

## Waiting Lists:

If you have been refused a place at one of your preferred schools your child's name will automatically be added to the waiting list for the school.

All admission authorities must:

- Put all children who have refused a place on the waiting list for the school.
- Keep the list in oversubscription criteria order.
- Offer any places that become available to the next child on the waiting list; and
- Maintain the waiting list until 31 December 2025.

The waiting list must be kept in the order of the oversubscription criteria for the school. This is a legal requirement. Admission authorities 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 both on time and late applications are treated the same for waiting list purposes.

Your child's position on the waiting list may change if another applicant is refused a place and their application ranked higher in the school's oversubscription criteria, so it's possible for your child to move up and down the list.

**Please note:** Your child's name can only be placed on the waiting list for schools you have named as preferences and have been refused a place. 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 preference you want to change.

Parents may enquire about their child's position on a waiting list after **30<sup>th</sup> April 2025**.

## Waiting lists for community, foundation, academies and voluntary controlled schools

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

- Bedford Hall Methodist Primary School (Academy)
- Golborne Community Primary School (Academy)
- Lowton Junior and Infant School (Foundation School)
- Marus Bridge Primary School (Academy)
- Parklee Community School (Academy)
- Orrell Holgate Primary School (Academy)
- Orrell Lamberhead Green Primary School (Academy)
- Platt Bridge Primary School (Academy)
- St James' CE Primary School (Academy)
- Tyldesley Primary School (Academy)
- Westleigh Methodist Primary School (Academy)

You can contact the School Organisation Team **after 30<sup>th</sup> April 2025** to check your child's position on the waiting list for community, voluntary controlled schools and the schools listed above.

## **Waiting lists for voluntary aided (church) schools, and Hindley Green Community Primary**

Each voluntary aided school and Hindley Green Community Primary School include details of their waiting list policy in their admission arrangements. The governing body or academy trust for the school will maintain the waiting list.

You can contact the individual school **after 30<sup>th</sup> April 2025** to check your child's position on the waiting list.

### **Offering a place to the waiting list**

If a place becomes available at an oversubscribed school and your child's name is at the top of the waiting list, we will contact you to ask if you want to accept the place. We will do this by telephone if possible. We will send you a letter or email to confirm the new offer.

**If you accept a place from a waiting list, we will withdraw any place we have already offered and make it available for another child.**

### **How to appeal:**

You can appeal to an independent appeal panel against the decision not to offer your child a place at any school your application has been refused. Below are details of how to submit an appeal.

## **Appeals for Community, Voluntary Controlled, Foundation and Academies**

If you want to appeal, you must:

- Read the following advice sheet.
- Submit the online appeal form:  
<https://apps.wigan.gov.uk/Schools/SchoolAppealFormClassSize.aspx>
- For Mab's Cross Primary School please use the below link  
<https://apps.wigan.gov.uk/Schools/SchoolAppealForm.aspx>
- Or contact us on 01942 489013 to request a paper appeal form to be posted to you.
- Submit your appeal by the deadline date of 20 May 2025.

You should receive an acknowledgement of your appeal within 5 school days of submitting it. If you do not receive an acknowledgement, please inform the School Organisation Team by email to [schoolappeals@wigan.gov.uk](mailto:schoolappeals@wigan.gov.uk).

## **Appeal for Voluntary Aided Schools (Church)**

Church of England Schools, Hindley Green Community Primary School and Catholic Schools in the Salford Diocese (*Holy Family RC Primary School, New Springs and Our Lady's RC Primary School, Aspull*).

If you want to appeal, you must:

- Read the following advice sheet.
- Submit the online appeal form:  
<https://apps.wigan.gov.uk/Schools/SchoolAppealFormClassSize.aspx>
- For Bickershaw CE Primary School and Holy Family RC Primary School, New Springs please use the below link:  
<https://apps.wigan.gov.uk/Schools/SchoolAppealForm.aspx>

- Or contact us on 01942 489013 to request a paper appeal form to be posted to you.
- If you complete paper appeal form, please return your form to the Chair of Governors/Academy Trust at the school's address.
- Submit your appeal by the deadline date of 20 May 2025.

Once your appeal has been received the School Organisation Team will forward your appeal onto the school who may send an acknowledgement to you. If you do not receive an acknowledgement, please contact the school.

## **Catholic Schools in the Liverpool Archdiocese**

**Note:** This form must not be used for Holy Family RC Primary School, New Springs and Our Lady's RC primary School, Aspull. Details of how to appeal for these two Salford Diocese schools is above.

Liverpool Catholic Archdiocese organises appeals for Catholic Schools in Wigan that are in the archdiocese. You can request an appeal form online at <https://www.liverpoolcatholic.org.uk/departments/education/admissions-and-appeals>.

Or contact  
The Archdiocese of Liverpool,  
Education Department,  
Liverpool Archdiocesan Office,  
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.

## What will happen at the appeal?

If you decide to appeal against the decision not to offer your child a place at your preferred schools the appeal will be heard by an independent Appeals Panel. There are 2 types of appeal, and different considerations apply to both.

## Appeals where a limit of 30 Children per Teacher applies

Infant classes are those in Reception, Year 1 and Year 2 in a Primary School. The law limits the size of an infant class to 30 pupils with a single class teacher. This is known as the “class size limit”. Some schools may have more than 30 pupils in each of these year groups, but the classes must be arranged in such a way to avoid breaching the limit of 30 pupils in each class.

If the admission of an additional child would mean that a school would have to take additional steps to comply with the class size limit, resulting in detrimental consequences for the efficient provision of education or the efficient use of resources, this is known as “class size prejudice”.

If the decision not to offer a place to your child was made on the ground of class size prejudice, there are only three circumstances in which the Appeal Panel can determine that a place is to be offered to him/her:

Where the admission arrangements did not comply with the mandatory provisions of the School Admissions Code or the relevant legislation AND your child would have been offered a place if they were compliant, or

Where the admission arrangements were not properly implemented AND your child would have been offered a place if they had been properly implemented, or

Where the appeal panel is satisfied that the decision to refuse admission was not one which a reasonable admission authority would make in the circumstances of the case. In order to determine that the decision to refuse admission was unreasonable, the Panel must be satisfied that it was “perverse in the light of the admission arrangements”. The courts have stated that, for a decision to refuse admission to be considered unreasonable, the panel must be satisfied that the refusal was “beyond the range of responses open to a reasonable decision maker”.

The circumstances of the case include the published admission arrangements, the circumstances of your child and family, the preference expressed by you and the practical consequences for the school if any or all of the appellants were successful.

## Appeals where a limit of 30 Children per Teacher does not apply.

This includes appeals for:

- Primary School places in infant classes where the circumstances are such that the class size limit does not apply (for example, where the organisation of classes would keep the number of pupils below 30 in each class)

- Primary School places in year groups other than Reception, Year 1 and Year 2

In determining these appeals, 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.

The panel must then consider whether the efficient provision of education or the efficient use of resources would be prejudiced by the admission of additional children. 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 some 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 the 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 a certain number of children could be admitted without causing prejudice, the Panel must allow at least that number of appeals. 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 school days – after the decision. It is not necessary to telephone the Council or school for the decision.