

If your child is due to start reception class in September 2017 you need to apply for a school place by the closing date of **15 January 2017**



**You need to apply even if you have registered your child's name at a school, your child attends a school nursery and/or your child has a brother or sister already attending primary school.**

Please read this booklet very carefully because it:

- explains how we decide which school to offer your child; and
- gives information to help you decide if you are likely to get a place at a particular school.

We can give you this information in other formats (such as in large print) and languages if you ask.

The information in this booklet was correct at the time it was published. If there are any changes, we will put a notice on our website at [www.wigan.gov.uk](http://www.wigan.gov.uk) and take appropriate steps to let you know.

If you need any help with your application please contact:

Wigan Council  
People Directorate  
Wigan Council  
PO Box 100  
Wigan  
WN1 3DS

Phone: 01942 489013  
Email: [schoolplaces@wigan.gov.uk](mailto:schoolplaces@wigan.gov.uk)

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## Why not apply online?



### Apply online for your child's primary 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 **15 January 2017**.
- There are clear, simple instructions to guide you through making your application.
- The service is available 24 hours a day, seven days a week during the application period – November 2016 to **15 January 2017**
- You will receive your result by email and be able to view this online from **16 April 2017**.

### What will I need to apply online?

- A computer or mobile device (smart phone or tablet) with internet access
- An e-mail account

### What if I haven't got access to the internet?

- You can use a computer your local Life Centre – we recommend that you book this service beforehand.

To access the online application service you can go to our website at [www.wigan.gov.uk](http://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 489013, 8.45am to 5pm Monday to Friday; or
- by e-mail at [schoolplaces@wigan.gov.uk](mailto:schoolplaces@wigan.gov.uk).

# Part 1 – Applying for a primary school place

## Timetable

If your child was born between 1 September 2012 and 31 August 2013, he or she will start reception class at the start of the new school year in September 2017. The timetable for the application process is as follows.

<b>November 2016</b>	Admissions information circulated. Online application service available.
<b>15 January 2017</b>	Closing date for applications.
<b>January 2017 to April 2017</b>	Applications processed.
<b>16 April 2017</b>	Offers go out by email and letter.
<b>By 2 May 2017</b>	Acceptance slips to be returned.
<b>17 May 2017</b>	Closing date for appeals.
<b>July – August 2017</b>	Appeals heard.
<b>September 2017</b>	Admission to school.

## How to apply

In Wigan, the School Organisation Team at People Directorate deals 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  
Wigan Council  
PO Box 100  
Wigan  
WN1 3DS

Phone: 01942 489013  
Email: [schoolplaces@wigan.gov.uk](mailto:schoolplaces@wigan.gov.uk)

Website: [www.wigan.gov.uk](http://www.wigan.gov.uk)

## 1. Registering an interest

Parents can register an interest at any local primary school. This needs to be done by November of the year before your child is due to start school.

Registering an interest provides schools with information about who to send an application pack to. You must advise the school if your address changes or you may not receive the information.

**Completing a registration of interest is not an application for a school place.**

## 2. Application information

In November 2016 the primary school where you have registered an interest will provide you with an application pack containing:

1. Information about how to access this booklet and the online application service
2. A Wigan Council primary school application form (you can use this if you are unable to apply online)

If you do not receive application information in the post you can obtain this online at [www.wigan.gov.uk](http://www.wigan.gov.uk) or on request from the School Organisation Team.

### Children going to nursery classes

It is important to remember that if your child goes to a nursery class attached to a school **they do not have an automatic right to a place in a reception class at that school.**

**The oversubscription criteria for schools are different from those for nurseries.**

**You must submit an application for a place by the closing date.** This will be considered according to the school's oversubscription criteria.

## 3. Completing your application

This booklet provides information about the types of primary schools in Wigan and the admission arrangements for each school.

To be considered for your preferred primary schools, you must **apply online** or fill in the **Wigan Council primary 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.

**The closing date for applications is 15 January 2017.**

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.

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 an available place. You may miss out on a place at another school 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 primary schools**

#### **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 primary 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 online you need to complete a separate supplementary information form and submit it to the school by the closing date 15 January 2017.**

You can complete a supplementary form online at [www.wigan.gov.uk](http://www.wigan.gov.uk) or get a copy:

- by downloading one from our website
- by completing the online Catholic supplementary form. We will pass the information to the school's governors for each Wigan Catholic Primary school you name as a preference.
- from the school; or
- by calling the School Organisation Team on 01942 489013

If you apply using the Wigan Council primary school application form please complete the relevant section of the form. We will pass on the information to the schools' governors for each Wigan Catholic Primary school you name as a preference.

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.

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.

**Please note that it is your responsibility to check that any information sent by post has been received by the school.**

#### **Other Local Authority residents**

If you live in another Local Authority and any of the schools you want your child to go to is a Wigan voluntary aided Catholic primary 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.

### **Other voluntary aided primary schools**

If any of the schools you want your child to go to is a voluntary aided (church) school other than a Wigan Catholic primary school, **we strongly advise you to fill in the school's own supplementary information form as well as your online application or the Wigan Council primary school application form.** If you do not fill in the school's own supplementary information form, the school will not have all the information they need to consider your application against their faith criteria and your child may be refused a place.

You can get a copy of the supplementary information form:

- from the school;
- by downloading one from our website at [www.wigan.gov.uk](http://www.wigan.gov.uk) ; or
- by calling the School Organisation Team on 01942 489013.

**Please note that it is your responsibility to check that any information sent by post has been received by the school.**

### **Primary 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, which are available online or on request from each local authority. There is a list of our neighbouring local authorities, with contact phone numbers, in part 3 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 must:

- apply online or fill in the Wigan Council primary school application form and put the name of the other local authority school
- submit your online application or return your form to any Wigan primary school **by the closing date of 15 January 2017.**

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. **Evidence must be sent to the Local Authority School Organisation Team by the closing date for applications 15 January 2017.**

### **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. **Evidence must be sent to the Local Authority School Organisation Team by the closing date for applications 15 January 2017.**

## **Children with a statement of special educational needs or education health and care plan**

Children with a statement of special educational needs or education health and care plan that names a school will be offered a place without using the oversubscription criteria. This applies to all types of school.

**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 go to a special school.**

## **4. 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. Please keep this safe until you receive an offer of a school place.**

### **Wigan Council primary school application form**

You can hand in your form at any Wigan Primary school.

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

### **One application per child**

The Local Authority will only accept one application per child. Where parents disagree on school preferences for their child, they must settle their differences between each other and submit only one application. Where duplicate applications are received the Local Authority will contact both parents and advise them to complete one application with one set of preferences for their child.

The Local Authority cannot mediate disputes between parents. Parents must resolve disputes about preferences between themselves, legally if necessary. For further information please read the government's guidance 'Understanding and dealing with issues relating to parental responsibility' available online at <https://www.gov.uk/government/publications/dealing-with-issues-relating-to-parental-responsibility>



**The closing date for applications is 15 January 2017. We will only consider applications we receive by the closing date as on time applications.**

In 2016 89.8% of on time Wigan applicants were offered a place at their first preference primary school. 97% of on time applicants 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 your application, you must submit a new application before the closing date on **15 January 2017**.

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.

You can get a new Wigan Council primary school application form from any Wigan primary school or the School Organisation Team. Make sure you hand the new form in at a school. **Keep your receipt safe until you receive an offer of a school place.**

### **Changing your mind after the closing date**

If you change your mind about the preferences or the order of preferences after the closing date, you must submit a late application. This will be available on our website after the closing date or on request from the School Organisation Team. **It is important to note that changes of preference after the closing date are treated as a late application (see below) and will reduce your chances of being offered a place at the school you want.**

## **5. Offering school places**

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

If you have applied online you will receive an email on **16 April 2017** with the result of your application. We will also write to all on time applicants on **16 April 2017** to tell you the school where we are offering your child a place. We will send the letter by first class post. The letter will include a reply slip to return to the school by **2 May 2017**. If you do not return the slip by this date the place may be withdrawn and offered to another child.

If you are unhappy with the school place offered and want to be considered for new preferences please complete a late application. You can do this online at

www.wigan.gov.uk or request a form from the School Organisation Team. **This will be classed as a late application (see below).**

## 6. Late applications

It is important that you apply online or return your application form before the closing date on **15 January 2017**.

We will deal with all on time applications first and at the same time.

**All applications and changes of preference made after the closing date will be classed as late.**

**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 far less likely to get a place at the school you want.**

**If you apply late, you will not receive an offer until after 16 April 2017**, but we will write to you as soon as we can after this date.

Late applications received after the closing date **15 January 2017** will be processed in two stages as follows:

**Stage 1** Late applications received **before** 16 April 2017 will be considered at the same time, after all on time applicants have been offered a place

**Stage 2** Late applications received **after** 16 April 2017 will be considered after those in stage 1.

If we are unable to offer a place at any of your preferences we will offer a place at the nearest school to your home address with an available place. 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 primary schools may already have been filled.

**If you have already accepted a place at a school and want to keep this offer you must name this school as a preference on your late application. If you do not we may withdraw the offered place and make it available for another child.**

If you need advice about submitting a late application please contact the School Organisation Team on 01942 489013.

### **Deferred entry to primary school**

Legally, your child does not have to start school until the admission date after their 5<sup>th</sup> birthday. The admission dates set by the Government are:

- 31 August;
- 31 December; and
- 31 March.

Parents can request that the date their child is admitted to primary school is deferred until later in the school year or until the child reaches compulsory school age in that school year. Requests should be made to the headteacher of the school where your child has been offered a place.

Where deferred entry is agreed by the school, the place will be held open and not offered to another child. Parents cannot defer entry beyond the beginning of the term after the child's fifth birthday, nor beyond the academic year for which they originally applied.

If you want to defer entry beyond the 2017 academic year we cannot guarantee that there will be a place at the school you want.

## **Part time attendance at primary school**

Parents can request that their child attends part-time until they reach compulsory school age. Requests must be made to the school.

## **Delayed entry to Primary school**

The parents of a summer born child (born between 1 April and 31 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.

## **7. Year 2 Transfer**

Leigh CE infant and Leigh CE Junior schools converted to through schools from September 2016. The schools are now known as –  
 Leigh St Mary's CE Primary School (formerly Leigh CE Infant School)  
 Leigh CE Primary School (formerly Leigh CE Junior School)

Parents of children in Year 2 at Leigh St Mary's CE Primary School will be invited to apply for a school place during the autumn term 2016. Parents will be able to apply for places at two schools as follows:

- Leigh St Mary's CE Primary - 30 places available
- Leigh CE Primary - 45 places available

If there are more applications than places for any school, the oversubscription criteria will be used to determine who will be allocated the available places.

The closing date for applications is 23 September 2016  
Places in year 3 will be allocated on 4 October 2016

## Part 2 - How places are allocated

**When we consider on time applications, we will use only the information that is correct on your application at the closing date for applications.**

We will consider the following things when deciding which school to offer your child a place at:

- **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 primary schools, and information on each school, are given in part 4 of this booklet.

- **Oversubscription 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 'oversubscription criteria'.

The oversubscription criteria for all Wigan primary schools are given in part 4 of this booklet. You will see that the criteria are numbered. Children in criterion 1 will have first priority for places, children in criterion 2 will be considered next and so on through the criteria until there are no places left.

If you want more information about each school's admission policy you can get details by contacting the School Organisation Team or the school.

### **Ranking applications**

The admission authority for the school ranks applications using the oversubscription criteria:

Academy schools – academy trust  
Foundation and Voluntary Aided schools – governing body  
Community schools – Local Authority

### **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.

All first second and third preferences for schools are treated as equal, regardless of their ranking. If schools receive more applications than they have places available, the oversubscription criteria will be used to decide which applicants can be potentially offered a place.

The preference order is only used to determine which school should be offered if your application is ranked high enough in the criteria for more than one school i.e. your child will be offered a place at your highest available preference. This is why we advise you to give three 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.

## **Children with a statement of special educational needs or education and health care plan**

Children with a statement of special educational needs or education and health care plan which names the school will be offered a place without using the oversubscription criteria. This is a legal requirement and applies to all types of school.

## **Your child's home address**

Many schools use children's addresses when deciding who to offer places to.

**When considering your child's application, we use your permanent home address at the closing date for applications.**

**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 your address changes temporarily (for example, if you go to live with a relative), you cannot use this address.**

If parents are separated and the child spends time at each parent's address, the address of the parent who receives Child Benefit will normally be used, but the Local Authority reserves the right to request other documentary evidence as fit the individual circumstances.

## **Verifying information**

We carry out checks to confirm that addresses are genuine. If we are unable to confirm your address, or any issues are raised concerning 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).

The primary form of evidence required is **proof of where you are registered for council tax on the closing date for applications**. The second form of evidence may be one of the following documents:

- 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.
- written evidence of final completion of sale or a long term tenancy agreement

**Any evidence you provide must show that the parent or main carer lives at the address used on the closing date for applications.**

Applicants who are not registered for Council Tax are required to supply three alternative forms of evidence as fit the individual circumstances.

If on the balance of the information provided we believe that the address you have given is a temporary one in order to secure a place in a school we may not use this address.

### **Moving address**

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 which results in your child being offered a school place they are not entitled to (for example, if you give the incorrect permanent address at the closing date for applications), we may withdraw the offer and your child may 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 489013.

**We have withdrawn a number of places in previous years due to false and misleading information.**

### **Re-allocating withdrawn places**

Where a place is withdrawn due to a fraudulent or misleading application it will be re-allocated to the applicant who should have been offered the place on **16 April 2017**.

### **Waiting lists**

Places may become available at a school after the offer date. All admission authorities must have a waiting list.

All admission authorities must:

- Put all children who are refused a place on the waiting list for the school;

- Keep the list in priority order, in accordance with the oversubscription criteria for the school;
- Offer any place that becomes available to the next child on the waiting list; and
- Maintain the waiting list until the end of the autumn term.

## **Important information about the waiting list**

Admission authorities must keep their waiting list in 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 child is ranked higher in the school's oversubscription 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 and academies**

Each foundation and academy 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:

- Bedford Hall Methodist primary school
- Lowton Junior & Infant school
- Platt Bridge Community School
- Tyldesley primary school
- Westleigh Methodist primary school

The Academy Trusts for St Wilfrid's CE Primary Academy, Canon Sharples CE Primary, Hindley St Peter's CE Primary, Hindley Green St John's CE Primary, Hindley Green Community Primary and St John's CE Primary, Abram maintain their own waiting lists. Please contact the individual schools for more information.

## **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. Please contact the individual schools for more information.

## **Giving a place from a 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 to confirm the new offer. The letter will include a reply slip to return to the school by the date stated. If you do not return the slip by this date the place may be withdrawn and offered to another child.

**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.**

## **Admission appeals**

You can appeal to an independent appeal panel if you are refused 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 oversubscription 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 reception class in September 2017 will be heard according to the following timetable:

<b>Offer date</b>	<b>Appeals lodged</b>	<b>Appeals to be heard</b>
16 April 2017	by 17 May 2017	within 40 school days

after 17 May 2017	within 30 school days
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Appeals for children refused a place at a preferred school for admission to Year 3 in September 2017 will be heard according to the following timetable:

## 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 Wigan Council and the school you are appealing for. The appeal panel will also have a clerk.

### 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

Offer date	Appeals lodged	Appeals to be heard
4 October 2016	by 18 November 2016	8 and 9 December 2016

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.**

## **Appeals for infant classes (reception, year 1 and year 2) - the '30 children in a class' rule.**

The law says that we cannot teach infant children in classes of more than 30.

When your child is refused a place because of infant class size you can only win an appeal if:

- the admission arrangements were not lawful and your child would have been offered a place if they did;
- the admission arrangements were not correctly and impartially applied to your child's application and if they had been your child would have been offered a place; or
- the appeal panel decides that the decision not to offer a place was unreasonable in your circumstances (an unreasonable decision is one that no sensible authority acting properly would make)

The threshold for finding that an admission authority's decision to refused admission was unreasonable is high. The panel will need to be satisfied that the decision to refuse your child a place was 'perverse' in the light of the admission arrangements i.e. it was 'beyond the range of responses open to a reasonable decision maker' or 'a decision which is so outrageous in its defiance of logic that no sensible person who had applied his mind to the question could have arrived at it'.

### **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/voluntary controlled, foundation and voluntary aided 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 Local Government Ombudsman at:

Local Government Ombudsman  
PO Box 4771  
Coventry  
CV4 0EH  
Website <http://www.lgo.org.uk>  
Telephone 0300 061 0614  
Fax 024 7682 0001

##### **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:

<https://www.gov.uk/government/organisations/education-funding-agency>

## **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.

Further information about admission appeals is available on the DfE website at:

<https://www.gov.uk/schools-admissions/appealing-a-schools-decision>

## Part 3 – Useful information

### School meals

Please contact individual schools to find out about school meal options.

### Free school meals and pupil premium

If you want to find out whether your child is eligible for free school meals / pupil premium, or how to claim, go online at;

<http://www.wigan.gov.uk/Resident/Benefit-Grants>

Our postal address is: PO Box 100, Wigan WN1 3DS

You can visit us at;

Wigan Life Centre, located at The Wiend, Wigan. WN11NH.

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](http://www.wigan.gov.uk/wiganlife)

Phone: 01942 828644 E-mail: [benefits@wigan.gov.uk](mailto:benefits@wigan.gov.uk)

### School uniform

Pupils must wear school uniform at all primary schools in Wigan. Details are available from the individual schools.

### Help with travel costs

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

<b>Children Under 8 (of compulsory school age)</b>	<b>Children aged over 8 but under 11</b>
<b>Low Income Families</b> – the school must be over 1.5 miles and be one of the 3 nearest available schools of the same faith. <b>Families not on a low income</b> – the school must be the nearest available school regardless of faith, the school must be over 1.5 miles.	<b>Low Income Families</b> – the school must be over 2 miles and be one of the 3 nearest available schools of the same faith. <b>Families not on a low income</b> – the school must be the nearest available school regardless of faith, the school must be over 2 miles.

If you have any questions or want to check if we would offer help before you apply for a particular school, please contact at the Integrated Transport Unit on 01942 489685, email [ITU@wigan.gov.uk](mailto:ITU@wigan.gov.uk)

## Sustainable school travel

Wigan's Transport Strategy 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.

**For more information on your sustainable travel options, please ring 01942 488250.**



## Useful contacts

Special educational needs and disability team 01942 486136  
Wigan Family Information Service 01942 489004  
email [fis@wigan.gov.uk](mailto:fis@wigan.gov.uk)

Independent advice on school admissions issues:  
Children's Legal Centre  
<http://www.childrenslegalcentre.com>

## Neighbouring local authorities

Bolton Council Telephone: 01204 332143/332137  
Children's Services  
Pupil and Student Services  
Town Hall  
Bolton  
BL1 1RU  
Email: [admissions@bolton.gov.uk](mailto:admissions@bolton.gov.uk)

Lancashire County Council Telephone: 01772 532191/532189  
Area Education Office South  
(Preston, South Ribble, Chorley and West Lancashire)  
County Hall  
Preston  
PR1 8RJ  
Email: [pupilaccess.southadmissions@lancashire.gov.uk](mailto:pupilaccess.southadmissions@lancashire.gov.uk)

Salford Children's Services Telephone: 0161 909 6508  
School Admissions  
2<sup>nd</sup> Floor  
Unity House  
Chorley Road  
Swinton  
M27 5AW  
Email: [school.admissions@salford.gov.uk](mailto:school.admissions@salford.gov.uk)

St Helens Telephone: 01744 671029 (Reception)  
School admissions 01744 671027 (In Year)  
Atlas House  
Corporation Street  
St Helens  
WA9 1LD  
Email: [schooladmissions@sthelens.gov.uk](mailto:schooladmissions@sthelens.gov.uk)

Trafford School Admissions Telephone: 0161 912 5007  
2<sup>nd</sup> floor, Waterside House  
Waterside  
Sale  
M33 7ZF  
Email: [school.admissions@trafford.gov.uk](mailto:school.admissions@trafford.gov.uk)

Warrington School Admissions

Contact Warrington

26/30 Horsemarket Street

Warrington

WA1 1XL

Email: [schooladmissions@warrington.gov.uk](mailto:schooladmissions@warrington.gov.uk)

Telephone: 01925 446226



# Part 4 – Information about Wigan primary schools

## Types of primary 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 oversubscription 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 and voluntary controlled schools

Wigan Council is the admission authority for community and voluntary controlled schools and Wigan Council decide 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.

### Academy schools

The Academy Trust 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.

The oversubscription criteria for voluntary aided primary 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 submit a supplementary information form in one of the following ways:**

- Download a copy of the school's own supplementary form from the Wigan Council website and **return it to the school** by the closing date, **15 January 2017**.
- The supplementary form for Catholic schools is available to complete and submit online on the Wigan Council website. We will forward to each Wigan Catholic primary school you name as a preference
- If you have requested a printed copy of the Wigan Council primary school application form fill in the relevant section

**We strongly advise you to submit a supplementary information form as well as your Wigan Council application for each voluntary-aided school you name, whether it is your first, second or third preference.**

## **Federated schools**

A federation is a formal arrangement between two or more schools to work together under a single governing body, sharing one headteacher. A federation can include all types of school; community, voluntary controlled, voluntary aided, foundation and academy. The admission arrangements for each school remain the same.

## **Open days**

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

## **School prospectus**

The admission authority of each school publishes a prospectus which provides information about the school, such as its policies, results and curriculum. You can get a school's prospectus free of charge from the school or download it from the school's website. The website address is shown on the page for each primary school.

## **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](http://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.

## **Independent advice**

Children's Legal Centre  
0808 802 0008  
<http://www.childrenslegalcentre.com>

## Part 5 - Transfer between primary 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 class teacher before you apply for a different school.

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 may 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.

### How to apply for a transfer of school

#### Wigan primary schools

Wigan Council's School Organisation Team co-ordinates applications for in year admission for the majority of Wigan primary schools. To apply please fill in the Wigan Council In- year Application Form online. Please see the Local Authority website for further details [www.wigan.gov.uk](http://www.wigan.gov.uk). If you need a printed form please contact us by phoning 01942 486037.

If you want to apply for a place at the following schools please contact the school directly:

Castle Hill St Phillip's CE Primary School  
Hindley All Saints CE Primary School  
St Gabriel's Catholic Primary School  
St Patrick's Catholic Primary School

You can also download a form from the Wigan Council website and return it to the school.

#### Schools in other Local Authorities

If you want to apply for a transfer to a school in another local authority please contact that authority or the school to find out how to apply.

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

#### 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 the Local Authority 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 the Fair Access Protocol must be given priority over children on a waiting list who attend a school.**