

# **SACRED HEART OF MARY GIRLS' SCHOOL ADMISSION POLICY**

## **ADMISSIONS ARRANGEMENTS FOR ENTRY TO THE SCHOOL IN THE ACADEMIC YEAR 2027-2028**

Sacred Heart of Mary Girls' School was founded by the Religious of the Sacred Heart of Mary to provide education for children of Catholic families. Whenever there are more applications than places available, priority will always be given to Catholic girls in accordance with the oversubscription criteria listed in this policy.

The school is conducted by its governing body as part of the Catholic Church and seeks at all times to be a witness to Our Lord Jesus Christ. The Sacred Heart of Mary Girls' School is a Brentwood Diocesan School and serves in the first instance the Catholic Deanery of Havering, and then adjacent local areas also. The Governors will consider all applications for places for girls whose parents/carers wish them to receive a Catholic education at the School and who complete an application form

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 admissions authority and has responsibility for admissions to this school. The local authority undertakes the co-ordination of admission arrangements during the normal admission round excluding admission to Year 12. The local authority also co-ordinates the admission arrangements for in-year applications as detailed later in this document.

The school provides an 11-18 education and the opportunity for pupils to complete a seven year course of study. Girls will be admitted at age 11 without regard to academic ability. The number of intended admissions for the year commencing 1 September 2028 will be 124 in Year 7. The published admission number ("PAN") for external candidates in Year 12 is 45. This means that the School will admit 45 external candidates if sufficient applications are received from candidates who achieve the minimum academic entry criteria, however where the number of current Year 11 students transferring to Year 12 is lower than usual, it will be possible for School to admit a higher number of external candidates over the PAN.

The school participates in the Fair Access Protocol (FAP) agreement for unplaced and vulnerable children as administered by the local authority. Further information about this protocol can be found by using the following link [London Borough of Havering Fair Access Protocol 2024/2025](#)

### **ADMISSION CRITERIA**

The 2014 School Admissions Code states 'All children whose statement of Special Educational Needs (SEN) or Education, Health and Care Plan (EHCP) names the school must be admitted'. As a result, we allocate these places first. The remaining places are offered in accordance with admission criteria which is outlined below.

For Year 7, should the number of applications exceed the number of places available, the places will be allocated in the following priority order.

1. Looked After girls or girls who were looked after but ceased to be because they were adopted (or became subject to a residence order or special guardianship order) and who are baptised Catholics.
2. Practising Catholic girls resident in the Diocese of Brentwood whose practice is endorsed by their Parish Priest or by the Priest of the Parish where the family attends Mass and is known.
3. Other baptised Catholic girls resident in the Diocese of Brentwood.

4. Other girls who are members of an Eastern Christian Church, as confirmed by their parish priest.
5. Other looked after girls or girls who were looked after but ceased to be because they were adopted (or became subject to a residence order or special guardianship order).
6. Other girls resident in the Diocese of Brentwood who are recommended by a Minister of Religion.
7. Any other girl.

***If, because of oversubscription in any of the above categories, it is necessary to distinguish between the applicants, the following criteria will be applied in the order set out below:***

- (a) Those applicants who reside in the Parishes of:

Christ the Eternal High Priest	-	Gidea Park
Corpus Christi	-	Collier Row
St. Alban	-	Elm Park
St. Mary Mother of God	-	Hornchurch
English Martyrs	-	Hornchurch
Our Lady of La Salette	-	Rainham
St. Edward the Confessor	-	Romford
St. Joseph	-	Upminster

**The Parishes named in (a) above are not in priority order. A map indicating the relevant parish boundaries as well as those of the Diocese of Brentwood is available on the website.**

- (b) Those applicants who have a sister attending the School in Years 7 to 13 at the time of application.
- (c) The distance of the applicant's home from the School as the crow flies using the Local Authority's distance calculation software, with those living nearest being given priority (if necessary, precise distance will be calculated from the front door of the School to the place of residence - address points are points marked in the centre of the applicant's home address, or in the centre of the block of flats in which the applicant's home address is located). In the event that two, or more, applicants applying for a single place at the School live at addresses that are located at exactly the same distance from the School, or live in the same block of flats, the place will be offered on the basis of lots drawn by an Officer of the Local Authority who is not involved in the admissions process.

#### **APPLICATIONS TO YEAR 7: PROCEDURES AND TIMETABLE**

To apply for a place at Sacred Heart of Mary Girls' School in the normal admission round, you must complete a Common Application Form available from the local authority in which you live. For all Catholic applicants, proof of baptism in a Catholic church must also be presented with the application form along with a Certificate of Catholic Practice available from the priest of the parish where you reside or where you attend Mass. A Supplementary Information Form should be completed by applicants in order for the Governing Body's Admission Committee to place applications in the correct order in accordance with these Admission Arrangements should the number of applications exceed the number of places available.

The Supplementary Information Form should be returned to Sacred Heart of Mary Girls' School, St Mary's Lane, Upminster, RM14 2QR by 29 October 2027. (Note this is in half term)

All applications which are submitted on time will be considered at the same time and after the closing date for admissions which is 29 October 2027.

You will be advised of the outcome of your application on 1<sup>st</sup> March 2028 or the next working day by the local authority on our behalf. If you are unsuccessful (unless your child gained a place at a school you ranked higher)

you will be informed of the reasons, related to the oversubscription criteria listed above, and you have the right of appeal to an independent appeal panel.

In the event that a pupil is not offered a place at Sacred Heart of Mary Girls' School we will automatically place the child on a waiting list and the child's name will automatically remain on the waiting list for the duration of the Autumn Term (September to December) unless a parent advises the school to remove them from the list.

Priority will not be given to children based on the date that their application was received or the date that their name was added to the waiting list. Waiting lists are re-ranked in accordance with the School's published admission criteria each time a child's name is added to the list. A child's position on the waiting list can move up as well as down.

At the end of the Autumn Term (December), parents/carers who wish for their child's name to remain on the waiting list for the school, must complete an In Year Common Application Form (ICAF) which is available to download from the 'In Year' section on the Havering website [www.havering.gov.uk/admissions](http://www.havering.gov.uk/admissions) as well as a further Supplementary Information Form (available from the School Website).

### **Service Children and Children of Crown Servants**

A place will be allocated before the family of service children and children of crown servants move if the application is accompanied by an official letter with a relocation date and the School will not insist that the applicant's family has an intended address, or already lives in the area. Additionally, the School will be flexible in what it accepts as proof of address when applying its oversubscription criteria. It will use the applicant's intended address (if parents provide some evidence of this) and will accept either a private address or a 'unit' or quartering address.

### **Late Applications**

Late applications will be administered in accordance with your home Local Authority Secondary Co-ordinated Admissions Scheme. You are encouraged to ensure that your application is received on time.

### **Admission of Children Outside their Normal Age Group**

Applicants may choose to seek a place outside their child's chronological (correct) year group. Decisions will be made on the basis of the circumstances of each case and what is in the best interests of the child concerned.

Applicants who are applying for their child to have a decelerated entry to school, i.e. to start later than other children in their chronological age group, must initially apply for a school place in accordance with the deadlines that apply for their child's chronological age. If, in liaison with the Head Teacher, the governing body agrees for the child to have a decelerated entry to school the place cannot be deferred and instead the application will be cancelled and the applicant will be invited to apply again in the following year for the decelerated cohort

Applicants who are applying for their child to have an accelerated entry to school, i.e. to start earlier than other children in their chronological age group, must initially apply for a school place at the same time that other families are applying for that cohort. If, in liaison with the head teacher, the governing body agrees for the child to have an accelerated entry to school, the application will be processed. If it is not agreed for the child to have an accelerated entry to school, the application will be cancelled and the applicant will be invited to apply again in the following year for the correct cohort

Applicants must state clearly why they feel admission to a different year group is in the child's best interest and provide what evidence they have to support this.

### **APPLICATIONS TO YEAR 12: PROCEDURES AND TIMETABLE**

The Governors will consider all applications for places for girls whose parents/carers wish them to receive a Catholic education at the School and who complete an application form. To apply for a place in the 6<sup>th</sup> Form at

Sacred Heart of Mary Girls' School in the normal admission round, you must complete an Application Form available at the 6<sup>th</sup> Form Open Evening held in November or from the school website. For all Catholic applicants, proof of baptism in a Catholic church may also be presented with the application form. The Application Form should be completed by applicants in order for the Governing Body's Admission Committee to place applications in the correct order in accordance with these Admission Arrangements should the number of applications exceed the number of places available.

The Application Form should be returned to Sacred Heart of Mary Girls' School, St Mary's Lane, Upminster, RM14 2QR by 28 January 2027.

The published admission number ("PAN") for external candidates in Year 12 is 45. This means that the School will admit 45 external candidates if sufficient applications are received from candidates who achieve the minimum academic entry criteria, however where the number of current Year 11 students transferring to Year 12 is lower than usual, it will be possible for School to admit a higher number of external candidates over the PAN.

For Year 12 applications, in the event of oversubscription (either to the Sixth Form as a whole or to one or more of the courses on offer in the Sixth Form), places will be offered in the order of priority given below on the clear understanding that applicants meet the full academic criteria stipulated in the Sixth Form Prospectus.

1. To Looked After girls or girls who were looked after but ceased to be because they were adopted (or became subject to a residence order or special guardianship order) whose estimated GCSE grades indicate that they will meet the entrance criteria for all of their A Level (or their equivalent) subject choices.
2. To applicants currently on roll at Sacred Heart of Mary Girls' School, i.e. to students in Year 11 in the previous school year whose estimated GCSE grades indicate that they will meet the entrance criteria for all of their A Level (or their equivalent) subject choices.
3. To practising Catholic girls at the time of application and admission to the Sixth Form whose estimated GCSE grades indicate that they will meet the entrance criteria for all of their A Level (or their equivalent) subject choices.
4. To applicants (Catholic and non-Catholic) whose estimated GCSE grades indicate that they will meet the entrance criteria for all of their A Level (or their equivalent) subject choices and where there are spaces on their chosen courses once the first two criteria (i.e. 1 and 2 above) have been applied. In the event that this presents difficulties (e.g. where two or more applicants fulfil these criteria and where giving a place to both/all of them would mean a course/courses becoming oversubscribed) then the place will be offered in the following order of priority:
  - (i) to the Catholic applicant;
  - (ii) to the applicant who lives closest to the School (see Admissions Policy)

Any applicant refused a place at the School has a legal right of appeal against the Governing Body's decision not to allow admission. Any applicant wishing to exercise their right of appeal should contact the Clerk to the Appeal Panel: Admissions at the School.

### **IN-YEAR APPLICATIONS**

The Havering School Admissions Team manages the In-Year application process for Sacred Heart of Mary Girls' School alongside all of the other schools in the Borough. You must, therefore, apply following the In-Year process set out in the following link:

[https://www.havering.gov.uk/info/20008/school\\_admissions/464/in-year\\_admissions\\_process/9](https://www.havering.gov.uk/info/20008/school_admissions/464/in-year_admissions_process/9)

Alongside this application, you must complete the school's own Supplementary Information Form (SIF) for the relevant admission year on the admissions page of the school's website <https://sacredheartofmary.net/admissions/> . The return of this form and the other information to accompany it (if available) will enable the governing body to properly consider and classify your application.

**Definitions:** **'Catholic'** is defined as a person who has been baptised in a church and by a priest in communion with the See of Rome (including 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.

**'Practising Catholic'** is defined as a person who goes to Mass every Sunday, including the Saturday Vigil Mass, and on holy days of obligation in accordance with Canons 1246, 1247 and 1248 of Canon Law.

**'Looked after'** and **'previously looked after children'** will be considered to be: Children who are registered as being in the care of a local authority or provided with accommodation by a local authority in accordance with Section 22 of the Children Act 1989(a), e.g. fostered or living in a children's home, at the time an application for a school is made; and, Children who have previously been in the care of a local authority or provided with accommodation by a local authority in accordance with Section 22 of the Children Act 1989(a) and who have left that care through adoption, a child arrangements order (in accordance with Section 8 of the Children Act 1989 and as amended by the Children and Families Act 2014) or special guardianship order (in accordance with Section 14A of the Children Act 1989). The definition of looked after children and previously looked after children includes children who were previously in state care outside of England and were then adopted.

(Applications as outlined above, can only be considered if supporting documents, in the form of a copy of the adoption order, residence order or special guardianship order, together with a letter from the local authority that last looked after the girl confirming that she was looked after immediately prior to the order being made, is submitted with the application).

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

**'Sister'** is defined as a full blood sister (that is, another child of the same parents, whether living at the same address or not), a half-sister or step-sister or an adoptive or foster sister, living as part of the same family unit at the same address.

**'The Diocese of Brentwood'** is defined as that area for which the Catholic Bishop of Brentwood has jurisdiction.

**'Normal admission round'** refers to admission to the school at the start of the school year in September and not for applications made in-year.