



SACRED HEART CATHOLIC PRIMARY SCHOOL NURSERY 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 Governing Body is the admissions authority and has sole responsibility for admissions to this school and intends to offer a maximum of **35 full time spaces** in the school year which begins in September 2026.

In the event that 35 full time spaces are not filled, consideration will be given to families requesting a part time space (am only). See Undersubscription.

Applications for Nursery are welcome from families whose child reaches his/her 3rd birthday between 1st September 2025 and 31st 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.

Please read this policy in conjunction with our Nursery Offer.

Application Procedure 2026-2027

- To apply for a place in Nursery at this school, you **must** complete and return required forms on the e-admissions portal by the closing date on Friday 30th January 2026.
- You **must** complete the schools Nursery online application form and submit together with all other relevant paperwork required for your application via the online portal. This can be accessed from the school website at 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 both the form described above and return them by Friday 30th January 2026 the Admission Authority will be unable to consider your application against the oversubscription criteria and your child may be ranked under the lowest criterion.
- A baptismal certificate must be provided with all applications from Catholics; an equivalent certificate, where appropriate, must be provided with other applications.
- An original baptismal certificate must be made available to the school if requested, for all applications from Catholics; an equivalent certificate, where appropriate, must be provided with other applications.
- Notification letters will be sent out by the school on, or about, Friday 13th March 2026. Parents/carers should accept or decline the place within 5 working days.
- 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 your application changes between the date of application and the receipt of the letter of offer or refusal, you **must** inform the school. If misleading information is given or allowed to remain on either of your applications, the Admissions Authority reserves the right to withdraw the place, even if the child has already started at the school.

Oversubscription

In the event of oversubscription, the following criteria will apply:

1. Catholic looked after children or children who were previously looked after.
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 the equivalent of 3 full-time sessions will be reserved if needed for applicants from Harefield Parish and up to the equivalent of 7 full time sessions 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 children or a child who was previously looked after.
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.
9. Children from other faiths whose application is supported by a letter from a faith leader confirming membership of the faith community.
10. Any other children.

Within each of the categories listed above, the following provisions will be applied in the following order.

- 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.

Undersubscription

In the event of undersubscription, consideration will be given to families requesting a part time space (am only).

1. Catholic looked after children or children who were previously looked after.
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 the equivalent of 3 part time sessions will be reserved if needed for applicants from Harefield Parish and up to the equivalent of 7 part time sessions 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 children or a child who was previously looked after.
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.
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- 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.

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.

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.

Waiting List

Unsuccessful candidates will be automatically 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. These applications will be reconsidered along with new applications received when a vacancy occurs, in accordance with the admissions criteria.

Notes (these notes form part of the oversubscription/ undersubscription 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 Admissions Authority will draw lots in the presence of an independent witness.*