



ADMISSIONS September 2019-2020

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

COURSE 1: THE BUSINESS PATHWAY

Option A:

BTEC LEVEL 3 DIPLOMA BUSINESS STUDIES + 1 A level subject (maximum 20 places).

Entry Requirements

- At least 6 GCSEs at grade 5 or above; these qualifications must include English Language and Mathematics.
- Specific entry requirements for particular A level subjects.

Option B:

BTEC LEVEL 3 DIPLOMA BUSINESS STUDIES + 1 A level subject, with Mathematics or English Language GCSE retake as applicable (up to a maximum of 5 places where Option A is under-subscribed).

Entry Requirements

- At least 6 GCSEs at grade 5 or above; these qualifications must include *either* English Language *or* Mathematics. Candidates will retake whichever of the latter they had not achieved at grade 5 or above on entry.
- Specific entry requirements for particular A level subjects.

COURSE 2: A LEVEL PATHWAY

Option A: 3 A Level Subjects

- At least 8 GCSEs at grade 5 or above, including English Language and Mathematics.
- Specific entry requirements for particular A level subjects.

Option B: 4 A Level Subject

- At least 8 GCSEs at grade 6 or above, including English Language and Mathematics, of which four qualifications must be at grade 7 or above.
- Specific entry requirements for particular A level subjects.

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' girls and 'previously looked after' Catholic girls (see Notes A-B).
2. Catholic girls with a Certificate of Catholic Practice (see Notes B-C).
3. Catholic girls (See Note B).
4. Any other 'looked after' girls and 'previously looked after' girls (see Note A).
5. Any other girls.

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 D) 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. '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.

B. '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.



C. '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>

D. 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 candidate 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.

The Governing Body reserves the right to request documentary evidence from candidates where the home address has not been established on receipt of the application to their satisfaction.

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.

The application deadline for submission of applications for admission to Year 12 (with all other necessary documents) is **4.00pm on Friday, 9th November 2018**.





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.

Checklist	
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? (For External Catholic candidates only):	Yes/No
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 made adequate arrangements to ensure that your Parish Priest is able to return the Certificate of Catholic Practice to: The Head Teacher, Sacred Heart High School Hammersmith, 212, Hammersmith Road, London W6 7DG?	Yes/No