

Admission to Secondary School 2027/28 Application Form



**Wigan[♥]
Council**

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.

Before applying you must read the 'Applying for a Year 7 place 2027/28' 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 and decided on your preferences, you should then submit your application.

If you cannot read the booklet online, please contact us on 01942 489013.

If your child has an Education Health Care Plan, you must contact the Wigan Council SEND team on SENDSadmin@wigan.gov.uk and apply to them directly.

Make sure you apply by the closing date of 31 October 2026.

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 the school's own supplementary information form as well as the Wigan Council 'Admission to Secondary School' application form for any voluntary aided (church) schools. Forms should be obtained from the returned to the school.
- Signed and dated the declaration on part 3 of the form.

Returning your Wigan Council Secondary School application form

You can hand in your application form to your child's current Wigan Primary School or the nearest Wigan Primary School to your home address. Please ensure that that you obtain a receipt and keep it safe until you know the result of your application.

Alternatively, you can return the application form to the School Organisation Team, Wigan Council, PO Box 100, WN1 3DS or schoolplaces@wigan.gov.uk.

Supplementary Information Forms

Supplementary Information forms for Wigan voluntary aided (church) schools are available directly from the schools. **Please note that it is your responsibility to check that any information sent by post has been received by the school.**

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



Admission to Secondary School 2027/28

Application Form (Wigan Borough residents only)

Part 1

Details of Child (please complete in black ink)	
Child's first name:	Child's surname:
Date of birth:	Gender:
Child's home address This must be the child's permanent home address	
Current address:	
Date moved into this home:	
To be completed only if you are moving house Documentary proof is required:	
New address:	Date of move:

About your child		
Does your child have an Education Health and Care Plan (EHCP)? YES / NO If yes, please contact the Wigan Council SEND team and apply to them directly.		
Is your child Looked After by a Local Authority (often known as 'In Care')? YES / NO If yes, which Local Authority:		
Was your child previously looked after? YES / NO If yes, which Local Authority:		
Was your child adopted from state care outside of England? YES / NO If yes to the above questions you will need to provide evidence to support this. Submit this with your application (please send photocopies)		
Adoption Order:	Residence Order:	Special Guardianship Order:
UK Service Personnel and Crown Servants Only		
UK service personnel - Is your relocation due to a new posting? YES / NO Date of new posting:		
Crown Servants – are you returning from overseas? YES / NO Date of move:		
If yes, you will need to provide a letter from your commanding officer to confirm this. Submit this with your application.		



Part 2

School Preferences:

It is important that you read the booklet 'Applying for a Year 7 place 2027/28' 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 preferences will not be taken into consideration for the allocation of school places – please see 'Applying for a Year 7 place 2027/28' booklet for an explanation.

1.		If your child will have a brother or sister at this school, please give details: Name: Date of Birth:
2.		If your child will have a brother or sister at this school, please give details: Name: Date of Birth:
3.		If your child will have a brother or sister at this school, please give details: Name: Date of Birth:

**Part 3**

Parent/Carer Details	
Title: Mr / Mrs / Miss / Dr / Other	
First Name:	Surname:
Current address:	
Contact number:	Email address:

Declaration
Before submitting an application, you must consult with everyone who has parental responsibility for your child. If there is a Court Order in place, you must take legal advice on that order before submitting an application. I confirm that there is no Court Order in place which prevents an application being submitted. And/or all those with parental responsibility have been consulted and agree to the preferences named. ☐ Yes, all agree ☐ No, all do not agree (submitting a form without agreement will cause delays) 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 2021. 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 – dataprotectionofficer@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 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 3
- I have read the important information on the front cover of this form
- I have read Wigan Council's information booklet 'Applying for a Year 7 place 2027/28'
- I have parental responsibility for the child and / or the child lives with me
- I live in the Wigan Council area
- I currently live at the address stated
- This is the address of the parent who receives Child Benefit
- All those with parental responsibility for the child have been consulted with and agree to the preferences named
- All information provided on this form is correct and true

My relationship to the child is:

Name of Applicant (*print name in full*):

Signature:

Date:

Have you had any assistance in completing this form?

YES / NO

If yes, please state from whom

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

**Admission to Secondary school 2027/2028
Receipt**



Name of child:

Date of birth:

School receiving form:

Date received:

Signature of school / stamp date received: