

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 20th October 2017**. From **Monday, 23rd October to Monday, 30th October 2017** inclusive, 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, 31st 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 **Wednesday, 15th 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 |
|---|----------|

| | | | |
|---------------|--|-------------------|--|
| Date of birth | | Age last birthday | |
|---------------|--|-------------------|--|

| | | | |
|---------------------------|------|-------|--|
| 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 |
|---|----------|

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) | |
| | |
| How long have you worshipped at this Church? | |

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) | |
| | |
| How long did you worship at this Church? | |

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 | |
|-----------------|--|-------|--|

Please indicate the time of the Mass you and your daughter normally attend

| | | | |
|-----------------|--|-------|--|
| Parent/Guardian | | Child | |
|-----------------|--|-------|--|

At which Church does each of you normally attend Mass on Holydays of Obligation?

| | |
|-----------------|--|
| Candidate | |
| Parent/Guardian | |

| Checklist | | |
|--|--|-----------------------|
| <ul style="list-style-type: none"> • <i>Have you read the Admissions Policy and procedures for this school?</i> • <i>Have you completed this form?</i> • <i>Have you completed and returned the Common Application Form (CAF) to your home borough?</i> • <i>Do you understand that the Baptismal certificate and any supporting documentary evidence must be with the school by Wednesday, 15th November 2017?</i> • <i>Have you made adequate arrangements to enable the school to return original documentation if the application or documents are posted?</i> • <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> | Yes/No | Yes/No |
| | Yes/No | Yes/No |
| Have you enclosed essential documents with this application? | | |
| 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 Wednesday, 15th November 2017.

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 **Wednesday, 15th 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 |
|--|----------|

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 (you may tick more than one box):

| | |
|--|--|
| 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 _____

