

# **Applying for a place at Secondary School 2021/22**

Information for parents/carers

# **Applying for a place at Secondary School 2021-22. Information for parents and carers.**

**Please read this booklet very carefully because it:**

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

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

**The information in this booklet was correct at the time it was published. If there are any changes, we will update the information and take appropriate steps to let you know.**

**If you need any help with your application, please contact:**

**School Organisation Team  
People Directorate  
Wigan Council  
PO Box 100  
Wigan  
WN1 3DS**

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

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# 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 (**31st October 2020**).
- There are clear, simple instructions to guide you through making your application.
- The service is available 24 hours a day, seven days a week during the application period – 11th September 2020 to 31st October 2020.

## **What will I need to apply online?**

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

## **What if I haven't got internet access?**

- You can use a computer at a library – we recommend that you book this service beforehand.

## **How do I access the online service?**

- You will receive a letter giving you details on how to access the online service. Or, you can go to our [website and follow the links](#).

## **If you need any help or guidance using the online service, please contact us:**

- by phone on 01942 489013 - 8am to 6pm Monday to Friday; or
- by e-mail at [schoolplaces@wigan.gov.uk](mailto:schoolplaces@wigan.gov.uk).

# Part 1 – Applying for a secondary school place

## Timetable

If your child is in year 6 in September 2020, he or she will transfer to secondary school at the start of the new school year in September 2021. The timetable for the application process is as follows.

<b>September 2020</b>	<b>Admissions information circulated Online application service opens</b>
<b>31st October 2020</b>	<b>Closing date for applications</b>
<b>October 2020 to February 2021</b>	<b>Applications processed</b>
<b>1st March 2021</b>	<b>National offer day</b>
<b>30th March 2021</b>	<b>Closing date for appeals</b>
<b>May - June 2021</b>	<b>Appeals heard</b>
<b>September 2021</b>	<b>Admission to school</b>

# How to apply

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

Phone: 01942 489013

E-mail: [schoolplaces@wigan.gov.uk](mailto:schoolplaces@wigan.gov.uk)

[There is also information on our website.](#)

## 1. Application information

In September 2020 we will send information about how to apply for a secondary school place to the parents of children in year 6 who live in Wigan.

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 submit an application by the closing date, **31st October 2020**.

If you are unable to **apply online** you can contact the School Organisation Team to request a copy of the **Wigan Council secondary school application form**. You can give three preferences of school in order of priority. You will only be considered for schools you name as a preference.

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 may be interested in.

If you only give one preference and we cannot offer your child a place, we can only offer the nearest school to your child's home with an available place. Your child may miss out on a place at another school that you prefer.

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

## Reasons for Preference

Parents are able to include reasons for their preference when making an application. Your reasons for choosing a particular school are not considered during the allocation process. Only information relevant to the school's oversubscription criteria entered on the correct part of the application form will be considered. Please check your application carefully before submission to ensure that you have entered these details correctly, for example, siblings, looked after status and Education, Health and Care Plan.

If you include reasons for preference, they will be submitted to the independent appeal panel should you be refused a place and take up your right of appeal.

## 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.**

Online applicants must complete and return a separate Catholic supplementary information form by the closing date, **31st October 2020.**

Supplementary forms are available:

- on request from the school;

- to complete online which we will forward to all Wigan Catholic secondary schools you give as a preference
- [to download and print from our website](#)
- on request from the School Organisation Team on 01942 489013

If you apply using the Wigan Council secondary school paper application form please complete part 5 on the back of the form. We will pass on the information to the schools' governors. 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

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 School Organisation Team.

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

### **Other Local Authority residents**

If you live in another Local Authority and any of the schools you want 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 apply online or live in another local authority you need to complete a separate supplementary information form and send it to the school by the closing date, **31st October 2020**. You can get a copy of the school's supplementary information forms:

- from the school;
- [to download and print from our website](#) or
- contact the School Organisation Team on 01942 489013

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

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.

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

### **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. You can access these online or contact the local



authority school admissions service for 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 **Wigan online application service**, or if you are unable to apply online you can request a copy of the Wigan Council secondary-school application form, and enter the name of the other local authority school as a preference
- 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, **31st October 2020**.

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, child arrangements order or special guardianship order. **Evidence must be submitted to the School Organisation Team by the closing date 31st October 2020. If you do not provide this evidence your child may be refused a place.**

## **Children adopted from state care outside of England**

If you are responsible for a child who appears to the Local Authority to have been in state care outside of England and ceased to be in state care because they were adopted, please tell us this on your application.

A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society. Applications must be supported with appropriate evidence that the child has been adopted from state care. **Evidence must be submitted to the School Organisation Team by the closing date 31st October 2020. If you do not provide this evidence your child may be refused a place.**

## **Children of UK service personnel (UK Armed forces)**

Places can be allocated in advance for children of UK service personnel with a confirmed posting in the area, or crown servants returning from overseas to live in the area. If this applies to your child please tell us on your application. You must also provide evidence i.e. an official letter from your commanding officer containing a relocation date and Unit postal address.

**Evidence must be submitted to the School Organisation Team by the closing date 31st October 2020. If you do not provide this evidence your child may be refused a place.**

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

If your child has a statement of special educational needs or education, health and care plan your child's primary school will arrange a meeting 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 application information to you 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 or education, health and care plans 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 given on the online service to submit your application. **Please note:** If you amend your application after submitting you **must** re-submit it or your preferences will not be recorded.

**After your application is submitted you will receive a confirmation email showing your preferences. This is your proof that you have applied. Please keep this safe until you receive an offer of a school place.**

### **Wigan Council secondary school paper application form**

If you are unable to apply online you can request a copy of the Wigan Council secondary school application form by contacting the School Organisation Team. Please return your completed form to your child's primary school by 31st October 2020. If your child does not go to a Wigan primary school, please return your application form to The School Organisation Team by 31st October 2020

**You will receive a receipt for your application. This is your proof that you have applied. Please keep this safe until you know the outcome of your application.**

## One application per child

The Local Authority will only accept one application per child. Where duplicate applications are received the Local Authority will contact both parents and advise them to complete one application with one set of preferences for their child.

For twins, triplets, multiple births, please complete an individual application for each child.

The Local Authority cannot mediate disputes between parents. Parents must resolve disputes about preferences between themselves, legally if necessary. For further information please read the government's guidance ['Understanding and dealing with issues relating to parental responsibility'](#) available online.

**The closing date for applications is 31st October 2020. We will only consider applications we receive by the closing date as on-time**

In 2020 90.6 per cent of on time applicants living in Wigan were offered a place at their first preference school. 97.6 per cent of on time applicants were offered a place at one of their preferences.

## Changing your mind up to the closing date

If you change your mind about the names or order of schools you have made you must submit these before the closing date, **31st October 2020**.

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.

**After you have re-submitted your application you will receive a confirmation email showing your new preferences. This is your proof that you have changed your preferences. Please keep this safe until you receive an offer of a school place.**

If you have applied using the Wigan Council secondary school application form you will need to request a new form and return this to your child's primary school or the School Organisation Team.

**You will receive a receipt for your new application. This is your proof that you have changed your preferences. Please keep this safe until you know the outcome of your application.**

## 4. Offering school places

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

## 5. Late applications

It is important that you submit your application before the closing date, **31st October 2020**. Applications received after the closing date will be classed as late.

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 all the applications submitted 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 inform you at the same time as on time applicants. 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 (31st October 2020)**

If you change your mind about the preferences or the order of preferences after the closing date, you must complete a late application form. The late application form will be available online after the closing date or on request from the School Organisation Team. **However, it is important to note that this will be treated as a late application (see above), and it may reduce your chances of getting a place at the school you want. If we are able to offer a place based on your new form, we will automatically withdraw the original offer if one was made.**

## **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.

## **6. Admission of children outside their normal age group**

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

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

The process is as follows:

### **Stage 1 – request**

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

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

## Stage 2 – decision

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

Requests for community schools will be considered by the Local Authority. We will look at the following factors but these are not exhaustive:

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

## Stage 3 – outcome

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

**Request agreed:** If the request is agreed the application will be considered for the year group requested and ranked alongside any other applications in accordance with the oversubscription criteria for the school. **There is no guarantee that a place will be offered at the preferred school.** Parents have a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the school but it is not in their preferred age group.

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

## **Part 2 - How places are allocated**

### **What will we consider?**

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

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

- **Admission number**

Every school has an admission number. This is the number of places in a school year group. The admission numbers for all Wigan secondary schools, and information on each school, are given in part 6 of this booklet.

- **Oversubscription criteria**

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

The oversubscription criteria for all Wigan secondary schools are given in part 6 of this booklet. The oversubscription 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 oversubscription criteria and tie breakers for each school are given in part 6 of this booklet.**

### **Ranking applications**

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

Academy schools – academy trust

Foundation and Voluntary Aided schools – governing body

Community schools – local authority

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

By law, we must use the equal preference system when considering your application for a school place.

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

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

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

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

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

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

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

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

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

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

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

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

## **Verifying information**

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

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

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

- proof of your Child Benefit;
- your current driving licence;
- a utility bill (gas, electricity or water) covering the closing date for applications;
- proof of your Child Tax Credits.
- written evidence of final completion of sale or a long term tenancy agreement

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

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

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

### **Moving address**

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

### **False information**

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

**Important note** - If you suspect that someone has given false information to get a school place please contact the School Organisation Team on 01942 489013 or email [schoolplaces@wigan.gov.uk](mailto:schoolplaces@wigan.gov.uk)

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

Where a place is withdrawn due to a fraudulent or misleading application it will be re-allocated to the applicant who should have been offered the place on **1st March 2021**.

### **Waiting lists**

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

All admission authorities must:

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



## Important information about the waiting list

Admission authorities must keep their waiting list in order of the oversubscription criteria for the school. This is a legal requirement. Admission authorities cannot take into account the date the application was received or the length of time a child's name has been on the waiting list. This means that both on time and late applications are treated the same for waiting list purposes. Your child's position on the waiting list may change if another applicant is refused a place and their child is ranked higher in the school's oversubscription criteria.

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

**Please note:** 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, academies and free schools

Each school includes details of their waiting list policy in their admission arrangements. Wigan Council will maintain the waiting list on behalf of the admission authorities of the following schools:

- Atherton High School
- Dean Trust Wigan
- Dean Trust Rose Bridge
- Fred Longworth High School
- Golborne High School
- Hawkley Hall High School
- Hindley High School
- Lowton CE High School
- Standish Community High School
- The Byrchall High School
- The Westleigh 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.

### Giving a place from a waiting list

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

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

## Admission appeals

You can appeal to an independent appeal panel if the admission authority refuses your child a place at any school you have applied for.

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

- Why your application was refused
- How to appeal
- The time limit for sending your appeal (you will have at least 20 school days from the date of the letter)
- Where to send the appeal; and
- Who to contact if you need any help.

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

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

- The school's published 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 2021 will be heard according to the following timetable:

Offer date	Appeals lodged	Appeals to be heard
1st March 2021	by 30th March 2021	within 40 school days
	after 30th March 2021	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 5 school 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 7 school 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 the Local Authority and the school you are appealing for. The appeal panel will also have a clerk.

## **At the appeal hearing**

We strongly advise you to go to the appeal hearing if you can. You will not usually need legal representation (such as a solicitor) but you do have the right to bring a legal adviser or a friend along for support.

A representative of the admission authority will be at the hearing to give their reasons for refusing your child a place and you can ask questions about this. You will be able to put your case for your child to the panel. You will probably want to refer back to your original reasons for applying for that school. If you cannot go to the appeal hearing, the panel will consider all the information you have sent in writing, in your absence. At the end of the hearing, the clerk should be able to tell you when you can expect to 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/carers of children who have been unsuccessful in their admission appeal may want to consider the following options:

### **1. Complaints about maladministration**

#### **Community, Foundation and Voluntary Aided schools**

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

You can contact the Local Government Ombudsman at:

Local Government Ombudsman

PO Box 4771

Coventry

CV4 0EH

[Visit the Local Government Ombudsman website for information.](#)

Telephone 0300 061 0614

#### **Academy and Free schools**

The Education and Skills Funding Agency deals with complaints about bad administration by an admissions appeal panel for academy and free schools. This is not a right to appeal and has to relate to issues such as failing to follow correct procedures or failing to act independently and fairly. You cannot complain just on the basis that you think an admissions decision is wrong.

[Visit the Education and Skills Funding Agency website for contact details.](#)

## **2 Judicial review**

You can ask for a judicial review if you consider that the decision wasn't properly made or was 'unreasonable'. An 'unreasonable' decision is one that no sensible authority acting properly would make. You will usually have to contact a solicitor.

## **Further appeals**

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

They will only consider an application for the same school in the same school year in very exceptional situations, such as a significant, material change in your circumstances or those of your child.

A material change is something substantial, such as a change of address from a different area which would change the priority of your application or the submission of substantial new evidence that was not available to the original appeal panel. The fact that a pupil is distressed at not being offered a place at the school they wanted is not a significant and material change in circumstances.

See the Department for Education's website for [further information about admission appeals](#).

## Part 3 – Useful information

### School meals

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

### Free school meals and pupil premium

If you want to find out whether your child is eligible for free school meals / pupil premium [please visit their page](#) or ring 01942 489002.

You can also enquire about an existing claim by email to [benefits@wigan.gov.uk](mailto:benefits@wigan.gov.uk)

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

You can visit us at:

Wigan Life Centre, located at The Wiend, Wigan, WN1 1NH, or

Leigh Life Centre, located at The Turnpike Centre, Civic Square, Leigh, WN7 1EB

Wigan Life Centre and Leigh Life Centre are open from 10am to 2pm Monday to Friday only.

**Please note:** As of August 2020, all other Life Centres remain closed. For further information regarding the opening times for Wigan Life Centre and Leigh Life Centre, and for updates regarding all other Life Centres, [please visit the Life Centre's webpage](#).

### School uniform

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

### Bus services

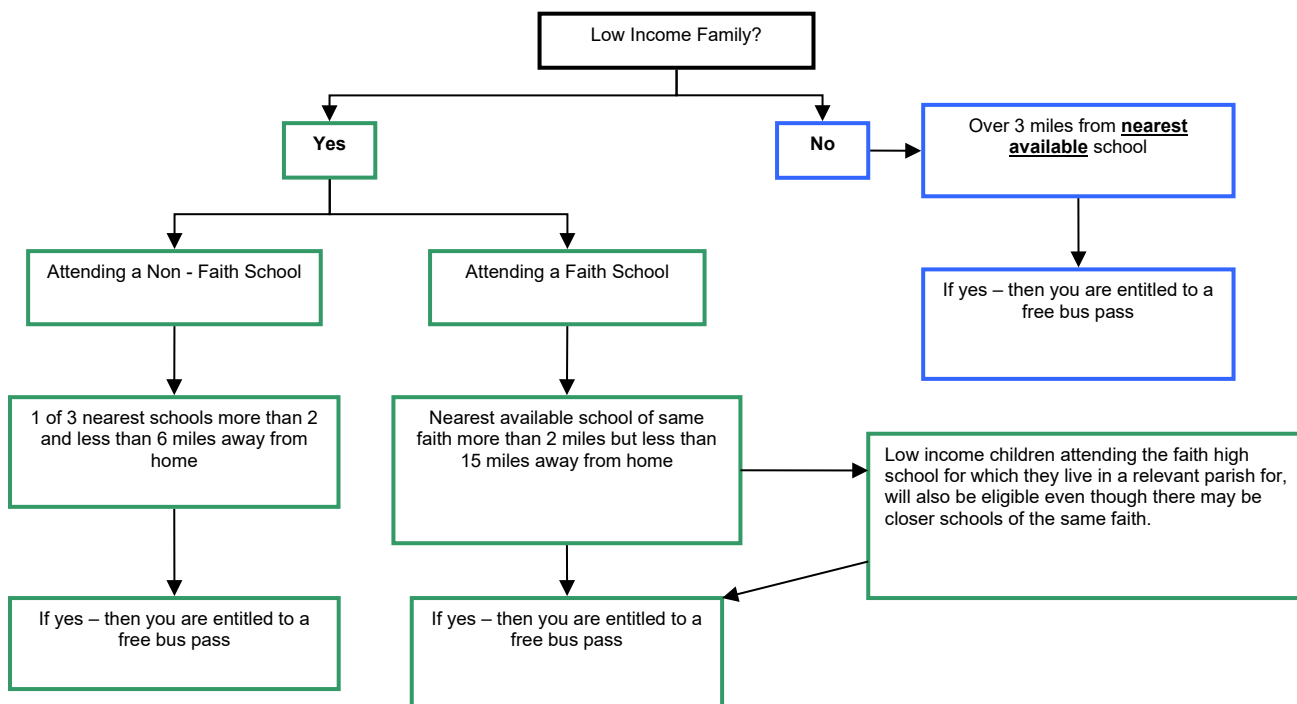
School bus services are managed by Transport for Greater Manchester. Children aged 11 to 16 need an IGO pass to pay the concessionary fare on buses in Greater Manchester.

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.
- By phoning Transport for Greater Manchester on 0161 244 1000.
- [By visiting Transport for Greater Manchester's website](#).

## Help with travel costs

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



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 2020 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 2020.

[You can apply online using the 'Travel Pass Enquiry'.](#)

## 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 the Integrated Transport Unit on 01942 489685, email [itu@wigan.gov.uk](mailto:itu@wigan.gov.uk).

## Sustainable school travel

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

## Useful contacts

Special educational needs and disability team: 01942 486136

Wigan Family Information Service: 01942 489004  
email [fis@wigan.gov.uk](mailto:fis@wigan.gov.uk)

Independent advice on school admissions issues is available by visiting the [Children's Legal Centre website](#).

## Neighbouring local authorities

Bolton Council  
Children's Services  
Pupil and Student Services  
Town Hall  
Bolton  
BL1 1UA  
Telephone: 01204 333333  
Email: [admissions@bolton.gov.uk](mailto:admissions@bolton.gov.uk)

Lancashire County Council  
Area Education Office South  
(Preston, South Ribble, Chorley and West Lancashire)  
County Hall  
Preston  
PR1 0LD  
Telephone: 01772 532109  
Email: [southadmissions@lancashire.gov.uk](mailto:southadmissions@lancashire.gov.uk)

Salford Children's Services  
School Admissions  
2<sup>nd</sup> Floor  
Unity House  
Chorley Road  
Swinton  
M27 5AW  
Telephone: 0161 793 2500  
Email: [school.admissions@salford.gov.uk](mailto:school.admissions@salford.gov.uk)

St Helens  
School admissions  
Atlas House  
Corporation Street  
St Helens  
WA9 1LD  
Telephone: 01744 671030 (Secondary)  
Telephone: 01744 671027 (In year)  
Email: [schooladmissions@sthelens.gov.uk](mailto:schooladmissions@sthelens.gov.uk)

Trafford School Admissions  
Waterside House  
Sale  
M33 7ZF  
Telephone: 0161 912 5007  
Email: [school.admissions@trafford.gov.uk](mailto:school.admissions@trafford.gov.uk)

Warrington School Admissions  
East Annexe, Town Hall,  
Sankey Street,  
Warrington,  
WA1 1UH  
Telephone: 01925 446226  
Email: [schooladmissions@warrington.gov.uk](mailto:schooladmissions@warrington.gov.uk)



## Part 4 – Information about Wigan secondary schools

### Types of secondary school

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

The oversubscription criteria for all types of schools are given in this booklet. You can also view the admission arrangements for each school in full on the Wigan Council and individual schools' websites.

We give details of how schools offered places last year to help explain how the available places were allocated. You may want to consider this information when deciding on your preferences. The information is only a guide because the number of applications for a school is different each year.

#### Community schools

Wigan Council is the admission authority for community schools and decides 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 Academy Trust for a free school or academy decides who will be offered a place if there are more applications than places.

#### Voluntary aided (church) schools

The governing bodies of voluntary aided schools decide who will be offered a place if there are more applications than available 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 oversubscription criteria carefully.

The oversubscription 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.

#### Supplementary Forms

**Important note: If you want a place at a voluntary aided school, we strongly recommend that you submit a supplementary information form in one of the following ways:**

- Download a copy of the school's own supplementary form from the Wigan Council website and **return it to the school** by the closing date, **31st October 2020**. Parents are responsible for checking that supplementary forms sent by post have been received by the school.
- The supplementary form for Catholic schools is available to complete and submit online on the Wigan Council website. We will forward to each Wigan Catholic secondary school you name as a preference
- If you have requested a printed copy of the Wigan Council secondary school application form fill in the relevant section

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

## **Open evenings**

Some schools will be offering virtual tours in place of open evenings this year. Details will be available on the school's website and we will include links in this booklet on each school's criteria page once they are available.

## **School prospectus**

The governors of each school may publish a prospectus which provides information about the school, such as its policies, results, curriculum, and the subjects it specialises 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](#).

## **School achievement and attainment tables**

Yearly school achievement and attainment tables [are available online](#). Information about examination results may also be included in a school's prospectus.

## **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.

### **Moving house**

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

### **Key Stage 4 (Years 10 and 11)**

Changing schools in Year 10 or Year 11 is likely to be difficult. A different school may not be able to offer the same subject options or exams for which your child has studied and completed coursework. We recommend that you contact schools to enquire about courses before applying for a transfer. Some schools begin studying subjects in Year 9.

### **How to apply for a transfer of school**

If you want to apply for a place at a school in another local authority you need to contact the Local Authority or the school to find out how to apply.

### **Wigan schools**

Wigan Council's School Organisation Team co-ordinates applications for in year admission for most Wigan secondary schools (except for Fred Longworth High). To apply please fill in the Wigan Council In-year Application Form online. Please see the Local Authority website for further details [visit the moving schools page on our website](#). If you need a printed form please contact us by phoning 01942 489013.

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

### **Schools in other Local Authorities**

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

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

### **Fair Access Protocol**

We sometimes receive requests for places from Wigan residents and are not able to offer a place at a school within a reasonable distance of where the child lives. In these situations, the Director Children's Services will use the Local Authority Fair Access Protocol to allocate a place at a community, academy, foundation or voluntary aided (church) school, even if the year group is full.

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

## **Part 6 – Admission arrangements for secondary schools in Wigan**

### **Academy and Free Schools**

#### **Atherton High School**

Hamilton Street

Atherton

M46 0AY

**Head Teacher:** Mr B Layzell

**Admission Number 2021:** 90

**Age Range:** 11-16

**DFE number:** 4005

**Telephone number:** 01942 885500

**Website:** [Visit Atherton High School's website](#)

**Email:** [enquiries@athertonhigh.com](mailto:enquiries@athertonhigh.com)

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#### **Oversubscription Criteria**

If there are more applicants than places available, after students with a statement of special needs or education health and care plan naming the Atherton High 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 High School in Years 7 to 11 at the time of the proposed admission.
3. Children living closest to the School, measured in a straight line from the home address to the front gates of the School.

#### **Tie-breaker**

Where there are more applicants for the available places within categories (1) – (4), then the straight-line distance will be used as the final determining factor, nearer addresses having priority over more distant ones. If oversubscription occurs in distance, and home to school distance is equal, rank order will be determined by AHS using a random number generator. This process will be independently verified. Where this applies to twins or other multiple births, the school will consider if it can accommodate the additional child(ren) on a case by case basis

## Home Address

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

## Waiting Lists

Where there are more applicants than places available, waiting lists will operate for each year group according to the oversubscription criteria shown above and without regard to the date the application was received or when a child's name was added to the waiting list. Children with statements of special educational need/EHC Plan will take priority over children on a waiting list.

Waiting lists for entry to Year 7 in September 2021 will be maintained until the last day of the Autumn term. Parents wishing to remain on the waiting list after this date must write to Atherton High School by 31st December 2021, stating their wish and providing their child's name, date of birth and the name of their current school. After 31st December 2021, parents whose children are not already on the waiting list but who wish them to be so must make an application through our in-year admission process. Waiting lists for other year groups will be reviewed termly.

## Late Applications

Late applications (those received after the closing date) will only be considered after those received by the closing date. The only exception to this is applications for looked after children that are received by 30th November will be included with on time applications.

Admission Number 2020	No. of preferences received by the closing date	Details of how places were allocated in each criterion as listed above	Final number admitted following any appeals or withdrawals (information correct at time of production)
90	1 <sup>st</sup> preference: 71 2 <sup>nd</sup> preference: 66 3 <sup>rd</sup> preference: 39  Total: 176	All pupils who expressed a preference for the school were accommodated.	108*

\* The school admitted over their determined admission number for the 2020/21 Year 7 Intake.

# Dean Trust Rose Bridge

Holt Street  
Ince  
Wigan  
WN1 3HD

**Executive Head Teacher:** James Haseldine

**Admission Number 2021:** 150

**Age Range:** 11-16

**DFE number:** 4012

**Telephone number:** 01942 510712

**Website:** [Visit Dean Trust Rose Bridge's website](#)

**Virtual open evening:** [To find out more visit the school's opening evening page](#)

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## Oversubscription Criteria

Where the number of applicants for admission exceeds the number of places available, the following criteria will be applied, in the order set out below, to determine how places are awarded:

1. 'Looked after' children, including 'previously looked after', as defined by the School Admissions Code 2014.
2. Children who will have an older sibling attending the School up to and including Y11 at the time of the applicant's proposed admission. This includes half/step or adopted brothers or sisters, who are living at the same address as part of the same family unit.
3. Children of staff at Dean Trust Rose Bridge who have 2 years continuous service at the time of application.
4. Children who live nearest to the School, measured in a direct straight line from the child's permanent place of residence to the main entrance of the School. This will be measured using property co-ordinates provided through a combination of the Wigan Local Land and Property Gazetteer (BS7666), other LA data and Royal Mail Postal Address Information.

The criteria used to determine admission refer in every case to the child's home address this means the address where the child normally and permanently lives on a full time basis, not the address of a child minder, grandparent or any other relative.

If parents are separated and child care arrangements are shared between two addresses the average of the distances of the two addresses from the school will be used to determine priority for admission.

We assume that you will always provide us with the correct factual information when you apply for a school place. You should be aware that any school place that has been offered on the basis of false information may be withdrawn and the place may be offered to another child.

If a successful applicant moves home between the date of allocation and the beginning of term in September 2021, the offer of the place will be reviewed. As a result of this review the offer may be withdrawn if an unsuccessful application is, as a result of the move, promoted to a higher priority on the Schools admissions criteria.

For all leasing agreements a minimum of 24 months leasing agreement is required with legally supporting documentation and also documentation pertaining to the disposal of the previous home.

Any applicant who moves address must provide evidence and legal documentation to the effect they have purchased and exchanged contracts on a property and documentation relating to proof of disposal of the previous home.

### **Waiting Lists**

Unsuccessful applicants may ask to be placed on a waiting list and considered for any places that may arise in the future. These places will be awarded in accordance with the criteria listed above. These waiting lists will be maintained to the end of the academic year that your child has applied for.

### **Tie Break Arrangements**

In the event that following the over subscription criteria points 1-4 above, where two or more applicants are otherwise unable to be separated for a place at the school, this will be decided through a random draw conducted and scrutinized by person's independent from the School and from the Children, Families and Wellbeing Directorate.

### **Final Tie Break Arrangements**

Each random allocation event only holds for the allocation of the currently available school place. On any waiting list the remaining applicants remain equally ranked and any further place is offered as the result of a further random exercise.

### **Appeals**

Under the terms of the School Standards Framework Act 1998 you have the right to appeal to an Independent Appeal Panel against any decision made by the School. Parents who wish to exercise this right must state their intention either in writing or on the school's online form at <http://www.deantrustwigan.co.uk/> within 28 days of receipt of notification letter.

Admission Number 2020	No. of preferences received by the closing date	Details of how places were allocated in each criterion as listed above	Final number admitted following any appeals or withdrawals (information correct at time of production)
150	1 <sup>st</sup> preference: 97 2 <sup>nd</sup> preference: 41 3 <sup>rd</sup> preference: 39  Total: 177	All pupils who expressed a preference for the school were accommodated.	143

# Dean Trust Wigan

Greenhey  
Orrell  
Wigan  
WN5 0DQ

**Executive Head Teacher:** James Haseldine

**Admission Number 2021:** 205

**Age Range:** 11-16

**DFE number:** 4010

**Telephone number:** 01942 511987

**Website:** [Visit Dean Trust Wigan's website](#)

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## Oversubscription Criteria

Where the number of applicants for admission exceeds the number of places available, the following criteria will be applied, in the order set out below, to determine how places are awarded:

1. 'Looked after' children, including 'previously looked after', as defined by the School Admissions Code 2014.
2. Children who will have an older sibling attending the School up to and including Year 11 at the time of the applicant's proposed admission. This includes half/step or adopted brothers or sisters, who are living at the same address as part of the same family unit.
3. Children of staff at Dean Trust Wigan who have 2 years continuous service at the time of application.
4. Children who live nearest to the school, measured in a direct straight line from the child's permanent place of residence to the main entrance of the school. This will be measured using property co-ordinates provided through a combination of the Wigan Local Land and Property Gazetteer (BS7666) other LA data and Royal Mail Postal Address Information.

The criteria used to determine admission refer in every case to the child's home address this means the address where the child normally and permanently lives on a full time basis, not the address of a child minder, grandparent or any other relative.

If parents are separated and child care arrangements are shared between two addresses the average of the distances of the two address from the school will be used to determine priority for admission.

We assume that you will always provide us with the correct actual information when you apply for a school place. You should be aware that any school place that has been offered on the basis of false information may be withdrawn and the place may be offered to another child.

If a successful applicant moves home between the date of allocation and the beginning of term in September 2021, the offer of the place will be reviewed. As a result of this review the offer may be withdrawn if an unsuccessful application is, as a result of the move, promoted to a higher priority on the schools admissions criteria.



For all leasing agreements a minimum of 24 months leasing agreement is required with legally supporting documentation and also documentation pertaining to the disposal of the previous home.

Any Applicant who moves address must provide evidence and legal documentation to the effect they have purchased and exchanged contracts on a property and documentation relation to proof of disposal of the previous home.

### **Tie-breaker**

In the event that following the over subscription criteria points 1-4 above, where two or more applicants are otherwise unable to be separated for a place at the school, this will be decided through a random draw conducted and scrutinised by person's independent from the School and from the Children, Families and Wellbeing Directorate.

### **Final Tie Break Arrangements**

Each random allocation event only holds for the allocation of the currently available school place. On any waiting list the remaining applicants remain equally ranked and any further place is offered as the result of a further random exercise.

### **Waiting Lists**

Unsuccessful applicants may ask to be placed on a waiting list and considered for any places that may arise in the future. These places will be awarded in accordance with the criteria listed above. These waiting lists will be maintained to the end of the academic year that your child has applied for.

### **Appeals**

Under the terms of the School Standards Framework Act 1998 you have the right to appeal to an Independent Appeal Panel against any decision made by the School. Parents who wish to exercise this right must state their intention either in writing or on the school's online form at <http://www.deantrustwigan.co.uk/> within 28 days of receipt of notification letter.

Admission Number 2020	No. of preferences received by the closing date	Details of how places were allocated in each criterion as listed above	Final number admitted following any appeals or withdrawals (information correct at time of production)
205	1 <sup>st</sup> preference: 128 2 <sup>nd</sup> preference: 53 3 <sup>rd</sup> preference: 35  Total: 216	All pupils who expressed a preference for the school were accommodated.	202

# Fred Longworth High School

Printshop Lane  
Tyldesley  
M29 8JN

**Head Teacher:** Mrs J Garretts

**Admission Number 2021:** 255

**Age Range:** 11-16

**DFE number:** 4025

**Telephone number:** 01942 883796

**Website:** [Visit Fred Longworth High School's website](#)

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## 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 or education health and care plan 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.

### **Late applications**

Late applications (those received after the closing date) will only be considered after those received by the closing date. The only exception to this is applications for looked after children that are received by 30th November will be included with on time applications.

### **Waiting lists**

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

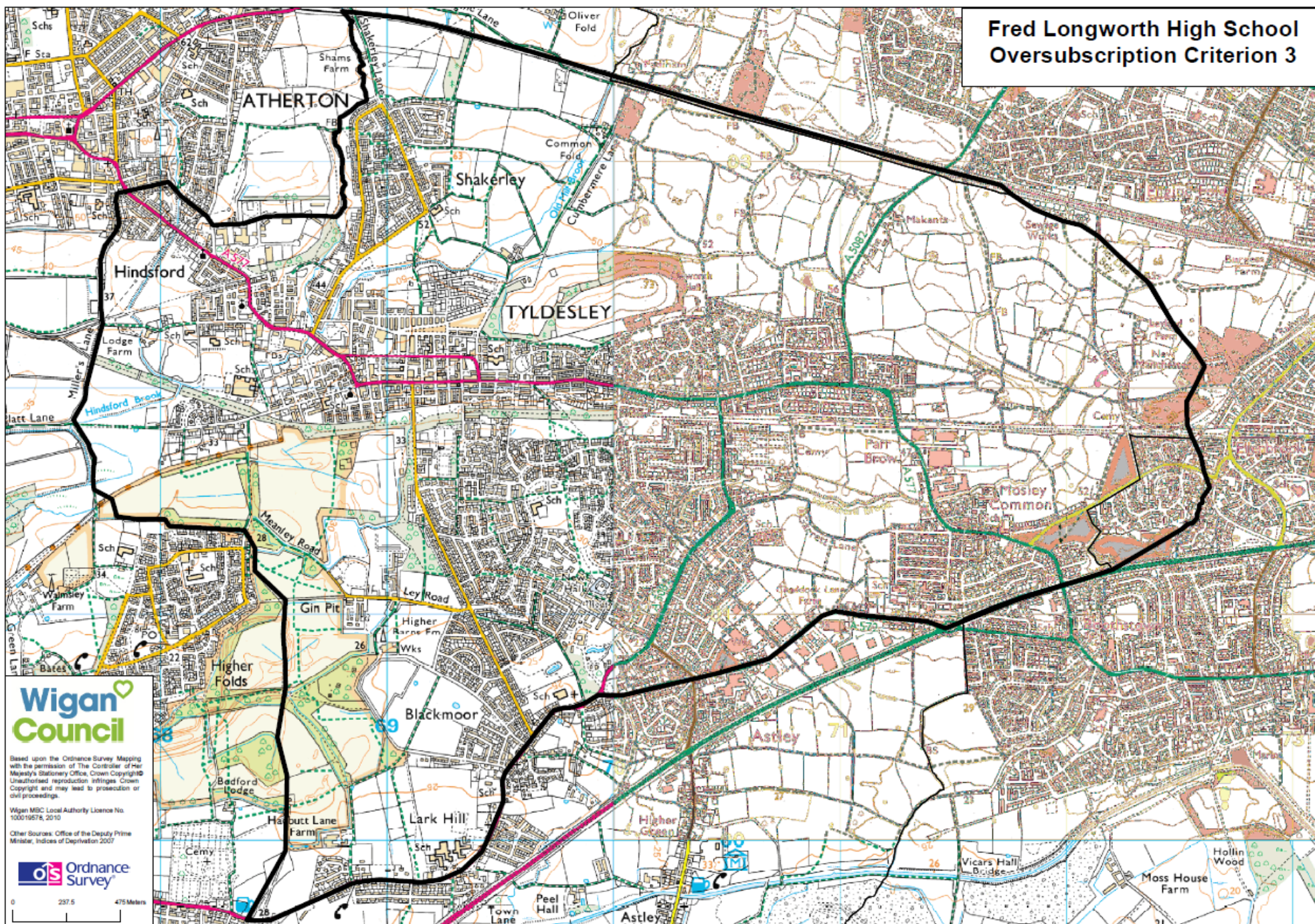
- Place all children refused a place on the waiting list for the school;
- Keep the list in priority order, decided by the oversubscription criteria for the school only;
- Offer any place that becomes available to the next child on the waiting list; and
- Maintain the waiting list until the end of the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

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 2020	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 production)
255	1 <sup>st</sup> preference: 312 2 <sup>nd</sup> preference: 131 3 <sup>rd</sup> preference: 52  Total: 495	Children with a statement of Special Educational Needs who names the school: 7 Criterion 1 - 6 Criterion 2 - 66 Criterion 3 - 156 Criterion 4 - 20 Criterion 5 - 0 Criterion 6 - 0  The last place was allocated to a pupil living 1.174 miles from the school.	258



# Fred Longworth High School Oversubscription Criterion 3



**Wigan Council**

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

**Ordnance Survey**

0 237.5 475 Meters



# Hawkey Hall High School

Carr Lane  
Hawkey Hall  
Wigan  
WN3 5NY

**Head Teacher:** Mr M Klinck

**Admission Number 2021:** 230

**Age Range:** 11-16

**DFE number:** 4035

**Telephone number:** 01942 204640

**Website:** [Visit Hawkey Hall High School's website](#)

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## 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 or education health and care plan 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 postcodes WN3-5\*\* and WN3-6\*\*.
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 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 2020	No. of preferences received by the closing date	Details of how places were allocated in each criterion as listed above	Final number admitted following any appeals or withdrawals (information correct at time of production)
230	1 <sup>st</sup> preference: 242 2 <sup>nd</sup> preference: 81 3 <sup>rd</sup> preference: 50  Total: 373	Children with a statement of Special Educational Needs who names the school: 9 Criterion 1 - 5 Criterion 2 - 65 Criterion 3 - 144 Criterion 4 - 7  The last place was allocated to a pupil living 1.34 miles from the school.	230

# Standish Community High School

Kenyon Road  
Off Preston Road  
Standish  
Wigan  
WN6 0NX

**Head Teacher:** Mrs L Barker

**Admission Number 2021:** 260

**Age Range:** 11-16

**DFE number:** 4034

**Telephone number:** 01257 422265

**Website:** [Visit Standish Community High School's website](#)

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## 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 or education health and care plan 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. (map available)
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 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.

## Late applications

Late applications (those received after the closing date) will only be considered after those received by the closing date. The only exception to this is applications for looked after children that are received by 30th November will be included with on time applications.

## Waiting lists

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

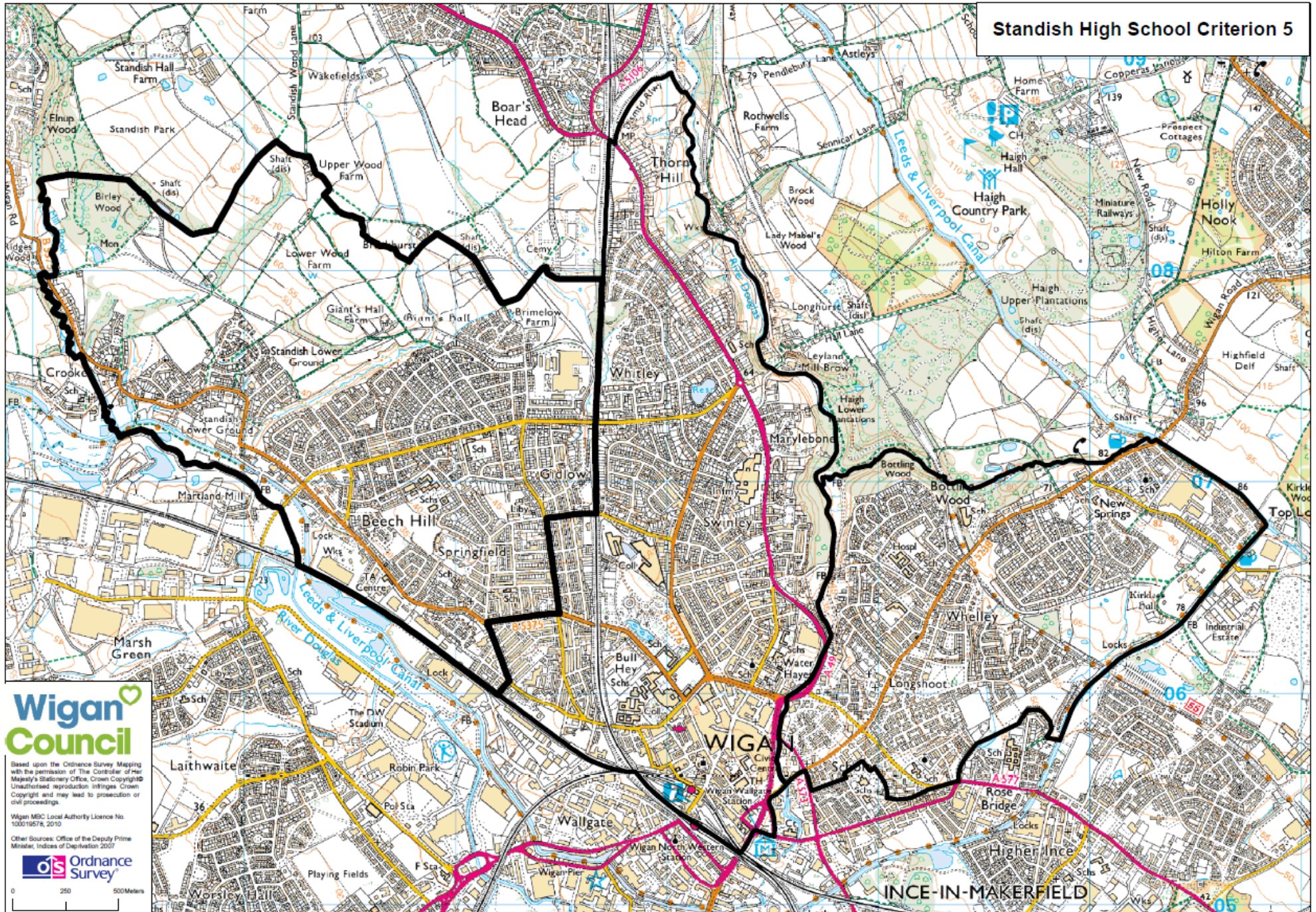
- Put all children who we refuse a place at one of their preferences on the waiting list for the school;
- Keep the list in priority order, decided by the oversubscription criteria for the school only;
- Offer any place that become available to the next child on the waiting list; and
- Maintain the waiting 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 2020	No. of preferences received by the closing date	Details of how places were allocated in each criterion as listed above	Final number admitted following any appeals or withdrawals (information correct at time of production)
260	1 <sup>st</sup> preference: 318 2 <sup>nd</sup> preference: 211 3 <sup>rd</sup> preference: 104  Total: 633	Children with a statement of Special Educational Needs who names the school: 1 Criterion 1: 8 Criterion 2: 83 Criterion 3: 115 Criterion 4: 37 Criterion 5: 16  The last place was allocated to a pupil living 2.439 miles from the school.	260



# Standish High School Criterion 5



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**Ordnance Survey**

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# The Byrchall High School

Warrington Road  
Ashton-in-Makerfield  
Wigan  
WN4 9PQ

**Head Teacher:** Mr A Birchall

**Admission Number 2021:** 235

**Age Range:** 11-16

**DFE number:** 4501

**Telephone number:** 01942 728221

**Website:** [Visit the Byrchall High School's website](#)

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## 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 or education health and care plan 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 2020-2021 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. 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.

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 2020	No. of preferences received by the closing date	Details of how places were allocated in each criterion as listed above	Final number admitted following any appeals or withdrawals (information correct at time of production)
235	1 <sup>st</sup> preference: 131 2 <sup>nd</sup> preference: 274 3 <sup>rd</sup> preference: 145  Total: 550	All pupils who expressed a preference for the school were accommodated.	208

# The Westleigh School

Westleigh Lane  
Leigh  
WN7 5NL

Head Teacher: Mr C Bramwell

Admission Number 2021: 210

Age Range: 11-16

DFE number: 4011

Telephone number: 01942 202580

Website: [Visit The Westleigh School's website](#)

Facebook page: [Visit The Westleigh School's Facebook page](#)

School video: [View the school's video on YouTube](#)

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**Note: Following a determination from Office of the Schools Adjudicator, the admission arrangements for this school have been updated to clarify criterion 3 and 4 and to change the admission number to 210.**

## 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 or education health and care plan 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 Leigh within the WN7 5 postcode area, or Atherton within the M46 postcode area (map available).

4. Other children living in Leigh within the WN7 1, WN7 2, WN7 3 and WN7 4 postcode areas (map available).

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.

## **Late applications**

Late applications (those received after the closing date) will only be considered after those received by the closing date. The only exception to this is applications for looked after children that are received by 30th November will be included with on time applications.

## **Waiting lists**

Places may become available at the 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 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.

## **Applications outside of the normal age group**

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

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

A decision is made on the basis of the circumstances of each case. The process is as follows:

### **Stage 1 – request**

Parents make a formal request to the Local Authority School Organisation

Team in writing with any supporting evidence they wish to be considered.

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

## Stage 2 – decision

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

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

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

## Stage 3 – outcome

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

### Request agreed:

If the request is agreed the application will be considered for the year group requested and ranked alongside any other applications in accordance with the oversubscription criteria for the school.

**There is no guarantee that a place will be offered at the preferred school.** Parents have a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the school but it is not in their preferred age group.

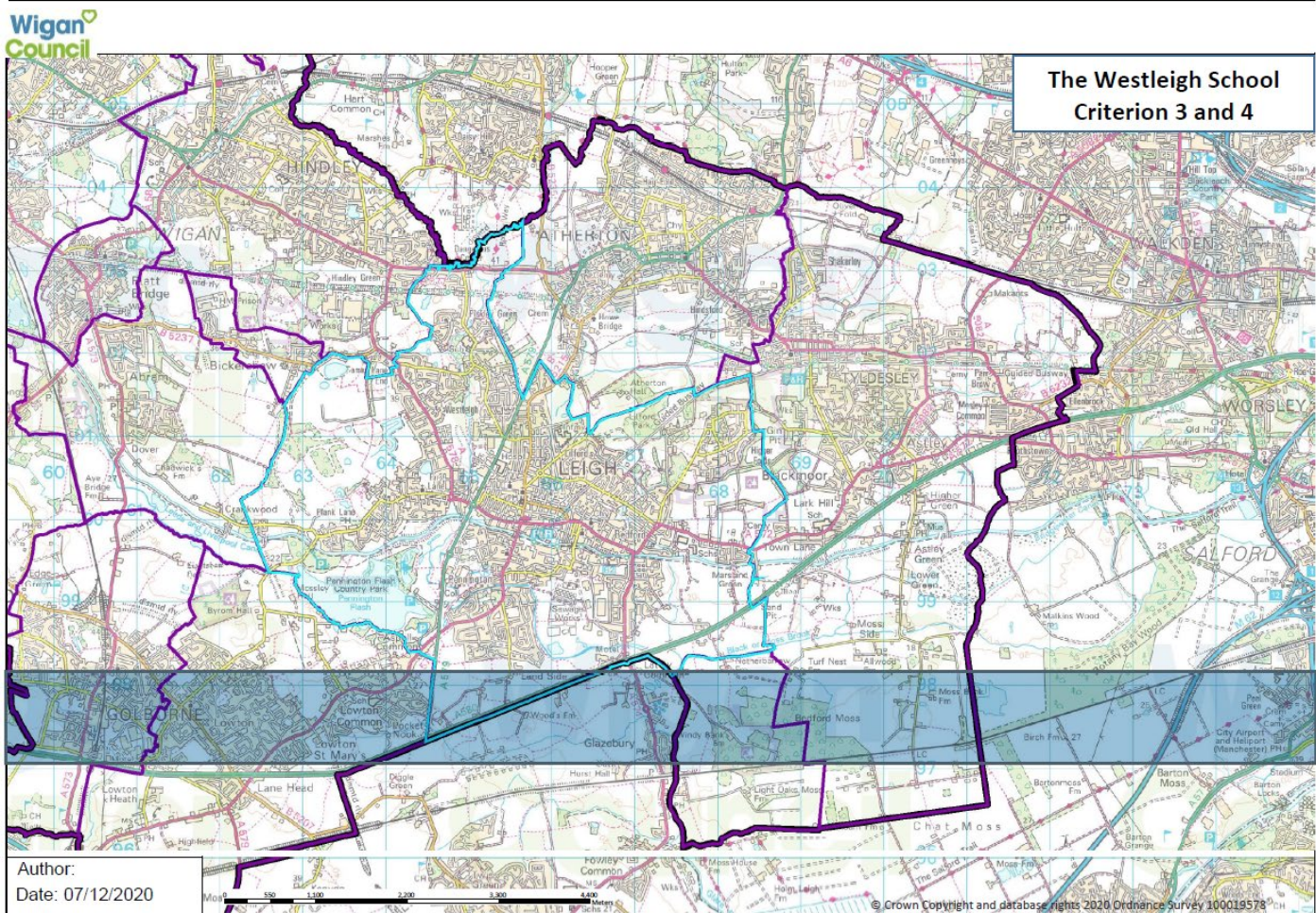
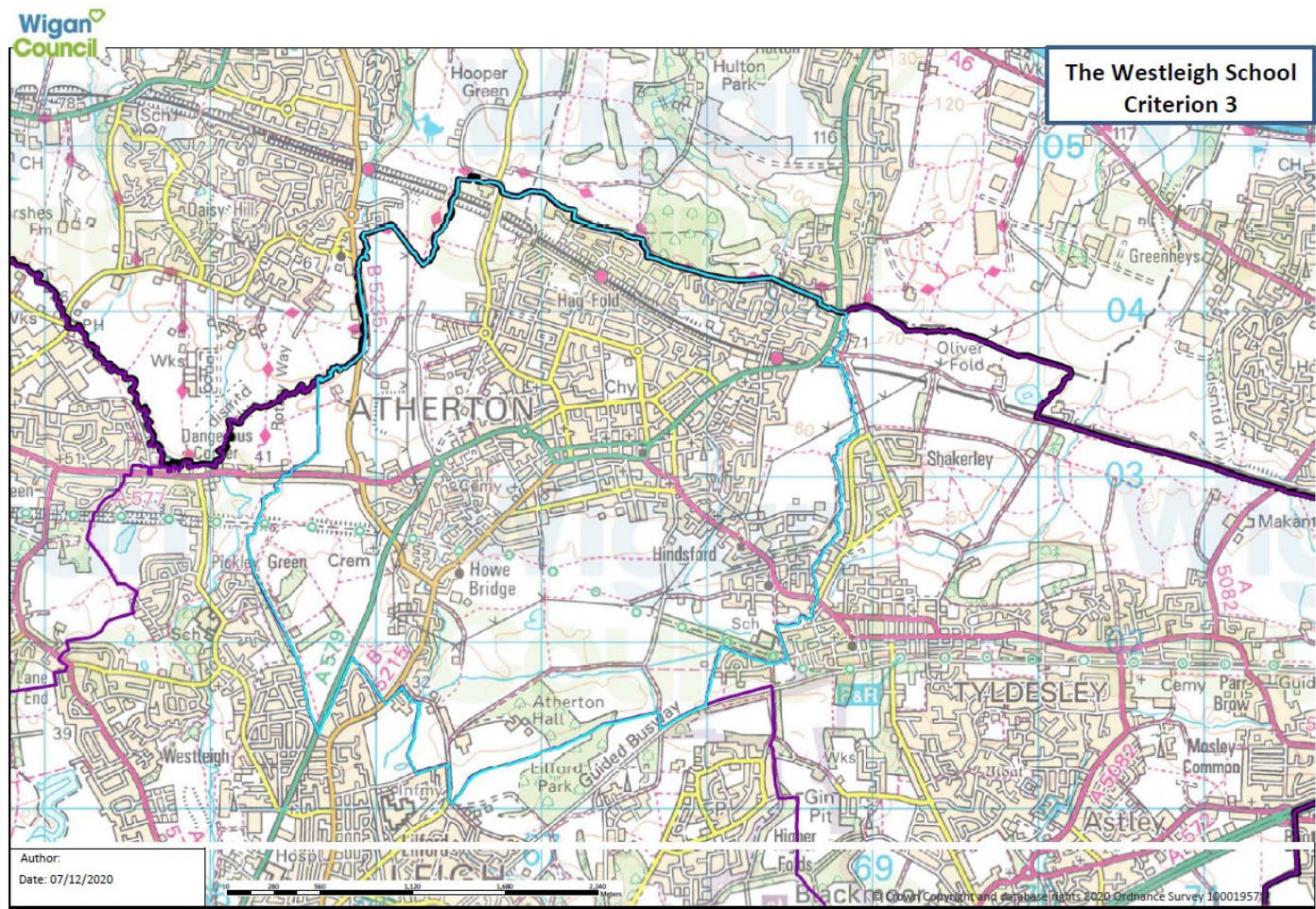
### Request refused:

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

Admission Number 2020	No. of preferences received by the closing date	Details of how places were allocated in each criterion as listed above	Final number admitted following any appeals or withdrawals (information correct at time of production)
210	1 <sup>st</sup> preference: 153 2 <sup>nd</sup> preference: 78 3 <sup>rd</sup> preference: 81  Total: 312	All pupils who expressed a preference for the school were accommodated.	186



## The Westleigh School – Criterion 3 and 4





# Foundation Schools

## Golborne High School

Lowton Road  
Golborne  
WA3 3EL

**Head Teacher:** Mrs A Gormally

**Admission Number 2021:** 180

**Age Range:** 11-16

**DFE number:** 4022

**Telephone number:** 01942 726842

**Website:** [Visit Golborne High School's website](#)

**School virtual tour:** [Watch the school's virtual tour](#)

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### 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 or education health and care plan 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 who appear to the Governing Body of the school to have been in state care outside of England and ceased to be in state care as a result of being adopted.

Note: A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is the benefit society. Applications must be supported with appropriate evidence that the child has been adopted from state care.

3. Children with brothers or sisters who will be attending the school in the 2020-21 school year.
4. Children who attend one of the following associated primary schools:  
Golborne All Saints, Golborne Community Primary, Golborne St. Thomas's, Lowton J&I, Lowton St. Catherine's, Lowton St. Luke's, Lowton St. Mary's, Lowton West Primary within the WA3 1, WA3 2, and WA3 3 postcode areas.
5. Other children living in Golborne and Lowton within the WA3 1, WA3 2, and WA3 3 postcode areas.
6. Children living in Abram within the area defined in blue on the attached map.
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, 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 as available on request from the local authority.

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 triplet too.

## **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.

## **Late Applications**

Late applications (those received after the closing date) will only be considered after those received by the closing date. The only exception to this is applications for looked after children that are received by 30th November will be included with on time applications.

## **Waiting list policy**

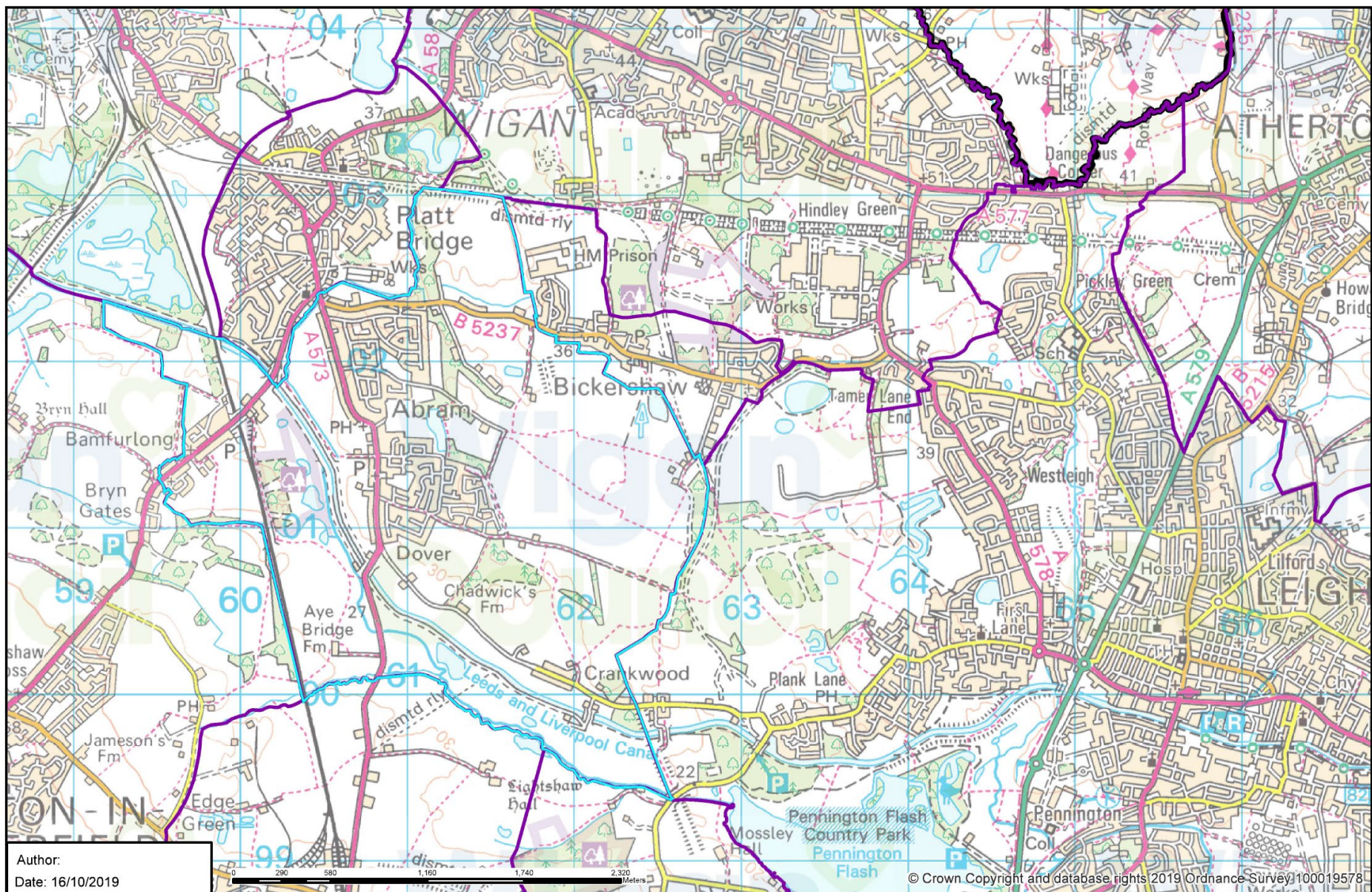
Places may become available at a school after the offer date. To decide which children have these places, we will:

- 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.

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 2020	No. of preferences received by the closing date	Details of how places were allocated in each criterion as listed above	Final number admitted following any appeals or withdrawals (information correct at time of production)
230	1 <sup>st</sup> preference: 276 2 <sup>nd</sup> preference: 100 3 <sup>rd</sup> preference: 64  Total: 440	Children with a statement of Special Educational Needs who names the school: 5 Criterion 1: 9 Criterion 2: 0 Criterion 3: 73 Criterion 4: 142 Criterion 5: 1  The last place was allocated to a pupil living 0.122 miles from the school.	230







# Hindley High School

Mornington Road  
Hindley  
WN2 4LG

**Head Teacher:** Dr Ian Butterfield

**Admission Number 2021:** 187

**Age Range:** 11-16

**DFE number:** 4026

**Telephone number:** 01942 767704

**Website:** [Visit Hindley High School's website](#)

**Virtual open evening:** [View the school's virtual open evening](#)

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## 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 or education, health and care plan.

1. Looked after children and previously looked after children
2. Children who appear to the Local Authority to have been in state care outside of England and ceased to be in state care because they were adopted.
3. Children with brothers and/or sisters who will be attending the school at the time of admission
4. Other children living in Hindley, Hindley Green, Platt Bridge, Abram and Bickershaw
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, 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.

## Late applications

Late applications (those received after the closing date) will only be considered after those received by the closing date. The only exception to this is applications for looked after children that are received by 30th November will be included with on time applications.

## 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.

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 2020	No. of preferences received by the closing date	Details of how places were allocated in each criterion as listed above	Final number admitted following any appeals or withdrawals (information correct at time of production)
195*	1 <sup>st</sup> preference: 198 2 <sup>nd</sup> preference: 55 3 <sup>rd</sup> preference: 53  Total: 306	Children with a statement of Special Educational Needs who names the school: 3 Criterion 1: 3 Criterion 2: 0 Criterion 3: 46 Criterion 4: 141 Criterion 5: 2 The last place was allocated to a pupil living 1.479 miles from the school.	195

\* The school admitted over their determined admission number for the 2020/21 Year 7 Intake.

# Lowton Church of England High School

Newton Road  
Lowton  
WA3 1DU

**Head Teacher:** Mr K Larkin

**Admission Number 2021:** 170

**Age Range:** 11-16

**DFE number:** 4002

**Telephone number:** 01942 767040

**Website:** [Visit Lowton Church of England High School's website](#)

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## Oversubscription Criteria

Where the school receives more applications than the number of places remaining available (after the admission of any pupils with a statement of special educational needs or an EHCP naming the school), the following admission oversubscription criteria will be applied in the order of priority shown, in order to determine the allocation of the remaining places. The criteria should be read together with the notes.

1. Looked after children and previously looked after children.
2. Children who appear to the Local Authority to have been in state care outside of England and ceased to be in state care because they were adopted.
3. Children with brothers or sisters who will be attending the school at the time of admission.
4. Any other children.

## Notes:

- a) A "looked after child" is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions at the time of making an application to a 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 child arrangements order or special guardianship order).
- b) A child is regarded as being in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society. Applications must be supported with appropriate evidence that the child has been adopted from state care.
- c) 'Brothers' or 'sisters' includes full, step, half, foster and adopted brothers or sisters 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 over the published admission number and allocate a place to the other twin (or triplets) if it is possible to do so.
- d) Where there are more applicants for the available places within a category, priority for admission will be given to children who live nearest to the school, as measured by Wigan Local Authority. Details of the Local Authority's measuring system are on the Local Authority's website. 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.

### **Final Tie-breaker**

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. This random allocation will be supervised by someone independent of the school. A copy of the policy is available on request from the local authority.

### **Applying for places**

Applications must be made on the Common Application Form available from the local authority. The form should be returned to the local authority by the closing date for applications. Details of all the applications made will be forwarded to the school by the local authority.

### **Late applications for admission**

Late applications (those received after the closing date) will only be considered after those received by the closing date. The only exception to this is applications for looked after children that are received by 30th November; these will be included with on time applications. Otherwise, applications which are received after the closing date will be considered after all the others, and placed on the waiting list in order according to the oversubscription criteria.

### **Fraudulent applications**

Where the governing body discovers that a child has been awarded a place as a result of a fraudulent or intentionally misleading application which effectively denies a place to a child with a stronger claim, then under the School Admissions Code the governing body is able to withdraw the offer of the place. The application will be considered afresh and a right of appeal offered if a place is refused.

### **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 31st December

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.

### **Appeals**

Where the governors are unable to offer a place because the school is oversubscribed, parents will be informed of the reason why admission was refused and their right of appeal to an independent admission appeal panel.

### **Admission outside the child's normal age group:**

Under the School Admissions Code, parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. Parents requesting admission out of the normal age group must put their request in writing, addressed to the Headteacher, together with any supporting evidence that the parent wishes to be taken into account. The governing body will make decisions on requests for admission outside the normal age group on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent's views; any information provided about the child's academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. The governing body will also consider the views of the Headteacher. When informing a parent of their decision on the year group the child should be admitted to, the governing body will set out clearly the reasons for their decision.

Where the governing body agrees to a parent's request for their child to be admitted out of their normal age group and, as a consequence of that decision, the child will be admitted to a relevant age group (i.e. the age group to which pupils are normally admitted to the school) the Local Authority and governing body must process the application as part of the main admissions round, unless the parental request is made too late for this to be possible, and on the basis of their determined admission arrangements only, including the application of oversubscription criteria where applicable. The governing body must not give the application lower priority on the basis that the child is being admitted out of their normal age group.

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

### **Non-routine/in-year admissions:**

It sometimes happens that a child needs to change school other than at the 'normal' time; such admissions are known as non-routine admissions. Parents wishing their child to attend this school may arrange to visit the school. They will be asked to complete an application form and the Governors will decide on the offer of a place. The LA will be informed of the offer of a place once it has been accepted. If there is no place available in our school then the applicant will be informed in writing, together with the LA, and information about how to appeal against the refusal will be provided.

### **Further information:**

For more information, visit the Wigan Council Secondary Schools Admissions page <https://www.wigan.gov.uk/Resident/Education/Schools/School-Admissions/Secondary-Schools.aspx>.

Admission Number 2020	No. of preferences received by the closing date	Details of how places were allocated in each criterion as listed above	Final number admitted following any appeals or withdrawals (information correct at time of production)
170	1 <sup>st</sup> preference: 134 2 <sup>nd</sup> preference: 138 3 <sup>rd</sup> preference: 87  Total: 359	All pupils who expressed a preference for the school were accommodated.	163



# Community Schools

## Bedford High School

Manchester Road  
Leigh  
WN7 2LU

**Head Teacher:** Mrs H Phillips

**Admission Number 2021:** 210

**Age Range:** 11-16

**DFE number:** 4019

**Telephone number:** 01942 909009

**Website:** [Visit Bedford High School's website](#)

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### 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 or education health and care plan 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 who appear to the Local Authority to have been in state care outside of England and ceased to be in state care because they were adopted.

A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society. Applications must be supported with appropriate evidence that the child have been adopted from state care.

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

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.

## Late applications

Late applications (those received after the closing date) will only be considered after those received by the closing date. The only exception to this is applications for looked after children that are received by 30th November will be included with on time applications.

## 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 2020	No. of preferences received by the closing date	Details of how places were allocated in each criterion as listed above	Final number admitted following any appeals or withdrawals (information correct at time of production)
220*	1 <sup>st</sup> preference: 216 2 <sup>nd</sup> preference: 157 3 <sup>rd</sup> preference: 127  Total: 500	Children with a statement of Special Educational Needs who names the school: 1 Criterion 1: 3 Criterion 2: 0 Criterion 3: 55 Criterion 4: 169  The last place was allocated to a pupil living 2.937 miles from the school.	224

\* The school admitted over their determined admission number for the 2020/21 Year 7 Intake.

# Cansfield High School

Old Road  
Ashton-in-Makerfield  
Wigan  
WN4 9TP

**Head Teacher:** Dr G Baker  
**Admission Number 2021:** 202  
**Age Range:** 11-16  
**DFE number:** 4015  
**Specialism:** Language College  
**Telephone number:** 01942 727391  
**Website:** [Visit Cansfield High School's website](#)

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## 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 or education health and care plan 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 who appear to the Local Authority to have been in state care outside of England and ceased to be in state care because they were adopted.

A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society. Applications must be supported with appropriate evidence that the child have been adopted from state care.

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

## Late applications

Late applications (those received after the closing date) will only be considered after those received by the closing date. The only exception to this is applications for looked after children that are received by 30th November will be included with on time applications.

## 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 2020	No. of preferences received by the closing date	Details of how places were allocated in each criterion as listed above	Final number admitted following any appeals or withdrawals (information correct at time of production)
220*	1 <sup>st</sup> preference: 221 2 <sup>nd</sup> preference: 115 3 <sup>rd</sup> preference: 82  Total: 418	Children with a statement of Special Educational Needs who names the school: 5 Criterion 1: 2 Criterion 2: 0 Criterion 3: 63 Criterion 4: 121 Criterion 5: 29  The last place was allocated to a pupil living 2.785 miles from the school.	220

\* The school admitted over their determined admission number for the 2020/21 Year 7 Intake.

# Shevington High School

Shevington Lane  
Shevington  
Wigan  
WN6 8AB

**Head Teacher:** Mr J Grant

**Admission Number 2021:** 178

**Age Range:** 11-16

**DFE number:** 4027

**Telephone number:** 01257 400990

**Website:** [Visit Shevington High School's website](#)

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## 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 or education health and care plan 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 who appear to the Local Authority to have been in state care outside of England and ceased to be in state care because they were adopted.

A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society. Applications must be supported with appropriate evidence that the child have been adopted from state care.

3. Children whose older brother or sister attends the school and will still be there at the time of admission
4. Children living in Shevington
5. Children living in Standish Lower Ground, Appley Bridge and Orrell (maps available)
6. 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.

## Late applications

Late applications (those received after the closing date) will only be considered after those received by the closing date. The only exception to this is applications for looked after children that are received by 30th November will be included with on time applications.

## 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 2020	No. of preferences received by the closing date	Details of how places were allocated in each criterion as listed above	Final number admitted following any appeals or withdrawals (information correct at time of production)
178	1 <sup>st</sup> preference: 114 2 <sup>nd</sup> preference: 227 3 <sup>rd</sup> preference: 194  Total: 535	All pupils who expressed a preference for the school were accommodated.	178

# Voluntary Aided Catholic Schools

## St Edmund Arrowsmith Catholic High School

Rookery Avenue  
Ashton-In-Makerfield  
Wigan  
WN4 9PF

**Head Teacher:** Mr M Dumican

**Admission Number 2021:** 240

**Age Range:** 11-16

**DFE number:** 4805

**Telephone number:** 01942 728651

**Website:** [Visit St Edmund Arrowsmith Catholic High's website](#)

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**Note:** Following a determination from the Office of the Schools Adjudicator (ADA3714), this school's admission arrangements have now been updated.

### Oversubscription Criteria

ADMISSIONS TO THE SCHOOL will be determined by the Governing Body. Parents must complete a Local Authority Preference Form or apply online via the website [www.wigan.gov.uk](http://www.wigan.gov.uk) following the links. If you wish to have your application considered against this school's faith/denomination criteria then you should ALSO complete the Supplementary Form which is available from the Local Authority and the school. All preferences listed will be considered on an equal basis and, where there are more applications than the number of places available, the following set of OVERSUBSCRIPTION CRITERIA will be applied:

1. Looked after children and previously looked after children.
2. Baptised Catholic children who have a sibling in the school at the time of admission.
3. Baptised Catholic children resident in the parishes of St Oswald & St Edmund Arrowsmith; St Wilfrid's, Ashton-in-Makerfield; Our Lady Immaculate, Bryn; The Blessed English Martyrs', Haydock; St Benedict's, Hindley; Sacred Heart, Hindley Green; Holy Family, Platt Bridge and St Aidan's, Winstanley.
4. Other baptised Catholic children.
5. Other children who have a sibling in the school at the time of admission.
6. Children attending one of the following Catholic Feeder Primary Schools in the parishes named in criterion 3 above:

English Martyrs', Haydock  
St Aidan's  
Holy Family, Platt Bridge  
St Benedict's  
Our Lady Immaculate  
St Oswald's  
Sacred Heart, Hindley Green  
St Wilfrid's

7. Children from 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.
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. Other children.

If it is not possible to offer places for all applications within any criteria above then 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 Wigan Council's Geographical Information System (GIS) which is based on ordnance survey. In the event of distances being the same for two or more applicants where this place would be the last place/s to be allocated, we will use a system to randomly pick who will be offered the place.

Children with a Statement of Special Educational Needs or Education Health Care Plan that names a school will be offered a place without using the admission criteria and will count as part of the school's published admission number.

Notes:

- a. All applications will be considered at the same time and after the national closing date. Applications received after that date will be treated as late applications and will not be considered until after the main allocation of places has taken place. The only exception to this will be applications for looked after children that are received by the date stated in the Local Authority Admissions Booklet.
- b. A Looked After Child is a child who is (a) in the care of a Local Authority, or (b) being provided with accommodation by a Local Authority in the exercise of their Social Services functions (under section 22(1) of the Children Act 1989). A previously Looked After Child is one who immediately moved on from that status after becoming subject to an adoption, child arrangements order or special guardianship order.

A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society. Applications must be supported with appropriate evidence that the child has been adopted from state care.

- c. For a child to be considered as a Catholic evidence of a Catholic Baptism is required. Baptism must take place before the closing date for applications.

A Baptised Catholic can also be defined as one who has been baptised by the Rites of Baptism of one of the various Churches in communion with the See of Rome (cf Catechism of the Catholic Church 1203). Written evidence of this baptism can be obtained by recourse to the Baptismal Registers of the church in which the baptism took place, OR,

A person who has been baptised in a separate ecclesiastical community and subsequently received into full communion with the Catholic Church by the Rite of Reception of Baptised Christians into the Full Communion of the Catholic Church. Written evidence of their reception into full communion with the Catholic Church can be obtained by recourse to the Register of



Receptions, or in some cases a sub-section of the Baptismal Registers of the Church in which the Rite of Reception took place.

The Governing Body will require written evidence in the form of a Certificate of Reception before applications for school places can be considered for categories of 'Baptised Catholics'. A Certificate of Reception is to include full name, date of birth, date of reception and parent(s) name(s). The certificate must also show that it is copied from the records kept by the place of reception.

Those who have difficulty obtaining written evidence of baptism for a good reason, may still be considered as baptised Catholics but only after they have been referred to the parish priest who after consulting with the Episcopal Vicar, will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the law of the Church.

- d. "Children of other Christian denominations" means: children who belong to other churches and ecclesial communities which, acknowledging God's revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God's will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is his body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above. All members of Churches Together in England and of CYTŪN are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis.
- e. Home address is considered to be the address where the child normally lives. Applicants should not state a childminder's or other relative's address. It may be necessary to carry out checks to confirm addresses given are genuine and parents may therefore be asked to provide documentary evidence of their child's home address.
- f. Sibling is defined in these arrangements as full, half or step brothers and sisters, adopted and foster brothers and sisters who are living at the same address and are part of the same family unit. This does not include cousins or other family relationships.
- g. 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 does not consider the date the application was received or the length of time a child's name has been on the waiting list. This means that a child's position on the list may change if another applicant is refused a place and their child has higher priority in the admissions criteria. The waiting list will be retained until at least the end of December of the relevant year of the admissions process.
- h. For 'In Year' applications received outside the normal admissions round, if places are available they will be offered to those who apply. If there are places available but more applicants than places then the published oversubscription criteria for the relevant year

group will be applied. A waiting list for those who have not been offered a place will be kept until the end of the relevant academic term.

- i. If a parent wishes their child to be educated out of their normal age group they must discuss this with the Headteacher before applying for a place. The decision rests with the school as admission authority as per para 2.17 of the Admissions Code.
- j. If an application for admission has been turned down by the Governing Body, parents can appeal to an Independent Appeals Panel. Parents must be allowed at least twenty school days from the date of notification that their application was unsuccessful to submit that appeal. Parents must give reasons for appealing in writing and the decision of the Appeals Panel is binding on the Governors.
- k. The Governing Body reserve the right to withdraw the offer of a school place where false evidence is received in relation to the application.

Admission Number 2020	No. of preferences received by the closing date	Details of how places were allocated in each criterion as listed above	Final number admitted following any appeals or withdrawals (information correct at time of production)
240	1 <sup>st</sup> preference: 266 2 <sup>nd</sup> preference: 114 3 <sup>rd</sup> preference: 74  Total: 454	For details of how places were allocated, please contact the school directly	245

# St John Fisher Catholic High School

Baytree Road  
Springfield  
Wigan  
WN6 7RN

**Head Teacher:** Mrs A Rigby

**Admission Number 2021:** 200

**Age Range:** 11-16

**DFE number:** 4609

**Telephone number:** 01942 510715

**Website:** [Visit St John Fisher Catholic High's website](#)

**Virtual Tour:** [A virtual tour is also available on the school's website](#)

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## Oversubscription Criteria

ADMISSIONS TO THE SCHOOL will be determined by the Governing Body. Parents must complete a Local Authority Preference Form or apply via the website [www.wigan.gov.uk](http://www.wigan.gov.uk) following the links. If you do not live in Wigan you should apply via your local authority of residence. If you wish to have your application considered against that school's faith/denomination criteria then you should **ALSO** complete the Supplementary Form which is available from the Local Authority and the school. All preferences listed will be considered on an equal basis and, where there are more applications than the number of places available, the following set of OVERSUBSCRIPTION CRITERIA will be applied:

1. Looked after children and previously looked after children.
2. Children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted.
3. Baptised Catholic children who have a sibling in the school at the time of admission.
4. Baptised Catholic children resident in the parishes of St Mary, St William (the two parts of that parish formerly referred to as St John and St Patrick), St Edward (the two parts of that parish formerly referred to as Sacred Heart and St Edward) and St Jude.
5. Other baptised Catholic children.
6. Other children who have a sibling in the school at the time of admission.
7. Children attending one of the following Catholic Feeder Primary Schools in the parishes named in criterion 4 above:

Sacred Heart, Wigan  
St Patrick's  
St Jude's  
St William's  
St Mary & St John's  
St Cuthbert's

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

If it is not possible to offer places for all applications within any criteria above then 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 Wigan Council's Geographical Information System (GIS) which is based on ordnance survey. In the event of distances being the same for two or more applicants where this distance would be last place/s to be allocated, we will use a system to randomly pick who will be offered a place.

Children with a Statement of Special Educational Needs or Education Health Care Plan that names a school will be offered a place without using the admission criteria and will count as part of the school's published admission number.

**Notes:**

- a. All applications submitted before the national closing date will be considered equally and included in the Local Authority initial allocation of school places. Applications received after the national closing date will be processed in accordance with the Wigan admissions scheme for schools detailed in the Wigan admissions information booklets.
- b. A Looked After Child is a child who is (a) in the care of a Local Authority, or (b) being provided with accommodation by a Local Authority in the exercise of their Social Services functions (under section 22(1) of the Children Act 1989. A previously Looked After Child is one who immediately moved on from that status after becoming subject to an adoption, child arrangements order or special guardianship order.

A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society. Applications must be supported with appropriate evidence that the child has been adopted from state care.

- c. For a child to be considered as a Catholic evidence of a Catholic Baptism is required. Baptism should take place before the closing date for applications. A Baptised Catholic can also be defined as one who has been baptised by the Rites of Baptism of one of the various Churches in communion with the See of Rome (cf Catechism of the Catholic Church 1203). Written evidence of this baptism can be obtained by recourse to the Baptismal Registers of the church in which the baptism took place.

Or

A person who has been baptised in a separate ecclesial community and subsequently received into full communion with the Catholic Church by the Rite of Reception of Baptised Christians into the Full Communion of the Catholic Church. Written evidence of their reception into full communion with the Catholic Church can be obtained by recourse to the Register of Receptions, or in some cases a sub-section of the Baptismal Registers of the Church in which the Rite of Reception took place.

The Governing Body will require written evidence in the form of a Certificate of Reception before applications for school places can be considered for categories of 'Baptised Catholics'. A Certificate of Reception is to include full name, date of birth, date of reception and parent(s) name(s). The certificate must also show that it is copied from the records kept by the place of reception.

Those who have difficulty obtaining written evidence of baptism for a good reason, may still be considered as baptised Catholics but only after they have been referred to the parish priest who after consulting with the Episcopal Vicar, will decide how the question of baptism

is to be resolved and how written evidence is to be produced in accordance with the law of the Church.

- d. Home Address is considered to be the address where the child normally lives. Where care is split and a child moves between two addresses, the household in receipt of the child benefit would normally be the address used but the admission body reserve the right to request other proofs as fit the individual circumstance. Applicants should not state a childminder's or other relative's address.
- e. Sibling is defined in these arrangements as full, half or step brothers and sisters, adopted and foster brothers and sisters who are living at the same address and are part of the same family unit. This does not include cousins or other family relationships.
- f. 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 does not consider the date the application was received or the length of time a child's name has been on the waiting list. This means that a child's position on the list may change if another applicant is refused a place and their child has higher priority in the admissions criteria. The waiting list will be retained until at least the end of December of the relevant year of the admissions process.
- g. For 'In Year' applications received outside the normal admissions round, if places are available they will be offered to those who apply. If there are places available but more applicants than places then the published oversubscription criteria for the relevant year group will be applied. A waiting list for those who have not been offered a place will be kept until the end of the relevant academic term.
- h. If a parent wishes their child to be educated out of their normal school year (kept back a year), they must discuss this with the school before applying. However, the decision on this rests with the school (para 2.17 of the Admissions Code).
- i. If an application for admission has been turned down by the Governing Body, parents can appeal to an Independent Appeals Panel. Parents must be allowed at least twenty school days from the date of notification that their application was unsuccessful to submit that appeal. Parents must give reasons for appealing in writing and the decision of the Appeals Panel is binding on the Governors.
- j. The Governing Body reserve the right to withdraw the offer of a school place where false evidence is received in relation to the application.

Admission Number 2020	No. of preferences received by the closing date	Details of how places were allocated in each criterion as listed above	Final number admitted following any appeals or withdrawals (information correct at time of production)
200	1 <sup>st</sup> preference: 187 2 <sup>nd</sup> preference: 107 3 <sup>rd</sup> preference: 84  Total: 378	For details of how places were allocated, please contact the school directly.	201

# St Mary's Catholic High School

Manchester Road  
Astley  
Tyldesley  
M29 7EE

**Head Teacher:** Mr A Dawson

**Admission Number 2021:** 260

**Age Range:** 11-18

**DFE number:** 4615

**Telephone number:** 01942 884144

**Website:** [Visit St Mary's Catholic High's website](#)

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**Note:** Following a determination from the Office of the Schools Adjudicator (ADA3712), this school's admission arrangements have now been updated.

## Oversubscription Criteria

Admissions to the school will be determined by the Governing Body. Parents must complete a Local Authority Preference Form or apply online via the website [www.wigan.gov.uk](http://www.wigan.gov.uk) following the links. If you wish to have your application considered against the school's faith/denomination criteria then you should ALSO complete the Supplementary Form which is available from the Local Authority and the school. All preferences listed will be considered on an equal basis and, where there are more applications than the number of places available, the following set of oversubscription criteria will be applied:

1. Looked after children and previously looked after children.
2. Baptised Catholic children who have a sibling in the school at the time of admission.
3. Baptised Catholic children resident in the parishes of St Edmund Arrowsmith, St John Rigby and St Margaret Clitherow (the parishes formerly known as St Ambrose Barlow; St Joseph; Sacred Heart, Atherton; Sacred Heart, Leigh; Holy Family; Twelve Apostles; Our Lady of the Rosary; St Richard's and St Gabriel's).
4. Other baptised Catholic children.
5. Other children who have a sibling in the school at the time of admission.
6. Children attending one of the following Catholic Feeder Primary Schools in the parishes named in criterion 3 above:

Holy Family, Boothstown	St Gabriel's
Sacred Heart, Atherton	St Joseph's
Sacred Heart, Leigh	St Richard's
St Ambrose Barlow	Twelve Apostles
7. Children from 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.

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. Other children.

If it is not possible to offer places for all applications within any criteria above then 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 Wigan Council's Geographical Information System (GIS) which is based on ordnance survey. In the event of distances being the same for two or more applicants where this distance would be last place/s to be allocated, we will use a system to randomly pick who will be offered a place.

Children with a Statement of Special Educational Needs or Education Health Care Plan that names St Mary's will be offered a place without using the admission criteria and will count as part of the school's published admission number.

Notes:

a. All applications submitted before the national closing date will be considered equally and included in the Local Authority initial allocation of school places. Applications received after the national closing date will be processed in accordance with the Wigan admissions scheme for schools detailed in the Wigan admissions information booklets. The only exception to this will be applications for looked after children that are received by the date stated in the Local Authority Admissions Booklet.

b. A Looked After Child is a child who is (a) in the care of a Local Authority, or (b) being provided with accommodation by a Local Authority in the exercise of their Social Services functions (under section 22(1) of the Children Act 1989. A previously Looked After Child is one who immediately moved on from that status after becoming subject to an adoption, child arrangements order or special guardianship order.

c. For a child to be considered as a Catholic evidence of a Catholic Baptism is required. Baptism should take place before the closing date for applications.

A Baptised Catholic can also be defined as one who has been baptised by the Rites of Baptism of one of the various Churches in communion with the See of Rome (cf Catechism of the Catholic Church 1203). Written evidence of this baptism can be obtained by recourse to the Baptismal Registers of the church in which the baptism took place.

Or

A person who has been baptised in a separate ecclesial community and subsequently received into full communion with the Catholic Church by the Rite of Reception of Baptised Christians into the Full Communion of the Catholic Church. Written evidence of their reception into full communion with the Catholic Church can be obtained by recourse to the Register of Receptions, or in some cases a sub-section of the Baptismal Registers of the Church in which the Rite of Reception took place.

The Governing Body will require written evidence in the form of a Certificate of Reception before applications for school places can be considered for categories of 'Baptised Catholics'. A Certificate of Reception is to include full name, date of birth, date of reception and parent(s) name(s). The certificate must also show that it is copied from the records kept by the place of reception.

Those who have difficulty obtaining written evidence of baptism for a good reason, may still be considered as baptised Catholics but only after they have been referred to the parish priest who after consulting with the Episcopal Vicar, will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the law of the Church.

d. "Children of other Christian denominations" means: children who belong to other churches and ecclesial communities which, acknowledging God's revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God's will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is his body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above. All members of Churches Together in England and of CYTŪN are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis.

e. Home address is considered to be the address where the child normally lives. Applicants should not state a childminder's or other relative's address. It may be necessary to carry out checks to confirm addresses given are genuine and parents may therefore be asked to provide documentary evidence of their child's home address.

f. Sibling is defined in these arrangements as full, half or step brothers and sisters, adopted and foster brothers and sisters who are living at the same address and are part of the same family unit. This does not include cousins or other family relationships.

g. 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 does not consider the date the application was received or the length of time a child's name has been on the waiting list. This means that a child's position on the list may change if another applicant is refused a place and their child has higher priority in the admissions criteria. The waiting list will be retained until at least the end of December of the relevant year of the admissions process.

h. For 'In Year' applications received outside the normal admissions round, if places are available they will be offered to those who apply. If there are places available but more applicants than places then the published oversubscription criteria for the relevant year group will be applied. A waiting list for those who have not been offered a place will be kept until the end of the relevant academic term.

i. If a parent wishes their child to be educated out of their normal age group they must discuss this with the Headteacher before applying for a place. The decision rests with the school as admission authority as per para 2.17 of the Admissions Code.

j. If an application for admission has been turned down by the Governing Body, parents can appeal to an Independent Appeals Panel. Parents must be allowed at least twenty school days from the date of notification that their application was unsuccessful to submit that appeal. Parents must give reasons for appealing in writing and the decision of the Appeals Panel is binding on the Governors.

k. The Governing Body reserve the right to withdraw the offer of a school place where false evidence is received in relation to the application.



Admission Number 2020	No. of preferences received by the closing date	Details of how places were allocated in each criterion as listed above	Final number admitted following any appeals or withdrawals (information correct at time of production)
260	1 <sup>st</sup> preference: 252 2 <sup>nd</sup> preference: 197 3 <sup>rd</sup> preference: 98  Total: 547	For details of how places were allocated, please contact the school directly.	260

# St Peter's Catholic High School

Howards Lane  
Orrell Post  
Wigan  
WN5 8NU

**Head Teacher:** Mr A McGlown

**Admission Number 2021:** 205

**Age Range:** 11-16

**DFE number:** 4614

**Telephone number:** 01942 747693

**Website:** [Visit St Peter's Catholic High's website](#)

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**Note: Following a determination from the Office of the Schools Adjudicator (ADA3712), this school's admission arrangements have now been updated.**

## Oversubscription Criteria

ADMISSIONS TO THE SCHOOL will be determined by the Governing Body. Parents must complete a Local Authority Preference Form or apply online via the website [www.wigan.gov.uk](http://www.wigan.gov.uk) following the links. If you wish to have your application considered against that school's faith/denomination criteria then you should ALSO complete the Supplementary Form which is available from the Local Authority and the school. All preferences listed will be considered on an equal basis and, where there are more applications than the number of places available, the following set of OVERSUBSCRIPTION CRITERIA will be applied:

1. Looked after children and previously looked after children.
2. Baptised Catholic children who have a sibling at the school on the date at which they will enter school.
3. Baptised Catholic children resident in the parishes of Our Lady of the Annunciation & St Bernadette; St James', Orrell; St Joseph's, Wrightington; St Mary's, Birchley; St Teresa's, Upholland and St Edward's (the part of the parish formerly referred to as St Cuthbert's).
4. Other baptised Catholic children.
5. Other children who have a sibling at the school on the date at which they will enter school.
6. Children attending one of the following Catholic Feeder Primary Schools in the parishes named in criterion 3 above:

St Bernadette's  
St Cuthbert's  
St James'  
St Marie's

St Joseph's, Wrightington (Lancashire LA)  
St Mary's, Birchley (St Helens LA)  
St Teresa's, Upholland Lancashire (LA)

7. Children from 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.

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. Other children.

If it is not possible to offer places for all applications within any criteria above then 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 Wigan Council's Geographical Information System (GIS) which is based on ordnance survey. In the event of distances being the same for two or more applicants where this distance would be last place/s to be allocated, we will use a system to randomly pick who will be offered a place.

Children with a Statement of Special Educational Needs or Education Health Care Plan that names a school will be offered place without using the admission criteria and will count as part of the school's published admission number.

Notes:

- a. All applications submitted before the national closing date will be considered equally and included in the Local Authority initial allocation of school places. Applications received after the national closing date will be processed in accordance with the Wigan admissions scheme for schools detailed in the Wigan admissions information booklets. The only exception to this will be applications for looked after children that are received by the date stated in the Local Authority Admissions Booklet.
- b. A Looked After Child is a child who is (a) in the care of a Local Authority, or (b) being provided with accommodation by a Local Authority in the exercise of their Social Services functions (under section 22(1) of the Children Act 1989. A previously Looked After Child is one who immediately moved on from that status after becoming subject to an adoption, child arrangements order or special guardianship order.

A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society. Applications must be supported with appropriate evidence that the child has been adopted from state care.

- c. For a child to be considered as a Catholic evidence of a Catholic Baptism is required. Baptism should take place before the closing date for applications.

A Baptised Catholic can also be defined as one who has been baptised by the Rites of Baptism of one of the various Churches in communion with the See of Rome (cf Catechism of the Catholic Church 1203). Written evidence of this baptism can be obtained by recourse to the Baptismal Registers of the church in which the baptism took place.

Or

A person who has been baptised in a separate ecclesial community and subsequently received into full communion with the Catholic Church by the Rite of Reception of Baptised Christians into the Full Communion of the Catholic Church. Written evidence of their reception into full communion with the Catholic Church can be obtained by recourse to the Register of Receptions, or in some cases a sub-section of the Baptismal Registers of the Church in which the Rite of Reception took place.

The Governing Body will require written evidence in the form of a Certificate of Reception before applications for school places can be considered for categories of 'Baptised Catholics'. A Certificate of Reception is to include full name, date of birth, date of reception and parent(s) name(s). The certificate must also show that it is copied from the records kept by the place of reception.

Those who have difficulty obtaining written evidence of baptism for a good reason, may still be considered as baptised Catholics but only after they have been referred to the parish priest who after consulting with the Episcopal Vicar, will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the law of the Church.

- d. "Children of other Christian denominations" means: children who belong to other churches and ecclesial communities which, acknowledging God's revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God's will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is his body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above. All members of Churches Together in England and of CYTÛN are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis.
- e. Home address is considered to be the address where the child normally lives. Applicants should not state a childminder's or other relative's address. It may be necessary to carry out checks to confirm addresses given are genuine and parents may therefore be asked to provide documentary evidence of their child's home address.
- f. Sibling is defined in these arrangements as full, half or step brothers and sisters, adopted and foster brothers and sisters who are living at the same address and are part of the same family unit. This does not include cousins or other family relationships.
- g. 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 does not consider the date the application was received or the length of time a child's name has been on the waiting list. This means that a child's position on the list may change if another applicant is refused a place and their child has higher priority in the admissions criteria. The waiting list will be retained until at least the end of December of the relevant year of the admissions process.
- h. For 'In Year' applications received outside the normal admissions round, if places are available they will be offered to those who apply. If there are places available but more applicants than places then the published oversubscription criteria for the relevant year group will be applied. A waiting list for those who have not been offered a place will be kept until the end of the relevant academic term.
- i. If a parent wishes their child to be educated out of their normal age group they must discuss this with the Headteacher before applying for a place. The decision rests with the school as admission authority as per para 2.17 of the Admissions Code.
- j. If an application for admission has been turned down by the Governing Body, parents can appeal to an Independent Appeals Panel. Parents must be allowed at least twenty school days from the date of notification that their application was unsuccessful to submit that

appeal. Parents must give reasons for appealing in writing and the decision of the Appeals Panel is binding on the Governors.

- k. The Governing Body reserve the right to withdraw the offer of a school place where false evidence is received in relation to the application.

**Important note** - Supplementary Faith Form (including baptism evidence) must be returned to the School before the deadline date. Evidence received after the deadline will be treated as late and will result in applications being considered against lower criteria, as the Governing Body will have no information upon which to assess your application.

Admission Number 2020	No. of preferences received by the closing date	Details of how places were allocated in each criterion as listed above	Final number admitted following any appeals or withdrawals (information correct at time of production)
205	1 <sup>st</sup> preference: 240 2 <sup>nd</sup> preference: 127 3 <sup>rd</sup> preference: 130  Total: 497	For details of how places were allocated, please contact the school directly.	210

# Voluntary Aided CE School

## The Deanery Church of England High School & Sixth Form College

Frog Lane  
Wigan  
WN1 1HQ

**Head Teacher:** Mr M Wood

**Admission Number 2021** 250  
**Age Range** 11-18  
**DFE number** 4608

**Telephone number** 01942 768801

**Website** [Visit The Deanery Church of England School and Sixth Form College website](#)

**School tour** [View the school's virtual tour](#)

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### Oversubscription Criteria

1. The Deanery C.E. High School is a Church of England High School, therefore:
  - the Governors decide the school's Admissions Policy, and
  - the Governors decide who is offered a place at the school.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 2021, there are 250 places for Year 7 children.
  - If 250 children (or fewer) apply to The Deanery, all will be offered a place.
  - If more than 250 children apply, places will be offered in the following order.
    - a) Children with a Statement of Special Education Needs or Education Health and Care Plan, as long as the Statement or EHC Plan names The Deanery as the pupil's school.
    - 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).
    - c) Children who appear to the Governing Body to have been in state care outside of England and ceased to be in state care because they were adopted. A child is regarded as having been in state care in a place outside of England if there were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society. Applications must be supported with appropriate evidence that the child have been adopted from state care.

- d) Children with a medical or social need, where those needs can only be met at The Deanery Church of England High School, as long as evidence from a suitably qualified professional (i.e. a doctor, psychologist or social worker) is given to the school. This evidence must set out the nature of the child's circumstances, the reasons why The Deanery is the only school able to meet the child's needs and outline the difficulties that would be caused if the child had to attend another school.
- e) Children of staff at the school who are employed on a permanent contract and have a) been employed for two or more years or b) been recruited to fill a vacant post for which there was a demonstrable skill shortage, at the time of application.
- f) Children who will have an older brother or sister at The Deanery in at the time of application, including the Sixth Form.
- g) Children who are regular worshippers at a Christian church, as long as this is confirmed by the church leader (see Section 6).
- h) Children who express a preference for a place at the school on their Local Authority form.

#### **4. Distance Tie-Break**

Within each group 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 (e.g. 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.

#### **5. Brothers and Sisters**

In this category, 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.
- foster brothers and foster sisters

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

## **6. Christian Churches**

In this category, we mention ‘regular worshippers at a Christian Church.’ ‘Regular worshippers’ means any child who has attended a church service (i.e. public worship), or a verified youth activity organised by church (such as Sunday School), once a month, on average, in the preceding 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 (i.e., the priest, minister, vicar or faith leader) signs the Local Authority or supplementary form to confirm the child’s Church attendance.

In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these [admissions] arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.

## **7. 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 250 places being offered.

## **8. Late Applications**

Late applications, received after the closing date of 31st October 2020, will only be considered after those received by the closing date. The only exception to this is applications for Looked After Children that are received by 30th November 2020 will be included with on time applications.

## **9. In-year Admissions**

Children can apply for a place at the school outside the normal round of Admissions. If there are more applicants than places, the Governors will apply the categories listed above to establish which child(ren) will be admitted

## **10. 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.

## **11. Sixth Form Admissions**

Each year up to a maximum of 250 students are admitted into the Sixth Form, 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.

## Notes –

### Fraudulent applications

Where the governing body discovers that a child has been awarded a place as the result of an intentionally misleading application from a parent (for example a false claim to residence in the catchment area or of involvement in a place of worship) which effectively denies a place to a child with a stronger claim, then the governing body is required to withdraw the offer of the place. The application will be considered afresh and a right of appeal offered if a place is refused.

### For the avoidance of doubt, matters which the Governors do not take into account in the allocation of places include the following:

- a. Attendance at church as part of normal school activity
- b. Whether a child is confirmed or being prepared for confirmation
- c. Whether a child is baptised
- d. Academic abilities

Admission Number 2020	No. of preferences received by the closing date	Details of how places were allocated in each criterion as listed above	Final number admitted following any appeals or withdrawals (information correct at time of production)
250	1 <sup>st</sup> preference: 322 2 <sup>nd</sup> preference: 349 3 <sup>rd</sup> preference: 203  Total: 874	For details of how places were allocated, please contact the school directly.	251

# Community Special Schools

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

For important information about children with a Statement of Special Educational Needs or Education and Health Care Plan please see part 2 of this booklet. If you need any further information please contact the Special Educational Needs and Disability Team on 01942 486132.

School name	<b>Hope School</b>
Address	Kelvin Grove, Marus Bridge, Wigan WN3 6SP
Telephone number	01942 824150
Headteacher	Mrs S Lucas
Age range	2-19
Email	enquiries@admin.hope.wigan.sch.uk
Additional information	This school caters for children and young people with complex needs (including PMLD).
School name	<b>Oakfield High School</b>
Address	Long Lane, Hindley Green, Wigan WN2 4XA
Telephone number	01942 776142
Executive Headteacher	Mrs C Taylor
Head Teacher	Mrs S Allen
Age range	11-19
Email	enquiries@admin.oakfield.wigan.sch.uk
Additional information	This school caters for children and young people with complex needs.
School name	<b>Newbridge Learning Community</b>
Address	Moss Lane, Platt Bridge, Wigan WN2 3TL
Telephone number	01942 776020
Head Teacher	Mrs E Kucharski
Age range	11-16
Email	enquiries@admin.newbridge.wigan.sch.uk
Additional information	This school caters for children and young people with emotional, behavioural and social difficulties.
School name	<b>Landgate School</b>
Address	Landgate Lane, Bryn, Wigan WN4 0EP
Telephone number	01942 776688
Executive Headteacher	Mrs C Taylor
Head Teacher	Kathy Claxton
Age range	4-19
Email	<a href="mailto:Landgate@wigan.gov.uk">Landgate@wigan.gov.uk</a>
Additional information	This school caters for children and young people with Autistic Spectrum Disorder or related severe communication difficulties.