

# Sutton Grammar School

## Admissions Policy for entry into the Sixth Form in 2025

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### 1. Sixth form 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 comply 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 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.

The Published Admissions Number for Year 12 is 180 students.

All students in Year 11 (internal students) who meet the School’s academic criteria for entry into Year 12 are eligible for a place in Year 12.

A minimum of 40 places for entry into Year 12 will be offered to external students who are moving from Year 11 to Year 12. Admission into Year 12 is open to male external students and female external students on an equal basis on the basis of academic achievement.

External students with an Education, Health and Care Plan (EHCP) who meet the School’s academic criteria for entry into Year 12 and for whom Sutton Grammar School is the named school on their EHCP will be offered a place before other applicants.

Where the number of eligible external students applying for a place at the School exceeds the number of places available (after offers of places to external students with an EHCP that names the School), oversubscription criteria will be applied to determine the order in which external students will be offered a place (see paragraph 4 below).

## **2. Application for entry to Year 12 – outline of procedure**

Students in Year 11 of the School who meet the academic criteria for entry into Year 12 are not required to make a formal application to enter Year 12.

External students in Year 11 of another school may apply for entry into Year 12 themselves or their parent/carer may apply on their behalf.

Applications by or for a Year 11 external student should be made by submitting an online application form, which is available on the School website (see [Sixth Form Admissions](#)).

Further information about the procedure for entry to Year 12 in 2025 and relevant dates, are set out on the School website (see [Sixth Form Admissions](#)).

## **3. Academic criteria for Year 12 entry**

For entry into the sixth form level, Year 11 students (both internal students and external students) must meet the School's required academic criteria by achieving each of the following passes in GCSEs (or in equivalent exams such as IGCSEs) taken in 2025 (summer):

- At least eight exams at grades 9 - 5.
- Exams in English language, mathematics and a science at grades 9 – 5.
- Four exams with a minimum grade of 7.
- Two exams with a minimum grade of 6.

A minimum grade in a relevant GCSE (or equivalent exam such as an IGCSE) is usually required in a subject to be studied at A level. For more information see course requirements in the [Sixth Form Admissions](#).

For external students, meeting the specified academic criteria does not guarantee a place in Year 12 at the School as the number of students meeting the required standard is greater than the number of places available. In such circumstances, the oversubscription criteria (paragraph 4) will apply.

Further, offers of places in Year 12 to external students are subject to the availability of places in individual subjects that they wish to study and have the required grade to study.

## **4. Offers of places and oversubscription criteria**

After offers of places to external students with an EHCP (see paragraph 1 above), the following criteria will apply, in the order set out below, to determine the rank order of external students eligible for an offer of a place in Year 12 at Sutton Grammar School:

1. External students who are within the definitions of a "looked after child" or "previously looked after child" (see below\*).
2. External students whose parent is a member of staff employed at the school as an employee under a continuing contract with an indefinite term (a "permanent" contract) for a continuous period of at least two years at the date of registration for Sixth Form.
3. Up to six places for external students who are in receipt of income based free school meals at the date of registration for a place in Sixth Form, where the home address of the external student on such date is in one of the following postcodes: SM1-7, KT4, KT17, CR0 4— and CR4. Supporting evidence of status will be required.\*\*

4. The remaining places unallocated (including any places remaining from criterion 3 if the number of external students qualifying under those criteria is less than the specified number on offer) by rank order of exam results.

Rank order is calculated by reference to the total points score of a student's top 8 grades in GCSEs (or equivalent exams such as IGCSEs) in subjects that include English language, mathematics, a science and the subjects that the student wishes to study at A Level where those subjects have been studied at GCSE (or IGCSE) level.

Places will be allocated according to the rank order of students and spaces in the courses that a student wishes to study. Therefore, when a course is full, a place will be allocated to the next student according to rank order who wishes to study courses that have capacity.

The address used in the application process must be the student's permanent place of residence on the date of submitting the School's online registration form for entry into Year 12. It will be expected to be the home address recorded by the student's current school (with any exceptions fully explained). Proof of address and dates of living there must be provided on request to check that the appropriate address is used in making an offer and applying the over-subscription criteria.

The Trust reserves the right to withdraw the offer of a place in the School where it has been made on the basis of incorrect, misleading or fraudulent information.

\* A "looked after child" is a child who is: (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in section 22(1) of the Children Act 1989) at the time when the child is registered for Sixth Form.

A "previously looked after child" is a child who was looked after but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order) immediately following having been looked after and those children who appear (to the Trust) to have been in state care outside of England and ceased to be in state care as a result of being adopted.

\*\* Students or parents/carers of students in receipt of income based free school meals must tick the FSM box and provide the required information when completing the online registration form for entry to Year 12 to enable the Trust to verify receipt of free school meals.

## **5. 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 registration, 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.

## **6. Waiting list**

After the initial allocation of places for Year 12, a waiting list will be held by Sutton Grammar School for all students eligible for entry to Year 12 who wish to be considered for a place if it becomes available.

If a place becomes available, the applicant ranked highest on the waiting list according to the application of oversubscription criteria (see paragraph 4 above) will be offered a place at the School. The waiting list will be held until 31 October of the year of admission.

For admission after this date, see the separate policy on in-year admissions (see Admissions).

## **7. Right of Appeal**

A student who has made a valid application to enter Year 12 and the parents/carer of a student for whom a valid application has been made have a statutory right of appeal against the Trust's decision to not offer a place for the student at the School.

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.