

Waiting lists and appeals information

Waiting lists for Community, Foundation, Free and Academy Secondary Schools

The Local Authority maintains waiting lists for all Wigan community high schools and the following Wigan foundation, free and academy schools:

- Atherton High School
- Dean Trust Wigan
- Dean Trust Rose Bridge
- Fred Longworth High School
- Golborne High School
- Hawley Hall High School
- Hindley High School
- Lowton Church of England High School
- Standish High School
- The Byrchall High School
- The Westleigh School

Places may become available at a school after the offer date on 1 March 2021.

We will:

- Put all children who are refused a place 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
- Keep the waiting list until the end of the autumn term 2021.

Waiting list positions will be available after 15 March 2021.

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 admission criteria.

Children's names can only be placed on the waiting list for schools that parents have named as a preference on their application. If parents wish their child's name to be placed on the waiting list for a school that they did not name as a preference they must decide which of their original preferences they wish to change.

Waiting lists for voluntary aided (church) 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.

How to appeal

You can appeal to an independent appeal panel against the decision not to offer your child a place.

Appeals for Community, Foundation, Free and Academy Secondary Schools

Wigan Council organises appeals for all Wigan community, foundation, free and academy secondary schools.

If you want to appeal you must:

- Read the advice sheet enclosed
- Complete an appeal form. This can be completed on the Council's website or downloaded by [visiting the 'Secondary school' webpage](#).
- If you are unable to complete or download an appeal form online, you can request one by contacting us on 01942 489013.
- Return your appeal form to The School Organisation Team by 30 March 2021

You should receive a written acknowledgement of your appeal within a few days of posting it. If you do not receive this please inform the School Organisation Team. Parents do not have an automatic right of appeal after the closing date of 30 March 2021.

Appeals for Voluntary Aided (Church) High School

Catholic High Schools

Liverpool Catholic Archdiocese organises appeals for Catholic high schools in Wigan. [Request a form online](#) or contact:

The Schools Department

LACE

Croxteth Drive

Sefton Park

Liverpool

L17 1AA

If you have any questions about the appeal hearing, you can contact the Liverpool Archdiocese Schools Department on: 0151 522 1071.

The Deanery Church of England High School & Sixth Form College

The Deanery Church of England High School organises their own appeal hearings. If you want to appeal you must:

- Read the advice sheet enclosed
- Complete an appeal form. This can be completed on the Council's website or downloaded by [visiting the 'Secondary school' webpage](#).
- If you are unable to complete or download an appeal form online, you can request one by contacting us on 01942 489013.
- Return your appeal to the Chair of Governors at the school by 30 March 2021

You should receive a written acknowledgement of your appeal within a few days of posting it. If you do not receive this please contact the school. Parents do not have an automatic right of appeal after the closing date of 30 March 2021.

Appeal hearing

Due to the ongoing Coronavirus (Covid-19) pandemic new regulations have come in to force to allow the appeals process to continue during the period of social distancing in a fair and transparent manner.

In line with continued social distancing measures, the regulations remove the requirement for appeals panels to be held in person and instead give flexibility for panel hearings to take place either by video conference, telephone or through a paper-based appeal where all parties can make representations in writing.

Appeals will be considered equally regardless of which option you choose and the appeal panel will make no judgement on how a parent elects for their appeal to be heard.

What will happen at the appeal?

If you decide to appeal against the decision not to offer your child a place at your preferred school the appeal will be heard by an independent Appeal Panel.

In determining your appeal, the panel must follow a 2 stage process:

Stage 1: establishing the facts

The panel must consider whether the admission arrangements were correctly and impartially applied to your child. This means that the panel must consider whether the admission arrangements complied with the mandatory provisions of the School Admissions Code or the relevant legislation, and if they were properly applied in your child's case. If the admission arrangements were not compliant and/or were not properly applied in your child's case AND your child would have been offered a place if they had been, then the panel should allow your appeal.

If the Panel decide the admission arrangements were correctly and impartially applied, the panel must then consider whether the efficient provision of education or the efficient use of resources would be prejudiced by the admission of your child or, if there are several appellants for the same school and year group, by the admission of all the children appealing. If the panel consider that there would be no prejudice if all of the children appealing were admitted to the school, then it should allow all the appeals. However, if the panel consider that there would be prejudice if your child or all the children appealing were admitted, then it must go on to the second stage.

Stage 2: balancing the arguments

The panel must consider whether your grounds for your child to be admitted outweigh any prejudice to the school. The panel must take into account your reasons for expressing a preference for the particular school (for example, why you want that school in particular and what it can offer your child that others cannot).

In situations where several children are appealing for the same school and year group, this stage involves the panel considering, for each individual case, whether the appellant's grounds for admission to the school outweigh any prejudice to the school. If there are several cases which outweigh the prejudice to the school and merit admission, but the panel decides that the school could not cope with that number of successful appeals, the panel must then compare all of the cases and decide which of them to allow.

If the panel decide that the prejudice to any child appealing does not outweigh the prejudice to the school, then the panel should refuse that appeal.

Independent Appeals Panel Decision

The Panel will make their decision once all the appeals for the particular school being held before that Panel have been heard. You will be notified in writing as soon as possible – usually within 5 working days – after the decision. You should not telephone the Council or school for the decision.