



GOVERNORS OF THE SACRED HEART CATHOLIC PRIMARY SCHOOL

2 OAKLEIGH PARK SOUTH, WHETSTONE, LONDON, N20 9JU

TEL: 020 8445 3854 e-mail: office@sacredheart.barnetmail.net

September 2021

Dear Parent

Thank you for expressing interest in a Foundation Stage place at this school for your child.

In order for the governors to consider your application you must submit an on-line application form with the Local Authority to which you pay Council Tax. (via www.eadmissions.org.uk)

When completing the on-line application, you will be asked to name up to six schools in order of preference. It is important that you list these schools in order of priority. Applications must be submitted **by 15 January 2022**.

In addition to the e-admissions application you should **complete the enclosed Supplementary Information Form (SIF)** and return it to the school office. We ask parents to return completed SIFs and supporting documentation by 17 December 2021. The final deadline for receipt of your SIF is 15 January 2022.

If you do not complete both the on-line application *and* the Supplementary Form by the given dates the governing body may be unable to fully consider your application and your child may not get a place at this school.

Check List

The following documentation should be returned to the school when complete by **17 December 2021** (final deadline 15 January 2022)

- a. Supplementary Information Form
- b. Baptism certificate (if applicable)
- c. A copy of the council tax for 2021/2022 relating to your permanent address or a copy of the tenancy agreement if council tax is included in a rental agreement
- d. Copies of two recent utility bills eg gas, electricity or water.

When we receive your completed documentation a form will be sent to you confirming receipt. If your documentation is incomplete, we will write to you listing the documents we still require. If you do not hear from us within 14 days of submitting your documentation, please contact the school.

You will be able to see the outcome of your application online (at www.eadmissions.org.uk) on 19 April 2022. If you are unsuccessful you may ask us for the reasons, related to the oversubscription criteria and you have the right of appeal to an independent appeal panel.

INFORMATION CONCERNING THE ADDRESS USED ON YOUR SUPPLEMENTARY FORM.

The address given should be the one where the child normally lives. The address of another relative or another address is not acceptable.

Please read this carefully

We reserve the right to request further confirmation of any address if we feel it is appropriate. Information supplied by parents or guardians is checked and any offer made on the basis of false information will be withdrawn.

Prospective Parents' Tour

If you would like to visit the school and see it in action we invite you to our open morning on Wednesday 3 November 2021 at 9.30am.

Please phone the school office in advance to let us know if you will be attending.

If you have any questions about the procedure for making an application or require assistance with completing any part of the paperwork please do not hesitate to contact us. We enclose a copy of our admissions criteria for your information. We have maps in school which show Parish boundaries; you should also be able to find these on the Diocesan website and in the Parish churches.

I hope that The Sacred Heart Catholic Primary School will be one of the schools you choose to name on your Barnet Application Form.

Yours sincerely

G Smallbone
Chair of Governors