



HELP and GUIDANCE NOTES Making Application to St Regis C of E Academy

Make sure you read the Admissions Criteria and Admission Arrangements carefully

Read the booklet that your child brings home from the Primary School

....a lot of information is in here which will help you.

For families living within Wolverhampton, it includes a copy of the Supporting Evidence Form and Wolverhampton LA's Common Application Form [CAF1] which you **must** fill in.

We would be delighted to see you and your son/daughter at our **Open Evening** or **Open Mornings**. These will be held at school.

You can see the school, talk to the teachers, parents, Parent Partnership and students. The Admissions Officer will be there to help with questions about applying to St Regis C of E Academy and to explain how to fill in the Supporting Information Form.

Completing the Common Application Form

St Regis C of E Academy: DfE Number = 336/4010

Website addresses for online completion of common application forms

Home LA	address
Wolverhampton	www.wolverhampton.gov.uk/admissions
Dudley	www.dudley.gov.uk/admissions
Shropshire	www.shropshire.gov.uk/schooladmissions.nsf
Staffordshire	www.staffordshire.gov.uk/education/Admissions
Walsall	www.walsall.gov.uk/education

If you complete your Common Application Form on line, you will be able to learn about the place you have been allocated on March 1st 2024 and not have to wait for a postal delivery.

If you are not completing the form on line,

*** Families living within Wolverhampton... email the completed Common Application Form CAFI directly to the Civic Centre

23.59 hours on 31 October 2023 ...Name St Regis C of E Academy as one of your preferences

*** Families living outside Wolverhampton...check the closing date and send the completed common application form back to your Home LA before the published deadline... ...Name St Regis C of E Academy as one of your preferences

If you need independent advice, contact the Wolverhampton Choice Advisor, 01902 550941

Completing the Supporting Information Form

- 1** Fill in all of **PAGE ONE**
- 2** From the Admission Criteria, decide under which Category or Categories you can apply and indicate this in **on page 1**. You can of course apply in more than one category.
- 3** If you are applying for a **faith place** (Categories A, B and C), **you must then complete Question 1 (page 2) and your faith leader must complete Question 2 (page 3).**

Continued overleaf

You can apply for one of the faith places under Category A, B, or C .

Category A, '**Foundation Places**' are for Church of England families

Category B, '**Governors' Places**' are for Christian families, other than Church of England

Category C, '**Faith Community Places**' are for other faith groups.

- 4** If you are applying for an '**Open Place**' under Category D, please complete Question 3 (on page 4) and supply any evidence in support with the Supporting Information Form.

Remember, you can apply under more than one category.

Please ensure that you provide the Governors with all the relevant information about your family.

If you post your Supporting Information Form, please check the stamp you use covers the correct postage charge to ensure delivery

If you need any help at anytime, contact

Telephone St Regis C of E Academy

01902 558333

Email

s.douglas@kingswolverhampton.co.uk

All of this information can be found on our school web www.stregisacademy.org
under the Admissions Section