

Sutton Grammar School

Admissions Policy for entry into Year 7 in 2025

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1. Year 7 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.

The School is a selective school for boys in Years 7 - 11, with female students welcomed also into the Sixth Form (Years 12 - 13).

The published Admissions Number (PAN) for year 7 is 135.

Boys who reached the required standard in the entrance tests for Sutton Grammar School are eligible for a place at the School.

Included in the School’s admission number of 135 are boys with an Education, Health and Care Plan (EHCP) who meet the School’s required standard in the entrance tests for Sutton Grammar School and for whom Sutton Grammar School is the named school on their EHCP. These boys will be offered a place before other applicants.

Where the number of eligible boys applying for a place at the School exceeds the number of places available (after offers of places to boys with an EHCP that names the School), oversubscription criteria will be applied to determine the order in which boys will be offered a place (see paragraph 7 below).

To apply for a place at Sutton Grammar School, the School must be named as a preference on the Common Application Form (CAF) (see paragraph 6 below).

2. Application for entry to Year 7 – outline of procedure

A boy is eligible for a place at Sutton Grammar School if the following conditions are met:

- Parents/carers must register a boy for the first stage test – the Selective Eligibility Test (SET) (see paragraph 3 below).
- The boy must pass the SET as determined by Sutton Grammar School (see paragraph 4 below).
- Following an invitation from Sutton Grammar School, the boy must take the second stage test (see paragraph 5 below).
- The boy's results from the SET and the second stage test must meet the required
 - standard for admission to the School (see paragraph 5 below).
- Parents/carers must name Sutton Grammar School as a preference on the Common Application Form (CAF) (see paragraph 6 below).

Information about key dates and detailed procedures for entry to year 7 in 2025, and the age group for entry, are set out in a separate document on the School website (see [Admission Procedures for entry in September 2025](#)).

3. Registering for the Selective Eligibility Test (SET)

To register a boy to take the Selective Eligibility Test (SET), parents/carers must register online on the School website or on the website of other schools participating in the running of the SET.

For information about registering for the SET and the closing date for registration, see [Admission Procedures for entry in September 2025](#). See also [Admissions](#). This information is also available on the websites of other schools participating in the SET.

4. The Selective Eligibility Test (SET)

The Selective Eligibility Test (SET) will be held on a date in September 2024. A boy may take the SET at Sutton Grammar School or one of the other schools participating in the running of the SET and providing a test centre.

Sutton Grammar School will invite those boys whose results from the SET meet or exceed the pass mark for the SET to take the second stage test for entry to Sutton Grammar School (see paragraph 5 below).

The SET score applies to entry to any of the schools participating in the SET. Each of the participating schools can determine their own pass mark for the SET.

Sutton Grammar School adjusts marks from the SET for a boy's age and income deprivation score.

5. The second stage test

The second stage test will be held on a Saturday in September/early October 2024.

The second stage test will be common to Sutton Grammar School, Wallington County Grammar School and Wilson's School.

The second stage test will consist of a mathematics paper and an English paper.

The school will send an email to parents/carers notifying them of the outcome of the second stage test. The email will be sent prior to 31 October in the year of application in time for parents/carers to make an informed choice when completing the Common Application Form (CAF) (see paragraph 6 below).

The marks from both the second stage test and the Selective Eligibility Test (SET) will be used by the School to determine the required standard for eligibility for places at their school.

Sutton Grammar School adjusts the marks from the second stage test and the SET for a boy's age and income deprivation score.

Achieving the required standard does not guarantee a place at Sutton Grammar School as the number of boys achieving the required standard is greater than the number of places available. In such circumstances, the over-subscription criteria will apply.

6. Common Application Form (CAF)

Sutton Grammar School takes part in the London Borough of Sutton's coordinated scheme for secondary admissions. The application procedure for entry into Year 7 of the School is in accordance with Sutton's coordinated scheme.

To make a valid application for entry to Year 7 in Sutton Grammar School, parents/carers must complete the Common Application Form (CAF) issued by their home local authority by the closing date and name Sutton Grammar School as a preference. If parents live in a London Borough or Surrey, they can access and complete the CAF online at www.eadmissions.org.uk through the Pan London eAdmissions System.

Offers of a secondary school place will be made by a child's home local authority on National Offer Day. Sutton Grammar School will send parents/carers confirmation of the status of their boy's application to the School on the next working day after National Offer Day.

7. Offers of places and oversubscription criteria

After offers of places to boys with an EHCP (see paragraph 1 above), the following criteria will apply, in the order set out below, to determine the rank order of boys eligible for an offer of a place in Year 7 at Sutton Grammar School:

1. Boys who are within the definitions of a "looked after child" or "previously looked after child" (see below*).
2. Boys 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 the SET.
3. Up to 10 places for boys who are in receipt of income based free school meals at the date of registration for the SET where the home address*** for the boy is one of the following postcodes: SM1-7, KT4, KT17, CR0 4--, CR4, by rank order of the combined scores in the SET and the School's second stage test. Supporting evidence of status will be required.**
4. 75 places by rank order of the combined scores in the SET and the School's second stage test where the home address of the boy is in one of the following postcodes: SM1-7, KT4, KT17, CR0 4--, CR4.

5. The remaining places unallocated (including any places remaining from criterion 3 and criterion 4 if the number of boys qualifying under those criteria is less than the specified number on offer) by rank order of the combined scores in the SET and the School's second stage test, where the home address of the boy may be in any postcode.

Where boys have the same score from the tests and the numbers under the relevant criterion would be exceeded by admission of all those boys, places will be allocated by closest 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.

* 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 the SET.

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. Indication of looked after status should be provided to the School's Registrar.

** Parents/carers of children in receipt of income based free school meals must tick the FSM box and provide the required information when registering their child for the SET to enable the Trust to verify receipt of income based free school meals.

***The home address is where a child normally lives. Where a child lives with parents with shared parental responsibility, each for part of a week, the address where the child lives is determined using a joint declaration from the parents stating the pattern of residence. If a child's residence is split equally between both parents, then parents will be asked to determine which residential address should be used for the purpose of admission to school. If no joint declaration is received and the residence is split equally by the closing date for applications, the home address will be determined to be the address where the child is registered with the doctor. However, all evidence will be taken into account. If the residence is not split equally between both parents, then the address used will be the address where the child spends the majority of the school week. In some cases, where distance is a relevant factor in admission decisions, a different address may be used if a family unit owns or has access to another property.

All school admission applications for school places are subject to address checks to ensure school places are allocated fairly and in accordance with published admission arrangements.

These checks will be conducted by the home Local Authority; where a fraudulent address or an address of convenience are found to have been used, the application and any subsequent offer may be withdrawn.

8. 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.

9. Waiting list

After the initial allocation of places for Year 7, a waiting list will be held by the School for all boys eligible for entry to Year 7 who wish to be considered for a place if it becomes available.

If a place becomes available, the boy ranked highest on the waiting list according to the application of oversubscription criteria (see paragraph 7 above) will be offered a place at the School. The waiting list will be held until 31 December of the year of admission.

For admission after 31 December in the relevant year, see the separate policy on in-year admissions (see [Admissions](#)).

10. Right of Appeal

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

Information about the appeal procedure will be provided to parents/carers of boys not offered a place.