

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 be 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 (see Note C).

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 2019-2020.

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 2019-2020

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 2019 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') (see Note A) 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 'previously looked after' Catholic girls (see Notes B and C).
2. Catholic girls with a Certificate of Catholic Practice 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 Notes C, D and E).
3. Catholic girls with a Certificate of Catholic Practice who have a sister on roll at the school at the time of the application deadline (see Notes C, D and F).
4. Catholic girls with a Certificate of Catholic Practice (see Notes C and D) who attend a Catholic Primary School in the London Boroughs which adjoin the London Borough of Hammersmith and Fulham, to include the London Borough of Hammersmith and Fulham (see Appendix A – "Feeder Schools"). These are:

Brent, Ealing, Hammersmith and Fulham, Hounslow, Kensington and Chelsea, Richmond upon Thames, Wandsworth
5. Catholic girls with a Certificate of Catholic Practice (see Notes C and D).
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 Notes C and E).

7. Catholic girls who have a sister on roll at the school at the time of the application deadline (see Notes C and F).
8. All other Catholic girls (see Note C).
9. All other 'looked after' girls and 'previously looked after' girls (see Note B).
10. Any Catechumens (see Note I) and members of Eastern Christian Churches (see Note J).
11. Any other girls.
12. Any 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 G) 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. 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.
- B. '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.)
 '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.

‘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.

‘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.

- C. ‘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 2019 intake is **14th November 2018**.
- D. ‘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>
- E. 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 social or medical 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 category. 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/criteria which applies to them.
- F. 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.
- G. 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 GP 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.

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

The Non Verbal Reasoning Test

All prospective candidates should attend to take a non-verbal reasoning test which will take place on **Saturday, 10th November 2018**. Failure to do so will result in a candidate being unbanded and their application considered under oversubscription criterion 12. 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 or 'previously looked after' girls 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.

eAdmissions and Supplementary Information Form

All applicants **must** complete the eAdmissions Form by the application deadline, which for the 2019 intake is **31st October 2018**. It is recommended that applicants do this online at www.eadmissions.org.uk/eAdmissions/app. Paper copies are also available from the candidate's home local authority on request and must be returned to the candidate's home local authority by the application deadline of **31st October 2018**.

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 **31st October 2018**, it is recommended that this form and any documentation required be returned to the school by **19th October 2018**. The school will be closed from **22nd-29th October 2018** inclusive and no checking procedure will be available.

Certificate of Catholic Practice

Applicants applying under oversubscription criteria 2-5 only must also submit a Certificate of Catholic Practice 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. This form is available from the school or from the diocesan website. 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 2019 intake is **14th November 2018**.

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 **31st October 2018** 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 **1st March 2019** 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 **2nd March 2019**.

The school will also write to all successful applicants on **2nd March 2019** 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 **31st August 2019**. Vacancies arising after National Offer Day and **31st August 2019** will in the first instance be offered to candidates on the Reserve List.

Waiting List

On **1st September 2019** 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 without an offer of a school place elsewhere are given priority immediately after Catholic 'looked-after' or 'previously looked after' girls; similarly, other girls without an offer of a school place are given priority immediately after other 'looked-after' or 'previously looked after' girls. 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 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.

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 2018 Intake

There were 872 applications for 198 places for the September 2018 intake.

The oversubscription criteria for September 2018 were applied and oversubscription occurred at oversubscription criterion 4. 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 25th January 1983.

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.

Extracts from the Code of Canons of the Eastern Churches

Canon 633. §2 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.