

Applying for a place at Primary School 2024/25

Information for Parents/Carers

Applying for a place at Primary School 2024-25.

Information for parents and carers.

If your child is due to start reception class in September 2024 you need to apply for a school place by the closing date of 15th January 2024.

Please read this booklet very carefully because it:

- explains how we decide which school to offer your child; and
- gives information to help you decide if you are likely to get a place at a particular school.

We can give you this information in other formats (such as in large print) and languages if you ask.

The information in this booklet was correct at the time it was published. If there are any changes, we will update the information and take appropriate steps to let you know.

If you need any help with your application, please contact:

School Organisation Team
People Directorate
Wigan Council
PO Box 100
Wigan
WN1 3DS

Phone: 01942 489013

Email: schoolplaces@wigan.gov.uk

You need to apply even if you have registered your child's name at a school, your child attends a school nursery and/or your child has a brother or sister already attending primary school.

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Apply Online

Apply online for your child's primary school place because:

- It is quick, safe and secure.
- We will confirm we have received your application.
- You can change your application at any time up until the closing date for applications (**15th January 2024**).
- There are clear, simple instructions to guide you through making your application.
- The service is available 24 hours a day, seven days a week during the application period – 30th September 2023 to 15th January 2024.
- You will receive your result by email and be able to view this online from 16th April 2024.

What will I need to apply online?

- A computer or mobile device (smart phone or tablet) with internet access
- An e-mail account

What if I haven't got internet access?

- You can use a computer at a library or your local Life Centre – we recommend that you book this service beforehand.

How do I access the online service?

- You will receive a letter giving you details on how to access the online service. Or, you can go to our [website and follow the links](#).

If you need any help or guidance using the online service, please contact us:

- by phone on 01942 489013 - 8am to 6pm Monday to Friday; or
- by e-mail at schoolplaces@wigan.gov.uk.

Part 1 – Applying for a secondary school place

Timetable

If your child is born between 1st September 2019 and 31st August 2020, they will start reception class at the start of the new school year in September 2024. The timetable for the application process is as follows.

30th September 2023	Admissions information circulated Online application service opens
15th January 2024	Closing date for applications
January 2024 to April 2024	Applications processed
16th April 2024	National offer day
15th May 2024	Closing date for appeals
June – July 2024	Appeal heard
September 2024	Admission to school

How to apply

In Wigan, the School Organisation Team at People Directorate: Children and Families deal with admissions to schools. We will be pleased to help if you have any questions or need extra information.

You can contact us as follows:

Address:

School Organisation Team
People Directorate
Wigan Council
PO BOX 100
Wigan
WN1 3DS

Phone: 01942 489013

E-mail: schoolplaces@wigan.gov.uk

[There is also information on our website.](#)

1. Registering an interest

Parents can register an interest at any local primary school. This needs to be done by November of the year before your child is due to start school.

Registering an interest provides schools with information about who to send details of how to apply to. You must advise the school if your address changes or you may not receive the information.

Important note: completing a registration of interest is not an application for a school place.

2. Application information

In September 2023, the primary school where you have registered an interest will have details of how to apply and application form should you wish to collect one. They will also be able to provide information about how to access this booklet and the online application service.

If you would like application information in the post you can request it from the School Organisation Team.

Children going to nursery classes

It is important to remember that if your child goes to a nursery class attached to a school **they do not have an automatic right to a place in a reception class at that school**. The oversubscription criteria for schools are different from those for nurseries.

You must submit an application for a place by the closing date 15th January 2024. This will be considered according to the school's oversubscription criteria.

3. Completing your application

This booklet provides information on the types of primary schools in Wigan and the admission arrangements for each school.

To be considered for your preferred primary schools, you must submit an application by the closing date, **15th January 2024**.

If you are unable to **apply online** you can contact the School Organisation Team to request a copy of the **Wigan Council primary school application form**. You can give three preferences of school in order of priority. You will only be considered for schools you name as a preference.

When you give preferences, it is important to make a realistic assessment of your child's chances of gaining a place. The information in this booklet will help you to do this. If you need more advice, please contact the School Organisation Team.

You should give three preferences. If you do not:

- it does not increase your chance of gaining a place at your first preference school; and
- we do not know which other schools you may be interested in.

If you only give one preference and we cannot offer your child a place, we can only offer the nearest school to your child's home with an available place. Your child may miss out on a place at another school that you prefer.

Repeating the name of one school three times on your application does not improve your chances of a place.

Reasons for Preference

Parents are able to include reasons for their preference when making an application. Your reasons for choosing a particular school **are not considered during the allocation process**. Only information relevant to the school's oversubscription criteria entered on the correct part of the application form will be considered. Please check your application carefully before submission to ensure that you have entered these details correctly, for example, siblings, looked after status and Education, Health and Care Plan.

If you include reasons for preference, they will be submitted to the independent appeal panel should you be refused a place and take up your right of appeal.

Preferences for voluntary aided (church) schools and supplementary information forms

Catholic Primary Schools

Wigan residents

If you live in Wigan and any of the schools you want your child to go to is a Wigan voluntary aided Catholic primary school the governors will need extra information so that they can consider your application against their faith criteria. **If you do not give this information your child may be refused a place.**

You must complete and return a separate Catholic supplementary information form and return to the school by the closing date, **15th January 2024.**

Supplementary forms are available:

- on request from the school;
- [to download and print from our website](#)
- on request from the School Organisation Team on 01942 489013

If any of the schools you want is a Catholic school in another local authority please contact the school to find out if they use a supplementary information form.

Some Catholic schools may ask you to show proof of baptism. Please do not send any proofs of baptism to the School Organisation Team.

Please note: It is your responsibility to check that any information sent by post has been received by the school.

Other Local Authority residents

If you live in another Local Authority and any of the schools you want to name as a preference is a Wigan voluntary aided Catholic primary school we strongly advise you to fill in the school's own supplementary information form and return it to the school. You can get a copy from our website or from the school.

Other Voluntary aided primary schools

If any of the schools you want your child to go to is a voluntary aided (church) school other than a Wigan Catholic primary school, we strongly advise you fill in the school's own supplementary information form as well as your online application form. If you do not fill in the school's own 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 must complete a separate supplementary information form and send it to the school by the closing date, **15th January 2024.**

You can get a copy of the school's supplementary information forms:

- from the school;
- [to download and print from our website](#) or
- contact the School Organisation Team on 01942 489013

Please note: It is your responsibility to check that any information sent by post has been received by the school.

Primary schools in other local authorities

You can apply for schools in any local authority. Other local authorities produce their own admission booklets with details of their schools. You can access these online or contact the local authority school admissions service for a copy. There is a list of our neighboring local authorities, with contact phone numbers, in part 3 of this booklet.

If your child lives in Wigan and you want to apply for a place at a school in another local authority, you can:

- use the **Wigan online application service**, or if you are unable to apply online you can request a copy of the Wigan Council primary school application form, and enter the name of the other local authority school as a preference
- submit your online application or return the application form to any Wigan primary school or by post by the closing date, **15th January 2024**.

Whichever way you apply, we will deal with the other local authority for you.

Please make sure you also fill in and return to the school any supplementary information form for a voluntary aided school.

Looked-after and previously looked after children

If you are responsible for a looked after or previously looked after child please tell us this on your application. Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order). Applications for previously looked after children must be supported with appropriate evidence i.e. a copy of the adoption order, child arrangements order or special guardianship order. **Evidence must be submitted to the School Organisation Team by the closing date 15th January 2024. If you do not provide this evidence your child may be refused a place.**

Children adopted from state care outside of England

If you are responsible for a child who appears to the Local Authority to have been in state care outside of England and ceased to be in state care because they were adopted, please tell us this on your application.

A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society. Applications must be supported with appropriate evidence that the child has been adopted from state care. **Evidence must be submitted to the School Organisation Team by the closing date 15th January 2024. If you do not provide this evidence your child may be refused a place.**

Children of UK service personnel (UK Armed forces)

Places can be allocated in advance for children of UK service personnel with a confirmed posting in the area, or crown servants returning from overseas to live in the area. If this applies to your child please tell us on your application. You must also provide evidence i.e. an official letter from your commanding officer containing a relocation date and Unit postal address.

Evidence must be submitted to the School Organisation Team by the closing date 15th January 2024. If you do not provide this evidence your child may be refused a place.

Children with an Education Health and Care Plan

Children with an education health and care plan that names a school will be offered a place without using the oversubscription criteria. This applies to all types of schools.

It is important that you still apply for a mainstream school even if a place at a special school is being considered for your child. This is so you have a better chance of getting a place at the mainstream school you prefer if your child does not transfer to a special school.

4. Submitting your application

Online applications

You must ensure that you follow the instructions given on the online service to submit your application. **Please note:** If you amend your application after submitting you **must** re-submit it or your preferences will not be recorded.

After your application is submitted you will receive a confirmation email showing your preferences. This is your proof that you have applied. Please keep this safe until you receive an offer of a school place.

Wigan Council primary school paper application form

If you are unable to apply online you can request a copy of the Wigan Council primary school application form by contacting the School Organisation Team. Please return your completed form to any Wigan primary school or sent it directly to School Organisation Team by 15th January 2024.

You will receive a receipt for your application. This is your proof that you have applied. Please keep this safe until you know the outcome of your application.

One application per child

The Local Authority will only accept one application per child. Where duplicate applications are received the Local Authority will contact both parents and advise them to complete one application with one set of preferences for their child.

For twins, triplets, multiple births, please complete an individual application for each child.

The Local Authority cannot mediate disputes between parents. Parents must resolve disputes about preferences between themselves, legally if necessary. For further information please read the government's guidance ['Understanding and dealing with issues relating to parental responsibility'](#) available online.

The closing date for application is 15th January 2024. We Will only consider applications we receive by the closing date as on-time applications.

In 2023 92.5 per cent of on time applicants living in Wigan were offered a place at their first preference school. 98.4 per cent of on time applicants were offered a place at one of their preferences.

Changing your mind up to the closing date

If you change your mind about the names or order of schools you have made you must submit these before the closing date, **15th January 2024**.

If you apply online, you can change your preference at any time up to the closing date by amending your application. You must follow the instructions given on the online service to make sure your preferences have been changed.

After you have re-submitted your application you will receive a confirmation email showing your new preferences. This is your proof that you have changed your preferences. Please keep this safe until you receive an offer of a school place.

If you have applied using the Wigan Council primary school application form you will need to request a new form from any Wigan primary schools or the School Organisation Team. Make sure you have the new form in at a school.

You will receive a receipt for your new application. This is your proof that you have changed your preferences. Please keep this safe until you have the outcome of your application.

Changing your mind after the closing date

If you change your mind about the preference or the order of preferences after the closing date, you must submit a late application. This will be available on our website after the closing date or on request from the School Organisation Team.

It is important to note that changes of preference after the closing date are treated as a late application (see below) and will reduce your chances of being offered a place at the school you want.

5. Offering school places

Part 2 of this booklet provided important information about how we decide which school to offer your child.

If you have applied online you will receive an email on 16th April 2024 with the result of your application. If you applied using the Wigan Council primary school application form we will write to you on 16th April 2024 with the result of your application.

If you are unhappy with the school place offered and want to be considered for new preferences please complete a late application. You can do this online at www.wigan.gov.uk or request a form from the School Organisation Team, **this will be classed as a late application (see below).**

6. Late applications

It is important that you submit your application before the closing date, 15th January 2024. Applications received after the closing date will be classed as late.

If you change your mind about the preferences or the order of preferences after the closing date, you must complete a late application form.

We will deal with all on time applications first and at the same time.

If your application is late, we will only look at it after we have dealt with all applications submitted on time. This means that you are less likely to get a place at the school you want.

If you apply late, **you will not receive an offer until after 16th April 2024**, but we will write to you as soon as we can after this date.

Late applications received after the closing date 15th January 2024 will be processed in two stages as follows:

Stage 1 – Late applications received before 16th April 2024 will be considered at the same time, after all on time applicants have been offered a place.

Stage 2 – Late applications received after 16th April 2024 will be considered after those in stage 1. If you have not applied for a school place by the closing date or even after school places have been allocated, please contact the School Organisation Team, who will be happy to help.

If we are unable to offer a place at any of your preferences, we will offer a place at the nearest school to your home address with an available place. This may not be a school that is nearest to you because we will offer places first to children whose application we receive on time. All places at your local primary schools may already have been filled.

If we are able to offer a place based on your new form, we will automatically withdraw the original offer if one was made.

If you need advice about submitting a late application, please contact the School Organisation Team on 01942 489013.

7. Deferred entry to primary school

Legally, your child does not have to start school until the admission date after their 5th birthday. The admission dates set by the Government are:

- 31 August
- 31 December; and
- 31 March

Parents can request that the date their child is admitted to primary school is deferred until later in the school year or until the child reaches compulsory school age in that school year. Requests should be made to the headteacher of the school where your child has been offered a place.

Where deferred entry is agreed by the school, the place will be held open and not offered to another child. **Parents cannot defer entry beyond the beginning of the term after the child's fifth birthday, nor beyond the academic year for which they originally applied.**

If you want to defer entry beyond the 2024 academic year we cannot guarantee that there will be a place at the school you want.

8. Part time attendance at primary school

Parents can request that their child attends part-time until they reach compulsory school age. Requests must be made to the school once a place has been offered.

9. Delayed entry to primary school

The parents of a summer born child (born between 1 April and 31 August) may choose not to send their child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to reception rather than year 1.

A decision is made on the basis of the circumstances of each case.

The process is as follows:

Stage 1 – request

Parents make a formal request for delayed entry to reception class to the Local Authority School Organisation Team in writing stating up to 3 preferred schools, with any supporting evidence they wish to be considered.

This request must be made at the same time as applying for a place for normal entry (i.e. by the closing date of 15th January) in order to give sufficient time for the case to be considered.

Stage 2 – decision

Requests for voluntary-aided, foundation and academy schools will be referred to the school to be considered.

Requests for community and voluntary controlled schools will be considered by the Local Authority, in consultation with the headteacher of the school. We will look at the following factors but these are not exhaustive:

- Parent's views
- The needs of the child and the possible impact on them of being educated out of year group
- The child's medical history and views of medical professionals if appropriate
- In the case of children born prematurely the fact that they may have naturally fallen into the lower age group if they had been born on their expected date of birth
- Whether delayed academic, social, emotional or physical development is adversely affecting their readiness for school;
- Any other information which the parent requests the local authority to consider.

Stage 3 – outcome

Parents are notified of the decision in writing by the School Organisation Team.

Request for delayed entry agreed:

Parents can apply for a place in reception for the following academic year for the school/s for which delayed entry has been agreed. The application will be ranked alongside any other applications in accordance with the oversubscription criteria for the schools. **There is no guarantee that a place will be offered at any of the preferred schools.** If parents change their mind about school preference or are not offered a place at their preferred primary schools we cannot guarantee to offer a reception class place at any other school for which a delayed entry request has not been made.

Right of appeal: If the child is refused a place at the school/s for which delayed entry has been agreed they will be advised of their statutory right to appeal. This right does not apply if the child is offered a place at the school, but it is not their preferred age group.

Transfer to secondary school: Where a child has been educated out of their normal age group, the parent may again request admission out of the normal age group when they transfer to secondary school. A written request with any supporting evidence will need to be made at the same time as applying for a place for normal entry to secondary school by the closing date. It will be for the admission authority of that school to decide whether to consider an application for a child out of their normal age group.

Request for relayed entry refused:

There is no statutory right of appeal against the refusal of a request for delayed entry. However, if the parents are dissatisfied, they have the right to complain through the Council's complaints procedure for decisions made by the Local Authority or under the school's complaints procedure where the decision has been made by the school.

Part 2 – How places are allocated

What will we consider?

When we consider on time applications, we will use only the information that is correct on your application at the closing date for applications.

We will consider the following when deciding which school to offer your child a place at:

- **Admission number**

Every school has an admission number. This is the number of places in a school year group. The admission numbers for all Wigan primary schools, and information on each school, are given in part 6 of this booklet.

- **Oversubscription criteria**

When there are more applications than places for a school, we say the school is 'oversubscribed'. If there are more applications than the admission number, a fixed set of rules are used to decide which children will be offered a place. These rules are called the 'oversubscription criteria'.

The oversubscription criteria for all Wigan primary schools are given in part 6 of this booklet. The oversubscription criteria are numbered. Children in criterion one will have first priority for places, children in criterion two will be considered next and so on through the criteria until there are no places left.

If you want more information about each school's admission policy you can get details by contacting the School Organisation Team or the school.

Ranking Applications

The admission authority for the school ranks applications using the oversubscription criteria:

- Academy schools – academy trust
- Foundation and Voluntary Aided schools – governing body
- Community schools and Voluntary Controlled schools – local authority

The equal preference system and the priority order of schools on your application

By law, we must use the equal preference system when considering your application for a school place.

All first, second and third preferences for schools are treated as equal, regardless of their ranking. If schools receive more applications than they have places available, the oversubscription criteria will be used to decide which applicants can be potentially offered a place.

The preference order is only used to determine which school should be offered if your application is ranked high enough in the criteria for more than one school i.e. your child will be offered a place at your highest available preference. This is why we advise you to give three preferences.

If your child lives in Wigan and following this process none of the schools you have named as preferences are able to offer a place, we will offer a place at the nearest Wigan primary school to your home address with an available place.

If your child does not live in Wigan, the local authority in their area will offer them a place.

Children with an Education, Health and Care Plan

Children with an education and health care plan which names the school will be offered a place without using the oversubscription criteria. This is a legal requirement and applies to all types of school.

Your child's home address

Many schools use children's addresses when deciding who to offer places to.

When considering your child's application, we use your permanent home address at the closing date for applications.

You must give the correct permanent address. This is where the child and parent, or the person who has care of the child or has parental responsibility, normally live.

If your address changes temporarily (for example, if you go to live with a relative), you cannot use this address.

If parents are separated and the child spends time at each parents' address, the address which will be used for admission to schools is the address where the child sleeps the majority of the school nights (Sunday to Thursday) during the week in term time. Where there is dispute or equal nights are slept, parent will be asked to provide proof of the address registered with the child's GP. The Local Authority reserves the right to request other documentary evidence as fit the individual circumstances.

Please see each school's individual admission arrangements for further details.

Verifying information

We carry out checks to confirm that addresses are genuine. If we are unable to confirm your address, or any issues are raised concerning your address, we may carry out further checks.

We may ask to see **two** forms of evidence of your permanent address at the closing date for applications (photocopies are acceptable).

The primary form of evidence required is **proof of where you are registered for council tax on the closing date for applications**. The second form of evidence may be one of the following documents:

- proof of your Child Benefit;
- your current driving licence;

- a utility bill (gas, electricity or water) covering the closing date for applications;
- proof of your Child Tax Credits.
- written evidence of final completion of sale or a long term tenancy agreement

Any evidence you provide must show that the parent or main carer lives at the address used on the closing date for applications.

Applicants who are not registered for Council Tax are required to supply three alternative forms of evidence as fit the individual circumstances.

If on the balance of the information provided, we believe that the address you have given is a temporary one, in order to secure a place in a school, we may not use this address.

Moving address

If you move house after the closing date for applications but before we send allocation letters to parents, you must tell the School Organisation Team in writing. **We cannot use your new address to consider your application from** but we will make sure we write to you at the correct address.

False information

If you give any false information which results in your child being offered a school place they are not entitled to (for example, if you give the incorrect permanent address at the closing date for applications), we will withdraw the offer and your child may lose their place.

Important note – if you suspect that someone has given false information to get a school place please contact the School Organisation Team on 01942 489013 or email schoolplaces@wigan.gov.uk

Re-allocating withdrawn places

Where a place is withdrawn due to a fraudulent or misleading application it will be re-allocated to the applicant who should have been offered the place on **16th April 2024**.

Waiting lists

Places may become available at a school after the offer date. All admission authorities must have a waiting list.

All admission authorities must:

- Put all children who are refused a place on the waiting list for the school;
- Keep the list in priority order, in accordance with the oversubscription criteria for the school;
- Offer any place that becomes available to the next child on the waiting list; and
- Maintain the waiting list until 31st December 2024.

Important information about the waiting list

Admission authorities must keep their waiting list in order of the oversubscription criteria for the school. This is a legal requirement. Admission authorities cannot take into account the date the application was received or the length of time a child's name has been on the waiting list. This means that both on time and late applications are treated the same for waiting list purposes. Your child's position on the waiting list may change if another applicant is refused a place and their child is ranked higher in the school's oversubscription criteria.

If you tell us, after the closing date for applications, that your address has changed, and you provide documents to prove this, we will take this into account for the purposes of the waiting list from the date you are resident at your new address.

Please note: Your child's name can only be placed on the waiting list for schools you have named as preferences and have been refused a place. This means that they can only be on 3 waiting lists at any one time. If your child's name is already on 3 waiting lists and you wish to put them on the waiting list for another school you need to decide which of your original preference you want to change.

Waiting lists for foundation schools, academies

Each school includes details of their waiting list policy in their admission arrangements.

Wigan Council will maintain the waiting list on behalf of the admission authorities of the following schools:

- Bedford Hall Methodist Primary School
- Golborne Community Primary School
- Leigh Westleigh Methodist Primary School
- Lowton Junior & Infant School
- Marus Bridge Primary School
- Orrell Holgate Academy
- Orrell Lamberhead Green Academy
- Platt Bridge Community School
- St James' Church of England Primary School
- Tyldesley Primary School

The Academy Trusts for the following schools maintain their own waiting lists and you should contact the school directly for more information:

- Atherton St George's CofE Primary School
- Canon Sharples Church of England Primary School
- Highfield St Matthew's Church of England Primary School
- Hindley Green Community Primary School
- Leigh CofE Primary School
- St David's Haigh and Aspull CofE Primary School
- St John's Church of England Primary School, Abram
- St John's Church of England Primary School, Hindley Green
- St Mark's CofE Primary School
- St Paul's Church of England Primary School
- St Peter's Church of England Primary School, Hindley
- Standish St Wilfrid's Church of England Primary Academy

Waiting lists for voluntary-aided schools

Each voluntary aided school includes details of their waiting list policy in their admission arrangements. The governing body of the school will maintain the waiting list. If you are refused a place at a voluntary aided school, please contact the school to confirm that your child's name is on the waiting list.

Giving a place from a waiting list

If a place becomes available at an oversubscribed school and your child's name is at the top of the waiting list we will contact you to ask if you want to accept the place. We will do this by telephone if possible. We will send you a letter to confirm the new offer.

If you accept a place from a waiting list we will withdraw any place we have already offered and make it available for another child.

Admission appeals

You can appeal to an independent appeal panel if the admission authority refuses your child a place at any school you have applied for.

If your child is refused a place at a school, we will write to tell you:

- Why your application was refused
- How to appeal
- The time limit for sending your appeal (you will have at least 20 school days from the date of the letter)
- Where to send the appeal; and
- Who to contact if you need any help.

Sometimes, places become available at a school before the admission appeals have been heard. If this happens, we will offer places to the next child on the waiting list. If you appeal, it does not affect your child's place on the waiting list.

Before you decide if you want to appeal, you will probably want to think about:

- The school's published admissions criteria for admitting pupils
- Your reasons for wanting your child to go to the school
- Your child's view on which school he or she should go to; and
- How strong a case you have.

You may also want to visit the school which your child has been offered.

Appeals for children refused a place at a preferred school for admission to reception class in September 2024 will be heard according to the following timetable:

Offer date	Appeals lodged	Appeals to be heard
16 th April 2024	by 16 th May 2024	within 40 school days
	After 16 th May 2024	Within 30 school days

The appeal hearing

Before the hearing

Parents/carers will be notified of their appeal date at least 10 school days before the hearing.

A copy of the school's statement of case will be sent to each parent/carer at least 5 school days before the hearing.

Any additional evidence parents/carers wish to submit in support of their appeal must be sent to the clerk at least 7 school days before the hearing. Any evidence not submitted by this deadline may not be considered by the independent appeal panel.

The appeal panel

The panel will have three or five people on it. They are completely independent of the Local Authority and the school you are appealing for. The appeal panel will also have a clerk.

At the appeal hearing

We strongly advise you to go to the appeal hearing if you can. You will not usually need legal representation (such as a solicitor) but you do have the right to bring a legal adviser or a friend along for support.

A representative of the admission authority will be at the hearing to give their reasons for refusing your child a place and you can ask questions about this. You will be able to put your case for your child to the panel. You will probably want to refer back to your original reasons for applying for that school. If you cannot go to the appeal hearing, the panel will consider all the information you have sent in writing, in your absence. At the end of the hearing, the clerk should be able to tell you when you can expect to receive the panel's decision.

You will receive the panel's decision by letter.

Admission authorities must keep to the decisions of admissions appeals panels. The decisions can only be overturned by the courts.

Appeals for infant classes (reception, year 1 and year 2) – the “30 children in a class” rule

The law says that we cannot teach infant children in classes of more than 30.

When your child is refused a place because of infant class size you can only win an appeal if:

- The admission arrangements were not lawful and your child would have been offered a place if they did;
- The admission arrangements were not correctly and impartially applied to your child's application and if they have been your child would have been offered a place; or
- The appeal panel decides that the decision not to offer a place was unreasonable in your circumstance (an unreasonable decision is one that no sensible authority acting properly would make)

The threshold for finding that an admission authority's decision to refused admission was unreasonable is high. The panel will need to be satisfied that the decision to refuse your child a place was 'perverse' in the light of the admission arrangements i.e. it was 'beyond the range of responses open to a reasonable decision maker' or 'a decision which is so outrageous in its defiance of logic that no sensible person who had applied his mind to the question could have arrived at it'.

After the hearing

The parents/carers of children who have been unsuccessful in their admission appeal may want to consider the following options:

1. Complaints about maladministration

Community, Voluntary Controlled, Foundation and Voluntary Aided schools

The Local Government Ombudsman can investigate written complaints about bad administration by an admissions appeal panel for community, voluntary aided or foundation schools. This is not a right to appeal and has to relate to issues such as failing to follow correct procedures or failing to act independently and fairly. You cannot complain just on the basis that you think an admissions decision is wrong.

You can contact the Local Government Ombudsman at:

Local Government Ombudsman

[Visit the Local Government Ombudsman website for information.](#)

Telephone 0300 061 0614

Academy and Free schools

The Education and Skills Funding Agency deals with complaints about bad administration by an admissions appeal panel for academy and free schools. This is not a right to appeal and has to relate to issues such as failing to follow correct procedures or failing to act independently and fairly. You cannot complain just on the basis that you think an admissions decision is wrong.

[Visit the Education and Skills Funding Agency website for contact details.](#)

2. Judicial review

You can ask for a judicial review if you consider that the decision wasn't properly made or was 'unreasonable'. An 'unreasonable' decision is one that no sensible authority acting properly would make. You will usually have to contact a solicitor.

Further appeals

Admission authorities will normally only allow parents to have one appeal to a particular school in any school year.

They will only consider an application for the same school in the same school year in very exceptional situations, such as a significant, material change in your circumstances or those of your child.

A material change is something substantial, such as a change of address from a different area which would change the priority of your application or the submission of substantial new evidence

that was not available to the original appeal panel. The fact that a pupil is distressed at not being offered a place at the school they wanted is not a significant and material change in circumstances.

See the Department for Education's website for [further information about admission appeals](#).

Part 3 – Useful information

School meals

Please contact individual schools to find out about school meal options.

Free school meals and pupil premium

If you want to find out whether your child is eligible for free school meals / pupil premium [please visit their page](#) or ring 01942 489002.

You can also enquire about an existing claim by email to benefits@wigan.gov.uk

Postal address is: PO Box 100, Wigan WN1 3DS

You can visit us at:

Wigan Life Centre, located at The Wiend, Wigan, WN1 1NH, or

Leigh Life Centre, located at The Turnpike Centre, Civic Square, Leigh, WN7 1EB

Wigan Life Centre and Leigh Life Centre are open from 10am to 2pm Monday to Friday only.

School uniform

Pupils must wear school uniform at all primary schools in Wigan. Details are available from the individual schools.

Help with travel costs

To find out whether you may be eligible for help with travel costs please see the following:

Children under 8 (of compulsory school age)

- **Low Income Families** – the school must be over 1.5 miles and be one of the nearest available school of the same faith.
- **Families not on low income** – the school must be the nearest available school regardless of faith, the school must be over 1.5 miles.

Children aged over 8 but under 11

- **Low Income Families** – the school must be over 2 miles and be one of the 3 nearest available schools of the same faith.
- **Families not on a low income** – the school must be the nearest available school regardless of faith, the school must be over 2 miles.

If you have any questions or want to check if we would offer help before you apply for a particular school, please contact the Integrated Transport Unit via the following web link

[You can apply online using the 'Travel Pass Enquiry'.](#)

Sustainable school travel

Wigan's Transport Strategy recognises the benefits for the environment, as well as to children's health and well-being in encouraging walking and cycling. It also aims to tackle the issue of local congestion around schools and make education easier for children and young people to get access to.

Useful contacts

Special educational needs and disability (SEND) team:

Telephone: 01942 486136

Email: SENDSAdmin@wigan.gov.uk

Wigan Family Information Service:

Telephone: 01942 489004

Email: fis@wigan.gov.uk

Independent advice on school admissions issues is available by visiting the [Children's Legal Centre website](#)

Neighbouring local authorities

Bolton Council

Children's Services

Pupil and Student Services

Town Hall

Bolton

BL1 1UA

Telephone: 01204 333333

Email: admissions@bolton.gov.uk

Lancashire County Council

Area Education Office South

(Preston, South Ribble, Chorley and West Lancashire)

County Hall

Preston

PR1 0LD

Telephone: 01772 532109

Email: southadmissions@lancashire.gov.uk

Salford Children's Services

School Admissions

2nd Floor

Unity House

Chorley Road

Swinton

M27 5AW

Telephone: 0161 793 2500

Email: school.admissions@salford.gov.uk

St Helens

School admissions

PO BOX 512

St Helens

WA10 9JX

Telephone: 01744 671035 (Primary)

Telephone: 01744 671027 (In year)
Email: schooladmissions@sthelens.gov.uk

Trafford School Admissions
Waterside House
Sale
M33 7ZF
Telephone: 0161 912 5007
Email: school.admissions@trafford.gov.uk

Warrington School Admissions
East Annexe, Town Hall,
Sankey Street,
Warrington,
WA1 1UH
Telephone: 01925 446226
Email: schooladmissions@warrington.gov.uk

Part 4 – Information about Wigan primary schools

Types of Primary school

In Wigan there are a range of schools available. Each type of school has an admission authority that is responsible for considering applications.

The oversubscription criteria for all types of schools are given in this booklet. You can also view the admission arrangements for each school in full on the Wigan Council and individual schools' websites.

We give details of how schools offered places last year to help explain how the available places were allocated. You may want to consider this information when deciding on your preferences. The information is only a guide because the number of applications for a school is different each year.

Community and Voluntary Controlled schools

Wigan Council is the admission authority for community schools and decides who will be offered places if there are more applications than the number of places available.

Foundation schools

The governing body of a foundation school decides who will be offered place if there are more applications than the number of places available.

Academies and Free schools

The Academy Trust for a free school or academy decides who will be offered a place if there are more applications than places.

Voluntary aided (church) schools

The governing bodies of voluntary aided schools decide who will be offered a place if there are more applications than available places.

The oversubscription criteria for voluntary aided primary schools usually take account of whether the child is a member of a church or goes to church (or both). They ask for information about this on their own supplementary information form.

Supplementary Forms

Important note: If you want a place at a voluntary aided school, we strongly recommend that you submit a supplementary information form you can request this from the school.

- Download a copy of the school's own supplementary form from the Wigan Council website and **return it to the school** by the closing date, **15th January 2024**.
- Request a copy by contacting School Organisation Team on 01942 489013 and **return it to the school** by the closing date, **15th January 2024**.

Parents are responsible for checking that supplementary forms sent by post have been received by the school.

We strongly advise you to submit a supplementary information form as well as your Wigan Council application for each voluntary-aided school you name, whether it is your first, second or third preference.

Federated Schools

A federation is a formal arrangement between two or more schools to work together under a single governing body, sharing one headteacher. A federation can include all types of schools; community, voluntary controlled, voluntary aided, foundation and academy. The admission arrangements for each school remain the same.

School prospectus

The governors of each school may publish a prospectus which provides information about the school, such as its policies, results and curriculum. You can get a school's prospectus from the school or download it from the school's website. The website address is shown on the page for each primary school.

Ofsted reports

Schools are regularly inspected by the Office for Standards in Education (Ofsted). Copies of Ofsted reports are available from schools or [on the Ofsted website](#).

School achievement and attainment tables

Yearly school achievement and attainment tables [are available online](#). Information about examination results may also be included in a school's prospectus.

Part 5 – Transfer between secondary schools

If you want to change your child's school, you should consider this decision very carefully. It is generally in a child's best interest to stay at the same school, as changing schools can cause an unnecessary break in the child's education. If your child is having problems, a change of school is not always the answer. You should discuss any concerns with your child's head teacher or pastoral leader before you apply for a different school.

Moving house

If you are thinking of moving house and your child would have to change school, there may not be places available at the school you want. Some schools are full in all or most year groups and we cannot guarantee there will be a place available in the area you plan to move to.

How to apply for a transfer of school

Wigan schools

Wigan Council's School Organisation Team co-ordinates applications for in year admission for the majority of Wigan primary schools. To apply please fill in the Wigan Council In-year Application Form which is available on our webpage. Please see the Local Authority website for further details [visit the moving schools page on our website](#). If you need a printed form please contact us by phoning 01942 489013.

If you want to apply for a place at the following schools please contact the school directly:

- Castle Hill St Philip's CE Primary School
- Hindley All Saints' CE Primary School
- St Gabriel's Catholic Primary School
- St Patrick's Catholic Primary School
- St Thomas' CE J&I Primary School, Golborne

Schools in other Local Authorities

If you want to apply for a transfer to a school in another local authority, please contact that Local Authority or the school to find out how to apply.

It is important that your child continues to attend their current school until you have arranged a transfer date.

Fair Access Protocol

We sometimes receive requests for places from Wigan residents who do not have a school place and we are not able to offer a place at a school within a reasonable distance of where the child lives. In these situations, the Director Children's Services will use the Local Authority Fair Access Protocol to allocate a place at a community, academy, foundation or voluntary aided (church) school, even if the year group is full.

Children who qualify for a place using the Fair Access Protocol must be given priority over children on a waiting list who attend a school.