



## **ST. PETER'S CATHOLIC HIGH SCHOOL**

### **Admissions Process**

If you are interested in your child applying for a place at St Peter's Catholic High School you should contact your Local Council in the first instance and complete an online application form. All applications to the school are administered online. If you reside in the Wigan area, the link for applications is shown below: We ask Wigan Council to administer our admissions on our behalf.

<https://www.wigan.gov.uk/Resident/Education/Schools/School-Admissions/Secondary-schools.aspx>

The Admissions contact centre telephone number at Wigan Council is 01942489013, alternatively email [schoolplaces@wigan.gov.uk](mailto:schoolplaces@wigan.gov.uk)

If you would like your application to be considered against the priority faith criteria, you are advised to complete a Supplementary Faith Form (available on the school's website and on the Wigan Council portal), provide evidence of your child's Baptism and hand this in to the school. If a Supplementary Faith Form (with Baptism evidence) is not handed in to the school, applications will be considered against lower criteria, as the Governing Body will have no information upon which to assess the application.

<https://www.wigan.gov.uk/Resident/Education/Schools/School-Admissions/Church-school-forms.aspx>

You will be contacted by Wigan Council if there is a place available at the school.

Should your child be refused a place, appeals will be processed by Liverpool Catholic Archdiocese and heard by an independent panel. Details of this process will be included in the letter sent out to you by Wigan Council. This might be because the school is full in this Year group. You are welcome to view the current Admissions Policy on the school's website. You can find this under the link:

<http://www.saintpetershigh.wigan.sch.uk/keyinformation/admissions>

The same criteria are applied to mid-year applications (all Years) as for new Y7 applications. If you would like to come and have a look around the school please feel free to contact the Headteacher's PA, Mrs A Shacklady at:

[ashacklady@saintpetershigh.wigan.sch.uk](mailto:ashacklady@saintpetershigh.wigan.sch.uk) and she will arrange this for you.

### **Waiting Lists for Voluntary Aided (Church) Schools**

Each voluntary aided school includes details of their waiting list policy in their admission arrangements. The Governing Body of the school will maintain a waiting list for each Year group if parents/carers have requested that their child's name be added to the waiting list. Waiting lists will be maintained until the end of the current academic year and then deleted. If a parent decides they want their child's name to be added to

the new academic year waiting list, they must apply again for their child's name to be added to the new list.

It is advisable that if you are refused a place at a voluntary aided school, you should contact the school to confirm that your child's name is on the waiting list.

## How to Appeal

You can appeal to an independent appeal panel against the decision not to offer your child a place. Liverpool Catholic Archdiocese organises appeals for St Peter's Catholic High School. You can submit an appeal online at:

<http://www.liverpoolcatholic.org.uk/schools/Appealing-For-A-School-Place>

If this is not possible then email to [aes@rcaol.org.uk](mailto:aes@rcaol.org.uk) to include your name, address, telephone number and the school for which you wish to appeal and we will issue a form to you via email.

If neither of the above is possible please call 0151 522 1071 and leave a message. We will contact you as soon as possible but there may be a delay in doing so.

### General Information

Where a parent is unsuccessful in obtaining a place for their child at a school to which they have applied they have a legal right to appeal that decision. This appeal is heard by an independent appeal panel. The Education Department at the Archdiocese arranges admission appeals for primary and secondary schools for the following local authority areas:

Knowsley - All schools

Liverpool - With the exception of St Edward's College

Sefton - With the exception of Maricourt Catholic High School

St Helens - With the exception of St Theresa's Catholic Primary School, De La Salle High School and St Cuthbert's Catholic High School

Wigan - All schools

If you wish to appeal a decision regarding the offer of a school place please contact the Liverpool Archdiocese by completing the online form via this link:

<http://www.liverpoolcatholic.org.uk/education/Appealing-For-A-School-Place>

For schools in Halton, Lancashire and Warrington, please contact your local authority regarding the appeals process. For schools listed as 'exceptions' in the above list, please contact the school directly.

### Appeals Timetable

Appeals for normal year of entry, i.e. Reception and Year 7, are arranged each year generally according to the following timetable. Please note some changes may be applied for 2021 admissions given the impact of the COVID19 public health challenge and are subject to change. The dates may vary depending on whether the offer date falls on a weekend and may also differ slightly from those given by each of the Local Authorities:

Secondary offer date: 1 March

Appeals to be lodged by: 30 March

Appeals to be heard: 18 June or as soon thereafter

Primary Offer date: 16 April

Appeals to be lodged by: 15 May for 2022 admissions only

Appeals to be heard by: 13 July or as soon thereafter

Appeals will be heard as soon as reasonably practicable following the appeal deadline.

#### In-year appeals

Appeals resulting from in-year admission applications will be heard on a date to be arranged within 30 school days of the appeal form being received by the Education Department at the Archdiocese or as soon as possible thereafter.

#### Frequently-asked Questions

A frequently-asked questions document can be accessed from [this page](#). Alternatively, further information on admissions and appeals can be obtained from the following officers:

Fran Coldicutt – Office Manager

0151 522 1071

f.coldicutt@rcaol.org.uk

Chris Williams – Deputy Director of Education

0151 522 1085

c.williams@rcaol.org.uk

If you have any questions about the appeal hearing, you can contact the Liverpool Archdiocese Schools Department, LACE, Croxteth Drive, Sefton Park, Liverpool, L17 1AA. Tel: 0151 522 1071.

## How We Use Your Personal Information

St Peters Catholic High School is committed to protecting the privacy and security of any personal information it collects. Our privacy notice describes how we collect and use personal information collected for the admissions process. Information is collected in accordance with the General Data Protection Regulation (GDPR), section 537A of the Education Act 1996 and section 83 of the Children Act 1989. For further information, refer to our Privacy Notice located in the Key Information, Policies Section on the school website.