



ARRANGEMENTS FOR ADMISSION OF PUPILS INTO YEAR 7 IN SEPTEMBER 2024

Children who are to be admitted must be eleven years of age; that is born between
1st September 2012 and 31st August 2013 inclusive.

PROCEDURE

- 1a) At the end of the Summer Term 2023, families resident within Wolverhampton, will have access to a booklet produced by the Local Authority (LA) entitled "Secondary Education in Wolverhampton 2023/24" which contains full details of the admissions criteria and processes as well as copies of St Peter's Collegiate Academy's Supporting Evidence Form (to be completed by families applying for a Foundation place) and the LA's Common Application Form (CAF1).
- b) Families resident outside Wolverhampton will also receive information from their 'Home LA' which will include a Common Application Form.
- 2 In September 2023, the prospectus and Supporting Evidence Form will be available at St Peter's Collegiate Academy. Copies will also be available on the academy website: www.stpetersacademy.org.uk
- 3 Parents may call at the academy or write to the admissions team – admissions@stpetersacademy.org.uk requesting a prospectus and/or Supporting Evidence Form. Details will also be published on the academy website: www.stpeterscollegiateacademy.org.uk
- 4 Families who wish to visit the academy may do so on our Open Evening to be held on Wednesday 27th September 2023 or by booking a short tour during the academy day on either Tuesday 3rd or Wednesday 4th October 2023. Further details will be available on our website www.stpetersacademy.org.uk
- 5a) Families resident within Wolverhampton must complete the LA's online Common Application Form (CAF1), indicating a ranked preference for St Peter's Collegiate Academy **before October 31st 2023** - <http://www.wolverhampton.gov.uk/admissions>. Hard copies are available on request and must be completed and returned to School Admissions at the Civic Centre in Wolverhampton **before October 31st 2023**.
- b) Families are given the option to input 5 school preferences on the CAF, the first being the school you would most like your son/daughter to attend. We strongly recommend that you use all of your preferences to avoid being allocated a school you had not considered. If you do not name St Peter's Collegiate Academy as one of your 5 preferences, you will not be considered for a place. If St Peter's Collegiate Academy is the school, you would most like your son/daughter to attend, then you must put St Peter's Collegiate Academy as your first preference.
- c) Families resident outside Wolverhampton must complete the appropriate common application form issued by their 'Home LA' indicating a ranked preference for St Peter's Collegiate Academy. Hard copies are available on request.

APPLICANTS MUST INCLUDE ST PETER'S COLLEGIATE ACADEMY ON THE COMMON APPLICATION FORM TO ENABLE THE ACADEMY TO CONSIDER THEIR APPLICATION.

- 6 The Supporting Evidence Form must be completed by all families applying for a Foundation place and returned directly to the Admissions Officer at **St Peter's Collegiate Academy before 12.00 p.m. on Monday 4th December 2023** and not to their Home LA or the child's Primary School. Applicants are asked to check the correct postage is placed on letters sent through Royal Mail to ensure delivery.

A self-addressed stamped envelope should be enclosed if an acknowledgement of receipt is required.

- 7 The academy will consider applications for an Open place from those who have completed the Common Application Form. However, parents should note that when the academy assess the applications for a Foundation place, they pay particular attention to the detailed information contained on the Supporting Evidence Form.
- 8 A member of the clergy/church community must be asked to support the application on the Supporting Evidence Form, confirming the details of membership supplied by the applicant.
- 9 On March 1st 2024, (National Offer Day), families will be advised, by their Home LA, of the school at which a place has been allocated. Families have ten days to inform the LA if they do not wish to accept the place, either on-line or in writing.
- 10 Families who subsequently accept the offer of a place at another school must advise the Admissions Officer at the academy immediately, in writing. This will enable the academy to offer the place to another family.
- 11 There are no charges or costs related to the admissions of students. Contributions to academy funds or to off-site educational visits are not mandatory.

LATE APPLICATIONS

The Academy will consider applications received late after those received on time have been considered. This includes Common Application Forms received by the Local Authority after 31 October 2023 and/or Supporting Evidence Forms received after the closing date of 4th December 2023 at 12pm.

WAITING LIST

In the event of a place not being offered, applicants will automatically be placed on the waiting list, provided they have ranked St Peter's Collegiate Academy on the common application form higher than the school at which they have been offered a place. However, applicants should advise the Local Authority in writing if they do NOT wish their child's name to be placed on the waiting List.

For each of the two categories, the academy will maintain lists ranked in accordance with the oversubscription clauses detailed in the Admission Policy. Whenever a vacancy occurs, the academy will re-allocate the place to the highest ranked application on the waiting list for the category in which the vacancy has arisen. These lists will be maintained until 31st December 2024.

FORMAL APPEALS

In the event of a place not being offered, notice of the intention to appeal to the Independent Appeals Panel, established under Section 94 of the School Standards and Framework Act 1998, must be made to the Admissions Officer at the academy and the necessary Appeal Form completed via the LA link –

<https://www.wolverhampton.gov.uk/education-and-schools/school-admission-appeals/independent-admission-appeal-form>

Once the Appeal form has been lodged, details as to when and where the Appeal will be held will be forwarded to the parents by the LA.

NUMBER OF PUPILS TO BE ADMITTED INTO YEAR 7 SEPTEMBER 2024

The number of pupils being aged 11 years (that is born between 1st September 2012 and August 31st 2013), to be admitted into Year Seven in September 2024 will be 220 (two hundred and twenty).