

Important Information

This form is for Wigan Borough residents only. If you live in another Local Authority area, please contact them for an application form.

If you live in Wigan Borough you can apply online at www.wigan.gov.uk or by using this Wigan Council secondary school application form.

Please read the 'Applying for a place at Secondary School 2019-20' booklet carefully and ensure that you understand how places will be allocated. The booklet is available online at www.wigan.gov.uk, please follow the links for Education. When you have considered all the information, visited schools and decided on your preferences, you should then submit your application.

Make sure you apply by the closing date of 31 October 2018

To apply online

The online service includes step by step instructions on how to submit your application. You will receive an email confirming that your application has been submitted. **Please keep this safe as proof of your application.**

To apply using this Wigan Council Secondary school application form

Before submitting your application, please make sure that you have:

- filled in all the relevant sections of the application form
- filled in part 2 of the form if you have put The Deanery CE High School as a preference
- filled in part 5 of the form if any of your preferences are for Wigan Catholic High Schools
- filled in the school's own supplementary information form as well as the Wigan Council 'Admissions to Secondary Schools' application form for any voluntary aided (church) school in another Local Authority you have named as a preference. Forms should be obtained from and returned to the school
- signed and dated the declaration on part 4 of the form

Returning your Wigan Council Secondary school application form

Please return your application to your child's current primary school or the nearest primary school to your home address. Please ensure that you obtain a receipt and keep it safe until you know the result of your application or until after the appeal hearing if you need to appeal.

Alternatively, you can return the application form to School Organisation Team, People Directorate, Wigan Council, PO Box 100, WN1 3DS.

If you need any help or advice, or cannot access the 'Applying for a place at Secondary School 2019-20' booklet, please contact 01942 489013.

Wigan Council Secondary school application form 2019 (Wigan Borough residents only)

Part 1: Details of Child (please complete in black ink)

Full Name:	Date of Birth:	Male <input type="checkbox"/> Female <input type="checkbox"/>
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Current Primary School:

Parent / Carer Name and address: (this should be the parent / carer in receipt of child benefit):

Post Code:

Home Telephone:	Mobile:	Email:
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Name of person responsible for council tax at this address:

Does your child have a statement of special educational needs or Education Health & Care Plan? Yes **No**

Looked after and previously looked after children:

Is your child looked after? Yes **No** **If yes, which local authority:**.....

Was your child previously looked after? Yes **No**

If yes, you will need to provide evidence to support this. Submit this with your application to the address detailed on the first page.

Adoption Order **Residence Order** **Special Guardianship Order**

Armed Forces Personnel Only:

Is your relocation due to a new posting? Yes **No** **Date of new posting:**.....

If yes, you will need to provide a letter from your commanding officer to confirm this. Submit this with your application to the address detailed on the first page.

Part 2: Religion and faith information - The Deanery CE High School Only
(For Catholic Secondary Schools, please complete part 5 on the back of this form)

If you have named The Deanery high School as one of your preferences and wish to provide information for criteria E or F relating to religious affiliation please answer the appropriate question below:

Is your child a regular worshipper at a Christian church? Yes **No**

Which church does your child attend?.....
(See paragraph 6 of the admission policy for details and ask your minister / church leader to complete the Evidence of Faith Commitment declaration below)

Is your child an active member of another world faith community? Yes **No**

Place of worship.....
(See paragraph 7 of the admission policy for details and ask your faith leader to complete the Evidence of Faith Commitment declaration below).

Evidence of Faith Commitment Declaration - I confirm:
a) that I am the minister / church leader / faith leader of the place of worship mentioned above, and
b) that the child named above is either a regular Christian worshipper or an active member of another world Faith, as defined in The Deanery's Admission Policy

Minister / Leader (Print name):.....

Address:.....

Position held:.....**Signed:**.....**Date:**.....

Part 3: School preferences:

It is important that you read the booklet 'Applying for a place at Secondary School 2019/20' before stating your preferences. Please state clearly which three Secondary schools you would like your child to attend in order of preference. Stating a second and third preference will not affect the consideration of your first preference. Reason for preference will not be taken into consideration for the allocation of school places – please see 'Applying for a place at Secondary School 2019/20' for an explanation.

Preference 1: Reason for preference:	If you have a sibling at this school please give details: Name: Date of Birth:
Preference 2: Reason for preference:	If you have a sibling at this school please give details: Name: Date of Birth:
Preference 3: Reason for preference:	If you have a sibling at this school please give details: Name: Date of Birth:

Part 4: Declaration

The information provided on this form will be processed in accordance with the Local Authority's School Admissions and Appeals Service Privacy Notice. Information will be treated as confidential and will be used only for the purpose of processing your child's application for a school place in accordance with the School Admissions Code 2014.

The Privacy Notice is in line with our duties as set out in the Data Protection Act 2018 and GDPR. The legislation gives rights to those individuals whose data is held.

These include:

- The right to request access to the data that is being held by contacting the Council Data Protection Officer – gdprqueries@wigan.gov.uk
- The right to request the reason why the data is being held and what it is being used for.
- The right to request data to be removed (although without the information, your application for a school place cannot be processed).
- The right to request the Local Authority to correct or amend any incorrect information.
- The right to know who the data may be shared with.
- The right to know how long the data can be held before it is destroyed.

A copy of the full Privacy Notice is available by visiting www.wigan.gov.uk

By signing this declaration you are declaring that you have read and understood the terms of the notice.

I confirm that:

- I live in the Wigan Council area
- I have parental responsibility for the child and / or the child lives with me
- This is the address of the parent who receives Child Benefit
- I have read Wigan Council's information booklet: 'Applying for a place at Secondary School 19/20'
- I have read the important information on the front cover of this form
- I currently live at the address stated in part 1
- All information provided on this form is correct and true

Print Name in full:

Signature: **Date:**

If you give false information, such as the wrong address, to get a school place, we may withdraw the offer and your child may lose the place.

Admissions to secondary school 2019 – receipt

Name of child **Date of birth**

School receiving form **Date received**.....

Signature of school / stamp date received:.....

Part 5: If you have named a Wigan Catholic secondary school as any of your preferences and wish to provide information for criteria relating to religious affiliation please answer the questions below.

Full Name:	Date of Birth:	Male <input type="checkbox"/> Female <input type="checkbox"/>
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Parents Name:

Address: _____ **Post Code:** _____

Looked after and previously looked after children:

Is your child looked after? Yes No If yes, which local authority:.....

Was your child previously looked after? Yes No

If yes, you will need to provide evidence to support this.

Adoption Order Residence Order Special Guardianship Order

Please give details of any brothers or sisters who will be attending a Catholic secondary school on 1st September 2019:

Name	Date of birth	School

Is your child a baptised Catholic? Yes No

If yes, please give date and parish of baptism Date:.....Parish:.....
The school may ask to see your child's baptism certificate if they are offered a place.

Which parish do you live now? Parish.....

If your child is not baptised Catholic, which denomination do they belong to (if any):

Denomination / Faith:.....

Evidence of Faith group membership:

a. If you want your child's application to be considered as 'Children from other Christian Denominations' please state your Christian denomination above. The school may ask to see evidence of baptism if your child is offered a place.

b. If your child belongs to another faith, please state this above, your faith leader will need to complete and sign the declaration below to verify that your child is a member of their faith group.

Minister of religion / faith leader declaration:

Minister / Leader (Print Name):.....

Address:.....

Position Held:.....