

Transfer to Secondary School September 2023



For children born between 1 September 2011 and 31 August 2012

Applying for a Secondary School Place

All parents and carers who wish their child to attend a secondary school must make an application through their home local authority from 1 September but before midnight on **31 October 2022**. Please visit your home Local Authority website, for Sutton residents this is www.sutton.gov.uk/admissions

National offer day is **1 March 2023**, which is when you will be notified of the outcome of your application.

Open Evenings - This information is subject to change

These are a unique opportunity to see the school buildings, facilities, and staff, and to hear from the head teachers about each school, including its achievements, and plans for the future.

Sutton Schools currently have virtual tours available on their websites, and these provide useful information about each school. Please click on each school link below which will take you to the school's website.

It is important that you also consider schools which are located outside Sutton, particularly if you live close to a borough boundary with [Croydon](#), [Kingston](#), [Merton](#) or [Surrey](#). You can apply for any school in any local authority, and we encourage families to apply for their local schools, whether in Sutton or in neighbouring boroughs.

The following table gives the provisional dates of open evenings for the Sutton schools. Dates of open evenings for schools outside Sutton are available from individual school websites.

Open Evening Dates for Sutton Schools			
Carshalton Boys Sports College	22 September 4pm – last entry 6:30pm	Overton Grange School	29 September see school website
Carshalton High School for Girls	22 September see school website	St Philomena's Catholic High School for Girls	Refer to the school website
Cheam High School	13 October 5.30 – 8.30pm	Sutton Grammar School	21 September 4.45 -last entry 8:00pm
Glenthorne High School	14 September see school website	The John Fisher School	Refer to the school website
Greenshaw High School	6 October 5.00 – 7.30pm	Wallington County Grammar School	Refer to the school website
Harris Academy Sutton	Sat 1 October 9.00 – 13.00pm	Wallington High School for Girls	Refer to the school website
Nonsuch High School for Girls	Refer to the school website	Wilson's School	Refer to the school website
Oaks Park High School	21 September 5.30 – 8.30pm		

Selection Tests and Aptitude Assessments

Registration is normally done through the school website, or a supplementary form, available directly from the school. The table below gives the dates by which you must register for these tests. If you are considering schools outside of Sutton, you should visit their websites or telephone them to obtain further details

School	Assessment Type	Registration Deadline	School	Assessment Type	Registration Deadline
Carshalton High School for Girls	Music or Sport	24 September 2022	Glenthorne High School	Performing arts workshop	24 September 2022
				Banding test (All applicants)	31 October 2022

The closing date to register for the Sutton selective eligibility test was the 5 August 2022.

Supplementary Forms

In Sutton, the only other schools who require a supplementary form are St Philomena's Catholic High School for Girls and The John Fisher School. These must be returned direct to the schools by 31 October.

Your child

- We need your child's legal full name and date of birth.
- An application can only be made from a single address and only a single application made for each child. The address used in an application must be that where an adult or adults with legal responsibility for the child live. Address information will be checked. **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. Please refer to the Transfer to Secondary School booklet (www.sutton.gov.uk/admissions) for information about the address to be used on your application.
- Indicate if your child has an Education Health and Care Plan. If 'yes' you should contact your EHCP co ordinator to follow a different application process

Parent or carer's details

- The person applying on behalf of the child should be the person with parental responsibility for the child. **Your contact details are vital**; please ensure you include an up-to-date telephone number and email address

Children looked after / Children in public care

- You need to state whether or not the child is, or has previously been, in the care of a local authority/state care system.
- 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/state care system confirming the legal status of the child, a copy of the care order, or a copy of the special guardianship order, child arrangements order/residence order
- check the full guidance booklet at www.sutton.gov.uk/admissions

Your secondary school preferences

- You may name up to **six** schools on the form. The schools do not have to be in Sutton, they can be in any borough.
- 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.
- If you are attaching supporting documents to be considered under **medical or social criteria**, (where a school has this) you should tick the box to confirm this. Medical or social reasons will not be considered unless supported by **professionally written evidence** which should either be attached to the online application or submitted separately by post.
- A number of schools give priority to **children of staff**, you must tick the box to confirm this eligibility.

How places are allocated

- Each admissions authority will have a set of criteria by which applicants are ranked and places offered. These are only relevant if the school has more applicants than places.
- Schools are not informed of your preference order, and rank applications based solely on their published criteria. Please refer to each school website to see their 23/24 admissions policy.
- Some schools will give higher priority within some of their criteria for those who live nearest to the school. You can find out information about where your local schools are and how far these schools have offered to in recent years by using the [distance checker](http://www.sutton.gov.uk/admissions) (past distances can be used as a guide only) available at www.sutton.gov.uk/admissions

Declaration and form submission

- Please read the declaration carefully and then submit the application.
- If you move home or your circumstances change after completing your application, you must inform us immediately via email suttonadmissions@cognus.org.uk

Other key dates:

1 September 2022	Parents/carers can apply online for a school place	Midnight 31 October 2022	Closing date for secondary applications
1 March 2023	National Offer Day		

For all other enquiries relating to the school admissions process, please contact the Cognus School Admissions Team on: suttonadmissions@cognus.org.uk Postal Address: School Admissions, Civic Offices, St Nicholas Way, Sutton, SM1 1EA. Telephone: 020 8770 5000 www.sutton.gov.uk/admissions