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ADMISSIONS ARRANGEMENTS 2026-27



DOCUMENT CONTROL

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Compliance with the Code of Practice for Admissions

Atherton High School will comply with the Admissions Code to ensure the admissions arrangements are clear, lacking complexity and fair. Atherton High School will work within the locally coordinated admissions process and will ensure that it contributes to local admissions arrangements. Atherton High 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.

Year 7 Admissions

The school will not seek to select its pupils by ability, interview applicants, or seek payment from parents and carers for admission. Atherton High School will work with locally coordinated processes and procedures for admissions arrangements on an annual basis. Working with the locally coordinated processes, Atherton High School will work alongside the Local Authority ensuring that parents and carers can benefit from a prospectus and suitable marketing materials. Atherton High School will of course ensure that website information is available to all prospective parents and carers.

Atherton High School will admit **90** pupils into year 7 for academic year 2026/27.

General admissions arrangements

Atherton High School will ensure that it provides places for children of all abilities, all of whom will come from the local area. We intend to attract local pupils and students from the immediate area surrounding the school and all our publicity and promotional material is designed to appeal to parents and carers in the surrounding neighbourhoods of the school. We are determined that no-one will be marginalised because of challenging or difficult circumstances and will put support in place where this is needed to access information and communication with Atherton High School.

In accordance with admission requirements, a prospectus will be available at the start of each academic year.

Process of Application

Arrangements for applications for places at Atherton High School will be made in accordance with the Local Authority's coordinated admission arrangements and will be made on the Common Application Form provided and administered by Wigan Local Authority.

Atherton High School will use the Wigan Borough Council's timetable for applications to the school each year (exact dates within the months may vary from year to year). This will fit in with the timetable for the coordination of admission arrangements within the Local Authority (LA) as agreed by locally coordinated processes, LA and local schools.

- a) By September – Atherton High School will publish information about the arrangements for admission, including oversubscription criteria for the following September (e.g. in September 2025 for admission in September 2026). This will include details of open evenings and other opportunities for prospective pupils and their parents and carers to visit the school. The school will also provide information in relation to the school to the LA for inclusion in the composite prospectus.

- b) In September and October – Atherton High School will provide opportunities for parents and carers to visit the school
- c) October – Common Application Form to be completed and returned by parents (LA to administer). Deadline for applications is 31 October
- d) LA sends Atherton High School applications to the Trust if there is oversubscription
- e) Atherton High School sends a list of pupils to be offered places at the school to the LA. Applications are prioritised in accordance with published oversubscription criteria
- f) February – the LA applies the agreed scheme for their schools
- g) 1 March offers made to parents and carers
- h) Atherton High School will ensure its application processes enable parents and carers to apply before these deadlines

Admissions and oversubscription criteria

Atherton High School wishes to work in harmony with the locally coordinated procedures throughout the process. Where the number of applications for admission is greater than the published admission number, applications will be considered against the criteria set out below

It is important that all information presented on the application form is correct and verifiable, Education Partnership Trust reserves the right to withdraw an offer of a place if it has been made on the basis of misleading or false information presented on the application form.

Procedures where the Atherton High School is oversubscribed

If there are more applicants than places available, **after** students with an EHCP (Education Health Care Plan) which specifically names Atherton High School, places will be offered in the following order:

1. 'Looked after Children' and previously looked after children. Previously looked after children are children who were looked after but, ceased to be so because they were adopted (or became subject to a residence order or special guardianship order). Applications for previously looked after children must be supported with appropriate evidence i.e. a copy of the adoption order, residence order or special guardianship order).
2. Children whose older brother or sister attends Atherton High School and will still be there at the time of Admission.
3. Children living closest to the school, measured in a straight line from the home address to the front gates of the School.
4. Child's home address

When considering your child's application, we will use the permanent home address we have for you at the closing date for applications.

If parents are separated and the child spends time at each parents' address, the address which will be used for admission to schools is the address where the child sleeps the majority of the school nights (Sunday to Thursday) during the week in term time. Where there is dispute or equal nights are slept, parent will be asked to provide proof of the address registered with the child's GP.

We may ask to see additional forms of evidence of your home address (photocopies are acceptable). This may include:

- proof of where you are registered for council tax
- your television licence
- wage/ salary slip
- proof of your child tax credits

Any evidence you provide must show that the parent or main carer lives at this address. We may seek evidence by other means if the parent/carer is unable to provide sufficient proof of their residence.

Please note, children with an Education Health Care Plan (EHCP) naming Atherton High School will be admitted before all other applicants. Admission numbers will be adjusted to take this into account before the remaining places are offered to other applicants

Where there are more applicants for the available places within categories (1) – (3), then the straight-line distance will be used as the final determining factor, nearer addresses having priority over more distant ones. If oversubscription occurs in distance, and home to school distance is equal, rank order will be determined by Atherton High School using a random number generator. This process will be independently verified. Where this applies to twins or other multiple births, the school will consider if it can accommodate the additional child(ren) on a case by case basis

Waiting lists

Where there are more applicants than places available, waiting lists will operate for each year group according to the oversubscription criteria shown above and without regard to the date the application was received or when a child's name was added to the waiting list. Children with an Education Health Care Plan (EHCP) which names the school, will take priority over children on a waiting list.

Waiting lists for entry to Year 7 each September will be maintained until the last day of the Autumn term. Parents wishing to remain on the waiting list after this date must write to Atherton High School by 31 December, stating their wish and providing their child's name, date of birth and the name of their current school. After 31 December, parents whose children are not already on the waiting list but who wish them to be so must make an application through our in-year admission process.

Appeals

There will be a right of appeal to an Independent Appeals Panel for applicants refused admission. Atherton High School will participate in the LA's Fair Access policy.

The Education Partnership Trust and Atherton High School will act in accordance with the Fair Access Protocol and will ensure that an Independent Appeals Panel is appointed to act in accordance with all

relevant provisions of the School Admissions Code 2021 (“the new Code”) and the School Admission Appeals Code published by the Department for Education as they apply at any given time to maintained schools and with equalities law and the law on admissions as they apply to maintained schools. For this purpose, reference in the Codes or legislation to “admission authorities” shall be deemed to be references to the governing body of the Education Partnership Trust.

The Education Partnership Trust and Atherton High School shall ensure that parents and relevant children will have the right of appeal to an Independent Appeal Panel if they are dissatisfied with an admission decision of the Education Partnership Trust. The Independent Appeal Panel will be independent of the Education Partnership Trust. The arrangements for appeals will comply with the School Admission Appeals Code published by the Department for Education as it applies to Foundation and Voluntary Aided schools. The determination of the appeal panel is binding on all parties.

In-Year Admissions

Atherton High School will work in partnership with the LA and secondary schools in the borough when dealing with mid-term admissions. It will participate in the arrangements published by the LA, including the ‘Fair Access Protocol, which provide for the allocation of places in line with the Atherton High School admissions policy and the maintenance of a waiting list of pupils applying to Atherton High School, should no vacancies be available at the time of application.

Atherton High School will follow the below process for In-Year Applications

Parents should obtain an application form from the LA

www.wigan.gov.uk/Docs/PDF/Resident/Education/Schools/Admissions/Secondary-School-In-Year-Application-Form.pdf

Once Atherton High School receive the completed form from the LA, parents will be notified of the outcome of their application within 5 school days.

Pupils will be prioritised in the following order:

- i. Students with a statement of Special Educational Needs which names Atherton High School.
- ii. ‘Looked after Children’ and previously looked after children in public care.
- iii. Children with a sibling (the term “sibling” means a full, half, adopted or foster siblings who live at the same address as part of the same family unit as ‘a sibling’.) on roll at Atherton High School in Years 7 to 11 at the time of the proposed admission;
- iv. Children living closest to Atherton High School measured in a straight line from the home address to the front gates of the School.

Arrangements for admitting pupils to other year groups, including replacing pupils who have left the School, and for Mid-Term Admissions

Atherton High School will admit pupils in each year group up to the agreed admissions number, subject to there being vacancies, and in accordance with the oversubscription criteria.

Applicants applying outside the normal admissions period will be considered in accordance with the oversubscription criteria described above.

Late applications for admission

Where there are extenuating circumstances for an application being received after the last date for applications, and it is before the governors have established their list of pupils to be admitted, then it will be considered alongside all the others.

Otherwise, applications which are received after the last date will be considered after all the others and placed on the waiting list in order according to the criteria.

Notes:

- i. 'Previously looked after' refers to children who are looked after but ceased to be so because they were adopted or became subject to a residence order or special guardianship order. It is incumbent upon applicants to provide the necessary supporting evidence.
- ii. Siblings include stepchildren, half brothers and sisters and adopted and foster children who are living with the same family at the same address as part of the same family unit as 'a sibling' (Consideration will be given to applying the sibling rule to full brothers and sisters only who reside at different addresses. This will be entirely at the discretion of the Education Partnership Trust and will take information and evidence provided by each applicant into account and will also examine other relevant issues i.e. location of each sibling's address and the distances to all relevant schools plus the effects of using discretion on other applicants for a school).
- iii. Distances will be measured by the Local Authority, not the school