

Children and Young People's Services  
Progress House  
Westwood Park Drive  
Wigan  
WN3 4HH

Dear Parent or Guardian

This booklet tells you about the arrangements for admitting children into reception class for the school year beginning in September 2009. I understand that this is an important time for you and your child and we want to help as much as we can.

This booklet contains a lot of information to help you apply. It is important you take the time to read **all** the information carefully before you apply, even if you have already decided which schools you prefer.

We will try to give you your preferred school, but schools have a limited number of places. If we receive more applications than places, we use the admission criteria to decide who will get a place. The admission numbers and admission criteria for Wigan schools are given in this booklet.

Our website at [www.wigan.gov.uk](http://www.wigan.gov.uk) has a link to school admissions and other useful sites. You can use this site to apply for a primary school place on-line. There are more details about this in the booklet.

Each school also produces its own prospectus which contains a lot of information about that school. If you want any information about individual schools, please contact the headteacher at the school, who will be pleased to help.

Our School Places Team can help you with any questions you have about school admissions. You can contact the team on 01942 486037, 01942 486038 or 01942 486039.

Finally, please make sure you make your on-line application or fill in and return the application form by the closing date on 30 January 2009. If you do not apply on time, you are less likely to get a place at the school you want.

Yours faithfully



Nick Hudson  
Director of Children and Young People's Services

## Wigan Admission Forum

Dear Parents

### Wigan Admission Forum

The current Wigan Admission Forum has been in existence since September 2007. The membership of the Forum includes Local Authority representatives, Headteachers/Schools, Diocesan Board representatives, Parent Governor representatives and representatives of the local community.

One of the key roles of an Admission Forum is to ensure the admission arrangements in place for all schools within the area the Forum serves are lawful and comply with regulations.

The Wigan Admission Forum can confirm that it is satisfied that the admission arrangements in place for Wigan primary schools for the 2009 intake and that these arrangements comply with the mandatory provisions on the Admissions Code 2007.

For primary school admissions 2008 the equal preferences system of considering and allocating places was introduced nationally. The equal preference system ensures that if you miss out at your first preference school you still have a fair chance of being offered a place at your second or third preference schools. There is more information about the equal preference system detail on page 8 of this booklet.

For parents applying for places at Wigan Primary schools in 2007/08, 96.8% of parents got a place at one of their preferred schools.

We would like to take this opportunity of encouraging parents to state three preferences of school on their application form to maximise their chances of gaining a place at one of their preferred schools.

Yours sincerely



Mr Tom Frost  
Chair of Wigan Admission Forum



## Contents

	<b>Page</b>
<b>Where to get help</b>	<b>1</b>
<b>On-line application service</b>	<b>2</b>
<b>Applying for a place at a primary school</b>	<b>3</b>
How to apply	
Important information about how we decide which school to offer your child	
Important questions answered	
<b>Admission appeals</b>	<b>14</b>
<b>General information</b>	<b>18</b>
School meals	
School uniform	
School transport	
Travelling expenses	
Transfer between schools	
Other sources of information	
<b>Community and voluntary controlled schools</b>	<b>21</b>
<b>Church of England primary schools</b>	<b>32</b>
<b>Catholic primary schools</b>	<b>85</b>