

THE SACRED HEART HIGH SCHOOL

Supplementary Information Form including Information about religious practice Section A

Child's surname	
Christian name(s)	

Before completing this form, it is essential that you read carefully the school's Admissions Policy and procedures. You are strongly advised to seek the advice of your daughter's Primary Head Teacher, although it is not necessary for her / him to sign the form. Once you have completed Sections A and B, fill in the checklist, which is at the end of Section A. Return **Section A** of the form and the relevant documentation to The Head Teacher, Sacred Heart High School, 212 Hammersmith Road, London, W6 7DG, by **3pm on Friday 23rd October 2009**. As far as possible, original Baptismal Certificates should accompany the form. However, where these have to be obtained from abroad, the latest date for their receipt is **Friday, 20th November**. Parents must also complete and return the Common Application Form to their Local Authority by the published closing date.

Please answer all of the questions on this form as fully as possible. Failure to do so may delay or prejudice the application. If, after making an application, any of the information given on this form, or on any other form, letter or document associated with the application, changes, the Head Teacher must be informed immediately. Failure to do so may prejudice the application. False information, or the omission of material information, may result in disqualification, or the loss of a place after it has been offered or accepted. *The Governing Body reserves the right to make inquiries and to seek verification of any information given on this Supplementary Form, or on any other form, letter or document associated with the application. Please provide only original copies of supporting documentation by the date requested. Photocopies will not be accepted.*

Posting your Application: Most applications are hand delivered to ensure safe receipt and to enable us to photocopy and return original documentation. If you intend to post your application, please ensure sufficient postage on the envelope to take account of the **weight** of an item **AND** its **size**. It is therefore **essential** that you check this with the Post Office. Failure to do so will mean that the Post Office may withhold your application for up to two months and that it is received after the closing date. The school will *not* be responsible for retrieving your application in such circumstances. If you send original documents by post please ensure that you indicate clearly the name of the child concerned. Parents are responsible for making adequate arrangements to enable us to return original documents.

FOR OFFICE USE ONLY

Proof of address		
Baptismal Certificate: Child		
Baptismal Certificate: Parent		
Priest's reference		
Received		

Section A *To be completed by the parent*

Details of the Child (*as shown on birth certificate or amending legal instrument, not a passport)

Surname*	
Christian name(s)*	
Home address	
Postal Code in full	

Please confirm that this is the address where the child resides with a parent or legal guardian for the majority of the school week (ie at least 3 days).	Yes / No
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Parent's Contact Email Address(es)		
Contact Phone number (s)	Parent	

Date of birth		Age last birthday	
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Religion		
Date and place of Baptism	Date	Place

Details of parent/guardian

Parent/ Guardian's Surname	
Christian names	
Name as it appears on Baptismal Certificate	
Religion	

Parish in which you live¹

Name of the parish (<i>For example: Pinlico</i>)	
Name of the church (<i>For example: Holy Apostles</i>)	
Name of the parish priest	
Name of the priest to whom you are known	
Address of presbytery	
(and full post code)	

¹ We require this information so that we can follow up any references not received at the school by Friday 20th November 2009

Church at which you worship regularly (only if different from your parish church)²

Name of the parish. (For example: Islington)	
Name of the church (For example: St John's)	
Name of the parish priest	
Name of the priest to whom you are known	
Address of presbytery	
(and full post code)	

If two parishes are named, please state which priest is completing Section C of the Supplementary Information Form.	
Are BOTH parishes completing Section C?	Yes / No

Details of any sisters who will be attending Sacred Heart High School in September 2010

Full name	Date of birth	Date of entry into Sacred Heart High School

Provision for education in the Catholic faith

If provision for proper education in the Catholic Faith has been made by sending the candidate to a Catholic school, please provide details below

Name and address of present school	

Details of all schools previously attended

Name of school	Dates of entering and leaving

If proper education in the Catholic faith is not provided for the candidate by attendance at a Catholic school at present, or at any time in the past, please provide details of what alternative formal provision you have made for this?

Nature and details of provision	
Dates / regularity of provision	
Name of Priest who can verify this	
Church:	Post Code

Where possible, please provide documentary evidence to confirm nature and duration of formal provision for proper Catholic education other than attendance at a catholic school.

² Provide this information only if the Church is different from your Parish Church and you are seeking a reference from there.

Further information

If the date of baptism was more than six months after the date of birth, please explain the reason. Where relevant and available, provide documentary evidence to support your explanation.

If there is a medical or social need, which may need to be considered, please provide details and attach evidence.

You may use this space for any other information relevant to the admissions criteria, which you think might be helpful in considering this application.

Checklist		
<ul style="list-style-type: none"> • <i>Have you read the Admissions Policy and procedures for this school?</i> • <i>Have you completed Sections A and B of this form?</i> • <i>Have you completed and returned the Common Application Form (CAF) to your home borough?</i> • <i>Have you sought advice from your Primary Head re Secondary Transfer?</i> • <i>Do you understand that ALL certificates must be with the school by 20th November?</i> • <i>Have you made adequate arrangements (eg a stamped addressed envelope with sufficient postage) to ensure that your Parish Priest is able to return Section C of this form to: The Head Teacher, Sacred Heart High School, 212, Hammersmith Road, London W6 7DG?</i> • <i>Have you made adequate arrangements eg a stamped addressed envelope with sufficient postage) to ensure that the school is able to return original documentation</i> 	Yes / No Yes / No Yes / No Yes / No Yes/No Yes/No Yes/No	
Have you enclosed essential documents with this application?		
Document	Status	Enclosed
Original copy of child's Baptismal Certificate	Essential	Yes / No
Original copy of Catholic parent's Baptismal Certificate or other original proof of Baptism (See Below)	Essential	Yes / No
Evidence of Reception into the Catholic Church for child if previously baptized into another Christian Faith (See Below)	Essential	Yes / No
Evidence of Reception into the Catholic Church for parent if previously baptized into another Christian Faith (See Below)	Essential	Yes / No
Proof of Address	Essential	Yes/No
Details of your child's medical and social needs (if any), how they can be met at Sacred Heart High School and copies of evidence from a specialist doctor, priest or other appropriate qualified person	Essential where there is such a need	Yes / No / Not applicable
Any documentary evidence to support formal provision of the proper education in the Catholic faith where the child has not attended a Catholic school for the whole of her primary education?	Desirable	Yes/No / Not applicable
Have you made adequate arrangements to enable the school to return original documentation if the application or documents are posted?	Essential	Yes/No / Not applicable
Have you made adequate arrangements to enable your Priest to forward Section C of this form to the school this (eg a stamped addressed envelope)?	Essential	Yes / No
If you wish the school to acknowledge receipt of your application, have you made adequate arrangements for this (eg a stamped addressed envelope)?	Essential	Yes/No / Not applicable

Baptismal Certificates

All Baptisms and Receptions into the Catholic Church are recorded in the Baptismal Register of the Church where the Baptism took place. It is always possible to obtain a copy of your Baptismal Certificate even if the Baptism took place overseas. Guidance on how to go about this is provided with the Prospectus. Nevertheless, the Governors are aware that in some cases, it may not be able to obtain such certificates by the closing date for receipt of applications and have therefore provided a second final date by which these should be received. In the very unusual circumstance that it is NOT possible to obtain a Baptismal Certificate or one of the alternatives set out in the Guidance, applicants should follow the advice provided in this circumstance and as far as possible provide evidence of why it has not been possible to obtain the necessary certificate. For admissions 2010, the date for submitting Baptismal Certificates is **Friday 20th November 2009**.

The Governing Body reserves the right to make or seek verification of any information given on this Supplementary Form, or on any other form, letter or document associated with the application. Please provide only original documentation by the date requested.

This form is to be signed by the parent or guardian named on this form.

I confirm -

- (i) that I have read the Admission Arrangements for the School and the notes on the front page of this Supplementary Form and that I understand and accept the conditions therein; and
- (ii) that the information given on this form is correct and that I have not omitted any material information.

Signed _____ Date _____

Parent/Guardian

THE SACRED HEART HIGH SCHOOL

Supplementary Information Form including Information about Religious Practice

Section B - Self Assessment

Child's surname	
Christian name(s)	

Section B is to be completed and signed by one of the Parents or Guardians of the child named above. You must take or send Sections B and C of this supplementary information form to your priest. If you regularly worship in another parish or have recently moved parishes, please provide a further copy of Sections B and C for the Priest who you also want to complete this form.

The Parish Priest is asked to complete Section C, and to return it to: The Head Teacher, Sacred Heart High School, 212 Hammersmith Road, London, W6 7DG by Friday 20th November 2009 at the latest.

Please make adequate arrangements for your Priest to return this form to the above address. If you do so by using a stamped addressed envelope for this purpose, please ensure that there is sufficient postage for the size and weight of the envelope. Failure to do so will mean that the Post Office may withhold this part of your application for up to two months and that it is received after 20th November. The school will *not* be responsible for retrieving your application in such circumstances.

Please note: Section B will not be sent to the school but will be used by your Parish Priest to help him complete Section C.

Section B - Self Assessment

To be completed by the parent. Please note: because this section is to be taken or sent to your parish priest by you, there is unavoidable duplication of some information

Details of the Child (*as shown on birth certificate or amending legal instrument, not a passport)

Surname*		
Christian name(s)*		
Home address		
Postal Code in full		
Contact Email Address(es)		
Contact Phone number (s)	Parent	

Details of Catholic parent / guardian

Parent's surname	
Christian names	

Denominational status *Please state to which denomination (Roman Catholic, Anglican, etc) each of the following belongs. For the purpose of this question, Christian is insufficient.*

Child	
Parent	

Parish in which you live

Name of the parish. <i>(For example: Pimlico)</i>	
Name of the church <i>(For example: Holy Apostles)</i>	
Name of the parish priest	
Name of the priest to whom you are known	
How long have you lived in the parish?	
Address of presbytery	
(and full post code)	

Church at which you worship regularly *(only if different from your parish church)*

Name of the parish. <i>(For example: Islington)</i>	
Name of the church <i>(For example: St John's)</i>	
Name of the parish priest	
Name of the priest to whom you are known	
For how long have you been worshipping here?	
Address of presbytery	
(and full post code)	

Sunday Mass (or Saturday Vigil Mass) attendance (Please circle which applies in each case) This question refers to each person's Mass attendance, not to attendance at a particular church.

Child	Weekly	Fortnightly	Monthly	Occasionally	Rarely	Never
Parent	Weekly	Fortnightly	Monthly	Occasionally	Rarely	Never

For how long has this been your usual practice in this parish?

Parent		Child	
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Please indicate the time of the Mass you and your daughter normally attend:

Parent		Child	
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Holydays of Obligation

At which Church does each of you normally attend Mass on Holydays of Obligation?

How does your Parish Priest know your child?

How does your Parish Priest know you?

Please include any further information which you think might be helpful to your Priest in completing Section C of this form. You may, for example, add to or explain any answers given above.

This form is to be signed by the parent or guardian named on this form.

I confirm that the information given on this form is correct and that I have not omitted any material information.

Signed _____ Date _____
Parent/Guardian

THE SACRED HEART HIGH SCHOOL

Supplementary Information Form including Information about Religious Practice

Section C – Priest's Reference

Child's surname	
Christian name(s)	

The Parent or Guardian must take or send Sections B and C of this supplementary information form to the priest or priests named on the form. If you regularly worship in another parish or have recently moved parishes, please provide a further copy of Sections B and C for the Priest who you also want to complete this form.

The Parish Priest is asked to complete Section C, and to return it to: The Head Teacher, Sacred Heart High School, 212 Hammersmith Road, London, W6 7DG by Friday 20th November 2009 at the latest.

Please make adequate arrangements for your Priest to return this form to the above address. If you do so by using a stamped addressed envelope for this purpose, please ensure that there is sufficient postage for the size and weight of the envelope. Failure to do so will mean that the Post Office may withhold this part of your application for up to two months and that it is received after 20th November. The school will *not* be responsible for retrieving your application in such circumstances.

Section C – Priest’s Reference: To be completed and returned to The Head Teacher, Sacred Heart High School, 212 Hammersmith Road, London W6 7DG by the Parish Priest by Friday 20th November 2009

Details of the Child (*as shown on birth certificate or amending legal instrument, not a passport)

Surname*	
Christian name(s)*	
Home address	
Postal Code in full	

Details of parent/guardian

Parent’s surname	
Christian names	

Denominational status Please state to which denomination (Roman Catholic, Anglican, etc) each of the following belongs. For the purpose of this question, Christian is insufficient.

Child	
Parent	

How long has the family been registered at your parish?	
How do you know the child named on this application form?	
How do you know the family?	
For how long have you known the child and family?	
Does your knowledge of this family pre-date any secondary transfer procedures?	

Please indicate clearly (eg by circling) on the grid given below how frequently each member of the family attends Sunday Mass (or Saturday Vigil Mass)

Child	Weekly	Fortnightly	Monthly	Occasionally	Rarely	Never
Parent	Weekly	Fortnightly	Monthly	Occasionally	Rarely	Never

For how long has this been their usual practice in this parish? Please complete the appropriate box for each family member

Child	For as long as the family has been in the parish i.e years	For years	In recent months
Parent	For as long as the family has been in the parish i.e years	For years	In recent months

Please indicate which of the statements below applies:

1. I am able to provide the information given above independently of the parent and child and independently of the information given by them on Section B	
2. To the best of my knowledge the information given by the applicant on the self assessment is accurate and truthful.	
3. I have reservations about some of the information.	
4. I am pleased to support the application on the ground of strength of commitment to the Church.	
5. Only the child is known to me.	
6. The family is not known to me at all.	
7. I am unable to support this application.	

Please give information about any reservations which you have, or any compassionate grounds or special circumstances which you believe should be considered.

Please make any comment which you believe might be helpful to the school in considering the application.

Signed _____ Date _____

Parish _____ Telephone number _____