

# Transfer to Secondary School September 2023 - Guidance for Parents

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# Background

Since September 2005 all 33 London Boroughs and 5 local authorities that border London have co-ordinated their admissions.

The System is an extension of the requirement by the Government that all Councils co-ordinate admissions to schools in their area.

Previously parents in London who applied to several schools, often in more than one Local Authority, may have received more than one offer, which meant that others received no offer at all.

The Pan London system reduces multiples offers and gives one offer per child at the initial stage on National Offer Day.



# Application Process

Research

Making your application

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Outcome

# Research

- ▶ Find out as much as you can about the schools you are considering applying for
- ▶ Look at Local Authority on line booklets
- ▶ Refer to the school prospectus usually available online
- ▶ Attend the school open evenings. For more information visit: - [Transfer to Secondary School 2023 - Sutton Council](#)
- ▶ Identify schools that require a supplementary form or require online registration
- ▶ Consider each school's admissions criteria and the likelihood of being offered a place

# Making your application

- ▶ You **must** submit your application through the local authority in which your child lives, regardless of the location of the schools you wish to apply for or where your child currently attends school, by the closing date of **31<sup>st</sup> October 2022**
- ▶ We recommend that where possible you submit your application online at:-
- ▶ [www.sutton.gov.uk/admissions](http://www.sutton.gov.uk/admissions)
- ▶ You will receive an e-mail confirmation once your application has been submitted, and you will be able to change you application at any time until **midnight on 31<sup>st</sup> October 2022**
- ▶ If you do not have access to the internet you can apply online at one of Sutton's libraries or contact your child's primary school who may be able to assist. Only if you cannot apply online should you contact the Local authority to request a common application form, which must be submitted by **31<sup>st</sup> October 2022**

# Completing the application

- ▶ You will be asked to provide your child's details including their address and current school
- ▶ An application can only be made from a single address and only a single application made for each child. The address must not be a temporary, childminder's, relative's or business address
- ▶ You must name the schools that you wish to apply for, wherever they are in located, and these must be ranked in the order that you prefer them
- ▶ If you live in Sutton you can name up to 6 schools and we would encourage you to make use of all your preferences. The preference order is NOT shared with the schools
- ▶ You must submit the application to your home Local Authority by **31<sup>st</sup> October 2022**

# Supplementary Forms/On-Line Registration

- ▶ Some schools will require a **supplementary form** to be completed or for an **online registration** to be made to gather additional information to allow them to apply their admissions criteria
- ▶ Failure to return a supplementary form or complete an online registration by the date it is required will mean the school will be unable to consider your child's application fully and your child may not be invited to sit the tests/auditions
- ▶ To find out if a school requires a supplementary form or online registration refer to the school's website or at [www.sutton.gov.uk/admissions](http://www.sutton.gov.uk/admissions)
- ▶ Alternatively contact the school directly for more information

# Key Dates

- Selection Tests, Aptitude Assessments and Supplementary Forms



School	Assessment Type	Registration Deadline	Assessment/Test Date
Carshalton High School for Girls	For Sport and /or Music places	To Be Confirmed	13 September
Glenthorne High School	Performing arts workshop	23 September	8 & 15 October
	Banding Test	31 October	19 November
Greenshaw High School	Eligibility test (ability places only)	5 August	13 September
Nonsuch High School for Girls	Eligibility tests	5 August	13 September
Sutton Grammar School for Boys	Eligibility tests	5 August	13 September
Wallington County Grammar School	Eligibility test	5 August	13 September
Wallington High School for Girls	Eligibility tests	5 August	13 September
Wilson's School	Eligibility tests	5 August	13 September

## Additional Information on Selection Tests and Aptitude Assessments

- ▶ If you are **not** applying for an aptitude/ability place at Carshalton High School for Girls or Greenshaw High School, you do not need to complete their online registration.
- ▶ Greenshaw High School, Sutton Grammar School, Wallington County Grammar School, Wallington High School for Girls, Nonsuch High School for Girls and Wilson's School run a joint eligibility test.
- ▶ Visit any one of the participating school's websites to register your child. You need only register your child once. For information on the Music and /or Sport Aptitude places at Wilson's School refer to the school website.
- ▶ Grammar school applicants, who pass the eligibility test will be invited to a second stage test. Please see individual school websites for details.
- ▶ For those applying to Greenshaw High School, the test on 13 September is the only test used to determine the rank order for selective places. There is no further test for this school.
- ▶ All applicants for Glenthorne High School **must** register online for the schools Banding test. Only those wishing to be considered for a Performing Arts place need register separately for those places.

# Supplementary Forms - Faith Schools

- ▶ St Philomena's Catholic High School for Girls and The John Fisher each require a supplementary form to be completed.
- ▶ The completed form should be returned to the relevant school
- ▶ The deadline for receipt of the form by the school is 31 October

# Next Steps

- ▶ By working together with any other local authorities where you have applied for schools, your home local authority will work out the best single offer that can be made guided by the order in which you ranked them on your application form
- ▶ Online applicants will be able to view the outcome of their application on the evening of 1st March. Where a paper application is received the outcome will be emailed during the evening of 1<sup>st</sup> March or a letter will be sent by 1<sup>st</sup> Class post on 1<sup>st</sup> March if no email address is held.
- ▶ You will be told how to accept or refuse the place, how to get more information, how to appeal and how to be included on waiting lists for other schools

# Further Information, help & advice

- ▶ The Sutton Transfer To Secondary School Booklet for 2023 will be available from the summer at [www.Sutton.gov.uk/admissions](http://www.Sutton.gov.uk/admissions)
- ▶ The School admissions team for Sutton can be contacted by email at :-
- ▶ [suttonadmissions@cognus.org.uk](mailto:suttonadmissions@cognus.org.uk) Or via their call centre on 0208 770 5000
- ▶ Schools - your child's Primary school, or the Secondary schools you are applying to.
- ▶ **Sutton Information, Advice & Support Service**  
[siass@cognus.org.uk](mailto:siass@cognus.org.uk)  
020 8323 0462

# Thank You



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