



Admission to Secondary School 2026/27 Process Document for Schools

Author: School Organisation Team
Date: September 2025

Contents

Timetable _____	3
Applying for school places _____	4
Supplementary information forms _____	5
Reminder letters to parents _____	5
Closing date for applications _____	6
Ranking lists (own admission authority schools) _____	6
Resolving of offers _____	8
Notifying schools of final allocation list _____	8
National Offer Day _____	8
The right of appeal _____	9
Waiting lists _____	9
Changes of preference and late applications _____	9
Admission Transfer File (ATF) _____	10
Final allocation list (August) _____	10

Timetable

Timetable for applications received before the closing date of 31 October 2025.

Admission information available On-line application service opens	By 12 September 2025
Closing date for applications Online application service close	31 October 2025
Wigan Council sends details of applications to other local authorities	21 November 2025
Own admission authority schools that rank their own applications: Wigan Council sends details of all applications to schools (including applications from other local authorities)	15 December 2025
School return ranked lists by	16 January 2026
Own admission authority schools that use Council's ranking service: Wigan Council sends ranked lists for approval	13 January 2026
School return approved lists by	20 January 2026
Wigan Council informs other local authorities of offers to be made to their residents	23 January 2026
Allocation information available for schools	27 February 2026
National offer day	2 March 2026 (1 March falls on a Sunday, so offer information will be sent the next working day)
Closing date for appeals	30 March 2026

Late applications received between the closing date and national offer day (31st October 2025 – 14 February 2026), will only be considered and processed after all on time applications have been processed (1st batch of lates)

1 st batch of late applications will be included in the allocation list sent to schools prior to offer day	27 February 2026
-----------------------------------------------------------------------------------------------------------------------	------------------

Outcome letters sent to parents for the 1 st batch of late applications	2 March 2026
Own Admission Authority Schools will be notified of any applications refused that have been added onto the schools waiting list. This will include on time applications and late applications received before 14 February. (This information is being shared as parents/carers may be in touch to know their position on the waiting list)	16 March 2026
Late applications received between 14 February and 31 March. (2nd batch of lates)	
Updated allocation lists circulated to all secondary schools following the 2 nd batch of late applications	20 April 2026
Outcome letters sent to parents for the 2 nd batch of late applications	20 April 2026
Own Admission Authority Schools will be notified of any applications refused that have been added onto the schools waiting list. (This information is being shared as parents/carers may be in touch to know their position on the waiting list)	20 April 2026
Late applications received after 31 March, will be considered, and processed weekly after the 2nd batch of lates.	
<ul style="list-style-type: none"> Schools will be updated when changes occur to their allocation list Parents/carers will be notified of the outcome within 10-15 school days 	
Offering places to a school's waiting list. Admission Authority's must consider all applications received before any places available are re-offered.	1 May 2026

Applying for school places

12 September 2025 to 31 October 2025 parents apply for school places.

Parents have between the above dates to state their preferences for their preferred schools.

Online applications

The online application service will open 12 September 2025. There is a link available from the Wigan Council website on the Secondary School admissions page. Parents can also access the 'Applying for a place at Secondary school 2026/27 Booklet' via this page. [Secondary schools \(wigan.gov.uk\)](https://www.wigan.gov.uk/secondary-schools)

Parents applying using the Wigan Council Secondary School paper application form

Parents are instructed to return their paper application form to **any** Wigan school. **The form includes a receipt, which is located at the bottom of page 5.**

When a parent returns their application schools **must:**

- Issue parents with the tear off receipt on the bottom of page 5 (parents will keep this as proof of submitting an application)
- Record receipt of the application and record the child's name, date of birth and date received.
- Send the application forms to the School Organisation Team via email admissiontosecondaryschool@wigan.gov.uk or post.

Supplementary information forms

The 'Applying for a place at Secondary School 2026/27' booklet strongly advises parents to complete a supplementary information form for each voluntary aided school they name as a preference on their application form and return it to the individual school by the closing date **31 October 2025.**

Parents can get a copy of a school's supplementary form:

- Directly from the school
- By downloading a copy from the school's website

A voluntary aided school may wish to include their own supplementary information form in any information packs to parents.

Parents are intrusted to return complete supplementary information forms to the school. Any supplementary forms sent to the LA will be forwarded to the school by email and post.

Reminder letters to parents

The LA will write to those address we hold for current Y6 children towards the end of September to remind parents of the closing date.

Please note: the letters will be sent to all addresses the LA hold for children due to start secondary school, this may include those who have already applied. The letter will say 'if you have already applied or you do not have a child due to start secondary school, please ignore this letter'.

Closing date for applications

Parents must return their application form or apply online by the closing date, **31 October 2025**.

The online application service will remain open until the closing date. Applications received at schools or via the online service up to the closing date are classed as on time applications.

As detailed in the secondary co-ordinated admissions scheme on time applications will be considered before any late applications or changes of preferences after the closing date.

1 November to 21 November 2025

LA collated data for all applicants received by the closing date. We will co-ordinate with our neighbouring LA's regarding preferences for Wigan schools from parents who live in other authority areas.

Where there are any duplicate applications or other queries etc, the School Organisation Team will contact the schools concerned.

Ranking lists (own admission authority schools)

Voluntary Aided School

On **15 December 2025** we will provide each VA primary school with a spreadsheet (by email) giving details of pupils who have expressed a preference for a place at their school by the closing date for applications. This list will include preference from parents who live in Wigan and other local authorities.

The spreadsheet will include:

- Child's chosen name and legal name
- Date of birth
- Child's home address (on the closing date for applications)
- Indicate where the **parent has declared** there is a sibling link (this is not verification from the LA)
- Distance from the child's home address to the school (as a straight line distance)
- Details of if a child has an Educational Health and Care Plan where the SEND team have indicated at this stage that school will be named
- If a child is looked after or previously looked after

- A black column entitled 'criterion' where the school can enter details as to the criterion for each applicant.
- A black column entitled 'rank' where the school enters the rank number given to the application.

15 December 2025 to 16 January 2026

- Schools match LA application list with VA supplementary information forms
- Where a child's details appear on the LA list, but parents have not submitted a VA supplementary information form Governors will rank based on the information provided by the LA.
- Governors to rank applications according to their published admission criteria and enter the criterion each applicant has been placed into the 'criterion' column on the spreadsheet.
- Governors to sort the ranking list by criterion then their tiebreaker as published in their admission arrangements. And enter a rank number for each applicant in column 'Rank'.

By **16 January 2026** schools must return the spreadsheet electronically to admissiontosecondaryschool@wigan.gov.uk with details of the criterion and rank number for each application.

During this period of match applications and ranking of preferences is it anticipated that there will be queries. Please do not hesitate to contact the School Organisation Team at admissiontosecondaryschool@wigan.gov.uk to resolve any issues.

Supplementary information form returned but name not on the LA list.

Where a parent has returned a VA supplementary information form but has not expressed a preference for the school on their Wigan Council Application please check with the School Organisation Team.

If parents have not submitted an application form stating a preference for the school by the closing date, **31 October 2025**, the child's name cannot be added to the ranking list. The information should be used when considering late applications and waiting lists.

Other Own Admission Authority Schools (non-church schools)

On **13 January 2026** we will provide the admission authority (Governors/Academy Trust) with a ranked list of applications in accordance with the school's published admission arrangements. This list will include all on time preferences from parents who live in Wigan and other local authorities.

By **20 January 2026** schools must contact admissiontosecondaryschool@wigan.gov.uk confirming that the rankings

have been approved by the admission authority (Governors/Academy Trust).

If you have any queries about the ranking list, please contact the School Organisation Team admissiontosecondaryschool@wigan.gov.uk.

Resolving of offers

Between 21 January 2026 and 27 February 2026, we (LA) will co-ordinate and resolve offers for applications in line with the equal preference system ensuring each child is offered a place at the highest preference school that can offer a place.

Sometime Wigan pupils cannot be offered a place at any of their preferred schools by there may be alternative places available at other local schools. In accordance with the co-ordinated admission scheme the LA will offer a Wigan pupil a place at the nearest school to the child's home with a vacancy. Children who live outside Wigan LA will be offered a place by their home local authority.

Notifying schools of final allocation list

We intend to send schools an electronic list of all children who are to be allocated a place the week commencing 23 February 2026, providing that co-ordination is complete, and the allocations have been finalised.

Schools will receive their allocation list by 27 February 2026.

This is for your information only and is strictly confidential. If you have any queries, please contact the School Organisation Team as soon as possible.

National Offer Day

National offer day is 2nd March 2026.

On 2 March 2026 we will notify parents who have applied by the closing date of the outcome of their application. If they have applied online, they will receive an email from 9am on 2 March 2026 or they will be able to log into the portal to view their offer. If they have applied using the paper application form, they will receive a letter.

Parents who live in other local authority will be notified by their home authority.

It is assumed acceptance of places allocated, however if a parent wishes to refuse the place offered, they can email schoolplaces@wigan.gov.uk

The right of appeal

Where a child has not been offered a place at their preferred school, parents have the right of appeal to an independent appeal panel. The refusal letter to parents will explain why a place at the preferred school could not be offered and how they can appeal.

The closing date for the initial round of appeals is **30 March 2026**.

Waiting lists

All schools are required to operate a waiting list for those applications that have been refused a place until the end of the Autumn Term, 31 December 2026. The School Organisation Team will work closely with schools to administer the waiting lists should places become available.

It is vital that the School Organisation Team is informed of any places which may need to be re-allocated as we are responsible for co-ordination the admissions process and making offers during the main admission round.

If schools have any queries concerning waiting lists, please email admissiontosecondaryschool@wigan.gov.uk.

Community Schools

The Local Authority, as admission authority for Community and Voluntary Controlled schools, will operate a waiting list for places that become available at the schools, until the end of the Autumn Term, 31 December 2026.

Foundation and Academy Schools (non-church schools)

We (LA) will operate a waiting list on behalf of the admission authority for places that become available until the end of the Autumn Term, 31 December 2026 (as described in the 'Applying for a Year 7 place 2026/27' booklet).

Voluntary Aided Schools

We (LA) will send a list of applicants refused places at your school to help you start your waiting list. The waiting list must be kept in the school's oversubscription criteria order as detailed in their admission arrangements. Schools must notify the School Organisation Team when places become available and share a copy of their current waiting list.

Changes of preference and late applications

All applications forms or changes of preference received after the closing date, 31 October 2025 will be classed as late applications (this included any changes of address after the closing date).

If you receive any late applications please:

- Issue a receipt marked with 'late application' and the date received

- Write 'late application' on the top of the form and the date received (preferably a school date stamp) then forward the application to the School Organisation Team

In line with the co-ordinated admission scheme the LA will liaise closely with schools up to and after the allocation date to deal with any late applications or changes of preference. We will provide schools with updated pupil lists periodically up until the end of the summer term as and when required.

Admission Transfer File (ATF)

Following the main round of appeals the LA will send schools a copy of their ATF by uploading it to the S2S DfE system (School to school). This is normally the end of June beginning of July.

Final allocation list (August)

In August 2026, the School Organisation Team will provide you with a list of pupils who are expected to take up the place in Y7 for 2026. These are the pupils who you will need to put on your school roll from the expected date of admission (1st day of term) in line with the Pupil Registration Regulations.

For details on how to put these pupils on your MIS system, please contact your MIS provider.