



**Co-ordinated Admission Scheme  
Secondary Schools 2022-23**

# Co-ordinated Admission Scheme for transferring from primary to secondary school for admission in 2022-23

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## 1.1 The timetable for admissions to secondary school 2022-23

What will happen	Date
Admission booklet available online Online application service opens	By 12 September 2021
Closing date for applications On-line application service closes	31 October 2021
Wigan Council sends details of applications to other local authorities	19 November 2021
<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 2021

Schools return ranked lists by	14 January 2022
<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 2022
Schools approve ranked lists by	20 January 2022
Wigan Council informs other local authorities of initial offers to be made to their residents	25 January 2022
Allocation information available for schools	28 February 2022
National offer day	1 March 2022
Closing date for appeals	30 March 2022

## 1.2 Applying for a secondary school place

At the beginning of September 2021 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 2021. 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 2021.

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 2021 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 coordinate 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 25 January 2022.

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 2022.

**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 2021, we will do this on 1 March 2022.

If the parents' application was late, we will inform them no earlier than 1 March 2022.

## 1.7 Late applications

Applications received after the closing date of 31 October 2021 and before 14 February 2022:

- 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 14 February 2022 but before the start of the school year in September 2022:

- will be considered after 1 March 2022; 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.

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 2022, the closing date for appeals will be 30 March 2022.

## 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.