



SACRED HEART CATHOLIC PRIMARY SCHOOL ADMISSION POLICY 2025-26

“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.

The Published Admission Number (PAN) at Sacred Heart Catholic Primary School is 90. The Governing Body has sole responsibility for admissions to this school and intends to admit 90 children in the school year which begins in September 2025. Applications for Reception are welcome from families whose child reaches his/her 4th birthday between 1st September 2024 and 31st August 2025.

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 children (as defined in the Children Act 1989) or children who were previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order.
2. Baptised Catholic children with a Certificate of Catholic Practice 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 with a Certificate of Catholic Practice 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 with a Certificate of Catholic Practice .
5. Baptised Catholic children who are resident in the parishes of Most Sacred Heart, Ruislip; St. Thomas More, Eastcote; or St Paul's, Harefield.
6. Other Baptised Catholic children.

7. Other 'looked after' children (as defined in the Children Act 1989) or a child who was previously 'looked after' but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order.
8. A child of a member of staff who has been employed at the school for at least two years at the time of admission.
9. Other Christian children with a baptism certificate or a letter from the minister confirming membership of the faith community.
10. Children from other faiths whose application is supported by a letter from a faith leader confirming membership of the faith community.
11. 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 governors 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. If distances are identical, the Governing Body will draw lots in the presence of an independent witness.

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, eg 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.

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.

APPLICATIONS IN PREVIOUS YEARS

For the past three years the governing body has been unable to offer places to any applicants beyond oversubscription criterion 6. Whilst the school welcomes applications from all categories, it is usually oversubscribed by Catholic candidates.

Application Procedure 2025-2026

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 Supplementary Information Form (SIF)**. Whilst this is not compulsory, the information on the SIF enables the Governing Body 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 15th January 2025, the Governing Body will be unable to consider your application against the oversubscription criteria and your child will be ranked under the lowest criterion. It is very unlikely that your child will be offered a place if a SIF is not supplied.

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 Governors' Admissions Panel via the school office, together with all other relevant paperwork required for your application. This can be downloaded from the school website at www.sacredhearhillington.co.uk
- If you do not complete the e-admissions form and the SIF and return them or submit online by midnight on the closing date 15th January 2025 (school open Mon 08:30am – Fri 3.30pm), the Governing Body will treat your application as a late application and it is unlikely that your child will get a place at the school..
- Applications from families applying under criterion 2, 3 or 4 should be accompanied by a Certificate of Catholic Practice. These forms are available from the priest at the parish where the family normally worships and on the diocesan website at www.rcdow.org.uk then follow Schools, For parents. Applications from those of other faiths should also be accompanied by a letter confirming membership of the faith community
- An original baptismal certificate must be provided with all applications from Catholics; an equivalent certificate, where appropriate, must be provided with other applications.
- If the school is oversubscribed at the end of the admission round, unsuccessful candidates will automatically go on a waiting list. These applications will be reconsidered along with new applications received when a vacancy occurs, in accordance with the admissions criteria.
- Applications must be made in accordance with the London Borough of Hillingdon co-ordinated admissions process. The final date for applications is 15th January 2025. Notification letters or emails will be sent out by the LA on behalf of the governors on 16th April 2025.
- 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 Governing Body reserves the right to withdraw the place, even if the child has already started at the School.

Certificate of Catholic Practice

Applicants applying under criteria 2, 3 and 4 must submit a Certificate of Catholic Practice (CCP) by the closing date. This form is available from the priest at the parish where the family normally worships or from the diocesan website. It is the parent's duty to ensure that the CCP is submitted to the school in good time. The priest will only sign this form if he knows you and agrees that you are a practising Catholic family. You will need to get a form signed for each Catholic school you are applying to which requires one.

The local authority will inform you of the outcome of your application on behalf of the Governing Body, on or about 16th April 2025. This information will also be available on line for those who have submitted an e-application. Parents/carers should accept or decline the place as soon as possible.

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 governing body are empowered to give absolute priority to a child where admission is requested under any local protocol which carries the agreement of both the governing body and the diocese for the current admission year. The governing body 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. Children with this school named in their EHC Plan will be admitted.

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 1st April 2026 .

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 Governing Body 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 Governing Body in the order of the oversubscription criteria and not in the order in which the applications are received. Names are removed from the list at the end of each academic year. When a place becomes available the Governing Body 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.

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 Governors 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 Governors at the

time of application and any supporting evidence should be submitted at the same time. Governors 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 17th May 2025.

Waiting List

In addition to their right of appeal, unsuccessful candidates will be offered the opportunity to 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. Names will be removed from the list on 29th July 2025, unless applicants request in writing to remain on the list.

Sacred Heart Catholic Primary School
Herlwyn Avenue
Ruislip
Middlesex
HA4 6EZ
Tel: 01895 633240
www.sacredhearthingdon.co.uk
office@shpsruislip.org

Notes (these notes form part of the oversubscription criteria)

'Looked after child' and previously looked after has the same meaning as in section 22 of the Children Act 1989, and means any child in the care of a local authority or provided with accommodation by them (e.g. children with foster parents). Included in this definition are those children who appear (to the Governing Body) 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 step brothers 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.

'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 he or she is over seven years old) have (except when it was impossible to do so) attended Mass on Sundays and holy days of obligation for at least five years (or, in the case of a 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/>

"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 is deemed to be resident at a particular address when he/she resides there for more than 50% 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 Governing Body 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.)