

# Transfer to Secondary School in September 2024

For children born between  
1 September 2012 and 31 August 2013

Apply online at:

[www.sutton.gov.uk/admissions](http://www.sutton.gov.uk/admissions)



**London Borough of Sutton  
Cognus School Admissions Team  
Cantium House, Railway Approach,  
Wallington  
SM6 0DZ**



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# Introduction

**Dear Parents and Carers,**

This booklet aims to provide you with the information you need to apply for a secondary school place in Sutton or any other Local Authority area for September 2024.

This booklet is only for parents and carers of children living in Sutton – if you do not live in Sutton you should apply to your home local authority.

Please save a copy of this booklet and keep it until you have received and accepted an offer of a secondary school place for your child.

It is important to note the key dates on [page 5](#) to ensure your application is considered fully and correctly.

**Last year 140 Sutton children did not receive a preference offer when they would have been eligible for at least one Sutton school had they named it. We strongly recommend that you use all 6 preferences and use your lower preferences to name schools both inside and outside of Sutton that you would have been eligible for in previous years, if you have not already named them within your top preferences. Failure to do this could result in your child either not receiving an offer on National Offer Day or being offered a school you did not apply for, which could be located outside the borough.**

If you have any questions regarding school admissions, please visit [www.sutton.gov.uk/admissions](http://www.sutton.gov.uk/admissions) or email [suttonadmissions@cognus.org.uk](mailto:suttonadmissions@cognus.org.uk)

**Sutton's School Admissions Team processes are run by Cognus Limited on behalf of the London Borough of Sutton.**



If you are printing this booklet, you can use the space below to note your own log in details:

USER NAME/EMAIL:	
PASSWORD:	
REFERENCE NUMBER:	

# Applying online

Parents of children living in the London Borough of Sutton can apply online for a secondary place at [www.sutton.gov.uk/admissions](http://www.sutton.gov.uk/admissions) from 1 September 2023.

Last year, over 98% of Sutton residents applied online.

**We recommend you [visit the website and apply online](http://www.sutton.gov.uk/admissions) because:**

- you will receive earlier notification of the result of your application
- no forms will get lost in the post
- you will receive an instant email confirmation of your completed application once you have submitted it
- it is quick and simple, and no paper is involved
- there are no postage costs
- it is a safe and secure password protected operated system
- you can amend your application right up to the closing date

The online application form is straightforward but if you have any doubts about the information you should enter please see [pages 10 - 15](#) of this brochure for details.

If you do not have access to the internet at home, you can make an online application for your child free of charge at the Sutton Civic Offices or at any Sutton library. Please contact your local library for information about internet access. Alternatively, a friend, family member or your child's current school may be able to help you to apply online. You could also try an internet café or apply at work (with permission).

You must have an email address in order to apply online. If you do not already have an email address, the online system will allow you to create one.

If you live in Sutton and wish to complete a paper application form, please contact 0208 770 5000.

Once you have registered to apply online, please keep a note of your user name and password. You will be able to return to your application to make amendments until the closing date of 31 October 2023 and view the outcome on the evening of 1 March 2024.

If you apply online, please **do not** also submit a paper form. Submitting more than one application could, at the very least, delay your application.

# Key dates

4 August 2023	Closing date for eligibility test registrations for <a href="#">Greenshaw High School</a> , <a href="#">Nonsuch High School for Girls</a> , <a href="#">Sutton Grammar School</a> , <a href="#">Wallington County Grammar School</a> , <a href="#">Wallington High School for Girls</a> , and <a href="#">Wilson's School</a>
12 September 2023	Date for eligibility test for <a href="#">Greenshaw High School</a> , <a href="#">Nonsuch High School for Girls</a> , <a href="#">Sutton Grammar School</a> , <a href="#">Wallington County Grammar School</a> , <a href="#">Wallington High School for Girls</a> , and <a href="#">Wilson's School</a> .
4 October 2023	Closing date for return of supplementary form to register for <a href="#">Carshalton High School for Girls</a> Music or Sport aptitude workshop.
22 September 2023	Closing date to register for <a href="#">Glenthorne High School</a> Performing Arts aptitude workshop.
14 October 2023 18 October 2023	Dates of <a href="#">Carshalton High School for Girls</a> Sport and/or Music aptitude assessments.
31 October 2023	Closing date for return of supplementary forms for <a href="#">St Philomena's Catholic High School for Girls</a> and <a href="#">The John Fisher School</a> and registration for <a href="#">Glenthorne High School</a> banding test.
<b>31 October 2023</b>	<b>Closing date for applications. Applications received after this date will be regarded as late.</b>
7 and 14 October 2023	Date of <a href="#">Glenthorne High School</a> Performing Arts aptitude workshop.
18 November 2023	Date of <a href="#">Glenthorne High School</a> banding test.
12 December 2023	Latest date that an application that is late for good reason can be accepted. Reasons and evidence must be presented with the application by this date.
1 March 2024	Notification of outcome posted to parents who did not apply online to their home address, by first class post.
<b>Evening of 1 March 2024</b>	<b>Results available for applications submitted online.</b>
May to July 2024	Admissions appeals.
July 2024	Students transferring to Sutton secondary schools spend a day at their new school – check with individual schools for details.

# Open evenings

**The following dates are subject to change at short notice please check school websites for changes/updates**

The following table gives the information currently available.

It is important that you also consider schools which are located outside Sutton, particularly if you live close to a borough boundary.

<a href="#">Carshalton Boys Sports College</a>	21 September - ticketed event release date to be confirmed – please check school website
<a href="#">Carshalton High School for Girls</a>	21 September 2023
<a href="#">Cheam High School</a>	12 October 2023
<a href="#">Glenthorne High School</a>	13 September - Tickets will be released on 4 September - please check school website
<a href="#">Greenshaw High School</a>	<a href="#">Refer to the school website</a>
<a href="#">Harris Academy Sutton</a>	13 July there will also be ticketed tours from 25 September to 6 October please check the school website
<a href="#">Nonsuch High School for Girls</a>	<a href="#">Refer to the school website</a>
<a href="#">Oaks Park High School</a>	20 September 2023
<a href="#">Overton Grange School</a>	28 September 2023
<a href="#">St Philomena's Catholic High School for Girls</a>	<a href="#">Refer to the school website</a>
<a href="#">Sutton Grammar School</a>	20 September 2023
<a href="#">The John Fisher School</a>	14 September 2023
<a href="#">Wallington County Grammar School</a>	<a href="#">Refer to the school website</a>
<a href="#">Wallington High School for Girls</a>	<a href="#">Refer to the school website</a>
<a href="#">Wilson's School</a>	<a href="#">Refer to the school website</a>

Open evening dates for schools outside Sutton are available from individual school websites.

# Selection tests, aptitude assessments and supplementary forms

Some schools will require your child to sit tests or be assessed for all or some of their places.

These tests or assessments take place in the early part of the autumn term. Results are issued before the closing date for applications so that you know if your child is eligible for consideration and the school can be named on your application.

Registration is normally done online through the school website or a supplementary form available directly from the school.

The table below gives both the dates by which you must register for these tests as well as the test dates. If you are considering schools outside of Sutton, you should contact them to obtain further details:

School	Assessment type	Registration deadline	Test date
<a href="#">Carshalton High School for Girls*</a>	Music* Sport*	4 October	18 October 14 October
<a href="#">Glenthorne High School***</a>	Performing Arts workshop	22 September	7 and 14 October
	Banding test ***	31 October	18 November
<a href="#">Greenshaw High School **</a>	Eligibility test (ability places only) *	4 August	12 September
<a href="#">Nonsuch High School for Girls**</a>	Eligibility tests	4 August	12 September
<a href="#">Sutton Grammar School **</a>	Eligibility tests	4 August	12 September
<a href="#">Wallington County Grammar School **</a>	Eligibility tests	4 August	12 September
<a href="#">Wallington High School for Girls**</a>	Eligibility tests	4 August	12 September
<a href="#">Wilson's School **</a>	Eligibility tests	4 August	12 September
	Football & Music Programme	4 August (no separate registration required)	7 October

Following registration, invitations to tests or assessments will be issued by the schools.

**\* Please note:** if you are **not** applying for an aptitude/ability place at Carshalton High School for Girls or Greenshaw High School, you do not need to complete their online registration form.

**\*\* Please note:** [Greenshaw High School](#), [Nonsuch High School for Girls](#), [Sutton Grammar School](#), [Wallington County Grammar School](#), [Wallington High School for Girls](#) and [Wilson's School](#) (the 'participating schools') will be running a shared Selective Eligibility Test. Please go to any one of these schools' websites to access the registration form (this form constitutes the supplementary form for the six schools). **You only need to register your child once.**

**\*\*\* Please note:** All applicants for [Glenthorne High School](#) must register online for the banding test

The outcome of the Selective Eligibility Test will enable:

- [Greenshaw High School](#) to make their ability place offers to successful candidates; and
- [Nonsuch High School for Girls](#), [Sutton Grammar School](#), [Wallington County Grammar School](#), [Wallington High School for Girls](#) and [Wilson's School](#) to invite successful candidates back for second stage testing.

Second stage test arrangements will be notified by each individual school.

**Please note that a successful outcome at the first stage test or second stage tests does not guarantee an offer of a place at any of the participating schools.**

Further information about eligibility and entrance tests can be found on individual school websites; specific queries about these should be directed to the schools involved.

## Other supplementary forms

Some other schools which do not have test arrangements may also ask for a supplementary form to be completed. This allows these schools to evaluate certain elements of their admission criteria. This is usually the case for faith designated schools who need a church reference and may also apply for other schools.

You should contact the schools to see if this will be necessary. In Sutton, the only other schools that require a supplementary form are [St Philomena's Catholic High School for Girls](#) and [The John Fisher School](#) (registration deadline for both is **31 October**).

If you complete a supplementary form for any of the above schools, **you must also name it as one of your preferences in your application if you want to be considered for a place at the school.** Completing a supplementary form alone is not a valid application, and you will **not** be considered for a place at the school unless it has also been named as a preference in your application.

If you are applying for any school outside of Sutton, you should contact either the school or the Local Authority in which it is situated to see if a supplementary form is necessary. Details of neighbouring Local Authorities and their schools are shown on [pages 45-49](#).



# Completing your application

You should apply online via the Sutton website at [www.sutton.gov.uk/admissions](http://www.sutton.gov.uk/admissions)

This website will direct you through to the Pan-London eAdmissions system which is used by all Local Authorities in London and Surrey County Council. If you have any technical problems registering or logging into the eAdmissions system please email [support@eadmissions.org.uk](mailto:support@eadmissions.org.uk) or call 020 8255 5555. This number is for technical problems only.

If you apply online, your application will automatically be directed to the correct borough. This will be the borough where your child is permanently resident based on the address you provide on the application.

**You must not use a future address when making your school application. If you submit your application from an address that you do not live at, we reserve the right to cancel the application and you will be asked to reapply using your current address. You should also be aware that if this is close to the closing date it may jeopardise your chances of making an on time application to the correct Local Authority.**

You may only complete one application. If you apply online, please do not also complete a paper application form.

If you apply online, there are guidance notes on the eAdmissions website to help you. The following notes may also be useful:

## Section 1 – Your child

We need your child's full legal name, date of birth and gender.

An application can only be made from a single address and only a single application made for each child

The address used in an application must be that where an adult or adults with legal responsibility for the child live, as described below.

The home address is where a child normally lives. Where a child lives with parents with shared parental responsibility, each for part of a week, the address where the child lives is determined using a joint declaration from the parents stating the pattern of residence. If a child's residence is split equally between both parents, then parents will be asked to determine which residential address should be used for the purpose of admission to school. If no joint declaration is received and the residence is split equally by the closing date for applications, the home address will be determined to be the address where the child is registered with the doctor. However, all evidence will be taken into account. If the residence is not split equally between both parents, then the address used will be the address where the child spends the majority of the school week. In some cases, where distance is a relevant factor in admission decisions, a different address may be used if a family unit owns or has access to another property.

All school admission applications for school places are subject to address checks to ensure school places are allocated fairly and in accordance with published admission arrangements.

These checks may be made using council systems, agencies, fraud departments, other education settings, or other resources available to us. Applicants may also be asked to provide additional evidence to support their application.

It is for the home Local Authority to determine if, on the balance of probability, the address given on an application is a child's normal place of residence or is considered to be an address of convenience. Some examples of circumstances which may fall under this definition are as follows:

- using the address of a relative, friend, childminder or business
- using the address of a parent with whom the child spends the minority of the week
- use of a rented or second owned property address on a temporary basis which gains advantage in the admissions process whilst still continuing to own or rent an alternative property
- renting a property to fall within a catchment area or postcode criteria, leaving another owned or rented property empty or available for rent
- use of a local address whilst the child lives overseas

In making a decision, the following factors will be taken into account alongside any evidence seen during the address checking process:

- the preference schools and if they are oversubscribed
- if the address being used gains an advantage in the admissions process
- the distance of the properties to the preference schools
- the length of time the arrangement has been in place
- current education providers and services working with the family
- any state benefits in payment

If an address of convenience is found to have been used, the home Local Authority will determine the address to be used based on the evidence found in their investigations. Where this address or preference schools fall within another Local Authority, they may be consulted in the decision. The on-time school application may be withdrawn and you will be asked to reapply to your home local authority which may be after the closing date, therefore making any new application a 'Late' application.

If a fraudulent address or address of convenience is found to have been used after the allocation of places, any offer made will also be withdrawn, and this may be the case even if the child has started the school.

Applicants living outside of England may only submit an application if they have a linked address within the Local Authority area, and documentary evidence must be supplied to show they will return to the address prior to the September in the year of entry; this address must not be an address of convenience.

If parents/carers wish to discuss their circumstances prior to making their application, they should contact [suttonadmissions@cognus.org.uk](mailto:suttonadmissions@cognus.org.uk)

You are not required to provide evidence of your child's address when you apply, but we reserve the right to check council tax or other records for confirmation, or to contact you to ask you to provide further evidence or proof of address.

If you move address after completing your application, you must let us know at that time by emailing [suttonadmissions@cognus.org.uk](mailto:suttonadmissions@cognus.org.uk) to inform us and provide evidence of your new address. The address that we will use in the allocation process may vary depending on the

school applied for and the date you moved. Any offer of a place based on where your child lives is conditional on your child being resident at this address at the closing date for applications or the date specified by the school.

Please give details of your child's current primary school from the menu.

If your child already has an **Education Health and Care Plan (EHCP)**, you do not need to follow this process as you will follow a different admissions route with your EHCP co-ordinator. If your child is undergoing an EHCP needs assessment but it is not yet complete, please follow this process but attach a letter telling us that this is the case. We will then liaise with the **Special Educational Needs and Disabilities (SEND) Team** before the offers are made. Please do not delay making your application because you are waiting for the outcome of any needs assessment.

## **Section 2 – Parent or carer's details**

We also need your name and address, if it is different to the child's address. **Your contact details are vital**; please ensure you include an up-to-date telephone number and email address.

The person applying on behalf of the child should be the person with '[parental responsibility](#)' for the child. However, there may be occasions where this is not the case, and this should be indicated on the form.

We will check your address against council records and may request supporting evidence in the name that matches the first applicant given on the application form. If you move house, you should notify the Cognus School Admissions Team immediately and provide proof of the new address. Email [suttonadmissions@cognus.org.uk](mailto:suttonadmissions@cognus.org.uk).

Parental responsibility is defined by the Children Act 1989 and amended by the Adoption and Children Act 2002. For children born prior to 1 January 2003, the child's natural mother acquired parental responsibility automatically at birth. The child's natural father only acquired parental responsibility if he was married to the mother at the time of birth or if they married subsequently. Other people can obtain parental responsibility by seeking a parental responsibility legal agreement, obtained with the consent of all persons with parental responsibility or by a court order, or when a child is placed with them for legal adoption.

Stepparents, grandparents and other close relatives do not have automatic parental responsibility, and can only acquire it through a legal agreement or court order. If you are a distant relative or not related at all to the child it is likely that you are a private foster parent. In law this means you must tell your local council you are caring for the child and also you must tell the child's parents (or the person with parental responsibility) about the application for a school place and obtain their permission. You can find more information on parental responsibility at <https://www.gov.uk/parental-rights-responsibilities>.

If you are unsure about your status, you should submit your application with an explanation of your situation.

## Section 3 – Children Looked After and Previously Looked After / Children in Public Care

You need to state whether or not the child is, or has previously been, in the care of a local authority this includes those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.

This is defined as:

- children who are registered as being in the care of a local authority in accordance with [Section 22 of the Children Act 1989\(a\)](#), e.g. fostered or living in a children's home, at the time an application for a school is made; and
- children who have left care through adoption (in accordance with [Section 46 of the Adoption and Children Act 2002](#)), a residence order/child arrangement order (in accordance with [Section 8 of the Children Act 1989](#)) or special guardianship order (in accordance with [Section 14A of the Children Act 1989](#)).
- Children regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society

### Required evidence for a Child Looked After

If you are applying for a child who is **currently in the care** of a local authority, you must provide a written statement from the child's social worker.

This should include:

- Confirmation the child is currently looked after
- The name of the local authority the child has been placed in the care of
- Confirmation that the child is currently placed with a foster carer or in local authority accommodation and the address at which they are currently living.

### Required evidence for a Child Previously Looked After

If you are applying for a child who was previously in the care of a local authority in England, you will need to provide supporting evidence as outlined below according to the relevant circumstances

#### For adopted children:

An adoption order made under section 46 of the Adoption and Children Act 2002, including the schedule which confirms details of the date and place of birth, and the placement of the child.

#### For children subject to a special guardianship order:

A written statement from the local authority where the child was previously in care confirming the child was in local authority care **immediately before** a special guardianship order was made. You must also provide a copy of the special guardianship order itself.

For children subject to a child arrangements/residence order:

A written statement from the local authority where the child was previously in care confirming the child was in local authority care **immediately before** a child arrangements/residence order was made. You must also provide a copy of the child arrangements/residence order itself

For children adopted from state care outside of England

As state care systems around the world vary greatly, some having more formal arrangements than others, the evidence provided by families may vary. Therefore, please submit any legal documents and correspondence that you have in English for consideration. Guidance on types of documentation can be found on the Department for Education website [Admissions priority for children adopted from state care outside of England \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/671117/admissions-priority-for-children-adopted-from-state-care-outside-of-england.pdf)

## **Section 4 – Your secondary school preferences**

You may name up to **six** schools on the form. The schools do not have to be in Sutton, they can be in any borough.

Limiting the number of schools you name will not improve your chance of securing a place at your first preference school and you should consider schools for which your child would have been eligible for in previous years. The online application form will not allow you to name a school more than once – each application will only be considered once for each school.

Please think carefully about your **preference order**. If you receive an offer at a preference school, it may not be possible to offer a place at a lower preference school later on if you change your mind.

**Last year 140 Sutton children did not receive a preference offer when they would have been eligible for at least one Sutton school had they named it. We strongly recommend that you use all 6 preferences and use your lower preferences to name Sutton and out of borough schools that you would have been eligible for in previous years, if you have not already named them within your top preferences. Failure to do this could result in your child either not receiving an offer on National Offer Day or being offered a school you did not apply for which could be located outside the borough.**

Private (fee paying) schools are not part of the scheme and should not be included on your application.

You should check the admissions criteria for the school concerned as **sibling** rules may not be the same for each school, and not all schools give sibling priority. For most schools in Sutton that give priority for siblings, sibling is defined as brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner, and in every case, who is living as part of the same family unit at the same address, Monday to Friday. However, the definition might be different for some schools, especially those outside Sutton.

For Sutton schools, where a sibling is in Years 11 or 12 at the time of application they will normally be deemed as being in the school at the time of admission, unless the parent has specifically expressed that they will not be continuing the following year. Please contact your preference school to seek clarification where necessary.

If you believe your child is eligible for **sibling** priority at one of your preferred schools, you **must** include their details on your application. You should put the sibling details in the sibling section and **not in the comments box**

**You should not name any child who is not a sibling, nor any child who attends a different school to the school named as a preference.**

**Please note: If you have an eligible sibling as described above and fail to include the sibling details in the correct section within the application, your application may be considered under a lower criterion.**

## **What if I have medical or social reasons for wanting a school?**

There is space on the application for you to give a reason for naming a school as a preference and this will be shared with the school. Whilst a school will have regard to the information you put here, this alone would not normally give priority for a place.

Some schools give priority to children who have a **professionally supported medical or social reason**, to attend a particular school.

Medical or social reasons will not be considered unless supported by professional evidence. You should tick the box for which school/s the medical/social criteria is applicable and attach your supporting documents to the online application (available after the application has been submitted). If you are unable to upload your evidence please email it to [suttonadmissions@cognus.org.uk](mailto:suttonadmissions@cognus.org.uk) or alternatively please send it to Cognus School Admissions Team, Cognus Limited, Cantium House, Railway Approach, Wallington, SM6 0DZ quoting your application reference number (you may like to keep a copy in case of non-receipt).

Providing evidence does not guarantee that a child will be given priority at a particular school and in each case a decision will be made based on the merits of the case and whether the evidence demonstrates that a placement should be made at one particular school above any other.

Common medical conditions and allergies can usually be supported in all mainstream schools, therefore priority under a school's exceptional medical criterion would not normally be given for these.

Where a school **does not** give priority to **any** applications for an exceptional, social or medical need because this is not part of its oversubscription criteria any documentation provided by parents will not be taken into consideration by the school.

Parents are responsible for providing the evidence to support an application for a medical or social placement. The Local Authority is not responsible for ensuring parents provide it.

**Evidence to support an application for medical or social priority must be received by 31 October 2023, which is the closing date for applications.**

Evidence received after that date but by 12 December 2023 may be considered if it could not reasonably have been provided by 31 October 2023, but in all such cases the decision will be

made by the admission authority for the school. Any evidence received after 12 December 2023 will not be considered until after the initial allocation of places.

A small number of schools give priority to **children of staff**; you should tick the box to confirm this.

## Section 5 – Declaration and form submission

Please read the declaration carefully, check the box to confirm you accept it and submit the application by pressing the submit button. **Please note that saving alone will not submit your application, you must press submit.**

Once you have submitted your application correctly you should receive a confirmation email containing a reference number that looks like this 319-2024-09-E-001234. This confirms that your application has been received. If you do not receive an email with a reference number, it means your application has not been submitted and you should log back into the eAdmissions system and submit your application (or you may need to adjust your email software to receive 'no reply' emails). **Please make sure that you check for receipt of the confirmation email.**

By submitting your application you agree to the following declaration:

- I wish to apply for a place at each of the schools named in Section 4, and where I have applied for more than one school, I have listed my schools in my order of preference.
- I am the person with parental responsibility for the child named in this application, and we ordinarily reside at the address provided.
- I am not using a fraudulent address or an address of convenience and have read the definition of this on pages 9-10
- The information I have given is true to the best of my knowledge and belief.
- Any false, deliberately misleading or withheld information may render this application invalid and could lead to the application and any associated school offer to be withdrawn.
- I have read the Privacy Notice <https://cognus.org.uk/privacy/> and understand how my information may be used.
- I will notify the Cognus School Admissions Team [suttonadmissions@cognus.org.uk](mailto:suttonadmissions@cognus.org.uk) of any changes to the details in this application as soon as they occur, **including any change of address, and understand that failure to do so may result in an offer being withdrawn.**
- I authorise the London Borough of Sutton and the Cognus School Admissions Team to make checks as they deem necessary, including enquiries of other record systems held by the Council.

## Where do I send my completed application?

Wherever possible we recommend completing your application using the online system to avoid any potential postal problems. Online applicants will automatically receive a reference number to confirm that their application has been received, and we recommend this as the safest method for making applications. For more details see [page 4](#).

If you are unable to apply online and are completing a paper application form, it should be emailed to [suttonadmissions@cognus.org.uk](mailto:suttonadmissions@cognus.org.uk) or posted to School Admissions Team, Cognus Limited, Cantium House, Railway Approach, Wallington, SM6 0DZ. **Do not complete a paper application form if you have applied online.**

However you apply, applications must be received by **31 October 2023**. No responsibility can be taken for forms lost in the post.

If you post an application form, please obtain proof of postage as any forms that go missing in the postal system will be the responsibility of the applicant. If you send a paper form in a large envelope, please note that postage will be in excess of a single first class stamp. If insufficient postage is paid, it may be delayed or undelivered and your application will be jeopardised. If you require proof of receipt you must enclose a **Stamped, Self-Addressed Envelope** with your application. We will not acknowledge receipt otherwise.



# Guide to applying for a secondary school place

## Which schools should I apply for?

In previous years, applicants who have not received an offer of a preferred school have usually either only used a few of their 6 possible preferences or had not named local schools (either inside or outside the borough) for which they would have been eligible in previous years. It is better to name such schools on your original application than try to add them after the allocation.

Before deciding which schools to apply for, gather as much information about the schools as possible using a variety of sources. We suggest that you:

- visit the schools ([see page 6](#) for details of open evenings)
- obtain school prospectuses
- look at school websites
- read the descriptions of Sutton schools in this booklet

Please do not base your decisions solely on exam results or what other people say about a school. We recommend that all families make up their own minds and that your child is involved in the application process. Visit school open evenings with your child and remember that different children thrive in different environments, not just those that the parents feel are appropriate. Also take into account how easy it will be for your child to get to the school on time from your home address.

It is also important that you consider such issues as the admissions criteria for each school; how places are allocated and who gets priority when a school is oversubscribed. Different schools will have different admissions policies and these may affect the chances that your child will be offered a place.

Page 20 shows how places were allocated last year. This shows the furthest distance to which each school was able to offer a place last year and should be used as a guide only. Each year the distances to which schools offered will vary according to a number of factors such as the number of places on offer, how many applications are received for each school and where each applicant lives.

If you are thinking about applying for any schools outside Sutton, please also get a copy of the relevant Local Authority brochure or contact the school(s) directly for information about admissions criteria or supplementary forms. See [pages 44-48](#) for details.

## How do I [check my distance](#) to nearby schools?

Some schools will give higher priority within some of their criteria for those who live nearest to the school. You can get information on where your local schools are, how far they are from your home address, and what the furthest distance is to which they have offered places in recent years all by using the distance checker available at [www.sutton.gov.uk/admissions](http://www.sutton.gov.uk/admissions).

## **How are places allocated?**

Our admissions process operates an equal preference scheme, which means that each admissions authority will consider applications without knowing the order of preference on your application. If your child is unsuccessful at your first preference school, they will not get overlooked by schools lower down your order of preference.

The admissions authority, which can be the Local Authority or the school itself, will decide whether a place can be offered. Where a school is oversubscribed, the admissions criteria are used to rank applications. This is the order in which children will be offered places.

If your child is eligible for only one of the schools you listed as a preference, this will be the offer that is made to you. Where a child can be offered two or more of their preferred schools, the offer made will be for the highest preference school. Any lower preferences will be automatically withdrawn.

Where you have applied to schools in more than one London borough, these boroughs exchange details electronically and the process is repeated. Again, the highest potential offer is retained and the others discarded. This process continues until each child has no more than one offer.

If your child is not eligible for any of the schools you applied for, and you are a Sutton resident, we will try and offer your child a place at an alternative appropriate school with a vacancy.

## **When will I know the outcome of my application?**

Online applicants will be able to view the outcome of their application on the evening of 1 March 2024. You will receive an email giving you the outcome of your application. Applicants who use a paper form will receive their outcome in a letter sent on 1 March 2024. All Local Authorities will send outcomes, either by letter or email, to their own residents on 1 March 2024, giving instructions on how to accept or decline any place you have been offered.

## **What if my application is submitted late or I move after the deadline?**

If your application is made after the closing date of 31 October 2023 or you change your existing preferences after this date, your application will be treated as late. A late application will not be considered until after all those that were received on time and may jeopardise the possibility of your child being offered a place at one of your preferred schools. This is unless you can provide proof that there were exceptional reasons that prevented you from applying on time.

If you submit an application or change your existing preferences, or order of preferences, after 31 October 2023 but by the 12 December 2023 with good reason for doing so, the application will be treated as on time subject to receipt of acceptable proofs.

Parents must submit written evidence giving details of their case. Where a change of address has occurred we will require a copy of their new council tax bill together with a solicitor's letter regarding contract completion or a copy of the new tenancy agreement, we may also ask for

proof that you have moved out of your previous address and no longer have access to it see [pages 9-10](#).

## **What if I change my address during the process?**

You should ensure you make an on-time application to your home local authority by the closing date of 31 October using the address that you are living at when you submit your application. If you subsequently move, you must immediately advise your home local authority.

If the move takes place after the 31 October, you should advise your home local authority, and, if the move is to a new local authority, you should also provide details to the new local authority.

Sutton school admissions team will require confirmation that your family have moved out of the previous address and into your new property. You will also be asked to demonstrate that you no longer have access to the previous property.

### **We can only consider a change of address if:**

- **Your family have moved to live at the new address**
- **You have provided copies of the information requested to confirm the move**
- **We have the opportunity to review the information provided and consider it to be sufficient by the 12 December 2023.**

Each change of address will be looked at individually. Providing information regarding a change of address does not guarantee that the new address can be used for the school application. If you move after the 'late with good reason' date, we are unable to amend the address on your school application until after the 1 March. We will update the correspondence address to ensure any communications are correctly addressed.

## **What is a waiting list?**

Where a school is oversubscribed and has more applicants than places available, offers are made according to the admissions criteria. Those who cannot be offered a place will be added to a waiting list, providing they are not offered one of their higher preference schools. Waiting lists are kept in the same order as the admissions criteria of the school.

All applicants will automatically be held on waiting lists for higher preference schools than the one offered and you will be contacted if a place becomes available. If the schools are outside Sutton, providing the child is eligible (e.g. a child cannot be added to the waiting list for a selective school if they did not pass the entrance test) we will pass the child's information to the relevant borough(s) to add to their waiting lists.

All Sutton Secondary schools are either Voluntary Aided or Academy schools and maintain their own waiting lists. Waiting lists are cancelled on the 31 December. If you wish to remain on the list for Sutton schools after the 31 December, you must email/write to the admissions authority (the school itself) before this date and then at the end of the academic year thereafter.

Waiting lists can change: for example, if a child moves into the area after the initial allocations have been made their name will be added to the waiting list in accordance with the

admissions criteria. If they live closer to the chosen school than you do, their name may go above your child's on the waiting list. Therefore a child can go up or down a waiting list.

## **Can I appeal if I don't get the place I want?**

All parents have the right of appeal against a decision not to offer a place for a child, providing an application has been made. For Voluntary Aided schools, Foundation schools or Academies, they should be lodged directly with the governing body of the particular school. Information about how to appeal will be sent to all applicants who are not offered their first preference school. This will be included in the letter or online response sent on 1 March 2024. Appeals are likely to be heard during May and July.

Only a small number of appeals are upheld each year. Those that are upheld tend to have significant supporting professional evidence showing why only that particular school is suitable for the child. If you do have supporting evidence, please provide this with the original application as it may help avoid the need for an appeal hearing.

## **What if my child has special educational needs?**

If your child has an **Education Health and Care Plan** and you live in Sutton, you will need to call the SEN(D) Team on 020 8323 0454 as the application process is different from that described in this brochure. If your child receives support under SEN Support, you should follow the procedures in this booklet.

In addition, **Sutton Information, Advice & Support Service** supports parents and carers of children with Special Educational Needs living in Sutton. They offer impartial advice and support and can discuss options for children moving on to secondary education. They offer support to parents and carers whose children have an **Education Health and Care Plan** or those who are currently on SEN Support.

**Sutton Information, Advice & Support Service** can be contacted as follows:

Telephone: 020 8323 0462

Email: [siass@cognus.org.uk](mailto:siass@cognus.org.uk)

Web: <https://www.siass.co.uk/>

See [pages 51-53](#) for answers to some other frequently asked questions

## How places were allocated last year

The following table indicates the published admission number at each Sutton secondary school and where relevant, how far places were allocated to on distance.

	DfE Number	Published Admission Number (PAN)	Furthest Distance (metres)
<b>Comprehensive Schools</b>			
Carshalton Boys Sports College	319 4000	240	4,002
Carshalton High School for Girls	319 4002	240	4,793
Cheam High School (Worcester Park Places)	319 5403	320	1,227 597
Glenthorne High School	319 4011	247	N/A
Greenshaw High School	319 4007	314	1,184
Harris Academy Sutton	319 4005	195	1,137
Oaks Park High	319 4015	210	3,376
Overton Grange School	319 4019	210	All
St Philomena's Catholic High School for Girls	319 5406	234	N/A
The John Fisher School	319 5402	180	N/A
<b>Selective Schools</b>			
Nonsuch High School for Girls	319 5401	210	N/A
Sutton Grammar School	319 5404	135	N/A
Wallington County Grammar School	319 5407	150	N/A
Wallington High School for Girls	319 5405	210	N/A
Wilson's School	319 5400	186	N/A

Even if your address falls within the previous years' cut-off distances for a school, there is no guarantee your child will obtain a place there for next September.

## SCHOOL LOCATIONS

- 1 Carshalton Boys Sports College
- 2 Carshalton High School for Girls
- 3 Cheam High School
- 4 Glenthorne High School
- 5 Greenshaw High School
- 6 Harris Academy Sutton
- 7 Nonsuch High School for Girls
- 8 Oaks Park High School
- 9 Overton Grange School
- 10 St Philomena's Catholic High School for Girls
- 11 Sutton Grammar School
- 12 The John Fisher School
- 13 Wallington County Grammar School
- 14 Wallington High School for Girls
- 15 Wilson's School



Not to Scale



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# Admissions Criteria

## Carshalton Boys Sports College

(DfE number 319 4000)

**Address:** Winchcombe Road, Carshalton, SM5 1RW  
**Telephone:** 020 8714 3100  
**Fax:** 020 8714 3190  
**Website:** <http://www.carshaltonboys.org/>  
**Email:** contact@carshaltonboys.org  
**Head Teacher:** Mr S Barber BSc Econ (Hons.) MA Ed  
**Open Evening Date:** 21 September 2023 - Please refer to the school website for further details and updates (booking is essential)

Published Admissions Number: 240

Applications received for September 2023: 758

Carshalton Boys Sports College is a comprehensive school for boys aged 11 - 19 (with girls accepted into the sixth form) with approximately 1400 pupils. Where the school is oversubscribed places will be allocated in the following order of priority:

1. Looked After Children and former Looked After Children (see page [11](#) for more details).
2. Where there are professionally supported medical reasons or exceptional social reasons (see page [14](#) for more details).
3. Children of permanent staff employed by Carshalton Boys Sports College employed by the school for two or more years at the time at which the application for admission to the school is made or the member of staff employed by the school has been recruited to fill a vacant post for which there is a demonstrable skill shortage.
4. Where there will be an older sibling at the school at the time of the younger child's admission (see page [13](#) for more details).
5. Proximity to the school from the pupil's home address, the distance measured in a straight line to the main entrance of the school building, with those living closer to the school receiving the higher priority. The address to be used in the initial allocation of places will be the address on 31 October 2023 unless a subsequent move has been accepted for allocation purposes (see page [page 18](#) for more details).

Where two or more applicants share priority for a place, the child to be allocated will be determined by the drawing of lots.

Distance offered under criterion 5 for the last three years:

2023	4.002km
2022	All
2021	4.280km

# Carshalton High School for Girls

## (DfE number 319 4002)

**Address:** West Street, Carshalton, SM5 2QX  
**Telephone:** 020 8647 8294  
**Fax:** 020 8773 8931  
**Website:** <http://www.chsg.org.uk>  
**Email:** office@chsg.org.uk  
**Head Teacher:** Mr M Devenney BA (Hons) MA NPQH  
**Open Evening Date:** 21 September 2023 - Please refer to the school website for further details and updates

Published Admissions Number: 240  
Applications received for September 2023: 839

Carshalton High School for Girls is an 11-19 comprehensive school with a mixed Sixth Form. It has approximately 1400 students on roll. Where the school is oversubscribed places will be allocated in the following order of priority:

1. Looked After Children and previously Looked After Children (see [page 11](#) for more details).
2. Where there are professionally supported medical reasons or exceptional social reasons (see [page 14](#) for more details).
3. Up to 24 places for students awarded a scholarship in either Music or Sport. If you wish to be considered for a place under this criterion, you must complete the supplementary admission form for Year 7 entry. This form can be completed on line and is available to download from the school's website [www.chsg.org.uk](http://www.chsg.org.uk). Only complete this form if you wish to be considered for a place under this criterion. Please see [pages 7-8](#) for more details on supplementary forms.
4. Where there will be an older sister at the school at the time of the younger child's admission (see [page 13](#) for more details).
5. Proximity to the school from the pupil's home address, the distance measured in a straight line to the main entrance of the school building, with those living closer to the school receiving the higher priority. The address to be used in the initial allocation of places will be the address on 31 October 2023 unless a subsequent move has been accepted for allocation purposes (see [page 18](#) for more details).

Where two or more applicants share priority for a place, the child to be allocated will be determined by the drawing of lots.

Distance offered under criterion 5 for the last three years:

2023	4.793km
2022	10.383km
2021	3.602km



# Cheam High School

## (DfE number 319 5403)

**Address:** Chatsworth Road, Cheam, SM3 8PW  
**Telephone:** 020 8644 5790  
**Website:** [www.cheam.sutton.sch.uk](http://www.cheam.sutton.sch.uk)  
**Email:** [secretary@cheam.sutton.sch.uk](mailto:secretary@cheam.sutton.sch.uk)  
**Executive Principal:** Ms R Allott MA (Cantab) Med  
**Head Teacher:** Mr P Naudi MA (OXON)  
**Open Evening Date:** 12 October 2023 5.30 – 8.30pm Please refer to the school website for further details and updates

Published Admissions Number: 320

Applications received for September 2023: 1690

Cheam High School is a mixed comprehensive school for children aged 11 - 19 with approximately 2000 pupils. Places are allocated in the following order of priority:

1. Looked After Children or previously Looked After Children (see [page 11](#) for more details)
2. Where there are social welfare reasons or medical grounds (see [page 14](#) for more details).
3. Where there will be a sibling expected to be attending the school at the time of admission (see [page 13](#) for more details).
4. To children of staff currently employed on a permanent contract by Cheam Academies Network Trust where one (or more) of the following applies:
  - i. The member of staff has been employed by Cheam Academies Network Trust on a permanent contract for two or more consecutive years before the time of application for a school place
  - ii. The member of staff has been recruited to fill a post for which there is a demonstrable skill shortage.
5. Proximity to the school, as the crow flies, of the home where the child resides (measured from the highway of the Chatsworth Road entrance) with those living nearer the school being given the higher priority. The address to be used in the initial allocation of places will be the address on 31 October 2023 unless a subsequent move has been accepted for allocation purposes (see [page 18](#) for more details).  
Places to be allocated so that the total number allocated under criteria 1, 2, 3, 4 and including any children that have an **Education Health and Care Plan** is no more than 290
6. Up to 30 places to be allocated to children who live within 1.1km (measured as the crow flies) of Dorchester Primary School (Worcester Park) with those living nearer to Dorchester Primary School being given priority.

Distance offered for the last three years:

	Criterion 5	Criterion 6
2023	1.227km	0.597km
2022	1.220km	0.433km
2021	1.415km	0.718km

# Glenthorne High School

(DfE number 319 4011)

**Address:** Sutton Common Road, Sutton SM3 9PS

**Telephone:** 020 8644 6307

**Website:** [www.glenthorne.sutton.sch.uk](http://www.glenthorne.sutton.sch.uk)

**Email:** enquiries@glenthorne.sutton.sch.uk

**Head Teacher:** Dr S Peacock BSc, PhD, PGCE

**Open Evening Date:** Wednesday 13 September 2023, 5 - 9pm Please refer to the school website for further details and updates.

**Workshop Date for Performing Arts Places:** Saturday 7 and 14 October 2023

**Banding Tests Date:** Saturday 18 November 2023

Published Admissions Number: 247

Applications received for September 2023: 1961

Glenthorne High School is an 11 to 19 mixed comprehensive school with approximately 1650 pupils. The school has 247 places available in Year 7, including places for any children that have an **Education Health and Care Plan** which names Glenthorne and a maximum of 24 places for children with an aptitude in the Performing Arts.

The remaining 223 places will be allocated using a “banding system”. Applicants will be tested and placed in one of nine ability bands based on their test results, with the following numbers allocated to each band:

<b>Band</b>	<b>Percentage Of Places</b>	<b>Number of Available places</b>	<b>Number of Available Places Under Worcester Park Priority</b>
Band 1	4%	8	1
Band 2	7%	14	2
Band 3	12%	23	3
Band 4	17%	33	5
Band 5	20%	40	5
Band 6	17%	33	5
Band 7	12%	23	3
Band 8	7%	14	2
Band 9	4%	8	1
<b>TOTAL</b>	<b>100%</b>	<b>196</b>	<b>27</b>

Where the school is oversubscribed, places will be allocated to bands in the following order of priority:

1. Looked After Children and previously Looked After Children (see [page 11](#) for more details).

2. Children with exceptional medical reasons or exceptional social reasons for attendance at Glenthorne, rather than at any other school. Applications must be made in writing and must be supported by written professional evidence (see [page 14](#) for more details).
3. Children of permanent staff where:
  - a) The member of staff has been employed at the school for two or more consecutive years at the time at which the application for admission to the school is made; **or**
  - b) The member of staff employed by the school has been recruited to fill a vacant post for which there is demonstrable skills shortage.
4. Children who have an older brother or sister at the school at the time of the younger child's admission (see [page 13](#) for more details)
5. Children living in proximity to the school, with those living closer to the school receiving higher priority. The distance is measured in a straight line from the main front door of the school to the child's home address.
6. Children living 1.5 kilometres or under from the junction of Langley Avenue, Boscombe Road, Dorchester Road and Clarkes Avenue in Worcester Park will be allocated a place, subject to a maximum of 27 places being available under this priority.

#### Aptitude Places

If you wish to be considered for an aptitude place in the Performing Arts (Music, Dance or Drama), you must complete the on-line registration process by midnight 22 September 2023 in addition to the Common Application Form. The registration process is open from 3 July 2023 and can be accessed via a tab on the school website: [www.glenthorne.sutton.sch.uk](http://www.glenthorne.sutton.sch.uk)

Children applying for an aptitude place may also be considered for banded places if they sit the banding tests.

#### Banding Tests

Applicants will be tested and placed in one of nine ability bands based on their test results. The nine bands will be based on locally standardised results in an English and a Maths test. The "banding system" is used to ensure a comprehensive intake of children of all abilities into Year 7. All parents/carers should register their children for the English and Maths banding tests and must complete the on-line registration process by 31 October 2023 in addition to the Common Application Form. The registration process is open from 3 July 2023 and can be accessed via a tab on the school website: [www.glenthorne.sutton.sch.uk](http://www.glenthorne.sutton.sch.uk)

A copy of the full Admissions Policy is available on the school website:

[www.glenthorne.sutton.sch.uk](http://www.glenthorne.sutton.sch.uk)

Distance offered under criterion 5:

2023	N/A (No longer relevant because of Banding)
2022	N/A (No longer relevant because of Banding)
2021	N/A (No longer relevant because of Banding)

# Greenshaw High School

(DfE number 319 4007)

**Address:** Grennell Road, Sutton, SM1 3DY  
**Telephone:** 020 8715 1001  
**Website:** [www.greenshaw.co.uk](http://www.greenshaw.co.uk)  
**Email:** admissions@greenshaw.co.uk  
**Head Teacher:** Mr N House  
**Open Evening Date:** Please refer to the school website for further details and updates.  
**Ability Test Date:** Tuesday 12 September 2023

Published Admissions Number: 314

Applications received for September 2023: 2316

Greenshaw High School is a mixed comprehensive school for children aged 11-19 with approximately 1872 pupils. Of the 314 places available for the September 2024 intake, 60 are offered on the basis of ability. Where the school is oversubscribed places will be allocated in the following order of priority:

1. Looked After Children and previously Looked After Children (see [page 11](#) for more details).
2. Where there are professionally supported medical reasons or exceptional social reasons (see [page 14](#) for more details). Applicants wishing to be considered under this criterion should complete the Trust's Social and Medical Form [Greenshaw High School](#)
3. 60 places are offered on the basis of ability, priority being given to those scoring highest in the test. Where there are two or more pupils on the same score, pupils will be ranked according to distance. **Only applicants who wish to apply for an ability place must complete the Greenshaw online registration form.** Please see [pages 7-8](#) for more details on supplementary forms.
4. Children of permanent staff where:
  - The member of staff has been employed at Greenshaw High School for two or more consecutive years; or
  - The member of staff has been recruited to fill a vacant post for which there is a demonstrable skill shortage
5. Where there will be an older brother or sister at the school at the time of the younger child's admission (see [page 13](#) for more details).
6. Proximity to the school from the pupil's home address, the distance measured in a straight line to the main entrance of the school building, with those living closer to the school receiving the higher priority. The address to be used in the initial allocation of places will be the address on 31 October 2023 unless a subsequent move has been accepted for allocation purposes (see [page 18](#) for more details).

Where two or more applicants share priority for a place, the child to be allocated will be determined by the drawing of lots.

Distance offered under criterion 6 for the last three years:

2023	1.185km
2022	1.352km
2021	1.151km

# Harris Academy Sutton

(DfE number 319 4005)

**Permanent Address:** 2 Chiltern Road, Sutton SM2 5RD

**Telephone:** 020 3962 4500

**Website:** [www.harrissutton.org.uk](http://www.harrissutton.org.uk)

**Email:** info@harrissutton.org.uk

**Principal:** Mr James Fisher

**Open Evening Date:** 13 July 2023 - Please refer to the school website for further details and updates.

Published Admissions Number: 195

Applications received for September 2023: 1694

Harris Academy Sutton is a new mixed academy moving into its fifth year in September 2024. At full capacity will cater for children aged 11-19 and will have 975 students in Years 7-11 and 300 in the sixth form. The academy is situated on the site of the London Cancer Hub in a new £40 million state-of-the-art Passivhaus building. Where the school is oversubscribed, places will be allocated in the following order of priority:

1. Looked After Children and previously Looked After Children (see [page 11](#) for more details).
2. Where there will be an older brother or sister at the school at the time of the younger child's admission (see [page 13](#) for more details).
3. Children of permanent staff where the member of staff has been recruited to fill a vacant post for which there is a demonstrable skill shortage.
4. Proximity to the school from the pupil's home address, the distance measured in a straight line to the main entrance of the permanent school building, with those living closer to the school receiving the higher priority. The address to be used in the initial allocation of places will be the address on 31 October 2023 unless a subsequent move has been accepted for allocation purposes (see [page 18](#) for more details).

Where two or more applicants share priority for a place, the child to be allocated will be determined by the drawing of lots.

Distance offered under criterion 4 for the last three years:

2023 1.137km

2022 1.337km

2021 1.608km

# Nonsuch High School for Girls

(DfE number 319 5401)

<b>Address:</b>	Ewell Road, Cheam, SM3 8AB
<b>Telephone:</b>	020 8394 3400
<b>Website:</b>	<a href="http://www.nonsuchschool.org">www.nonsuchschool.org</a>
<b>Email:</b>	admissions@nonsuchschool.org
<b>Head Teacher:</b>	Ms A Cavilla
<b>Open Evening Date:</b>	Please refer to the school website or contact the school directly.
<b>Test Date:</b>	Selective Eligibility Test (SET) – Tuesday 12 September 2023 For those eligible, the Nonsuch and Wallington Second Stage Entrance Examination (NWSSEE) – Saturday 30 September 2023

Published Admissions Number: 210

Applications received for September 2023: 950  
Number of girls who sat the SET for 2023: 2557  
Number of girls who sat the NWSSEE for 2023: 1071

Nonsuch High School for Girls is a selective grammar school. There are approximately 1400 pupils in the school. Places are allocated to those pupils who are of selective ability in the following summarised order of priority:

1. Looked After Children and previously Looked After Children (see [page 11](#) for more details) who achieve the pass mark or above in the entrance test or whose score is up to 10% lower than the pass mark for the SET and the standardised pass marks in the NWSSEE Maths and NWSSEE English.
2. 85 places on the basis of score in the entrance test in order of highest score, irrespective of home address.
3. Up to 35 places for Children in receipt of Pupil Premium who achieve the pass mark or above in the entrance test or whose score is up to 10% lower than the pass mark for the SET and the standardised pass marks in the NWSSEE Maths and NWSSEE English by rank order irrespective of address.
4. Up to 125 places linked to our catchment area circle. This will be in order of highest score to those whose permanent place of residence is 5.25 km or less from the front door of Nonsuch measured in a straight line. The address to be used in the initial allocation of places will be the address on 31 October 2023 unless a subsequent move has been accepted for allocation purposes (see [page 18](#) for more details).

In the event of a tie for the final place under criteria in 2, 3, 4 and 5, places will be allocated according to proximity to the school, measured in a straight line with those living nearest gaining the highest priority.

**Applicants for this school were required to complete the Selective Eligibility Test (SET) registration form available on any of the participating school's websites (Nonsuch High School for Girls, Wallington High School for Girls, Greenshaw High School, Sutton Grammar School, Wilsons School, Wallington County Grammar School). In order to sit the test, the SET registration form must have been submitted by midnight on 4 August 2023. Please see [pages 7-8](#) for more details.**

**The outcome of the SET will be sent to parents/carers by email. Those deemed selective will be invited back to sit the Nonsuch and Wallington Second Stage Entrance Examination (NWSSEE). However, success in the entrance test does not automatically mean that your child will be offered a place at the school because each year, more children pass the test than there are places available. If your child does not pass the test, they will not be eligible for a place at the school.**

# Oaks Park High School

(DfE number 319 4008)

**Address:** Damson Way, Carshalton, SM5 4NS  
**Telephone:** 020 8647 5842  
**Fax:** 020 8254 7800  
**Website:** <http://www.oaksparkhigh.org.uk>  
**Email:** office@oaksparkhigh.org.uk  
**Head Teacher:** Mr A Amin BSc (Hons) MA  
**Open Evening Date:** Wednesday 20 September - from 5.30pm to 8.30 pm

Published Admissions Number: 210  
Applications received for September 2023: 787

Oaks Park High School - part of the Cheam Academies Network - is a mixed school for students aged 11 to 19, which is truly comprehensive. We are an inclusive and caring school, proud to serve our local community.

Our goal is to help young people develop the skills, knowledge and qualifications they need to become adults we can be proud of. Our staff are fully committed to students' wellbeing, achievement and progress in all areas. Our students have a wide range of talents and abilities and we aim to develop every child to help them reach their full potential. This is done through the teaching of a broad and balanced curriculum in a school with outstanding facilities that create an inspirational learning environment.

Where the school is oversubscribed places will be allocated in the following order of priority:

1. Looked After Children and previously Looked After Children (see [page 11](#) for more details).
2. Where there are professionally supported medical reasons or exceptional social reasons (see [page 14](#) for more details).
3. Children of staff employed on a permanent contract at Oaks Park High provided:
  - The member of staff has been employed by the school for two or more consecutive years
  - The member of staff employed has been recruited to fill a vacant post for which there is a demonstrable skill shortage
4. Where a sibling is already at the school at the time of admission. (see [page 13](#) for more details).
5. Straight line distance between the child's home address and the main school (measured from the centre of the front entrance of the school) Distances will be measured in a straight line from the child's home address using the GIS system maintained by Sutton's School Admissions team (see [page 18](#) for more details).

- Tie-breaker arrangements

Where oversubscription occurs in categories (1)-(5) above, the subsequent criterion will be applied as a tie-breaker. If oversubscription occurs in category (5), and home to school distance is equal, lots will be drawn. Where this applies to twins or other multiple births, the school will consider if it can accommodate the additional child(ren) on a case by case basis.

2023	3.376km
2022	4.292km
2021	All



# Overton Grange School

(DfE number 319 4019)

**Address:** Stanley Road, Sutton, SM2 6TQ  
**Telephone:** 020 8239 2383  
**Website:** [www.overtongrange.sutton.sch.uk](http://www.overtongrange.sutton.sch.uk)  
**Email:** admissions@overtongrange.sutton.sch.uk  
**Head Teacher:** Miss C Auger  
**Open Evening Date:** Thursday 28 September 2023 5.30-8.30pm

Published Admissions Number: 210

Applications received for September 2023: 947

Overton Grange School is a mixed non-selective school for children aged 11 - 19 and has approximately 1250 pupils. Where the school is oversubscribed places will be allocated in the following order of priority:

1. Looked After Children and previously Looked After Children (see [page 11](#) for more details).
2. Where there are professionally supported medical reasons or exceptional social reasons (see [page 14](#) for more details).
3. Where there will be an older brother or sister at the school at the time of the younger child's admission (see [page 13](#) for more details).
4. To children of staff currently employed on a permanent contract by Overton Grange School where one (or more) of the following applies:
  - i. The member of staff has been employed at the school for two or more consecutive years;
  - ii. The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
5. Proximity to the school from the pupil's home address, the distance measured in a straight line to the main entrance of the school building, with those living closer to the school receiving the higher priority. The address to be used in the initial allocation of places will be the address on 31 October 2023 unless a subsequent move has been accepted for allocation purposes (see [page 18](#) for more details).

Where two or more applicants share priority for a place, the child to be allocated will be determined by the drawing of lots.

Distance offered under criterion 5 for the last three years:

2023	All
2022	All
2021	All

# St Philomena's Catholic High School for Girls

(DfE number 319 5406)

**Address:** Shorts Road, Carshalton, SM5 3PS

**Telephone:** 020 8642 2025

**Website:** [www.stphils.org.uk](http://www.stphils.org.uk)

**Email:** enquiries@stphils.org.uk

**Head Teacher:** Ms M Noone

**Open Evening Date:** Tuesday 4 July 2023

**Open Morning Dates:** Monday 25 September to Friday 29 September 2023.

Please check the school website for further details regarding the **Open Evening**, and for Open Morning booking arrangements in due course. Queries to the Admissions Officer by email [admissions@stphils.org.uk](mailto:admissions@stphils.org.uk)

Published Admissions Number: 234

Applications received for September 2023: 846

St Philomena's Catholic High School for Girls is an 11-18 Catholic comprehensive school, with approximately 1480 students on roll currently. Applications are assessed in terms of membership of and commitment to the Catholic faith and should be supported by a priest known to the family. Applications from Candidates of faiths other than Catholic should be supported by a reference from their Religious Leader.

The main order of priority for admission is **Band A:**

Where applications exceed the number of places available, priority will be given in the following order:-

1. Looked After Catholic girls or Looked After girls in the care of Catholic families and previously Looked After Catholic girls who have been adopted or who have become the subject of a residence order, child arrangements order or guardianship order and Catholic girls who appear (to the admissions authority) to have been in state care outside of England and ceased to be in state care outside of England as a result of being adopted (see [page 11](#) for more details).
2. Catholic girls who have been baptised and who attend weekly Mass for 3 years or more and have a sibling who will be in the school in the academic year starting September 2024.
3. Baptised Catholic girls. Girls in this category will then be placed within one of the following sub-categories as shown in Table 1:

**Table 1**

	<b>Mass Attendance</b>
a	Weekly Mass for 3 years or more
b	Occasional Mass attendance, i.e., once or twice a month for 3 years or more
c	Irregular Mass attendance, i.e., less than once a month for 3 years or more
d	Mass attendance for less than 3 years
e	Other Baptised Catholic girls

4. Other Looked After girls and other previously Looked After girls who have been adopted or who have become the subject of a residence order, child arrangements order, or guardianship order and girls who appear (to the admissions authority) to have been in state care outside of England and ceased to be in state care outside of England as a result of being adopted.
5. Other girls who have a sibling who will be in the school in the academic year starting September 2024
6. Other girls who attend a maintained Catholic primary school in the Sutton Catholic Deanery, namely St Mary's Catholic Junior School Carshalton, St Elphege's Catholic Junior School Wallington, St Cecilia's Catholic Primary School Cheam.
7.
  - a. Girls from Eastern Orthodox Churches whose membership is supported by their Religious Leader. Evidence of Baptism also required.
  - b. Girls from other Christian denominations whose membership is supported by their Religious Leader.
8. Girls of other faiths whose membership is supported by their Religious Leader.
9. Other Girls.

### **Band B: 30 Additional Places**

These additional 30 places are for Baptised Catholic girls, who have not gained a place under Band 'A' above and are resident in the Sutton Catholic Deanery. They will be ranked in accordance with Table 1.

If there are insufficient Baptised Catholic girls who are resident in the Sutton Catholic Deanery to fill the 30 places, remaining places will be filled from remaining Band 'A' girls.

In the event of over-subscription in any of the above categories, applications will be ranked as follows:

- (i) Where there are professionally supported medical, pastoral or social reasons why the Candidate should be admitted to the School and not to any other school for which the Candidate may be eligible. Supporting written evidence from a professional, e.g.: a doctor, priest, social worker or educational welfare officer (please note this list is not exhaustive) must be supplied at the time of application or subsequently, but before the closing date for applications. Although the Admissions Committee may, at its discretion, make enquiries to satisfy itself as to the matters referred to in the material supplied, it will not be required to make any independent investigation and it will be entitled to rely entirely on the material supplied by the applicant (see [page 14](#) for more details).
- (ii) Proximity to the school from the Candidate's home address, the distance measured in a straight line from the school entrance at the junction of Shorts Road and Alma Road by the London Borough of Sutton using a Geographical Computerised Information System with those living closer to the school receiving the higher priority. The address to be used in the initial allocation of places will be the address on 31 October 2023 unless a subsequent move has been accepted for allocation purposes (see [page 18](#) for more details).
- (iii) Where two or more Candidates share priority for a place, e.g., where two Candidates live equidistant from the School, the Candidate to be ranked with the higher priority will be selected by the drawing of lots.

**Applicants for this school are required to complete a Supplementary Information Form. Please see [pages 7-8](#) for more details.**

# Sutton Grammar School

## (DfE number 319 5404)

**Address:** Manor Lane, Sutton, SM1 4AS  
**Telephone:** 020 8642 3821  
**Website:** [www.suttongrammar.sutton.sch.uk](http://www.suttongrammar.sutton.sch.uk)  
**Email:** admissions@suttongrammar.sutton.sch.uk  
**Head Teacher:** Mr B Cloves BSc MEd  
**Open Evening Date:** 20 September 2023, - Please refer to the school website for further details and updates.  
**Test Date:** Selective Eligibility Test – 12 September 2023  
**Second Stage Test:** For those eligible – 30 September 2023. Shared with Wallington County Grammar and Wilson's School

Published Admissions Number: 135

Number of male candidates at Selective Eligibility Test for September 2023: 3098

Number of candidates at second stage test for September 2023: 1207

Sutton Grammar School is a selective school for boys. Girls are admitted to the Sixth Form. There are approximately 1000 pupils in the school.

After the allocation of places to qualified boys with an EHCP, places are allocated to eligible candidates in the following order:

1. Boys who are looked after by a local authority or were previously looked after. Supporting evidence of the status will be required (see [page 11](#) for more details).
2. 75 places by rank order of the scores in the selection tests where the home address of the boy is in one of the postcodes SM1 to 7, KT4, KT17, CR0 4--, CR4.
3. Up to 60 places (plus any remaining places in criterion 2 if the number of qualified boys in criterion 2 is less than the 75 on offer) by rank order of the scores in the selection tests from any home address.

The final score will be rounded to the nearest four marks. There will usually be several boys with the same final score. Where the admission of all of these would exceed the number of places available, places will be allocated by proximity of the boy's home address (measured in a straight line) to the front door of the School in Manor Lane. All distances will be measured using a computerised Geographical Information System maintained by the London Borough of Sutton.

**Applicants for this school were required to complete a supplementary form which is the online registration to sit the Selective Eligibility Test and can be accessed via the school's website. In order to sit the Selective Eligibility Test, the online supplementary form must have been completed by midnight on 4 August 2023. Please see [pages 7-8](#) for more details.**

Parents will receive an outcome of this first-stage testing. Those boys deemed eligible will be invited to take a second set of tests for Sutton Grammar School.

If your son is invited to the second stage tests, you will be notified as to whether or not he has met the required standard by email. Meeting the required standard does not constitute an offer of a place. Parents should note that while Sutton Grammar School, Wallington County Grammar School and Wilson's School are sharing a second stage test, each school will be treating the results of the test in accordance with its own admissions criteria. Please visit the website of each school for further details.

# The John Fisher School

(DfE number 319 5402)

**Address:** Peaks Hill, Purley, CR8 3YP  
**Telephone:** 020 8660 4555  
**Website:** <https://www.johnfisherschool.org>  
**Email:** [admissions@johnfisherschool.org](mailto:admissions@johnfisherschool.org)  
**Head Teacher:** Mr P E McCullagh BSc (Hons), PGCE, MA, NPQH  
**Open Evening Date** Thursday 14 September 4-7.30pm no pre booking required

Published Admissions Number for September 2024: 180

Applications received for September 2023: 425

The John Fisher School is a voluntary aided, all-ability, Catholic school for boys. The school is conducted as a Catholic school in accordance with the Code of Canon Law promulgated by the Apostolic See and teachings of the Catholic Church. The Governing Body, acting through its Admissions Committee, will admit 180 boys each year at age 11 without regard to aptitude or ability.

The main order of priority for admission is:

Category A. Roman Catholic boys

Category B. Other boys

In the event of over-subscription in either of the above categories, applications will be ranked as follows:

## Category A Candidates (Roman Catholic boys)

150 places will be awarded under categories 1-3, with 30 places offered within criterion 4 as follows:

1. Looked After Boys and previously Looked After Boys (see [page 11](#) for more details)
2. **In the case of Category A applicants only** - Candidates who will have an older sibling at the school in September 2024
3. **In the case of Category A applicants only** - Candidates who do not have an older sibling at the school in September 2024. Applications in this category will be placed within one of the following sub-categories as shown in the table overleaf by reference to the Supplementary Information Form and Priest's Reference form.

**Table 1**

	Baptism	Mass Attendance
A	Baptised Catholic	Weekly for at least three years
B	Baptised Catholic	Weekly for at least one year
C	Baptised Catholic	Fortnightly for at least three years
D	Baptised Catholic	Fortnightly for at least one year
E	All other Baptised Roman Catholic candidates	

4. 30 places for children living in the Roman Catholic Sutton Deanery, who meet the criteria in Table 1, and who have not gained places under criteria 1-3 above. Applicants will be ranked according to Table 1 and the subsequent notes. Should there be insufficient applicants to fill these 30 places, remaining places will be offered to remaining candidates in criteria 1-3.

a. Within each category and sub-category where there are medical or other special reasons why a Candidate should be admitted to this school and not to any other school for which the Candidate may be eligible, the Admissions Committee may give priority to the Candidate above others in that sub-category. Supporting evidence from a doctor, social worker or educational welfare officer must be supplied at the time of application or subsequently, but before the closing date for applications. Although the Admissions Committee may, at its discretion, make enquiries to satisfy itself as to the matters referred to in the material supplied, it will not be required to make any independent investigation and it will be entitled to rely entirely on the material supplied by the Applicant. It is the responsibility of the applicant to provide compelling evidence to convince the admissions committee who will make the final decision.

b. Proximity to the School from the Candidate's home address, measured in a straight line.

### **Category B Candidates (Other Boys)**

- 1 Looked After Boys in the care of families or, previously Looked After Boys who have been adopted or who have become the subject of a residence or guardianship order.
- 2 Candidates with an older sibling at the school in September 2024.
- 3 Candidates from other Christian denominations, including Eastern Orthodox.
- 4 All other candidates.

**All applicants are required to complete a supplementary form. Baptised Roman Catholic applicants should also submit a Parish Priest reference and a copy of their Baptism Certificate. Other Christian Faiths should complete a religious leader reference form. All forms are found on the school's website under the parents and carers, year 7 admissions.**

# Wallington County Grammar School

(DfE number 319 5407)

**Address:** Croydon Road, Wallington, SM6 7PH  
**Telephone:** 020 8647 2235  
**Website:** [www.wcgs-sutton.co.uk](http://www.wcgs-sutton.co.uk)  
**Email:** enquiries@wcgs.org.uk or admissions@wcgs.org.uk  
**Head Teacher:** Mr J Bean  
**Open Evening Date:** Thursday 4 July – Please refer to the school’s website

**Test Date:** Selective Eligibility Test – 12 September 2023  
**Second Stage Test:** For those eligible – 30 September 2023. Shared with Sutton Grammar and Wilson’s School

Published Admissions Number for September 2024: 150  
Applications received for September 2023: 992

The School admits 150 boys into Year 7 each year on the basis of their ability. Included in this number are all boys for whom Wallington County Grammar School (WCGS) is the named School on their Education, Health & Care Plan (EHCP) who meet the School’s Admission Criteria & Arrangements.

In order to make a valid application, your son will need to reach the Wallington County Grammar School combined qualifying standard from the SET and the second stage test in order to be eligible to be considered for a place at our School. The SET will be held in the autumn term of 2023.

A joint second stage entrance test will be held a short while after the SET in the autumn term of 2023 and this is a test run jointly by Wallington County Grammar School, Sutton Grammar School and Wilson’s School. Results of the SET and the second stage entrance test will be communicated to parents before this CAF deadline.

Boys will be regarded as being of selective ability if they reach the combined qualifying standard from the Selective Eligibility Test (SET) and the WCGS second stage test. In the event that the number of eligible applications exceeds the number of places available an oversubscription criteria will apply.

1. A Looked After Child (LAC) or Previously Looked After Child (PLAC)

2. Children of permanent staff

Children of permanent staff at Wallington County Grammar School who have been recruited to fill a vacant post where there is a demonstrable skill shortage as determined by Folio Education Trust or those who have worked at the School for 2 consecutive years or more.

3. Entrance Testing

In rank order of performance in the Selective Eligibility Test (SET) and the second stage entrance test. The total number of places awarded under criteria 1, 2 and 3 will not initially exceed 110.



#### 4. Pupil Premium (PP)

In rank order of performance in the SET and second stage entrance test. Up to 25 places are available for those boys who are successful in reaching the pass mark from the SET and second stage entrance test and who are eligible for Pupil Premium (PP) through their current school at the time of registering for the Selective Eligibility Test (SET). Any unfilled places in this criterion on National Offer Day and thereafter will be filled by criterion 3.

#### 5. Sutton Postcodes

In rank order of performance in the SET and second stage test. Up to 15 places for those boys who are successful in reaching the WCGS pass mark from the SET and second stage test where the permanent Home Address is one of the postcodes SM1, SM2, SM3, SM4, SM5, SM6, SM7, KT4 8---, CR0 4 --, and CR4 4 --, at the time of Common Application Form (CAF) submission deadline. Any unfilled places in this criterion on National Offer Day and thereafter will be filled by criterion 3.

Reaching the qualifying standard in the Selective Eligibility Test (SET) and our second stage test does not mean a place at Wallington County Grammar School will be offered as we pass many more boys than we have places for.

**Applicants for this school were required to complete a Selective Eligibility Test registration form on-line. In order to sit the test on a date to be confirmed, the Selective Eligibility Test online registration form must have been submitted by 4<sup>th</sup> August 2023 (there is an earlier deadline of 16th June 2023 for submission of requests for special adjustments for candidates with SEN, and for supporting evidence). Please see pages [7-8](#) for more details.**

# Wallington High School for Girls

(DfE number 319 5405)

<b>Address:</b>	Woodcote Road, Wallington, SM6 0PH
<b>Telephone:</b>	020 8647 2380
<b>Fax:</b>	020 8647 2270
<b>Website:</b>	<a href="http://www.wallingtongirls.sutton.sch.uk/">www.wallingtongirls.sutton.sch.uk/</a>
<b>Email:</b>	admissions@girlslearningtrust.org
<b>Head Teacher:</b>	Ms T O'Brien
<b>Open Evening Date:</b>	Please refer to the school website or contact the school directly
<b>Test Date:</b>	Selective Eligibility Test (SET) – Tuesday 12 September 2023 For those eligible, the Nonsuch and Wallington Second Stage Entrance Examination (NWSSEE) – Saturday 30 September 2023

Published Admissions Number for September 2024: 210

Applications received for September 2023: 929

Number of girls who sat the SET for 2023: 2557

Number of girls who sat the NWSSEE for 2023: 1071

Wallington High School for Girls is a selective grammar school. There are approximately 1400 pupils in the school. Places are allocated to those pupils who are of selective ability in the following summarised order of priority:

1. Looked After Children and previously Looked After Children (see [page 11](#) for more details) who achieve the pass mark or above in the entrance test or whose score is up to 10% lower than the pass mark for the SET and the standardised pass marks in the NWSSEE Maths and NWSSEE English.
2. 100 places on the basis of score in the entrance tests in order of highest score, irrespective of home address.
3. Up to 35 places for Children in receipt of Pupil Premium who achieve the pass mark or above in the entrance test or whose score is up to 10% lower than the pass mark for the SET and the standardised pass marks in the NWSSEE Maths and NWSSEE English by rank order irrespective of address.
4. Up to 110 places linked to our catchment area circle. This will be in order of highest score to those whose permanent place of residence is within a 6.7km radius of the main entrance to the School building. The address to be used in the initial allocation of places will be the address on 31 October 2023, unless a subsequent move has been accepted for allocation purposes.

In the event of a tie for the final place under criteria 2, 3 and 4 places will be allocated according to proximity to the school, measured in a straight line, with those living nearest gaining the highest priority.

**Applicants for this school were required to complete the Selective Eligibility Test (SET) registration form available on any of the participating school's websites (Nonsuch High School for Girls, Wallington High School for Girls, Greenshaw High School, Sutton Grammar School, Wilsons School, Wallington County Grammar School).**

**In order to sit the test, the SET registration form must have been submitted by midnight on 4 August 2023. Please see [pages 7-8](#) for more details.**

**The outcome of the SET will be sent to parents/carers by email. Those deemed selective will be invited back to sit the Nonsuch and Wallington Second Stage Entrance Examination (NWSSEE). However, success in the entrance test does not automatically mean that your child will be offered a place at the school because each year, more children pass the test than there are places available. If your child does not pass the test, they will not be eligible for a place at the school.**

# Wilson's School

(DfE number 319 5400)

**Address:** Mollison Drive, Wallington, SM6 9JW

**Telephone:** 020 8773 2931

**Website:** [www.wilsons.school](http://www.wilsons.school)

**Email:** admissions@wilsonsschool.sutton.sch.uk

**Head Teacher:** Mr N J Cole BA Hons

**Open Evening Dates:** Various dates in June 2023 -Please refer to the school website

**Test Arrangements:** Selective Eligibility Test – Tuesday 12 September 2023

For those eligible, second stage Entrance Examination – Saturday 30 September 2023

(Shared with Sutton Grammar School and Wallington County Grammar School).

Published Admissions Number for September 2024: 186

Number of male candidates at Selective Eligibility Test for September 2023: 3098

Number of candidates at second stage test for September 2023: 1207

Wilson's is a selective boys' school with approximately 1300 pupils. Boys in Year 6 at primary school in September 2023 and deemed to be of selective ability as determined by their performance in the entrance tests will be eligible for a place at the school in September 2024. Where the number of eligible candidates for admission exceeds the number of places available, places are offered to boys in the order set out below:

1. Looked After Children or Previously Looked After Children (see [page 11](#) for more details) by rank order of standardised score in the entrance tests.
2. 14 places for boys eligible to receive Free School Meals by rank order of standardised score in the entrance tests.
3. Up to 9 places for boys who have demonstrated aptitude in football and up to 9 places for boys who have demonstrated aptitude in music (by achieving a pass score in the relevant aptitude test) by rank order of performance in the relevant aptitude test. The aptitude tests will take place on 7 October 2023.
4. Remaining places including any unallocated places under criteria 2 and 3 will be allocated to boys according to their position in the rank order of standardised score in the entrance tests.

Boys who meet the required standard in the Selective Eligibility Test will be invited to sit the second stage Entrance Examination. This test will be shared with Sutton Grammar School and Wallington County Grammar School. The outcome of the second stage examination for Wilson's School will be sent by email. If your son passes the second stage Entrance Examination, you must include Wilson's School as a preference on your common application form in order to be considered for the school. However, success in the test does not automatically mean that your son will be offered a place at the school, because each year more boys pass the test than there are places available. If your son does not pass the test, he will not be eligible for a place at the school. Please note that while Wilson's School, Sutton Grammar School and Wallington County Grammar School are sharing a second stage test each school will be treating the results of the test in accordance with its own admission criteria. Please visit the school's website for further details.

**Applicants for this school were required to complete a supplementary form which is the online registration to sit the Selective Eligibility Test and can be accessed via the school's website. In order to sit the Selective Eligibility Test, the online supplementary form must have been completed by midnight on 4 August 2023. Please see [pages 7-8](#) for more details.**

# Schools outside the London Borough of Sutton

If you are a Sutton resident and you wish to apply for a school outside Sutton, you must name the school as one of your six preferences on your online application form. You should also contact the school or Local Authority directly to find out if any supplementary forms are necessary and the basis on which places are offered.

Details of schools in neighbouring local authorities are set out below.

## London Borough of Croydon

Children, Young People and Education, Bernard Weatherill House, 8 Mint Walk, Croydon CR0 1EA

Telephone Number: 020 8726 6400 Website: [www.croydon.gov.uk](http://www.croydon.gov.uk)

### Archbishop Tenison's CofE High School

Selborne Road,  
Croydon CR0 5JQ

DfE Number: 306 4600

Telephone Number: (020) 8688 4014

### Ark Blake Academy

6 Morland Road  
Croydon CR0 6NA

DfE Number: 306 4014

Telephone Number (020) 3443 9000

### Coloma Convent Girl's School

Upper Shirley Road,  
Croydon CR9 5AS

DfE Number: 306 5405

Telephone Number: (020) 8654 6228

### Coombe Wood School

30 Melville Avenue,  
South Croydon  
CR0 7HY

DfE Number: 306 4012

Telephone Number: (020) 8289 4745

### Orchard Park High

Orchard Way, Shirley,  
Croydon CR0 7NJ

DfE Number: 306 4004

Telephone Number: (020) 8776 0220

### Harris City Academy Crystal Palace

Maberley Road,  
London SE19 2JH

DfE Number: 306 6906

Telephone Number: (020) 8771 2261

### Harris Academy Purley

Kendra Hall Road,  
South Croydon CR2 6DT

DfE Number: 306 6908

Telephone Number: (020) 8681 1141

### Harris Invictus Academy Croydon

88 London Road,  
Croydon CR0 2TB

DfE Number 306 4002

Telephone number: (020) 3371 3002

### Meridian High School

Fairchildes Avenue, New Addington,  
Croydon CR0 0AH

DfE Number: 306 4000

Telephone Number: (020) 3943 1328

**Norbury High School  
for Girls**  
Kensington Avenue, Thornton Heath,  
Surrey CR7 8BT

DfE Number: 306 5406  
Telephone Number: (020) 8679 0062

**Oasis Academy Arena**  
Albert Road, South Norwood  
London SE25 4QL

DfE Number: 306 2045  
Telephone Number: (020) 8240 6700

**Oasis Academy Coulsdon**  
Homefield Road, Old Coulsdon,  
Surrey CR5 1ES

DfE Number: 306 6907  
Telephone Number: 01737 551161

**Oasis Academy Shirley Park**  
Shirley Road,  
Croydon CR9 7AL

DfE Number: 306 6909  
Telephone Number: (020) 8656 0222

**Riddlesdown Collegiate**  
Honister Heights,  
Purley CR8 1EX

DfE Number: 306 5400  
Telephone Number: (020) 8668 5136

**Shirley High Performing Arts College**  
Shirley Church Road, Shirley,  
Croydon CR0 5EF

DfE Number: 306 5407  
Telephone Number: (020) 8656 9755

**St Joseph's RC College (Boys)**  
Beulah Hill, Upper Norwood,  
London SE19 3HL

DfE Number: 306 5402  
Telephone Number: (020) 8761 1426

**St Mary's Catholic High School**  
Woburn Road,  
Croydon CR9 2EE

DfE Number: 306 4702  
Telephone Number: (020) 8686 3837

**The Archbishop Lanfranc Academy**  
Mitcham Road,  
Croydon CR9 3AS

DfE Number: 306 4003  
Telephone Number: (020) 8689 1255

**The Quest Academy**  
Farnborough Avenue,  
South Croydon CR2 8HD

DfE Number: 306 6910  
Telephone Number: (020) 8657 8935

**Thomas More Catholic School**  
Russell Hill Road,  
Purley CR8 2XP

DfE Number: 306 5403  
Telephone Number: (020) 8668 6251

**Woodcote High School**  
Meadow Rise, Coulsdon,  
Surrey CR5 2EH

DfE Number: 306 4031  
Telephone Number: (020) 8668 6464

# Royal Borough of Kingston upon Thames

School Admissions, Achieving for Children,  
Guildhall 2, Kingston upon Thames KT1 1EU

Website: [Kingston School Admissions](http://www.kingston.gov.uk/school-admissions)

## **Chessington School**

Garrison Lane, Chessington  
KT9 2JS

DfE Number: 314 4006

Telephone Number: (020) 8974 1156

## **Coombe Boys' School**

College Gardens, Blakes Lane,  
New Malden KT3 6NU

DfE Number: 314 5403

Telephone Number: (020) 8949 1537

## **Coombe Girls' School**

Clarence Avenue, New Malden  
KT3 3TU

DfE Number: 314 4004

Telephone Number: (020) 8942 1242

## **The Hollyfield School and Sixth Form Centre**

Surbiton Hill Road, Surbiton  
KT6 4TU

DfE Number: 314 5404

Telephone Number: (020) 8339 4500

## **The Holy Cross School (RC Girls)**

Sandal Road, New Malden  
KT3 5AR

DfE Number: 314 5402

Telephone Number: (020) 8395 4225

## **The Kingston Academy**

Richmond Road, Kingston Upon Thames  
KT2 5PE

DfE Number: 314 4001

Telephone Number: (020) 8465 6200

## **Richard Challoner School (RC Boys)**

Manor Drive North, New Malden  
KT3 5PE

DfE Number: 314 5401

Telephone Number: (020) 8330 5947

## **Southborough High School (Boys)**

Hook Road, Surbiton  
KT6 5AS

DfE Number: 314 4009

Telephone Number: (020) 8391 4324

## **The Tiffin Girls' School (Selective)**

Richmond Road, Kingston upon Thames  
KT2 5PL

DfE Number: 314 4010

Telephone Number: (020) 8546 0773

## **Tiffin School (Selective Boys)**

Queen Elizabeth Road,  
Kingston upon Thames  
KT2 6RL

DfE Number: 314 5400

Telephone Number: (020) 8546 4638

## **Tolworth Girls' School and 6th Form**

Tala Close, Surbiton  
KT6 7EY

DfE Number: 314 4011

Telephone Number: (020) 8397 3854

## London Borough of Merton

Children, Schools and Families Department, Merton Civic Centre

London Road, Morden, Surrey SM4 5DX

Telephone Number: 020 8274 4906

Website: [Merton School Admissions](https://www.merton.gov.uk/admissions)

### **Harris Academy Merton**

Wide Way, Mitcham,  
Surrey CR4 1BP

DfE Number: 315 6905

Telephone Number: (020) 8623 1000

### **Harris Academy Morden**

Lilleshall Road, Morden,  
Surrey SM4 6DU

DfE Number: 315 4000

Telephone Number: (020) 8687 1157

### **Harris Academy Wimbledon**

High Path, London,  
SW19 2JY

DfE Number: 315 4001

Telephone Number: (020) 3962 4300

### **Raynes Park High School**

Bushey Road, Raynes Park,  
London SW20 0JL

DfE Number: 315 4052

Telephone Number: (020) 8946 4112

### **Ricards Lodge High School (Girls)**

Lake Road, Wimbledon,  
London SW19 7HB

DfE Number: 315 4050

Telephone Number: (020) 8946 2208

### **Rutlish School (Boys)**

Watery Lane, Merton Park,  
London SW20 9AD

DfE Number: 315 4500

Telephone Number: (020) 8542 1212

### **St Mark's Church of England Academy**

Acacia Road, Mitcham,  
Surrey CR4 1SF

DfE Number: 315 6906

Telephone Number: (020) 8648 6627

### **Ursuline High School (RC Girls)**

Crescent Road,  
Wimbledon, London SW20 8HA

DfE Number: 315 5400

Telephone Number: (020) 8255 2688

### **Wimbledon College (RC Boys)**

Edge Hill,  
London SW19 4NS

DfE Number: 315 4701

Telephone Number: (020) 8946 2533



# Surrey County Council

School Admissions Team,  
PO Box 475, Reigate, Surrey RH2 2HP  
Telephone Number: 0300 200 1004

Website: [Surrey School Admissions](http://www.surrey-school-admissions.gov.uk)

## **Blenheim High School**

Longmead Road, Epsom,  
Surrey KT19 9BH

DfE Number: 936 5417  
Telephone Number: 01372 745333

## **de Stafford School**

Burntwood Lane, Caterham,  
Surrey CR3 5YX

DfE Number: 936 5408  
Telephone Number: 01883 347818

## **Epsom and Ewell High School**

Ruxley Lane, West Ewell  
Surrey KT19 9JW

DfE Number: 936 5405  
Telephone Number: (020) 8974 0400

## **Glyn School (Boys)**

The Kingsway, Ewell,  
Surrey KT17 1NB

DfE Number: 936 5404  
Telephone Number: (020) 8716 4949

## **Hinchley Wood School**

Claygate Lane, Hinchley Wood, Esher  
Surrey KT10 0AQ

DfE Number: 936 5416  
Telephone Number: (020) 8398 7161

## **Howard of Effingham School**

Lower Road, Effingham,  
Surrey KT24 5JR

DfE Number: 936 4036  
Telephone Number: 01372 453694

## **Rosebery School (Girls)**

White Horse Drive, Epsom,  
Surrey KT18 7NQ

DfE Number: 936 5407  
Telephone Number: 01372 720439

## **St Andrew's Catholic School**

Grange Road, Leatherhead,  
Surrey KT22 7JP

DfE Number: 936 4611  
Telephone Number: 01372 277881

## **The Ashcombe School**

Ashcombe Road, Dorking,  
Surrey RH4 1LY

DfE Number: 936 4454  
Telephone Number: 01306 886312

## **The Beacon School**

Picquets Way, Banstead,  
Surrey SM7 1AG

DfE Number: 936 5406  
Telephone Number: 01737 359103

## **Therfield School**

Dilston Road, Leatherhead,  
Surrey KT22 7NZ

DfE Number: 936 4073  
Telephone Number: 01372 818123

## **Warlingham School**

Tithepit Shaw Lane, Warlingham,  
Surrey CR6 9YB

DfE Number: 936 4153  
Telephone Number: 01883 624067

# Independent schools

Information about independent schools can be obtained from:

Independent Schools Council  
First Floor,  
27 Queen Anne's Gate,  
London,  
SW1H 9BU  
Tel: (020) 7766 7070  
Web: [www.isc.co.uk](http://www.isc.co.uk)

To apply, contact the school direct for further details and an application form. Independent schools must **not** be named on your application form. The Local Authority cannot act as your agent in contacting a private school. It has no role at all in admissions to private school, or in relation to any other aspect of education at a private school.

# Frequently asked questions

## **If I complete the application form online, should I send in a paper copy as well?**

No. If you complete the online application form you should print out and retain your receipt but please do not fill in a paper copy as well. If we receive two applications it will, at the very least, delay the process and may jeopardise your school offer. We recommend you apply online if possible.

## **I don't live in Sutton. Can I apply for Sutton schools?**

Yes. You must name the Sutton school(s) in your home local authority application.

## **I live in Sutton. Can I apply for schools in other boroughs?**

Yes. You can apply online and you should name all schools in order of preference whether they are in Sutton or in other boroughs. You should check with out of borough schools to see if there is a supplementary form required (see [pages 45-49](#)).

## **If I already have a child at my preferred school will I automatically get another place?**

Not necessarily. Whilst many schools give priority to siblings some, such as selective schools, do not. Please check the school descriptions in this booklet or contact schools directly to find out if they give priority.

## **Do I have to name six schools?**

No. However, we strongly recommend that you use all 6 preferences to maximise your chances of being offered a school place on 1 March 2024, as it is not always possible to allocate places later if you add schools or change your mind. You should think about your preference order very carefully. If your child is eligible for an offer of more than one school, only the highest preference offer will be made and all lower preferences will be discarded.

## **Are my preferences confidential?**

Yes. Your preference order and the names of other schools you list will not be released. All admissions authorities (the local authority or the school itself) will consider your application without reference to this information. If you are unsuccessful in your application and lodge an appeal, your application and preference order may be shared with the admissions authority and appeals panel.

## **We live in Sutton. Do I have a right to a place in a Sutton school?**

A local authority has a responsibility to provide school places for children in its area. However, the Education Act 1996 (Section 18) does not specify that schools have to be located in that borough. If you are unsuccessful in your preference schools, we will try and offer an alternative school.

## **Am I entitled to apply only for single sex schools?**

You may express a preference for single sex schools, however by law, the authority is under no obligation to consider only single sex schools for any applicant. All places are considered according to the published criteria which cannot, by law, give priority to parents who only name single sex schools.

**What do I do if I don't get the place I want?**

You are entitled to reject any place offered. However, if you reject an offer it will then become your responsibility to secure an alternative.

If you are offered a place at a school that is not your first preference, you will automatically go on the waiting list for your higher preference schools. Any preferences that are lower than the offered preference are withdrawn. You will also have the right of appeal against any school that does not offer a place, providing it was named as one of your preferences (refer to the appeals section on [page 19](#)).

If you are offered one of your lower preferences, we recommend that you accept the place while waiting to see if a higher offer can be made. This ensures that your child will have a school to go to in September and does not prejudice your right of appeal or your place on higher preference waiting lists.

**I am a Sutton resident. What happens if I don't get any of my preferred schools?**

If you are a Sutton resident and we are unable to offer you any of your preferences, we will consider allocating you a place at an appropriate school with a vacancy. You do not have to accept this but doing so will not prejudice your right of appeal or your position on the waiting lists for your preferred schools. If you reject the offer made, it will become your responsibility to seek an alternative.

**If I do not get a school offer that I am happy with, can I educate my child at home?**

You may choose to take this option but we do not recommend that you do so. If you decide that this is the best option for you, you must notify the Cognus School Admissions Team by email or letter. You must provide a curriculum suitable for a student of secondary age and the Home Education Officer has a duty to ensure that the education you provide is appropriate. The local authority will ask for full details of your arrangement and our advisers will make monitoring visits while you are educating your child at home. We do not provide materials, tutors or funding and cannot support you to educate your child at home.

**I have been offered a place at an Independent school. What should I do?**

If you are accepting a place in an independent school and you have been offered a place by the Cognus School Admissions Team please inform us of this. It is very important that you do this otherwise you may be preventing another child from receiving an offer of a place. Also, if your child is expected to start at a school in September and does not arrive, a School Attendance Officer will visit you to find out what arrangements you have made for his or her education.

**If my child starts secondary school, can I apply for a move to another school?**

We do not recommend a child changes school unless there is a house move involved which makes travel to school particularly difficult. If you wish to consider a change of school, please contact the Cognus School Admissions Team for advice and to discuss the options available (see [contact details](#) on next page).

### **Is my child entitled to claim free school meals?**

To qualify for free school meals at a Sutton school, you must be in receipt of certain qualifying benefits. Your secondary school will give all parents a form to complete to assess eligibility.

Any qualifying family who registers their eligibility for free meals will help raise money for the school following a government commitment to give schools additional funding for each pupil registered per year, even if you decide not to make use of the meals. If you think you may be entitled to free school meals, we would ask you submit an application through your school.

### **Does Sutton provide clothing grants for school uniforms?**

No. There is no grant available for clothing. However, many schools offer their own discount schemes.

### **What if my child has health problems?**

You should make an appointment with the appropriate person at the school to discuss the problem. If you want to discuss the problems further, you can phone the school nursing department on 020 8770 5409 or visit their website [School Nursing | Sutton Health and Care](#)

### **Do schools provide for children with disabilities?**

Sutton schools have access for children with disabilities. Please take the opportunity at the school open events or contact the school direct to discuss your child's needs with the staff.

### **Can my child be admitted outside their normal age group?**

Parents may request that their child is exceptionally admitted outside their age group. The Admissions Authority will decide whether or not the individual child's circumstances make this appropriate, taking into account of the child's individual needs and abilities and considering which year group these needs can best be met. Such requests will only be agreed in exceptional circumstances. Decisions will be made on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent's views; information about the child's academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. Please contact your home Local Authority for more information.

### **Where can I find out more about admissions to Sutton secondary schools?**

More information is available by going to [www.sutton.gov.uk/admissions](http://www.sutton.gov.uk/admissions). Alternatively, you can contact the schools directly for more information about what they offer and any specific admissions requirements. You can also visit the school websites.

### **Where can I get more help?**

If there is anything that you are still unsure of, the Cognus School Admissions Team will be pleased to help you. Please email [suttonadmissions@cognus.org.uk](mailto:suttonadmissions@cognus.org.uk) visit [www.sutton.gov.uk/admissions](http://www.sutton.gov.uk/admissions) or call our contact centre on 020 8770 5000.