Transfer from Primary to Secondary School

For entry in September 2010

Apply online at:

www.sutton.gov.uk/education/admissions

Children, Young People and Learning Services
Dear Parents and Carers

The transfer from primary to secondary school is an important event for every child and represents a key milestone for parents and children alike.

Since 2005, Sutton, along with all other authorities in London and those bordering London, has participated in the development of one of the most important systems involving collaborative working between Local Authorities. The system is called the Pan-London Co-ordinated Admissions System, which is modelled on a system originally pioneered in Sutton, and involves co-ordinating secondary admissions across London. Such is the success of the system, that in 2007 it won London Connects ‘Best Shared Services Award’.

The Pan London Co-ordinated Admissions system creates a fairer allocation of secondary school places, and is designed to match parental preference to school availability. It does this by reducing multiple offers, whereby some parents get more than one offer and others get none at all. Every multiple offer means one or more parents get no offer at all; so reducing multiple offers is important. At the same time we ensure that the offers we do make to parents are the highest amongst those schools able to make an offer.

It is a Government requirement that parents apply to their Home Local Authority by completing a Common Application Form. This form can be completed and submitted online, and I would like to encourage you to consider this option by looking at the benefits set out on page 3. On the Common Application Form parents rank up to 6 school preferences for maintained schools that may be both within and outside the borough. Then, across London and the bordering counties, all Local Authorities share the application data and details of potential offers, so that children, who would otherwise receive more than one offer from different schools in different Local Authorities, are made a single offer which is the highest ranked school able to offer a place.

Each year, because participating Local Authorities successfully eliminate many multiple offers that would otherwise be made, more parents receive an offer at one of their preferred schools and fewer receive no offer at all at the initial stage of the admissions process, than would be the case had there been no co-ordination.

I wish your child every success in his or her secondary school.

Dr Ian Birnbaum
Strategic Director, Children, Young People and Learning Services
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</table>
Transfer to Secondary School
Application flow chart for Sutton residents

1. Decide which schools you wish to apply for.
   (Please see page 5 for advice)

2. Complete the Common Application Form and return to the London Borough of Sutton by Friday 23 October 2009 along with supporting evidence of address. (Please see pages 7 to 10 for advice)

   You can apply online at www.sutton.gov.uk/education/admissions
   (Please see page 3 for further details)

3. Complete supplementary forms for every school that requires one and return them directly to the school by the published closing date. (Please see page 11 for details of Sutton schools that require a supplementary form)

   Supplementary forms for Sutton schools are available online at www.sutton.gov.uk/education/admissions. Alternatively, copies can be obtained:
   - By telephoning Sutton’s Call Centre on 020 8770 6080
   - By contacting each school direct

4. A letter advising you of the outcome of your application will be sent to you on 1 March 2010 by first class post.
   (Please see pages 15 and 16 for more information on notification of the outcome and waiting lists)
### Key dates

<table>
<thead>
<tr>
<th>Dates</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>4 September 2009</td>
<td>Closing date for return of supplementary form for Nonsuch High School for Girls.</td>
</tr>
<tr>
<td>11 September 2009</td>
<td>Closing date for return of supplementary form for Wallington County Grammar School.</td>
</tr>
<tr>
<td>19 September 2009</td>
<td>Date of Nonsuch High School for Girls and Wallington County Grammar School entrance test.</td>
</tr>
<tr>
<td>9 October 2009</td>
<td>Nonsuch High School for Girls and Wallington County Grammar School send out results to children who sat their test.</td>
</tr>
</tbody>
</table>
| 23 October 2009           | • Closing date for return of the Common Application Form (including online applications).  
                             | • Closing date for return of the supplementary forms for Cheam, Glenthorne, Greenshaw, Wallington High School for Girls, Sutton Grammar School for Boys and The John Fisher School. |
| 30 October 2009           | Closing date for return of supplementary forms for St Philomena’s Catholic High School for Girls and Wilson’s School. |
| 7 November 2009           | Date of Glenthorne’s performing arts auditions.                        |
| 14 November 2009          | Date of Greenshaw’s ability place test.                                |
| 21 November 2009          | Date of the entrance test for Sutton Grammar School for Boys and Wallington High School for Girls. |
| 11 December 2009          | Latest date that an application that is late for good reason can be accepted. Reasons must be presented with the application by this date. |
| 4 January 2010            | Date of the Wilson’s entrance test.                                    |
| 23 November 2009 - 15 January 2010 | Schools consider applications according to their admission criteria. |
| 2 March 2010              | Notification of outcome posted to parents at their home address, by first class post. |
| 9 am 2 March 2010         | Results available for applications submitted online.                    |
To apply online go to: www.sutton.gov.uk/education/admissions

The online application will be available from 3 September 2009. It has the following benefits:

- It is simple and convenient
- There are clear, simple prompts to guide you through making your application
- You can submit your application at any time until midnight on 23 October 2009
- You will receive email confirmation once your form has been submitted
- Once submitted, you can change your application at any time, until midnight on 23 October 2009
- You will be able to print a copy of your completed form for your own records
- You will be able to attach scanned/electronic documents to support your application
- There is no need to complete a paper form
- It is faster, safe and secure
- You will be sent an email advising you of the result of your application by midday on 2 March 2010
- You will be able to check your application online for the result from 9 am on 2 March 2010
- You will be able to accept or decline an offer of a school place online

If you do not have access to the Internet at home, you can make an online application for your child free of charge at any of the Sutton Libraries. Please contact your local library for information about internet access. However, you must have an e-mail address in order to apply online.

If you have any questions about the online admissions process you can contact Sutton’s Call Centre on 020 8770 6080.

The closing date for secondary applications is 23 October 2009 whether you apply online or fill in the paper Common Application Form. If you apply online you will still be required to send address evidence to the Admissions Team but this can be submitted electronically with your application. Please see page 7 for details of the evidence that is required.

If you apply online, please remember to record your user name and password which you will need to make your application, to check and amend details and to view your result online.
The Education Act 2002 requires every Local Authority in England to co-ordinate admissions to maintained secondary schools in their area for children starting Year 7, to ensure that multiple offers are eliminated and fewer parents receive no offer of a school place.

However, within the Greater London area, some 60,000 pupils transfer to secondary school each year and many of them cross borough boundaries to do so. As many parents apply to schools in more than one borough, there is still the potential for parents to receive offers of places at more than one school, whilst some parents might initially receive no offer of a school place.

As such, in order to achieve fairness and make co-ordination more effective, all 33 London Boroughs plus the majority of Local Authorities that border London co-ordinate admissions to their schools across borough boundaries. In doing so we eliminate cross boundary multiple offers and ensure that, across London, fewer parents receive no offer of a school place.

We will continue this level of co-ordination for 2010 admission, and where possible, will co-ordinate admissions outside the Pan-London area also.

Understanding the process

The application process is described in this brochure. In addition to the information included here, we also hold an open meeting for parents where they can hear more and ask questions about the system or making an application. This will be held at Cheam High School on Tuesday 15 September 2009 at 7.30pm.

If your child attends a Sutton primary school, there will also have been a briefing session held within the school by a Local Authority representative.

If you are unsure about what is included in this brochure or have further questions, please attend the open meeting. If you are unable to attend, please telephone Sutton’s Call Centre on 020 8770 6080 and staff will be happy to answer your questions and give advice based on your specific circumstances.

Sutton parents who have particular difficulties in understanding the admissions procedures may also contact Sutton’s Parent Partnership Service for help in making informed and realistic preferences. Please see page 18 for more information and how to contact them.
Which schools should I apply for?

The law gives you the right to state a ‘preference’ for the school that you want your child to attend. It is worded in this way rather than ‘choice’ because there may be reasons why your preference cannot be met, for example if there are more applicants than places. When this happens, it is the school’s admission criteria that determine which children will be offered a place. As most schools are oversubscribed it is important that you consider as many schools as possible when deciding which schools to apply for. You should start by gathering as much information about each school as possible. Information is available from a number of sources:

- The descriptions within this brochure
- Each school will have its own prospectus
- School websites
- Open evenings (Sutton’s are listed on the back page of this brochure)
- Ofsted reports (available from the school or online at www.ofsted.gov.uk)

You should not base your decision solely on previous exam results of a school or what other people say about a school. We recommend that all families make up their own minds, and that the child is involved in the application process. Take your child to the open evenings as different children thrive in different environments, not just those that the parent feels are appropriate.

When considering which schools to apply for, it is very important that you consider each school's admission criteria. These describe how places at each school are awarded, and who gets priority when a school is oversubscribed. As the majority of secondary schools are oversubscribed, these criteria will help you assess the likely success of an application. A summary of the admission criteria for each Sutton school is set out within each school’s profile on pages 23-38. More information on how places are allocated is included on page 14.

Selective schools will require your child to take an entrance test, which will be free of charge. If you are considering applying for any selective school(s), you should speak to someone in your child's primary school first, as they will be able to give a guide on your child's likely chance of passing the entrance test.

You are limited to the number of preferences that you can make on your Common Application Form, and as such you are recommended to name those schools for which you are most likely to be successful according to the admission criteria. These are likely to be schools which, had you been applying in the previous year, would have been able to offer a place under the school's distance criteria. Whilst you may choose to name any such schools at the bottom of your preference list, this will at least ensure that your child is considered for these schools if none of your higher preference schools can be offered. In this way you will increase your child’s chances of receiving an offer at a local school, and will decrease the likelihood of receiving no offer of a school place and subsequently having to consider less preferred schools that might be further away. Where it applies, the distance each Sutton school offered places to under their distance criterion in the previous three years is shown within each school’s profile on pages 23-38, and in the table on the following page.
However these distances are provided as a guide only. There is no guarantee that for September 2010 admission, a school will offer to the same distance as in the previous year, as each year it is subject to the number of applications and where the applicants live. The Local Authority cannot be held responsible if a child would have been eligible for a place but the parent did not apply based on the previous year’s distance, nor if a parent is unsuccessful because a school is not able to allocate out to the same distance as in the previous year.

The distances for Sutton schools are measured in a straight line on a GIS system maintained by the Admissions team. If you are unsure of your home to school distance, you may log a call with Sutton’s Call Centre on 020 8770 6080 for an approximate measurement.

### September 2009 allocation

The table below indicates how many places were allocated under each non-selective school’s criteria and how far places were allocated to on distance on 2 March 2009 for September 2009 admission.

<table>
<thead>
<tr>
<th>School</th>
<th>Special Educational Needs</th>
<th>Looked After Children</th>
<th>Medical / Social</th>
<th>Ability / Aptitude</th>
<th>Siblings</th>
<th>Distance</th>
<th>Number allocated</th>
<th>Furthest Distance (km)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carshalton Boys Sports College</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>31</td>
<td>189</td>
<td>220</td>
<td>5.636</td>
</tr>
<tr>
<td>Carshalton High School for Girls</td>
<td>2</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>45</td>
<td>162</td>
<td>210</td>
<td>3.180</td>
</tr>
<tr>
<td>Cheam High School (Worcester Park places)</td>
<td>4</td>
<td>1</td>
<td>2</td>
<td>0</td>
<td>113</td>
<td>150</td>
<td>300</td>
<td>1.406 0.558</td>
</tr>
<tr>
<td>Glenthorpe High School</td>
<td>10</td>
<td>0</td>
<td>3</td>
<td>21</td>
<td>76</td>
<td>109</td>
<td>219</td>
<td>1.180</td>
</tr>
<tr>
<td>Greenshaw High School</td>
<td>12</td>
<td>1</td>
<td>4</td>
<td>72</td>
<td>73</td>
<td>94</td>
<td>256</td>
<td>0.981</td>
</tr>
<tr>
<td>Overton Grange School</td>
<td>4</td>
<td>0</td>
<td>2</td>
<td>0</td>
<td>68</td>
<td>136</td>
<td>210</td>
<td>1.609</td>
</tr>
<tr>
<td>Stanley Park High School</td>
<td>4</td>
<td>0</td>
<td>2</td>
<td>0</td>
<td>48</td>
<td>126</td>
<td>180</td>
<td>2.322</td>
</tr>
</tbody>
</table>

Some schools allocated more places than they had available because experience shows that a number of parents will decline their offer each year. These schools know that their number will reduce down to their admission number by the beginning of September.

### Selective schools

The selective schools in Sutton are Nonsuch High School for Girls, Sutton Grammar School for Boys, Wallington County Grammar School, Wallington High School for Girls and Wilson’s School. For each of these schools, places were allocated to children who passed the entrance test according to the school’s admission criteria.

### Faith schools

The faith schools in Sutton are St Philomena’s Catholic High School for Girls and The John Fisher School. Places at these schools were allocated based on each child’s degree of religious commitment and practice.
This brochure gives details for children applying for places in mainstream school. If your child has a statement of special educational needs, please go to page 17.

Each local authority has its own Common Application Form. You must complete the form for the local authority in which you live, regardless of which schools you are applying for. If you are a Sutton resident applying for schools outside the London Borough of Sutton, these must be named on the Sutton Common Application Form. If you have not received a Common Application Form with this brochure, you may obtain one by ringing 020 8770 6080. Alternatively, you may wish to apply online at www.sutton.gov.uk/education/admissions. Please see page 3 for details.

It is important that the Common Application Form is fully and accurately completed, whether it is an electronic or paper form. If there are mistakes or inaccuracies on the form it may affect your application.

Child's address
The address on the form 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. An application can only be made from a single address, and only a single application can be made for each child. You are required to provide evidence of your child’s address, which must be a copy of your most recent child benefit statement and your current council tax bill (if you have a copy) along with a copy of a recent utility bill. If you do not have your current council tax bill you should indicate whether or not you are the person responsible for paying the council tax for the address given and we will check records for confirmation. If you are a council tenant, you should provide a copy of your council tenancy agreement, together with a copy of a recent utility bill and your most recent child benefit statement.

If there is a formal equal share custody arrangement between the parents, the address that will be used will be the address of the parent who is claiming Child Benefit for the child.

If you move address after completing the Common Application Form, you must write to inform us and provide evidence of your new address (Please see page 13). The address to be used 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, if different, unless a subsequent move has been accepted for allocation purposes.

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
- Where records show a change of address within the previous 12 months
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.

Any application which uses false information will be withdrawn and may be subject to legal proceedings. If an application is found to be fraudulent after places are offered, any offer of a place will normally be withdrawn. If it is established that the family do not live in the London Borough of Sutton the entire application will be withdrawn and a new application will have to be made to the borough in which the family live.

**Parent/Carer’s Details**
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.

**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. Step-parents, 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 www.direct.gov.uk/parents under Parents’ and Childrens rights.

If you are unsure about your status, you should submit your application with a covering letter to explain your situation.

**Children in Public Care**
By law, children who are Looked After by a Local Authority receive top priority for a school place. As such, if the child you are applying for is Looked After, it is important that you include this on the application form under ‘Children in Public Care’ and provide supporting evidence from their social worker.

**Your Preferences**
On Sutton's Common Application Form you can name up to six preferences for maintained schools. You must not name any independent (private) schools. As explained on page 5, you should use your preferences wisely, and consider each school's admission criteria carefully. You must name the schools in the order that you prefer them, with your most preferred school named first. Schools will not know where you have named them on your application form and as such, you will not disadvantage an application for a lower preference school by naming another more preferred school higher.

You should note that you do not gain any priority for a school if you only name one or two preferences, nor if you name the same school more than once. Whilst the Local Authority has a responsibility to make a place available for your child, it does not necessarily have to be at one of your named preferences, nor at your nearest school.
**Siblings**
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 schools, where a sibling is in Years 11 or 12 at the time of application they will normally be deemed as being in the school at the time of admission, unless the parent has specifically expressed that they will not be continuing the following year. If your child will have a sibling at one of your preferred schools in September 2010, it is important that you include the sibling’s details on the application form to ensure that, if applicable, sibling priority is given. You should not name any child who is not a sibling, nor any child who attends a different school to the school named as a preference.

**Reason for Preference**
There is space on the application form for you to give a reason for naming each school as a preference and this will be shared with each 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, 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. Refugee and Asylum seeking children may be included under this criterion depending on individual circumstance and subject to support from relevant council officers as listed.

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, and whether they should give the child priority over other applicants who may, for example, have siblings at the school or who may live closer.

**Returning your Common Application Form**
Common Application Forms for the London Borough of Sutton can be:

- Completed and submitted online at www.sutton.gov.uk/education/admissions
- Posted to School Admissions, Civic Offices, St Nicholas Way, Sutton SM1 1EA
- Hand delivered to Civic Offices in Sutton or to one of the borough’s Local Access Points, located at Clockhouse One Stop Shop or Phoenix Centre

If you wish to hand your form in to someone in person, you must take your form to Civic Offices in Sutton or one on the borough’s Local Access Points.

You must not make more than one application. However, where duplicate or multiple applications are received for the same child, we shall only consider the most recent application submitted before the closing date.
Supporting Evidence
Please do not forget to include evidence of your child’s address which should be a copy of your most recent child benefit statement and your current council tax bill (if you have a copy), along with a copy of a recent utility bill. If you do not have your current council tax bill you should indicate whether or not you are the person responsible for paying the council tax for the address given and we will check council records for confirmation. If you are a council tenant you should provide a copy of your council tenancy agreement together with a copy of a recent utility bill and child benefit statement. If you apply online, you will still be required to send this address evidence to the Admissions Team, but it may be scanned and submitted electronically.

If you wish social/medical reasons to be considered you must provide evidence with your form.

Closing date
The Common Application Form must be completed and returned to your home Local Authority by Friday 23 October 2009.

Application forms received after the closing date will be considered after those that are received on time, unless exceptional circumstances apply. Please see page 12 for more information.

Acknowledgement of applications
We will acknowledge receipt of Common Application Forms from London Borough of Sutton residents for both paper and online applications. However due to the numbers being received it may take up to two weeks from receipt of your application to send an acknowledgement.
Supplementary forms

Some schools require an additional supplementary form to be completed to allow them to apply certain elements of their admission criteria. Supplementary forms for Sutton schools are available:

- Online at www.sutton.gov.uk/education/admissions
- By telephoning Sutton’s Call Centre on 020 8770 6080
- By contacting each school direct

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

<table>
<thead>
<tr>
<th>SCHOOL</th>
<th>To be completed for</th>
<th>Closing date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cheam High School</td>
<td>Tennis priority place *</td>
<td>23 October 2009</td>
</tr>
<tr>
<td>Glenthorne High School</td>
<td>Performing arts place *</td>
<td>23 October 2009</td>
</tr>
<tr>
<td>Greenshaw High School</td>
<td>Ability place *</td>
<td>23 October 2009</td>
</tr>
<tr>
<td>Nonsuch High School for Girls</td>
<td>All applicants **</td>
<td>4 September 2009</td>
</tr>
<tr>
<td>St Philomena’s Catholic High School for Girls</td>
<td>All applicants</td>
<td>30 October 2009</td>
</tr>
<tr>
<td>Sutton Grammar School for Boys</td>
<td>All applicants</td>
<td>23 October 2009</td>
</tr>
<tr>
<td>The John Fisher School</td>
<td>All applicants</td>
<td>23 October 2009</td>
</tr>
<tr>
<td>Wallington County Grammar School</td>
<td>All applicants ***</td>
<td>11 September 2009</td>
</tr>
<tr>
<td>Wallington High School for Girls</td>
<td>All applicants</td>
<td>23 October 2009</td>
</tr>
<tr>
<td>Wilson’s School</td>
<td>All applicants</td>
<td>30 October 2009</td>
</tr>
</tbody>
</table>

If you are not applying for a specialist/ability place at Cheam High School, Glenthorne High School or Greenshaw High School, no supplementary form is necessary.

If you wish to apply for Nonsuch High School for Girls you must return the supplementary form to the school by 4 September 2009 so that your daughter can sit the test, which will be on 19 September 2009. For more details of the test, please see page 29.

If you wish to apply for Wallington County Grammar School you must return the supplementary form to the school by 11 September 2009 so that your son can sit the test, which will be on 19 September 2009. For more details of the test, please see page 36.

If you complete a supplementary form for any of the above schools, you must also name it as one of your preferences on the Common Application Form. 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 on the Common Application Form.

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 39-44.

www.sutton.gov.uk/education/admissions
Late applications and changes of preference

Sutton residents - Late applications up to 11 December 2009
If you submit an application or change your existing preferences, or order of preferences, after 23 October 2009 but before 11 December 2009, without good reason for doing so, the whole application will be treated as late, and this may jeopardise the possibility of your child being offered a place at one of your preferred schools.

If you submit an application or change your existing preferences, or order of preferences, after 23 October 2009 but have good reason for doing so, such as a change of address or circumstance, your application can be treated as on time providing we receive the application or details of the change by 11 December 2009. However, in order to consider whether cases are late for good reason, we must have received written details and evidence of your case by 11 December 2009.

If you are unsure whether your circumstances would be regarded as a ‘good reason’, you can telephone Sutton’s Call Centre on 020 8770 6080 for further advice.

Non-Sutton residents - Late application up to 11 December 2009
We will accept any late applications and changes of preference as agreed by another Local Authority, which is acting as the Home Local Authority for the applicant, as long as they are received by 11 December 2009.

Late applications received between 11 December 2009 and 1 March 2010
Any application received between 11 December 2009 and 1 March 2010 will be treated as late, regardless of the reason. It will not be possible to make any changes to existing preferences or order of preferences between 11 December 2009 and 1 March 2010. If you wish to be considered for other schools after the allocation of places, you will need to request that your child’s name be placed on the waiting list after 1 March 2010.

How late applications will be considered up to 1 March 2010
Any application treated as late, for whatever reason, will only be considered after all on time applications have been processed. This is likely to mean that, for the majority of late applicants, there will be no vacancies remaining, because most schools will be oversubscribed with on time applicants. However, there may be some schools that do have vacancies after considering on time applicants, and we will coordinate offers to these schools, for late applications, based on the admission criteria for each school. If a school has no vacancies then the child’s name will be placed on the waiting list for the schools they have applied to, according to their admission criteria. Please see page 16 for more details.

How late applications will be considered after 1 March 2010
After 1 March 2010 late applications for Sutton schools will be treated the same as on time applications and any places will be allocated according to each school's waiting list. Please see page 16 for more details on waiting lists.
Change of address

If you move at any time after submitting an application to us you must advise us immediately and provide proof of your new address, so that we can update our records and ensure correspondence is sent to the correct address. Proof of your new address should be a copy of your council tenancy agreement or a copy of a solicitor’s letter confirming the sale/purchase (this must be after completion has taken place). Exchange of contracts or a future completion date will not be accepted.

The address to be used in the allocation of school places may vary depending on the school applied for and the date you moved, and as such failure to tell us about a new address may result in an incorrect allocation of school places. If you fail to tell us about a house move, we may withdraw your application or any offer of a school place that has been made.

Moving out of Sutton

• If you move before 11 December 2009 and are no longer a Sutton resident, we will need to forward a copy of your Common Application Form to your new Local Authority which will take responsibility for your application. Your new Local Authority may ask you to complete a new application form, and you may be able to change the preferences that you have named.

• If you move after 11 December 2009, responsibility for your application will remain with the London Borough of Sutton until the offer day of 1 March 2010, and your previous address will be used in the allocation of school places. After 1 March 2010 your application will become the responsibility of your new Local Authority.

Moving into Sutton

• If you move into Sutton before 11 December 2009, you must inform your original Home Local Authority in writing with proof of your new address. It would be helpful if, at the same time, you notify Sutton School Admissions team of your move to Sutton. Once your original Home Local Authority has confirmed that they are satisfied that you have moved, we will liaise with them to take responsibility for your application and you will be asked to complete a Sutton application form. We must have received all evidence by 11 December 2009 in order for your new address to be considered in the allocation of school places.

• If you move into Sutton after 11 December 2009, responsibility for your application will remain with your original Home Local Authority until the offer day of 1 March 2010 and your previous address will be used in the allocation of school places. After 1 March 2010 your application will become the responsibility of the London Borough of Sutton.
How places are allocated

The admissions process operates without regard to where you have named a school on your Common Application Form. Schools consider applications according to their admission criteria, and do not know the level of preference of their school on your Common Application Form. This means that applications for lower preference schools are not disadvantaged if your higher preference school(s) cannot be offered.

This allows you to apply for a preferred school as a higher preference, knowing that if your child is unsuccessful they will not get overlooked for other schools that you have named as a lower preference.

Where a school is oversubscribed (and history shows that each Sutton school does have more applications than places), its published admission criteria will be used to decide the rank order by which applicants will be offered places. The admission criteria for each Sutton school is set out on pages 23-38.

If, by this ranking process, your child is only eligible for one school within your list of preferences, this will be the offer made.

If your child is ranked highly enough to receive an offer for two or more of your preferences, we will hold the higher of these preferences as the potential offer. Any lower preferences will be withdrawn.

If you have applied to schools in more than one Local Authority participating in the Pan-London Co-ordinated Admission System, these Local Authorities exchange details giving the outcome of each application to see if more than one Local Authority can offer a place. Again, the highest potential offer will be retained and lower ones withdrawn.

If you have also applied to a school outside the Pan-London area, or if a parent outside of the Pan-London area has applied to a Sutton school, we will seek to co-ordinate the applications with these other Local Authorities, so that where possible, each child will only receive one offer of a school place.

This process continues until a 'steady state' is reached between Local Authorities and each child has no more than one offer, which is the highest possible offer based on the order that preferences have been named on the Common Application Form. This will then be the offer sent to the parent on National Offer Day, 1 March 2010.

If your child is not eligible for any of your preferred schools by this process, you will be sent a letter on 1 March 2010 setting out what to do next.

If any Sutton Community school has vacancies remaining after the co-ordination process for on time and late applicants, these places will be offered to Sutton children who are without an offer of a place based on their proximity to the school. If by this process a child is eligible for an offer at more than one school, the school to be offered will be the one that is nearest. In this process, applicants who applied on time will be considered before applicants who applied late.
Where a parent applies for more than one child for the same year group and it is not possible to offer a place to all of them, the names of the children who were unsuccessful will be added to the waiting list in accordance with the published admission criteria, in the same way as for other children. See page 16 for more information on waiting lists.

If you can be offered a school place, you will be sent a letter by first class post on 1 March 2010 from your Home Local Authority, confirming the name of the school that is being offered. If you are a Sutton resident you will be given until 15 March 2010 to formally accept or reject the offer. If you do not accept the offer within this time, the offer may be withdrawn.

If it is not possible to offer you a place at any of your preferred schools, your Home Local Authority will write to you and tell you. However if there are vacancies at other schools, your Home Local Authority may offer a place to you at one of those schools even if the school was not named as one of your preferences. This is because your home Local Authority has a duty to offer vacant places to children in its area who remain without an offer of a school place.

All notification letters will include information about making an appeal. For further information on appeals, please see page 19.

If you are offered a school place, even if it is at a school that you did not name as a preference, we would recommend that you accept the offer made, as this will ensure your child has a school place for September. Accepting an offer does not prejudice your waiting list positions or appeals for any higher preference schools. If you reject an offer, and you have no alternative place, you will be responsible for finding another school for your child. You might then need to consider less preferred schools that are further away, to prevent your child being left without a school for September.
Waiting lists

If you are offered a place at a school which is not your first preference, your child’s name will automatically be placed on the waiting list for higher preference schools for which your child is eligible. If you are not offered a place at any of your preferred schools, your child’s name will automatically be placed on the waiting list for each of the schools for which you have applied and for which your child is eligible. You should note that children can only go on the waiting list for selective schools if they have passed the entrance test. If you wish your child’s name to go on the waiting list for a school that you did not originally apply for, you should notify your Home Local Authority.

Waiting lists for Sutton schools will be ranked according to each school’s admission criteria. No priority can be given to children according to the date their application was received or their name was added to the list. In Sutton, schools maintain their own waiting lists. You can contact them directly after 29 March 2010 for your waiting list position.

If you have moved since making your original application, and if your child is ranked on the school’s waiting list according to distance, your new address will usually be used to determine your child’s waiting list position. However, some school’s arrangements may differ and if you are unclear on which address is being used, you should clarify this with the admission authority for the school.

As some families decline their offer of a school place, vacancies are created. Sutton schools will fill vacancies from their waiting list, and offer letters will be issued by the relevant schools. At this stage it is possible for children to receive more than one offer. The Admissions team will work closely with schools to identify multiple offers, so that places can be freed up for other pupils as quickly as possible.

You should note that your child’s position on a waiting list may go down as well as up. This is because other children might be added to a school’s waiting list who have greater priority for a place against the school’s admission criteria. This can happen when new families move into the area or when other families, who had previously not named a school as a preference, ask to go on the waiting list for a school after the initial allocation date.

Waiting lists for Sutton schools will remain open until the end of the Autumn term. If after that time you wish your child’s name to remain on a waiting list, you should write to the Admission Team by 31 December 2010. After that time you will be required to complete a new mid-term application form to apply for a place.
Secondary school transfer arrangements are different for children with Statements of Special Educational Needs. Please note that the Common Application Form should not be used in these cases. However a supplementary form will be required if the preference is for a selective school.

Parents of children with statements of special educational needs have the right to express a preference for the secondary school that they wish their child to attend. Sutton Local Authority must then consult with the school's governing body before it can be named within the statement. Where the preference is for a school outside the borough, Sutton must consult with both the school and the maintaining Local Authority.

Sutton Local Authority will comply with parental preference, provided:

- the school is suitable for the child's age, ability or aptitude or their special educational needs
- the placement of the child at the school would not be incompatible with the provision of efficient education for the children with whom he/she would be educated
- the placement would be an efficient use of local education authority resources

If a preference is named for a selective school, the child must first satisfy the entrance criteria for the school concerned. Arrangements for any relevant test would be made following your preferences being made through the Special Educational Needs (SEN) Team within the Local Authority.

Pupils with statements, which indicate that mainstream school is appropriate, will be considered for secondary school places before other pupils.

The process begins at the Year 5 annual review where there will be discussion of possible appropriate provision. Sutton Local Authority will consider all Year 5 reviews at an annual ‘Year 5 Review’ meeting in June, and will inform primary schools and parents of the proposed type of provision and support at secondary transfer. Parents will also have been invited to an information event in June to give more information about the secondary transfer process for children with statements of SEN.

At the beginning of Year 6, parents will be invited to a meeting at the primary school to complete a SEN secondary school transfer form. When the application form is completed, the primary school will forward it to the SEN Team at Sutton who will then consult with the preferred school(s). The Local Authority will endeavour to inform the parents within eight weeks of receiving the secondary school transfer form whether they can or cannot name the school preferred by the parents.

Where statements remain appropriate, they will be amended to indicate the named secondary school. This process will normally be completed by the middle of February before the transfer.

If you live outside Sutton and your child has a statement of special educational needs, please contact the SEN team within the borough in which you live. Sutton's SEN team can be contacted on 020 8770 6593.

www.sutton.gov.uk/education/admissions
In Sutton the Parent Partnership Service can provide independent advice to parents and carers who may have difficulty understanding the admissions procedure, enabling them to make informed and realistic preferences for secondary 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 Parent Partnership 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 secondary education. They offer support to parents and carers whose children have Statements of Special Educational Needs or those who are currently on School Action or School Action Plus.

The Parent Partnership Service can be contacted as follows:

Telephone: 020 8640 4541
Email: spps@suttonlea.org
Address: c/o Wandle Valley School
Welbeck Road, Carshalton, SM5 1LW
All parents have a right of appeal against an admission decision. For Community schools, these appeals should be lodged with the Local Authority. For Voluntary-Aided and Foundation schools, they should be lodged with the governing body of the school.

Information about appeals will be sent to all applicants with their letter on 1 March 2010. Appeals are likely to be heard during May, June and July.

Only a few appeals are normally upheld. Those that are upheld tend to have significant supporting professional evidence.

Please note that you can only appeal for a school to which you have made an application.

School Uniform Grant (Subject to review April 2010)

Sutton parents who have a child in Year 7 or approaching Year 7, who receive one of the benefits below are currently able to obtain a small grant to help with the cost of school uniform. Parents can apply whether their child attends a maintained school inside or outside of Sutton.

- Income Support (IS)
- Income Based Job Seekers Allowance (IBJSA)
- Income-related employment and support allowance
- Support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit, but who are not entitled to Working Tax Credit, and whose annual income (as assessed by Her Majesty’s Revenue and Customs) does not exceed £16,040 as of 6 April 2009. Where a parent is entitled to Working Tax Credit during the four-week period immediately after their employment ceases, or after they start to work less than 16 hours per week, they are still entitled to claim a school uniform grant during those weeks.
- Guarantee element of State Pension Credit

Application forms and a copy of the 2010 School Uniform Grant policy will be available from Sutton’s Call Centre on 020 8770 6080, or online at www.sutton.gov.uk from the beginning of June 2010. Parents must provide proof that they are currently in receipt of one of these benefits.

Free School Meals

The eligibility criteria for Free School Meals is determined by the Government and is currently the same as that for the School Uniform Grant above. Applications for Free School Meals should be made directly to the school at the start of term.
Pupil Travel

Children under the age of 16 can travel for free if they travel by bus and/or tram within the Transport for London area. As such, the majority of Sutton children will not require additional travel assistance to travel to school. For more information on Transport for London’s travel concessions, please see their website www.tfl.gov.uk.

However, there will be some Sutton children who have to travel on alternative forms of transport, or by bus outside the Transport for London area. In order to be considered for help towards the cost of travelling to secondary school under Sutton’s School Travel policy, the timetabled journey, when travelling on a bus and/or tram route on which the Transport for London free travel concession for 0–16 year-olds applies throughout the entirety of the journey must be more than 75 minutes.

Where that is the case, the circumstances that will be considered for assistance with the cost of travelling to secondary school are as follows:

- Sutton children who are entitled to free school meals, or those whose families are in receipt of their maximum level of Working Tax Credit, will qualify for assistance with travel to one of their three nearest qualifying schools, where they live between two miles (measured by the shortest walking distance) and six miles (measured by the shortest road route) from the school.
- If the school a Sutton child is due to attend is their nearest suitable qualifying school and the shortest walking distance between their home and the school is more than three miles.
- Sutton children who are entitled to free school meals, or those whose families are in receipt of their maximum level of Working Tax Credit, will qualify for assistance with travel to their nearest suitable school preferred on grounds of religion or belief, where they live more than two miles (measured by the shortest walking distance), but not more than 15 miles (measured by the shortest road route) from that school.
- Other Sutton children may qualify for travel assistance if they are to attend a school that is preferred on the grounds of their religion or belief, whether or not the school is the nearest qualifying school, if the shortest walking distance between their home and the school is more than three miles.

The shortest walking distance between the home and the school is measured as the shortest reasonable walking route, and one that is recognised as a safe walking area, with footpath and lighting.

Where a parent places their child in a school on the grounds of their religion or belief, but it is not the nearest school that would be able to meet their preference, assistance would only be considered to the cost of public transport to the nearer school, providing that school is more than three miles from the home address.

Parents must provide supporting evidence regarding their genuine adherence to their religion or belief. A religion can be any religion, but must have a clear structure and belief system. A belief must be more than an opinion or idea, and must attain a certain level of cogency, seriousness, cohesion and importance; be worthy of respect in a democratic society; and not be incompatible with human dignity or the fundamental rights of the child.

For a copy of the full School Travel policy, please visit www.sutton.gov.uk or telephone 020 8770 6080.

For information on Home to School Travel in Sutton please visit www.smartertravelsutton.org.uk
There are 14 secondary schools in Sutton, each of which has its own sixth form.

The map overleaf shows the location of the schools within the borough, and pages 23-38 give a brief profile of each of the schools and their admission criteria. The table below summarises some of the information about the schools:

<table>
<thead>
<tr>
<th>SCHOOL</th>
<th>TYPE</th>
<th>EDUCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carshalton Boys Sports College</td>
<td>Boys Community</td>
<td>Comprehensive</td>
</tr>
<tr>
<td>Carshalton High School for Girls</td>
<td>Girls Community</td>
<td>Comprehensive</td>
</tr>
<tr>
<td>Cheam High School</td>
<td>Mixed Foundation</td>
<td>Comprehensive</td>
</tr>
<tr>
<td>Glenthorne High School</td>
<td>Mixed Foundation</td>
<td>Comprehensive</td>
</tr>
<tr>
<td>Greenshaw High School</td>
<td>Mixed Community</td>
<td>Comprehensive</td>
</tr>
<tr>
<td>Nonsuch High School for Girls</td>
<td>Girls Foundation</td>
<td>Selective</td>
</tr>
<tr>
<td>Overton Grange School</td>
<td>Mixed Community</td>
<td>Comprehensive</td>
</tr>
<tr>
<td>St Philomena’s Catholic High School for Girls</td>
<td>Girls Voluntary Aided</td>
<td>Comprehensive</td>
</tr>
<tr>
<td>Stanley Park High School</td>
<td>Mixed Community</td>
<td>Comprehensive</td>
</tr>
<tr>
<td>Sutton Grammar School for Boys</td>
<td>Boys Foundation</td>
<td>Selective</td>
</tr>
<tr>
<td>The John Fisher School</td>
<td>Boys Voluntary Aided</td>
<td>Comprehensive</td>
</tr>
<tr>
<td>Wallington County Grammar School</td>
<td>Boys Foundation</td>
<td>Selective</td>
</tr>
<tr>
<td>Wallington High School for Girls</td>
<td>Girls Foundation</td>
<td>Selective</td>
</tr>
<tr>
<td>Wilson’s School</td>
<td>Boys Voluntary Aided</td>
<td>Selective</td>
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</tbody>
</table>

The Local Authority sets the admission arrangements for Community schools, and is responsible for the decisions made.

The Governing Bodies of Foundation and Voluntary-Aided schools set their own admission arrangements and are therefore responsible for the decisions made.
Carshalton Boys Sports College
(DCSF number 319 4000)

Address: Winchcombe Road, Carshalton SM5 1RW
Telephone: 020 8714 3100
Fax: 020 8714 3190
Email: contact@carshaltonboys.org
Headteacher: Mr S Barber BSc Econ (Hons) MA Ed
Open Evening Date: Wednesday 7 October 2009, 6.30 - 9.00 pm

Places available for September 2010: 210
Applications received for September 2009: 410

Carshalton Boys Sports College is a comprehensive school for boys 11 - 19 with approximately 1060 pupils. Where the school is oversubscribed places will be allocated in the following order of priority:

1. Looked After Children (see page 8 for more details).
2. Where there are professionally supported medical reasons or exceptional social reasons (see page 9 for more details).
3. Where there will be an older brother at the school at the time of the younger child’s admission (see page 9 for more details).
4. Proximity to the school from the pupil’s home address, the distance measured in a straight line 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 23 October 2009 unless a subsequent move has been accepted for allocation purposes.

Where two or more applicants share a priority for a place, the school will draw lots to determine the rank position of each child.

Distance offered under criterion 4 for the last three years:

2009 - 5.636 km
2008 - All applicants
2007 - All applicants
Address: West Street, Carshalton SM5 2QX
Telephone: 020 8647 8294
Fax: 020 8773 8931
Email: cargirls.office@suttonlea.org
Headteacher: Mrs V Jones B.Ed MA NPQH
Open Evening Date: Wednesday 7 October 2009, 6.30 - 9.00 pm

Places available for September 2010: 210
Applications received for September 2009: 542

Carshalton High School for Girls is a comprehensive school and specialist Humanities and Arts College for girls 11-19. It has approximately 1200 students on roll. Where the school is oversubscribed places will be allocated in the following order of priority:

1. Looked After Children (see page 8 for more details).

2. Where there are professionally supported medical reasons or exceptional social reasons (see page 9 for more details).

3. Where there will be an older sister at the school at the time of the younger child’s admission (see page 9 for more details).

4. Proximity to the school from the pupil's home address, the distance measured in a straight line 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 23 October 2009 unless a subsequent move has been accepted for allocation purposes.

Where two or more applicants share a priority for a place, the school will draw lots to determine the rank position of each child.

Distance offered under criterion 4 for the last three years:

2009 - 3.180km
2008 - 5.018km
2007 - 3.554km

www.sutton.gov.uk/education/admissions
Cheam High School
(DCSF number 319 5403)

Address: Chatsworth Road, Cheam SM3 8PW
Telephone: 020 8644 5790
Fax: 020 8641 8611
Email: secretary@cheam.sutton.sch.uk
Website: www.cheam.sutton.sch.uk
Headteacher: Ms R Allott MA (Cantab) MEd
Open Evening Date: Thursday 15 October 2009, 5.30 -8.30 pm

Places available for September 2010: 300
Applications received for September 2009: 1101

Cheam High School is a mixed comprehensive school for children 11 - 19 with approximately 1850 pupils. Places are allocated in the following order of priority:

1. Looked After Children (see page 8 for more details).
2. Where there are social welfare reasons or medical grounds (see page 9 for more details).
3. Where there will be a sibling expected to be attending the school at the time of admission (see page 9 for more details).
4. Up to 10 children with an aptitude in tennis, supported by written evidence from the Sutton Tennis Academy, with priority being given to those scoring highest in the assessment. In the event of a tie based on aptitude, those living nearer to the school to be given the higher priority according to the definition below (see criterion 5). If you wish to be considered for a place under this criterion, you must complete the supplementary admission form for Year 7 entry. This form is available from the school and from Sutton Academy. Only send this form if you wish to be considered for a place under this criterion. Please see page 11 for more details on Supplementary Forms.
5. Proximity to the school, as the crow flies, of the home where the child resides (measured from the highway of the Chatsworth Road entrance) with those living nearer the school being given the higher priority. The address to be used in the initial allocation of places will be the address on 23 October 2009 unless a subsequent move has been accepted for allocation purposes.

Places to be allocated so that the total number allocated under criteria 1, 2, 3, 4 and 5 including any statemented children, is no more than 270.

6. Up to 30 places to be allocated to children who live within 1.6km (measured as the crow flies) from the junction of Ruskin Drive and Morningside Road in Worcester Park, with those living nearer to Dorchester Primary School being given priority. In the event of places remaining unfilled under this criterion, remaining places will be allocated according to criteria 1 to 5.

Distance offered for the last three years:

<table>
<thead>
<tr>
<th></th>
<th>Criterion 5</th>
<th>Criterion 6</th>
</tr>
</thead>
<tbody>
<tr>
<td>2009</td>
<td>1.406km</td>
<td>0.558km</td>
</tr>
<tr>
<td>2008</td>
<td>1.277km</td>
<td>0.533km</td>
</tr>
<tr>
<td>2007</td>
<td>1.431km</td>
<td>N/A</td>
</tr>
</tbody>
</table>
Glenthorne High School
(DCSF number 319 4011)

Address: Sutton Common Road, Sutton SM3 9PS
Telephone: 020 8644 6307
Fax: 020 8641 8725
Email: glenthorne@suttonlea.org
Website: www.glenthorne-high.org
Headteacher: Mr S Hume BA (Hons) MA Ed

Open Evening Date: Thursday 8 October 2009, 6.00 - 9.00 pm
Friday 9 October 2009, 10.00 am - Midday

Audition date for performing arts places: Saturday 7 November 2009

Places available for September 2010: 220
Applications received for September 2009: 1184
Number of children who auditioned for a performing arts place for September 2009: 110

The admission arrangements for Glenthorne High School are currently subject to an objection to the Schools Adjudicator, and as such may change. If you are interested in applying for a place at Glenthorne High School you should contact the school or the Admissions Team on 020 8770 6080 for more information before completing the Common Application Form. An update will also be placed on Sutton’s website at www.sutton.gov.uk/education/admissions as soon as the outcome to the Adjudication is known.

Glenthorne High School is an 11 to 19 mixed comprehensive school and Specialist Arts College with approximately 1200 pupils. Where the school is oversubscribed places will be allocated in the following order of priority:

1. Looked After Children (see page 8 for more details).
2. Where there are professionally supported medical reasons or exceptional social reasons (see page 9 for more details).
3. 22 places are allocated according to aptitude in the performing arts. If you wish to be considered for a place under this criterion, you must complete a Supplementary Form. Please contact Mrs Kirby at Glenthorne High School on 020 8644 6307 ext. 242 to request a supplementary form for one of the following:- Music, Dance or Drama. Please see page 11 for more details on Supplementary Forms.
4. Where there will be an older brother or sister at the school at the time of the younger child's admission (see page 9 for more details).
5. Of the remaining places, as calculated at the initial allocation:

5a) 60% will be allocated to pupils from the following linked Primary Schools with which Glenthorne High School has strong curriculum links through its Arts College outreach. An equal number will be allocated to each school. (To ensure that an equal number is allocated to each school, the 60% will be rounded up the next multiple of three).

- Abbey Primary School, Glastonbury Road, Morden, Surrey, SM4 6NY.
- Brookfield Primary School, Ridge Road, North Cheam, Surrey, SM3 9LY.
- Aragon Primary School, Aragon Road, Morden, Surrey, SM4 4QU.

In the case of over-subscription of this criterion, applications from pupils at the above primary schools will be prioritised according to proximity to the school as defined in Priority 5b.

5b) 40% will be allocated according to proximity to the school (or the closest number to 40% after the rounding required by 5a). The distance is measured in a straight line from the main front door of the school to the pupil's home address, 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 23 October 2009, unless a subsequent move has been accepted for allocation purposes.

Where applicants allocated to Priorities 1, 2 or 4 decline places, or in the case of the under-subscription of Priorities 3 or 5a, these places will automatically be allocated according to proximity from the school.

Glenthorne has changed its admission criteria for 2010 and as such no comparable distances are available.
Greenshaw High School
(DCSF number 319 4007)

Address: Grennell Road, Sutton SM1 3DY
Telephone: 020 8715 1001
Fax: 020 8641 7335
Website: www.greenshaw.co.uk
Headteacher: Mr J Fuller BSc (Hons)
Open Evening Date: Wednesday 23 September 2009, 6.30 - 9.15 pm
Ability Test Date: Saturday 14 November 2009

Places available for September 2010: 244
Applications received for September 2009: 1748
Number of children who sat the ability test for 2009: 526

Greenshaw High School is a mixed comprehensive school for children 11-19 with approximately 1510 pupils. Of the 244 places available for the September 2010 intake, 60 are offered on the basis of ability. Where the school is oversubscribed places will be allocated in the following order of priority:

1. Looked After Children (see page 8 for more details).
2. Where there are professionally supported medical reasons or exceptional social reasons (see page 9 for more details).
3. 60 places are offered on the basis of ability, priority being given to those scoring highest in the test. Where there are two or more pupils on the same score, pupils will be ranked according to distance. Only applicants who wish to apply for an ability place must complete the Greenshaw Supplementary Form. Please see page 11 for more details on Supplementary Forms.
4. Where there will be an older brother or sister at the school at the time of the younger child's admission (see page 9 for more details).
5. Proximity to the school from the pupil's home address, the distance measured in a straight line 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 23 October 2009 unless a subsequent move has been accepted for allocation purposes.

Where two or more applicants share a priority for a place, the school will draw lots to determine the rank position of each child.

Distance offered under criterion 5 for the last three years:

2009 - 0.981km
2008 - 0.884km
2007 - 1.054km
Nonsuch High School for Girls
(DCSF number 319 5401)

Address: Ewell Road, Cheam SM3 8AB
Telephone: 020 8394 1308
Fax: 020 8393 2307
Email: office@nonsuch.sutton.sch.uk
Website: www.nonsuchhigh.co.uk
Headteacher: Mrs K Rowsell BSc MA NPQH
Open Evening Dates: Successful applicants will be offered visits in October
Other applicants - please contact the school
Test Date: Saturday 19 September 2009

Places available for September 2010: 180
Applications received for September 2009: 1500
Number of children who sat the test for 2009: 826
(For 2009 entry, applicants could take the test at either Nonsuch High School for Girls or Wallington High School for Girls and the test score could be considered for either school. This is not the case for the 2010 intake).

The admission arrangements for Nonsuch High School for Girls are currently subject to an objection to the Schools Adjudicator, and as such may change. If you are interested in applying for a place at Nonsuch High School for Girls you should contact the school or the Admissions Team on 020 8770 6080 for more information before completing the Common Application Form. An update will also be placed on Sutton's website at www.sutton.gov.uk/education/admissions as soon as the outcome to the Adjudication is known.

Nonsuch High School for Girls is a grammar school with Specialist Science status. There are approximately 1200 pupils in the school. Selection places are allocated to those pupils who are of selective ability according to the selection test in the following order of priority:

1. Looked After Children (see page 8 for more details).
2. Where there are professionally supported special medical, and/or social reasons (see page 9 for more details).
3. 80 places, in order of the highest score in the assessment tests.
4. The remaining places in order of the highest score in the assessment tests to those whose permanent place of residence is 5.25km or less from the front door of Nonsuch High School for Girls, measured in a straight line. The address to be used in the initial allocation of places will be the address on 23 October 2009 unless a subsequent move has been accepted for allocation purposes.

In the event of a tie for the final place under criteria in 3 and 4, places will be allocated according to proximity to the school, measured in a straight line with those living nearest gaining the highest priority.

Applicants must take the test at Nonsuch High School for Girls in order to be considered for a place for entry in 2010. Girls who sit the test on 19 September 2009 will be sent the result by first class post on Friday 9 October 2009. If your child passes the test you must include Nonsuch High School for Girls as a preference on your application form in order to be considered for the school. However, success in the test does not automatically mean that your child will be offered a place at the school, because each year more children pass the test than there are places available. If your child does not pass the test they will not be eligible for a place at the school.

Applicants for this school are required to complete a Supplementary Form. In order to sit the test on 19 September 2009, the Supplementary Form must be returned to the school by 4 September 2009. Please see page 11 for more details.
Overton Grange School
(DCSF number 319 4019)

Address: Stanley Road, Sutton SM2 6TQ

Telephone: 020 8239 2383

Fax: 020 8239 2382

Email: overtongrange@suttonlea.org

Website: www.overtongrange.sutton.sch.uk

Headteacher: Mr P Butterworth BA MA NPQH

Open Evening Date: Thursday 1 October 2009, 5.30-8.30 pm

Places available for September 2010: 210
Applications received for September 2009: 1088

Overton Grange School is a mixed comprehensive school for children 11 - 19 with approximately 1300 pupils. Where the school is oversubscribed places will be allocated in the following order of priority:

1. Looked After Children (see page 8 for more details).

2. Where there are professionally supported medical reasons or exceptional social reasons (see page 9 for more details).

3. Where there will be an older brother or sister at the school at the time of the younger child's admission (see page 9 for more details).

4. Proximity to the school from the pupil's home address, the distance measured in a straight line 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 23 October 2009 unless a subsequent move has been accepted for allocation purposes.

Where two or more applicants share a priority for a place, the school will draw lots to determine the rank position of each child.

Distance offered under criterion 4 for the last three years:

2009 - 1.609km
2008 - 1.594km
2007 - 1.740km
St Philomena's Catholic High School for Girls
(DCSF number 319 5406)

Address: Pound Street, Carshalton SM5 3PS
Telephone: 020 8642 2025
Fax: 020 8643 7925
Email: stphilomenas@suttonlea.org
Website: www.stphils.org.uk
Headteacher: Mrs J Johnson BA (Hons) M.Ed NPQH
Open Evening Date: Wednesday 30 September 2009, 4.00 - 8.30 pm

Places available for September 2010: 190
Applications received for September 2009: 638

St Philomena's Catholic High School for Girls is an 11-18 comprehensive Catholic school and
Specialist Technology/Language College/Leadership Partner School, with approximately 1200
students. Applications are assessed in terms of membership of, and commitment to, the
Catholic faith and should be supported by a priest known to the family.

The main order of priority for admission is:

Category 1. Look After Baptised Catholic girls or non-Catholic Looked After Girls in the care of
Catholic families
Category 2. Baptised Catholic girls
Category 3. Other Looked After girls
Category 4. Other girls

Note: The school is normally over-subscribed by Category 2 applicants

In the event of over-subscription in any of the above categories, applications will be ranked as
follows:

1. In the case of Category 2 applicants only - according to the candidate’s and the
applicant’s Church affiliation, based on a points system. Where more than one applicant
has the same score, their relative ranking will be determined by the application of the
remaining criteria 2, 3 and 4. A table showing the points system used by the Governors
to rank Church affiliation in the case of oversubscription is available on the school’s
website: www.stphils.org.uk or at www.sutton.gov.uk/education/admissions

2. Where there are professionally supported medical or other special reasons.

3. The presence of a sister in the school at the time of admission.

4. Proximity to the school from the pupil’s home address, the distance measured in a
straight line from the school entrance at the junction of Shorts Road and Alma Road 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 23 October 2009 unless a
subsequent move has been accepted for allocation purposes.

Applicants for this school are required to complete a Supplementary Form.
Please see page 11 for more details.

www.sutton.gov.uk/education/admissions
Stanley Park High School is a mixed comprehensive school for children 11 - 19 with approximately 1000 pupils. Where the school is oversubscribed places will be allocated in the following order of priority:

1. Looked After Children (see page 8 for more details).

2. Where there are professionally supported medical reasons or exceptional social reasons (see page 9 for more details).

3. Where there will be an older brother or sister at the school at the time of the younger child's admission (see page 9 for more details).

4. Proximity to the school from the pupil's home address, the distance measured in a straight line to the main entrance of the existing 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 23 October 2009 unless a subsequent move has been accepted for allocation purposes.

Where two or more applicants share a priority for a place, the school will draw lots to determine the rank position of each child.

Distance offered under criterion 4 for the last three years:

2009 - 2.322km
2008 - 2.745km
2007 - All applicants

NB There are currently plans to rebuild Stanley Park High School on the Orchard Hill site in Carshalton. The expected date for completion is January 2011. For up to date information on this project, please visit www.sutton.gov.uk or telephone 020 8770 6522.
Sutton Grammar School for Boys
(DCSF number 319 5404)

Address: Manor Lane, Sutton SM1 4AS
Telephone: 020 8642 3821
Fax: 020 8661 4500
Email: admissions-sgs@suttonlea.org
Website: www.suttongrammar.sutton.sch.uk
Headteacher: Mr G Ironside MA(Cantab) CMath FIMA
Open Evening Date: Thursday 17 September 2009, 4.00 - 9.00 pm
Test Date: Saturday 21 November 2009

Places available for September 2010: 120
Applications received for September 2009: 1416
Number of children who sat the test for 2009: 1381

Sutton Grammar is a selective school for boys with Specialist Science College status. There are approximately 840 pupils in the school. Boys, deemed to be of selective ability on the basis of the selection test taken on 21 November 2009, will be eligible for places at the school. Places are allocated in the following order:

1. Looked After Children (see page 8 for more details).
2. Rank order of the scores in the selection test for those boys who have reached the pass mark.

In the event of two or more boys scoring the same mark, places will be allocated according to the proximity of the boy’s home to the main entrance of Sutton Civic Offices, measured in a straight line.

Applicants for this school are required to complete a Supplementary Form. Please see page 11 for more details.
The John Fisher School
(DCSF number 319 5402)

Address: Peaks Hill, Purley CR8 3YP
Telephone: 020 8660 4555
Fax: 020 8763 1837
Email: johnfisherschool@suttonlea.org
Website: www.johnfisher.sutton.sch.uk
Headteacher: Mr M Scully  B.Ed (Hons)

Open Evening Date: Wednesday 30 September 2009, 6.00 - 9.00 pm

Places available for September 2010: 150
Applications received for September 2009: 378

The admission arrangements for The John Fisher School are currently subject to an objection to the Schools Adjudicator, and as such may change. If you are interested in applying for a place at The John Fisher School you should contact the school or the Admissions Team on 020 8770 6080 for more information before completing the Common Application Form. An update will also be placed on Sutton’s website at www.sutton.gov.uk/education/admissions as soon as the outcome to the Adjudication is known.

The John Fisher School is a comprehensive Catholic school for boys, with Sports College Status. Applications are assessed in terms of membership of, and commitment to, the Catholic faith and should be supported by a priest known to the family.

The main order of priority for admission is:

Category 1. Roman Catholic boys
Category 2. Other boys

Note: The School is normally over-subscribed by Category 1 applicants

In the event of over-subscription in either of the above categories, applications will be ranked as follows:

1. Looked After Boys (see page 8 for more details).
2. In the case of Category 1 applicants only - Candidates who will have an older sibling at the school in September 2010.
In the case of Category 1 applicants only - Candidates who do not have an older sibling at the school in September 2010, ranked according to age at baptism, mass attendance and whether or not the child currently attends one of the named feeder schools. A table setting out how priority is assessed is available on the school’s website or at www.sutton.gov.uk/education/admissions, or by telephoning the school.

The named feeder schools are:

Margaret Roper Primary School, Purley
Regina Coeli Primary School, South Croydon
The Good Shepherd RC Primary School, New Addington
St Aidan’s Catholic Primary School, Coulsdon
St Anne’s Catholic Primary School, Banstead
St Chad’s RC Primary School, South Norwood
St Cecilia’s Catholic Primary School, North Cheam
St Francesca Cabrini RC Primary School, Honor Oak
St Francis’ Catholic Primary School, Caterham
St James the Great R.C (VA) Primary & Nursery School, Thornton Heath
St Joseph’s RC Junior School, Upper Norwood
St Mary’s Catholic Junior School, Carshalton
St Mary’s Catholic Primary School, Beckenham
St Mary’s RC Junior School, Croydon
Ss Peter and Paul RC Primary School, Mitcham
St Thomas Becket Catholic Primary School, Croydon
St William of York RC School, Forest Hill
The Federation of St. Elphege’s Catholic Schools, Wallington

Where more than one applicant has the same priority for a place, their relative ranking will be determined by the application of criteria 4 and 5.

In the case of Category 1 applicants only - where there are professionally supported medical or other special reasons.

Proximity to the main front door of the school from the pupil’s home address, the distance measured in a straight line. The address to be used in the initial allocation of places will be the address on 23 October 2009 unless a subsequent move has been accepted for allocation purposes.

Applicants for this school are required to complete a Supplementary Form. Please see page 11 for more details.
The school admits boys on the basis of their ability. Boys will be regarded as of selective ability according to their performance in the selection tests established by the school. In the event of applications for places from boys of selective ability exceeding the admission number of 120, places will be allocated according to the following criteria:

1. Pupils who have reached the pass mark who are Looked After Children, then those who have medical or social grounds for admission supported by appropriate professional evidence (see pages 8 and 9 for more details).

2. In rank order of performance.

Boys who sit the test on 19 September 2009 will be sent the result by first class post on Friday 9 October 2009. If your child passes the test you must include Wallington County Grammar School as a preference on your application form in order to be considered for the school. However, success in the test does not automatically mean that your child will be offered a place at the school, because each year more children pass the test than there are places available. If your child does not pass the test they will not be eligible for a place at the school.

If the deadline for the test has been missed, please contact the school.

Applicants for this school are required to complete a Supplementary Form. In order to sit the test on 19 September 2009, the Supplementary Form must be returned to the school by 11 September 2009. Please see page 11 for more details.
Wallington High Schools for Girls  
(DCSF number 319 5405)

Address: Woodcote Road, Wallington SM6 0PH  
Telephone: 020 8647 2380  
Fax: 020 8647 2270  
Email: wallingtongirls@suttonlea.org  
Website: www.wallingtongirls.sutton.sch.uk  
Headteacher: Mrs B Greatorex BSc MA  
Open Evening Date: Thursday 24 September 2009, 4.00 - 8.30 pm  
Test Date: Saturday 21 November 2009

Places available for September 2010: 180  
Applications received for September 2009: 1658  
Number of children who sat the test for 2009: 927

(For 2009 entry, applicants could take the test at either Nonsuch High School for Girls or Wallington High School for Girls and the test score could be considered for either school. This is not the case for the 2010 intake).

The admission arrangements for Wallington High School for Girls are currently subject to an objection to the Schools Adjudicator, and as such may change. If you are interested in applying for a place at Wallington High School for Girls you should contact the school or the Admissions Team on 020 8770 6080 for more information before completing the Common Application Form. An update will also be placed on Sutton’s website at www.sutton.gov.uk/education/admissions as soon as the outcome to the Adjudication is known.

Wallington High School for Girls is a selective school with Engineering Specialist status. There are approximately 1300 pupils in the school. Admission is on the basis of ability as a result of a selection test. Applicants must take the test at Wallington High Schools for Girls in order to be considered for a place for entry in 2010. All girls of selective ability according to the results of the tests are eligible for a place in the following order of priority:

1. Looked After Children (see page 8 for more details).  
2. Where there are professionally supported special medical and/or social reasons. (see page 9 for more details).  
3. 100 places on the basis of score in the assessment test, in order of the highest score.  
4. Remaining places, in order of the highest score, to those whose permanent place of residence is within a 6.7km radius from the main front doors of Wallington High School for Girls. The address to be used in the initial allocation of places will be the address on 23 October 2009, unless a subsequent move has been accepted for allocation purposes.

In the event of a tie for the final place under criteria 3 and 4, places will be allocated according to proximity to the school, measured in a straight line, with those living nearest gaining the highest priority.

Applicants for this school are required to complete a Supplementary Form. Please see page 11 for more details.
Address: Mollison Drive, Wallington SM6 9JW
Telephone: 020 8773 2931
Fax: 020 8773 4972
Email: office@wilsonsschool.sutton.sch.uk
Website: www.wilsonsschool.sutton.sch.uk
Headteacher: Mr D M Charnock BD MTh
Open Evening Dates: Monday 28 September 2009, 5.00 - 8.00 pm
Tuesday 29 September 2009, 5.00 - 8.00 pm
Test Date: Monday 4 January 2010

Places available for September 2010: 150
Applications received for September 2009: 1388
Number of children who sat the test for 2009: 1227

This is a selective boys’ school with approximately 1030 pupils. Boys in Year 6 at primary school in September 2009 deemed to be of selective ability as determined by their performance in the entrance test will be eligible for a place at the school. Where the number of eligible candidates for admission exceeds the admission number of 150, the Governors will allocate places to candidates in the following order of priority:

1. Looked After Children (see page 8 for more details).

2. The remaining places will be allocated in rank order of performance in the examination.

Where two or more candidates have an identical total score, the place will be allocated first to the candidate whose ordinary place of residence is closest to the front door of Wilson’s School, as measured in a straight line from the home address.

Applicants for this school are required to complete a Supplementary Form. Please see page 11 for more details.
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 Common 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**

Department for Children, Young People and Learners, Taberner House, Park Lane, Croydon, Surrey CR9 1TP

Telephone Number: (020) 8760 5453  
Website: www.croydon.gov.uk

<table>
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<tr>
<th>School Name</th>
<th>DCSF Number</th>
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<tbody>
<tr>
<td>Addington High School</td>
<td>306 4042</td>
<td>01689 842545</td>
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<td>Fairchilides Avenue, New Addington, Croydon CR0 0AH</td>
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<tr>
<td>The Archbishop Lanfranc School</td>
<td>306 5408</td>
<td>(020) 8689 1255</td>
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<td>Mitcham Road, Croydon CR9 3AS</td>
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<tr>
<td>Archbishop Tenison's C of E School</td>
<td>306 4600</td>
<td>(020) 8688 4014</td>
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<td>Coloma Convent RC School (Girls)</td>
<td>306 5405</td>
<td>(020) 8654 6228</td>
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<td>Upper Shirley Road, Croydon CR9 5AS</td>
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<tr>
<td>Edenham High School</td>
<td>306 5401</td>
<td>(020) 8776 0220</td>
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<td>Orchard Way, Shirley, Croydon CR0 7NJ</td>
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<tr>
<td>Harris City Academy Crystal Palace</td>
<td>306 6906</td>
<td>(020) 8771 2261</td>
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<tr>
<td>Maberley Road, London SE19 2JH</td>
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<tr>
<td>Harris Academy Purley</td>
<td>To be advised</td>
<td>(020) 8681 1141</td>
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<tr>
<td>Kendra Hall Road, South Croydon CR2 6DT</td>
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<tr>
<td>Harris Academy South Norwood</td>
<td>306 6905</td>
<td>(020) 8405 5070</td>
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<tr>
<td>2 Cumberland Avenue, London SE25 6AD</td>
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<tr>
<td>Norbury Manor</td>
<td>306 5406</td>
<td>(020) 8679 0062</td>
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<tr>
<td>Business &amp; Enterprise College for Girls</td>
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<tr>
<td>Kensington Avenue, Thornton Heath, Surrey CR7 8BT</td>
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www.sutton.gov.uk/education/admissions
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<td>306 5404</td>
<td>01737 531161</td>
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<td>Homefield Road, Old Coulsdon,</td>
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<tr>
<td>Surrey CR5 1ES</td>
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<td>Oasis Academy Shirley Park</td>
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<td>(020) 8656 0222</td>
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<td>Riddlesdown High School</td>
<td>306 5400</td>
<td>(020) 8668 5136</td>
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<td>Honister Heights, Purley CR8 1EX</td>
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<td>Selsdon High School</td>
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<td>Shirley High School</td>
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<td>St Andrew's Cof E School</td>
<td>306 4603</td>
<td>(020) 8686 8306</td>
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<tr>
<td>Warrington Road, Croydon CR0 4BH</td>
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<tr>
<td>St Joseph's College (RC Boys)</td>
<td>306 5402</td>
<td>(020) 8761 1426</td>
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<tr>
<td>Beulah Hill, Upper Norwood,</td>
<td></td>
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<tr>
<td>London SE19 3HL</td>
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<tr>
<td>St Mary's Catholic High School</td>
<td>306 4702</td>
<td>(020) 8686 3837</td>
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<tr>
<td>Woburn Road, Croydon CR0 2AB</td>
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<td>Thomas More High School (RC)</td>
<td>306 5403</td>
<td>(020) 8668 6251</td>
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<td>Russell Hill Road, Purley CR8 2XP</td>
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<tr>
<td>Virgo Fidelis Convent Senior School (RC Girls)</td>
<td>306 5900</td>
<td>(020) 8670 6917</td>
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<tr>
<td>147 Central Hill, Upper Norwood,</td>
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<tr>
<td>London SE19 1RS</td>
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<tr>
<td>Westwood Language College for Girls (A Specialist College for Languages and the Arts)</td>
<td>306 4024</td>
<td>(020) 8653 1661</td>
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<tr>
<td>Spurgeon Road, Upper Norwood,</td>
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<tr>
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<tr>
<td>Woodcote High School</td>
<td>306 4031</td>
<td>(020) 8668 6464</td>
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<td>Meadow Rise, Coulsdon, Surrey</td>
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Chessington Community College  
Garrison Lane, Chessington,  
Surrey KT9 2JS  
DCSF Number: 314 4006  
Telephone Number: (020) 8974 1156

Coome Boys’ School  
College Gardens, Blakes Lane,  
New Malden, Surrey KT3 6NU  
DCSF Number: 314 5403  
Telephone Number: (020) 8949 1537

Coome Girls’ School  
Clarence Avenue, New Malden,  
Surrey KT3 3TU  
DCSF Number: 314 4004  
Telephone Number: (020) 8942 1242

The Hollyfield School  
and Sixth Form Centre  
Surbiton Hill Road, Surbiton,  
Surrey KT6 4TU  
DCSF Number: 314 5404  
Telephone Number: (020) 8339 4500

The Holy Cross School (RC Girls)  
Sandal Road, New Malden,  
Surrey KT3 5AR  
DCSF Number: 314 5402  
Telephone Number: (020) 8395 4225

Richard Challoner School (RC Boys)  
Manor Drive North, New Malden,  
Surrey KT3 5PE  
DCSF Number: 314 5401  
Telephone Number: (020) 8330 5947

Southborough High School (Boys)  
Hook Road, Surbiton,  
Surrey KT6 5AS  
DCSF Number: 314 4009  
Telephone Number: (020) 8391 4324

The Tiffin Girls’ School (Selective)  
Richmond Road, Kingston upon Thames,  
Surrey KT2 5PL  
DCSF Number: 314 4010  
Telephone Number: (020) 8546 0773

Tiffin School (Selective Boys)  
Queen Elizabeth Road,  
Kingston upon Thames,  
Surrey KT2 6RL  
DCSF Number: 314 5400  
Telephone Number: (020) 8546 4638

Tolworth Girls’ School and  
Centre for Continuing Education  
Fullers Way North, Surbiton,  
Surrey KT6 7LQ  
DCSF Number: 314 4011  
Telephone Number: (020) 8397 3854

www.sutton.gov.uk/education/admissions
Bishopsford Community School  
Lilleshall Road, Morden,  
Surrey SM4 6DU

Harris Academy Merton  
Wide Way, Mitcham,  
Surrey CR4 1BP

Raynes Park High School  
Bushey Road, Raynes Park,  
London SW20 0JL

Ricards Lodge High School (Girls)  
Lake Road, Wimbledon,  
London SW19 7HB

Rutlish School (Boys)  
Watery Lane, Merton Park,  
London SW20 9AD

St Mark’s Church of England Academy  
Acacia Road, Mitcham,  
Surrey CR4 1SF

Ursuline High School Wimbledon (RC Girls)  
Crescent Road,  
Wimbledon, London SW20 8HA

Wimbledon College (RC Boys)  
Edge Hill,  
London SW19 4NS
Ashcombe School
Ashcombe Road, Dorking,
Surrey RH4 1LY

DCSF Number: 936 4454
Telephone Number: 01306 886312

The Beacon School
Picquets Way, Banstead,
Surrey SM7 1AG

DCSF Number: 936 5406
Telephone Number: 01737 359103

Blenheim High School
Longmead Road, Epsom,
Surrey KT19 9BH

DCSF Number: 936 5417
Telephone Number: 01372 745333

de Stafford School
Burntwood Lane, Caterham,
Surrey CR3 5YX

DCSF Number: 936 5408
Telephone Number: 01883 347818

Epsom and Ewell High School
Ruxley Lane, West Ewell
Surrey KT19 9JW

DCSF Number: 936 5405
Telephone Number: (020) 8974 0400

Glyn Technology School
The Kingsway, Ewell, Epsom
Surrey KT17 1NB

DCSF Number: 936 5404
Telephone Number: (020) 8716 4949

Hinchley Wood School
and 6th Form Centre
Claygate Lane, Hinchley Wood
Surrey KT10 0AQ

DCSF Number: 936 5416
Telephone Number: (020) 8398 7161

Howard of Effingham School
Lower Road, Effingham,
Surrey KT24 5JR

DCSF Number: 936 4036
Telephone Number: 01372 453694

Rosebery School (Girls)
White Horse Drive, Epsom,
Surrey KT18 7NQ

DCSF Number: 936 5407
Telephone Number: 01372 720439

St Andrew’s Catholic School
Hillfield, Grange Road, Leatherhead,
Surrey KT22 7JP

DCSF Number: 936 4611
Telephone Number: 01372 221204

Therfield School
Dilston Road, Leatherhead,
Surrey KT22 7NZ

DCSF Number: 936 4073
Telephone Number: 01372 818123

Warlingham School
Tithe Pit Shaw Lane, Warlingham,
Surrey CR6 9YB

DCSF Number: 936 4153
Telephone Number: 01883 624067

www.sutton.gov.uk/education/admissions
## London Borough of Wandsworth

The Children’s Services Department, Town Hall Extension, Wandsworth High Street, London SW18 2PU  
Telephone Number: (020) 8871 7316  
Wesbite: www.wandsworth.gov.uk

<table>
<thead>
<tr>
<th>School Name</th>
<th>DCSF Number</th>
<th>Telephone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ashcroft Technology Academy</td>
<td>212 6905</td>
<td>(020) 8877 0357</td>
</tr>
<tr>
<td>Burntwood School (Girls)</td>
<td>212 5401</td>
<td>(020) 8946 6201</td>
</tr>
<tr>
<td>Chestnut Grove School</td>
<td>212 4328</td>
<td>(020) 8673 8737</td>
</tr>
<tr>
<td>Ernest Bevin College (Boys)</td>
<td>212 4297</td>
<td>(020) 8672 8582 London</td>
</tr>
<tr>
<td>John Paul II School (RC)</td>
<td>212 5404</td>
<td>(020) 8788 8142</td>
</tr>
<tr>
<td>Saint Cecilia's, Wandsworth Church of England School</td>
<td>212 4734</td>
<td>(020) 8780 1244</td>
</tr>
<tr>
<td>Southfields Community College</td>
<td>212 5405</td>
<td>(020) 8875 2600</td>
</tr>
</tbody>
</table>

### Independent schools

A list of independent/private schools in Sutton is available by calling 020 8770 6080.  
Information about independent schools in other areas 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 Common 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.
I don't live in the London Borough of Sutton. Can I apply for Sutton schools?
Yes. You need to obtain a copy of your home Local Authority’s Common Application Form. Any Sutton schools you wish to apply for should be listed within your preferences. Your home Local Authority will arrange for your details to be passed to Sutton so that your application(s) can be considered. You will need to ensure that you also complete any supplementary forms required by the schools.

Will my application be acknowledged?
We will acknowledge receipt of applications from Sutton residents only, whether they are submitted online or by paper. However, due to the numbers being received it may take up to two weeks from receipt of your form to send an acknowledgement.

Will my application be treated differently if I apply online?
No, applications submitted online will be treated in exactly the same way as paper applications. However, there are benefits to applying online, and you can see these on page 3.

Will I get offered a school of my CHOICE?
The law gives you the right to state a 'preference' for the school that you want your child to attend. It is worded in this way rather than 'choice' because there may be reasons why your preference cannot be met, for example if there are more applicants than places. If you are not offered one of your preferences, you can ask to go on waiting lists, make appeals, and make further applications after 1 March 2010.

Do I automatically get offered a place at my nearest school?
No. Different schools offer to different distances. This means that some people will live outside the created 'catchment' for their nearest school, and their most realistic options will be further away. Parents are advised to apply to other schools other than just the one nearest to them.

Should my child sit the entrance test for the selective schools?
You should ask your child's primary school whether they feel your child has a reasonable chance of passing the tests.

Do I have to pay for my child to sit a selective test?
No, maintained schools cannot charge any fee relating to admission, including the costs of selective tests.

If I name a selective school as my top preference, does it jeopardise my chances of being offered a lower preference school if my child does not pass the test?
No. No school will give priority on the basis of where you have named a school on your application form. Indeed, schools will not know which other schools you have named on your application form. All applications will be considered equally and according to each school's oversubscription criteria.
Do the selective schools tell us how our children have fared in the test?
Yes, schools will write individually to notify parents. If your child sits the early test for Nonsuch High School for Girls or Wallington County Grammar School on 19 September 2009, you will be sent the result by first class post on 9 October 2009. All other Sutton Schools will advise parents of results on 2 March 2010.

Are my preferences confidential?
Yes. They are confidential and will not be shared with schools. However, we will share details of any out borough preferences with the maintaining Local Authority for a school.

Do we have the right to have a place at a Sutton school (we live in Sutton and pay our council tax to Sutton)?
A Local Authority has a responsibility to provide school places for children in its area. However the 1996 Act (Section 18) does not specify that schools have to be located in that area.

Are there enough places for Sutton children?
There are approximately 2,300 Sutton children transferring to secondary school each year and a total of 2,694 secondary places. Whilst many places go to children outside the borough, similarly, many Sutton residents prefer schools in neighbouring authorities.

Why should we apply for an out-borough school?
You don't have to. You can apply for any school that you want your child to attend. However, there may be schools in neighbouring boroughs that are nearer than a Sutton school, or may be a more realistic option than your nearer Sutton schools. If you apply for schools in Sutton as well as in neighbouring boroughs it gives your child a better chance to gain a place at a school that is more acceptable to you.

Can we stop giving places in Sutton to out-borough children?
No. There was a legal ruling (known as the Greenwich Judgement), which effectively states that an authority is unable to give priority for school places to children living in its own borough.

Are there more children in the system this year?
The number of children resident in the borough who are transferring to secondary school is reasonably consistent - around 2300, although this will fluctuate each year.

My neighbour got a place at the school last year, will I?
Not necessarily. The distance that each school allocates out to varies each year according to volume and spread of applications.

Will a child who lives further away from the school be given a place ahead of me?
A child may be offered a place on a higher criterion giving him or her priority. For Community schools this will generally be for Looked After Children (in care of the Local Authority), medical or exceptional social reasons or because there is an older brother or sister at the school. The remaining places are then often allocated on distance. Please see the admission criteria for each Sutton school, on pages 23-38.
What should I do if I feel my child must go to a school because of 'special reasons'?

Special reasons need to be professionally supported, and the admission authority will then make an informed decision if the school you want is the only one which your child can go to for the reasons given. However, you should have made these reasons known at the time of application. If you did, and feel they weren't fairly considered, you should go through the appeals process described in the letter sent on 1 March 2010.

Are places reserved for children moving into the area?

No. It is unlawful to reserve places for children moving in. Additionally, we would be unable to predict the number needed and it would be unfair to those parents who are already living in the area.

How many places are reserved for successful appeals?

None. An independent appeal panel is empowered to direct the admission authority to make an additional place available for a successful appellant.

What if I only want a Catholic school?

There are two Catholic Schools in Sutton. St Philomena’s Catholic High School for Girls and The John Fisher School (Boys). If you are unsuccessful, you have a right of appeal against their decision not to offer you a place. However, we will always recommend naming other schools on your preference form. No Sutton school is informed of other applications you are making. However, if you do only wish to apply for a Catholic School, you may wish to consider also naming Catholic Schools in other boroughs in case your application for your preferred school is unsuccessful.

I know someone who has applied using a false address. What should I do?

You should contact the Local Authority either in writing or by phone to tell them. They will then investigate the allegation. If a school place is found to have been awarded to a child using an incorrect address, that place will normally be withdrawn.

When will I know the outcome of my application?

Initial letters will be sent out by first class post on 1 March 2010 from your home Local Authority. If you have applied online, you can access the outcome online from 9am on 2 March 2010, and you will also be sent on e-mail giving you the result by midday on 2 March 2010.

What happens if my child does not get offered a school place?

You will have the option to go on waiting lists, make appeals and make late applications for other schools. The Local Authority will also monitor the availability of places at local schools. If a vacancy becomes available and if you are a Sutton resident, we may offer it to you, even if it is not one of your preferences. It is not possible to put a time limit on when this will be. It depends when children withdraw from one school to accept a place at a higher preference school.
● **What if I am offered a place that I do not want?**
You have the right to reject any place offered. However, if you reject an offer it will then become your responsibility to secure a place at an alternative school. Our advice would be to accept an offer you receive until such time as you get a preferred alternative. At that time you can then reject the earlier offer. Accepting an offer does not prejudice your waiting list position or appeals for any higher preference schools.

● **Will my child be on the waiting list and how do these work?**
If you are offered a place which is not your first preference, or if no offer is sent on 1 March 2010, you will be automatically placed on the waiting list for higher preference schools for which your child is eligible. Children can only go on the waiting list for selective schools if they have passed the entrance test. If at that time you wish your child's name to go on the waiting list for a school that you did not originally apply for, you should contact your Home Local Authority.

In Sutton, schools maintain their own waiting lists. You can contact them directly after 29 March 2010 for your waiting list position. Waiting lists for Sutton Schools will remain open until the end of the Autumn term. If, after that time, you wish your child’s name to remain on a waiting list, you should advise the Admissions team.

● **If I accept a place at a school that was not one of my preferences, will it affect my waiting list positions for other schools or any appeal I make?**
No. Accepting an alternative place does not prejudice your child’s position on a waiting list or any appeals you might make.

● **If I do not get a school offer that I wish to accept, can I educate my child at home?**
You may choose to do this, however, we would not recommend you do so. If you wish to, you will need to make a written notification to the Local Authority. You must provide a curriculum suitable for a student of secondary school 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 arrangements and Local Authority Inspectors will make monitoring visits while you are educating your child at home.

● **Can I move my child to another school after September 2010?**
You can apply to transfer school at any time. However, we would ask that you think carefully about the effects on the child's study and social life. You should also discuss this with the headteacher of the school where your child is attending. Further advice can be given by the Admissions Team on 020 8770 6080.

● **What if I have any other questions?**
You can contact the Local Authority on 020 8770 6080. Depending on the type of enquiry, you may contact individual schools directly. You can also email us at admissions@sutton.gov.uk, or write to Sutton School Admissions, Civic Offices, St Nicholas Way, Sutton SM1 1EA. You may also find the information on Sutton’s website helpful at www.sutton.gov.uk/education/admissions.
A list of educational terms

Admission Criteria
These are the conditions set by the Admission Authority for the school and are used to decide whether or not a place can be offered to a child.

Community Schools
These are schools controlled by the Local Authority. The Local Authority sets the admission arrangements, and is responsible for the decisions made.

Comprehensive Schools
These are schools that are non-selective and cater for children of all academic abilities.

DCSF
Department for Children, Schools and Families.

Foundation and Voluntary Aided Schools
These are schools outside the control of the Local Authority. The governing body at each school sets its own admission arrangements, and is also responsible for the decisions made.

Independent Schools
These are schools which provides full time education for 5 or more pupils of compulsory school age, which is not maintained by a Local Authority. These are fee-paying schools.

Looked After Children
Those children being cared for by a Local Authority.

Maintained Schools
This is the general term for all schools which are not private and do not charge fees because local and central government fund them. Community, voluntary aided and foundation schools are all maintained schools.

OFSTED
The Office for Standards in Education. The organisation set up by the government to oversee regular inspections of schools and to report on other matters to do with the quality of education.

Oversubscribed
A school is oversubscribed when the number of applications for places is greater than the number of places available.

Parent/Guardian
Is the term used in this booklet to refer to anyone who has parental responsibility in accordance with the Children Act, 1989, and who has care of the child.

Preference
This is a school which is named by the parent on their application form, which they would like their child to attend. It is not always possible to meet parental preference.

Published Admissions Number (PAN)
This is the number of children that a school will initially admit into the school.

Selective Schools
These are schools that wholly select pupils on the basis of ability, usually determined by examination. Some schools can be partially selective.
If you, or someone you know, need a translation of any part of this document please tick the box for the language required and complete the form below. Telephone 020 8770 5000 for more information.

Nëse ju jështë mezh mëdha të njohin ka nevojë për më të përmbahni të ndonjë pjesë të këtij dokumenti, ju lutem shënoni me v kutinë për gjithë të kërkuar dhe plotësioni formularin e mëposhtëm. Për më tepër informacion telefononi numrin 020 8770 5000.

If you or anyone you know need a translation of any part of this document please tick the box for the language required and complete the form below. Telephone 020 8770 5000 for more information.

Many publications can be downloaded directly from our website: www.sutton.gov.uk. Otherwise if you need any of the information in this document in large print, braille, or audiotape please tick the box and complete the form.

Name ........................................
Address ........................................
........................................
........................................
Telephone no. ........................................

Please return the form to:
London Borough of Sutton
Civic Offices
St Nicholas Way
SUTTON SM1 1EA
Transfer to Secondary School 2010

Opening Evening Dates

In addition to the open evening dates below, the London Borough of Sutton will hold an open meeting for parents and carers to explain the admissions process, to assist them in completing their application. This meeting will be held at Cheam High School on:

Tuesday 15th September 2009  7:30pm - 8:30pm.

<table>
<thead>
<tr>
<th>School</th>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carshalton Boys Sports College</td>
<td>Wednesday 7 October 2009</td>
<td>6:30pm - 9:00pm</td>
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<tr>
<td>Carshalton High School for Girls</td>
<td>Wednesday 7 October 2009</td>
<td>6:30pm - 9:00pm</td>
</tr>
<tr>
<td>Cheam High School</td>
<td>Thursday 15 October 2009</td>
<td>5:30pm - 8:30pm</td>
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<tr>
<td>Glenthorne High School</td>
<td>Thursday 8 October 2009</td>
<td>6:00pm - 9:00pm</td>
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<td>Friday 9 October 2009</td>
<td>10:00am - Midday</td>
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<tr>
<td>Greenshaw High School</td>
<td>Wednesday 23 September 2009</td>
<td>6:30pm - 9:15pm</td>
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<tr>
<td>Nonsuch High School for Girls</td>
<td>Day visits - Please contact the school</td>
<td></td>
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<tr>
<td>Overton Grange School</td>
<td>Thursday 1 October 2009</td>
<td>5:30pm - 8:30pm</td>
</tr>
<tr>
<td>St Philomena’s Catholic High School for Girls</td>
<td>Wednesday 30 September 2009</td>
<td>4:00pm - 8:30pm</td>
</tr>
<tr>
<td>Stanley Park High School</td>
<td>Tuesday 6 October 2009</td>
<td>6:00pm - 9:00pm</td>
</tr>
<tr>
<td>Sutton Grammar School for Boys</td>
<td>Thursday 17 September 2009</td>
<td>4:00pm - 9:00pm</td>
</tr>
<tr>
<td>The John Fisher School</td>
<td>Wednesday 30 September 2009</td>
<td>6:00pm - 9:00pm</td>
</tr>
<tr>
<td>Wallington County Grammar School</td>
<td>Day visits - Please contact the school</td>
<td></td>
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<tr>
<td>Wallington High Schools for Girls</td>
<td>Thursday 24 September 2009</td>
<td>4:00pm - 8:30pm</td>
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<tr>
<td>Wilson’s School</td>
<td>Monday 28 September 2009</td>
<td>5:00pm - 8:00pm</td>
</tr>
<tr>
<td></td>
<td>Tuesday 29 September 2009</td>
<td>5:00pm - 8:00pm</td>
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