



Admissions Policy

Owner:	Principal
Review by:	Local Governing Body
Last Reviewed and Adopted:	October 2023
Next Review:	June 2024

As an academy, St Peter's Collegiate Academy is its own admission authority. We will comply with the provisions outlined in the Schools Admission Code and the School Appeals Code available here: <https://www.gov.uk/guidance/academy-admissions>

The purpose of this policy is to ensure that all places are offered and allocated in an open and fair way, in accordance with the Equality Act 2010, Schools Admissions Code 2021, School Admissions Appeals Code 2012, Human Rights Act 1998 and the School Standards and Framework Act 1998.

Ethos and values

St Peter's Collegiate Academy is a Church of England academy that exists primarily to meet the needs of Church of England parents who wish for their children to be educated by a system, which introduces the student to an understanding of life based on the Christian faith as taught by the Church of England. As a comprehensive school, the academy admits children residing in Wolverhampton and its environs without reference to ability or aptitude.

Admissions

If St Peter's Collegiate Academy receives applications in excess of the places available, the academy will allocate places in the order of admission criteria detailed in this policy.

St Peter's Collegiate Academy has a published admission number (PAN) of 220 for admission into Year 7 for September 2024.

How parents can apply for their child(ren) to be admitted into St Peter's Collegiate Academy.

Year 7 admissions

The arrangements for admission into Year 7 detailed in this section apply to children starting Year 7 for the first time in 2024/25. Admissions will be coordinated by the City of Wolverhampton Council on behalf of St Peter's Collegiate Academy.

The closing date for applications is **31 October 2023**.

Allocation results will be issued on **01 March 2024**.

In-year admissions

An in-year admission is any admission to St Peter's Collegiate Academy that is not at the normal point in Year 7 including transferring from another school. Requests for a place at St Peter's Collegiate Academy for Year 7 after the normal admissions application has closed and all other in-year admissions for older pupils must be made directly with the City of Wolverhampton Council: <https://www.wolverhampton.gov.uk/education-and-schools/school-admissions/changing-schools>

Applications must be made using the in-year transfer form:

<https://www.wolverhampton.gov.uk/sites/default/files/2020-10/In-Year%20Transfer%20Form.pdf>

If your child has an Education, Health and Care Plan (EHCP) or statement of Special Educational Needs (SEND) your application will be considered under the City of Wolverhampton's co-ordination of admissions.

Admissions criteria for St Peter's Collegiate Academy: Year 7 and in-year admissions.

Any child who is a Looked After Child or Previously Looked After or with an Education, Health and Care Plan for whom St Peter's Collegiate Academy is named as the most appropriate place to meet those needs, takes priority and will automatically receive a place. This will affect the number of places available to non-statemented children.

If more than 220 applications are received, places will be offered in accordance with the following categories:

Foundation Places

The academy has designated up to 120 places to be offered to students, at least one of whose parents (see Note 1) is a faithful and regular worshipper (see Note 2) of a church which is a member of Churches Together in Britain and Ireland (CTBI) or Churches Together in England.

Written evidence of applicants' commitment to their place of worship (in the form of St Peter's Collegiate Academy's Supporting Evidence Form (SEF) available here <https://www.wolverhampton.gov.uk/education-and-schools/school-admissions/school-admissions-applications>) will be required at the time of application. If a SEF is not completed, the application will be considered as an Open place.

If there are more than 120 applicants for Foundation places, the places will be allocated according to the following criteria. These are stated in order of priority:

1. Looked after Children and children who ceased to be Looked After because they were adopted (or became subject to a child arrangement order or special guardianship order), including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.
2. Children with known medical or social or pastoral needs who have an exceptional need for a place at St Peter's Collegiate Academy (see Note 3)
3. Children who have a sibling in the academy at the time of application and at the time of admission (see Note 4)
4. All other children, at least one of whose parents (see note 1) is a, faithful and regular worshipper (see note 2) at a Christian church which is a member of Churches Together in Britain and Ireland (CTBI) or Churches Together in England.

Tie Break

If two or more applicants still have equal right to a place under these criteria, then the academy will use as a tie-break the distance from the home address (see Note 5) as measured by the Local Authority's software. The distance is measured in miles and is taken in a straight line from the applicant's home address to the mid-point of the academy's address. If applicants with equal rights should live in the same block of flats, a place or places will be allocated by lot.

Unfilled Foundation Places

If there are fewer than 120 qualified applicants for Foundation places, any unfilled places will become additional Open places. All applicants for Foundation places will also be considered for Open places and if they are successful in gaining a Foundation place, their name will be removed from the list of Open candidates.

Open Places

The academy has designated at least 100 places each year as Open places, to be offered to students who do not qualify for a Foundation place, but whose parents have chosen St Peter's Collegiate Academy. There is no requirement to complete a Supporting Evidence Form. If there are more applicants than the available number of Open places, places will be allocated according to the following criteria. These are stated in order of priority:

1. Looked after children and children who ceased to be Looked After because they were adopted (or became subject to a child arrangement order or special guardianship order), including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.
2. Children with known medical or social or pastoral needs who have an exceptional need for a place at St Peter's Collegiate Academy (see Note 3)

3. Children who will have a sibling in the academy at the time of application and at the time of admission (see Note 4)
4. Children who have attended one of the following primary schools:
 - Christ Church Junior School
 - Dunstall Hill Primary School
 - St Andrew's Church of England Primary School
 - St Bartholomew's Church of England Primary School
 - St Benedict Biscop CE Primary School
 - St Jude's Church of England Primary Academy
 - St Luke's Church of England Primary School
 - St Michael's Church of England Primary School
 - Trinity Church of England Primary Academy
 - Uplands Junior School
 - West Park Primary School
 - Woodthorne Primary School
5. Children of members of staff, who have been employed by St Peter's Collegiate Academy for two or more years at the time at which the application for admission to the school is made
6. All other children.

Tie-Break

If two or more applicants still have equal right to a place under these criteria, then the academy will use as a tie-break the distance from the home address (see Note 5) as measured by the Local Authority's software. The distance is measured in miles and calculated from an applicant's home address to the main front gate of the school. If applicants with equal rights should live in the same block of flats, a place or places will be allocated by lot.

NOTES

1. Parents

For admission purposes a parent is defined as the 'Prime Carer'.

2. Applications on faith grounds

"Faithful and regular worshipper" is defined as worshipping at least twice a month for a period of one year prior to application.

Parents applying for a place on faith grounds must complete the Supporting Evidence Form which can be obtained from the Admissions Officer: St Peter's Collegiate Academy, Compton Park, Compton Road West, Wolverhampton, WV3 9DU. 01902 558 600

admissions@stpetersacademy.org.uk

Alternatively, this can be obtained from the Local Authority but should be returned direct to the School Admissions Officer, signed by an appropriate church leader.

3. Medical or social or pastoral needs

Any application based on medical or social or pastoral needs must be supported by (an) appropriate professional reference(s) submitted in writing, e.g. doctor, social worker, educational psychologist, priest or church leader. Applicants should be able to demonstrate why St Peter's Collegiate Academy is the most suitable school and the difficulties that would be caused if the child had to attend another school.

4. Siblings

"Sibling" refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.

5. Home Address

The home address of a pupil is considered to be the permanent residence of a child. The address must be the child's only or main residence for the majority of the school week. Documentary evidence may be required. Where care is split equally between mother and father, parents must name which address is to be used for allocating a school place.

Admission Appeals

If a child is denied a place at St Peter’s Collegiate Academy, the parents/carers have the right to appeal to an independent appeals panel. Information regarding appeals can be found here: <https://www.wolverhampton.gov.uk/education-and-schools/school-admission-appeals>

Multiple Births

In the event that there is an insufficient number of places to allocate to twins, triplets etc., a decision will be made as to which child[ren] the place[s] is/are to be allocated. In this situation a place or places will be allocated by lot.

Withdrawing Offer Places

St Peter’s Collegiate Academy will investigate any allegations of false accommodation addresses while applying for admission to the academy. These will be fully investigated and if found to be true allocated places may be withdrawn as appropriate. The home address of a pupil is considered to be the permanent residence of a child. The address must be the child’s only or main residence for the majority of the school week.

Waiting lists

If a place cannot be offered to a child at the time of application their name will automatically be placed onto a waiting list. Both waiting list and late applicants will be treated equally and will be placed on the same waiting list. Places will be allocated using the criteria detailed in this policy.

Waiting lists will be maintained until 31 December 2023 for admission into Year 7. Waiting lists for in-year admissions will be maintained until 31 August 2024 after which a new application via an In Year Common Application Form will be required.

Data protection

All information supplied for admission will be submitted and stored by the City of Wolverhampton Council. This information may be shared with other admission authorities and Government departments where there is a Legal requirement to do so.

Reviewed in July by the Vice Principal and approved by the Governing Body October 2023.

Next review date June 2024

Ratified by Local Governing Body.....October 2023.....

Principal Signed.....