

Transfer to Secondary School September 2020



For children born between 1 September 2008 and 31 August 2009

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 2019 but before midnight on **31 October 2019**. Please visit your home Local Authority website, for Sutton residents this is www.sutton.gov.uk/admissions

This sheet is a summary of the information you need to apply for transfer to secondary school. Full guidance can be accessed at www.sutton.gov.uk/admissions. It also provides information on key dates, what you need to do to prepare, and some of the events coming up.

Open Evenings

You are encouraged to attend as many open evenings as possible, and to take your child to the events. It is important that you also consider schools which are located outside Sutton, particularly if you live close to a borough boundary. The following table gives the 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	19 September 2019 5.00 – 8.00pm	Harris Academy Sutton	28 September 2019 9.30 – 13.00pm
Carshalton High School for Girls	19 September 2019 5.30 – 8.30pm	Oaks Park High (formerly Stanley Park High)	2 nd October 2019 5.30 – 8.30pm
Cheam High School	10 October 2019 5.30 – 8.30pm	Overton Grange School	3 October 2019 5.30 – 8.30pm
Glenthorne High School	18 September 2019 6.00 – 9.00pm	Sutton Grammar School	25 September 2019 4.00 – 9.00pm
Greenshaw High School	26 September 2019 5.30 – 8.30pm (last entry 8.00pm)	The John Fisher School	12 September 2019 4.00 – 8.00pm

The following schools held their open evenings in the summer term, Nonsuch High School for Girls, St Philomena's, Wallington County Grammar School, Wallington High school for Girls and Wilson's School please contact them direct for more information.

Selection Tests and Aptitude Assessments

Registration is 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	27 September 2019	Glenthorne High School	Performing arts workshop	27 September 2019
				Banding test (All applicants)	31 October 2019

The closing date to register for the Sutton selective eligibility test was the 16th August 2019.

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.

Your child

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

- 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 a Education Health and Care Plan. If 'yes' you should contact your EHCP coordinator to follow a different application process

Parent or carer's details

- We also need your name and address, if it is different to the child's address. 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.
- 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, child arrangements order/residence order
- check the full guidance booklet at www.sutton.gov.uk/admissions
- Please note that children adopted from overseas are not classified as children in public care

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. The criteria for Sutton schools can be found at www.sutton.gov.uk/admissions
- 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 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 2019	Parents/carers can apply online for a school place	Midnight 31 October 2019	Closing date for secondary applications
2 March 2020	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