

ST. EDMUND'S CATHOLIC SCHOOL, WOLVERHAMPTON

ADMISSIONS ARRANGEMENTS FOR PUPILS IN SEPTEMBER 2011

1 During September 2010, families residing within the City of Wolverhampton, will be issued, via their son's / daughter's Primary School, with a booklet from the Local Authority [LA] called *Secondary Education in Wolverhampton 2011/12* 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
- copies of the Governors' **Supplementary Information Form** for St. Edmund's

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

2 As from late September 2010, prospectuses and **Supplementary Information Forms** will be available from St. Edmund's Catholic School. Prospectuses and **Supplementary Information Forms** will also be distributed to Year 6 pupils in the Catholic Feeder Primary Schools (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 school or write to the Admissions Officer requesting a prospectus and / or **Supplementary Information Form (SIF)**.

4 Families who wish to visit the school may do so on Open Evening which will be held on **Wednesday 6th October 2010** between 6.00 and 8.30pm. (tbc)

5a Families residing within Wolverhampton must complete Wolverhampton LA's **Common Application Form [CAF1]** including a ranked preference for St. Edmund's Catholic School and return the form to the School Admissions and Transfers Section at the Civic Centre in Wolverhampton or to their son's / daughter's current Wolverhampton Primary School by **Monday 1st November 2010. (31st October 2010 or the next working day thereafter)**.

PLEASE NOTE THAT PARENTS MUST INCLUDE ST. EDMUND'S CATHOLIC SCHOOL ON WOLVERHAMPTON LA'S COMMON APPLICATION FORM [CAF1] TO ENABLE THE GOVERNORS TO CONSIDER THEIR APPLICATION

OR

5b Families residing outside Wolverhampton must complete the appropriate **Common Application Form** 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 School.

PLEASE NOTE THAT PARENTS MUST INCLUDE ST. EDMUND'S CATHOLIC SCHOOL ON THEIR HOME LA'S COMMON APPLICATION FORM [CAF1] TO ENABLE THE GOVERNORS TO CONSIDER THEIR APPLICATION.

6 The Governors' **Supplementary Information Form** must be completed and returned, together with a stamped addressed envelope, directly to the Admissions Officer at St. Edmund's Catholic School by **Friday 19th November 2010** and not to your Local Authority or your son's / daughter's Primary School.

7 The Governors will consider applications only from those who have completed the **Common Application Form**. However, parents should note that, when the Governors consider the applications they pay particular attention to the detailed information on the **Supplementary Information Form** and to the attachment of a Roman Catholic Baptismal Certificate where the applicant is a baptised Catholic.

8 On Tuesday 1st March 2011 families will be advised, by their Local Authority, of the school 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, notice of the intention to appeal to the independent appeals panel must be made to the Chairman of Governors, via the Admissions Officer at the school, by **Monday 14th March 2011**. Parents will then be sent the necessary Appeal Form and details as to when the appeal will be held will be forwarded to parents after the Appeal Form has been lodged.
- 10 Unless there are significant and material changes in the circumstances of a parent's application for their child or the school, the governors will not consider a repeat application in the same academic year.
- 11 The definition of a brother or sister is:
- A brother or sister sharing the same parents;
 - Half-brother or half-sister, where two children share one common parent;
 - Step-brother or step-sister, where two children are related by a parent's marriage;
 - Adopted or fostered children
- Attending St. Edmund's at the time of application and who will still be attending at the time of admission. The child for whom the school place is sought must be living in the same family unit at the same permanent address as the brother or sister.
- 12 In the event of two or more applicant's living in the same block of flats and being equally entitled to the final place available, the application will be determined by lot, administered by the Local Authority on behalf of the Governors.
- 13 Where the final place is offered to twins, triplets or multiple births, the allocation will be decided by the parent(s).
- 14 Applications received after the closing date will only be considered alongside those received by the closing date under the following circumstances:
- The family were unable to complete a Supplementary Information Form before the closing date because they moved into the school's parish area after the issue of the forms OR
 - The family were unable to comply with the admissions timetable because of exceptional circumstances which prevented the application arriving on time – the circumstances must be given in writing and attached to the Supplementary Information Form.
- Applications received after the notification date (after places are offered) can be added to the school's waiting list in admission criteria order, following a parents request to the LA.
- 15 Waiting lists for admission will remain open until the end of the Autumn term and will then be discarded. Parents may apply to the school for their child's name to be reinstated. The waiting list will be kept in admission criteria order.
- 16 Applications to the school other than the normal intake to Year 7 should be made to Wolverhampton LA, via a Blue Transfer Form, available from the Civic Centre. The LA will need to consult with the Governors.
- 17 Please refer to the agreed Local Authority policy with regard to the admission of previously excluded or hard to place children.
- 18 The number of pupils aged 11 (born between 1st September 1999 and 31st August 2000) to be admitted into Year 7 in September 2011 will be 150 – the school's planned admission number. XXX applications have been received for the academic year 2010/2011.
- 19 The Governing Body wishes to make it clear to prospective applicants that there is no cost or charge related to the admission of a child to St. Edmund's.
- 20 A copy of St. Edmund's Admission Policy and Admission Arrangements can be found on our website: www.stedmunds.org