



Help and Guidance Notes

For making an application to St Peter's Collegiate Academy

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

You **MUST** complete and return the **Common Application Form (CAF)** to your Home Local Authority **before 31st October 2023**. 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.

You must name St Peter's Collegiate Academy as one of your preferences to be considered for a place and ensure your preferences are in your preferred order.

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

Home LA	
Wolverhampton	www.wolverhampton.gov.uk/admissions
Dudley	www.dudley.gov.uk/admissions
Shropshire	www.shropshire.gov.uk/school-admissions
Staffordshire	www.staffordshire.gov.uk/Education/Admissions-secondary

If you are applying for a Foundation place you need to complete a Supporting Evidence Form (SEF). There is no requirement to complete a SEF if your child has an Education, Health and Care Plan, is a Looked After Child or Previously Looked After Child unless you are applying for a Foundation place.

Foundation places are for families who are faithful and regular worshippers of a church which is a member of Churches Together in Britain and Ireland or Churches together in England.

SECTION ONE – Please complete your child's details fully

All applicants for Foundation places must meet the criteria showing their commitment to their place of worship.

N.B. If the academy sees a SEF has been completed and you are not faithful and regular worshippers of a church which is a member of Churches Together in Britain and Ireland or Churches together in England, the application will be considered for an Open place.

Complete **SECTION TWO** indicating your family's current and/or previous place of worship, your frequency of attendance and involvement with your church 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.



St Peter's Collegiate Academy

Serving the city of Wolverhampton since 1847

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

If a parent/carer happens to be the church 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**

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

RETURN THE SUPPORTING EVIDENCE FORM TO THE ACADEMY BY 12pm ON MONDAY 4th DECEMBER 2023.

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

Summary of Important Dates

OPEN EVENING – Wednesday 27th September 2023 6pm to 8pm

Day Tours – Tuesday 3rd & Wednesday 4th October 2023 – available by appointment only

31st October 2023– Closing date for submitting the Common Application Form to your home Local Authority

Monday 4th December 2023 @ 12pm – Closing date for submitting the Supporting Evidence Form to the Admissions Officer at the school

Friday 1st March 2024 – 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.

Contact Details

Telephone: 01902 558600 ext 5

Email: admissions@stpetersacademy.org.uk

Details of all admissions arrangements can be found at: www.stpetersacademy.org.uk > **PARENTS > ADMISSIONS** or **Wolverhampton LA School Admission Arrangements 2024 - 2025**