

# Secondary School Admissions 2024-25

## 1. Application information

In September 2023 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 2023**.

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 2023**.

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 and wish to apply under Criterion F (Christian Church), the governors will need extra information so that they can consider your application against their faith criteria. The supplementary form should be signed by a Church Leader and returned direct to the school.

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 2022**. 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 2022**.

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 2022. 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 2022. 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 2022. If you do not provide this evidence your child may be refused a place.**

## **Children with an Education Health and Care Plan**

If your child has an 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 an 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 2023. If your child does not go to a Wigan primary school, please return your application form to The School Organisation Team by 31st October 2023.

**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 2023. We will only consider applications we receive by the closing date as on-time**

In 2022 87.5 per cent of on time applicants living in Wigan were offered a place at their first preference school. 95.9 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 2023**.

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 2023**. 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 2023)**

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.

# Outwood Academy, Hindley

Mornington Road  
Hindley  
WN2 4LG

**Head Teacher:** Mrs J Norman

**Admission Number 2023:** 180

**Age Range:** 11-16

**DFE number:** 4026

**Telephone number:** 01942 767704

**Website:** [Visit Hindley 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 which names the school or education, health and care plan.

1. Looked after children, previously looked after children and children who appear to the Academy Trust to have been in state care outside of England and ceased to be in state care because they were adopted.

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). 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.

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.

2. Children with brothers and/or sisters who will be attending the school at the time of admission

3. Other children living in Hindley, Hindley Green, Platt Bridge, Abram and Bickershaw with WN2 2, WN2 3, WN2 4 and WN2 5 postcodes (this does not include children living in other areas that share these postcodes).

4. Other children living nearest to the school

## Tie-breaker

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

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

## Looked after children and previously looked after children

Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).

Applications for previously looked after children must be supported with appropriate evidence i.e. a copy of the adoption order, residence order or special guardianship order.

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.

### **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 2022	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)
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187	1 <sup>st</sup> preference: 193 2 <sup>nd</sup> preference: 48 3 <sup>rd</sup> preference: 37  Total: 278	Children with an Education, Health and Care Plan naming the school: 2 Criterion 1 - 4 Criterion 2 - 0 Criterion 3 - 40 Criterion 4 - 141  The last place was allocated to a pupil living 1.977 miles from the school.	187
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# Timetable

If your child is in year 6 in September 2023, he or she will transfer to secondary school at the start of the new school year in September 2024. The timetable for the application process is as follows.

<b>September 2023</b>	<b>Admissions information circulated Online application service opens</b>
<b>31st October 2023</b>	<b>Closing date for applications</b>
<b>October 2023 to February 2024</b>	<b>Applications processed</b>
<b>1st March 2024</b>	<b>National offer day</b>
<b>30th March 2024</b>	<b>Closing date for appeals</b>
<b>May - June 2024</b>	<b>Appeals heard</b>
<b>September 2024</b>	<b>Admission to school</b>

## **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 an Education, Health and Care Plan**

Children with 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 parents' address, the address which will be used for admission to schools is the address where the child sleeps the majority of the school nights (Sunday to Thursday) during the week in term time. Where there is dispute or equal nights are slept, parent will be asked to provide proof of the address registered with the child's GP. The Local Authority reserves the right to request other documentary evidence as fit the individual circumstances.

Please see each school's individual admission arrangements for further details.

## **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 2024**.

### **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 31<sup>st</sup> December 2024.

## 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
- Outwood Academy Hindley
- 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 2023 will be heard according to the following timetable: -

<b>Offer date</b>	<b>Appeals lodged</b>	<b>Appeals to be heard</b>
1st March 2024	by 30th March 2024	within 40 school days
	after 30th March 2024	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

[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](#).

**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**

#### **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 which can be downloaded from our webpage. 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.

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

If you want to apply for a transfer to a school in another local authority, please contact that Local 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 who do not have a school place and we 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**





