



## OUR LADY AND ST CHAD CATHOLIC ACADEMY, WOLVERHAMPTON ADMISSIONS ARRANGEMENTS FOR PUPILS IN 2017/2018

### APPLICATIONS FOR YEAR 7 STARTING IN SEPTEMBER 2017

- 1 During **July 2016**, 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 2017/18* 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 Our Lady and St Chad Catholic Academy
  - the **Supporting Information Form [SIF]** for Our Lady and St Chad Catholic Academy.

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

- 2 From early **September 2016**, **prospectuses** and **SIFs** will be available from Our Lady and St Chad Catholic Academy. **Prospectuses** and **SIFs** will also be distributed to Year 6 pupils in the Catholic Feeder Primary Schools/Academies [St Mary's Catholic Academy, Corpus Christi Catholic Academy, Holy Rosary Catholic Academy, Holy Trinity Catholic Primary, St Anthony's Catholic Primary and St Patrick's Catholic Primary – 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 Evenings on:**
- |  |                           |
|--|---------------------------|
| <b>Thursday 15<sup>th</sup> September 2016</b> | <b>6.00 pm – 8.00 pm</b>  |
| <b>Saturday 30<sup>th</sup> September 2016</b> | <b>10.00 am – 12 Noon</b> |
| <b>Thursday 6<sup>th</sup> October 2016</b>    | <b>6.00 pm – 8.00 pm</b>  |
- Visitors during the school day are welcome but an appointment is advisable.**

- 5a Families living within Wolverhampton must complete Wolverhampton LA's **CAF1** including a ranked preference for Our Lady and St Chad Catholic Academy and return the form to the School Admissions and Transfers Section at the Civic Centre in Wolverhampton by **31 October 2016**.

**OR**

- 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 Our Lady and St Chad Catholic Academy.

**PARENTS/CARERS MUST INCLUDE OUR LADY AND ST CHAD CATHOLIC ACADEMY ON THEIR HOME LA'S CAF1 TO ENABLE POPE JOHN XXIII MAC BOARD OF DIRECTORS TO CONSIDER THEIR APPLICATION.**

- 6 The **SIF** must be completed and returned directly to the Admissions Officer at Our Lady and St Chad Catholic Academy by **31 October 2016** 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 Our Lady and St Chad 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 **2 December 2016**, which is the date the Academy's Board of Directors meets to approve all applications.
- 9 On **1 March 2017** 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 Our Lady and St Chad Catholic Academy, families have a right to appeal. All appeals paperwork must be sent to the **Chair of the Board of Directors, Admissions Office (Appeals), Our Lady and St Chad Catholic Academy, Old Fallings Lane, Wolverhampton, WV10 8BL** by **31 March 2017**. Parents will be given at least 10 days' notice of an appeal hearing.

**OTHER APPLICATIONS SEPTEMBER 2017 – JULY 2018**

- 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 Our Lady and St Chad Catholic Academy 2017/2018 Admission Policy for further information.

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A copy of Our Lady and St Chad Catholic Academy Admission Policy and Admission Arrangements can be found on our website [www.olsc.org.uk](http://www.olsc.org.uk).