

S.Peter's Collegiate School Governors

ARRANGEMENTS FOR ADMISSION OF PUPILS INTO YEAR 7 IN SEPTEMBER 2019

Children who are to be admitted must be eleven years of age; that is born between 1st September 2007 and 31st August 2008 inclusive.

PROCEDURE

- 1a) At the end of the Summer Term 2018, families resident within Wolverhampton, will have access to a booklet produced by the Local Authority [LA] entitled "Secondary Education in Wolverhampton 2019/20" which contains full details of the admissions criteria and processes as well as copies of the governors' Supporting Evidence Form 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 2018, the prospectus and Supporting Evidence Form will be available at S.Peter's Collegiate School. Copies will also be available on the school website: www.speters.org.uk
- 3 Parents may call at the school or write to the Admissions Officer requesting a prospectus and/or Supporting Evidence Form. Details will also be published on the school website: www.speters.org.uk
- 4 Families who wish to visit the school may do so on Thursday October 4th 2018 between 5.30 p.m. and 8.00 p.m.
- 5a) Families resident within Wolverhampton must complete the LA's Common Application Form [CAF1], indicating a ranked preference for S.Peter's Collegiate School and return the form to the 'School Admissions and Transfers Section' at the Civic Centre in Wolverhampton or to their child's current Wolverhampton Primary School, **before October 31st**. The CAF1 can also be completed on line. Visit www.wolverhampton.gov/admissions.

PLEASE NOTE THAT APPLICANTS MUST INCLUDE S. PETER'S SCHOOL ON THE COMMON APPLICATION FORM [CAF1] TO ENABLE THE GOVERNORS TO CONSIDER THEIR APPLICATION.

or

- b) Families resident outside Wolverhampton must complete the appropriate common application form issued by their 'Home LA' and return it to them in accordance with the information issued, indicating a ranked preference for S.Peter's Collegiate School. On line applications are also acceptable

PLEASE NOTE THAT APPLICANTS MUST INCLUDE S.PETER'S SCHOOL ON THE COMMON APPLICATION FORM TO ENABLE THE GOVERNORS TO CONSIDER THEIR APPLICATION.

- 6 The Governors' Supporting Evidence Form must be completed by all families and returned directly to the Admissions Officer at **S.Peter's Collegiate School before 4.00 p.m. on Monday 3rd December 2018** 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 Governors will consider applications from those who have only completed the common application forms. However, parents should note that, when the Governors assess the applications, they pay particular attention to the detailed information contained on the Supporting Evidence Form.
- 8 A member of the clergy/faith 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 2019, [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 school immediately, in writing. This will enable the Governors to offer the place to another family.**
- 11 There are no charges or costs related to the admissions of students. Contributions to school funds or to off-site educational visits are not mandatory.
- 12 Any application received that will take the school above the Pupil Admission Number [PAN], will be considered in exceptional circumstances and judged against the school's capacity to accommodate additional students and the admissions criteria.

LATE APPLICATIONS

Governors will consider applications received after the closing date of 3rd December 2018 once those received on time have been considered.

WAITING LIST

In the event of a place not being offered, applicants will automatically be placed on the Waiting List, provided they have ranked S. Peter's 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 four categories, Governors will maintain lists ranked in accordance with the oversubscription clauses detailed in the Admission Criteria. Whenever a vacancy occurs, the Governors will re-allocate the place to the highest ranked application on the waiting list for the category where the vacancy has arisen. These lists will be maintained until 31st December 2019.

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 Chairman of Governors via the Admissions Officer at the school. In due course, Parents will be sent the necessary Appeal Form by the Admissions Officer. 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 Local Authority.

REPEAT APPLICATIONS

Unless there are significant and material changes in circumstances, governors will not consider a repeat application in the same academic year.

NUMBER OF PUPILS TO BE ADMITTED INTO YEAR 7 SEPTEMBER 2019

The number of pupils being aged 11 years (that is born between 1st September 2007 and August 31st 2008), to be admitted into Year Seven in September 2019 will be 220 (two hundred and twenty).

ARRANGEMENTS FOR ADMISSION OF NEW PUPILS INTO YEAR 12 IN

SEPTEMBER 2019

PROCEDURE

Applications to join the Sixth Form can be made through the website at any point during the academic year. Applicants are informed that they are able to join the Sixth Form subject to them meeting the general admissions criteria and the individual course criteria. Students will be enrolled onto courses either on or following GCSE results day.

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 Chairman of Governors via the Admissions Officer at the school fourteen days after date of notification of outcome. In due course, students will be sent the necessary Appeal Form by the Admissions Officer and details as to when and where the Appeal will be held will be forwarded after the Appeal Form has been lodged.

