

Wigan Council

Secondary school application form 2012-2013



Important information

Please read the 'Admissions to secondary schools 2012-13' booklet carefully and ensure that you understand how places will be allocated. When you have considered all the information, visited schools and decided on your preferences you should then submit your application.

You can apply using this Wigan Council application form or online at www.wigan.gov.uk

Make sure you apply by the closing date 31 October 2011

To apply online

The online service includes step by step instructions on how to submit your application. You will receive an e-mail confirming that your application has been submitted. Please keep this safe as proof of your application. If you have supplementary information forms for voluntary aided school preferences you need to return them to the school.

To apply using this Wigan Council secondary school application form

Before submitting your application, please make sure that you have:

- Completed all the relevant sections of the application form.
- Signed and dated the declaration on the form.
- If any of your preferences is a voluntary aided (church) school, you have filled in the school's own supplementary information form as well as this application form. You can get the supplementary form from Wigan Council's website: www.wigan.gov.uk, Wigan Council, People Directorate or the school (see page 3 of the 'Admissions to Secondary Schools 2012-13' booklet). If you put a voluntary aided (church) school as a preference and you do not fill in the school's own supplementary form, the school will not have all the information they need to consider your application and your child may be refused a place.

Returning your application

If your child attends a primary school in the Wigan borough:

Hand in your form at your child's current primary school. Please ensure that you obtain a receipt and keep it safe until you know the result of your application or until after the appeal hearing if you need to appeal.

If your child does not attend a primary school in the Wigan borough:

Send your envelope direct to: Wigan Council, People Directorate, School Places Team, Progress House, Westwood Park Drive, Wigan, WN3 4HH. A receipt will be posted to you. Keep this safe until you know the result of your application or until after the appeal hearing if you need to appeal.

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Details of child (Please complete in block capitals)

Forename	Surname
Date of birth	Male/Female
Home address	Parent's name
	Name of parent who received Child Benefit for child
	Telephone number
Postcode	

Child's current primary school

Does your child have a statement of special educational needs? Yes/No (Please delete)

Is your child in public care? Yes/No (Please delete) If yes in which area?

Is your child a Catholic? Yes/No (Please delete)

Please give details of any brothers or sisters who will be at secondary school on 1st September 2012.

Name	Date of birth	School

For office use:

Address query: YES NO

Further evidence requested YES NO **Date:** **Evidence received:**

It is important that you read the booklet 'Admissions to Secondary Schools 2012-13' before stating your preferences. Please state clearly which three secondary schools you would like your child to attend in order of preference. Stating a second and third preference will not affect the consideration of your first preference.

Preference	Reason for preference	For office use
1.		
2.		
3.		

This information falls within the Data Protection Act. The information supplied will be held on computer for the purposes of education, training, administration and will be used solely for this purpose and disclosed when necessary to Wigan Council, schools etc. The information on this form and any other information subsequently provided whether by meeting, phone, fax, mail or e-mail would also be used for this purpose. I freely consent to the use of the personal data as described in this paragraph.

I confirm that I have received a copy of Wigan Council's information booklet, 'Admissions to Secondary Schools 2012-13'; read the important information and that I have parental responsibility for this child and/or the child lives with me. I also confirm that I currently live at the address stated.

Print name in full: _____

Signature: _____ **Date:** _____

If you give false information, such as the wrong address, to get a school place, we will withdraw the offer and your child will lose the place.