

# Administrative process for Reception intake 2016

**Community and  
Voluntary Controlled Schools**

## 1 Registration of interest

As you will be aware, parents whose children are due to start in Reception Class for 2016 are asked to register an interest at any of their local schools no later than the beginning of November 2015.

Schools are required to record the pupil details where parents have registered an interest.

In doing this:

- schools have a record of which parents will be sent the information they need at the relevant time to make an application (failure to provide this could mean a claim of maladministration);
- there is a way of collecting data for all those who are due to start school; and
- the LA can track pupils (CME agenda).

**It is important schools ensure that all children whose parents have registered an interest are on SIMS.net. The information should be on SIMS.net by the end of October 2015.**

You can find out how to do this by referring to appendix 1 attached. If you need any further help please contact the SIMS team direct.

If parents approach school to register an interest after November, please forward details of the pupil to the School Organisation Team by email.

## 2 Distribution of reception intake application forms

Before the half term holiday in October 2015 we will provide you with copies of the Wigan Council primary school application form which includes details of how to access the 'Applying for a place at Primary School 2016/17' booklet online. The booklet is available on the Wigan Council website by following the links to the page for Primary School Admissions.

Any parents cannot access the booklet online they can contact the School Organisation Team to request a printed copy.

We will provide you with a pdf of the application form to print off if you need more copies.

### 6 November 2015

On 6 November please send an application form to each parent who has registered an interest. You may also wish to include a copy of your school prospectus.

### **3 Parents apply for school places**

#### **6 November 2015 to 15 January 2016 parents apply for school places**

Parents have between the above dates to state their preferences for their preferred schools. It is a requirement that parents must apply using either:

- the LA online application service; or
- the Wigan Council Primary School application form

#### **Online applications**

The online application service will open at the beginning of November 2015. There is a link available from the Wigan Council website on the Primary school admissions page. Parents can also access the 'Applying for a place at Primary school 2016/17' booklet via this page.

We will let you know which parents have applied online for a place at your school two weeks before the closing date. This will help you identify any applications you suspect are missing. We will send you a final list of online applications once the online service has closed.

#### **Parents applying using the Wigan Council primary school application form**

Parents are instructed to return their Wigan Council primary school application form to **any** Wigan primary school. **The form includes a receipt, which is located at the bottom of page 3.**

To assist schools with the collection and recording of applications we have provided you with a word document 'Applications for places in Reception Class List'. Please save this document on your system and complete it electronically.

When a parent returns their application schools must:

- Issue parents with the tear off receipt on the bottom of page 3 (parents will keep this as proof of submitting an application).
- Record receipt of the application on the 'Applications for places in Reception Class List'. The list allows schools to record the child's name, date of birth and date received.
- Keep the 'Applications for places in Reception Class List' until the closing date 15 January 2016.
- Send the application forms in weekly batches to the School Organisation Team in your Thursday/Friday black bag. Please record the date sent on your 'Applications for Reception Class List'.

### **4 Reminder letters to parents**

Week commencing 14 December 2015 the LA will write to parents reminding them of the closing date for applications.

## 5 Closing date for applications

Parents must return their application forms or apply online by the closing date, **15 January 2016**. The online application service will remain open until the closing date. Applications received at primary schools or via the online service up to the closing date are classed as on time.

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

After the closing date schools must send the following to the School Organisation Team at Waterside House:

- the word file 'Applications for Reception Class List' including details of all on time applicants (please send this by email and keep a copy for your records);
- any remaining application forms that have not already been forwarded to the School Organisation Team in the first black bag after the closing date

**Please keep a copy of the 'Applications for Reception Class List' and continue to record and issue receipts to late applicants.**

**16 January 2016 to 6 March 2016**

LA collates data for **all** applications received by the closing date. We will co-ordinate with our neighbouring LAs 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.

## 6 Resolving of offers

**Between 7 March and 4 April 2016** 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.

Sometimes Wigan pupils cannot be offered a place at any of their preferred schools but 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.

## 7 Notifying schools of final places allocated to children

We intend to send you an electronic list of all the children who are to be allocated a place at your school week commencing, **4 April 2016** providing that co-ordination is complete. **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.**

## 10 Allocation letters to parents 16 April 2016

On 16 April 2016 we will write to all Wigan parents notifying them of the place offered to their child. Parents who live in other local authorities will be notified by their home authority. Wigan parents who have applied online will also receive their results by email.

All parents will receive a letter with a tear off slip to return as acceptance of the school place offered. Parents are required to return their slip no later than **3 May 2016**, and informed that if they fail to do so the place may be withdrawn and offered to another child.

If a parent fails to return the slip by **3 May 2016**, please email [schoolplaces@wigan.gov.uk](mailto:schoolplaces@wigan.gov.uk).

## 11 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 appeals is **17 May 2016**.

## 12 Waiting lists

The LA operates a waiting list for places that become available at community and voluntary controlled schools until the end of the Autumn Term 2016 (as described in the 'Applying for a place at primary school' booklet). The School Organisation Team will work closely with schools to administer the waiting list should places become available.

If schools have any queries concerning waiting lists please contact Darren Stanley on 486027.

## 13 Changes of preference, late applications etc

**All application forms or changes of preference received after the closing date, 15 January 2016, will be classed as late applications.**

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
- record the date on the 'Applications for Reception Class List'

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.

## **14 Final lists of pupils offered a place**

In August 2016 the School Organisation Team will provide you with a list of pupils who are expected to take up a place in reception class for 2016. These are the pupils who you will need to put on your school roll from the expected date of admission (1<sup>st</sup> day of term) in line with the Pupil Registration Regulations. Details about putting these pupils on SIMS.net will be available with final lists.

# Appendix 1

## Intake and Admission Groups in SIMS .net

### Admissions

An Admission Group must be created before Applicants can be added.

### Creating an Intake and Admission Group(s)

- Select **Routines | Admission | Admission Groups | Setup** and the **Find Intake Group** details screen will be displayed.
- Click on the **Search** button to check the group has not already been created.
- If the group does not display click the **New** button.
- The **Intake Group** details screen displays.
- Complete the section as below:

Admission Year:           **2016/2017**  
Admission Season:       **Autumn**  
Year Group:               **Year R** (or whichever Intake group you are creating)  
Planned Admission:      **30 (Please refer to the advice detailed below)**

### Advice

**Planned Admission** represents the maximum number of new students that you can **Admit On Roll** to the specified academic year.

- Click into the name field and a system name will be generated (this can be changed if required).

**Intake Group Details: New**  
Save Undo Print  
1 Intake Group 2 Admission Group

**1 Intake Group**

Admission Year	2016/2017	Name	2016/2017 - Autumn Year R
Admission Season	Autumn	Active	<input checked="" type="checkbox"/>
Year Group	Year R		
Planned Admission	30		

**2 Admission Group**


Name	[Redacted]
Date Of Admission	[Redacted]

Click the mouse pointer into **Name** field on **Panel 2: Admission Group**, the intake group name will be entered by default.

- Enter the **Date of Admission** that the pupils placed within this group are expected to arrive at school.

**2 Admission Group**

Name

Date Of Admission  

- Click on **Save**.
- Click on **Close** to return to the **Home Page**.


### Adding a Pupil to the admission group


- Select **Focus | Admission | Application** and click on **New**.

**Add Applicant**

**Basic Details**

Surname  Forename




Gender  Date of Birth  



- Key in the **Applicants Surname** in the **Surname** field, **Forename** in the **Forename** field etc.
- Click on **Continue**


The **Applicant's** details display in the **Application Details** section.

**Application: Smith, Joe**

 Save  Undo  Print

1 Basic Details 2 Registration Details 3 Address 4 Telephone and Emails 5 Family / Home Details 6 Dietary 7 Medical Details 8 Ethnic / Cultural

**1 Basic Details**


Legal Forename  Photograph  

Middle Name(s)

Legal Surname

Preferred Surname


Preferred Forename


Date of Birth  

Current Age

Gender

Birth Certificate Seen

Former UPN  

UPN  

Quick Note



- Click on the **2.Registration** link

The **Application Status** displays as **Applied** and the **Enrolment Status** defaults to **Single Registration**.

- Select the correct Intake group – e.g. **2016/2017 - Autumn Year R**.
- Click **Save** to effect the changes.

The screen will be updated with the additional information of **Age on Entry**.

2 Registration Details			
Application Status	Applied	Application Reference Number	
Intake Group	2016/2017 - Autumn Year R	Admission Group	2016/2017 - Autumn Year R (A)
Year Group	Year R	Year Taught In	Curriculum Year R
Class		House	
Date Of Admission	01/09/2016	Age On Entry	4 years, 2 months
Admission Number		Enrolment Status	Single Registration
Boarder Status		Late Application	<input type="checkbox"/>

Additional information can be added via the relevant links e.g., Addresses, Contacts etc.

- Click on **Close** to return to the **Home Page**.