



# Sacred Heart High School

## ADMISSIONS POLICY

Academic Year 2020-21

### 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 2020 and later In-Year admissions in the academic year 2020-2021.

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 Plan<sup>1</sup> 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**

---

Catholic<sup>2</sup> *looked after*<sup>3</sup> girls and *previously looked after*<sup>3</sup> Catholic girls

### **Criterion 2: Catholic Girls with a Certificate of Catholic Practice**

---

Catholic<sup>2</sup> girls with a Certificate of Catholic Practice<sup>7</sup> will then be admitted in the following order:

- a) Those who have an exceptional medical or social need<sup>5</sup> which makes it necessary for them to attend Sacred Heart High School Hammersmith, **and no other school**.
- b) Those who have a sister<sup>6</sup> on roll at the school at the time of the application deadline.
- c) Those who attend one of our Feeder Schools listed in Appendix A.
- d) Other Catholic girls with a Certificate of Catholic Practice.

### **Criterion 3: Catholic Girls without a Certificate of Catholic Practice**

---

Catholic<sup>2</sup> girls without a Certificate of Catholic Practice<sup>4</sup> will then be admitted in the following order:

- a) Those who have an exceptional medical or social need<sup>5</sup> which makes it necessary for them to attend Sacred Heart High School Hammersmith, **and no other school**.
- b) Those who have a sister<sup>6</sup> on roll at the school at the time of the application deadline.
- c) all other Catholic girls.

### **Criterion 4: Other Looked After Girls**

---

Girls who are **not** Catholic<sup>2</sup> who are *looked after*<sup>3</sup> girls and *previously looked after*<sup>3</sup> girls.

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

---

*Catechumens of a Catholic Church*<sup>7</sup> are normally evidenced by a Certificate of Reception into the Order of Catechumens. *Eastern Christian Church*<sup>8</sup> 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 **Saturday 9 November 2019**. 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 2020 intake is **31 October 2019**. It is recommended that applicants do this online at [www.eadmissions.org.uk/eAdmissions/app](http://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 **31 October 2019**.

#### 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 [[link will be available in September 2019](#)] and in hard copy from the school office. Hard copies are also held by The Admissions Department at Hammersmith and Fulham.

Whilst the deadline for the return of the Supplementary Information Form is also **31 October 2019**, it is recommended that this form and any documentation required, be returned to the school or uploaded electronically by **3.00pm Friday 18 October 2019**. *The school will be closed from 3.00pm on Friday 18 October until 8.00am Tuesday 29 October 2019 (for half term) and no checking procedure 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 returned signed by the priest, with the official parish stamp.

It is your duty to ensure that the Certificate of Catholic Practice is submitted to the school in good time. The deadline for receiving the completed, signed and dated form from the Priest for the 2020 intake is **Saturday 9 November 2019**.

### **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.**

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.

### **5.3 Late Applications**

---

Any applications received by the school after the application deadline of **31 October 2019** 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 **1<sup>st</sup> March 2020** and results will be made available during the evening if you applied online with all applicants receiving communication from their home local authority by **2<sup>nd</sup> March 2020**.

#### **6.2 Communication from the school**

---

The school will also write to all successful applicants on **2 March 2020** 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 2020)**

---

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 2020.

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 ADMISSION DATA FOR THE 2019 INTAKE**

There were 928 applications for 198 places for the September 2019 intake.

The oversubscription criteria for September 2019 were applied and oversubscription occurred within the group shown in this policy as Criterion 2c. Applications in all subsequent criteria were unsuccessful.

It should be noted that at that time (for the September 2019 cohort) distance was a factor used to prioritise feeder school applicants. For the 2020 cohort this is replaced by random allocation.

## **11 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 2020 intake is **Wednesday, 13 November 2019**.

### **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

# NOTES ON CATHOLIC PRACTICE

## EXTRACTS FROM THE CODE OF CANON LAW

PROMULGATED BY POPE JOHN PAUL II ON 25TH 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.

### CATHOLIC EDUCATION

**Canon 798.** Parents are to send their children to those schools which will provide for their Catholic education. If they cannot do this, they are bound to ensure the proper Catholic education of their children outside the school.

\* 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 the 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.