



# Sacred Heart High School

## GUIDANCE ON COMPLETION & SUBMISSION OF THE SUPPLEMENTARY INFORMATION FORM

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.

### SUBMITTING THE SUPPLEMENTARY INFORMATION FORM AND DOCUMENTS ONLINE

It is recommended that you:

- Complete the Supplementary Information Form electronically, by following the link in the admissions tab on the school's website [weblink will be available in September 2019](#) and
- Upload the necessary documentation by **3.00pm on Friday 18 October 2019** (but in any event no later than the national deadline of 31 October 2020).

### SUBMITTING A HARD COPY SUPPLEMENTARY INFORMATION FORM AND DOCUMENTS

If you choose to complete the paper version of the application form, this can be downloaded from the school website, or obtained from the school office. Please return the form and any relevant documentation to The Headteacher, Sacred Heart High School Hammersmith, 212 Hammersmith Road, London, W6 7DG **by 3.00pm on Friday 18 October 2019** (but in any event no later than the national deadline of 31 October 2020).

**The school will be closed from 3.00pm on Friday 18 October until 8.00am Tuesday 29 October 2018 for half term and no checking procedure will be available.**

You may choose to hand deliver this to ensure safe receipt.

#### Posting Applications

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.

### DEADLINES

The Supplementary Information Form must be received by the school (ideally electronically but otherwise as a hard copy) no later than the national deadline date of **Thursday, 31 October 2019**. 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 **Wednesday, 13 November 2019**.

Parents must also complete the separate Common Application (eAdmissions) Form by the National deadline date.

### ANSWERING FULLY

Please answer all of the questions on the Supplementary Information 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.