

Transfer to Secondary School September 2024



For children born between 1 September 2012 and 31 August 2013

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 2023**. Please visit your home Local Authority website, for Sutton residents this is www.sutton.gov.uk/admissions

National offer day is **1 March 2024**, which is when you will be notified of the outcome of your application.

Open Evenings

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.

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 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	21 September 5.00 – 8.00pm ticketed event	Overton Grange School	28 September 5.30 – 8.30pm
Carshalton High School for Girls	21 September 5.30 – 8.30pm	St Philomena's Catholic High School for Girls	Please refer to the school website
Cheam High School	12 October 5.30 – 8.30pm	Sutton Grammar School	20 September 4.00 – 9.00pm
Glenthorne High School	13 September - ticketed event please check school website	The John Fisher School	14 September 4.00-8.00pm
Greenshaw High School	Please refer to the school website	Wallington County Grammar School	Please refer to the school website
Harris Academy Sutton	25 September to 6 October ticket tours please check the school website	Wallington High School for Girls	Please refer to the school website
Nonsuch High School for Girls	Please refer to the school website	Wilson's School	Please refer to the school website
Oaks Park High School	20 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	4 October	Glenthorne High School	Performing arts workshop	22 September
				Banding test (All applicants)	31 October

The closing date to register for the Sutton selective eligibility test was the **4 August 2023**.

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 24/25 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** (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 2023	Parents/carers can apply online for a school place	Midnight 31 October 2023	Closing date for secondary applications
1 March 2024	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