



Wigan Local Authority

Co-ordinated Admission Scheme

Primary Schools

2018-2019

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Admission to primary school

1.1 The timetable for admissions to primary school 2017-2018

Admission information available On-line application service opens	6 November 2017
Closing date for applications On-line application service closes	15 January 2018
Wigan Local Authority sends details of applications to other local authorities	5 February 2018
Wigan Local Authority sends details of all applications to foundation and voluntary-aided schools (including applications from other local authorities)	5 March 2018
Foundation and voluntary-aided schools send ranked lists of applications to the Local Authority with initial offers by	19 March 2018
Wigan Local Authority informs other local authorities of offers to be made to their residents	23 March 2018
Wigan Local Authority sends final lists of pupils offered places to voluntary-aided schools and other local authorities	29 March 2018
Offers sent to parents	16 April 2018
Parents to return acceptance slips for offer of school places	30 April 2018
Closing date for appeals	15 May 2018

1.2 **Advising parents when to apply**

Parents who live in Wigan are advised to provide their child's details at any Wigan primary school by November 2017. This is called a 'registration of interest' and is not an application for a school place.

In November 2017, primary schools will send out application information to parents who have registered an interest including:

- details of how to access the 'Applying for a place at Primary School' booklet online which gives details of all primary schools in Wigan;
- if they live in Wigan, information about how to apply for a place in reception class for September 2018.

To prompt parents to apply by the closing date the Local Authority will also:

- publish application information on the Wigan Council website
- circulate information and posters to public buildings, primary schools and early years' providers in Wigan

1.3 **Applying for a primary school place**

The 'Applying for a place at Primary School booklet' and a link to the Wigan council primary school online application service will be available on our website. A printed application form will be available for parents who are unable to apply online.

When parents have completed their application they should submit this by the closing date of 15 January 2018. All applications received by this date will be classed as 'on time'. Any applications made for children in public care will also be classed as on time if they are received by 15 February 2018.

If a child lives in Wigan but parents want them to attend a primary school in another Local Authority:

- they should put the other Local Authority school their Wigan application
- we will pass the details on to the other Local Authority.

If a child does not live in Wigan but parents want them to apply for a Wigan school:

- they should put the name of the Wigan school on the application to their own Local Authority; and
- the home Local Authority will pass the child's details to Wigan.

Applications from parents living in other local authorities will be classed as on time if they have been received by the closing date in their home Local Authority. We will consider their preferences for a place at a Wigan school providing Wigan schools are listed as a first, second or third preference.

Types of 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 and applying the oversubscription criteria to each applicant when the school receives more applications than places available.

Community and voluntary controlled schools

The admission authority for community and controlled schools is the Local Authority.

Voluntary aided, foundation, academy and free schools

The admission authority for these schools is the academy trust or individual governing body.

1.4 Supplementary information

Many voluntary aided and academy primary church schools in Wigan have their own supplementary information forms to ask for details about religious affiliation. The supplementary information forms will be available on the Wigan Council website or on request from the Local Authority or the school. If a Wigan parent wants a place at one of these schools for their child they:

- must apply online or complete a Wigan Council primary school application form; and
- where required complete the voluntary aided school's own supplementary information form and return it to the individual school by the closing date.

Parents of Wigan children who state a preference for a Wigan Catholic Primary school will be able to provide information about religious affiliation using the Catholic supplementary form available on the Wigan Council website or the relevant section of the Wigan Council primary school application form. The Local Authority will forward the information to all Wigan Catholic primary schools named as a preference on the Wigan Council primary school application.

Parents who live in other local authorities will complete their home Local Authority application as well as the relevant supplementary information form(s) for Wigan church schools.

1.5 How we decide which school to offer.

All applications received by the closing date will be considered at the same time. We will use the 'equal preference' system to allocate places. The priority given to parents' 3 preferences of school on the Local Authority common application will not be considered in the first instance.

Community and voluntary controlled schools:

The Local Authority will consider **all** preferences for community and voluntary-controlled schools, without considering the order of preference.

If there are fewer applications for a school than places available, all children could potentially be offered a place.

If there are more applications than places available, the Local Authority will rank all applications using the oversubscription criteria. The admission number will then be applied to determine which children receive a potential offer of a place.

Voluntary-aided, foundation, academy and free schools

The Local Authority will send the governing body/academy trust of each own admitting authority school details of **all** children whose parents have expressed a preference for the school, without reference to the order of preference on the Local Authority application form.

If there are fewer applications for a school than places available, all children could potentially be offered a place.

If there are more applications than places available, the governing body/academy trust will rank all applications using the oversubscription criteria. The admission number will then be applied to determine which children receive a potential offer of a place.

The governing body/academy trust will send the ranked list to the Local Authority, with details of potential offers.

The local authority offers a service to rank applications on behalf of own admission authority schools. For schools that use this service the local authority will send a list of applicants ranked using the oversubscription criteria to the governing body/academy trust for approval.

Co-ordinating the offer of a single place

When applications for all schools have been ranked, where necessary, the Local Authority will co-ordinate the offer of a single place for each child. It is possible that some children will have more than 1 potential place. If this is the case, the place that has highest priority on the Wigan Council primary school application will be offered.

School places which become available following the first round of co-ordination will be offered to the child ranked next in the oversubscription criteria, unless the child already has a potential offer with higher priority on the Local Authority application.

We will also co-ordinate offers with neighbouring local authorities in the same way.

If a child living in Wigan cannot be offered a place at any of their parents' 3 preferences of school, they will be offered a place at the nearest Wigan school to their home address with a vacancy. This will be the nearest community, voluntary controlled, foundation, voluntary aided, free school or academy.

1.6 Informing parents of places offered

The Local Authority will inform the parents of all children living in Wigan which school place is to be offered to their child. If the application was received by the closing date, 15 January 2018, we will do this on 16 April 2018.

If the parents' application was late, we will inform them no earlier than 16 April 2018.

1.7 Informing schools and other local authorities of places offered.

The Local Authority will send each primary school in Wigan final lists to confirm the children who have been offered places at the school electronically on 29 March 2018.

We will send final details of pupils from other local authorities offered places in Wigan schools to their home Local Authority on 23 March 2018.

Note: Details of offers will be sent on the above dates providing that the allocations are complete. If not they will be provided as soon as possible after this date.

1.8 Late applications

Applications received after the closing date and before the offer date of places:

- will be classed as late;
- will only be considered after applications received on time; and
- the offer of a place will be decided as described in section 1.5.

Applications received after the offer date but before the start of the school year:

- will be considered as they are received; and
- the offer of a place will be decided as described in section 1.5.

1.9 Delayed entry to Primary school

The parents of a summer born child (born between 1 April and 30 August) may choose not to send their child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to reception rather than year 1.

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

The process is as follows:

Stage 1 – request

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

This request must be made at the same time as applying for a place for normal entry (**i.e. by the closing date of 15 January**) in order to give sufficient time for the case to be considered prior to the offer of school places on 16 April.

Stage 2 – decision

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

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

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

Stage 3 – outcome

Parents will be notified of the decision for each school in writing by the School Organisation Team.

Request for delayed entry agreed:

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

The application for a place in the child's normal year group will continue to be processed unless parents withdraw it. Parents will have 2 weeks following the offer of a place to decide if they wish to accept it or delay entry and apply again the following year.

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

Transfer to secondary school: Where a child has been educated out of their normal age group, the parent may again request admission out of the normal age group when they transfer to secondary school. It will be for the admission authority of that school to decide whether to consider an application for a child out of their normal age group.

Request for delayed entry refused:

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

1.10 **Appeals**

Where a child has been refused a place at one of their preferred schools, the parent will be made aware of their right of appeal to an independent appeal panel. The closing date for appeals will be 15 May 2018.



Wigan Council

Co-ordinated Admission Scheme

Secondary Schools

2018-2019

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- 1.7** Late applications
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Transfer from primary to secondary school

1.1 The timetable for admissions to secondary school 2017-2018

Admission booklets available online Online application service opens	11 September 2017
Closing date for applications On-line application service closes	31 October 2017
Wigan Local Authority sends details of applications to other local authorities	20 November 2017
Wigan Local Authority sends details of all applications to foundation, academies and voluntary-aided schools (including applications from other local authorities)	11 December 2017
Foundation, academies and voluntary-aided schools send ranked lists of applications to the Local Authority with initial offers by	10 January 2018
Wigan Local Authority informs other local authorities of initial offers to be made to their residents	22 January 2018
Allocation information available for schools	26 February 2018
Offer letters sent to parents	1 March 2018
Closing date for appeals	29 March 2018

1.2 Applying for a secondary school place

At the beginning of September 2017 the following information will be sent to the parents of all pupils in Year 6 at a Wigan Primary school:

- How to access the 'Applying for a place at Secondary School' booklet online, which gives details of all secondary schools in Wigan;
- how to apply online

A Wigan Council secondary school application form will be available on request from the School Organisation Team for parents who are unable to apply online.

Parents should submit their application by the closing date of 31 October 2017. All applications received by this date will be classed as 'on time'. Any applications made for children in public care will also be classed as on time if they are received by 30 November 2017.

The online application service and manual application form ask for three preferences of school, in priority order and allow parents to state the reasons for these preferences.

If parents have completed the Wigan Council secondary school application form they should return it to:

- the child's primary school if it is in Wigan; or
- the Wigan Council School Organisation Team if the child's primary school is outside Wigan.

Any application forms sent by parents directly to a Wigan secondary school must be forwarded to Wigan Council, whether or not the applicant lives in Wigan.

If a child living in Wigan does not attend a Wigan primary school, we will send information about how to apply to their home. We will do this if either:

- parents contact us to tell us about their child; or
- the Local Authority for the primary school the child attends tells us that a child living in Wigan is attending one of their schools. We will ask our five neighbouring local authorities to send us these details in August 2017 and will comply with similar requests from other local authorities.

If a child lives in Wigan but parents want them to attend a secondary school in another Local Authority:

- they should put the other Local Authority school on the Wigan Council application; and
- we will pass the details on to the other Local Authority.

If a child does not live in Wigan but parents want them to attend a Wigan school:

- they should put the name of the Wigan school on the application to their own Local Authority; and
- the home Local Authority will pass the child's details to Wigan.

Applications from parents living in other local authorities will be classed as on time if they have been received by the closing date. We will consider their preferences for a place at a Wigan school providing Wigan schools are listed as a first, second or third preference.

Types of school in Wigan

In Wigan there is a range of secondary schools available. Each type of school has an admission authority that is responsible for considering applications and applying the oversubscription criteria to each applicant when the school receives more applications than places available.

Community schools

The admission authority for community schools is Wigan Council.

Academies, foundation, voluntary aided and free schools

The admission authority for academies, foundation, voluntary aided and free schools is the Academy Trust or individual governing body.

1.3 Supplementary information forms

Most voluntary aided schools in Wigan have their own supplementary information forms to ask for details about religious affiliation. The supplementary information forms will be available on the Wigan Council website or on request from the Local Authority or the school. If a Wigan parent wants a place at one of these schools for their child they:

- must apply online or complete a Wigan Council secondary school application form; and
- where required complete the voluntary aided school's own supplementary information form and return it to the individual school by the closing date. Parents of Wigan children who state a preference for a Wigan Catholic secondary school will be able to provide information about religious affiliation using the Catholic supplementary form

available on the Wigan Council website or the relevant section of the Wigan Council secondary school application form. This information will be forwarded to all Wigan Catholic Secondary schools named as a preference on the Wigan Council Secondary school application.

1.4 How we decide which school to offer.

All applications received by the closing date will be considered at the same time. We will use the 'equal preference' system to allocate places. The priority given to parents' 3 preferences of school on the Local Authority common application form will not be considered in the first instance.

Community schools:

We will look at **all** preferences for community and voluntary-controlled schools, without considering the order of preference.

If there are fewer applications for a school than places available, all children could potentially be offered a place.

If there are more applications than places available, the Local Authority will rank all applications using the oversubscription criteria. The admission number will then be applied to determine which children receive a potential offer of a place.

Foundation, academies, voluntary-aided and free schools:

The Local Authority will send the admission authorities of foundation, academy, voluntary-aided and free schools details of **all** children whose parents have expressed a preference for the school, without reference to the order of preference on the Wigan Council application.

If there are fewer applications for a school than places available, all children could potentially be offered a place.

If there are more applications than places available, the admission authority will rank all applications using the oversubscription criteria. The admission number will then be applied to determine which children receive a potential offer of a place. The admission authority will send the ranked list to the Local Authority, with details of potential offers.

The local authority offers a service to rank applications on behalf of own admission authority schools. For schools that use this service the local authority will send a list of applicants ranked using the oversubscription criteria to the governing body for approval.

Co-ordinating the offer of a single place

When applications for all schools have been ranked, where necessary, the Local Authority will co-ordinate the offer of a single place for each child. It is possible that some children will

have more than 1 potential place. If this is the case, the place that has highest priority on the Local Authority application will be offered.

School places which become available following the first round of co-ordination will be offered to the child ranked next in the oversubscription criteria, unless the child already has a potential offer with higher priority on the Local Authority application.

We will also co-ordinate offers with neighbouring local authorities in the same way.

If a child living in Wigan cannot be offered a place at any of their parents' 3 preferences of school, they will be offered a place at the nearest Wigan school to their home address with a vacancy. This will be the nearest community, voluntary controlled, foundation, academy, voluntary aided or free school.

1.5 Informing parents of places offered

Wigan Council will inform the parents of all children living in Wigan which school place is to be offered to their child. If the application was received by the closing date, 31 October 2017, we will do this on 1 March 2017.

If the parents' application were late, we will write to them no earlier than 1 March 2017.

1.6 Informing schools and other local authorities of places offered.

The Local Authority will send each secondary school in Wigan final lists to confirm the children who have been offered places at the school electronically on 26 February 2018.

We will send final details of pupils from other local authorities offered places in Wigan schools to their home Local Authority on 22 January 2018.

Note: Details of offers will be sent on the above dates providing that the allocations are complete. If not they will be provided as soon as possible after the date.

1.7 Late applications

Applications received after the closing date of 31 October 2017 and before the offer date of 1 March 2018:

- will be classed as late;
- will only be considered after applications received on time; and
- the offer of a place will be decided as described in section 1.4.

Applications received after the offer date of 1 March 2018 but before the start of the school year in September 2018:

- will be considered as they are received; and
- the offer of a place will be decided as described in section 1.4

1.8 Applications outside the pupil's normal year of entry

Parents may seek a place for their child outside of their normal age group, for example, to a higher year group if the child is gifted and talented or to a lower year group if the child has experienced problems such as ill health.

Where a child has been educated out of their normal age group at primary school, the parent may again request admission out of the normal age group when they transfer to secondary school. It will be for the admission authority of that school to decide whether to admit the child out of their normal age group.

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

The process is as follows:

Stage 1 – request

Parents make a formal request to the Local Authority School Organisation Team in writing with any supporting evidence they wish to be considered.

A request for early entry into Year 7 should be made before 31 October in the previous academic year in order to give sufficient time for the case to be considered prior to the offer of school places on 1 March.

Stage 2 – decision

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

Requests for community and voluntary controlled schools will be considered by the local authority. We will look at the following factors but these are not exhaustive:

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

Stage 3 – outcome

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

Request agreed:

If the request is agreed the application will be considered for the year group requested and ranked alongside any other applications in accordance with the oversubscription criteria for the school. **There is no guarantee that a place will be offered at the preferred school.**

Parents have a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the school but it is not in their preferred age group.

Request refused:

There is no statutory right of appeal against the refusal of a request for admission outside the normal age group. However, if the parents are dissatisfied they have the right to complain through the Council's complaints procedure for decisions made by the local authority or under the school's complaints procedure where the decision has been made by the school.

1.9 Appeals

Where a child has been refused a place at one of their preferred schools, the parent will be made aware of their right of appeal to an independent appeal panel. For parents who are advised the outcome of their application on 1 March 2018, the closing date for appeals will be 29 March 2018.