

Report to: Children and Young People's Panel
Cabinet
Council

Date: 6 March 2008
13 March 2008
23 April 2008

Subject: Determination of Admission Arrangements 2009-2010:
community and voluntary-controlled schools

Report of: Director of Children and Young People's Services

Contact officer: Steve Robertson 01942 486004
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Julie Hough 01942 486035
email Julie.hough@wiganmbc.gov.uk

Purpose / summary: To report on the LA consultation on admission arrangements for community and voluntary-controlled schools and nurseries for 2009-2010

Alternative options considered and reason for selecting the one recommended: The recommended options take into account the advice of the Admission Forum, guidance in the School Admissions Code of Practice and the response to statutory consultation.

Recommendation / decision: It is recommended that members:

- comment on the proposed oversubscription criteria for community and voluntary-controlled nurseries, primary and secondary schools for 2009-2010;
- comment on the proposed admission numbers for community and voluntary-controlled primary and secondary schools for 2009-2010.
- approve the proposed co-ordinated admission schemes for 2009-2010; and
- recommend that Council adopts the admission arrangements for 2009-2010 as part of the Council's policy framework.

Key decision: This report does not involve a key decision

Risks / Implications:

Financial: None
Staffing: None
Policy: School admissions
Equal Opportunities - Has a Diversity Impact Assessment been conducted? No
Wards affected: All

Property Implications– Does the proposal involve a reduction, addition or change to the Council’s asset base or its occupation? No

If yes have the property implications been agreed with the Corporate Property officer? No

Does this proposal have significant implications for the Council and the local population? No

Does this proposal involve a new policy or procedure or significant changes to an existing policy or procedure? No

Has the Director of Legal and Property Services confirmed that the recommendations within this report are lawful and comply with the Council’s Constitution? **Yes**

Has the Director of Finance and IT confirmed that any expenditure referred to within this report is consistent with the Council’s budget? **Yes**

Are any of the recommendations within this report contrary to the Policy Framework of the Council? **No**

* delete which applicable

For Cabinet reports only :

Categorisation of the report:	
Discussion leading to a decision	X
Monitoring	
Sharing for corporate understanding	

Discussion	
Decision	
Information	

Tracking/Process:

	Consultation	Ward Members	Partners
	01/09/2007 to 6/02/2008		
Panel	Overview & Scrutiny	Cabinet	Council
6.3.08		13.3.08	23.4.08

Proper Officer



Date

22nd February 2008

1. **Background:**

- 1.1 Each year the local authority must consult the governing bodies of all schools for which it is the admission authority (community and voluntary controlled schools) on the admission arrangements it proposes.
- 1.2 The local authority must also consult other admission authorities in the area; that is the governing bodies of all voluntary-aided schools in Wigan, the Admission Forum and with neighbouring authorities, before 'determining' (finalising) these arrangements.
- 1.3 All admission authorities must determine their admission arrangements for 2009-2010 by 15 April 2008.
- 1.4 The LA must also consult annually on the Co-ordinated Admission Schemes for primary and secondary schools.

2. **Admission arrangements for local authority nurseries**

- 2.1. The proposed oversubscription criteria for community and voluntary-controlled nurseries are the same as those for 2008/2009. They are:
 - Children in public care
 - Children identified by the LA as having learning difficulties or an early integration; the referral of such children will be via the Children and Young People's Services special needs section
 - The child has particular social, medical or language needs
 - The 'rising 4' cohort, in order to maximise the opportunities for children to receive at least one year of nursery education before starting school
 - Distance from the nursery, measured in a straight line.

There are no proposed changes to current admission numbers.

- 2.1.2 The LA has received no comments about these proposed arrangements.

2.2 **Proposed admission arrangements for community and voluntary controlled schools**

- 2.2.1 Admission authorities are required by section 324 of the Education Act 1996 to admit to the school a child with a statement of special educational needs that names the school. The Code makes it clear this is not an oversubscription criteria. In effect these pupils get priority of places.
- 2.2.2 We have therefore proposed the introduction of a new admission criteria for community and voluntary controlled schools to reflect the requirements of the Admissions Code by which statemented pupils should be given priority but not be part of the admission criteria.
- 2.2.3 The proposed oversubscription criteria for community and controlled primary schools are:

Where a school receives more applications than places available, the following admission criteria will be applied once places have first been

allocated to pupils who have a statement of special educational needs which names the school:

1. Children in public care
2. Children whose older brothers or sisters attend the school and who will still be there at the time of admission.
3. Children living nearest to the school. Distance is measured in a straight line using the LA's Geographical Information System (GIS) based on ordnance survey.

Tie-breaker

Where there are more children in one particular criterion than the number of places available, places will be allocated to the children who live nearest to the school. The distance will be measured in a straight line from the child's home address to a central point at the school using a Geographical Information System (GIS) which is based on ordnance survey.

The proposed admission criteria for the community and controlled junior school, Leigh CE Junior School are:

Where the school receives more applications than places available, the following admission criteria will be applied once places have first been allocated to pupils who have a statement of special educational needs which names the school:

1. Children in public care
2. Children whose older brothers and sisters attend the school and who will still be there at the time of admission.
3. Children from Leigh CE Infants' School and Leigh St John's CE Infants' School with equal priority.
4. Children living closest to the school. Distance is measured in a straight line using the LAs Geographical Information System (GIS) based on ordnance survey.

Tie-breaker

Where there are more children in one particular criterion than the number of places available, places will be allocated to the children who live nearest to the school. The distance will be measured in a straight line from the child's home address to a central point at the school using a Geographical Information System (GIS) which is based on ordnance survey.

The proposed admission criteria for community and voluntary-controlled secondary schools are:

Where a school receives more applications than places available, the following admission criteria will be applied once places have first been

allocated to pupils who have a statement of special educational needs which names the school:

1. Children in public care
2. Children whose older brother or sister attend the school and will still be there at the time of admission.

Followed by various geographical criteria relevant to individual schools, then distance from school measured in a straight line.

Tie-breaker

Where there are more children in one particular criterion than the number of places available, places will be allocated to the children who live nearest to the school. The distance will be measured in a straight line from the child's home address to a central point at the school using a Geographical Information System (GIS) which is based on ordnance survey.

2.3 Comments

- The Admission Forum agreed to the proposed admission criteria for community and voluntary controlled primary and secondary schools.

3. Admission numbers

3.1 Primary schools

3.1.1 The proposed admission numbers for community and voluntary-controlled primary schools are attached at appendix 1.

3.1.2 Consultation is currently being conducted on a proposed increase in admission number for Tyldesley Community Primary School from 30 to 45 for two years only to cater for a temporary increase in demand in the area.

3.1.3 Comments:

- The Admission Forum approved the proposed admission numbers for all community and voluntary controlled primary schools.

3.2 Secondary schools

3.2.1 In April 2006 Council agreed that admission numbers for secondary schools should reflect at least the minimum number generated by the Net Capacity Assessment of the school buildings.

3.2.2 Appendix 2 gives details of;

- the determined admission numbers for 2008-2009;
- the minimum and maximum numbers generated by the Net Capacity Assessment; and
- the proposed admission numbers for 2009-2010.

3.2.3 We have received one response from the Governors of Hawkley Hall High School about the proposed admission number for Abraham Guest High School which can be found at appendix 3.

3.2.4 Comments:

- The admission number for Abraham Guest High School is based on the new school building scheduled to be complete by 2009.
- Cabinet agreed that the optimum size for new secondary schools would be 1,000. Abraham Guest had an admission number of 193 for admissions up to the 2006 intake. An admission number of 205 is representative of the mid range for the size and design of the new school building and provides the school with more flexibility for future development than a lower admission number would.
- The Admissions Code states that admission authorities must set admission numbers with regard to the capacity assessment for the school. Admission authorities may fix an admission number for a relevant age group that is lower than the capacity assessment. If they do so, they must publish this information for parents who may object to the admission number.

3.2.5 The Admission Forum considered that, in view of the secondary school review, the admission numbers for all secondary schools should not be increased. The Admission Forum view was that proposed admission numbers for community and controlled secondary schools should remain the same as determined for 2008/2009. However, the Forum commented that the admission number for The Byrchall High School was higher than the maximum admission number generated by the net capacity assessment. Governors have recently requested a reduction in their admission number from 240 to 235 which is attached at appendix 4.

4. Proposed primary and secondary co-ordinated admission schemes

4.1 All local authorities are required, by regulations made in the School Standards and Framework Act 1998, to formulate and consult on co-ordinated admissions schemes for admission arrangements for all maintained schools within their area.

4.1.1 The proposed primary and secondary co-ordinated admission schemes for 2009-2010 are attached at appendix 5 and 6.

4.1.2 The LA received one comment from Orrell Holgate Primary School regarding the proposed primary co-ordinated scheme (appendix 7.)

4.1.3 Comments

- The LA is unable to alter the distribution date for primary application packs to mid-January because parents must be allowed 6 weeks to

make their application. The extra time that is needed to resolve applications with the 'all preferences equal' system for allocating places would mean parents being advised of a school offer at the end of May. This is too late for parents and schools. An alternative option would be to start the process earlier, October or November each year. However due to the statutory requirement to offer secondary school places on 1 March and the levels of administrative work involved with the 'all preferences equal' system of allocating places, the LA could still only send offer letters to parents at the usual time, the end of April. The LA view is that there would be too much time between application and allocation of places.

- The Admission Forum approved the proposed primary and secondary co-ordinated admission schemes.

5. Recommendations

It is recommended that members:

- comment on the proposed oversubscription criteria and admission numbers for nurseries, primary and secondary schools for 2009-2010;
- approve the proposed primary and secondary co-ordinated admission schemes; and
- that Council adopts the admission arrangements for 2009-2010 as part of the Council's policy framework.

6. Conclusion

6.1.1 Members should note that the contents of this report reflect guidance in the new School Admission Code of Practice on suitable oversubscription criteria for individual schools, admission numbers and the statutory consultation process for admission arrangements.

Appendix 1

Proposed admission numbers for community and voluntary-controlled primary schools 2009-2010

School	Proposed admission numbers 2009-2010
Abram Bryn Gates Primary	30
Atherton Chowbent Primary	30
Bedford Hall Methodist Primary	30
Beech Hill Community Primary, Wigan	60
Britannia Bridge Primary, Ince	30
Bryn St Peter's C E Primary	30
Garrett Hall Primary, Tyldesley	60
Gilded Hollins Community Primary, Leigh	30
Golborne Community Primary	45
Higher Folds Primary, Leigh	25
Hindley Green Community Primary	60
Hindley J&I	30
Hindsford C E Primary	30
Ince St Mary's C E Primary	30
Leigh C E Junior	97
Leigh Central Primary	30
Leigh Westleigh Methodist	20
Lowton J&I	17
Lowton West Primary	60
Mabs Cross Primary, Wigan	70
Marsh Green Primary, Wigan	30
Marus Bridge Primary, Wigan	45
Meadowbank Primary, Atherton	30
Millbrook Primary, Shevington	30
Newton Westpark Primary, Leigh	30
Nicol Mere Primary, Ashton-in-Makerfield	60
Platt Bridge Community School	45
Orrell Holgate Primary	30
Orrell Lamberhead Green Community Primary	60
Orrell Newfold Community Primary	60
Parklee Community Primary, Atherton	45
R L Hughes Primary, Ashton-in-Makerfield	70
Shevington Community Primary	30
Shevington Vale Primary	30
St James' C E Primary, Wigan	45
Tyldesley Primary	30 (*1)
Westfield Community School	60
Winstanley Community Primary	60
Wood Fold Primary, Standish	60

Woodfield Primary, Wigan	30
Worsley Mesnes Community Primary	30

(1) An extra 15 places are required in the Tyldesley area for the 2009-2010 intake. Full public consultation will be carried out prior to a final decision. If Tyldesley Primary is the school chosen to take extra pupils, the admission number will rise to 45 for 2009-10.

Secondary School Admission Numbers 2009

School	Minimum Admission Number 2009	Maximum Admission Number 2009	No. of 1st Pref Apps 2008	Admission Number 2008	Proposed Admission Number 2009
Abraham Guest	197	219	161	178	205
Bedford	237	264	138	242	242
The Byrchall	211	235	186	240	235
Cansfield	202	235	218	202	202
Fred Longworth	255	284	277	255	255
Golborne	168	186	135	171	171
Hawkley Hall	188	209	172	188	188
Hindley	176	195	178	187	187
Lowton	217	241	173	230	230
PEMBEC	172	192	68	170	170
Rose Bridge	157	175	112	155	155
Shevington	175	194	127	178	178
Standish	243	270	291	250	250
Westleigh	154	171	214	155	155



Hawley Hall High School

A Specialist Engineering College

Appendix 3

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Headteacher
Mr. R.W. Halford FRM MSc

Deputies
Mrs. F.M. Forde DA
Mr. M.J. White DA
Mrs. J.A. McCuan DA MA

19th October 2007

Ms. J. Hough
Wigan MBC
CYPS
Progress House
Westwood Park Drive
WIGAN
WN3 4HH

Dear Ms Hough

I write in response to your consultation document on admission arrangements for 2009 - 2010.

As a governing body we are satisfied with the secondary co-ordinated admission scheme.

However, we are against the proposal to raise the admission number for Abraham Guest High School from 178 to 200 - 205 for 2009 as indicated in the proposal document.

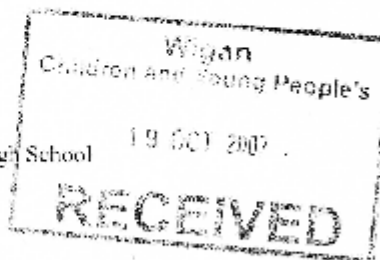
Given that the secondary review has not yet been completed and the current number of surplus places in the borough will rise even further by 2009/2010, we believe that the proposed increase at Abraham Guest High School will adversely and detrimentally affect numbers in the other local high schools including Hawley Hall.

We would also argue that the proposed increase in admission numbers at Abraham Guest High School is integral to the secondary review and therefore the resulting documentation should be published together as part of the overall strategy to remove surplus places in the borough.

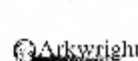
I await your considered response.

Yours faithfully

For and on behalf of the governors of Hawley Hall High School
Mr. R.W. Halford



'Achieving Quality Education Together'



From: F.Lewis [mailto:F.Lewis@byrchall.wigan.sch.uk]
Sent: 29 January 2008 12:17
To: Mappin, Lynn
Subject: Admission Forum

Dear Lynn

My most recent information is that governors will seek to reduce our admission number to 235 – it has gone through committee stage last week.

Regards

Alan

Regards

Fiona Lewis

Fiona Lewis
(PA to Alan Birchall, Headteacher)

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Wigan Local Authority

Proposed Co-ordinated Admission Scheme

Primary Schools

2009-2010

September 2007

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Section one.

Admission to primary school

1.1 The timetable for admissions to primary school 2009-2010

Admission booklets and forms sent out On-line application service opens	5 December 2008
Closing date for applications On-line application service closes	30 January 2009
Local authority sends details of all applications to voluntary-aided schools	20 February 2009
Voluntary-aided schools send ranked lists of applications to the local authority with initial offers	13 March 2009
Local authority sends final lists of pupils offered places to voluntary-aided schools	18 April 2009
Offer letters sent to parents	24 April 2009
Closing date for appeals	11 May 2009

1.2 Applying for a place at a community or voluntary-controlled school.

In December 2008, all parents who have approached a Wigan primary school for a Reception Class place will receive an application pack containing:

- an **Admissions to Primary School 2009-2010** booklet which gives details of all primary schools in Wigan;
- the local authority application form which asks for three preferences of school, in priority order. The form also asks parents for the reasons for these preferences;
- information about how to apply on-line; and
- a supplementary information form, if the school is voluntary-aided and the governing body requires this.

The application packs will be distributed by the primary school.

If parents wish to apply for a voluntary-aided school as their second or third preference, they must obtain any necessary supplementary information forms themselves and return them to the school direct.

If parents approach the local authority directly instead of a school, we will post the application pack to them.

When parents have completed the local authority application form they must return it to the primary school which is their first preference. They must also provide evidence to confirm their address. Parents should also provide any additional certificates required by the governing bodies of aided schools directly to the school.

If a child lives in Wigan but parents want them to attend a primary school in another local authority they must obtain a form from the local authority for the school and return it to that local authority.

We will accept applications for Wigan schools from parents living in other local authorities if:

- parents apply on Wigan local authority form; **or**
- their home local authority forwards details of the application to us.

If these applications are received after the closing date in the Wigan co-ordinated admission scheme, they will be classed as late (see section 1.8).

The local authority provides the facility for parents to apply for a place on-line should they wish.

1.3 Applying for a place at a voluntary-aided school

In Wigan there is a range of schools available to parents in the voluntary-aided sector. The admission authorities for these schools are the individual governing bodies.

Each of these schools has its own oversubscription criteria and considers admissions independently of the local authority.

Many voluntary-aided schools have their own supplementary information forms to ask for details about religious affiliation. If parents want a place at one of these schools for their child they must:

- complete the local authority preference form and return it to the primary school as described in section 1.2, or complete an on-line application;
- and**
- obtain and complete the school's own supplementary information form if required. This must be returned to the school from which it was obtained when completed, but if it is sent to Children and Young People's Services by mistake, we will pass it on.

If a voluntary-aided school receives a supplementary information form on its own form but has not received a corresponding local authority application, the school must inform the local authority. The local authority must make sure that an application showing preferences is obtained.

1.4 Applying for a place at a junior school

In Wigan there are three schools for infants only and two junior schools.

The timetable for admission to junior school is the same as in section 1.1.

In December 2008, all parents with a child in year 2 at infant only schools will receive an application pack containing:

- an Admissions to Primary School 2009-2010 booklet which gives details of all primary schools in Wigan; and
- an application form which asks for three preferences in priority order.

The application packs will be distributed by the infant school.

If parents want a place at a voluntary-aided school, they must also obtain and complete the school's own supplementary information form, if required. If a voluntary-aided school receives a supplementary information form on its own form but has not received a corresponding local authority application the school must inform the local authority. The local authority must make sure that an application showing preferences is obtained.

The local authority application form and any supplementary forms required should be returned to the infant school by the closing date of 30 January 2009.

1.5 How we decide which school to offer

All applications received by the closing date will be considered at the same time. We will use the 'equal preference' system to allocate places. The priority given to parents' 3 preferences of school on the local authority application form will not be considered in the first instance.

Community and voluntary controlled schools:

The local authority will look at **all** preferences for community and voluntary-controlled schools, without considering the order of preference.

If there are fewer applications for a school than places available, all children be offered a place.

If there are more applications than places available, the local authority will rank all applications using the oversubscription criteria. The admission number will then be applied to determine which children receive a potential offer of a place.

Voluntary-aided schools:

The local authority will send the governing bodies of voluntary-aided schools details of **all** children whose parents have expressed a preference for the

school, without reference to the order of preference on the local authority application form.

If there are fewer applications for a school than places available, all children will be offered a place.

If there are more applications than places available, the governing body will rank all applications using the oversubscription criteria. The admission number will then be applied to determine which children receive a potential offer of a place.

The governing body will send the ranked list to the local authority, with details of potential offers.

Co-ordinating the offer of a single place

When applications for all schools have been ranked, where necessary, the local authority will co-ordinate the offer of a single place for each child. It is possible that some children will have more than 1 potential place. If this is the case, the place that has highest priority on the local authority application form will be offered.

School places which become available following the first round of co-ordination will be offered to the child ranked next in the oversubscription criteria, unless the child already has a potential offer with higher priority on the local authority application form.

If a child living in Wigan cannot be offered a place at any of their parents' 3 preferences of school, they will be offered a place at the nearest Wigan school to their home address with a vacancy. If this is a voluntary-aided school and has a vacancy, the local authority will approach the governing body to ask them to offer a place.

1.6 Informing parents of places offered

The local authority will write to the parents of all children living in Wigan to tell them which school place is to be offered to their child.

If the application was received by the closing date, 30 January 2009, we will do this on 24 April 2009.

If the parents' application were late, we will write to them no earlier than 24 April.

1.7 Informing schools of places offered

The local authority will send each primary school in Wigan lists to confirm the children who have been offered places at the school electronically on 18 April 2009.

1.8 Late applications

For applications received after the closing date and before the date of offer of places:

- the application will be classed as late;
- it will only be considered after applications received on time; and
- the offer of a place will be decided as described in section 1.5.

For applications received after the offer date but before the start of the school year:

- applications will be considered as they are received; and
- the offer of a place will be decided as described in section 1.5.

1.9 Waiting lists for community and voluntary-controlled schools

Places may become available at a school after the offer date of 24 April 2008 but before pupils are admitted in the Autumn Term 2009. The local authority will:

- put all children who are refused a first preference place at an oversubscribed school on a waiting list (including late applications);
- place any 2nd or 3rd preferences on the waiting lists for these schools if parents request it ;
- allocate any places that become available up to the admission number to the next child or children on the waiting list, using the oversubscription criteria for the school; and
- keep the waiting list until the first day of the Autumn Term only.

Any parent refused a place at their preference of school still has the right of appeal. This will not affect the operation of the waiting list

1.11 Waiting lists for voluntary-aided schools

The governing body will decide if a waiting list will be kept and how it will operate.

The details of this will be published in the school's admission arrangements.

1.12 Applications outside the normal year of entry

Parents may occasionally apply for their child to be admitted outside their normal age group:

- to the year above if the child is gifted or talented; or
- to a lower year group if the child has special educational needs or has experienced problems.

The local authority, as admission authority for community and controlled schools, or the governing body, as admission authority for voluntary-aided schools, will consider these applications individually.

The decision will be taken after discussion with the Headteacher and other relevant professionals, such as the Educational Psychologist, and based on educational grounds.

However, if the school is oversubscribed and the admission of a child outside the normal year of entry into an infant class would mean a class of over 30, the child will not be admitted to a different year group because of infant class size regulations.

These provisions do not apply to children who are seeking to be admitted to primary school before they are of reception age.

Section Two

Applications during the school year

2.1 Applying for a place

If a parent who wishes to apply for a school place during the school year approaches a school directly, and there are places available, the child will be admitted. If the parent approaches the local authority, we will ask them to complete a mid year application form which:

- asks for three preferences in priority order; and
- asks parents to give reasons for their preferences.

2.2 Applying for a place at a voluntary-aided school

If parents apply to the local authority, we will send voluntary-aided schools details of applications for the school unless we have been able to offer a place at a community or controlled school which parents have given higher priority on the application form.

The governing body may also want parents to complete their own form which can be obtained from the school.

2.3 Applying for a place at a school in another local authority

We will send other local authorities details of applications for schools in their area that parents have named on the Wigan application form unless we have been able to offer a place at a Wigan school which parents have given higher priority.

Parents may also apply directly to other local authorities for places in their schools.

2.4 How school places are offered

The school place to be offered will be decided as described in section 1.5. The local authority Fair Access Protocol (attached) will apply to some applications. In these cases places may be offered above the admission number.

If parents of a child living in Wigan have completed the local authority application form and cannot be offered a place at one of their preferences, they will be offered a place at the nearest Wigan school to their home address with a vacancy. If the school is voluntary aided and has a vacancy, the governing body will be approached and asked to offer a place.

2.5 Informing parents of the offer of a place

The letter informing parents of the offer of a place will be sent: by the

- local authority, or school if approached directly, for community or controlled schools in Wigan; or
- governing body for voluntary-aided schools.

Fair Access Protocol

Background

In some areas of the Authority and in some year groups there are no school places available.

A consequence of this is that pupils without a school place are sometimes offered one in a school many miles from their home, necessitating a difficult journey. The parents of pupils in this position often appeal successfully for a place at a school near their home. The appeal process can result in these pupils being out of school for prolonged periods.

Proposal

If no school place is available within a reasonable distance of a pupil's home, the Director of Children and Young People's Services will allocate a place at a community school even if the admission number for that school has been reached in the appropriate year group.

In making a decision to allocate a place, the Director will consider:

- parental preference;
- alternative places available;
- existing over-crowding in schools in the appropriate year;
- existing over-crowding in the whole school; and
- ease of access to the school from the pupil's house.

The types of pupils included in the protocol are attached in the appendix.

It is hoped all schools recognise the need for and co operate with the protocol. The Code of Practice provides that aided and voluntary controlled schools must participate in the Protocol. The Authority has power to direct aided and voluntary controlled schools to admit pupils under this protocol where no other school within a reasonable distance that can provide suitable education is available.

Appendix

The protocol includes all children who arrive outside the normal admissions round who have difficulty in securing a school place.

The following children are included in the protocol:

- looked after children;
- excluded pupils;
- those attending PRUs who need to be reintegrated back into mainstream education;
- those who have been out of education for longer than one school term;
- those whose parents have been unable to find them a place after moving into the area because of a shortage of places;
- those withdrawn from schools by their family, following fixed-term exclusions and unable to find another place;
- children of refugees or asylum seekers not in accommodation centres;
- homeless children;
- those with unsupportive family back grounds where a place has not been sought;
- those known to the police or other agencies;
- those without a school place with a history of serious attendance problems;
- Traveller children;
- any other children who present themselves outside of the normal admissions round and have difficulty in obtaining a school place within reasonable travelling distance of their home.



Wigan Local Authority

Proposed Co-ordinated Admission Scheme

Secondary Schools

2009-2010

September 2007

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Section one.

Transfer from primary to secondary school

1.1 The timetable for admissions to secondary school 2008-2009

Admission booklets and forms sent out On-line application service opens	12 September 2008
Closing date for applications On-line application service closes	24 October 2008
Wigan local authority sends details of applications to other local authorities	21 November 2008
Wigan local authority sends details of all applications to voluntary-aided schools (including applications from other local authorities)	28 November 2008
Voluntary-aided schools send ranked lists of applications to the local authority with initial offers	by 12 December 2008
Wigan local authority informs other local authorities of initial offers to be made to their residents	16 January 2009
Wigan local authority sends final lists of pupils offered places to voluntary-aided schools	23 February 2009
Offer letters sent to parents	2 March 2009
Closing date for appeals	16 March 2009

1.2 Applying for a place at a community or voluntary-controlled school.

All pupils in Year 6 at a Wigan Primary school in September 2008 will be sent:

- an **Admissions to Secondary School 2009-2010** booklet which gives details of all secondary schools in Wigan;
- an application form which asks for three preferences of school, in priority order. The form also asks parents for the reasons for these preferences; and
- information about how to apply on-line.

The application pack will usually be sent home from that school with the child.

If a child living in Wigan does not attend a Wigan primary school, we will post the application pack to their home. We will do this if either:

- parents contact us to tell us about their child; or
- the Local Authority for the primary school the child attends tells us that a child living in Wigan is attending one of their schools. We will ask our five neighbouring local authorities to send us these details in August 2008 and will comply with similar requests from other local authorities.

When parents have completed the application form they should return it to:

- the primary school if it is in Wigan; or
- Children and Young People's Services if the child's primary school is outside Wigan.

The local authority provides the facility for parents to apply for a place on-line should they wish.

If a child lives in Wigan but parents want them to attend a secondary school in another Local Authority:

- they should put the other local authority school on the Wigan application; and
- we will pass the details on to the other local authority.

If a child does not live in Wigan but parents want them to attend a Wigan school:

- they should put the name of the Wigan school on the application to their own local authority; and
- the home local authority will pass the child's details to Wigan.

Applications from parents living in other local authorities will be classed as on time if they have been received by the closing date in the home local authority co-ordinated admission scheme.

1.3 Applying for a place at a voluntary-aided school

In Wigan there is a range of schools available to parents in the voluntary-aided sector. The admission authorities for these schools are the individual governing bodies.

These schools have their own oversubscription criteria and consider admissions independently of the local authority. They have their own supplementary information forms to ask for details about religious affiliation. If parents want a place at one of these schools for their child they must:

- complete the local authority preference form and return it to the primary school or the local authority as described in section 1.2, or complete an on-line application;

and

- obtain and complete the school's own supplementary information form. This must be returned to the school when completed, but if it is sent to the Children and Young People's Services by mistake, we will pass it on.

The local authority will send voluntary-aided schools details of all applications for the school from the local authority form or on-line application electronically.

If a voluntary-aided school receives an application on its own supplementary information form directly from parents:

- they must make sure that the child appears on the list from the local authority;
- if the child does not appear on the local authority list, the school must inform the local authority (even if the child does not live within Wigan); and
- the local authority will make sure that an application showing preferences is obtained.

1.4 How we decide which school to offer.

All applications received by the closing date will be considered at the same time. We will use the 'equal preference' system to allocate places. The priority given to parents' 3 preferences of school on the local authority application form will not be considered in the first instance.

Community and voluntary controlled schools:

The local authority will look at **all** preferences for community and voluntary-controlled schools, without considering the order of preference.

If there are fewer applications for a school than places available, all children be offered a place.

If there are more applications than places available, the local authority will rank all applications using the oversubscription criteria. The admission number will then be applied to determine which children receive a potential offer of a place.

Voluntary-aided schools:

The local authority will send the governing bodies of voluntary-aided schools details of **all** children whose parents have expressed a preference for the school, without reference to the order of preference on the local authority application form.

If there are fewer applications for a school than places available, all children will be offered a place.

If there are more applications than places available, the governing body will rank all applications using the oversubscription criteria. The admission number will then be applied to determine which children receive a potential offer of a place.

The governing body will send the ranked list to the local authority, with details of potential offers.

Co-ordinating the offer of a single place

When applications for all schools have been ranked, where necessary, the local authority will co-ordinate the offer of a single place for each child. It is possible that some children will have more than 1 potential place. If this is the case, the place that has highest priority on the local authority application form will be offered.

School places which become available following the first round of co-ordination will be offered to the child ranked next in the oversubscription criteria, unless the child already has a potential offer with higher priority on the local authority application form.

We will also co-ordinate offers with neighbouring local authorities in the same way.

If a child living in Wigan cannot be offered a place at any of their parents' 3 preferences of school, they will be offered a place at the nearest Wigan school to their home address with a vacancy. If this is a voluntary-aided school and has a vacancy, the local authority will approach the governing body to ask them to offer a place.

1.5 Informing parents of places offered

The local authority will write to the parents of all children living in Wigan to tell them which school place is to be offered to their child. If the application was received by the closing date, 14 October 2008, we will do this on 2 March 2009.

- If the child attends a Wigan primary school, the letter will be sent to the school for the child to take home on 2 March 2009.
- If the child does not attend a Wigan primary school, the letter will be posted to the home address on 2 March 2009.
- If children living in other local authorities are to be offered a place in a Wigan school, we will write to the home address on 2 March 2009.

If the parents' application were late, we will write to them no earlier than 2 March.

1.6 Informing schools and other local authorities of places offered.

The local authority will send each secondary school in Wigan final lists to confirm the children who have been offered places at the school electronically on 23 February 2009.

We will send final details of pupils from other local authorities offered places in Wigan schools to their home local authority 23 February 2009.

1.7 Late applications

For applications received after the closing date and before the date of offer of places:

- the application will be classed as late;
- it will only be considered after applications received on time; and
- the offer of a place will be decided as described in section 1.4 .

For applications received after the offer date but before the start of the school year:

- applications will be considered as they are received; and
- the offer of a place will be decided as described in section 1.4

1.8 Waiting lists for community and voluntary-controlled schools

Places may become available at a school after the offer date 2 March but before pupils are admitted in the Autumn Term. The local authority will:

- put all children who are refused a first preference place at an oversubscribed school on a waiting list (including late applications);
- place any 2nd or 3rd preferences on the waiting list for these schools if parents request it ;
- allocate any places that become available up to the admission number to the next child or children on the waiting list, using the admission criteria for the school; and
- keep the waiting list until the first day of the Autumn Term only.

Any parent refused a place at one of their preferences of school still has the right of appeal. This will not affect the operation of the waiting list.

1.9 Waiting lists for voluntary-aided schools

The governing body will decide if a waiting list will be kept and how it will operate.

The details of this will be published in the school's admission arrangements.

1.10 Applications outside the normal year of entry

Parents may occasionally apply for their child to be admitted outside their normal age group:

- to the year above if the child is gifted or talented; or
- to a lower year group if the child has special educational needs or has experienced problems.

The LA, as admission authority for community and controlled schools, or the governing body, as admission authority for voluntary aided schools, will consider these applications individually.

The decision will be taken after discussion with the Headteacher and other relevant professionals, such as the Educational Psychologist, and based on educational grounds.

Section Two

Applications during the school year

2.1 Applying for a place

If a parent wishes to apply for a school place during the school year, the local authority will ask them to complete a mid year application form which asks:

- for three preferences in priority order; and
- parents to give reasons for their preferences.

2.2 Applying for a place at a voluntary-aided school

The local authority will send voluntary-aided schools details of applications for the school unless we have been able to offer a place at a community or controlled school which parents have given higher priority on the application form.

The governing body may also want parents to complete their own form which can be obtained from the school. Parents may approach a voluntary-aided school directly and, if there are places available, the child will be admitted.

2.3 Applying for a place at a school in another local authority

We will send other local authorities details of applications for schools in their area unless we have been able to offer a place at a Wigan school which parents have given higher priority on the application form.

2.4 How we decide which school to offer

The school place to be offered will be decided as described in section 1.4. The local authority Fair Access Policy (attached) will apply to some applications. In these cases places may be offered above the admission number.

If a child living in Wigan cannot be offered a place at one of their parents' preferences, they will be offered a place at the nearest Wigan school to their home address with a vacancy. If the school is voluntary-aided and has a vacancy, the governing body will be approached and asked to offer a place.

2.5 Informing parents of the place offered

The letter informing parents of the offer of a place will be sent:

- by the local authority for community or controlled schools in Wigan or other local authorities; or
- by the governing body for voluntary-aided schools.

Fair Access Policy

Background

In some areas of the Authority and in some year groups there are no school places available.

A consequence of this is that pupils without a school place are sometimes offered one in a school many miles from their home, necessitating a difficult journey. The parents of pupils in this position often appeal successfully for a place at a school near their home. The appeal process can result in these pupils being out of school for prolonged periods.

Proposal

If no school place is available within a reasonable distance of a pupil's home, the Director of Children and Young People's Services will allocate a place at a community school even if the admission number for that school has been reached in the appropriate year group.

In making a decision to allocate a place, the Director will consider:

- parental preference;
- alternative places available;

- existing over-crowding in schools in the appropriate year;
- existing over-crowding in the whole school; and
- ease of access to the school from the pupil's house.

The types of pupils included in the protocol are attached in the appendix.

It is hoped all schools recognise the need for and will co operate with the protocol. The Code of Practice provides that aided and voluntary controlled schools must participate in the Protocol. The Authority has power to direct aided schools to admit pupils under this protocol where no other school within a reasonable distance that can provide suitable education is available.

Appendix

The protocol includes all children who arrive outside the normal admissions round who have difficulty in securing a school place.

The following children are included in the protocol:

- looked after children;
- excluded pupils;
- those attending PRUs who need to be reintegrated back into mainstream education;
- those who have been out of education for longer than one school term;
- those whose parents have been unable to find them a place after moving into the area because of a shortage of places;
- those withdrawn from schools by their family, following fixed-term exclusions and unable to find another place;
- children of refugees or asylum seekers not in accommodation centres;
- homeless children;
- those with unsupportive family back grounds where a place has not been sought;
- those known to the police or other agencies;
- those without a school place with a history of serious attendance problems;
- Traveller children;
- any other children who present themselves outside of the normal admissions round and have difficulty in obtaining a school place within reasonable travelling distance of their home.



DfES Achievement Award Winner for Excellence
Orrell Holgate Primary School
A National Top 200 School for Level 5 Achievement in 2003

Headteacher: Mr M G Wilson B.Ed., M.A., P.G. Dip., SEN
Deputy Headteacher: Mr A Benson B.A.



Admission to Primary Schools 2009-2010 Consultation

1.1 The Timetable for admissions to primary Schools 2009-2010

Admission booklets and forms sent out. On-line applications service opens	5 th Dec 2008
Closing date for applications. On-line application service closes.	30 th Jan 2009

The Governing Body asks is the new rescheduled timetable, starting on 5th December 2008 for applications, the best time to be asking parents to make these very important choices. This is the busiest time of the year for parents, the post and school will also be closed over the Christmas period.

The Governing body request that the current admission timetable starting in mid January would be far more suitable.

The Governing Body of Orrell Holgate Primary School.

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