

The reasons for my preference are:

.....

**Children and Young People's Services**

Director: N Hudson



**Our Reference:** SP/JM  
**Your Reference:**  
**Please ask for:** School Places Team  
**Extension:** 86037  
**Direct Line:** 01942 486037  
**Date:** September 2008

Dear Parent

**Admission to secondary school 2009**

As you have a child who will be starting secondary school in September 2009 you now need to tell us which school you would like your child to attend. You should follow the steps below.

- Read the enclosed booklet "Admissions to Secondary Schools 2009-2010" carefully.
- Complete your application. You should give 3 preferences of school in order of priority. Please refer to the admissions to secondary school booklet for details of how places are allocated using the priority order of schools on your application form. You can either apply on-line or on the attached application form.
- Submit your on-line application or return your application form **by the closing date 24 October 2008.**
- **If any of your preferred schools is a voluntary-aided (church) school, you must fill in the school's own supplementary information form as well as the local authority application form.** You can get the supplementary information form from the school, and you must return it to the school by 24 October 2008. If you put a voluntary aided (church) school as a preference and you do not fill in the school's own supplementary application form, the school will not have all the information they need to consider your application and your child may be refused a place.

**There is more important information about how to apply, where to send your form and obtaining a receipt on the back of this letter.**

We will be happy to help give you more information if you need it. You can phone the School Places Team on any of the following numbers 01942 486037, 01942 486038, 01942 486039 or 01942 486040.

Yours sincerely

Nick Hudson  
Director of Children and Young People's Services

Please reply to:  
Wigan Council, Children and Young People's Services, Progress House,  
Westwood Park Drive, Wigan, WN3 4HH  
Phone: 01942 486123 Fax: 01942 486216  
Email: schoolplaces@wigan.gov.uk  
www.wigan.gov.uk

PROOF

## Important information

### On-line applications

Make sure you submit your application by the closing date 24 October 2008.

You will receive an e-mail confirming your application has been submitted.

### Applying on the attached application form

Make sure you return your form by the closing date 24 October 2008

If your child goes to a primary school in Wigan local authority:

- return your completed form to the headteacher at your child's school; and
- make sure you get a receipt for your form from school. Keep this safe until you know the result of your application or until after the appeal hearing if you need to appeal.

If your child does not go to a Wigan school:

- send your completed application form direct to us at:

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

- we will post a receipt to you. Keep this safe until you know the result of your application or until after the appeal hearing if you need to appeal.

### All applications

When you have read the booklet, visited schools and completed your (LA) application, check the following before you submit your on-line application or send in the application form. I have:

- read the booklet and understood how places will be allocated;
- completed and returned the supplementary information forms for any voluntary-aided (church) schools;
- entered the correct post code;
- completed all the relevant sections of the application; and
- agreed to the terms and conditions on my on-line application or signed and dated the declaration on the form attached to this letter.

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

## Children and Young People's Services

Director: N Hudson

### Local authority (LA) application form:



#### Admission to secondary school 2009

#### Details of Child (Please complete in block capitals)

Forename		Surname	
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Date of Birth		Male/Female	
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Home Address	
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	Postcode
--	----------

Parent's Name	Phone Number
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Current primary school
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Does your child have a statement of special education needs	Yes / No (Please delete)
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Is your child in Public Care? If yes which Authority	Yes / No (Please delete)
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Is your child a Catholic?	Yes / No (Please delete)
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#### Please give details of any brothers or sisters who will be at Secondary School on 1st September 2009

Name	Date of Birth	School

**It is important that you read the booklet 'Admissions to Secondary Schools 2009' before stating your preferences. Please state clearly which three Secondary schools you would like your child to attend in order of preference. Stating a second and a third preference will not affect the consideration of your first preference.**

(for office use)

1.		
2.		
3.		

### There is space where you can tell us your reasons for your preferred schools on the back of this form.

This information falls within the Data Protection Act. The information supplied will be held on computer for the purposes of education and training administration and will be used solely for this purpose and disclosed when necessary to the Local Authority, schools, etc. The information on this form and any other information subsequently provided whether by meeting, phone, fax or mail would also be used for this purpose. I am aware that the School Places Team may carry out checks to verify the information I have submitted. I freely consent to the use of the personal data as described in this paragraph.

**I confirm that I have received a copy of the local authority's information booklet 'Admissions to Secondary Schools 2009', read the additional notes and that I am the parent responsible for this child.**

Print name in full:

Signed:

Date:

This slip should be returned to the Parent/Guardian when they give in their application form.

I acknowledge receipt of your request that your child ..... be considered for a secondary school place

Signed	School:
(Headteacher)	Date:

Please retain this slip until the result of the allocation is known