THE SACRED HEART LANGUAGE COLLEGE

Roman Catholic Diocese of Westminster

The High Street, Wealdstone, Harrow, Middlesex, HA3 7AY

Headteacher: **Miss Nicola Walsh**

ADMISSION POLICY FOR SEPTEMBER 2028-2029

This policy refers to admissions to Year 7 at The Sacred Heart Language College in September 2028. The college is conducted by The Blessed Holy Family Catholic Academy Trust as part of the Catholic Church in accordance with its trust deed and articles of association and seeks at all times to be a witness to Our Lord Jesus Christ. Its prime purpose is the education of Catholic girls.

As a Catholic college, we aim to provide a Catholic education for all our girls. At a Catholic college, Catholic doctrine and practice permeate every aspect of the college's activity. It is essential that the Catholic character of the college's education be fully supported by all families in the college. All applicants are therefore expected to give their full, unreserved and positive support for the aims and ethos of the college.

Admission to Year 7

The published admission number (PAN) for the college is 150 girls. The academy company is the admission authority and has sole responsibility for admissions to this college and intends to admit 150 girls to Year 7 in September 2028. Priority will always be given to Catholic applicants.

In recent years, The Sacred Heart Language College has been pleased to welcome girls from all admission criteria below.

Where there are more applications for places than the total published admission number (PAN) of 150 places available, places will be offered according to the following order of priority:

Criterion 1.	Catholic 'looked-after' and 'previously looked after' girls
Criterion 2.	Baptised Catholic girls
Criterion 3.	Other "looked after" girls and 'previously looked after' girls
Criterion 4	Catechumens and members of an Eastern Christian Church
Criterion 5.	Christian girls from Christian families, whose application is supported by either a certificate of baptism or a letter from a minister of religion confirming membership of the faith community.
Criterion 6.	Other girls who are currently attending Catholic primary schools
Criterion 7.	Girls from other faiths whose application is supported by a letter from their faith leader confirming membership of the faith community.
Criterion 8.	Any other girl

DRAFT

NOTES

1. **Exceptional Need:** The admission authority will give top priority, after the appropriate category of looked after children, 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 college.

2. Inside of each criterion, priority (after those with exceptional need) is to those with a sibling attending the college at the time of admission. A sibling relationship does not apply when the older girl(s) will leave before the younger one starts. 'Sibling' means: -
   a All natural brothers or sisters, half brothers or sisters, adopted brothers or sisters, stepbrothers or sisters, foster brothers or sisters, whether or not they are living at the same address and
   b 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 home address as the child who is the subject of the application

3. **Distance tie-break**: where the offer of places to all applicants in any of the categories listed above would lead to over subscription, places up to the published admission number of 150 will be offered to those living nearest to the college. Each address is geo-coded and distance is measured by Harrow Local Authority in a straight line from the home to the centre point of the college. In cases where applicants live equidistant from the college and places cannot be offered to both girls, random allocation by lottery in the presence of an independent witness will be used.

4. **'Looked after child'** has the same meaning as in S.22(1) of the Children Act 1989, and means any child who is (a) in the care of a local authority or (b) 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 college.

5. A **'previously looked after child'** is a child who was looked after, but ceased to be so because 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.

6. **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 for a girl 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 also includes a "looked after" girl who is in the process of adoption by a "Catholic family", where a letter from a priest demonstrates that the child would have been baptised were it not for his/her status as a looked after child. For a child to be treated as Catholic, evidence of Catholic baptism or reception in the Catholic Church will be required. Those who have difficulty obtaining written evidence of baptism should contact their parish priest who, after consulting with the diocese will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the law of the Church.

7. **'Children of other Christian denominations'** means a child who belongs 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 see 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 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.

8. **'Children of other faiths'** means a girl who belongs to 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.

DRAFT

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.

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

10. **Residential / Home.** This must be 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 within the CAF, provided that the child resides at that address for any part of the school week.

11. **Multiple Births:** The admission authority does not give priority under its admission criteria for twins, triplets or other multiple applications from one family for the same year group. If there are insufficient places available and one twin/sibling is offered the last place, the admission authority will agree to exceed the published admission number and admit the additional girl(s).

12. **Pupils with an Education, Health and Care Plan (EHC):** The admission of girls with an Education, Health and Care Plan (EHC) is dealt with by a completely separate procedure. 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. Girls with an EHC Plan naming this college will be admitted. An Education, Health and Care Plan is a plan made by the local authority under section 37 of the Children and Families Act 2014, specifying the special educational provision required for a child.

13. **In-Year Admissions:** In-year applications are made directly to the college. If a place is available and there is no waiting list then the Local Authority will be informed and the girl will be admitted. If more applications are received than there are places available 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. Names are removed from the list at the end of each academic year. When a place becomes available the admission authority will rerank the list and inform parents whether or not a place is to be offered.

14. **Girls educated out of chronological age group:** Application may be made for a girl to be educated out of her age group i.e. a 12-year-old being admitted to Year 7, or any girl admitted in-year to the year below their chronological age group. The applicant should write to the Chair of Governors at the time of application requesting that the girl be admitted out of her chronological age group.

15. **Change of Details:** If any of the details on your form change between the date of application and the receipt of the letter of offer or refusal, you **must** inform the college immediately. If misleading information is given or allowed to remain on the form, the admission authority reserves the right to withdraw the place, even if the girl has already started at the college.

Fair Access

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

Applications to Year 7

To apply for a place at this college in the normal admission round, you must complete **the e-Admissions form** (also called the Common Application Form or CAF**)** available from the local authority in which you live. This can also be accessed from the website online at www.eadmissions.org.uk This **MUST** be submitted on or before Sunday 31st October 2027.

DRAFT

You are also requested to complete the Supplementary Form (SIF) if you wish to apply under oversubscription criteria 1 to 3 or 5,7,8. The Supplementary Information Form should be returned to Admissions Team, The Sacred Heart Language College, 186 High Street, Wealdstone, HA3 7AY or admissions@tshlc.harrow.sch.uk by 31st October 2027.

If you do not provide the information required in the SIF and return it by the closing date, together with all supporting documentation, your child may not be placed in criteria 1 to 3, 5,7 or 8 and this may affect your daughter's chance of being offered a place.

All applications received after 31st October will be classified as "LATE". This means that these applications will not be processed until after all administrative procedures have been completed. Late applicants will then be placed at the bottom of the relevant category, according to the admissions criteria. This may affect your daughter's chance of being offered a place.

The local authority will write to you on behalf of the admission authority with the outcome of your application on 1st March 2028 and the information will also be available on line. You should indicate your acceptance of the place by Midday, Friday 10th March 2028. Information concerning the Appeals Procedure will be sent out to those who are unsuccessful in obtaining a place.

The college maintains a waiting list, ranked according to the published criteria, and places will be offered as and when vacancies occur. The waiting list will remain open until 31st August 2028. If you wish your child's name to stay on the waiting list after this you must apply to the college in writing before that date.

Unsuccessful applicants who wish to appeal should do so, stating the grounds for appeal, in writing, to:

The Clerk to the Governors,
The Sacred Heart Language College,
186 High Street, Wealdstone,
Harrow, Middlesex HA3 7AY.

Please note: The closing date for the receipt of any appeals: Friday 7th April 2028

DRAFT