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Starting Primary School in September 2017

For children born between
1 September 2012 and 31 August 2013

Watch our tutorial video and apply online at:
www.sutton.gov.uk/admissions

London Borough of Sutton
St Nicholas Way
Sutton
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Introduction

Dear Parents and Carers,

This booklet aims to provide you with the information you need to apply for a primary school place in Sutton or any other local authority area for September 2017.

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 primary school place for your child.

If your child attends a nursery attached to a primary school you must make a separate application for Reception entry. In Sutton community schools no priority is given to children who are in an attached nursery.

Sutton, together with many areas of London and beyond, is experiencing growth in birth rates which is increasing the numbers of children applying for primary school. We are constantly reviewing demand and the supply of places to ensure all children are able to access a school place. Details of any possible expansions will be provided online.

If you have any questions regarding school admissions, please visit www.sutton.gov.uk/admissions or email admissions@sutton.gov.uk

Applying online

Parents of children living in the London Borough of Sutton can apply online for a primary place at www.sutton.gov.uk/admissions from 1 September 2016. Last year 95.9% of Sutton residents applied online.

We recommend you [visit the website and apply online](#) 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 operated system
- you can amend your application right up to the closing date
- there is no risk of data input errors once the online form has been completed

The online application form is straightforward but if you have any doubts about the information you should enter please see [pages 6 - 10](#) of this brochure for details or view our tutorial video at www.sutton.gov.uk/admissions.

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 or 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 e-mail 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 us](#).

Once you have registered to apply online, please keep a note of your user name and password below. You will be able to return to your application to make amendments until the closing date of 15 January 2017, and view the outcome on the evening of 18 April 2017.

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.

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:	

Key dates

1 September 2016	Online applications open online at www.sutton.gov.uk/admissions .
15 January 2017	Closing date for applications. Applications received after this date will be regarded as late.
9 February 2017	Latest date that an application that is late for good reason can be accepted. Reasons and evidence must be presented with the application before this date.
18 April 2017	Notification of outcome posted to parents who did not apply online to their home address, by first class post.
Evening of 18 April 2017	Results available for applications submitted online.
May to September 2017	Additional offers made as vacancies occur.
June to July 2017	Admissions appeals.

When do children start school in Sutton?

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.

Parents wishing to apply for places outside the child's normal year group will have their application considered by each admissions authority they are applying to based on the circumstances of each case. Applicants should include relevant professional evidence for consideration, based on the individual needs of their child. See page 33 for more information.

Visiting schools

Before you apply, we recommend you visit schools to understand transport routes and school facilities, and to hear from staff about the school achievements and plans for the future. Please check school websites for possible open day dates or for details of how to contact them. See a full list of primary schools and links to their websites on [pages 17 - 18](#).

Completing your application

You should apply online via the Sutton website at www.sutton.gov.uk/admissions

This website will direct you through to the Pan-London e-admissions 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 e-admissions system please email 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 may only complete one application. If you apply online, please do not also complete a paper application form. If more than one application is completed for a child, the one with the latest date on it will be accepted and the earlier one will be withdrawn.

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

Section 1 – Your child

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

The address on the application must be your child's **permanent place of residence**. It should **not** be a business, relative or carer/childminder's address. Nor is it permitted for you to use a temporarily rented address to secure a school place for your child. The address will normally be the parents' address. If the parents do not live together, it should be the parent with whom the child spends the majority of the time. This will normally be the main address held by the primary school and the address of the parent who receives Child Benefit in respect of the child. This should also be the case if there is a formal equal share custody arrangement between the parents.

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

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 should let us know by emailing admissions@sutton.gov.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.

The Local Authority reserves the right to seek evidence from parents, council records, primary schools or any other source deemed appropriate. The Local Authority may also make a home visit and refer cases to the borough's Investigation Officers where it is deemed appropriate.

Please note:

- The Local Authority will investigate any applications where there are any doubts about the information provided, where information has been received from a member of the public to suggest a fraudulent application has been made or where records show a change of address within the previous 12 months.
- Applicants in short term rented accommodation may be asked to provide evidence of their current and former housing arrangements. Where an applicant has ownership of a property, that address should be used for the purposes of school admission and the applicant must provide evidence and reasons for the use of any other address.
- Any applicant who moves from a rented or temporary address in advance of their child taking up their school place may have their place withdrawn if it is found the family have returned to an address already in their ownership.
- The authority will investigate whether the place should be withdrawn if the pupil is not resident at the application address at the time of the September entry point.
- The authority will always investigate a case where the application address has previously been used to gain a school place fraudulently.
- Where it is found an address at which the child is not ordinarily resident has been used for the purposes of admission, the application and any place offered will be withdrawn.
- An offer found to have been gained fraudulently will be withdrawn. This may also be the case where the child has started the school.
- In some cases, places may not be withdrawn once a child has been attending the school for a term or more. In these circumstances future sibling applications will not be given sibling priority for places and will be considered under the next appropriate criterion.

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

If your child already has a statement of special educational needs, you do not need to complete this form as you will follow a different admissions process with your SEN caseworker. If your child is undergoing the statementing process but it is not yet complete, please complete the form as normal but attach a letter telling us that this is the case. We will then liaise with the SEN Team before the offers are made. Please do not delay making your application because you are waiting for the outcome of any assessment of special educational needs as this may restrict the options available to you.

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 one given on the application form. If you move house, you should notify the School Admissions Team immediately and provide proof of the new address. Email admissions@sutton.gov.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 a covering letter to explain your situation.

Section 3 – Looked After Children / 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 is defined as being:

- 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 (in accordance with [Section 8 of the Children Act 1989](#)) or special guardianship order (in accordance with [Section 14A of the Children Act 1989](#)).

If the child meets the criteria to be classified as a child in public care, you must enclose a letter from the relevant local authority confirming the legal status of the child, a copy of the care order, or a copy of the special guardianship order.

Please note that children adopted from overseas are not classified as children in public care.

Section 4 – Your primary 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, and we encourage families living close to borough boundaries to consider all local schools.

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.

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

Please name any **sibling(s)**. 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 Community schools, where a sibling is in Nursery or Year 6 at the time of application, sibling priority will not be given.

If you are attaching supporting documents to be considered under **medical or social criteria**, you should tick the box to confirm this. Medical or social reasons will not be considered unless supported by **professional written evidence** which should either be attached to the online application or submitted separately by post.

A small number of schools give priority to **children of staff**; you may also include details in the 'reason for preference' section.

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. This confirms that your application has been received. It is important that you check for receipt of this confirmation e mail.

By submitting your application you agree to the following declaration:

- I wish to apply for a place at each of the schools named and have listed these in my order of preference.
- I will keep the Local Authority informed of any change of circumstances (e.g. change of address) and failure to do so may make this application invalid or lead to the offer of a place being withdrawn.
- I understand that the Local Authority may take steps to verify any information relating to this application.
- I understand that any false or deliberately misleading information given on this form and/or supporting information may make this application invalid or lead to the offer of a place being withdrawn.
- The Local Authority where you live is under a duty to protect the public funds it administers and may therefore share the information you have provided in this application within the Local Authority and with other bodies administering public funds, for the detection and prevention of fraud.

Supplementary Forms

Some schools require an additional supplementary form to be completed to allow them to assess certain elements of their admission criteria. Supplementary forms for Sutton schools are available by contacting each school directly, or via their websites.

The following table shows which schools have supplementary forms, who should complete one and by what date.

School	To be completed for	Closing date
All Saints' Benhilton C of E Primary	Foundation places	15 January 2017
All Saints' Carshalton C of E Primary	Foundation places	15 January 2017
St Cecilia's Catholic Primary	All applicants	31 December 2016
St Dunstan's Cheam C of E Primary	All applicants	15 January 2017
The Federation of St Elphege's Catholic Infants	All applicants	15 January 2017
St Mary's Catholic Infants	All applicants	15 January 2017

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 30 - 32](#).

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 form, it should be posted to School Admissions Team, London Borough of Sutton, Civic Offices, Sutton, SM1 1EA. **Do not complete a paper application form if you have applied online.** 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 an A4 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.

However you apply, applications must be received by **15 January 2017**. No responsibility can be taken for forms lost in the post.

Guide to applying for a primary 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 (check school websites for possible open day dates or details of how to contact them)
- obtain school prospectuses
- look at school websites
- read the descriptions of Sutton schools in this booklet

Please do not base your decisions solely on SATs results or what other people say about a school. We recommend that all families make up their own minds. Visit school open events 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 16](#) 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 booklet or contact the school(s) directly for information about admissions criteria or supplementary forms (see [pages 30 - 32](#) 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.

How are places allocated?

Our admissions process operates an equal preference scheme, which means that each admissions authority will consider applications without referring to 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.

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. If you wish to apply under a school's exceptional medical or social criteria (where that school has this), you must also provide additional information and **professional evidence** to support your case. Supporting evidence should be provided from a professional, such as a social worker, health visitor, housing officer, the police, probation officer, doctor and/or hospital consultant.

Providing professional evidence does not guarantee that your child will receive priority at a particular school. The decision will be made by the admission authority for the school, which will consider whether the circumstances warrant a child being placed at one particular school above any other.

Parents are responsible for providing the evidence to support an application for a medical or social placement. This should be uploaded to the online application system or posted to Sutton Council in time to arrive by the closing date for applications. Any application that does not have supporting evidence will not be considered for priority and the local authority is not responsible for ensuring parents provide it.

Please note that it is not possible for routine child-minding arrangements to be taken into account as an exceptional social reason.

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 17 April 2017. 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 18 April 2017. All local authorities will send outcomes to their own residents on 18 April 2017, giving instructions on how to accept or decline any place you have been offered.

What if my application is late or I change my preferences?

If your application is made after the closing date of 15 January 2017 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.

If the application is late or preferences are changed for 'good reason', such as a change of address, these will be considered as 'on time' providing the evidence that the change has taken place is received before 9 February 2017. Any applications or changes from this date may not be considered until after 18 April 2017.

To help us decide whether cases are late for 'good reason', parents must submit written evidence giving details of their case. 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, must accompany changes of address. If you are unsure whether your circumstances would be regarded as 'good reason', please contact the School Admissions Team for advice by emailing admissions@sutton.gov.uk

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, we will pass the child's information to the relevant borough(s) to add to their waiting lists. If you want to know if your child is on a waiting list for a school in another borough, you should contact the school's admissions authority (either the relevant local authority or the school itself).

Waiting lists for Community schools are maintained by the Local Authority. Voluntary Aided schools, Foundation schools and Academies maintain their own. Waiting lists will remain open until the end of the 2017 autumn term. If you wish to remain on the list after this date, you must write to the admissions authority (the local authority or the school itself).

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.

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 Community schools, appeals should be lodged with the Local Authority. 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 18 April 2017. Appeals are likely to be heard during June and July.

It is rare for an appeal to be upheld due to government legislation which places a limit on infant class sizes. There are a small number of circumstances the panel may consider, and information is available at www.sutton.gov.uk/admissions

If you do have evidence to support your application, an appeals panel will not take this into account unless it was supplied with the original application.

Last year 56 appeals were lodged for community schools and one was upheld.

What if my child has special educational needs?

If your child has a Statement of Special Educational Needs or EHCP and you live in Sutton, you will need to call the SEN Team on 020 8770 6593 as the application process is different from that described in this brochure. If your child receives support under SEN Support (formerly School Action or School Action Plus), you should follow the procedures in this booklet.

In Sutton, the **Sutton Information, Advice & Support Service** can provide impartial advice to parents and carers who may have difficulty understanding the admissions procedure, enabling them to make informed and realistic preferences for primary education for their children. This service is particularly aimed at parents who require help in completing forms or those parents who have English as a second language.

In addition, the **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 primary education. They offer support to parents and carers whose children have Statements of Special Educational Needs, EHCP or those who are currently on SEN Support.

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

Telephone: 020 8770 4541

Email: spps@sutton.gov.uk

Address: Stonecourt, 2 North Street, Carshalton SM5 2HU

Web: www.sutton.gov.uk/spps

See [pages 33 - 35](#) for answers to some other frequently asked questions.

How places were allocated last year

The following table indicates how many places were allocated to each Sutton school under each criterion and, where relevant, how far places were allocated to on distance.

School	Special Educational Needs	Looked After Children	Medical / Social	Siblings	Staff Child	Distance	Faith / Open Foundation	Central Offer	Number allocated	Furthest Distance (m)
Abbey Primary	0	0	0	20	N/A	40	N/A	0	60	3701.26
All Saints' Benhilton C of E Primary	0	N/A	N/A	N/A	N/A	N/A	60	N/A	60	N/A
All Saints' Carshalton C of E Primary	0	N/A	N/A	N/A	N/A	N/A	60	N/A	60	N/A
Amy Johnson Primary	0	0	0	19	N/A	28	N/A	13	60	All
Avenue Primary*	0	0	1	45	N/A	104	N/A	0	150	1208.97
Bandon Hill Primary Meadow Field	0	4	0	25	N/A	31	N/A	0	60	513.60
Bandon Hill Primary Wood Field	0	0	0	41	N/A	79	N/A	0	120	1554.00
Barrow Hedges Primary	1	0	0	35	N/A	54	N/A	0	90	1087.48
Beddington Infants	0	1	1	35	N/A	53	N/A	0	90	1763.52
Beddington Park Primary	0	0	0	28	N/A	32	N/A	0	60	1903.94
Brookfield Primary	0	0	0	18	N/A	18	N/A	24	60	All
Cheam Common Infants	1	0	1	42	N/A	52	N/A	16	112	All
Cheam Fields Primary*	0	0	0	20	N/A	55	N/A	15	90	All
Cheam Park Farm Infants**	0	0	0	42	N/A	78	N/A	0	120	1103.95
Culvers House Primary	0	0	0	33	N/A	27	N/A	0	60	432.58
Devonshire Primary	0	1	0	34	N/A	55	N/A	0	90	545.51
Dorchester Primary	0	0	0	21	N/A	54	N/A	7	82	All
Foresters Primary	0	0	0	13	N/A	14	N/A	2	29	All
Green Wrythe Primary	0	0	0	15	N/A	15	N/A	0	30	2417.07
Hackbridge Primary	0	0	0	29	N/A	36	N/A	25	90	All
High View Primary	0	1	0	19	N/A	33	N/A	7	60	All
Manor Park Primary*	0	2	2	28	N/A	58	N/A	0	90	532.90
Muschamp Primary	0	0	0	42	N/A	40	N/A	0	82	1263.24
Nonsuch Primary	0	0	0	13	N/A	17	N/A	0	30	679.46
Robin Hood Infants	0	0	0	44	N/A	46	N/A	0	90	392.49
Rushy Meadow Primary	0	1	3	38	N/A	18	N/A	0	60	799.17
St Cecilia's Catholic Primary	0	N/A	N/A	N/A	N/A	N/A	60	N/A	60	N/A
St Dunstan's Cheam C of E Primary	0	N/A	N/A	N/A	N/A	N/A	60	N/A	60	N/A
St Elphege's Catholic Infants	0	N/A	N/A	N/A	N/A	N/A	81	9	90	N/A
St Mary's Catholic Infants	0	N/A	N/A	N/A	N/A	N/A	90	N/A	90	N/A
Stanley Park Infants	0	2	0	30	0	60	N/A	0	90	1183.00
Tweeddale Primary	0	0	0	27	N/A	33	N/A	0	60	1557.81
Victor Seymour Infants	0	0	0	38	N/A	52	N/A	0	90	842.51
Westbourne Primary*	0	0	0	32	N/A	58	N/A	0	90	646.70

*30 additional places and **15 additional places

*** Cheam Park Farm Infant & Junior Schools merged on 1st September 2016 to become Cheam Park Farm Primary

Voluntary-Aided schools: Places at the Voluntary-Aided schools are allocated mainly according to each applicant's religious commitment and practice. If you wish to request more information on how your child will be assessed you should contact the school directly.

Primary schools in Sutton

The admission number for each school for the academic year 2017/2018 indicates the number that the school will admit in September 2017 as part of the normal intake for the school.

§ denotes a school without a nursery attached.

C = Community School

AA = Admission Authority School

PRIMARY or INFANT SCHOOLS	Admission Number	School Status
<u>Abbey Primary</u> Glastonbury Road, Morden SM4 6NY	DfE Number: 319 2012 Tel: (020) 8641 3955	60 C
<u>All Saints' Benhilton C of E Primary</u> All Saints' Road, Sutton SM1 3DA	DfE Number: 319 3301 Tel: (020) 8644 6492	60 AA
<u>All Saints' Carshalton C of E Primary</u> Rotherfield Road, Carshalton SM5 3DW	DfE Number: 319 5200 Tel: (020) 8401 0075	60 AA
<u>Amy Johnson Primary</u> Mollison Drive, Roundshaw, Wallington SM6 9JN	DfE Number: 319 2046 Tel: (020) 8669 3978	60 C
<u>Avenue Primary</u> Avenue Road, Belmont, Sutton SM2 6JE	DfE Number: 319 2003 Tel: (020) 8642 5138	120 AA
<u>Bandon Hill Primary Meadow Field</u> Sandy Lane South, Wallington SM6 9QU	DfE Number: 319 2000 Tel: (020) 8647 5377	60 C
<u>Bandon Hill Primary Wood Field</u> Stanley Park Road, Carshalton SM5 3HW	DfE Number: 319 9901 Tel: (020) 8619 1120	120 § C
<u>Barrow Hedges Primary</u> Harbury Road, Carshalton SM5 4LA	DfE Number: 319 2001 Tel: (020) 8643 4428	90 C
<u>Beddington Infants'</u> (at the end of year 2 there is no automatic transfer to Holy Trinity Junior) Croydon Road, Wallington SM6 7LF	DfE Number: 319 2040 Tel: (020) 8647 7813	90 C
<u>Beddington Park Primary</u> Mallinson Road, Beddington CR0 4UL	DfE Number: 319 2022 Tel: (020) 8688 1390	60 AA
<u>Brookfield Primary</u> Ridge Road, North Cheam SM3 9LY	DfE Number: 319 2027 Tel: (020) 8644 8616	60 C
<u>Cheam Common Infants'</u> (at the end of Year 2 all children are eligible to transfer to Cheam Common Junior) Balmoral Road, Worcester Park KT4 8SS	DfE Number: 319 2007 Tel: (020) 8337 4152	120 C
<u>Cheam Fields Primary</u> Stoughton Avenue, Cheam SM3 8PQ	DfE Number: 319 2009 Tel: (020) 8644 9055	60 AA
<u>Cheam Park Farm Primary</u> Molesey Drive, North Cheam SM3 9UU	DfE Number: 319 2011 Tel: (020) 8644 7415	105 AA
<u>Culvers House Primary</u> Orchard Avenue, Mitcham CR4 4JH	DfE Number: 319 2048 Tel: (020) 8255 6199	60 C
<u>Devonshire Primary</u> Devonshire Avenue, Sutton SM2 5JL	DfE Number: 319 2023 Tel: (020) 8643 1174	90 C
<u>Dorchester Primary</u> Dorchester Road, Worcester Park KT4 8PG	DfE Number: 319 2038 Tel: (020) 8330 1144	90 C
<u>Foresters Primary</u> Redford Avenue, Wallington SM6 9DP	DfE Number: 319 2043 Tel: (020) 8669 6910	30 C
<u>Green Wrythe Primary</u> Green Wrythe Lane, Carshalton SM5 1JP	DfE Number: 319 2008 Tel: (020) 8648 4989	30 AA
<u>Hackbridge Primary</u> Hackbridge Road, Wallington SM6 7AX	DfE Number: 319 2016 Tel: (020) 8647 7974	90 C
<u>High View Primary</u> The Chase, Wallington SM6 8JT	DfE Number: 319 2019 Tel: (020) 8688 3563	60 C

PRIMARY or INFANT SCHOOLS	Admission Number	School Status
<u>Manor Park Primary</u> Greyhound Road, Sutton SM1 4AW	DfE Number: 319 2026 Tel: (020) 8642 0144	60 C
<u>Muschamp Primary</u> Muschamp Road, Carshalton SM5 2SE	DfE Number: 319 2049 Tel: (020) 8669 2514	82 (plus 8 in the SEN base) C
<u>Nonsuch Primary</u> Chadacre Road, Stoneleigh, Epsom KT17 2HQ	DfE Number: 319 2042 Tel: (020) 8393 9209	30 C
<u>Robin Hood Infants'</u> (at the end of Year 2 all children are eligible to transfer to Robin Hood Junior) Robin Hood Lane, Sutton SM1 2SF	DfE Number: 319 2037 Tel: (020) 8643 3688	90 C
<u>Rushy Meadow Primary</u> Rushy Meadow Lane, Fellowes Road, Carshalton SM5 2S	DfE Number: 319 2047 Tel: (020) 8669 7588	60 C
<u>St Cecilia's Catholic Primary</u> London Road, North Cheam SM3 9DL	DfE Number: 319 3500 Tel: (020) 8337 4566	60 AA
<u>St Dunstan's Cheam C of E Primary</u> Anne Boleyn's Walk, Cheam SM3 8DF	DfE Number: 319 3304 Tel: (020) 8642 5463	60 AA
<u>St Elphege's Catholic Infants'</u> (at the end of Year 2 all children are eligible to transfer to St Elphege's Junior) Mollison Drive, Roundshaw, Wallington SM6 9HY	DfE Number: 319 3504 Tel: (020) 8669 6306	90 AA
<u>St Mary's Catholic Nursery and Infants'</u> (there is no automatic transfer to St Mary's Junior) West Street, Carshalton SM5 2PT	DfE Number: 319 3502 Tel: (020) 8647 5711	90 AA
<u>Stanley Park Infants'</u> (at the end of Year 2 all children are eligible to transfer to Stanley Park Junior) Stanley Park Road, Carshalton SM5 3JL	DfE Number: 319 5202 Tel: (020) 8647 9322	90 § AA
<u>Tweeddale Primary</u> Tweeddale Road, Carshalton SM5 1SW	DfE Number: 319 2002 Tel: (020) 8644 5665	60 AA
<u>Victor Seymour Infants'</u> (at the end of Year 2 all children are eligible to transfer to Harris Junior Academy Carshalton) Denmark Road, Carshalton SM5 2JE	DfE Number: 319 2034 Tel: (020) 8647 9800	90 AA
<u>Westbourne Primary</u> Anton Crescent, Collingwood Road, Sutton SM1 2NT	DfE Number: 319 2045 Tel: (020) 8644 8453	60 AA

Following a significant increase in demand for primary school places, a number of schools have increased their capacity over the last four years. It is anticipated that further growth will be necessary and Sutton Council will continue to look at any admission number increases that will be required at specific schools for September 2017. Any updates will appear at www.sutton.gov.uk/admissions.

Additional schools may change to Academy status before September 2017 which means they will become their own Admission Authority.

Admissions criteria for Community schools

Where a Community school receives more applications than there are places available, offers of places for Reception will be made in the following priority order:

1. Looked After Children and previously Looked After Children (see [page 8](#) for more details).
2. Where there are professionally supported medical reasons or exceptional social reasons why a child should attend a particular school (see [page 13](#) for more details).
3. Where applicants have an older sibling in the school or attached junior school, at the time of admission. Siblings in Year 6 or nursery at the time of application will not qualify (see [page 9](#) for more details).

For the purpose of this sibling criteria the following schools are attached:

[Beddington Infants'](#) and [Holy Trinity Junior](#) schools
[Cheam Common Infants'](#) and [Cheam Common Junior](#) schools
[Robin Hood Infants'](#) and [Robin Hood Junior](#) schools

4. Remaining places are offered on the basis of proximity to the school, measured in a straight line from the child's home address 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 15 January 2017, unless a subsequent move has been accepted for allocation purposes (see [page 6](#) for more details).

Where two or more applicants share a priority for a place, and there is only one place remaining, the child to be allocated will be selected randomly by the computer.

Please note that a place in the nursery class of a particular school does not give priority for a place in the reception class of that school. This is to ensure that parents who have decided not to send their children to nursery will not be disadvantaged when applying for a school place. As there are likely to be more parents applying for their children to start school, the distance each school is able to offer out to may reduce when compared to nursery applications.

Admission criteria for Foundation schools and Academies

For Foundation Schools and Academies, the governing body of the school is responsible for admissions. Each school has its own admission arrangements which are summarised below. You can get a copy of each school's full arrangements by contacting the school or by visiting Sutton's website at www.sutton.gov.uk/admissions

Stanley Park Infants' School is a foundation school.

At the time of publication, the only Sutton Primary or Infant Schools with Academy status are Avenue Primary, Beddington Park Primary, Cheam Park Farm Primary, Green Wrythe Primary, Tweeddale Primary, Victor Seymour Infants' and Westbourne Primary School. This may change and any information regarding a Sutton school changing their status will be updated on Sutton's website at www.sutton.gov.uk/admissions

Avenue Primary Academy

There are 120 places available. **No supplementary form is necessary.** Where there are more than 120 applicants, the following criteria apply:

1. Looked After Children or previously Looked After Children (see [page 8](#) for more details).
2. Professionally supported exceptional medical, educational or social reasons (see [page 13](#) for more details).
3. An older sibling in the School at the time of admission (see [page 9](#) for more details).
4. Children of staff where the member of staff has been employed for more than 2 years at the time of the application or recruited to fill a demonstrable skill shortage.
5. Straight-line distance from the home address to the entrance of the school, with those living closer to the school receiving higher priority (see [page 12](#) for more details).

The address to be used in the initial allocation of places will be the address on 15 January 2017, unless a subsequent move has been accepted for allocation purposes. Where two or more applicants live equal distance from the school, Governors will draw lots to determine priority.

Beddington Park Primary School

There are 60 places available. **No supplementary form is necessary.** Where there are more than 60 applicants, the following criteria apply:

1. Looked After Children or previously Looked After Children (see [page 8](#) for more details).
2. Professionally supported exceptional medical, educational or social reasons (see [page 13](#) for more details).
3. An older sibling in the School at the time of admission (see [page 9](#) for more details).
4. Straight-line distance from the home address to the entrance of the school, with those living closer to the school receiving higher priority (see [page 12](#) for more details).

The address to be used in the initial allocation of places will be the address on 15 January 2017, unless a subsequent move has been accepted for allocation purposes. Where two or more applicants live equal distance from the school, Governors will draw lots to determine priority.

[Cheam Fields Primary School](#)

There are 60 places available. **No supplementary form is necessary.** Where there are more than 60 applicants, the following criteria apply:

1. Looked After Children or previously Looked After Children (see [page 8](#) for more details).
2. Professionally supported exceptional medical, educational or social reasons (see [page 13](#) for more details).
3. An older sibling in the School at the time of admission (see [page 9](#) for more details).
4. Straight-line distance from the home address to the entrance of the school, with those living closer to the school receiving higher priority (see [page 12](#) for more details).

The address to be used in the initial allocation of places will be the address on 15 January 2017, unless a subsequent move has been accepted for allocation purposes. Where two or more applicants live equal distance from the school, Governors will draw lots to determine priority.

[Cheam Park Farm Primary School](#)

There are 105 places available. **No supplementary form is necessary.** Where there are more than 105 applicants, the following criteria apply:

1. Looked After Children or previously Looked After Children (see [page 8](#) for more details).
2. A sibling in Cheam Park Farm Infants' or Junior School at the time of admission (see [page 9](#) for more details).
3. Straight-line distance from the home address to the entrance of the school, with those living closer to the school receiving higher priority (see [page 12](#) for more details).

The address to be used in the initial allocation of places will be the address on 15 January 2017, unless a subsequent move has been accepted for allocation purposes. Where two or more applicants live equal distance from the school, Governors will draw lots to determine priority.

[Green Wrythe Primary School](#)

There are 30 places available. **No supplementary form is necessary.** Where there are more than 30 applicants, the following criteria apply:

1. Looked After Children or previously Looked After Children (see [page 8](#) for more details).
2. Professionally supported exceptional medical, educational or social reasons (see [page 13](#) for more details).
3. An older sibling in the School at the time of admission (see [page 9](#) for more details).
4. Straight-line distance from the home address to the entrance of the school, with those living closer to the school receiving higher priority (see [page 12](#) for more details).

The address to be used in the initial allocation of places will be the address on 15 January 2017, unless a subsequent move has been accepted for allocation purposes. Where two or more applicants live equal distance from the school, Governors will draw lots to determine priority.

Stanley Park Infants' School

There are 90 places available. **No supplementary form is necessary.** Where there are more than 90 applicants, the following criteria apply:

1. Looked After Children or previously Looked After Children (see [page 8](#) for more details).
2. Professionally supported exceptional medical, educational or social reasons (see [page 13](#) for more details).
3. A sibling in Stanley Park Infants' or Junior School at the time of admission (see [page 9](#) for more details).
4. Children of staff where the member of staff has been employed for more than 2 years at the time of the application or recruited to fill a demonstrable skill shortage.
5. Straight-line distance from the home address to the entrance of the school, with those living closer to the school receiving higher priority (see [page 12](#) for more details).

The address to be used in the initial allocation of places will be the address on 15 January 2017, unless a subsequent move has been accepted for allocation purposes. Where two or more applicants live equal distance from the school, Governors will draw lots to determine priority.

Tweeddale Primary School

There are 90 places available. **No supplementary form is necessary.** Where there are more than 90 applicants, the following criteria apply:

1. Looked After Children or previously Looked After Children (see [page 8](#) for more details).
2. Professionally supported exceptional medical, educational or social reasons (see [page 13](#) for more details).
3. An older sibling in the School at the time of admission (see [page 9](#) for more details).
4. Straight-line distance from the home address to the entrance of the school, with those living closer to the school receiving higher priority (see [page 12](#) for more details).

The address to be used in the initial allocation of places will be the address on 15 January 2017, unless a subsequent move has been accepted for allocation purposes. Where two or more applicants live equal distance from the school, Governors will draw lots to determine priority.

Victor Seymour Infants' School

There are 90 places available. **No supplementary form is necessary.** Where there are more than 90 applicants, the following criteria apply:

1. Looked After Children or previously Looked After Children (see [page 8](#) for more details).
2. Professionally supported exceptional medical, educational or social reasons (see [page 13](#) for more details).
3. An older sibling in the School or Harris Junior Academy Carshalton at the time of admission (see [page 9](#) for more details).
4. Straight-line distance from the home address to the entrance of the school, with those living closer to the school receiving higher priority (see [page 12](#) for more details).

The address to be used in the initial allocation of places will be the address on 15 January 2017, unless a subsequent move has been accepted for allocation purposes. Where two or more applicants live equal distance from the school, Governors will draw lots to determine priority.

[Westbourne Primary School](#)

There are 60 places available. **No supplementary form is necessary.** Where there are more than 60 applicants, the following criteria apply:

1. Looked After Children or previously Looked After Children (see [page 8](#) for more details).
2. Where there are professionally supported medical reasons or exceptional social reasons why a child should attend a particular school (see [page 13](#) for more details).
3. Where applicants have an older sibling in the main school, at the time of admission. (see [page 9](#) for more details).
4. Remaining places are offered on the basis of proximity to the school, measured in a straight line from the child's home address to the main entrance of the school building, with those living closer to the school receiving the higher priority (see [page 12](#) for more details).

The address to be used in the initial allocation of places will be the address on 15 January 2017, unless a subsequent move has been accepted for allocation purposes. Where two or more applicants share a priority for a place, and there is only one place remaining, the child to be allocated will be selected randomly by the Local Authority computerised admissions system.

Admission criteria for Voluntary-Aided schools

For Voluntary-Aided Schools, the governing body of the school is responsible for admissions. Each school has its own admission arrangements which are summarised below. You can get a copy of each school's full arrangements by contacting the school or by visiting Sutton's website at www.sutton.gov.uk/admissions. Please see [page 11](#) for details of the dates by which supplementary forms should be returned to each school.

All Saints' Benhilton C of E Primary School

There are 60 places available, which are split into Foundation and Open places. The 42 Foundation places are for those whose parent(s) are faithful and regular worshippers in an Anglican or other recognised Christian Church. Regular, faithful worshippers will normally be taken to mean attendance for a minimum of two years at the time of application, at least fortnightly and show a demonstrated commitment to the life of the church. **A supplementary form, which is available from the school, is necessary if applying for one of these places.** If there are more than 42 applicants who meet the Christian commitment the following criteria will apply to all those children:

1. Looked After Children or previously Looked After Children (see [page 8](#) for more details) from parent(s)/carer(s) who meet the Christian commitment.
2. Those with a sibling at the school at the time of admission (see [page 9](#) for more details) and whose parent(s) meet the Christian commitment.
3. Those whose parent(s) are faithful worshippers at All Saints' Benhilton Church.
4. Those whose parent(s) have demonstrated an Anglican Church commitment
5. Those whose parent(s) have demonstrated a Christian Church commitment.

Where there are insufficient places for the number of applicants, priority will be given to those living closer to the school measured in a straight line from the home address to the front door of the school (see [page 12](#) for more details). Where two or more applicants live equal distance from the school, the Governors will draw lots to determine priority.

The 18 Open Places are for those who do not qualify for a Foundation Place.
No supplementary form is necessary if applying for one of these places.

If there are more than 18 applicants, the following criteria apply:

1. Looked After Children or previously Looked After Children (see [page 8](#) for more details).
2. Those with a sibling at the school at the time of admission who was admitted under an Open place (see [page 9](#) for more details).
3. Straight line distance from home address to the front door of the school with those living closer to the school receiving higher priority (see [page 12](#) for more details).

Where two or more applicants live equal distance from the school, Governors will draw lots to determine priority. Governors may also allocate a Foundation or Open place to a child on compassionate grounds including a child with exceptional medical or social needs, which indicates a specific requirement for the school. Any place offered under this category would reduce the number of places available under either Foundation or Open places.

All Saints' Carshalton C of E Primary School

There are 60 places available. After the allocation of places to children with statements of special educational needs, 80% of remaining places will be for Foundation applicants, and 20% to Open applicants. Where there are more applicants than places available, they are offered as follows:

Foundation Places

Foundation places are for children whose parents are members of a church. **Applicants under this category must complete a supplementary form.** The phrase 'regular and faithful worship' is defined as attendance at church of at least one parent fortnightly for at least two years. Unsuccessful applicants in this category will be considered for Open places.

1. Looked After Children or previously Looked After Children (see [page 8](#) for more details)
2. Children with an exceptional medical or social need for a place at All Saints School (see [page 13](#) for more details).
3. Children who will have an older sibling on the school roll at the time of entry (see [page 9](#) for more details), whose parent(s) are regular and faithful worshippers at their church.
4. Children whose parent(s) are regular and faithful worshippers at All Saints Church, Carshalton.
5. Children whose parent(s) are regular and faithful worshippers at an Anglican or recognised Free Church located in the London Borough of Sutton, for whom this is the Anglican Church primary school closest to the child's home address.
6. Children whose parent(s) worship at a Christian church but do not fall into the above categories.

In the event of over-subscription in respect of any of the above categories, priority will be given to those living nearer to the school (see [page 12](#) for more details).

Open Places

Applications for an Open place will be considered for those who do not qualify for a Foundation place. No supplementary form is necessary for applications in this category.

1. Looked After Children or previously Looked After Children (see [page 8](#) for more details).
2. Children with an exceptional medical or social need for a place at All Saints School (see [page 13](#) for more details).
3. Children who have an older sibling on roll at the time of entry (see [page 9](#) for more details).
4. Other children.

In the event of over-subscription in respect of any of the above categories, priority will be given to those living nearer to the school (see [page 12](#) for more details).

St Cecilia's Catholic Primary School

There are 60 places available. **All applicants should also complete a supplementary form, which is available from the school.** If there are more than 60 applicants, the following criteria apply:

1. Looked After Catholic Children or Looked After Children in the care of Catholic families, including previously Looked After Children (see [page 8](#) for more details).
2. Baptised Catholic children or children enrolled in the catechumenate who have a priest's reference stating that the family attend Mass on a weekly basis and who have a sibling in St Cecilia's at the time of admission.
3. Baptised Catholic children or children enrolled in the catechumenate who are resident in the parish of St Cecilia's, St Matthias' or St Christopher's, and who have a priest's reference stating that they attend Mass on a weekly basis.
4. Baptised Catholic children or children enrolled in the catechumenate who are resident in other parishes who have a priest's reference stating that the family attend Mass on a weekly basis.
5. Baptised Catholic children or children enrolled in the catechumenate, not so far accounted for. Priority will be given to those children where the family attend Mass at least once a month then to those who attend less often.
6. Other Looked After Children or previously Looked After Children.
7. Children who are members of Eastern Christian Churches including Orthodox Churches. Evidence of Baptism or reception from the authorities of that Church will be required.
8. Children of other Christian denominations whose applications are supported by a minister of their religion.
9. Children of other faiths whose applications are supported by their religious leader.
10. Any other applicants.

Where the school is oversubscribed, the following priority will be applied to the above groups:

- A. Professionally supported medical, social or pastoral need (see [page 13](#) for more details).
- B. Those who have a sibling in the school at the time of admission (see [page 9](#) for more details).
- C. Children of teaching staff where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made.
- D. Those living nearest to the school, measured from the school's front gate (see [page 12](#) for more details).

St Dunstan's Cheam C of E Primary School

There are 60 places available. **All applicants should also complete a supplementary form which is available from the school.** If there are more than 60 applicants, the following criteria apply:

1. Looked After Children and previously Looked After Children (see [page 8](#) for more details).
2. Children with exceptional and professionally supported medical or social needs (see [page 13](#) for more details).
3. Children of families who have been regular and faithful worshippers for at least two years at St Dunstan's, St Alban's or St Oswald's Churches in Cheam, and who live in the Parish of Cheam or within half a mile of the Parish boundary.
4. Those with a sibling at the school at the time of ranking applications (see [page 9](#) for more details).
5. Those living nearest the school, measured in a straight line to the school entrance in Anne Boleyn's Walk (see [page 12](#) for more details).

The Federation of St Elphege's Catholic Infants' School

There are 90 places available. **All applicants should also complete a supplementary form, which is available from the school.** If there are more than 90 applicants, the following criteria apply:

1. Looked After Catholic Children or Looked After Children in the care of Catholic Families including previously Looked After Children (see [page 8](#) for more details).
2. Baptised Catholic children with a sibling attending the school at the time of admission (see [page 9](#) for more details).
3. Other Baptised Catholic Children.
4. Other Looked After Children including previously Looked After Children.
5. Other Children with a sibling attending the school at the time of admission.
6. Children of other faiths.
7. Other applicants.

Where the school is oversubscribed the following priority will be applied to the above groups:

1. Evidence of an exceptional social, medical or pastoral need (see [page 13](#) for more details).
2. Distance from home to the front gate of the school, with those living closest to the school receiving the higher priority (see [page 12](#) for more details).

St Mary's Catholic Nursery and Infants' Schools

There are 90 places available. **All applicants should also complete a supplementary form which is available from the school.** If there are more than 90 applicants, the following criteria apply:

1. Looked After Catholic Children or Looked After Children in the care of Catholic families, including previously Looked After Children (see [page 8](#) for more details).
2. Baptised Catholic children with a sibling attending the infants' or junior school at the time of admission.
3. Baptised Catholic children from practising Catholic families who live within the parishes of Holy Cross, Carshalton; Our Lady of the Rosary, Sutton; St Margaret of Scotland, Carshalton Beeches; and Holy Family, Sutton Green. When this criteria is oversubscribed, remaining places will be allocated to baptised children equated to the size of the parish using percentages. These percentages are calculated using Mass statistics collected in Autumn in a census by each parish. When the number of places within a parish is oversubscribed, priority will be given to children according to frequency of mass attendance. Where there are insufficient applicants within a parish, remaining places will be split between the other parishes on an equal basis in the order of parish size, starting with the largest.
4. Baptised children from practising Catholic families living outside of the above parishes with priority being given according to frequency of mass attendance.
5. Baptised Catholic children whose parents may not be practising at the time of application.
6. Other Looked After children.
7. Other children who have sibling attending the infants' or junior school at the time of admission.
8. Children who are members of Eastern Christian Churches including Orthodox Churches. Evidence of Baptism or reception from the authorities of that Church will be required.
9. Children who are members of other Christian denominations.
10. Children of other faiths.
11. Children of no faith.

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

People Department, Bernard Weatherill House, 8 Mint Walk, Croydon CR0 1EA
Telephone Number: (020) 8726 6400 Website: www.croydon.gov.uk

Aerodrome Primary School
Goodwin Road, Croydon CR0 4EJ

DfE Number: 306 3417
Telephone Number: 020 8688 4975

Chipstead Valley Primary School
Chipstead Valley Road, Coulsdon, Surrey CR5 3BW

DfE Number: 306 2057
Telephone Number: 01737 553255

Christ Church C of E Primary School
Montpelier Road, Purley, CR8 2QE

DfE Number: 306 3301
Telephone Number: 020 8660 7500

Harris Primary Academy Haling Park
50-58 Haling Road, Croydon CR2 6HS

DfE Number: 306 2040
Telephone Number: 020 8253 7777

Margaret Roper Catholic Primary School
Russell Hill Road, Purley CR8 2XP

DfE Number: 306 3404
Telephone Number: 020 8660 0115

The Minster Nursery and Infant's School
Warrington Road, Croydon CR0 4BH

DfE Number: 306 3007
Telephone Number: 020 8688 5844

Purley Oaks Primary School
Bynes Road, South Croydon CR2 0PR

DfE Number: 306 2033
Telephone Number: 020 8668 4268

Regina Coeli RC Primary School
173 Pampisford Road, South Croydon CR2 6DF

DfE Number: 306 3408
Telephone Number: 020 8688 4582

Smitham Primary School
Portnalls Road, Coulsdon CR5 3DE

DfE Number: 306 2067
Telephone Number: 020 8660 4399

Woodcote Primary School
Dunsfold Rise, Coulsdon CR5 2ED

DfE Number: 306 3418
Telephone Number: 020 8660 9972

Royal Borough of Kingston upon Thames

School Admissions, Learning and Children's Services,
Guildhall 2, Kingston upon Thames KT1 1EU

Telephone Number: (020) 8547 4610 Website: www.kingston.gov.uk

Green Lane Primary and Nursery School

Green Lane, Worcester Park KT4 8AS

DfE Number: 314 2008

Telephone Number: 020 8337 6976

Malden Manor Primary and Nursery School

Sheephouse Way, New Malden KT3 5PF

DfE Number: 314 2034

Telephone Number: 020 8337 9620

Malden Parochial C of E Primary School

The Manor Drive, Worcester Park KT4 7LW

DfE Number: 314 3303

Telephone Number: 020 8337 4804

London Borough of Merton

Children, Schools and Families Department, Merton Civic Centre,
London Road, Morden, Surrey SM4 5DX

Telephone Number: (020) 8274 4906 Website: www.merton.gov.uk/admissions.

Abbotsbury Primary School

Abbotsbury Road, Morden, Surrey SM4 5JS

DfE Number: 315 2077

Telephone Number: 020 8640 1010

Aragon Primary School

Aragon Road, Morden, Surrey SM4 4QU

DfE Number: 315 2094

Telephone Number: 020 8337 0505

Cranmer Primary School

Cranmer Road, Mitcham, Surrey CR4 4XU

DfE Number: 315 2082

Telephone Number: 020 8648 2621

Hatfeild Primary School

Lower Morden Lane, Morden, Surrey SM4 4SJ

DfE Number: 315 2059

Telephone Number: 020 8337 1332

Hillcross Primary School

Ashridge Way, Morden, Surrey SM4 4EE

DfE Number: 315 2084

Telephone Number: 020 8542 6936

Malmesbury Primary School

Malmesbury Road, Morden, Surrey SM4 6HG

DfE Number: 315 2092

Telephone Number: 020 8648 3561

Morden Primary School

London Road, Morden, Surrey SM4 5PX

DfE Number: 315 2068

Telephone Number: 020 8648 4168

SS Peter & Paul RC Primary School

Cricket Green, Mitcham, Surrey CR4 4LA

DfE Number: 315 3500

Telephone Number: 020 8648 1459

St John Fisher RC Primary School

Grand Drive, London, SW20 9NA

DfE Number: 315 3505

Telephone Number: 020 8540 2637

St Teresa's RC Primary School

Montacute Road, Morden, Surrey SM4 6RL

DfE Number: 315 3502

Telephone Number: 020 8648 1846

Surrey County Council

Admissions and Transport Team, Quadrant Court,
35 Guildford Road, Woking GU22 7QQ

Telephone Number: 0300 200 1004 Website: www.surreycc.gov.uk

Banstead Infant School

The Horseshoe, Banstead, Surrey SM7 2BQ

DfE Number: 936 2005

Telephone Number: 01737 354816

Cuddington Croft Primary School

West Drive, Cheam, Sutton, Surrey SM2 7NA

DfE Number: 936 2355

Telephone Number: 020 8642 4325

Meadow Primary School

Sparrow Farm Road, Stoneleigh, Surrey KT17 2LW

DfE Number: 936 3943

Telephone Number: 020 8393 4839

St Anne's Catholic Primary School

Court Road, Banstead, Surrey SM7 2PH

DfE Number: 936 3469

Telephone Number: 01737 350012

St Clement's Catholic Primary School

Fennells Mead, Chessington Road, Ewell
Epsom, Surrey KT17 1TX

DfE Number: 936 3470

Telephone Number: 020 8393 8789

The Mead Infant School

Newbury Gardens, Ewell, Epsom, Surrey KT19 0QG

DfE Number: 936 2091

Telephone Number: 020 8393 0966

Warren Mead Infant School

Partridge Mead, Banstead, Surrey SM7 1LS

DfE Number: 936 2362

Telephone Number: 01737 351962

Woodmansterne Primary School

Carshalton Road, Woodmansterne, Banstead
Surrey SM7 3HU

DfE Number: 936 2013

Telephone Number: 01737 353120

Independent schools

Information about independent schools can be obtained from:

Independent Schools Council

St Vincent House

30 Orange Street

London WC2H 7HH

Tel: (020) 7766 7070

Email: information@isc.co.uk

Web: 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

Where can I find out more about admissions to Sutton primary schools?

More information is available by going to www.sutton.gov.uk/admissions. The School Admissions Team at Sutton Council can also be contacted by emailing admissions@sutton.gov.uk. 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.

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 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 30 - 32](#)).

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

Not necessarily. You must make an application and name the sibling in it. Siblings in the nursery or Year 6 may not qualify under this rule. Please check the school descriptions in this booklet or contact schools directly to find out if they give priority.

My child is in the school's nursery – does he/she get priority?

Priority is not given to applicants for community schools in Sutton on this basis as it would be unfair to those who require other types of nursery provision, prefer to keep their child at home or those who have moved into the area since nursery places were allocated. However, other admissions authorities and other boroughs may operate differently, so please check the admissions criteria for the schools for which you are applying.

Do I have to name six schools?

No. You may name up to six schools. Please make sure that you only name schools that you would be happy for your child to attend and that you think about your preference order very carefully. We would recommend using as many of your preferences as you can to maximise your chances of being offered a school place on 18 April 2017, as it is not always possible to allocate places later if you add schools or change your mind. (Refer to the section on late applications and changes of preference on [page 14](#)).

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. We encourage parents to consider schools both inside and outside of Sutton, particularly if you live close to the borough boundaries. If you are unsuccessful in your preference schools, we will try and offer an alternative school.

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 15](#)).

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 local authority in writing. You must provide a curriculum suitable for a student of primary age and the local authority 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 a private school. What should I do?

If you are accepting a place in a private school and you have been offered a place by Sutton Council, please inform us of this. It is very important that you do this as 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 primary 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 School Admissions Team for advice and to discuss the options available (see [contact details](#) on next page).

I live in Sutton. Is my child entitled to free school travel?

Children can travel free on the buses and trams provided that they have a child photo Oyster Card. An information leaflet and application form can be obtained from the Post Office or the Transport for London website. Some families who have a low income may qualify for assistance if it is essential that their child travels by train or underground, the school is a long distance from home, and no other placement can be provided locally. More information can be found at www.sutton.gov.uk/admissions.

I don't live in Sutton. Is my child entitled to free school travel?

You will need to contact the local authority in the borough where you live for further information, as each borough is responsible for the travel arrangements for its own residents.

Is my child entitled to claim free school meals?

All children are eligible to receive free school meals until the end of Year 2.

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 head teacher to discuss the problem. If you want to discuss problems further, you can phone the school nursing department on 020 3458 5081 / 5082.

Do schools provide for children with disabilities?

Sutton schools have access for children with disabilities. Please take the opportunity at the school open events 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 Local Authority will decide whether or not the individual child's circumstances make this appropriate, taking into account 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 get more help?

If there is anything that you are still unsure of, the School Admissions Team will be pleased to help you. Please email admissions@sutton.gov.uk visit www.sutton.gov.uk/admissions or call 020 8770 5000.