

Report to: Children, Young People and Families Scrutiny
Committee
Cabinet
Council

Date: 11 March 2010
18 March 2010
28 April 2010

Subject: Determination of Admission Arrangements 2011-2012:
Community and Voluntary Controlled Schools

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

Contact officer: Sue Wilkinson 01942 486238
email Sue.Wilkinson@wigan.gov.uk
Julie Hough 01942 486035
email Julie.hough@wigan.gov.uk

Purpose / summary: To report on the LA consultation on admission arrangements for community and voluntary controlled schools and nurseries for 2011-2012.

To report on the co-ordinated admission schemes including in-year, primary and secondary.

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

Recommendation / decision: (1) It is recommended that the Children, Young People and Families Scrutiny Committee and Cabinet comment upon the proposals in the report:

(2) It is recommended that Council:

- ◆ Approve the proposed over-subscription criteria for community and voluntary-controlled schools;
- ◆ Approve the proposed admission numbers for community and voluntary controlled primary and secondary schools for 2011-2012;
- ◆ Approve the proposed in-year co-ordinated admission scheme for 2010-2011;
- ◆ Approve the proposed primary and secondary co-ordinated admission schemes for 2011-2012; and
- ◆ Adopts the admission arrangements for 2011-2012 as part of the Council's policy framework.

The decision will be made as a result of this report and will be published within 48 hours

Risks / Implications:

Financial:	None
Staffing:	None
Policy:	School Admissions
Equal Opportunities - Has a Diversity Impact Assessment been conducted?	No, a diversity impact assessment is not necessary because there are no significant changes to proposed admission arrangements. Equality and diversity implications have been considered when producing this report as well as the statutory requirements of the School Admissions Code which promotes fair access to school places.
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?

Does this proposal have significant implications for the Council and the local population?

A diversity impact assessment is not necessary at this stage, however, equality and diversity implications have been considered when producing this report.

Does this proposal involve a new policy or procedure or significant changes to an existing policy or procedure?

A diversity impact assessment is not necessary at this stage, however, equality and diversity implications have been considered when producing this report.

Has the Service Director - Borough Solicitor confirmed that the recommendations within this report are lawful and comply with the Council’s Constitution? **Yes**

Has the Service Director - Corporate Services 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 :

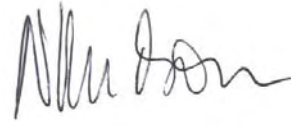
Categorisation of the report:			
Discussion leading to a decision		Discussion	
Monitoring		Decision	X
Sharing for corporate understanding		Information	

Tracking/Process:

	Consultation	Ward Members	Partners
	1.1.2010 to 28.2.2010		
Committee	Overview & Scrutiny	Cabinet	Council
11.3.10		18.3.10	28.4.10

There are no Background Papers to this Report within the meaning of Section 100D of the Local Government Act 1972.

Proper Officer



Date

1st March 2010

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 For admission arrangements 2011-2012, where there is a proposed change in the admission arrangements to those determined for 2010-2011, the Local Authority must consult for an eight week period up to 1 March the governing bodies of all community and voluntary controlled, voluntary aided and foundation schools in Wigan, the Admission Forum, neighbouring authorities, parents and community groups before “determining” (finalising) these arrangements.
- 1.3 All admission authorities must determine their admission arrangements for 2011-2012 by 15 April 2010.
- 1.4 In accordance with the Admissions Code, the authority must secure agreement to a co-ordinated admission scheme for in-year admissions which must operate from September 2010.
- 1.5 The LA must also consult annually on the co-ordinated admission schemes for primary and secondary schools.
- 1.6 Admission arrangements must reflect the mandatory provisions of the School Admission Code.

2 Admission Arrangements for Local Authority Nurseries

- 2.1 The proposed over-subscription criteria for community and voluntary controlled nurseries are the same as those determined for 2010-2011. They are:
 - ◆ Children in public care.
 - ◆ Children identified by the LA as having learning difficulties or a disability greater than most other children and will benefit from early integration; 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 need.
NB Appropriate objective evidence will need to be supplied in support of the above and referral would normally be via other professional agencies.
 - ◆ 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 distance between the child’s permanent residence and a central point in the nursery.

2.2 There are no proposed changes to current admission numbers. On 19 March 2009 Cabinet approved flexibility of nursery admission numbers to individual governing bodies to manage by considering the demand for places with the financial implications of being under-subscribed, together with the responsibility for adjusting staffing levels accordingly in line with Early Years Funding Staffing ratios.

3 Proposed Admission Arrangements for Community and Voluntary Controlled Primary Schools

3.1 The proposed admission arrangements for community and voluntary controlled primary schools are attached as follows:

- ◆ Appendix 1 – infant and primary schools (except Hindley Junior and Infant school)
- ◆ Appendix 2 – Hindley Junior and Infant School
- ◆ Appendix 3 – Leigh CE Junior School

3.2 The proposed over-subscription criteria for community and voluntary controlled infant and primary schools (except Hindley Junior and Infant School) is attached at Appendix 1 and are the same as those for 2010-2011. However, to ensure compliance with the Admissions Code and advice issued to all Local Authorities from the Office of the Schools Adjudicator, the notes to the oversubscription criteria include:

- ◆ Information about parents' right to request deferred entry to Reception class.
- ◆ Information about parents' right to request their child attends school on a part-time basis until they reach compulsory school age.
- ◆ How places will be allocated if there is a tie in distance from home to school.
- ◆ What happens if the last child to be offered a place is one of multiple birth.
- ◆ A place at a nursery school does not guarantee a place at a primary school.

3.3 The proposed over-subscription criteria for Hindley Junior and Infant school are attached at **Appendix 2**. This is a community school resourced to meet the needs of children with specific complex medical needs. The proposed admission arrangements for Hindley Junior and Infant School includes the introduction of an additional criterion, "criterion 2" which gives children with complex medical needs priority of places where there are more applications than places available.

3.4 The proposed over-subscription criteria for Leigh CE Junior School can be found at **Appendix 3**. The proposals are the same as those in place for 2010-2011 but include the relevant information required as detailed in 3.2.

3.5 The Admission Forum agreed to the proposed over-subscription criteria for community and voluntary controlled schools.

3.6 Consultation with other consultees listed in section 1.2 of this report ends at the end of February 2010. Feedback on the consultation will be made available to Children, Young People and Families Scrutiny Committee and Cabinet at the meeting.

4 Proposed Over-subscription Criteria for Community and Controlled Secondary Schools

4.1 The proposed admission criteria for community and controlled secondary schools are attached as follows:

- ◆ Appendix 4 Community and controlled secondary schools
- ◆ Appendix 5 Fred Longworth High School
- ◆ Appendix 6 Westleigh High School
- ◆ Appendix 7 Bedford High School

4.2 Appendix 4 gives the proposed over-subscription criteria for community and voluntary controlled secondary schools namely Cansfield High, Golborne High, Rose Bridge High, Shevington High, Standish High, Lowton High and Hawkley Hall High Schools. These admission arrangements are the same as those determined for 2010-2011. However, to ensure compliance with the Admission Code relevant notes in the admission criteria include information as detailed in section 3.2.

4.3 Appendices 5, 6 and 7 give details of the proposed over-subscription criteria for the three community and voluntary controlled secondary schools where there has been a change in admission arrangements because of the re-organisation of secondary school provision through phase one of the Building Schools for the Future program namely Fred Longworth, Westleigh and Bedford High Schools. The proposals were detailed in a report to Cabinet on 30 July 2009. Cabinet approved the proposals as reflected in the minutes.

4.4 The Admission Forum at its meeting on 27 January supported the proposed admission arrangements for all community and voluntary controlled secondary schools.

4.5 The consultation with other consultees listed in section 1.2 of this report ends at the end of February 2010. Feedback on the consultation will be made available to Children, Young People and Families Scrutiny Committee and Cabinet at the meeting.

5 Admission Numbers

5.1 In accordance with the Admissions Code the physical capacity of all schools must be reviewed annually to ensure that admission numbers reflect the capacity of schools. Admission authorities must set admission numbers with regard to the most recent capacity assessment of the school.

5.2 Admission authorities may fix an admission number that is lower than the net capacity assessment but to do so they must publish this information for parents at the same time

as notifying other admission authorities of their admission arrangements, who may object to the proposals.

- 5.3 The proposed admission numbers for community and voluntary controlled primary schools are attached at **Appendix 8**. The proposed admission numbers are the same as those determined for 2010-2011 for all but one school, Tyldesley Primary.
- 5.4 Tyldesley Primary School had a temporary increase in admission number for the 2009 and 2010 intakes to accommodate the demand for places in the Tyldesley area. Consultation began in January 2010 to increase the school to a permanent intake of 45 from 2011 onwards. If this proposal is agreed, the admission number will be 45. If the proposal is not agreed, the school must keep an admission number of 30 and the LA will be required to publish a notice because the current net capacity assessment of school buildings gives an indicated admission number of 34. An admission number of 30 will ensure the school complies with the infant class size regulations and the efficient use of resources.
- 5.5 The proposed admission numbers for two primary schools are below the minimum indicated by the net capacity assessment of school places, Garrett Hall and Beech Hill Primary Schools.
- 5.6 Garrett Hall has a proposed admission number of 60 but has an indicated admission number of 61. The admission number of 60 allows the school to comply with infant class size regulations and the efficient use of resources.
- 5.7 Beech Hill has a proposed admission number of 30. Building work is currently underway at the school which will reduce the school to a one form entry with an intake of 30. The net capacity assessment will be carried out again when the building work is complete. The LA must publish a notice if the indicated admission number is lower than that generated by the net capacity assessment of school places in order for the school to provide education at KS1 cost effectively.
- 5.8 The Admission Forum agreed with the proposed admission numbers.
- 5.9 Consultation with other consultees listed in section 1.2 of this report ends at the end of February 2010. Feedback on the consultation will be made available to Children, Young People and Families Scrutiny Committee and Cabinet at the meeting.

6 Secondary Schools

- 6.1 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.
- 6.2 **Appendix 9** gives details of:
- ◆ The determined admission numbers for 2010-2011;

- ◆ The most recent minimum and maximum numbers generated by the Net Capacity Assessment; and
 - ◆ The proposed admission numbers for 2011-2012.
- 6.3 The proposed admission numbers for community and voluntary controlled secondary schools are the same as those determined for 2010-2011 for all but two secondary schools, Westleigh High and Hawkley Hall High.
- 6.4 There is a proposed increase in admission number by one for Westleigh because the net capacity assessment for Westleigh High School gives a minimum indicated admission number of 156 (one more than their current admission number of 155) and the school is heavily over-subscribed with first preferences.
- 6.5 Hawkley Hall High School have requested their admission number is reduced from 188 to 184. Their request is attached at **Appendix 10**. If their admission number is reduced to 184 it will be in line with the minimum indicated admission number of the net capacity assessment of school places. However, should the school change the buildings or room usage, this will have an impact on the minimum indicated admission number. Whilst the school is not over-subscribed with first preferences, it does not have high levels of surplus places.
- 6.6 The proposed admission number for Rose Bridge High School is 155 which is below the minimum indicated by the net capacity assessment of school places. The school is under-subscribed and therefore an admission number of 155 does not impact on parental preference. If the LA determines an admission number of 155 it will be required to publish a notice.
- 6.7 The Admission Forum agreed with the proposed admission numbers for both Westleigh High and Rose Bridge secondary schools. However, the Admission Forum did not support the proposed reduction in admission number for Hawkley Hall High because of the possible changes to the admission number where there are minimal changes in room usage. Year on year there are no adverse consequences to retaining it at 188.
- 6.8 Consultation with other consultees listed in section 1.2 of this report ends at the end of February 2010. Feedback on the consultation will be made available to Children, Young People and Families Scrutiny Committee and Cabinet at the meeting.

7 Proposed In-year Application Scheme

- 7.1 The Admission Code has made it mandatory that from the 2010-2011 academic year Local Authorities must formulate schemes for co-ordinating applications made during the academic year and applications for admission to age groups other than the normal year of entry (“in-year applications”).
- 7.2 Consultation on a proposed in-year co-ordinated admission scheme has taken place with schools in the Wigan area, diocesan boards, the Admission Forum and neighbouring authorities. The LA received a number of comments on the draft scheme.

Comment:

The governors of two voluntary aided schools did not agree with the requirement that the ranked list will be sent to the School Places Team no later than the end of the following school day.

The proposed in-year application scheme was amended to allow 5 school days for the ranking process.

Comment:

The governors of a voluntary aided school in the Atherton area raised their concern that the proposed in-year application scheme could lead to a rise in transfers between local schools which may be avoided. Governors currently have a protocol in place with local schools whereby parents are advised to speak with the child's current headteacher before they consider a transfer. If the transfer is requested following discussion with the current headteacher and a school has a place then the child is accepted.

The Admission Code states that the Local Authority must co-ordinate all applications for school places and applicants must not be refused the opportunity to make an application. To address this issue and comply with the Admission Code, the proposed co-ordinated admission scheme was amended to reflect the advice given to parents by the School Places Team to parents who are considering a transfer of school.

7.4 The proposed in-year co-ordinated application scheme is attached at **Appendix 11**.

7.5 The proposed in-year co-ordinated admission scheme was approved by the Admission Forum.

8 Proposed Secondary Co-ordinated Admission Scheme 2011-2012

8.1 The proposed secondary co-ordinated admission scheme is attached at **Appendix 12**.

8.2 The proposed scheme takes into account the mandatory provision of the Admission Code which gives a closing date for applications of 31 October 2010 and the requirement to co-ordinate in-year applications.

8.3 The Admission Forum approved the proposed secondary co-ordinated admission scheme.

8.4 The LA did not receive any comments from other consultees.

9 Proposed Primary Co-ordinated Admissions Scheme 2011-2012

9.1 The proposed primary co-ordinated admission scheme is attached at **Appendix 13**. The scheme provides for the mandatory provision of the Admission Code including:

- ◆ The statutory closing date for applications;
- ◆ That residents apply to their home Local Authority for a place in any primary school;

- ◆ The LA exchanges and co-ordinates applications with the appropriate admitting authority; and
- ◆ The requirement to co-ordinate all in-year applications.

9.2 The Admission Forum approved the proposed primary co-ordinated admission scheme.

9.3 The LA did not receive any comments from schools on the proposed primary co-ordinated admissions scheme.

10 Proposals

10.1 It is recommended that the Children, Young People and Families Scrutiny Committee and Cabinet comment upon the proposals in the report:

10.2 It is recommended that Council:

- ◆ Approve the proposed over-subscription criteria and admission numbers for community and controlled nurseries, primary and secondary schools for 2011-2012;
- ◆ Approve the proposed admission numbers for community and voluntary controlled primary and secondary schools for 2011-2012;
- ◆ Approve the proposed in-year application scheme for 2010-2011;
- ◆ Approve the proposed primary and secondary co-ordinated admission schemes for 2011-2012; and
- ◆ Adopts the admission arrangements for 2011-2012 as part of the Council's policy framework.

11 Alternative Options Considered and Reason for the Recommended Option:

11.1 The alternative options considered take into account the Admission Forum's advice and guidance in the Admission Code 2010.

12 Conclusions

12.1 It is recommended that Members should note the content of this report and endorse recommendations.

Proposed Over-subscription Criteria for Community and Voluntary Controlled Primary Schools 2011-2012

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

1. Children in public care
2. Children whose older brothers or sisters attend the school and will still be there at the time of admission
3. Children who live closest to the school.

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.

If we offer the last place available at a school to one of twins (or triplets, or so on), our policy is to admit the other twin or triplets too. But it is not possible to do this if it would mean class sizes go above the legal limit. In this situation, we will offer the place that is available and you can decide which child will take up the place. At the same time, we will tell you which other schools could take all the children.

Occasionally, the distance from home to school is the same for more than one child (for example, if more than one child lives in the same block of flats). In these cases we will use a system to randomly pick who will be offered a place.

When considering your child's application, we will use the permanent home address we have for you at the closing date for applications. If parents are separated and the child spends time at each parent's address, the address we use for admission to school is that of the main carer. We use the address of the parent who receives the Child Benefit for this.

Brothers and Sisters

We will include half-brothers and half-sisters; stepbrothers and stepsisters; and foster brothers and foster sisters who live at the same address as part of the same family unit.

Nursery Applications

If your child goes to a nursery attached to the school:

- ◆ They do not have an automatic right to a place in a reception class at the school.

- ◆ You must send in your application form or apply on-line by the closing date for applications.

Deferred Entry

Parents can request that the date their child is admitted to the school is deferred until later in the school year or until the child reaches compulsory school age in that school year. Where entry is deferred, the place will be held open and not offered to another child. Parents cannot defer entry beyond the beginning of the term after the child's fifth birthday, nor beyond the academic year for which the original application was accepted.

Part-time Attendance

Parents can request that their child attends part-time until the child reaches compulsory school age.

Waiting lists

Places may become available at a school after the offer date. We will:

- ◆ Put all children who we refuse a place at one of their preferences on the waiting list for the school;
- ◆ Keep the list in priority order, decided by the oversubscription criteria for the school only;
- ◆ Offer any place that become available to the next child on the waiting list; and
- ◆ Maintain the waiting list until the end of the autumn term in 2011.

We cannot take into account the length of time a child's name has been on the waiting list, only the admission criteria for the school. This means that your child's position on the list may change if another parent asks to be put on the list and their child has higher priority in the oversubscription criteria.

Proposed Over-subscription Criteria for Hindley Junior and Infant School

Hindley Junior and Infant is a fully inclusive school with facilities to accommodate children with a wide range of complex needs.

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

1. Children in public care.
2. Children with physical and / or medical difficulties who the Local Authority have determined, following an assessment of the child's needs, require a resourced place at the school.
3. Children whose older brothers or sisters attend the school and will still be there at the time of admission
4. Children who live closest to the school.

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.

If we offer the last place available at a school to one of twins (or triplets, or so on), our policy is to admit the other twin or triplets too. But it is not possible to do this if it would mean class sizes go above the legal limit. In this situation, we will offer the place that is available and you can decide which child will take up the place. At the same time, we will tell you which other schools could take all the children.

Occasionally, the distance from home to school is the same for more than one child (for example, if more than one child lives in the same block of flats). In these cases we will use a system to randomly pick who will be offered a place.

When considering your child's application, we will use the permanent home address we have for you at the closing date for applications. If parents are separated and the child spends time at each parent's address, the address we use for admission to school is that of the main carer. We use the address of the parent who receives the Child Benefit for this.

Brothers and Sisters

We will include half-brothers and half-sisters; stepbrothers and stepsisters; and foster brothers and foster sisters who live at the same address as part of the same family unit.

Nursery Applications

If your child goes to a nursery attached to the school:

- ◆ They do not have an automatic right to a place in a reception class at the school.
- ◆ You must send in your application form or apply on-line by the closing date for applications.

Deferred Entry

Parents can request that the date their child is admitted to the school is deferred until later in the school year or until the child reaches compulsory school age in that school year. Where entry is deferred, the place will be held open and not offered to another child. Parents cannot defer entry beyond the beginning of the term after the child's fifth birthday, nor beyond the academic year for which the original application was accepted.

Part-time Attendance

Parents can request that their child attends part-time until the child reaches compulsory school age.

Waiting Lists

Places may become available at a school after the offer date. We will:

- ◆ Put all children who we refuse a place at one of their preferences on the waiting list for the school;
- ◆ Keep the list in priority order, decided by the oversubscription criteria for the school only;
- ◆ Offer any place that become available to the next child on the waiting list; and
- ◆ Maintain the waiting list until the end of the autumn term in 2011.

We cannot take into account the length of time a child's name has been on the waiting list, only the admission criteria for the school. This means that your child's position on the list may change if another parent asks to be put on the list and their child has higher priority in the oversubscription criteria.

Leigh CE Junior School

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 from Leigh CE Infants' School and Leigh St John's Infants' School with equal priority.
4. Children living closest to the school.

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.

If we offer the last place available at a school to one of twins (or triplets, or so on), our policy is to admit the other twin or triplets too.

Occasionally, the distance from home to school is the same for more than one child (for example, if more than one child lives in the same block of flats). In these cases we will use a system to randomly pick who will be offered a place.

When considering your child's application, we will use the permanent home address we have for you at the closing date for applications. If parents are separated and the child spends time at each parent's address, the address we use for admission to school is that of the main carer. We use the address of the parent who receives the Child Benefit for this.

Brothers and Sisters

We will include:

- ◆ Half-brothers and half-sisters;
- ◆ Stepbrothers and stepsisters; and
- ◆ Foster brothers and foster sisters;

who live at the same address as part of the same family unit.

Waiting lists

Places may become available at a school after the offer date. We will:

- ◆ Put all children who we refuse a place at one of their preferences on the waiting list for the school;
- ◆ Keep the list in priority order, decided by the oversubscription criteria for the school only;
- ◆ Offer any place that become available to the next child on the waiting list; and
- ◆ Maintain the waiting list until the end of the autumn term in 2011.

We cannot take into account the length of time a child's name has been on the waiting list, only the admission criteria for the school. This means that your child's position on the list may change if another parent asks to be put on the list and their child has higher priority in the oversubscription criteria.

Proposed Over-subscription Criteria for Community and Voluntary Controlled Secondary Schools 2011-2012

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

1. Children in public care
2. Children whose older brother or sister attends 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.

If we offer the last place available at a school to one of twins (or triplets, or so on), our policy is to admit the other twin or triplets too.

Occasionally, the distance from home to school is the same for more than one child (for example, if more than one child lives in the same block of flats). In these cases we will use a system to randomly pick who will be offered a place.

When considering your child's application, we will use the permanent home address we have for you at the closing date for applications. If parents are separated and the child spends time at each parent's address, the address we use for admission to school is that of the main carer. We use the address of the parent who receives the Child Benefit for this.

Brothers and Sisters

We will include:

- ◆ Half-brothers and half-sisters;
- ◆ Stepbrothers and step sisters; and
- ◆ Foster brothers and foster sisters;

who live at the same address as part of the same family unit.

Waiting Lists

Places may become available at a school after the offer date of 1 March 2011. We will:

- ◆ Put all children who we refuse a place at one of their preferences on the waiting list for the school;
- ◆ Keep the list in priority order, decided by the oversubscription criteria for the school only;
- ◆ Offer any place that become available to the next child on the waiting list; and
- ◆ Maintain the waiting list until the end of the autumn term in 2011.

We cannot take into account the length of time a child's name has been on the waiting list, only the admission criteria for the school. This means that your child's position on the list may change if another parent asks to be put on the list and their child has higher priority in the oversubscription criteria.

Fred Longworth High School
Printshop Lane
Tyldesley
M29 8JN

Admission Number: 255

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 need which names the school.

1. Children in public care.
2. Children with a brother or sister who will be attending the school at the time of admission.
3. Children who live in Tyldesley, Astley and Atherton (postcodes M28; M29 and M46) and who attend the following primary schools at the time of application: Hindsford CE; Tyldesley Primary; Tyldesley St George's CE; Garrett Hall; Astley St Stephen's CE; St John's Mosley Common CE; Chowbent and Atherton St Phillip's CE.
4. Other children that live in Tyldesley; Astley and Atherton (postcodes M28; M29 and M46).
5. Other children living nearest to the school.

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.

Occasionally, the distance from home to school is the same for more than one child (for example, if more than one child lives in the same block of flats). In these cases, we will use a system to randomly pick who will be offered a place.

If we offer the last place available at the school to one of twins (or triplets, and so on), our policy is the admit the other twin or triplets too.

When considering your child's application, we will use the permanent home address we have for you at the closing date for applications. If parents are separated and the child spends time at each parent's address, the address we use for admission to school is that of the main carer. We use the address of the parent who receives the Child Benefit for this.

Brothers and Sisters

We will include half-brothers and half-sisters; stepbrothers and stepsisters; and foster brothers and foster sisters who live at the same address as part of the same family unit.

Waiting lists

Places may become available at a school after the offer date of 1 March 2011. We will:

- ◆ Put all children who we refuse a place at one of their preferences on the waiting list for the school;
- ◆ Keep the list in priority order, decided by the oversubscription criteria for the school only;
- ◆ Offer any place that become available to the next child on the waiting list; and
- ◆ Maintain the waiting list until the end of the autumn term in 2011.

We cannot take into account the length of time a child's name has been on the waiting list, only the admission criteria for the school. This means that your child's position on the list may change if another parent asks to be put on the list and their child has higher priority in the oversubscription criteria.

Westleigh High School
Westleigh Lane
Leigh
WN7 5NL

Admission Number – 156

Where the school receives more applications than the number of 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 who have a brother or sister who will be attending the school at the time of admission.
3. Children who live in Westleigh, Leigh and Atherton (postcodes M46; WN7-4 and WN7-5) and who attend the following primary schools at the time of application: Newton Westpark; Westleigh Methodist; Westleigh St Paul's CE; Leigh St Peter's CE; Atherton St George's CE; Meadowbank; Parklee and St Michael's CE.
4. Other children that live in Westleigh, Leigh and Atherton (postcodes M46; WN7-4 and WN7-5)
5. Other children living nearest to the school.

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.

Occasionally, the distance from home to school is the same for more than one child (for example, if more than one child lives in the same block of flats). In these cases, we will use a system to randomly pick who will be offered a place.

If we offer the last place available at the school to one of twins (or triplets, and so on), our policy is to admit the other twin or triplets too.

When considering your child's application, we will use the permanent home address we have for you at the closing date for applications. If parents are separated and the child spends time at each parent's address, the address we use for admission to school is that of the main carer. We use the address of the parent who receives the Child Benefit for this.

Brothers and Sisters

We will include half-brothers and half-sisters; stepbrothers and stepsisters; and foster brothers and foster sisters who live at the same address as part of the same family unit.

Waiting Lists

Places may become available at a school after the offer date of 1 March 2011. We will:

- ◆ Put all children who we refuse a place at one of their preferences on the waiting list for the school;

- ◆ Keep the list in priority order, decided by the oversubscription criteria for the school only;
- ◆ Offer any place that become available to the next child on the waiting list; and
- ◆ Maintain the waiting list until the end of the autumn term in 2011.

We cannot take into account the length of time a child's name has been on the waiting list, only the admission criteria for the school. This means that your child's position on the list may change if another parent asks to be put on the list and their child has higher priority in the oversubscription criteria.

Bedford High School
Manchester Road
Leigh
WN7 2LU

Admission Number – 242

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 need which names the school.

1. Children in public care.
2. Children with a brother(s) or sister(s) who will be attending the school at the time of admission.
3. Children who live in Leigh (postcodes WN7-1, WN7-2, WN7-3; WN7-4) and who attend the following primary schools at the time of application: Bedford Hall Methodist; Christ Church Pennington CE; Higher Folds; Leigh CE Junior School; Leigh Central; and Leigh St Thomas CE.
4. Other children that live in Leigh (postcodes WN7-1; WN7-2; WN7-3; WN7-4)
5. Other children living nearest to the school.

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.

Occasionally, the distance from home to school is the same for more than one child (for example, if more than one child lives in the same block of flats). In these cases, we will use a system to randomly pick who will be offered a place.

If we offer the last place available at the school to one of twins (or triplets, and so on), our policy is to admit the other twin or triplets too.

When considering your child's application, we will use the permanent home address we have for you at the closing date for applications. If parents are separated and the child spends time at each parent's address, the address we use for admission to school is that of the main carer. We use the address of the parent who receives the Child Benefit for this.

Brothers and Sisters

We will include half-brothers and half-sisters; stepbrothers and stepsisters; and foster brothers and foster sisters who live at the same address as part of the same family unit.

Waiting lists

Places may become available at a school after the offer date of 1 March 2011. We will:

- ◆ Put all children who we refuse a place at one of their preferences on the waiting list for the school;

- ◆ Keep the list in priority order, decided by the oversubscription criteria for the school only;
- ◆ Offer any place that become available to the next child on the waiting list; and
- ◆ Maintain the waiting list until the end of the autumn term in 2011.

We cannot take into account the length of time a child's name has been on the waiting list, only the admission criteria for the school. This means that your child's position on the list may change if another parent asks to be put on the list and their child has higher priority in the oversubscription criteria.

Appendix 8

DCSF School	Admission number 2010	Minimum indicated admission number	Maximum indicated admission number	Proposed admission number 2011-2012
2000 BEECH HILL COMMUNITY PRIMARY	30	45	50	30
2007 WOODFIELD PRIMARY SCHOOL	30	27	30	30
2009 MARSH GREEN PRIMARY	30	27	30	30
2010 WORSLEY MESNES C.P	30	27	30	30
2013 MABS CROSS PRIMARY SCHOOL	70	55	61	70
2015 MARUS BRIDGE PRIMARY SCHOOL	45	37	44	45
2017 WINSTANLEY (COMMUNITY) PRIMARY	60	37	42	60
2023 ORRELL HOLGATE PRIMARY SCHOOL	30	27	30	30
2026 NEWFOLD C P SCHOOL	60	52	58	60
2027 SHEVINGTON COMMUNITY PRIMARY	30	22	29	30
2030 ABRAM BRYN GATES CP	30	27	30	30
2031 HINDLEY J & I SCHOOL	30	27	30	30
2032 HINDLEY GREEN C.P. SCHOOL	60	48	54	60
2033 BRITANNIA BRIDGE PRIMARY	30	15	22	30
2034 LEIGH CENTRAL PRIMARY SCHOOL	30	29	32	30
2036 TYLDESLEY PRIMARY	45	34	38	30*
2037 GOLBORNE COMMUNITY PRIMARY SCHOOL	45	42	47	45
2039 LOWTON JUNIOR & INFANT SCHOOL	17	15	17	17
2040 LEIGH NEWTON WESTPARK PRIMARY	30	22	25	30
2041 HIGHER FOLDS PRIMARY	25	15	21	25
2043 R.L.HUGHES PRIMARY SCHOOL MEADOWBANK PRIMARY SCHOOL & NURSERY EDUCATION	70	61	68	70
2045 CENTRE	30	22	25	30
2046 PARKLEE COMMUNITY SCHOOL	30	30	34	30
2047 WOOD FOLD PRIMARY SCHOOL	60	52	59	60
2049 LOWTON WEST	60	51	57	60
2050 SHEVINGTON VALE C P	30	21	23	30
2051 NICOL MERE SCHOOL	60	43	48	60

DCSF School	Admission number 2010	Minimum indicated admission number	Maximum indicated admission number	Proposed admission number 2011-2012
2053 GILDED HOLLINS COMM. PRIMARY	30	22	28	30
2058 GARRETT HALL PRIMARY SCHOOL	60	61	68	60
2062 MILLBROOK COUNTY PRIMARY	30	22	26	30
2064 LAMBERHEAD GREEN C.P.	60	52	58	60
3007 ST. JAMES' C.E. PRIMARY	30	27	30	30
3010 BRYN ST. PETER'S C.E. PRIMARY	30	27	30	30
3015 HINDSFORD C.E.	30	27	30	30
3022 WESTLEIGH METHODIST PRIMARY SCHOOL	21	21	24	21
3023 CHOWBENT PRIMARY SCHOOL	30	27	30	30
3025 LEIGH C E JUNIOR SCHOOL	97	89	99	97
3027 BEDFORD HALL METHODIST PRIMARY	30	27	30	30
3029 INCE ST MARYS C.E.PRIMARY	30	22	28	30
3436 PLATT BRIDGE COMMUNITY SCHOOL	45	42	47	45
3437 WESTFIELD COMMUNITY SCHOOL	60	54	60	60

***Statutory consultation to enlarge Tyldesley Primary School is currently underway to increase the admission number to 45.**

Proposed admission numbers for community and voluntary controlled secondary schools 2011-2012

DCSF	School	Published admission number 2010-2011	Minimum indicated admission number	Maximum indicated admission number	Proposed admission number for 2011-2012
4015	CANSFIELD HIGH SPECIALIST LANGUAGE COLLEGE	202	202	225	202
4019	BEDFORD HIGH SCHOOL	242	225	251	242
4022	GOLBORNE HIGH SCHOOL	171	167	186	171
4023	ABRAHAM GUEST HIGH SCHOOL	205	174	193	205
4025	FRED LONGWORTH HIGH SCHOOL	255	252	280	255
4027	SHEVINGTON HIGH SCHOOL	178	172	191	178
4028	LOWTON HIGH SCHOOL	230	220	245	230
4034	STANDISH COMMUNITY HIGH SCHOOL	250	244	271	250
4035	HAWKLEY HALL HIGH SCHOOL	188	184	205	184
4017	ROSE BRIDGE	155	157	174	155
4020	WESTLEIGH HIGH SCHOOL	155	156	173	156



**Hawley Hall
High School**
A Specialist Performing College



Central Wigan WNS 011
T 01922 201610
F 01922 703570
E ash@wsh.nhs.uk
W www.wsh.nhs.uk

Headteacher
Mr R.W. Halford

4th December 2009

Mrs. C. Parry
Principal Officer School Provision
Wigan Council
Children & Young Peoples' Services
Progress House
Westwood Park Drive
WIGAN
WN3 4HH

Dear Mrs. Parry

Net Capacity Assessment

Following our net capacity reassessment, based on our updated plan and room legend, we note that the minimum number of work places has been reduced. As a result, the governors of Hawley Hall High School request that our admission number be adjusted accordingly to reflect this reduction. We wish the school admission number to be set at **184** for 2011.

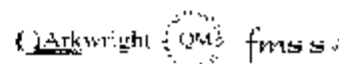
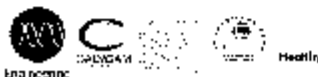
Historically the admission number for Hawley Hall was 180. It was only upon the introduction of net capacity that this number was increased. For the sizes of classrooms and width of corridors, remembering that most of the buildings were constructed for smaller, middle school children (aged 9 – 12), 180 is actually the optimum number

Please do not hesitate to contact school if you require further information to justify our request

Yours faithfully

Mr. R.W. Halford
Headteacher

Achieving Great, Together!



Wigan Metropolitan Football Club



**In-year application scheme
for primary and secondary
schools
for the
2010-2011 academic year**

1. In-year applications

In Wigan the School Places Team deal with the co-ordination of in-year applications for school places.

2. How to apply

Parents can apply for an in-year transfer by contacting their home Local Authority and requesting an in-year application form. The School Places Team in Wigan discusses the issues related to changing schools with parents as detailed in the information leaflet for parents 'Transfer of School'. A copy of this leaflet is attached at appendix 1. If parents still wish to go ahead with the transfer, the Wigan Council in-year application form is sent to parents with a copy of the leaflet 'Transfer of School'.

The Wigan Council in-year application form will also be available for download on the Wigan Council website. (Parents who download the application form from the webpage will be obliged to declare they have read the leaflet 'Transfer of School').

The Wigan Council in-year application form allows parents to state up to three preferences of school in priority order and the reasons for their preferences.

Parents who intend to name a voluntary aided school as one of their preferences will be advised they should complete any supplementary information form for the individual school. Failure to complete the supplementary form may result in their application being considered against lower priority in the oversubscription criteria as the Governing Body will have no information upon which to assess the application for example details of an applicant's baptism, church attendance or church membership.

The supplementary information forms are available from school, on the Local Authority website or will be sent to parents on request.

Wigan residents will return their Wigan Council in-year application form together with any supporting supplementary information forms to the School Places Team at Wigan Council. A SAE will be provided. If parents return the Wigan Council in-year application form and/or the supplementary information form to a school by mistake, the school **must** forward this to the School Places Team at Wigan Council without delay.

Parents who reside in other local authorities who want to apply for a place in a Wigan school must name the school on their home Local Authority in-year application form and return this to their home Local Authority. The home Local Authority will send details to the School Places Team in Wigan. Supplementary information forms for places in Wigan schools should be sent with their application.

If a request for a place in a Wigan School is being made because a family is moving into the borough, applicants may apply using the Wigan Council in-year application form. The application must be accompanied with details of the Wigan address together with the date the move will take place. When considering an application we will use the current home address.

The School Places Team will send an acknowledgement for applications received:

- to the parents of Wigan residents; and
- to the home Local Authority of parents who do not reside in Wigan.

3. Considering and ranking of applications

Wigan Council is the admitting authority for community and controlled schools. The governing body is the admission authority for foundation and voluntary aided schools.

All applications will be considered by the relevant admission authority equally and without delay.

Each school has an admission number for each year group. Schools must admit up to their admission number for the year group applied for.

Community and voluntary controlled schools

The School Places Team for Wigan Council will consider all preferences for community and voluntary-controlled schools, without referring to the order of preference on the Local Authority in-year application form. Confirmation of the number of places available in the year groups applied for will be requested from the school.

If the school is at or over its admission number in the year group(s) applied for, the Local Authority is unable to consider any applications.

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

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

Foundation and voluntary-aided schools

For foundation and voluntary-aided schools the School Places Team will ask the school for clarification of the number of pupils currently on roll in the year groups applied for.

If the school is at or over its admission number in the year group(s) applied for, the school is unable to consider any applications.

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

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

The ranked list with confirmation of the number of places available will be sent to the School Places Team no later than the end of the fifth school day following of receipt of the application(s).

Applications for places in other local authorities

The School Places Team will send details of applications for Wigan residents who request a place in other local authorities to the authority that maintains the school as and when applications are received. That Local Authority will be responsible for ensuring the applications are considered as outlined in their co-ordinated admission scheme and a response is sent back to Wigan with the outcome of the application. Neighbouring local authorities are requested to reply to the School Places Team within 5 school days of the application being sent to them.

Applications for places in Wigan schools from other authority residents

The School Places Team at Wigan will include the applications received for places in Wigan schools from other Local Authority residents in the ranking processes.

4. 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. Where children have more than 1 potential offer the School Places Team will determine the offer, that is offer the place that has highest priority on the in-year application form.

Sometimes the School Places Team is unable to offer Wigan parents a place for their child at their preferred schools. In this instance the School Places Team will offer the nearest school to their home address with a vacancy if:

- the child is without a school place; or
- their current school place is more than a reasonable distance from where they live. (A reasonable distance is measured as three walking miles for secondary schools and two walking miles for primary schools).

The offer of a school place will be at the nearest community, voluntary controlled, foundation or voluntary aided school with a vacancy.

If there are no alternative schools within a reasonable distance with a vacancy the Fair Access Protocol will be used to decide which school place should be offered.

Informing Wigan schools of places offered

Once the offer of a single place is determined, the School Places Team will notify the receiving school without delay.

Informing parents of places offered

Once the offer of a single place is determined, the School Places Team will write to the parents of all children living in Wigan to tell them which school has been offered to their child without delay.

Informing other local authorities of places offered

Once the application has been considered, the School Places Team will advise other local authorities of places that can be allocated to their residents without delay. They will advise parents in their Local Authority of the outcome of their application.

In all cases, the offer of the place will be open for two weeks although parents will be asked to respond to the offer without delay. If parents do not accept the offer, they will be informed the place will be withdrawn and the place will be available to allocate when applications are next being considered. If the place offered is accepted, the School Places Team will notify the school who are expected to admit the pupil within 10 school days.

5. Right of appeal

Where parents cannot be offered a place at the school of their preference, their home Local Authority will advise them of their right of appeal.

If parents lodge an appeal for a place in Wigan school and a place becomes available at the school before the appeal is heard, the appellant will be considered alongside any other current applicants.

Transfer of school

Information about applying for a school place

You can find information about schools in Wigan and their admission arrangements in the information booklets 'Admissions to Primary Schools' or 'Admissions to Secondary Schools'. You can download these at www.wigan.gov.uk or we can send you a copy on request.

What you should consider before applying for a place at another school

It is generally in a child's best interest to remain at the same school. Changing schools can cause an unnecessary break in your child's education. You should think about the following before making a decision.

Is your child having problems at their current school?

If your child is having problems, a change of school is not always the answer. You should discuss any concerns with your child's Headteacher **before** you apply for another school. There are many support agencies that will be able to help. The Headteacher of your child's school will be able to advise what help is available.

Is your child in years 10 or 11?

If your child is in year 10 or 11, you should think very carefully before moving them for any reason. A different school may not be able to offer the same GCSE options for which your child has studied and completed coursework. Even if they do, they may use different examination boards or syllabuses. We advise parents to speak to schools and discuss options and exams **before** completing a request to transfer school form.

Are you moving house?

If you are thinking of moving house and your child would have to change school, there may not be places available at the school you want. The School Places Team will be able to tell you which schools are full or have vacancies. Some schools are full in all or most year groups and we cannot guarantee there will be a place available in the area you intend to move to.

Am I guaranteed a place at the school I want?

No. All schools have an admission limit for each year group. If we cannot offer a place at the school you want and you reside in Wigan we will offer a place at an

alternative school. You may wish to keep your child at their current school. You have the right of appeal if we refuse you a place at a school.

How do I apply for a transfer to another school?

If you live in Wigan you must apply using the enclosed Wigan Council in-year application form. You can name up to three preferences of school in order of priority. If any of your preferred schools is a voluntary aided (church) school you are strongly advised to complete the schools' own supplementary information form which is available from us or the school on request or by downloading one from our website at www.wigan.gov.uk.

You must return the Wigan Council in-year application form, together with any supplementary information forms for voluntary aided (church) schools, to **The School Places Team, Progress House, Westwood Park Drive, Wigan WN3 4HH**. The School Places Team will notify your child's current or last school of your request and will ask for more details about your child. This information will help us to see if the transfer will be routine or if your child may need extra support.

If you do not live in Wigan you can still apply for a place in a Wigan school but you must apply on your home Local Authority application form.

We will write to confirm that your form has been received and explain the next steps. **It is important that your child continues to attend their current school should you decide to apply for a place at another school.**

If you require any further help or advice, please contact the School Places Team on 01942 486016.



Wigan Local Authority

Proposed Co-ordinated Admission Scheme

Primary Schools

2011-2012

Contents

Section one Admission to primary school

- 1.1 The timetable for admissions to primary school 2011-2012
- 1.2 Registration of interest
- 1.3 Applying for a primary school
- 1.4 Supplementary information forms
- 1.5 Applying for a place at junior school
- 1.6 How we decide which school to offer
- 1.7 Informing parents of places offered
- 1.8 Informing schools and other local authorities of places offered
- 1.9 Late applications
- 1.10 Applications for the normal admissions round outside the pupil's normal year of entry

Section two In-year applications

Section one.

Admission to primary school

1.1 The timetable for admissions to primary school 2011-2012

Admission booklets and forms sent out On-line application service opens	8 November 2010
Closing date for applications On-line application service closes	15 January 2011
Wigan Local Authority sends details of applications to other local authorities	28 January 2011
Wigan Local Authority sends details of all applications to voluntary-aided schools (including applications from other local authorities)	14 February 2011
Voluntary-aided schools send ranked lists of applications to the Local Authority with initial offers by	7 March 2011
Wigan Local Authority informs other local authorities of offers to be made to their residents	25 March 2011
Wigan Local Authority sends final lists of pupils offered places to voluntary-aided schools and other local authorities	31 March 2011
Offer letters sent to parents	26 April 2011
Closing date for appeals	11 May 2011
Parents to return acceptance slips for offer of school places	11 May 2011

1.2 Registration of interest

Parents who live in Wigan are advised to register their child's name at a Wigan school by November 2010. To prompt parents to do this we:

- put an advert in the local press
- display notices in nurseries, schools, doctor's surgeries and libraries.

1.3 Applying for a primary school place

In November 2010, all parents who have registered an interest at a Wigan primary school for a Reception Class place will be sent an application pack containing:

- the Wigan **Admissions to Primary School 2011-2012** booklet which gives details of all primary schools in Wigan;
- if the live in Wigan, the Wigan Council primary school application form which asks for three preferences of school, in priority order. The form allows parents to state for the reasons for these preferences; and
- information about how to apply on-line.

The application packs will be distributed by the primary school where the parent registered an interest.

If parents approach the Local Authority instead of a school, we will post the application pack to them.

The Admissions to Primary School 2011-2012 booklet and the Wigan council primary school application form will be available on our website.

When parents have completed the Wigan Council primary school application form they should return it to a Wigan primary school by the closing date for applications, 15 January 2011.

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 primary school in another Local Authority:

- they should put the other Local Authority school on the Wigan common application form; 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 their home Local Authority. We will consider their preferences for a place at a Wigan school providing Wigan schools are listed as a first, second or third preference.

Types of school in Wigan

In Wigan there are a range of schools available. Each type of school has an admission authority who is responsible for considering applications and applying the oversubscription criteria to each applicant when the school receives more applications than places available.

Community and voluntary controlled schools

The admission authority for community and controlled schools is the Local Authority.

Voluntary aided schools

The admission authority for voluntary aided schools is the individual governing bodies.

1.4 Supplementary information forms

Most voluntary aided schools in Wigan have their own supplementary information forms to ask for details about religious affiliation. The supplementary information forms will be available from the Local Authority or the school. If a Wigan parent wants a place at one of these schools for their child they:

- must complete the Wigan Council primary school application form or apply online; and
- where required complete the voluntary aided school's own supplementary information form.

Parents who live in other local authorities will complete their home Local Authority application form as well as the relevant supplementary information form(s) for Wigan voluntary aided schools.

1.5 Applying for a place at a junior school

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

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

In November 2010, all parents with a child in year 2 at infant only schools will receive an application pack containing:

- an Admission to Primary School 2011-2012 booklet which gives details of all primary schools in Wigan; and
- a Wigan Council year 3 school 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 complete the school's own supplementary information form, if required. The supplementary information form will be available from the Local Authority or the school.

The Local Authority application form together with any supplementary information forms must be returned to the child's current infant school by the closing date of 15 January 2011.

1.6 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 common 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 could potentially 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. Where parents have completed a supplementary information form, the Local Authority will send this to the school.

If there are fewer applications for a school than places available, all children could potentially 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 Wigan Council primary school 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. This will be the nearest community, voluntary controlled or voluntary aided school.

1.7 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, 15 January 2011, we will do this on 26 April 2011.

If the parents' application were late, we will write to them no earlier than 26 April 2011.

1.8 Informing schools and other local authorities of places offered.

The Local Authority will send each primary school in Wigan final lists to confirm the children who have been offered places at the school electronically on 31 March 2011.

We will send final details of pupils from other local authorities offered places in Wigan schools to their home Local Authority on 31 March 2011.

1.9 Late applications

For applications received after the closing date and before the offer date 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 1.6.

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 1.6.

1.10 Applications for the normal admission round outside the pupil's normal year of entry

Parents may occasionally apply for a place in the normal admission round for a place for their child outside their normal year of entry (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 foundation and voluntary aided schools, will consider these applications individually.

The decision as to whether the child should be considered for a year group outside their normal age range 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.

If it is agreed the child should be considered for a normal year of entry outside their age group, the application will be considered and ranked alongside any other applications.

We do not accept applications for children who will not be of statutory school age.

Section Two

1. In-year applications

In Wigan the School Places Team deal with the co-ordination of in-year applications for school places.

2. How to apply

Parents can apply for an in-year transfer by contacting their home Local Authority and requesting an in-year application form. The School Places Team in Wigan discusses the issues related to changing schools with parents as detailed in the information leaflet for parents 'Transfer of School'. A copy of this leaflet is attached at appendix 1. If parents still wish to go ahead with the transfer, the Wigan Council in-year application form is sent to parents with a copy of the leaflet 'Transfer of School'.

The Wigan Council in-year application form will also be available for download on the Wigan Council website. (Parents who download the application form from the webpage will be obliged to declare they have read the leaflet 'Transfer of School').

The Wigan Council in-year application form allows parents to state up to three preferences of school in priority order and the reasons for their preferences.

Parents who intend to name a voluntary aided school as one of their preferences will be advised they should complete any supplementary information form for the individual school. Failure to complete the supplementary form may result in their application being considered against lower priority in the oversubscription criteria as the Governing Body will have no information upon which to assess the application for example details of an applicant's baptism, church attendance or church membership.

The supplementary information forms are available from school, on the Local Authority website or will be sent to parents on request.

Wigan residents will return their Wigan Council in-year application form together with any supporting supplementary information forms to the School Places Team at Wigan Council. A SAE will be provided. If parents return the Wigan Council in-year application form and/or the supplementary information form to a school by mistake, the school **must** forward this to the School Places Team at Wigan Council without delay.

Parents who reside in other local authorities who want to apply for a place in a Wigan school must name the school on their home Local Authority in-year

application form and return this to their home Local Authority. The home Local Authority will send details to the School Places Team in Wigan. Supplementary information forms for places in Wigan schools should be sent with their application.

The School Places Team will send an acknowledgement for applications received:

- to the parents of Wigan residents; and
- to the home Local Authority of parents who do not reside in Wigan.

3. Considering and ranking of applications

Wigan Council is the admitting authority for community and controlled schools. The governing body is the admission authority for foundation and voluntary aided schools.

All applications will be considered by the relevant admission authority equally and without delay.

Each school has an admission number for each year group. Schools must admit up to their admission number for the year group applied for.

Community and voluntary controlled schools

The School Places Team for Wigan Council will consider all preferences for community and voluntary-controlled schools, without referring to the order of preference on the Local Authority in-year application form. Confirmation of the number of places available in the year groups applied for will be requested from the school.

If the school is at or over its admission number in the year group(s) applied for, the Local Authority is unable to consider any applications.

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

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

Voluntary-aided schools

For voluntary-aided schools the School Places Team will ask the school for clarification of the number of pupils currently on roll in the year groups applied for.

If the school is at or over its admission number in the year group(s) applied for, the school is unable to consider any applications.

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

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

The ranked list with confirmation of the number of places available will be sent to the School Places Team no later than the end of the fifth school day following of receipt of the application(s).

Applications for places in other local authorities

The School Places Team will send details of applications for Wigan residents who request a place in other local authorities to the authority that maintains the school as and when applications are received. That Local Authority will be responsible for ensuring the applications are considered as outlined in their co-ordinated admission scheme and a response is sent back to Wigan with the outcome of the application. Neighbouring local authorities are requested to reply to the School Places Team within 5 school days of the application being sent to them.

Applications for places in Wigan schools from other authority residents

The School Places Team at Wigan will include the applications received for places in Wigan schools from other Local Authority residents in the ranking processes.

4. 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. Where children have more than 1 potential offer the School Places Team will determine the offer, that is offer the place that has highest priority on the in-year application form.

Sometimes the School Places Team is unable to offer Wigan parents a place for their child at their preferred schools. In this instance the School Places Team will offer the nearest school to their home address with a vacancy if:

- the child is without a school place; or
- their current school place is more than a reasonable distance from where they live. (A reasonable distance is measured as three walking miles for secondary schools and two walking miles for primary schools).

The offer of a school place will be at the nearest community, voluntary controlled, or voluntary aided school with a vacancy.

If there are no alternative schools within a reasonable distance with a vacancy the Fair Access Protocol will be used to decide which school place should be offered.

Informing Wigan schools of places offered

Once the offer of a single place is determined, the School Places Team will notify the receiving school without delay.

Informing parents of places offered

Once the offer of a single place is determined, the School Places Team will write to the parents of all children living in Wigan to tell them which school has been offered to their child without delay.

Informing other local authorities of places offered

Once the application has been considered, the School Places Team will advise other local authorities of places that can be allocated to their residents without delay. They will advise parents in their Local Authority of the outcome of their application.

In all cases, the offer of the place will be open for two weeks although parents will be asked to respond to the offer without delay. If parents do not accept the offer, they will be informed the place will be withdrawn and the place will be available to allocate when applications are next being considered. If the place offered is accepted, the School Places Team will notify the school who are expected to admit the pupil within 10 school days.

5. Right of appeal

Where parents cannot be offered a place at the school of their preference, their home Local Authority will advise them of their right of appeal.

If parents lodge an appeal for a place in Wigan school and a place becomes available at the school before the appeal is heard, the appellant will be considered alongside any other current applicants.

Transfer of school

Information about applying for a school place

You can find information about schools in Wigan and their admission arrangements in the information booklets 'Admissions to Primary Schools' or 'Admissions to Secondary Schools'. You can download these at www.wigan.gov.uk or we can send you a copy on request.

What you should consider before applying for a place at another school

It is generally in a child's best interest to remain at the same school. Changing schools can cause an unnecessary break in your child's education. You should think about the following before making a decision.

Is your child having problems at their current school?

If your child is having problems, a change of school is not always the answer. You should discuss any concerns with your child's Headteacher **before** you apply for another school. There are many support agencies that will be able to help. The Headteacher of your child's school will be able to advise what help is available.

Is your child in years 10 or 11?

If your child is in year 10 or 11, you should think very carefully before moving them for any reason. A different school may not be able to offer the same GCSE options for which your child has studied and completed coursework. Even if they do, they may use different examination boards or syllabuses. We advise parents to speak to schools and discuss options and exams **before** completing a request to transfer school form.

Are you moving house?

If you are thinking of moving house and your child would have to change school, there may not be places available at the school you want. The School Places Team will be able to tell you which schools are full or have vacancies. Some schools are full in all or most year groups and we cannot guarantee there will be a place available in the area you intend to move to.

Am I guaranteed a place at the school I want?

No. All schools have an admission limit for each year group. If we cannot offer a place at the school you want and you reside in Wigan we will offer a place at an

alternative school. You may wish to keep your child at their current school. You have the right of appeal if we refuse you a place at a school.

How do I apply for a transfer to another school?

If you live in Wigan you must apply using the enclosed Wigan Council in-year application form. You can name up to three preferences of school in order of priority. If any of your preferred schools is a voluntary aided (church) school you are strongly advised to complete the schools' own supplementary information form which is available from us or the school on request or by downloading one from our website at www.wigan.gov.uk.

You must return the Wigan Council in-year application form, together with any supplementary information forms for voluntary aided (church) schools, to **The School Places Team, Progress House, Westwood Park Drive, Wigan WN3 4HH**. The School Places Team will notify your child's current or last school of your request and will ask for more details about your child. This information will help us to see if the transfer will be routine or if your child may need extra support.

If you do not live in Wigan you can still apply for a place in a Wigan school but you must apply on your home Local Authority application form.

We will write to confirm that your form has been received and explain the next steps. **It is important that your child continues to attend their current school should you decide to apply for a place at another school.**

If you require any further help or advice, please contact the School Places Team on 01942 486016.



Wigan Council

Proposed Co-ordinated Admission Scheme

Secondary Schools

2011-2012

Contents

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- 1.2** Applying for a secondary school place
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- 1.4** How we decide which school to offer
- 1.5** Informing parents of places offered
- 1.6** Informing schools and other local authorities of places offered
- 1.7** Late applications
- 1.8** Applications for the normal admissions round outside the pupil's normal year of entry

Section Two In-year applications

Section one.

Transfer from primary to secondary school

1.1 The timetable for admissions to secondary school 2011-2012

Admission booklets and forms sent out On-line application service opens	17 September 2010
Closing date for applications On-line application service closes	31 October 2010
Wigan Local Authority sends details of applications to other local authorities	29 November 2010
Wigan Local Authority sends details of all applications to foundation and voluntary-aided schools (including applications from other local authorities)	10 December 2010
Foundation and voluntary-aided schools send ranked lists of applications to the Local Authority with initial offers by	10 January 2011
Wigan Local Authority informs other local authorities of initial offers to be made to their residents	24 January 2011
Wigan Local Authority sends final lists of pupils offered places to other local authorities, foundation and voluntary-aided schools	21 February 2011
Offer letters sent to parents	1 March 2011
Closing date for appeals	15 March 2011

1.2 Applying for a secondary school place

All pupils in Year 6 at a Wigan Primary school in September 2010 will be sent:

- an **Admissions to Secondary School 2011-2012** booklet which gives details of all secondary schools in Wigan;
- a Wigan Council secondary school application form which asks for three preferences of school, in priority order. The form allows parents to state for the reasons for these preferences; and
- information about how to apply on-line.

The application pack will usually be sent home from 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 2010 and will comply with similar requests from other local authorities.

We will put a notice in the local press advising parents that if their child does not attend a Wigan school that they should contact us for an application pack.

The Admissions to Secondary School 2011-2012 booklet and the Wigan Council secondary school application form will be available on our website.

When parents have completed the Wigan Council secondary school application form they should return it to:

- the child's 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 Council 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. We will consider their preferences for a place at a Wigan school providing Wigan schools are listed as a first, second or third preference.

Types of school in Wigan

In Wigan there are a range of schools available. Each type of school has an admission authority who is responsible for considering applications and applying the oversubscription criteria to each applicant when the school receives more applications than places available.

Community and voluntary controlled schools

The admission authority for community and voluntary-controlled schools is Wigan Council.

Foundation and voluntary aided schools

The admission authority for foundation and voluntary aided schools is the individual governing bodies.

1.3 Supplementary information forms

Most voluntary aided schools in Wigan have their own supplementary information forms to ask for details about religious affiliation. The supplementary information forms will be available from Wigan Council or the school. If parents want a place at one of these schools for their child they:

- must complete the Local Authority application form or apply online
 - where required complete the voluntary aided school's own supplementary information form
- and
- return the common application form together with any supplementary information forms to their child's primary school or the Local Authority as described in section 1.2. If parents have applied online they will only need

to return the supplementary information forms either to their child's school or the Local Authority as described in 1.2.

Parents who live in other local authorities will return their supplementary information forms for Wigan voluntary aided schools direct to the school.

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 common application form will not be considered in the first instance.

Community and voluntary-controlled schools:

We 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 could potentially 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.

Foundation and voluntary-aided schools:

The Local Authority will send the governing bodies of foundation and 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. Where parents have completed a supplementary information form, the Local Authority will send this to the school.

If there are fewer applications for a school than places available, all children could potentially 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. This will be the nearest community, voluntary controlled, foundation or voluntary aided school.

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, 31 October 2010, we will do this on 1 March 2011.

If the parents' application were late, we will write to them no earlier than 1 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 21 February 2011.

We will send final details of pupils from other local authorities offered places in Wigan schools to their home Local Authority on 21 February 2011.

1.7 Late applications

For applications received after the closing date and before the offer date 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 Applications for the normal admission round outside the pupil's normal year of entry

Parents may occasionally apply for a place in the normal admission round for a place for their child outside their normal year of entry (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 foundation and voluntary aided schools, will consider these applications individually.

The decision as to whether the child should be considered for a year group outside their normal age range will be taken after discussion with the Headteacher and other relevant professionals, such as the Educational Psychologist, and based on educational grounds.

If it is agreed the child should be considered for a normal year of entry outside their age group, the application will be considered and ranked alongside any other applications.

Section Two

1. In-year applications

In Wigan the School Places Team deal with the co-ordination of in-year applications for school places.

2. How to apply

Parents can apply for an in-year transfer by contacting their home Local Authority and requesting an in-year application form. The School Places Team in Wigan discusses the issues related to changing schools with parents as detailed in the information leaflet for parents 'Transfer of School'. A copy of this leaflet is attached at appendix 1. If parents still wish to go ahead with the transfer, the Wigan Council in-year application form is sent to parents with a copy of the leaflet 'Transfer of School'.

The Wigan Council in-year application form will also be available for download on the Wigan Council website. (Parents who download the application form from the webpage will be obliged to declare they have read the leaflet 'Transfer of School').

The Wigan Council in-year application form allows parents to state up to three preferences of school in priority order and the reasons for their preferences.

Parents who intend to name a voluntary aided school as one of their preferences will be advised they should complete any supplementary information form for the individual school. Failure to complete the supplementary form may result in their application being considered against lower priority in the oversubscription criteria as the Governing Body will have no information upon which to assess the application for example details of an applicant's baptism, church attendance or church membership.

The supplementary information forms are available from school, on the Local Authority website or will be sent to parents on request.

Wigan residents will return their Wigan Council in-year application form together with any supporting supplementary information forms to the School Places Team at Wigan Council. A SAE will be provided. If parents return the Wigan Council in-year application form and/or the supplementary information form to a school by mistake, the school **must** forward this to the School Places Team at Wigan Council without delay.

Parents who reside in other local authorities who want to apply for a place in a Wigan school must name the school on their home Local Authority in-year application form and return this to their home Local Authority. The home Local Authority will send details to the School Places Team in Wigan. Supplementary information forms for places in Wigan schools should be sent with their application.

The School Places Team will send an acknowledgement for applications received:

- to the parents of Wigan residents; and
- to the home Local Authority of parents who do not reside in Wigan.

3. Considering and ranking of applications

Wigan Council is the admitting authority for community and controlled schools. The governing body is the admission authority for foundation and voluntary aided schools.

All applications will be considered by the relevant admission authority equally and without delay.

Each school has an admission number for each year group. Schools must admit up to their admission number for the year group applied for.

Community and voluntary controlled schools

The School Places Team for Wigan Council will consider all preferences for community and voluntary-controlled schools, without referring to the order of preference on the Local Authority in-year application form. Confirmation of the number of places available in the year groups applied for will be requested from the school.

If the school is at or over its admission number in the year group(s) applied for, the Local Authority is unable to consider any applications.

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

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

Foundation and voluntary-aided schools

For foundation and voluntary-aided schools the School Places Team will ask the school for clarification of the number of pupils currently on roll in the year groups applied for.

If the school is at or over its admission number in the year group(s) applied for, the school is unable to consider any applications.

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

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

The ranked list with confirmation of the number of places available will be sent to the School Places Team no later than the end of the fifth school day following of receipt of the application(s).

Applications for places in other local authorities

The School Places Team will send details of applications for Wigan residents who request a place in other local authorities to the authority that maintains the school as and when applications are received. That Local Authority will be responsible for ensuring the applications are considered as outlined in their co-ordinated admission scheme and a response is sent back to Wigan with the outcome of the application. Neighbouring local authorities are requested

to reply to the School Places Team within 5 school days of the application being sent to them.

Applications for places in Wigan schools from other authority residents

The School Places Team at Wigan will include the applications received for places in Wigan schools from other Local Authority residents in the ranking processes.

4. 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. Here children have more than 1 potential offer the School Places Team will determine the offer, that is offer the place that has highest priority on the in-year application form.

Sometimes the School Places Team is unable to offer Wigan parents a place for their child at their preferred schools. In this instance the School Places Team will offer the nearest school to their home address with a vacancy if:

- the child is without a school place; or
- their current school place is more than a reasonable distance from where they live. (A reasonable distance is measured as three walking miles for secondary schools and two walking miles for primary schools).

The offer of a school place will be at the nearest community, voluntary controlled, foundation or voluntary aided school with a vacancy.

If there are no alternative schools within a reasonable distance with a vacancy the Fair Access Protocol will be used to decide which school place should be offered.

Informing Wigan schools of places offered

Once the offer of a single place is determined, the School Places Team will notify the receiving school without delay.

Informing parents of places offered

Once the offer of a single place is determined, the School Places Team will write to the parents of all children living in Wigan to tell them which school has been offered to their child without delay.

Informing other local authorities of places offered

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without delay. They will advise parents in their Local Authority of the outcome of their application.

In all cases, the offer of the place will be open for two weeks although parents will be asked to respond to the offer without delay. If parents do not accept the offer, they will be informed the place will be withdrawn and the place will be available to allocate when applications are next being considered. If the place offered is accepted, the School Places Team will notify the school who are expected to admit the pupil within 10 school days.

5. Right of appeal

Where parents cannot be offered a place at the school of their preference, their home Local Authority will advise them of their right of appeal.

If parents lodge an appeal for a place in a Wigan school and a place becomes available at the school before the appeal is heard, the appellant will be considered alongside any other current applicants.

Appendix 1

Transfer of school

Information about applying for a school place

You can find information about schools in Wigan and their admission arrangements in the information booklets 'Admissions to Primary Schools' or 'Admissions to Secondary Schools'. You can download these at www.wigan.gov.uk or we can send you a copy on request.

What you should consider before applying for a place at another school

It is generally in a child's best interest to remain at the same school. Changing schools can cause an unnecessary break in your child's education. You should think about the following before making a decision.

Is your child having problems at their current school?

If your child is having problems, a change of school is not always the answer. You should discuss any concerns with your child's Headteacher **before** you apply for another school. There are many support agencies that will be able to help. The Headteacher of your child's school will be able to advise what help is available.

Is your child in years 10 or 11?

If your child is in year 10 or 11, you should think very carefully before moving them for any reason. A different school may not be able to offer the same GCSE options for which your child has studied and completed coursework. Even if they do, they may use different examination boards or syllabuses. We advise parents to speak to schools and discuss options and exams **before** completing a request to transfer school form.

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Am I guaranteed a place at the school I want?

No. All schools have an admission limit for each year group. If we cannot offer a place at the school you want and you reside in Wigan we will offer a place at an alternative school. You may wish to keep your child at their current school. You have the right of appeal if we refuse you a place at a school.

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If you do not live in Wigan you can still apply for a place in a Wigan school but you must apply on your home Local Authority application form.

We will write to confirm that your form has been received and explain the next steps. **It is important that your child continues to attend their current school should you decide to apply for a place at another school.**

If you require any further help or advice, please contact the School Places Team on 01942 486016.

Supplementary information paper for report to Children, Young People and Families Scrutiny Committee, Cabinet and Council

Determination of admission arrangements 2011-2012: community and voluntary controlled schools

The report to Cabinet on 30 July 2009 'Building Schools for the Future (BSF): Consultation on vision and stage 1 consultation on phase one proposals', extract 9.2 'Admission Arrangements' attached at **appendix A**, outlines proposals for school admission arrangements resulting from reorganised provision. It highlights the necessity to have admission arrangements which provide for young people living in their local areas and that parents have more certainty than they currently have with regards to access. **Appendix 9(a)** of this report (also attached) shows that the vast majority of children in criteria 3 and 4 will obtain places if the proposed arrangements are approved. Cabinet approved in principle the proposed changes to the admission arrangements at the meeting on 30 July 2009.

The School Admission Code 2010 section 2.72 states that 'the use of named feeder schools can support good curriculum and geographical links and local continuity between phases in an area but feeder schools must be selected in an objective and consistent basis'. Section 2.12 specifies that 'it is important that parents easily understand admission arrangements and can assess whether they have a reasonable likelihood of gaining a place at a particular school'.

Other local authorities use feeder primary systems. We will monitor how well the feeder primary system operates within Wigan LA and if necessary, can alter admission arrangements through the statutory consultation process for future years.

Consultation on proposed admission arrangements for community and voluntary controlled schools took place for the eight week period between 1 January 2010 and 1 March 2010. Some comments on the proposed admission arrangements were sent in from schools as part of the phase 1 BSF school reorganisation proposals. Comments received on the proposed admission arrangements are as follows:

In relation to proposed admission arrangements for Fred Longworth, Westleigh and Bedford High Schools

Comment from Headteacher of Westleigh High School

Westleigh High School does not really support the idea of tagging primary schools to certain high schools, as this could lead to parents selecting primary school with a view to getting into a particular high school.

Comment from the governing body of St. Philip's CE Primary School, Atherton

With regard to the proposed changes to high school admission arrangements, which will consider the school a child will attend and their home postcode; St Philip's Governing Body wish to make the following points:

- a. These will have a detrimental effect on schools on the borough border such as St Philip's, meaning pupils who have spent their primary school life together are more likely to be placed in different high schools.
- b. This also seems to contradict the idea of parental choice.
- c. The popularity of any primary school will be affected by the high school it feeds. If as a result the current economic climate the building work at Fred Longworth High School does not take place, this would mean sufficient capacity to develop the curriculum. Parents may choose not to send their children to St Philip's if they know their designated feeder high school is not up to the required standard.
- d. Similarly should the feeder school's performance worsen parents may again choose not to select St Philip's knowing which high school their child will attend.
- e. Children will not have a choice to go to a school in their own town.
- f. Transport could be an issue for some families
- g. Community Cohesion would be affected if our children all went out of Atherton to school.
- h. We are concerned that Fred Longworth would not be able to accommodate the increased numbers, which St Philip's could potentially have, as Atherton's population will increase considerably due to all the new building taking place.

Comment from the governing body of Chowbent J & I, Atherton

The Governing Body of Chowbent Primary School wish to raise concern regarding the proposed changes to admission arrangements for Phase 1 BSF Schools as follows:

Chowbent Primary will be a feeder school for Fred Longworth High which covers our postcode M46. It has come to our attention that some of our children will wish to attend Westleigh High and Bedford High School.

Our pupils are eligible to apply for Westleigh High School under the postcode, but unfortunately Bedford High does not have us as a feeder school our postcode M46 listed.

We would like to ask that you consider adding the M46 postcode to Bedford High, as you have with Westleigh, as we feel that if this is not done it is detrimental to our pupils choice of high school.

Comment from governing body of Fred Longworth High School

The governing body of Fred Longworth objected on the school re-organisation proposal to close Hesketh Fletcher. Their objection is attached at **appendix B**. In their objection they commented on the proposed admission arrangements as follows:

3. Introduce post-code catchment areas and named feeder primary schools into High School admission criteria from 2012.

From 2012 pupils from named feeder school will be the next group to be given priority after children with a brother or sister attending the school at the time of admission. FLHS feeders would include all the Astley, Tyldesley and Mosley Common non-catholic primaries plus Hindsford, Chowbent and St. Philips in Atherton. This is a proposal that will have critical implications for many young people. Those pupils that are already attending primary school may not be allowed to attend their preferred or nearest secondary school.

Comment from the governing body of Bedford High School

The governing body of Bedford High School commented on the proposals regarding school reorganisation and the proposal to close Hesketh Fletcher. Their comments are attached at **appendix C**. In their comments they refer to the proposed admission arrangements as follows:

'The Governing Body of Bedford High School welcomes the opportunity (as currently) to attract youngsters from the Atherton area The published proposals indicate, leading up to and following discontinuation, that Atherton residents can select from Bedford High School, Westleigh High School or Fred Longworth High School. The proposals from 2012 fail to mention Bedford High School which we, at Bedford, object to most strongly.'

Comment from the governing body of Christ Church Pennington CE Primary School

Please see **appendix D** – objection to Christ Church Pennington CE Primary School being linked to Bedford High School.

Officer comments:

There is currently no date for the school to move to the new site and a number of Leigh children currently attend Lowton J & I. Their siblings will have priority over those in criterion 3 and 4 which could mean that Golborne children could not secure a place at the new school.

The arrangements will be reviewed and consulted on annually.

9.2 Admission arrangements

- 9.2.1 It is essential that the schools resulting from the reorganised provision are able to provide for young people living in their local areas and that parents have more certainty than they currently have with regards to access. If straight line distance from home to school is used as the determining criterion after siblings, young people living in areas comparatively remote from any secondary schools may not get any of their preferred schools, whilst some young people living nearer to two or more schools will have a far higher chance of having preferences met.
- 9.2.2 It is suggested that the admissions criteria should aim for parity and equality of access across all sectors of the community, where possible. Under current arrangements, Baptised Catholic children have priority access for their designated Catholic secondary school and they also have the same chance of accessing a place at community and voluntary controlled schools as all other children living in the area. The same applies to children who fulfill all the criteria for Anglican Faith secondary schools, though there are fewer of these in the borough.
- 9.2.3 The application of catchment areas coupled with designated feeder primary schools will address both of these issues; ensure that the phase one BSF schools are able to cater for their local population; and will compliment the existing Catholic feeder parish system. It is suggested that Church of England Primary schools be included as designated feeder primary schools to their local high school as, in most instances, there is no nearby Church of England secondary school within reasonable travelling distance. This does not prevent children wanting an Anglican education also applying to a Church of England secondary school. Parental choice will be enhanced, rather than restricted, as most sectors of the community will have an equal chance of obtaining a reasonable offer of a school place i.e. accessible from home and broadly meeting their needs.
- 9.2.4 The table at Appendix 9 (a) provides information on proposed catchment areas for each secondary school in phase one; the suggested feeder primary schools; the percentage of children that attend the primary schools that live in the proposed catchment areas; the numbers of children that fulfill the catchment area and attached primary school criteria up until 2015; and the admission number of each school. It should be noted that a large percentage of schools' intakes are made up of siblings that usually live close to the school, but the statistics do not take into account any children that will obtain places at schools under the sibling criterion that live outside of the proposed catchment areas. The maps at Appendix 9 (b) provide a visual representation of children currently living in the associated areas and attending the primary schools proposed to be linked to each of the secondary schools.

Roll projections for schools in the East of the Borough / Phase 1 BSF schools including Children that would meet proposed admission criterion 3 at schools in the East of the Borough / Phase 1 of BSF

	Current school year group										Proposed adm no 2012	
	R Enter Y7 in:	Y1 2014	Y2 2013	Y3 2012	Y4 2011	Y5 2010	Y6 2009	Current adm no				
Bedford												
Nos of children that meet criterion 3	205	214	183	190	205	209	213					
Total all children attending associated primary schools	243	262	230	224	226	252	256	242				250
Westleigh												
Nos of children that meet criterion 3	207	199	176	191	210	203	228					
Total all children attending associated primary schools	222	215	189	208	223	225	247	155				250
Fred Longworth												
Nos of children that meet criterion 3	263	251	227	246	253	259	278					
Total all children attending associated primary schools	270	266	238	258	262	266	288	255				255
Totals for Non-Catholic Schools												
Nos of children that meet criterion 3	675	664	586	627	668	671	719					
Total all children attending associated primary schools	735	743	657	690	711	743	791	652				755
St Mary's												
Total children attending primary schools associated with designated feeder parishes	236	228	213	225	223	226	214	260				260
Total all children attending Wigan schools in Tyldesley, Astley, Atherton, Leigh and Westleigh	971	971	870	915	934	969	1005	912				1015

		Current school year group							Current adm no	Proposed adm no
		R	Y1	Y2	Y3	Y4	Y5	Y6		
Enter Y7 in:		2015	2014	2013	2012	2011	2010	2009	Current adm no	Proposed adm no
Hindley										
Nos of children that meet criterion 3		224	225	218	225	231	221	210		
Total all children attending associated primary schools		236	238	230	240	254	228	227	187	225

		Current school year group							Current adm no	Proposed adm no
		R	Y1	Y2	Y3	Y4	Y5	Y6		
Enter Y7 in:		2015	2014	2013	2012	2011	2010	2009	Current adm no	Proposed adm no
New Lowton / Golborne School										
Nos of children that meet criterion 3		227	207	215	210	222	227	218		
Total all children attending associated primary schools		238	219	227	231	232	237	233	230 / 171	300

Information taken from One system July 2009

Detailed school level information

	Current school year group										% that would meet Total Criterion 3		
	R	Y1	Y2	Y3	Y4	Y5	Y6						
	Enter Y7 in: 2015	2014	2013	2012	2011	2010	2009						
<u>Bedford High</u>													
Bedford Hall Methodist													
Living in area	27	22	19	25	19	23	21	156	93.98%				
Living outside area	2	2	4	0	0	2	0	10					
Total	29	24	23	25	19	25	21	166					
Christ Church CE													
Living in area	29	26	19	22	26	24	29	175	94.09%				
Living outside area	1	3	0	2	1	1	3	11					
Total	30	29	19	24	27	25	32	186					
Higher Folds													
Living in area	8	16	13	14	12	12	18	93	97.92%				
Living outside area	1	0	1	0	0	1	0	3					
Total	9	16	14	14	12	13	18	96					
Leigh CE Junior / Infants / St John's CE Infants													
Living in area	78	68	65	57	73	68	65	474	73.15%				
Living outside area	22	35	30	24	14	22	27	174					
Total	100	103	95	81	87	90	92	648					
Leigh Central													
Living in area	16	22	10	14	18	19	21	120	68.57%				
Living outside area	10	8	10	7	4	8	8	55					
Total	26	30	20	21	22	27	29	175					
Leigh St Thomas CE													
Living in area	47	60	57	58	57	63	59	401	95.02%				
Living outside area	2	0	2	1	2	9	5	21					
Total	49	60	59	59	59	72	64	422					

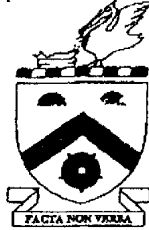
	Current school year group							Total	% that would meet Criterion 3
	R	Y1	Y2	Y3	Y4	Y5	Y6		
	Enter Y7 in:	2014	2013	2012	2011	2010	2009		
Nos of children that meet criterion 3	2015	2014	2013	2012	2011	2010	2009	1419	83.82%
Total all children	243	262	230	224	226	252	256	1693	
Bedford High									
Current adm no.	242								
Proposed adm no. '12	250								
<u>Westleigh High</u>									
Atherton St George's									
Living in area	16	29	22	20	28	20	28	163	96.45%
Living outside area	1	1	2			1	1	6	
Total	17	30	24	20	28	21	29	169	
Westleigh Methodist									
Living in area	19	12	13	17	17	13	19	110	88.71%
Living outside area	3	3	2	3	2	0	1	14	
Total	22	15	15	20	19	13	20	124	
Meadowbank									
Living in area	17	28	19	20	30	24	26	164	94.25%
Living outside area	2	2	1	2	1	2	0	10	
Total	19	30	20	22	31	26	26	174	
Newton Westpark									
Living in area	27	18	17	16	21	17	17	133	90.06%
Living outside area	2	1	0	1	1	4	2	11	
Total	29	19	17	17	22	21	19	144	

	Current school year group							% that would meet Total Criterion 3	
	R	Y1	Y2	Y3	Y4	Y5	Y6		
	Enter Y7 in: 2015	2014	2013	2012	2011	2010	2009		
<u>Fred Longworth High</u>									
Chowbent									
Living in area	29	21	26	24	27	24	26	177	95.68%
Living outside area	0	2	0	2	0	1	3	8	
Total	29	23	26	26	27	25	29	185	
Garrett Hall									
Living in area	58	55	44	55	56	64	75	407	96.45%
Living outside area	2	4	4	0	3	2	0	15	
Total	60	59	48	55	59	66	75	422	
Hindsford CE									
Living in area	28	30	25	30	22	28	34	197	98.01%
Living outside area	2	0	0	0	1	0	1	4	
Total	30	30	25	30	23	28	35	201	
St John's CE									
Living in area	20	23	17	17	18	11	10	116	98.31%
Living outside area	0	0	1	1	0	0	0	2	
Total	20	23	18	18	18	11	10	118	
St Philip's CE									
Living in area	34	34	26	35	31	35	30	225	95.74%
Living outside area	1	1	1	1	4	0	2	10	
Total	35	35	27	36	35	35	32	235	
St Stephen's CE									
Living in area	29	25	26	25	28	30	34	197	92.49%
Living outside area	1	3	4	4	0	3	1	16	
Total	30	28	30	29	28	33	35	213	

	Current school year group						Y6 2009	% that would meet Total Criterion 3
	R Enter Y7 in:	Y1 2014	Y2 2013	Y3 2012	Y4 2011	Y5 2010		
Tydesley Primary								
Living in area	28	29	30	30	28	30	29	204
Living outside area	1	1	0	1	0	0	1	4
Total	29	30	30	31	28	30	30	208
St George's Central CE								
Living in area	37	34	33	30	43	37	40	254
Living outside area	0	4	1	3	1	1	2	12
Total	37	38	34	33	44	38	42	266
Nos of children that meet criterion 3	263	251	227	246	253	259	278	1580
Total all children	270	266	238	258	262	266	288	1635
Fred Longworth High								
Current adm no.	255							
<u>Hindley High</u>								
Abram CE								
Living in area	28	35	23	32	35	30	27	210
Living outside area	0	0	0	0	0	1	2	3
Total	28	35	23	32	35	31	29	213
Bickershaw CE								
Living in area	10	16	10	15	15	8	9	83
Living outside area	2	2	2	2	2	0	2	12
Total	12	18	12	17	17	8	11	95

	Current school year group							Y6 2009	Y5 2010	Y4 2011	Y3 2012	Y2 2013	Y1 2014	R Enter Y7 in: 2015	% that would meet Total Criterion 3
	Enter Y7 in:														
	2015	2014	2013	2012	2011	2010	2009								
Castle Hill St Philip's CE															
Living in area	30	27	27	29	27	25	23	188	95.92%						
Living outside area	0	2	2	0	2	2	0	8							
Total	30	29	29	29	29	27	23	196							
All Saint's CE															
Living in area	29	31	27	25	30	30	27	199	97.55%						
Living outside area	1	0	1	1	0	0	2	5							
Total	30	31	28	26	30	30	29	204							
Hindley Green															
Living in area	43	29	43	30	39	37	38	259	84.92%						
Living outside area	8	3	3	11	14	1	6	46							
Total	51	32	46	41	53	38	44	305							
Hindley Green St John's CE															
Living in area	20	26	26	30	20	26	28	176	92.63%						
Living outside area	1	2	2	0	4	3	2	14							
Total	21	28	28	30	24	29	30	190							
Hindley J + I															
Living in area	29	26	29	29	30	30	24	197	95.17%						
Living outside area	0	3	2	1	1	0	3	10							
Total	29	29	31	30	31	30	27	207							
Hindley St Peter's CE															
Living in area	35	35	33	35	35	35	34	242	99.59%						
Living outside area	0	1	0	0	0	0	0	1							
Total	35	36	33	35	35	35	34	243							

	Current school year group							% that would meet Total Criterion 3
	R Enter Y7 in:	Y1 2014	Y2 2013	Y3 2012	Y4 2011	Y5 2010	Y6 2009	
Nos of children that meet criterion 3	2015	2014	2013	2012	2011	2010	2009	1554
Total all children	224	225	218	225	231	221	210	1653
Hindley High	236	238	230	240	254	228	227	
Current adm no.	187							
Proposed adm no '12	225							
<u>New Lowton / Golborne School</u>								
Gilded Hollins								
Living in area	25	30	30	25	25	29	30	194
Living outside area	2	0	0	4	5	1	1	13
Total	27	30	30	29	30	30	31	207
Golborne Primary								
Living in area	42	43	41	45	37	41	42	291
Living outside area	1	1	1	2	1	1	0	7
Total	43	44	42	47	38	42	42	298
Lowton J + I								
Living in area	16	13	16	13	18	16	15	107
Living outside area	2	3	2	4	1	1	3	16
Total	18	16	18	17	19	17	18	123
Lowton St Mary's CE								
Living in area	30	21	21	19	25	23	24	163
Living outside area	0	1	3	2	1	2	4	13
Total	30	22	24	21	26	25	28	176



When calling or
telephoning
please ask for

Fred Longworth High School

Printshop Lane
Tyldesley
Manchester
M29 8JN
Tel: 01942 883796
Fax: 01942 897413

email: enquiries@fhs.org.uk
website: www.fhs.org.uk

5th October, 2009

Dear Parent/Guardian

Governors' opposition to Secondary School Re-organisation Proposals

Last term the governors advised you of their concerns regarding the proposals for radical changes in local high schools. The proposals were outlined in a consultation document called Building Schools for the Future produced by Wigan Council. You were asked to comment on the document as part of an informal consultation. The Council set out their plans to invest millions of pounds in rebuilding or remodelling local high schools including the closure of Hesketh Fletcher High School, the enlargement of Westleigh High School by 60% and a future increase in the capacity of Fred Longworth High School (FLHS) to 1500.

The outcome of that informal consultation was a decision by the Council to do three things that will have an impact on all children in the area of the three schools.

1. *Formally consult on the closure of Hesketh Fletcher High School and the enlargement / rebuilding of Westleigh High School.*

This would mean that there will be no high school in Atherton and that all children in the town would have to travel to other schools.

2. *Over-admit up to 20 students into Y7 in 2010 and 2011, and into Y10 in 2011 at Fred Longworth HS and Westleigh HS*

The governors of Fred Longworth HS do not believe that it is a good idea to increase the number of students in the school. A recent study of the school's capacity has identified that, even on current numbers, we are deficient in classroom, hall, IT, laboratory and dining space. An extra 60 students will severely worsen the situation to the detriment of students and staff unless substantial extra funding is injected.

There are no additional buildings planned for FLHS in Phase 1 of the plan.

3. *Introduce post-code catchment areas and named feeder primary schools into High School admission criteria from 2012.*

From 2012 pupils from named feeder schools will be the next group to be given priority after children with a brother or sister attending the school at the time of admission. FLHS feeders would include all the Astley, Tyldesley and Mosley Common non-catholic primaries plus Hindsford, Chowbent and St. Phillips



Specialist Schools
and Academies Trust



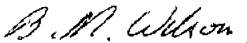
in Atherton. This is a proposal that will have critical implications for many young people. Those pupils that are already attending primary school may not be allowed to attend their preferred or nearest secondary school.

If the closure proposals, which will significantly reduce the places available, are approved, there will be severe pressure on places (based on the Council's own figures) up to the year 2015. However, the increase in the Atherton and Tyldesley birth rates since 2004 has been so great that additional places have had to be provided at Parklea and Tyldesley Primary Schools. There is also an increase in Leigh. This rise in the birth rate will add to the pressure. In addition no account has been taken of current development planning proposals to designate additional land in Leigh, Atherton and Tyldesley for several thousand houses. It is not clear from the documentation which students would be given preference if all places at FLHS were filled within the feeder school / catchment criteria; priority is usually given to those living nearest the school.

The governing body has concluded that there is a need and justification for four non-catholic high schools to serve Leigh, Atherton and Tyldesley. We are therefore registering our opposition to the proposed closure of Hesketh Fletcher High School and will lodge a formal objection by the consultation closing date of 15th October 2009.

We strongly urge all parents to obtain a copy of the proposals and make any appropriate representations to the Director of Children and Young People's Services by that date.

Yours sincerely



Brian Wilson
Chair of Governors

Copies of the notices are available at the High Schools.
The notices and details of the full proposal are on the Wigan Council Website,
"www.wigan.gov.uk/schoolsforfuture"

Any person may object to or make comments on the proposals before October 15th 2009 by sending them to:-

The Director of Children and Young People's Services
Wigan Council
Children and Young People's Services
School Place Commissioning Team
Progress House
Westwood Park Drive
Wigan WN3 4HH

Or by email to Schools For the Future@Wigan.gov.uk

Appendix C





Christ Church Pennington C.E. Primary

West Bridgewater Street, Leigh, Lancs. WN7 4HS
Telephone: Leigh 01942 673667
Facsimile: Leigh 01942 680757
Email: enquiries@adms.christchurch.wigan.sch.uk
Online at: www.christchurch.wigan.sch.uk

Headteacher: Mrs. D Martindale B.Ed.(Hons)



3rd October 2009

Dear Mr Hudson,

I write on behalf of the Governors of Christ Church School to register some of our concerns regarding the new proposals under the Building Schools for the Future Programme.

Our concerns are around the admissions arrangements for the new school likely to be set up from the amalgamation of Lowton and Golborne High schools.

I understand that under the current proposals we are not one of the seven named primary 'feeder' schools for the proposed new school

We feel strongly, as do many of our parents and families, that Christ Church should be one of the named feeder primary schools for the new Lowton/Golborne school for the following reasons.

We have a long standing partnership and association with Lowton High and the vast majority of our pupils choose to transfer to Lowton High each year (27 out of 32 pupils transferred to Lowton High 09). This is a similar pattern each year.

We are established with Lowton as a learning community with strong inter professional and community links with Lowton High and a history of working effectively together.

Governors feel that naming Christ Church as a feeder school would further strengthen these relationships, adding to the wider community cohesion agenda within CYPs and also supporting the council's wider pledge to build and support strong local communities.

In supporting the Council's vision for the future we are mindful of working in partnership with parents and protecting parental choice. As past evidence shows many parents have chosen Lowton High as the school of their choice for their children at the end of KS2. Many of our families would prefer that their children did not have to cross the town centre to access other local High schools - for many of our pupils this would



necessitate the children travelling on two buses as the majority of pupils live south of Leigh town centre.

We expect a very negative response from the parents to the current proposals for these reasons.

As you are aware the Governors of Christ Church are also working in partnership with the Local Authority, Manchester Diocese and local developers to re-site our existing school onto the Leigh Sports Village site. This shift could potentially affect the intake of the school and would certainly move the school site nearer to the proposed new high school.

Finally existing proposals show that the proposed new high school would, potentially be undersubscribed i.e. pupils from the seven named feeder schools would not fill the new school. This again is a concern in terms of best value. One that could easily be rectified by naming Christ Church as an additional 'feeder' primary for the new high school.

For these reasons the governors would ask that serious consideration be given to naming Christ Church as a feeder primary for the new high school.

We look forward to your response at your earliest convenience.

Yours,

A handwritten signature in blue ink that reads 'Peter Watt'.

Mr P E Watt
Chair of Governors
Christ Church Primary School

Cc
Janet Newton - Service Director Wigan Schools for the Future
Kirsten Nelson - Head of service Transformation Manager
Lynn Mappin - Service Manager Schools' Commissioning
Paul Worthington - head of Project manager Wigan Schools for the Future

Children and Young People's Services
Executive Director: Nick Hudson



Mr P E Watt
Chair of Governors
Christ Church Primary School

Our reference:
Your reference:
Please ask for: Lynn Mappin
Extension: 86028
Direct line: 01942 486028
Date: 23 October 2009

Dear Mr Watt

Proposed admission arrangements for the new Lowton / Goborne High School

Thank you for your letter dated 3 October 2009.

In publishing the competition notices for the proposed new school, the LA has to indicate which area of the borough it wishes the new school to serve. In this instance, the local authority has also suggested admission criteria for the school. If adopted, these will be in place for the first two years of the new school's existence and, thereafter, will be reviewed annually by the governing body.

The LA has to consider proposals for the new school and proposers may decide to adopt the criteria as suggested or to alter them. Cabinet will take a decision on which proposer will run the new school after considering all material put forward by any proposers, including admission criteria. As the new school will not be a community school, Cabinet will ultimately only be a consultee to their admission arrangements.

Nevertheless, we will look at the impact of associating Christ Church Pennington with the new Lowton/Goborne school, rather than Bedford, and if it seems to be a viable alternative for all schools concerned, we may suggest to potential proposers and the new governing body the inclusion of your school in their arrangements.

If you want a more detailed discussion about the competition process for the new school and how the admission arrangements are determined, please do not hesitate to contact me on the above telephone number.

Yours sincerely

Lynn Mappin
Service Manager – School Place Commissioning

Please reply to: Lynn Mappin
Wigan Council, Children and Young People's Services, CYPS, Progress House; Westwood Park
Drive; Wigan WN3 4HH.
Phone: 01942 486028

www.wigan.gov.uk

Building the **future** together