Holy Family RC & CE College

For entry to Year 7 in September 2027

ADMISSIONS PORTAL USER GUIDE

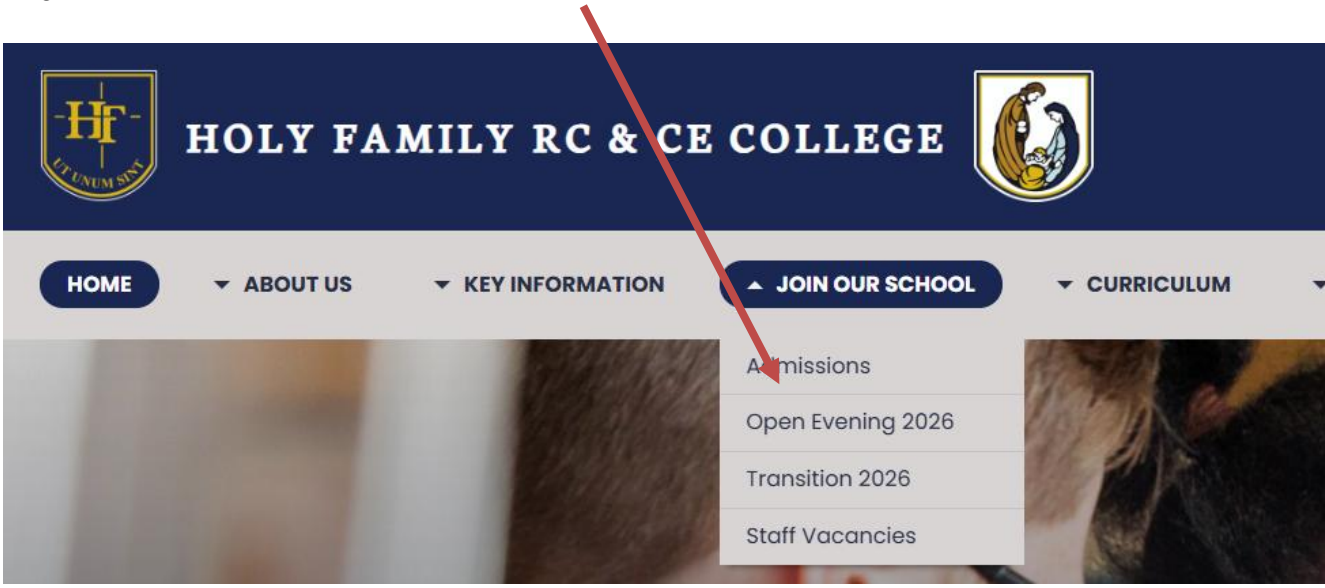
ADMISSIONS PORTAL USER GUIDE

Holy Family RC and CE College Admissions Portal user guide is to be used in conjunction with Holy Family RC and CE College's Admissions Policy.

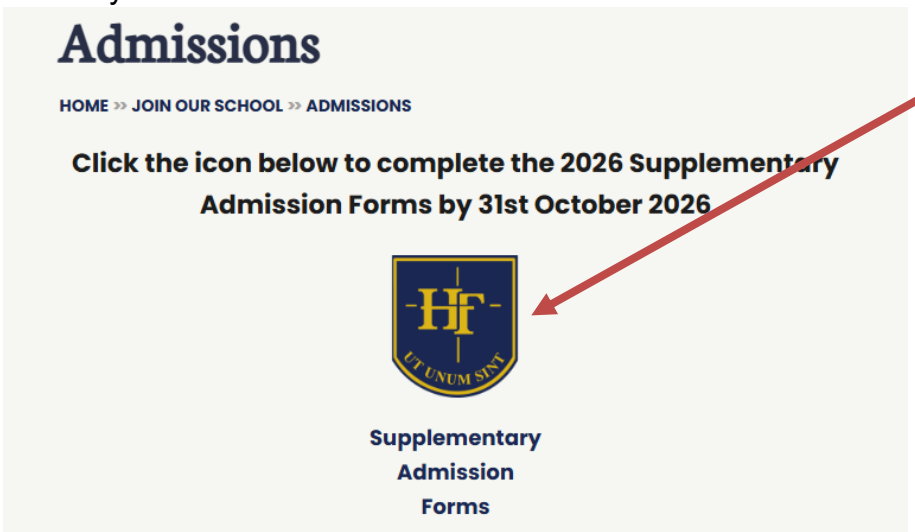
Access to Holy Family RC and CE College's Admissions Portal is via schools website at www.hfch.co.uk

The Admissions Portal for the submission of Supplementary Forms ***HF2027 PART A*** and ***PART B*** will **only** be open from 00.01 on 1st September 2026 to 23.59 on 31st October 2026.

To access the Admissions Portal please go to the school website www.hfch.co.uk and go to Join our School – Admissions:

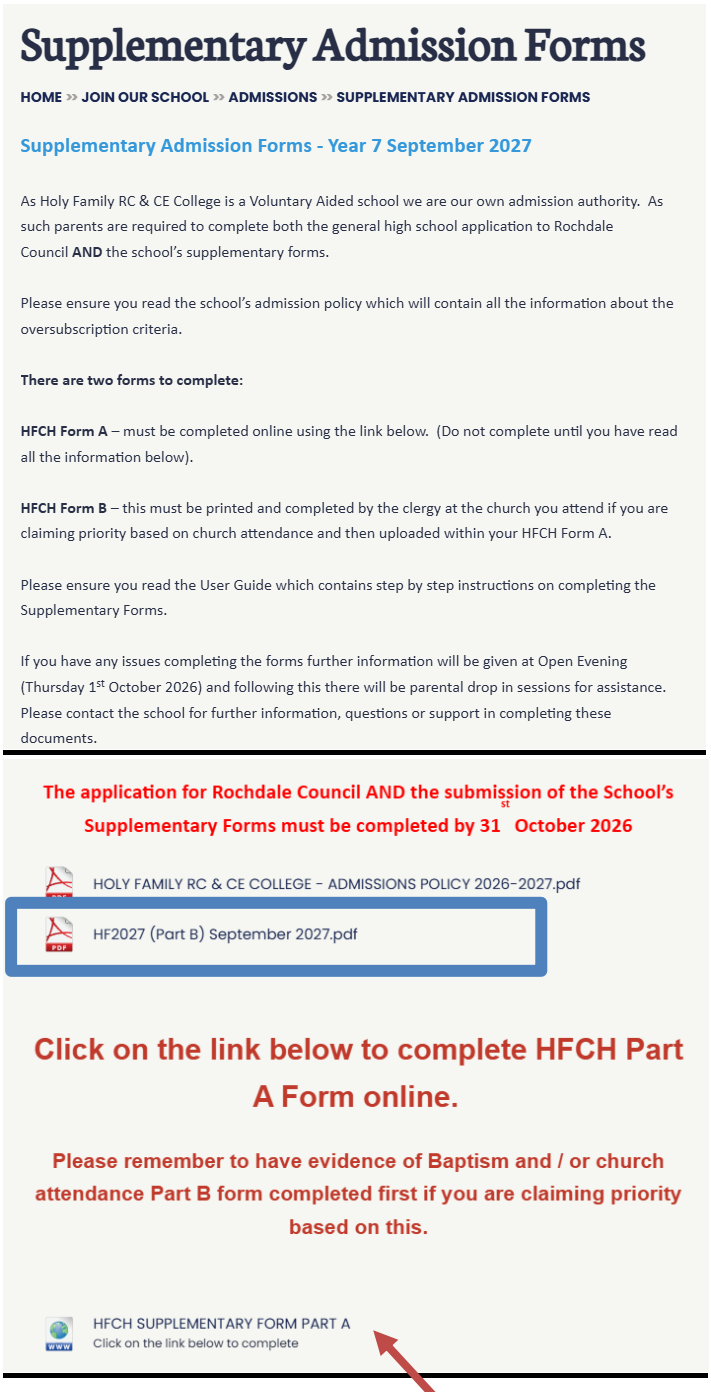


This will take you to the Admissions Information Page which contains useful information about the Admissions procedure. From here please select the Supplementary Forms icon to take you to the Admission Portal:



Admission Portal Page

Please ensure you read all of the information on this page including the frequently asked questions.



Supplementary Admission Forms

HOME » JOIN OUR SCHOOL » ADMISSIONS » SUPPLEMENTARY ADMISSION FORMS

Supplementary Admission Forms - Year 7 September 2027

As Holy Family RC & CE College is a Voluntary Aided school we are our own admission authority. As such parents are required to complete both the general high school application to Rochdale Council **AND** the school's supplementary forms.

Please ensure you read the school's admission policy which will contain all the information about the oversubscription criteria.

There are two forms to complete:

HFCH Form A – must be completed online using the link below. (Do not complete until you have read all the information below).

HFCH Form B – this must be printed and completed by the clergy at the church you attend if you are claiming priority based on church attendance and then uploaded within your HFCH Form A.

Please ensure you read the User Guide which contains step by step instructions on completing the Supplementary Forms.

If you have any issues completing the forms further information will be given at Open Evening (Thursday 1st October 2026) and following this there will be parental drop in sessions for assistance. Please contact the school for further information, questions or support in completing these documents.

The application for Rochdale Council AND the submission of the School's Supplementary Forms must be completed by 31st October 2026

HOLY FAMILY RC & CE COLLEGE - ADMISSIONS POLICY 2026-2027.pdf

HF2027 (Part B) September 2027.pdf

Click on the link below to complete HFCH Part A Form online.

Please remember to have evidence of Baptism and / or church attendance Part B form completed first if you are claiming priority based on this.

HFCH SUPPLEMENTARY FORM PART A
Click on the link below to complete

Before completing the online HF2027 Part A Supplementary Application Form online you ***MUST*** **download Form HF2026 Part B** for completion if you are claiming preference due to church attendance. (located in the blue box).

HF2027 Part B Example:

HOLY FAMILY RC AND CE COLLEGE

Supplementary Information Form HF2026 (PART B)
Application for a Year 7 place in September 2026

Section 3a: This section MUST be completed parent/ carer

Surname of Child: *(to be completed by parent/ carer)*			
Christian or Forename(s): *(to be completed by parent/ carer)*			
Date of Birth: *(to be completed by parent/ carer)*		Boy / Girl/ prefer not to say: *(to be completed by parent/ carer)*	

Section 3b: Attendance at Church – this section MUST be completed by your Priest / Vicar / Officiating Minister. Please download this part of the form and ask the relevant person to complete it. The completed form needs to be uploaded to your online application via Holy Family College's website www.hfch.co.uk

1. How frequently does this child worship at Church and /or Sunday school per year?
*(Please **tick and initial** the box that applies and cancel out all other boxes that do not apply)*

1-10	11-20	21-30	31-40	41-50	51-60	61-70	71-80
1 point	2 points	3 points	4 points	5 points	6 points	7 points	8 points

2. For how many years has this attendance been sustained? ___ years

Section 4: to be completed by Priest / Vicar / Officiating Minister

I confirm that the information provided in Section 3 ☐ (please tick as applicable) is accurate.
Any further comments:

Signed: _____ Priest / Vicar / Officiating Minister

Please print name: _____ Date: _____ Office held: _____

Name of Church: _____

Address: _____

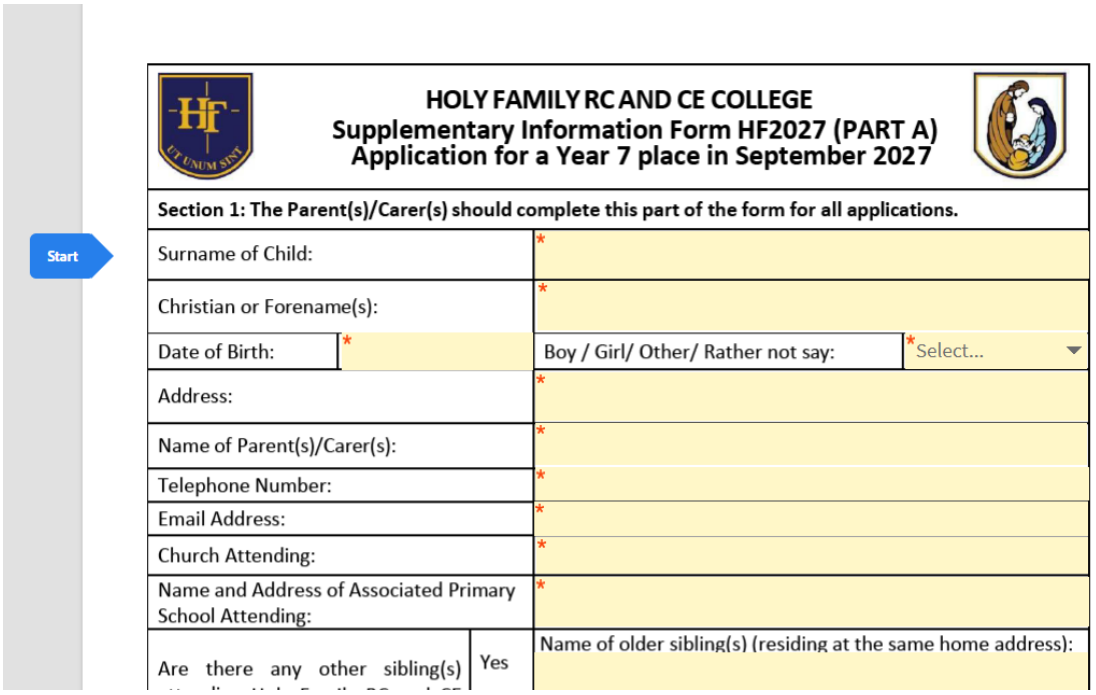
Tel No: _____ Email address: _____

REMEMBER EVIDENCE OF BAPTISM MUST BE UPLOADED WITH THIS FORM BEFORE 31ST OCTOBER 2025

Please ensure the Supplementary Form HF2026 (PART B) is completed and uploaded to your 'online' application by 31st October 2025. AND evidence of Faith (e.g. Baptism certificate) MUST also be submitted at the same time.

If you are unable to print a copy of this Part B for completion you are able to collect a paper copy from school for completion by the clergy.

You are then ready to complete the HFCH Part A Supplementary Form using the link on the website. Please note that ***all sections*** of the Supplementary Application Form are to be completed, as indicated by the blue arrow on the online form (see example below):

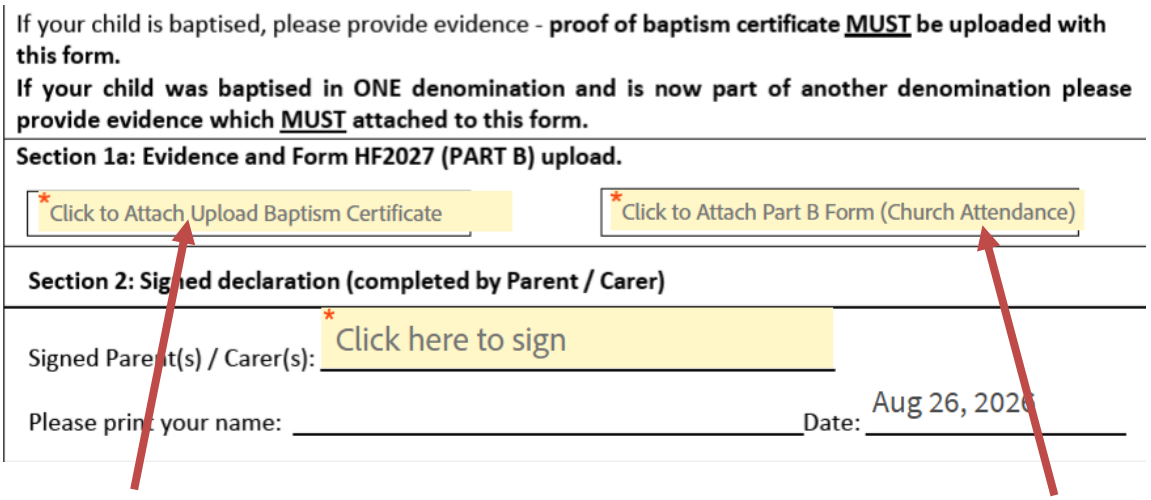


HOLY FAMILY RC AND CE COLLEGE
Supplementary Information Form HF2027 (PART A)
Application for a Year 7 place in September 2027

Start

Section 1: The Parent(s)/Carer(s) should complete this part of the form for all applications.

Surname of Child:	*
Christian or Forename(s):	*
Date of Birth: *	Boy / Girl/ Other/ Rather not say: * Select...
Address:	*
Name of Parent(s)/Carer(s):	*
Telephone Number:	*
Email Address:	*
Church Attending:	*
Name and Address of Associated Primary School Attending:	*
Are there any other sibling(s) Yes	Name of older sibling(s) (residing at the same home address):



If your child is baptised, please provide evidence - **proof of baptism certificate MUST be uploaded with this form.**
If your child was baptised in ONE denomination and is now part of another denomination please provide evidence which MUST attached to this form.

Section 1a: Evidence and Form HF2027 (PART B) upload.

* Click to Attach Upload Baptism Certificate

* Click to Attach Part B Form (Church Attendance)

Section 2: Signed declaration (completed by Parent / Carer)

Signed Parent(s) / Carer(s): * Click here to sign

Please print your name: _____ Date: Aug 26, 2026

Ensure the HF2027 Part B form has been completed (if you attend church) and uploaded with evidence of baptism in the sections indicated by the red arrows.

In the event the child is **NOT** baptised and baptism evidence is not available please upload a statement/ letter indicating this fact here. If the child ***is*** baptised into another faith, please **still** upload baptismal evidence in this section as this may still give some priority under Category 2.

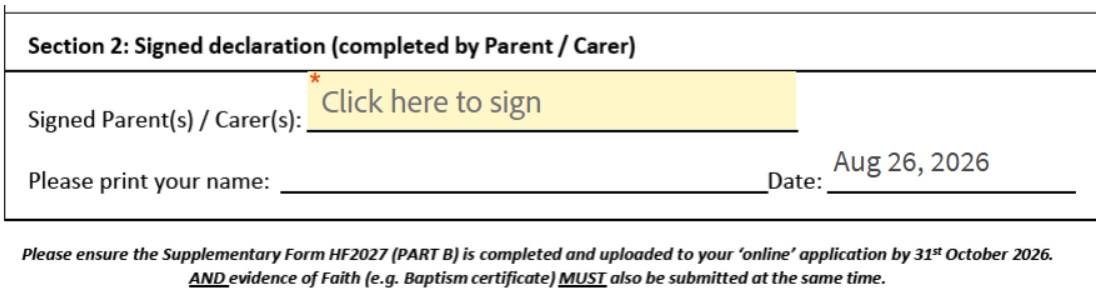
If confirmation of church attendance is not available and therefore you are unable to complete a HF2027 (Part B) please upload a statement / letting indicating this here.

The form will not let you proceed without an upload in each of these areas.

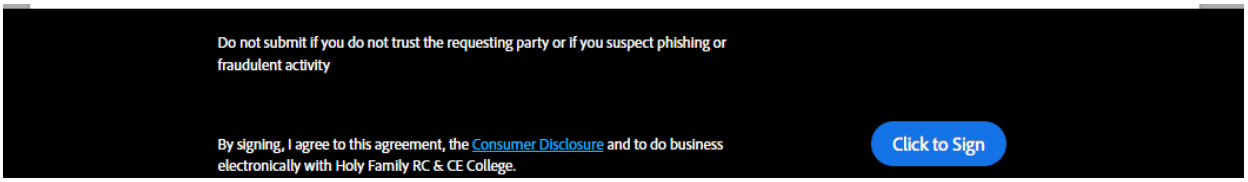
Once both documents are uploaded ‘click to sign’ the document box, where there will be the option to inset your name, as indicated below:



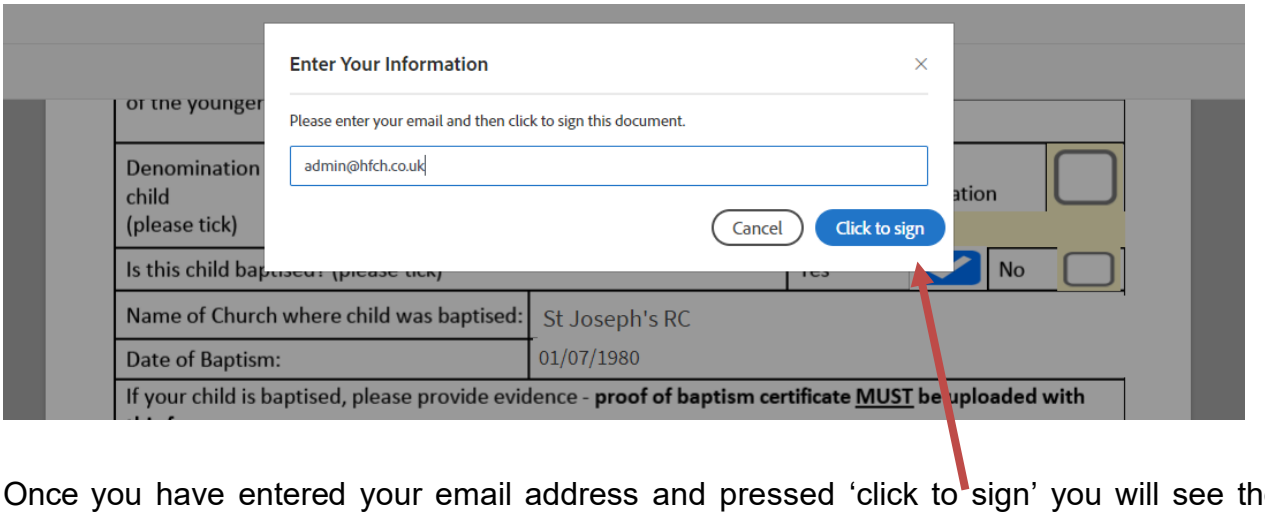
Once the signature is applied it will appear below.



Please read the terms and conditions before selecting the ‘Click to Sign’ button in order to submit the Supplementary Application Form:



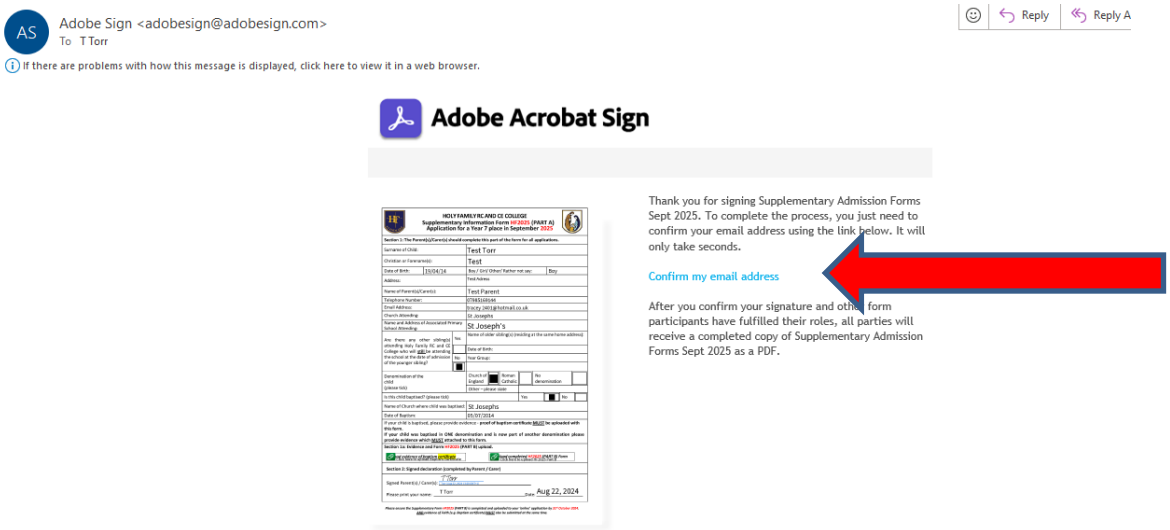
Once 'click to sign' has been selected you will be required to enter your email address (this MUST be the same as the email address you have entered on the form) this is required to verify your Supplementary Application Form; and will appear as below:



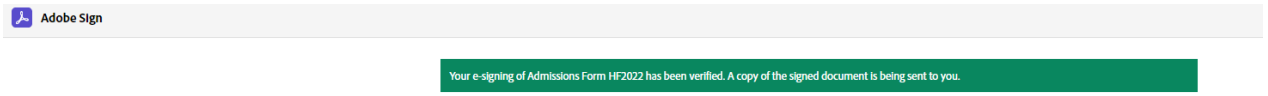
Once you have entered your email address and pressed 'click to sign' you will see the message below:



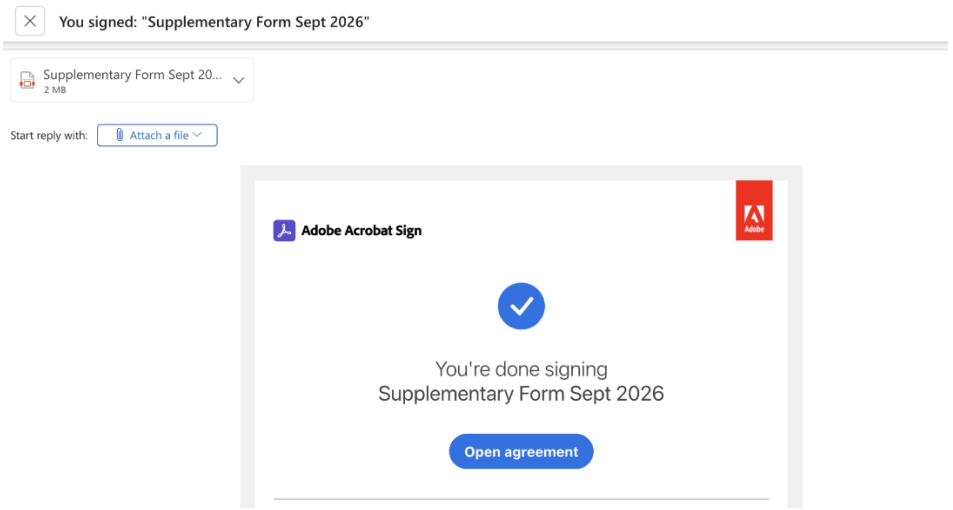
The link will be sent for confirmation to the email address you have just entered. You **MUST** click on the link in the email (see red arow below) to verify the online Supplementary Application Form as not doing so will invalidate the application and it will not be submitted.



Please check 'junk' and 'spam' folders in the event the emailed link has gone into those areas. Once the link has been selected a notification will be sent to you indicating:



A copy of the completed Supplementary Application Form will be sent to your email address for reference as below:



The completed Supplementary Application Form including supporting evidence can then be reviewed by opening the agreement.

Your Supplementary Application Form for entry into Holy Family RC and CE College for Year 7, September 2027 has now been completed.

It is imperative that you keep this email with a copy of your Supplementary Application as this is your evidence that this has been submitted.

Please remember you are also required to complete the Rochdale Schools Admission online application form via the Rochdale Schools Portal as well as this Supplementary Form.

If you require any support in completing this form please contact the school on 01706 360607.

Thank you.