



Sacred Heart Primary School

INTRODUCTION

Responsibility for the admission of pupils to Catholic maintained schools rests with the governing body of each school. The governing body determines and publishes an admissions policy each year, which is included in the school prospectus. Where there are more applications than places available, the policy must state how the places are to be allocated. **Parents should read the admissions policy carefully.** It will vary from school to school, and from year to year.

The bishops expect all Catholic schools to give first priority to Catholic applicants. Catholic schools exist to assist parents in handing on the Catholic faith to their children. So where there are insufficient places in an area for all Catholics, governing bodies may decide to give priority to children from practising Catholic families. Where schools do so, they should use, as evidence of practice, the priest's reference supplied with these notes. Please note, however, that **a supportive reference from a priest is no guarantee of a place in any particular school.**

This reference form is intended to give all priests a framework in which they can let schools know whether an applicant for a place at a Catholic school is from a practising Catholic family.

Where a school is over-subscribed with Catholic applicants, all of whom have provided evidence of Catholic practice, the governing body will apply other criteria such as proximity to the school, or whether there is an older sister or brother attending the school at the same time. These factors are likely to be crucial in deciding how places are to be allocated. These points will be explained in detail in the school prospectus.

HOW IT WORKS

1. Fill in the first part of the page marked **PRIEST'S REFERENCE**. You may need to fill in more than one Priest Reference if you are making application to more than one Catholic school.
2. Give the form to the appropriate priest (see below). The second half will be completed by the priest and returned to you, for you to include with your application to the school.

Which Priest should complete the form?

The reference should be given by the appropriate priest, who is normally either:

- your own Parish Priest (i.e. the Parish Priest of the Parish in which you **live**); or
- the Parish Priest of the Parish where you worship regularly (if different).

PRIEST'S REFERENCE identifies your child and allows the priest to confirm whether you are a practising Catholic family. This judgment will be based on your Mass attendance. In very exceptional circumstances, the form also allows the priest an opportunity to let the school know about particular pastoral circumstances which may affect an application. In these cases the **school** and not the priest will make a judgment whether such circumstances will have any effect on your application. The school's decision will be based on its published criteria.

THIS PART IS TO BE KEPT BY THE PRIEST: NOT TO BE SENT TO THE SCHOOL

YOUR SELF-ASSESSMENT (CONFIDENTIAL TO THE PRIEST)

Please use this form to help discuss and inform your application to a Catholic school with the Priest who is completing the Priest's Reference on your behalf.

Information about your Family

	Father of Child:	Mother of child:
Name:		
Address: <i>(give both addresses if different)</i>		
Telephone:		
Parish of Residence: <i>(give both parishes if different)</i>		
Are you a Catholic?	Yes/No:	Yes/No:
At which church do you normally worship?		
How often do you normally worship at Mass?	weekly / fortnightly / monthly / <i>other:</i>	<i>weekly / fortnightly / monthly / other:</i>
For how long has this been your practice?	----- <i>years / months</i>	----- <i>years / months</i>

If you do not worship at Mass regularly, or you have only recently started to do so, Please give any reasons below. Please also give any other details which you think May be relevant or useful.

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Information about your Child

	Child's Name:
	Child's Date of Birth:
	Child's Normal Address: <i>(if different from Q.2)</i>
	My / our child was baptised on ----- (date) at ----- (place)
	(If appropriate) my / our child received First Holy Communion: on ----- (date) at ----- (place)
	(If appropriate) my / our child was prepared for the Sacrament of Reconciliation (First Confession) in ----- (month(s) / year) at ----- (place)
	If you or your child participate in or contribute to parish activities, please indicate below:
	Why do you wish your child to attend a Catholic school?

Parents' Declaration

I / We declare that the information given on this Form is true. I / We understand and accept that the information given on this sheet remains confidential and will not be shared with the school, or used in any way except for purposes connected with my / our pastoral care within the Catholic Church.

Signature of Mother: _____ Date: _____

Signature of Father: _____ Date: _____

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PRIEST'S REFERENCE (TO BE RETURNED TO THE SCHOOL)

Name of Child: _____

Name of Parent(s): _____

Home Address: _____

Post Code: _____ Telephone: _____

Is this child a baptised Catholic
 a person received into communion with the Catholic Church
 or a baptised Catholic of a Ritual Church in communion with the See of Rome?

YES/NO

The parent(s)/carers of the child are known to me through-

Weekly attendance at Mass over the previous two years
 Non-Weekly attendance at Mass

Please
tick

Comment if appropriate: _____

The child is known to me through-

Weekly attendance at Mass over the previous two years
 Non-Weekly attendance at Mass

Please
tick

Comment if appropriate: _____

I support this application

Declaration:

I have read and understood the *Guidance Notes for Parish Priests on Admission to Catholic Schools* and I confirm that, on the basis described in that guidance, the above statements about the child named above and his or her family's practice are true, to the best of my knowledge and belief.

Date: _____ Priest's Name: _____ signed: _____

Parish _____ Parish Seal
(to be applied over the priest's signature)

**Please return this form to
 Sacred Heart School, St Mark's Road, Teddington Middlesex. TW11 9DD**

