

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

Date: 12 March 2009
19 March 2009
29 April 2009

Subject: Determination of Admission Arrangements 2010-2011:
community and voluntary controlled schools

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

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Purpose / summary: To report on the LA consultation on admission arrangements for community and voluntary controlled schools and nurseries for 2010-2011

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

Recommendation / decision: It is recommended that members:

- comment on the proposed oversubscription criteria for community and voluntary-controlled schools;
- comment on the proposed admission numbers for community and voluntary controlled primary and secondary schools for 2010-2011;
- approve the proposed co-ordinated admission schemes for 2010-2011; and
- recommend that Council adopts the admission arrangements for 2010-2011 as part of the Council's policy framework.

Key decision: This report does not involve a key decision.

Risks / Implications:

Financial	None
Staffing:	None
Policy:	School Admissions
Equal Opportunities - Has a Diversity Impact Assessment been conducted?	No, a diversity impact assessment is not necessary at this stage, however, equality and diversity implications have been considered when producing this report.
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?

No.

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

No.

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	
Monitoring	
Sharing for corporate understanding	

Discussion	
Decision	X
Information	

Tracking/Process:

	Consultation	Ward Members	Partners
	1.9.2008 to 28.2.2009		
Panel	Overview & Scrutiny	Cabinet	Council
12.3.09		19.3.09	29.4.09

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

Proper Officer



Date

February 2009

1. **Background:**

- 1.1 Each year the local authority must consult the governing bodies of all schools for which it is the admission authority (community and voluntary controlled schools) on the admission arrangements it proposes.
- 1.2 The local authority must also consult other admission authorities in the area; that is the governing bodies of all voluntary aided and foundation schools in Wigan, the Admission Forum, with neighbouring authorities, parents and community groups before 'determining' (finalising) these arrangements.
- 1.3 All admission authorities must determine their admission arrangements for 2010-2011 by 15 April 2009.
- 1.4 The LA must also consult annually on the Co-ordinated Admission Schemes for primary and secondary schools.
- 1.5 A new Admissions Code 2009 comes into force in February 2009. Admission arrangements must reflect the mandatory provisions of the Code.

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

- 2.1 The proposed oversubscription criteria for community and voluntary controlled nurseries are the same as those for 2009-2010. They are:
 1. Children in public care
 2. Children identified by the LA as having learning difficulties or an early integration; referral of such children will be via the Children and Young People's Services special needs section
 3. The child has particular social, medical or language need
 4. The rising 4 cohort, in order to maximise the opportunities for children to receive at least one year of nursery education before starting school
 5. Distance from the nursery, measured in a straight line.
- 2.3 There are no proposed changes to admission numbers.
- 2.4 The Admission Forum has agreed to the proposed admission arrangements for community and voluntary controlled nursery schools.
- 2.4 The local authority has not received any comments from other consultees.

3. **Proposed admission arrangements for community and voluntary controlled schools**

- 3.1 The proposed oversubscription criteria for community and voluntary controlled schools are attached as follows:
 - Appendix 1 for primary schools
 - Appendix 2 Leigh CE Junior School
 - Appendix 3 secondary schools
- 3.2 The proposed oversubscription criteria is the same as those for 2009-2010. However, to ensure compliance with the Admissions Code 2009, the notes following the oversubscription criteria show:

- What the LA defines as a brother or sister when applying oversubscription criteria.
- Which address we will consider as the child's home address when a child spends time with parents who live apart.
- How the waiting list will operate until the end of the Autumn Term 2010.

3.3 The Admission Forum agreed to the proposed oversubscription criteria for community and controlled schools.

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

4. Admission numbers

4.1 Primary schools

4.2 The proposed admission numbers for community and voluntary controlled primary schools are attached at appendix 4. The proposed admission numbers are the same as that for 2009-2010 for all but 3 schools.

4.3 Westleigh Methodist Primary School's net capacity assessment indicates an admission number of 21. If the school kept its admission number of 20, the local authority must publish a notice for parents who may object. The Headteacher has advised the local authority that the infant children are taught in single age groups and therefore an increase of the admission number to 21 would not mean a breach in the infant class size regulations. The school was oversubscribed with parental preferences for the 2008 intake.

4.4 Atherton Parklee Primary School had a temporary increase in its admission number for the 2009 intake to meet the need for places in the area. The proposed admission number reverts to the original admission number for 2010-2011. The school is unable to maintain this level of intake year on year and there are enough school places available in the Atherton area to meet demand in 2010/2011.

4.5 Beech Hill Primary School has a proposed admission number of 30. This is because the school has significant surplus places and a review of primary school provision has indicated a need for 30 school places. The current accommodation is being built under the Primary Strategy for Change.

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

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

5. Secondary schools

5.1 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.

5.2 Appendix 5 gives details of;

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

- the proposed admission numbers for 2010-2011.

5.3 The Admission Forum considered that, in view of the secondary school review, the admission numbers for all secondary schools should not be increased. The Admission Forum view was that proposed admission numbers for community and voluntary controlled secondary schools should stay the same as determined for 2009-2010.

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

6. Proposed primary and secondary co-ordinated admission schemes

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

6.2 The proposed co-ordinated admission schemes for primary and secondary have been attached at appendix 6.

6.3 The proposed co-ordinated admission schemes have been adapted to reflect the mandatory provisions of the Admission Code 2009. The changes are as follows:

- Parents are no longer required to return their application form to the school of their preference.
- Supplementary information forms for voluntary aided primary schools will be available from the local authority as well as the school. Parents are not required to return the supplementary information form to the school direct.
- The details of how the local authority will carry out its statutory duty to co-ordinate all mid year applications will be formulated by 1 January 2010.

6.4 The Admission Forum agreed to the proposed co-ordinated admission schemes.

6.5 The local authority did not receive comments from any other consultees.

7. Proposals:

7.1 It is recommended that Members:

- comment on the proposed oversubscription criteria and admission numbers for nurseries, primary and secondary schools for 2010-2011;
- approve the proposed primary and secondary co-ordinated admission schemes; and
- that Council adopts the admission arrangements for 2010-2011 as part of the Council's policy framework.

8. Alternative options considered and reason for the recommended option:

8.1 The alternative options considered take into account the Admission Forum's advice and guidance in the Admission Code 2009.

9. Conclusions:

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

Oversubscription criteria for community and voluntary controlled primary schools

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

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

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.

Notes:

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.

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.

Waiting lists

Places may become available at a school after the offer date on 23 April 2010. To decide which children have these place, we will:

- put all children who we refused 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 places that become available to the next child on the waiting list; and
- keep the waiting list until the end of the autumn term 2010.

Proposed oversubscription criteria for Leigh CE Junior School

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

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

Notes:

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.

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 gets the Child Benefit for this.

Waiting lists

Places may become available at a school after the offer date on 23 April 2010. To decide which children have these place, we will:

- put all children who we refused 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 places that become available to the next child on the waiting list; and
- keep the waiting list until the end of the autumn term 2010.

Proposed oversubscription criteria for community and controlled secondary schools

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.

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.

Notes:

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.

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 gets the Child Benefit for this.

Waiting lists

Places may become available at a school after the offer date on 1 March 2010. To decide which children have these places, we will:

- put all children who we refused 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 places that become available to the next child on the waiting list; and
- keep the waiting list until the end of the autumn term 2010.

Proposed admission numbers for community and controlled primary schools

School Number	School Name	Determined Admission Number 2009-2010	Proposed Admission Number 2010-2011
203	Bryn St Peters	30	30
206	Atherton Chowbent	30	30
207	Atherton Hindsford	30	30
209	Ince St Mary's	30	30
210	Bedford Hall Methodist	30	30
212	Leigh CE Juniors	97	97
215	Westleigh Methodist	20	21
222	Wigan St James CE	30	30
101	Abram Bryn Gates	30	30
105	R L Hughes	70	70
107	Atherton Meadowbank	30	30
108	Atherton Parklee	45	30
110	Golborne CP	45	45
111	Hindley J&I	30	30
112	Hindley Green CP	60	60
113	Britannia Bridge CP	30	30
114	Leigh Central	30	30
115	Leigh Higher Folds	25	25
116	Leigh Newton Westpark	30	30
117	Lowton CP	17	17
118	Lowton West CP	60	60
119	Orrell Holgate CP	30	30
121	Lamberhead Green CP	60	60
122	Orrell Newfold	60	60
124	Shevington CP	30	30
126	Shevington Vale CP	30	30
127	Standish Wood fold CP	60	60
128	Tyldesley CP	45	45
130	Beech Hill	60	30
131	Mabs Cross	70	70
132	Marsh Green	30	30
133	Marus Bridge	45	45
136	Winstanley CP	60	60
137	Woodfield	30	30
138	Worsley Menses CP	30	30
139	Shevington Millbrook	30	30
140	Nicol Mere	60	60
142	Gilded Hollins	30	30
143	Garrett Hall	60	60
147	Platt Bridge	45	45
148	Westfield	60	60

Proposed admission numbers for community and voluntary controlled secondary schools

School	Determined Ad. No 2009-10	Net Cap Min	Net Cap Max	Proposed Ad. No 2010-11
Cansfield High School	202	202	225	202
The Byrchall High School	235	212	235	235
Golborne High School	171	167	186	171
Rose Bridge High School	155	157	175	155
Bedford High School	242	234	260	242
Westleigh High School	155	154	171	155
Abraham Guest High School	205	174	173	205
Shevington High School	178	175	194	178
Fred Longworth High School	255	251	279	255
Standish High School	250	243	271	250
Lowton High School	230	219	244	230
Hawkley Hall High School	188	188	209	188



Wigan Local Authority

Proposed Co-ordinated Admission Scheme

Primary Schools

2010-2011

January 2009

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- 1.9** Late applications
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- 1.11** Waiting lists for voluntary-aided and foundation schools
- 1.12** Applications for the normal admission round outside the pupil's normal year of entry

Section two In-year applications

- 2.1** Co-ordinating in-year applications

Section one.

Admission to primary school

1.1 The timetable for admissions to primary school 2010-2011

Admission booklets and forms sent out On-line application service opens	4 December 2009
Closing date for applications On-line application service closes	29 January 2010
Local authority sends details of all applications to voluntary-aided schools	5 March 2010
Voluntary-aided schools send ranked lists of applications to the local authority with initial offers	19 March 2010
Local authority sends final lists of pupils offered places to voluntary-aided schools	23 April 2010
Offer letters sent to parents	30 April 2010
Closing date for appeals	17 May 2010

1.2 Registration of interest

Parents are advised to register their child's name at a Wigan school by December 2009. 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 place in primary school

In December 2009, all parents who have registered an interest at a Wigan primary school for a Reception Class place will be sent an application pack containing:

- an **Admissions to Primary School 2010-2011** booklet which gives details of all primary schools in Wigan;
- the local authority common application form which asks for three preferences of school, in priority order. The form also allows parents to give the reasons for these preferences; and
- information about how to apply on-line.

The application packs will be distributed by the primary school.

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

The booklet Admissions to Primary Schools 2010-2011 and the local authority common application form will be available on the local authority website.

When parents have completed the local authority common application form they must return it to any Wigan primary school by the closing date for applications 29 January 2010.

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

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

- parents apply on Wigan local authority form; **or**
- their home local authority forwards details of the application to us; and
- a Wigan school is named as a first, second or third preference.

If these applications are received after the closing date in the Wigan co-ordinated admission scheme, they will be classed as late (see section 1.9).

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

1.4 Supplementary information forms

Many voluntary-aided schools in Wigan have their own supplementary information form to ask for details about religious affiliation. Supplementary information forms are available from the local authority or the school parents are applying for. If parents want a place at one of these schools for their child they:

- must complete the local authority common application form
 - complete the voluntary aided school's own supplementary information form if the school has one
- and
- return the local authority application form with any supplementary information forms to any primary school as described in section 1.3. If parents have applied online they will only need to return the supplementary information forms either to any primary school or the local authority as described in 1.3.

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.

Community and controlled schools

The admission authority for community and controlled school is the local authority.

Voluntary aided schools

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

1.5 Applying for a place at a junior school

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

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

In December 2009, all parents with a child in year 2 at infant only schools will receive an application pack containing:

- an Admissions to Primary School 2010-2011 booklet which gives details of all primary schools in Wigan; and
- a local authority common 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 forms must be returned to the child's current infant school by the closing date of 29 January 2010.

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 will 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. The local authority will also send voluntary aided schools any supplementary information forms.

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

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

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

Co-ordinating the offer of a single place

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

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

If a child living in Wigan cannot be offered a place at any of their parents' 3 preferences of school, they will be offered a place at the nearest Wigan school to their home address with a vacancy. 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 borough to tell them which school place is to be offered to their child. The parent is asked to return an acceptance slip to the offered school within two weeks of the place being offered.

If the application was received by the closing date, 29 January 2010, we will do this on 30 April 2010.

If the parents' application were late, we will write to them no earlier than 30 April.

1.8 Informing schools of places offered

The local authority will send each primary school in Wigan lists to confirm the children who have been offered places at the school electronically on 23 April 2010.

1.9 Late applications

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

- the application will be classed as late;
- it will only be considered after applications received on time; and
- the offer of a place will be decided as described in section 1.6.

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 Waiting lists for community and voluntary-controlled schools

Places may become available at a school after the offer date of 30 April 2010. The local authority will:

- put all children on the school waiting list for the school or schools where they have been refused a place (including late applications);
- allocate any places that become available up to the admission number to the next child or children on the waiting list, using the oversubscription criteria for the school; and
- keep the waiting list until the end of the Autumn Term 2010.

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

1.11 Waiting lists for voluntary-aided schools

The governing bodies of any oversubscribed schools will maintain a waiting list until the end of the Autumn Term 2010.

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

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

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

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

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

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

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

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

Section Two

2. In-year applications

From the academic year 2010-2011 onwards local authorities must co-ordinate all 'in-year applications'. The arrangements for co-ordinating these applications will be formulated by 1 January 2010.



Wigan Local Authority

Draft Proposed Co-ordinated Admission Scheme

Secondary Schools

2010-2011

January 2009

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- 2.1** Co-ordinating in year applications

Section one.

Transfer from primary to secondary school

1.1 The timetable for admissions to secondary school 2010-2011

Admission booklets and forms sent out On-line application service opens	11 September 2009
Closing date for applications On-line application service closes	23 October 2009
Wigan local authority sends details of applications to other local authorities	20 November 2009
Wigan local authority sends details of all applications to foundation and voluntary-aided schools (including applications from other local authorities)	4 December 2009
Foundation and voluntary-aided schools send ranked lists of applications to the local authority with initial offers by	18 December 2009
Wigan local authority informs other local authorities of initial offers to be made to their residents	22 January 2010
Wigan local authority sends final lists of pupils offered places to other local authorities, foundation and voluntary-aided schools	22 February 2010
Offer letters sent to parents	1 March 2010
Closing date for appeals	15 March 2010

1.2 Applying for a secondary school place

All pupils in Year 6 at a Wigan Primary school in September 2009 will be sent:

- an **Admissions to Secondary School 2010-2011** booklet which gives details of all secondary schools in Wigan;
- a local authority common 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 2009 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 2010-2011 booklet and the local authority common application form will be available on our website.

When parents have completed the local authority common 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 application; and
- we will pass the details on to the other local authority.

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

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

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

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 the local authority or the school. If parents want a place at one of these schools for their child they:

- must complete the local authority common 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.

If a supplementary information form is returned to a secondary school by mistake, the secondary school must forward this to the local authority.

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:

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

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

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

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 will be offered a place.

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

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

Co-ordinating the offer of a single place

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

School places which become available following the first round of

co-ordination will be offered to the child ranked next in the oversubscription criteria, unless the child already has a potential offer with higher priority on the local authority application form.

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

If a child living in Wigan cannot be offered a place at any of their parents' 3 preferences of school, they will be offered a place at the nearest Wigan school to their home address with a vacancy. 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, 23 October 2009, we will do this on 1 March 2010.

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 22 February 2010.

We will send final details of pupils from other local authorities offered places in Wigan schools to their home local authority on 22 February 2010.

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

2. In-year applications

From the academic year 2010-2011 onwards local authorities must co-ordinate all 'in-year applications'. The arrangements for co-ordinating these applications will be formulated by 1 January 2010.