



**Education
Partnership
Trust**

Creating outstanding schools
which transform learning, lives
and communities

ADMISSIONS POLICY

2026-2027



Document Control

This document has been approved for operation within:	Parklee Primary School
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1.0 Admission to Primary School 2026-27
The timetable for admissions to primary school 2026-27

Action	Date
Admission information available On-line application service opens	By 30 September 2025
Closing date for applications On-line application service closes	15 January 2026
Wigan Council sends details of applications to other local authorities	3 February 2026
Own admission authority schools that rank their own applications: Wigan Council sends details of all applications to schools (including applications from other local authorities)	3 March 2026
Schools return ranked lists by	17 March 2026
Own admission authority schools that use Council's ranking service: Wigan Council sends ranked lists for approval	10 March 2026
Schools return approved lists by	17 March 2026
Wigan Council informs other local authorities of offers to be made to their residents	27 March 2026
Wigan Council sends final lists of pupils offered places to Wigan schools and other local authorities	15 April 2026
National offer day	16 April 2026
Parents to return acceptance slips for offer of school places	5 May 2026
Closing date for appeals	18 May 2026

2.0 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 the autumn term 2025 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 2026.

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

3.0 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 2026. 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 2026.

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

4.0 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 from and returnable to 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 primary 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 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

5.0 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 coordination 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.

6.0 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 2026, we will do this on 16 April 2026. If the parents' application was late, we will inform them no earlier than 16 April 2026

7.0 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 15 April 2026.

Wigan Council will exchange final details of pupils from other local authorities offered places in Wigan schools with their home Local Authority on 15 April 2026.

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.

8.0 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 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 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.

9.0 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 31 December 2026. Some schools may keep their waiting list beyond this date. Please see each school's individual arrangements to confirm when their waiting list will end.

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

10.0 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 2026 the closing date for appeals will be 18 May 2026

11.0 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.

12.0 Compliance with the Code of Practice for Admissions

Parklee Primary School will comply with the Admissions Code to ensure the admissions arrangements are clear, lacking complexity and fair. Parklee Primary School will work within the locally coordinated admissions process and will ensure that it contributes to local admissions arrangements. Parklee Primary School will particularly encourage admissions from the most deprived areas in Atherton. We will make sure that all communication is targeted and accessible to all our community, including the hard to reach.