



# Wigan Council primary school in year application form

For office use
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Child's legal family name:	Child's chosen family name :		
First name/s:	Date of Birth:	Age:	
Contact details :	Home	Year group:	
	Mobile		
	Work		
	Email		
Child's Home Address:	If you are moving house please tell us your new address:		
Postcode (essential):	Postcode (essential):		Date of move:

**Once we have allocated a place at a school, your child must start within four school weeks. If they do not you will have to re-apply.** Please bear this in mind if you are in the process of moving house.

**Please name your preferences of school below in priority order. If your child is part way through a Pastoral Support Programme or any action over poor attendance, this will be continued at the new school.**

Name of school	Reason for preference
1	
2	
3	

Is your child's current school aware of this request for transfer?	Yes	No	(Please tick)
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**If any of your preferences is a voluntary aided (church) school you are strongly advised to fill in the school's own supplementary information form as well as this form. If you do not fill in a supplementary information form the school will not have all the information they need to consider your application against their faith criteria and your child may be refused a place. You can get a copy of the form at [www.wigan.gov.uk](http://www.wigan.gov.uk), the School Places Team or the school. Please return any supplementary forms to the School Places Team with your application.**

Reasons for requesting a change of school:			
Can this information be shared with your child's current school?	Yes	No	(Please tick)

**Please complete all questions on both sides of this form.**

Does your child have a statement of special educational needs?	Yes No (Please tick)
Is your child in the care of a local authority? If yes, please state which authority:	Yes No (Please tick)

Current School: Address   Telephone number: Date last attended:	Previous schools Address/Telephone No:
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Has your child ever been permanently excluded from school?	Date/s of any permanent exclusions if applicable:
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Please give details of any brothers or sisters and which school they attend:			
Name	Date of Birth	School	Year group

Are you applying for school places for any brothers or sisters? If yes, please tell us who they are and which school/s you are applying for:

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**It is essential that my children attend the same school**

**Important note:** If you tick this box we will offer you the highest preference school where all your children can be admitted. If none of your preferences can offer all your children a place, we will try to offer another school with places for all. If you do not tick the box we will offer places according to your preferences which may mean your children have to attend different schools.

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, Placement Panel, School Inspectors 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 freely consent to the use of the personal data as described in this paragraph.

**I confirm that I have Parental Responsibility and/or care of the child, and that the child lives with me.**

**My relationship to the child is .....**

Parent/carer name (in capitals): Signature:	Date:
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Please return to:  
**The School Places Team, Progress House, Westwood Park Drive, Wigan WN3 4HH**  
**Telephone: 01942 486038 E mail: [schoolplaces@wigan.gov.uk](mailto:schoolplaces@wigan.gov.uk)**  
**This form is available for download at [www.wigan.gov.uk](http://www.wigan.gov.uk)**