



Applying for a secondary in year transfer

Information guide for Parents/Carers

This guide applies to all Wigan Secondary schools except for:
Fred Longworth High School

Please visit the school's website for details of how to apply.

Important things to consider before applying for a transfer of school

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 a 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. If you need advice or support about this please contact the School Inclusion Team on 01942 489013.

Moving house

If you are thinking of moving house and your child would have to change school, there may not be places available at the school you want. Some schools are full in all or most year groups and we cannot guarantee there will be a place available in the area you plan to move to. Please apply 4 school weeks before the place is needed, stating 3 preferences on the application form (if possible). If you are applying at the end of an academic year to start school after the school holidays, please apply mid-May onwards. Please be aware that appeals are not heard during the school holidays.

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.

Shared residency

We can only deal with an application to transfer secondary school if both parents/carers with parental responsibility agree. Where parents disagree on a school transfer they must settle their differences between each other before a transfer application can be processed.

How do I apply?

Please use the Wigan Council in year transfer form.

You can download and print a copy of the form online at:

<http://www.wigan.gov.uk/Resident/Education/Schools/School-Admissions/Moving-Schools.aspx>.

or

Request a printed copy of the form by ringing 01942 489013 or by submitting a web request form on the 'Moving School' page.

Printed forms must be posted to:

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

There are two stages to the application process, and you need to fully complete all sections of the form prior to returning it to prevent delay. Incomplete forms may be returned.

You must submit a separate form for each child.

If you have any supporting evidence to submit in relation to your application you can email this to schoolplaces@wigan.gov.uk or post it with your printed form.

What happens next?

Applicants will receive an acknowledgement.

The acknowledgement will advise you that your application is being processed and that you will be notified of the outcome between 10-15 school days. **Please note that if your application is received during school holidays you will normally be notified of the outcome within**

15 school days of schools' return. However, this will take longer following the summer break due to the high number of applications we receive during this period.

How will my application be processed?

All applications will be processed using the 'equal preference' system. Please see the ['Applying for a place at secondary school'](#) booklet for more information about this.

How will I be notified?

We will send you an email or letter within 15 school days advising you of the outcome of your application.

We will offer your child a place at your highest available preference. If you are refused a place at any of your preferred schools we will send you information about how to appeal.

If your child is a Wigan resident without a school place within a reasonable distance of their home and 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.

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, voluntary controlled, foundation, academy 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.

For more information about in year transfers please contact:

School Organisation Team

People Directorate

Wigan Council

PO Box 100

WN1 3DS

Telephone 01942 489013

Email schoolplaces@wigan.gov.uk