



## ADMISSIONS PROCEDURES 2025

Information about open days, open evenings and admission arrangements are issued to all year six families by the local authority in September 2024. A wide range of information and sources of help for the transfer to Secondary School is available on the local authority website [www.gloucestershire.gov.uk/schooladmissions](http://www.gloucestershire.gov.uk/schooladmissions), if needed.

**Please refer to the school's 2025-26 Admissions Policy for an explanation of the oversubscription criteria.**

### **THESE CATEGORIES BELOW REQUIRE ACTION FROM YOU**

**Category 1, 2 & 3** (a copy of either Baptismal Certificate or First Holy Communion Certificate to be given directly to the school).

**Category 5** (This will normally be a certificate of reception into the order of catechumens)

**Category 7** (Sport, Drama or Music Aptitude application forms should be returned to the school by 16<sup>th</sup> September 2024)

**Category 8 & 9** (letter of support from minister of religion [or equivalent] that the child is a member of the denomination/faith in question must be provided directly to the school)

All applicants must submit a **Common Application Form** to the local authority by the published deadline date – **31<sup>st</sup> October 2024**. This must be completed on-line unless a paper application is requested. **The local authority will not consider late preference forms, so please ensure that your form has been submitted and acknowledged; see the local authority booklet.**

The local authority will process parents' preferences and the governing body of St Peter's will be given details of those who have indicated a preference for St Peter's. Within a very short timescale, the school governing body must place all applicants in rank order with reference to the published admissions policy (2025). **If the Common Application Form is not submitted, or if St Peter's do not receive evidence as necessary for categories 1-3, 5 and 8-9, the child will be not be placed in his/her correct rank order position and this will jeopardise his/her chance of a place in the school.**

The governing body will submit the names of all applicants to the local authority **in rank order**. The local authority will then implement its co-ordinated admissions scheme with an indicated admission number of 235 children. No further changes can be made and all information must then remain confidential until the National Offer Day on **1<sup>st</sup> March 2025**, when families of children who have been offered places will receive confirmation from the local authority. The local authority requires parents to respond, indicating that they accept the place and/or that they wish to be reconsidered for a preferred school.

If a place has been secured, but it is not required at any stage, **please notify the school and the local authority without delay**. Any places which are rejected will be offered to other applicants, including late applicants and those whose documents were incomplete at an earlier stage. The rank order will be updated prior to any such places being offered.

Parents/guardians of children who fail to gain a place have a legal right of formal appeal. An independent appeal panel is convened. Please refer to the Admissions Policy for details.

### **Useful Contacts:**

St. Peter's High School:      Mgr K Obbeng, Chair of Governors  
   Mr K McDermott, Principal  
   Mrs F Gittins, Senior Vice-Principal  
   Mr M McDermott, Head of KS3/Transition  
   Mr D Slater, Admissions Officer

Shire Hall:                              Secondary Admissions Team  
   Tel. 01452 425407    Email: [school.admissions@gloucestershire.gov.uk](mailto:school.admissions@gloucestershire.gov.uk)

## ADMISSIONS STATISTICS BREAKDOWN

	<i>Sept 2015</i>	<i>Sept 2016</i>	<i>Sept 2017</i>	<i>Sept 2018</i>	<i>Sept 2019</i>	<i>Sept 2020</i>	<i>Sept 2021</i>	<i>Sept 2022</i>	<i>Sept 2023</i>	<i>Sept 2024</i>
Sept Ranked Applications	686	703	801	727	768	652	610	596	713	743
Indicated admission number	227	235	235	235	235	235	235	235	235	235
Number allocated on National Allocation Day	227	235	235*	235	235	235	235	235	235	235
Number withdrawn since allocation day and up to appeals	8	5	8	9	7	3	6	7	9	4
Number successful at Reconsideration Stage and prior to appeals (from ranked waiting list)	8	5	0	9	7	3	6	7	9	4
Successful formal appeals	15	18	9	5	9	6	4	3	4	2
Adjustment since appeals including late withdrawals and late applications	-4	-3	0	-4	-3	-2	-4	-2	-4	-2
Number expected in September	238	242	256	236	241	239	235	236	235	235

\*On National Allocation Day it came to light that an error had been made by the school where 26 siblings had been incorrectly ranked and as a result had not been offered places. The school governors felt that these 26 siblings should be offered places and the LA was informed. Subsequently we were then advised by the LA that 6 of these siblings had declined the places offered – making a total of 255 students.