

Sutton Grammar School

Admissions Policy for In-year entry in 2025

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1. Admissions – general policy

Sutton Grammar School Trust (Trust) is the admissions authority for entry to Sutton Grammar School (the School).

The Trust ensures that the School’s admission policies complies with relevant legislation (including the Equality Act 2010 and the Data Protection Act 2018) and the School Admissions Code issued by the Department for Education.

Sutton Grammar School is a selective school. Boys are admitted into the School for study in Years 7-11 of on the basis of high academic ability. In the sixth form (Years 12 - 13), male students and female students who have studied at other schools (external students) are welcomed also on the basis of academic achievement.

This policy (Sutton Grammar School Policy on In-year Admissions) sets out the Trust’s policy for in -year (mid-term) entry into the School into Years 7-13 other than in the normal admissions rounds. Therefore, this policy does not apply to:

- entry into Year 7 from the beginning of term in September until 31 December in that year (see the School’s admission policy for entry into Year 7 ([Admissions](#))); or
- entry into Year 12 during the 31st October in that year (see the School’s admission policy for entry into the sixth form ([Admissions](#))).

2. In-year admissions for Years 7 – 11

The London Borough of Sutton coordinates in -year (mid-term) admissions into Years 7-11 for Sutton Grammar School. The application form for in-year admissions is on the London Borough of Sutton website (see [admissions](#) and vacancy checker).

The London Borough of Sutton will notify the School that it has received an in-year application for the School. The School will notify parents/carers who have made an application for an in-year admission of the outcome of their application. The School will send the notification within 15 school days (being days when the school is open to students) of receiving notification from the London Borough of Sutton.

In-year vacancies at the School are rare and the Trust considers that admitting a boy in-year where there is not a vacancy will prejudice the efficient provision of education and use of

resources.

Where an application for an -in-year place is refused, the School will add the boy's name to a waiting list until the end of the academic year (in July) for the relevant year group. Parents/carers are responsible for notifying the School if they wish the boy's name to be added to a waiting list for the relevant year group for the next academic year (in September).

Should a place become available after 31 December in the case of Year 7, and at any time from the start of term in Years 8 – 11, all boys on the waiting list for the relevant year group will be invited to sit an entrance exam. Any boy who reaches the required standard in the entrance exam will be eligible for a place at the School.

Where the number of eligible boys applying for a place at the School exceeds the number of places available, boys will be offered a place in rank order of the examination results.

Boys may not take an entrance exam more than once for entry into the School in the same academic year.

3. In-year admissions for Years 12 – 13

If a student or parent/carer of a student at another school in Year 12 or 13 wishes to apply for a place in the sixth form, they should apply directly to the School (see [Admissions](#))

The School will notify the student or parent/carer who have made an application for an in-year admission of the outcome of their application. The School will send the notification within 15 school days (being days when the school is open to students) of receiving the application.

Where an application for an -in-year place is refused, the School will add the student's name to a waiting list until the end of the academic year (in July) for the relevant year group. The student or their parents/carers who made the application are responsible for notifying the School if they wish the student's name to be added to a waiting list for the relevant year group for the next academic year (in September).

Should a place become available after 31st October in the relevant academic year, the Trust will offer the place to a student who meets the academic criteria for entry into the sixth form (see the School's admission policy for entry into the sixth form), subject to availability of capacity in the A Level subjects to be studied.

Where the number of eligible students on the waiting list exceeds the number of places available, students will be offered a place in rank order of their examination results. Rank order is calculated by reference to total point score of GCSE (or equivalent exam such as IGCSE) results in a subject studied at GCSE level at Sutton Grammar School or a subject deemed to be of academic equivalence by the Trust as set out in the Admissions Policy for Sixth Form.

4. In-year admission of children outside their normal age group

Parents/carers may request that their child is admitted outside their normal age group. To do so parents should include a request with their application, specifying why admission out of normal year group is being requested. Parents/carers should submit information about: the child's academic, social and emotional development; where relevant, the child's medical history and the views of a medical professional; whether the child has previously been educated out of their normal age group; and where relevant, whether the child would have been in a different age group if they had not been born prematurely. When such a request is made, the 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/carer. The Trust will take account of the following factors when making a decision:

- The views of parents/carers.
- Information relating to the child's academic, social and emotional development.
- Where relevant, the child's medical history and the views of a medical professional.
- Any previous history of the child being educated outside his normal age group.
- Where relevant, whether the child would have been in a different age group if they had not been born prematurely.
- The views of the Headteacher of Sutton Grammar School.

5. Right of Appeal

Parents/carers have a statutory right of appeal against the Trust's decision to not offer a place for a student at the School for whom they have made a valid application.

Students who have made a valid application for a place in the sixth form have a statutory right of appeal against the Trust's decision to not offer a place to them.

Where a place is not offered, the School will send information about the appeal procedure to the parent/carer or student who made the application.