

Summary of Important Dates

Thursday 4th October 2018 – OPEN EVENING

Wednesday 31st October 2018 – Closing date for submitting the Common Application Form to your home Local Authority

Monday 3rd December 2018 @ 4pm – Closing date for submitting the Supporting Evidence Form to the Admissions Officer at the school

Friday 1st March 2019 – 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 2nd class post.

IF YOU NEED ANY HELP AT ANYTIME, CONTACT THE ADMISSIONS OFFICER AT THE SCHOOL

Telephone: 01902 558600

Email: admissions@speters.org.uk

Other people you can talk to for advice are:

A representative from your own place of worship

Details of all Admissions Arrangements can be found at:

www.speters.org.uk > PARENTS > ADMISSIONS



HELP and GUIDANCE NOTES

For making an application to S.Peter's Collegiate School

Please ensure you have read the Admissions Criteria and Admission Arrangements carefully.

You **MUST** complete and return the **Common Application Form [CAF]** to your Home Local Authority **before Wednesday 31st October 2018.***

*Please note if you live outside Wolverhampton, you will need to check the closing date and send the completed CAF back to your Home LA before their published deadline.

All applicants must name S.Peter's school as one of your preferences to be considered for a place.

Please find below website addresses for online completion of the CAF.

Home LA	Website
Wolverhampton	www.wolverhampton.gov.uk/admissions
Dudley	www.dudley.gov.uk/admissions
Shropshire	www.shropshire.gov.uk/achool-admissions
Staffordshire	www.staffordshire.gov.uk/education/admissions
Walsall	cms.walsall.gov.uk/index/education/school_admissions.htm

If you complete your Common Application Form online, you will be able to learn about the place you have been allocated on 1st March and not have to wait for the postman to deliver your letter.

Completing the Supporting Evidence Form

SECTION ONE – Please complete your child’s details fully

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SECTION TWO - Please read the Admissions Criteria carefully and decide under which Category or Categories you can apply.

You can, of course, apply under more than one category.

Category A ‘FOUNDATION PLACES’ are for Church of England Families.

Category B ‘GOVERNORS’ PLACES’ are for Christian families, other than Church of England. [e.g. Catholic, Baptist, Orthodox, Methodist]
For all Christian denominations a copy of your child’s baptism certificate would be welcomed as supporting evidence under section 4.

Category C ‘FAITH COMMUNITY PLACES’ are for other faith groups. [e.g. Sikh, Hindu, Muslim]

Category D ‘PASTORAL PLACES’ are offered to children of families/carers of any recognised faith community who must provide evidence [e.g. Special Educational Needs or Looked After Children paperwork etc.] on or with the Supporting Evidence Form, of the particular educational, social or medical needs which can be met especially well within the caring Christian environment of S.Peter’s School.

ALL APPLICANTS MUST MEET THE CRITERIA showing their commitment to a recognised faith.

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

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

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

This should not be completed until the Family have completed Section 3

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

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RETURN THE SUPPORTING EVIDENCE FORM TO THE SCHOOL BY 4pm ON MONDAY 3rd DECEMBER 2018

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

During the **Open evening**, there is a Help Desk for you to ask The Admissions Officer and our Governors any questions you may have about applying to S. Peter’s and to explain how to fill in the Supporting Evidence Form.

You can take a tour of the school, talk to the teachers, parents, Friends [PTA] and students.