

# Admission Policy for 2026/2027

Lancaster Girls' Grammar School

Approved by:

Date:

Last consulted on:

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This Admission Policy is part of the admission arrangements for Lancaster Girls' Grammar School (**School**). The School is a single academy trust and a designated grammar secondary school for girls only with a sixth form for girls only.

This policy covers admissions to the school between 1 September 2025 and 31 August 2026.

The school welcomes applications for admission regardless of special educational, disabilities or other protected characteristics.

The School admits children into Year 7 who will usually remain until Year 11. The School has a sixth form (Years 12 and 13) which caters for internal Year 11 pupils transferring to Year 12, as well as external applicants.

The application of this policy and the performance of all admission related functions are carried out by the Trust Board in compliance with the School Admissions Code 2021 (Admissions Code) and the School Admission Appeals Code 2022 (Appeals Code), as well as other relevant laws such as the Equality Act 2010, Human Rights Act 1998, and the law and statutory guidance relating to special educational needs.

## 1. General definitions

1.1 The 'admission authority' for the School is the Trust via its Trust Board, who delegate their admissions functions to the 'Admission Committee.'

1.2 Applicants for places in Year 7 to Year 11 are referred to as 'children.'

1.3 Applicants for places in Year 12 who are existing pupils in Year 11 are referred to as 'internal pupils.'

1.4 All other applicants for places in Year 12 and Year 13 are referred to as 'external applicants.'

1.5 Where something applies to children, internal pupils and external applicants, these will be jointly referred as "all applicants".

## 2. Definition of a 'Parent'

2.1 In education law and this policy, a 'parent' means a birth parent or adoptive parent of a child/external applicant (irrespective of whether they have care of, contact with and/or parental responsibility for the child/external applicant), as well as other persons who are not the birth parent or adoptive parent of the child/external applicant but who have care of and/or parental responsibility for them (as defined in the Education Act 1996).

2.2 In determining whether a 'parent' has care of a child or young person at the time of application or appeal, any absence of the child or young person at a hospital or boarding school and any other temporary absence will not be taken into account.

## 3. Planned Admission Number (PAN)

3.1 The planned admission numbers for Lancaster Girls' Grammar School are:

Year 7	145
Year 12	95

3.2 On GCSE results day when the number of internal pupils transferring to Year 12 is known, it is

possible that additional external applicants can be offered places above the PAN stated above and this will be done in accordance with the oversubscription criteria applicable to the sixth form.

## 4. Education, Health and Care Plan (EHCP)

- 4.1 Children and young adults with an EHCP are not admitted under this policy as they are admitted under separate statutory processes set out in the Special Educational Needs and Disability Code of Practice: 0 to 25 years and Part 3 of the Children and Families Act 2014. Their EHCPs are maintained by their home Local Authority, who are responsible for making decisions as to which educational setting will be named in the EHCP as the one they will attend.
- 4.2 In the normal admissions round (i.e. entry to Year 7 or year 12 in September), applicants with an EHCP who qualify for a place either through the Entrance Test or the Minimum Academic Entry Criteria for sixth form will be admitted prior to the allocation of places to other girls, and the number of places available to other applicants within the PAN for Year 7 and Year 12 will be reduced.
- 4.3 At all other times, applicants who qualify and have an EHCP that names the School will be admitted.

## 5. Home Address

- 5.1 Where applicable, home address is the residential address at which the applicant will normally live and sleep for more than 50% of their time from Sunday to Thursday night each week during term time at the time of their application (unless it is accommodation at a boarding school). The home address will usually (but not always) be the address at which the child/external applicant is registered with their GP, hospital, dentist and/or optician, at the time of application, and/or at which child eligible related benefits are claimed.
- 5.2 Where the child/external applicant resides with more than one parent and there is a factual 50% split between the time described above, the home address will be that used in the application.
- 5.3 Parents will be expected to provide satisfactory documentary evidence of the child/external applicant's home address, and/or the home address of others (e.g. siblings, children of staff) where appropriate. This may include or proof of ownership and renting.
- 5.4 Where the family owns or rents another property, additional documentary evidence that the address stated in the application is the child/external applicant's permanent home address may be requested. If the child/external applicant/sibling moves address during the course of the application process, Lancashire County Council, and (if different) their home Local Authority must be notified as soon as possible and provided with satisfactory documentary evidence that the new address meets the definition and of the expected moving date.
- 5.5 Applications are welcomed for the admission of the children of UK Armed Forces personnel and Crown Servants. Where the family is relocating from overseas (and distance is relevant), the address used to apply the oversubscription criteria will be the address at which the child/external applicant will live when they return as long as the parents provide some evidence of this address. Alternatively, a Unit or Quarters address may be used at the parent's request.

## 6. Admission requirement for entry into Year 7

6.1 To be offered a place at the School children MUST:

6.1.1 Sit an 11+ Entrance Test (**the Test**) to determine whether they have achieved the required Pass Mark (**the Pass Mark**) for consideration of admission to the School; AND

6.1.2 Apply for a place as set out through the Coordinated Admissions Arrangements and as set out in this policy.

6.2 All children who have achieved the Pass Mark and who have applied for a place using the Coordinated Admissions Arrangements will be allocated in accordance with the oversubscription criteria in this policy.

6.3 If the child has special educational or medical needs or a disability which may require special arrangements to be made for her to sit the Test, parents must inform the School so that appropriate arrangements can be made **before** the Test sitting. There is a section in the **Entrance Test Form** where this information along with supporting evidence is requested for the purposes of making reasonable adjustments. It is for the School to decide what adjustments are reasonable having taken account of all the information provided and parents will be notified of the reasonable adjustments in writing at the email address provided with the application. If parents disagree with the nature or extent of the reasonable adjustments, they can make further representations in writing to the Admissions Manager [n.sharp@lggs.lancs.sch.uk](mailto:n.sharp@lggs.lancs.sch.uk) within 2 working days of receipt of the confirmation of reasonable adjustments. The School's SENDCo will consider the further representations and reach a decision within 5 working days which will be final. The final decision on reasonable adjustments will be communicated to parents in writing using the email address provided with the application.

6.4 The Test is designed to be an accurate reflection of the child's ability, irrespective of any special educational needs, disability or other protected characteristic. If there are special circumstances at the time of the Test, such as illness, parents **must** inform the School no later than the applicant's drop off time on the day of the Test. Medical evidence will be required to support the reason for the absence. If the Admissions Committee is satisfied that the absence was caused by a ill health on the first date, it will inform the applicant of an alternative date for the Test to be taken.

6.5 **Registration for the Test:** Parents of children applying for a place for Year 7 in the normal admission round must register their child for the Test by 12 noon on Friday 12 September 2025. **The Test Registration Form** is available [here](#). A hard copy of the form is available from the School Office. Failure to complete the test registration form will result in the candidate not taking the test.

6.6 Late applications for registration for the Test will not be considered unless the School has duty to consider a late application under the Equality Act 2010.

6.7 **Test date:** The Test will be held on Saturday 27 September 2025.

6.8 **The Test:** The Test is set by an external provider. It will comprise of two standardised tests sat on the same day both comprising English and Mathematics. The contents of the tests are designed to be reflective of the Key Stage 2 curriculum and children do not need to complete any prior preparation ahead of the entrance test. Applicants are referred to the **Admissions Booklet** for further information regarding the Test which can be found [here](#).

6.9 For clarity a candidate may sit the Test only once in the academic year.

**The Pass Mark:** The results of the Test will be standardised, combined and placed in rank order. The Pass Mark will be determined based on the cohort's performance each year. A higher-performing cohort may lead to a higher pass mark and vice versa.

6.10 Once all applicants have completed the Test, the Admission Committee will meet to determine the Pass Mark for that cohort. The Pass Mark is set for each year, and so it is possible that this may go up or down, depending on the spread of scores in the year when the Test is taken.

6.11 **Offer of a place:** Where there are fewer applicants that have achieved the Pass Mark than places available, all children will be offered a place. Where there are more applicants that have achieved the Pass Mark than places available, all places will be allocated in accordance with the oversubscription criteria applicant to entry to Year 7 in this policy. In this case, the School will apply the oversubscription criteria to those who achieve the Pass Mark and write to parents informing them of whether in principle a place may be available at the School.

6.12 Parents will be notified by 9 October 2025 in writing using the email address on the application of whether their child has achieved the Pass Mark and whether they are eligible for a place where it is necessary to apply the oversubscription criteria. For clarity, achieving the Pass Mark for the Test does not guarantee an offer of a place at the School. Parents must still apply for a place as set out in this policy.

## 7. Admission process for entry into Year 7: Coordinated Admissions Arrangements

7.1 The School is required to comply with the Lancashire County Council Co-ordinated scheme for secondary school admissions for the normal admission round. Under this scheme only one offer of a school place will be made by the home Local Authority for admission to any secondary school including the School. Parents/carers may express a number of preferences for admission to all maintained secondary schools and academies. The priority in which parents/carers express their preferences will be used to determine which one offer is made.

7.2 The 'normal admission round' for applications for admission to Year 7 in September covers all applications made by the statutory deadline for applications (**31 October 2025**), as well as applications made after this date but in time for the Local Authority to offer a place by 'national offer day' (**1 March 2026 or the next working day**).

7.3 For clarity, application for the Test administered by the School is NOT the same as making an application for a place at the School. Applications in the 'normal admission round' for Year 7 must be made to the child's home Local Authority using their Common Application Form, which will be available on their website. For children resident in Lancashire County Council, the webpage can be accessed by clicking on this link: <https://www.lancashire.gov.uk/children-education-families/schools/apply-for-a-school-place/>. For children living outside Lancashire County Council application must be done via the local authority where the child lives.

7.4 In all cases a place cannot be offered at the school unless the School is named on the Common Application Form, even if the child has achieved the required Pass Mark.

7.5 Parents MUST carefully consider the oversubscription criteria to check whether any additional forms or documentation must accompany the application for inclusion in a particular oversubscription criterion, as failing to do so is likely to prevent the right criterion being identified, which could result in a place not being offered.

7.6 A 'late application' is one received before the first day of term but not in time for the Local Authority to offer a place on 'national offer day'. As these applications cannot be processed until after the first round of place allocations has happened, this is likely to adversely impact on the chances of achieving a place. Parents are therefore strongly encouraged to submit applications by the statutory deadline.

## 8. Admission requirements for entry into Year 12

8.1 External applicants and internal pupils must meet the Minimum Academic Entry Criteria (**MAEC**) which for a place in Year 12 means that they must have ALL:

Achieved a minimum of five GCSEs (or equivalent) at grade 6, AND
Achieved a minimum grade 4 or equivalent in English Language and Mathematics, AND
Met the specific requirements for each course relating to the subject of choice. These requirements are set out in further detail on the School's website <a href="#">Applying to our Sixth Form - Lancaster Girls' Grammar School</a> .

8.2 We will use UK ENIC – the UK National Information Centre for the recognition and evaluation of international qualifications and skills to determine if qualifications from overseas are of the equivalent standard for the MAEC. More information can be found [here](#).

8.3 There is no limit to the number of internal pupils who have achieved the MAEC and will complete Year 11 at School but for clarity, both internal pupils and external applicants must meet the MAEC for the courses they wish take.

8.4 The MAEC are part of the School's determined admission arrangements and will therefore be strictly applied. They may only be adjusted for internal pupils or external applicants where this is necessary to avoid a particular/substantial disadvantage caused by a disability or other protected characteristic with respect of the achievement of required grades which has not already been addressed during the examination process via special consideration or access arrangements.

8.5 Where there are more eligible external applicants than places available the oversubscription criteria in this policy and if necessary the tie breaker will be applied. For the avoidance of doubt, external applicants achieving higher grades will not receive higher priority and places will not be allocated by reference to grades from highest to lowest.

## 9. Admission process for entry into Year 12

- 9.1 **Sixth admission form:** Internal pupils and external applicants must apply directly to the School by completing a **sixth form admission form**. This form can either be completed online via the School's [website](#) or it can be downloaded and printed out or obtained in hard copy format from the School's main office and then submitted to the School either to by email to [tosixthform@lggs.lancs.sch.uk](mailto:tosixthform@lggs.lancs.sch.uk) or by post/hand delivery to the School's main office marked for the attention of the Admission Committee.
- 9.2 External applicants MUST carefully consider the oversubscription criteria in this policy to check whether any additional documents should accompany the application for inclusion in a particular oversubscription criterion, as failing to do so could is likely to prevent the correct highest right criterion being identified, which could result in a place not being offered.
- 9.3 **Date of application:** Applications to Year 12 should be submitted by 30 January 2026.
- 9.4 **Date of conditional offers:** All applications received will be processed and conditional offers of a place will be made to external applicants on or before 13 February 2026 on the basis of their predicted GCSE grades.
- 9.5 External applicants who have received a conditional offer who subsequently achieve the MAEC (including Subject Specific Requirements for the courses they applied for) on GCSE results day will receive a firm offer of a place on sight of original documentary evidence of their GCSE grades.

## 10. Oversubscription Criteria

- 10.1 Where there are more applicants that have achieved the Pass Mark or MAEC than places available, after the offering of places to pupils with existing EHCPs which name the School in Section I, the following oversubscription criteria will apply in this order of priority:
- a. Looked after and previously looked after children who have achieved the pass mark or who score up to and including 5% below the Pass Mark or have achieved the MAEC**
- 10.2 A 'looked after child' is one who is (a) in the care of a Local Authority, or (b) being provided with accommodation by a Local Authority in the exercise of their social services functions, in England. A 'previously looked after child' is one who was looked after in England, but ceased to be so because they were adopted, or became subject to a Child Arrangements Order or Special Guardianship Order, as well as a child who appears to the Admission Committee to have been in state care outside of England (i.e. in the care of or accommodated by a public authority, religious organisation or any other provider whose sole/main purpose is to benefit society), but ceased to be so as a result of being adopted.
- 10.3 Applications in this criterion may need to be supported by documentary evidence, such as a signed letter from the child's current or former Social Worker confirming their status. Documentary evidence must only include confirmation of the child's status as a Looked After Child or Previously Looked After Child and no other details such personal details about parents and families, the first language of the child, details of parents' or a child's disabilities, special educational needs or medical conditions.



10.4 In the case of children adopted from state care outside England, evidence of having been in state care outside England and of being adopted may be required, ideally accompanying the application. When considering the evidence provided, the DfE's current guidance Admissions priority for children adopted from state care outside England will be followed. The guidance can be found **here**.

10.5 Where the Virtual School Head (**VSH**) at the Local Authority has already verified the child's status and the School is able to confirm this with them, there will be no need for evidence to be provided with the application.

10.6 Where no documentary evidence can be provided, the application will be considered on the available evidence.

**b. Applicants whose home address is located in the City of Lancaster at the time of application who are eligible for Pupil Premium and who have achieved the Pass Mark or who score up to and including 5% below the Pass Mark or who have achieved the MAEC**

10.7 For inclusion in this criterion, the applicant's home address is located in the City of Lancaster if it can be found within the boundaries of the district council. This can be confirmed on the Lancashire County Council Website: <https://www.lancashire.gov.uk/district-council/>

10.8 Parents of children eligible for pupil premium must indicate on the **Entrance Test Form** their child's eligibility. The School will then confirm eligibility for receipt of Pupil Premium with the child's current School and through their applicants, parents are deemed to have consent to the School obtaining this confirmation from the child's current school.

**c. Applicants whose home address is in the City of Lancaster at the time of application**

10.9 For inclusion in this criterion, the applicant's home address is in the City of Lancaster at the time of application if it can be found within the boundaries. This can be confirmed on the Lancashire County Council Website: <https://www.lancashire.gov.uk/district-council/>

**d. Children of staff members employed by Lancaster Girls' Grammar School**

10.10 For inclusion in this criterion, the staff member may be full or part time and teaching or non-teaching staff.

10.11 The staff member must have been employed for at least two years at the time of application.

10.12 A child of a staff member is:

- a) their birth or adopted child, whether their home address is the same as the staff member or elsewhere; or
- b) their step-child or the child of their cohabiting partner, where the staff member and partner have cohabited for at least one year and whose home address is the same as the staff member.

10.13 Applications in this criterion must be accompanied by a signed letter from the staff member's

HR manager, confirming eligibility in this criterion.

**e. Applicants whose home address is outside of the City of Lancaster who are eligible for the Pupil Premium and who have achieved the pass mark or who score a maximum of 5% below the Pass Mark or who have achieved the MAEC**

10.14 Parents of children/applicants eligible for pupil premium must indicate on the Entrance Test Form their child's eligibility. The School will then confirm eligibility for receipt of Pupil Premium with the Child's current School.

**f. All other applicants**

10.15 Applicants who have achieved the Pass Mark or MAEC and are not included in any of the criteria above will be allocated places in this criterion.

## 11. Tie breaker for Years 7 to 11

11.1 Where the number of eligible applicants within each over-subscription category above exceeds the number of places available, the order in which places are allocated will be determined by the rank order of applicants.

11.2 Where there is more than one applicant with the same rank order then the order in which places are allocated will be determined by reference to the distance between the applicant's home address (as defined in this policy) and the middle of the School's main gate on High Street, with those living closer having higher priority.

11.3 The point from which distance is measured at the applicant's home address is determined by the Ordnance Survey ADDRESS-POINT, which is an Ordnance Survey data product that provides a National Grid coordinate and a unique reference for each postal address in Great Britain that is on the Royal Mail's Post Office Address File (PAF®).

11.4 Where the distance between two or more applicants is equal (e.g. where they may live in the same block of flats), random lottery will be used to determine the order in which places are allocated, which will take place in front of a person who is independent of the School.

11.5 Where applications are received for the admission of twins, triplets or siblings of higher multiple births who apply to the same year group at the same time, where at least one of them achieves a place, all will be offered place.

## 12. Tie breaker for Sixth Form

- 12.1 Where the number of eligible applicants within each over-subscription category above exceeds the number of places available, the order in which places are allocated will be determined by reference to the distance between the applicant's home address (as defined in this policy) and the middle of the School's main gate on High Street, with those living closer having higher priority.
- 12.2 The point from which distance is measured at the applicant's home address is determined by the Ordnance Survey ADDRESS-POINT, which is an Ordnance Survey data product that provides a National Grid coordinate and a unique reference for each postal address in Great Britain that is on the Royal Mail's Post Office Address File (PAF®).
- 12.3 Where the distance between two or more applicants is equal (e.g. where they may live in the same block of flats), random lottery will be used to determine the order in which places are allocated, which will take place in front of a person who is independent of the School.
- 12.4 Where applications are received for the admission of twins, triplets or siblings of higher multiple births who apply to the same year group at the same time, where at least one of them achieves a place, all will be offered place.

## 13. Application Process for In-Year Admission

- 13.1 An 'in-year application' is one made for Year 7 or Year 12 on or after the first day of term in September, or for admission to any other Year Group at any time.
- 13.2 To be considered for a place following application under this policy all in-year applicants must achieve the Minimum Grade for Years 7 to 11 or the MAEC for Years 12 to 13.
- 13.3 In-year applications made for Year 7 and Year 12 may be refused on the basis that there are no places available within their respective PANs. In respect of in-year applications for all other Years, a place will be offered to applicants who have achieved the Minimum Grade or the MAEC unless admitting an additional pupil would prejudice the efficient provision of education, and/or the efficient use of resources at the School.
- 13.4 For any in-year application to **Years 7 to 11**, a test reflective of the national curriculum applicable to that year group in English and Mathematics will be set by the School. It will comprise of two tests sat on the same day, one in English and one in Mathematics. The English test is designed as a response to prose fiction and an extended writing task. The Mathematics test will contain non-calculator questions. Children do not need to complete any prior preparation, ahead of the entrance test. The required grade (**the Minimum Grade**) for the in-year entrance test is 65%.
- 13.5 Parents will be notified within 10 school days of sitting the entrance test of whether their child has achieved the Minimum Grade for an in-year application for Years 7 to 11.
- 13.6 Applications for in-year admission to Year 7 to Year 11 must be made to the School, by completing the **In-Year Admission Application Form**, which is published on the School website or

available in hard copy form from the School Office. The completed application must be sent to the School, via the Admissions Manager, by email to [n.sharp@lggs.lancs.sch.uk](mailto:n.sharp@lggs.lancs.sch.uk) by post/hand delivery to the School Office.

- 13.7 Parents must carefully consider the oversubscription criteria in this policy to check whether any additional documentation must accompany the application for inclusion in a particular category, as failing to do so could prevent the right category being identified, which could result in a place not being offered.
- 13.8 For in-year applications to Year 7 to Year 11, parents will be notified in writing within 10 school days of receipt of the application confirming the date of the entrance test or the reason for refusal with information about the right of appeal.
- 13.9 Applications for in-year admission **Years 12 to 13** must be made to the School, by completing the **Sixth Form Admission Application Form**, which is published on the School's website or available in hard copy form from the School Office. The completed application must be sent to the School, via the Admissions Manager, by email to [info@lggs.lancs.sch.uk](mailto:info@lggs.lancs.sch.uk) or by post/hand delivery to the School office.
- 13.10 For in-year applications to Year 12 or 13, all in-year applications will be processed in line with the above and the outcome of the in-year application notified to parents/external applicants within a maximum of 10 school days of receipt of the application, including reasons and any right of appeal.
- 13.11 Where there are more in-year applications for the same Year Group of applicants who have achieved the Minimum Grade or MAEC and some, but not all, applicants can be offered a place within the PAN for Year 7 and Year 12 or without causing prejudice for all other Year groups, the oversubscription criteria and tie breaker will be applied to determine the allocation of these places.

## 14. Requests for Admission Outside Normal Age Group

- 14.1 Parents/external applicants have a right to request permission for admission to a year group outside their normal age group, which may be above or below. However this is not an absolute right. The request must be considered by the Admission Committee which must decide whether to agree it in principle, or refuse it, taking into account the factors set out below.
- 14.2 These requests are not applications for admission, which must still be made in the usual way. Parents/external applicants are strongly encouraged to make these requests as early as possible, preferably well ahead of any deadlines for their normal age group, so that they make informed decisions as to preferences when they subsequently apply for admission. A request must be made to the 'admission authority' for each school for which admission is sought outside normal age group, as the outcome may not be the same for all.
- 14.3 The Admission Committee make decisions on the basis of the circumstances of each case and in the best interests of the child/external applicant concerned, taking into account the parents'/external applicant's views, the Headteacher's views, information about the

child/external applicant's academic, social and emotional development, the child/external applicant's medical history and the views of their medical professionals, whether they have previously been educated or attended Reception out of their normal age group, and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. This is not an exhaustive list, and parents may put forward any matters or documents for consideration.

- 14.4 Parents must complete a **Request for Admission Outside Normal Age Group Form**. This form can be downloaded [here](#) and printed out or obtained in hard copy format from the School's main office and then submitted to the School either by email to [info@lggs.lancs.sch.uk](mailto:info@lggs.lancs.sch.uk) or by post/hand delivery to the School's main office marked for the attention of the Admission Committee.
- 14.5 The Admission Committee will notify the parents/external applicant of the outcome of their request in writing and will explain its reasons in sufficient detail for them to understand why it came to that decision.
- 14.6 Where the request is agreed in principle in advance of an application being made, the letter should accompany the subsequent application. Parents/external applicants should note that receiving agreement in principle to admission outside normal age group does not guarantee a subsequent offer of a place, it simply opens the door for an application for that year group to be accepted and processed with all others received at the same time.
- 14.7 Parents/external applicants do not have a statutory right of appeal against a refusal of a request for admission outside normal age group, however they may complain to the School about the outcome under its published Complaints Policy, if they wish.

## 15. Waiting list

- 15.1 The School operates a waiting list for Year 7 children who have achieved the Pass Mark for entry to the School. The waiting list is maintained until 31 December of the admission year.
- 15.2 A waiting list for Year 12 is maintained until 31 December of the admission year.
- 15.3 The waiting list is ranked by reference to the oversubscription criteria and not by reference to the date the child's name was added to the list or by any other criterion. This means that a child's name can go up, as well as down, the list as more names are added.
- 15.4 When a place becomes available, if there is more than one child in the highest criterion, the same tie breaker will be applied to determine which child will be offered the place.
- 15.5 Pupils allocated a place under the Fair Access Protocol (which all schools are required to participate in) will take precedence over all applicants on the waiting list.

## 16. Statutory right of appeal

- 16.1 All applicants have a statutory right of appeal to an independent Admission Appeal Panel against the refusal of a place at the School. The refusal letter will set out full details of this right, including where the grounds of appeal must be sent and the deadline for doing so.
- 16.2 All appeals will be dealt with strictly in accordance with the School Admission Appeals Code 2022 (as revised and republished from time to time).
- 16.3 The School will publish an admission appeal timetable for appeals against refusals in the 'normal admission round' on or before 28 February 2026.

## 17. Equality

- 17.1 The School is fully compliant with its duties under the Equality Act 2010.
- 17.2 Reasonable adjustments will be made to this policy where it is necessary to do so to ensure compliance with the School's equality duties.

## 18. Review and Determination of Admission Arrangements

- 18.1 The admission arrangements for the School must be determined every year by the Admission Committee. Where changes are proposed from the substantive criteria determined for the previous intake other than an increase in PAN, these must be consulted on for a minimum of 6 calendar weeks between 1 October and 31 January ahead of determination on or before 28 February.
- 18.2 The admission arrangements for the 2026 intake were determined by the Admission Committee on [this date will be inserted after determination on or before 28 February 2025, ahead of publication on or before 15 March 2025].
- 18.3 Please submit any queries regarding these admissions arrangements directly to the Admission Committee via [info@lggs.lancs.sch.uk](mailto:info@lggs.lancs.sch.uk)

## Appendix 1 – 11+ Entrance Test Application Form

<p>11+ entrance test registration form</p> <p>Before completing this application, please carefully read the School's admission policy, available [here / hard copy from the School's office].</p> <p>The closing date for registration is 12 noon on Friday 12<sup>th</sup> September. Acknowledgement emails are only sent on school days.</p>	
<p>Please attach a recent passport sized photo in this space. This photo will only be used as proof of identity when sitting the entrance test only and will not form any other part of the admissions process.</p>	
<p>Child's full name:</p>	
<p>Child's home address (as defined by the admission policy)</p>	
<p>Child's date of birth:</p>	
<p>Parent's full name:</p>	
<p>Parent's address (if different to the child/external applicant's home address above):</p>	
<p>Parent's email address:</p>	
<p>Parent's contact number:</p>	
<p>Further information required for the entrance test:</p>	
<p>1. Does the child have a special educational need, a disability and/or health needs that requires reasonable adjustments to be made to the entrance test?</p>	<p>YES</p> <p>NO</p>
<p>2. If you have answered 'yes' to question 1 please give details of what reasonable adjustments you consider the School must make for the entrance test.</p> <p>Please only provide information that is directly relevant to your request. Please do not provide any information that is not directly relevant to your request for reasonable adjustments to be made during the entrance test as this cannot be taken into account.</p>	<p>List here all reasonable adjustments:</p>

<p>3. Is the child a looked after or previously looked child?</p> <p>The definition of a looked after/previously looked after child is set out in the admission policy.</p>	
<p>4. Is the child eligible for Pupil Premium:</p> <p>The School will confirm eligibility for receipt of Pupil Premium with the child's current School. Through this application, parents are deemed to have consented to the School obtaining this confirmation from the child's current school.</p>	
<p>5. Is the child's home address located in the City of Lancaster on 31<sup>st</sup> October 2025?</p>	<p>YES</p> <p>NO</p>
<p>6. Does the child meet the criteria for inclusion in the oversubscription criterion for a child of a staff member employed at Lancaster Girls' Grammar School:</p> <p>(please see the admission policy for the definition of a child of a staff member)</p> <p>If yes, the application must be accompanied by a signed letter from the staff member's HR manager, confirming eligibility in this criterion.</p>	<p>YES</p> <p>NO</p>
<p>Parent declaration</p> <p>After completing this form, please read the following carefully and confirm your agreement by signing the form.</p> <p>I understand that:</p> <p>1. All information given in this application is, to the best of my knowledge, true and correct. If, at a later date, any of the information is found to be incorrect, I may forfeit any place allocated to my child. I understand that the information collected by the School via this application will be only used to help arrange admissions to schools in line with the Local Authority and School's Admission Arrangements.</p> <p>2. I give permission to the School to process all the information given in accordance with the Admission Arrangements and processes. The</p>	<p>Signature</p>



information given will not be used for any purpose other than the provision of education.

3. The school undertake that they have in place a level of security appropriate to the nature of this information and further undertake that they will:

- Not hold information about you or your child that is excessive in relation to the purpose for which it is processed and not keep data processed for any purpose or purposes longer than necessary.
- Keep all information about you or your child accurate and up to date (to help us to do this, please keep us informed of any changes to your details).
- Process your information in accordance with your rights under the Data Protection Act

Date:

**Where do I send this form?**

Please return this form to [n.sharp@lggs.lancs.sch.uk](mailto:n.sharp@lggs.lancs.sch.uk) or to the School Office

## Appendix 2 – In-year Application Form

In-year application form	
Before completing this application, please carefully read the School's admission policy, available [here <a href="#">Appeals - Lancaster Girls' Grammar School</a> / hard copy from the School's office].	
	For Y7 - 11 only:  Please attach a recent passport sized photo in this space. This photo will only be used as proof of identity when sitting the entrance test and will not form any other part of the admissions process.
Proposed date of entry:	
Child/external applicant's full name:	
Child/external applicant's home address (as defined by the admission policy)	
Child/external applicant's date of birth:	
Parent's full name:	
Parent's address (if different to the child/external applicant's home address above):	
Parent's email address:	
Parent's contact number:	
For applications to Year 7 to Year 11 only:	
Further information required for the entrance test:	
7. Does the child have special educational needs, a disability and/or health needs that requires reasonable adjustments to be made to the entrance test?	YES  NO
8. If you have answered 'yes' to question 1 please give details of what reasonable adjustments you consider the School must make for the entrance test	List here all reasonable adjustments
For in-year applications to all year groups:	
9. Is the child/external applicant a looked after or previously looked child/external applicant?	YES  NO

The definition of a looked after/previously looked after child/external applicant is set out in the admission policy.

If the answer is yes, please provide documentary evidence such as a signed letter from the child/external applicant's current or former Social Worker confirming their status. Documentary evidence must only include confirmation of the child/external applicant's status as a Looked After Child/external applicant or Previously Looked After Child/external applicant and no other details such as personal details about parents and families, the first language of the child/external applicant, details of parents' or a child/external applicant's disabilities, special educational needs or medical conditions.

In the case of children adopted from state care outside England, evidence of having been in state care outside England and of being adopted may be required, ideally accompanying the application. When considering the evidence provided, the DfE's current guidance Admissions priority for children adopted from state care outside England will be followed. The guidance can be found [here](#).

Where the Virtual School Head (**VSH**) at the Local Authority has already verified the child/external applicant's status and the School is able to confirm this with them, there will be no need for evidence to be provided with the application.

Where no documentary evidence can be provided, the application will be considered on the available evidence.

<p>Is the child/external applicant eligible for Pupil Premium:</p> <p>The School will confirm eligibility for receipt of Pupil Premium with the child/external applicant's current School. Through this application, parents are deemed to have consent to the School obtaining this confirmation from the child/external applicant's current school.</p>	<p>YES</p> <p>NO</p>
<p>Is the child/external applicant's home address located in the City of Lancaster at the time of application:</p>	<p>YES</p> <p>NO</p>
<p>Does the child/external applicant meet the criteria for inclusion in the oversubscription criterion for a child/external applicant of a staff member employed at Lancaster Girls' Grammar School:</p> <p>(please see the admission policy for the definition of a child or external applicant of a staff member)</p> <p>If yes, the application must be accompanied by a signed letter from the staff member's HR manager, confirming eligibility in this criterion.</p>	<p>YES</p> <p>NO</p>
<p>Parent declaration</p> <p>After completing this form, please read the following carefully and confirm your agreement by signing the form.</p> <p>I understand that:</p> <p>1. All information given in this application is, to the best of my knowledge, true and correct. If, at a later date, any of the information is found to be incorrect, I may forfeit any place allocated to my child. I understand that the information collected by the School via this application will be only used to help arrange admissions to schools in line with</p>	<p>Signature</p>

<p>the Local Authority and School's Admission Arrangements.</p> <p>2. I give permission to the School to process all the information given in accordance with the Admission Arrangements and processes. The information given will not be used for any purpose other than the provision of education.</p> <p>3. The school undertake that they have in place a level of security appropriate to the nature of this information and further undertake that they will:</p> <ul style="list-style-type: none"> <li>• Not hold information about you or your child that is excessive in relation to the purpose for which it is processed and not keep data processed for any purpose or purposes longer than necessary.</li> <li>• Keep all information about you or your child accurate and up to date (to help us to do this, please keep us informed of any changes to your details).</li> <li>• Process your information in accordance with your rights under the Data Protection Act</li> </ul>	
Date	

**Where do I send this form?**

Please return this form to [info@lggs.lancs.sch.uk](mailto:info@lggs.lancs.sch.uk) or to the School Office

## Appendix 3 – Sixth Form Application Form

Sixth form application form	
Before completing this application, please carefully read the School's admission policy, available [here / hard copy from the School's office].	
External applicant's full name:	
External applicant's home address (as defined by the admission policy):	
External applicant's date of birth:	
Parent's full name:	
Parent's address (if different to the child's home address above):	
Parent's email address:	
Parent's contact number:	
Please list your Predicted GCSE grades (or equivalent):	
Course/subject choices:	
1. Is the external applicant a looked after or previously looked external applicant?  The definition of a looked after/previously looked after external applicant is set out in the admission policy.  If the answer is yes, please provide documentary evidence such as a signed letter from the external applicant's current or former Social Worker confirming their status. Documentary evidence must only include confirmation of the external applicant's status as a Looked After external applicant or Previously Looked After external applicant and no other details	YES  NO

<p>such personal details about parents and families, the first language of the external applicant, details of parents' or a external applicant's disabilities, special educational needs or medical conditions.</p> <p>In the case of children adopted from state care outside England, evidence of having been in state care outside England and of being adopted may be required, ideally accompanying the application. When considering the evidence provided, the DfE's current guidance Admissions priority for children adopted from state care outside England will be followed. The guidance can be found <a href="#">here</a>.</p> <p>Where the Virtual School Head (VSH) at the Local Authority has already verified the external applicant's status and the School is able to confirm this with them, there will be no need for evidence to be provided with the application.</p> <p>Where no documentary evidence can be provided, the application will be considered on the available evidence.</p>	
<p>Is the external applicant eligible for Pupil Premium:</p> <p>The School will confirm eligibility for receipt of Pupil Premium with the external applicant's current School. Through this application, parents/external applicants are deemed to have consent to the School obtaining this confirmation from the external applicant's current school.</p>	<p>YES</p> <p>NO</p>
<p>Is the external applicant's home address located in the City of Lancaster at the time of application:</p>	<p>YES</p> <p>NO</p>

<p>Does the external applicant meet the criteria for inclusion in the oversubscription criterion for a child of a staff member employed at Lancaster Girls' Grammar School:</p> <p>(please see the admission policy for the definition of a child of a staff member)</p> <p>If yes, the application must be accompanied by a signed letter from the staff member's HR manager, confirming eligibility in this criterion.</p>	<p>YES</p> <p>NO</p>
<p>Parent declaration</p> <p>After completing this form, please read the following carefully and confirm your agreement by signing the form.</p> <p>I understand that:</p> <p>1. All information given in this application is, to the best of my knowledge, true and correct. If, at a later date, any of the information is found to be incorrect, I may forfeit any place allocated to my child. I understand that the information collected by the School via this application will be only used to help arrange admissions to schools in line with the Local Authority and School's Admission Arrangements.</p> <p>2. I give permission to the School to process all the information given in accordance with the Admission Arrangements and processes. The information given will not be used for any purpose other than the provision of education.</p> <p>3. The school undertake that they have in place a level of security appropriate to the nature of this information and further undertake that they will:</p>	<p>Signature</p>



<ul style="list-style-type: none"><li>• Not hold information about you or your child that is excessive in relation to the purpose for which it is processed and not keep data processed for any purpose or purposes longer than necessary.</li><li>• Keep all information about you or your child accurate and up to date (to help us to do this, please keep us informed of any changes to your details).</li><li>• Process your information in accordance with your rights under the Data Protection Act</li></ul>	
Date:	

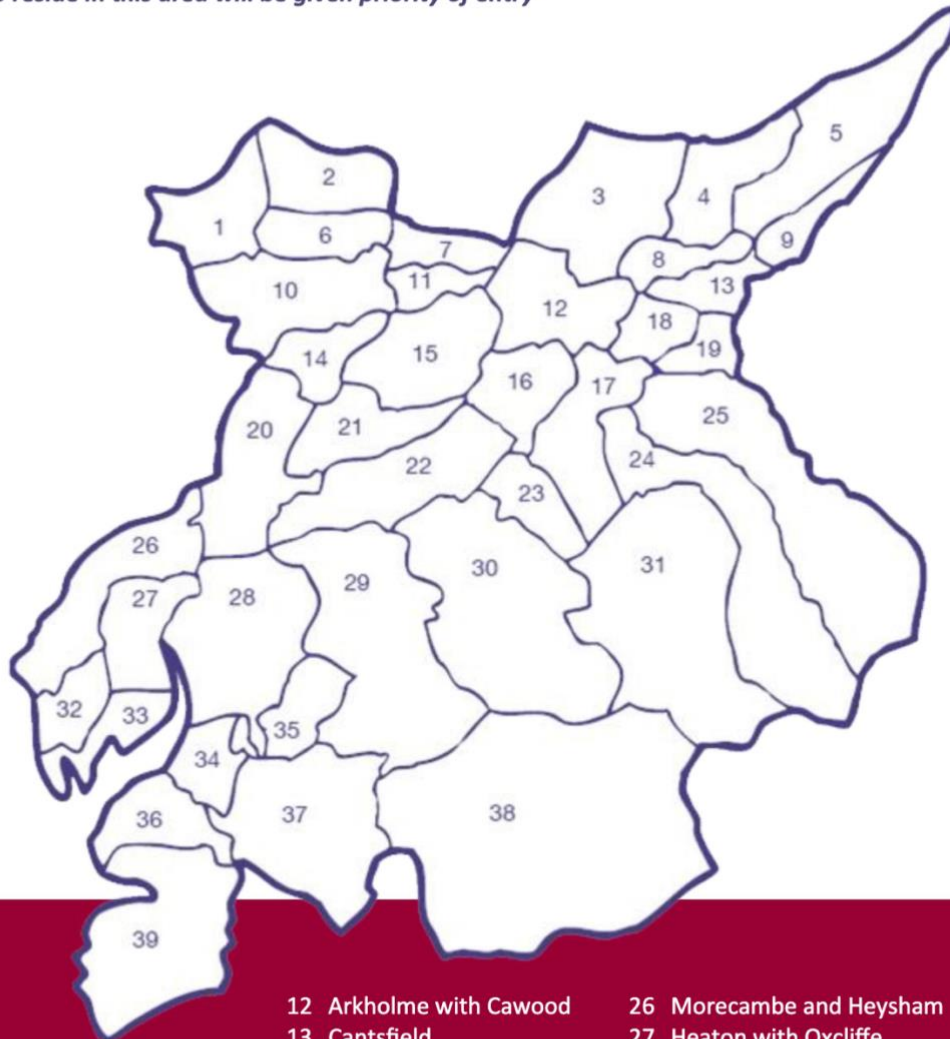
**Where do I send this form?**

Email to [sixthform@lggs.lancs.sch.uk](mailto:sixthform@lggs.lancs.sch.uk) or to the School Office

## Appendix 4 – Map of Lancaster District

# City of Lancaster District

*Girls who reside in this area will be given priority of entry*



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