



**Co-ordinated Admission  
Scheme**

**Primary Schools**

**2020-21**

## **Contents**

### **Admission to Primary school**

- 1.1 The timetable for admissions to primary school 2020-21
- 1.2 Advising parents when to apply
- 1.3 Applying for a primary school
- 1.4 Supplementary information forms
- 1.5 How we decide which school to offer
- 1.6 Informing parents of places offered
- 1.7 Informing schools and other local authorities of places offered
- 1.8 Late applications
- 1.9 Waiting lists
- 1.10 Appeals
- 1.11 Applications for the normal admissions round outside the pupil's normal year of entry

## 1.1 The timetable for admissions to primary school 2020-21

Admission information available September 2019  
On-line application service opens

Closing date for applications 15 January 2020  
On-line application service closes

Wigan Council sends details of applications to other local authorities 3 February 2020

### **Own admission authority schools that rank their own applications:**

Wigan Council sends details of all applications to schools (including applications from other local authorities) 2 March 2020

Schools return ranked lists by 16 March 2020

### **Own admission authority schools that use Council's ranking service:**

Wigan Council sends ranked lists for approval 11 March 2020

School return approved lists by 18 March 2020

Wigan Council informs other local authorities of offers to be made to their residents 23 March 2020

Wigan Council sends final lists of pupils offered places to Wigan schools and other local authorities 3 April 2020

**Note:** Details of offers will be sent on the above dates providing that the allocations are complete. If not they will be provided as soon as possible after this date.

National offer day 16 April 2020  
(please note this is during the Easter break)

Parents to return acceptance slips for offer of school places 5 May 2020

Closing date for appeals 19 May 2020

## 1.2 Advising parents when to apply

Wigan Council holds the name and address details of children who currently attend or have previously attended an early years setting in Wigan and children whose parents have provided their child's details to a Wigan primary school to 'register an interest'.

Note: A 'registration of interest' is not an application for a school place.

In October 2019 Wigan Council will send a letter to each Wigan address held in our system as above with the following information:

- details of how to access the 'Applying for a place at Primary School' booklet online which gives details of all primary schools in Wigan;
- information about how to apply for a place in reception class for September 2020.

To prompt parents to apply by the closing date the Local Authority will also:

- publish application information on the Wigan Council website and social media platforms
- circulate information and posters to public buildings, primary schools and early years' providers in Wigan
- encourage all Wigan primary schools to publicise the application information using all available methods e.g. newsletters, posters, parent platforms, social media

## 1.3 Applying for a primary school place

The 'Applying for a place at Primary School', booklet and a link to the Wigan council primary school online application service will be available on our website. A printed application form will be available on request for parents who are unable to apply online.

The online application service and manual application form ask for three preferences of school, in priority order and allow parents to state the reasons for these preferences.

When parents have completed their application they should submit this by the closing date of 15 January 2020. All applications received by this date will be classed as 'on time'. Any applications made for children in public care will also be classed as on time if they are received by 15 February 2020.

Wigan Council will only accept one application per child. Where duplicate applications are received with different preferences we will contact both parents and advise them to complete one application with one set of preferences for their child. Wigan Council cannot mediate disputes between parents. Parents must resolve disputes about preferences between themselves, legally if necessary.

### **Co-ordination with neighbouring Local Authorities**

If a child lives in Wigan but parents want them to attend a primary school in another Local Authority:

- they should put the other Local Authority school on their Wigan application
- we will pass the details on to the other Local Authority.

If a child does not live in Wigan but parents want them to apply for a Wigan school:

- they should put the name of the Wigan school on the application to their own Local Authority; and
- the home Local Authority will pass the child's details to Wigan.

Applications from parents living in other local authorities will be classed as on time if they have been received by the closing date in their home authority. We will consider their preferences for a place at a Wigan school providing Wigan schools are listed as a first, second or third preference. Where we receive details of a preference that is not a first, second or third we will advise the home authority that the preference will not be considered.

### **Types of school in Wigan**

In Wigan there is a range of schools available. Each type of school has an admission authority that is responsible for considering applications and applying the oversubscription criteria to each applicant when the school receives more applications than places available.

#### **Community and voluntary controlled schools**

The admission authority for community and controlled schools is Wigan Council.

#### **Voluntary aided, foundation, academy and free schools**

The admission authority for these schools is the academy trust or individual governing body.

### **1.4 Supplementary information**

Many voluntary aided and academy primary church schools in Wigan have their own supplementary information forms to ask for details about religious affiliation. The supplementary information forms will be available to download on the Wigan Council website or a printed form can be obtained on request from Wigan Council or the school. If a Wigan parent wants a place at one of these schools for their child they:

- must submit an application to Wigan Council
- where required complete the voluntary aided school's own supplementary information form and return it to the individual school by the closing date. It is the responsibility of the applicant to ensure that their supplementary form has been received by the school.

Parents of Wigan children who state a preference for a Wigan Catholic Primary school will be able to provide information about religious affiliation using the Catholic supplementary form which is available on the Wigan Council website or the relevant section of the Wigan Council primary school application form. Wigan Council will forward the information to all Wigan Catholic primary schools named as a preference on our primary school application.

Parents who live in other local authorities will complete their home Local Authority application as well as the relevant supplementary information form(s) for Wigan church schools.

## 1.5 **How we decide which school to offer.**

All applications received by the closing date will be considered at the same time. We will use the 'equal preference' system to allocate places. The priority given to parents' 3 preferences of school on the Local Authority common application will not be considered in the first instance.

### **Community and voluntary controlled schools:**

Wigan Council will consider **all** preferences for community and voluntary-controlled schools, without considering the order of preference.

If there are fewer applications for a school than places available, all children could potentially be offered a place.

If there are more applications than places available, Wigan Council will rank all applications using the oversubscription criteria. The admission number will then be applied to determine which children receive a potential offer of a place.

### **Voluntary-aided, foundation, academy and free schools**

Wigan Council will send the governing body/academy trust of each own admission authority school details of **all** children whose parents have expressed a preference for the school, without reference to the order of preference on the Local Authority application form.

If there are fewer applications for a school than places available, all children could potentially be offered a place.

If there are more applications than places available, the governing body/academy trust will rank all applications using the oversubscription criteria. The admission number will then be applied to determine which children receive a potential offer of a place.

The governing body/academy trust will send the ranked list to the Local Authority, with details of potential offers.

The local authority offers a service to rank applications on behalf of own admission authority schools. For schools that use this service the local authority will send a list of applicants ranked using the oversubscription criteria to the governing body/academy trust for approval.

### **Co-ordinating the offer of a single place**

When applications for all schools have been ranked, where necessary, Wigan Council will co-ordinate the offer of a single place for each child. It is possible that some children will have more than one potential place. If this is the case, the place that has highest priority on the Wigan Council primary school application will be offered.

School places which become available following the first round of co-ordination will be offered to the child ranked next in the oversubscription criteria, unless the child already has a potential offer with higher priority on the Wigan Council primary school application.

We will also co-ordinate offers with neighbouring local authorities in the same way.

If a child living in Wigan cannot be offered a place at any of their parents' 3 preferences of school, they will be offered a place at the nearest Wigan school to their home address with an available place. This will be the nearest community, voluntary controlled, foundation, voluntary aided, free school or academy.

#### 1.6 **Informing parents of places offered**

Wigan Council will inform the parents of all children living in Wigan which school place is to be offered to their child. If the application was received by the closing date, 15 January 2020, we will do this on 16 April 2020.

If the parents' application was late, we will inform them no earlier than 16 April 2020.

#### 1.7 **Informing schools and other local authorities of places offered.**

Wigan Council will send each primary school in Wigan a final list by **secure electronic transfer** to confirm the children who have been offered places at the school when the on-time allocations are complete, by 3 April 2020.

Wigan Council will exchange final details of pupils from other local authorities offered places in Wigan schools with their home Local Authority on 3 April 2020

**Note:** Details of offers will be sent on the above dates providing that the allocations are complete. If not they will be provided as soon as possible after this date.

#### 1.8 **Late applications**

Applications received after the closing date and before the offer date of places:

- will be classed as late;
- will only be considered after applications received on time; and
- the offer of a place will be decided as described in section 1.5.

Applications received after the offer date but before the start of the school year:

- will be considered as they are received; and
- the offer of a place will be decided as described in section 1.5.

Where an applicant has accepted a place at a school for their child and wants to keep this offer they must name the school as a preference on their late application. If they do not, the offered place will be withdrawn and made available for another child.

Where a place is available at a higher preference school than the one originally offered this will be allocated and the offer for the lower preference will be withdrawn even if the place has been accepted by the parent.

## 1.9 Waiting Lists

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 (31<sup>st</sup> December)

A child's name can only be placed on the waiting list for a school where they have been refused a place.

Wigan Council co-ordinates the offer of places from waiting lists for Wigan schools. Where a place becomes available to offer from a waiting list it will be offered to the child ranked highest in the school's oversubscription criteria as determined by the school's admission authority.

## 1.10 Appeals

Where a child has been refused a place at one of their preferred schools, the parent will be made aware of their right of appeal to an independent appeal panel. For applicants notified of the outcome of their application on 16 April 2020 the closing date for appeals will be 19 May 2020.

## 1.11 Delayed entry to Primary school

The parents of a summer born child (born between 1 April and 30 August) may choose not to send their child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to reception rather than year 1.

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

The process is as follows:

### Stage 1 – request

Parents must make a formal request for delayed entry to reception class to the Wigan Council School Organisation Team in writing stating up to 3 preferred schools, with any supporting evidence they wish to be considered.

This request must be made at the same time as applying for a place for normal entry (**i.e. by the closing date of 15 January**) in order to give sufficient time for the case to be considered prior to the offer of school places on 16 April.

### Stage 2 – decision

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

Requests for community and voluntary controlled schools will be considered by Wigan Council, in consultation with the headteacher of the school. We will look at the following factors but these are not exhaustive:



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

### **Stage 3 – outcome**

Parents will be notified of the decision for each school in writing by Wigan Council.

#### **Request for delayed entry agreed:**

Parents can apply for a place in reception for the following academic year at the school/s for the schools for which delayed entry has been agreed. The application will be ranked alongside any other applications in accordance with the oversubscription criteria for the schools. **There is no guarantee that a place will be offered at any of the preferred schools.** If parents change their mind about school preferences or are not offered a place at their preferred primary schools we cannot guarantee to offer a reception class place at any other school for which a deferral request has not been made.

The application for a place in the child's normal year group will continue to be processed unless parents withdraw it. Parents will have 2 weeks following the offer of a place to decide if they wish to accept it or delay entry and apply again the following year.

**Right of appeal:** If the child is refused a place at the school/s for which delayed entry has been agreed they will be advised of their statutory right to appeal. This right does not apply if the child is offered a place at the school but it is not in their preferred age group.

**Transfer to secondary school:** Where a child has been educated out of their normal age group, the parent may again request admission out of the normal age group when they transfer to secondary school. It will be for the admission authority of that school to decide whether to consider an application for a child out of their normal age group.

#### **Request for delayed entry refused:**

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



**Co-ordinated Admission Scheme**

**Secondary Schools**

**2020-21**

## **Contents**

### **Transfer from primary to secondary school**

- 1.1** The timetable for admissions to secondary school 2020-21
- 1.2** Applying for a secondary school place
- 1.3** Supplementary information forms
- 1.4** How we decide which school to offer
- 1.5** Informing parents of places offered
- 1.6** Informing schools and other local authorities of places offered
- 1.7** Late applications
- 1.8** Waiting lists
- 1.9** Appeals
- 1.10** Applications for the normal admissions round outside the pupil's normal year of entry

## 1.1 The timetable for admissions to secondary school 2020-21

Admission booklet available online Online application service opens	3 September 2019
Closing date for applications On-line application service closes	31 October 2019
Wigan Council sends details of applications to other local authorities	18 November 2019
<b>Own admission authority schools that rank their own applications:</b>	
Wigan Council sends a list of all applications to each school (including applications from other local authorities)	16 December 2019
Schools return ranked lists by	15 January 2020
<b>Own admission authority schools that use Wigan Council's ranking service:</b>	
Wigan Council sends a ranked list to each school for approval	13 January 2020
Schools approve ranked lists by	20 January 2020
Wigan Council informs other local authorities of initial offers to be made to their residents	24 January 2020
Allocation information available for schools	28 February 2020
National offer day	1 March 2020 (Please note that this is a Sunday)
Closing date for appeals	30 March 2020

## 1.2 Applying for a secondary school place

At the beginning of September 2019 the following information will be sent to the parents of all pupils in Year 6 at a Wigan Primary school:

- How to access the 'Applying for a place at Secondary School' booklet online, which gives details of all secondary schools in Wigan;
- how to apply online

A Wigan Council secondary school application form will be available on request from the child's primary school or Wigan Council for parents who are unable to apply online.

Parents should submit their application by the closing date of 31 October 2019. All applications received by this date will be classed as 'on time'. Any applications made for children in public care will also be classed as on time if they are received by 30 November 2019.

The online application service and manual application form ask for three preferences of school, in priority order and allow parents to state the reasons for these preferences.

If parents have completed the Wigan Council secondary school application form they should return it to:

- the child's primary school if it is in Wigan; or
- the Wigan Council School Organisation Team if the child's primary school is outside Wigan.

Any application forms sent by parents directly to a Wigan secondary school must be forwarded to Wigan Council, whether or not the applicant lives in Wigan.

If a child living in Wigan does not attend a Wigan primary school, we will send information about how to apply to their home local authority. We will do this if either:

- parents/carers contact us to tell us about their child; or
- the Local Authority for the primary school the child attends tells us that a child living in Wigan is attending one of their schools. We will ask our five neighbouring local authorities to send us these details in August 2019 and will comply with similar requests from other local authorities.

Wigan Council will only accept one application per child. Where duplicate applications are received with different preferences we will contact both parents and advise them to complete one application with one set of preferences for their child. Wigan Council cannot mediate disputes between parents. Parents must resolve disputes about preferences between themselves, legally if necessary.

### **Co-ordination with neighbouring Local Authorities**

If a child lives in Wigan but parents want them to attend a secondary school in another Local Authority:

- they should put the other Local Authority school on the Wigan Council application; and
- we will pass the details on to the other Local Authority.

If a child does not live in Wigan but parents want them to attend a Wigan school:

- they should put the name of the Wigan school on the application to their own Local Authority; and
- the home Local Authority will pass the child's details to Wigan.

Applications from parents living in other local authorities will be classed as on time if they have been received by the closing date. We will consider their preferences for a place at a Wigan school providing Wigan schools are listed as a first, second or third preference. Where we receive details of a preference that is not a first, second or third we will advise the home authority that the preference will not be considered.

### **Types of school in Wigan**

In Wigan there is a range of secondary schools available. Each type of school has an admission authority that is responsible for considering applications and applying the oversubscription criteria to each applicant when the school receives more applications than places available.

#### **Community schools**

The admission authority for community schools is Wigan Council.

#### **Academies, foundation, voluntary aided and free schools**

The admission authority for academies, foundation, voluntary aided and free schools is the Academy Trust or individual governing body.

### **1.3 Supplementary information forms**

Most voluntary aided schools in Wigan have their own supplementary information forms to ask for details about religious affiliation. The supplementary information forms will be available on the Wigan Council website or on request from the Local Authority or the school. If a Wigan parent wants a place at one of these schools for their child they:

- must apply online or complete a Wigan Council secondary school application form; and
- where required complete the voluntary aided school's own supplementary information form and return it to the individual school by the closing date. It is the responsibility of the applicant to ensure that their supplementary form has been received by the school.

Parents of Wigan children who state a preference for a Wigan Catholic secondary school will be able to provide information about religious affiliation using the Catholic supplementary form available on the Wigan Council website or the relevant section of the Wigan Council secondary school application form. This information will be forwarded to all Wigan Catholic Secondary schools named as a preference on the Wigan Council Secondary school application.

Parents who live in other local authorities will complete their home Local Authority application as well as the relevant supplementary information form(s) for Wigan church schools.

## **1.4 How we decide which school to offer.**

All applications received by the closing date will be considered at the same time. We will use the 'equal preference' system to allocate places. The priority given to parents' 3 preferences of school on the Local Authority common application form will not be considered in the first instance.

### **Community schools:**

We will look at **all** preferences for community schools, without considering the order of preference.

If there are fewer applications for a school than places available, all children could potentially be offered a place.

If there are more applications than places available, Wigan Council will rank all applications using the oversubscription criteria. The admission number will then be applied to determine which children receive a potential offer of a place.

### **Foundation, academies, voluntary-aided and free schools:**

The Local Authority will send the admission authorities of foundation, academy, voluntary-aided and free schools details of **all** children whose parents have expressed a preference for the school, without reference to the order of preference on the Wigan Council application.

If there are fewer applications for a school than places available, all children could potentially be offered a place.

If there are more applications than places available, the admission authority will rank all applications using the oversubscription criteria. The admission number will then be applied to determine which children receive a potential offer of a place. The admission authority will send the ranked list to Wigan Council, with details of potential offers.

Wigan Council offers a service to rank applications on behalf of own admission authority schools. For schools that use this service we will send a list of applicants ranked using the oversubscription criteria to the governing body/academy trust for approval.

### **Co-ordinating the offer of a single place**

When applications for all schools have been ranked, where necessary, the Local Authority will co-ordinate the offer of a single place for each child. It is possible that some children will have more than 1 potential place. If this is the case, the place that has highest priority on the Local Authority application will be offered.

School places which become available following the first round of co-ordination will be offered to the child ranked next in the oversubscription criteria, unless the child already has a potential offer with higher priority on the Local Authority application.

We will also co-ordinate offers with neighbouring local authorities in the same way.

If a child living in Wigan cannot be offered a place at any of their parents' 3 preferences of school, they will be offered a place at the nearest Wigan school to their home address with a vacancy. This will be the nearest community, foundation, academy, voluntary aided or free school.

## **1.5 Informing schools and other local authorities of places offered.**

We will exchange final details of pupils from other local authorities offered places in Wigan schools to their home Local Authority on 24 January 2020.

Wigan Council will send each secondary school in Wigan a final list to confirm the children who have been offered places at the school by secure electronic transfer on 28 February 2020.

**Note:** Details of offers will be sent on the above dates providing that the allocations are complete. If not they will be provided as soon as possible after the date.

## **1.6 Informing parents of places offered**

Wigan Council will inform the parents of all children living in Wigan which school place is to be offered to their child. If the application was received by the closing date, 31 October 2019, we will do this on 1 March 2020.

If the parents' application was late, we will inform them no earlier than 1 March 2020.

Please note that national allocation day falls on a Sunday. The results of online applications will be circulated by email and available to view online on 1 March 2020. Letters to applicants who applied using a manual form and letters containing details of the reasons for refusal of a place and how to appeal will be posted first class on Monday 2 March 2020.

## **1.7 Late applications**

Applications received after the closing date of 31 October 2019 and before the offer date of 1 March 2020:

- will be classed as late;
- will only be considered after applications received on time; and
- the offer of a place will be decided as described in section 1.4.

Applications received after the offer date of 1 March 2020 but before the start of the school year in September 2020:

- will be considered as they are received; and
- the offer of a place will be decided as described in section 1.4

Where an applicant has already been offered a school place for their child and they want to keep this offer they must name the school as a preference on their late application. If they do not, the offered place will be withdrawn and made available for another child.

Where a place is available at a higher preference school than the one originally offered this will be allocated and the offer for the lower preference will be withdrawn even if the place has been accepted by the parent.



## 1.8 **Waiting lists**

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 (31<sup>st</sup> December).

A child's name can only be placed on the waiting list for a school where they have been refused a place. Wigan Council co-ordinates the offer of places from waiting lists for Wigan schools. Where a place becomes available to offer from a waiting list it will be offered to the child ranked highest in the school's oversubscription criteria as determined by the school's admission authority.

## 1.9 **Appeals**

Where a child has been refused a place at one of their preferred schools, the parent will be made aware of their right of appeal to an independent appeal panel. For parents who are advised the outcome of their application on 1 March 2020, the closing date for appeals will be 30 March 2020.

## 1.10 **Applications outside the pupil's normal year of entry**

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 or late 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.

### **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.