



**ST EDMUND'S CATHOLIC ACADEMY, WOLVERHAMPTON ADMISSIONS  
ARRANGEMENTS FOR PUPILS IN 2019/2020**

**APPLICATIONS FOR YEAR 7 STARTING IN SEPTEMBER 2019**

1. During **September 2018**, families residing within the City of Wolverhampton, will be able to view an online document from the Local Authority [LA] called Secondary Education in Wolverhampton 2019/20 which contains full details of:
  - the scheme for Inter-LA Co-ordination of Secondary Admissions at Year of Normal Entry
  - the step by step process of making a secondary school application
  - the **Admissions Criteria** for St Edmund's Catholic Academy
  - contact details for Wolverhampton Council Admission DepartmentFamilies residing outside Wolverhampton will also receive information from their 'home' LA which will include a **CAF1**.
2. From early **September 2018**, **prospectuses** and **Supporting Information Forms (SIFs)** will be available from St Edmund's. **Prospectuses** and **SIFs** will also be distributed to Year 6 pupils in the Catholic Feeder Primary Schools/Academies [St Bernadette's Catholic Primary School, Wombourne and St Christopher's Catholic Primary School, Codsall in Staffordshire; SS Peter and Paul Catholic Primary Academy & Nursery, SS Mary & John's Catholic Primary Academy, St Michael's Catholic Primary Academy & Nursery and St Teresa's Catholic Primary Academy – all in Wolverhampton].
3. Parents may call at the academy or write to the Admissions Officer requesting a prospectus and/or SIF or this can be downloaded from the Admissions page on our website [www.stedmunds.org](http://www.stedmunds.org).
4. Families who wish to visit the academy may do so at

**Open Evening on Thursday 11th October 2018 between 6pm and 8pm**

For families unable to attend Open Evening, academy tours will start at 9.00am prompt on the following dates:

**Thursday 20th September 2018**  
**Tuesday 2nd October 2018**  
**Wednesday 10th October 2018**

- 5a. Families living within Wolverhampton must complete Wolverhampton LA's online application process (CAF1) including a ranked preference for St Edmund's Catholic Academy by 31 October 2018. The CAF1 must be completed on line. Visit [www.wolverhampton.co.uk/admissions](http://www.wolverhampton.co.uk/admissions).
- 5b. Families living outside Wolverhampton must complete a **CAF1** issued by their 'home' LA and return it to them in accordance with the information and deadlines issued, indicating a ranked preference for St Edmund's Catholic Academy.



**PARENTS/CARERS MUST INCLUDE ST EDMUND'S CATHOLIC ACADEMY ON THEIR HOME LA'S CAF1 TO ENABLE BISHOP CLEARY CATHOLIC MAC BOARD OF DIRECTORS TO CONSIDER THEIR APPLICATION.**

6. The SIF must be completed and returned directly to the Admissions Officer at St Edmund's by **31 October 2018** and not to your LA or your son's /daughter's primary school/academy.
7. The Board of Directors will only consider applications from those who have completed both a **CAF1** naming St Edmund's Catholic Academy as one of their choices and also a **SIF**.
8. On **1 March 2019** families will be advised, by their LA, of a school/academy at which a place has been allocated to their son/daughter.
9. In the event of a place not being offered at St Edmund's, families have a right to appeal. All appeals paperwork must be sent to the **Chair of the Board of Directors, Admissions Office (Appeals), St Edmund's Catholic Academy, Compton Park, Compton Road West, Wolverhampton, WV3 9DU** by **31 March 2019**. Parents will be given at least 10 days notice of an appeal hearing.

**OTHER APPLICATIONS SEPTEMBER 2019 – JULY 2020**

10. Applications to the academy other than the normal intake into Year 7 should be made to Wolverhampton LA by completing an In-Year Transfer Form. See St Edmund's 2019/2020 Admission Policy for further information.

A copy of St Edmund's Admission Policy, Admission Arrangements and Supporting Information Form (SIF) can be found on our website [www.stedmunds.org](http://www.stedmunds.org).

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