

**ADVICE FOR PARENTS ON COMPLETING THE APPLICATION**

Please detach and keep these notes for future reference. The notes should be read in conjunction with the 'Parents' Guide to Education Services in Wrexham 2019/2020'.

**1. Why do I need to complete a preference form?**

By law, the Local Authority (LA) must give you an opportunity to express a preference for the school you would like your child to attend, and to give reasons for your preference. The relevant Admissions Authority must offer a place according to preferences, up to each school's published admission number (published in the 'Parents' Guide to Education Services in Wrexham'). Please note that although the LA will endeavour to ensure that your child goes to your preferred school, there is no automatic right for your child to be educated at your preferred school. Parents must state a number of preferences ranking the order of preference.

**2. What happens if I do not complete a preference form?**

If you do not complete an application by the required date the relevant authority may not be able to offer your child a place at your preferred school within the Wrexham area (this includes church aided and foundation schools) for September 2019.

**3. If I ask for a different school other than the nearest suitable secondary school, will I get free transport?**

Please refer to the Transport Policy published in 'Parents' Guide to Education Services in Wrexham'. If you express a preference for a school that is not your nearest suitable school, then you will have the responsibility to make arrangements and pay for your child to go to that school.

**4. I have an older child already attending my preferred school – do I still need to make an application?**

Yes, you must still need to make an application.

**5. If I do not get a place at my first preference school, and it is not my nearest secondary school, will I then be able to have a place at my nearest school?**

If you name as your first preference a school other than the nearest secondary school and your application is unsuccessful, your other preference(s) will then be considered in line with the admission authority's published over-subscription criteria. The information in the Parent's Guide to Education Services in Wrexham shows the number of places available at each school, and the anticipated numbers for September 2018. This is only a guide and the position may, however, be different in 2019.

**6. If there are more preferences than places available at my preferred school, how will the places be allocated?**

Preferences for places at LA community schools are considered on the basis of the Authority's over-subscription criteria which is published in the 'Parents' Guide to Education Services in Wrexham'. The information that you provide on your application is important.

All applications received by the LA closing date 9 November 2018 will be considered collectively and assessed against the Authority's criteria.

**Late applications** will be considered using the same published criteria, however, should a school be over-subscribed then any late applications will be considered **after** those received by the LA closing date. This means that you may have less opportunity to be allocated to your preferred school if you submit your application after the closing date.

If your child has a particular medical need (e.g. a disability that may make travel to a school further away more difficult) supporting evidence **must** be produced before the end of the published allocation period, setting out the reasons why the school in question is the most suitable school and the difficulties that would be caused if the child had to attend another school, for example a letter from a registered health professional such as a Doctor or Social Worker. The evidence will be assessed in consultation with relevant Senior Managers.

Preferences for places at church aided and foundation schools will be considered against that school's published admissions criteria. Admission policies are published in the 'Parents' Guide to Education Services in Wrexham' and can be viewed on line at [www.wrexham.gov.uk](http://www.wrexham.gov.uk) following the link to School Admissions and through the on-line application process.

**7. What can I do if my preferences are not met?**

If your preferences cannot be met, you will be invited to express further preferences. If this happens you will still have a right of appeal against the decision not to meet your first (or other) preference to an independent appeals panel. Submitting an appeal will not affect any alternative preference school place already allocated to your child. Information about admission appeals can be found in the 'Parents' Guide to Education Services in Wrexham'.

**8. I am applying to the voluntary aided Catholic and Anglican secondary school (St Joseph's Catholic and Anglican High School), or the Foundation school (The Maelor School, Penley) should I complete an on-line (or paper) application?**

Yes, as the LA collates this information and passes it to that school. However, as the LA is **not** the admitting authority for these schools, all parents wishing to apply for a place at St Joseph's Catholic and Anglican High School or The Maelor School Penley, **must also contact that school in the first instance as they may have to complete further admission forms for these schools.**

**9. I am applying to an independent school or a school in another local authority for September 2019 – should I still complete an on-line (or paper) application?**

Yes, as the Authority collates this information and passes it to neighbouring authorities as detailed below: Data is shared at Secondary entry but only includes Flintshire Local Authority, Denbighshire Local Authority and Shropshire Local Authority.

Even if your first preference is for a school outside Wrexham County Borough, it is essential that you also use this form to state a preference for a Wrexham County Borough maintained school, in case your application for an independent or non-County Borough school is unsuccessful. **Parents must ensure they contact the appropriate admissions authority to request any additional application forms that may be required, in order to complete the application process.**

If your child has already been offered a **definite** place at an independent or other LA maintained school, please inform the LA Admissions Officer.

**10. Can I use a different address, other than home address, for my child's application? NO**

The Local Authority will check the address provided on your application against records we hold at your child's current school, and we may request information and evidence from you if they differ.

For allocation purposes, any offer of a school place is based on where your child lives at the end of the allocation period and is conditional on your child living at that address, unless you have notified us of, and we have accepted, a subsequent move. If there is equal, shared custody of the child, it is left to the parents to decide which address to use but we may ask to see a Court Order or other evidence to confirm this arrangement exists.

Parents/carers are advised that a child's school place may be lawfully withdrawn if the information given on their application form is subsequently found to be fraudulent or misleading. The consequence of this could be that there may no longer be a place available for the child at their next nearest school.

The LA cannot accept two applications for one child. Parents must therefore reach a joint agreement or obtain an appropriate Court Order and submit a single application.

**11. What should I do if I move house after submitting my application form?**

**Please notify the Admissions Team if your child's address changes during the allocation period 12 November 2018 to 11 January 2019.**

**12. Where do I return a completed paper application form to and by when?**

Please return the completed form to the LA Admissions Officer, Lambpit Street, Wrexham, LL11 1AR by **the closing date of 9 November 2018.**

**13. When will I be informed if my child has a place at my preferred school?**

You will be informed by **1 March 2019** whether or not your child has been allocated a place at your preferred school.

**14. I am still unclear about the arrangements, or have a further question – where can I go for further advice?**

You can contact the Admissions Team by telephoning 01978 298991; or E-mail: [Admissions@wrexham.gov.uk](mailto:Admissions@wrexham.gov.uk); or call in to Contact Wrexham, 16 Lord Street, Wrexham, LL11 1LG.