

## Sutton Community Schools

### Admission Arrangements for Entry in 2025/26

This document sets out the admission arrangements for the community infant, junior, and primary schools in Sutton for entry in **2025/26**.

#### 1. General Arrangements

##### 1.1 Entry to Nursery

All of the infant and primary schools named in 3.1 and 3.2 have nursery provision on the same site. However, attendance in the nursery does not give priority for a place in the Reception class of that school, and a separate application must be made.

Children will be eligible for consideration for entry to nursery from the term after their third birthday.

##### 1.2 Entry to Reception in Community Infant and Primary Schools

Sutton primary schools will offer full time education to children from the September before the fifth birthday. Parents can defer the date their child is admitted to school until later in the school year but not beyond the point at which they reach compulsory school age or, for children born between 1 April and 31 August, not beyond the beginning of the final term of the school year for which the offer was made.

Where parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

Where the child is attending the school nursery or co-located children's centre, a separate application must be made for entry into Reception Class. Places are allocated according to the admissions criteria shown below; no automatic entry or priority is given to children attending the school nursery or co-located children's centre.

##### 1.3 Admission of Children Outside Their Normal Age Group

Children are educated in school with others of their age group. Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. However, parents of summer born children may also request that their child is admitted outside their age group when starting school i.e. starting Reception in the September after the child turns 5.

The School Admissions Code requires admission authorities to determine if such requests are agreed.

Teachers are skilled at differentiating the curriculum to meet a diverse range of needs. Before deciding to apply to submit a request, parents should visit the school(s) they are thinking of applying for. The teachers will be able to explain the provision on offer to children in the year of entry, how it is tailored to meet the needs of all pupils and how the needs of these pupils will continue to be met as they move up through the school. They may also be able to allay any concerns the parent may have.

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. Views of the preference school(s) will also be taken into account

At normal points of entry (Reception, and Junior school) parents requesting admission to an age group below the child's actual age should submit an application for the child's actual age group before the relevant closing date. The request for later admission should accompany the application. This enables the application to be processed and a school place secured in the child's actual age group if the request is refused by an Admission Authority or if the parent changes their mind. Parents will be informed of the outcome of their request prior to offer day.

For in-year admissions, the application should state the year group being applied for and the admission authority will consider the request as above.

Once a decision has been made to educate a child outside of their normal year group, the child will normally be educated outside of their normal year group for the remainder of that school phase. However, schools are responsible for determining if this remains the case and decisions should be made in conjunction with families.

Currently, if a decision is agreed to educate a child outside of their normal year group, parents must make a fresh request for this to continue at any phase transfer i.e. transfer from an infants to junior school or a junior/primary school to secondary school.

## **2 Applications**

### **2.1 Nursery**

Applications for nursery places in Sutton community infant and primary schools and Thomas Wall Nursery should be made directly to the school or setting.

### **2.2 Primary (Reception) / Secondary (Year 7)**

Sutton participates in the Pan-London Co-ordinated Admission Scheme for entry to Primary and Secondary School. Please see Sutton's Pan-London Scheme for further details regarding the application process.

### **2.3 Junior (Year 3)**

Sutton participates in the Pan-London Co-ordinated Admission Scheme for entry to Primary and Secondary School. Please see Sutton’s Pan-London Scheme for further details regarding the application process.

### 2.3 In-Year / In-year

Applications for Sutton schools outside the normal points of entry to Reception, Junior and Secondary School (except sixth form) should be made to the London Borough of Sutton.

## 3 Admission Numbers for Community Schools

Should any school convert to academy status prior to September 2023, their admission arrangements will apply as published below or as otherwise stated in their Funding Agreement.

The admission numbers below relate to the year group of normal entry to school (Reception, Infants (Reception), Junior (Year 3)).

### 3.1 Community Primary Schools

Devonshire Primary	90	Hackbridge Primary	120
--------------------	----	--------------------	-----

### 3.2 Community Infant Schools

Infant School	Admission Number	Linked Junior School
Robin Hood Infants	90	Robin Hood Junior

### 3.3 Community Junior Schools

Junior School	Admission Number	Linked Infant School
Robin Hood Junior	90	Robin Hood Infants

## 4 Admissions and Oversubscription Criteria for Community Schools

### 4.1 Nursery

When a community school nursery is over-subscribed, applications for admission in **2025/2** will be ranked against the following factors:

- i) Children who have reached the age of 3 years before 1 September **2025**
- ii) Children who have reached the age of 3 years before 1 January **2026**
- iii) Children who have reached the age of 3 years before 1 April **2026**

Please note only category (i) places will be filled at the initial allocation stage. Individual schools will fill any vacancies for category (ii) or (iii) applicants at a later date.

Within each of these bands, applications will be prioritised as below:

- a) Looked after children or previously looked after children (see notes at 4.3.1)
- b) Where there are professionally supported medical reasons or exceptional social reasons why a child should attend a particular nursery (see notes at 4.3.2).
- c) Where a sibling is already in the main school, or linked junior school (see sections 3.2 for details of linked schools), at the time of admission (see notes at 4.3.3)
- d) **(Except Hackbridge Primary School)** Straight line distance between the child's home address and the main school (see notes at 4.3.4)
- e) **(Hackbridge Primary School Only)** Straight Line distance between the child's home address and the mid-point between the existing school site and the school site on London Road. The mid-point is defined as the point that is equidistant between each site's main school entrance (see notes at 4.3.4)

Where oversubscription occurs in categories (a)-(c) above, the subsequent criterion will be applied as a tie-breaker. If oversubscription occurs in category (d), and home to school distance is equal, rank order will be randomly generated by the Local Admissions System.

## 4.2 Reception, Infants, & Junior School

When a Community infant, junior or primary school is over-subscribed for any year group (excluding sixth form), applications will be ranked against the following factors:

- i) Looked after children or previously looked after children (see notes at 4.3.1)
- ii) **(Robin Hood Junior School Only)** *All children who wish to transfer from Robin Hood Infants' School.*
- iii) Where there are professionally supported medical reasons or exceptional social reasons why a child should attend a particular school (see notes at 4.3.2).
- iv) Where a sibling is already in the main school, or linked infant/junior school (see sections 3.2 and 3.3 for details of linked schools), at the time of admission (see notes at 4.3.3)
- v) **(Except Hackbridge Primary School)** Straight line distance between the child's home address and the main school (see notes at 4.3.4)
- vi) **(Hackbridge Primary School Only)** Straight Line distance between the child's home address and the mid-point between the existing school site and the new school site on London Road. The mid-point is defined as the point that is equidistant between each site's main school entrance (see notes at 4.3.4)

Please note children with an Education, Health & Care Plan naming a particular school will be admitted before all other applicants. Admission numbers in section 3 will be adjusted to take this into account before the remaining places are offered to other applicants.

Where oversubscription occurs in categories (i)-(iv) above, the subsequent criterion will be applied as a tie-breaker. If oversubscription occurs in category (v), and home to

school distance is equal, rank order will be randomly generated by the Local Admissions System. 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.

### **4.3 Notes**

#### **4.3.1 Looked After Children or Previously Looked After Children**

A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those 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. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).

#### **4.3.2 Professionally Supported Medical Reasons or Exceptional Social Reasons**

Applicants wishing to be considered under this criterion must supply professional evidence supporting their case at the time of application. Providing evidence does not guarantee priority under this criterion; the School Admissions Team will consider if the evidence provided demonstrates that the child must attend a particular school and cannot reasonably attend an alternative school.

Children with a social worker will be considered under this category.

Applicants will not be individually advised if their application has been prioritised under this criterion.

#### **4.3.3 Siblings**

Sibling refers to 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.

Siblings in Year 6 at the time of an application to start Reception in September **202** will not qualify as a sibling for admission.

#### **4.3.4 Straight Line Distance**

Distances will be measured in a straight line from the child's home address, with those living closer to the school receiving the higher priority. The point within the school to be used in any distance calculation will be the main entrance to the school building: for Hackbridge Primary School, this will be the mid-point that is equidistant between each site's main school entrance. All distances will be measured by the computerised Geographical Information System maintained by Sutton Admissions team.

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 and this is considered where the child is ordinarily resident.

The address to be used for the initial allocation of places to Reception, Infants (Reception), Junior (Year 3), and Secondary School (Year 7) will be the child's address at the closing date for application. Changes of address up to dates stated in the scheme may be considered if there are exceptional reasons behind the change, such as if a family has just moved to the area, or has returned from abroad. The address to be used for waiting lists, after the initial allocation, and for in-year admissions will be the child's current address. Any offer is conditional upon the child living at the appropriate address on the relevant date. Parents have a responsibility to notify the Local Authority of any change of address.

Please note:

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

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
- 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.

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 overseas may only submit an application if they have a linked address within the Local Authority area, and documentary evidence can 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).

## **5 Waiting lists**

Where there are more applicants than places available, waiting lists will operate for each year group according to the oversubscription criteria shown above and without regard to the date the application was received or when a child's name was added to the waiting list. Children with statements of special educational need will take priority over children on a waiting list.

Waiting lists for entry to Reception and Junior schools in September **2025** will be maintained strictly in accordance with the admissions criteria for the school until the 31<sup>st</sup> December **2025**. Parents wishing to remain on the waiting list after this date must write to Sutton Local Authority by 31 December **2025**, stating their wish and providing their child's name, date of birth and the name of their current school.

Applications for Year 7 from 1 September **2025** and for other year groups will be considered through the in-year admission process. For in-year applications, children with Education Health & Care Plans, those to be admitted through the borough's Fair Access Protocol, looked after children and previously looked after children (see notes at 4.3.1) will take priority over children on a waiting list. Waiting lists are then held according to the remaining admissions criteria for the school.

In-year waiting lists will be reviewed on 31<sup>st</sup> August each year; Parents wishing to remain on the waiting list after this time must email [suttonadmissions@cognus.org.uk](mailto:suttonadmissions@cognus.org.uk) by 31 August **2026**, stating their wish and providing their child's name, date of birth and the name of their current school.

## **6 Appeals**

Applicants who are not offered their first preference school will be given a right of appeal for all schools of a higher preference than the school offered. Outcome letters will give details of how to lodge an appeal.

There is no right of appeal against a decision not to offer a nursery place.