



Sacred Heart High School

ADMISSIONS POLICY

Academic Year 2021-22

1 INTRODUCTION

1.1 The School

Sacred Heart High School is a Catholic 11-18 comprehensive school for girls within the Trusteeship of the Society of the Sacred Heart. The school was founded by the Society in 1893 has always sought to promote the education of women and academic excellence.

The school has academy status and its Governing Body is the Admission Authority for the school.

1.2 Admissions Policy

This admissions policy relates to admissions for Year 7 for entry in September 2021 and later In-Year admissions in the academic year 2021-2022.

Numbered footnotes appear throughout this policy, providing further clarification on the definition of various words and phrases. The clarification notes can be found in Section 11 below.

There is a separate admissions policy for the Sacred Heart Sixth Form.

1.3 Number of Places in Year 7

There are 198 places in Year 7. This is our Published Admissions Number (PAN).

1.4 Equality

In formulating this policy, the school has had regard to the principles and provisions of the Equality Act 2010.

The school does not select its pupils on the basis of ability or aptitude. The school welcomes applications from children of all abilities, including from those with additional or special educational needs or disabilities.

The school deliberately seeks to take pupils across a wide range of abilities and it does so with the use of a banding test referred to below.

1.5 Banding

The school assesses the ability of applicants using a non-verbal reasoning banding test. The scores from this test are used to place each girl into one of three ability bands. Places in Year 7 are distributed across these bands as follows.

Test Scores	% of overall places	Number of Places
Band 1: above average ability	25%	49
Band 2: average ability	50%	100
Band 3: below average ability	25%	49

The banding test simply provides information to enable the school to secure a comprehensive intake. It is not a selection test. After the applicant has been allocated a band, the test result has no further relevance to the outcome of an application. In the event of oversubscription in any band, it will be the oversubscription criteria and not the test score which determine whether or not a place is allocated.

Practical arrangements for the banding test are set out later below in Section 4.

1.6 Girls with Education & Health Care (EHC) Plans

Girls with an Education, Health and Care Plan¹ which names the school are dealt with under separate statutory procedures by the local authority, and will be admitted without reference to this policy.

Girls with an EHC plan are asked to attend to take the non-verbal reasoning banding test and will be allocated places in the appropriate band but regardless of the banding arrangements, will be allocated a place if their EHC plan names the school.

In the normal round of admissions in Year 7, these EHC Plan admissions are made first, consequently reducing the number of other places available. Where admission occurs 'In-Year' the girl will be admitted over the Published Admissions Number if necessary.

1.7 Twins and Children of Multiple Births

Where a place is achieved by a twin or child of a multiple birth but there are no remaining places for their twin or multiple birth sisters, the school will admit the remaining twin or multiple birth sisters over the Published Admission Number.

2 OVERSUBSCRIPTION CRITERIA

Places will be offered within each of the three ability bands in the following order of priority.

Criterion 1: Catholic Looked After Girls & Previously Looked After Girls

Catholic² *looked after*³ girls and *previously looked after*³ Catholic girls

Criterion 2: Catholic Girls with a Certificate of Catholic Practice

Catholic² girls with a Certificate of Catholic Practice⁷ will then be admitted in the following order:

- a) Those who have an exceptional medical or social need⁵ which makes it necessary for them to attend Sacred Heart High School Hammersmith, **and no other school.**
- b) Those who have a sister⁶ currently or previously on roll at the school
- c) Those with a parent/carer who has been employed as a member of school staff on a permanent contract for at least two years at the time of application.
- d) Those who attend one of our Feeder Schools listed in Appendix A.
- e) Other Catholic girls with a Certificate of Catholic Practice.

Criterion 3: Catholic Girls without a Certificate of Catholic Practice

Catholic² girls without a Certificate of Catholic Practice⁴ will then be admitted in the following order:

- a) Those who have an exceptional medical or social need⁵ which makes it necessary for them to attend Sacred Heart High School Hammersmith, **and no other school.**
- b) Those who have a sister⁶ currently or previously on roll at the school.
- c) all other Catholic girls.

Criterion 4: Other Looked After Girls

Girls who are **not** Catholic² who are *looked after*³ girls and *previously looked after*³ girls.

Criterion 5: Members of the Catechumenate of a Catholic Church & Members of Eastern Christian Churches

*Catechumens of a Catholic Church*⁷ are normally evidenced by a Certificate of Reception into the Order of Catechumens. *Eastern Christian Church*⁸ includes Orthodox Churches, and is normally evidenced by a Certificate of Baptism or Reception from the authorities of that Church.

Criteria 6: Other Girls

Any other girls

3 PRIORITISING WITHIN OVERSUBSCRIPTION CRITERION GROUPS

3.1 The Random Allocation Process

If there are more girls in any oversubscription criterion group than places available, the places within that group will be allocated on the basis of random allocation within each ability band.

The random allocation process will be carried out electronically by an organisation wholly independent from the school. The independent organisation will electronically create a random order for applicants and places will be awarded in this order.

4 BANDING TEST

4.1 The Banding Test Arrangements

All prospective candidates must attend to take the non-verbal reasoning banding test which will take place on **7TH November 2020**. If you have a valid reason (with evidence to support it) for not being able to attend on this day, please contact the school as soon as possible and we will endeavour to provide an alternative date for the test.

Applications to the school cannot be considered by the Governors without an ability band.

The main exception to this will be candidates with an EHC Plan who will be admitted without reference to this policy or 'looked after' girls or 'previously looked after' girls who will be given priority under the oversubscription criteria regardless of whether they have taken the test or not. We still encourage all girls take the test.

5 APPLICATION

5.1 Application Forms

Application forms must be completed by the parent of, or adult with legal responsibility for the child for whom a place at Sacred Heart High School is being sought.

Main Application Form

All applicants for Year 7 **must** complete the eAdmissions Form by the application deadline, which for the 2021 intake is **31st October 2020**. It is recommended that applicants do this online at www.eadmissions.org.uk/eAdmissions/app. Paper copies are also available from the candidate's home local authority on request and must be returned to the candidate's home local authority by the application deadline of **31st October 2020**.

Supplementary Information Form

All applicants should also complete the school's own Supplementary Information Form. This is essential for all applicants in Criteria 2, 3 and 5 and failure to do so would mean that the Governing Body will be unable to fully assess your application against the oversubscription criteria. Historically, the school has been heavily oversubscribed with Catholic candidates and therefore if you do not submit a completed Supplementary Information Form by the deadline, it is extremely unlikely that your daughter will be offered a place.

The Supplementary Information Form is available on the school website <https://www.shhsadmissions.org.uk/>

Whilst the deadline for the return of the Supplementary Information Form is also **31 October 2020**, it is recommended that this form is uploaded electronically by **3.00pm Friday 23 October 2020**. *The school will be closed from 3.00pm on Friday 23 October until 8.00am Tuesday 3 November 2020 (for half term) and no checking procedure/IT support will be available.*

Certificate of Catholic Practice

Applicants should also submit a Certificate of Catholic Practice in order to be considered under Criterion 2. This form is available from the priest at the parish where the family normally worships and it must be **signed by the priest**, with the **official parish stamp**.

5.2 Failure to Provide Forms and/or Documents

Applicants are advised to ensure that they read the whole of this policy carefully to establish what forms they are required to complete and what documents they are required to provide to the school in addition to submitting the Common Application Form to their home local authority. There is a summary checklist on the application form.

Failure to provide, or lateness in providing, any required form or document may result in the candidate being placed into a lower criterion group, which might adversely affect their chance of achieving an offer of a place.

5.3 Late Applications

Any applications received by the school after the application deadline of **31st October 2020** but at least seven days prior to the date of the banding test will only be considered after all applications which were received on time, except in very exceptional circumstances. Any exceptional circumstances which apply must be explained in a covering letter accompanying the forms and documents, which should be addressed to the Governing Body. The Governing Body reserves the right to request documentary evidence in support of any matter disclosed as exceptional circumstances. The Governing Body will make all decisions fairly and consistently.

5.4 Documentary Evidence

The Governing Body reserves the right to request documentary evidence, where any part of the application for admission requires further clarification before the application can be processed.

5.5 Providing False Information/Documentation

Not only will providing fraudulent or intentionally misleading information usually result in the withdrawal of an offer of a place, it is a criminal offence and may result in applicants being prosecuted in the criminal courts.

6 OFFERS AND APPEALS

6.1 National Offers Day

The national offers day is **1st March 2021** and results will be made available during the evening if you applied online with all applicants receiving communication from their home local authority by **1st March 2021**.

6.2 Communication from the school

The school will also write to all successful applicants on **2nd March 2021** to provide them with the admission forms to complete. It would be of great assistance if all responses to offers could be returned within five working days of receipt of that letter, so that an early indication of places which are not required can be established. These places can then be offered to the next eligible candidates who applied.

6.3 Statutory Right of Appeal

Applicants who were unsuccessful in achieving a place for their daughter have a statutory right of appeal against the refusal. Full details of how to appeal, including the deadline by which the appeal must be submitted, will be included with the refusal letter.

7 WAITING LIST & IN-YEAR APPLICATIONS

7.1 The Waiting List (maintained from 1 Sept 2021)

Those who already applied for Year 7 within the original deadline but failed to secure a place at Sacred Heart High School, and anyone who applied to Year 7 after the closing date for applications, **must specifically request** to be placed on the waiting list if they still wish to be considered for a place after 1 Sept 2021.

The date that the application for admission was received is not considered. Where priority needs to be established within a particular oversubscription criterion, a new round of random allocation will occur (so that those who apply for a place at the school after an earlier round of random allocation are not disadvantaged).

A candidate's name may go down the waiting list as more applications are received.

Ability bands will not apply to the Waiting List.

The waiting list will be maintained up to and including Year 10. The list will be re-generated and re-ordered so that it reflects the admission policy in effect at the time (and not that which applied when the application was made).

7.2 In-Year Applications and Appeals

Applications for In-Year admission must be made through Hammersmith & Fulham's co-ordinated 'In-Year Admission' scheme. Applicants are also requested to complete and return the school's own Supplementary Information Form.

If a place is available and there is no waiting list for that Year Group, then the governing body will admit the candidate.

If a place cannot be offered at this time, then you may ask for the reasons and you will be informed of your right of appeal.

You will be offered the opportunity of being placed on the Waiting List for the appropriate year group which will be ranked according to the oversubscription criteria, with random allocation as referred to above, used for any tie breaks.

8 APPLICATIONS FOR ADMISSION OUTSIDE NORMAL AGE GROUP

Applicants who want their daughter to be admitted to a year other than with their daughter's normal age group must apply directly to the Governing Body for their daughter to be admitted to a year outside their normal age group - usually one year above or one year below.

Applicants must obtain an 'Application for Admission of Child Outside Normal Age Group Form' by downloading it from the school's website. A hard copy may also be obtained from the school office. The completed, signed and dated form must be submitted to the school, together with supporting evidence from a GP, hospital consultant, social worker or other professional, where appropriate, as soon as possible before the application deadline. An application for admission must also be submitted in the usual way, as set out above.

9 FAIR ACCESS PROTOCOL

The school is committed to taking its fair share of children who are vulnerable and/or hard to place. A Fair Access Protocol, agreed with schools in the local area, has been implemented by the local authority to find school places for children outside the normal admission round who are without a place. Such children will be admitted by the school over the Published Admission Number without reference to the waiting list for that year group.

10 DEFINITIONS & CLARIFICATION

These definitions form part of the oversubscription Criteria.

Note 1: Education, Health & Care Plan

An Education, Health and Care Plan is a plan made by the local authority under Section 37 of the Children and Families Act 2014, specifying the special educational provision required for a child.

Note 2: Catholic

'Catholic' means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a Certificate of Baptism in a Catholic church or a Certificate of Reception into full communion with the Catholic Church.

For the purposes of this policy this includes a looked after child in the process of adoption and living with a Catholic family, where a letter from a priest demonstrates that the child would have been baptised were it not for his/her status as a looked after child.

For a child to be treated as Catholic, evidence of Catholic baptism or reception in the Catholic Church will be required. Those who have difficulty obtaining written evidence of baptism should contact their parish priest who, after consulting with the diocese will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the law of the Church.

The Governing Body is, however, aware that in some limited cases, applicants may not be able to obtain the baptism or reception certificate for submission by the application deadline, and have therefore agreed a later deadline by which the baptism or reception certificate must be received. The deadline for the 2021 intake is **Wednesday, 11 November 2020**.

Note 3: Looked After, Previously Looked After

'Looked after' child has the same meaning as in S.22(1) of the Children Act 1989, and means any child in the care of a local authority or provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents at the time of making an application to the school.)

A 'previously looked after' child is a child who was looked after, but ceased to be so because he or she was adopted or became subject to a Child Arrangements Order or a Special Guardianship Order.

'Adopted' is any child who has been formally adopted from care and whose parent/guardian can give proof of legal adoption.

'Special Guardianship Order' is an order under the terms of the Children Act 1989 s.14A appointing one or more individuals to be a child's special guardian(s). Children 'looked after' immediately prior to the granting of the order qualify under this category.

'Child Arrangements Order' is an order under the terms of the Children Act 1989 s.8 settling the arrangements to be made as to the person with whom the child is to live. Children 'looked after' immediately prior to the granting of the order qualify under this category.

Note 4: Certificate of Catholic Practice

'Certificate of Catholic Practice' means a certificate issued by the family's parish priest (or the priest in charge of the church where the family attends Mass) in the form laid down by the Bishops' Conference of England and Wales.

It will be issued if the priest is satisfied that at least one Catholic parent or carer (along with the child, if she is over seven years old) have (except when it was impossible to do so) attended Mass on Sundays and holydays of obligation for **at least five years** (or, in the case of the child, since the age of seven, if shorter).

It will also be issued when the practice has been continuous since being received into the Church if that occurred less than five years ago. It is expected that most Certificates will be issued on the basis of attendance.

A Certificate may also be issued by the priest when attendance is interrupted by exceptional circumstances which excuse from the obligation to attend on that occasion or occasions. Further details of these circumstances can be found in the guidance issued to priests: <http://rcdow.org.uk/education/governors/admissions>

Note 5: Exceptional Medical or Social Need

It is the candidate who must have the exceptional social or medical need, rather than the candidate's parents. Common medical conditions, for example asthma, eczema, diabetes or allergies, which can be managed by all schools will not result in priority under this category. Candidates who are not successful under this category will automatically be placed in the next category/criterion which applies to them.

Note 6: Sister

Sister is defined as being a full sister, half-sister, adopted sister or step-sister of the candidate as well as the daughter of the partner of the candidate's parent living in the same house and being brought up as sisters within the same core family unit.

Note 7 Catechumen of a Catholic Church

'Catechumen' means a member of the catechumenate of a Catholic Church. This will normally be evidenced by a Certificate of Reception into the order of catechumens.

Note 8 Eastern Christian Church

'Eastern Christian Church' includes Orthodox Churches, and is normally evidenced by a Certificate of Baptism or Reception from the authorities of that Church.

Note 9 Code of Canon Law

Any reference to the Code of Canon Law is a reference to the Code of Canon Law promulgated by the Apostolic See. However, the requirements of this Code will be adjusted according to the Catholic rite, Latin or Eastern, to which the candidate belongs. Please refer to extracts from current Codes of Canon Law set out within our Notes on Catholic Practice which are appended to this document.

APPENDIX A: LIST OF FEEDER SCHOOLS

London Borough of Brent

Our Lady of Grace Catholic Junior School, NW2 6HS
Our Lady of Lourdes Catholic Primary School, NW10 8PP
St Joseph's Catholic Primary School, NW10 9LS
St Joseph's Catholic Junior School, HA9 6BE
St Margaret Clitherow Catholic Primary School, NW10 0BG
St Mary Magdalen's Catholic Primary School, NW2 5BB
St Mary's Catholic Primary School, NW6 5ST
St Robert Southwell Catholic Primary School, NW9 8YD

London Borough of Hammersmith and Fulham

Holy Cross Catholic Primary School, SW6 4BL
Larmenier and Sacred Heart Catholic Primary School, W6 7BL
St Augustine's Catholic Primary School, W6 8QE
St John XXIII Catholic Primary School, W12 7QR
St Mary's Catholic Primary School, W14 0LT
St Thomas of Canterbury Catholic Primary School, SW6 7HB
The Good Shepherd Catholic Primary School, W12 9BY

Royal Borough of Kensington and Chelsea

Oratory Roman Catholic Primary School, SW3 6QH
Our Lady of Victories Catholic Primary School, SW7 5AQ
Servite Roman Catholic Primary School, SW10 9NA
St Charles' Catholic Primary School, W10 6EB
St Francis of Assisi Catholic Primary School, W11 4BJ
St Joseph's Catholic Primary School, SW3 2QT
St Mary's Catholic Primary School, W10 5AW

London Borough of Wandsworth

Holy Ghost Catholic Primary School, SW12 8QJ
Our Lady of Victories Catholic Primary School, SW15 1AW
Our Lady Queen of Heaven, SW19 6AD
Sacred Heart Catholic Primary School, SW11 2TD
Sacred Heart Catholic Primary School, SW15 5NX
St Anselm's Catholic Primary School, SW17 8BS
St Boniface Catholic Primary School, SW17 8PP
St Joseph's Catholic Primary School, SW15 2QD
St Mary's Catholic Primary School, SW8 4BE

London Borough of Ealing

Holy Family Catholic Primary School, W3 0DY
Our Lady of the Visitation Catholic Primary School, UB6 9AN
Mount Carmel Catholic Primary School, W5 4EA
St Anselm's Catholic Primary School, UB2 4BH
St Gregory's Catholic Primary School, W5 1SL
St John Fisher Catholic Primary School, UB6 7AF
St Joseph's Catholic Primary School, W7 3HU
St Raphael's Catholic Primary School, UB5 6NL
St Vincent's Catholic Primary School, W3 9JR

London Borough of Hounslow

Our Lady and St John's Catholic Primary School, TW8 9JF
St Lawrence Catholic Primary School, TW13 4AF
St Mary's Catholic Primary School, W4 2DF
St Mary's Catholic Primary School, TW7 7EE
St Michael and St Martin's Catholic Primary School, TW4 7AG
The Rosary Catholic Primary School, TW5 0RL

London Borough of Richmond upon Thames

St Edmund's Catholic Primary School, TW2 7BB
St Elizabeth's Catholic Primary School, TW10 6HN
St James's Catholic Primary School, TW2 5NP
St Mary Magdalen's Catholic Primary School, SW14 8HE
St Osmund's Catholic Primary School, SW13 9HQ
St Richard Reynolds Catholic Primary School, TW1 4LT
Sacred Heart Catholic Primary School, TW11 9DD



Sacred Heart High School

OPEN DAYS FOR SECONDARY TRANSFER

For those applying to join Year 7 in September 2021, the school is holding a series of open days in September 2020. Please see the dates and times below.

Date	Time	Latest time for arrival	Head speaks to parents
Thursday 10 Sept. 2020	Open Morning 9.30am – 11.00am	10.00am	10.40am
	Open Evening 4.00pm – 6.00pm	4.50pm	5.30pm
Wednesday 16 Sept. 2020	Open Morning 9.30am – 11.00am	10.00am	10.40am
	Open Evening 4.00pm – 6.00pm	4.50pm	5.30pm



Sacred Heart High School

FREQUENTLY ASKED QUESTIONS

September 2020

Do I have to attend an Open Session?

No. However, we strongly recommend that you do and that you stay for the Head Teacher's talk. You need to visit the school to see if it will suit your daughter. You also need to know as much about the admissions process as possible since admission arrangements change regularly in response to changes in the Code of Practice on admissions. You should not assume that the arrangements are the same as previous years or that your daughter will automatically get a place even if her sister is here.

I missed the Open Sessions – is it possible to come and visit the school?

We do not arrange tours or visits outside of the Open Day sessions.

What forms do I have to complete?

You **must** complete the e Admissions form by the application deadline. This can be accessed online at <https://www.eadmissions.org.uk/eAdmissions/app>. If you wish to complete a paper copy you must request this from the Local Authority you live in. It must be returned to your home local authority by the application deadline, which for the 2020 intake is **31st October 2020**.

You should also complete the school's own Supplementary Information Form ('SIF'). This can be accessed online at <https://www.shhsadmissions.org.uk/>. If you need assistance you can contact the school. Whilst the deadline for the return of the Supplementary Information Form is also **31st October 2020**, it is recommended that this form is completed by **Friday, 23rd October 2020**. **The school will be closed from 3pm on Friday 23rd October until 8.00 am Tuesday 3rd November 2020 inclusive** and no checking procedure will be available. Receipt of a Supplementary Information Form after **31st October** will mean that it will be treated as a late application.

Certificate of Catholic Practice

If you are applying under oversubscription criteria 1 - 3, you must also submit a Certificate of Catholic Practice. This form is available from the priest at the parish where the family normally worship and it must be signed by the priest, with the official parish stamp and visible when uploaded.

If you are applying for places under oversubscription criteria 4-6 you are not required to complete page 2 of the Supplementary Information Form. However, you will be required to provide evidence that you practise your faith in accordance with the teachings, doctrines, rites and practices of the faith to which you belong. In order to demonstrate this, Christian applicants must provide copies of Baptismal Certificates for the Christian candidate or explain why no Baptismal Certificate is available and what evidence of practice by your daughter is available within your denomination.

What happens if I do not complete the school's own supplementary form?

If you do not complete the Supplementary Information Form, the Governing Body will be unable to fully assess your application and it is extremely unlikely that your daughter will be offered a place.

Do I need any other documentation?

When completing your online application there will be a prompt to upload the required documents i.e. your daughter's Baptismal Certificate and the signed, stamped Certificate of Catholic Practice. If you are applying under social/medical needs then you will also need to provide supporting evidence.

I don't know where my daughter's baptismal certificate is. What should I do?

Advice on how to obtain a Baptismal certificate and what to do if the Church has been destroyed is in the brochure.

Do both parents have to be Catholic?

No.

Does my daughter's Primary Head have to sign the Supplementary Information Form?

No. However, the Primary Head may well be able to advise and help you over admissions.

My Parish Priest has moved. What should I do?

Most parishes will be able to give you your priest's new address or have alternative arrangements in place.

My child does not attend a Feeder School. Does this mean she will automatically be unsuccessful?

No. This simply means that your application would be grouped in the appropriate oversubscription criterion after 2c.

Can I submit any other documentation?

The Supplementary Information Form states clearly what documentation is essential. You may submit any further documentation in support of your daughter's application where it is relevant to the admissions criteria. **Do not omit anything that you might subsequently rely on as part of an appeal. It will be too late then.**

My child is adopted. What documentation do I need to provide?

The Admissions Code states: *In the case of previously looked after children, admission authorities may request a copy of the adoption order, child arrangements order or special guardianship order and a letter from the local authority that last looked after the child confirming that he or she was looked after immediately prior to that order being made.*

Who is the Admissions Authority for Sacred Heart High School?

The Admissions Authority for this school is the Governing Body.

I have twin daughters. What happens if you only have one place?

The Admissions policy states: *Where a place is achieved by a twin or child of a multiple birth but there are no remaining places for their twin or multiple birth sisters, the school will admit the remaining twin or multiple birth sisters over the published admission number.*

My child has an Education, Health and Care Plan. What should I do?

Girls with an Education, Health and Care Plan ('EHC plan') which name the school are dealt with under separate statutory procedures by the local authority, and will be admitted without reference to the Admissions policy. If your daughter has an EHC plan you must contact your local authority SEND officer.

Do I have to name this school as my first preference?

No. In common with all schools, we operate an equal preference system, and will not know where you have ranked us. Nor will we know which other schools you have named. Where more than one school is able to make you an offer, you will be given a place at the school you have ranked highest.

Do I have to use all six of my preferences?

We recommend that you use all six and that you rank them in **your preference** order but that you include several schools where you believe you have a very good chance of securing a place (even if these are not your first choice).

Schools will not be informed where you have ranked them at the time applications are being considered and offers are made.

Where more than one school is able to make an offer, your Local Authority will allocate your daughter to the school you have ranked highest.

You should avoid naming only one school, even if you have a sibling present at it.

If the local authority offers you a place at a school that you ranked higher than Sacred Heart, then you are automatically taken off our reserve list. If you change your mind and reject this higher offer, you would have to wait until September to re-join the waiting list for Sacred Heart.

What if I don't get any offer or don't get my first preference?

If you do not get any of the preferences you have named, then as far as possible your Local Authority will make an offer at a school where there is a vacancy. You are strongly advised to accept whatever offer is made, to avoid your daughter being without a school in September 2021.

Even though you have accepted an offer in March, this does not mean that you cannot withdraw if you receive an offer from the waiting list of another school later on.

Remember: there are 3 ways for a pupil, without an EHC plan, to gain admission to a school:

- Through the co-ordinated admissions process – you will receive a single offer on 1st March;
- After 1st March, a school may make an offer if there has been a withdrawal, provided you do not have a place at a school which you have ranked higher.
- If you are unsuccessful, and you believe there is a strong reason why your child should be admitted to the school or you believe an error has been made in your case, then you

can appeal the decision and your appeal will be heard by an Independent Appeal Panel. Please do not, however, rely on information for your appeal that you chose not to submit at the time of application, since it is not the role of an Independent Appeals Panel to rerun the admissions process. In the last 6 years, only 12 pupils in total (not each year) have been successful on appeal.

Can you tell me what my chances are of getting a place at this school?

No. No member of staff or Governor of this school is able to tell you this. We do not know how many applications we will receive or how many will be from baptised Catholics. You need to use the Admissions policy to work out for yourself how likely it is that your application will be successful.

Do those who live closest to the school get priority over those who live further away?

No, it doesn't matter where you live. If we get more applications than places, we order applications in relation to the oversubscription criteria groups. Within each of the oversubscription criteria groups, no priority is given to those who live closest and places are awarded on the basis of random allocation.

What do I do if I move address after submitting the Supplementary Information Form?

If you change address at any time after submitting the supplementary information form, please inform the Head Teacher as well as your home Local Authority. It is important that the school can always contact you by letter when needed and please refer to the local authority's guidance regarding change of address.

Will there be an interview as part of the admissions process?

No. Schools are not allowed to interview for the purposes of admission. However, if your application is successful, you and your daughter will be invited into school to meet with a member of staff so that we can make transition to secondary school as straightforward as possible.

What is the non-verbal reasoning test?

The purpose of the Non Verbal Reasoning Test is to ensure that the school offers places to pupils across a full range of ability groups. The school offers 25% of its places to pupils in the highest ability group (Band 1) and 50% of places to those in the middle ability group (Band 2) and 25% of places to those in the lower ability group (Band 3).

When will the non-verbal reasoning test take place?

The test will take place on **Saturday 7TH November 2020**. We will e-mail you to give you the time of the test. You will be asked to bring a copy of that e-mail with you, with an attached photograph of your daughter as proof of identity.

What do I do if my daughter has a test at another school on the same day?

Your daughter should attend to take the test at the school ranked highest on the eAdmissions Form or nearest to her home. In such cases the school may be able to arrange another day on which your daughter can take the test.

Does it make any difference where my daughter comes in a band?

Absolutely not. The governors will not have this information. The test has no further purpose after it has been used for allocating children to ability bands. It will not subsequently be used for deciding which set your daughter is placed in, since we will make use of Cognitive Ability Tests for that. Your daughter will sit these once she has been offered a place at the school.

Does it make any difference if I apply to an independent school?

Not at all. However, you should be aware that if an independent school offers you a place, it may do so before your Local Authority contacts you with a single offer. You will be asked to accept the place and to submit a non-refundable deposit of half a term's fees. This can be costly and you risk losing your deposit if you do not accept the place. If you intend to apply for an independent school as insurance against not getting a place here, then be aware that it is expensive, though balanced against a minimum outlay of c. £16,000 per annum (not including text books) and more than £80,000 for 5 years, it is reasonable. The choice is entirely yours and we will not know.

We are not Catholic and nor is our daughter. Can we apply for a place for her?

Yes. However, you should be aware that the school is very oversubscribed by Catholic families and therefore it is highly unlikely that you will get a place.

Does the school by law have to admit 10% of non-Catholics?

No. See extract from the Code of Practice on Admissions below.

1.36 As with other maintained schools, these schools are required to offer every child who applies, whether of the faith, another faith or no faith, a place at the school if there are places available. Schools designated by the Secretary of State as having a religious character (commonly known as faith schools) may use faith-based oversubscription criteria 28 and allocate places by reference to faith where the school is oversubscribed.

I am a member of an Orthodox Church. Does this make a difference?

If the school is oversubscribed by baptised Catholics, then the Governors are obliged to offer places to these pupils first. Though there is a very close relationship between the Catholic and Orthodox Churches, there is not yet 'full communion' between the two. For a list of those Churches and Rites in full communion with Rome, follow the link: www.rcdow.org.uk/education Click on the link for admissions and go to Annex 7 of Guidance for Governing Bodies. The admissions policy sets out the order in which members of other Churches and faiths will be admitted, should the school be under subscribed by baptized Catholics. This is very unlikely to happen.

When will I hear whether or not my application has been successful?

Your Local Authority will write to you on or about **1st March 2021** with a single offer. If the offer is for this school, we will write very soon after that to confirm this. We would appreciate it if offer responses could be returned without delay so we can have an early indication of offers that are not required and places not taken up at this stage can then be offered to the next eligible candidates on the list.

What about the waiting list?

Those who applied for Year 7 within the original deadline but failed to secure a place at Sacred Heart High School, and anyone who applied to Year 7 after the closing date for applications, **must specifically request** to be placed on the waiting list if they still wish to be considered for a place after 1 Sept 2021.

The date that the application for admission was received is not considered. Where priority needs to be established within a particular oversubscription criterion, a new round of random allocation will occur (so that those who apply for a place at the school after an earlier round of random allocation are not disadvantaged).

A candidate's name may go down the waiting list as more applications are received.

Ability bands will not apply to the Waiting List.

The waiting list will be maintained up to and including Year 10. The list will be re-generated and re-ordered so that it reflects the admission policy in effect at the time (and not that which applied when the application was made).

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