

School Admissions

**Applying for a place at
Secondary School 2014/15**

Information for parents and carers

Welcome to the school admissions booklet.

This booklet is interactive, which means the contents in this column throughout the booklet can be clicked. This will take you to the relevant pages, which will mean you won't have to scroll up and down to find the page you want.

Simply click on a box to the right to begin and you will be taken to that section.



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Why not apply online?

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 2013);
- 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 – September 2013 to 31 October 2013.

What will I need to apply online?

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

Please note that you may encounter difficulties using the online service on smart phones, tablets or other mobile devices. If so please use a computer.

What if I haven't got access to a computer?

You can use a computer at a library – we recommend that you book this service beforehand.

How do I access the online service?

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

If you need any help or guidance using the online service, please contact us by phone on **01942 486030**, 8.45am to 5pm Monday to Friday; or by e-mail at **schoolplaces@wigan.gov.uk**

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1. Timetable

If your child will turn 11 between 1 September 2013 and 31 August 2014, he or she will transfer to secondary school at the start of the new school year in September 2014. The timetable for the application process is as follows.

| | |
|-------------------------------|---|
| September 2013 | Admissions information circulated Online application service opens |
| 31 October 2013 | Closing date for applications |
| October 2013 to February 2014 | Applications processed |
| 1 March 2014 | Offers go out by email and letter |
| 28 March 2014 | Closing date for appeals |
| May 2014 | Appeals heard |
| September 2014 | Admission to school |

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2. How to apply

In Wigan, the School Organisation 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.

You can contact us as follows:

Address:

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

Phone

01942 486037, 01942 486040, 01942 486107
or 01942 486039

E-mail

schoolplaces@wigan.gov.uk

There is also information on our website at

www.wigan.gov.uk

1. Application information

In September 2013 you will receive an application pack.

We will send parents of children in Year 6 who live in Wigan:

- the Wigan Council secondary school application form
- details of how to access this booklet

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

2. Completing your application

Part 4 of this booklet provides information on the types of secondary schools in Wigan and the admission arrangements for each school.

To be considered for your preferred secondary schools, you must apply online or fill in the Wigan Council secondary school application form. You can give three preferences of school in order of priority. You will only be considered for schools you name as a preference.

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

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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 that you prefer.

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

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

Catholic High Schools

St Edmund Arrowsmith High School, Ashton
St John Fisher High School, Wigan
St Mary's High School, Astley
St Peter's High School, Orrell

Wigan residents

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

If you apply using the Wigan Council secondary school application form please complete part 5 on the back of the form. We will pass on the information to the schools' governors.

If you apply online you need to complete and return a separate Catholic supplementary information form by the closing date 31 October 2013.

Supplementary forms are available:

- to complete online or download and print from our website at www.wigan.gov.uk
- on request from the school;
- on request from the School Organisation Team on **01942 486040**

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

Some Catholic schools ask you to show proof of baptism. The school will ask to see this if your child is offered a place. Please do not send any proofs of baptism to the Local Authority.

Other Local Authority residents

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

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Church of England High Schools

If you name the Deanery CE High School as a preference the governors will need extra information so that they can consider your application against their faith criteria. If you do not give this information your child may be refused a place.

If you live in Wigan and apply using the Wigan Council secondary school application form please complete the relevant section. We will pass on the information to the schools' governors.

If you apply online or live in another local authority you need to complete a separate supplementary information form and send it to the school by the closing date 31 October 2013. You can get a copy of the supplementary information form:

- from the school;
- download one from our website or
- contact the School Organisation Team on 01942 486040

Lowton CE High School does not use a supplementary information form. The governors may request a copy of a baptism certificate if your child is offered a place under their faith criteria.

Secondary schools in other local authorities

You can apply for schools in any local authority. Other local authorities produce their own admission booklets with details of their schools. You can access these online or contact the local authority school admissions service for a copy. There is a list of our neighbouring local authorities, with contact phone numbers, in part 5 of this booklet.

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

- use the Wigan online application service or fill in the Wigan Council secondary-school application form and put the name of the other local authority school
- submit your online application or return the application form to us, either through your child's primary school or by post by the closing date of 31 October 2013.

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

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

Looked-after and previously looked after children

If you are responsible for a looked after or previously looked after child please tell us this on your application. Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order). Applications for previously looked after children must be supported with appropriate evidence i.e. a copy of the adoption order, residence order or special guardianship order.

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Children of UK service personnel (UK Armed forces)

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

Children with a statement of special educational needs

If your child has a statement of special educational needs 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.

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.

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3. Submitting your application

Online applications

You must ensure that you follow the instructions on screen to submit your application. Please note that if you amend your application after submitting you must re-submit it or your preferences will not be recorded.

You will receive a confirmation email showing your preferences. Keep this safe until you receive an offer of a school place.

Wigan Council application form

If your child goes to a Wigan primary school, please return your Wigan Council secondary school application form to your child's primary school.

If your child does not go to a Wigan primary school, please return your application form to The School Organisation Team, People Directorate: Children, Adults and Families, Progress House, Westwood Park Drive, Wigan, WN3 4HH.

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

The closing date for applications is 31 October 2013. We will only consider applications we receive by the closing date as on-time applications.

In 2013 96% of on time applicants were offered a place at their first preference Wigan school. 99.5% of on time applicants living in Wigan were offered a place at one of their preferences.

Changing your mind up to the closing date.

If you change your mind about the names or order of schools you have put on the application form, you must tell the School Organisation Team by letter or email before the closing date on **31 October 2013.**

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. You will receive a confirmation email showing your new preferences. Keep this safe until you receive an offer of a school place.

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4. Offering school places

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

We will write to all on time applicants on 1 March 2014 to tell you the school where we are offering your child a place. We will send the letter by first-class post. If you have applied online you will also receive an email and be able to view your results online.

5. Late applications

It is important that you return your application form or apply online before the closing date on 31 October 2013.

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 2014.

However, we will write to you as soon as we can after this date.

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

Changing your mind after the closing date (31 October 2013)

If you change your mind about the preferences or the order of preferences after the closing date, you must complete a late application form. The late application form will be available online after the closing date or on request from the School Organisation Team. However, it is important to note that this will be treated as a late application (see above), and it may reduce your chances of getting a place at the school you want.

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.

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Part 2 - How places are allocated

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.

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 in part 4 of this booklet.

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 and applies to all types of school.

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 in part 4 of this booklet.

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

The local authority School Organisation Team ranks applications for community schools using the admission criteria.

The governors of own admission authority schools (voluntary aided, foundation, academy, free school) are responsible for ranking applications using their admission criteria. They then give this information to the School Organisation Team.

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Brothers and sisters

The admission criteria for community schools give priority in criterion 2 to children who will have brothers or sisters at the school when they start.

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.

Tie-breaker

When we use the admission criteria for community schools, more children might fall into a particular criterion 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 Organisation Team on **01942 486273**.

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 Organisation Team on **01942 486273**.

The admission criteria and tie-breakers for voluntary-aided, foundation schools, academies and free schools are given in part 4 of this booklet.

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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 Organisation Team in writing. We cannot use your new address to consider your application from but we will make sure we write to you at the correct address.

False information

If you give any false information 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 Organisation Team on **01942 486273**.

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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.

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. 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. This is why we advise you to give three preferences.

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.

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

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

Waiting lists

Places may become available at a school after the offer date of 1 March 2014.

All admission authorities must have a waiting list until the end of the autumn term.

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
- maintain the waiting list until the end of the autumn term.

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Important information about the waiting list

Waiting lists are maintained in accordance with the oversubscription criteria for the school. This is a legal requirement. We cannot take into account the date the application was received or the length of time a child's name has been on the waiting list. This means that your child's position on the list may change if another applicant is refused a place 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.

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

Waiting lists for foundation schools, academies and free schools

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

- Abraham Guest Academy
- Atherton Community School
- Fred Longworth High School
- Golborne High School
- Hawkley Hall High School
- Hindley High School
- Lowton CE High School
- The Byrchall 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.

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Admission appeals

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

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

- why your application was refused;
- how to appeal;
- the time limit for sending your appeal (you will have at least 20 school days from the date of the letter);
- where to send the appeal; and
- who to contact if you need any help.
- Sometimes, places become available at a school before the admission appeals have been heard. If this happens, we will offer places to the next child on the waiting list. If you appeal, it does not affect your child’s place on the waiting list.
- Before you decide if you want to appeal, you will probably want to think about:
- the school’s published admissions criteria for admitting pupils;
- your reasons for wanting your child to go to the school;
- your child’s view on which school he or she should go to; and
- how strong a case you have.

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

Appeals for children refused a place at a preferred school for admission to Year 7 in September 2014 will be heard according to the following timetable:

| Offer date | Appeals lodged | Appeals to be heard |
|--------------|---------------------|-----------------------|
| 1 March 2014 | by 28 March 2014 | within 40 school days |
| | after 28 March 2014 | within 30 school days |

The appeal hearing

Before the hearing

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

A copy of the school’s statement of case will be sent to each parent/carer at least 7 working days before the hearing.

Any additional evidence parents/carers wish to submit in support of their appeal must be sent to the clerk at least 5 working days before the hearing. Any evidence not submitted by this deadline may not be considered by the independent appeal panel.

The appeal panel

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

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At the appeal hearing

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

A representative of the admission authority will be at the hearing to give their reasons for refusing your child a place and you can ask questions about this. You will be able to put your case for your child to the panel. You will probably want to refer back to your original reasons for applying for that school.

If you cannot go to the appeal hearing, the panel will consider all the information you have sent in writing, in your absence. At the end of the hearing, the clerk should be able to tell you when you can expect to receive the panel's decision.

You will receive the panel's decision by letter.

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

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 about maladministration

Community schools

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

You can contact the Ombudsman at:

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

Academy and Free schools

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

You can contact the EFA at:

Admission Appeal Complaints,
Academies Central Unit,
Education Funding Agency,
Earlsdon Park, Butts Road,
Coventry, CV1 3BH.

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2. Judicial review

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

Further appeals

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

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

A material change is something substantial, such as a change of address from a different area which would change the priority of your application or the submission of substantial new evidence that was not available to the original appeal panel. The fact that a pupil is distressed at not being offered a place at the school they wanted is not a significant and material change in circumstances.

Part 3 – Useful 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 2012, of no more than £16,190
- The guaranteed element of Pension Credit

For more details, or how to claim, go to www.wigan.gov.uk and search 'free school meals'.

Our postal address is
Citizen Support Services, Wigan Council
Civic Centre, Millgate, Wigan, WN3 1AZ

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You can visit us at;

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

Or at any of our other Life Centres in Atherton, Ince, Leigh, Marsh Green or Platt Bridge.

Wigan Life Centre is open from 9:00am to 5:00pm Monday to Friday and 10:00am to 4:00pm on Saturdays. For opening times of our other Life Centres go to www.wigan.gov.uk/wiganlife

Phone: **01942 82864**

E-mail: **benefits@wigan.gov.uk**

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School uniform

Pupils must wear school uniform at all secondary 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 currently 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. Please be aware that these charges may change. 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 **www.wigan.gov.uk** which has links to other sites, including transport.
- By phoning Transport for Greater Manchester on **0161 244 1000**.
- By visiting Transport for Greater Manchester's website at **www.tfgm.com**.

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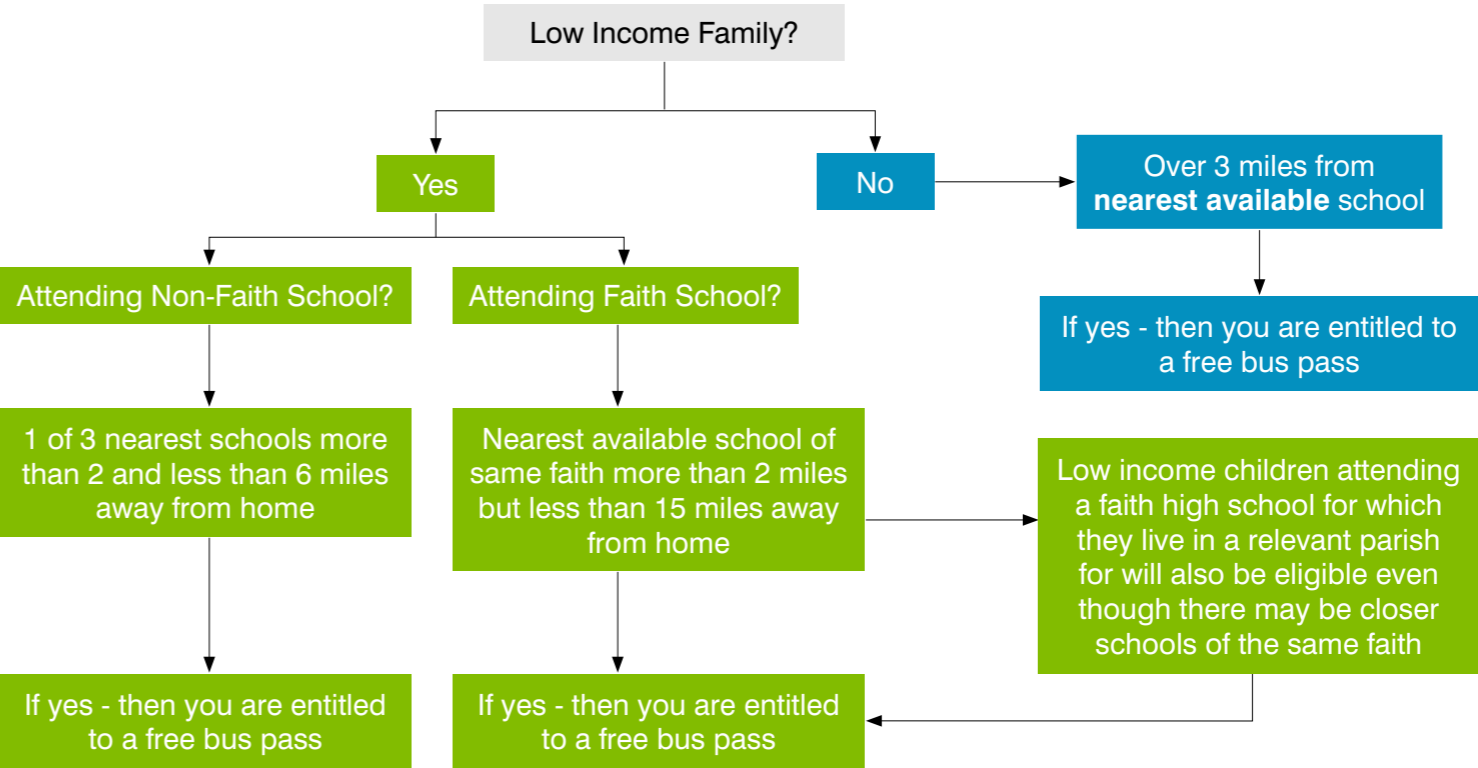
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Help with travel costs

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



Wigan Council will contact parents/guardians of children who are eligible for a free school travel pass. We will write to parents/guardians by the end of June 2014 to inform those who will be receiving a pass. We will then require a passport size photo of the child to be sent to us in order to issue the pass in time for the start of school in September 2014.

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.

If you have any questions or want to check if we would offer help before you apply for a particular school, please contact Alison Battersby at the Integrated Transport Unit on **01942 489685**, email **schooltransport@wigan.gov.uk**

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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 (<http://www.wigan.gov.uk/Resident/Education/Home-to-school-travel/School-Travel-Map.aspx>), which provides information for every school and college in the borough on choosing different methods of transport. (<http://www.wigan.gov.uk/Resident/Education/Home-to-school-travel/School-Travel-Map.aspx>)

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;

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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 488250**.

Useful contacts

Access and Inclusion Team (special needs)
Tel: 01942 486132

Wigan Family Information Service
Email: fis@wigan.gov.uk

Customer Services Team
Tel: 01942 404364

Salford Children's Services

School Admissions
2nd Floor
Unity House
Chorley Road
Swinton, M27 5AW
Tel: 0161 909 6508
Email: school.admissions@salford.gov.uk

St Helens School admissions

Atlas House
Corporation Street
St Helens
Merseyside, WA9 1LD
Tel: 01744 671030 (Secondary)
01744 671035 (In year)
Email: schooladmissions@sthelens.gov.uk

Trafford School Admissions

2nd floor, Waterside House
Waterside
Sale, M33 7ZF
Tel: 0161 912 4407
Email: school.admissions@trafford.gov.uk

Warrington Admissions Team

Tel: 01925 442952
Children and Young People's Services
New Town House
Buttermarket Street
Warrington
WA1 2NJ
Tel: 0161 912 4407
Email: schooladmissions@warrington.gov.uk

Neighbouring local authorities

Bolton Council

Children's Services
Pupil and Student Services
2nd Floor Paderborn House
Bolton
BL1 1UA
Tel: 01204 332137
Email: admissions@bolton.gov.uk

Lancashire County Council

Pupil Access Team
Area Education South Office
Joint Divisional Offices
East Cliff
Preston
PR1 3JT
Tel: 01772 531813
Email: pupilaccess.southadmissions@lancashire.gov.uk

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Part 4 – Information about Wigan secondary schools

Types of secondary school

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

The admission criteria for all types of schools are given in this booklet.

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.

Community schools

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

Foundation schools

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

Academies and Free schools

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

Voluntary aided (church) schools

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

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.

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 either:

- fill in the relevant section of the Wigan Council Secondary School application form or
- complete the school's own supplementary information form if you have applied online and return this to the school by the closing date of 31 October 2013.

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.

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Wigan University Technical College (UTC)

Wigan UTC Academy Trust offers educational places for children / young people in the 14-19 age range.

Children who are currently in year 9 will be able to make application for a place from September 2013 for the start of the 2014 academic year.

You can find out more about Wigan UTC by visiting their website at **www.wiganutc.co.uk**

Details of their admission criteria and how to apply are available on our website at **www.wigan.gov.uk**

Closing date for applications is 31 October 2013.

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Open evenings

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

Useful information

School prospectus

The governors of each school may publish a prospectus which provides information about the school, such as its policies, results and curriculum and the subjects it specializes in. Information and a prospectus (if available) can be viewed on the school's website. The website address is shown on the page for each high school.

Information about secondary schools in Wigan

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 <http://www.education.gov.uk/schools/performance>

Information about examination results may also be included in a school's prospectus.

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Independent advice

The Advisory Centre for Education (ACE)

Website: **www.ace-ed.org.uk**

Phone: **08088 020 008**

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Part 5 - Transfer between secondary schools

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

Moving house

If you are thinking of moving house and your child would have to change school, there may not be places available at the school you want. The School Organisation 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.

Key Stage 4 (Years 10 and 11)

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. We recommend that you contact schools to enquire about courses before applying for a transfer.

How to apply for a transfer of school

The School Organisation team deals with applications for secondary schools in the Wigan borough. If you want to apply for a place at a school in another local authority you need to contact the Local Authority or the school to find out how to apply.

Wigan schools

To apply for a Wigan secondary school please fill in the Wigan Council In year Application Form. The form is available to complete online at www.wigan.gov.uk. The School Organisation Team will also send you a copy if you ask. You can contact us by phoning **01942 486040**.

You can name up to three Wigan schools in order of preference.

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 part 4. 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.

Applying for a secondary school place

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

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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 Director for Children and Families will use our Fair Access Protocol to allocate a place at a community, academy, foundation or voluntary aided (church) school, even if the year group is full.

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

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