

To Love and Serve
the Lord

St Edmund's Catholic Academy, Wolverhampton

Motto

To Love and Serve the Lord

Mission Statement

St Edmund's is dedicated to nurturing a learning community where all can grow in faith inspired by the Gospel values of love, service and forgiveness

Our Academy Aims are:

1. to carry out our work within the academy and the wider community on the basis of relationships founded on Christ's teachings
2. to nurture fully the gifts, talents and vocation of each student
3. to sustain a moral and caring atmosphere within the academy, nourish each student's spiritual development and care for the whole of creation
4. to embrace the Common Good through working collaboratively with our parents, primary schools & academies, parishes and partners within and beyond our city
5. to ensure that every member of the academy community feels valued and experiences justice, fairness and equality of opportunity
6. to prepare students for the wider world and engender in them respect for other traditions and faiths



Practical Information

St Edmund's is a mixed Catholic academy for students aged 11 to 19. It is part of Bishop Cleary Catholic Multi Academy Company comprising The Giffard Catholic Primary Academy and Nursery, SS Mary and John's Catholic Primary Academy, St Michael's Catholic Primary Academy and Nursery, St Teresa's Catholic Primary Academy and St Edmund's Catholic Academy.

Our full name and address is:

St Edmund's Catholic Academy
Compton Park
Compton Road West

Wolverhampton WV3 9DU Tel: 01902 558888
Fax: 01902 558889
Email: enquiries@stedmunds.org
Website: www.stedmunds.org

Principal Mrs Margaret Hughes
Chair of Board of Directors: Dr Christopher Walker
Chair of Academy Committee: Mrs Margaret Gallagher
Number of Pupils/Students on roll: 841

Dates for the school year 2016-2017

Autumn Term begins	Monday 5 September 2016
Autumn Term ends	Friday 16 December 2016
Half Term	Monday 24 October – Friday 28 October 2016
Spring Term begins	Tuesday 3 January 2017
Spring Term ends	Friday 7 April 2017
Half Term	Monday 20 February – Friday 24 February 2017
Bank Holidays:	Friday 14 April and Monday 17 April 2017
Summer Term begins	Monday 24 April 2017
Summer Term ends	Tuesday 25 July 2017
Half Term	Monday 29 May 2017 – Friday 2 June 2017
Bank Holidays:	Monday 1 May and Monday 29 May 2017

The School Day

MORNING

Registration	9.00 am
Period 1	9.10 am
Period 2	10.00 am
Break	10.50 am
Period 3	11.10 am
Period 4L	12.00 noon (Lunch for Y10, Y11, Y12 & Y13)
Tutor Period / Assembly / Registration	12.50 pm
Period L4	1.10 pm (Lunch for Y7, Y8 & Y9)

AFTERNOON

Period 5	2.00 pm
Period 6	2.50 pm
End of the day	3.40pm

Approved Planned Admission Number in Year 7 for September 2016	150
Number of CAF1s received for September 2015 (PAN of 150)	500
Number of Supplementary Information Forms received for September 2015	411
Places allocated for September 2015 for a PAN of 150	150

St Edmund's as a Catholic Academy

St Edmund's is a Catholic Academy for students of secondary age and operates under the *Barberi and Newman Trust* Deed of the Roman Catholic Archdiocese of Birmingham. Its primary purpose is the education of baptised Catholic young people and the nurturing of their faith. But, although priority is given to the admission of these young Catholics to the academy, we also have many students from other Christian denominations and from other Faith traditions who are fully a part of St Edmund's learning community and who benefit from and contribute to its Catholic Ethos.

Our academy status has no effect whatsoever on Admissions which operate in accordance with local and Diocesan procedures. There is no special priority given to Catholic students from Primary Academies in Bishop Cleary Catholic Multi Academy Company.

Religion and Spirituality at St Edmund's

Our Catholic Faith is the justification for our academy. It is deepened and practised through attendance at the programme of Tutor Group, Year Group and Whole School Masses on: non-movable Holy days of Obligation; on the occasion of our Patronal Feast Day, the feast of St Edmund, on or near 1 December, Special Mass of Thanksgiving at the end of the Academic Year, and by a Distribution of Ashes Service on Ash Wednesday. It is also deepened and practised through Acts of Worship in Tutor Groups, Year Group Assemblies, Services of Reconciliation, Vocation Liturgies, Holy Week liturgy, Whole School Assemblies – on Remembrance Day, for instance, and on Holocaust Memorial Day - and by opportunities for private prayer, meditation and reflection in the school Chapel.

Our Priest Chaplain is Monsignor Mark Crisp. We are also fortunate in having a Lay Chaplain, Mrs Ferris, who fully supports the Catholic life of the academy and the spiritual development of students. The Lay Chaplain's ministry is exercised through the preparation of various Liturgies, and contributions to Tutor Group Acts of Worship. Monsignor Mark and Mrs Ferris will continue to develop the Chaplaincy Team – open to all students and staff – and, through that Team, will give contributions to the Catholic Life of the School greater focus and recognition. This team, coupled with charitable fund raising, attendance at Alton Castle Retreat Centre and the celebration of great feasts in the Church Calendar are some of the ways in which the religious and spiritual life of the school are enriched.

In January 2013 St Edmund's Diocesan inspection [Good with some Outstanding features] reported that: "This is a lively Catholic community where students have a great respect for the faith of others and are educated to have enquiring minds and a sense of responsibility for the created world and for their own faith development". The report was also clear that: "religious education is very much enjoyed as a challenging and satisfying area of study, because of the high standards and commitment of teachers to their planning, resources and evaluation of provision".

The Curriculum

St Edmund's provides a learning environment that is challenging and supportive. The curriculum is designed to offer both breadth and depth. It enables students who have worked hard to leave St Edmund's excellently equipped for further study, work or a combination of both.

The Foundation Stage

In years 7, 8 and 9 all students follow courses in Religious Education, English, Mathematics, Science; Computer Science, Modern Foreign Languages: French or Spanish; Technology: Food, Art, Graphics and Resistant Materials; Humanities: History and Geography; Performing Arts: Drama and Music and Art; Physical Education and Personal Development (PSHE).

All students in Years 7, 8 and 9 are taught in six groups set by ability, and in mixed-ability groups. There are two subject clusters that set by ability. First, Mathematics, Science and Computer Science and second, RE, English, Humanities and Languages. Both clusters set independently of each other. The setting for these subject clusters comprises Express, Intermediate and Foundation groups

depending on the ability profile of the particular cohort. Technology, PE and Music, Art & Drama are taught in mixed-ability groups. Personal, Social & Health Education (PSHE) is taught in Tutor Groups, half-year groups or whole year groups with activities taking place over four days during the year known as PD – Personal Development Days.

The Middle Years

By the time your sons and daughters reach Year 9 (September 2018) Key Stage 4 preparation in Core subjects. RE, English, Mathematics and Science will start and classes will, therefore, continue to be set by ability. Students will be guided into appropriate pathways during Year 9 according to their aptitude and ability while maintaining a broad spectrum of subjects. Separate Sciences, Physics, Chemistry and Biology, are available for suitable candidates as are two languages, French and Spanish, and two Humanities, History and Geography. All subjects will form the backbone of the EBacc qualification to be examined in full in 2020; RE is always a core subject in our Catholic academy.

GCSE courses currently offered are: Art, Photography, Business, Computing, Drama, Economics, French, Spanish, Geography, History, Computer Science, Music, Physical Education, Product Design and Food.

Vocational courses currently offered are: Business Studies, Engineering, Health & Social Care and Sport.

The Sixth Form

All young people are expected to be in registered education or training until the end of the school year in which they reach the age of 18. The great majority of our students seek to continue their studies within our Sixth Form and details of progression (for our learners) or application (for learners from other academies/schools) are available on the school website: *Governors' Statement on Progression to the Sixth Form*.

The structure of courses and the opportunities available to the students within the campus are unique because of the joint Sixth Form we run with S Peter's and the consortium arrangements that link our two schools and the Girls' High School. Most of the courses are co-taught between St Edmund's and S. Peter's and all groups are likely to comprise students from both schools. There are currently thirty-two AS/A2 courses, six BTEC/Level 3 courses as well as two GCSEs in English and Mathematics. Alongside these courses students extend their learning through Religious Education, Physical Education and a variety of Enrichment Activities.

Our sixth formers have their own spacious, supervised facilities on the top floor of our building with good access to ICT.

Homework

At St Edmund's we believe that homework contributes significantly to a student's progress as independent learners. Regular homework is an essential element in this process and usually comprises practice exercises, preparation or extension work. Students in Year 7 should be spending about half an hour on each piece of homework. Of course, in some subjects, homework tasks will be spread over longer periods of time. There is a supervised Homework Club after school on a Monday and a Thursday afternoon from 3.45 pm to 4.45 pm for pupils in Years 7 and 8.

More Able & Talented Pupils and Students

Gifted & Talented students are a diverse group, some strive for excellence across a range of subjects and others develop high level skills in one or two key subject areas. Here at St Edmund's we raise the achievement, profile and attainment of more able students and nurture confidence in their abilities to develop an independent understanding of their own vocation. Specialist funding is available to facilitate opportunities for students for example state of the art and industry led equipment and software across a range of subjects. In addition to this links are forged with specialist trainers, students

have opportunities to attend subject led events and university placements. Teachers are aware of these learners' special abilities and/or talents through a regularly updated G&T register and parents will always be informed of their sons' / daughters' involvement via a programme of progress-tracking interviews and reviews completed by key staff including the Gifted & Talented Co-ordinator who has an over-arching responsibility for these students. Staff are provided training to develop a culture of praising effort, determination, courage, innovation and challenge.

Sport

Students at St Edmund's receive two lessons of Physical Education each week where staff aim to develop life skills that can be used during and after education. We want to develop the physical and mental capacity needed to achieve in society. During KS3 students follow the 2014 National Curriculum framework for Physical Education covering a wide variety of sports, including swimming in Year 7. Students can begin to choose activities that are their strengths into Year 10 combined with a compulsory Leadership unit to help develop life skills. More ownership of learning is again promoted in Year 11 when students select their own pathway for both Physical Education lessons of the week. GCSE PE is offered at Key Stage 4 as well as BTEC Level 3 and A Level PE at Key Stage 5. To enhance physical learning extra-curricular clubs are provided every lunch time and after school and these have developed an ethos of participation, leading to success. Achievement within Wolverhampton sporting events may lead to participation in regional and national competitions.

Special Educational Needs

Students with Special Educational Needs (SEND) are admitted to the school under the LA and Diocesan approved Admissions Arrangements.

At St Edmund's Catholic Academy we acknowledge that each learner has his/her own gift/talent and preferred learning style, which we are committed to nurturing. Through the approach to grouping/setting and through quality, differentiated teaching we structure the learning of our students to ensure that they achieve their full potential.

However, we are also fully aware that there are some learners whose needs extend beyond those of others as they find it difficult to access mainstream education. These learners are supported by the teaching and pastoral teams and external agencies where required. The SEN team comprises our SENCo (Special Educational Need Co-ordinator), a Higher Level Teaching Assistant and a team of LSAs. The team are trained in dealing with learning and physical disabilities. The school also has the Pastoral Team to support learners who have emotional and/or behavioural difficulties.

Learners on the SEND register have varying needs and these are supported either by an Education Health Care Plan – an entitlement to provision that is outlined by the Local Authority after assessment by a range of agencies, by external agencies or internally at school at Categories KS, KP and KA.

Through the work of teachers, pastoral staff, the SEN team and, where appropriate, the LA Early Help 5-18 Team, learners are supported by differentiated work, learning support assistants in the classroom, small group work, 1:1 help in lessons and withdrawal for numeracy, literacy and social inclusion groups. For learners who receive specific intervention, their progress is monitored through effective use of Individual Education Plans (IEPs) which target specific needs. Learners are supported in all aspects of academy life, including transition and, where appropriate, extra-curricular activities.

Learners on the SEND register are well supported, make better than expected academic progress and achieve personal success.

Students with Disabilities

Learners with physical disabilities are admitted to the academy under the Diocesan-approved Admissions Arrangements in line with national requirements. Disabled learners have full access to the Academy building and enjoy a full and varied curriculum.

St Edmund's Catholic Academy has high ambitions for its disabled learners and expects them to participate and achieve in every aspect of academy life.

St Clare's Success Centre

St Clare's Success Centre enables us to develop fully our educationally-inclusive practice. The aim of the Centre is to provide personalised learning and participation for every pupil taking into account his/her varied life experiences and needs. St Clare's has full wireless technology to enable learners there to access our on-line curriculum and community. Those students who, it is felt, would benefit from a period of time in St Clare's are identified by the Year Co-ordinator in liaison with the Centre Manager. This facility encourages the students who benefit from it to be responsible, caring and confident, to realise their full potential and to celebrate each other's success. It was described in the s48 Report of January 2013 as *Outstanding*.

Stakeholder Voices

St Edmund's is committed to its stakeholders and acting, where possible, on what they have to say. Voice of the Learner and Voice of the Parent surveys are conducted regularly. It is envisaged that these exercises will be conducted during this academic year. Our online *School Gateway* enables parents to have access to student achievement, behaviour, timetables, assessment grades and attendance.

Enrichment Activities

In addition to Sport, Gymnastics and Athletics for all students, there is a range of teams, lunchtime sessions, clubs and enrichment activities. The Music Department offers peripatetic lessons in violin, viola, cello, flute, oboe, bassoon, clarinet, saxophone, trumpet, guitar, base guitar, cornet, tenor horn, euphonium, trombone, tuba, drum kit and percussion for which there is a small charge (£90 for 30 lessons per year). There are a Folk Group, Singing Group, Choir, Orchestra and Rock Band; the Choir and Orchestra rehearse after school and the Bands rehearse at lunchtime and after school. A tour of Europe is planned for the Orchestra in summer term 2016. Students who wish can get involved in one of three Reading Clubs, depending on their stage of the curriculum.

Art and ICT also run lunchtime clubs and there are opportunities for Chess, Scrabble and Robotics. Drama features regularly in academy life with theatrical and musical productions and the Drama Club meet after school. Field trips are an integral part of Biology, Geography and History and there are well organised opportunities for work experience, trips to Towers Educational Centre in North Wales and Business and Enterprise events. Our recent ventures have included overnight trips to the Christmas Market in Paris and Berlin and a Music Tour to Valkenburg and Cologne, RE & Technology Study Tour to Rome (*In the Steps of the Masters*) and a Year 8 Modern Languages Trip to Chateau de Warsy. A trip to New York is planned in spring term 2016. An Extended Schools Steering Group, run by pupils, organises extra-curricular activities such as rock climbing, *Wolf Mountain*, animation and music authoring. Bronze, Silver and Gold *Duke of Edinburgh* awards are available to Years 10, 12 and 13 respectively.

Behaviour Management

A system of Positive Behaviour Management is operated which rewards students who make good choices and which has stepped consequences for those few who do not. The Code of Conduct, Rewards and Consequences are displayed in every classroom. Students are taught the system - and are reminded of it periodically. Merits for exceptional effort and good behaviour are given by all staff as rewards. This is in the form of a small sticker with a code. Students then visit the school's online

Learning Platform to enter the code and exchange their merits for rewards. Those who achieve 25, 50, 75, 100, 150, 200 merits receive a Certificate and Congratulations letter home. Periodically, names of merit winners are put into a draw for additional prizes.

Most students respond well to the system. There are very few who find it difficult to keep to the Code of Conduct. But, where necessary, they are formally warned or removed to the Key Stage Hub where they complete the lesson under special supervision and also receive an after-school detention the same day. Our Pastoral Support Team work closely with these pupils to improve their behaviour. Parents are informed and encouraged to work with the academy if there are persistent problems.

Academy Council

Mission Statement

Our Academy Council aims to improve the learning environment by sharing, discussing, agreeing and acting on students' views.

The Academy Council meets once a month at lunchtime in two sessions: Y7 – Y9 and Y10 – Y13 to consider a range of issues that are of concern to learners.

The aims of the Academy Council are to:

- Develop the realisation in students that they have a positive role to play in creating a caring environment within the academy and the local community
- Increase self-esteem and confidence by debate, action and student voice
- Encourage a sense of mutual responsibility and social cohesion within the academy from an early age
- Promote positive behaviour, mutual respect and concern for one another
- Increase student-initiated, extra-curricular activities

The Academy Council decides which charities are to receive the donations from fundraising activities throughout the year. In 2015 the elected charities were Promise Dreams, Acorns Childrens' Hospice and Save the Children.

Learning Technology

St Edmund's has recently invested in nearly 500 mobile devices for use in lessons, while still retaining a number of traditional computer suites for the teaching of Computing. The whole academy is covered by the latest WiFi technologies so learners can use mobile devices anywhere on the site, including the playing fields. We have equipped our Learning Faculty: *Creativity & Expression* with the latest Apple iMacs and MacBooks to ensure our pupils and students leave St Edmund's with skills in the latest creative technologies. Our learning platform has improved its impact on teaching and learning. Our platform incorporates all of the successes we have had to date with digital learning, and also brings together merits, achievement and the latest 'Google Doc' and 'Google Classroom' features.

Access to Information

Parents are entitled to see their son's/daughter's file and any other information held about them eg. reports, provided they put their request in writing. There is an up-to-date list of parental wishes to comply with Data Protection Legislation. Copies of the academy's policies/practices are also held on-line.

Healthy School

St Edmund's has successfully gained 'Enhanced Healthy School Status' which recognises and respects the academy's hard work and commitment to supporting the health and well-being of our students.

Investor in People

St Edmund's has successfully maintained the *Investor in People* standard for many years and has the quality mark embedded in standard practice. There is a strong belief in the Catholic ethos, centred on support and encouragement with a clear focus on 'doing' the best we possibly can for the students, whether that is striving for academic success or, in many cases, helping to develop social and emotional resilience. This highlights the link between the *Investor in People* standard and the ethos of our academy; the standard seeks to improve performance because it embodies our own values - the importance of learning and professional development, and the benefits of evaluation leading to continuous improvement.

Charging Policy

St Edmund's does not charge for trips during school hours or for national curriculum/public examination related trips although we may, in accordance with the law, ask for voluntary contributions to such trips. Unfortunately, without voluntary contributions, it may not be feasible for a trip to go ahead and we are very grateful for parental support to enhance the learning experiences of our young people. There is a charge for board and lodging on residential trips, however, and an Academy Welfare Fund which can, discreetly, help families where such costs are prohibitive. Similarly, we do ask for contributions to the Academy Fund at a cost of £25 per year. These contributions are entirely voluntary.

Uniform

Most items can be purchased either from *Ron Flowers Sports* in Queen Street or from *Lads and Lasses School Wear* on Warstones Road. The sports kit is restricted to one supplier, *Premier Sports* in Lord Street, the School Welfare Fund may be able to help where families, in particular circumstances, find the cost of uniform/sports kit a burden. Please contact the Finance Manager, Mrs E Thomas, if you feel you need further information or support on Extension 122.

Complaints Procedure

The school has in place a complaints procedure in line with guidance from the Diocese and from Wolverhampton Local Authority. In this, it follows the regulations laid down by the Education Act 2002. The aim of the procedure is to be as clear, impartial and swift as possible. Where possible, it aims to resolve problems by informal means. Confidentiality will always be respected and, where necessary, full and fair investigations will be carried out by an independent person. The complaints procedure allows for a staged approach involving, at first, a member of staff, then the Principal and, finally, the Board of Directors of Bishop Cleary Multi Academy Company. Information is available from Reception.

Pupil Premium

The Pupil Premium is special government funding which is allocated to schools to support students who are eligible for Free School Meals or who are designated as Looked After Children or are children with a parent serving in the Armed Forces. Details of how St Edmund's spends this funding allocation can be found on our website www.stedmunds.org. If your son or daughter is designated in either of these ways then he/she may be entitled to support with the costs of uniform, sports kit and curriculum related trips. For information contact the Finance Manager, Mrs E Thomas on Extension 122.

Attendance Figures

2013 - 2014

Incidence of unauthorised absence (as percentage of possible attendance)

Number of students of compulsory school age	731
Percentage of student sessions missed through authorised absence	3.1%
Percentage of student sessions missed through unauthorised absence	1%

2014 - 2015

Incidence of unauthorised absence (as percentage of possible attendance)

Number of students of compulsory school age	734
Percentage of student sessions missed through authorised absence	3.4%
Percentage of student sessions missed through unauthorised absence	1.1%

Routes taken by student over 16

Students who were 17 or over at the start of 2014 - 2015

Total: 58

entering higher education	71%
entering higher education after gap year	9%
entering further education	10%
employment/apprenticeship	5%
continuing into Year 14	5%
other/unknown	%

Pupils who were 15 and 16 at the start of 2013 - 2014

Total: 139

entering 6 th form	41%
various colleges, locally and out of borough	58%
employment / training	1%



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GCSE and A Level Examination Results 2015

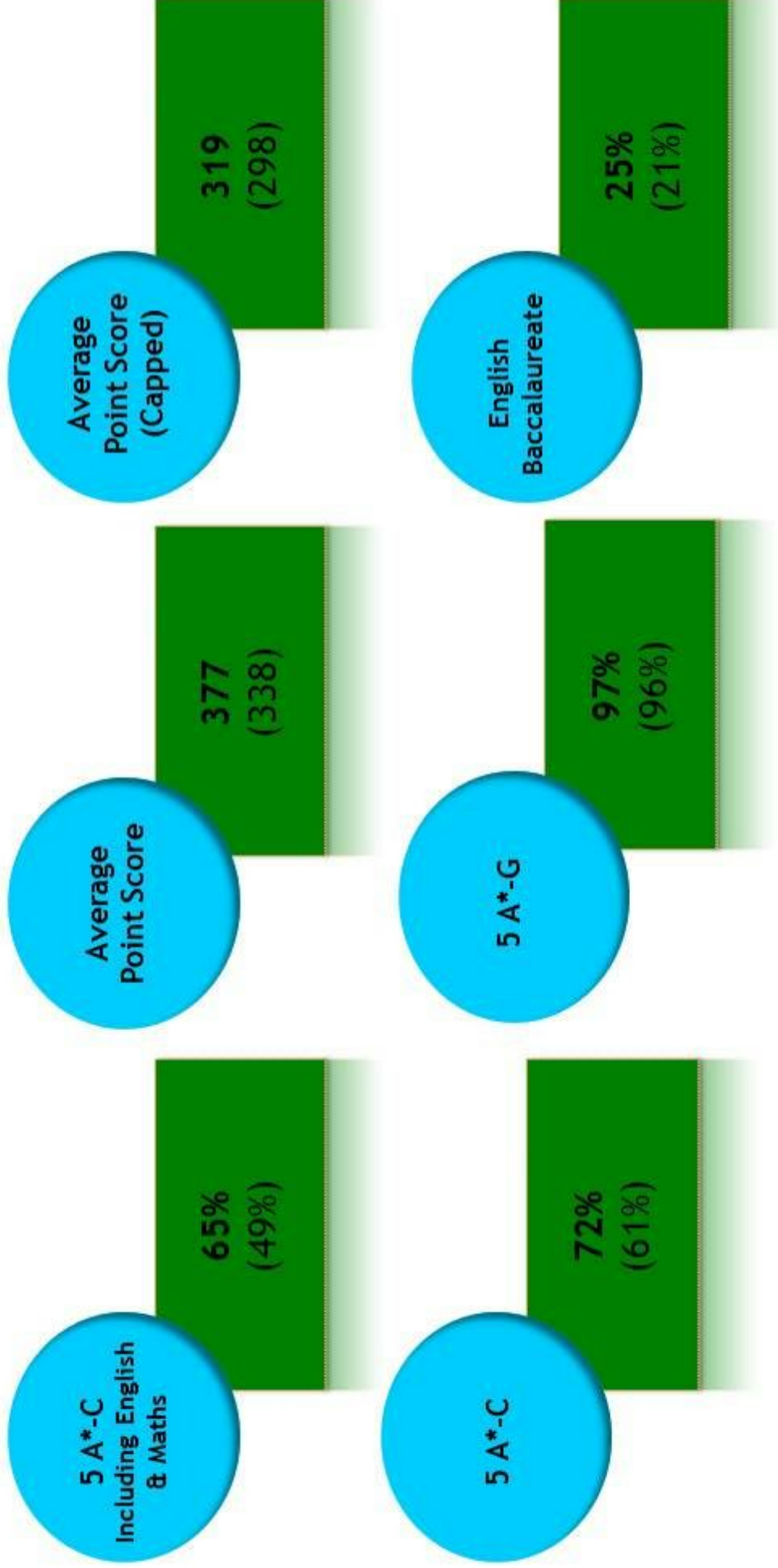




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GCSE Headline Figures



(2014 figures in brackets)



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Subjects achieving 70% or higher A*- C

Art

Biology

Business Studies Btec

Chemistry

ECDL

Economics

English

Food Technology

French

German

Graphics

Mathematics

Music

PE

Photography

Physics

Religious Education

Sport Btec



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3 Levels of Progress Subjects achieving 70% or higher

Art

Business Studies Btec

Drama

ECDL

English

Food Technology

Geography

German

Graphics

Mathematics

Photography

Religious Education

Sport Btec



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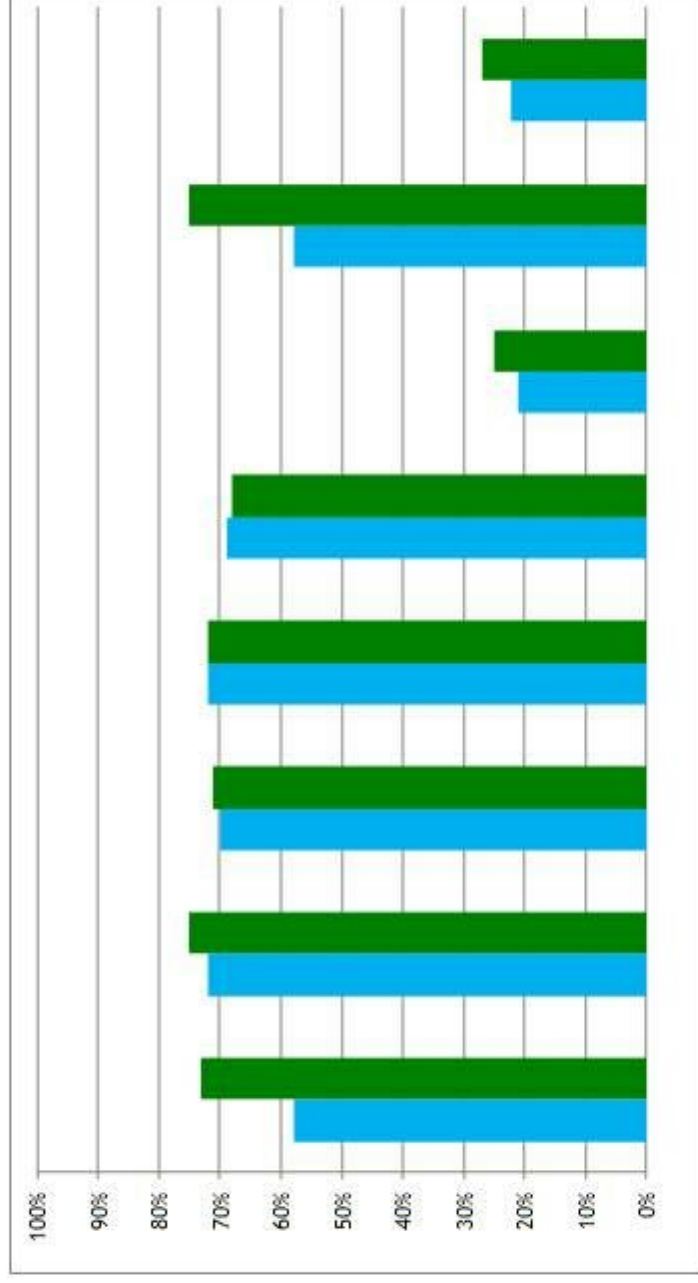
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English/Catholic Baccalaureate

The English and Catholic Baccalaureate are calculated out of the Y11 cohort of 130, even though not all pupils are eligible for the Baccalaureate because of their option choices.

For the individual subjects, the percentages are based on the cohort of pupils entered, and not the entire year group.

The Catholic Baccalaureate includes RE instead of Humanities.





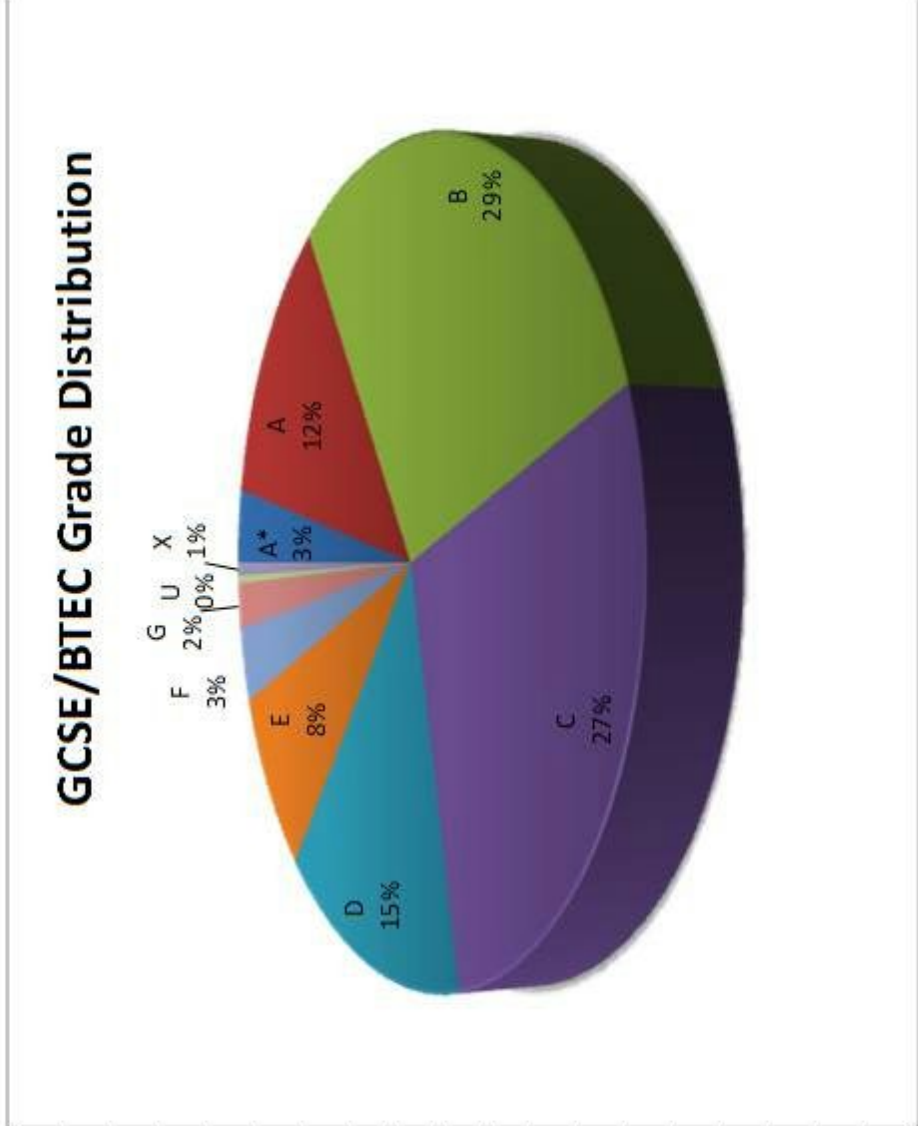
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GCSE Grade Summary

Percentage of Results (Whole Cohort)	A*	3.14%
	A	12.49%
	B	28.54%
	C	27.05%
	D	14.81%
	E	7.94%
	F	3.14%
	G	1.99%
	U	0.33%
	X	0.58%

Cumulative Percentage of Results (Whole Cohort)	A*-A	15.63%
	A*-B	44.17%
	A*-C	71.22%
	A*-D	86.02%
	A*-E	93.96%
	A*-F	97.11%
	A*-G	99.09%
A*-U	99.42%	

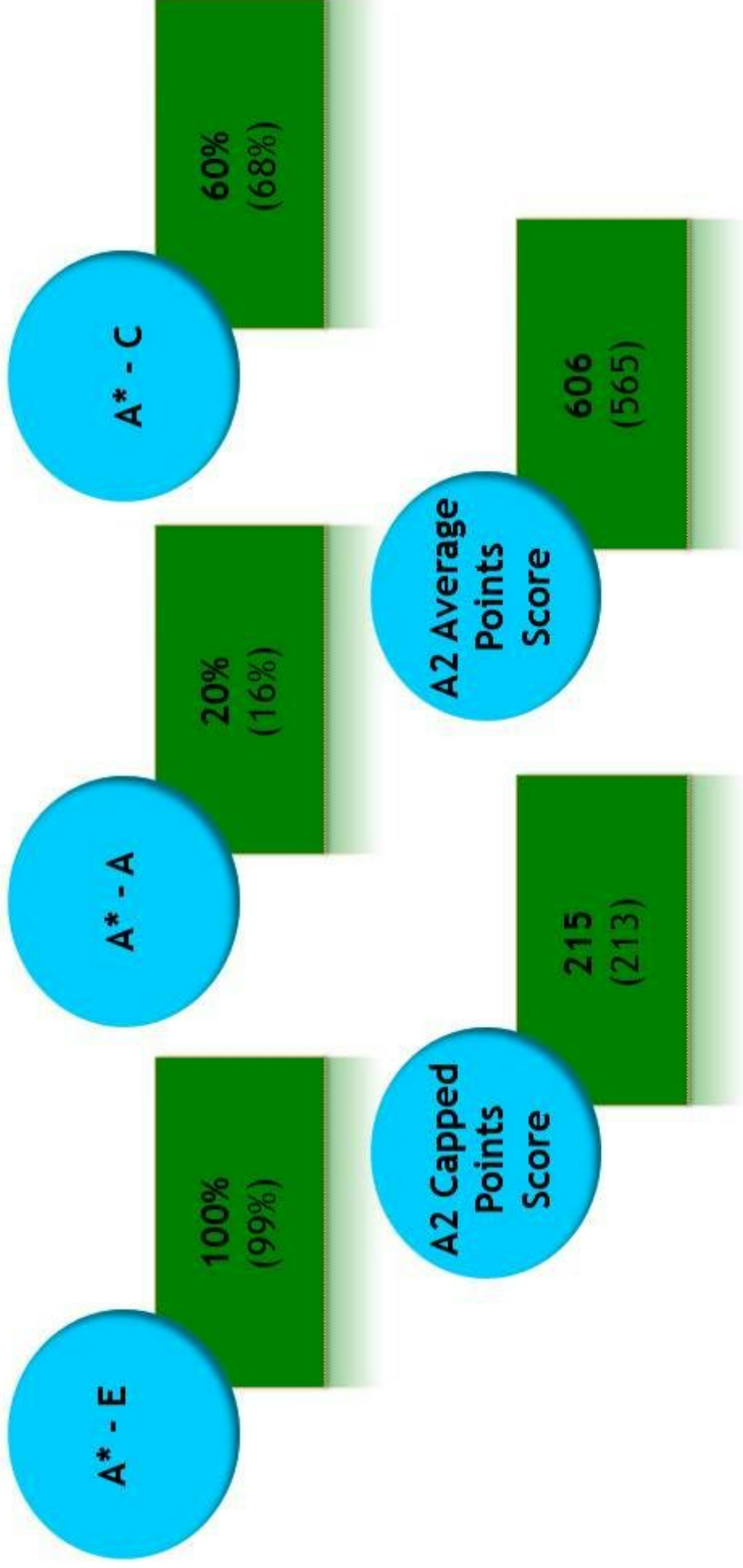




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KS5 Headline Figures

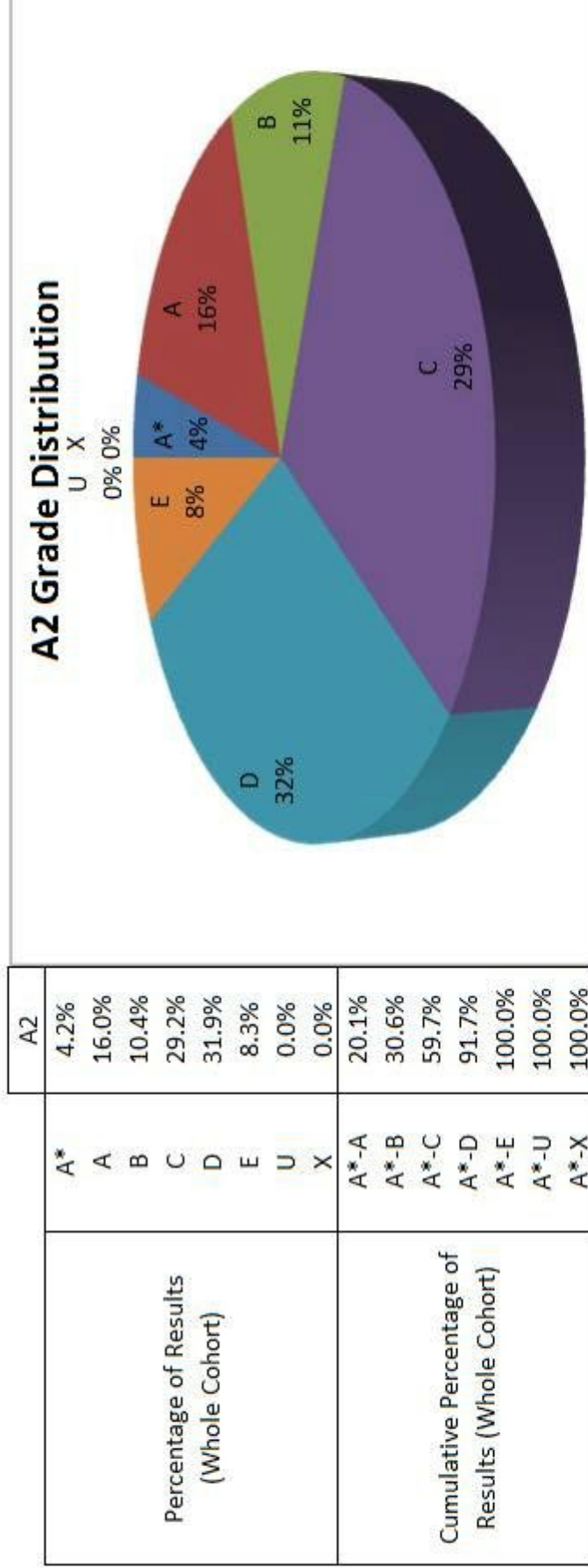




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KS5 Grade Summary





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KS5 Subject Breakdown

		Business (Voc)	Health & Social Care (Voc)	Hospitality (Voc)	IT Applied (Voc)	Music (Voc)	Sport (Voc)	Science Applied	Biology	Business Studies	Chemistry	Economics	Electronics	English Language	English Literature	Film Studies	
PERCENTAGE OF RESULTS	A+	0%	0%	0%	0%	0%	0%	0%	17%	0%	0%	0%	0%	0%	0%	0%	0%
	A	73%	22%	0%	0%	0%	0%	0%	33%	0%	33%	0%	0%	25%	0%	0%	0%
	B	0%	0%	0%	0%	0%	0%	0%	17%	50%	17%	0%	20%	25%	0%	0%	50%
	C	18%	33%	67%	71%	33%	50%	0%	0%	0%	0%	33%	20%	25%	0%	0%	50%
	D	9%	33%	33%	29%	33%	50%	100%	17%	0%	0%	0%	40%	25%	100%	0%	0%
	E	0%	11%	0%	0%	33%	0%	0%	17%	50%	50%	0%	20%	0%	0%	0%	0%
	U	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
X	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	

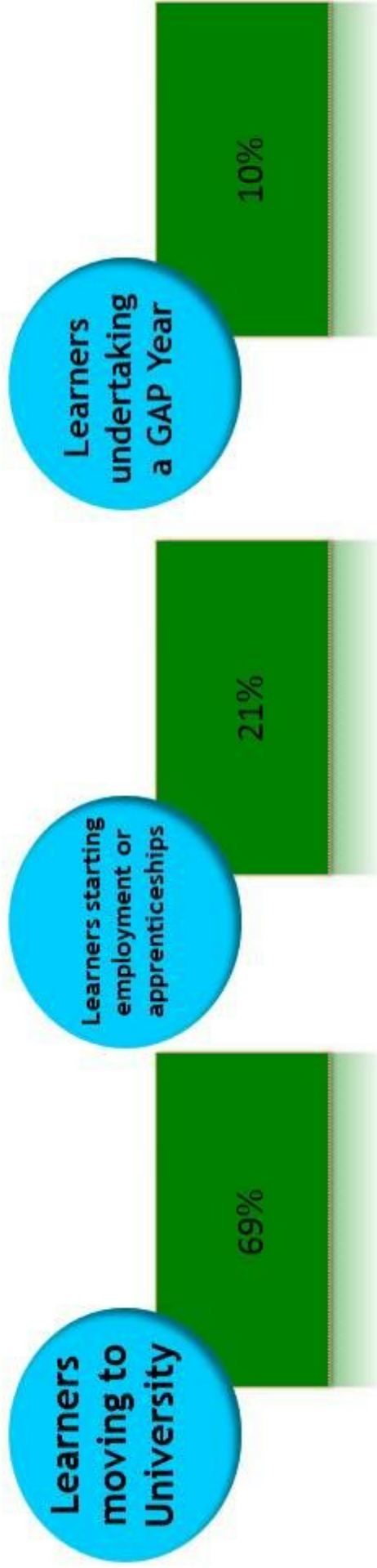
		French	Geography	Government and Politics	Graphics	History	Information Technology	Mathematics	Music	Physics	Polish	Psychology	Religious Studies (AOA)	Religious Studies (EDXCEL)	Sociology	Theatre Studies
PERCENTAGE OF RESULTS	A+	0%	0%	0%	0%	8%	0%	15%	0%	0%	50%	0%	0%	0%	0%	0%
	A	0%	13%	100%	25%	8%	0%	0%	0%	20%	25%	20%	0%	0%	0%	0%
	B	0%	0%	0%	50%	17%	0%	8%	0%	0%	0%	0%	0%	20%	33%	0%
	C	0%	38%	0%	25%	33%	0%	31%	0%	0%	0%	40%	33%	40%	33%	0%
	D	100%	38%	0%	0%	33%	100%	38%	100%	40%	40%	25%	50%	40%	33%	50%
	E	0%	13%	0%	0%	0%	0%	8%	0%	0%	20%	0%	17%	0%	0%	0%
	U	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
X	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	



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KS5 Destinations



University Destinations:

Aston
Bedfordshire
Birmingham
Brunel
Cardiff
Chester

Coventry
De Montfort
Edge Hill
Leicester
Liverpool John Moores
Loughborough

Manchester
Northampton
Nottingham Trent
Plymouth
Sheffield Hallam
Sheffield

Staffordshire
Teesside
Hertfordshire
Wales Trinity St David
Wolverhampton
Warwick

Bus Services

The following services are school bus routes that run directly to the school. At the end of each day students from St Edmund's and S. Peter's Collegiate School are supervised by staff as they board them for the return journey.

School Bus Routes

- Service 711 Wolverhampton - Compton Park Schools (departs 08.35)
Line of route: Beatties, Ring Road, Merridale Road, Hartley Street, Wolverhampton Grammer School, Marchant Road, Avenue Road, Newbridge, Compton Park Schools
- Service 713 Wolverhampton, Pipers Row - Compton Park Schools (departs 08.20)
Line of route: Pipers Row, Grove Street (08.24), Penn Fields, Stubbs Road (08.35), Newbridge, Compton Park Schools
- Service 714 Penn, Manor Road - Compton Park Schools (2 departures 08.25 and 08.26)
Line of route: Penn, Manor Road, Bradmore, Bradmore Inn (08.40 and 08.41), Newbridge, Compton Park Schools
- Service 794 Bushbury, Cannock Road - Compton Park Schools via Three Tuns Lane (departs 08.10)
Line of route: Cannock Road, Low Hill, (before) Whitgreave Avenue (08.15), Northwood Park, (after) Egerton Road (08.20), Stafford Road, Three Tuns Lane (08.25), Whitmore Reans, (adj) Chester Street (08.37), Newbridge, Compton Park Schools
- Service 794A Bushbury, School Lane - Compton Park Schools via Three Tuns Lane (departs 08.20)
Line of route: Bushbury, School Lane (08.20), Stafford Road, Three Tuns Lane (08.24), Whitmore Reans, (adj) Chester Street (08.36) and then follows the 794 route.
- Return buses 711, 713, 714, 794 departing from outside S. Peter's School at 15.55
Return buses 711, 714, 794A departing from Turning Circle at 15.55

Public Bus Routes

Perton/Compton

10 Perton - Tettenhall Wood - Compton - Wolverhampton.

Tettenhall

1 Tettenhall - Newbridge - Wolverhampton. Alight at Newbridge, Balfour Crescent on Tettenhall Road.

Wombourne

256 Wombourne - Penn - Wolverhampton. Alight at Penn opposite Manor Road. Then catch the 714 to Compton Park.

These details are correct at time of printing. Details are also available at www.travelinmidlands.co.uk/ and www.networkwestmidlands.com



To Love and
Serve the Lord

UNIFORM LIST AND SPORTS KIT

From September 2015 it will be compulsory for all St Edmund's items of uniform to be worn by all our students in Years 7-11. They are already compulsory in Y7.

Students must come to school dressed smartly in the correct uniform.

Blazers must be worn at all times.

UNIFORM	
CUSTOMISED ACADEMY LOGO ITEMS MUST BE WORN. NO VARIATIONS ACCEPTED	
BOYS Plain white shirt buttoned to neck with long sleeves and cuff with school academy tie Academy Logo Black V-neck slip-over or V-neck jumper Academy Logo Blazer Black school trousers (not denim, cord or shiny material) Plain black socks Black shoes (not trainers or canvas shoes) Plain black outdoor coat (no logos)	GIRLS Academy Logo Turquoise blouse Academy Logo Black V-neck slip-over or jumper Academy Logo Black fitted blazer Academy Logo Black skirt pleated or plain Academy Logo Black school trousers Black shoes (not trainers, trainer lookalikes or canvas shoes) Plain black tights or plain black socks Plain black outdoor coat (no logos)

The specific customised items of the uniform (fitted blazers, blouses, ties, jumpers, slip-overs, skirts, girls' trousers) are only available from our suppliers:

Lads and Lasses 50a Warstones Road, Penn, Wolverhampton, WV4 4LP
 Telephone: 01902 334650 Email: ladsandlassessales@live.com

Ron Flowers Sports 28 Queen Street, Wolverhampton, WV1 3JW
 Telephone: 01902 429490 Email: sales@ronflowerssports.com

- Plain black coats can be worn at break and lunchtime during cold weather outside the building only
- Jewellery – only one small stud per ear is allowed (no rings, bracelets, brooches or chains)
- No other body piercing is allowed (nose/lips/tongue)
- Hair colours, hairstyles, slides, bands and clips must be reasonable and neat, appropriate for school and must be in one of the academy colours (flowers, sparkles etc, are inappropriate) and not accepted
- No hoodies (hoodies must not be worn with uniform or instead of uniform)
- Plain black belts only, if required
- No false nails or nail varnish
- No cosmetics

PE KIT	
BOYS Games Jersey (navy/red) Navy polo shirt with academy logo Shorts (red - mid-length - tie cord) Games socks (red) Ankle socks (white) Trainers (non-marking soles) Soccer Boots (football lessons begin October) Shin Pads Swim Trunks	GIRLS Navy sweat shirt Navy polo shirt with academy logo Shorts (red - mid-length – tie cord) Games socks (red) Ankle socks (white) Trainers (non-marking soles) Swimsuit (one-piece) Swimming caps are required for long hair

The sports kit is available from our supplier :

Premier Sports (Wolverhampton) Ltd
 Email: jackyslyde@btinternet.com

104 Lord Street, Wolverhampton, WV3 0LQ
 Telephone: 01902 423110 Mobile: 07885 848955

Comments from our Year 7s (2014-2015):-

'When I first came I was scared but now I absolutely love it here!'

'The things that I enjoyed about this year was the lessons. Also the trips, and finally having Ms Odia as my tutor and my RE teacher'.

'In St Edmund's – my first year – I enjoyed moving up in lessons, my levels. I enjoyed this year with my friends'.

'Getting the highest in the school for the National Junior Maths Challenge. I am in the top set for everything. This made me happy because I was worried that I was going to be in a low set!'

'I have really enjoyed my first year in St Edmund's. Maths has really helped me. When I entered St Edmund's I hated Maths and was scared to answer questions. Now I feel confident to put my answer across'.

'In St Edmund's this year I've enjoyed everything. I loved making the funky box in Res Mat. I also loved the Drama lessons. I've enjoyed making all my friends and being in tutor. The teachers are amazing and teach us everything we need to know. St Edmund's is an amazing school and I'm really happy to be here'.

'The teachers are really welcoming and very supportive. The classes are really good and enjoyable. If children struggle with things the teachers help and the trips are really fun'.

'The lovely food!'

'After leaving SS Mary and John's I have enjoyed making new friends and the food is nice'.

'My first year at St Edmund's has been great. I really enjoyed the trips, to Shrewsbury and the Safari Park. Also I liked Food Tech because it was new to me as a lesson and I found it fun'.

'In St Edmund's I've enjoyed making new friends. I enjoyed this because they are brilliant friends'.

'I like school for getting good grades and doing Sports – especially Sports Day – and having supportive teachers and making new friends and doing all activities and challenges'.

'In year 7 I really enjoyed doing Sports and PE. In addition doing competitions with the school has been a fantastic experience and enjoyment so far. Another reason why I enjoyed my Year 7 at St Edmund's is doing PE because I have learnt a lot more than I had known in primary and have developed my knowledge as a Catholic. But overall my favourite activity has definitely been Gymnastics during PE and after school. I have enjoyed my subjects and activities so far this year!'

ST EDMUND'S CATHOLIC ACADEMY, WOLVERHAMPTON POLICY FOR ADMISSION TO THE ACADEMY IN 2016/2017

Through Bishop Cleary Catholic Multi Academy Company (Bishop Cleary Catholic MAC),
the admissions process is part of the Inter-LA co-ordination of Secondary Admissions
for the normal year of entry from Year 6 into Year 7 in 2016/2017
and also for in-year applications (other than normal year of entry)

The ethos of the Academy is Catholic. The Academy was founded by the Catholic Church to provide education for children of Catholic families. The Academy is conducted by its Board of Directors as part of the Catholic Church in accordance with the Trust Deed of the *Barberi and Newman Academy Trust* and its Object, and seeks at all times to be a witness to Jesus Christ. We ask all Parents/Carers applying for a place here to respect this ethos and its importance to the Academy community. This does not affect the right of Parents/Carers who are not of the faith of this Academy to apply for and be considered for a place here.

The **Admission Policy of Bishop Cleary Catholic MAC Board of Directors in respect of St Edmund's Catholic Academy** is as follows:

The planned admission number (**PAN**) for **Year 7 in September 2016** is **150**.

A child with an Education, Health & Care (EHC) Plan (or Statement of Special Educational Needs for in-year applications) that names St Edmund's will be allocated a place before any other applications are considered by Directors. This will reduce the number of places available to other applicants.

If the number of applications exceeds the admission number, the Directors will give priority to applications in accordance with the criteria listed below, provided that the Directors are made aware of that application before decisions on admissions are made.

- 1 Baptised Catholic children who are currently in the care of a Local Authority (LAC) or provided with accommodation by them e.g. children in foster care (ref. Section 22 of the Children Act 1989) and children who were previously looked after but ceased to be so because they were adopted or became subject to a residence order/special guardianship order
- 2 Baptised Catholic children who currently attend a Catholic feeder Academy/School ¹
- 3 Baptised Catholic children who live in one of the seven parishes ² of the Catholic feeder Academies/Schools¹
- 4 Baptised Catholic children of a permanent member of staff who has been based at St Edmund's Catholic Academy for two years or more at the time of application and has a current contract with the Bishop Cleary Catholic MAC ³
- 5 Other Baptised Catholic children
- 6 Non-Catholic children who are currently in the care of the Local Authority (LAC) or provided with accommodation by them e.g. children in foster care (ref. Section 22 of the Children Act 1989) and children who were previously looked after but ceased to be so because they were adopted or became subject to a residence order /special guardianship order
- 7 Non-Catholic children who currently attend a Catholic feeder Academy/School ¹
- 8 Non-Catholic children of a permanent member of staff who has been based at St Edmund's Catholic Academy for two years or more at the time of application and has a current contract with the Bishop Cleary Catholic MAC ³
- 9 Other non-Catholic children

For a child to be considered as a Catholic, evidence of Catholic Baptism or Reception into the Church will be required. See the Academy's Supporting Information Form (**SIF**) for a definition of a Baptised Catholic. Those who face difficulties in producing written evidence of baptism should contact their Parish Priest.

Parents/Carers making an application for a child must complete a SIF and send this to the Academy by 31 October
(see St Edmund's Admissions Arrangements for full details)

Note 1	Note 2	Note 3
<p><i>The 6 designated feeder Academies/Schools for St Edmund's are:</i></p> <ol style="list-style-type: none"> 1. St. Bernadette's, Wombourne 2. St. Christopher's, Codsall 3. The Giffard, Wolverhampton 4. SS Mary & John's, Wolverhampton 5. St. Michael's, Penn 6. St. Teresa's, Parkfields 	<p><i>The 7 parishes of the feeder Academies/Schools are:</i></p> <ol style="list-style-type: none"> 1. St. Bernadette's, Wombourne 2. St. Christopher's, Codsall 3. St. Thomas of Canterbury, Tettenhall 4. SS Peter & Paul's, Wolverhampton 5. SS Mary & John's, Wolverhampton 6. St. Michael's, Penn 7. St. Teresa's, Parkfields <p><i>(A map is available on our website or from your local Parish Priest)</i></p>	<p><i>The 5 academies making up Bishop Cleary Catholic MAC are:</i></p> <ol style="list-style-type: none"> 1. St Edmund's Catholic Academy 2. The Giffard Catholic Primary Academy 3. SS Mary & John's Catholic Primary Academy 4. St Michael's Catholic Primary Academy 5. St Teresa's Catholic Primary Academy

SIBLING PRIORITY

In all categories, priority will be given to those who have a brother or sister who is attending St Edmund's Catholic Academy and who will still be attending at the time of admission. The definition of a brother or sister is a brother or sister sharing the same parents, a half-brother or half-sister where two children share one common parent, a step-brother or step-sister, adopted or fostered children. The child for whom the Academy place is sought must be living in the same family unit at the same permanent address as the brother or sister. Where there are twins, triplets, multiple birth children, or children of the same family who are in the same academic year, if at least one falls within the PAN of 150, the Board of Directors will offer places to them all.

APPLICATIONS FOR CHILDREN FOR A SCHOOL PLACE OUTSIDE OF THEIR NORMAL AGE GROUP

If Parents/Carers wish for their child to be considered for admission to a year group outside of their normal age group, they should make an application for their normal age group and at the same time submit a formal written request to the Board of Directors at St Edmund's Catholic Academy, outlining the reasons for the request and enclosing any supporting documentation. The Board of Directors will consider applications submitted, taking into account the child's best interests, and advise Parents/Carers accordingly.

OVER-SUBSCRIPTION

If there is over-subscription within a category, the Board of Directors will give priority to children living closest to St Edmund's. This measurement will be determined by the straight line measurement from the home address to the Academy using standard software. The home address of a pupil is considered to be the permanent residence of a child. The address must be the child's only or main residence. Documentary evidence may be required. Where care is split equally between mother and father, parents must name which address is to be used for the purpose of allocating a place. In a very small number of cases it may not be able to decide between applicants when applying the published admission criteria. For example, this may occur when children in the same year group live in a block of flats, whereby the distance between the home and academy is the same. If there is no other way of separating the application according to the admissions criteria and to admit both or all of the children would cause the legal limit to be exceeded, the Board of Directors will draw lots to randomly select the child to be offered the final place.

APEALS

Parents/Carers who wish to appeal against the decision of the Board of Directors to refuse their child a place in the Academy may appeal in writing. 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 the last day of March. Appeals will be heard by an independent panel. Parents/Carers do not have the right to a second appeal in the same academic year unless a second application is received from the appellant because of a significant and material change in circumstances such as a house move, but the child is still refused admission.

LATE APPLICATIONS

Late CAF1 applications will be dealt with according to the LA co-ordinated scheme. SIFs received after the closing date, even if there is a significant and material change in circumstances such as a house move, cannot be treated as on-time **after the ranked admissions database has been submitted to the Local Authority**. Late SIFs will only be considered after all punctual ones have been processed.

WAITING LIST

The Academy will maintain a waiting list for admissions to Year 7 until 31 December. Children will no longer be added to the Academy's waiting list automatically. **Parents/Carers must contact the Academy to ask for their child to be put on the waiting list**. The list will be kept by the Board of Directors in admission criteria order, which means that a child's position on the waiting list could go up or down. Parents/Carers can apply for their child to go on the waiting list provided they ranked St Edmund's higher than the school/academy they have been offered. Inclusion of a child's name on the waiting list does not mean that a place will eventually become available. Admissions after 31 December will be dealt with as part of the in-year admissions process (see below).

IN-YEAR ADMISSIONS (applications other than the normal Year 6 into Year 7 entry)

Parents/Carers can apply for a place for their child at any time outside the admissions round. 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 (INCAF), available from: **School Admission & Transfers Section, Education and Enterprise, Wolverhampton City Council, Civic Centre, St Peter's Square, Wolverhampton, WV1 1RR**. Parents/Carers must also complete a SIF. Completed INCAFs are considered by the Secondary Social Inclusion and Advisory Placements Panel (SSI&APP), which will then need to consult with the Academy's Board of Directors. If there are no places available in the year group for which the application was made, no place will be offered and Parents/Carers will be informed accordingly. Parents/Carers who wish to appeal against the decision of the Board of Directors to refuse their child a place in the Academy may appeal in writing to the Chair of the Board of Directors at the Academy address. Appeals will be heard by an independent panel. Parents/Carers do not have the right to a second appeal in the same academic year unless a second application is received from the appellant because of a significant and material change in circumstances such as a house move, but the child is still refused admission. Please also refer to the LA's Fair Access Policy on the admission of excluded or hard to place children.

*There is no cost or charge related to the admission of a child to St Edmund's
A copy of St Edmund's Admission Policy and Admission Arrangements can be found at www.stedmunds.org*

ST EDMUND'S CATHOLIC ACADEMY, WOLVERHAMPTON
ADMISSIONS ARRANGEMENTS FOR PUPILS
IN 2016/2017

APPLICATIONS FOR YEAR 7 STARTING IN SEPTEMBER 2016

1 During **July 2015**, families residing within the City of Wolverhampton, will be issued, via their son's/daughter's Primary School/Academy, with a booklet from the Local Authority [LA] called *Secondary Education in Wolverhampton 2016/17* which contains full details of:

- the scheme for Inter-LA Co-ordination of Secondary Admissions at Year of Normal Entry
- the LA's **Common Application Form [CAF1]**
- the **Admissions Criteria** for St Edmund's Catholic Academy
- the **Supporting Information Form [SIF]** for St Edmund's Catholic Academy

Families residing outside Wolverhampton will also receive information from their 'home' LA which will include a **CAF1**.

2 From early **September 2015**, **prospectuses** and **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 Wombourne and St Christopher's Codsall in Staffordshire; The Giffard, SS Mary & John's, St Michael's Penn and St Teresa's Parkfields – all in Wolverhampton].

3 Parents may call at the Academy or write to the Admissions Officer requesting a prospectus and/or **SIF**.

4 Families who wish to visit the Academy may do so at

Open Evening on Wednesday, 30 September 2015 between 6.00pm and 8.30pm

For families unable to attend Open Evening, **Academy tours** will be held at **9.15am until 10.45am** on the following dates: **Thursday, 24 September 2015, Tuesday, 6 October 2015, Wednesday, 14 October 2015**

5a Families living within Wolverhampton must complete Wolverhampton LA's **CAF1** including a ranked preference for St Edmund's Catholic Academy and return the form to the School Admissions and Transfers Section at the Civic Centre in Wolverhampton by **31 October 2015**.

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 2015** 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 Applications received after the closing date because of a significant and material change in circumstances such as a house move, can only be treated as on-time up to **8 December 2015**, which is the date the Academy's Board of Directors meets to approve all applications.

9 On **1 March 2016** families will be advised, by their LA, of a school/academy at which a place has been allocated to their son/daughter.

10 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 2016**. Parents will be given at least 10 days notice of an appeal hearing.

OTHER APPLICATIONS SEPTEMBER 2016 – JULY 2017

11 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 2016/2017 Admission Policy for further information.

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

**ST EDMUND'S CATHOLIC ACADEMY, WOLVERHAMPTON**  
**SUPPORTING INFORMATION FORM**

# FOR YEAR 6 INTO YEAR 7 ADMISSION SEPTEMBER 2016

CLOSING DATE FOR RECEIPT OF THIS FORM TO ST. EDMUND'S  
31 OCTOBER 2015

CLOSING DATE FOR RECEIPT OF A COMPLETED CAF1 FORM TO YOUR OWN LA  
31 OCTOBER 2015

PLEASE NOTE LATE CAF1 FORMS AND LATE SUPPORTING INFORMATION FORMS WILL ONLY BE CONSIDERED  
AFTER ALL PUNCTUAL ONES HAVE BEEN PROCESSED

|                                                  |                    |
|--------------------------------------------------|--------------------|
| <b>RECEIVED BY ST. EDMUND'S CATHOLIC ACADEMY</b> | <b>DATE STAMP:</b> |
|--------------------------------------------------|--------------------|

ALL INFORMATION ON THIS FORM MUST BE TRUE AND ACCURATE. IF THE DIRECTORS MAKE A DECISION TO OFFER YOUR CHILD A PLACE BASED ON  
MIS-INFORMATION YOU HAVE PROVIDED, EVEN IF UNINTENTIONALLY, THE PLACE MAY BE WITHDRAWN UP TO 31 DECEMBER 2016

**CHILD'S SURNAME:** ..... **CHILD'S FORENAME:** .....

**CHILD'S DATE OF BIRTH:** ..... **CHILD'S GENDER: BOY / GIRL**  
(Circle One Above)

**WHICH PRIMARY SCHOOL/ACADEMY DOES YOUR CHILD ATTEND NOW:** .....

|                                                                                                        |                                                   |
|--------------------------------------------------------------------------------------------------------|---------------------------------------------------|
| <b>Parent/Carer details:</b>                                                                           |                                                   |
| <i>This must be the address where the child normally lives and where correspondence should be sent</i> |                                                   |
| Title                                                                                                  | Mr/ Mrs/ Miss/ Ms/ Dr <small>(Circle One)</small> |
| Full Name                                                                                              |                                                   |
| Full Address                                                                                           |                                                   |
| PLEASE WRITE CLEARLY<br>IN CAPITALS                                                                    |                                                   |
| Postcode                                                                                               |                                                   |
| Telephone Home                                                                                         |                                                   |
| Telephone Work                                                                                         |                                                   |
| Mobile Number                                                                                          |                                                   |
| Email Address                                                                                          |                                                   |

**IS YOUR CHILD A BAPTISED CATHOLIC or BEEN RECEIVED INTO THE CATHOLIC CHURCH?**

(Circle One)  
**Yes / No**

**IF YES, HAVE YOU ATTACHED A COPY BAPTISMAL CERTIFICATE / WRITTEN EVIDENCE?**

(Circle One)  
**Yes / No**

**IMPORTANT NOTE**

If you are applying for a place for a baptised Catholic child you must attach a copy of a baptismal certificate or other written evidence,  
otherwise Directors will consider your application as a non-Catholic one

**IF CATHOLIC PLEASE STATE THE NAME OF THE CATHOLIC PARISH IN WHICH YOUR CHILD LIVES:**

.....

**DOES YOUR CHILD HAVE AN EDUCATION AND HEALTH CARE PLAN (EHC)?**

(Circle One)  
**Yes / No**

**IS YOUR CHILD ADOPTED?**

(Circle One)  
**Yes / No**

**IS THIS A LOOKED-AFTER CHILD (fostered or in Local Authority care)?**

(Circle One)  
**Yes / No**

**ARE YOU A PERMANENT MEMBER OF STAFF WHO HAS BEEN EMPLOYED BY THE BOARD OF DIRECTORS OF BISHOP CLEARY CATHOLIC MULTI ACADEMY COMPANY FOR TWO YEARS OR MORE BY 1 SEPTEMBER 2016 AND WHO HAS A CURRENT PERMANENT CONTRACT?**

(Circle One)  
**Yes / No**

**DOES YOUR CHILD HAVE ANY BROTHERS / SISTERS WHO WILL BE AT ST. EDMUND'S IN SEPTEMBER 2016?**

**Brother/Sister:** ..... **Year Group** ..... *(in September 2016)*

**Brother/Sister:** ..... **Year Group** ..... *(in September 2016)*

**Signature of Parent/Carer:** ..... **Date:** .....

**DEFINITION OF A "BAPTISED CATHOLIC"**



A "Baptised Catholic" is one who has been baptised into full communion (cf. Catechism of the Catholic Church, 837) with the Catholic Church by the Rites of Baptism of one of the various ritual Churches in communion with the See of Rome (i.e. Latin Rite, Byzantine Rite, Coptic, Syriac, etc. Cf. Catechism of the Catholic Church, 1203). Written evidence of this baptism can be obtained by recourse to the Baptismal Registers of the Church in which the baptism took place (Cf. Code of Canon Law, 877 & 878) **OR** has been validly baptised in a separated ecclesial community and subsequently received into full communion with the Catholic Church by the Right of Reception of Baptised Christians into the Full Communion of the Catholic Church. Written evidence of their baptism and reception into full communion with the Catholic Church can be obtained by recourse to the Register of Receptions, or in some cases, a sub-section of the Baptismal Registers of the Church in which the Rite of Reception took place (Cf. Rite of Christian Initiation, 399).

**WRITTEN EVIDENCE OF BAPTISM**

The Board of Directors of the Bishop Cleary Catholic Multi Academy Company will require written evidence in the form of a Certificate of Baptism or Certificate of Reception before applications for Academy places can be considered for categories of 'Baptised Catholics'. A Certificate of Baptism or Reception is to include: the full name, date of birth, date of baptism or reception, and parent(s) name(s). The certificate must also show that it is copied from the records kept by the place of baptism or reception.

Those who would have difficulty obtaining written evidence of baptism for a good reason may still be considered as baptised Catholics, but only after they have been referred to their Parish Priest who, after consulting the Vicar General, will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the Law of the Church. Those who would be considered to have good reason for not obtaining written evidence would include those who cannot contact the place of baptism due to persecution or fear, the destruction of the church and the original records, or where baptism was administered validly but not in the Parish church where records are kept.

**IF YOU ARE APPLYING FOR A CATHOLIC CHILD, REMEMBER TO ATTACH A COPY OF YOUR CHILD'S BAPTISMAL CERTIFICATE OR WRITTEN EVIDENCE FROM YOUR PARISH PRIEST**

~ ~ ~ ~ ~

**Timeline for an Application to St Edmund's Catholic Academy for Admission in September 2016**

|   |                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|---|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| ↓ |  <p><b>Secondary Education Information Packs available on-line</b></p>                                                                                                                                                                                                                                                                                   | To avoid possible disappointment, make sure you understand and comply with all deadlines stated.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| ↓ | <p><b>September/October 2015</b></p> <p><b>Open Evening/Open Mornings at St Edmund's</b></p>                                                                                                                                                                                                                                                            | To learn about the Academy, have a look around and receive the Academy's information pack.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| ↓ | <p><b>Common Application Form (CAF1) to be returned to the Local Authority (LA) by 31 October 2015</b></p>                                                                                                                                                                                                                                                                                                                                 |  <p>It is important you put St Edmund's as one of your five preferences on the CAF1 or you will not even be eligible to go on our Waiting List after offers have been made.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| ↓ | <p><b>Supporting Information Form (SIF) to be returned to the Academy by 31 October 2015</b></p> <p>Please include a stamped addressed envelope if you want the Academy to acknowledge safe receipt of your SIF</p>                                                                                                                                     | <p>If your SAE is not returned to you within 10 days of posting, please contact the Academy's Admissions Office on 01902 558888 x124.</p> <p>SIFs received after the deadline will be stamped "late" and will only be considered after all punctual SIFs have been processed unless you have experienced a change in circumstances.</p> <p>SIFs received after Offer Letters have been sent out will be stamped "late after offer" and will only be considered after all punctual SIFs and "late" SIFs have been processed .</p>                                                                                                                                                                                |
| ↓ | <p><b>Late November 2015 the LA sends the Academy a list of all children who have put down St Edmund's as a preference on their CAF1</b></p>                                                                                                                                                                                                                                                                                               | The Academy will cross reference all the SIFs it has received against the CAF1 preferences submitted to the LA and parents/carers will be sent <b>one</b> reminder in writing if any information/forms appear to be missing.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| ↓ | <p><b>1 March 2016 the LA sends out all offer letters</b></p> <p><b>Within 10 working days the Academy sends out its own offer letter</b></p> <p><b>Unsuccessful applicants will not be added to the Academy's waiting list automatically. Parents/carers must contact the LA or the Academy to ask for their child to go on the waiting list.</b></p>  | <p>You must let the LA and St Edmund's know whether you are accepting or declining the place you have been offered.</p> <p style="text-align: center;"><b>IMPORTANT APPEALS INFORMATION</b></p>  <p>If you choose to appeal against the LA's allocation, you must notify the LA and contact the Academy's Admissions Office on 01902 558888 x124 to ask for an Appeals Form.</p> <p style="text-align: center;"><b><u>THE DEADLINE FOR ALL WRITTEN APPEALS TO BE RECEIVED BY THE ACADEMY IS 31 MARCH 2016</u></b></p> <p style="text-align: center;"><b>APPEALS RECEIVED BY THE DEADLINE WILL BE HEARD IN MAY 2016</b></p> |