

Summary of Important Dates

OPEN EVENING – Wednesday 29th September 6pm to 8pm

- Day Tours – Tuesday 5th & Wednesday 6th October – available by appointment only

31st October 2021– Closing date for submitting the Common Application Form to your home Local Authority

Monday 6th December 2021 @ 12pm – Closing date for submitting the Supporting Evidence Form to the Admissions Officer at the school

Tuesday 1st March 2022 – 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

**This document is available in the following languages
on request from the Admissions Office:
Punjabi / Urdu / Gujarati / Romanian / Lithuanian & Spanish**



HELP and GUIDANCE NOTES

For making an application to St Peter's Collegiate Academy

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 31st October 2021**.*

*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 St Peter's Collegiate Academy 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.

Please be aware that siblings are not guaranteed a place so you must fill in **ALL** sections of the form to show the Academy about your faith commitment. Only if we are undersubscribed will the sibling rule apply.

In all cases, we will only look at the information on the form so please tell us all relevant information about the child, including any medical or pastoral needs.

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 ‘**CHRISTIAN FAITH 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 on [e.g. Special Educational Needs or Looked After Children paperwork etc.] 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.

Category E ‘**OPEN PLACES**’ allocated to families with any faith or none according to the oversubscription criteria [**MOVE TO SECTION FIVE**]

ALL APPLICANTS FOR CATEGORIES A TO D MUST MEET THE CRITERIA showing their commitment to a recognised faith.

N.B. If the Academy sees that it is obvious that you have selected the wrong category, they reserve the right to move the applications to the appropriate category.

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 us 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.

If a parent/carer happens to be the Faith 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

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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 12pm ON MONDAY 6th DECEMBER 2021

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

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At any time, you can call school to speak to The Admissions Officer to ask any questions you may have about applying to St Peter’s and to explain how to fill in the Supporting Evidence Form.

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