Diocese of Westminster
Catholic Primary Schools
Nursery Application Form
Nursery Class 2024 – 2025

Name and Address of School:

Sacred Heart Catholic Primary School & Nursery
Merry Hill Road
Bushey
Hertfordshire
WD23 1SU

Tel: 01923 901179

Email: admin@sacredheart682.herts.sch.uk
Website: www.sacredheart682.herts.sch.uk

Child's Details

Child's surname: Child's Christian or other first name:	
Permanent Address:	Date of Birth:
	Postcode:

Parent/Carer Details

Parent(s)/Carer(s) name:	
Address (if different from above): Telephone number:	
Email address (if you wish to receive your notification via email) :	
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)	
Name and position of priest providing Certificate of Catholic Practice or religious leader supplying letter confirming membership of the faith community (where appropriate):	
Name(s) of brother(s) or sister(s) at this school who will still be on roll September 2024.	Name Class or Year Group
Is your child looked after by the Local Authority, adopted having previously been 'looked after' or subject to child arrangements or special guardianship orders? (Please circle your response)	**YES** **NO**

Does your child have exceptional medical, pastoral or social needs that can only be met by attendance at this school? Please circle. (Professional evidence will be required.) **YES** **NO**

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 my child has already started school.

Signed…… Date…..……

Please note:

- Where applicable parents can obtain a Certificate of Catholic Practice from the parish where the family normally worships or from the diocesan website www.rcdow.org.uk
- Applicants from other Christian denominations and other faiths may attach a letter from their minister or religious leader confirming membership of the faith community.
- Parents/Carers will need to apply directly to the school(s) of their choice. Please return all forms to the school office by **Friday 9th February 2024**. Any applications received after the deadline will be treated as a late application. Late applications will not be dealt with until all on-time applications have been considered.
- All applications received will be processed by the school during the week beginning **Monday 19th February 2024** and the oversubscription criteria will be applied by the Governors if necessary.
- Parents will be notified by the school if they have been offered a place or not by letter which will be posted (2nd class) week commencing **Monday 4th March 2024**, or email (if email address supplied).
- Parents have until **Friday 15th March 2024** to accept the offered place. If your child has not been offered a place in any of the nurseries you applied to, you will need to phone all nearby nurseries to see which ones have space.
- Sacred Heart Catholic Primary School will adhere to the following timetable when dealing with admissions.

The timeline for our nursery admissions is as follows:

Deadline to apply to Sacred Heart School Nursery	**Friday 9th February 2024**
Offer letters, sent by school to parents/carers	**Week commencing Monday 4th March 2024 (email/2nd class post)**
Deadline to accept place and return paperwork to Sacred Heart School Nursery	**Friday 15th March 2024**

Checklist:

Have you enclosed?

- Original baptism certificate (for photocopying)
- Certificate of Catholic Practice (where necessary)
- Evidence of exceptional need (where appropriate)
- Proof of address (i.e., utility bill, dated within 3 months of application, or council tax bill)

ADMISSIONS PRIVACY NOTICE FOR SACRED HEART CATHOLIC PRIMARY SCHOOL & NURSERY

Sacred Heart Catholic Primary School & Nursery 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, Hertfordshire County Council and Sacred Heart 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 8 years, after which it will be destroyed.

For further information please refer to the Privacy Policy on the School website or contact: the Head of School, 01923 901179.