the suitability of that specific school (i.e. showing why the child needs to be admitted to that particular school) are normally accepted under this criterion.
- All schools can make provision for special educational needs and can also manage common conditions – e.g. asthma, diabetes, epilepsy.

Making the decision

After the closing date and during the early stages of the allocation process, all applications which have requested consideration on the grounds of medical, social, welfare need are considered separately by a panel from the Admission Authority. This involves considering all statements and evidence provided by parents/carers to support the application. The panel may, at their own discretion, contact parents/carers and third parties (with parental consent) to request further information where this is needed to reach a decision.

The Panel's focus in assessing each claim for consideration under this criterion will be to assess whether the evidence provided:

1. actually confirms that this child has an exceptional medical, social, welfare need; AND
2. demonstrates a clear and exceptional need for the child to attend a specific school for reasons arising from the exceptional medical/social/welfare need.

When the reasons claimed are not considered exceptional or do not disclose an exceptional need for the child to attend that specific school, then the application will be dealt with under the other admission criteria for the school(s) requested.

Application's for a Church of England or Roman Catholic secondary school

Parent(s)/carer(s) who wish their application to be considered against the faith criteria for Church of England or Roman Catholic Secondary Schools MUST also complete the church questions on the Council's application. If the school is oversubscribed, a failure to answer these questions may result in your application for a place being considered against lower priority criteria as the Governing Body will have no information upon which to assess the worship attendance/faith criteria.

Baptism (for Roman Catholic Secondary Schools only)

Baptised Roman Catholic child means one baptised in a Roman Catholic Church (Baptismal Certificate required) or a baptised Christian subsequently received into the Roman Catholic Church as evidenced by a letter confirming the reception from a Roman Catholic Priest.

To be considered under the Roman Catholic faith criterion, a copy of your child's baptism certificate MUST also be received by the Admissions Authority by the closing date of 31 October 2020. Failure to submit a baptism certificate may result in your application for a place being considered against lower priority criteria.

Places at schools in other council areas

If you decide to seek a place for your child at a school outside the area of Blackburn with Darwen Borough Council, please make sure that this school is expressed as a preference on your Blackburn with Darwen Borough Council application form.

Blackburn with Darwen Borough Council will co-operate fully with all other Local Authorities to make sure that no child is offered admission at more than one school.

Before you express a preference for a school in another council area, you are strongly advised to read the school/relevant council's admission arrangements and to be aware of Blackburn with Darwen Borough Council's policy about home to school transport.

Pupils who live in North Turton or Belmont

Blackburn with Darwen Borough Council used to have an agreement with Bolton Metropolitan Borough Council, which guaranteed the admission of pupils who live in North Turton or Belmont to Turton Media Arts College (T-MAC), provided that it was their first preference.

The government's school admissions code prohibits the guaranteeing of admissions and requires schools to treat all preferences equally. This will mean that parents of children resident in North Turton or Belmont applying for admission to T-MAC will no longer be guaranteed admission at T-MAC. Bolton Council will now treat all applications equally and decide on the children who should have a priority for admission to T-MAC against their published admission policy.

Information concerning Bolton Council's admission arrangements is available by contacting Bolton Council on (01204) 332137.

If you live within Blackburn with Darwen and you wish to express a Bolton school as a preference you should still use a Blackburn with Darwen Borough Council application form at www.blackburn.gov.uk/admissions or the form in this booklet.

Pupils who live outside the Blackburn with Darwen Borough Council area

If you wish to apply for admission at a state school in the area of Blackburn with Darwen Borough Council you must name the school as a preference either on the application form you are submitting to your home council. Please note:

- if applying for St Wilfrid's Church of England Academy, you must also complete a separate supplementary form (enclosed within this booklet),
- if applying for Tauheedul Islam Girls' High School or Tauheedul Islam Boys' High School under the Muslim faith and / or mosque membership criteria, you must also complete a separate form (enclosed within this booklet),
- if applying for Queen Elizabeth's Grammar School you must also complete a separate form. This application form is available online on the QEGS website: www.qegsblackburn.com/admissions/

The additional form(s) need to be returned to the school(s) no later than 31 October 2020.

Independent schools

The Council cannot consider preferences for any independent schools within our area (i.e. schools that are not maintained by a local authority, and are not an academy) so please do not list any independent schools on the Blackburn with Darwen Borough Council's application.

If you have completed the Council's application form expressing preferences for maintained schools and/or academies, but no longer need a place because your child has a place at an independent school, please inform the School Admissions Team on (01254) 666605. This will help other parents/carers who are seeking places at schools maintained by the Council and/or academies.

Arrangement for free home to school transport

The home to school transport policy reproduced in the booklet is correct at the time of publication and is subject to review.

Please note that where school bus services are offered for children who are entitled to free transport, first consideration for boarding is given to entitled bus pass holders and only if spare capacity/seats are then available, will fare paying pupils be allowed to use the service.

Blackburn with Darwen Borough Council will meet the travelling expenses of pupils who reside with their parents/carers within this borough and attend the nearest suitable school (as determined by the Council) and qualify for free home to school transport. The grounds upon which travelling expenses may be given are:

Pupils will qualify for free transport under the 'unsafe route' eligibility if the child cannot reasonably be expected to walk to the nearest suitable school because the nature of the route is deemed unsafe to walk

Pupils will qualify for free transport under the 'walking distance' rules if;

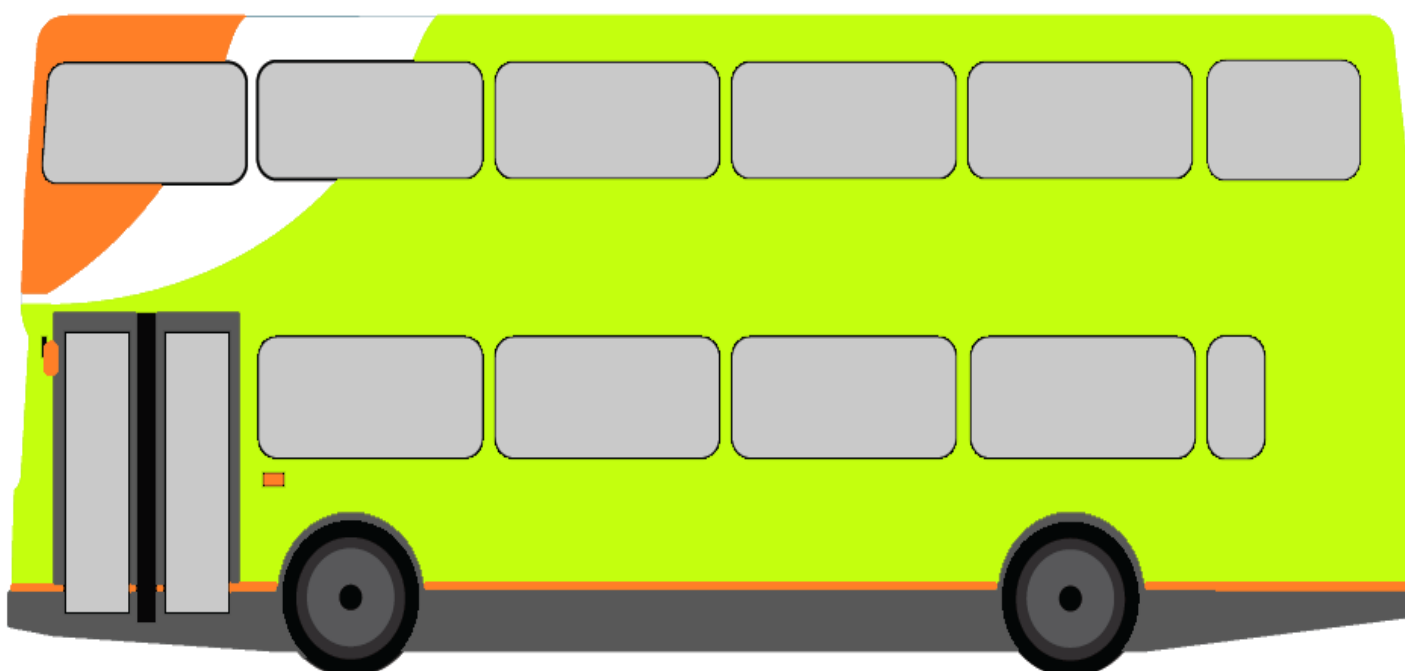
- They are aged 5 - 8 years of age and live more than 2 miles from their nearest suitable school; or
- They are aged 8 - 16 years and live more than 3 miles from their nearest suitable school.

Pupils will qualify for free transport under the 'low income' rules if;

- They are in receipt of free school meals or their family is in receipt of the maximum working tax credit; AND
- They are secondary pupils who; are attending any one of the three secondary schools closest to their home, and these schools are more than 2 but no more than 6 miles from their home address OR
- They are secondary pupils who; live more than 2 miles but no more than 15 miles from the nearest suitable school preferred on the grounds of religion or belief.

Applications for a travel pass are sent out automatically to the parents of children who the Local Authority believes will qualify for assistance under the transport policy criteria. For secondary school pupils when the application form is returned one passport type photograph must also be provided.

If you have not received an application form one month before the travel pass is required and you feel you qualify please contact the School Transport Team on telephone (01254) 585003 or email Transport@blackburn.gov.uk



Transport Review and Service Rationalisation

Discussions have taken place between the Council and schools for whom the Council currently still arranges discretionary fee-paying transport services.

St Bede's RC High, St Wilfrid's CE Academy, Our Lady & St John's Catholic College and Darwen Aldridge Community Academy contribute towards the subsidy costs for bus services to their schools.

As pupil intakes change, the Council in discussions with schools will take the opportunity to rationalise bus routes so that the most effective use is made of the services provided. Buses will still continue to cover all relevant areas, but pick-up/ drop-off points may change in order to fit with any amended routes.

Full details of any changes will be available from the Council's School Transport Team and through Schools and their internal systems.

School buses - Serving Turton High School

Pupils from the south west of the Borough (North Turton/Belmont) have always been eligible to claim statutory Home to School transport from the Local Authority due to qualifying under the dangerous journeys provision or living more than the statutory walking distance from a secondary school.

These pupils have traditionally attended Turton High School even though it is not their nearest suitable school, and historically pupils from this area who applied and were admitted to Turton High School were granted free Home to School Transport by Blackburn with Darwen Borough Council, following the arrangement previously established by Lancashire County Council.

However, in line with the statutory requirements, under the Council's policy, all other Blackburn with Darwen pupils are only eligible to claim statutory Home to School transport if they are attending their nearest suitable school and this school is more than the statutory walking distance from their home (or they qualify for the statutory extended transport rights available to 'low income families'). The Council noted the unfairness of the existing practice in relation to Turton High School and proposed that the arrangements should change so that the home to school transport policy is applied equally to all pupils in the borough. The Council has undertaken a public consultation about this proposed change – and has now decided to implement that proposal.

All pupils who commenced at Turton High School in or before September 2016 have continued to receive this service. However, anyone applying for a place at Turton High School after 1 September 2016 will only receive free home to school transport if Turton High School is their geographically nearest suitable school, or they qualify for transport to Turton High School under the extended rights for 'low income families'.

A service to Turton High School will still be running (for those pupils with existing entitlements) but pupils admitted after September 2016 have no entitlement to use this service. Only if there are any seats available that are not required for entitled pupils will other Turton High School pupils then be permitted to use this service. Please also note that there is a charge for pupils using these buses.

Parents are reminded that no extra capacity will be made available on this service and the provision of this service is not guaranteed to new transport users for any particular length of time. If at any time, a seat is not available for a child (who does not have a right to access this transport) then the parent(s)/carer(s) of that child are responsible for making any necessary home to school transport arrangements.

When selecting their preferences for their child's secondary school place, parents are strongly advised to take account of (a) whether they will qualify for free home to school transport to each of their preferences and (b) the fact that the transport service to Turton High School may be altered at any time in the future depending on pupil movements and existing entitlements.

School travel plans

Travel plans are completed by each individual school and set out local transport links, travel and road safety issues, proposed initiatives, objectives and targets. Many issues are caused by cars parking illegally and causing problems for pedestrians and putting children's safety at risk.

Sustainable Travel

The journey to and from school is now an important part of the wider national debate on car dependence and the need to change travel habits.

In 1986 children aged 16 and under made nearly 60% of their journeys to school on foot and only 16% by car. Since then the number of trips on foot has dropped below half and those by car doubled. There has also been a decline in the use of public transport and cycling.

Some of the reasons for the recent trends of more car use and less walking and cycling are:

- Parent(s)/carer(s) fears about their children's involvement in road traffic accidents if they walk or cycle
- Parent(s)/carer(s) fears about personal safety if they travel to school unaccompanied
- Increase in car ownership and use, particularly more households also having a second car
- Greater parental choice and school closures resulting in longer journeys
- School run is part of an onward journey

The consequence of this change includes:

- Huge increase in peak period traffic congestion
- Increase in atmospheric pollution
- Children are given less opportunity to develop road safety and personal safety skills

Over the past twenty years, many projects have been developed to encourage children who are driven to school to use other modes of transport, but it is only recently that such ideas have started to become more widely accepted.

Blackburn with Darwen is committed to a strategy which provides information and supports a healthier choice of transport modes, particularly reducing the amount of car use on the school run. Throughout the borough, school staff, pupils and parent(s)/carer(s) are encouraged to choose an active way to travel to school; information and activities are readily available at www.bwdconnect.org.uk

Moving home

If you expect to move by September but you are still living at your current address when you apply, we can only consider your application from the new address if you provide the following documents:

- a copy of a letter from a solicitor confirming that contracts have been exchanged; or
- a copy of the signed tenancy agreement; and
- a copy of your council tax bill.

If your house purchase or rental has not reached a stage where you can provide these documents by 29 January 2021, we will consider your application from your current address. However, it is important that you tell us if you move house at any time, particularly during the application process, as it could affect your child's allocation. Investigations will be made.





Closing date for applications

All applications must be received by the Council by 31 October 2020.

When posting a paper application you will need to allow enough time for the application to reach us by the closing date. Any applications received after this date will be treated as a late application unless the local authority considers that there are good reasons for the application being late. Further information on late applications can be found below.

Change of preferences

If you wish to change a preference after 31 October 2020 the Council will consider your request but will normally treat it as a "late application" for the new preferred school (see paragraph below). However, if there are exceptional reasons for your change of preference, e.g. if you have changed address, then provided the application/change of preference is received before 29 January 2021, the new preference may be considered alongside the applications which were submitted on time.

Late applications

If the admission authority is not satisfied that there were relevant exceptional circumstances for the delay then any application form received after the closing date but before places are allocated, will only be considered after all the on-time applications have been considered and allocated places.

IMPORTANT: If a late application is received after 29 January 2021, it will not be possible for the admission authority to consider it alongside the on-time applications even if there are exceptional reasons for the delay in submitting the application or for the change of preference.

Equal preference

By law, all schools are required to apply an equal preference system for admissions. This means that all schools must consider all preferences expressed for their school, whether listed as first, second or third preference on the application form without taking into consideration the rank order of the preference.

The four examples below are designed to give you an idea of how the mechanism for determining the offer of a school place works. The examples are not an indication of the pattern of preferences or the likely outcomes that may occur.

KEY: ✓ A place could be offered under the school's admission criteria
 ✗ A place could **NOT** be offered under the school's admission criteria

Preference 1 – Pleckgate High School ✓
 Preference 2 – St Wilfrid's CE Academy ✓
 Preference 3 – Witton Park Academy ✓

The allocation process identified that a place could be offered at Pleckgate High School, St Wilfrid's CE Academy and Witton Park Academy. Therefore, the place offered would be at Pleckgate High School as this is the highest ranked school at which a place could be offered.

Preference 1 – St Bede's RC High School ✗
 Preference 2 – Darwen Vale High School ✓
 Preference 3 – Darwen Aldridge Community Academy ✓

The allocation process identified that a place could be offered at Darwen Vale High School and Darwen Aldridge Community Academy. Therefore, the place offered would be at Darwen Vale High School as this is the highest ranked school at which a place could be offered.

The child's name would be kept on the waiting list for their first preference school.

Preference 1 – Tauheedul Islam Girls' High School ✗
 Preference 2 – St Wilfrid's CE Academy ✗
 Preference 3 – Witton Park Academy ✓

The allocation process identified that a place could be offered at Witton Park Academy. The child would therefore be offered a place at Witton Park Academy as this is the highest ranked school at which a place could be offered.

The child's name would be kept on the waiting list for the first and second preference school.

Preference 1: Tauheedul Islam Boys' High School ✗
 Preference 2: Queen Elizabeth Grammar School ✗
 Preference 3: Blackburn Central High School ✗

The allocation process identified that a place could not be offered at any of the preferences. The child would therefore be offered a place at the next nearest school to their home address which had places available.

The child's name would be kept on the waiting list for the first, second and third preference school.



Notification of the offer of a place

Decision letters from the Council informing you of the school at which a place has been offered should be received by you by 1 March 2021.

- Parents and carers who apply online will receive the decision letter by email and will be able to view which school your child has been offered on the online parent portal.
- Parents and carers who apply using the paper application form will receive the decision letter by post.

Responding to the place offered

You must respond to the offer of a place by 15 March 2021. Failure to respond to the offer of a school place may result in your child's place being withdrawn.

Parents who fail to respond to their offer of a school place by 15 March 2021 will be contacted by the admission team either by email or letter. You will be asked to respond and confirm whether you accept or reject the place you have been offered for your child.

If you do not respond to this correspondence by the date stipulated, we will assume that you do not require the place and it will be withdrawn. This will mean that your child will be without a school place. If you then decide you want a place at an academy or a maintained school for your child, you will have to contact the admissions team to discuss an alternative school place for your child.

If you are not happy with the offer that has been made and you wish to explore alternative options please read information about appeals and waiting lists which you will find at: www.blackburn.gov.uk/admissions.

If you have made alternative arrangements for your child's education, for example, at a private or independent school, please email Blackburn with Darwen Admissions team at admissions@blackburn.gov.uk.

What happens if my child cannot be offered any of my listed preferences?

If a child is not allocated a place at any of the schools listed on the application, the Council will write to the parents/carers offering the child a place at an alternative school.

Change of preference/new applications received after the notification of offer date

If you wish to apply for a change of preference for your child after 1 March 2021 (notification of offer date), please put your request in writing to the School Admissions Team to admissions@blackburn.gov.uk.

If you have not previously submitted an application but decide you wish to apply for a place for your child after 1 March 2021 you must still complete the Council's application form. The Council will forward your form and any relevant documents to the admissions authority of the school(s) preferred for them to consider. The Council will inform you about the outcome of your application. Where a place cannot be offered, the child's details will be placed on the waiting list and you will be informed of your right of appeal.

Waiting List

All admission authorities must maintain a waiting list until at least 31 December in the academic year of admission for every oversubscribed school. The admission authority must use the existing oversubscription criteria to rank the children.

No distinction is made between applications received on time and late applications, therefore these waiting lists may change at any time.

If you want to know your child's position on the waiting list you should contact the Council's School Admissions Team on (01254) 666605. The waiting list maintained by the Local Authority will operate until 31 December only. Different arrangements for waiting lists may apply at voluntary aided faith schools, trust schools, free schools and academies. Further information is available from the relevant school.

After this, if you want your child to change to another school, you should contact the headteacher of your child's existing school or the Council's School Admissions Team who will explain the procedures for changing schools.

School Appeals

Right of appeal

If your child(ren) has not been successful in gaining admission to their preferred school you will have the right of appeal against the decision. The letter will also indicate the school at which a place has been offered. Information about appeal procedures for the voluntary aided faith schools, free schools and academies is available from the relevant school.

Appeals are considered by an independent appeal panel. The panel is made up of people who have played no part in the original allocation of places and who are independent of the school and the Council. The independent appeal panel's decision is binding on all parties.

You will normally be given two weeks' notice of the date, time and venue of the appeal hearing. All relevant papers will be sent to you approximately two weeks before the hearing.

The yearly appeals for the reception and year 7 intakes often involve a large number of appeals for individual schools which can last over several days or weeks but the panel cannot make any decisions until they have heard all the appeals for that school/year group.

Once the panel has made the decisions on all the cases for that school/year group, a decision letter (confirming the outcome and, in the case of unsuccessful appeals, full details of the reasons for the panel's decision) will be sent to all appellants within 5 working days of the decisions being made.

If you need advice on completing the appeal form please contact the School Admissions Team on (01254) 666605 or an independent advisor.

Oversubscribed year groups

Parents/carers may occasionally go to appeal and notice that some year groups in the school which they prefer are over the published admission number. In most cases this is due to previous successful appeals. In addition, fair access protocols allow certain vulnerable children to access school places outside of the admissions and appeals procedures.

Re-appeals

You may appeal for more than one school, but are normally only allowed to appeal once for each school in respect of a school year.

Please note that distress caused to a pupil because of not gaining a place at the preferred school will not normally be considered sufficient grounds for granting a re-appeal.

Requests for re-appeals for the voluntary aided faith schools, trust schools, free school and academies are considered by the relevant school and not the Council.

School information

Types of schools

There are 5 types of secondary schools in Blackburn with Darwen. It is important to know which type of school you would like your child to go to because different people are responsible for making decisions on which children to admit.

The following descriptions tell you who is making the decision for the particular type of school. Applications for all the types of schools listed below must be made on the Council's application form. However, for some church schools you will also need to fill in a Supplementary Information Form if you are applying for faith reasons:

- **Academies:** These are independent of the local authority and funded by the Department for Education (DfE). The governors are responsible for deciding who is given a place at the school.
- **Voluntary-aided schools:** Admission to the school is the responsibility of the Governing Body of the school.
Trust Schools: Trust Schools continue to remain part of the Council but are supported by trust partners. Admissions are the responsibility of Blackburn with Darwen Borough Council.
The trust partners of the East Blackburn Learning Community Trust are Crosshill Special School, Blackburn College, Royal Blackburn Hospital Trust, Blackburn with Darwen Local Authority, the Community Forum, Co-operative College and Training 2000.
- **Free schools:** These schools are independent of the local authority and funded by the Department for Education. Any suitable sponsor can make an application to establish a Free School, including parents, teachers, charities, community groups or businesses. They are able to set their own curriculum and set their own admission policies. The governors are responsible for deciding who is given a place at the school.
- **Atypical schools:** These schools take pupils at a different age to typical 11-18 secondary schools.
 - University Technical Colleges (UTCs) are set up by universities and businesses and specialise in one or two technical subjects. At GCSE level they offer a similar curriculum to a typical 11-18 secondary school, including the basics of English and Maths, in addition to their specialist subject.
 - Studio Schools are similar to UTCs in that they have employer involvement in the curriculum and focus on developing the skills needed for employment, involving personal coaching and work experience, alongside a similar curriculum to a typical 11-18 secondary.

The governors are responsible for deciding who is given a place at the school.

School details

The table on the following pages (23 to 24) provides the address and contact information of all secondary schools in Blackburn with Darwen, along with some other key admissions information for each school. For schools who applied their oversubscription criteria, the following information is also provided:

- The number of on-time preferences (applications) received for September 2020 (this includes first, second and third preferences)
- The number indicated in the 'lowest criteria allocated' column refers to that school's published criteria
- Furthest distance that was used to allocate the last school place offered - a straight line distance measurement in miles from the home address to the school.

VA: Voluntary Aided Schools	TS: Trust Schools	AC: Academies	FS: Free Schools	AT: Atypical Schools
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Type of school	School name and contact details	Age range	Sixth form provision	Published admission number for 2021	Number of preferences received for Sept 2020	Lowest criteria of the last place allocated	Furthest distance (miles)*	Admission policy: page
TS	Blackburn Central High School Haslingden Road, Blackburn Tel: (01254) 505700 Website: www.bchs.co.uk	11-16	No	180	341	d	2.972	28
AT	Bolton University Technical College University of Bolton Deane Road, Bolton Tel: (01204) 374848 Website: www.utcbolton.org	14-19	Yes					N/A
AC	Darwen Aldridge Community Academy Sudell Road, Darwen Tel: (01254) 819500 Website: www.daca.uk.com	11-19	Yes	240	295	d	5.265	29
AT	Darwen Aldridge Enterprise Studio 19 Police Street, Darwen Tel: (01254) 819567 Website: www.daestudio.biz	13-19	Yes	50				N/A
AC	Darwen Vale High School Blackburn Road, Darwen Tel: (01254) 223000 Website: www.darwenvale.com	11-16	No	240	453	d	5.513	30
VA	Our Lady and St John Catholic College North Road, Blackburn Tel: (01254) 588388 Website: www.olsj.blackburn.sch.uk	11-16	No	150	230	12	2.644	31
AC	Pleckgate High School Pleckgate Road, Blackburn Tel: (01254) 249134 Website: www.pleckgatewebsite.co.uk	11-16	No	270	567	d	5.742	32

VA: Voluntary Aided Schools	TS: Trust Schools	AC: Academies	FS: Free Schools	AT: Atypical Schools
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Type of school	School name and contact details	Age range	Sixth form provision	Published admission number for 2021	Number of preferences received for Sept 2020	Lowest criteria of the last place allocated	Furthest distance (miles)*	Admission policy: page
FS	Queen Elizabeth's Grammar School West Park Road, Blackburn Tel: (01254) 686300 Website:	11-19	Yes	140	551	Other	Random draw	33
VA	St Bede's Roman Catholic High School Green Lane, Blackburn Tel: (01254) 202519 Website: www.stbedesblackburn.com	11-16	No	210	534	7	0.158	35
AC	St Wilfrid's Church of England Academy Duckworth Street, Blackburn Tel: (01254) 604000 Website: www.saintwilfrids.co.uk	11-18	Yes	246	824	12	0.627	36
FS	Tauheedul Islam Boys' High School Sumner Street, Blackburn Tel: (01254) 918670 Website: www.tibhs.com	11-18	Yes	124	403	$\frac{A}{8}$ $\frac{B}{7}$	$\frac{A}{1.949}$ $\frac{B}{0.057}$	38
AC	Tauheedul Islam Girls' High School Preston New Road, Blackburn Tel: (01254) 54021 Website: www.tighs.com	11-18	Yes	124	405	8	0.362	40
AC	Witton Park Academy Buncer Lane, Blackburn Tel: (01254) 264551 Website: www.wittonpark.org.uk	11-16	No	240	466	d	2.147	41

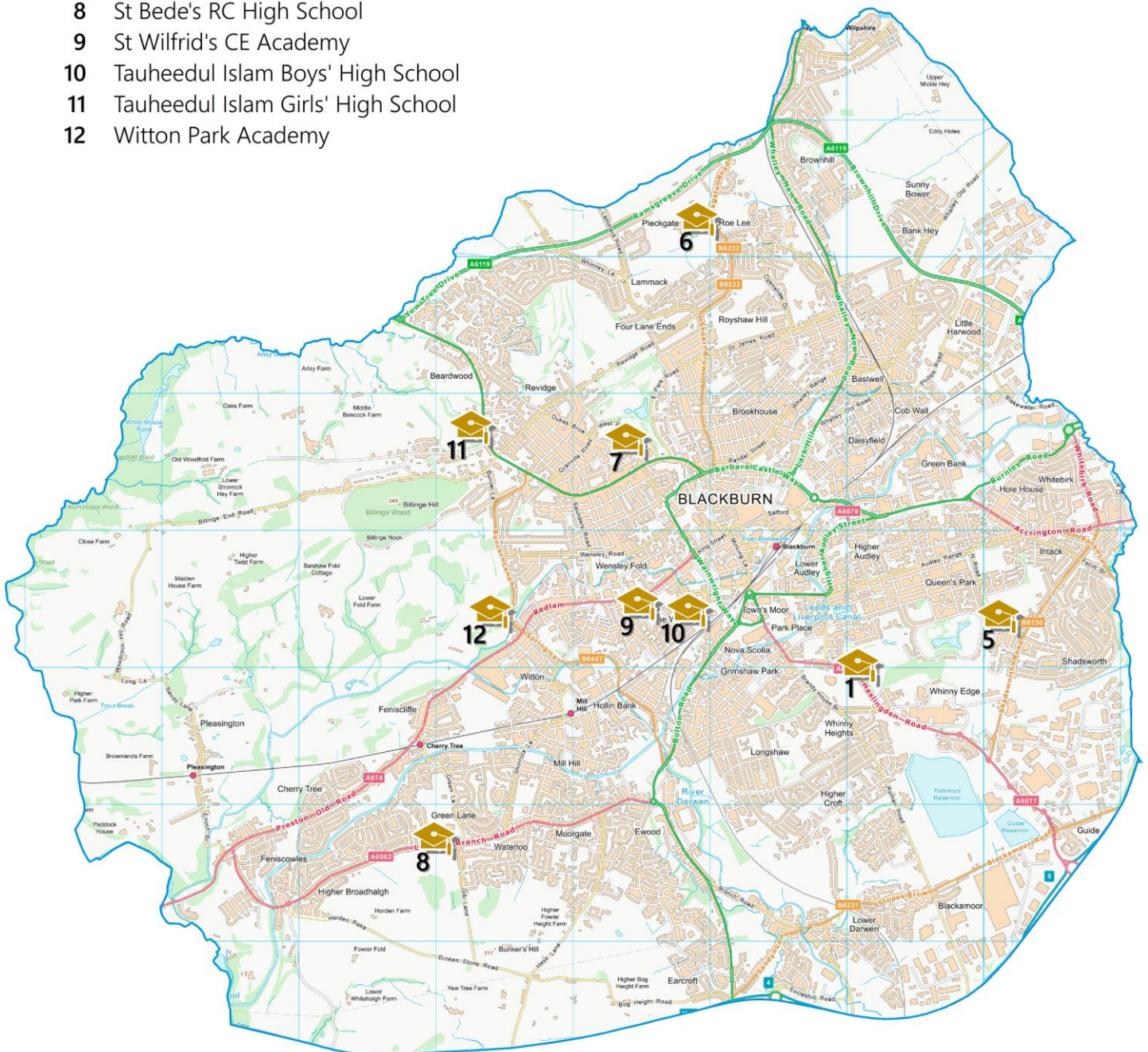
Blackburn

Audley & Queen's Park, Bastwell & Daisyfield, Billinge & Beardwood, Blackburn Central, Blackburn South East, Blackburn South & Lower Darwen, Ewood, Little Harwood & Whitebirk, Livesey with Pleasington, Mill Hill and Moorgate, Roe Lee, Shear Brow & Corporation Park, Wensley Fold



Schools:

- 1 Blackburn Central High School
- 5 Our Lady and St John Catholic College
- 6 Pleckgate High School
- 7 Queen Elizabeth Grammar School
- 8 St Bede's RC High School
- 9 St Wilfrid's CE Academy
- 10 Tauheedul Islam Boys' High School
- 11 Tauheedul Islam Girls' High School
- 12 Witton Park Academy



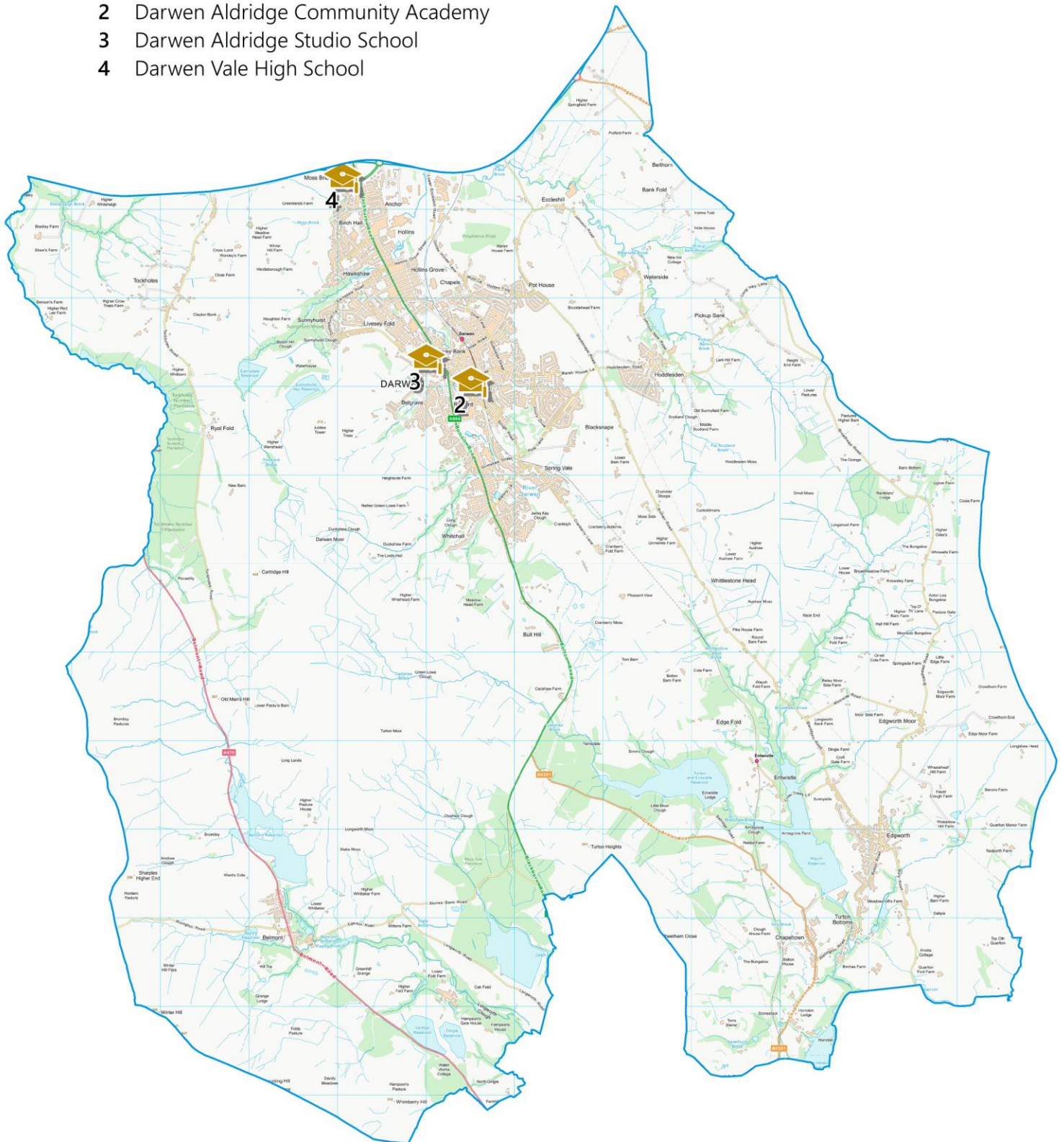
Darwen

Darwen East, Darwen South, Darwen West, West Pennine



Schools:

- 2 Darwen Aldridge Community Academy
- 3 Darwen Aldridge Studio School
- 4 Darwen Vale High School



School admission policies

This booklet provides basic information on admission policies for all Blackburn with Darwen Secondary Schools and Academies, but it is not possible to include all the information about every school's admission policy. Some requirements – for example, those relating to worship attendance - vary between schools. Maps of parish boundaries are available from schools.

You are strongly advised to obtain a copy of the full admission policy for each school you are considering, and to carefully consider all the information available in this booklet and from the schools before completing your application form.

Parent(s)/carer(s) must complete the Council's on-line form/application form – and you are advised to check with the school if a separate form is also required to be completed which you will need to obtain from the school.

Blackburn Central High School

All preferences expressed will be considered equally. If the number of children requiring admission does not exceed the school's published admission number, all the children will be offered admission. If the number of children requiring admission exceeds the published admission number, then the Governors will consider all preferences equally against the proposed oversubscription criteria shown below.

Determined admission criteria

Children with either an education, health and care plan, a statement for special educational needs or an individual pupil resource agreement (IPRA) for whom the preferred school is named in the plan/statement/IPRA will be admitted first. The remaining applicants who have named this school as a 1st 2nd or 3rd preference will then be considered equally against the Council's admission policy, in the priority order given below:

- a) 'Looked after' children and children who were previously 'looked after' but immediately after being looked after were adopted or became subject to a residence/child arrangement order, or special guardianship order ('Looked after' means that the child was (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.
- b) Children with an older sibling (sibling means a brother or sister, half brother or sister, adopted brother or sister, step brother or sister, not cousin, or the child of the parent/carer's partner, and in every case, the child must be living in the same family unit at the same address) who will still be attending the preferred school when the younger child is admitted;
- c) Children with proven and exceptional medical, social or welfare needs which are directly relevant to the school concerned. If you wish to be considered under this category there is certain evidence you must provide. Please see the note below which provides full details regarding the application of this criterion.
- d) Children who live nearest the school (geographical proximity). Under this category, the remaining places will be offered to children who live nearest to the preferred school. The distance will be measured in a straight line between the home front door and the main gate of the school using a computer.

Tie-breaker

If category (b), (c) or (d) is oversubscribed, geographical proximity (as set out in category (d)) will be used as the 'tie-breaker' to decide between the remaining cases. If after measuring distances it is still not possible to decide on the child/ren to be offered admission (for example two children living in the same block of flats or in the same house) the Local Authority will then use random allocation to decide which of the children can be offered a place. The draw will take place at the Local Authority's offices, and the names will be drawn by a local authority officer who is independent of the admissions process.

Priority for twins/multiple births

If an application has been made for places for twins/triplets/2 or more siblings in the same year group and insufficient places are left within the published admission number (i.e. one of the siblings is the last child who can be admitted within that number) it may be possible for the Admission Authority to offer places to the other sibling(s) in the birth group.

Darwen Aldridge Community Academy

The Darwen Aldridge Community Academy will consider all applications for places. When fewer than the published admission number for any relevant age group are received, the Darwen Aldridge Community Academy will offer places to all those who have applied.

Procedures where the Darwen Aldridge Community Academy is oversubscribed

Where the number of applications is greater than the published admission number, all applications will be considered equally and will be considered against the criteria set out below. After the admission of pupils with either an Education, health and care plan, statement of Special Educational Need or an Individual Pupil Resource Agreement (IPRA) where the Darwen Aldridge Community Academy is named the criteria will be applied in order in which they are set out below:

- a) 'Looked after' children and children who were previously 'looked after' but immediately after being looked after was adopted or became subject to a residence/child arrangement order, or special guardianship order ('Looked after' means that the child was (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
- b) Children with a sibling (sibling means a brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner, and in every case, the child must be living in the same family unit at the same address) who will still be attending the preferred school when the other child is admitted;
- c) Children with proven and exceptional medical, social or welfare needs which are directly relevant to the Academy. If you wish to be considered under this category there is certain evidence you must provide. Please see the note below which provides full details regarding the application of this criterion.
- d) Children who live nearest the school (geographical proximity). Under this category, the remaining places will be offered to children who live nearest to the preferred school. The distance will be measured in a straight line between the home front door and the main gate of the school using a computer.

Tie-breaker

(e) If category (b) or (c) is oversubscribed, geographical proximity (as set out in category (d)) will be used as the 'tie-breaker' to decide between the remaining cases. If after measuring distances it is still not possible to decide on the child/ren to be offered admission (for example two children living in the same block of flats or in the same house) the Local Authority will then a random draw allocation to decide which of the children can be offered a place. The draw will take place at the Local Authority's offices, and the name(s) will be drawn by a local authority officer who is independent of the admissions process.

Priority for Twins/Multiple births

If an application has been made for places for twins/ triplets/2 or more siblings in the same year group and insufficient places are left within the published admission number (i.e. one of the siblings is the last child who can be admitted within that number) it may be possible for the Admission Authority to offer places to the other sibling(s) in the birth group.

Darwen Vale High School

All preferences expressed will be considered equally. If the number of children requiring admission does not exceed the school's published admission number, all the children will be offered admission. If the number of children requiring admission exceeds the published admission number, then the Council will consider all preferences equally against the oversubscription criteria shown below.

Children with a statement of Special Educational Needs or an Individual Pupil Resource Agreement (IPRA) for whom the preferred school is named in the statement/IPRA will be admitted first. The remaining applicants who have named this school as a 1st, 2nd or 3rd preference will then be considered equally against the Council's admission policy, in the priority order given below:

- a) 'Looked after' children and children who were previously 'looked after' but immediately after being looked after were adopted or became subject to a residence/child arrangement order, or special guardianship order ('Looked after' means that the child was (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.
- b) Children with an older sibling (sibling means a brother or sister, half brother or sister, adopted brother or sister, step brother or sister, not cousin, or the child of the parent/carer's partner, and in every case, the child must be living in the same family unit at the same address) who will still be attending the preferred school when the younger child is admitted;
- c) Children with proven and exceptional medical, social or welfare needs which are directly relevant to the school concerned. If you wish to be considered under this category there is certain evidence you must provide. Please see the note below which provides full details regarding the application of this criterion.
- d) Children who live nearest the school (geographical proximity). Under this category, the remaining places will be offered to children who live nearest to the preferred school. The distance will be measured in a straight line between the home front door and the main gate of the school using a computer.

Tie-breaker

If category (b), (c) or (d) is oversubscribed, geographical proximity (as set out in category (d)) will be used as the 'tie-breaker' to decide between the remaining cases. If after measuring distances it is still not possible to decide on the child/ren to be offered admission (for example two children living in the same block of flats or in the same house) the Local Authority will then use random allocation to decide which of the children can be offered a place. The draw will take place at the Local Authority's offices, and the names will be drawn by a local authority officer who is independent of the admissions process.

Twins/Multiple births

If an application has been made for places for twins/ triplets/2 or more siblings in the same year group and insufficient places are left within the published admission number (i.e. one of the siblings is the last child who can be admitted within that number) it may be possible for the Admission Authority to offer places to the other sibling(s) in the birth group.

Our Lady and St John Catholic College

Our Lady & St. John is a Catholic College provided by the Diocese of Salford and maintained by Blackburn with Darwen Local Education Authority as a Voluntary Aided School. The school's Governing Body is the Admission Authority and is responsible for taking decisions on applications for admission. For the school year commencing September 2021 the Governing Body has set its planned admissions number at 150.

The governors recognise that the first responsibility of the school is to serve the Roman Catholic community for which it has been established. This is focused on designated parish communities and the Roman Catholic primary schools that are partners in providing for those communities. In establishing their over-subscription criteria, the governors have taken full account of the Code of Practice produced by the Department for Education. This is reflected in the emphasis placed on supporting looked after children.

The Associated Roman Catholic Primary Schools are:

- [Holy Souls](#)
- [Our Lady of Perpetual Succour](#)
- [St Alban's](#)
- [St Anne's](#)
- [St Antony's](#)
- [St Mary & St Joseph's](#)

The designated parish communities served by the schools are: -

- [Holy Family, Blackburn](#)
- [St Alban and Good Shepherd, Blackburn](#)
- [Holy Souls, Blackburn](#)
- [Our Lady of Perpetual Succour, Blackburn](#)
- [Part of Sacred Heart \(formerly St Anne's Parish\)](#)

Children with either an Education, Health and Care Plan, a statement of Special Educational Needs or an IPRA (see note 1), naming Our Lady & St John will be given priority over all other applicants. Where the school receives more applications than there are places available, the Governing Body will admit children in accordance with the criteria set out in priority order as below.

1. Pupils with an Education, Health and Care Plan or a statement of Special Educational Need.
2. Baptised Roman Catholic pupils who are "looked after children" or "previously looked after children".
3. Baptised Roman Catholic pupils attending an associated Roman Catholic Primary School (see list above).
4. Baptised Roman Catholic pupils who are resident in a designated parish (see list above) and would have a sibling attending the school at the time the admission would take effect.
5. Baptised Roman Catholic pupils who are resident in a designated parish (see list above).
6. Baptised Roman Catholic pupils who would have a sibling attending the school at the time the admission would take effect.
7. Other Baptised Roman Catholic children.
8. Non Roman Catholic pupils who are "looked after children" or "previously looked after children".
9. Non Roman Catholic pupils attending an associated Roman Catholic Primary School (see list above).
10. Non Roman Catholic pupils who would have a sibling attending the school at the time the admission would take effect.
11. Children with proven and exceptional medical/social needs where these needs can only be met at this school.
12. Other children.

Pleckgate High School

All preferences expressed will be considered equally. If the number of children requiring admission does not exceed 270 all the children will be offered admission. If the number of children requiring admission exceeds 270, then the admissions authority (the Academy Trust) will consider all preferences equally against the oversubscription criteria shown below.

Admission criteria in the event Pleckgate High School is oversubscribed

Where the number of applications is greater than the published admission number, all applications will be considered equally and against the criteria set out below.

Children with either an education, health and care plan or a statement for special educational needs for whom the School is named in the plan/statement will be admitted first. The remaining applicants who have named the School as a 1st 2nd or 3rd preference will then be considered equally against the School's admission policy, in the priority order given below:

- a) 'Looked after' children and children who were previously 'looked after' but immediately after being looked after were adopted or became subject to a residence/child arrangement order, or special guardianship order. 'Looked after' means that the child was (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.
- b) Children with an older sibling (sibling means a brother or sister, half brother or sister, adopted brother or sister, step brother or sister, not cousins, or the child of the parent/carer's partner, in every case, the child must be living in the same family unit at the same address who will still be attending the School when the younger child is admitted;
- c) Children with proven and exceptional medical, social or welfare needs which are directly relevant to the School. If you wish to be considered under this category there is certain evidence you must provide. Please see the note below which provides full details regarding the application of this criterion.
- d) Children who live nearest the school (geographical proximity). Under this category, the remaining places will be offered to children who live nearest to the School. The distance will be measured by the Local Authority in a straight line between the home front door and the main gate of the school using a computer.

Tie-breaker

If category (b) to (d) is oversubscribed, geographical proximity (as set out in category (d)) will be used as the 'tie-breaker' to decide between the remaining cases. Places will be offered to children who live nearest to the School. The distance will be measured by the Local Authority in a straight line between the home front door and the main gate of the School using a computer. If after measuring distances it is still not possible to decide on the children to be offered admission (for example two children living in the same block of flats or in the same house) the Local Authority's system of random allocation will be used to decide which of the children can be offered a place. The draw will take place at the Local Authority's offices, and the names will be drawn by a local authority officer who is independent of the admissions process.

Priority for Twins/Multiple births

If an application has been made for places for twins/ triplets/2 or more siblings in the same year group and insufficient places are left within the published admission number (i.e. one of the siblings is the last child who can be admitted within that number) it may be possible for the School to offer places to the other sibling(s) in the birth group.

Queen Elizabeth Grammar School

Parents seeking admission to QEGS for their children during the normal admissions round must complete their LA's Common Application Form (CAF) and return it to their home LA on or before the National Closing Dates for applications. For secondary, QEGS own online supplementary application form (SIF) must also be completed by the national closing date.

- Pupils who are in Year 6 of QEGS whose parents wish them to continue at this school in Year 7 are entitled to do so without further application through the LA, provided their parents notify the school of their intention. A letter/intention slip will be sent home in October 2020 asking those parents to indicate their intentions to the school.
- The capacity of Year 7 (including both QEGS and external pupils) will be 140. 6.2 50% of the total places in Year 7 will be allocated to pupils resident in the Borough of Blackburn with Darwen (in-Borough) and 50% to pupil's resident outside the Borough of Blackburn with Darwen (out-of-Borough). QEGS Year 6 pupils will be included in these numbers to maintain the even geographical split across the whole year group. Therefore, the number of external places available will vary each year depending on the geographical location of the Year 6 pupils. Should there be fewer than 50% of potential pupils from one geographical area; the remaining places will be offered to pupils from the other geographical area. After consideration of the Year 6 pupil's locations, the number of places available to external pupils will have been established.

Fair Banding (ability assessment)

All pupils must sit the Fair Banding Assessment. This is to ensure there is an even spread of entrants across the ability range. Application is by submitting a Supplementary Information Form (SIF) online, found on the QEGS website (<https://www.qegsblackburn.com/admissions/year-7/>). This application must be submitted by the National Closing Date of 31st October 2020.

Anyone unable to complete the SIF online must contact School, where arrangements will be made for parents to complete this application in School, or a hard copy application will be provided upon request (for which a numbered receipt will be given).

Failure to complete the QEGS online SIF will mean that your child misses sitting the Fair Banding Assessment because we are not aware of your preference for a place at QEGS (the LA does not share application information with the School at this stage of the application process). If your child does not sit the assessment, it will NOT be possible for us to consider them for a place until after all the on-time banded applications have been considered.

All external applicants will sit the Fair Banding Assessment on Saturday 14th November 2020. The assessment is not an 'entrance examination'; there is no 'pass' or 'fail'. The process used is Norm Referenced Banding with equal-sized bands as recommended by DfE guidance. QEGS pupils will sit this assessment the following week, on a date to be agreed within school that is convenient for all.

A pupil who is too ill to attend on Saturday 14th November 2020, and who provides a doctor's note to confirm this, will be invited to the supplementary assessment on Thursday 19th November 2020. If the pupil is still too ill to attend on Thursday 19th November 2020, and provides a doctor's note to confirm this, other arrangements will be made for the assessment to be completed.

If there are exceptional circumstances, other than the pupil's illness that prevent them from attending the Fair Banding Assessment on Saturday 14th November 2020, evidence of this must be provided to the Admissions Authority and, if accepted, the supplementary date of Thursday 19th November 2020 will be offered. If the pupil misses the supplementary date, the application will be treated as a late application, unless the Admissions Authority is satisfied that there were fresh exceptional circumstances. Late applications cannot be considered for a place until the applications of those who have taken the assessment have been considered. No pupil, including late applicants, can

be considered for a place until they have taken the assessment and been banded.

The results of the Fair Banding Assessment will be used to place each applicant into an ability band. Each band will be divided into in-Borough and out-of-Borough pupils. The number of QEGS Year 6 pupils and the geographical area in which they live will determine the number of places in each band available to external pupils. If any QEGS Year 6 pupil decides not to take up the Year 7 place reserved for them the place will be offered to a pupil on the LA's reserve list who is in the same ability band and geographical location as that Year 6 pupil.

Parents are responsible for ensuring that both applications (the LA's CAF and QEGS SIF) are submitted by 31st October 2020. Failure to do so will result in your application being considered as 'late'

Oversubscription Criteria

All QEGS Year 6 pupils will be allocated to their relevant geographical area and bands first in order to establish how many places remain to be allocated within each geographical area and band for the external applicants.

The AT will then admit all pupils with either an Education, Health and Care Plan (EHCP) or a Statement of Special Educational Needs (SEN) naming this school.

All external pupils who have named QEGS as a preference will be considered equally against the School's Admissions Policy, and if undersubscribed all pupils will be admitted.

Thereafter, if there are more applicants than places available, the AT will allocate these remaining places to external applicants using the oversubscription criteria below, which are listed in order of priority:

- a) all 'Looked after' children and children who were previously 'looked after' but immediately after being looked after became subject to an adoption, child arrangements or special guardianship order. 'Looked after' means that the child 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 at the time of making an application to the school.
- b) children of a member of staff who has been employed by the school for two or more years at the time when the application for admission is made and who will still be employed at the time of admission. The member of staff must have a School pay reference number.
- c) other children.

Tie-breaker

If in categories (b) or (c) there are more applications than places available for either geographical area, then the places will be allocated by random allocation. Observed by an independent representative of the LA and members of the AT Admissions Panel, each pupil is allocated a number and these are drawn at random in full view of all those who witness the process. Separate draws are made for in-Borough pupils and out-of-Borough pupils.

St Bede's Roman Catholic High School

Admissions to the school will be made by the Governing Body. Children who have an Education Health and Care Plan/Statement for Special Educational Need naming St Bede's will be given priority above all other children. All preferences listed on the Local Authority Preference Form will be considered on an equal basis with the following set of admissions criteria forming a priority order where there are more applications for admissions than the school has places available.

1. Looked after Children and previously Looked after Children.
2. Baptised Catholic children who have a sibling in the school at the time of application and admission
3. Baptised Catholic children from the following Partner Primary Schools: St. Paul's, Feniscowles, St. Peter's, Mill Hill, St. Edward's, Darwen, St. Joseph's, Darwen and Feniscowles Primary School.
4. Other baptised Catholic children.
5. Non Catholic children who have a sibling in the school at the time of application and admission.
6. Children with a parent or carer who has been employed at St Bede's for a minimum of two years prior to the closing date for applications.
7. Non Catholic children from the Partner Primary Schools as listed in Category 3.
8. Other children.

All Catholic applicants will be required to produce baptismal certificates or documentation from a Parish Priest confirming that the child is in full communion with the Catholic Church.

Tie-Breaker

If, in any category, there are more applications than places available, priority will be given on the basis of distance from home to school. Distance will be measured in a straight line from the front door of the child's home address (including the community entrance to flats) to the main entrance of the school using the Local Authority's computerised measuring system with those living nearer to the school having priority. In the event of distances being the same for two or more applications where this distance would decide who would be allocated the last place/s, the Local Authority's system of a random draw will determine which address(es) receive the offer(s). The draw will take place at the Local Authority's offices, and the names will be drawn by a local authority officer who is independent of the admissions process.

The Governing Body reserve the right to withdraw the offer of a school place where false evidence is received in relation to baptism, sibling connections or place of residence.

St Wilfrid's Church of England Academy

The Governors are responsible for admissions to the Academy. The number of places available for admission to Year 7 September 2021 will be a maximum of 246. A supplementary form must be completed for all applications considered on faith criteria. This is available from the Academy, and should be returned to the Academy by 31st October 2020. Under the statutory code of Practice the Governing Board operates a system of equal preferences and allocates places according to its policy. In the event that there are more applicants than places, after admitting all children with a final Statement of Special Educational Need or an Education Health and Care Plan naming St Wilfrid's Church of England Academy, the Governing Board will allocate places using the criteria below, which are listed in order of priority:

1a) Children in public care and previously looked after children

This includes any "looked after child", "previously looked after children" and any child who was previously looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order. 'Looked after' means that the child was (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of its social services functions.

1b) 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 most suitable school and the impact if the child had to attend another school.

Within the criteria below, first priority within each criteria will be given to brothers and sisters of pupils who are on the Academy roll, including the sixth form, both at the closing date for applications (31st October 2020) and the date of admission (1st September 2021. Brothers and sisters' means full, step, half, foster and adopted brothers and sisters and the child/ren of the parent/carer's partner living with the same family at the same address and full brothers and sisters living apart.

Category 13 (distance) will be used as a "tie break" in categories 2 - 12 if the admission number of 246 is reached during consideration of applications in any of these categories.

In categories 2 to 8, the child's parent(s) or legal guardian(s) (see note c) must show evidence of being active member(s) of the Church of England, or any church in membership (see note d) of Churches Together in England, the Free Churches Group or the Evangelical Alliance by a worship attendance of:

2. not less than weekly over a period of two years leading up to 1 September in the year of application.
3. not less than fortnightly over a period of two years leading up to 1 in the year of application.
4. not less than monthly over a period of two years leading up to 1 September in the year of application.
5. not less than weekly over a period of one year leading up to 1 September in the year of application.
6. not less than fortnightly over a period of one year leading up to 1 September in the year of application.
7. not less than monthly over a period of one year leading up to 1 September in the year of application.

Followed by:

8. Children with a parent(s) (see note c) who is an occasional worshipper at the Church of England or a church in membership of (see note d) Churches Together in England, the Free Churches Group or the Evangelical Alliance. Occasional worshipping is defined as a minimum of six times for a period of at least one year leading up to 1st September in the year of application.

In category 9, the child must show evidence of being an active member of the Church of England, or any church in membership of Churches Together in England, the Free Churches Group or the Evangelical Alliance by a worship attendance of:

9. Children who are occasional worshippers at the Church of England or a church in membership of Churches Together in England, the Free Churches Group or the Evangelical Alliance. Occasional worshipping is defined as a minimum of six times for a period of at least one year leading up to 1st September in the year of application.
10. Children with a parent employed by the Academy on a permanent contract, either on a full or part-time basis for at least two years prior to 1st September in the year of application.
11. Children who have attended The Redeemer Church of England Primary School, Blackburn, Mellor St Mary's Church of England Primary School, St Aidan's Church of England Primary School, St Francis Church of England Primary School, St Gabriel's Church of England Primary School, St Paul's Church of England Primary School Hoddlesden, St Oswald's Church of England Primary School, Knuzden and Belthorn Academy, for the whole of year 5 in the school year before the closing date for applications.

In category 12, the child's parent(s) or legal guardian(s) must show evidence of being an active member of the major world faiths who are in membership of the UK Interfaith Network (www.interfaith.org.uk):

12. Children with a parent(s) or legal guardian(s) who shows evidence of being active members of the major world faiths who are in membership of the UK Interfaith Network (www.interfaith.org.uk); in addition to Christians, it includes Buddhists, Baha'is, Hindus, Jains, Jews, Muslims, Sikhs, Zoroastrians etc. The parent must meet the normal religious obligations of the faith. The governors will request confirmation of this from the relevant member of the clergy or worship leader.
13. Other children on the basis of distance from the front door of their home to the Academy, measured by a straight line from the Duckworth Street pedestrian gate, giving highest priority to those living nearest the academy. (The distance is calculated by the local authority's computerised system.)

Tie break

Where there are more applicants for the available places within a category, then the distance between the Ordnance Survey address points for the school 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 the cut-off point is for addresses within the same building, then the single measure between address points will apply and the Local Authority's system of a random draw will determine which address(es) receive the offer(s). The draw will take place at the Local Authority's offices, and the names will be drawn by a local authority officer who is independent of the admissions process.

Tauheedul Islam Boys' High School (TIBHS)

To allow the school to consider the application under Priority Group A, Muslim parents are required to return the completed supplementary information form by 31st October 2020. Where a place cannot be offered under Priority Group A, then the application will be considered under Priority Group B, alongside all other applicants for whom the parents did not complete a supplementary information form.

The supplementary information form is included in the BwDBC's admissions booklet. The form can be downloaded from the school's website www.tibhs.com. You can request it by email: admissions@tibhs.staracademies.org or by contacting the Admissions Officer, Tauheedul Islam Boys' High School, Sumner Street, Blackburn Lancashire BB2 2LD. (Telephone 01254 918670).

- The completed supplementary information form must be returned to the school by 31st October 2020.
- Applicants MUST ALSO complete and return the home Local Authority's common application form by 31st October 2020.

Failure to complete the home Local Authority's common application form, even if the supplementary information form has been completed by 31st October 2020, will mean that the school will not consider the application form for admission.

Allocation of places

Following the admission of boys with an education, health and care plan, a maximum of 50% of the remaining places are allocated to boys whose parents completed the supplementary information form, using the criteria listed under Priority Group A.

When an odd number of boys with an education health and care plan are named to the school, we will round down the number of boys allocated places under Priority Group A to the nearest whole child. For example: if one boy with an education health and care plan is named to the school, we will allocate 61 places in Priority Group A if there are 61 or more Muslim applicants.

Following the admission of Muslim boys under Priority Group A, the remaining places are allocated to all boys under Priority Group B. This will include boys refused admission under Priority Group A, and boys whose parents did not complete the supplementary information form, using the criteria listed under Priority Group B, until the admission number of 124 is met.

If the school is oversubscribed, boys will be admitted in accordance with the oversubscription criteria in the order listed below, once all boys with an education, health and care plan, naming the school are admitted.

Oversubscription criteria

Priority Group A

A maximum of 50% of the remaining places will be allocated to boys who are of the Muslim faith in the following order:

- 1) Looked after Muslim boys or a Muslim boy who was previously looked after, but immediately after being looked after was adopted or became subject to child arrangement order or special guardianship order.
- 2) Muslim boys 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.
- 3) Boys whose parent is a member of, or a woman who receives the membership benefits of, Masjid-e-Tauheedul Islam.
- 4) Boys whose parent is a member of, or a woman who receives the membership benefits of, Masjid al Hidayah, Masjid-e-Irfan and Masjid-e-Anisul Islam.

- 5) Sons of Muslim staff employed at TIBHS for 2 or more years at the time at which the application for admission is made, and / or the member of staff has been recruited to fill a post where there is a demonstrable skill shortage.
- 6) Muslim boys with a sibling who is a pupil attending TIBHS at the time of both application and admission or was a former pupil of TIBHS.
- 7) Muslim boys for whom the school accepts that they have proven, exceptionally strong special, medical or social circumstances, which are directly relevant to attendance at TIBHS.
Parents must provide the professional supporting evidence from e.g. a consultant, doctor, psychologist, social worker or from another professional. A place will only be offered, if the school accepts the view of the professional, which confirms that the existing medical or social difficulties will be exacerbated if admission is not offered at the school.
- 8) Muslim boys attending The Olive School, Blackburn at the time of both application and offer of a place.
- 9) All other Muslim boys who live nearest from home to school.

Priority Group B

Remaining places will be allocated to other applicants including those refused admission in Priority Group A, equally and without reference to faith, in the following order:

- 1) Looked after boys or a boy who was previously looked after, but immediately after being looked after was adopted or became subject to child arrangement order or special guardianship order.
- 2) Boys 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.
- 3) Sons of staff employed at TIBHS for 2 or more years at the time at which the application for admission is made, and / or the member of staff has been recruited to fill a post where there is a demonstrable skill shortage.
- 4) Boys with a sibling who is a pupil attending TIBHS at the time of both application and admission or was a former pupil of TIBHS.
- 5) Boys for whom the school accepts that they have proven, exceptionally strong special, medical or social circumstances, which are directly relevant to attendance at TIBHS.
Parents must provide the professional supporting evidence from e.g. a consultant, doctor, psychologist, social worker or from another professional. A place will only be offered, if the school accepts the view of the professional, which confirms that the existing medical or social difficulties will be exacerbated if admission is not offered at the school.
- 6) Boys attending The Olive School, Blackburn at the time of both application and offer of a place.
- 7) All other boys who live nearest from home to.

Tie-breaker

Boys who live nearest from home to school will receive priority for any criteria that are oversubscribed. The distance is measured in a straight line from the front door of the home to the main school entrance of the school, using BwDBC's computerised mapping system.

If the distance between home and school is the same, which includes the same geographical property reference (such as a block of flats), then random allocation is used as a tie-breaker. BwDBC's School Admissions Team will undertake the random allocation process in the presence of a school representative.

Tauheedul Islam Girls' High School (TIGHS)

To enable the school to consider the admission of girls under the mosque membership criteria, parents are required to complete the supplementary information form.

The form is included in the BwDBC's admissions booklet. The form can be downloaded from the school's website www.tighs.com. You can request it by email: TIGHS_Admissions@tighs.staracademies.org or by contacting the Admissions Officer, Tauheedul Islam Girls' High School, Preston New Road, Blackburn Lancashire BB2 7AD (Telephone 01254 54021).

- The completed supplementary information form must be returned to the school by 31st October 2020.
- Applicants MUST ALSO complete and return the home Local Authority's common application form by 31st October 2020.

Failure to complete the home Local Authority's common application form, even if the supplementary information form has been completed by 31st October 2020 will mean that the school will not consider the application form for admission at TIGHS.

If the school is oversubscribed, girls will be admitted in accordance with the oversubscription criteria in the order listed below, once all girls with an education, health and care plan, naming the school are admitted.

Oversubscription criteria

- 1) Looked after girls or a girl who was previously looked after, but immediately after being looked after was adopted or became subject to child arrangement order or special guardianship order.
- 2) Girls 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.
- 3) Girls whose parent is a member of, or a woman who receives the membership benefits of, Masjid e Tauheedul Islam.
- 4) Girls whose parent is a member of, or a woman who receives the membership benefits of, Masjid al Hidayah, Masjid-e-Irfan and Masjid-e-Anisul Islam.
- 5) Daughters of staff employed at TIGHS or TIGHS Sixth Form College for 2 or more years at the time at which the application for admission is made, and / or the member of staff has been recruited to fill a post where there is a demonstrable skill shortage.
- 6) Girls for whom the school accepts that they have proven, exceptionally strong special, medical or social circumstances, which are directly relevant to attendance at TIGHS.
Parents must provide the professional supporting evidence from e.g. a consultant, doctor, psychologist, social worker or from another professional. A place will only be offered, if the school accepts the view of the professional, which confirms that the existing medical or social difficulties will be exacerbated if admission is not offered at the school.
- 7) Girls with a sister who is a pupil attending TIGHS in Years 7-11, at the time of both application and admission.
- 8) Girls attending The Olive School, Blackburn at the time of both application and offer of a place.
- 9) All other girls who live nearest from home to TIGHS.

Tie-breaker

Girls who live nearest from home to school will receive priority for any criteria that are oversubscribed. The distance is measured in a straight line from the front door of the home to the main school entrance of the school, using BwDBC's computerised mapping system.

If the distance between home and school is the same, which includes the same geographical property reference (such as a block of flats), then random allocation is used as a tie-breaker. BwDBC's School Admissions Team will undertake the random allocation process in the presence of a school representative.

Witton Park Academy

All preferences expressed will be considered equally. If the number of children requiring admission does not exceed the school's published admission number, all the children will be offered admission. If the number of children requiring admission exceeds the published admission number, then the Governors will consider all preferences equally against the proposed oversubscription criteria shown below.

Children with either an education, health and care plan, a statement for special educational needs or an individual pupil resource agreement (IPRA) for whom the preferred school is named in the plan/statement/IPRA will be admitted first. The remaining applicants who have named this school as a 1st 2nd or 3rd preference will then be considered equally against the Council's admission policy, in the priority order given below:

- a) 'Looked after' children and children who were previously 'looked after' but immediately after being looked after were adopted or became subject to a residence/child arrangement order, or special guardianship order ('Looked after' means that the child was (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.
- b) Children with an older sibling (sibling means a brother or sister, half brother or sister, adopted brother or sister, step brother or sister, not cousin, or the child of the parent/carer's partner, and in every case, the child must be living in the same family unit at the same address) who will still be attending the preferred school when the younger child is admitted;
- c) Children with proven and exceptional medical, social or welfare needs which are directly relevant to the school concerned. If you wish to be considered under this category there is certain evidence you must provide. Please see the note below which provides full details regarding the application of this criterion.
- d) Children who live nearest the school (geographical proximity). Under this category, the remaining places will be offered to children who live nearest to the preferred school. The distance will be measured in a straight line between the home front door and the main gate of the school using a computer.

Tie-breaker

If category (b), (c) or (d) is oversubscribed, geographical proximity (as set out in category (d)) will be used as the 'tie-breaker' to decide between the remaining cases. If after measuring distances it is still not possible to decide on the child/ren to be offered admission (for example two children living in the same block of flats or in the same house) the Local Authority will then use random allocation to decide which of the children can be offered a place. The draw will take place at the Local Authority's offices, and the names will be drawn by a local authority officer who is independent of the admissions process.

Twins/Multiple births

If an application has been made for places for twins/ triplets/2 or more siblings in the same year group and insufficient places are left within the published admission number (i.e. one of the siblings is the last child who can be admitted within that number) it may be possible for the Admission Authority to offer places to the other sibling(s) in the birth group.

Other useful information

Changing schools during the academic year

Generally a child admitted into a secondary school as a year 7 pupil will remain in that school until age 16. Occasionally, parent(s)/carer(s) may consider a change of school. Before requesting a change of school, please contact the headteacher of your child's current school. More information about changing schools is listed in the Council's "In Year Admission Form".

The form is available from the School Admissions Team, Children's Services and Education Department, 10 Duke Street, Blackburn, BB2 1DH. Telephone (01254) 666605.

Free school meals/Education benefits

All children in reception and years 1 & 2 are entitled to a free school meal as part of the governments 'Universal Infant Free School Meals' initiative. Talk to your child's school for further details about how to take up your entitlement.

The school can also benefit from increased funding to support education if your child would be eligible, on income grounds, for a free school meal and you make an application.

Details of benefits relating to free school meals and school milk are available from the Council's Customer Services department:

- telephone (01254) 585585, or
- website www.blackburn.gov.uk/freeschoolmeals

Discretionary Leave of Absence

The pupil registration regulations remain explicit that headteachers may no longer grant any pupil leave of absence during term-time (such as for a family holiday) unless there are exceptional circumstances and the parent(s)/carer(s) make a formal application for the leave in advance.

While family holidays are enriching experiences, the school year is designed to give families the opportunity for these breaks without having to disrupt their children's education. It is for headteachers to consider the specific details and relevant context behind each leave request, as schools know their pupils best and are well placed to make those judgements. The regulations also do not allow schools to give retrospective approval and if parent(s)/carer(s) did not formally apply in advance or a child is subsequently kept away from school for longer than was originally agreed with the headteacher, then the pupil's absence must be recorded as unauthorised and each individual parent could receive penalty notice sanctions for £60 or £120 if paid after 21 days but within 28 days.

Further advice on attendance is available either from your child's school or by contacting the Council's Inclusion Team by email on education.welfare@blackburn.gov.uk.

Contacts

School Admissions Team

Children's Services
10 Duke Street
Blackburn
BB2 1DH

Telephone: (01254) 666605

Statutory Assessment for Special Educational Needs

Children's Services
10 Duke Street
Blackburn
BB2 1DH

Telephone: (01254) 666739

Inclusion Team

Children's Services
10 Duke Street
Blackburn
BB2 1DH

education.welfare@blackburn.gov.uk

Transport Services

Planning & Prosperity Department
Old Town Hall
Blackburn
BB1 7DY

Telephone: (01204) 332137

Bolton Metropolitan Borough Council

Pupil & Student Services
Paderborn House
Civic Centre
Bolton

Telephone: (01204) 332137

Lancashire County Council (Accrington Office)

The Accrington office has responsibility for admission of pupils in schools in the Hyndburn, Ribble Valley, Burnley, Pendle & Rossendale areas.

Pupil Access Team
Area Education Office
44 Union Street
Accrington

Telephone: (01254) 220718

Lancashire County Council (Preston Office)

The Preston office has responsibility for admission of pupils in schools in the Preston, South Ribble, Ormskirk and Chorley areas.

Pupil Access Team
Area Education Office
East Cliff
Preston

Telephone: (01772) 532412

School Admissions

Application Form

Parents/carers of children living in the borough requiring admission to Blackburn with Darwen Borough Council schools and/or neighbouring council schools must complete the Council's online application form or the form in this booklet, please do not complete both.

Please do not indicate independent schools, as the Council cannot consider applications for independent fee-paying schools.

Before submitting your application, make sure you have read and understood the information contained in this booklet and the full admission policy for the schools you are applying for.

Supplementary forms

If applying for The Olive School under Priority Group A of the school's admission policy, parents of Muslim children must complete the supplementary information form included in this booklet. The completed supplementary information form must be returned to the school by 31 October 2020.

Secondary School Admission Form Academic Year 2021/2022

To be completed by parents/carers whose child resides in the borough of Blackburn with Darwen and is due to start secondary school in September 2021. Only one application per child should be submitted.



1. Your child's details

Forename:	_____	Surname:	_____
Date of birth:	<input type="text"/>	Gender:	Boy <input type="checkbox"/> or Girl <input type="checkbox"/>
Home address:	_____		
Town:	_____	Postcode:	_____
Child is a multiple birth (e.g. twin or triplet): Yes <input type="checkbox"/> or No <input type="checkbox"/> If yes, name of sibling(s): _____			

2. Children with Special Educational Needs

Does the child have an Education and Health Care Plan?	Yes <input type="checkbox"/> or No <input type="checkbox"/>
Does the child have a Statement of Special Educational Need?	Yes <input type="checkbox"/> or No <input type="checkbox"/>
Does the child have an IPRA?	Yes <input type="checkbox"/> or No <input type="checkbox"/>

3. Looked after and previously looked after children

Is the child currently in local authority care?	Yes <input type="checkbox"/> or No <input type="checkbox"/>
Has the child been adopted from local authority care?	Yes <input type="checkbox"/> or No <input type="checkbox"/>
Has the child left local authority care under a special guardianship order?	Yes <input type="checkbox"/> or No <input type="checkbox"/>
Has the child left local authority care under a child arrangements order or a residence order?	Yes <input type="checkbox"/> or No <input type="checkbox"/>
<i>If you have answered yes to any of the above please provide the following:</i>	
In care to which local authority:	_____
Name of social worker:	_____
Contact telephone:	_____
<i>You will need to enclose a copy of the adoption certificate or child arrangements/residence order or special guardianship order.</i>	

4. Statement of preferences

You are strongly advised to indicate a second or third preference school in case a place at your first preference school is not available. Your list of preferences can include schools in this and other council areas. Do not indicate independent schools, as the Council cannot consider applications for independent fee-paying schools.

Please state the name of your preferred schools:	
First preference:	_____
Second preference:	_____
Third preference:	_____

Secondary School Admission Form Academic Year 2021/2022

5. Sibling information

If you want your child's application to be considered under the sibling criterion (as detailed in the school's oversubscription criteria) complete the following:

Sibling full name	Sibling date of birth	School attending
	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>

6. Religion information

If you want your child's application to be considered under the faith criterion (as detailed in the school's oversubscription criteria) complete the following:

Name of place of worship: _____

Address of place of worship: _____

Name of vicar/priest/minister/faith leader/church office: _____

Telephone number: _____ Parish where the child lives: _____

The following information is required for Roman Catholic only:

Name of church at which the child was baptised: _____

Date of baptism:

Address of church at which the child was baptised: _____

A copy of your child's baptism certificate MUST also be received by the Admissions Authority by the closing date of 15 January 2021.

7. Medical/social/welfare information

Does the child have any exceptional medical or social or welfare needs? Yes ☐ or No ☐

If yes, you must provide appropriate written supporting evidence for your application from a doctor, consultant, social worker or other professional. This evidence must explain why the preferred school is the most suitable and what difficulties would be caused if the child had to attend another school.

8. Parent or carer details

Title: _____ Forename: _____ Surname: _____

Home address: _____

Town: _____ Postcode: _____

Telephone number: _____

Email address: _____

Relationship to child: _____

Secondary School Admission Form Academic Year 2021/2022

9. Disclaimer

You are only allowed to submit an application if you have legal responsibility for the child. By submitting the application you are confirming that you have legal responsibility for the child detailed in the application and that all details are correct to the best of your knowledge.

Admission authorities reserve the right to verify the information given in this form, any offer of a place will be on the basis that the information is accurate. They reserve the right to withdraw the offer of a place if such an offer has been made as the result of inaccurate information given on this form.

I confirm that I have read the 'Secondary School admissions September 2021' booklet and certify that the information given in this application is correct:

Signature:	_____
Print name:	_____
Date:	_____

Return the completed application form on or before 31 October 2020 by:

Post: School Admissions Team
Children's Services
10 Duke Street
Blackburn
BB2 1DH

Email: admissions@blackburn.gov.uk

You may attach a separate sheet to this form if you wish to provide any additional information

10. Data Privacy

The information provided on this form will be treated as confidential and used for the purpose of processing your child's application for a school place in accordance with the School Admissions Code 2014. Blackburn with Darwen Borough Council is authorised to collect this data pursuant to the Education Act 2011 and Section 50 School Admissions (Co-ordination of Admission Arrangements) (England) Regulations 2007.

The Data Protection Act 2018 puts in place certain safeguards regarding the use of personal data by organisations, including the Department for Education, local authorities and schools. The Act gives rights to those about whom data is held (known as data subjects), such as pupils, their parents and teachers. This includes:

- The right to know the types of data being held
- Why it is being held; and
- To whom it may be disclosed

Should you have any concerns relating to how your information or the information relating to your child/ren is being or will be used, please contact Blackburn with Darwen Borough Council. For further information visit <http://www.blackburn.gov.uk/Pages/Privacy-policy.aspx>.

For further information about your rights, including the circumstances in which they apply, see the guidance from the UK Information Commissioners Office (ICO) on individuals' rights under the General Data Protection Regulation.

Date received	
Destruction Date	



Duckworth Street, Blackburn. BB2 2JR
Telephone: 01254 604000

ADMISSION TO YEAR 7 – SEPTEMBER 2021

SUPPLEMENTARY INFORMATION FORM

Guidance Notes

- All the relevant sections should be completed clearly.
- If you are asking your minister or religious leader to act as a referee you should ensure that their section is completed and signed.
- This supplementary form must be returned to St Wilfrid's C of E Academy.
- The local authority common application form must have St Wilfrid's named as one of your preferences and be returned to the local authority.
- You are responsible for making sure both forms are returned by **31st October 2020**.

The full details of the admission policy and guidance notes are on the Academy's website. Please read before completing the supplementary form. Applications to be considered on Christian Faith grounds require worship in a church that has membership of the Churches Together in England, the Free Churches Group or the Evangelical Alliance.

PART 1

TO BE COMPLETED BY THE PARENT(S) OR LEGAL GUARDIAN(S) WITH THE DETAILS OF THE CHILD – PLEASE USE BLOCK CAPITALS.

Forename(s):	Surname:
Date of birth:	
Full name(s) of parent(s) or legal guardian(s):	
Home address:	
Post code: Telephone number:	

YOUR PLACE OF WORSHIP

Name of Vicar/Minister or Faith Leader

Name of Place of Worship

Address.....

Worship Attendance – Better attending Parent (Mother, Father or Guardian) Please tick the appropriate category
2) weekly over two years
3) fortnightly over two years
4) monthly over two years
5) weekly over one year
6) fortnightly over one year
7) monthly over one year
8) occasionally (minimum of six times for a period of one year)
Worship Attendance of Child
9) occasionally (minimum of six times for a period of one year)

If claiming worship attendance or faith commitment to **a major world faith** in membership of the UK Interfaith Network, please provide details here (or submit a statement of support from a faith leader which confirms the same level of commitment):-

12) other faiths

(a) I certify that, to the best of my knowledge, the information I have given is correct.

(b) I understand that any offer of a place may be withdrawn if it is found that inaccurate information has been given.

Signed: _____
(Parent/Legal Guardian)

Date: _____

PART 2

TO BE COMPLETED BY THE FAITH LEADER AT YOUR PLACE OF WORSHIP.

The information provided below will be regarded as confidential to the Governors of the Academy Trust, but will have to be made available to parents if their application reaches the appeal stage.

Do you confirm the information supplied above by the parent/guardian is correct? YES / NO

Number of years for which this attendance has been the pattern up to the 1st September in the year of application

Is your Church a member of Churches Together in England, the Free Churches or the Evangelical Alliance or is your faith in membership of the UK Interfaith Network? YES / NO

Signed:	Date:
Name in block capitals:	
Position:	
Name and address of place of worship:.....	
.....	
Telephone number:	

RETURN OF COMPLETED FORM

When you have completed Part 2, please return the whole form to the Clerk to the Governors, Saint Wilfrid's Church of England Academy, Duckworth Street, Blackburn, BB2 2JR
not later than 31 October 2020. You must also complete the local authority common application form.



Tauheedul Boys

Tauheedul Islam Boys' High School

Supplementary Information Form for Admission under the Faith Category

(Please complete this form if you are applying for admission under the faith category)

You MUST ALSO complete your home Local Authority's Common Application Form.

Child's Surname		Child's First Name	
Date of Birth			
Home Address			
Postcode		Telephone Number	
To enable us to acknowledge receipt of your application, please provide your email address:			
Parent / carer's name			
Parent / carer's address (if different to above)			
I, the parent / carer confirm that the above named child is a Muslim.			
Signed parent / carer: Date:.....			
I, _____ confirm that I am a member of, or receive the membership benefits of, the mosque named below (please circle relevant mosque).			
Masjid – e - Tauheedul Islam	Masjid al Hidayah	Masjid – e – Irfan	Masjid – e - Anisul Islam

Acknowledgement

Please obtain a receipt when returning the completed supplementary information form at the school. If you are sending the completed supplementary information form by post, it is recommended that you obtain a 'proof of postage', or send by 'recorded delivery'. If you are completing the form on-line then you will receive an acknowledgement from the school within 5 days of completing the form. If you do not receive an acknowledgement, then it is the parents' responsibility to contact the school by the 6th day of not receiving the acknowledgement and for providing proof of the completion of the on-line supplementary information form sent to the school.

Additional information

1. You **MUST** complete your home Local Authority's common application form by **31st October 2020** at the very latest.
2. The school will not consider the application for admission if you fail to complete the home Local Authority's common application form, even if the supplementary information form has been completed by **31st October 2020**.
3. The application for admission will not be considered under the faith category, if you do not complete the supplementary information form.
4. Only in exceptional circumstances will applications that are received after the closing date be considered along with all other applications that were received by the closing date.

Parent / carer's signature:

I can confirm that the information I have provided is correct and complete, and understand that if I am offered a place at **Tauheedul Islam Boys' High School** based on false or misleading information, the place may be withdrawn.

Signed _____

Name (please print) _____ Date _____

The completed supplementary information form must be returned together with any supporting documents, **no later than 31st October 2020** to: admissions@tibhs.staracademies.org or info@tibhs.staracademies.org or Admissions Officer, Tauheedul Islam Boys' High School, Sumner Street, Blackburn Lancashire BB2 2LD.

A copy of the admission policy for Tauheedul Islam Boys' High School can be found on the school website www.tibhs.com.

Jzk and thank you for completing the home Local Authority's common application form and for completing and returning the supplementary information form by **31st October 2020**.

For office use only

Date application received _____ Date acknowledgement sent _____



Tauheedul Girls

Tauheedul Islam Girls' High School

Supplementary Information Form for Admission under the Mosque Membership Category

(You should ONLY complete this form if you are applying for admission under the mosque membership category)

You MUST ALSO complete your home Local Authority's Common Application Form.

Child's Surname		Child's First Name	
Date of Birth			
Home Address			
Postcode		Telephone Number	
To enable us to acknowledge receipt of your application, please provide your email address:			
Parent / carer's name			
Parent / carer's address (if different to above)			
I, _____ confirm that I am a member of, or receive the membership benefits of, the mosque named below (please circle relevant mosque).			
Masjid – e - Tauheedul Islam	Masjid al Hidayah	Masjid – e – Irfan	Masjid – e - Anisul Islam

Acknowledgement

Please obtain a receipt when returning the completed supplementary information form at the school. If you are sending the completed supplementary information form by post, it is recommended that you obtain a 'proof of postage', or send by 'recorded delivery'. If you are completing the form on-line then you will receive an acknowledgement from the school within 5 days of completing the form. If you do not receive an acknowledgement, then it is the parents' responsibility to contact the school by the 6th day of not receiving the acknowledgement and for providing proof of the completion of the on-line supplementary information form sent to the school.

Additional information

1. You **MUST** complete your home Local Authority's common application form by **31st October 2020** at the very latest.
2. The school will not consider the application for admission if you fail to complete the home Local Authority's common application form, even if the supplementary information form has been completed by **31st October 2020**.
3. The application for admission will not be considered under the faith category, if you do not complete the supplementary information form.
4. Only in exceptional circumstances will applications that are received after the closing date be considered along with other applications that were received by the closing date.

Parent / carer's signature:

I can confirm that the information I have provided is correct and complete, and understand that if I am offered a place at **Tauheedul Islam Girls' High School** based on false or misleading information, the place may be withdrawn.

Signed _____

Name (please print) _____ Date _____

The completed supplementary information form must be returned together with any supporting documents **no later than 31st October 2020** to: TIGHS_Admissions@tighs.staracademies or Admissions Officer, Tauheedul Islam Girls' High School, Preston New Road, Blackburn Lancashire BB2 7AD.

A copy of the admission policy for **Tauheedul Islam Girls' High School** can be found on the school website www.tighs.com

Just and thank you for completing the home Local Authority's common application form and for completing and returning the supplementary information form by **31st October 2020**.

For office use only

Date application received _____ Date acknowledgement sent _____



Part of Star



QUEEN ELIZABETH'S GRAMMAR SCHOOL (QEGS)

SUPPLEMENTARY INFORMATION FORM (SIF)

Entry into Year 7 in September 2021

This application form is available online on the QEGS website:

www.qegsblackburn.com/admissions/

- Please complete all sections of the online application as prompted.
- Please check your details carefully and make sure all fields are correct. In particular, the e-mail address, as this is how we will contact you about the date and time of the Fair Banding Assessment.
- Failure to complete the QEGS online SIF will mean that your child misses sitting the Fair Banding Assessment because we are not aware of your preference for a place at QEGS (the Local Authority does not share application information with the School at this stage of the application process). If your child does not sit the assessment, it will NOT be possible for us to consider them for a place until after all the on-time banded applications have been considered.
- You MUST also complete the Local Authority Common Application Form (CAF)
- Parents are responsible for ensuring that both applications are submitted by 31st October 2020. Failure to do so will result in your application being considered as 'late' – please see the School's Published Admissions Policy and the information in the Blackburn with Darwen Borough Council Secondary School Admissions booklet for more information on this.

Please note, the School's published Admission Policy 2021/22 includes the following Oversubscription Criteria under which your application should be made:

- a) 'looked after' children and children who were previously 'looked after' but immediately after being looked after became subject to an adoption, child arrangements or special guardianship order. 'Looked after' means that the child 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 at the time of making an application to the school.
- b) children of a member of staff who has been employed by the school for two or more years at the time when the application for admission is made. The member of staff must have a School pay reference number.
- c) other children

The date of the Fair Banding Assessment is **Saturday 14th November 2020**

If you do not complete the QEGS online SIF you will not be invited to sit this assessment.

Invitations will be sent by e-mail after the national closing date.

WE WILL NOT WRITE OUT TO YOU AT YOUR HOME ADDRESS.

The information published in this booklet applies to the school year 2021-22 and was correct at the time of publication.

If you have any comments about the contents of the booklet please send them to:

School Admissions Team
Children's Services & Education Department
10 Duke Street
Blackburn
BB2 1DH
Email: admissions@blackburn.gov.uk

Privacy Policy

Blackburn with Darwen Council is committed to ensuring that we are transparent about the ways in which we use your personal information. For specific information relating to school admissions, please refer to www.blackburn.gov.uk/Pages//Privacy-policy.aspx