

# **Sutton Grammar School Admissions Policy 2023**

---

## **Year 7 Admissions**

The School's Standard Admission Number for Year 7 is 135, to include any boys with Education, Health and Care Plans (EHCP) or Statements of Special Educational Needs who meet the School's Admission Standard and for whom Sutton Grammar School is the named school on their EHCP or statement. It will also include:

- any boys who are deemed to be looked after or formerly looked after by an English local authority and who meet the School's Admission Standard, and
- any boys who were formerly looked after by or were in the care of, or were accommodated by, a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society outside of England and who meet the School's Admission standard.

In the event that there are more qualified boys than places the over-subscription criteria will determine the rank order in which places will be offered.

Sutton Grammar School is part of the Pan-London Co-ordinated Admissions Scheme. To make a valid application parents must complete the Common Application Form (CAF) issued by their Local Authority. If parents live in London or Surrey they can access and complete the CAF on-line at [www.eadmissions.org.uk](http://www.eadmissions.org.uk)

From this point onwards we use the terms 'parents' and 'son' frequently. All such references also apply to 'carers' and their 'looked-after boy'.

## **Eligibility Tests for entry to Year 7**

To be eligible for entry into Year 7 boys must meet the Admission Standard.

A boy must first pass the Selective Eligibility Test (SET) run in conjunction with other local schools. The SET will be taken on a date in September of the year of application. This test will be sat at an allocated test centre. The result of the SET, including age and deprivation adjustments, determines whether or not a boy is eligible for the School's second stage test.

Sutton Grammar School's second stage test will test the core subjects of English and mathematics. Only boys who have met the standard in the SET will be invited to take the second stage test.

The result of the tests (the SET and the School's second stage test) will not guarantee a place at the School but will show that the boy has met the School's Admission Standard and will allow the parents to make an informed choice when completing the CAF prior to 31 October in the year of application.

## **Taking the Tests**

Full details of the application procedure and the test dates will be published on the School's website and those of the other participating schools.

## **Sutton Grammar School Admissions Policy 2023**

---

The dates of the SET and the second stage test will be set to ensure that parents receive the results and are able to make an informed choice on their Common Application Form (CAF) before 31 October in the year of application.

To register a boy to take the Selective Eligibility Test parents/carers must complete the Registration Form (sometimes called the Supplementary Form), which they can access and complete on-line via a link from the website of any of the participating schools.

### **Test Dates**

The test dates and procedures for entry to year 7 in 2023 are set out in the appendix to this policy

### **Applying for Sutton Grammar School**

For an application to Sutton Grammar School to be valid:

- boys must meet the 'pass' standard of the SET.
- boys must meet Sutton Grammar School's Admission Standard following completion of the second stage test.
- parents must name Sutton Grammar School on the CAF.

### **Oversubscription Criteria**

Parents must have named Sutton Grammar School on the CAF and their son must have met the School's Admission Standard in order to be placed on a rank order list of qualified applicants that is sent to the Local Authority.

After the admission of boys with an EHCP who meet the admissions standard the following criteria will apply, in the order set out below, to determine the rank order of boys eligible for offers of places at the School:

1. Boys who are deemed to be 'looked after' or formerly looked after by a local authority. Supporting evidence of the status will be required.
2. 75 places by rank order of the combined scores in the SET and Sutton Grammar School's second stage tests where the home address of the boy is in one of the specified postcodes (SM1-7, KT4, KT17, CR0 4--, CR4)
3. Up to 60 places (plus any remaining places from criterion 2 if the number of qualified boys in criterion 2 is less than the 75 on offer) by rank order of the combined scores in the SET and Sutton Grammar School's second stage tests, where the home address of the boy may be in any postcode.
4. Proximity of the boy's home address from the School (where scores are equal).

## **Sutton Grammar School Admissions Policy 2023**

---

The final score will be rounded to the nearest four marks. There will usually be several boys with the same final score. Where the admission of all of these would exceed the number of places available, places will be allocated by proximity of the boy's home address (measured in a straight line) to the front door of the School in Manor Lane. All distances will be measured using a computerised Geographical Information System maintained by the London Borough of Sutton.

The address used in the application process must be the boy's permanent place of residence on the date of submission of the Registration Form, updated by notice to the School's Registrar if necessary, to be current on 31 October in the year of application. It will be expected to be the home address recorded by the boy's current primary school (with any exceptions fully explained) and must be the address validly registered with the local authority on the CAF submitted by 31 October in the year of application. Proof of address and dates of living there must be provided on request to check that the appropriate address is used in applying the over-subscription criteria.

If the parents do not live together, the address used should be that of the parent with whom the child spends the majority of his time. This will normally be the main address held by the primary school. This should also be the case if there is a formal equal share custody arrangement between the parents.

In the case of boys who are the children of permanent employees of Sutton Grammar School with at least two years services service by 31 October of the year of application, or who have been recruited to fill a vacant post for which there is a demonstrable skill shortage the home address will be deemed to be that of the school.

### **Admission of children outside their usual age group**

Parents may request that their child is admitted outside their normal age group. To do so parents should include a request with their registration, specifying why admission out of normal year group is being requested. Parents are asked to submit information about the child's academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. When such a request is made, the Academy Trust will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned, taking into account the views of the Headteacher and any supporting evidence provided by the parent. The Academy Trust will include consideration of the following factors when making a decision:

- Parents' views
- Information relating to the child's academic, social and emotional development, where relevant
- Medical history and the views of a medical professional
- Any previous history of being educated outside his normal age group
- If the child may naturally have fallen into a lower age group if it were not for being born prematurely
- Views of the Headteacher of Sutton Grammar School

## **Sutton Grammar School Admissions Policy 2023**

---

### **Offer of Places**

Parents will be informed of the school place offered to their son in a letter or email from their home Local Authority and this will be sent to arrive on the National Offer Day. The School will send parents confirmation of the status of their boy's application on the following working day.

Parents of boys not offered a place will be given details of the procedure for making an appeal. The Trust has established an independent panel to hear appeals.

### **Waiting List**

If a boy who meets the Admissions Standard is not offered a place for September in the year of entry because the year group is full, he will remain on the waiting list until 31 December of that year. If a vacancy arises within that period, the boy ranked highest on the waiting list according to the application of oversubscription criteria will be offered a place at the School without having to sit a further test.

### **Late Admission for Years 7 – 11**

Applications for boys to join the School at other times are welcome. Admission tests will only be held if a place is available and these will be used to determine that boys are of selective ability. Places will be offered to the highest ranking boys in the tests who meet the required standard. Boys will not be re-tested for a place in the same academic year. Applications for mid-term admissions and waiting lists will be managed in accordance with the London Borough of Sutton's coordinated scheme for mid-term admissions,

[https://www.sutton.gov.uk/info/200439/school\\_admissions/1063/mid-term\\_or\\_inyear\\_admissions](https://www.sutton.gov.uk/info/200439/school_admissions/1063/mid-term_or_inyear_admissions)

### **Sixth Form Entry**

The anticipated capacity of the sixth form is 160 students in Year 12. Priority will be given to students already at the School. All internal students who meet the criteria are eligible for a place in the sixth form.

At sixth form level, all students must meet a minimum level of overall success at GCSE. Entry is based on all the grades obtained by applicants, who must pass at least eight GCSEs or equivalent exams such as IGCSEs, at grades 9-4 (A\*-C in former system of grading), including English, mathematics and a science. Four of these subjects must be at a minimum of grade 7 (formerly grade A) and a further two at a minimum of grade 6 (formerly grade B). GCSE grades 9-7 (or equivalent) are usually required in the subjects to be studied at A-level.

A minimum of 25 places will be offered annually to external candidates. For external candidates, admission to the Sixth Form is open to male and female applicants on an equal basis. Applications may be made by a parent or prospective student. Offers of places will be determined by the rank order of actual examination results and are subject to the availability of places in individual subjects. Further information is published in the Sixth Form Prospectus.