



## **HELP AND GUIDANCE NOTES FOR ADMISSION OF PUPILS INTO YEAR 7 IN SEPTEMBER 2025**

Children who are to be admitted must be eleven years of age; that is born between  
1<sup>st</sup> September 2013 and 31<sup>st</sup> August 2014 inclusive.

### **PROCEDURE**

Please ensure you have read our Admissions Procedures 2025 -2026 carefully.

- 1a) At the end of the Summer Term 2024, families resident within Wolverhampton, will have access to a booklet produced by the Local Authority (LA) entitled "Secondary Education in Wolverhampton 2025/26" 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 2024 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](http://www.stpetersacademy.org.uk)
- 3 Parents may call at the academy or write to the admissions team – [admissions@stpetersacademy.org.uk](mailto: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](http://www.stpeterscollegiateacademy.org.uk)
- 4 Families who wish to visit the academy may do so on our Open Evening to be held on Wednesday 25 September 2024 or by booking a short tour during the academy day on either Tuesday 1 or Wednesday 2 October 2024. Further details will be available on our website [www.stpetersacademy.org.uk](http://www.stpetersacademy.org.uk)
- 5 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 31 2024** - <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 31 2024**.

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.

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 If applying for a Foundation place a Supporting Evidence Form must be completed and returned directly to the Admissions Officer at **St Peter's Collegiate Academy by Monday 2 December 2024** and not to the 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.

**Foundation places** are for families who are faithful and regular worshippers of a church which is a member of Churches Together in Britain and Ireland or Churches together in England. This list is not exhaustive but includes: Church of England, Roman Catholic Churches, Methodist Churches, United Reformed Churches, Church of God of Prophecy and Redeemed Christian Church of God

**SECTION ONE** – Please complete your child's details fully

**All applicants for Foundation places must meet the criteria showing their commitment to their place of worship.**

N.B. If the academy sees a SEF has been completed and you are not faithful and regular worshippers of a church which is a member of Churches Together in Britain and Ireland or Churches together in England, the application will be considered for an Open place.

Complete **SECTION TWO** indicating your family's current and/or previous place of worship, your frequency of attendance and involvement with your church community – continue on a separate sheet if you need to.

Please ensure that you provide us with all the relevant information about your family. This could be in the form of a personal statement.

Take your form to your faith leader for him/her to complete and sign **SECTION THREE**. If your church leader is not available, someone else in authority from your place of worship can sign the form on their behalf.

If a parent/carer happens to be the church leader, then someone else with authority from the place of worship should complete the form on their behalf. **This should not be completed until the family have completed Section 3**

The Parent/Carer must sign and date the form in **SECTION FOUR**.

If you send your Supporting Evidence Form by Royal Mail, please check you have paid the correct postage to ensure safe receipt.

- 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 2025, (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.
- 12 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 2024 and/or Supporting Evidence Forms received after the closing date of 2 December 2024 at 12pm.
- 13 Summary of Important Dates:

**OPEN EVENING** – Wednesday 25 September 2024 5pm to 7pm

**Day Tours** – Tuesday 1 & Wednesday 2 October 2024 – available by appointment only

**31 October 2024**– Closing date for submitting the Common Application Form to your home Local Authority

**Monday 2 December 2024** – Closing date for submitting the Supporting Evidence Form to the Admissions Officer at the school

**Mon 3 March 2025** – Every family will be sent an offer of a place at a Secondary School. Those who completed the Common Application Form online will be able to view allocations online. Others will be sent by 2<sup>nd</sup> class post.

**Contact Details**

Telephone: 01902 558600 ext 5

Email: [admissions@stpetersacademy.org.uk](mailto:admissions@stpetersacademy.org.uk)

Details of all admissions arrangements can be found at: [www.stpetersacademy.org.uk](http://www.stpetersacademy.org.uk) > OUR SCHOOL > ADMISSIONS or <https://www.wolverhampton.gov.uk/education-and-schools/school-admissions>