

# Wigan Council

## Admissions to Primary Schools 2012-2013

### Important Information

**This form is for Wigan borough residents only. If you live in another Local Authority area please contact them for an application form.**

If you live in Wigan borough you can apply using this Wigan Council primary school application form or apply online at [www.wigan.gov.uk](http://www.wigan.gov.uk)

Please read the 'Admissions to Primary Schools 2012-13' booklet carefully and ensure that you understand how places will be allocated. When you have considered all the information, visited schools and decided on your preferences you should then submit your application.

**Make sure you apply by the closing date of 15 January 2012**

#### To apply online

The online service includes step by step instructions on how to submit your application. You will receive an email confirming that your application has been submitted. Please keep this safe as proof of your application. Please return any supplementary information forms to the individual school.

#### To apply using this Wigan Council primary school application form

Before submitting your application please make sure that you have:

- completed all the relevant sections of the application form
- signed and dated the declaration on part 4 of the form
- filled in part 2 of the form if any of your preferences is a Catholic primary school
- filled in the school's own supplementary information form as well as the local authority application form for any other voluntary aided (church) schools you have named as preferences. You can get the supplementary form from the council or the school (see the 'Admissions to Primary Schools 2012-13' booklet for further details).

**If you put a voluntary aided (church) school as a preference and you do not fill in the school's own supplementary form or Part 2 of this form for Catholic primary schools, the school will not have all the information they need to consider your application and your child may be refused a place.**

#### Returning your Wigan Council primary school application form

You can hand in your form at any Wigan primary school. You will get a receipt. Please keep it safe until you get a letter telling you that your child has a place at school.

#### Returning supplementary information forms

Completed voluntary aided (church) school supplementary information forms should be returned to the individual school.

Wigan Council primary school application form 2012 (Wigan borough residents only)

**Part 1: Details of child**

Forename	Surname
Date of Birth	Male/Female
Home Address	Parent's Name
Postcode	Telephone number
Name of person responsible for council tax at this address	Mobile number
Name of person who receives Child Benefit	Email address
Does your child have a statement of special educational needs?	Yes/No (Please delete)
Is your child in public care? If yes which Local Authority?	Yes/No (Please delete) Authority .....

Please give details of any brothers or sisters who will be at primary school on 1st September 2012.

Name	Date of Birth	School

**Part 2: Religion and faith information—Catholic primary schools only**

If you have named a Catholic primary school as one of your preferences and wish to provide information for criteria relating to religious affiliation please answer the questions below:

Is your child a baptised Catholic?                      Yes                       No

If yes please give date and parish of baptism                      Date ..... Parish .....

**Evidence of Baptism – Catholic**  
 If you are applying for a Catholic primary school and your child was baptised in the parish served by the school then the parish baptismal records will be checked by the school to confirm baptism. If your child was baptised in another parish the school will ask to see a baptismal certificate if your child is offered a place.

Which parish do you live in now?                      Parish .....

If your child is not baptised Catholic which denomination or faith do they belong to (if any)? Denomination/faith .....

**Evidence of Faith Group membership**  
 a) If you are applying for a Catholic school and want to be considered as an 'other than Catholic Christian' please state your Christian denomination. If your child is offered a place evidence of baptism will be requested by the school or you may ask your minister to complete the statement below.  
 b) If you belong to a faith other than the Christian faith, please state to which faith you belong. An appropriate faith leader will need to confirm in writing by completing the statement below that your child is a member of their faith group.

**Minister of Religion/Faith Leader**  
 Minister/Leader (Print name): .....  
 Address: .....  
 Position held: .....

### Part 3: School preferences

It is important that you read the booklet 'Admissions to Primary Schools 2012-13' before stating your preferences. Please state clearly which three Primary schools you would like your child to attend in order of preference. Stating a second and third preference will not affect the consideration of your first preference.

Preference	Reason for preference	For office use
1.		
2.		
3.		

### Part 4: Declaration

This information on this form falls within the Data Protection Act. The information supplied will be held on computer for the purposes of education training, verification and administration and will be used solely for this purpose and disclosed when necessary to the Local Authority, schools. The information on this form and any other information subsequently provided whether by meeting, phone, fax, mail or email would also be used for this purpose. I freely consent to the use of the personal data as described in this paragraph.

#### I confirm that:

- I live in the Wigan Council area
- I have parental responsibility for the child and/or the child lives with me
- I have read Wigan Council's information booklet, 'Admissions to Primary Schools 2012-13'
- I have read the important information on the front cover of this form
- I currently live at the address stated in part 1
- All information provided on this form is correct and true

Print Name in full: .....

Signature: .....

Date: .....

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

#### Admissions to primary school 2012 – Receipt

Name of child ..... Parent's name .....

School receiving form ..... Date received .....