



SACRED HEART CATHOLIC PRIMARY SCHOOL  
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headteacher Mrs C McMahon MA PGCE NPQH deputy headteacher Mrs G Porter BA (hons)

October 2019

## **Consultation on the Admission Arrangements 2021 - 2022 of The Sacred Heart Catholic Primary School**

The Governing Body of **The Sacred Heart Catholic Primary School** invites you to view the proposed admissions policy for 2021 - 2022 and the Supplementary Information Form (SIF) which is out for consultation between 14<sup>th</sup> October and 25<sup>th</sup> November 2019. The Published Admissions Number (PAN) for 2021 – 2022 remains the same at 60.

The change on which we are consulting is the removal of the requirement for a *Certificate of Catholic Practice*. Guidance from the Diocese of Westminster states that schools should only use this certificate for admissions in exceptional circumstances, such as if all Catholic schools in the local area are oversubscribed with Catholic children. **Therefore, the requirement for a *Certificate of Catholic Practice* on application has been removed.**

All other criteria remain the same as in previous years. We would be pleased to receive any comments on this matter. The policy and SIF are on the school website. You may wish to contact the school for a hard copy of the admission arrangements which you can collect or which can be posted to you.

Please forward your comments to Mrs Box at the school address, or by email to: [office@sacredheart.barnetmail.net](mailto:office@sacredheart.barnetmail.net). You may also reply by phone on 020 8445 3854.

Please ensure you reply by **25<sup>th</sup> November 2019**.

Yours faithfully

Mrs Geraldine Smallbone  
Chair of Governors



## Sacred Heart School Admissions Policy 2021 - 2022

### **SACRED HEART CATHOLIC PRIMARY SCHOOL**

#### **ADMISSIONS POLICY 2021 - 2022**

Sacred Heart Catholic Primary School was founded by the Catholic Church to provide education for children of Catholic families. Whenever there are more applications than places available, priority will always be given to Catholic children in accordance with the oversubscription criteria listed below. The school is conducted by its governing body as part of the Catholic Church in accordance with its trust deed and instrument of government and seeks at all times to be a witness to Our Lord Jesus Christ.

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. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

The governing body is the admission authority and has responsibility for admissions to the school. The local authority undertakes the co-ordination of admission arrangements during the normal admission round. The governing body has set its Published Admissions Number (PAN) at 60 children for the school year which begins in September 2021.

Applications for Reception September 2021 are welcome from families whose child reaches his/her 4<sup>th</sup> birthday between 1<sup>st</sup> September 2020 and 31<sup>st</sup> August 2021.

The governing body will admit twins and all siblings from multiple births where one of the children is the last ranked within the school's PAN.

#### **Pupils with an Education, Health & 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. The admission of children with an EHC Plan will reduce the number of places available to other children (see note 1).



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### **Oversubscription Criteria**

Where there are more applications for places than the number of places available, places will be offered according to the following order of priority:

1. Catholic 'looked after' children and previously 'looked after' children (see notes 2-5);
2. Baptised Catholic children who have a sibling attending the school at the time of admission.
3. Baptised Catholic children who are resident in the parish of: St Mary Magdalen - Whetstone
4. Baptised Catholic children who are resident in the parishes of: St Albans, North Finchley, or Mary Immaculate and St Peter, New Barnet
5. Baptised Catholic children who are resident in all other parishes.
6. Other 'looked after' children and previously 'looked after' children. (see notes 2-5);
7. Children of catechumens and members of an Eastern Christian Church (see notes 7&8);
8. Children of other Christian denominations whose application is supported either by a certificate of baptism or by a letter confirming membership of that faith community. (see note 13)
9. Children of other faiths whose application is supported by a letter confirming membership of that faith community. (see note 14)
10. Any other children.

### ***Within each of the categories listed above, the provisions below will be applied in the following order:***

- i. The Governing Body will give top priority, within a category, to an application where compelling evidence is provided at the time of application, from an appropriate professional such as a doctor, priest or social worker, of an exceptional social, medical, pastoral or other need ***of the child***, which can only be met at this school.
- ii. The attendance of a brother/sister at the school at the time of enrolment will increase the priority of an application within a category, so that the application will be placed at the top of the category in which the application is made, after children in (i) above. Where this applies to more than 1 application within a category, they will then be ordered by distance.

### **Applications in previous years**

*The school welcomes applications from all categories. In recent years the governing body has been able to offer a number of places to non-Catholic applicants.*



## Sacred Heart School Admissions Policy 2021 - 2022

### **Tie break**

Where the offer of places to the applicants in any of the categories listed above would exceed the number of places available, 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 address point to the school address point using a computerised mapping system. The measurement will be conducted by the Local Authority (LA). *Distance is measured in a straight line between the address point for the child's home, supplied by Ordnance Survey, to the school's main gate using the Council's computerised geographical information system. If two or more applications are received from the same block of flats, the applicant with the lower door number will be classed as nearest and offered a place because they are likely to be closer to the ground floor and, therefore, the school. 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 by the local authority's computerised allocation system.*

### **Application Procedure for 2021 – 2022**

To apply for a place at this school in the normal admission round, you **must** complete an online application form with your local authority. If you are applying under criteria 2 to 5 or 7 to 9, 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 return the SIF (in person or by post) to the school, together with all other relevant paperwork required for your application. If you do not complete both of the forms described above and return them by **15<sup>th</sup> January 2021**, the Governing Body will be obliged to consider your application using only the documents available. If you don't return the SIF on time your child may receive a lower ranking because of this and may not be offered a place.

The SIF is obtainable from the school website [www.sacredheartprimary.co.uk](http://www.sacredheartprimary.co.uk). If you prefer you can collect the SIF from the school or contact the school and ask for it to be sent to you.

A council tax bill and 2 recent utility bills will be required as evidence to prove residency.

You will be advised of the outcome of your application, on or about 16<sup>th</sup> April 2021. This information will also be available on line for those who have submitted an online application. Parents should accept or decline the place as soon as possible. If you are unsuccessful (unless your child was offered a place at a school you ranked higher) you will be informed of the reasons, related to the oversubscription criteria listed above and you will have right of appeal to an independent appeal 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 should be submitted to the school in writing by **Friday 22nd May 2021**

### **Late Applications**

Applications received after the closing date will be dealt with after the initial allocation process has been completed. If the school is oversubscribed it is very unlikely that late applicants will obtain a place.



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### **Reception Year Deferred Entry**

A child is entitled to a full-time school place in the September following his/her 4<sup>th</sup> birthday. Applicants may defer entry to school up until compulsory 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 until January or April is requested. The place will then be held until the first day of the spring or summer term as applicable. Entry may not be deferred beyond compulsory school age or beyond the year for which the application has been made. Therefore applicants whose children have birthdays in the summer term may only defer until the 1<sup>st</sup> April 2022. Upon receipt of the offer of a place a parent should notify the school as soon as possible if they wish to defer until the spring or summer term.

### **Part-time attendance**

Applicants may also request that their child attend part-time until compulsory school age is reached. Upon receipt of the offer of a place a parent should notify the school as soon as possible if they wish to take up a part-time place.

### **Admission of children outside their normal age group**

A request may be made for a child to be admitted outside his/her normal age group e.g. if the child is gifted and talented or has experienced problems such as ill-health. In addition, the parents of a summer born child i.e. a child born between 1 April – 31 August, may request that the child be admitted out of his/her normal age group, starting reception at 5 years of age. Any such request should be made in writing to Chair of Admissions, Sacred Heart School. The governing body will make its decision based on the circumstances of each case and in the best interests of the child, taking into account school organisation issues and the views of the parents and any professionals involved. **Parents must have received the agreement of the governing body before any admission application for delayed entry is made.** If permission is received then the parents will make their admission application for the year in which they wish their child to start school. **Applications cannot be held over from one academic year to the next.** If permission is refused then parents must make their admission application at the normal time.

### **Waiting Lists**

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 above and not in the order in which applications are received or added to the list. Waiting lists for admission will operate throughout the school year and will be held open until 31<sup>st</sup> July 2022 unless applicants request in writing to remain on the list. **Inclusion in the school's waiting list does not mean that a place will eventually become available.**

### **In-Year Applications**

*An application for admission can be made for any child at any time outside the normal admissions round. Barnet Council co-ordinates in-year admissions for all primary schools in Barnet and applications must be submitted to them on-line at <https://www.barnet.gov.uk/citizen-home/schools-and-education/school-admissions/in-year-school-admissions.html>. You will also need to complete the school's Supplementary Information Form (SIF) which can be downloaded from our website and return it directly to the School's Admissions Officer. 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 as set out above.*



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*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 to an independent panel and your child will be placed on the waiting list.*

### **Fair Access**

The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admissions round, the Governing Body is empowered to give absolute priority to a child where admission is requested under any local protocol that has been agreed by both the local authority and the Governing Body for the current school year. The Governing Body has this power even when admitting the child would mean exceeding the published admission number.

### **Change of Details**

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.

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

1. **An Education, Health and Care Plan** is a plan made by the local authority under S.37 of the Children and Families Act 2014, specifying the educational provision required for a child.
2. **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.) 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 a special guardianship order.
3. **'Adopted'**. An adopted child is any child who has been formally adopted, having previously been in care and whose parent/ guardian can give proof of this.
4. **'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.
5. **'Special Guardianship Order'**. A 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). A child 'looked after' immediately before the order is made qualifies in this category.



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6. **'Catholic'** *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, it includes a looked after child living with a family where at least one of the parents is Catholic.*
7. **'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 for a child aged 7 or over. For a child under 7 years of age it will be the certificate of the parent.
8. **'Eastern Christian Church'** includes Orthodox Churches, and is normally evidenced by a Certificate of Baptism or Reception from the authorities of that Church.
9. **'Brother' or 'Sister'** includes:
  - I. All natural brothers and sisters, half-brother and sisters, adopted brothers and sisters, stepbrothers and sisters, foster brothers and sisters, whether or not they are living at the same address, and
  - II. The child of a parent's partner where that child lives for at least part of the week in the same family unit at the same address as the applicant.
10. **A 'Parent'** means all natural parents, any person who is not a parent but has parental responsibility for the child or any adult with legal responsibility for the child.
11. **'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.
12. **Parish Boundaries** – for the purposes of this Policy, parish boundaries are as shown on the Diocese of Westminster website ([www.rcdow.org.uk](http://www.rcdow.org.uk)) and will be applied to the admission arrangements for 2021-22. The school also has copies of the boundary maps which you may ask to see should you wish.
13. **"Children of other Christian denominations"** means: children who belong to other churches and ecclesial communities which, acknowledging 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 of CYTÛN 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.



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14. **“Children of other faiths”** means children who are members of a religious community that does not fall within the definition of ‘other Christian denominations’ 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.

*September 2019*      *Signature of Chair of Governors.....*

**Diocese of Westminster**  
**Sacred Heart Catholic Primary School**  
**Supplementary Information Form 2021 - 2022**



<b>2, Oakleigh Park South</b> <b>Whetstone</b> <b>London N20 9JU</b> <b>Tel: 020 8445 3854</b>		<b>Email: office@sacredheart.barnetmail.net</b>
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**Child's Details**

Child's surname: Child's first name:
Date of Birth:
Home Address
Postcode:

**Parent/Carer Details**

Parent(s)/Carer(s) name(s):	
Address: Telephone number: Email: (block letters please)	
Alternative contact details: Name:	
Address: Telephone number:	

**Details of Religion**

Religion of child: (Please tick)	Catholic	Other Christian (name of denomination e.g Methodist)	Other faith
Catholic Parish you live in:			
Church where child was baptised and date of baptism: (baptism certificate required)			

Names of brothers or sisters at this school who will still be on roll in September 2021: (where appropriate)	Name:	Class:
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**I confirm that I have read and understood the Admissions Policy and that the information I have provided is correct. I understand that I must notify the school immediately if there is any change to these details and that should any information I have given prove to be inaccurate that the governors may withdraw any offer of a place even if the child has already started school.**

**Signed.....**

**Date.....**

Please note:

- Applicants from other Christian denominations and other faiths may attach either a certificate of baptism or a letter from their minister or religious leader.
- You **must** complete your local authority's E-Admissions Form and submit it by the closing date. If you do not do this you will not be offered a place.

**Checklist:**

Have you enclosed?

Proof of residency (Council Tax & 2 utility bills)

Copy of baptism certificate (where applicable)

Evidence of exceptional need (where applicable)

Child Arrangements Order (where applicable)

**Have you completed your local authority's E-Admission form?**

*The school is committed to protecting the information provided by parents/carers and using it only for the purpose for which it was obtained. For information on the school's Admissions Privacy Notice please see attached document.*

## **ADMISSIONS PRIVACY NOTICE FOR SACRED HEART CATHOLIC PRIMARY SCHOOL**

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Sacred Heart School is a data controller for the purposes of the Data Protection Act 2018 and is committed to dealing with your information safely and securely. We need to collect and share information in order to fulfil our obligations as an admission authority. We take our responsibility to protect your data seriously and we will use it in accordance with the legal requirements of the Data Protection Act 2018.

We will comply with the School Admissions Code, which has the force of law. In respect of in-year admissions, the school is the admissions authority for this school. The information you provide to us on your Supplementary Information Form (SIF), any supporting papers or appeal documentation you provide will be used to:

- Process your application
- Consider Admission Appeals

### **We may also use this data for the following purposes:**

- Forward planning as part of school budget, forecasting and reorganisation proposals
- To assist in the development of policy proposals
- For the prevention and/or detection of crime or fraud
- For research and statistical purposes when we will ensure that statistics are developed in such a way that individual children cannot be identified

### **In order to administer admissions to this school the following information may be collected by us:**

- Name and date of birth
- Address where the child ordinarily lives at the time of application, which will be used for distance calculation purposes
- Supplementary information i.e. information on religious affiliation and status
- Parent name and contact details
- Details of baptism and/or Catholic practice
- Information on parish of residence.

### **Agencies we will share the information with:**

- The Department for Education, to comply with statutory data collections
- The LA, to verify the information provided so that the admission scheme/process can be accurately administered
- Admission Appeal panels
- The Schools Adjudicator, in response to any objections raised
- In Year Fair Access Panel, where applicable, to enable them to appropriately place complex admissions
- The Local Government and Social Care Ombudsman, when investigating maladministration of school admissions and admission appeals.

### **School Retention Policy:**

The information listed above will be retained securely by the school for up to 8 years, after which it will be destroyed.

### **For further information please refer to the Privacy Policy on the School website or contact:**

Mrs Kim McKenzie, GDPR Officer (based at St Catherine's School Barnet tel 020 8440 4946)