

People Directorate: Children, Adults and Families
Progress House, Westwood Park Drive, Wigan, WN3 4HH



Dear Parent or Guardian

This booklet tells you about the arrangements for transferring children to secondary school for the school year beginning in September 2012. This is an important time for parents and children and we want to help as much as we can.

This booklet contains a lot of information which I hope will help you make your application and, whenever possible, avoid disappointment. It is important you take the time to read **all** the information carefully before you apply, even if you have already decided which schools you prefer.

We will try to give you your preferred school, but schools have a limited number of places. If we receive more applications than places, the admission criteria is used to decide who will get a place. The admission numbers and admission criteria for Wigan schools are given in this booklet.

Our website at www.wigan.gov.uk has a link to school admissions and other useful sites. You can use this site to apply for a secondary school place online. There are more details about this in the booklet.

Each school also produces its own prospectus which contains a lot of information about that school. It is useful to visit schools before you apply, and most schools will be holding open days or evenings in September or October 2011. If you cannot go to these or want any information about individual schools, please contact the headteacher at that school, who will be pleased to help.

Our School Places Team can help you with any questions you have about school admissions. You can contact the team on 01942 486037, 01942 486038 or 01942 486039.

Finally, please make sure you make your online application or fill in and return the application form by the closing date on 31 October 2011. If you do not apply on time, you are less likely to get a place at the school you want.

Yours faithfully

A handwritten signature in black ink, appearing to read 'Nick Hudson', written in a cursive style.

Nick Hudson
Corporate Director: People Directorate: Children, Adults and Families

Wigan Admission Forum

Dear Parents

Wigan Admission Forum

The current Wigan Admission Forum has existed since 2003. The current membership includes Wigan Council representatives, head teachers, Diocesan Board representatives, parent governor representatives, and representatives of the local community and local employers.

For the 2012 admissions, the Wigan Admission Forum reviewed the admission arrangements for all schools in the Wigan area. We are satisfied that these arrangements meet the compulsory requirements of the Admissions Code 2010.

In 2008, the equal-preferences system of considering and allocating secondary-school places was introduced across the country. This system makes sure that, if you miss out at your first-preference school, you still have a fair chance of being offered a place at your second- or third-preference schools. There is more information about the equal-preference system on page 9 of this booklet.

We would like to take this opportunity to encourage you to give three preferences of school on your application form. This will give you the best chance of gaining a place at one of your preferred schools. In 2011, 99% of Wigan residents were offered a place at one of their preferred schools.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Tom Frost', with a long horizontal line extending to the right.

Mr Tom Frost
Chair of Wigan Admission Forum



The information in this booklet was correct at the time it was printed. If there are any changes, we will put a notice on our website at www.wigan.gov.uk and take appropriate steps to let you know.

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Where to get help

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

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

You can contact us as follows.

Address: School Places Team
People Directorate: Children, Adults and Families
Progress House
Westwood Park Drive
Wigan
WN3 4HH

Phone: 01942 486037, 01942 486038, 01942 486040 or 01942 486039

E-mail: schoolplaces@wigan.gov.uk

There is also information on our website at www.wigan.gov.uk.

Other useful phone numbers

School transport	01942 749602
Special educational needs	01942 486132
Free school meals	01942 828609
SureStart team (early years)	01942 206205
General education enquiries	01942 486123

Other local authorities

Bolton Council
Children's Services
Pupil and Student Services
2nd Floor Paderborn House
Bolton
BL1 1UA
Email: ea.pss@bolton.gov.uk

Telephone: 01204 332137
Fax: 01204 336235

Lancashire County Council
Pupil Access Team
Area Education South Office
Joint Divisional Offices

Telephone: 01772 531813

Admissions to secondary school in 2012-2013

East Cliff
Preston
PR1 3JT
Email: pupilaccess.southadmissions@lancashire.gov.uk

Salford Children's Services
School Admissions
2nd Floor
Unity House
Chorley Road
Swinton
M27 5AW
Email: school.admissions@salford.gov.uk
Telephone: 0161 778 0415
Fax: 0161 778 0033

St Helens Council
Admissions Section
Atlas House
Corporation Street
St. Helens
Merseyside
WA9 1LD
Email: schooladmissions@sthelens.gov.uk
Telephone: 01744 671030
Fax: 01744 674431

Trafford Children and Young People's Services
School Admissions
4th Floor Waterside House
Waterside
Sale
M33 7ZF
Email: school.admissions@trafford.gov.uk
Telephone: 0161 912 5047
Fax: 0161 912 5083

Warrington Admissions Team
Children and Young People's Services
New Town House
Buttermarket Street
Warrington
WA1 2NJ
Email: schooladmissions@warrington.gov.uk
Telephone: 01925 442952
Fax: 01925 443140

Online application service

Apply online for your child's secondary-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 (31 October 2011);
- √ there are clear, simple instructions to guide you through making your application; and
- √ the service is available 24 hours a day, seven days a week during the application period – no later than September 2011 to 31 October 2011.

What will I need to apply online?

- A computer with internet access
- An e-mail account

Where can I access the website to apply online?

- At home
- At an internet café
- At a library – we recommend that you book this service beforehand.

You will receive a letter giving you details on how to access the online service. Or, you can go to our website at www.wigan.gov.uk and follow the links.

If you need any help or guidance using the online service, please do not hesitate to contact us:

- by phone on 01942 486039, 8.45am to 5pm Monday to Friday; or
- by e-mail at schoolplaces@wigan.gov.uk.

Timetable for applying for a place at secondary school

September 2011

You will receive an application pack. We will send parents of children in Year 6 who live in Wigan:

- a copy of this booklet;

- the Wigan Council secondary-school application form; and
- an envelope to return your application.

If your child lives in another local authority, that local authority will send you details of how to apply for a secondary school.

September 2011 to 31 October 2011

Decide which three schools you want to apply for in order of priority.

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.

See page 18 for details of how to get more information about secondary schools.

How to apply for a secondary-school place

To be considered for your preferred secondary-schools, you must apply by filling in the **Wigan Council secondary-school application form** or **by applying online**. The Wigan Council secondary-school application form and the service to apply online allow you to give three preferences of school in order of priority. You will only be considered for schools you name as a preference.

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

If any of your preferred schools is a voluntary-aided (church) school, we strongly advise you to fill in the school's own supplementary information form as well as the Wigan Council secondary-school 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 can get a copy of the supplementary information form:

- by downloading one from our website;
- from the school; and
- by calling the School Places Team on 01942 486037, 486038,486039.

Returning your Wigan Council secondary-school application form and supplementary information forms

If your child goes to a Wigan primary school, please return your Wigan Council secondary-school application form, together with any supplementary information forms for voluntary-aided (church) schools, to your child's primary school. If you have applied online, you only need to return any supplementary information forms for voluntary-aided (church) schools to your child's primary school.

If your child does not go to a Wigan primary school, please return your secondary-school application form, together with any supplementary information forms, to The School Places Team, People Directorate: Children, Adults and Families, Progress House, Westwood Park Drive, Wigan, WN3 4HH. We have included an envelope for you to use. If you have applied online, you only need to return any supplementary information forms.

You will receive a receipt for your application. Please keep this until you know the outcome of your application.

31 October 2011

This is the closing date for applications. We will consider only applications we receive by the closing date as on-time applications.

October 2011 to February 2012

We will process applications.

1 March 2012

We will write to tell you the school we are offering your child. We will send the letter by first-class post.

Late applications

It is important that you return your application form or apply online before the closing date on **31 October 2011**.

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 the applications we receive on time. **This means that you are less likely to get a place at the school you want.**

If you apply late, we cannot guarantee we will write to you by 1 March 2012. However, we will write to you as soon as we can after this date.

If you have not been able to apply for a school place by the closing date or even after school places have been allocated, please contact the School Places Team, who will be happy to help.

If you do not apply for a place

If you do not apply for a place, we will offer your child a place at the nearest school to your home with a place available. We will only do this if your child lives in Wigan.

This may not be a school that is near to you because we will offer places first to children whose applications we receive on time. All places at your local secondary schools may already have been filled.

Types of secondary school in Wigan

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

Community schools

Wigan Council are the admission authority for community schools and Wigan Council decide who will be offered places if there are more applications than the number of places available. The admission criteria for community schools are on pages 26 to 44 of this booklet.

Foundation schools

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

The admissions criteria for foundation schools are given on pages 45 to 56 of this booklet.

Academies

The governing body of an academy decide 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 places.

The admission criteria for voluntary-aided secondary 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.

If you want a place at a voluntary-aided school, we strongly recommend that you:

- fill in the school's own supplementary information form; and
- return this to the School Places Team by the closing date of 31 October 2011.

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

If your child goes to a voluntary-aided primary school, they are not guaranteed a place at a voluntary-aided secondary-school. You should read the admission criteria carefully.

Important information about how we decide which school to offer your child

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

- The three school preferences you name on the application form
- The admission number for the schools
- The admission criteria for the schools
- The order of priority you have given schools on your application

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

Giving preferences for school places

By law, we must use the equal-preference system when considering and allocating school places. The equal-preference system makes sure that, if you miss out at your first-preference school, you still have a fair chance of being offered a place at your second- or third-preference schools. We explain how the system works on page 9. This is why we advise you to give three preferences.

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 Places Team on 01942 486037.

Children in public care (looked-after children)

If you are responsible for a child in public care, please let us know on your application.

Children with a statement of special educational needs

Children with a statement of special educational needs which names the school will be offered a place without using the admission criteria. This is a legal requirement. This applies to all types of school, whether they are community, voluntary-controlled, voluntary-aided or foundation.

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 secondary schools, and information on each school, are given on pages 26 to 82 of this booklet.

Admission 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 'admission criteria'.

The admission criteria for all Wigan secondary schools are given on pages 26 to 82 in this booklet.

You will see that the criteria are numbered. Children in category one will have first priority for places, children in category two will be considered next and so on through the criteria until there are no places left.

Your child's home address

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

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 you are separated and your 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.

We carry out checks to confirm that addresses are genuine. If we are unable to confirm your address, or any issues are raised relating to 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). This may include:

- proof of where you are registered for council tax;
- your television licence;
- your current driving licence;
- a utility bill (gas, electricity or water) covering the closing date for applications;
- proof of your Child Benefit;
- proof of your Child Tax Credits.

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

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

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

If you move house after the closing date for applications but before we send allocation letters to parents, you must tell the School Places 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 to get a school place (for example, if you give the incorrect permanent address at the closing date for applications), we will withdraw the offer and your child will lose their place.

If you suspect that someone has given false information to get a school place please contact the School Places Team.

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.

We offer places by doing the following.

- First, we rank all first-, second- and third-preference applications by using the school's admission criteria only. This process means that some second- and third-preference applications will be ranked higher than some first-preference applications.
- We use schools' admission numbers to find out how many children can be offered a place at each school.
- We then offer places to all children whose first preference we can meet, and remove their second and third preferences from the list.
- We repeat this process for second preferences and then third preferences.

This process means that, if you miss out on your first-preference school, you still have a fair chance of being offered a place at your second- or third-preference schools.

Voluntary-aided (church) schools

The governors of voluntary-aided (church) schools rank applications using their admission criteria. They then give this information to the School Places Team who offer a single place using the process described above.

Tie-breaker

When we use the admission criteria for community schools, more children might fall into a particular category than the number of places left. If this happens, we use the 'tie-breaker' to decide who to give a place to.

At community schools, we will give places to the children who live nearest to the school. We measure this distance:

- in a straight line; and
- using a geographical information system (GIS) which is based on Ordnance Survey maps. We will measure from your child's home address to a central point on the school site. If you want more information about the point we measure to at community schools, please contact the School Places Team on 01942 486037.

If we offer the last place available at a school to one of twins (or triplets, and so on), our policy is to admit the other twin or triplets too.

Occasionally, the distance from home to school is the same for more than one child (for example, if more than one child lives in the same block of flats). In these cases, we will use a system to randomly pick who we will offer a place. If you want more information on this policy, please contact the School Places Team.

The tie-breakers for voluntary-aided and foundation schools, and the admission criteria for each school, are given on pages 46 to 80 of this booklet.

Brothers and sisters

The admission criteria for community schools have children who will have brothers or sisters at the school when they start as category two.

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.

Voluntary-aided (church) schools

You should remember that some voluntary-aided secondary schools may have different requirements than Wigan Council. You should check each school's admission arrangements for details.

If you want more information about each school's admission policy, your right to appeal against an admission decision, or applying for a school place part-way through the year, you can get details by contacting the school direct.

Waiting lists

Places may become available at a school after the offer date of 1 March 2012. All admission authorities must have a waiting list until the end of the autumn term in 2012.

For community schools we will:

- put all children who we refuse a place at one of their preferences on the waiting list for the school;
- keep the list in priority order, **decided by the admission criteria for the school only**;
- offer any places that become available to the next child on the waiting list; and
- maintain the waiting list until the end of the autumn term in 2012.

Important information about the waiting list

We cannot take into account the length of time a child's name has been on the waiting list, only the admission criteria for the school. This means that your child's position on the list may change if another parent asks to be put on the list and their child has higher priority in the admissions 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.

Waiting lists for foundation schools

Each foundation school includes details of their waiting-list policy in their admission arrangements. Wigan Council will maintain the waiting list on behalf of the governing bodies of the following foundation schools:

- Hindley High School
- The Byrchall High School
- Abraham Guest High School
- Lowton High School
- Golborne High School

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.

Important questions answered

When will my child transfer to secondary school?

If your child will turn 11 between 1 September 2011 and 31 August 2012, he or she will transfer to secondary school at the start of the new school year in September 2012.

Who will deal with my application?

The School Places Team co-ordinates admissions to all secondary schools in Wigan.

We decide which children will be offered places at community secondary schools. These schools are listed on pages 26 to 44 of this booklet.

The governing body of the school decides which children will be offered places at foundation and voluntary-aided (church) high schools. These schools are listed on pages 45 to 82 of this booklet.

Do I have to give three school preferences?

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 are interested in.

If we cannot offer your first-preference school, we can only offer the nearest school to your child's home with a spare place. You may miss out on a place at another school you prefer.

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

Can I change my mind after I have sent my application?

Changing your mind up to the closing date

- If you change your mind about the names or order of schools you have put on the application form, you must tell the School Places Team by letter or e-mail before the closing date on 31 October 2011.
- 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.

Changing your mind after the closing date (31 October 2011)

If you change your mind about the preferences or the order of preferences after the closing date, you must tell the School Places Team by letter or e-mail. However, we will treat this as a late application (see page 5), and it may reduce your chances of getting a place at the school you want.

What happens if you cannot offer a place at any of the schools I have asked for?

If your child lives in Wigan, we will offer a place at the nearest Wigan school to your home address with an available place. This will be the nearest community, voluntary-controlled, foundation or voluntary-aided school.

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

My child has a statement of special educational needs. How do I apply for a place at secondary school?

Your child's primary school will arrange a transition review to discuss their move into secondary education in either:

- the summer term when they are in Year 5; or
- the autumn term when they are in Year 6.

If your child goes to a mainstream primary school

We will send you an application pack at the same time as everyone else. You should apply in the usual way. It is important that you apply by the closing date of **31 October 2011**.

Wigan Council is committed to meeting the needs of all children with statements of special educational needs in mainstream schools. If it is felt that a special school may be more appropriate, this would normally be discussed at the transition review meeting.

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.

If your child goes to a special school

If you are considering transferring your child to a mainstream secondary school, you will normally discuss this at the transition review meetings.

You can get advice from your child's current school or by calling our Access and Inclusion Team on 01942 486132.

There is a list of community special schools on page 89 of this booklet.

Why do you give information about admissions to each school last year?

We give details of how we offered places last year to help explain how the available places were allocated. You may want to use this information as a guide to whether you are likely to gain a place at one of your preferred schools. The information is only a guide because the number of applications for a school is different each year.

Can I apply for a place at a school in a different local authority?

You can apply for schools in any local authority. Other local authorities produce their own admission booklets with details of their schools, and will be pleased to send you a copy. There is a list of our neighbouring local authorities, with contact phone numbers, on page 2 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 apply using our online application service or:

- fill in the Wigan Council secondary-school application form we sent with this booklet;
- put the name of the other local-authority school on the application form; and
- return the application form to us, either through your child's primary school or by post **by the closing date of 31 October 2011**.

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

Please make sure you fill in and return to the school any supplementary information form for a voluntary-aided school, as well as returning the filled-in Wigan Council secondary-school application form.

I do not live in Wigan. Can I apply for a place at a Wigan school for my child?

Anyone can apply for a place in a Wigan school. However, you should look at the admission criteria to see if you have a reasonable chance of gaining a place.

Your own local authority will have sent you their application pack. If you want a place at a Wigan school:

- put the name of the school on your own local authority's secondary school application form; and
- return the form to your own local authority by the closing date.

Your local authority will deal with us on your behalf.

If any of your preferences is for a Wigan voluntary-aided (church) school, please get a copy of the supplementary information form and return it to the school.

Admission appeals

You can appeal to an independent appeal panel if the local authority or the school governing body refuse a place at any school you have applied for.

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

- why we refused your application;
- how to appeal;
- the time limit for sending your appeal (you will have at least 14 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.

The appeal hearing

Before the hearing

We will tell you the date, time and place of the hearing 10 school days before.

Seven days before the hearing, we or the school will send you a document called the 'Statement of Case'. This sets out the reasons why your child was not offered a place. The appeal panel will also get a copy of this.

The panel also receives all the documents you have sent in to support your child's appeal. If you have any more information or supporting documents that you want the panel to consider, please send these to The School Places Team as soon as possible. This will allow the process to run smoothly and help avoid delays on the day. We would appreciate it if you could provide eight copies of any extra paperwork you put forward to the panel.

The appeal panel

The panel will have three or five people on it. They are completely independent of us 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.

There will be a Wigan Council or school representative at the hearing to give their reasons for refusing your child a place and you can ask them 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.

After the hearing

The parents or guardians of children who have been unsuccessful in their admission appeal may want to consider the following options.

1 Complaints to the Local Government Ombudsman

The Local Government Ombudsman can investigate written complaints about bad administration by an admissions appeal panel. 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 Ombudsman at:

Local Government Ombudsman
Beverley House
17 Shipton Road
York
YO30 5FZ.

2 Complaints to the Secretary of State

The Secretary of State cannot review or overturn decisions of individual appeals panels but can consider:

- whether we set up the appeal panel correctly, with the correct number and properly appointed types of panel members; and
- whether the admission authority or governing body has acted reasonably in running the appeal meeting and handling the decision-making process.

You can contact the Secretary of State for Education at:

Sanctuary Buildings
Great Smith Street
Westminster
London
SW1P 2BT.

3 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

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

We 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. 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.

Information about schools

Open evenings

Wigan schools will hold open evenings. Dates are advertised in the local press. You can also contact each school for details.

School prospectus

The governors of each school publish a prospectus which provides information about the school, such as its policies, results and curriculum and the subjects it specialises in. You can get a school's prospectus free of charge from the school or download it from the school's website. The website address is shown on the page for each high 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 at www.ofsted.gov.uk.

School achievement and attainment tables

Yearly school achievement and attainment tables are available online at www.dcf.gov.uk/performance-tables. Information about examination results may also be included in a school's prospectus.

Independent advice

The Advisory Centre for Education (ACE)
Website: www.ace-ed.org.uk Phone: Freephone 0800 800 5793

General information

School meals

School meals are available in all high schools at the moment.

There is a cafeteria service for pupils who want to buy a school meal. At all schools there are places where pupils can eat food they have brought from home.

Children whose parents receive the following support payments are entitled to receive free school meals.

- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit, as long as they are not entitled to Working Tax Credit and have a yearly income (as assessed by HM Revenue & Customs), as of April 2009, of no more than **£16,190**
- The guaranteed element of Pension Credit

For more details, or to get an application form, contact:

Benefits Section
Council Tax Offices
Moore Street East
Wigan
WN1 3XN.

Phone: 01942 828609

E-mail: benefits@wigan.gov.uk

Website:

www.wigan.gov.uk/Services/AdviceBenefitsEmergencies/Benefits/FreeSchoolMeals.htm

We do not provide milk for any pupils in Wigan schools.

School uniform

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

Bus services

School bus services are managed by Transport for Greater Manchester, formerly known as Greater Manchester Passenger Transport Executive (GMPTE). Transport for Greater Manchester charges half the adult rate for children aged 11 to 16 who have an IGO pass, children will be charged £1 for a single journey of up to one mile, £1.20 for a single journey of up to five miles, £2.00 for the return journey of up to five miles, £1.40 for a single journey over 5 miles and £2.40 for the return journey of over five miles. From 16th May 2011 if your child is aged 11 to 16 they will need an IGO pass to pay half the adult rate on buses in Greater Manchester. Otherwise they will be charged the full adult rate.

You can get details of school routes and other bus services in any of the following ways.

- By visiting our website, which has links to other sites, including transport (www.wigan.gov.uk).
- You can get leaflets from Wigan and Leigh bus stations.
- By phoning Transport for Greater Manchester on 0161 244 1000.
- By visiting Transport for Greater Manchester's website at www.tfgm.com.

Help with travel

We will provide a free travel pass for a child aged 11 to 16 who has to travel more than three miles to their nearest suitable school. We will measure this by a reasonable walking route as decided by the Integrated Transport Unit. We will not offer help if your child goes to a school more than three miles away and there is a school nearer.

We will provide a free travel pass for a child aged 11 to 16 who is eligible for free school meals or whose parents or guardians receive the maximum level of Working Tax Credit, and if the child attends:

- any one of the three nearest available schools, where the walking distance is between two and six miles; or
- the nearest available school that they have chosen because of their religion or belief, where this is between two and fifteen miles away.

How we will measure the distances

We will measure:

- the two mile and three mile limit along the nearest and shortest reasonable walking route; and
- the six mile limit and fifteen mile limit along road routes.

The measurement of the walking distance is not necessarily the shortest distance by road. It is measured by the shortest route along which a child, accompanied as necessary, may walk with reasonable safety. As such, the route measured may include, bridleways and other pathways, as well as recognised roads.

You can get claim forms from the school or the Integrated Transport Unit.

If you have any questions, please contact the Integrated Transport Unit on 01942 749602.

If you want to check if we would offer help before you apply for a particular school, please contact the Integrated Transport Unit.

Sustainable school travel

The school run adds an estimated 20% of traffic to early-morning congestion. For many parents, children and young people, the journey to school or college is ideally suited for walking, cycling and using public transport.

Our 'Sustainable Modes of Travel Strategy' is aimed at encouraging children and young people in the borough to change their behaviour and attitudes towards school travel. Section 508A of the Education Act gives all local authorities a general duty to promote the use of sustainable (environmentally friendly) travel and transport for children and young people of sixth-form age and below. This covers not only those children and young people who live in Wigan borough, but also those who live outside the area and travel into Wigan to receive education and training.

The Local Transport Plan 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.

School travel map

The first step to providing sustainable school travel was setting up our school travel interactive service (see www.wigan.gov.uk/schooltravel), which provides information for every school and college in the borough on choosing different methods of transport. www.wigan.gov.uk/schooltravel

Every school in the borough has already received a map with details of options for travelling to school, so that children and parents can make real choices about how they travel. The map includes locations for the following.

- All schools
- School crossing patrols
- Pedestrian crossing facilities
- Bus stops
- School bus routes
- Cycle routes (information is also provided on where cycle lockers and other cycling facilities are located at schools)

We are continuously developing and improving the information we provide and, in time, we hope to include whether the school has:

- an up to date travel plan;

- a 20 mph (miles per hour) zone;
- routes off the main road which are easy to access;
- safer alternatives to the congested highway;
- a 'Safer Routes to School' scheme; and

There are a number of ways you can help, most importantly by considering how your child gets to school, but also by asking your school whether they are regularly updating, developing and crucially putting into practice, their school travel plan. Within your school's existing school travel plan, you could help set up a junior road-safety team or a school travel council to help promote and encourage sustainable transport and active travel. This would be made up of a mixture of children from the school, who can take responsibility for the plan and come up with their own initiatives to further encourage and promote sustainable travel and work towards achieving the school travel plan's targets.

We want to make sure that a new culture of school travel can develop so that, together, we can make the school journey safer, healthier and more sustainable for everyone.

For more information on your sustainable travel options, please contact Andy Allen on 01942 488260.

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.

Changing schools in Year 10 or Year 11 is likely to be difficult. A different school may not be able to offer the same subject options or exams for which your child has studied and completed coursework.

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. The School Places Team will be able to tell you which schools are full or have places. 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 residents

The School Places Team deals with in-year applications (applications part-way through the year) for places at schools.

If you are a Wigan resident and you want to apply to transfer your child to a different school, please fill in the Wigan Council In-year Application Form. This form is available on our website at www.wigan.gov.uk. The School Places Team will also send you a copy if you ask. You can contact them by phoning 01942 486040.

You can name up to three schools in order of preference, either in Wigan or another local authority area. If you name a school in another local authority area we will deal with the other local authority for you. We will write to let you know that we have received your application.

If any of your preferred schools is a voluntary-aided (church) school, we strongly advise you to fill in the school's own supplementary information form and return it with your Wigan Council In-year Application Form. You can get a copy of the supplementary form from our website at www.wigan.gov.uk, from the School Places Team, or from the school. 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.

We will write to let you know the outcome of your application. All schools have an admission limit for each year group. If we cannot offer your child a place at the school you want and you live in Wigan, we will offer a place at another school. You may want to keep your child at their current school. You have the right to appeal if we refuse you a place at a school. For more information on appeals, see page 15. If you are making an appeal for a school and a place becomes available before your appeal is heard, we will consider your application alongside any other applications for the school.

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

Residents of other local authorities

If you do not live in Wigan, you can still apply for a place in a Wigan secondary school but you must apply using your own local authority's application form. Your local authority will send details to our School Places Team. You should send voluntary-aided school supplementary information forms for Wigan schools to your local authority with your application form.

We will tell your local authority when we receive your application and let them know the outcome. Your local authority will write to you. You have the right to appeal if you are refused a place at a school. For more information on appeals, see page 15.

Applications for children moving into Wigan

If you want to apply for a Wigan school because you are moving to Wigan soon, you can fill in the Wigan Council In-year Application Form and return it to our School Places Team. **You must send evidence of the address you will be moving to and the date you will be moving with your application.**

Offers of school places

You need to accept the place we offer you within two weeks of the offer date.

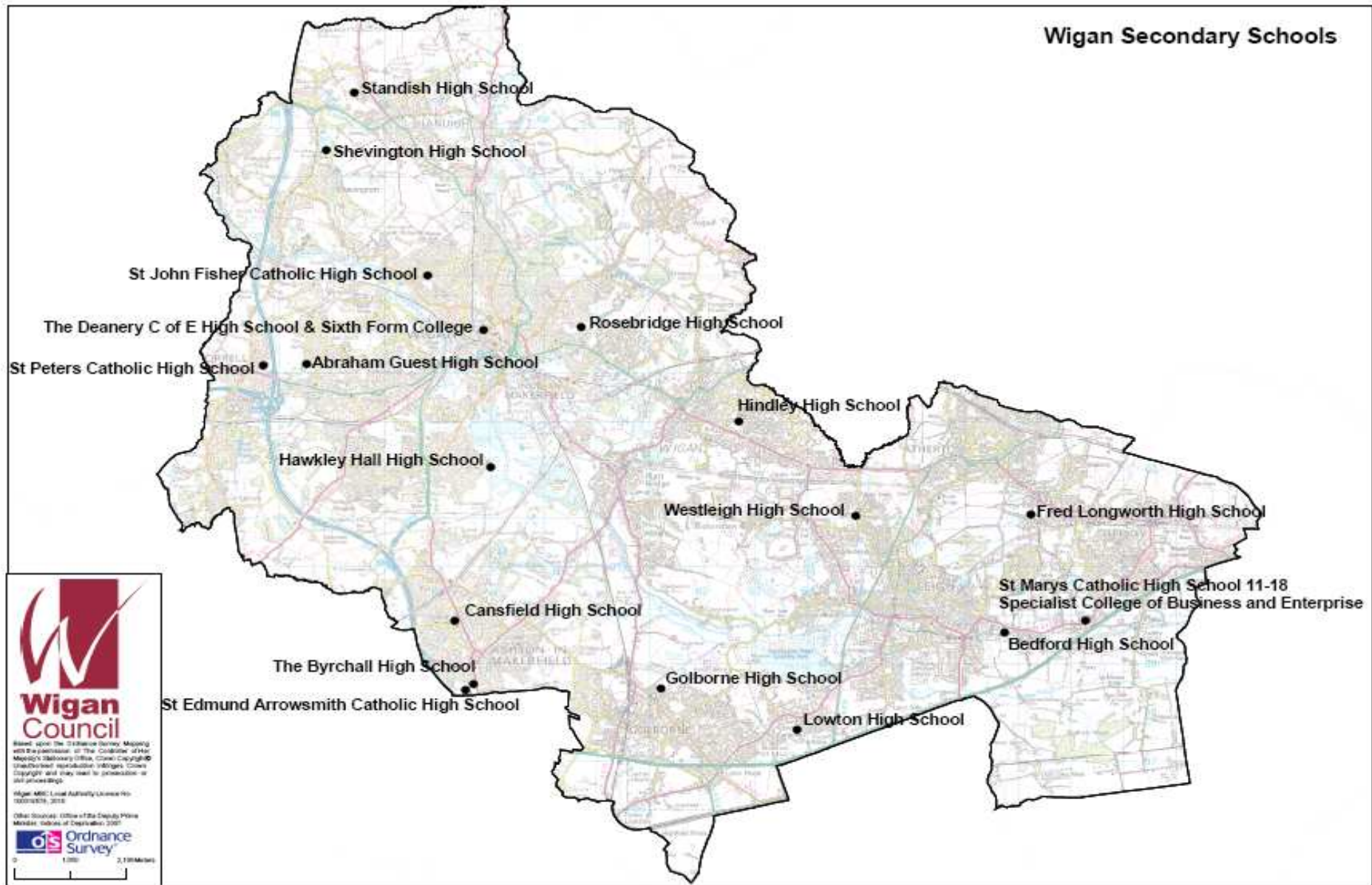
Once we have offered you a place at a school, your child must start within four school weeks. If they do not, we will withdraw the place. If you still want your child to move to the school, you will need to apply again. Please bear this in mind if you are in the process of moving house.

Fair Access Protocol

We sometimes receive requests for places from Wigan residents and are not able to offer a place at a school within a reasonable distance of where the child lives. In these situations, the Corporate Director of People Services: Children, Adults and Families will use our Fair Access Protocol to allocate a place at a community, voluntary-controlled, foundation or voluntary-aided (church) school, even if the year group is full.

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

Admissions to secondary school in 2012-2013



Plain English Campaign's Crystal Mark does not apply to the rest of this booklet.

Community and voluntary-controlled high schools

Bedford High School	DfE No	Age range	Specialism	No of pupils on roll Jan 2011
<hr/> Manchester Road Leigh WN7 2LU Tel:01942 486386 Website: http://www.bedford.wigan.sch.uk Headteacher: Mr S Preston All mixed, comprehensive, 11-16	4019	11-16	Business and Enterprise College	965

Admission Number 2012: 242

Oversubscription Criteria

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 with brothers or sisters who will be attending the school at the time of admission.
3. Children living in Leigh, Atherton, Astley, Tyldesley and Mosley Common
4. Other 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.

If we offer the last place available at the school to one of twins (or triplets, and so on), our policy is to admit the other twin or triplets too.

Occasionally, the distance from home to school is the same for more than one child (for example, if more than one child lives in the same block of flats). In these cases, we will use a system to randomly pick who will be offered a place.

Admissions to secondary school in 2012-2013

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.

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.

Waiting lists

Places may become available at a school after the offer date. We will:

- ◆ Put all children who we refuse 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 any place that becomes available to the next child on the waiting list; and
- ◆ Maintain the waiting list until the end of the autumn term in 2012.

We cannot take into account the length of time a child's name has been on the waiting list, only the admission criteria for the school. This means that your child's position on the list may change if another parent asks to be put on the list and their child has higher priority in the oversubscription criteria.

Admission Number 2011	No. of preferences received by the closing date	Details of how places were allocated in each criteria as listed above	Final number admitted following any appeals or withdrawals (information correct at time of print)
242	1 st preference: 154 2 nd preference: 199 3 rd preference: 235 Total: 588	All applications who requested a place at the school were accommodated	205

Cansfield High School	DfE No	Age range	Specialism	No of pupils on roll Jan 2011
Old Road Ashton-in-Makerfield Wigan WN4 9TP Tel: 01942 727391 Website: www.cansfield.wigan.sch.uk Headteacher: Mr M Southworth All mixed, comprehensive, 11-16	4015	11-16	Language College	972

Admission Number 2012: 202

Oversubscription Criteria:

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 with brothers or sisters who will be attending the school at the time of admission.
3. Other children living in Ashton-in-Makerfield, and Garswood and North Ashton in St Helens.
4. Other 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.

Occasionally the distance from home to school is the same for more than one child (for example, if more than one person lives in the same block of flats).

If we offer the last place available at the school to one of twins (or triplets, and so on) our policy is to admit the other twin or triplet too.

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.

Brothers and Sisters

We will include half brothers and half sisters; stepbrothers and stepsisters; and foster brothers and sisters who live at the same address and are part of the same family unit.

Waiting Lists

Places may become available at a school after the offer date. We will:

- Put all children who we refuse 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 any place that becomes available to the next child on the waiting list; and
- Maintain the waiting list until the end of the autumn term in 2012.

We cannot take into account the length of time a child's name has been on the waiting list, only the admission criteria for the school. This means that your child's position on the list may change if another parent asks to be put on the list and their child has higher priority in the oversubscription criteria.

Admission Number 2011	No. of preferences received by the closing date	Details of how places were allocated in each criteria as listed above	Final number admitted following any appeals or withdrawals (information correct at time of print)
202	1 st preference: 163 2 nd preference: 160 3 rd preference: 115 Total: 438	All applications who requested a place at the school were accommodated	187

Fred Longworth High School	DfE No	Age range	Specialism	No of pupils on roll Jan 2011
Printshop Lane Tyldesley M29 8JN Tel:01942 883796 Website: www.flhs.org.uk Headteacher: Mrs J Garretts All mixed, comprehensive, 11-16	4025	11-16	Arts Applied Learning College	1286

Admission Number 2012: 255

Important information about Fred Longworth High School.

Fred Longworth High School is in the process of changing from a community high school to become an Academy. There is more information about the types of school in Wigan on page 6 of this booklet. The change to an Academy is planned for September 2011. There is more information on their website <http://www.flhs.org.uk/> or you can contact the school direct on the number above.

Oversubscription Criteria:

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 with brothers or sisters who will be attending the school at the time of admission
- 3 Children living in Tyldesley, Astley and Mosley Common and those living in the M46 9 postcode of Atherton
- 4 Other 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.

If we offer the last place available at the school to one of twins (or triplets, and so on), our policy is to admit the other twin or triplets too.

Occasionally, the distance from home to school is the same for more than one child (for

example, if more than one child lives in the same block of flats). In these cases, we will use a system to randomly pick who will be offered a place.

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.

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.

Waiting lists

Places may become available at a school after the offer date. We will:

- ◆ Put all children who we refuse 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 any place that becomes available to the next child on the waiting list; and
- ◆ Maintain the waiting list until the end of the autumn term in 2012.

We cannot take into account the length of time a child's name has been on the waiting list, only the admission criteria for the school. This means that your child's position on the list may change if another parent asks to be put on the list and their child has higher priority in the oversubscription criteria.

Admission Number 2011	No. of preferences received by the closing date	Details of how places were allocated using the admission criteria for 2011. Please note the admission criteria for 2011 differs from the 2012 admission criteria.	Final number admitted following any appeals or withdrawals (information correct at time of print)
255	1 st preference: 289 2 nd preference: 126 3 rd preference: 48 Total: 463	Stated children: 2 Criterion 1: 0 Criterion 2: 70 Criterion 3: 159 Criterion 4: 24 The last place was allocated to a pupil who lives 1.035 miles from the school.	260

Rose Bridge High School	DfE No	Age range	Specialism	No of pupils on roll Jan 2011
Holt Street, Ince Wigan WN1 3HD Tel: 01942 510712 Website: www.rosebridge.wigan.sch.uk Headteacher: Mrs D Wood All mixed, comprehensive, 11-16	4017	11-16	Science College	681

Admission Number: 155

Oversubscription Criteria:

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 with brothers or sisters who will be attending the school at the time of admission.
3. Other children living in Ince, Aspull, Platt Bridge, Abram, Whelley and Scholes.
4. Other 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.

If we offer the last place available at the school to one of twins (or triplets, and so on), our policy is to admit the other twin or triplets too.

Occasionally, the distance from home to school is the same for more than one child (for example, if more than one child lives in the same block of flats). In these cases, we will use a system to randomly pick who will be offered a place.

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.

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.

Waiting lists

Places may become available at a school after the offer date. We will:

- ◆ Put all children who we refuse 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 any place that becomes available to the next child on the waiting list; and
- ◆ Maintain the waiting list until the end of the autumn term in 2012.

We cannot take into account the length of time a child's name has been on the waiting list, only the admission criteria for the school. This means that your child's position on the list may change if another parent asks to be put on the list and their child has higher priority in the oversubscription criteria.

Admission Number 2011	No. of preferences received by the closing date	Details of how places were allocated in each criteria as listed above	Final number admitted following any appeals or withdrawals (information correct at time of print)
155	1 st preference: 155 2 nd preference: 99 3 rd preference: 91 Total: 345	All pupils who expressed a preference for the school were accommodated	136

Shevington High School	DfE No	Age range	Specialism	No of pupils on roll Jan 2011
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Shevington Lane Shevington Wigan WN6 8AB 01257 400990 Website: www.shevingtonhigh.org.uk Headteacher: Mrs H Mackenzie All mixed, comprehensive, 11-16	4027	11-16	Technology College	729
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Admission Number 2012: 178

Oversubscription Criteria:

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 with brothers or sisters who will be attending the school at the time of admission.
3. Other children living in Shevington.
4. Other children who live closer to Shevington High School than to the nearest alternative school.
5. Other 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.

If we offer the last place available at the school to one of twins (or triplets, and so on), our policy is to admit the other twin or triplets too.

Occasionally, the distance from home to school is the same for more than one child (for example, if more than one child lives in the same block of flats). In these cases, we will use a system to randomly pick who will be offered a place.

When considering your child's application, we will use the permanent home

Admissions to secondary school in 2012-2013

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.

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.

Waiting lists

Places may become available at a school after the offer date. We will:

- ◆ Put all children who we refuse 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 any place that becomes available to the next child on the waiting list; and
- ◆ Maintain the waiting list until the end of the autumn term in 2012.

We cannot take into account the length of time a child's name has been on the waiting list, only the admission criteria for the school. This means that your child's position on the list may change if another parent asks to be put on the list and their child has higher priority in the oversubscription criteria.

Admission Number 2011	No. of preferences received by the closing date	Details of how places were allocated in each criteria as listed above	Final number admitted following any appeals or withdrawals (information correct at time of print)
178	1 st preference: 118 2 nd preference: 219 3 rd preference: 147 Total: 484	All pupils who expressed a preference for the school were accommodated	135

Standish Community High School	DfE No	Age range	Specialism	No of pupils on roll Jan 2011
Kenyon Road Off Preston Road Standish Wigan WN6 0NX Tel: 01257 422265 Website: www.standishchs.wigan.sch.uk Headteacher: Mrs L Fox All mixed, comprehensive, 11-16	4034	11-16	Languages, Maths and Computing College	1242

Admission Number 2012: 250

Oversubscription Criteria:

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 with brothers or sisters who will be attending the school at the time of admission.
3. Other children living in Standish including Shevington Moor.
4. Other children living in Aspull, including New Springs and Haigh.
5. Other children living in former Wigan wards Beech Hill, Swinley and Whelley.
6. Other children who live closer to Standish Community High School than to the nearest alternative school.
7. Other 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.

If we offer the last place available at the school to one of twins (or triplets,

and so on), our policy is to admit the other twin or triplets too.

Occasionally, the distance from home to school is the same for more than one child (for example, if more than one child lives in the same block of flats). In these cases, we will use a system to randomly pick who will be offered a place.

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.

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.

Waiting lists

Places may become available at a school after the offer date. We will:

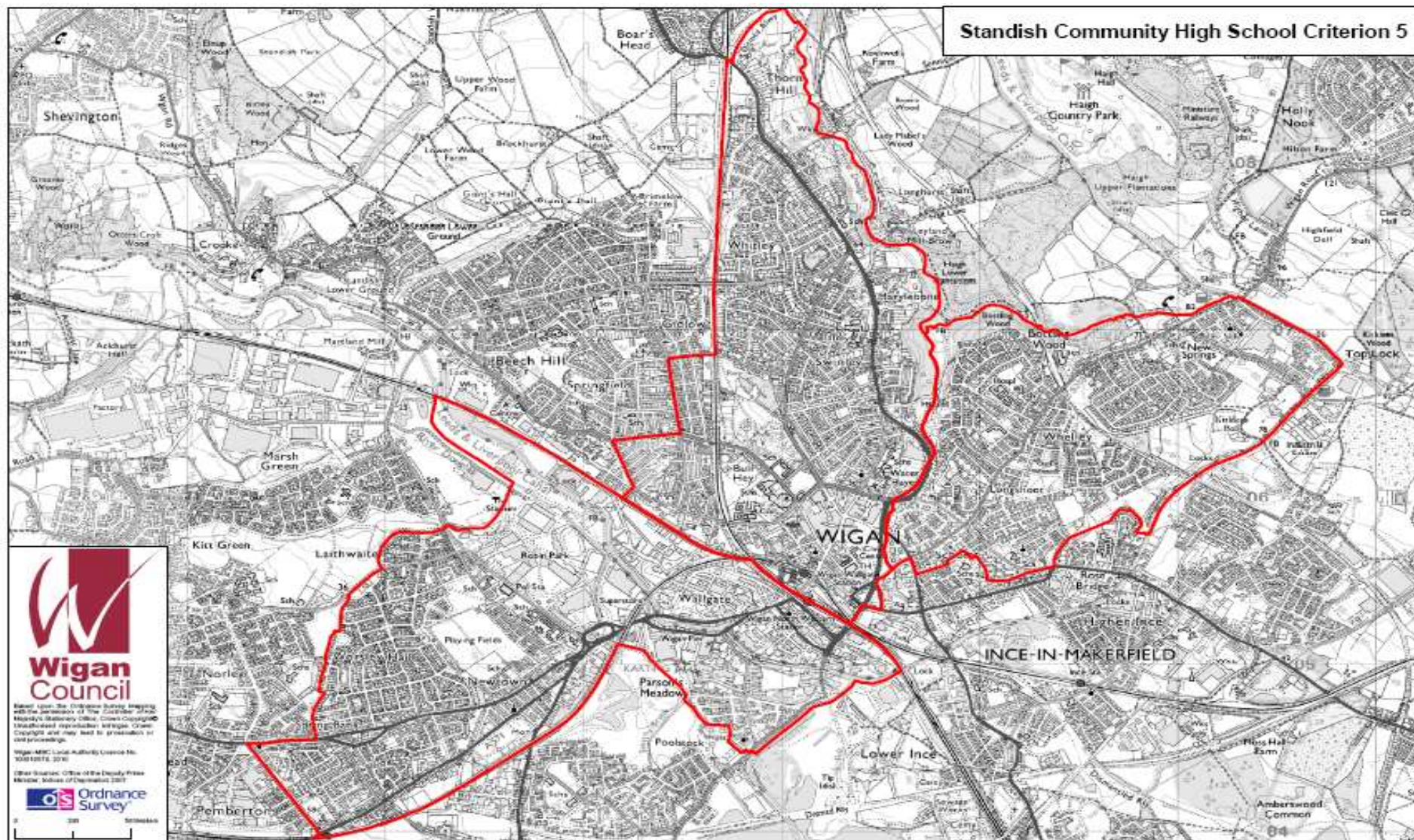
- ◆ Put all children who we refuse a place at one of their preferences on the waiting list for the school;
- ◆ Keep the list in priority order, decided by the oversubscription criteria for the school only;
- ◆ Offer any place that becomes available to the next child on the waiting list; and
- ◆ Maintain the waiting list until the end of the autumn term in 2012.

We cannot take into account the length of time a child's name has been on the waiting list, only the admission criteria for the school. This means that your child's position on the list may change if another parent asks to be put on the list and their child has higher priority in the oversubscription criteria.

Admissions to secondary school in 2012-2013

Admission Number 2011	No. of preferences received by the closing date	Details of how places were allocated in each criteria as listed above	Final number admitted following any appeals or withdrawals (information correct at time of print)
250	1 st preference: 260 2 nd preference: 172 3 rd preference: 92 Total: 524	Stated children: 1 Criterion 1: 0 Criterion 2: 70 Criterion 3: 92 Criterion 4: 39 Criterion 5: 48 Criterion 6: 0 Criterion 7: 0 The last place was allocated to a pupil who lives 3.640 miles from the school	253

Admissions to secondary school in 2012-2013



Westleigh High School	DfE No	Age range	Specialism	No of pupils on roll Jan 2011
Westleigh Lane Leigh WN7 5NL Tel: 01942 202580 Website: www.westleighhigh.org.uk Headteacher: Mr J Banks All mixed, comprehensive, 11-16	4020	11-16	Technology College	761

Admission Number 2012: 156

Oversubscription Criteria:

Where the school receives more applications than the number of 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 who have a brother or sister who will be attending the school at the time of admission.
3. Children who live in Leigh with the postcode WN7-5 and Atherton.
4. Other children living in Leigh.
5. Other 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.

If we offer the last place available at the school to one of twins (or triplets, and so on), our policy is to admit the other twin or triplets too.

Occasionally, the distance from home to school is the same for more than one child (for example, if more than one child lives in the same block of flats). In these cases, we will use a system to randomly pick who will be offered a place.

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.

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.

Waiting lists

Places may become available at a school after the offer date. We will:

- ◆ Put all children who we refuse 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 any place that becomes available to the next child on the waiting list; and
- ◆ Maintain the waiting list until the end of the autumn term in 2012.

We cannot take into account the length of time a child's name has been on the waiting list, only the admission criteria for the school. This means that your child's position on the list may change if another parent asks to be put on the list and their child has higher priority in the oversubscription criteria

Admission Number 2011	No. of preferences received by the closing date	Details of how places were allocated using the admission criteria for 2011. Please note criterion 3 is different for 2012.	Final number admitted following any appeals or withdrawals (information correct at time of print)
156	1 st preference: 170 2 nd preference: 182 3 rd preference: 168 Total: 520	Stated children: 5 Criterion 1: 0 Criterion 2: 36 Criterion 3: 93 Criterion 4: 22 Criterion 5: 0 The last place was allocated to a pupil who lives 2.217 miles from the school	160

The admission number will remain at 156 for Westleigh High School for 2012 as BSF funding for the proposal to enlarge the school was not given.

Hawkley Hall High School	DfE No	Age range	Specialism	No of pupils on roll Jan 2011
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Carr Lane Hawkley Hall Wigan WN3 5NY Tel: 01942 204640 Website: www.hawkleyhall.wigan.sch.uk Headteacher: Mr R Halford All mixed, comprehensive, 11-16	4035	11-16	Engineering College	862
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Admission Number 2012: 184

Oversubscription Criteria:

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 with brothers or sisters who will be attending the school at the time of admission.
3. Other children living in the town of Wigan.
4. Other children who live closer to Hawkley Hall High School than the nearest alternative high school.
5. Other children living nearest to the school.

▲ The town of Wigan refers to the Borough boundaries before Local Government reorganisation in 1974. You can phone the School Places Team for advice about this.

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.

If we offer the last place available at the school to one of twins (or triplets, and so on), our policy is to admit the other twin or triplets too.

Admissions to secondary school in 2012-2013

Occasionally, the distance from home to school is the same for more than one child (for example, if more than one child lives in the same block of flats). In these cases, we will use a system to randomly pick who will be offered a place.

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.

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.

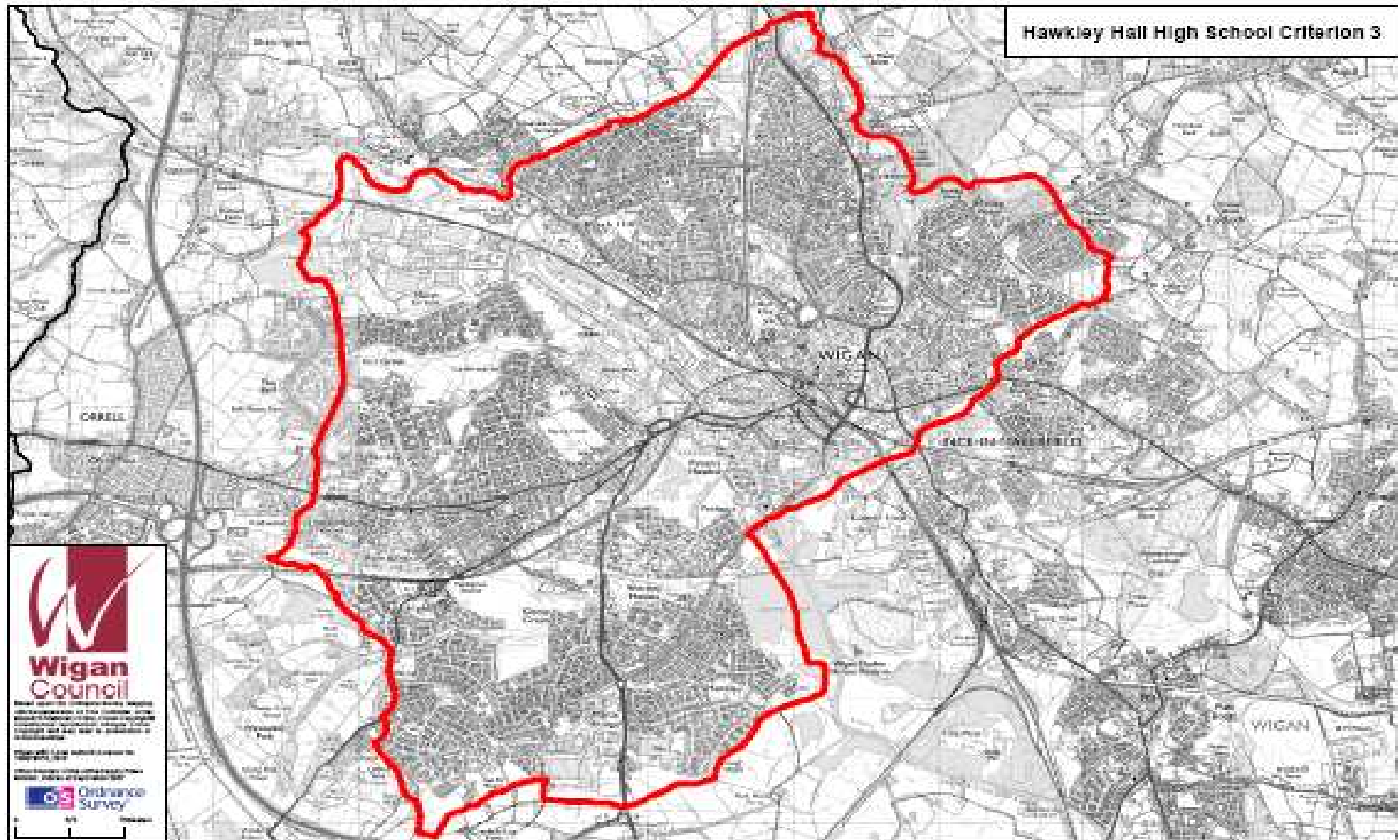
Waiting lists

Places may become available at a school after the offer date. We will:

- ◆ Put all children who we refuse 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 any place that becomes available to the next child on the waiting list; and Maintain the waiting list until the end of the autumn term in 2012.

We cannot take into account the length of time a child's name has been on the waiting list, only the admission criteria for the school. This means that your child's position on the list may change if another parent asks to be put on the list and their child has higher priority in the oversubscription criteria

Admission Number 2011	No. of preferences received by the closing date	Details of how places were allocated using the admission criteria for 2011	Final number admitted following any appeals or withdrawals (information correct at time of print)
184	1 st preference: 178 2 nd preference: 66 3 rd preference: 78 Total: 322	Statemented children: 5 Criterion 1: 1 Criterion 2: 42 Criterion 3: 125 Criterion 4: 0 Criterion5: 11 The last place was allocated to a pupil living 2.361 miles from the school	186



Foundation High Schools

Abraham Guest High School	DfE No	Age range	Specialism	No of pupils on roll Jan 2011
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Green Hey Orrell Wigan WN5 0DQ 01942 511987 Website: www.abrahamguest.wigan.sch.uk Headteacher: Mr P Bousfield All mixed, comprehensive, 11-16	4023	11-16	Sports and Arts College	978
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Admission Number 2012: 205

Oversubscription Criteria:

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 with brothers or sisters who will be attending the school in the 2012 - 2013 school year.
3. Other children living in Orrell and Billinge.
4. Other children who live closer to Abraham Guest High School than to the nearest alternative school.
5. Other 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.

Occasionally the distance from home to school is the same for more than one child. For example, if more than one child lives in the same block of flats. In these cases, a system to randomly pick who will be offered a place will be used. The governing body will use the same system used by the local authority for

community and controlled schools. A copy of the policy as available on request from the local authority.

Brothers and sister

Children with brothers or sisters who will be attending the school in the school year. 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.

Home Address

When considering an application, we will use the permanent home address 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 schools is that of the main carer. We use the address of the parent who gets the Child Benefit for this.

Waiting list policy

Places may become available at a school after the offer date. 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 2012.

We cannot take into account the length of time a child's name has been on the waiting list, only the admission criteria for the school. This means that your child's position on the list may change if another parent asks to be put on the list and their child has higher priority in the admission criteria

Important information about Abraham Guest High School.

Abraham Guest High School is in the process of changing from a Foundation high school to become an Academy. There is more information about the types of school in Wigan on page 6 of this booklet. The change to an Academy is planned for 1st January 2012. There is more information on their website www.abrahamguest.wigan.sch.uk/ or you can contact the school direct on the number above.

Admissions to secondary school in 2012-2013

Admission Number 2011	No. of preferences received by the closing date	Details of how places were allocated in each criteria as listed above	Final number admitted following any appeals or withdrawals (information correct at time of print)
205	1 st preference: 213 2 nd preference: 93 3 rd preference: 104 Total: 410	Stated: 2 Criterion 1: 3 Criterion 2: 65 Criterion 3: 13 Criterion 4: 119 Criterion 5: 3 The last place was allocated to a pupil living 1.376 miles from the school.	207

Golborne High School	DfE No	Age range	Specialism	No of pupils on roll Jan 2011
Lowton Road Golborne WA3 3EL 01942 726842 Website: www.golbornehigh.wigan.sch.uk Headteacher: Mr D W Lythgoe All mixed, comprehensive, 11-16	4022	11-16	Visual Arts College	788

Admission Number: 171

Oversubscription criteria:

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 with brothers or sisters who will be attending the school in the 2012-2013 school year.
3. Other children living in Golborne and Lowton.
4. Other 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.

Occasionally the distance from home to school is the same for more than one child. For example, if more than one child lives in the same block of flats. In these cases, a system to randomly pick who will be offered a place will be used. The governing body will use the same system used by the local authority for community and controlled schools. A copy of the policy as available on request from the local authority.

Brothers and sisters

Children with brothers or sisters who will be attending the school in the school year. 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.

Home Address

When considering an application, we will use the permanent home address 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 schools is that of the main carer. We use the address of the parent who gets the Child Benefit for this.

Waiting list policy

Places may become available at a school after the offer date. 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 2012.

We cannot take into account the length of time a child's name has been on the waiting list, only the admission criteria for the school. This means that your child's position on the list may change if another parent asks to be put on the list and their child has higher priority in the admission criteria.

Admission Number 2011	No. of preferences received by the closing date	Details of how places were allocated in each criteria as listed above	Final number admitted following any appeals or withdrawals (information correct at time of print)
171	1 st preference: 173 2 nd preference: 62 3 rd preference: 68 Total: 303	Stated: 2 Criterion 1: 1 Criterion 2: 54 Criterion 3: 114 Criterion 4: 0 The last place was allocated to a pupil living 1.409 miles from the school.	170

Hindley High School	DfE No	Age range	Specialism	No of pupils on roll Jan 2011
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Mornington Road Hindley WN2 4LG 01942 767704	4026	11-16	Arts College	873
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Website:

www.hindleyhs.wigan.sch.uk

Headteacher: Mrs J Lees

All mixed, comprehensive, 11-16

Admission Number: 187

Oversubscription criteria:

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 with brothers and/or sisters who will be attending the school at the time of admission
3. Other children living in Hindley, Platt Bridge, Abram and Bickershaw
4. Other 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.

Brothers and sisters

Children with brothers or sisters who will be attending the school in the school year. 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.

Waiting lists

Places may become available at a school after the offer date. We will:

Admissions to secondary school in 2012-2013

- ◆ Put all children who we refuse a place on the waiting list for the school;
- ◆ Keep the list in priority order, decided by the oversubscription criteria for the school only;
- ◆ Offer any place that become available to the next child on the waiting list; and
- ◆ Maintain the waiting list until the end of the autumn term in 2012.

We cannot take into account the length of time a child's name has been on the waiting list, only the admission criteria for the school. This means that your child's position on the list may change if another parent asks to be put on the list and their child has higher priority in the oversubscription criteria.

Admission Number 2011	No. of preferences received by the closing date	Details of how places were allocated in each criteria as listed above	Final number admitted following any appeals or withdrawals (information correct at time of print)
187	1 st preference: 160 2 nd preference: 81 3 rd preference: 71 Total: 312	All pupils who expressed a preference for the school were accommodated	182

Admissions to secondary school in 2012-2013

Lowton High School	DfE No	Age range	Specialism	No of pupils on roll Jan 2011
Newton Road Lowton WA3 1DU Tel: 01942 767040 Website: www.lowtonhs.wigan.sch.uk/ Headteacher: Mr J Shanahan All mixed comprehensive, 11-16	4028	11-16	Specialist Sports College	962

Admission Number 2012: 230

Oversubscription criteria:

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 with brothers or sisters who will be attending the school at the time of admission.
3. Children living in Lowton, Golborne, Leigh and Atherton
4. Other 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.

If we offer the last place available at the school to one of twins (or triplets, and so on), our policy is to admit the other twin or triplets too.

Occasionally, the distance from home to school is the same for more than one child (for example, if more than one child lives in the same block of flats). In these cases, we will use a system to randomly pick who will be offered a place. A copy of the policy is available on request from the local authority.

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.

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.

Waiting lists

Places may become available at a school after the offer date. We will:

- ◆ Put all children who we refuse a place on the waiting list for the school;
- ◆ Keep the list in priority order, decided by the oversubscription criteria for the school only;
- ◆ Offer any place that become available to the next child on the waiting list; and
- ◆ Maintain the waiting list until the end of the autumn term in 2012.

We cannot take into account the length of time a child's name has been on the waiting list, only the admission criteria for the school. This means that your child's position on the list may change if another parent asks to be put on the list and their child has higher priority in the oversubscription criteria.

Admission Number 2011	No. of preferences received by the closing date	Details of how places were allocated in each criteria as listed above	Final number admitted following any appeals or withdrawals (information correct at time of print)
230	1 st preference: 125 2 nd preference: 210 3 rd preference: 143 Total: 478	All pupils who expressed a preference for the school were accommodated	137

Church of England Status

The Governors of Lowton High School are consulting on a proposal to change our status to that of a Church of England school.

At the time of writing the first stage of the consultation process has been successfully completed and approval granted by the Department of Education to move to the second stage. This will take place at the start of the autumn term 2011 and is expected to be completed by half term.

We therefore expect our change of status to take effect on January 1st 2012.

This proposal would enable the Governors to develop a distinctly Christian ethos throughout the school by:

- educating pupils in the Christian faith, according to Church of England principles
- promoting values based on compassion, hope, reconciliation, trust, humility and forgiveness
- emphasising individual responsibilities but also our responsibilities to the needs of others
- teaching respect and tolerance towards others
- celebrating Christian festivals and occasions
- increasing the support and input of appropriate clergy and Church members in the delivery of elements of the curriculum and school life
- defining a framework of discipline and pastoral care which is firmly grounded on Christian values
- extending pupil involvement in the local community and community involvement in school life.

The Byrchall High School	DfE No	Age range	Specialism	No of pupils on roll Jan 2011
Warrington Road Ashton in Makerfield Wigan WN4 9PQ 01942 728221 Website: www.byrchall.wigan.sch.uk Headteacher: Mr A Birchall All mixed, comprehensive, 11-16	4501	11-16	Maths and Computing College	1091

Admission Number 2012: 235

Oversubscription Criteria

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

1. Children in Public Care.
2. Children with brothers or sisters who will be attending the school in the 2012-2013 school year.
3. Other children living in the Makerfield area including Ashton-in-Makerfield, Abram, Bryn Gates, Downall Green, Garswood, Golborne, Haydock, Hindley, Ince-in-Makerfield, Newton-le-Willows, North Ashton, Platt Bridge, Wargrave and Winstanley.
4. Other 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.

Occasionally, the distance from home to school is the same for more than one child. For example, if more than one child lives in the same block of flats. In these cases, a system to randomly pick who will be offered a place will be used. The governing body will use the system used by the local authority for community and controlled schools. A copy of the policy is available on request from the local authority.

Brothers and Sisters

Children with brothers or sisters who will be attending the school in the school year.

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.

Home Address

When considering an application, we will use the permanent home address 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 schools is that of the main carer. We use the address of the parent who gets the Child Benefit for this.

Waiting List Policy

Places may become available at a school after the offer date. 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 2012.

We cannot take into account the length of time a child's name has been on the waiting, only the admission criteria for the school. This means that your child's position on the list may change if another parent asks to be put on the list and their child has higher priority in the admission criteria.

Admission Number 2011	No. of preferences received by the closing date	Details of how places were allocated in each criteria as listed above	Final number admitted following any appeals or withdrawals (information correct at time of print)
235	1 st preference: 192 2 nd preference: 342 3 rd preference: 185 Total: 719	All pupils who expressed a preference for the school were accommodated	205

Church of England Voluntary-Aided High Schools

The Deanery CE High School	DfE No	Age range	Specialism	No of pupils on roll Jan 2011
The Deanery CE High School Frog Lane Wigan WN1 1HQ Telephone Number: 01942 768801 Website: www.deanery.wigan.sch.uk Headteacher: Mr S Brierley	4608	11-18	Technology College	1311

Admission Number 2012: 250

Oversubscription Criteria

1 Who admits the pupils?

As The Deanery High School is a Voluntary Aided School, the Governors are responsible for the school's Admissions Policy.

2 When are pupils admitted?

Normally, children are admitted in the September of Year 7 and the September of Year 12. Admissions to other year-groups or at other times of the year are called "in-year" admissions (see below).

3 How many pupils will be admitted?

Up to 250 children will be admitted into Year 7 each September. Any child who has a statement of special educational needs that names The Deanery High School is offered a place in the first instance.

The remaining places are split between five categories:

- **Category L:** Looked After children applications
- **Category M:** Medical/Social applications
- **Category C:** Christian applications
(Note: the Governors have defined a 'Christian' church as one that is in membership of, or one that agrees with, the 'Basis' – a statement of beliefs set out by *Churches Together in England*).
- **Category O:** Other World Faith applications
- **Category P:** Other parents expressing a preference for a place at the school

Parents may apply for a place under more than one main category if they wish. For entry into Year 7 in September 2012, all application forms must be submitted by **31st October 2011.**

4 Who will get the places in each category?

In the event of more children applying in each category than there are places, the following systems will be used to decide who gets the places.

Category L: Looked After children applications

Looked After children (*ie* children in the care of the Local Authority).

Category M: Medical/Social applications

If the number of places offered to children with a statement of special educational needs and Looked After children does not exceed 10 in total then any remaining places will be offered to children with a medical or social need.

Places will be offered firstly to other children who can demonstrate that *The Deanery High School is the only school that can meet their needs*, and secondly to children who can demonstrate that *The Deanery High School is the best-placed school to meet their needs*. Applicants can demonstrate either of these statements is true through a standard reference (on the appropriate school form, DHS2) from a suitably qualified professional such as a social worker or doctor; however **no places will be awarded unless they are supported by such a reference**. Within these two groups, priority will be given to those who live closest to the school: see Section 6 below.

Category C: Christian applications

Initially up to a maximum of 230 places will be offered to children in this category. Information will be gathered from parents and an appropriate religious official (on form DHS3). A points system will be used to score each application form, as described in the document entitled "*Arrangements for Admitting Students to Year 7*".

If two or more children have the same points total, priority will be given to those who live closest to the school: see Section 6 below.

Category O: Other World Faith applications

Initially up to a maximum of 10 places will be offered to children from this category. Information will be gathered from parents and an appropriate religious official (on form DHS4). A points system will be used to score each application form, as described in the document entitled "*Arrangements for Admitting Students to Year 7*".

If two or more students have the same points total, places will be allocated at random. This will be conducted in the presence of an independent witness.

5 In what order will the places be offered?

The Governors will offer places in Category L first, then category M then in Category C, then in Category O and finally in Category P. Any Category P places will be offered in the following order:

- first, to children who have a sibling at the school (as defined in Section 7);
- second, to any other children.

Within each of these groups, priority will be given to those who live closest to the school: see Section 6 below.

6 How does the 'Distance Tie-break' work?

When we use a 'distance tie-break', places will be given to the children who live nearest to the school. We measure this distance:

- in a straight line; and
- using a Geographical Information System (GIS) which is based on Ordnance Survey.

We will measure from the child's home address to the school's Pupil Entrance on Frog Lane.

When parents apply for a place, they must give the correct permanent address. This is where the child and parent, or person with care of the child or the person with parental responsibility, normally live.

If the child's 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 to determine this.

We may carry out checks to confirm that addresses are genuine. We may ask to see two forms of evidence of a child's permanent address at the closing date for applications such as:

- where the registration for council tax is held, and/or
- a utility bill which can be gas, electricity or water

Any evidence provided must establish that the parent or main carer lived at this address at the closing date for applications.

If there is a temporary change of address, for example, if someone has gone to live with a relative *etc*, this address cannot be used.

When considering a child's application, we use the permanent home address we have on file at the closing date for applications.

7 What is a sibling?

Siblings are brothers and sisters of the child who is applying for a place. In line with the Local Authority definition, we will include

- brothers and sisters;
- 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 and who are pupils on roll in Years 7, 8, 9 or 10 at the Deanery High School at the time that the application is made.

8 What if there are places left in a Category?

- If places are left unfilled in Category M, any surplus places will be transferred to Category C.
- If places are left unfilled in Category C, any surplus places will be transferred to Category O.
- If places are left unfilled in Category O, any surplus places will be transferred to Category C, then Category M, then Category P.

9 What happens if my child is refused a place?

If this happens, parents have the right of appeal to an independent panel. Information about this will be sent to unsuccessful applicants on request.

10 Do you keep a waiting-list?

Yes. All unsuccessful applications for the normal round of admissions into Year 7 will be held in a waiting-list. The waiting-list will be kept in categories using the same criteria described above. In the event of a place becoming available, the Admissions process will be run again to determine which applicant is offered a place. The waiting-list for the normal round of admissions will be maintained until the end of the Autumn Term in Year 7. All unsuccessful applications outside the normal round of admissions will also be held in a waiting-list until the following August. The waiting-list will be kept in categories using the same criteria described above. In the event of a place becoming available, a place will be offered to the first applicant on the waiting-list (the order being determined in accordance with this Policy).

In year Admissions

Can I apply for admission part-way through a school year?

Yes.

- If there is at least one place available in a year-group, the child will be admitted.
- If there are more applicants than places, the Governors will apply the oversubscription criteria listed above to establish which child(ren) will be admitted.
- If there are no places available the child will not be admitted and the parents will be advised of their right of appeal.

Admissions for Year 12.

How can I apply for a place in the Sixth Form?

Each year up to 200 students are admitted to Year 12 at the age of 16, up to 40 of who may be external applicants. Any Looked After Child who meets the admissions criteria for the

courses they have chosen will automatically be offered a place. The remaining places will be awarded on the basis of academic suitability for the courses that will run, using criteria that will be published in the Sixth Form Prospectus, and measured in the first instance by GCSE results. GCSE results will be used as an over-subscription criterion should this prove necessary; children with the best average GCSE grade will be admitted.

- 1 Details of our Admissions Policy are published in the Wigan Local Authority “*Admission to Secondary School*” Booklet for Parents, which is distributed to pupils in Year 6.
- 2 Under Wigan’s co-ordinated admissions arrangements, parents must complete a Local Authority preference form and return it to their child’s primary school by **31st October 2011**. If parents wish to apply for a place for their child at The Deanery High School:
 - a) the school should be one of the three schools named by parents on the Local Authority preference form; **and**
 - b) the parents should also complete a separate application form for The Deanery High School, form DHS1, which must be returned to **their child’s primary school** by **31st October 2011**. Additional reference forms (DHS2, DHS3, and/or DHS4) should be completed depending on the category of Admission applied for and returned with the DHS1 form.
- 3 Our Admissions Policy, which should be read alongside this document, gives details of:
 - a) the five Categories
 - Category L Looked After children
 - Category M Medical/Social
 - Category C Christian
 - Category O Other World Faith
 - Category P Other parents who have expressed a preference for the school
 - b) the number of places available in each category;
 - c) the order in which each category will be considered; **and**
 - d) the over-subscription criteria used in each category.

4 Definitions

- * The Governors have defined a ‘Christian’ church as one that is in membership of, or one that agrees with, the ‘Basis’ – a statement of beliefs set out by *Churches Together in England*.
- * In Category C, some points are awarded for parental attendance at church. The Governors have defined ‘parent’ in this context to be a parent, legal guardian, or grandparent of the pupil in question.

- * When a 'distance tie-break' is used, places will be given to the children who live nearest to the school. We measure this distance:
 - in a straight line; and
 - using a Geographical Information System (GIS) which is based on Ordnance Survey as explained in the Admissions Policy. We will measure from your child's home address to the school's Pupil Entrance on Frog Lane.

- * In Categories C and O (and elsewhere), some points are awarded for a 'sibling link'. In line with the Local Authority, 'siblings' will include:
 - brothers and sisters;
 - half-brothers and half-sisters;
 - stepbrothers and stepsisters; and
 - foster brothers and foster sisterswho live at the same address as part of the same family unit and who are pupils on roll in Years 7, 8, 9 or 10 at the Deanery High School at the time that the application is made.

5 Category C: Christian applicants

In Category C, points are awarded on the basis of the information collected on forms DHS1 and DHS3. Places will only be offered under this category if a DHS3 form, signed by an appropriate church leader, has been submitted. Form DHS3 must be signed by an appropriate church leader for the points to be awarded. Points are awarded as follows:

- a) 2 points for a pupil with a 'sibling link' – as defined in Section 4;
- b) 18, 12, 6 or 0 points for attendance by the child at church in 2010 (for each box in question 1a on form DHS3 respectively);
- c) 15, 10, 5 or 0 points for attendance by the parent at church in 2010 (for each box in question 1b on form DHS3 respectively);
- d) 12, 8, 4 or 0 points for attendance by the child at church in 2009 (for each box in question 2a on form DHS3 respectively); and
- e) 9, 6, 3 or 0 points for attendance by the parent at church in 2009 (for each box in question 2b on form DHS3 respectively).

A total of 56 points are therefore available to applicants in Category C. Places will only be offered to pupils where **at least 3 points** have been awarded.

6 Category O: Other World Faith applicants

In Category O, points are awarded on the basis of the information collected on forms DHS1 and DHS4. Places will only be offered under this category if a DHS4 form, signed by the faith community leader, has been submitted. Points are awarded as follows:

- a) 1 point for a pupil with a 'sibling link' – as defined in Section 4;
- b) 2 points for pupils whose families are committed members of their faith community.

A total of 3 points are therefore available to applicants in Category O. Places will only be offered to pupils where **at least 2 points** have been awarded.

7 Late Applications

It is important that application forms are returned **before the closing date on 31st October 2011**. Late applications will only be considered after the Governors have dealt with **all** the applications received on time. This means that such applications are less likely to be successful.

8 Help

Further information is available at any time from Mrs T Wogan, Admissions Officer at The Deanery High School, on 01942 486301. The Local Authority School Places Team may also be able to help: their number is 01942 486038 or 01942 486039.

Admission Number 2011	No of preferences received	Details of how places were allocated in each criteria as listed above	Final number admitted following any appeals or withdrawals (information correct at time of print)
250	1 st preference: 211 2 nd preference: 349 3 rd preference: 299 Total: 859	All pupils who expressed a preference for the school were accommodated	243

Catholic Voluntary Aided High Schools

St Edmund Arrowsmith Catholic High School	DfE No	Age range	Specialism	No of pupils on roll Jan 2011
Rookery Avenue Ashton in Makerfield Wigan WN4 9PF Tel: 01942 728651 Website: www.arrowsmith.wigan.sch.uk Headteacher: Mr P Phillips	4805	11-16	Technology and Music College	1227

Admission Number: 240

Oversubscription Criteria

Where the number of applications exceeds the number of places available the Governing Body will apply the following over-subscription criteria.

Please note the following point: All reference to Catholic children means baptised Catholic children.

1. Baptised Catholic looked after children.
2. Baptised Catholic children living in the designated Parish(es) named in Section 3 of "Admissions Policy and Arrangements" and have received their primary education at a Catholic school.
3. Baptised Catholic brothers and sisters of children who are in attendance at St. Edmund Arrowsmith High School at the time of likely admission. This includes Catholic full, half or stepbrothers and sisters, foster brothers and sisters and children who are living at the same address and are part of the same family unit.
4. Baptised Catholic children from other Catholic parishes who have attended Catholic primary schools.
5. Baptised Catholic children living in the Parishes who attend non-Catholic primary Schools.
6. Looked after children who are other than Catholic.
7. Children who are other than Catholic who are brothers and sisters of children who are in attendance at St. Edmund Arrowsmith High School at the time of likely admission. This includes other than Catholic full, half or stepbrothers and sisters, foster brothers and sisters and children who are living at the same address and are part of the same family unit.

8. Children of other Christian denominations. Proof of Baptism in form of Baptismal Certificate or confirmation in writing that the applicant is a member of their Faith community from an appropriate Minister of Religion is required.
9. Children of other faiths. An appropriate Minister of Religion would need to confirm in writing that the applicant is a member of their faith group.
10. Children whose parents express a preference for a place at the school.

In the event of over subscription in the number of applications made under any of the categories above then the admissions committee will offer places first to children living nearest to the school measured in a straight line from the front door of the school to the child's home address.

1. St Edmund Arrowsmith is a Catholic High School situated in the Archdiocese of Liverpool and is maintained by the Wigan Local Education Authority.
2. The Governing Body of the school is responsible for determining and administering the policy relating to the admission of pupils to the school. It is guided in that responsibility by:
 - a) the requirements of the law
 - b) by the advice of the Archdiocesan Trustees on the nature and purpose of its duties
 - c) its duty towards the school and the Catholic community it serves
 - d) the Catholic character of the school and its Mission Statement
 - e) recognition of the Parish boundaries.
3. The school serves in the first instance baptised Catholic children who are living in the Parish(es) of:

St. Oswald and St. Edmund Arrowsmith, Ashton in Makerfield
St. Wilfrid's, Ashton in Makerfield
Our Lady Immaculate, Bryn
The Blessed English Martyrs', Haydock
St. Benedict's Hindley
Sacred Heart, Hindley Green
The Holy Family, Platt Bridge
St Aidan's, Winstanley
4. Having consulted with the LEA and others in accordance with the requirements of the law, the Governing Body has published its admission limit at 240 pupils for the school year commencing 2012.
5. Applications for a place at the school must be submitted on the L.A. Admission Form. Applicants should complete the school's own admission form which should be returned as directed in the booklet for Parents' Admissions to Secondary School 2012-2013

5. The Governing Body has delegated responsibility for determining admissions to its Admissions Committee, which will consider all applications made in accordance with the criteria set out, without reference to the ability or aptitude of the child.

Admission Arrangements

1. All applications will be considered at the same time and after the closing date.
2. Parents will be informed, by letter, of the decision of the Admissions Committee. The letter will be provided by the L.A. on behalf of the Governing Body.
3. If the application has not been successful the letter will give reasons for the decision, will inform parents of their right of appeal and give guidance on how that appeal should be made.
4. A waiting list for children who have not been offered a place will be kept and will be ranked according to the Admission Criteria. The waiting list which will not be operated for longer than the end of the first term of Year 7.

Admission Criteria

Please note the following explanatory points:

- a) For a child to be considered as a Catholic, evidence of a Catholic Baptism or reception into the Church will be required.
A Baptised Catholic is one who has been baptised into the full communion with the Catholic church by the Rites of Baptism of one of the various churches in communion with the See of Rome (Cf Catechism of the Catholic Church 1203). Written evidence of this baptism can be obtained by recourse to the Baptismal Registers of the church in which the baptism took place.

Or

A person who has been baptised in a separate ecclesial community and subsequently received into full communion with the Catholic Church by the Rite of Reception of Baptised Christians into the Full Communion of the Catholic Church. Written evidence of their baptism and reception into full communion with the Catholic Church can be obtained by recourse to the Register of Receptions, or in some cases a sub-section of the Baptismal Registers of the church in which the Rite of Reception took place.

The Governing Body will require written evidence in the form of a Certificate of Baptism or Certificate of Reception before applications for school places can be considered for categories of "Baptised Catholics". A Certificate of Baptism or Reception is to include: full name, date of birth, date of baptism or reception and parent(s) name(s). The certificate must also show that it is copied from the records kept by the place of baptism or reception.

Those who would have difficulty obtaining written evidence of baptism for a good reason may still be considered as baptised Catholics but only after they have been referred to their parish priest who, after consulting with the Vicar General, will decide how the

Admissions to secondary school in 2012-2013

question of baptism is to be resolved and how written evidence is to be produced in accordance with the law of the Church.

Those who would be considered to have good reason for not obtaining written evidence would include those who cannot contact the place of baptism due to persecution or fear, the destruction of the church and the original records, or where the baptism was administered validly but not in the Parish church where records are kept.

Governors may request extra supporting evidence when written documents that are produced do not clarify the fact that a person was baptised or received into the Catholic Church (i.e. where the name and address of the church is not on the certificate or where the name of the church does not state whether it is a Catholic church or not.

- b) The home address of a pupil is considered to be the permanent residence of a child. The address must be the child's only or main residence. Documentary evidence may be required - eg. child benefit payment address.
- c) Where care is split equally between mother and father, parents must name which address is to be used for the purpose of allocating a school place.
- d) Late applications (those received after the closing date) will only be considered after the applications that have been received on time. The closing date for applications is 31st October 2011.

Admission Number 2011	No. of preferences received by the closing date	Details of how places were allocated in each criteria as listed above	Final number admitted following any appeals or withdrawals (information correct at time of print)
249	1 st preference: 257 2 nd preference: 139 3 rd preference: 114 Total: 510	For details of how places were allocated, please contact the school directly.	249

St John Fisher Catholic High School	DfE No	Age range	Specialism	No of pupils on roll Jan 2011
Baytree Road Springfield Wigan WN6 7RN Tel: 01942 510715 Website: www.sjf.wigan.sch.uk Headteacher: Mr R Ward	4609	11-16	Performing Arts College	949

Admission Number 2012: 200

Oversubscription Criteria:

Where the number of applications exceeds the number of places available, the Governing Body will apply the following over-subscription criteria.

1. *Baptised Catholic children in Public Care.
2. *Baptised Catholic children living in the designated Parishes or former Parishes named below: St John's, St Mary's, St Patrick's, Sacred Heart, St Williams, St Edwards, St Jude's and that part of St Cuthbert's parish to the east of Norley Hall Avenue and Enfield Street.
3. *Baptised Catholic children who have a brother or sister at the school at the time of likely admission. This includes full, half or step-brothers and sisters, adopted children, foster brothers and sisters, a child of the parent/carer's partner, and in every case children who are living at the same address and are part of the same family unit.
4. *Other Baptised Catholic children.
5. Children in Public Care who are not baptised Catholics.
6. Children who are other than baptised Catholic who have a brother or sister at the school at the time of likely admission and are in attendance at a Catholic primary school in a designated parish or former parish (see 2 above). This includes full, half or step-brothers and sisters, adopted children, foster brothers and sisters a child of the parent/carer's partner, and in every case children who are living at the same address and are part of the same family unit.
7. Children who are other than baptised Catholic who have a brother or sister at the school at the time of likely admission. This includes full, half or step-brothers and sisters, adopted children, foster brothers and sisters a child of the parent/carer's partner, and in every case children who are living at the same address and are part of the same family unit.

8. Children who are baptised in other Christian denominations and are in attendance at a Catholic primary school in a designated parish or former parish (see 2 above). Proof of Baptism in the form of a Baptismal Certificate or confirmation in writing that the applicant is a member of their Faith community from an appropriate Minister of Religion is required.
9. Children who are baptised in other Christian denominations. Proof of Baptism in the form of a Baptismal Certificate or confirmation in writing that the applicant is a member of their Faith community from an appropriate Minister of Religion is required.
10. Children of other faiths who are in attendance at a Catholic primary school in a designated parish or former parish (see 2 above). An appropriate Faith Leader would need to confirm in writing that the applicant is a member of their faith group.
11. Children of other faiths. An appropriate Faith Leader would need to confirm in writing that the applicant is a member of their faith group.
12. Children whose parents express a preference for a place at the school and are in attendance at a Catholic primary school in a designated parish or former parish (see 2 above).
13. Children whose parents express a preference for a place at the school.

*Baptised Catholic means, within the policies and practices relating to school admissions, any child who, before the due date of application, is a baptised Catholic or who, having been baptised into another Christian denomination whose baptisms are recognised by the Catholic Church, has subsequently been formally received into the Catholic Church.

In the event of any over-subscription in the number of applications made under any of the categories above, then the Admissions Committee will offer places first to children living nearest the school in a straight line from the house/flat to the main front door of the school, situated on Baytree Road and using a Geographical Information System (GIS).

1. St John Fisher is a Catholic High School situated in the Archdiocese of Liverpool and is maintained by the Wigan Local Authority.
2. The Governing Body of the school is responsible for determining and administering the policy relating to the admission of pupils to the school. It is guided in that responsibility by:
 - (a) the requirements of the law,
 - (b) the advice of the Archdiocesan Trustees on the nature and purpose of its duties,
 - (c) its duty towards the school and the Catholic community it serves,
 - (d) the Catholic character of the school and its Mission Statement,
 - (e) recognition of the parish boundaries

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3. The school serves in the first instance baptised Catholic children living in the parishes, or former parishes, of St Mary & St John, St Patrick, Sacred Heart, St William, St Edward, St Jude and St Cuthbert.
4. Our principal role as a Catholic school is to participate in the mission of the Catholic Church by providing a framework which will help children to grow in their understanding of the Good News and in the practice of their faith. The school will help the children develop fully as human beings and prepare them to undertake their responsibilities as Catholic in society. The school asks all parents applying for a place here to respect this ethos and its importance to the school community. This does not affect the rights of parents who are not of the faith of this school to apply for and be considered for a place here.
5. Having consulted with the L.A. and others in accordance with the requirements of the law, the Governing Body has set its planned admissions number at 200 pupils for the school year commencing 2012.
6. Parents must complete the Local Authority application form which must be returned to the Local Authority by Monday, 31st October 2011. Parents who wish their application to this Catholic school to be considered against the priority faith criteria should also complete the School Supplementary Form. If the school is oversubscribed, failure to complete the supplementary form may result in your application for a place in this school being considered against lower priority criteria, as the Governing Body will have no information upon which to assess the application on the basis of the applicant's baptism and/or membership of a faith community. The supplementary form should be returned to the school by Monday, 31st October 2011.
7. The Governing Body has delegated responsibility for determining admissions to its Admissions Committee, which will consider all applications made in accordance with the agreed criteria without reference to the ability or aptitude of the child.

Admission Arrangements

1. All applications will be considered at the same time and after the closing date.
2. Parents will be informed, by letter, of the decision of the Admissions Committee. The letter will be provided by the L.A. on behalf of the Governing Body.
3. If the application has not been successful the letter will give reasons for the decision, will inform parents of the right of appeal and give guidance on how that appeal should be made.

Notes

1. For a child to be considered as a Catholic, evidence of a Catholic Baptism or reception into the Church will be required.

A Baptised Catholic is one who has been baptised into full communion with the

Catholic Church by the Rites of Baptism of one of the various churches in communion with the See of Rome (Cf Catechism of the Catholic Church 1203).

Written evidence of this baptism can be obtained by recourse to the Baptismal Registers of the church in which the baptism took place.

Or

A person who has been baptised in a separate ecclesial community and subsequently received into full communion with the Catholic Church by the Rite of Reception of Baptised Christians into the Full Communion of the Catholic Church. Written evidence of their baptism and reception into full communion with the Catholic Church can be obtained by recourse to the Register of Receptions, or in some cases a sub-section of the Baptismal Registers of the church in which the Rite of Reception took place.

The Governing Body will require written evidence in the form of a Certificate of Baptism or Certificate of Reception before applications for school places can be considered for categories of "Baptised Catholics". A Certificate of Baptism or Reception is to include: full name, date of birth, date of baptism or reception and parent(s) name(s). The certificate must also show that it is copied from the records kept by the place of baptism or reception.

Those who would have difficulty obtaining written evidence of baptism for a good reason may still be considered as baptised Catholics but only after they have been referred to their parish priest who, after consulting with the Vicar General, will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the law of the Church.

Those who would be considered to have good reason for not obtaining written evidence would include those who cannot contact the place of baptism due to persecution or fear, the destruction of the church and the original records, or where the baptism was administered validly but not in the Parish church where records are kept.

Governors may request extra supporting evidence when the written documents that are produced do not clarify the fact that a person was baptised or received into the Catholic Church (i.e. where the name and address of the church is not on the certificate or where the name of the church does not state whether it is a Catholic church or not.)

2. The home address of a pupil is considered to be the permanent residence of a child. The address must be the child's only or main residence. Documentary evidence may be required – e.g. Child Benefit payment address.
3. Where care is split equally between mother and father, parents must name which address is to be used for the purpose of allocating a school place.

Admissions to secondary school in 2012-2013

- Late applications (those received after the closing date) will only be considered after all on time applications have been dealt with.
- Applications received after the notification date (after places are offered) will be added to the school's waiting list in admission criteria order until the end of the autumn term

PARENTS MUST COMPLETE THE LOCAL AUTHORITY COMMON APPLICATION FORM AND WHERE APPLICABLE THEY ARE STRONGLY ADVISED TO COMPLETE THE SCHOOL SUPPLEMENTARY FORM FOR EACH CATHOLIC SCHOOL FOR WHICH THEY APPLY. FAILURE TO DO THIS MAY MEAN THE GOVERNORS DO NOT HAVE INFORMATION ABOUT THEIR FAITH COMMITMENT WHEN CONSIDERING THEIR APPLICATION.

Admission Number 2011	No. of preferences received by the closing date	Details of how places were allocated in each criteria as listed above	Final number admitted following any appeals or withdrawals (information correct at time of print)
200	1 st preference: 155 2 nd preference: 123 3 rd preference: 131 Total: 409	All pupils who expressed a preference for the school were accommodated	159

St Peters Catholic High School	DfE No	Age range	Specialism	No of pupils on roll Jan 2011
Howards Lane Orrell Post Wigan WN5 8NU Tel: 01942 747693 Website: www.saintpetershigh.wigan.sch.uk Headteacher: Miss H Jerstice	4614	11-16	Visual Arts College	933

Admission Number 2012: 179

Oversubscription Criteria

Where the number of applications exceeds the number of places available the Governing Body will apply the following over-subscription criteria

1. Baptised Catholic children who are in the care of the Local authority (looked after children).
2. Baptised Catholic children living in the designated Parishes of St. Bernadette's, Shevington; St. Marie's, Standish; St. James', Orrell; St. Joseph's, Wroughton; St. Mary's, Birchley; St. Teresa's, Up Holland; St. Cuthbert's, Norley Hall (that part of the parish to the west of and including Norley Hall Avenue and Enfield Street).
3. Baptised Catholic children who will have a brother or sister at the school at the time of likely admission. This includes full, half or stepbrothers and sisters, adopted and foster brothers and sisters or children of the parent/carer's partner, and in every case who are living at the same address and are part of the same family unit.
4. Baptised Catholic children living in other Catholic parishes.
5. Children who are in the care of the Local Authority (looked after children) other than Catholic
6. Children who are other than Catholic who have a brother or a sister at the school at the time of likely admission. This includes full, half or stepbrothers and sisters, adopted and foster brothers and sisters or children of the parent/carer's partner, and in every case who are living at the same address and are part of the same family unit.
7. Children from other Christian denominations. Proof of Baptism in the form of Baptismal Certificate or confirmation in writing that the applicant is a member of their Faith community from an appropriate Minister of Religion is required.

8. Children of other Faiths. An appropriate Minister of Religion would need to confirm in writing that the applicant is a member of their Faith group.
9. Children whose parents express a preference for a place at the school.

In the event of any over-subscription in the number of applications made under any of the categories above then the Admissions Committee will offer places first to children living nearest to the school measured in a straight line from the house/flat to the school as measured by the Local Authority, with those living closer to the school receiving higher priority.

Priority in Criterion 2 will be determined firstly on the Catholic children in this category who have an older brother or sister attending St. Peter's school on the date at which they will enter school and then on the proximity ruling described above.

1. St Peter's is a Catholic Secondary School situated in the Archdiocese of Liverpool and is maintained by the Wigan Local Authority.
2. The Governing Body of the school is responsible for determining and administering the policy relating to the admission of pupils to the school. It is guided in that responsibility by:
 - the requirements of the law
 - the advice of the Archdiocesan Trustees on the nature and purpose of its duties
 - its duty towards the school and the Catholic community it serves
 - the Catholic character of the school and its Mission Statement
 - recognition of the Parish boundaries.
3. The school serves in the first instance baptised Catholic children living in the Parish (es) of:
 - St. Bernadette's, Shevington
 - St. James', Orrell
 - St. Joseph's, Wrightington
 - St. Marie's, Standish
 - St. Mary's, Birchley
 - St. Teresa's, Up Holland
 - St. Cuthbert's, Norley Hall (that part of the parish to the west of and including Norley Hall Avenue and Enfield Street).
4. Having consulted with the LA and others in accordance with the requirements of the law, the Governing Body has proposed its admissions limit at 179 pupils for the school year commencing September 2012.
5. Parents must complete the Local Authority application form. Parents who wish their application to this Catholic school to be considered against the priority faith criteria should also complete the supplementary form. If the school is oversubscribed, failure to complete the supplementary form may result in your application for a place in this school being considered against lower criteria, as the Governing Body will have no

information upon which to assess the application on the basis of the applicant's baptism and/or membership of a faith community.

6. The Governing Body has delegated responsibility for determining admissions to its Admissions Committee, which will consider all applications made in accordance with the criteria set out over the page, without reference to the ability or aptitude of the child.

Admission Arrangements

1. All applications will be considered at the same time and after the closing date (detailed on the preceding page) agreed by the Admission Committee.
2. Parents will be informed, by letter, of the decision of the Admission Committee no later than 1st March 2012. If their application has been successful they are required to confirm acceptance of the offer of a place by 15th March 2012.
3. If application has not been successful the letter will give reasons for the decision, will inform parents of their right of appeal and give guidance on how that appeal should be made.
4. A waiting list for children who have not been offered a place will be kept and will be ranked according to the Admission Criteria; the waiting list will operate until the end of the first term.

Important information about the waiting list.

We cannot take into account the length of time a child's name has been on the waiting list, only the admission criteria for the school. This means that your child's position on the list may change if another parent asks to be put on the list and their child has higher priority in the admissions criteria.

Notes:

1. For a child to be considered as a Catholic, evidence of the Catholic Baptism or reception into the Church will be required.

Baptised Catholic – means, within the policies and practices relating to school admissions, any child who, before the due date of application, is baptised Catholic or who, having been baptised into another Christian denomination whose baptisms are recognised by the Catholic Church, has subsequently been formally received into the Catholic Church.

Or

A person who has been baptised in a separate ecclesial community and subsequently received into full communion with the Catholic Church by the Rite of Reception of Baptised Christians into the Full Communion of the Catholic Church. Written evidence of their baptism and reception into full communion with the Catholic Church can be obtained by recourse to the Register of Receptions, or in some cases

a sub-section of the Baptismal Registers of the church in which the Rite of Reception took place.

The Governing Body will require written evidence in the form of a Certificate of Baptism or Certificate of Reception before applications for school places can be considered for categories of "Baptised Catholics". A Certificate of Baptism or Reception is to include: full name, date of birth, date of baptism or reception and parent(s) name(s). The certificate must also show that it is copied from the records kept by the place of baptism or reception.

Those who would have difficulty obtaining written evidence of baptism for a good reason, may still be considered as baptised Catholics but only after they have been referred to their parish priest, who after consulting with the Vicar General, will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the law of the Church.

Those who would be considered to have good reason for not obtaining written evidence would include those who cannot contact the place of baptism due to persecution or fear, the destruction of the church and the original records, or where baptism was administered validly but not in the Parish church where records are kept.

Governors may request extra supporting evidence when the written documents that are produced do not clarify the fact that a person was baptised or received into the Catholic Church (i.e. where the name and address of the Church is not on the certificate or where the name of the Church does not state whether it is a Catholic Church or not).

2. The home address of a pupil is considered to be the permanent residence of a child. The address must be the child's only or main residence. Documentary evidence may be required – e.g. Child Benefit payment address.
3. Where care is split equally between mother and father, the address on your Child Benefit book or the child's medical card will be used as the child's address.

PARENTS MUST COMPLETE THE LOCAL AUTHORITY COMMON APPLICATION FORM AND THE SCHOOL SUPPLEMENTARY FORM.

The school's standard admission number is 179.

The total number of applications, which were received for a place at St. Peter's for the 2011/2012 school year, was as below.

Of these applications the Governors accepted 179.

Admissions to secondary school in 2012-2013

The outcome of the pervious year's admissions is not a perfect guide to the next year's decisions, but such information can be of general help to parents considering their options

Admission Number 2011	No of preferences received	Details of how places were allocated in each criteria as listed above	Final number admitted following any appeals or withdrawals (information correct at time of print)
179	1 st preference: 189 2 nd preference: 148 3 rd preference: 100 Total: 437	Criterion 1: 0 Criterion 2: 168 Criterion 3: 3 Criterion 4: 8 The last place was allocated to a pupil who lives 5.017 miles from the school	181

St Marys Catholic High School	DfE No	Age range	Specialism	No of pupils on roll Jan 2011
Manchester Road Astley Tyldesley M29 7EE Tel: 01942 884144 Website: www.st-maryshigh.wigan.sch.uk Headteacher: Mr A Dawson (Acting Headteacher)	4615	11-18	Mathematics and Computing College	1302

Admission Number 2012: 260

Oversubscription Criteria

Where the number of applications exceeds the number of places available the Governing Body will apply the following over-subscription criteria:

1. Baptised Catholic children who are in the care of the Local Authority (looked after children).
2. Baptised Catholic children living in the designated Pastoral Areas of St. Edmund Arrowsmith and St. Margaret Clitherow (formerly the parishes of St. Ambrose Barlow, St. Joseph's, Sacred Heart – Atherton, Sacred Heart – Leigh, Holy Family, XII Apostles, Our Lady of the Rosary, St. Richard's and St. Gabriel's).
3. Baptised Catholic children who have a brother or sister at the school at the time of likely admission. This includes full, half or step-brothers and sisters, foster brothers and sisters and children who are living at the same address and are part of the same family unit.
4. Baptised Catholic children living in other Catholic parishes.
5. Children who are in the care of the Local Authority (looked after children) other than Catholic
6. Children who are other than Catholic who have a brother or sister at the school at the time of likely admission. This includes full, half or step-brothers and sisters, foster brothers and sisters and children who are living at the same address and are part of the same family unit.
7. Children demonstrating a commitment to other Christian denominations. Providing evidence of either Baptism; in the form of a Baptismal Certificate or confirmation that the applicant is a member of their faith community from an appropriate faith leader or commitment evidenced by attendance at a faith school at the time of application.

Priority will be given to students attending the 8 Catholic Primary Schools within the two Pastoral Areas (see Category 2 above).

8. Children of other faiths. An appropriate Faith Leader would need to confirm in writing that the applicant is a member of their faith group.
9. Children whose parents express a preference for a place at the school.

In the event of any over-subscription in the number of applications made under any of the categories above then the admissions committee will offer places first to children living nearest to the school measured in a straight line from the home address to the reception entrance of the school.

Admission Policy and Arrangements

1. St. Mary's is a Catholic High School situated in the Archdiocese of Liverpool and is maintained by the Wigan Local Authority.
2. The Governing Body of the school is responsible for determining and administering the policy relating to the admission of pupils to the school. It is guided in that responsibility by:
 - the requirements of the law
 - the advice of the Archdiocesan Trustees on the nature and purpose of its duties
 - its duty towards the school and the Catholic community it serves
 - the Catholic character of the school and its Mission Statement
 - recognition of the Parish boundary
3. The school serves in the first instance baptised Catholic children living in the two Pastoral Areas of St. Edmund Arrowsmith and St. Margaret Clitherow (formerly the Parishes of St. Ambrose Barlow, St. Joseph's, Sacred Heart - Atherton, Sacred Heart - Leigh, Holy Family, XII Apostles, Our Lady of the Rosary, St. Richard's and St. Gabriel's).
4. Having consulted with the LA and others in accordance with the requirements of the law, the Governing Body has published its admissions limit at 260 pupils for the school year commencing September 2012.
5. Parents must complete the Local Authority application form which must be returned to the Local Authority by 31st October 2011. Parents who wish their application to this Catholic school to be considered against the priority faith criteria should also complete the School Supplementary Form. If the school is oversubscribed, failure to complete the supplementary form may result in your application for a place in this school being considered against lower priority criteria, as the Governing Body will have no information upon which to assess the application on the basis of the applicant's baptism and/or membership of a faith community. Parents must return their supplementary information form as detailed in the booklet for parents "Admissions to secondary schools 2012-2013."

6. The Governing Body has delegated responsibility for determining admissions to its Admissions Committee, which will consider all applications made in accordance with the criteria set out over the page, without reference to the ability or aptitude of the child.

Admission Arrangements

1. All applications will be considered at the same time and after the closing date (detailed on the preceding page) agreed by the Admissions Committee.
2. Parents will be informed by letter of the decision of the Admissions Committee no later than 1st March 2012. The letter will be provided by the L.A. on behalf of the Governing Body. If their application has been successful they are required to confirm acceptance of the offer of a place by 10th March, 2012.
3. If application has not been successful the letter will give reasons for the decision, will inform parents of their right of appeal and give guidance on how that appeal should be made.
4. A waiting list for children who have not been offered a place will be kept and will be ranked according to the Admissions Criteria. Parents will be informed of their child's position on the waiting list which will not be operated for longer than the end of the Autumn term.

N.B. Please note that a child's position on the waiting list may change if another parent asks to be placed on the list and their child has a higher priority in the published admissions criteria.

Notes

1. For a child to be considered as a Catholic, evidence of a Catholic Baptism or reception into the Church will be required.

Baptised Catholic means, within the policies and practices relating to school admissions, any child who, before the due date of application, is a baptised Catholic or who, having been baptised into another Christian denomination whose baptisms are recognised by the Catholic Church, has subsequently been formally received into the Catholic Church.

In brief, the priest will be able to testify that, for anyone under the age of 14 years, the process of reception into full communion with the Church has been formally completed and details of the child's non-Catholic baptism have been entered into the parish's Baptismal Register. You will wish to be aware that the Archbishop has recently written on the subject to priests throughout the Archdiocese.

Those who would have difficulty obtaining written evidence of baptism for a good reason, may still be considered as baptised Catholics but only after they have been referred to their parish priest, who after consulting with the Vicar General, will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the law of the Church.

Those who would be considered to have good reason for not obtaining written evidence would include those who cannot contact the place of baptism due to persecution or fear, the destruction of the church and the original records, or where baptism was administered validly but not in the Parish church where records are kept.

Governors may request extra supporting evidence when the written documents that are produced do not clarify the fact that a person was baptised or received into the Catholic Church, (i.e. where the name and address of the Church is not on the certificate or where the name of the Church does not state whether it is a Catholic Church or not).

2. The home address of a pupil is considered to be the permanent residence of a child. The address must be the child's only or main residence. Documentary evidence may be required – e.g. child benefit payment address.
3. Where care is split equally between mother and father, parents must name which address is to be used for the purpose of allocating a school place.
4. Late applications (those received after the closing date) will only be considered after those received by the closing date.

PARENTS MUST COMPLETE THE LOCAL AUTHORITY COMMON APPLICATION FORM AND WHERE APPLICABLE THEY ARE STRONGLY ADVISED TO COMPLETE THE SCHOOL SUPPLEMENTARY FORM FOR EACH CATHOLIC SCHOOL FOR WHICH THEY APPLY. FAILURE TO DO THIS MAY MEAN THE GOVERNORS DO NOT HAVE INFORMATION ABOUT THEIR FAITH COMMITMENT WHEN CONSIDERING THEIR APPLICATION.

Sixth Form Entry Requirements 2012

Each year up to 200 students are admitted into Year 12 at the age of 16, up to 30 of which may be external candidates. Places are allocated on the basis of academic suitability for the selected curriculum pathway using criteria that will be published annually in the Sixth Form Prospectus. In the case of over-subscription priority will be given to Looked After Children, with precedence being given to Catholic then other than Catholic, and students progressing from St Mary's Catholic High School.

Admissions to secondary school in 2012-2013

Admission Number 2011	No of preferences received	Details of how places were allocated in each criteria as listed above	Final number admitted following any appeals or withdrawals (information correct at time of print)
260	1 st preference: 255 2 nd preference: 211 3 rd preference: 133 Total:	Criterion 1: 1 Criterion 2: 179 Criterion 3: 1 Criterion 4: 3 Criterion 5: 1 Criterion 6: 19 Criterion 7: 28 Criterion 8: 2 Criterion 9: 26 The last child allocated a place at the school lives 2.352 miles from the school.	263

ADMISSION ARRANGEMENTS FOR HOPE ACADEMY ST HELENS

1. This document sets out the admission arrangements for the Hope Academy in accordance with Annex 2 to the Funding Agreement between the Hope Academy and the Secretary of State. Any changes to the arrangements set out in Part I of this document must be approved in advance by the Secretary of State. Obligations in this document are to be treated as if imposed by the Funding Agreement.
2. Notwithstanding these arrangements, the Secretary of State may direct the Hope Academy to admit a named pupil to the Hope Academy on application from a local authority (LA). Before doing so the Secretary of State will consult the Academy.

ADMISSION ARRANGEMENTS APPROVED BY SECRETARY OF STATE

Arrangements for admission to 11-16 Provision

3. The admission arrangements for the Hope Academy for the year 2012/2013 and, subject to any changes approved or required by the Secretary of State, for subsequent years are:
 - a) The Hope Academy has an agreed admission number of 270 pupils. The Hope Academy will accordingly admit at least 270 pupils in the relevant age group each year if sufficient applications are received.
 - b) The Hope Academy may set a higher admission number as its Published Admission Number for any specific year. Before setting an admission number higher than its agreed admission number, the Hope Academy will consult those listed at paragraph 18 below. Pupils will not be admitted above the Published Admission Number unless exceptional circumstances apply. Such circumstances shall be reported to the Secretary of State.

Process of application

4. Applications for places at the Academy will be made in accordance with LA's co-ordinated admission arrangements and will be made on the Common Application Form provided and administered by the St Helens LA. The Hope Academy will use the following timetable for applications each year (exact dates within the months may vary from year to year) which, whenever possible, will fit in with the common timetable agreed by the St Helens Admissions Forum or LA.
 - a) By September of the preceding year - The Hope Academy will publish in its prospectus information about the arrangements for admission, including oversubscription criteria, for the following September (e.g. in September 2011 for admission in September 2012). This will include details of open evenings and other opportunities for prospective pupils and their parents to visit the school. The Hope Academy will also provide information to the LA for inclusion in the composite prospectus, as required;
 - b) September/October - The Hope Academy will provide opportunities for parents to visit the Academy;

- c) 31st October - Common Application Form to be completed and returned to the LA to administer
- d) LA sends list of applications to the Academy
- e) The Academy sends list of pupils to be offered places to LA
- f) February - LA applies agreed scheme for its own schools, informing other LA's of offers to be made to pupils for whom they are responsible.
- g) 1st March (or the next working day if the 1st is not a working day) offers made to parents.

Consideration of applications

- 5. The Hope Academy will consider all applications for places. Where fewer than the published admission number for any relevant age group are received, the Hope Academy will offer places to all those who have applied.

Procedures where the Hope Academy is oversubscribed

- 6. Where the number of applications for admission is greater than the published admissions number, applications will be considered against the criteria set out below. After the admission of pupils with statements of Special Educational Needs where the Hope Academy is named on the statement, the criteria will be applied in the order in which they are set out below:
 - a) children in public care;
 - b) children in receipt of 'Enhanced Action Plus' funding for whom the LA has indicated that the Academy is the most appropriate educational establishment because of their special educational needs;.
 - c) after the application of criteria (a) and (b), places will be allocated on the following basis:

CATHOLIC PLACES	COMMUNITY PLACES
<p>50% of the remaining places, in order of priority to:-</p> <p>(i)**Baptised Catholic children living in the designated Catholic Parishes of:</p> <p>St David, Newton-le-Willows St Mary & St John, Newton-le-Willows St Patrick, Newton-le-Willows All Saints, Golborne St Catherine of Siena, Lowton St Lewis, Croft</p> <p>St Paul of the Cross, Burtonwood*</p> <p>* <i>Pupils attending St Paul of the Cross Primary School and living in the Kingswood area of West Warrington or in the 'Spa Towns' area bounded by Burtonwood Road, Burma Road and Whittle Avenue (formerly in St Joseph's Parish) have admission to St Gregory's High School, Warrington (Warrington LA).</i></p> <p>(ii) **Baptised Catholic children living in parishes other than the designated parishes but attending one of the associate Primary schools of the designated Catholic Parishes:</p> <p>St Mary's Catholic Junior School (Newton) All Saints Catholic Primary (Golborne) St Catherine's Catholic Primary (Lowton) St Lewis' Catholic Primary St Paul of the Cross RC Primary*</p> <p>**'Baptised Catholic' means, within the policies and practices relating to school admissions, any child who, before the due date of application, is a baptised Catholic or who, having been baptised into another Christian denomination whose baptisms are recognised by the Catholic Church,</p>	<p>50% of the remaining places in order of priority to:-</p> <p>(i) Children who attend the associated Church of England and Community Schools:</p> <p>Lyme Community Primary Newton-le-Willows Primary St Peter's Church of England Primary The District Church of England Primary Wargrave Church of England Primary</p>

<p>has subsequently been formally received into the Catholic Church.</p> <p>For a child to be considered as a Catholic, evidence of a Catholic Baptism (ie Baptismal Certificate) or reception into the Church will be required, in accordance with the Archdiocesan Advice on this matter. A copy of the Advice may be obtained at the school.</p>	
<p>If either Catholic or Community applicants are undersubscribed in criterion (c) any remaining places will be allocated to the other sector before the application of criteria (d) to (g)</p>	

After the application of criterion (c) any remaining places will be allocated in order of priority to:

(d) Non Catholic children attending one of the associate Primary Schools of the designated catholic parishes:

- St Mary's Catholic Junior School (Newton)
- All Saints Catholic Primary (Golborne)
- St Catherine's Catholic Primary (Lowton)
- St Lewis' Catholic Primary
- *St Paul of the Cross RC Primary*

(e) Children who have a brother or sister at the Academy at the time of likely admission. The brother or sister must have entered the Academy in years 7 to 11. This includes full, half or stepbrothers and sisters, adopted and foster brothers and sisters, or children of the parent/carer's partner and, in every case, who are living at the same address and are part of the same family unit

(f) Children whose parents regularly worship in a recognised faith community. Regular attendance shall be defined as at least once a month for at least 6 months before application. This would need to be supported by a reference/letter from a leader of that faith community and submitted by the parent with their application form.

(g) Children whose parents express a preference for a place at the Academy

Tie break

In the event of any oversubscription in the number of applications made under any of the categories above, the Academy will offer places first to children whose *family home is nearest the school. The measurement shall be done by the Local Authority in a straight line using a Geographical Information System (GIS) based on Local Land and Property Gazetteer (LLPG) data and the National Grid co-ordinates for the family home and the Academy.

Where the tie-break does not distinguish between applicants eg. children living in the

same block of flats, random allocation will be used. This will be done by drawing lots and supervised by someone independent of the Academy.

Special Conditions for Twins (etc)

Where the final place in a year group is offered to one of twins (or triplets etc), the Academy will not apply the tie-break as it will admit the other twin etc. too, even if that means going above the admission number for the Academy.

Admissions Definitions

***Family Home** – family home is defined as the permanent address of the parent or legal guardian, who is in receipt of child benefit.

Operation of waiting lists

7. The Academy will operate its waiting list in accordance with the LA's secondary co-ordinated admissions scheme.
8. Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria set out in paragraph 6a – g above. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria and not on the date on which applications were received.

Arrangements for Appeals Panels

9. Parents will have the right of appeal to an Independent Appeal panel if they are dissatisfied with an admission decision of the Academy. The Appeal panel will be independent of the Academy. The arrangements for Appeals will be in line with the School Admission Appeals Code published by the Department for Children Schools and Families as it applies to Foundation and Voluntary Aided schools. The determination of the appeal panel will be made in accordance with the School Admission Appeals Code and is binding on all parties. The Academy will prepare guidance for parents about how the appeals process will work and will provide parents with a named contact who can answer any enquiries they may have about the process.

Arrangements for admission to post 16 provision

10. The Academy will make separate arrangements for entry to courses in the sixth form, based on GCSE grades or other measures or prior attainment, which will be published annually. Both internal and external pupils wishing to enter the sixth form will be expected to have met the minimum academic entry requirements for the sixth form. In addition to the minimum of 5 GCSE's including C or above in Maths and English pupils will need to satisfy minimum entrance requirements for the courses for which they are applying. If either internal or external applicants fail to meet the minimum course requirements they will be given the option of pursuing any alternative courses for which they do meet the minimum academic requirements. The Academy has capacity for 300 pupils in the sixth form with 150 places in year 12.
11. The Academy will not admit external applications unless it is undersubscribed by pupils

progressing from its own Year 11 and in such circumstances it will apply the same academic entry requirements as it does to pupils already on roll in the Academy. If a tie-break is necessary to determine who is admitted, it will apply the oversubscription criteria in paragraph 6 above.

12. There will be a right of appeal to an Independent Appeals Panel for unsuccessful internal and external applicants.

Arrangements for admitting pupils to other year groups

13. Subject to any provisions in the LA's co-ordinated admission arrangements relating to applications submitted for years other than the normal year of entry, the Academy will consider all such applications and if the year group applied for has a place available, admit the child unless one of the permitted reliefs apply. If more applications are received than there are places available, the oversubscription criteria in paragraph 6 shall apply. Parents whose application is turned down are entitled to appeal.
14. The Hope Academy will participate in St Helens LA's In Year Fair Access Protocol

Arrangements for admission of pupils as the Hope Academy builds to its full capacity

15. The Hope Academy will open on 1 September 2011 with a Published Admission Number relating solely to pupils in Year 7 and, where relevant, Year 12. Pupils in other Years will have been transferred automatically from the predecessor schools, St Aelred's Roman Catholic Technology College and Newton-le-Willows Community High School School, which will both close on 31 August 2011. Students on roll in year 11 in July 2011 at St Aelred's Roman Catholic Technology School and Newton-le-Willows Community High School will be offered a place in the sixth form subject to their qualifications matching admission arrangements for the sixth form.
16. Admission to Year groups without a Published Admission Number will be based upon the size of teaching groups already existing in the Hope Academy and the efficient use of resources.
17. There will be a right of appeal to an Independent Appeal Panel for unsuccessful applicants.

Community Special Schools

This list is for information only. The following schools should not be named as preferences on your Wigan Council Secondary School Application Form.

For important information about children with a Statement of Special Educational Needs see page 8 if you need any further information please contact the Access and Inclusion Team on 01942 486132.

Hope School		
Kelvin Grove, Marus Bridge, Wigan WN3 6SP Tel: 01942 824150	Headteacher	Mr J P R Dahlstrom
	Age range	2-19
enquiries@admin.hope.wigan.sch.uk		
Caters for children and young people with complex needs (inc PMLD)		

New Green Hall School		
Green Hall Close, Atherton M46 9HP Tel: 01942 883928	Headteacher	Ms E Loftus
	Age range	2-14
enquiries@admin.newgreenhall.wigan.sch.uk		
Caters for children and young people with severe and complex needs		

Oakfield High School		
Long Lane, Hindley Green, Wigan WN2 4XA Tel: 01942 776142	Headteacher	Mrs C Taylor
	Age range	11-19
enquiries@admin.oakfield.wigan.sch.uk		
Caters for children and young people with complex needs		

Newbridge Learning Community		
Moss Lane, Platt Bridge, Wigan WN2 3TL Tel: 01942 776020	Headteacher	Mrs E Kucharski
	Age range	11-16
enquiries@admin.newbridge.wigan.sch.uk		
Caters for children and young people with emotional, behavioural and social difficulties		

Landgate		
Landgate Lane, Bryn, Wigan WN4 0EP Tel: 01942 776688	Headteacher	Mrs J Sharps
	Age range	4-19
enquiries@admin.Landgate.wigan.sch.uk		
Caters for children and young people with Autistic Spectrum Disorder or related severe communication difficulties		

