



# Sacred Heart High School

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

Before completing the Supplementary Information 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**

- Complete the Supplementary Information Form electronically, by following the link in the admissions tab on the school's website <https://www.shhsadmissions.org.uk> and
- Upload the necessary documentation by **3.00pm on Friday 23 October 2020** (but in any event no later than the national deadline of **31 October 2020**).

**The school will be closed from 3.00pm on Friday 23 October until 8.00am Tuesday 3 November 2020 for half term and no checking procedure/IT support will be available.**

### **DEADLINES**

The Supplementary Information Form must be received by the school no later than the national deadline date of **31<sup>st</sup> October 2020**.

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.