



Applying for a place at Secondary School 2013/14

Information for parents/carers

**Why not apply online –
see page 4**



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 printed. If there are any changes, we will put a notice on our website at www.wigan.gov.uk and take appropriate steps to let you know.

If you need any help with your application please contact:

**School Organisation Team
People Directorate
Progress House
Westwood Park Drive
Wigan
WN3 4HH**

**Phone 01942 486040/ 486037/ 486039
Email schoolplaces@wigan.gov.uk**

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Why not apply online?

Apply online for your child's secondary-school place because:

- √ it is quick, safe and secure;
- √ we will confirm we have received your application;
- √ you can change your application at any time up until the closing date for applications (31 October 2012);
- √ there are clear, simple instructions to guide you through making your application; and
- √ the service is available 24 hours a day, seven days a week during the application period – no later than September 2012 to 31 October 2012.

What will I need to apply online?

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

Where can I access the website to apply online?

- At home
- At an internet café
- At a library – we recommend that you book this service beforehand.

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

If you need any help or guidance using the online service, please see the frequently asked questions page on the Wigan Council website or contact us:

- by phone on 01942 486030, 8.45am to 5pm Monday to Friday; or
- by e-mail at schoolplaces@wigan.gov.uk.

Part 1 – Applying for a secondary school place

Timetable

If your child will turn 11 between 1 September 2012 and 31 August 2013, he or she will transfer to secondary school at the start of the new school year in September 2013. The timetable for the application process is as follows.

September 2012	Admissions information circulated Online application service opens
31 October 2012	Closing date for applications
October 2012 to February 2013	Applications processed
1 March 2013	Offers go out by email and letter
15 April 2013	Closing date for appeals
May 2013	Appeals heard
September 2013	Admission to school

How to apply

In Wigan, the School Organisation Team at People Directorate: Children, Adults and Families deal with admissions to schools. We will be pleased to help if you have any questions or need extra information.

You can contact us as follows.

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

Phone: 01942 486037, 01942 486040, 01942 486107 or 01942 486039

E-mail: schoolplaces@wigan.gov.uk

There is also information on our website at www.wigan.gov.uk.

1. Application information

In September 2012 you will receive an application pack.

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

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

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

2. Completing your application

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

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

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

You should give three preferences. If you do not:

- it does not increase your chance of gaining a place at your first-preference school; and
- we do not know which other schools you are interested in.

If we cannot offer your first preference school, we can only offer the nearest school to your child's home with a spare place. You may miss out on a place at another school you prefer.

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

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

Catholic High Schools

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

Wigan residents

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

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

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.

If you apply online you need to complete a supplementary information form and send it to the school by the closing date **31 October 2012**. You can get a copy of the supplementary information form:

- from the school;
- by calling 01942 486040; or
- download one from our website.

Other Local Authority residents

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

Church of England High Schools

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

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

If you apply online or live in another local authority you need to complete a supplementary information form and send it to the school by the closing date **31 October 2012**. You can get a copy of the supplementary information form:

- from the school;
- by calling the School Places Team on 01942 486040; or
- download one from our website.

Lowton CE High School does not use a supplementary information form. The governors may request a copy of a baptism certificate if your child is offered a place under their faith criteria. (**Need to check this with headteacher**)

Secondary schools in other local authorities

You can apply for schools in any local authority. Other local authorities produce their own admission booklets with details of their schools, and will be pleased to send you a copy. There is a list of our neighbouring local authorities, with contact phone numbers, in part 5 of this booklet.

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

- use the online application service or fill in the Wigan Council secondary-school application form and put the name of the other local-authority school
- submit your online application or return the application form to us, either through your child's primary school or by post **by the closing date of 31 October 2012**.

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.

Children with a statement of special educational needs

If your child has a statement of special educational needs your child's primary school will arrange a transition review to discuss their move into secondary education in either:

- the summer term when they are in Year 5; or
- the autumn term when they are in Year 6.

If your child goes to a mainstream primary school

We will send you an application pack at the same time as everyone else. You should apply in the usual way.

Wigan Council is committed to meeting the needs of all children with statements of special educational needs in mainstream schools. If it is felt that a special school may be more appropriate, this would normally be discussed at the transition review meeting.

It is important that you still apply for a mainstream school even if a place at a special school is being considered for your child. This is so you have a better chance of getting a place at the mainstream school you prefer if your child does not transfer to a special school.

3. Submitting your application

Online applications

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

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

Wigan Council application form

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

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

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

The closing date for applications is 31 October 2012. We will only consider applications we receive by the closing date as on-time applications.

In 2012 95% of on time applicants were offered a place at their first preference Wigan school. 99% of on time applicants living in Wigan were offered a place at one of their preferences.

Changing your mind up to the closing date

If you change your mind about the names or order of schools you have put on the application form, you must tell the School Organisation Team by letter or e-mail before the closing date on 31 October 2012.

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.

4. Offering school places

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

We will write to all on time applicants on **1 March 2013** to tell you the school where we are offering your child a place. We will send the letter by first-class post. If you have applied online you will also receive an email.

5. Late applications

It is important that you return your application form or apply online before the closing date on **31 October 2012**.

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

If your application is late, we will only look at it after we have dealt with the applications we receive on time. This means that you are less likely to get a place at the school you want.

If you apply late, we cannot guarantee we will write to you by 1 March 2013. However, we will write to you as soon as we can after this date.

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

Changing your mind after the closing date (31 October 2012)

If you change your mind about the preferences or the order of preferences after the closing date, you must tell the School Organisation Team by letter or e-mail.

However, it is important to note that we will treat this as a late application (see above), and it may reduce your chances of getting a place at the school you want.

If you do not apply for a place

If you do not apply for a place, we will offer your child a place at the nearest school to your home with a place available. We will only do this if your child lives in Wigan.

This may not be a school that is near to you because we will offer places first to children whose applications we receive on time. All places at your local secondary schools may already have been filled.

Part 2 - How places are allocated

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

- The three school preferences you name on the application form
- The admission number for the schools
- The admission criteria for the schools
- The order of priority you have given schools on your application

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

Admission number

Every school has an admission number. This is the number of places in a school year group. The admission numbers for all Wigan secondary schools, and information on each school, are given in part 4 of this booklet.

Children with a statement of special educational needs

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

Admission criteria

When there are more applications than places for a school, we say the school is 'oversubscribed'. If there are more applications than the admission number, a fixed set of rules are used to decide which children will be offered a place. These rules are called the 'admission criteria'.

The admission criteria for all Wigan secondary schools are given in part 4 of this booklet.

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

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

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

Brothers and sisters

The admission criteria for community schools have children who will have brothers or sisters at the school when they start as criterion two.

We will include:

- half-brothers and half-sisters;
- stepbrothers and stepsisters; and
- foster brothers and foster sisters;

who live at the same address as part of the same family unit.

Tie-breaker

When we use the admission criteria for community schools, more children might fall into a particular criterion than the number of places left. If this happens, we use the 'tie-breaker' to decide who to give a place to.

At community schools, we will give places to the children who live nearest to the school. We measure this distance:

- in a straight line; and
- using a geographical information system (GIS) which is based on Ordnance Survey maps. We will measure from your child's home address to a central point on the school site. If you want more information about the point we measure to at community schools, please contact the School Organisation Team on 01942 486273.

If we offer the last place available at a school to one of twins (or triplets, and so on), our policy is to admit the other twin or triplets too.

Occasionally, the distance from home to school is the same for more than one child (for example, if more than one child lives in the same block of flats). In these cases, we will use a system to randomly pick who we will offer a place. If you want more information on this policy, please contact the School Organisation Team on 01942 486273.

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

Your child's home address

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

You must give the correct permanent address. This is where the child and parent, or the person who has care of the child or has parental responsibility, normally live.

If you are separated and your child spends time at each parent's address, the address we use for admission to school is that of the main carer. We use the address of the parent who gets the Child Benefit for this.

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

We may ask to see two forms of evidence of your permanent address at the closing date for applications (photocopies are acceptable). This may include:

- proof of where you are registered for council tax;
- your television licence;
- your current driving licence;
- a utility bill (gas, electricity or water) covering the closing date for applications;
- proof of your Child Benefit;
- proof of your Child Tax Credits.

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

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

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

If you move house after the closing date for applications but before we send allocation letters to parents, you must tell the School Organisation Team in writing. We cannot use your new address to consider your application from but we will make sure we write to you at the correct address.

False information

If you give any false information to get a school place (for example, if you give the incorrect permanent address at the closing date for applications), we will withdraw the offer and your child will lose their place.

If you suspect that someone has given false information to get a school place please contact the School Organisation Team on 01942 486273.

Voluntary-aided (church) schools

You should remember that some voluntary-aided secondary schools may have different requirements than Wigan Council. You should check each school's admission arrangements for details.

If you want more information about each school's admission policy, your right to appeal against an admission decision, or applying for a school place part-way through the year, you can get details by contacting the school direct.

The equal preference system and the priority order of schools on your application

By law, we must use the equal preference system when considering your application for a school place. The equal preference system makes sure that, if you miss out at your first preference school, you still have a fair chance of being offered a place at your second or third preference schools. This is why we advise you to give three preferences.

We offer places by doing the following.

- First, we rank all first, second and third preference applications by using the school's admission criteria only. This process means that some second and third preference applications will be ranked higher than some first preference applications.
- We use schools' admission numbers to find out how many children can be offered a place at each school.
- We then offer places to all children whose first preference we can meet, and remove their second and third preferences from the list.
- We repeat this process for second preferences and then third preferences.

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

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

Waiting lists

Places may become available at a school after the offer date of 1 March 2013. All admission authorities must have a waiting list until the end of the autumn term.

For community schools we will:

- put all children who we refuse a place at one of their preferences on the waiting list for the school;
- keep the list in priority order, **decided by the admission criteria for the school only**;

- offer any places that become available to the next child on the waiting list at that point in time; and
- maintain the waiting list until the end of the autumn term.

Important information about the waiting list

We cannot take into account the length of time a child's name has been on the waiting list, only the admission criteria for the school. This means that your child's position on the list may change if another parent asks to be put on the list and their child has higher priority in the admissions criteria.

If you tell us, after the closing date for applications, that your address has changed, and you provide documents to prove this, we will take this into account for the purposes of the waiting list.

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

Waiting lists for foundation schools and academies

Each school includes details of their waiting-list policy in their admission arrangements. Wigan Council will maintain the waiting list on behalf of the governing bodies of the following foundation schools and academies:

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

Waiting lists for voluntary-aided schools

Each voluntary-aided school includes details of their waiting-list policy in their admission arrangements. The governing body of the school will maintain the waiting list. If you are refused a place at a voluntary-aided school, please contact the school to confirm that your child's name is on the waiting list.

Admission appeals

You can appeal to an independent appeal panel if the local authority or the school governing body refuse a place at any school you have applied for.

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

- why we refused your application;
- how to appeal;
- the time limit for sending your appeal (you will have at least 20 school days from the date of the letter);
- where to send the appeal; and
- who to contact if you need any help.

Sometimes, places become available at a school before the admission appeals have been heard. If this happens, we will offer places to the next child on the waiting list. If you appeal, it does not affect your child's place on the waiting list.

Before you decide if you want to appeal, you will probably want to think about:

- the school's published admissions criteria for admitting pupils;
- your reasons for wanting your child to go to the school;
- your child's view on which school he or she should go to; and
- how strong a case you have.

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

Appeals for children refused a place at a preferred school for admission to Year 7 in September 2013 will be heard according to the following timetable:

Offer date	Appeals lodged	Appeals to be heard
1 March 2013	by 15 April 2013	within 40 school days
	after 15 April 2013	within 30 school days

The appeal hearing

Before the hearing

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

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

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

The appeal panel

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

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.

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

If you cannot go to the appeal hearing, the panel will consider all the information you have sent in writing, in your absence.

At the end of the hearing, the clerk should be able to tell you when you can expect to receive the panel's decision.

You will receive the panel's decision by letter.

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

After the hearing

The parents or guardians of children who have been unsuccessful in their admission appeal may want to consider the following options.

1 Complaints to the Local Government Ombudsman

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

You can contact the Ombudsman at:

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

2 Complaints to the Secretary of State

The Secretary of State cannot review or overturn an appeal decision relating to a community, voluntary aided or foundation school.

Complaints about appeals for Academies must be referred to the Secretary of State. The Secretary of State can consider whether:

- the appeal panel was set up correctly, with the correct number and properly appointed types of panel members; and
- whether the admission authority or governing body has acted reasonably in running the appeal meeting and handling the decision-making process.

You can contact the Secretary of State for Education at:

Sanctuary Buildings
Great Smith Street
Westminster
London
SW1P 2BT.

3 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

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

We 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. The fact that a pupil is distressed at not being offered a place at the school they wanted is not a significant and material change in circumstances.



Part 3 – Useful information

School meals

School meals are available in all high schools at the moment.

There is a cafeteria service for pupils who want to buy a school meal. At all schools there are places where pupils can eat food they have brought from home.

Children whose parents receive the following support payments are entitled to receive free school meals.

- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit, as long as they are not entitled to Working Tax Credit and have a yearly income (as assessed by HM Revenue & Customs), as of April 2009, of no more than **£16,190**
- The guaranteed element of Pension Credit

For more details, or to get an application form, contact:

Benefits Section
Council Tax Offices
Moore Street East
Wigan
WN1 3XN.

Phone: 01942 828609

E-mail: benefits@wigan.gov.uk

Website:

www.wigan.gov.uk/Services/AdviceBenefitsEmergencies/Benefits/FreeSchoolMeals.htm

We do not provide milk for any pupils in Wigan schools.

School uniform

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

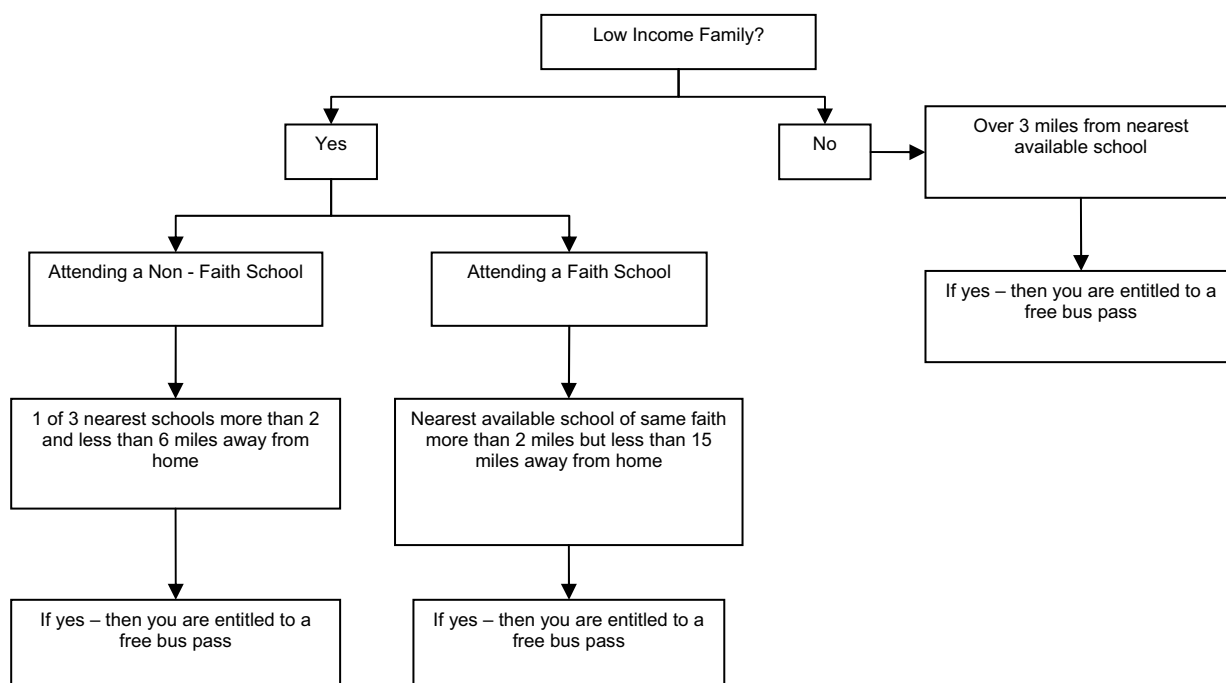
Bus services

School bus services are managed by Transport for Greater Manchester, formerly known as Greater Manchester Passenger Transport Executive (GMPTE). Transport for Greater Manchester currently charges half the adult rate for children aged 11 to 16 who have an IGO pass, children will be charged £1 for a single journey of up to one mile, £1.20 for a single journey of up to five miles, £2.00 for the return journey of up to five miles, £1.40 for a single journey over 5 miles and £2.40 for the return journey of over five miles. Please be aware that these charges may change. If your child is aged 11 to 16 they will need an IGO pass to pay half the adult rate on buses in Greater Manchester. Otherwise they will be charged the full adult rate. You can get details of school routes and other bus services in any of the following ways.

- By visiting our website, which has links to other sites, including transport (www.wigan.gov.uk).
- By phoning Transport for Greater Manchester on 0161 244 1000.
- By visiting Transport for Greater Manchester's website at www.tfgm.com.

Help with travel costs

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



Wigan Council will contact parents/guardians of children who are eligible for a free school travel pass. We will write to parents/guardians by the end of June 2013 to inform those who will be receiving a pass. We will then require a passport size photo

of the child to be sent to us in order to issue the pass in time for the start of school in September 2013.

How we will measure the distances

We will measure:

- the two mile and three mile limit along the nearest and shortest reasonable walking route; and
- the six mile limit and fifteen mile limit along road routes.

The measurement of the walking distance is not necessarily the shortest distance by road. It is measured by the shortest route along which a child, accompanied as necessary, may walk with reasonable safety. As such, the route measured may include, bridleways and other pathways, as well as recognised roads.

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

Sustainable school travel

The school run adds an estimated 20% of traffic to early-morning congestion. For many parents, children and young people, the journey to school or college is ideally suited for walking, cycling and using public transport.

Our 'Sustainable Modes of Travel Strategy' is aimed at encouraging children and young people in the borough to change their behaviour and attitudes towards school travel. Section 508A of the Education Act gives all local authorities a general duty to promote the use of sustainable (environmentally friendly) travel and transport for children and young people of sixth-form age and below. This covers not only those children and young people who live in Wigan borough, but also those who live outside the area and travel into Wigan to receive education and training.

The Local Transport Plan recognises the benefits for the environment, as well as to children's health and well-being in encouraging walking and cycling. It also aims to tackle the issue of local congestion around schools and make education easier for children and young people to get access to.

School travel map

The first step to providing sustainable school travel was setting up our school travel interactive service (see www.wigan.gov.uk/schooltravel), which provides information for every school and college in the borough on choosing different methods of transport. www.wigan.gov.uk/schooltravel

Every school in the borough has already received a map with details of options for travelling to school, so that children and parents can make real choices about how they travel. The map includes locations for the following.

- All schools
- School crossing patrols

- Pedestrian crossing facilities
- Bus stops
- School bus routes
- Cycle routes (information is also provided on where cycle lockers and other cycling facilities are located at schools)

We are continuously developing and improving the information we provide and, in time, we hope to include whether the school has:

- an up to date travel plan;
- a 20 mph (miles per hour) zone;
- routes off the main road which are easy to access;
- safer alternatives to the congested highway;
- a 'Safer Routes to School' scheme; and

There are a number of ways you can help, most importantly by considering how your child gets to school, but also by asking your school whether they are regularly updating, developing and crucially putting into practice, their school travel plan.

Within your school's existing school travel plan, you could help set up a junior road-safety team or a school travel council to help promote and encourage sustainable transport and active travel. This would be made up of a mixture of children from the school, who can take responsibility for the plan and come up with their own initiatives to further encourage and promote sustainable travel and work towards achieving the school travel plan's targets.

We want to make sure that a new culture of school travel can develop so that, together, we can make the school journey safer, healthier and more sustainable for everyone.

For more information on your sustainable travel options, please contact Andy Allen on 01942 488260.



Useful phone numbers

Special educational needs	01942 486132
SureStart team (early years)	01942 206205
General education enquiries	01942 486123

Other local authorities

Bolton Council	Telephone: 01204 332137
Children's Services	Fax: 01204 336235
Pupil and Student Services	
2 nd Floor Paderborn House	
Bolton	
BL1 1UA	
Email: ea.pss@bolton.gov.uk	

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

Salford Children's Services	Telephone: 0161 778 0415
School Admissions	Fax: 0161 778 0033
2 nd Floor	
Unity House	
Chorley Road	
Swinton	
M27 5AW	
Email: school.admissions@salford.gov.uk	

St Helens Council	Telephone: 01744 671030
Admissions Section	Fax: 01744 674431
Atlas House	
Corporation Street	
St. Helens	
Merseyside	
WA9 1LD	
Email: schooladmissions@sthelens.gov.uk	

Trafford Children and Young People's Services	Telephone: 0161 912 5047
School Admissions	Fax: 0161 912 5083
4 th Floor Waterside House	
Waterside	
Sale	

M33 7ZF

Email: school.admissions@trafford.gov.uk

Warrington Admissions Team
Children and Young People's Services
New Town House
Buttermarket Street
Warrington
WA1 2NJ

Email: schooladmissions@warrington.gov.uk

Telephone: 01925 442952

Fax: 01925 443140

Part 4 – Information about Wigan secondary schools

Types of secondary school

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

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

We give details of how we offered places last year to help explain how the available places were allocated. You may want to use this information as a guide to whether you are likely to gain a place at one of your preferred schools. The information is only a guide because the number of applications for a school is different each year.

○ **Community schools**

Wigan Council are the admission authority for community 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.

○ **Academies and Free schools**

The governing body of an academy or free school decide who will be offered a place if there are more applications than places.

○ **Voluntary-aided (church) schools**

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

If your child goes to a voluntary-aided primary school, they are not guaranteed a place at a voluntary-aided secondary-school. You should read the admission criteria carefully.

The admission criteria for voluntary-aided secondary schools usually take account of whether the child is a member of a church or goes to church (or both). They ask for information about this on their own supplementary information form.

If you want a place at a voluntary-aided school, we strongly recommend that you either:

- fill in the relevant section of the Wigan Council Secondary School application form or
- complete the school's own supplementary information form if you have applied online and return this to the school by the closing date of 31 October 2012.

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

- **Wigan University Technical College (UTC)**

In 2013 Wigan UTC Academy Trust will open offering educational places for children / young people in the 14-19 age range.

Children who are **currently in year 9** will be able to make application for a place from September 2012 for the start of the 2013 academic year.

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

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

Closing date for applications is 31 October 2012.

Open evenings

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

School prospectus

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

Ofsted reports

Schools are regularly inspected by the Office for Standards in Education (Ofsted). Copies of Ofsted reports are available from schools or on the Ofsted website at www.ofsted.gov.uk.

School achievement and attainment tables

Yearly school achievement and attainment tables are available online at www.dcf.gov.uk/performance/tables. Information about examination results may also be included in a school's prospectus.

Independent advice

The Advisory Centre for Education (ACE)
Website: www.ace-ed.org.uk Phone: Freephone 0808 800 5793

Part 5 - Transfer between secondary schools

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

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.

If you are thinking of moving house and your child would have to change school, there may not be places available at the school you want. The School Organisation Team will be able to tell you which schools are full or have places. Some schools are full in all or most year groups and we cannot guarantee there will be a place available in the area you plan to move to.

How to apply for a transfer of school

If you live in Wigan the School Organisation Team will deal with your in year application (application part way through the year).

If you want to apply to transfer your child please fill in the Wigan Council In year Application Form. This form is available on our website at www.wigan.gov.uk. The School Organisation Team will also send you a copy if you ask. You can contact them by phoning 01942 486040.

You can name up to three schools in order of preference, either in Wigan or another local authority area. If you name a school in another local authority area we will deal with the other local authority for you.

We will write to let you know the outcome of your application. All schools have an admission limit for each year group. If we cannot offer your child a place at the school you want and you live in Wigan, we will offer a place at another school. You may want to keep your child at their current school. You have the right to appeal if we refuse you a place at a school. For more information on appeals, see part 4. If you are making an appeal for a school and a place becomes available before your appeal is heard, we will consider your application alongside any other applications for the school.

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

Offers of school places

You need to inform the school within two weeks of the offer date whether you want to accept the place we offer you. If you do not the place may be withdrawn.

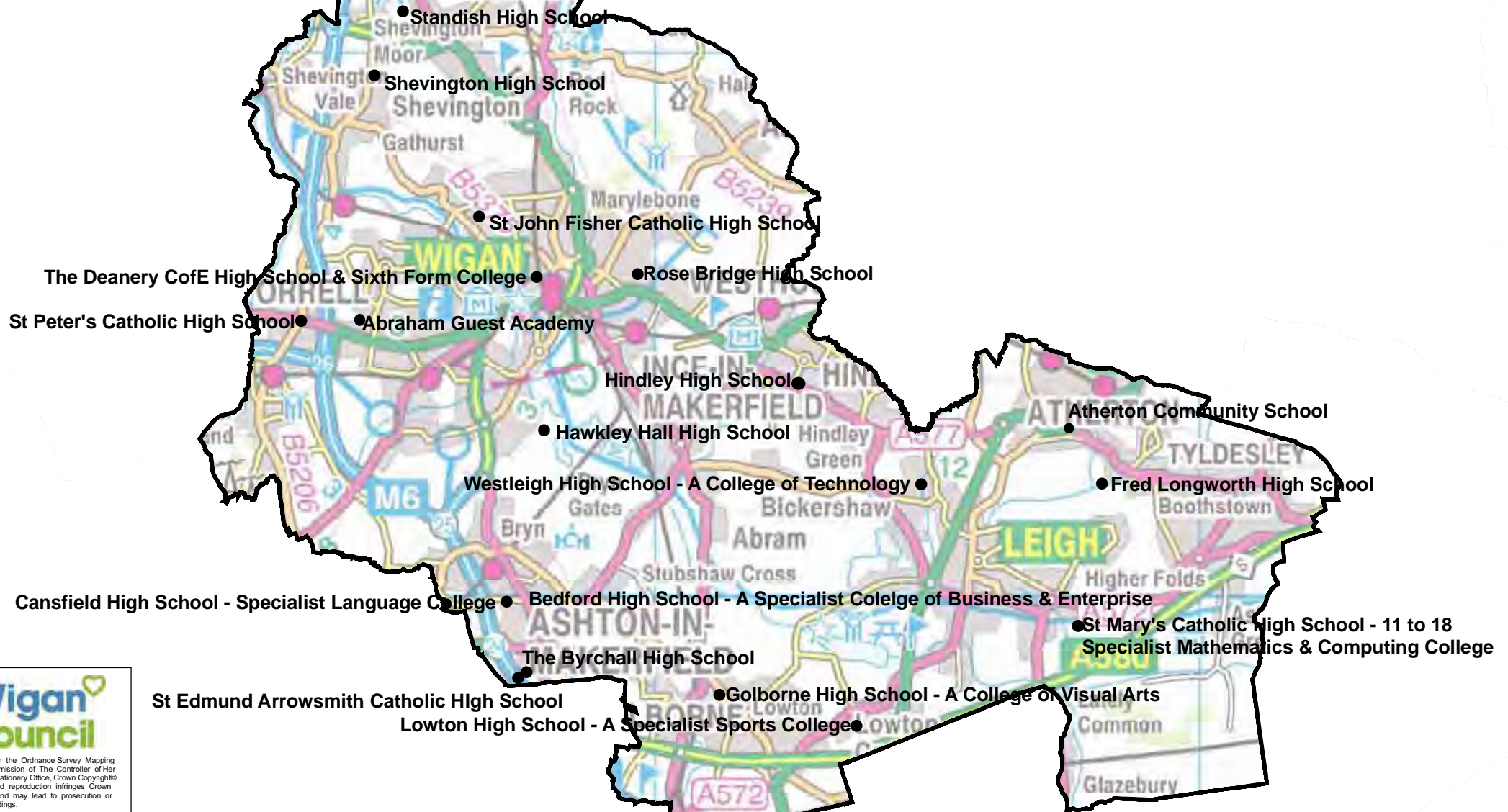
Once we have offered you a place at a school, your child must start within four school weeks. If they do not, we will withdraw the place. If you still want your child to move to the school, you will need to apply again. Please bear this in mind if you are in the process of moving house.

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 Corporate Director of People Services: Children, Adults and Families will use our Fair Access Protocol to allocate a place at a community, voluntary-controlled, foundation or voluntary-aided (church) school, even if the year group is full.

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

Wigan Secondary Schools



Wigan Council

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Other Sources: Office of the Deputy Prime Minister, Indices of Deprivation 2007

Ordnance Survey

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Academy and Free Schools

Abraham Guest Academy

Green Hey
Orrell
Wigan
WN5 0DQ

Head Teacher: Mr P Bousfield

Admission Number 2013	205
Age Range	11-16
DFE number	4001
Specialism	Sports and Arts College
Telephone number	01942 511987
Website	www.abrahamguest.wigan.sch.uk

Oversubscription Criteria

Where more applications are received than there are places available, applications will be considered in accordance with the Academy's published oversubscription criteria following the order stated below:

1. 'Looked after Children and previously looked after children'

A 'looked after child' is a child who is in the care of a local authority or provided with accommodation by that authority (as defined in section 22 of the Children Act 1989) at the time of application and who the local authority has confirmed will still be looked after at the time of admission to the school.

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.

2. Children for whom there are particular medical or social reasons which, in the Academy's view, justifies admission to the school

Supporting evidence from a registered professional, such as a medical practitioner, psychologist or social worker, must be provided which sets out the particular reasons why the school is the most suitable school and the difficulties that would be caused if the child had to attend another school. The Academy Trust will consider the information presented and will determine whether the evidence is sufficiently compelling to apply this criterion to the application. Few applications fall within this category.

3. Siblings

Pupils with elder brothers or sisters, step-brothers or step-sisters, half-brothers or half-sisters, adopted brothers or adopted sisters living together as part of one household, already attending the Academy (in years 7 through to Year 10) and expected to continue at the Academy in the following school year. (i.e. at the time of admission)

4. Pupils living nearest to the Academy measured using an Ordnance Survey address-point system which measures straight line distances in miles from the address point of the Academy to the address point of the place of residence using a Geographical Information System (GIS) [This criterion will be used as a tie-break in criterion C above]

Tie-breaker

If the Academy cannot differentiate between the applications within any criterion a random allocation tie-breaker will be applied. This may be required for example, where applicants reside in the same block of flats or are children of a multiple birth living at the same address.

Home Address

By home we mean the address where the child lives for the majority of the school term time with a parent who has parental responsibility as defined in the Children Act 1989. Or any child in the household where an adult in the household is defined as a parent for the purposes of Section 576 of the Education Act 1996. This could include a person who is not a parent but who has responsibility for her or him. It could include a child's guardians but will not usually include other relatives such as grandparents, aunts, uncles etc unless they have all the rights, duties, powers and responsibilities and authority, which by law a parent of a child has in relation to the child and their property.

Where your child lives normally during the school week with more than one parent at different addresses, the home address for the purposes of school admissions will be that of the parent who lives closest, as measured by driving distance, to the school in question.

If you have more than one home, we will take as the home address the address where you and your child normally live for the majority of the school term time.

Brothers and Sisters

In the case of twins, or brothers and sisters in the same year group, where there is only one place available in the Academy, both will be considered together as one application.

Waiting List

Places may become available at a school after the offer date. To decide which children have these places, we will:

- Put all children who we refused a place at one of their preferences on the waiting list for the school;
- Keep the list in priority order, decided by the oversubscription criteria for the school only;
- Offer places that become available to the next child on the waiting list; and
- Keep the waiting list until the end of the autumn term in 2013.

We cannot take into account the length of time a child's name has been on the waiting list, only the admission criteria for the school. This means that your child's position on the waiting list may change if another parent asks to be put on the list and their child has higher priority in the admission criteria.

Admission Number 2012	No. of preferences received by the closing date	Details of how places were allocated in each criteria as listed above	Final number admitted following any appeals or withdrawals (information correct at time of print)
205	1 st preference: 163 2 nd preference: 53 3 rd preference: 71 Total: 287	All pupils who expressed a preference for the school were accommodated.	176

Atherton Community School

Town Hall
Bolton Road
Atherton
M46 9JP

The school will move to a new site in September 2013. The address of the new school site is **Hamilton Street, Atherton M46 0AY**

Principal: Elizabeth Haddock

Admission Number 2013	90
Age Range	11-18
DFE number	2004
Telephone number	01942 410636
Website	www.athertoncommunityschool.com

Oversubscription Criteria

If there are more applicants than places available, after students with a statement of special need naming the Atherton Community School places will be offered in the following order:

1. Looked after children and previously looked after children.

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).

2. Children with a sibling (the term "sibling" means a full, half, adopted or fostered brother or sister, or other child living permanently within the same household) on roll at Atherton Community School in Years 7 to 11 at the time of the proposed admission.
3. Children whose acute medical or social need justifies a place at the Atherton Community School. Parents must send evidence with their application such as a letter from a relevant professional such as a doctor or social worker.
4. Children living closest to the Free School, measured in a straight line from the home address to the front gates of the Free School.

Tie-breaker

Where there are more children in one particular criterion than the number of places available, places will be allocated to the children who live nearest to the school. The distance will be measured in a straight line from the child's home address to the front gates of the school using a Geographical Information System (GIS) which is based on ordnance survey. If the last place available is for one of twins or triplets, our policy is to admit the other twin or triplets too. Occasionally the distance from home to school is the same for more than one child. For example, if more than one child lives in the same block of flats. In these cases, a system to randomly pick who will be offered a place will be used. Atherton Community School will use the same system used by the local authority for community and controlled schools. A copy of the policy is available on request from the local authority.

Home address

When considering your child's application, we will use the permanent home address we have for your child at the closing date for applications. If parents are separated and the child spends time at each parent's address, the address we use for admission to the school is that of the main carer. We use the address of the parent who receives the Child Benefit for this.

There will be a right of appeal to an Independent Appeals Panel for applicants refused admission. Atherton Community School will participate in the LA's Fair Access policy.

Notes

Note 1: The Local Authority computerised GIS system will be used to measure distances. Atherton Community School is unable to undertake measurements for individual parents by request.

Note 2: Applicants with special educational needs but without a statement will receive equal consideration with other applicants.

Waiting Lists

If the Free School is oversubscribed, unsuccessful applicants will be placed on a waiting list. The waiting list is maintained until the end of the first term of the school year. The waiting list will be kept in priority order in accordance with the oversubscription criteria and if a place becomes available it will be offered to the next child on the waiting list.

Late applicants

Late applications (those received after the closing date) will only be considered after the applications that have been received on time. The closing date for applications is 31 October 2012.

Sixth Form Enrolment

Sixth Form entry requirements will be based upon a GCSE points scoring system. Enrolment for Sixth Form is unlike admissions for secondary and there are no coordinated LA arrangements, or common admissions criteria. Any looked after or previously looked after child who meets the admissions criteria for the courses they have chosen will automatically be offered a place.

Working with Bolton St Catherine's Academy, its partner for Sixth Form provision, we will ensure that parents and carers can benefit from a prospectus and suitable marketing materials. ACS will also ensure that website information is available to all prospective parents and carers. We expect that there will be sufficient places for students from the Fred Longworth High School as well as other local schools.

ACS will admit 75 students to Year 12 in 2013/14, a further 75 students in 2014/15 and thereafter admit 100 students on an annual basis.

Fred Longworth High School

Printshop Lane
Tyldesley
M29 8JN

Head Teacher: Mrs J Garretts

Admission Number 2013	255
Age Range	11-16
DFE number	4002
Specialism	Arts Applied Learning College

Telephone number	01942 883796
Website	www.flhs.org.uk

Oversubscription Criteria

Where the school receives more applications than places available, the following admission criteria will be applied once places have been allocated to pupils who have a statement of special educational needs which names the school:

1. Looked after children and previously looked after children.

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.

- 2 Children with brothers or sisters who will be attending the school at the time of admission.
- 3 Children living in Mosley Common and Tyldesley, situated to the north of Manchester Road (Astley) and Chaddock Lane, to its junction with the East Lancashire Road, and thereafter the East Lancashire Road, with the exception of children who live nearer to Bedford High School than Fred Longworth High School, and children living in that part of Hindsford bounded to the east by the former Borough and Urban District Boundary and bounded to the north by the northerly access road to the Chanters Industrial Estate and Tyldesley Old Road to its junction with Millers Lane and bounded to the west by Millers Lane to its junction with Langley Platt Lane and the former Borough and Urban District Boundary.
- 4 Children who live in Atherton and Tyldesley who attend one of the following associated primary schools:

Tyldesley Primary School; Garrett Hall; St John's Mosley Common; St George's Central Tyldesley; St Stephen's Astley; Chowbent; Hindsford CE; St Phillip's Atherton and Parklee
- 5 Children living in the remainder of Tyldesley and the remainder of Atherton.
- 6 Other children living nearest to the school

Tie-breaker

Where there are more children in one particular criterion than the number of places available, places will be allocated to the children who live nearest to the school. The distance will be measured in a straight line from the front entrance to the child's home address to the Squire's Lane entrance gate at the rear of the school using a Geographical Information System (GIS) which is based on ordnance survey.

If we offer the last place available at the school to one of twins (or triplets, and so on), our policy is to admit the other twin or triplets too.

Occasionally, the distance from home to school is the same for more than one child (for example, if more than one child lives in the same block of flats). In these cases, we will use a system randomly to pick who will be offered a place.

When considering your child's application, we will use the permanent home address we have for you at the closing date for applications. If parents are separated and the child spends time at each parent's address, the address we use for admission to school is that of the main carer. We use the address of the parent who receives the Child Benefit for this.

Brothers and Sisters

We will include half-brothers and half-sisters; stepbrothers and stepsisters; and foster brothers and foster sisters who live at the same address as part of the same family unit.

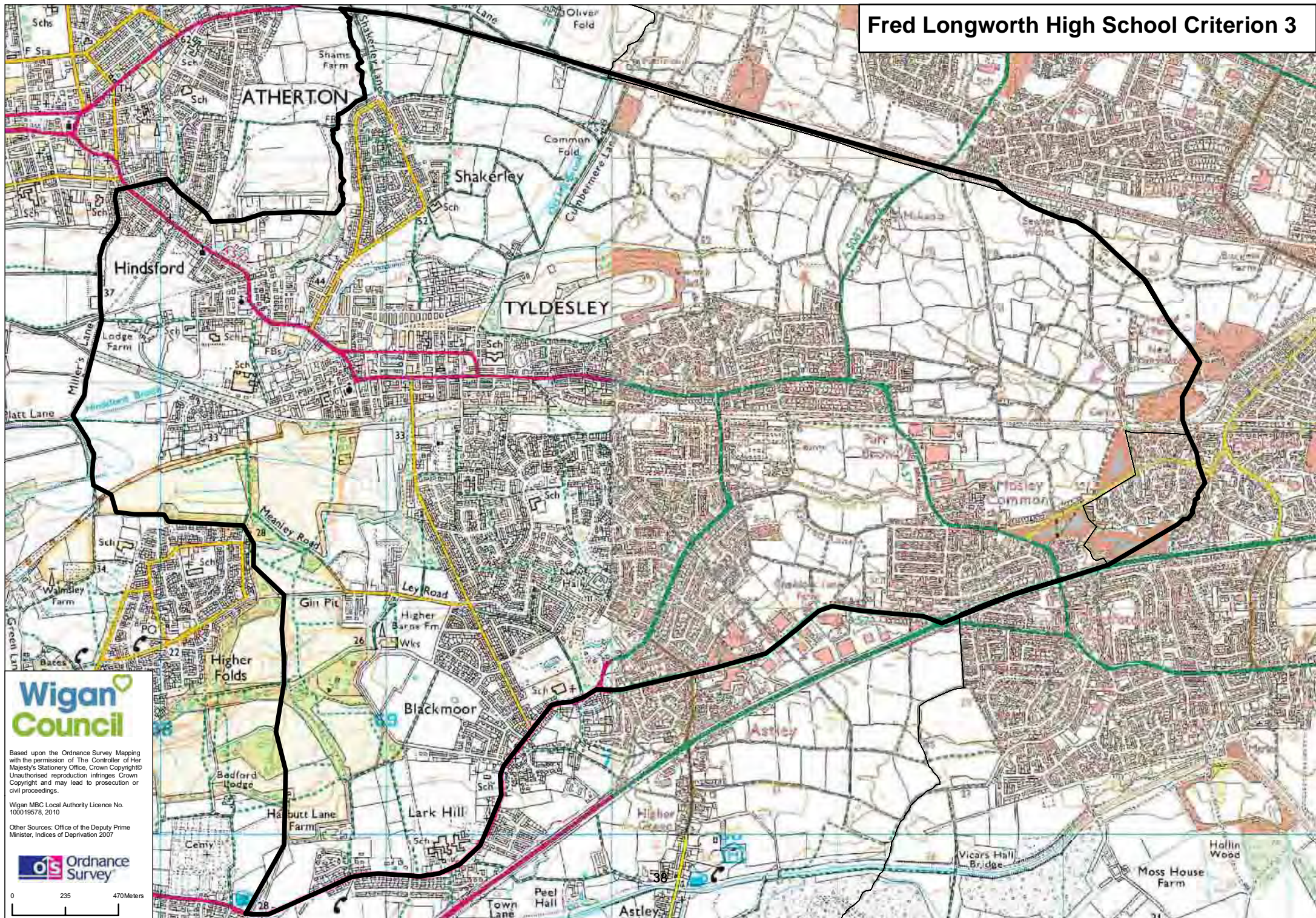
Waiting lists

Places may become available at a school after the offer date. We will:

- Place all children refused a place on the waiting list for the school;
- Keep the list in priority order, decided by the oversubscription criteria for the school only;
- 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 in 2013.
- We cannot take into account the length of time a child's name has been on the waiting list, only the admission criteria for the school. This means that your child's position on the list may change if another parent asks to be put on the list and their child has higher priority in the oversubscription criteria.

Admission Number 2012	No. of preferences received by the closing date	Details of how places were allocated in each criteria as listed above	Final number admitted following any appeals or withdrawals (information correct at time of print)
255	1 st preference: 265 2 nd preference: 127 3 rd preference: 44 Total: 436	Statemented: 10 Criterion 1: 1 Criterion 2: 68 Criterion 3: 163 Criterion 4: 13 The last places was allocated to a pupil living 1.12 miles from the school.	255

Fred Longworth High School Criterion 3



Hawkley Hall High School

Carr Lane
Hawkley Hall
Wigan
WN3 5NY

Head Teacher: Mr R Halford

Admission Number 2013	184
Age Range	11-16
DFE number	4035
Specialism	Engineering College
Telephone number	01942 204640
Website	www.hawkleyhall.wigan.sch.uk

Oversubscription Criteria

Where the school receives more applications than places available, the following admission criteria will be applied once places have first been allocated to pupils who have a statement of special educational needs which names the school:

1. Looked after children and previously looked after children.

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.

2. Children whose older brother or sister attends the school and will still be there at the time of admission
3. Other children living in the town of Wigan.
4. Other children who live closer to Hawkley Hall High School than the nearest alternative high school.
5. Other children living nearest to the school.

The town of Wigan refers to the Borough boundaries before Local Government reorganisation in 1974. You can phone the School Places Team for advice about this.

Tie-breaker

Where there are more children in one particular criterion than the number of places available, places will be allocated to the children who live nearest to the school. The distance will be measured in a straight line from the child's home address to a central point at the school using a Geographical Information System (GIS) which is based on ordnance survey.

Occasionally, the distance from home to school is the same for more than one child (for example, if more than one child lives in the same block of flats). In these cases, we will use a system to randomly pick who will be offered a place.

If we offer the last place available at the school to one of twins (or triplets, and so on), our policy is to admit the other twin or triplets too.

When considering your child's application, we will use the permanent home address we have for you at the closing date for applications. If parents are separated and the child spends time at each parent's address, the address we use for admission to school is that of the main carer. We use the address of the parent who receives the Child Benefit for this.

Brothers and Sisters

We will include:

- Half-brothers and half-sisters;
- Stepbrothers and step sisters; and
- Foster brothers and foster sisters;

who live at the same address as part of the same family unit.

Waiting lists

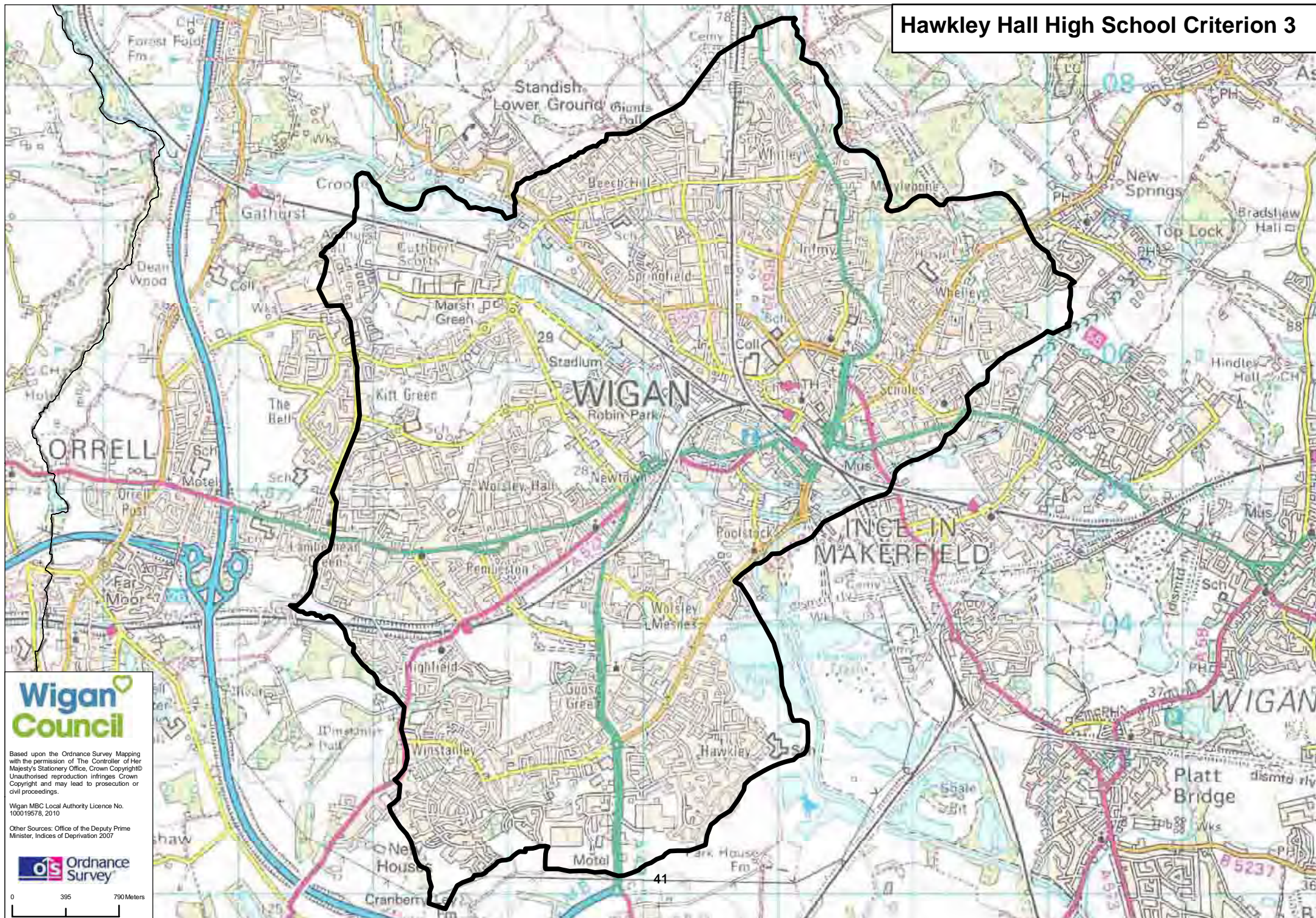
Places may become available at a school after the offer date. We will:

- Put all children who we refuse a place at one of their preferences on the waiting list for the school;
- Keep the list in priority order, decided by the oversubscription criteria for the school only;
- 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.

We cannot take into account the length of time a child's name has been on the waiting list, only the admission criteria for the school. This means that your child's position on the list may change if another parent asks to be put on the list and their child has higher priority in the oversubscription criteria.

Admission Number 2012	No. of preferences received by the closing date	Details of how places were allocated in each criteria as listed above	Final number admitted following any appeals or withdrawals (information correct at time of print)
184 (increased to 200 for 2012 intake only)	1 st preference: 218 2 nd preference: 70 3 rd preference: 40 Total: 328	Stated: 6 Criterion 1: 0 Criterion 2: 48 Criterion 3: 146 The last place was allocated to a pupil living 1.68 miles from the school.	204

Hawkey Hall High School Criterion 3



The Byrchall Hall High School

**Warrington Road
Ashton In Makerfield
Wigan
WN4 9PQ**

Head Teacher: Mr A Birchall

Admission Number 2013	235
Age Range	11-16
DFE number	4501
Specialism	Maths and Computing College

Telephone number	01942 728221
Website	www.byrchall.wigan.sch.uk

Oversubscription Criteria

Where the school receives more applications than places available, the following admission criteria will be applied once places have been first allocated to pupils who have a statement of special educational needs which names the school:

1. Looked After Children and previously looked after children. (Previously looked after 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.
2. Children with brothers or sisters who will be attending the school in the 2013-2014 school year.
3. Other children living in the Makerfield area including Ashton-in-Makerfield, Abram, Bryn Gates, Downall Green, Garswood, Golborne, Haydock, Hindley, Ince-in-Makerfield, Newton-le-Willows, North Ashton, Platt Bridge, Wargrave and Winstanley.
4. Other children living nearest to the school.

Tie Breaker

Where there are more children in one particular criterion than the number of places available, places will be allocated to the children who live nearest to the school. The distance will be measured in a straight line from the child's home address to a central point at the school using a Geographical Information System (GIS) which is based on ordnance survey.

Occasionally, the distance from home to school is the same for more than one child. For example, if more than one child lives in the same block of flats. In these cases, a system to randomly pick who will be offered a place will be used. The governing body

will use the system used by the local authority for community and controlled schools. A copy of the policy is available on request from the local authority.

Brothers and Sisters

Children with brothers or sisters who will be attending the school in the school year.

We will include:

- Half-brothers and Half-sisters;
- Stepbrothers and Stepsisters; and
- Foster brothers and Foster sisters,

who live at the same address as part of the same family unit.

Home Address

When considering an application, we will use the permanent home address at the closing date for applications. If parents are separated and the child spends time at each parent's address, the address we use for admission to schools is that of the main carer. We use the address of the parent who gets the Child Benefit for this.

Waiting List Policy

Places may become available at a school after the offer date of 1st March 2013. To decide which children have these places, we will:

- Put all children who we refused a place on the waiting list for the school;
- Keep the list in priority order, decided by the oversubscription criteria for the school only;
- Offer places that become available to the next child on the waiting list; and
- Keep the waiting list until the end of the Autumn term 2013.

We cannot take into account the length of time a child's name has been on the waiting, only the admission criteria for the school. This means that your child's position on the list may change if another parent asks to be put on the list and their child has higher priority in the admission criteria.

Admission Number 2012	No. of preferences received by the closing date	Details of how places were allocated in each criteria as listed above	Final number admitted following any appeals or withdrawals (information correct at time of print)
235	1 st preference: 213 2 nd preference: 360 3 rd preference: 152 Total: 725	All pupils who expressed a preference for the school were accommodated.	218

Community Schools

Bedford High School

Manchester Road
Leigh
WN7 2LU

Head Teacher: Mr S Preston

Admission Number 2013	242
Age Range	11-16
DFE number	4019
Specialism	Business and Enterprise College
Telephone number	01942 486386
Website	www.bedford.wigan.sch.uk

Oversubscription Criteria

Where the school receives more applications than places available, the following admission criteria will be applied once places have first been allocated to pupils who have a statement of special educational needs which names the school:

1. Looked after children and previously looked after children.

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.

2. Children whose older brother or sister attends the school and will still be there at the time of admission
3. Children living in Atherton, Leigh, Astley, Tyldesley and Mosley Common
4. Other children living nearest to the school

Tie-breaker

Where there are more children in one particular criterion than the number of places available, places will be allocated to the children who live nearest to the school. The distance will be measured in a straight line from the child's home address to a central point at the school using a Geographical Information System (GIS) which is based on ordnance survey.

If we offer the last place available at the school to one of twins (or triplets, and so on), our policy is to admit the other twin or triplets too.

Occasionally, the distance from home to school is the same for more than one child (for example, if more than one child lives in the same block of flats). In these cases, we will use a system to randomly pick who will be offered a place.

When considering your child's application, we will use the permanent home address we have for you at the closing date for applications. If parents are separated and the child spends time at each parent's address, the address we use for admission to school is that of the main carer. We use the address of the parent who receives the Child Benefit for this.

Brothers and Sisters

We will include:

- Half-brothers and half-sisters;
- Stepbrothers and step sisters; and
- Foster brothers and foster sisters;

who live at the same address as part of the same family unit.

Waiting lists

Places may become available at a school after the offer date. We will:

- Put all children who we refuse a place at one of their preferences on the waiting list for the school;
- Keep the list in priority order, decided by the oversubscription criteria for the school only;
- 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 2013.

We cannot take into account the length of time a child's name has been on the waiting list, only the admission criteria for the school. This means that your child's position on the list may change if another parent asks to be put on the list and their child has higher priority in the oversubscription criteria.

Admission Number 2012	No. of preferences received by the closing date	Details of how places were allocated in each criteria as listed above	Final number admitted following any appeals or withdrawals (information correct at time of print)
242	1 st preference: 134 2 nd preference: 172 3 rd preference: 201 Total: 507	For details of how places were allocated, please contact the school directly.	145

Cansfield High School

Old Road
Ashton-in-Makerfield
Wigan
WN4 9TP

Head Teacher: Mr M Southworth

Admission Number 2013	202
Age Range	11-16
DFE number	4015
Specialism	Language College
Telephone number	01942 727931
Website	www.cansfield.wigan.sch.uk

Oversubscription Criteria

Where the school receives more applications than places available, the following admission criteria will be applied once places have first been allocated to pupils who have a statement of special educational needs which names the school:

1. Looked after children and previously looked after children.

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.

2. Children whose older brother or sister attends the school and will still be there at the time of admission
3. Other children living in Ashton-in-Makerfield, and Garswood and North Ashton in St Helens.
4. Other children living nearest to the school.

Tie-breaker

Where there are more children in one particular criterion than the number of places available, places will be allocated to the children who live nearest to the school. The distance will be measured in a straight line from the child's home address to a central point at the school using a Geographical Information System (GIS) which is based on ordnance survey.

Occasionally, the distance from home to school is the same for more than one child (for example, if more than one child lives in the same block of flats). In these cases, we will use a system to randomly pick who will be offered a place.

If we offer the last place available at the school to one of twins (or triplets, and so on), our policy is to admit the other twin or triplets too.

When considering your child's application, we will use the permanent home address we have for you at the closing date for applications. If parents are separated and the child spends time at each parent's address, the address we use for admission to school is that of the main carer. We use the address of the parent who receives the Child Benefit for this.

Brothers and Sisters

We will include:

- Half-brothers and half-sisters;
- Stepbrothers and step sisters; and
- Foster brothers and foster sisters;

who live at the same address as part of the same family unit.

Waiting lists

Places may become available at a school after the offer date. We will:

- Put all children who we refuse a place at one of their preferences on the waiting list for the school;
- Keep the list in priority order, decided by the oversubscription criteria for the school only;
- 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.

We cannot take into account the length of time a child's name has been on the waiting list, only the admission criteria for the school. This means that your child's position on the list may change if another parent asks to be put on the list and their child has higher priority in the oversubscription criteria.

Admission Number 2012	No. of preferences received by the closing date	Details of how places were allocated in each criteria as listed above	Final number admitted following any appeals or withdrawals (information correct at time of print)
202	1 st preference: 172 2 nd preference: 160 3 rd preference: 106 Total: 438	All pupils who expressed a preference for the school were accommodated.	184

Rose Bridge High School

Holt Street
Ince
Wigan
WN1 3HD

Head Teacher: Mrs D Wood

Admission Number 2013	158
Age Range	11-16
DFE number	4017
Specialism	Science College

Telephone number	01942 510712
Website	www.rosebridge.wigan.sch.uk

Oversubscription Criteria

Where the school receives more applications than places available, The following admission criteria will be applied once places have first been allocated to pupils who have a statement of special educational needs which names the school:

1. Looked after children and previously looked after children.

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.

2. Children whose older brother or sister attends the school and will still be there at the time of admission
3. Children living in Ince, Aspull, Platt Bridge, Abram, Whelley and Scholes
4. Other children living nearest to the school

Tie-breaker

Where there are more children in one particular criterion than the number of places available, places will be allocated to the children who live nearest to the school. The distance will be measured in a straight line from the child's home address to a central point at the school using a Geographical Information System (GIS) which is based on ordnance survey.

If we offer the last place available at the school to one of twins (or triplets, and so on), our policy is to admit the other twin or triplets too.

Occasionally, the distance from home to school is the same for more than one child (for example, if more than one child lives in the same block of flats). In these cases, we will use a system to randomly pick who will be offered a place.

When considering your child's application, we will use the permanent home address we have for you at the closing date for applications. If parents are separated and the child spends time at each parent's address, the address we use for admission to school is that of the main carer. We use the address of the parent who receives the Child Benefit for this.

Brothers and Sisters

We will include:

- Half-brothers and half-sisters;
- Stepbrothers and step sisters; and
- Foster brothers and foster sisters;

who live at the same address as part of the same family unit.

Waiting lists

- Places may become available at a school after the offer date. We will:
- Put all children who we refuse a place at one of their preferences on the waiting list for the school;
- Keep the list in priority order, decided by the oversubscription criteria for the school only;
- 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.

We cannot take into account the length of time a child's name has been on the waiting list, only the admission criteria for the school. This means that your child's position on the list may change if another parent asks to be put on the list and their child has higher priority in the oversubscription criteria.

Admission Number 2012	No. of preferences received by the closing date	Details of how places were allocated in each criteria as listed above	Final number admitted following any appeals or withdrawals (information correct at time of print)
155	1 st preference: 103 2 nd preference: 90 3 rd preference: 74 Total: 267	All pupils who expressed a preference for the school were accommodated.	115

Shevington High School

Shevington Lane
Shevington
Wigan
WN6 8AB

Acting Head Teacher: Mr Peter Jones

Admission Number 2013	178
Age Range	11-16
DFE number	4027
Specialism	Technology College
Telephone number	01257 400990
Website	www.shevingtonhigh.org.uk

Oversubscription Criteria

Where the school receives more applications than places available the following admission criteria will be applied once places have first been allocated to pupils who have a statement of special educational needs which names the school:

1. Looked after children and previously looked after children.

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.

2. Children whose older brother or sister attends the school and will still be there at the time of admission
3. Other children living in Shevington.
4. Other children who live closer to Shevington High School than to the nearest alternative school.
5. Other children living nearest to the school.

Tie-breaker

Where there are more children in one particular criterion than the number of places available, places will be allocated to the children who live nearest to the school. The distance will be measured in a straight line from the child's home address to a central point at the school using a Geographical Information System (GIS) which is based on ordnance survey.

Occasionally, the distance from home to school is the same for more than one child (for example, if more than one child lives in the same block of flats). In these cases, we will use a system to randomly pick who will be offered a place.

If we offer the last place available at the school to one of twins (or triplets, and so on), our policy is the admit the other twin or triplets too.

When considering your child's application, we will use the permanent home address we have for you at the closing date for applications. If parents are separated and the child spends time at each parent's address, the address we use for admission to school is that of the main carer. We use the address of the parent who receives the Child Benefit for this.

Brothers and Sisters

We will include:

- Half-brothers and half-sisters;
- Stepbrothers and step sisters; and
- Foster brothers and foster sisters;

who live at the same address as part of the same family unit.

Waiting lists

Places may become available at a school after the offer date. We will:

- Put all children who we refuse a place at one of their preferences on the waiting list for the school;
- Keep the list in priority order, decided by the oversubscription criteria for the school only;
- Offer any place that become available to the next child on the waiting list; and
- Maintain the waiting list until the end of the autumn term.

We cannot take into account the length of time a child's name has been on the waiting list, only the admission criteria for the school. This means that your child's position on the list may change if another parent asks to be put on the list and their child has higher priority in the oversubscription criteria.

Admission Number 2012	No. of preferences received by the closing date	Details of how places were allocated in each criteria as listed above	Final number admitted following any appeals or withdrawals (information correct at time of print)
178	1 st preference: 119 2 nd preference: 219 3 rd preference: 172 Total: 510	All pupils who expressed a preference for the school were accommodated.	114

Standish Community High School

Kenyon Road
Off Preston Road
Standish
Wigan
WN6 0NX

Head Teacher: Mrs L Fox

Admission Number 2013	250
Age Range	11-16
DFE number	4034
Specialism	Languages, Maths and Computing College
Telephone number	01257 422265
Website	www.standishchs.wigan.sch.uk

Oversubscription Criteria

Where the school receives more applications than places available, the following admission criteria will be applied once places have first been allocated to pupils who have a statement of special educational needs which names the school:

1. Looked after children and previously looked after children.

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.

2. Children whose older brother or sister attends the school and will still be there at the time of admission
3. Other children living in Standish including Shevington Moor.
4. Other children living in Aspull, including New Springs and Haigh.
5. Other children living in former Wigan wards Beech Hill, Swinley and Whelley.
6. Other children who live closer to Standish Community High School than to the nearest alternative school.
7. Other children living nearest to the school.

Tie-breaker

Where there are more children in one particular criterion than the number of places available, places will be allocated to the children who live nearest to the school. The distance will be measured in a straight line from the child's home address to a central point at the school using a Geographical Information System (GIS) which is based on ordnance survey.

Occasionally, the distance from home to school is the same for more than one child

(for example, if more than one child lives in the same block of flats). In these cases, we will use a system to randomly pick who will be offered a place.

If we offer the last place available at the school to one of twins (or triplets, and so on), our policy is to admit the other twin or triplets too.

When considering your child's application, we will use the permanent home address we have for you at the closing date for applications. If parents are separated and the child spends time at each parent's address, the address we use for admission to school is that of the main carer. We use the address of the parent who receives the Child Benefit for this.

Brothers and Sisters

We will include:

- Half-brothers and half-sisters;
- Stepbrothers and step sisters; and
- Foster brothers and foster sisters;

who live at the same address as part of the same family unit.

Waiting lists

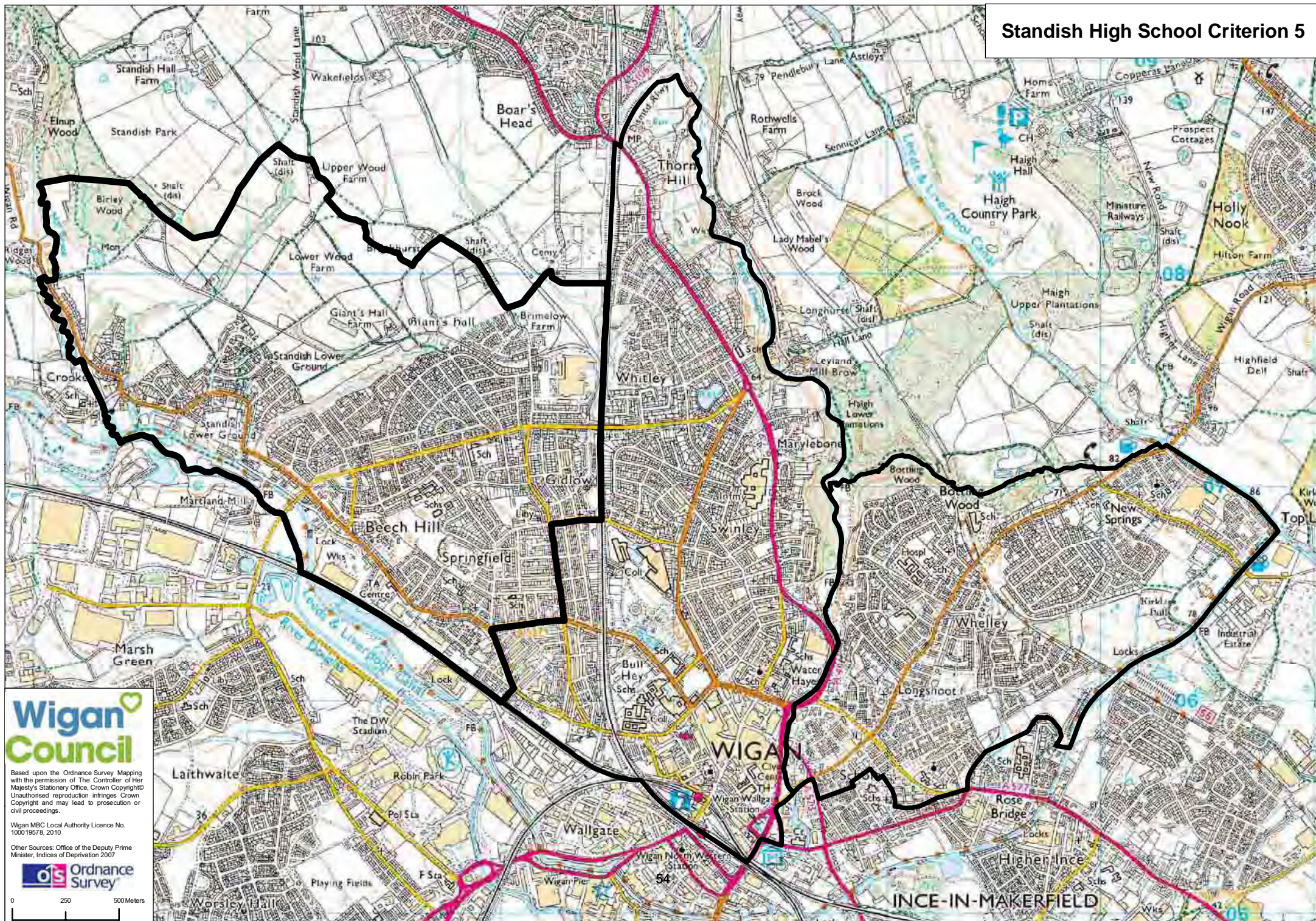
Places may become available at a school after the offer date. We will:

- Put all children who we refuse a place at one of their preferences on the waiting list for the school;
- Keep the list in priority order, decided by the oversubscription criteria for the school only;
- 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.

We cannot take into account the length of time a child's name has been on the waiting list, only the admission criteria for the school. This means that your child's position on the list may change if another parent asks to be put on the list and their child has higher priority in the oversubscription criteria.

Admission Number 2012	No. of preferences received by the closing date	Details of how places were allocated in each criteria as listed above	Final number admitted following any appeals or withdrawals (information correct at time of print)
250	1 st preference: 246 2 nd preference: 207 3 rd preference: 87 Total: 540	Statemented: 2 Criterion 1: 3 Criterion 2: 57 Criterion 3: 99 Criterion 4: 35 Criterion 5: 47 Criterion 6: 2 Criterion 7: 5 The last place was allocated to a pupil living 3.02 miles from the school.	248

Standish High School Criterion 5



Westleigh High School

Westleigh Lane
Leigh
WN7 5NL

Head Teacher: Mr J Banks

Admission Number 2013	156
Age Range	11-16
DFE number	4020
Specialism	Technology College
Telephone number	01942 202580
Website	www.westleighhigh.org.uk

Oversubscription Criteria

Where the school receives more applications than places available, The following admission criteria will be applied once places have first Been allocated to pupils who have a statement of special educational needs which names the school:

1. Looked after children and previously looked after children.

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.

2. Children whose older brother or sister attends the school and will still be there at the time of admission
3. Children living in WN7 5 and Atherton
4. Other children living in Leigh
5. Children living nearest to the school

Tie-breaker

Where there are more children in one particular criterion than the number of places available, places will be allocated to the children who live nearest to the school. The distance will be measured in a straight line from the child's home address to a central point at the school using a Geographical Information System (GIS) which is based on ordnance survey.

If we offer the last place available at the school to one of twins (or triplets, and so on), our policy is to admit the other twin or triplets too.

Occasionally, the distance from home to school is the same for more than one child (for example, if more than one child lives in the same block of flats).

In these cases, we will use a system to randomly pick who will be offered a place.

When considering your child's application, we will use the permanent home address we have for you at the closing date for applications. If parents are separated and the child spends time at each parent's address, the address we use for admission to school is that of the main carer. We use the address of the parent who receives the Child Benefit for this.

Brothers and Sisters

We will include:

- Half-brothers and half-sisters;
- Stepbrothers and step sisters; and
- Foster brothers and foster sisters;

who live at the same address as part of the same family unit.

Waiting lists

Places may become available at a school after the offer date. We will:

- Put all children who we refuse a place at one of their preferences on the waiting list for the school;
- Keep the list in priority order, decided by the oversubscription criteria for the school only;
- 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.

We cannot take into account the length of time a child's name has been on the waiting list, only the admission criteria for the school. This means that your child's position on the list may change if another parent asks to be put on the list and their child has higher priority in the oversubscription criteria.

Admission Number 2012	No. of preferences received by the closing date	Details of how places were allocated in each criteria as listed above	Final number admitted following any appeals or withdrawals (information correct at time of print)
156	1 st preference: 170 2 nd preference: 143 3 rd preference: 181 Total: 494	Statemented: 4 Criterion 1: 1 Criterion 2: 56 Criterion 3: 85 Criterion 4: 10 The last places was allocated to a pupil living 1.22 miles from the school.	154

Foundation Schools

Hindley High School

Mornington Road
Hindley
WN2 4LG

Head Teacher: Dr Ian Butterfield

Admission Number 2013	187
Age Range	11-16
DFE number	4026
Specialism	Arts College
Telephone number	01942 767704
Website	www.hindleyhs.wigan.sch.uk

Oversubscription Criteria

Where the school receives more applications than places available, the following admission criteria will be applied once places have first been allocated to pupils who have a statement of special educational needs which names the school.

1. Looked after children and previously looked after children
2. Children with brothers and/or sisters who will be attending the school at the time of admission
3. Other children living in Hindley, Hindley Green, Platt Bridge, Abram and Bickershaw
4. Other children living nearest to the school

Tie-breaker

Where there are more children in one particular criterion than the number of places available, places will be allocated to the children who live nearest to the school. The distance will be measured in a straight line from the child's home address to a central point at the school using a Geographical Information System (GIS) which is based on ordnance survey.

Occasionally, the distance from home to school is the same for more than one child. For example, if more than one child lives in the same block of flats. In these cases, a system to randomly pick who will be offered a place will be used. The governing body will use the system used by the local authority for community and controlled schools. A copy of the policy is available on request from the local authority.

Looked after children and previously looked after children

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.

Brothers and sisters

Children with brothers or sisters who will be attending the school in the school year. We will include: -

- half-brothers and half-sisters;
- stepbrothers and stepsisters; and
- foster brothers and foster sisters;
who live at the same address as part of the same family unit.

Home Address

When considering an application, we will use the permanent home address at the closing date for applications. If parents are separated and the child spends time at each parent's address, the address we use for admission to schools is that of the main carer. We use the address of the parent who gets the Child Benefit for this.

Waiting list

Places may become available at a school after the offer date. We will:

- Put all children who we refuse a place on the waiting list for the school;
- Keep the list in priority order, decided by the oversubscription criteria for the school only;
- Offer any place that become available to the next child on the waiting list; and
- Maintain the waiting list until the end of the autumn term in 2013.

We cannot take into account the length of time a child's name has been on the waiting list, only the admission criteria for the school. This means that your child's position on the list may change if another parent asks to be put on the list and their child has higher priority in the oversubscription criteria.

Admission Number 2012	No. of preferences received by the closing date	Details of how places were allocated in each criteria as listed above	Final number admitted following any appeals or withdrawals (information correct at time of print)
187	1 st preference: 152 2 nd preference: 87 3 rd preference: 61 Total: 300	All pupils who expressed a preference for the school were accommodated.	170

Golborne High School

Lowton Road
Golborne
WA3 3EL

Head Teacher: Mr D W Lythgoe

Admission Number 2013	171
Age Range	11-16
DFE number	4022
Specialism	Visual Arts College

Telephone number	01942 726842
Website	www.golbornehigh.wigan.sch.uk

Oversubscription Criteria

Where the school receives more applications than places available, the following admission criteria will be applied once places have first been allocated to pupils who have a statement of special educational needs which names the school:

1. Looked after children and previously looked after children.

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.

2. Children with brothers or sisters who will be attending the school in the 2013-14 school year.
3. Other children living in Golborne and Lowton.
4. Other children living nearest to the school.

Tie-breaker

Where there are more children in one particular criterion than the number of places available, places will be allocated to the children who live nearest to the school. The distance will be measured in a straight line from the child's home address to a central point at the school using a Geographical Information System (GIS) which is based on ordnance survey.

Occasionally the distance from home to school is the same for more than one child. For example, if more than one child lives in the same block of flats. In these cases, a system to randomly pick who will be offered a place will be used. The governing body will use the same system used by the local authority for community and controlled schools. A copy of the policy is available on request from the local authority.

Brothers and sisters

Children with brothers or sisters who will be attending the school in the school year. We will include:

- Half-brothers and half-sisters;
- Stepbrothers and stepsisters; and
- Foster brothers and foster sisters;

who live at the same address as part of the same family unit.

Home Address

When considering an application, we will use the permanent home address at the closing date for applications. If parents are separated and the child spends time at each parent's address, the address we use for admission to schools is that of the main carer. We use the address of the parent who gets the Child Benefit for this.

Waiting list policy

Places may become available at a school after the offer date of 1 March 2013. To decide which children have these places, we will:

- put all children who we refused a place at one of their preferences on the waiting list for the school;
- keep the list in priority order, decided by the oversubscription criteria for the school only;
- offer places that become available to the next child on the waiting list; and
- keep the waiting list until the end of the autumn term 2013.

We cannot take into account the length of time a child's name has been on the waiting list, only the admission criteria for the school. This means that your child's position on the list may change if another parent asks to be put on the list and their child has higher priority in the admission criteria.

Admission Number 2012	No. of preferences received by the closing date	Details of how places were allocated in each criteria as listed above	Final number admitted following any appeals or withdrawals (information correct at time of print)
171	1 st preference: 148 2 nd preference: 71 3 rd preference: 76 Total: 295	All pupils who expressed a preference for the school were accommodated.	152

Lowton Church of England High School

Newton Road
Lowton
WA3 1DU

Head Teacher: Mr J Shanahan

Admission Number 2013	150
Age Range	11-16
DFE number	4002
Specialism	Specialist Sports College
Telephone number	01942 767040
Website	www.lowtonhs.wigan.sch.uk

Oversubscription Criteria

Where the school receives more applications than places available, the following admission criteria will be applied once places have first been allocated to pupils who have a statement of special educational needs which names the school:

1. Looked after children and previously looked after children.

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.'

2. Children with brothers or sisters who will be attending the school at the time of admission. This includes full, half or step-brothers and sisters, foster brothers and sisters who are living at the same address as part of the same family unit. If we offer the last place available at the school to one of twins (or triplets, and so on), our policy is to admit the other twin or triplets.
3. Children attending primary schools in Lowton, Golborne, Leigh and Atherton.
4. Children from Christian Families who choose a Church of England secondary education and whose children have been baptised.
5. Other children living nearest to the school as measured by the Local Authority.

Tie-breaker

Where there are more children in one particular criterion than the number of places available, places will be allocated to the children who live nearest to the school, as measured by the Local Authority.

Occasionally, the distance from home to school is the same for more than one child (for example, if more than one child lives in the same block of flats). In these cases, we will use a system to randomly pick who will be offered a place. A copy of the policy is available on request from the local authority.

When considering your child's application, we will use the permanent home address we have for you at the closing date for applications. If parents are separated and the child spends time at each parent's address, the address we use for admission to school is that of the main carer. We use the address of the parent who receives the Child Benefit for this.

Waiting lists

Places may become available at a school after the offer date. We will:

- Put all children who we refuse a place on the waiting list for the school;
- Keep the list in priority order, decided by the oversubscription criteria for the school only;
- Offer any place that become available to the next child on the waiting list; and
- Maintain the waiting list until the end of the autumn term in 2012.

We cannot take into account the length of time a child's name has been on the waiting list, only the admission criteria for the school. This means that your child's position on the list may change if another parent asks to be put on the list and their child has higher priority in the oversubscription criteria.

Admission Number 2012	No. of preferences received by the closing date	Details of how places were allocated in each criteria as listed above	Final number admitted following any appeals or withdrawals (information correct at time of print)
230	1 st preference: 124 2 nd preference: 189 3 rd preference: 165 Total: 478	All pupils who expressed a preference for the school were accommodated.	144

Voluntary Aided Catholic Schools

St Edmund Arrowsmith Catholic High School

Rookery Avenue
Ashton-In-Makerfield
Wigan
WN4 9PF

Head Teacher: Mr P Phillips

Admission Number 2013	240
Age Range	11-16
DFE number	4615
Specialism	Technology and Music College
Telephone number	01942 728651
Website	www.arrowsmith.wigan.sch.uk

Oversubscription Criteria

Where the number of applications exceeds the number of places available the Governing Body will apply the following over-subscription criteria.

Please note the following point: All reference to Catholic children means baptised Catholic children.

1. Baptised Catholic looked after children and previously looked after children.*
2. Baptised Catholic children living in the designated Parish(es) named in Section 3 of "Admissions Policy and Arrangements" and have received their primary education at a Catholic school.
3. Baptised Catholic brothers and sisters of children who are in attendance at St. Edmund Arrowsmith High School at the time of likely admission. This includes Catholic full, half or stepbrothers and sisters, foster brothers and sisters and children who are living at the same address and are part of the same family unit.
4. Baptised Catholic children from other Catholic parishes who have attended Catholic primary schools.
5. Baptised Catholic children living in the Parishes who attend non-Catholic primary Schools.
6. Looked after children and previously looked after children who are other than Catholic.*
7. Children who are other than Catholic who are brothers and sisters of children who are in attendance at St. Edmund Arrowsmith High School at the time of likely

admission. This includes other than Catholic full, half or stepbrothers and sisters, foster brothers and sisters and children who are living at the same address and are part of the same family unit.

8. Children of other Christian denominations. Proof of Baptism in form of Baptismal Certificate or confirmation in writing that the applicant is a member of their Faith community from an appropriate Minister of Religion is required.
9. Children of other faiths. An appropriate Minister of Religion would need to confirm in writing that the applicant is a member of their faith group.
10. Children whose parents express a preference for a place at the school.

*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.

Tie Breaker

In the event of over subscription in the number of applications made under any of the categories above then the admissions committee will offer places first to children living nearest to the school measured in a straight line from the front door of the school to the child's home address.

Admission Arrangements

1. All applications will be considered at the same time and after the closing date.
2. Parents will be informed, by letter, of the decision of the Admissions Committee. The letter will be provided by the L.A. on behalf of the Governing Body.
3. If the application has not been successful the letter will give reasons for the decision, will inform parents of their right of appeal and give guidance on how that appeal should be made.
4. A waiting list for children who have not been offered a place will be kept and will be ranked according to the Admission Criteria. The waiting list which will not be operated for longer than the end of the first term of Year 7.

Admission Number 2012	No. of preferences received by the closing date	Details of how places were allocated in each criteria as listed above	Final number admitted following any appeals or withdrawals (information correct at time of print)
240	1 st preference: 241 2 nd preference: 145 3 rd preference: 133 Total: 519	For details of how places were allocated, please contact the school directly.	240

St John Fisher Catholic High School

Baytree Road
Springfield
Wigan
WN6 7RN

Head Teacher: Mr R Ward

Admission Number 2013	200
Age Range	11-16
DFE number	4609
Specialism	Performing Arts College

Telephone number	01942 510715
Website	www.sjf.wigan.sch.uk

Oversubscription Criteria

Where the number of applications exceeds the number of places available, the Governing Body will apply the following over-subscription criteria.

1. Baptised Catholic children who are looked after, or have been previously looked after.

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.

2. Baptised Catholic children living in the designated Parishes or former Parishes named below: St John's, St Mary's, St Patrick's, Sacred Heart, St Williams, St Edwards, St Jude's and that part of St Cuthbert's parish to the east of Norley Hall Avenue and Enfield Street.
3. Baptised Catholic children who have a brother or sister at the school at the time of likely admission. This includes full, half or step-brothers and sisters, adopted children, foster brothers and sisters, a child of the parent/carer's partner, and in every case children who are living at the same address and are part of the same family unit.
4. Other Baptised Catholic children.
5. Children who are looked after, or children who have been previously looked after who are not baptised Catholics. (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).

6. Children who are other than baptised Catholic who have a brother or sister at the school at the time of likely admission and are in attendance at a Catholic primary school in a designated parish or former parish (see 2 above). This includes full, half or step-brothers and sisters, adopted children, foster brothers and sisters a child of the parent/carer's partner, and in every case children who are living at the same address and are part of the same family unit.
7. Children who are other than baptised Catholic who have a brother or sister at the school at the time of likely admission. This includes full, half or step-brothers and sisters, adopted children, foster brothers and sisters a child of the parent/carer's partner, and in every case children who are living at the same address and are part of the same family unit.
8. Children who are baptised in other Christian denominations and are in attendance at a Catholic primary school in a designated parish or former parish (see 2 above). Proof of Baptism in the form of a Baptismal Certificate or confirmation in writing that the applicant is a member of their Faith community from an appropriate Minister of Religion is required.
9. Children who are baptised in other Christian denominations. Proof of Baptism in the form of a Baptismal Certificate or confirmation in writing that the applicant is a member of their Faith community from an appropriate Minister of Religion is required.
10. Children of other faiths who are in attendance at a Catholic primary school in a designated parish or former parish (see 2 above). An appropriate Faith Leader would need to confirm in writing that the applicant is a member of their faith group.
11. Children of other faiths. An appropriate Faith Leader would need to confirm in writing that the applicant is a member of their faith group.
12. Children whose parents express a preference for a place at the school and are in attendance at a Catholic primary school in a designated parish or former parish (see 2 above).
13. Children whose parents express a preference for a place at the school.

Tie Breaker

In the event of any over-subscription in the number of applications made under any of the categories above, then the Admissions Committee will offer places first to children living nearest the school in a straight line from the house/flat to the main front door of the school, situated on Baytree Road and using a Geographical Information System (GIS).

PARENTS MUST COMPLETE THE LOCAL AUTHORITY COMMON APPLICATION FORM AND WHERE APPLICABLE THEY ARE STRONGLY ADVISED TO COMPLETE THE SCHOOL SUPPLEMENTARY FORM FOR EACH CATHOLIC SCHOOL FOR WHICH THEY APPLY. FAILURE TO DO THIS MAY MEAN THE

GOVERNORS DO NOT HAVE INFORMATION ABOUT THEIR FAITH COMMITMENT WHEN CONSIDERING THEIR APPLICATION.

Admission Number 2012	No. of preferences received by the closing date	Details of how places were allocated in each criteria as listed above	Final number admitted following any appeals or withdrawals (information correct at time of print)
200	1 st preference: 198 2 nd preference: 136 3 rd preference: 127 Total: 461	For details of how places were allocated, please contact the school directly.	200

St Marys Catholic High School

Manchester Road

Astley

Tyldesley

M29 7EE

Head Teacher: Mr A Dawson

Admission Number 2013	260
Age Range	11-18
DFE number	4615
Specialism	Mathematics and Computing College

Telephone number	01942 884144
Website	www.st-maryshigh.wigan.sch.uk

Oversubscription Criteria

Where the number of applications exceeds the number of places available the Governing Body will apply the following over-subscription criteria:

1. Baptised Catholic children who are in the care of the Local Authority or have previously been in the care of the Local Authority *(looked after children).
2. Baptised Catholic children living in the designated Pastoral Areas of St. Edmund Arrowsmith and St. Margaret Clitherow (formerly the parishes of St. Ambrose Barlow, St. Joseph's, Sacred Heart – Atherton, Sacred Heart – Leigh, Holy Family, XII Apostles, Our Lady of the Rosary, St. Richard's and St. Gabriel's).
3. Baptised Catholic children who have a brother or sister at the school at the time of likely admission. This includes full, half or step-brothers and sisters, foster brothers and sisters and children who are living at the same address and are part of the same family unit.
4. Baptised Catholic children living in other Catholic parishes.
5. Children who are in the care of the Local Authority or have previously been in the care of the Local Authority *(looked after children) other than Catholic
6. Children who are other than Catholic who have a brother or sister at the school at the time of likely admission. This includes full, half or step-brothers and sisters, foster brothers and sisters and children who are living at the same address and are part of the same family unit.
7. Children demonstrating a commitment to other Christian denominations. Providing evidence of either Baptism; in the form of a Baptismal Certificate or confirmation that the applicant is a member of their faith community from an appropriate faith leader or commitment evidenced by attendance at a faith school at the time of

application. Priority will be given to students attending the 8 Catholic Primary Schools within the two Pastoral Areas (see Category 2 above).

8. Children of other faiths. An appropriate Faith Leader would need to confirm in writing that the applicant is a member of their faith group.

9. Children whose parents express a preference for a place at the school.

* 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.”

Tie-breaker

In the event of any over-subscription in the number of applications made under any of the categories above then the admissions committee will offer places first to children living nearest to the school measured in a straight line from the home address to the reception entrance of the school.

Waiting List

A waiting list for children who have not been offered a place will be kept and will be ranked according to the Admissions Criteria. Parents will be informed of their child's position on the waiting list which will not be operated for longer than the end of the Autumn term.

N.B. Please note that a child's position on the waiting list may change if another parent asks to be placed on the list and their child has a higher priority in the published admissions criteria.

- The home address of a pupil is considered to be the permanent residence of a child. The address must be the child's only or main residence. Documentary evidence may be required – e.g. child benefit payment address.
- Where care is split equally between mother and father, parents must name which address is to be used for the purpose of allocating a school place.
- Late applications (those received after the closing date) will only be considered after those received by the closing date.

PARENTS MUST COMPLETE THE LOCAL AUTHORITY COMMON APPLICATION FORM AND WHERE APPLICABLE THEY ARE STRONGLY ADVISED TO COMPLETE THE SCHOOL SUPPLEMENTARY FORM FOR EACH CATHOLIC SCHOOL FOR WHICH THEY APPLY. FAILURE TO DO THIS MAY MEAN THE GOVERNORS DO NOT HAVE INFORMATION ABOUT THEIR FAITH COMMITMENT WHEN CONSIDERING THEIR APPLICATION.

Sixth Form Entry Requirements 2013

Each year up to 200 students are admitted into Year 12 at the age of 16, up to 30 of which may be external candidates. Places are allocated on the basis of academic suitability for the selected curriculum pathway using criteria that will be published annually in the Sixth Form Prospectus. In the case of over-subscription priority will be given to Looked After Children (children who are in the care of the L.A. or have previously been in the care of the L.A.*) with precedence being given to Catholic then other than Catholic, and students progressing from St Mary's Catholic High School.

Admission Number 2013	No. of preferences received by the closing date	Details of how places were allocated in each criteria as listed above	Final number admitted following any appeals or withdrawals (information correct at time of print)
260	1 st preference: 297 2 nd preference: 208 3 rd preference: 111 Total: 616	For details of how places were allocated, please contact the school directly.	264

St Peters Catholic High School

Howards Lane
Orrell Post
Wigan
WN5 8NU

Head Teacher: Mr Andrew McGlown

Admission Number 2013	180
Age Range	11-16
DFE number	4614
Specialism	Visual Arts College
Telephone number	01942 747693
Website	www.saintpetershigh.wigan.sch.uk

Oversubscription Criteria

Where the number of applications exceeds the number of places available the Governing Body will apply the following over-subscription criteria

1. Baptised Catholic children who are in the care of the Local authority (looked after and previously looked after children).
2. Baptised Catholic children living in the designated Parishes of St. Bernadette's, Shevington; St. Marie's, Standish; St. James', Orrell; St. Joseph's, Wrightington; St. Mary's, Birchley; St. Teresa's, Up Holland; St. Cuthbert's, Norley Hall (that part of the parish to the west of and including Norley Hall Avenue and Enfield Street).
3. Baptised Catholic children who will have a brother or sister at the school at the time of likely admission. This includes full, half or stepbrothers and sisters, adopted and foster brothers and sisters or children of the parent/carer's partner, and in every case who are living at the same address and are part of the same family unit.
4. Baptised Catholic children living in other Catholic parishes.
5. Children who are in the care of the Local Authority (looked after and previously looked after children) other than Catholic.
6. Children who are other than Catholic who have a brother or a sister at the school at the time of likely admission. This includes full, half or stepbrothers and sisters, adopted and foster brothers and sisters or children of the parent/carer's partner, and in every case who are living at the same address and are part of the same family unit.
7. Children from other Christian denominations. Proof of Baptism in the form of Baptismal Certificate or confirmation in writing that the applicant is a member of their Faith community from an appropriate Minister of Religion is required.
8. Children of other Faiths. An appropriate Minister of Religion would need to confirm in writing that the applicant is a member of their Faith group.
9. Children whose parents express a preference for a place at the school.

Tie Breaker

In the event of any over-subscription in the number of applications made under any of the categories above then the Admissions Committee will offer places first to children living nearest to the school measured in a straight line from the house/flat to the main front entrance of the school as measured by the Local Authority using a Geographical Information System (GIS), with those living closer to the school receiving higher priority.

Priority in Criterion 2 will be determined firstly on the Catholic children in this category who have an older brother or sister attending St. Peter's school on the date at which they will enter school and then on the proximity ruling described above.

Waiting Lists

We cannot take into account the length of time a child's name has been on the waiting list, only the admission criteria for the school. This means that your child's position on the list may change if another parent asks to be put on the list and their child has higher priority in the admissions criteria.

A waiting list for children who have not been offered a place will be kept and will be ranked according to the Admission Criteria; the waiting list will operate until the end of the first term.

Notes:

- The home address of a pupil is considered to be the permanent residence of a child. The address must be the child's only or main residence. Documentary evidence may be required – e.g. Child Benefit payment address.
- Where care is split equally between mother and father, the address on your Child Benefit book or the child's medical card will be used as the child's address.
- Looked after children and previously looked after children.

'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'.

PARENTS MUST COMPLETE THE LOCAL AUTHORITY COMMON APPLICATION FORM AND THE SCHOOL SUPPLEMENTARY FAITH FORM.

Admission Number 2012	No. of preferences received by the closing date	Details of how places were allocated in each criteria as listed above	Final number admitted following any appeals or withdrawals (information correct at time of print)
179	1 st preference: 218 2 nd preference: 138 3 rd preference: 102 Total: 458	For details of how places were allocated, please contact the school directly.	192

Voluntary Aided CE School

The Deanery CE High School

Frog Lane
Wigan
WN1 1HQ

Head Teacher: Mr S Brierley

Admission Number 2013	240
Age Range	11-16
DFE number	4608
Specialism	Technology College
Telephone number	01942 768801
Website	www.deanery.wigan.sch.uk

Oversubscription Criteria

1 The Deanery CE High School is a Church of England High School. Because of this:

- the Governors decide the school's Admissions Policy, and
- the Governors decide who is offered a place at the school.

In addition, the Local Authority co-ordinates Admissions across Wigan.

2 Normally, children start at The Deanery in the September of Year 7 and the September of Year 12. Children can start in other year-groups or at other times of the year; these are called "in-year" admissions (see below).

3 For September 2013, there are 240 places for Year 7 children.

- If 240 children (or less) apply to The Deanery, all will be offered a place.
- If more than 240 children apply, places will be offered in the following order.
Places will be offered to:

A children with a Statement of Special Education Needs, as long as the Statement names The Deanery as the pupil's school; then

B children in Public Care, including previously looked after children (i.e. children who were looked after, but ceased to be so because they were adopted, became subject to a residence order or special guardianship order - applications in this category must be supported with appropriate evidence, i.e. a copy of the adoption order, residence order or special guardianship order); then

C children with special medical or social needs where those needs can best be met at The Deanery CE High School, as long as evidence from a suitably qualified

professional (eg a doctor or a social worker) is given to the school. This evidence must set out the reasons why The Deanery is the school most suited to meet the child's needs; then

- D children who will have an older brother or sister at The Deanery in Years 8, 9, 10 or 11 in September 2013; then
- E children who are regular worshippers at a Christian church, as long as this is confirmed by the church leader (such as the priest); then
- F children who are active members of another World Faith community, as long as this is confirmed by the community's leader (for example, the imam); then
- G children who express a preference for a place at the school on their Local Authority form.

Distance Tie-Break

Within each group A to G above, children who live nearer the school will be offered a place first. The distance will be measured in a straight line from the child's home address to the school's Pupil Entrance, using a Geographical Information System. Occasionally the distance from home to school is the same for more than one child (eg if two children live in the same block of flats). In these cases, the Local Authority will prioritise these children on a random basis.

When parents apply for a place, they must give the correct permanent address. This is where the child and parent, or person with care of the child, or the person with parental responsibility, normally live. If the child's parents are separated and the child spends time at each parent's address, the address we use for admission to school is that of the main carer. We use the address of the parent who gets the Child Benefit to determine this. We may carry out checks to confirm that addresses are genuine. We may ask to see two forms of evidence of a child's permanent address at the closing date for applications such as:

- where the registration for council tax is held, and/or
- a utility bill which can be gas, electricity or water

Any evidence provided must establish that the parent or main carer lived at this address at the closing date for applications. If there is a temporary change of address, for example, if someone has gone to live with a relative etc, this address cannot be used. When considering a child's application, we use the permanent home address we have on file at the closing date for applications.

Brothers and Sisters

In category D, we mention "an older brother or sister". In line with the Local Authority definition, we will count:

- brothers and sisters;
- half-brothers and half-sisters;
- stepbrothers and stepsisters; and

- foster brothers and foster sisters

who live at the same address as part of the same family unit as “an older brother or sister”.

Christian Churches

In Category E, we mention “regular worshippers at a Christian Church”. “Regular worshippers” means any child who has attended a church service, or a youth activity organised by church (such as Sunday School), at least 12 times in the 12 months before the application is made. A Christian Church is any church in membership of, or sharing the statement of belief (‘the Basis’), of Churches Together in England. Children will only be offered a place as a “regular worshipper” if the church leader (for example, the priest, minister or vicar) signs the Local Authority or supplementary form to confirm the child’s Church attendance.

Other World Faiths

In Category F, we mention “another World Faith”. This means any recognised world-wide religion, such as:

- Buddhism
- Hinduism
- Judaism
- Islam
- Sikhism
- Mormonism, Jehovah’s Witnesses, etc.

This is not an exclusive list. Children will only be offered a place as an “active member of another World Faith community” if the community’s leader (such as an imam or rabbi) signs the Local Authority or supplementary form to confirm the child’s active membership of the faith community concerned.

Applications from twins, triplets etc

If a twin or triplet etc is offered a place at The Deanery, then the other twin, triplet(s) etc will also be offered a place. Very occasionally this may result in more than 240 places being offered.

Unsuccessful Applications

All unsuccessful applicants will be offered a chance to appeal. The Appeal is heard by a panel independent of the school.

Unsuccessful applications for the normal round of admissions into Year 7 will be held in a waiting-list. The waiting-list is kept in categories using the same criteria described above. In the event of a place becoming available, the Admissions process will be run again to determine which applicant is offered a place. The waiting-list for the normal round of admissions will be maintained until the Christmas of Year 7. No waiting-list will be kept for any other year-group.

Sixth Form Admissions

Each year up to 200 students are admitted to Year 12 at the age of 16, up to 80 of who may be external applicants. Any Looked After Child who meets the admissions criteria for the courses they have chosen will automatically be offered a place. The remaining places will be awarded on the basis of academic suitability for the courses that will run, using criteria that will be published in the Sixth Form Prospectus, and measured in the first instance by GCSE results. GCSE results will be used as an over-subscription criterion should this prove necessary; children with the best average GCSE grade will be admitted.

Admission Number 2012	No. of preferences received by the closing date	Details of how places were allocated in each criteria as listed above	Final number admitted following any appeals or withdrawals (information correct at time of print)
250	1 st preference: 210 2 nd preference: 320 3 rd preference: 266 Total: 796	All pupils who expressed a preference for the school were accommodated.	230

Admission arrangements for Hope Academy St Helens

Hope Academy is a joint Catholic and joint Church of England Academy that opened in September 2011. It has been formed to replace Newton Community High School and St.Aelred's Catholic Technology College.

Hope Academy

Ashton Road
Newton-Le-Willows
Merseyside
WA12 0AQ

Principal: Mr J Gannon

Admission Number 2013	270
Age Range	11-18
DFE Number	4803
Specialism	Sustainability
Telephone number	01744 671930
Website	www.hopeacademy.org.uk

Procedures where the Hope Academy is oversubscribed

Where the number of applications for admission is, greater than the published admissions number, applications will be considered against the criteria set out below. After the admission of pupils with Statements of Special Educational Needs, where the Hope Academy is named on the Statement, the criteria will be applied in the order in which they are set out below:

- a) children who are in public care or who were previously in public care;
- b) children in receipt of 'Enhanced Action Plus' funding for whom the LA has indicated that the Academy is the most appropriate educational establishment because of their special educational needs;
- c) after the application of criteria (a) and (b), places will be allocated on the following basis:

Catholic Places

50% of the remaining places, in order of priority to:

- i) **Baptised Catholic children living in the designated Catholic Parishes of:

St David, Newton-le-Willows; St Mary & St John, Newton-le-Willows; St Patrick, Newton-le-Willows; All Saints, Golborne; St Catherine of Siena, Lowton; St Lewis, Croft; St Paul of the Cross, Burtonwood*

*Pupils attending St Paul of the Cross Primary School and living in the Kingswood area of West Warrington or in the 'Spa Towns' are bounded by Burtonwood Road, Burma Road and Whittle Avenue (formerly in St Joseph's Parish) have admission to St Gregory's High School, Warrington (Warrington LA).

- ii) **Baptised Catholic children living in parishes other than the designated parishes but attending one of the associate Primary Schools of the designated Catholic Parishes:

St Mary's Catholic Junior School (Newton); All Saints Catholic Primary (Golborne); St Catherine's Catholic Primary (Lowton); St Lewis' Catholic Primary; St Paul of the Cross RC Primary*

**Baptised Catholic' means, within the policies and practices relating to school admission, any child who, before the due date of application, is a baptised Catholic or who, having been baptised into another Christian denomination whose baptisms are recognised by the Catholic Church, has subsequently been formally received into the Catholic Church.

For a child to be considered as a Catholic, evidence of a Catholic Baptism (I.E. Baptismal Certificate) or reception into the Church will be required, in accordance with the Archdiocesan Advice on this matter. A copy of the Advice may be obtained at the school.

Community Places

50% of the remaining places in order of priority to:

- (i) Children who attend the associated Church of England and Community Schools:

Lyme Community Primary; Newton-le-Willows Primary; St Peter's Church of England Primary; The District Church of England Primary; Wargrave Church of England Primary.

If either Catholic or Community applicants are undersubscribed in criterion (c), any remaining places will be allocated to the other sector before the application of criteria (d) to (g)

After the application of criterion (c), any remaining places will be allocated in order of priority to:

- d) non-Catholic children attending one of the associate Primary Schools of the designated Catholic Parishes:

St.Mary's Catholic Junior School (Newton), All Saints Catholic Primary (Golborne), St.Catherine's Catholic Primary (Lowton), St.Lewis' Catholic Primary. *St.Paul of the Cross RC Primary

- e) children who have a brother or sister at the Academy at the time of likely admission. The brother or sister must have entered the Academy in Years 7 to 11: This includes full, half or stepbrothers and sisters, adopted and foster brothers and sisters, or children of the parent/carer's partner and, in every case, who are living at the same address and are part of the same family unit;
- f) children whose parents regularly worship in a recognised faith community Regular attendance shall be defined as at least once a month for at least 6 months before application. This would need to be supported by a reference / letter from a leader of that faith community and submitted by the parent with their application form;
- g) children whose parents express a preference for a place at the Academy.

Tie-Break

In the event of any oversubscription in the number of applications made under any of the categories above, the Academy will offer places first to children whose *family home is nearest the school. The measurement shall be done by the Local Authority in a straight line using a Geographical Information System (GIS) based on Local Land and Property Gazetteer (LLPG) data and the National Grid co-ordinates for the family home and the Academy.

Where the tie-break does not distinguish between applicants, e.g. children living in the same block of flats, random allocation will be used. This will be done by drawing lots and supervised by someone independent of the Academy.

Special Conditions for Twins (etc.)

Where the final place in a year group is offered to one of twins (or triplets etc.), the Governing Body will not apply the tie-break as it will admit the other twin etc. too, even if that means going above the admission number for the Academy.

How places were allocated for September 2012:

Places were allocated as follows:

Admission Number	Total number of applications: First, Second and Third preferences	How places were allocated	Final number of places allocated after late applications, changes of preference and appeals
270	Total: 360 First Preference 225 Second Preference 83 Third Preference 52	Criterion a 1 Criterion b 0 Criterion c 197 Criterion d 11 Criterion e 3 Criterion f 0 Criterion g 13	225

Please be aware that how places are allocated can substantially change from year to year.

Community Special Schools

This list is for information only. The following schools should not be named as preferences on your Wigan Council Secondary School Application Form.

For important information about children with a Statement of Special Educational Needs see part 1. If you need any further information please contact the Access and Inclusion Team on 01942 486132.

Hope School		
Kelvin Grove, Marus Bridge, Wigan WN3 6SP Tel: 01942 824150	Headteacher	Mr J P R Dahlstrom
	Age range	2-19
enquiries@admin.hope.wigan.sch.uk		
Caters for children and young people with complex needs (inc PMLD)		

New Green Hall School		
Green Hall Close, Atherton M46 9HP Tel: 01942 883928	Headteacher	Ms E Loftus
	Age range	2-14
enquiries@admin.newgreenhall.wigan.sch.uk		
Caters for children and young people with severe and complex needs		

Oakfield High School		
Long Lane, Hindley Green, Wigan WN2 4XA Tel: 01942 776142	Headteacher	Mrs C Taylor
	Age range	11-19
enquiries@admin.oakfield.wigan.sch.uk		
Caters for children and young people with complex needs		

Newbridge Learning Community		
Moss Lane, Platt Bridge, Wigan WN2 3TL Tel: 01942 776020	Headteacher	Mrs E Kucharski
	Age range	11-16
enquiries@admin.newbridge.wigan.sch.uk		
Caters for children and young people with emotional, behavioural and social difficulties		

Landgate		
Landgate Lane, Bryn, Wigan WN4 0EP Tel: 01942 776688	Headteacher	Mrs J Sharps
	Age range	4-19
enquiries@admin.Landgate.wigan.sch.uk		
Caters for children and young people with Autistic Spectrum Disorder or related severe communication difficulties		

Part 5 - Transfer between secondary schools

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

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.

If you are thinking of moving house and your child would have to change school, there may not be places available at the school you want. The School Organisation Team will be able to tell you which schools are full or have places. Some schools are full in all or most year groups and we cannot guarantee there will be a place available in the area you plan to move to.

How to apply for a transfer of school

If you live in Wigan the School Organisation Team will deal with your in year application (application part way through the year).

If you want to apply to transfer your child please fill in the Wigan Council In year Application Form. This form is available on our website at www.wigan.gov.uk. The School Organisation Team will also send you a copy if you ask. You can contact them by phoning 01942 486040.

You can name up to three schools in order of preference, either in Wigan or another local authority area. If you name a school in another local authority area we will deal with the other local authority for you.

We will write to let you know the outcome of your application. All schools have an admission limit for each year group. If we cannot offer your child a place at the school you want and you live in Wigan, we will offer a place at another school. You may want to keep your child at their current school. You have the right to appeal if we refuse you a place at a school. For more information on appeals, see part 4. If you are making an appeal for a school and a place becomes available before your appeal is heard, we will consider your application alongside any other applications for the school.

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

Offers of school places

You need to inform the school within two weeks of the offer date whether you want to accept the place we offer you. If you do not the place may be withdrawn.

Once we have offered you a place at a school, your child must start within four school weeks. If they do not, we will withdraw the place. If you still want your child to move to the school, you will need to apply again. Please bear this in mind if you are in the process of moving house.

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 Corporate Director of People Services: Children, Adults and Families will use our Fair Access Protocol to allocate a place at a community, voluntary-controlled, foundation or voluntary-aided (church) school, even if the year group is full.

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