

Important Information

Before applying you must read the 'Applying for a place at Primary school 2019/20' booklet which is available online at www.wigan.gov.uk by following the links for Education - Primary School Admissions. If you cannot read the booklet online please contact us on 01942 489013.

If you live in Wigan you can apply online at www.wigan.gov.uk or use this application form.

Make sure you apply by the closing date of 15 January 2019.

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 primary school application form

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

- completed all the relevant sections of the application form
- signed and dated the declaration on part 4 of the form
- filled in part 3 of the form if any of your preferences is a Wigan Catholic primary school
- filled in the school's own supplementary information form as well as the Wigan Council 'Admissions to Primary Schools' application form for any other voluntary aided (church) schools you have named as preferences. You can get the supplementary form from the Wigan Council website or the school (see the 'Applying for a place at Primary School 2019-20' booklet for further details).

If you put a voluntary aided (church) school as a preference and you do not fill in the school's own supplementary form or Part 3 of this form for Catholic primary schools, the school will not have all the information they need to consider your application and your child may be refused a place.

Returning your Wigan Council primary school application form

You can hand in your application form at any Wigan primary school. You will receive a receipt. Please keep it safe until you get a letter telling you that your child has a place at school.

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

Returning supplementary information forms

Completed voluntary aided (church) school supplementary information forms should be returned to the individual school. **Please note that it is your responsibility to check that any information sent by post has been received by the school.**

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

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

Full Name:	Date of Birth:
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Child's Current Nursery:	Male <input type="checkbox"/> Female <input type="checkbox"/>
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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:

Name of person who receives Child Benefit:

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:.....

Is 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 (please send photocopies).

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: School preferences:
 It is important that you read the booklet 'Applying for a place at Primary School 2019/20' before stating your preferences. Please state clearly which three primary 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 Primary School 2019/20' booklet for an explanation.

Preference 1:..... Reason for preference:	If your child will have a brother or sister at this school please give details: Name: Date of Birth:
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Preference 2:..... Reason for preference:	If your child will have a brother or sister at this school please give details: Name: Date of Birth:
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Preference 3:..... Reason for preference:	If your child will have a brother or sister at this school please give details: Name: Date of Birth:
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Part 3: Religion and faith information - Wigan Catholic primary schools only
(For Church of England Primary Schools, please complete the school's own supplementary form)

Child's full name:.....DOB:.....

Is your child a baptised Catholic? Yes No

If yes please give date and parish of baptism Date..... Parish

Evidence of baptism: The school may ask to see your child's baptism certificate if they are offered a place.

Which parish do you live in now:

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.....

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 – gdpqueries@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 the confirmation below you are declaring that you have read and understood the terms of the notice.

I confirm that:

- I have read and understood the declaration in part 4
- 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 Primary School 2019/20'
- 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:

Relationship to child:

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 primary school 2019 – receipt

Name of child **Date of birth**

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

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