



Sacred Heart RC Primary School

WESTHOUGHTON

www.sacred-heart.bolton.sch.uk
office@sacred-heart.bolton.sch.uk

01942 634681

Executive Headteacher: Mr M Johnson | Deputy Headteacher: Mrs S Bridge

January 2024

Dear Parent / Guardian,

Reminder letter.

Further request for documentation.

September 2024: Reception Intake.

Thank you for registering an interest for your child in respect of admission to Sacred Heart R.C.P School in September 2024.

For your child's application to be considered accurately when our Governors meet, we **must** have in place all supporting documents to apply our admission policy.

Please can we ask that you scan the following documents for your child, emailing them to newadmissions@sacred-heart.bolton.sch.uk

- ☆ **Birth Certificate**
- ☆ **Baptismal Certificate** (If your child is to be Baptised please could you advise if a date has been set).
- ☆ **Proof of address (utility bill dated within the last three months)**

A photograph of each document sent as a separate attachment is suitable for our purposes.

Please can you also complete an updated application form via this link: <https://bit.ly/SH2024Intake>

We do appreciate that some families may have provided certain documents previously in paper form and thank you in advance of providing these updated electronic documents by return.

If you only have some of the documents immediately available please submit these and advise (by email) when you expect to have the remaining documents in your possession.

Please could you email these documents by **Friday 2nd February 2024** at the very latest.

A Governing Board meeting will take place to determine the allocation of places based upon the documentation provided by all families.

The collection of documents at this point is crucial in supporting your child's application for Sacred Heart School in September 2024.

Without documentation verification, as requested above, we cannot appropriately action your request for a school place for your child.

Thank you for your support as we work together.

Yours sincerely,
Office Team.

LOVE ONE ANOTHER

