ADMISSION ARRANGEMENTS FOR THE 2025-2026 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 Saint John Southworth Catholic Academy Trust is the admission authority and has delegated admissions decisions to the local governing body. 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 128 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 8.5).

Band 1 (above average ability)	*Band 2 (average ability)*	*Band 3 (below average ability)*
25% of the intake - 32 places	*50% of the intake - 64 places*	*25% of the intake - 32 places*

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, including boys adopted from state care outside England *(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. Up to 12 boys who attend feeder primary schools (see 8.4)
   B.5. Other boys
C. Other Catholic boys *(notes 9.4-9.5)*
D. Other looked after and previously looked after boys, including boys adopted from state care outside England *(notes 9.2 and 9.3)*
E. Boys who are Catechumens or members of an Eastern Christian Church *(notes 9.11 and 9.12)*
F. Any other boys

4.2.2. The oversubscription criteria are applied to all applications in the order set out above. This means that every application is considered under each successive oversubscription criterion, until no places remain.

4.2.3. Where a place is offered to a boy who has a male twin/triplet applying for a place in the same school year, the sibling(s) will also be offered a place.

4.3. Tie Break

4.3.1. If there are more boys in any group, A-F above, than places available, remaining places will be offered by random allocation. This process is conducted independently by the local authority using an electronic random allocation system (see 8.8).

5. Admission to Year 12

5.1. There are 195 places in Year 12, 128 for existing pupils and 67 for external applicants, boys and girls. If fewer than 128 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. Internal pupils who wish to remain at the school, and who meet the minimum level of attainment at GCSE for their chosen course, transfer from Year 11 to Year 12. The oversubscription criteria (see 5.3) do not apply.

5.2.2. External applicants to Year 12 must meet the minimum level of attainment at GCSE for their chosen course of study. The oversubscription criteria (see 5.3) are then applied.

MINIMUM LEVEL OF ATTAINMENT		
Course 1 BTEC Level 3 Diploma in Business Studies with up to two subjects	At least six GCSEs (or equivalent qualifications up to a maximum of two). Six qualifications must be grade 5 or above with English and Mathematics at grade 4 or above. The specific requirements for particular courses, as set out in the Sixth Form Prospectus, must also be satisfied.	*Approx. 10 places*
Course 2 Business Studies, Sociology plus two subjects, one of which may be an Extended Project Qualification	At least six GCSEs (or equivalent qualifications up to a maximum of two). Six qualifications must be grade 6 or above with English and Mathematics at grade 5 or above. The specific requirements for particular courses, as set out in the Sixth Form Prospectus, must also be satisfied.	*Approx. 30 places*
Course 3 Four Subjects, one of which may be an Extended Project Qualification	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.	*Approx. 80 places*
Course 4 Five Subjects, one of which may be an Extended Project Qualification	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.	*Approx. 75 places*
Predicted grades on the supplementary information form (confirmed by the current school) will be used to make conditional offers. Once GCSE results are published, actual grades will be used to determine whether the minimum level of attainment has been met. The ability to meet the minimum level of attainment does not a guarantee a place in the Sixth Form.		

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) by course in the following order of priority.

A. Catholic looked after and previously looked after applicants, including applicants previously in state care outside England. *(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 or sisters of current or 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 including applicants adopted from state care outside England *(notes 9.2-9.3).*
E. Applicants who are catechumens or members of an Eastern Christian church *(notes 9.11-9.12)*
F. Any other applicants

5.4. Tie Break

5.4.1. If there are more applicants in any group, A-F above, than places available, remaining places will be offered by random allocation. This process is conducted independently by the local authority using an electronic random allocation system (see 8.8).

6. Applications made in-year

6.1. Applications for vacancies in Years 7-11 that occur outside the normal admissions round will be considered at any time during the year.

6.2. Information about vacancies is available from the school.

6.3. 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 **Thursday 12th and Tuesday 17th September 2024**. The Headteacher 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 23rd September 2024** (this is earlier than the closing date for applications). Your son will need to take the music aptitude test which will take place during the week commencing **Monday 30th September 2024.**

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 2024.**

7.2.4. You should also complete the school's online Year 7 Supplementary Information Form available on our website if you wish to apply under oversubscription criteria A, B, C, D or E. Alternatively, you can request a paper copy of the form by emailing admissions@cvms.co.uk or by writing to the School's Registrar at the school address. The Supplementary Information Form must be received at the school by **5.00 pm on Friday 25th October 2024.** Your application will be placed in oversubscription group F if we do not receive a Supplementary Information Form.

7.2.5. Ability banding tests (see 8.5), which all boys should undertake, will be held at the School on **Monday 4th November 2024.** 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 2025**. 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 8.10). You can also ask for your son's name to be placed on the Allocation List (waiting list) (see 8.10) and you will be given an opportunity to appeal to an independent appeal panel (see 8.11). Appeals will be held **in May 2025**.

7.3. Year 12

7.3.1. Open evenings for external applicants, which include an address from the Head Teacher, will be held at **5.00pm on Thursday 3rd and Tuesday 8th October 2024.** The Headteacher will speak at 5.00pm.

7.3.2. Open evenings for internal applicants will be held on **Thursday 17th October 2024 from 4.00pm until 6.00pm**.

7.3.3. External applicants must complete the school's online Year 12 Supplementary Information Form available on our website. Alternatively, you can request a paper copy of the form by emailing admissions@cvms.co.uk or by writing to the School's Registrar at the school address. Internal applicants must complete the form for internal applicants available from the Head of Sixth Form. Forms must be received at the school by **5.00pm on Friday 8th November 2024.**

7.3.4. We will acknowledge receipt of your Supplementary Information Form.

7.3.5. Catholic applicants with a Certificate of Catholic Practice whose confirmed predicted grades meet the minimum level of attainment for the chosen course of study will be invited to a course suitability discussion **in December 2024** (see 8.7).

7.3.6. We will write to you with the outcome of your application **by the end of February 2025**. 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 8.10). You can also ask for your name

to be added to the Allocation List (waiting list) (see 8.10) and you will be given an opportunity to appeal to an independent appeal panel (see 8.11). Appeals will be held **in September 2025**.

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. Alternatively, you can request a paper copy of the form by emailing admissions@cvms.co.uk or by writing to the school's Registrar at the school address.

7.4.2. Within 15 school days of receipt of your application, we will write to you with the outcome. 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 8.10) and you have the right of appeal to an independent appeal panel (see 8.11).

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 a place at the school. 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 Sub-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)

8.3.1. The admission authority gives priority to up to 10% of Catholic boys with a Certificate of Catholic Practice who can demonstrate aptitude in music. A boy with aptitude in 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.

8.3.2. To qualify for a music place, boys will be invited to attend the school to take a music aptitude test which uses aural tasks. The test will be conducted by a member of the school's music staff in the presence of another adult who is independent of the school with the musical background necessary to understand the test and its assessment. Boys must achieve a minimum score of 14 in the aptitude test. Up to twelve offers will be made to Catholic boys, with a Certificate of Catholic Practice, who have the highest scores in the music aptitude test. There are three places available in ability band 1, six in band 2 and three in band 3.

8.3.3. 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, B5, C, D, E and F.

8.4. Year 7 Feeder Primary School Places (Criterion B4) - The admission authority will offer up to 12 places to Catholic boys with a Certificate of Catholic Practice who attend the following feeder primary schools by the closing date for applications: Our Lady of Victories Catholic Primary School SW7 5AQ, St Augustine's Catholic Primary School W6 8QE, St John XXIII Catholic Primary School W12 7QT, St Joseph's Catholic Primary School SW3 2QT, St Joseph's Catholic Primary School W9 1DF, St Thomas of Canterbury Catholic Primary School SW6 7HB. There are three places in band 1, six in band 2 and three in band 3.

8.5. 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.

8.6. Year 12 Exam Details – External applicants must provide the name of an appropriate contact at their current school who can confirm predicted examination grades. These will be used to make conditional offers. Conditional offers will be confirmed using an applicant's actual examination results published in August.

8.7. Year 12 Course Suitability Discussion – This does not form part of the offer decision-making process but is designed to provide advice concerning course or subject choices and to enable applicants to determine how their needs and requirements might be met at the school.

8.8. Random Allocation Tie-Break

8.8.1. If there are more applicants in any oversubscription group, A-F above, than places available, remaining places will be offered by random allocation.

8.8.2. This process is conducted separately by the independent local authority using an automatic random allocation system.

8.8.3. The school provides the local authority with a list of applicants in each oversubscription group. The local authority uses an automatic numbering system to generate and assign numbers to all equally qualified applications within a group where oversubscription occurs. For Year 7, this typically occurs against criteria B1, B4 and B5 and, for Year 12, B1st and B2nd.

8.8.4. Offers are made by the local authority by random number in ascending order (i.e. the lower the number, the better the chance) until no places remain.

8.9. Last Year's Offers

8.9.1. Year 7 offers were made to applicants whose applications met oversubscription criteria A or B. There was oversubscription within groups B1, B4 and B5. Random allocation was used to decide between applicants.

8.9.2. Year 12 offers were made to internal pupils who met the minimum level of attainment and to external applications in oversubscription groups A and B. There was oversubscription in groups B1st and B2nd. Random allocation was used to decide between applicants. Demand amongst internal pupils for courses 1 (BTEC Level 3 Diploma with Business Studies) and 2 (Business Studies, Sociology plus two subjects) was high meaning there were fewer places available for external pupils on courses 1 and 2.

8.10. Reserve and Allocation Lists (Waiting Lists)

8.10.1. Year 7

8.10.1.1. 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 for their ability band The Reserve List will be ranked 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. The Reserve List will be maintained until 31 August.

8.10.1.2. You can also ask for your son's name to be placed on the Allocation List, which will be maintained from 1 September (ability bands will not apply from this date). The Allocation List will be ranked 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 Allocation List. At the end of each academic year (until the end of Year 9), we will ask you if you want your son's name to stay on the list. The list for each year group (Years 7-9) 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).

8.10.2. 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 set out at 5.3 except that actual GCSE results (rather than predicted results) 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).

8.10.3. In-Year - If you are not offered a place, your son's name will automatically be added to the Allocation List (Years 7-9). Boys 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.

8.11. Admission Appeals - You have the right to appeal against the admission authority's decision not to offer you a place. Appeal forms and an appeals timetable are available on the admissions page of our website. An independent admission appeals panel will be established to hear appeals in accordance with the provisions of the School Admission 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. In-year appeals will be held within thirty days of an appeal being lodged. The decisions of the appeal panel are notified within five days and are binding on all parties.

8.12. 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.

8.13. 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 local governing body is 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.

8.14. 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.

8.15. Your Data

8.15.1. Like all schools, The Cardinal Vaughan Memorial School collects and holds 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 also hold prospective parents' contact details in order to communicate during and following the admissions process. If an application is unsuccessful, we will continue to hold parental contact information and personal data for pupils on our waiting list for the time a space may become available, unless you email dataprotectionofficer@sjscat.co.uk to ask us not to.

8.15.2. We will not give information about prospective pupils and parents 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 our Data Protection Policy and the Privacy Notice for Pupils and Parents for further information.

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. Looked after status will normally be evidenced by a letter from the boy's social worker, which confirms his legal status.

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. Previously looked after status will normally be evidenced by a letter from the boy's social worker and/or an adoption certificate. Boys or applicants 'adopted from state care outside England' refers to those who appear (to the admission authority) to have been in state care outside England and ceased to be in state care as a result of being adopted. This means that the child must have been adopted and the child must have previously been in state care outside England (in the care of or accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society) immediately before they were adopted. Parents will be asked to provide evidence which demonstrates their child is eligible for priority under this criterion. Such evidence may include an adoption order. It is recognised that it may not be straightforward to establish that a child was in state care outside England. In such cases, the local governing body will exercise professional judgement and common sense to determine eligibility and follow DfE Guidance.

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.*

9.7. *'Brother or sister' includes*

- *all natural brothers or sisters, half brothers or sisters, adopted brothers or sisters, step-brothers 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.*

9.11. *'Catechumen' means a member of the catechumenate of a Catholic Church. This will normally be evidenced by a certificate of reception into the order of catechumens.*

9.12. *'Eastern Christian Church' includes Orthodox Churches, and is normally evidenced by a certificate of baptism or reception from the authorities of that Church.*

IN-YEAR SUPPLEMENTARY INFORMATION FORM (SIF)
ADMISSION IN 2025-2026 ACADEMIC YEAR

Your son's last name	*CAPITAL LETTERS PLEASE*
His first name(s)	
His date of birth	*XX/XX/XX*
Which year group?	*FOR EXAMPLE, YEAR 8*

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

THIS FORM MUST BE COMPLETED BY THE BOY'S PARENT/CARER AND RETURNED TO THE SCHOOL
PLEASE READ OUR ADMISSION ARRANGEMENTS BEFORE YOU COMPLETE THE FORM

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).

Your son's home address 1	
2	
3	
Postcode	
Name of parent or carer	*FIRST AND LAST NAME*
Parent/carer phone number	
Parent/carer email address *WE WILL USE THIS TO CONTACT YOU*	*CAPITALS LETTERS PLEASE*

Is the boy currently in public care (a looked after child)?	**NO**	**YES**
If YES, attach a letter from the boy's social worker confirming his legal status.		
Was the boy previously in public care (a looked after child) in England or in state care outside England but ceased to be so because he was adopted or made subject to a Child Arrangements or Special Guardianship Order?	**NO**	**YES**
If YES, attach a copy of a letter from a social worker and/or the adoption/child arrangements/special guardianship order to this form		
Is the boy Catholic?	**NO**	**YES**
If YES, attach a COPY of your son's Catholic baptism or reception certificate to this form		
Do you have a Certificate of Catholic Practice (CCP)?	**NO**	**YES**
If YES, attach your Certificate of Catholic Practice to this form		

Is the boy the brother of a current or former pupil at the school?	NO	YES

*THEIR **FULL** NAME AND YEAR GROUP OR DATE OF ENTRY*

Is the boy the child of a member of the school's staff?	NO	YES

*THEIR **FULL** NAME*

Are you applying for the boy to be educated outside his normal age group?	NO	YES

If YES, attach supporting evidence from the current school to this form

Is the boy a catechumen or a member of an Eastern Christian Church?	NO	YES

If YES, attach a certificate of reception into the order of catechumens or a certificate of baptism or reception from the authorities of the Eastern Christian Church to this form

Make sure you attach the right documents so we can process your application correctly

Signed _____ Date _____

Parent/Carer

THE CARDINAL VAUGHAN MEMORIAL SCHOOL

APPLICATION FOR A MUSIC APTITUDE PLACE - YEAR 7 (SEPTEMBER 2025)

We give priority to up to 10% of Catholic boys with a Certificate of Catholic Practice who demonstrate an aptitude in music. A boy with aptitude in 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. This form must be completed by the boy's parent/carer. To apply for a music place, you must return this form **by 5.00pm on Monday 23rd September 2024.** You must also make an application to the school by completing the School's Year 7 Supplementary Information Form (SIF) **by 5pm on Friday 25th October 2024** AND your borough's e-admissions form by **31 October 2024.**
2. Boys must take a music aptitude test during the week commencing **Monday 30th September 2024.** 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 (Admission Arrangements). Boys who are not offered a music place will automatically be considered for a place within their ability band under the other oversubscription criteria.

You will be told the test results before the closing date for applications to the School.

Boy's last name	
Boy's first name(s)	
Boy's date of birth	*XX/XX/XX*
Boy's address and postcode	
Name of parent/carer	*FIRST AND LAST NAME*
Your phone number	
Your email address WE WILL USE THIS TO CONTACT YOU	*IN BLOCK CAPITALS PLEASE*

Is the boy Catholic and do you have a Certificate of Catholic Practice (CCP)? ONLY CATHOLIC BOYS WITH A CCP ARE ELIGIBLE FOR MUSIC PLACES (ADMISSION ARRANGEMENTS)	**YES**	**NO**

RETURN TO YEAR 7 ADMISSIONS (MUSIC), CARDINAL VAUGHAN MEMORIAL SCHOOL, 89 ADDISON ROAD, W14 8BZ, BY 5.00PM ON MONDAY 23rd SEPTEMBER 2024.

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).

YEAR 7 SUPPLEMENTARY INFORMATION FORM (SIF)
ADMISSION IN SEPTEMBER 2025

Your son's last name	*CAPITAL LETTERS PLEASE*
His first name(s)	
His date of birth	*XX/XX/XX*
Your reference number	*FROM YOUR BOROUGH'S E-ADMISSIONS FORM E.G. 213-2024-09-E-032555*

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

THIS FORM MUST BE COMPLETED BY THE BOY'S PARENT/CARER
AND RETURNED TO THE SCHOOL BY 5.00PM ON FRIDAY 25TH OCTOBER 2024
PLEASE READ OUR ADMISSION ARRANGEMENTS BEFORE YOU COMPLETE THE FORM

YOUR BOROUGH'S E-ADMISSIONS FORM MUST BE RETURNED TO THE BOROUGH BY 31 OCTOBER 2024

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).

Your son's home address 1	
2	
3	
Postcode	
Name of parent or carer	*FIRST AND LAST NAME*
Parent/carer phone number	
Parent/carer email address *WE WILL USE THIS TO CONTACT YOU*	*CAPITALS LETTERS PLEASE*

Is the boy currently in public care (a looked after child)?	**NO**	**YES**
If YES, attach a letter from the boy's social worker confirming his legal status.		
Was the boy previously in public care (a looked after child) in England or in state care outside England but ceased to be so because he was adopted or made subject to a Child Arrangements or Special Guardianship Order?	**NO**	**YES**
If YES, attach a copy of a letter from a social worker and/or the adoption/child arrangements/special guardianship order to this form		
Is the boy Catholic?	**NO**	**YES**
If YES, attach a COPY of your son's Catholic baptism or reception certificate to this form		
Do you have a Certificate of Catholic Practice (CCP)?	**NO**	**YES**
If YES, attach your Certificate of Catholic Practice to this form		

Is the boy the brother of a current or former pupil at the school?	**NO**	**YES**
*THEIR **FULL** NAME AND YEAR GROUP OR DATE OF ENTRY*		
Is the boy the child of a member of the school's staff?	**NO**	**YES**
*THEIR **FULL** NAME*		
Is the boy attending a feeder primary school: Our Lady of Victories Catholic Primary School SW7 5AQ, St Augustine's Catholic Primary School W6 8QE, St John XXIII Catholic Primary School W12 7QT, St Joseph's Catholic Primary School SW3 2QT, St Joseph's Catholic Primary School W9 1DF, St Thomas of Canterbury Catholic Primary School SW6 7HB**?**	**NO**	**YES**
SCHOOL NAME		
Are you applying for the boy to be educated outside his normal age group?	**NO**	**YES**
If YES, attach supporting evidence from the current school to this form		
Is the boy a catechumen or a member of an Eastern Christian Church?	**NO**	**YES**
If YES, attach a certificate of reception into the order of catechumens or a certificate of baptism or reception from the authorities of the Eastern Christian Church to this form		
Are you or have you applied for a music aptitude place at the school?	**NO**	**YES**

Make sure you attach the right documents so we can process your application correctly

Signed _____ Date _____

Parent/Carer

YEAR 12 SUPPLEMENTARY INFORMATION FORM (SIF)
ADMISSION IN SEPTEMBER 2025

Applicant's last name	*CAPITAL LETTERS PLEASE*
Your first name(s)	
Your date of birth	*XX/XX/XX*

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

THIS FORM MUST BE COMPLETED BY THE APPLICANT OR THE APPLICANT'S PARENT/CARER AND RETURNED TO THE SCHOOL BY 5.00PM ON FRIDAY 8TH[t] NOVEMBER 2024
PLEASE READ OUR ADMISSION ARRANGEMENTS BEFORE YOU COMPLETE THE FORM

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).

Your home address 1	
2	
3	
Postcode	
Name of parent or carer	*FIRST AND LAST NAME*
Telephone number	
Email address *WE WILL USE THIS TO CONTACT YOU*	*CAPITALS LETTERS PLEASE*
Your Current School	*NAME & POSTCODE*
Who at your school can provide us with your predicted grades?	*NAME, POSITION & EMAIL OF SENIOR MEMBER OF STAFF*

Are you currently in public care (a looked after child)?	**NO**	**YES**
If YES, attach a letter from your social worker confirming your legal status.		
Were you previously in public care (a looked after child) in England or in state care outside England but ceased to be so because you were adopted or made subject to a Child Arrangements or Special Guardianship Order?	**NO**	**YES**
If YES, attach a copy of a letter from a social worker and/or the adoption/child arrangements/special guardianship order to this form		
Are you Catholic?	**NO**	**YES**
If YES, provide a COPY of your Catholic baptism or reception certificate to this form		
Do you have a Certificate of Catholic Practice (CCP)?	**NO**	**YES**
If YES, attach your Certificate of Catholic Practice to this form		
Are you the brother or sister of a current or former pupil?	**NO**	**YES**
*THEIR **FULL** NAME AND YEAR GROUP OR DATE OF ENTRY*		
Are you applying to be educated outside the normal age group?	**NO**	**YES**
If YES, attach supporting evidence from your current school to this form.		
Are you a catechumen or a member of an Eastern Christian Church?	**NO**	**YES**
If YES, attach a certificate of reception into the order of catechumens or a certificate of baptism or reception from the authorities of the Eastern Christian Church to this form		

Which course would you like to study?	Tick 1 box
Course 1 BTEC Level 3 Diploma Business Studies with up to two subjects	
Course 2 Business Studies and Sociology plus two subjects, one of which may be an Extended Project Qualification (EPQ)	
Course 3 Four Subjects, one of which may be an Extended Project Qualification (EPQ)	
Course 4 Five Subjects, one of which may be an Extended Project Qualification (EPQ)	

What are your subject choices?

Check the Sixth Form Information Booklet to see the subject options for your course in each block

SUBJECT	**BLOCK 1**
SUBJECT	**BLOCK 2**
SUBJECT	**BLOCK 3**
SUBJECT	**BLOCK 4**
SUBJECT	**BLOCK 5**

Make sure you attach the right documents so we can process your application correctly

Signed _____ Date _____

Applicant