

Important Information

On-line Applications

Make sure you submit your application by the closing date 30 January 2009.

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

Manual Applications

Make sure you hand your application in at your first preference school by the closing date 30 January 2009.

- Get a receipt for your form when you hand it in. Please 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 hand in the application form:

- You understand how places will be allocated;
- If any of your preferences is a voluntary aided (church) school, you have filled in and returned the school's own supplementary form as well as the local authority application form. You can get the supplementary form from the school, and you must **return it to school by 30 January 2009**. If you put a voluntary aided (church) school as a preference and you do not fill in the school's own supplementary form, the school will not have all the information they need to consider your application and your child may be refused a place.
- You have completed all the relevant sections of the application form and;
- You have agreed to the terms and conditions on your 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.

Wigan Council
Children and Young People's Services
Director: N Hudson



Our Reference	SP/JM
Your Reference	-
Please ask for Extension	School Places 86040
Direct Line	01942 486040
Date	5 December 2008

Dear Parent

Admission to Primary School 2009

I understand you have a child who will be starting Primary School in September 2009. I am writing to ask you which school you would prefer your child to attend. You now need to do the following:

- Read the enclosed booklet 'Admissions to Primary Schools 2009/2010' carefully.
- Complete your application. You should give three preferences of school in order of priority. Please refer to page 7 in the admissions to primary schools booklet for details of how places are allocated using the priority order of schools on your application form. You can either apply online or on the attached application form.
- Submit your online application or return your form to your first preference school with proof of your address before the closing date 30 January 2009. If your application is late it may mean that you miss out on a place at the school you want.
- If any of your preferences is a voluntary aided (church) school you are strongly advised to complete the school's own supplementary form and return this to the school before the closing date.

There is more important information about how to apply, where to send your form, voluntary aided supplementary forms and obtaining a receipt on the back of the application form.

If you need any help or further information, the School Places Team will be happy to help. They can be reached on 01942 486037/486038/486039/486040.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Nick Hudson'.

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

