

# SACRED HEART CATHOLIC PRIMARY SCHOOL

## ADMISSION POLICY 2026-27

“Let it be known to all who enter here  
that Christ is the reason for this school,  
the unseen and ever-present teacher in its classes,  
the model for its children, the inspiration for its staff.”

Sacred Heart School is a Catholic voluntary aided primary school maintained by the London Borough of Hillingdon and in the trusteeship of the Diocese of Westminster. It serves primarily the parishes of the Most Sacred Heart, Ruislip, St. Thomas More, Eastcote and St. Paul's, Harefield; these being the three founding parishes of the school.

As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, 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 fully supported by all families in the school. All applicants are therefore expected to give their full, unreserved and positive support for the aims and ethos of the school including those of other faiths or no faith.

The Published Admission Number (PAN) at Sacred Heart Catholic Primary School is 90. The Governing Body is the Admission Authority and has sole responsibility for admissions to this school and intends to admit 90 children in the school year which begins in September 2026. Applications for Reception are welcome from families whose child reaches his/her 4<sup>th</sup> birthday between 1<sup>st</sup> September 2025 and 31<sup>st</sup> August 2026.

Whenever there are more applications than places available, priority will always be given to Catholic applicants in accordance with the Trust Deed of the Diocese of Westminster. Applications will be ranked using the criteria listed below.

In this policy *applicant* refers to the person making an application on behalf of a child; *candidate* refers to the child on whose behalf the application is being made.

A fresh application must be made for children attending our nursery. Parents of children attending Sacred Heart Nursery **must** make a fresh application for reception.

### **Oversubscription Criteria.**

In the event of more than 90 applications being received the following criteria will apply:

1. Catholic looked after and previously looked after children.
2. Baptised Catholic children who are resident in the parishes of Most Sacred Heart, Ruislip; St. Thomas More, Eastcote; and St Paul's Harefield. Up to 6 places will be reserved if needed for applicants from Harefield Parish and up to 14 places will be reserved if needed for applicants from Eastcote Parish. These will be allocated using the distance measure in C.
3. Baptised Catholic children who have a parent that has been employed as a member of the school staff for at least 2 years at the time of application.
4. Other Baptised Catholic children.
5. Other 'looked after' and previously looked after children.
6. Catechumens and members of an Eastern Christian Church
7. A child of a member of staff who has been employed at the school for at least two years at the time of admission.
8. Children of other Christian denominations whose membership is evidenced by a minister of religion. Children from other faiths whose application is supported by a letter from a faith leader confirming membership of the faith community.
9. Any other children.

If, within categories 2-11, further priority is needed, the following will apply in the order stated below.

- A. Exceptional Need - The Admission Authority will give top priority to an application within a category where compelling professional evidence is provided at the time of an application of an exceptional social, medical or pastoral need of the child that can only be met at this school. Evidence must be provided at the time of application, from a doctor, priest or social worker. This provision applies only to the child for whom the application is being made. It does not apply to the needs of the family members.
- B. Applicants who have a sibling attending school on the date of admission of the child.
- C. Distance from school as measured by a straight line, from the front door of the child's residential address (including flats) to a point at the school.

### **Tie Break**

Where the offer of places to all the applicants in any of the sub-categories listed above would still lead to oversubscription, the places up to the admission number will be offered to those living nearest to the school as measured in a straight line from the applicant's home to the school. Distance is measured in a straight line (point set by Ordnance Survey) to a fixed point in the school. If a situation arises where a number of applications are received from the same multiple dwelling, e.g. a block of flats, and there is only one space available, the individual priority for each applicant will be set by a tie break. The measurement will be conducted by the Local Authority (LA) using the Local Authority Geographical Information System.

In the event of distances being the same for two or more children where this would determine the last place to be allocated, random allocation will be carried out and supervised by a person independent of the school. All the names will be entered into a hat and the required number of names will be drawn out.

### **Multiple Applications**

Where the final place is offered to a child who has other siblings applying for a place in the same school year, these siblings will also be admitted.

### **Application Procedure 2026-2027**

In order to make an application, you **must** complete an e-admission form from your local authority either online or on paper and return it to them. You **should** also complete the **school's electronic Supplementary Information Form (SIF)**. Whilst this is not compulsory, the information on the SIF enables the Admission Authority to assess your application fully against the school's criteria in the event of oversubscription. Please complete the online SIF (available on our school [website](#)) and submit it together with all other relevant supporting documents required for your application. If you do not complete both the forms described above and return them by 15<sup>th</sup> January 2026 the Admission Authority will be unable to consider your application against the oversubscription criteria and your child will be ranked under the lowest criterion.

### **Procedure for Admission**

- To apply for a place at this school, you must complete and return two separate forms by the closing date published in the Starting Primary School booklet. In order to make a full application, you must complete an e-admissions form from your local authority and return it to them as per their instructions. You may apply online and full details on how to do this will be provided.
- You should also complete the schools Supplementary Information Form (SIF) and return it to the Admission Authority via the online portal, together with all other relevant paperwork required for your application. This can be accessed via the school [website](#) at [www.sacredhearthingdon.co.uk](http://www.sacredhearthingdon.co.uk).
- If you need assistance completing the online application, please speak with a member of

the school staff and they will be able to assist you.

- If you do not complete the e-admissions form and the SIF and return them or submit online by midnight on the closing date 15<sup>th</sup> January 2026 (school open Mon 08:30am – Fri 3.30pm), the Admission Authority will treat your application as a late application, and it is unlikely that your child will get a place at the school.
- An original baptismal certificate must be made available to the school if requested, with all applications from Catholics; an equivalent certificate, where appropriate, must be provided with other applications.
- Applications must be made in accordance with the London Borough of Hillingdon co-ordinated admissions process. The final date for applications is 15<sup>th</sup> January 2026 Notification letters or emails will be sent out by the LA on behalf of the Admission Authority on 16<sup>th</sup> April 2026
- Applications received after the closing date (late applications) will not be considered until after the initial allocation process has been completed.
- If any of the details on either of your forms changes between the date of application and the receipt of the letter of offer or refusal, you **must** inform the school and the local authority immediately. If misleading information is given or allowed to remain on either of your forms, the Admission Authority reserves the right to withdraw the place, even if the child has already started at the school.

### **Fair Access Protocol**

The school is committed to taking its fair share of vulnerable children who are hard to place, in accordance with locally agreed protocols. Accordingly, outside the normal round of admissions, the Admission Authority are empowered to give absolute priority to a child where admission is requested under any local protocol which carries the agreement of both the Admission Authority and the diocese for the current admission year. The Admission Authority has this power even when admitting such a child would exceed the normal admission number.

### **Education, Health and Care Plan (EHC)**

The admission of pupils with an Education, Health and Care Plan (EHC) is dealt with by a completely separate procedure. (This used to be called a Statement of Special Educational Needs). Details of this separate procedure are set out in the Special Educational Needs Code of Practice. If your child has an EHC plan you must contact your local authority SEN officer.

### **Reception Year Deferred Entry**

Applicants may defer entry to school up until statutory school age i.e. the first day of term following the child's fifth birthday. Application is made in the usual way and then the deferral is requested. The place will then be held until the first day of the spring or summer term as applicable. Applicants may also request that their child attend part-time until statutory school age is reached. Entry may not be deferred beyond compulsory school age or beyond the year for which the application has been made. Parents wishing to defer entry for summer born children should note that entry can only be deferred up until 1<sup>st</sup> April 2027.

### **In-Year Admissions**

Applications for In-Year admissions are made directly to the school. If a place is available and there is no waiting list the child will be admitted. If there is a waiting list, then applications will be ranked by the Admission Authority in accordance with the oversubscription criteria. If a place cannot be offered at this time, then you may ask us 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 Admission Authority in the order of the oversubscription criteria and not in the order in which the applications are received. When a place becomes available the Admission Authority will re-rank the list and make an offer to the person at the top of the list. The local authority will be informed of the offer as soon as it has been accepted.

In – year offers should be accepted/declined within 5 working days. Failure to do so will result in the offer being withdrawn.

## **Summer Born Children**

If a parent wishes his/her summer born child to start school in Reception in the September following his/her 5th birthday i.e. a child born between 1st April – 31st August being admitted to Reception at 5 years of age, they should make the school aware of this by writing a letter to the Chair of Admission Authority at the time of application. Parents must then submit an application in the normal way. This application will be treated in the same way as all other applications and there is no guarantee that an offer will be made.

## **Children Educated Outside Their Chronological Age Group (Except Summer Born Children)**

Parents may apply for their child to be educated outside his/her chronological age group i.e. a year behind or a year ahead. Application should be made to the Chair of Admission Authority at the time of application and any supporting evidence should be submitted at the same time. Admission Authority will consider each case on its own merits and permission will only be given in exceptional circumstances.

## **Right of Appeal**

If you are unsuccessful, you may ask us for the reasons for the refusal of a place. These reasons will be related to the oversubscription criteria listed in the policy and you will have the right of appeal to an independent panel. Should you wish to appeal please contact the school as soon as possible for an appeal form on which you must list your reasons for making an appeal. Appeals must be submitted to the school in writing by 15th May 2026

## **Waiting List**

In addition to their right of appeal, unsuccessful candidates will automatically be placed on a waiting list. This list will be maintained in order of the oversubscription criteria set out in the policy and not in the order in which applications are received or added to the list.

## **Children Of UK Service Personnel**

Children of service personnel will not be disadvantaged in the admissions process as stated in the School Admissions Code 2021. For those families with a confirmed posting to this area, places will be allocated in advance of the family arriving in the area. The application must be accompanied by an official letter that declares a relocation date and a Unit postal address.

## **Children Of Crown Servants**

The School Admissions Code requires that for families of Crown servants returning from overseas to live in that area, admission authorities must allocate a school place in advance of the family arriving in the area, provided their application is accompanied by an official letter declaring a relocation date.

Confirmation of relocation address

It is important that parents are able to provide admission authorities with some certainty as to their relocation address, in order to ensure that places are allocated fairly and in accordance with each school's admissions criteria. Where a parent is unable to provide any confirmation of a relocation address, they are advised to provide an indication of area, narrowed down as far as possible, to which the family intend to return.

Parents should keep admission authorities informed of any changes to their planned address during the application process and should note that without being able to provide any confirmation of a relocation address, an Admission Authority may not be able to process their application.

For the purpose of starting primary the application must be submitted by the deadline.

### **Applications From Abroad**

If your child holds a full British Citizen passport that is endorsed to show a right of abode in the UK, an application could be accepted, even though they are not resident here yet. For the purpose of allocation, the abroad address must be used to process the application. This does not apply to Crown Servants and UK Service Personnel.

Evidence will be required to provide a link to an address in the London Borough of Hillingdon when the application is submitted. Evidence might include:

- Booked flights
- End of lease /notice to tenants in property
- Start of employment contract in area
- End of employment contract abroad

If this evidence cannot be provided the application may not be processed.

### **Applications For Families Arriving from Abroad. Including From the Eu, From 1 January 2021**

In most cases, children arriving from overseas have the right to attend schools in England. It is the responsibility of parents to check that their children have a right, under their visa entry conditions, to study at a school before submitting an application.

Read more on the government website

### **Notes (these notes form part of the oversubscription criteria)**

*A 'looked after child' has the same meaning as in section 22(1) of the Children Act 1989 and means any child who is (a) in the care of a local authority or (b) being 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.*

*A '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 special guardianship order. Included in this definition are those children who appear (to the Admission Authority) to have been in state care outside of England and who ceased to be in state care as a result of being adopted.*

*'Parent' means the adult or adults with legal responsibility for the child.*

*'Sibling' means brother or sister, to include adopted brothers and sisters, half brothers and sisters or stepbrothers or sisters. A sibling relationship does not apply when the older child(ren) will leave before the younger one starts.*

*'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 the full communion of 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 received were it not for his/her status as a looked after child.*

*'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.*

**'Eastern Christian Church'** includes Orthodox Churches and is normally evidenced by a certificate of baptism or reception from the authorities of that Church.

**"Children of other Christian denominations"** means children who belong to other churches and ecclesial communities which, acknowledge God's revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God's will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is his body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above.

All members of Churches Together in England and CYTŪN are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis.

**"Children of other faiths"** means children who are members of a religious community that does not fall within the definition of 'other Christian denominations' at 7 above and which falls within the definition of a religion for the purposes of charity law. The Charities Act 2011 defines religion to include:

- A religion which involves belief in more than one God, and
- A religion which does not involve belief in a God.

Case law has identified certain characteristics which describe the meaning of religion for the purposes of charity law, which are characterised by a belief in a supreme being and an expression of belief in that supreme being through worship.

**'Resident'** – A child's home address refers to the address where the child usually lives with a parent or carer and will be the address provided in the Common Application Form ("CAF"). Where parents have shared responsibility for a child, and the child lives for part of the week with each parent, the home address will be the address given in the CAF, provided that the child resides at that address for any part of the school week.

**'Adopted'** An adopted child is a child who is adopted under the terms of the Adoption and Children Act 2002 s.46 (adoption orders), immediately after being 'looked-after'.

**'Child Arrangements Order'**. A 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 before the order is made qualify in this category.

**'Special Guardianship Order'** A special guardianship order is an order under the terms of the Children Act 1989 s.14A which defines it as an order appointing one or more individuals to be a child's special guardian(s), immediately after being 'looked-after'. Children 'looked after' immediately before the order is made qualify in this category.

**'Distance from School'** Distance from school as measured by a straight line, from the front door of the child's residential address (including flats) to a point at the school. If distances are identical, the Admission Authority will draw lots in the presence of an independent witness.

**'Parish Boundaries'** For the purposes of this Policy, parish boundaries are as shown on the attached map. (If parishes or other geographical areas are mentioned in the oversubscription criteria a map must be provided.)

Sacred Heart Catholic Primary School  
Herlwyn Avenue  
Ruislip  
Middlesex  
HA4 6EZ  
Tel: 01895 633240  
[www.sacredhearthingdon.co.uk](http://www.sacredhearthingdon.co.uk)  
[office@shpsruislip.org](mailto:office@shpsruislip.org)