

# **Hindley J and I School**



## **Admissions Policy**

**January 2026**

**Review date: January 2027**

**Miss A Mckeever (Headteacher)**

**Mr G Doubleday (Chair of Governor)**

## **Introduction**

Hindley Junior and Infant School is a community school. The Local Authority is the school's admission authority. The School Standards and Framework Act 1998 and the Education Act 2002 are the laws that the Local Authority (LA) must follow when dealing with admissions to schools. Wigan Council decide who will be offered places if there are more applications than the number of places available.

## **Admission number**

Each School has an admission number. This is based on the size of the building. The admission number for Hindley Junior and Infant School is 30.

## **Admission Arrangements**

Admission arrangements include the admission number, overall procedure, practices and oversubscription criteria which are used to decide on the allocation of school places.

Admission authorities must ensure that their admission arrangements are lawful and comply with the statutory provisions of the School Admissions Code. The statutory consultation process, as stipulated in the School Admissions Code 2014, was carried out by Wigan Council to set the school's admission arrangements.

## **Oversubscription criteria**

Where a school receives more applications than places available, the following oversubscription criteria will be applied once places have first been allocated to pupils who have a statement of special educational need or education health and care plan which names the school:

1. Looked after children, previously looked after children and children who appear to the Local Authority to have been in state care outside of England and ceased to be in state care because they were adopted. Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements 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, child arrangements order or special guardianship order. A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society. Applications must be supported with appropriate evidence that the child has been adopted from state care.

2. Children whose older brothers or sisters attend the school and will still be there at the time of admission

3. Children who live closest to the school.

### **Tie-breaker**

Where there are more children in one particular criterion than the number of places available, places will be allocated to the children who live nearest to the school. The distance will be measured in a straight line from the child's home address to a central point at the school using a Geographical Information System (GIS) which is based on ordnance survey.

If we offer the last place available at a school to one of twins (or triplets, or so on), our policy is to admit the other twin or triplets too. Occasionally, the distance from home to school is the same for more than one child (for example, if more than one child lives in the same block of flats). In these cases we will use a system to randomly pick who will be offered a place. A copy of the policy is available on request from the local authority.

### **In year applications**

Parents/carers can apply for a place for their child at any time to any school outside the normal admissions round.

Wigan Local Authority administers in year applications on behalf of the majority of Wigan schools. If we receive an in year application for a

place and the number in the year group is less than the admission number we will offer a place.

If the school is full because it is already at or over its admission number, parents will be offered the right of appeal.

In exceptional circumstances, a place may be offered to an in year applicant without a school place if a school is full in accordance with the Fair Access Protocol.

### **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/carers is unable to provide sufficient proof of their residence.

### **Brothers and Sisters**

We will include:

- Half-brothers and half-sisters;
- Stepbrothers and stepsisters; and
- Foster brothers and foster sisters;

who live at the same address as part of the same family unit.

### **Children with an education health and care plan**

Children with an education health and care plan which names the school will be offered a place without using the oversubscription criteria. This is a legal requirement.

### **Children refused a place at Hindley Junior and Infant School**

We must give parents a place at the school they want for their child if we can but the law says that we do not have to do this if it would cause problems for the school.

The legal phrase for this is that it would: "Prejudice the provision of efficient education or the efficient use of resources" and is in Section 86(3) of the school standards and Framework act 1998.

### **Net capacity**

The net capacity of Hindley Junior and Infant School is 210.

### **How pupils are organised**

**Early Years/Key Stage One:** There are three classrooms for Reception, Year 1 and Year 2. There is one teacher per class. None of the classes in the school are vertically grouped.

**Key Stage 2:** There are four classrooms in Key Stage 2. There is one teacher per class except Year 6 which has two teachers (mornings only).

### **Visiting the school and getting more information**

Visits to the school for potential new families are actively encouraged by the School. Please contact the school office to arrange a visit.

Further information regarding School admissions can be found at <https://www.wigan.gov.uk/Resident/Education/Schools/School-Admissions/School-Admissions.aspx>