

## **Proposed changes to the admission arrangements for Sacred Heart High School Hammersmith – 2018/19**

Dear Colleagues

I attach a copy of the Governing Body's proposed admission arrangements for entry in September 2018 (Year 7 and Sixth Form). The admission arrangements will also be available on the School's website: [www.sacredhearthish.org.uk](http://www.sacredhearthish.org.uk). The Governing Body would be pleased to receive any comments you may have by Friday, 20<sup>th</sup> January 2017.

The proposed changes relate to the reintroduction of the banding test for those candidates applying for admission to Year 7 in September 2018; and the removal of the requirement for a Certificate of Catholic Practice to be replaced by the school's own Priest's Reference.

In accordance with the Guidance received, the Governing Body must consult with parents of children between the ages of two and eighteen, other persons in the relevant area who have an interest in the proposed arrangements, all other admission authorities within the relevant area, any adjoining neighbouring local authorities and the Diocese of Westminster.

Please address any comments in writing to Mrs A. Dijkhuis, Clerk to the Governors, Sacred Heart High School, 212 Hammersmith Road, London W6 7DG or by e-mail to [adijkhuis@sacredh.lbhf.sch.uk](mailto:adijkhuis@sacredh.lbhf.sch.uk).

## **PREAMBLE**

Sacred Heart High School Hammersmith is a Catholic 11-18 comprehensive school for girls. The school has academy status and is within the Trusteeship of the Society of the Sacred Heart. It was founded by the Society of the Sacred Heart to provide education for children of Catholic families. The school is governed as part of the Catholic Church, in accordance with its Trust Deed, Articles of Association and Funding Agreement with the Department for Education. The school seeks at all times to be a witness to Jesus Christ.

As a Catholic school, we aim to provide a Catholic education for all our pupils; Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education is supported by all families in the school and it is hoped that all applicants and candidates will give their full, unreserved and positive support for the aims, values and ethos of the school. Information about the aims, values and expectations of the school is set out in various documents including the school's Mission Statement, the school prospectus and school policies, all of which are available from the school.

The Governing Body is the Admission Authority for the school and is therefore responsible for formulating the school's arrangements for admission, including the oversubscription criteria which will apply, and formally determining them each year in accordance with the School Admissions Code 2014, and having had regard to guidance issued by the Diocese. As a designated faith school, when more applications are received than there are places available, the school is able to give priority to Catholic candidates in its oversubscription criteria.

In this policy, except where the context suggests otherwise, '**candidate**' means the girl for whom a place at the school is being sought, and '**applicant**' means the parent of the candidate. The term 'parent' is widely defined in education law to include not only a natural or adoptive parent of the candidate (regardless of whether the parents are or have been married, live together or the father has parental responsibility), but also a person who is not a natural or adoptive parent of the candidate, but who has care of or parental responsibility for the candidate. All references to 'parent' will therefore include any person falling within this definition.

### **Sixth Form**

The school's admission arrangements for its Sixth Form (Years 12 and 13), including the oversubscription criteria applicable to external candidates; the academic entry requirements for all sixth form candidates and courses; how to apply and relevant dates, are contained in the separate Sixth Form Admissions Policy 2018-2019.

### **Equality**

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

### **Published Admission Number ('PAN')**

The published admission number (PAN) for Year 7 is **198** pupils.

## **ADMISSIONS POLICY FOR YEAR 7 FOR SEPTEMBER 2018-2019**

In order to preserve the school's comprehensive character by establishing a balanced intake across the ability range, the school will allocate all candidates into one of three bands by means of a non-verbal reasoning test. Admission will be as near as possible to the ratio of 25:50:25 of the national ability range. Once allocated to an ability band, the test result will have no further relevance to the outcome of an application. In the event of oversubscription in any band, it will be the admissions criteria and not the test score which determine whether or not a place is allocated.

Accordingly, in 2018 the school will admit 198 pupils into year 7 divided as follows:

- 49 girls allocated by the school to band 1;
- 100 girls allocated by the school to band 2; and
- 49 girls allocated by the school to band 3.

### **Girls with Education, Health and Care Plans**

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 this policy.

Girls with an EHC plan are asked to attend to take the non-verbal reasoning 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.

Where the admission of a girl with an EHC plan which names the school occurs within the normal admission round, that girl will be admitted first and the PAN will be reduced accordingly. Where admission occurs in-year, the girl will be admitted over the PAN for that year if necessary.

### **Oversubscription Criteria**

Where the school receives more applications than there are places available in any band, places within that band will be allocated in the following order of priority:

1. Catholic 'looked after' girls and Catholic girls who have been adopted or made subject to Child Arrangements Orders or Special Guardianship Orders, immediately after having been looked after (See Note A).
2. Catholic girls from Catholic families (see Note E) who have an exceptional medical or social need which makes it necessary for them to attend Sacred Heart High School Hammersmith, and no other school (See Note I).
3. Catholic girls from Catholic families who have a sister on the roll at the school at the time of the application deadline (See Note J).
4. Catholic girls from Catholic families who attend any Catholic Primary School in any of the London Boroughs which adjoin the London Borough of Hammersmith and Fulham, to include the London Borough of Hammersmith and Fulham, ('the Adjoining Boroughs') (See Appendix A):

Brent  
Ealing  
Hammersmith and Fulham  
Hounslow  
Kensington and Chelsea

Richmond upon Thames  
Wandsworth

5. Catholic girls from Catholic families.
6. Catholic girls who have an exceptional medical or social need which makes it necessary for them to attend Sacred Heart High School Hammersmith, and no other school (See Note I).
7. Catholic girls who have a sister on the roll of the school at the application deadline (See Note J).
8. All other Catholic girls.
9. Any other 'looked after' girls and girls who have been adopted or made subject to Child Arrangements Orders or Special Guardianship Orders, immediately after having been looked after of any faith or no faith.
10. Girls who are members of Eastern Christian Churches (including Orthodox Churches).
11. Girls who are members of the Church of England.
12. Girls who are members of other Christian Denominations.
13. Girls who are members of faiths other than Christian.
14. All other girls not falling within any of the oversubscription criteria outlined above.
15. All girls who did not attend to take a non-verbal reasoning test.

### **Measuring Distance**

Where the school becomes oversubscribed within any of the above oversubscription criteria priority will be given to those living nearest to the school. The distance from the candidate's home address (see definition of home address in Note L) to the school will be measured by London Borough of Hammersmith and Fulham using a computerised measuring system which measures the distance in a straight line from the point of the candidate's home address to the centre point of the school as determined by Ordnance Survey. The actual route of travel on foot, by car or using public transport will not be a factor which is taken into consideration.

The point in a block of flats from which distance is measured will be the same for all candidates living there regardless of where their flat is within the block. This means that all candidates who live in that block of flats will be regarded as living an equal distance from the school, and the order in which places are allocated will therefore be determined by applying the tie breaker.

### **Tie Breaker**

Where two applications cannot otherwise be separated because they live an equal distance from the school, the order in which places will be allocated will be determined by the drawing of lots in the presence of an independent witness.

### **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.

## Notes on the Oversubscription Criteria

- A. i. 'Child Arrangements Order'. A 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 before the Order is made qualify in this category.
- ii. 'Looked after child' has the same meaning as in S.22 of the Children Act 1989, and means any child in the care of a local authority or provided with accommodation by them (e.g. children with foster parents at the time of making an application to the school).
- iii. 'Adopted' means a child who has ceased to be looked after having been adopted and whose parents can give proof of this status.
- iv. 'Special Guardianship Order' is an Order under the terms of the Children Act 1989 s.14A which defines it as an Order appointing one or more individuals to be a child's special guardian(s).
- B. Any reference to membership of the Catholic Church includes membership of churches in full communion with the Catholic Church.
- C. 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 the extracts from current Codes of Canon Law appended to this document.
- D. 'Catholic' means a baptised person who is in full communion with the Catholic Church, that is to say, a member of any Catholic Church that is in full communion with the See of Rome. Membership of a Catholic Church is gained by baptism in that Church. It can also be gained by other baptised Christians who are subsequently received into the Catholic Church.
- E. "Catholic girls from Catholic families" (oversubscription criteria 2 to 5) means girls:
- who were baptised in a Catholic Church within six months of their birth or, with a legitimate cause, within twelve months of their birth;
  - who were received into the Catholic Church within six months of being adopted or, with a legitimate cause, within twelve months of being adopted.
  - who, together with their Catholic parent, attend Mass regularly as the Church requires (weekly on Sundays (or Saturday evenings) and on Holydays of Obligation), and can show evidence of religious practice for a minimum period of three years.
- F. In order to demonstrate that a candidate falls under the above description:
- All Catholic Applicants are required to provide a certificate of baptism or reception into the Catholic Church for the candidate. Information on how to obtain a baptismal certificate is provided with the brochure;
  - All Catholic Applicants must complete page 4 of the Supplementary Information Form;
  - All Catholic Applicants must have a Priest's Reference signed by the Parish Priest or the Priest in charge of the Church where the family practices as evidence of practice.
- Whether the candidate and her Catholic parent are members of the Catholic Church as described in Note E above is determined (i) by reference to the current Codes of Canon Law appended to this document (ii) relevant sections of the current Catechism of the Catholic Church (iii) evidence of religious practice for a minimum period of three years.
- G. Candidates who do not have a Priest's Reference signed by the Parish Priest or the Priest in charge of the Church where the family practises as evidence of practice or who were baptised in a Catholic Church more than one year after their birth, or who were received into the Catholic Church more than one year after their adoption, will **not** fulfil the definition of 'Catholic girls from Catholic families' and will be placed into oversubscription criteria 6 to 8, as appropriate.
- H. In order to be considered under oversubscription criteria 1-8, a copy of the candidate's baptism or reception certificate must be provided. All baptisms and receptions are recorded in the baptismal register of the Church where the baptism took place. It is usually always possible to obtain a copy of the candidate's baptism or reception certificate even where the baptism took place overseas. Guidance on how to go about this is provided with the school's prospectus. 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 2018 intake is **[15<sup>th</sup> November 2017]**.

- I. In order to be considered under oversubscription criteria 2 or 6 and for the avoidance of doubt, it is the candidate who must have the exceptional medical or social need, rather than the candidate's parents. Convenience for commuting to work, childcare arrangements, attendance by other children from the same primary school, or a previous family connection to the school will not be valid reasons for consideration under this criteria. 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 which applies to them.
- J. In order to be considered under oversubscription criteria 3 or 7, '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. A daughter of extended family members (for example, cousins) will not be regarded as a sister of the candidate even where they live in the same house.
- K. The governing body will presume that the requirements of the relevant canons have been fulfilled when the candidate's baptism takes place within six months of birth. Where baptism takes place after a longer period, but no later than one year, applicants will need to produce evidence to demonstrate that they complied with those requirements, that those requirements did not apply to them or that they were prevented from complying with them by a legitimate cause. The governing body will only consider a legitimate cause as something which prevented baptism from taking place at the appropriate age and not through a choice made by parents to delay. For adopted children or where other circumstances delaying baptism beyond the first year of life apply, timings will be from the date of the relevant event (for example adoption, conversion or reception into the Catholic Church from another church). The circumstances must be explained in the Supplementary Information Form. The requirements of the Canons do not strictly apply to such people but nevertheless the Church expects baptism to take place as soon as possible after the event.
- L. The candidate's home address will be the address that the candidate lives and sleeps at for 51% or more of her time from Monday to Friday during term time. This will usually also be the address at which Child Benefit is claimed or, if ineligible for Child Benefit, the address at which the candidate is registered with their G.P. and dentist.  
The candidate must be living at the address at the application deadline. If the candidate's home address changes after the application deadline, the applicant must notify the home local authority immediately confirming the reason for the change of address. Where the Governing Body is satisfied that the application contained fraudulent or intentionally misleading information relating to the candidate's home address, any offer of a place made will be withdrawn, and the applicant may face prosecution.  
The Governing Body reserves the right to request documentary evidence from applicants where the candidate's home address has not been established on receipt of the application to their satisfaction.
- M. '**Eastern Christian Church**' includes Orthodox Churches, and is normally evidenced by a certificate of baptism or Reception from the authorities of that Church.
- N. '**Christian**' for the purposes of this policy, means a member of one of the Churches affiliated to 'Churches Together in Britain and Ireland'.

### **The Non Verbal Reasoning Test**

All prospective candidates should attend to take a non-verbal reasoning test which will take place on **[15<sup>th</sup> November 2017]**. Failure to do so will result in a candidate being unbanded and their application considered under oversubscription criterion 15. The only exception to this will be candidates with an EHC Plan who will be admitted without reference to this policy or 'looked after' girls and girls who have been adopted or made subject to Child Arrangements Orders or Special Guardianship Orders, immediately after having been looked after who will be given priority under the oversubscription criteria regardless of whether they have taken the test or not.

The non-verbal reasoning test is not a selection test. It is a test used to ensure a comprehensive intake and as such, the outcome of the test will not provide Applicants with any information which will allow them to make a more informed choice of school nor does the test guarantee a place.

### **Common Application Form Common and Supplementary Information Form**

All applicants **must** complete the Common Application Form ('CAF') by the application deadline. The CAF can be obtained from the candidate's primary school or home local authority or online at <https://www.eadmissions.org.uk/eAdmissions/app>. It must be returned to the candidate's home local authority by the application deadline, which for the 2018 intake is **[31<sup>st</sup> October 2017]**.

All applicants should also complete the school's own Supplementary Information Form ('SIF'). If you do not complete the SIF, the Governing Body will be unable to fully assess your application. Historically, the school has been heavily oversubscribed with Catholic candidates and therefore if you do not submit a completed SIF by the deadline, it is extremely unlikely that your daughter will be offered a place. The SIF is available from the school and the website. A copy is also held by The Admissions Department at Hammersmith and Fulham. Whilst the deadline for the return of the SIF is also **[31<sup>st</sup> October 2017]**, it is recommended that this form and any documentation required be returned to the school by **[20<sup>th</sup> October 2017]**. The school will be closed from **[23<sup>rd</sup>-27<sup>th</sup> October]** inclusive and no checking procedure will be available.

### **Priest's Reference**

Applicants applying under oversubscription criteria 1-8 should also complete page 4 of the SIF. Once received, the School will send a Priest's Reference to the Parish Priest or the Priest to whom you are known at the Parish where you worship asking them to complete and return. References will be requested as and when the completed SIF is received and the school will provide a pre-paid self-addressed envelope for the return of the Priest's Reference.

Applicants applying for places under oversubscription criteria 10-13 are not required to complete page 4 of the SIF. They will, however, be required to provide evidence that they practise their faith in accordance with the teachings, doctrines, rites and practices of the faith to which they 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 their daughter is available within their denomination.

### **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.

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

Parents who choose to send applications by post are responsible for ensuring there is sufficient postage on the envelope to take account of the **weight and size** of an item. Failure to do so will mean that the Post Office will retain the envelope until the additional postage and an administration fee is paid. **The school will not, under any circumstances, pay any excess postage or administration fee due, and the envelope containing the required forms and documents will not therefore be received.** The school accepts no liability for forms and documents which are not received, for any reason.

## **Late Applications**

Any applications received by the school after the application deadline of **[31<sup>st</sup> October 2017]** but at least seven days prior to the date of the non-verbal reasoning 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.

## **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.

## **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.

## **Offers**

National Offer day is **[1<sup>st</sup> March 2018]** and results will be made available during the evening if you applied online with all applicants receiving a letter from their home local authority on **[2<sup>nd</sup> March 2018]**.

The school will also write to all successful applicants on **[2<sup>nd</sup> March 2018]** 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.

## **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.

## **Reserve List**

In addition to the right to appeal, unsuccessful candidates will be placed on the Reserve List. The order of the Reserve List will be determined in accordance with the oversubscription criteria and will be maintained until **[31<sup>st</sup> August 2018]**. Vacancies arising after National Offer Day and **[31<sup>st</sup> August 2018]** will in the first instance be offered to candidates on the Reserve List.

## **Waiting List**

On **[1<sup>st</sup> September 2018]** candidates on the Reserve List together with any in-year applications received will be placed on the Waiting List.

The school will maintain a waiting list for each year group for the duration of the academic year in which admission was sought. Candidates on the waiting list will be ranked strictly in accordance with the oversubscription criteria and **not** in order of the date that the application for admission was received.



Ability bands will no longer apply to the waiting list. This means that a candidate's name may go down the waiting list as more applications are received for candidates who are ranked higher.

### **Applications for In-Year Admission**

Applications for in-year admission must be made through the Local Authority 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 then the governing body will admit the candidate. If more applications are received than there are places available then applications will be ranked by the governing body in accordance with the oversubscription criteria, with the following modifications: Catholic girls from Catholic families without an offer of a school place elsewhere are given priority immediately after Catholic 'looked-after' children; similarly, other children without an offer of a school place are given priority immediately after other 'looked-after' children. 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 a waiting list. This waiting list will be maintained by the governing body in the order of the oversubscription criteria, as modified above, and not in the order in which the applications are received. Ability bands will no longer apply to the waiting lists.

### **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 of 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 or from the school's office. The completed, signed and dated form must be submitted to the school, together with supporting evidence from a G.P., 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.

### **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.

### **Admission Data for the 2017 Intake**

There were [xxx] applications for 198 places for the September 2017 intake.

The oversubscription criteria were applied and oversubscription occurred at oversubscription criterion [x]. Applications in all subsequent criteria were unsuccessful.

## **APPENDIX A – LIST OF FEEDER SCHOOLS**

### **London Borough of Brent**

Our Lady of Grace Catholic Infant School, NW2 6EU  
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 Infant School, HA9 6TA  
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  
The Convent of Jesus and Mary Catholic Infants School, NW2 5AN

### **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 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

### **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

### **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 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

### **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

## NOTES ON CATHOLIC PRACTICE

Extracts from the Code of Canon Law, promulgated by Pope John Paul II on 25<sup>th</sup> January 1983.

### MASS ATTENDANCE

**Canon 1246.** Sunday, on which by apostolic tradition the paschal mystery is celebrated, is to be observed in the universal Church as the primary day of obligation. The following feast days are also to be observed as holydays of obligation: the Nativity of Our Lord Jesus Christ, [The Epiphany, the Ascension, Corpus Christi], (Mary the Mother of God), (the Immaculate Conception) the Assumption, (St Joseph), the Apostles Peter and Paul and All Saints. \*

**Canon 1247.** On Sundays and other holydays of obligation, the faithful are obliged to participate in the Mass. They are also to abstain from such work or business that would inhibit the worship to be given to God, the joy proper to the Lord's Day, or the due relaxation of mind and body.

**Canon 1248.** The obligation of participating in the Mass is satisfied by one who assists at Mass wherever it is celebrated in the Catholic rite, either on the holyday of obligation itself or on the evening of the previous day. If it is impossible to participate in a Eucharistic celebration, either because no sacred minister is available or for some other grave reason, the faithful are strongly recommended to take part in the liturgy of the Word, if there be such in the parish church or some other sacred place, which is celebrated in accordance with the provisions laid down by the diocesan Bishop, or to spend an appropriate time in prayer, whether personally or as a family or as occasion presents, in groups of families.

### BAPTISM

**Canon 867.** §1 Parents are obliged to see that their infants are baptised within the first few weeks. As soon as possible after the birth, indeed even before it, they are to approach the parish priest to ask for the sacrament for their child, and to be themselves duly prepared for it. §2 If the infant is in danger of death, it is to be baptised without any delay.

\* Feast days shown inside round brackets are not days of obligation in England and Wales. Those in squared brackets have been transferred to the nearest Sunday in England and Wales.

## **Extracts from the Code of Canons of the Eastern Churches**

### **Canon 881**

1. The Christian faithful are bound by the obligation to participate on Sundays and feast days in the Divine Liturgy, or according to the prescriptions or legitimate customs of their own Church, *sui iuris*, in the celebration of the divine praises.
2. In order for the Christian faithful to fulfil this obligation more easily, the available time runs from the evening of the vigil until the end of the Sunday or feast day.
3. The Christian faithful are strongly recommended to receive the Divine Eucharist on these days and indeed more frequently, even daily.
4. The Christian faithful should abstain from those labours or business matters which impede the worship to be rendered to God, the joy which is proper to the Lord's day, or to the proper relaxation of mind and body.

### **Canon 686**

1. Parents are held to the obligation that the infant be baptized as soon as possible according to legitimate custom.
2. The pastor is to see that the parents of the infant to be baptized and those who are given the function of sponsor, be instructed as to the meaning of this sacrament and the obligations concerned with it and that they are prepared for an appropriate celebration of the sacrament.

### **Canon 633**

Parents should send their children to Catholic schools, other things being equal.

## **EXTRACT FROM TRUST DEED FOR SACRED HEART HIGH SCHOOL**

The school was founded by the Society of Sacred Heart and is part of the educational mission of the Catholic Church. The school is to be conducted as a Catholic School in accordance with the teachings and disciplines of the Roman Catholic Church, and in accordance with the characteristics of Sacred Heart education and the Trust Deed of the Society of the Sacred Heart, and, in particular:

- a) religious education is to be in accordance with the teachings, doctrines, discipline and general and particular norms of the Catholic Church;
- b) religious worship is to be in accordance with the rites, practices, discipline and liturgical norms of the Catholic Church;

and at all times the school is to serve as a witness to the Catholic faith in Our Lord Jesus Christ.

## SIXTH FORM ADMISSION ARRANGEMENTS FOR SEPTEMBER 2018-2019

### Introduction

Sacred Heart High School Hammersmith is a Catholic 11-18 comprehensive school for girls. The school has academy status and is within the Trusteeship of the Society of the Sacred Heart. It was founded by the Society of the Sacred Heart to provide education for children of Catholic families. The school is governed as part of the Catholic Church, in accordance with its Trust Deed, Articles of Association and Funding Agreement with the Department for Education. The school seeks at all times to be a witness to Jesus Christ.

### Internal Candidates

Students who are already on the roll in Year 11 at the school will simply transfer to Year 12 if they meet the academic entry requirements for sixth form courses, which are the same for Year 11 students and external candidates. Year 11 students at Sacred Heart High School will follow the school's internal application procedures.

### Places Available

The total number of places, including those taken up by internal Year 11 students, in Year 12 is 150.

**The Published Admission Number of places for external candidates to join Year 12 is 40.**

The Governing Body has discretion to admit over the PAN where the uptake from Year 11 students is lower than expected. This means that there may be more places available for external candidates than indicated above, once the uptake from Year 11 students is known.

The school will **not** admit below the PAN if the uptake from Year 11 students is higher than expected.

### Minimum Academic Entry Requirements for Internal and External Candidates

Candidates must achieve the following minimum academic entry requirements:

1. Candidates wishing to take BTEC Level 3 Diploma in Business must achieve eight GCSEs including English Language and Mathematics, at Grade 5 or above in English Language and Mathematics and at Grade C or Grade 5 (whichever is applicable) or above in all other subjects. There are twenty places available on this course and, where insufficient applications are received from candidates achieving the aforementioned grades, up to five places may be offered to candidates who achieve eight GCSEs at Grade C or Grade 5 or above, but who have only achieved Grade 5 in **either** English Language **or** Mathematics, rather than both. These candidates must retake the GCSE that they did not attain a Grade 5 in later in the first term, and must achieve a Grade 5 at that time.
2. Candidates wishing to take A level courses must achieve eight GCSEs including English Language and Mathematics, at Grade 5 or above in English Language and Mathematics and at Grade C or Grade 5 (whichever is applicable) or above in all other subjects, in addition to the subject specific requirements set out below.
3. Candidates wishing to take an A level course in any of the Sciences (Physics, Chemistry and Biology) must achieve Grade A or above at GCSE in that subject, as well as Grade 7 or above in Mathematics. Candidates who did not sit GCSE Triple Sciences must achieve Grade A or above in both Core and Additional Science and Grade 7 or above in Mathematics;
4. Candidates wishing to take an A level in Modern Languages (French and Spanish) or Mathematics must achieve Grade A or Grade 7 (whichever is applicable) or above at GCSE in that subject.

5. Candidates wishing to take any other A level subject which they have previously studied at GCSE must achieve Grade B or Grade 6 (whichever is applicable) or above at GCSE in that subject, unless otherwise specified in the Sixth Form Course Handbook.
6. Candidates wishing to take any other A level subject which they have **not** previously studied at GCSE must achieve Grade 6 or above in English Language, and meet any other requirements for that particular course as set out in the Course Handbook.

The school does **not** select candidates based on ability or aptitude. Candidates achieving grades which are higher than the minimum academic entry requirements set out above will **not** be given higher priority than those achieving the minimum entry requirements at lower grades. Places will be allocated to candidates achieving the minimum academic entry requirements in accordance with the oversubscription criteria set out below.

### **Oversubscription Criteria for Year 12 External Candidates ONLY**

Where the school receives more applications from external candidates who have achieved the minimum academic entry requirements than there are places available, places will be allocated in the following order of priority:

#### **1. Catholic Looked After and Previously Looked After Girls**

Catholic 'looked after' girls and Catholic girls who have been adopted or made subject to Child Arrangements Orders or Special Guardianship Orders, immediately after having been looked after (see Note A).

#### **2. Catholic Girls**

Catholic girls (see Note C).

#### **3. Other Catholic Girls**

Other Catholic girls (see Note D).

#### **4. Other Looked After and Previously Looked After Girls**

All other looked after and previously looked after girls of any faith or no faith.

#### **5. All Other Girls**

All other girls not falling within oversubscription criteria 1 to 4 above.

### **Measuring Distance**

Where the school becomes oversubscribed within any of the above categories priority will be given to those living nearest to the school. The distance from the candidate's home address (see definition of home address in Note B) to the school will be measured by London Borough of Hammersmith and Fulham using a computerised measuring system which measures the distance in a straight line from the point of the candidate's home address to the centre point of the school as determined by Ordnance Survey. The actual route of travel on foot, by car or using public transport will not be a factor which is taken into consideration.

The point in a block of flats from which distance is measured will be the same for all candidates living there regardless of where their flat is within the block. This means that all candidates who live in that block of flats will be regarded as living an equal distance from the school, and the order in which places are allocated will therefore be determined by applying the tie breaker.

## **Tie Breaker**

Where two applications cannot otherwise be separated because they live an equal distance from the school, the order in which places will be allocated will be determined by the drawing of lots in the presence of an independent witness.

## **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.

## **Notes on the Oversubscription Criteria**

- A. "Child Arrangements Order". A 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 before the Order is made qualify in this category.
- "Looked after child" has the same meaning as in S.22 of the Children Act 1989, and means any child in the care of a local authority or provided with accommodation by them (e.g. children with foster parents at the time of making an application to the school).
- "Adopted" means a child who has ceased to be looked after having been adopted and whose parents can give proof of this status.
- "Special Guardianship Order" is an Order under the terms of the Children Act 1989 s.14A which defines it as an Order appointing one or more individuals to be a child's special guardian(s).
- B. The candidate's home address will be the address that the candidate lives and sleeps at for 51% or more of her time from Monday to Friday during term time. This will usually also be the address at which Child Benefit is claimed or, if ineligible for Child Benefit, the address at which the candidate is registered with their G.P. and dentist.
- The candidate must be living at the address at the application deadline. If the candidate's home address changes after the application deadline but before admission, the applicant must notify the school immediately confirming the reason for the change of address. Where the Governing Body is satisfied that the application contained fraudulent or intentionally misleading information relating to the candidate's home address, any offer of a place made will be withdrawn, and the applicant may face prosecution.
- The Governing Body reserves the right to request documentary evidence from candidates where the candidate's home address has not been established on receipt of the application to their satisfaction.
- C. "Catholic girls" (oversubscription criterion 2) means girls:
- who were baptised in a Catholic Church within six months of their birth or, with a legitimate cause, within twelve months of their birth;
  - who were received into the Catholic Church within sixth months of being adopted or, with a legitimate cause, within twelve months of being adopted.
  - who attend Mass regularly as the Church requires (weekly on Sundays (or Saturday evenings) and on Holydays of Obligation), and can show evidence of religious practice for a minimum period of three years.
- D. "Other Catholic Girls" (oversubscription criterion 3) means girls who were not baptised/ received in a Catholic Church within six months of their birth/adoption or, with a legitimate cause, within twelve months of their birth/adoption or who do not attend Mass regularly as the Church requires (weekly on Sundays (or Saturday evenings) and on Holydays of Obligation).

## **External Applications for Admission to Year 12**

The Sixth Form Prospectus, Course Handbook and Admission to Year 12 (External Candidates) Form will be made available from the school and may be downloaded from the school's website.

External candidates must complete the External Candidates Application Form and then hand it to their current Headteacher, Head of Year 11 or Senior Member of Staff to complete the Predicted Grades sheet which should be signed, dated and stamped before it is submitted to the school.

For external candidates applying under oversubscription criterion 2, the school will send a Priest's Reference to the Parish Priest or the Priest to whom you are known at the Parish where you worship asking them to complete and return. References will be requested as and when the Application Form is received and the school will provide a pre-paid self-addressed envelope for the return of the Priest's Reference.

The application deadline for submission of applications for admission to Year 12 (with all other necessary documents) is **[4.00pm]** on **[xx November 2017]**.

### **Open Session**

Candidates should attend an Open Session in the Autumn Term of Year 11 at which the procedures for application and the entry requirements will be explained. The Sixth Form Course Handbook will outline the courses to be offered and will be distributed. Attendance at the Open Session is not compulsory and does not form part of entry requirements but will be helpful for candidates.

### **Course Suitability Meeting**

External candidates who have the required level of predicted grades will be invited to visit the school to meet with members of staff to discuss the courses they wish to study. The ethos and expectations of life in the sixth form will be explained at this meeting. This meeting is not an interview and its outcome will play no part in the decision to offer a place to a candidate, but will be helpful for candidates in deciding which courses and course combinations they wish to apply for.

### **Conditional Offers**

The Governing Body will make conditional offers to candidates for whom the required level of predicted grades have been confirmed by their current school where there are spaces in the courses offered, applying the oversubscription criteria where necessary.

Where a candidate has not been successful in achieving an offer, it may be possible to offer a different combination of subjects from those applied for.

Candidates will have five school days to confirm whether they have accepted the conditional offer of a place.

### **Examination Results**

Candidates must provide the school with their GCSE result slips on the day that they are published to enable their conditional offer of a place to be confirmed.

The Governing Body will then make final offers of places to candidates who have achieved or bettered the minimum academic entry requirements, applying the oversubscription criteria as necessary, and will withdraw conditional offers where the candidate did not achieve their predicted grades.

### **Late Applications**

The Governing Body will consider late applications received during the summer holidays and at the beginning of the Autumn Term. Candidates can be admitted where places remain available up until the third week of that term.



## Sixth Form Reserve List

Candidates whose predicted grades are at the required level but who did not achieve a conditional offer of a place will be placed on the Sixth Form Reserve List which will be ranked in accordance with the oversubscription criteria set out above.

The Sixth Form Reserve List will be maintained until the publication of examination results in August. Where a vacancy arises before that date, a conditional offer will be made to the candidate in first position on the Sixth Form Reserve List.

## Sixth Form Waiting List

After the date that GCSE results are published, candidates whose achieved grades are at the required level but who did not achieve an offer of a place will be placed on Sixth Form Waiting List which will be ranked in accordance with the oversubscription criteria set out above.

## Statutory Right of Appeal

Candidates who were unsuccessful in achieving a place 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 within the refusal letter.

## Applications for Admission Outside Normal Age Group

Candidates who want to be admitted to a year other than with their normal age group must apply directly to the Governing Body.

Candidates must obtain an Application for Admission of Child Outside Normal Age Group Form by downloading it from the school's website or from the school's office. The completed, signed and dated form must be submitted to the school, together with supporting evidence from the candidate's current school as soon as possible before the application deadline. An application for admission must also be submitted in the usual way, as set out above.

<b>CHECKLIST</b>	
• Have you read the Admissions Policy and procedures for this school?	Yes/No
• Have you completed the correct Application Form - either an Internal Application or an External Application?	Yes/No
• Have you completed the Subject Choices Form?	Yes/No
• Is the Predicted Examinations sheet completed and signed by the Headteacher/Senior Member of Staff or designated Staff Member at your current school?	Yes/No
<i>(For External Catholic candidates only):</i>	
• Have you provided a photocopy of your baptism certificate?	Yes/No
• Have you provided evidence of your Reception into the Catholic Church if you were previously baptised into another Christian Faith?	Yes/No
• Have you provided reasons and documentary evidence (where relevant and available) to support your explanation if your date of baptism or reception was more than six months after the date of birth?	Yes/No
• Please note the school will send the Priest's Reference Form to the Parish Priest or the Priest to whom you are known at the Parish where you worship upon receipt of this form.	Noted

**SACRED HEART HIGH SCHOOL HAMMERSMITH**  
**SUPPLEMENTARY INFORMATION FORM**

Candidate's Surname	
Candidate's Forename(s)	

Before completing this form, it is essential that you read carefully the school's Admissions Policy and procedures. You are strongly advised to seek the advice of your daughter's Primary Head Teacher, although it is not necessary for her/him to sign the form. All Applicants are asked to complete pages 2 and 3 of the Supplementary Information Form and to sign and date the form on page 5. Catholic Applicants only are also asked to complete page 4. It is recommended that you return this form and any relevant documentation to The Head Teacher, Sacred Heart High School Hammersmith, 212 Hammersmith Road, London, W6 7DG, by **3pm** on **[Friday 20<sup>th</sup> October 2017]**. From **[Monday, 23<sup>rd</sup> October to Friday 27<sup>th</sup> October 2017]**, the school will be closed for Half Term. However, this form must be received by the school no later than the National deadline date of **[Tuesday, 31<sup>st</sup> October 2017]**. As far as possible, a photocopy of the candidate's Baptismal Certificate should accompany the form. However, where this has to be obtained from abroad, the latest date for receipt is **[Friday, 15<sup>th</sup> November 2017]**. Parents must also complete and return the Common Application Form to their Local Authority by the published closing date.

For Catholic Applicants only, the school will send a Priest's Reference to the Parish Priest or the Priest to whom you are known at the Parish where you worship.

Please answer all of the questions on this form as fully as possible. Failure to do so may delay or prejudice the application. If, after making an application, any of the information given on this form, or on any other form, letter or document associated with the application, changes, the Head Teacher must be informed immediately. Failure to do so may prejudice the application. False information, or the omission of material information, may result in disqualification, or the loss of a place after it has been offered or accepted.

**Posting your Application:** Most applications are hand delivered to ensure safe receipt. If you intend to post your application, please ensure sufficient postage on the envelope to take account of the **weight** of an item **AND** its **size**. It is therefore **essential** that you check this with the Post Office. Failure to do so will mean that the Post Office may withhold your application for up to two months and that it is received after the closing date. The school will **not** be responsible for retrieving your application in such circumstances. If you send original documents by post, please ensure that you indicate clearly the name of the candidate concerned. Parents are responsible for making adequate arrangements to enable us to return original documents. The school will **not** be responsible for the loss of original documentation, returned by post.

**FOR OFFICE USE ONLY**

Baptismal Certificate: Candidate (Photocopy only)	
Priest's Reference	
Received	

**To be completed by the Parent/Guardian for ALL Candidates**

**Details of the Candidate** (\*as shown on birth certificate or amending legal instrument, not a passport)

Surname*	
Forename(s)*	
Home address	
Postal Code in full	

Please confirm that this is the address where the candidate resides with a Parent or legal guardian for 51% or more of her time from Monday to Friday during term time.	Yes / No
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Date of birth		Age last birthday	
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Religion			
Date and place of Baptism	Date	Place	

Is the candidate “looked after” by the Local Authority, adopted or made subject to Child Arrangements Orders or Special Guardianship Orders, immediately after having been looked after ?	Yes / No
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**Details of Parent/Guardian**

Surname			
Forename(s)			
Religion			

Parent/Guardian Contact Email Address(es)			
Contact Phone number(s)			

**Details of any sisters who currently attend Sacred Heart High School Hammersmith**

Full name	Date of birth	Date of entry into Sacred Heart High School Hammersmith

Does the candidate attend any Catholic Primary School in one of the following London Boroughs? YES/NO

*Brent/Ealing/Hammersmith and Fulham/Hounslow/Kensington and Chelsea/Richmond upon Thames/Wandsworth*

**Further information**

If the date of baptism was more than six months after the date of birth, please explain the reason. Where relevant and available, provide documentary evidence to support your explanation.

Does the candidate have an exceptional medical or social need which necessitates them attending Sacred Heart High School Hammersmith and no other school? Please provide evidence from an appropriate professional, for example GP, Hospital Consultant, Social Worker.

**To be completed by the Parent/Guardian for CATHOLIC Candidates only**

**Church at which you worship regularly?**

Name of the parish. <i>(For example: Islington)</i>	
Name of the church <i>(For example: St John's)</i>	
Name of the parish priest	
Name of the priest to whom you are known	
Address of presbytery	
(and full post code)	
<b>How long have you worshipped at this Church?</b>	

**If you worshipped at a different parish, within the last 3 years, name of Church.**

Name of the parish. <i>(For example: Islington)</i>	
Name of the church <i>(For example: St John's)</i>	
Name of the parish priest	
Name of the priest to whom you are known	
Address of presbytery	
(and full post code)	
<b>How long did you worship at this Church?</b>	

**Sunday Mass (or Saturday Vigil Mass) attendance** *(Please circle which applies in each case) This question refers to each person's Mass attendance, not to attendance at a particular church.*

Child	Weekly	Less than Weekly	Never
Parent/Guardian	Weekly	Less than Weekly	Never

**For how long has this been your usual practice?**

Parent/Guardian		Child	
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**Please indicate the time of the Mass you and your daughter normally attend**

Parent/Guardian		Child	
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**At which Church does each of you normally attend Mass on Holydays of Obligation?**

Candidate	
Parent/Guardian	

Checklist		
<ul style="list-style-type: none"> <li>• <i>Have you read the Admissions Policy and procedures for this school?</i></li> <li>• <i>Have you completed this form?</i></li> <li>• <i>Have you completed and returned the Common Application Form (CAF) to your home borough?</i></li> <li>• <i>Do you understand that the Baptismal certificate and any supporting documentary evidence must be with the school by [Friday, 15<sup>th</sup> November 2017]?</i></li> <li>• <i>Have you made adequate arrangements to enable the school to return original documentation if the application or documents are posted?</i></li> <li>• <i>(For Catholic applicants only) The school will send the Priest's Reference Form to the Parish Priest or the Priest to whom you are known at the Parish where you worship upon receipt of this form.</i></li> </ul>	Yes/No Yes/No Yes/No Yes/No Yes/No Yes/No	
<b>Have you enclosed essential documents with this application?</b>		
Document	Status	Enclosed
A photocopy of the candidate's Baptismal Certificate	Essential	Yes/No
Evidence of Reception into the Catholic Church for candidate if previously baptised into another Christian Faith (Photocopy) (See Below)	Essential	Yes/No
Reasons and documentary evidence (where relevant and available) to support your explanation if the date of baptism was more than six months after the date of birth.	Essential where Baptism was more than six months after birth	Yes/No/Not applicable
Reasons and documentary evidence of the candidate's exceptional medical or social need (if any) which necessitates them attending Sacred Heart High School Hammersmith.	Essential where there is such a need	Yes/No/Not applicable

### Baptismal Certificates

All Baptisms and Receptions into the Catholic Church are recorded in the Baptismal Register of the Church where the Baptism took place. It is usually always possible to obtain a copy of your Baptismal Certificate even if the Baptism took place overseas. Guidance on how to go about this is provided with the Prospectus. Nevertheless, the Governors are aware that in some cases, it may not be able to obtain such certificates by the closing date for receipt of applications and have therefore provided a second final date by which these should be received. In the very unusual circumstance that it is NOT possible to obtain a Baptismal Certificate or one of the alternatives set out in the Guidance, applicants should follow the advice provided in this circumstance and as far as possible provide evidence of why it has not been possible to obtain the necessary certificate. For admissions 2018, the date for submitting a Baptismal Certificate is [Friday, 15<sup>th</sup> November].

*This form is to be signed by the Parent/Guardian named on this form.*

I confirm -

- (i) that I have read the Admission Arrangements for the School and the notes on the front page of this Supplementary Form and that I understand and accept the conditions therein; and
- (ii) that the information given on this form is correct and that I have not omitted any material information.

Signed \_\_\_\_\_ Date \_\_\_\_\_  
*Parent/Guardian*

# SACRED HEART HIGH SCHOOL HAMMERSMITH

## SUPPLEMENTARY INFORMATION FORM

### PRIEST'S REFERENCE

Candidate's Surname	
Candidate's Forename(s)	

The Parent/Guardian of the above-named Applicant has submitted an application for their daughter to attend this school in 2018. In their application they state that they are members of your Parish. We should therefore be grateful if you could complete the form overleaf and return to The Head Teacher, Sacred Heart High School Hammersmith, 212 Hammersmith Road, London, W6 7DG as soon as possible and certainly no later than [**Friday, 15<sup>th</sup> November 2017**]. A pre-paid self-addressed envelope has been provided for your convenience.

EXAMPLE

**THE SACRED HEART HIGH SCHOOL  
SUPPLEMENTARY INFORMATION FORM  
PRIEST'S REFERENCE**

**Details of the Candidate** (\*as shown on birth certificate or amending legal instrument, not a passport)

Surname*	
Forename(s)*	
Home address	
Postal Code in full	

**Details of Parent/Guardian**

Surname	
Forename(s)	

**Please indicate clearly (eg by circling) on the grid given below whether the Candidate and Parent/Guardian are Catholic either through Baptism or Reception into the Catholic Church**

Candidate	YES / NO
Parent/Guardian	YES / NO

**Please indicate clearly (eg by circling) on the grid given below how frequently the Candidate and Parent/Guardian attends Sunday Mass (or Saturday Vigil Mass)**

Candidate	Weekly	Less than Weekly	Never
Parent/Guardian	Weekly	Less than Weekly	Never

**Please indicate clearly (eg by circling) on the grid given below for how many years the Candidate and Parent/Guardian have been attending Mass at the frequency indicated above**

Candidate	1 year	2 years	3 years
Parent/Guardian	1 year	2 years	3 years

**If the family has lived in the parish for less than 3 years, is there evidence that they previously attended Mass elsewhere** YES / NO

	YES / NO
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**Please indicate clearly (eg by circling) on the grid given below if the Candidate and Parent/Guardian attend Mass on Holydays of Obligation**

Candidate	YES / NO / NOT KNOWN
Parent/Guardian	YES / NO / NOT KNOWN

**Please indicate which of the statements below applies:**

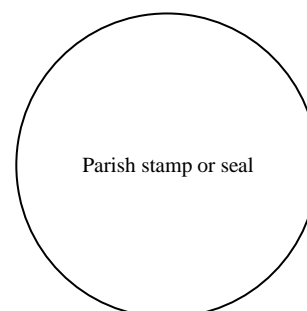
1. I am able to provide the information given above independently of the Parent/Guardian and Candidate	
2. Only the Candidate is known to me.	
3. The family are not known to me at all.	
4. I am pleased to support the application.	
5. I am unable to support this application.	

*Please give information about any reservations which you have, or any compassionate grounds or special circumstances which you believe should be considered under an exceptional medical or social need.*

Signed \_\_\_\_\_

Parish \_\_\_\_\_

Telephone \_\_\_\_\_ Date \_\_\_\_\_







Sacred Heart High School Hammersmith

# APPLICATION FOR SIXTH FORM (YR. 12)

**Internal Candidates** (This Form should be completed by the Candidate)

Before completing this form, you are advised to read the school's Sixth Form Admissions Policy which sets out our course entry requirements and oversubscription criteria.



## BASIC DETAILS:

Candidate's Surname	
Candidate's Forename(s)	
Registration Group	



## SUBJECT CHOICES

Please circle clearly the **FOUR** subjects you would like to study from this table. You may choose only **one** subject per block, to a maximum of **four**. One Block will therefore be left blank. You may not select the same subject twice.

Block A	Block B	Block C	Block D	Block E
<i>The block arrangements of subjects to be entered by the school before the form is issued. These are subject to annual change.</i>				

Signed \_\_\_\_\_ Date \_\_\_\_\_  
Candidate

Please return this form to the school office, marked SIXTH FORM ADMISSIONS  
**The deadline for applications is [4.00pm] on [xx November 2017]**



*Sacred Heart High School Hammersmith*

## APPLICATION FOR SIXTH FORM (YR. 12)

**External Candidates** *(This Form should be completed by the Candidate)*

*Before completing this form, you are advised to read the school's Sixth Form Admissions Policy which sets out our course entry requirements and oversubscription criteria.*

Candidate's Surname	
Candidate's Forename(s)	
Home address	
Postal Code in full	
Date of birth	
Religion	
Email Address of Candidate	
Contact Phone number of Candidate	
UPN: Which can be obtained from your school main office	
Is the Candidate "looked after" by the Local Authority, adopted or made subject to Child Arrangements Orders or Special Guardianship Orders, immediately after having been looked after?	Yes / No

*(Catholic Applicants only)*

### Church at which you worship regularly

Name of the parish. <i>(For example: Islington)</i>	
Name of the church <i>(For example: St John's)</i>	
Name of the parish priest	
Name of the priest to whom you are known	
Address of presbytery	
(and full post code)	

### Further information

If the date of baptism was more than six months after the date of birth, please explain the reason. Where relevant and available, provide documentary evidence to support your explanation.

Signed \_\_\_\_\_ Date \_\_\_\_\_  
Candidate



## SUBJECT CHOICES

Please circle clearly the **FOUR** subjects you would like to study from this table. You may choose only **one** subject per block, to a maximum of **four**. One Block will therefore be left blank. You may not select the same subject twice.

Block A	Block B	Block C	Block D	Block E

*The block arrangements of subjects to be entered by the school before the form is issued. These are subject to annual change.*

Signed \_\_\_\_\_ Date \_\_\_\_\_

Candidate



## PREDICTED EXAMINATION GRADES

To be completed by the Headteacher/Senior Member of Staff/Designated Staff Member at the Candidate's current school and ideally returned to the Candidate for submission to the school by [4.00pm] on [xx November 2017]. If predicted grades are not available at this time, the sheet should be completed as soon as possible by the school and emailed directly to [ctesh@sacredh.lbhf.sch.uk](mailto:ctesh@sacredh.lbhf.sch.uk). Before completing this form please read the school's Sixth Form Admissions Policy.

Candidate's Surname	
Candidate's Forename(s)	

### Predicted GCSE Grades

SUBJECT	GRADE	SUBJECT	GRADE
Art		Business and Economics	
Biology		Chemistry	
Classical Civilisation		Design & Technology	
Economics		English Language	
English Literature		Engineering	
French		Geography	
German		History	
Humanities		ICT	
Italian		Latin	
Mathematics		Music	
Philosophy & Ethics		Physical Education	
Physics		Religious Education	
Science - Core		Science - Additional	
Sociology		Spanish	
Other (Please specify)			

### Other non-GCSE Predicted Grades

SUBJECT	GRADE	SUBJECT	GRADE

Signed: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_

<i>School Stamp/Seal</i>
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*Sacred Heart High School Hammersmith*

**APPLICATION FOR SIXTH FORM (YR. 12)**

***PRIEST'S REFERENCE (External Catholic Candidates only)***

Candidate's Surname	
Candidate's Forename(s)	

The above-named candidate has submitted an application to attend this school in 2018. In their application they state that they are members of your Parish. We should therefore be grateful if you could complete the form overleaf and return to The Head Teacher, Sacred Heart High School Hammersmith, 212 Hammersmith Road, London, W6 7DG as soon as possible and certainly no later than [xxx 2017]. A pre-paid self-addressed envelope has been provided for your convenience.

EXAMPLE



# PRIEST'S REFERENCE

To be completed by the Parish Priest or the Priest to whom the candidate is known at the Parish where the candidate worships

### Details of the Candidate (\*as shown on birth certificate or amending legal instrument, not a passport)

Surname*	
Forename(s)*	
Home address	
Postal Code in full	

Please indicate clearly (eg by circling) on the grid given below whether the Candidate is Catholic either through Baptism or Reception into the Catholic Church

Candidate	YES / NO
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Please indicate clearly (eg by circling) on the grid given below how frequently the Candidate attends Sunday Mass (or Saturday Vigil Mass)

Candidate	Weekly	Less than Weekly	Never
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Please indicate clearly (eg by circling) on the grid given below for how many years the Candidate has been attending Mass at the frequency indicated above

Candidate	1 year	2 years	3 years
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If the candidate has lived in the parish for less than 3 years, is there evidence that they previously attended Mass elsewhere

YES / NO

Please indicate clearly (eg by circling) on the grid given below if the Candidate attends Mass on Holydays of Obligation

Candidate	YES / NO / NOT KNOWN
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Please indicate which of the statements below applies:

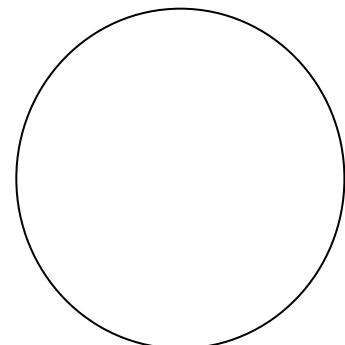
1. I am able to provide the information given above independently of the Candidate	
2. The Candidate is known to me.	
3. I am pleased to support the application.	
4. I am unable to support this application.	

Signed \_\_\_\_\_

Date \_\_\_\_\_

Parish \_\_\_\_\_

Telephone \_\_\_\_\_



Parish stamp or seal