



The Cardinal Vaughan Memorial School
89 Addison Road, London W14 8BZ
www.cvms.co.uk

ADMISSION POLICY FOR THE 2020-2021 ACADEMIC YEAR

1. The Cardinal Vaughan Memorial School is an oversubscribed Catholic boys' comprehensive school which admits girls in the Sixth Form. Whenever there are more applications than places available, priority will always be given to Catholic children in accordance with the oversubscription criteria shown below.
2. The Academy Trust is the admission authority and has responsibility for admissions to the school. The local authority undertakes the co-ordination of admission arrangements during the normal admission round to Year 7.
3. **Applicants who have an Education, Health and Care Plan** (*note 9.1*)
 - 3.1. Year 7 applicants who have an Education, Health and Care Plan which names the school will be admitted. Year 12 applicants who meet the minimum level of attainment for their chosen course and who have an Education, Health and Care Plan which names the school will be admitted. Where this takes place before offers are made under these arrangements it will reduce the number of places available to other applicants.

4. Admission to Year 7

- 4.1. There are 124 places for boys in Year 7. To ensure the intake to the School is comprehensive and represents the ability range of the cohort applying, we admit boys in three bands of ability (see 8.4):

<i>Band 1</i> <i>(above average ability)</i>	<i>Band 2</i> <i>(average ability)</i>	<i>Band 3</i> <i>(below average ability)</i>
<i>25% of the intake - 31 places</i>	<i>50% of the intake - 62 places</i>	<i>25% of the intake - 31 places</i>

4.2. Oversubscription Criteria

- 4.2.1. If there are more applications for admission to the school than there are places available, offers will be made in the following order of priority.
 - A. Catholic looked after and previously looked after boys (*notes 9.2-9.5*).
 - B. Catholic boys with a Certificate of Catholic Practice in the following order (*notes 9.4-9.6*):
 - B.1. Up to 12 boys eligible for a music aptitude place (see 8.3)
 - B.2. Brothers of current or former pupils on the School roll (*notes 9.7 and 9.10*)
 - B.3. Boys whose parents/carers are members of staff at the School (*see note 9.9*)
 - B.4. Other boys
 - C. Other Catholic boys (*notes 9.4-9.5*)
 - D. Other looked after and previously looked after boys (*notes 9.2 and 9.3*)
 - E. Any other boys

4.3. Tie Break

- 4.3.1. If there are more boys in any group, A-E above, than places available, remaining places will be offered by random allocation (see 8.7).

5. Admission to Year 12

5.1. There are 195 places in Year 12. 120 for existing pupils and 75 for external applicants, boys and girls. If fewer than 120 of the school's existing pupils transfer into Year 12, additional external applicants will be admitted until Year 12 meets its capacity of 195 places.

5.2. Minimum level of attainment at GCSE

5.2.1. Applicants to Year 12, internal and external, must meet the minimum level of attainment at GCSE for their chosen course of study as follows:

Course 1 BTEC Level 3 Diploma in Business Studies (approx. 10 places)	At least six GCSEs (or equivalent qualifications up to a maximum of two). Three qualifications must be grade 5 or above and a further three must be grade 4 or above; such qualifications must include English and Mathematics. The specific requirements for particular courses, as set out in the Sixth Form Prospectus, must also be satisfied.
Course 2 Four Subjects, including Business Studies and Sociology (approx. 30 places)	At least six GCSEs (or equivalent qualifications up to a maximum of two). Three qualifications must be grade 6 or above and a further three must be grade 5 or above; such qualifications must include English and Mathematics. The specific requirements for particular courses, as set out in the Sixth Form Prospectus, must also be satisfied.
Course 3 Four Subjects (approx. 80 places)	At least six GCSEs (or equivalent qualifications up to a maximum of two). Four qualifications must be grade 7 or above and a further two must be grade 6 or above; such qualifications must include English and Mathematics. The specific requirements for particular courses, as set out in the Sixth Form Prospectus, must also be satisfied.
Course 4 Five Subjects (approx. 75 places)	At least six GCSEs (or equivalent qualifications up to a maximum of two). Four qualifications must be grade 8 or above and a further two must be grade 7 or above; such qualifications must include English and Mathematics. The specific requirements for particular courses, as set out in the Sixth Form Prospectus must also be satisfied.
<i>In the first instance, the predicted grades on the exam details sheet, which applicants are asked to provide with the Supplementary Information Form, will be used to decide whether the minimum level of attainment has been satisfied. Once GCSE results are published, actual grades will be used. An applicant's ability to meet the minimum level of attainment does not guarantee a place in the Sixth Form.</i>	

5.3. **Oversubscription Criteria**

5.3.1. If there are more external applicants who meet the minimum level of attainment than there are places available, places will be offered conditionally (subject to an applicant meeting the minimum level of attainment in their actual GCSE results) in the following order of priority.

- A. Catholic looked after and previously looked after applicants. (notes 9.2-9.5).
- B. Catholic applicants with a Certificate of Catholic Practice in the following order of priority (notes 9.4-9.6):
 - 1st Brothers/sisters of current/former pupils on the School roll (notes 9.7-9.10).
 - 2nd Other applicants
- C. Other Catholic applicants (notes 9.4-9.5).
- D. Other looked after and previously looked after applicants (notes 9.2-9.3).
- E. Any other applicants

5.4. Tie Break

- 5.4.1. If there are more candidates in any group, A-E above, than places available, remaining places will be offered by random allocation (see 8.7).

6. **Applications made in-year**

- 6.1. Applications for vacancies in Year 7-11 that occur outside the normal admissions round will be considered at any time during the year. Further information is available from the school.
- 6.2. The arrangements and oversubscription criteria set out in paragraph 4 will apply except that ability banding will not be used.

7. **Forms and Dates**

7.1. Applicants who have an Education, Health and Care Plan (EHC) (note 9.1)

- 7.1.1. The admission process for those with EHC Plans is separate from the arrangements shown here. You must contact your local authority for advice on school placements.
- 7.1.2. If you would like to visit the School, please attend one of our open evenings.
- 7.1.3. If applying for Year 7, your son does not need to attend the banding test.

7.2. Year 7

- 7.2.1. Open evenings, which include an address from the Head Teacher and a tour of the school, will be held on Tuesday 17 September and Thursday 26 September 2019. The Head Teacher speaks at 4.30pm and 6.00pm. The last tour is at 6.15pm.
- 7.2.2. To apply for a music aptitude place (see 8.3), please complete the separate Music Application Form available on our website and return it by 5.00 pm on Monday 30 September 2019 (this is earlier than the closing date for applications). Your son will need to take the music aptitude test which will be held during the week commencing 7 October 2019.
- 7.2.3. To apply for a Year 7 place in the normal admission round, you must complete an online application form (or eadmissions form) available from your local authority and return it to the local authority by 31 October 2019.
- 7.2.4. You should also complete the School's Year 7 Supplementary Information Form available with this policy if you wish to apply under oversubscription criteria A, B or C. The Supplementary Information Form must be returned to the School by 5.00 pm on Friday 18 October 2019. Your application will be placed in oversubscription groups D or E if we do not receive a Supplementary Information Form.
- 7.2.5. Ability banding tests (see 8.4), which all boys should undertake, will be held at the School on Monday 28 October 2019. Please contact the School if your son cannot attend on this date.
- 7.2.6. We will acknowledge receipt of the Music Application Form and the Supplementary Information Form.
- 7.2.7. Offers will be made by your local authority on 1 March. Shortly afterwards, we will write to you with more details about the outcome of your application. If we offer you a place, we will tell you what action you need to take to accept the offer. If you are not offered a place (unless your son gained a place at a school you ranked higher), you will be told the reasons related to the oversubscription criteria listed above and your son's name will automatically be placed on the Reserve List (see 8.9). You can also ask for your son's name to be placed on the Allocation List (waiting list) (see 8.9) and you will be given an opportunity to appeal to an independent appeal panel (see 8.10). Appeals will be held in May.

7.3. Year 12

- 7.3.1. Open evenings for external applicants, which include an address from the Head Teacher and tour of the School, will be held on Thursday 3 October and on Tuesday 15 October 2019. The Head Teacher will speak at 5.00pm. The last tour will be held at 6.00pm.
- 7.3.2. Open evenings for internal applicants will be held on Thursday 10 October 2019 at 4.00pm.
- 7.3.3. External applicants must complete the School's Year 12 Supplementary Information Form available with this policy. Internal applicants must complete the form for internal applicants available from the Head of Sixth Form. Forms must be returned to the School by 5.00 pm on Friday 1 November 2019.
- 7.3.4. We will acknowledge receipt of your Supplementary Information Form.
- 7.3.5. Catholic applicants with a Certificate of Catholic Practice who's predicted grades on the Exam Details Sheet meet the minimum level of attainment for the chosen course of study will be invited to a course suitability discussion in December (see 8.6).
- 7.3.6. We will write to you with the outcome of your application by the end of February. If we offer you a conditional place, we will tell you what action you need to take to accept the conditional offer. If you are not offered a place, you will be told the reasons related to the oversubscription criteria listed above and your name will automatically be placed on the Reserve List (see 8.9). You can also ask for your name to be added to the Allocation List (waiting list) (see 8.9) and you will be given an opportunity to appeal to an independent appeal panel (see 8.10). Appeals will be held in September.

7.4. In-year

- 7.4.1. To apply for an In-Year place at this school, you should complete and return the School's In-Year Supplementary Information Form which is available on our website or from the School's Registrar (www.admissions.co.uk).
- 7.4.2. We will write to you with the outcome of your application. If you are unsuccessful, you will be informed of the reasons, related to the oversubscription criteria listed at 4.2 above, your son's name will automatically be added to the Allocation List (see 8.9) and you have the right of appeal to an independent appeal panel (see 8.10).

8. **Procedures**

- 8.1. Late Applications - Late applications to Year 7 will be administered in accordance with the local authority's co-ordinated admissions scheme. If you submit your application after the closing date without a valid reason, it will be considered after those submitted on time. This will greatly affect your chances of being offered the school you want. Late applications to Year 12 will be considered after those submitted on time. This may affect your chances of being made a conditional offer.
- 8.2. Admission of Children Outside their Normal Age Group - A request may be made for a child to be admitted outside their normal age group, for example if the child is gifted and talented or has experienced problems such as ill health. Requests should be made in writing to the School Admissions Committee at the School address by the end of December in the year prior to admission. You should provide supporting evidence from the child's current school. Each case will be considered on its own merits and permission will only be given in exceptional circumstances where there is evidence that the child's academic, social or emotional development would be affected by being educated in the normal age group.
- 8.3. Year 7 Music Aptitude Places (Criterion B1) - The Academy Trust gives priority to up to 10% of Catholic boys with a Certificate of Catholic Practice who can demonstrate an aptitude in music. A boy with aptitude for music is one who will benefit from music teaching or who demonstrates a particular capacity to learn or develop skills in music and can benefit from the expertise and facilities at the

school. If successful, your son will be required to give up a significant part of his free time to learn music and play a full part in the School's extensive music programme. Do not apply for a music place if your son has no interest in doing this. Up to twelve offers will be made to Catholic boys, with a Certificate of Catholic Practice, who have the highest scores in a music aptitude test which uses aural tasks. There are 3 places available in ability band 1, 6 in band 2 and 3 in band 3. To qualify for a music place, boys must achieve a minimum score of 14 in the aptitude test. The school will take all reasonable steps to inform parents of the outcome of tests before the closing date for applications. Boys who are not offered a music place will automatically be considered for a place within their ability band under the other oversubscription criteria. Any unfilled places will be offered to boys in oversubscription groups B2, B3, B4, C, D and E.

- 8.4. Year 7 Ability Banding Test - **The ability banding test is not an entry test. There is no 'pass' or 'fail' and a boy's score does not determine whether he will be offered a place.** The test is used to ensure that the intake to the School reflects the ability range of the cohort applying. The test that we use is intended for 10-11 year old boys. It gives an indication of the boy's current ability in Maths and English. Boys are ranked on the basis of their score in the test relative to other boys who took the test. Ability bands are set by placing the top 25% of boys in band 1, the middle 50% of boys in band 2 and the bottom 25% of boys in band 3. All boys must take the banding test. An application to the school cannot be processed without an ability band. The only exceptions are boys with Education, Health and Care (EHC) Plans, looked-after boys and previously looked-after boys. EHC placements will be made whether or not a boy has taken the banding test. Top priority will be given to Catholic looked-after and previously looked-after boys whether or not these boys have taken the banding test.
- 8.5. Year 12 Exam Details Sheet – External applicants must submit an exam details sheet, verified by the applicant's current school, with the Supplementary Information Form. It will be used to decide whether the application meets the minimum level of attainment for the chosen course. Conditional offers will be confirmed once the actual examination results are published in August.
- 8.6. Year 12 Course Suitability Discussion – This does not form part of the admissions process but is designed to provide advice concerning course/subject choices based on predicted GCSE grades and to enable candidates to determine how their needs and requirements might be met at the School.
- 8.7. Random Allocation – We use random allocation as the means of deciding between applicants who have an equal entitlement to place on the basis of the oversubscription criteria A – E. The local authority generates a random number electronically for all on-time applications. Offers will be made by random number in ascending order (i.e. the lower the number, the better the chance). The process will be administered electronically by the local authority, which is independent from the School.
- 8.8. Last Year's Offers – Last year, offers were made to applicants whose applications met oversubscription criteria A or B. There was oversubscription within group B and random allocation was used to decide between applicants.
- 8.9. Reserve and Allocation Lists (Waiting Lists)
- 8.9.1. Year 7 - Boys who have not been offered a place and who have not received an offer at a higher preference school will automatically be placed on a Reserve List which will be maintained until 31 August 2020. You can also ask for your son's name to be placed on the Allocation List, which will be maintained from 1 September 2020-(ability bands will not apply from this date). In both cases, boys' names will be placed in oversubscription groups using the priority order set out at 4.2. A new round of random allocation will occur when deciding which boy is to be offered a place from the Reserve List or the Allocation List (so that those who apply for a place at the

School after an earlier round of random allocation are not disadvantaged). At the end of each academic year, we will ask you if you want your son's name to stay on the list. The list for each year group will be re-generated and re-ordered so that it reflects the admission arrangements in effect at the time (and not those which applied when the application was made).

8.9.2. Year 12 - Unsuccessful applicants will be placed on a Reserve List. The Reserve List is ranked on the basis of the oversubscription criteria set out at 5.3 and will be maintained until the publication of examination results in August. Vacant places arising before this date will be offered conditionally to applicants on the Reserve List. You can also ask to join the Allocation List, which takes effect in August when examination results are published. The Allocation List is ranked on the basis of the oversubscription criteria in this Policy except that actual GCSE results (rather than the results predicted on the exam details sheet) will be used to determine whether the minimum level of attainment for the course has been achieved. A fresh round of random allocation will take place when deciding which candidate is to be offered a place from the Reserve List or the Allocation List (so that those who apply for a place at the School after an earlier round of random allocation are not disadvantaged).

8.9.3. In-Year - If you are not offered a place, your son's name will automatically be added to the Allocation List. Boys' names will be placed in oversubscription groups using the priority order set out at 4.2. A fresh round of random allocation will take place when deciding which child is to be offered a place from the Allocation List.

8.10. Admission Appeals - You have the right to appeal against the Academy Trust's decision not to offer you a place. Appeal forms are available from the school. The appeals timetable is published on the admissions page of our website www.cvms.co.uk. An independent admission appeals panel will be established to hear appeals in accordance with the provisions of the 'School Admissions Appeals Code'. Year 7 appeals are normally heard in May. Year 12 appeals are heard in September after confirmation of the examination results on which the offer of a place depends. The decisions of the appeal panel are posted within two weeks and are binding on all parties.

8.11. Year 12 Courses - Undersubscription and Oversubscription – A course may be withdrawn if too few pupils apply. Undersubscribed courses are not viable in financial or educational terms. If a course is undersubscribed, any available places will be split between other courses available. The number of places available in each course is given as a guide but is subject to change depending on the course choices made by internal applicants

8.12. Fair Access Protocol - We are committed to taking our fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admission round, the Directors of the Academy Trust are empowered to give absolute priority to a child where admission is requested under any locally agreed protocol even where admitting the child would mean exceeding the published admission number.

8.13. False Information, or the omission of material information, may result in disqualification, or the loss of a place after it has been offered, accepted or taken up.

8.14. Your Data - Like all schools, The Cardinal Vaughan Memorial School collect and hold personal information relating to our pupils and may also receive information about them from their previous school, local authority and/or the Department for Education (DfE). We will not give information about our pupils to anyone without your consent unless the law and our policies allow us to do so. We are required, by law, to pass certain information about our pupils to our local authority (LA) and the

Department for Education (DfE). Please refer to the Privacy Notices in the Policies section of the School's website for further details.

9. Notes (these notes form part of the oversubscription criteria)

- 9.1. 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.
- 9.2. A 'looked after child' has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of a local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making application to the school.
- 9.3. A 'previously looked after child' is a child who was looked after, but ceased to be so because he or she was adopted, or became subject to a child arrangements order or special guardianship order.
- 9.4. '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 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 includes a looked after child who is part of a Catholic family where a letter from a priest demonstrates that the child would have been baptised or received if it were not for their status as a looked after child (e.g. a looked after child in the process of adoption by a Catholic family).
- 9.5. For a child to be treated as Catholic, evidence of baptism or reception into the 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 laws of the Church.
- 9.6. 'Certificate of Catholic Practice' means a certificate issued by the family's parish priest (or the priest in charge of the church where the family attends Mass) in the form laid down by the Bishops' Conference of England and Wales. It will be issued if the priest is satisfied that at least one Catholic parent or carer (along with the child, if he or she is over seven years old) have (except when it was impossible to do so) attended Mass on Sundays and holy days of obligation for at least five years (or, in the case of a child, since the age of seven, if shorter). It will also be issued when the practice has been continuous since being received into the Church if that occurred less than five years ago. It is expected that most Certificates will be issued on the basis of attendance. A Certificate may also be issued by the priest when attendance is interrupted by exceptional circumstances which excuse from the obligation to attend on that occasion or occasions. Further details of these circumstances can be found in the guidance issued to priests. Appendix 5 of the Diocesan Guidance on Admission to Catholic Schools <http://rcdow.org.uk/education/governors/admissions/>.
- 9.7. 'Brother or sister' includes
 - 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
 - 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 address as the applicant.
- 9.8. 'Parent' means all natural parents, any person who is not a parent but has parental responsibility for a child, and any person who has care of a child.
- 9.9. 'Members of the staff at the School' means those who currently work at the Cardinal Vaughan Memorial School (and who have done so continuously for at least 24 months before the date the application to the school is made).
- 9.10. 'Former pupils' means a boy or girl who has completed a course of study (Key stage 4 or Key Stage 5) at the Cardinal Vaughan Memorial School.

YOUR SON'S LAST NAME	
HIS FIRST NAME(S)	
HIS DATE OF BIRTH	



The Cardinal Vaughan Memorial School
89 Addison Road, Kensington, London W14 8BZ
Telephone 020 7603 8478

SUPPLEMENTARY INFORMATION FORM (SIF)

ADMISSION TO YEAR 7 IN SEPTEMBER 2020

PLEASE READ ADMISSION POLICY BEFORE YOU COMPLETE THIS FORM AND COMPLETE ALL BOXES IN CAPITAL LETTERS
RETURN THIS FORM TO THE SCHOOL BY 5.00PM ON FRIDAY 18 OCTOBER 2019

YOUR LOCAL AUTHORITY'S ONLINE APPLICATION FORM OR EADMISSIONS FORM MUST BE RETURNED
TO THE LOCAL AUTHORITY BY 31 OCTOBER 2019

We are committed to protecting the information provided by parents/carers and using it only for the purpose for which it was obtained.
Our Privacy Notices are included in the Policies section of our website www.cvms.co.uk

BOY'S ADDRESS & POST CODE	
NAME OF PARENT/CARER <i>FIRST & LAST NAME</i>	
TELEPHONE	
EMAIL <i>WE WILL USE THIS TO CONTACT YOU</i>	<i>BLOCK CAPITALS PLEASE</i>

IS THE BOY CURRENTLY IN PUBLIC CARE ('LOOKED AFTER') OR WAS HE PREVIOUSLY IN PUBLIC CARE ('LOOKED AFTER')?	NO	YES
If YES, you must include a letter from the boy's social worker confirming his legal status, the local authority to which he is/was in care and his the boy's full name and address with this form		
IS THE BOY CATHOLIC?	NO	YES
If YES, you must provide a COPY of your son's baptism certificate or certificate of reception into the Catholic Church with this form		
DO YOU HAVE A CERTIFICATE OF CATHOLIC PRACTICE (CCP)?	NO	YES
If YES, you must provide the original Certificate of Catholic Practice with this form		
IS THE BOY THE BROTHER OF A CURRENT OR FORMER PUPIL?	NO	YES
If YES, please write his or her full name, year group or date of entry here		
IS THE BOY THE CHILD OF A MEMBER OF STAFF AT THIS SCHOOL?	NO	YES
If YES, please write the name of the member of staff here		
ARE YOU APPLYING FOR THE BOY TO BE EDUCATED OUTSIDE HIS NORMAL AGE GROUP?	NO	YES
If YES, you must provide a letter of request and supporting evidence from the current school with this form		

<i>Your application may not be processed correctly if you do not attach the right documents</i>	
Signed _____	Date _____
Parent/Carer	

THE CARDINAL VAUGHAN MEMORIAL SCHOOL

APPLICATION FOR A MUSIC APTITUDE PLACE - YEAR 7 (SEPTEMBER 2020)



BOY'S LAST NAME	
BOY'S FIRST NAME(S)	
BOY'S DATE OF BIRTH	
ADDRESS AND POST CODE	
NAME OF PARENT/CARER	
TELEPHONE NUMBER	
EMAIL ADDRESS WE WILL USE THIS TO CONTACT YOU	<i>IN BLOCK CAPITALS PLEASE</i>

IS THE BOY CATHOLIC WITH A CERTIFICATE OF CATHOLIC PRACTICE (CCP)?

ONLY CATHOLIC BOYS WITH A CCP ARE ELIGIBLE FOR MUSIC PLACES. OUR ADMISSION POLICY SETS OUT THE EVIDENCE WE RELY ON TO DETERMINE WHETHER THIS REQUIREMENT IS MET

YES

NO

The Academy Trust gives priority to up to 10% of Catholic boys with a Certificate of Catholic Practice who can demonstrate an aptitude in music. A boy with aptitude for music is one who will benefit from music teaching or who demonstrates a particular capacity to learn or develop skills in music and can benefit from the expertise and facilities at the school. If successful, your son will be required to give up a significant part of his free time to learn music and play a full part in the School's extensive music programme. Do not apply for a music place if your son has no interest in doing this.

How to apply for a music aptitude place

1. To apply for a music aptitude place, you MUST complete this music application form and return it to the school by 5.00 pm on Monday 30 September 2019. We cannot accept late forms. You must also complete the Supplementary Information Form (SIF) and return it to the school by 5.00 pm on Friday 18 October 2019 AND your local authority online application form or eadmissions form, which should be returned to your home borough by 31 October 2019.
2. Boys must attend the school during the week commencing Monday 7 October 2019 to take an aptitude test using aural tasks. You will be notified of the arrangements. To be eligible for a music place, boys must achieve a minimum score of 14 in the test. Up to twelve offers will be made by ability band to Catholic boys with a Certificate of Catholic Practice with the highest scores in the aptitude test (*see admission policy, www.cvms.co.uk*). Boys who are not offered a music place will automatically be considered for a place within their ability band under the other oversubscription criteria.

We will take all reasonable steps to inform you of the outcome of tests before the closing date.

**RETURN THIS FORM TO YEAR 7 ADMISSIONS (MUSIC), CARDINAL VAUGHAN MEMORIAL SCHOOL,
89 ADDISON ROAD, W14 8BZ, BY THE MUSIC CLOSING DATE, 5.00 PM MONDAY 30 SEPTEMBER 2019.**

We are committed to protecting the information provided by parents/carers and using it only for the purpose for which it was obtained. Our Privacy Notices are included in the Policies section of our website www.cvms.co.uk

APPLICANT'S LAST NAME	
YOUR FIRST NAME(S)	
YOUR DATE OF BIRTH	



The Cardinal Vaughan Memorial School
89 Addison Road, Kensington, London W14 8BZ
Telephone 020 7603 8478

SUPPLEMENTARY INFORMATION FORM (SIF)

ADMISSION TO YEAR 12 IN SEPTEMBER 2020

THIS FORM SHOULD NORMALLY BE COMPLETED BY THE PROSPECTIVE PUPIL OR BY HIS OR HER PARENT/CARER

PLEASE READ ADMISSION POLICY FIRST THEN COMPLETE ALL PARTS OF THE FORM APART FROM THE EXAM DETAILS SHEET, WHICH MUST BE COMPLETED AND SIGNED BY YOUR HEADTEACHER OR ANOTHER SENIOR MEMBER OF STAFF AT YOUR CURRENT SCHOOL.

RETURN THIS FORM TO THE SCHOOL BY 5.00PM ON FRIDAY 1 NOVEMBER 2019.

We are committed to protecting the information provided by parents/carers and using it only for the purpose for which it was obtained. Our Privacy Notices are included in the Policies section of our website www.cvms.co.uk

YOUR ADDRESS & POST CODE	
NAME OF PARENT/CARER <i>FIRST & LAST NAME</i>	
TELEPHONE	
EMAIL <i>WE WILL USE THIS TO CONTACT YOU</i>	<i>BLOCK CAPITALS PLEASE</i>
YOUR CURRENT SCHOOL <i>NAME AND POSTCODE</i>	

ARE YOU CURRENTLY IN PUBLIC CARE ('LOOKED AFTER') OR WERE YOU PREVIOUSLY IN PUBLIC CARE ('LOOKED AFTER')?	NO	YES
If YES, you must include a letter from your social worker confirming your legal status, the local authority to which you are/were in care and your full name and address with this form		
ARE YOU CATHOLIC?	NO	YES
If YES, you must provide a COPY of your baptismal certificate or certificate of reception into the Catholic Church with this form		
DO YOU HAVE A CERTIFICATE OF CATHOLIC PRACTICE (CCP)?	NO	YES
If YES, you must provide the original Certificate of Catholic Practice with this form		
ARE YOU THE BROTHER OR SISTER OF A CURRENT OR FORMER PUPIL AT THIS SCHOOL?	NO	YES
If YES, please write his or her full name, year group or date of entry here		
ARE YOU APPLYING TO BE EDUCATED OUTSIDE THE NORMAL AGE GROUP?	NO	YES
If YES, you must provide a letter of request and supporting evidence from the current school with this form		

WHICH COURSE WOULD YOU LIKE TO STUDY? <i>TICK <u>ONE</u> BOX ONLY</i>		✓
COURSE 1 – BTEC LEVEL 3 DIPLOMA BUSINESS STUDIES		
COURSE 2 – FOUR SUBJECTS, INCLUDING BUSINESS STUDIES AND SOCIOLOGY		
COURSE 3 – FOUR SUBJECTS		
COURSE 4 – FIVE SUBJECTS		

WHAT ARE YOUR SUBJECT CHOICES? <i>LOOK AT THE SIXTH FORM PROSPECTUS & STATE SUBJECT CHOICES FOR YOUR COURSE IN THE <u>CORRECT</u> BLOCKS</i>	
BLOCK 1	
BLOCK 2	
BLOCK 3	
BLOCK 4	
BLOCK 5	
<p><i>YOU MUST SUBMIT YOUR EXAM DETAILS SHEET WITH THIS FORM, WHICH SHOULD BE COMPLETED AND SIGNED BY YOUR HEAD TEACHER OR ANOTHER SENIOR MEMBER OF STAFF AT YOUR CURRENT SCHOOL</i></p>	
<p><i>Your application may not be processed correctly if you do not attach the right documents</i></p> <p>Signed _____ Date _____</p> <p style="text-align: center;">Applicant</p>	

THE CARDINAL VAUGHAN MEMORIAL SCHOOL

89 Addison Road, Kensington, London W14 8BZ
admissions@cvms.co.uk



EXAMINATION DETAILS SHEET – APPLICATION FOR SIXTH FORM STUDY

Sections B, C, D and E must be completed and signed by a SENIOR MEMBER OF STAFF AT THE CANDIDATE'S SCHOOL, not by the candidate. Alternatively, the school may complete B, D and E and submit a computer-generated report showing the candidate's current predicted grades (section C).

Please provide details for ALL GCSE subjects being studied/already awarded.

A. CANDIDATE'S DETAILS

NAME		BIRTH DATE	
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B. QUALIFICATIONS ALREADY AWARDED (GCSEs, A LEVEL, ETC)

SUBJECT	LEVEL	GRADE	YEAR

C. PREDICTED GRADES

SUBJECT	GRADE	SUBJECT	GRADE
English Language		Italian	
Mathematics		Latin	
Art		Music	
Business & Economics		Philosophy & Ethics	
Biology		Physical Education	
Chemistry		Physics	
Classical Civilisation		Psychology	
Design & Technology		Religious Education	
Economics		Science – Core	
English Literature		Science – Additional	
Engineering		Sociology	
French		Spanish	
Geography			
German			
History			
Humanities			
ICT/Computing			

D. OTHER NON-GCSE PREDICTED GRADES (E.G. DiDA ETC)

SUBJECT	GRADE	SUBJECT	GRADE

E. MEMBER OF STAFF DETAILS

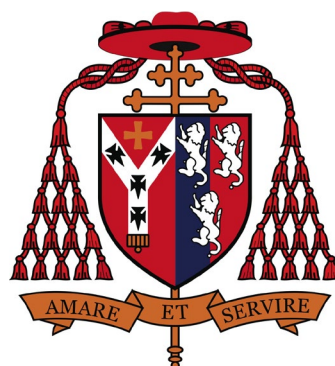
Name of school	
Your name and position	
Your signature & date	
School stamp or seal	

We are committed to protecting the information provided by parents/carers and using it only for the purpose for which it was obtained. Our Privacy Notices are included in the Policies section of our website www.cvms.co.uk.

OFFICE USE

Do the predicted grades meet the minimum level of attainment, YES or NO?

YOUR SON'S LAST NAME	
HIS FIRST NAME(S)	
HIS DATE OF BIRTH	
WHICH YEAR GROUP ARE YOU APPLYING FOR?	



The Cardinal Vaughan Memorial School
89 Addison Road, Kensington, London W14 8BZ
Telephone 020 7603 8478

IN-YEAR SUPPLEMENTARY INFORMATION FORM (SIF)

PLEASE READ ADMISSION POLICY BEFORE YOU COMPLETE THIS FORM AND COMPLETE ALL BOXES IN CAPITAL LETTERS

THIS FORM SHOULD BE RETURNED TO THE SCHOOL

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BOY'S ADDRESS & POST CODE	
NAME OF PARENT/CARER <i>FIRST & LAST NAME</i>	
TELEPHONE	
EMAIL <i>WE WILL USE THIS TO CONTACT YOU</i>	<i>BLOCK CAPITALS PLEASE</i>

IS THE BOY CURRENTLY IN PUBLIC CARE ('LOOKED AFTER') OR WAS HE PREVIOUSLY IN PUBLIC CARE ('LOOKED AFTER')?	NO	YES
If YES, you must include a letter from the boy's social worker confirming his legal status, the local authority to which he is/was in care and his the boy's full name and address with this form		
IS THE BOY CATHOLIC?	NO	YES
If YES, you must provide a COPY of your son's baptism certificate or certificate of reception into the Catholic Church with this form		
DO YOU HAVE A CERTIFICATE OF CATHOLIC PRACTICE (CCP)?	NO	YES
If YES, you must provide the original Certificate of Catholic Practice with this form		
IS THE BOY THE BROTHER OF A CURRENT OR FORMER PUPIL?	NO	YES
If YES, please write his or her full name, year group or date of entry here		
IS THE BOY THE CHILD OF A MEMBER OF STAFF AT THIS SCHOOL?	NO	YES
If YES, please write the name of the member of staff here		
ARE YOU APPLYING FOR THE BOY TO BE EDUCATED OUTSIDE HIS NORMAL AGE GROUP?	NO	YES
If YES, you must provide a letter of request and supporting evidence from the current school with this form		

<i>Your application may not be processed correctly if you do not attach the right documents</i>	
Signed _____	Date _____
Parent/Carer	

