



Applying for a primary in year transfer

Information guide for Parents/Carers

This guide applies to all Wigan Primary schools except:

- Castle Hill St Phillip's CE Primary
- Hindley All Saints CE Primary
- St Gabriel's Catholic Primary
- St Patrick's Catholic Primary

For information about applying for these schools please contact the school direct.

Important things to consider before applying for a transfer of school

If you want to change your child's primary 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 a 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. Please apply 4 school weeks before the place is needed, stating 3 preferences on the application form (if possible). If you are applying at the end of an academic year to start school after the school holidays, please apply mid-May onwards. We do not allocate places during school holidays. Please be aware that appeals are not heard during the school holidays.

Shared residency

We can only deal with an application to transfer primary school if both parents/carers with parental responsibility agree. Where parents disagree on a school transfer they must settle their differences between each other before a transfer application can be processed. Please see the ['moving schools'](#) web page for more information.

How do I apply?

Please use the Wigan Council in year transfer form.

- You can complete and submit the form online at:
<http://www.wigan.gov.uk/Resident/Education/Schools/School-Admissions/Moving-Schools.aspx>.

or

- download and print off a copy from the Wigan Council website
- request a printed copy of the form by ringing 01942 489013.

Printed forms must be posted to: School Organisation Team, People Directorate, Wigan Council, PO Box 100, WN1 3DS.

You must submit a separate form for each child.

If you have any supporting evidence to submit in relation to your application you can email this to schoolplaces@wigan.gov.uk or post this with your printed form.

What happens next?

Applicants who have applied online will receive an email acknowledgement.

The email or letter will advise you that your application is being processed and that you will be notified of the outcome within 10 school days. **Please note that if your application is received during school holidays you will normally be notified of the outcome within 10 school days of schools' return. However, this will take longer following the summer break due to the high number of applications we receive during this period.**

How will my application be processed?

All applications will be processed using the 'equal preference' system. Please see the ['Applying for a place at primary school'](#) booklet for more information about this.

How will I be notified?

We will send you an email or letter advising you of the outcome of your application.

We will offer your child a place at your highest available preference. If you are refused a place at any of your preferred schools we will send you information about how to appeal.

If your child is a Wigan resident without a school place within a reasonable distance of their home and none of the schools you have named as preferences are able to offer a place, we will offer a place at the nearest Wigan primary school to your home address with an available place.

If you have submitted applications for more than one child and you have indicated on your forms that it is essential that they all attend the same school we will offer places at the nearest school to your home that has available places for them all. We will also tell you if any of your preferred schools has a vacancy in any of your children's year groups. These places will not be reserved so you must tell us immediately if you are interested in any of these.

Keeping applications 'live'

We do not keep waiting lists for in year applications. However, you can request to keep your application 'live' for the remainder of the school term for which your application has been made. If you are refused a place at any of your preferred school/s and you wish to keep your application 'live' please inform us by email to

schoolplaces@wigan.gov.uk or in writing to School Organisation, People Directorate, Wigan Council, PO Box 100, WN1 3DS. If a place becomes available at any of your preferred schools your application will be considered alongside any other 'live' applications using the school's oversubscription criteria.

Important note: Applications can only be kept 'live' until the end of the current term for which your application has been made. If you still want to apply for a place after this you need to submit a new in year transfer application for the following term. We recommend that you submit your new application before the start of the new term.

Fair access Protocol

We sometimes receive requests for places from Wigan residents and are not able to offer a place at a school within a reasonable distance of where the child lives. In these situations, the Director for Children and Families will use our [Fair Access Protocol](#) to allocate a place at a community, voluntary controlled, foundation, academy or voluntary aided (church) school, even if the year group is full.

Children who qualify for a place using our Fair Access Protocol must be given priority over children on a waiting list who attend a school.

For more information about in year transfers please contact:

School Organisation Team
People Directorate
Wigan Council
PO Box 100
WN1 3DS
Telephone 01942 489013
Email schoolplaces@wigan.gov.uk