

# Starting Primary School in September 2021

For children born between  
1 September 2016 and 31 August 2017

Apply online at:  
[www.sutton.gov.uk/admissions](http://www.sutton.gov.uk/admissions)

London Borough of Sutton  
St Nicholas Way  
Sutton  
SM1 1EA



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# Introduction

## Dear Parents and Carers,

This booklet aims to provide you with the information you need to apply for a primary school place in Sutton or any other local authority area for September 2021.

This booklet is only for parents and carers of children living in Sutton – if you do not live in Sutton you should apply to your home local authority.

Please refer back to the copy of this booklet until you have received and accepted an offer of a primary school place for your child.

If your child attends a nursery attached to a primary school, you must make a separate application for Reception entry. In Sutton community schools no priority is given to children who are in an attached nursery.

If you have any questions regarding school admissions, please visit [www.sutton.gov.uk/admissions](http://www.sutton.gov.uk/admissions) or email [suttonadmissions@cognus.org.uk](mailto:suttonadmissions@cognus.org.uk)

**Sutton's School Admissions Team processes are run by Cognus Limited on behalf of the London Borough of Sutton.**



# Applying online

Parents of children living in the London Borough of Sutton can apply online for a primary place at [www.sutton.gov.uk/admissions](http://www.sutton.gov.uk/admissions) from 1 September 2020. Last year 97% of Sutton residents applied online.

We recommend you [visit the website and apply online](#) because:

- you will receive earlier notification of the result of your application
- no forms will get lost in the post
- you will receive an instant email confirmation of your completed application once you have submitted it
- it is quick and simple, and no paper is involved
- there are no postage costs
- it is a safe and secure password protected system
- you can amend your application right up to the closing date

The online application form is straightforward but if you have any doubts about the information you should enter please see [pages 6 - 11](#) of this brochure for details.

If you do not have access to the internet at home, you can make an online application for your child free of charge at the Sutton Civic Offices or at any Sutton library. Please contact your local library for information about internet access. Alternatively, a friend or family member or your child's current school may be able to help you to apply online. You could also try an internet café or apply at work (with permission).

You must have an email address in order to apply online. If you do not already have an email address, the online system will allow you to create one.

If you live in Sutton and wish to complete a paper application form, please email [suttonadmissions@cognus.org.uk](mailto:suttonadmissions@cognus.org.uk)

Once you have registered to apply online, please keep a note of your username and password below. You will be able to return to your application to make amendments until the closing date of 15 January 2021, and view the outcome on the evening of 16 April 2021

If you apply online, please **do not** also submit a paper form. Submitting more than one application could, at the very least, delay your application.

If you are printing this booklet, you can use the space below to note your own log in details:

USERNAME/EMAIL:	
PASSWORD:	
REFERENCE NUMBER:	

# Key dates

1 September 2020	Online applications open online at <a href="http://www.sutton.gov.uk/admissions">www.sutton.gov.uk/admissions</a> .
<b>15 January 2021</b>	<b>Closing date for applications. Applications received after this date will be regarded as late.</b>
10 February 2021 (Close of business 5pm)	Latest date that an application that is late for good reason can be accepted. <b>Reasons and evidence must be presented with the application by 5pm on this date.</b>
16 April 2021	Notification of outcome posted to parents who did not apply online to their home address, by first class post.
<b>Evening of 16 April 2021</b>	<b>Results available for applications submitted online.</b>
May to September 2021	Additional offers made as vacancies occur.
June to July 2021	Admissions appeals.

## When do children start school in Sutton?

Sutton primary schools will offer full time education to children from the September before the fifth birthday. Parents can defer the date their child is admitted to school until later in the school year but not beyond the point at which they reach compulsory school age or, for children born between 1 April and 31 August, not beyond the beginning of the final term of the school year for which the offer was made.

Where parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

Parents wishing to apply for places outside the child's normal year group will have their application considered by each admissions authority they are applying to based on the circumstances of each case. Applicants should refer to the school's admissions arrangements.

## Visiting schools

Before you apply, we would usually recommend that you visit schools to understand transport routes and school facilities, and to hear from staff about the school achievements and plans for the future. Due to the current pandemic this may not be possible therefore please check school websites for information on their facilities and how to contact them. See a full list of primary schools and links to their websites on [pages 18-19](#).

# Completing your application

You should apply online via the Sutton website at [www.sutton.gov.uk/admissions](http://www.sutton.gov.uk/admissions)

This website will direct you through to the Pan-London eAdmissions system which is used by all local authorities in London and Surrey County Council. If you have any **technical problems registering or logging into** the eAdmissions system please email [support@eadmissions.org.uk](mailto:support@eadmissions.org.uk) or call 020 8255 5555. This number is for **technical problems only**.

If you apply online, your application will automatically be directed to the correct borough. This will be the borough where your child is permanently resident based on the address you provide on the application.

**You must not use a future address when making your school application. If you submit your application from an address that you do not live at, we reserve the right to cancel the application and you will be asked to reapply using your current address. You should also be aware that if this is close to the closing date it may jeopardise your chances of making an on time application to the correct Local Authority.**

You may only complete one application. If you apply online, please do not also complete a paper application form.

If you apply online, there are guidance notes to help you. The following notes may also be useful:

## Section 1 – Your child

We need your child's full legal name, date of birth and gender.

An application can only be made from a single address and only a single application made for each child.

The address used in an application must be that where an adult or adults with legal responsibility for the child live, as described below.

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 may be made using council systems, agencies, fraud departments, other education settings, or other resources available to us. Applicants may also be asked to provide additional evidence to support their application.

It is for the home Local Authority to determine if, on the balance of probability, the address given on an application is a child's normal place of residence or is considered to be an address of convenience. Some examples of circumstances which may fall under this definition are as follows:

- using the address of a relative, friend, childminder or business
- using the address of a parent with whom the child spends the minority of the week
- use of a rented or second owned property address on a temporary basis which gains advantage in the admissions process whilst still continuing to own or rent an alternative property
- use of a local address whilst the child lives overseas

In making a decision, the following factors will be taken into account alongside any evidence seen during the address checking process:

- the preference schools and if they are oversubscribed
- if the address being used gains an advantage in the admissions process
- the distance of the properties to the preference schools
- the length of time the arrangement has been in place
- current education providers and services working with the family
- any state benefits in payment

If an address of convenience is found to have been used, the home Local Authority will determine the address to be used based on the evidence found in their investigations. Where this address or preference schools fall within another Local Authority, they may be consulted in the decision.

If a fraudulent address or address of convenience is found to have been used after the allocation of places, any offer made will also be withdrawn, and this may be the case even if the child has started the school.

Applicants living outside England may only submit an application if they have a linked address within the Local Authority area, and documentary evidence must be supplied to show they will return to the address prior to the September in the year of entry; this address must not be an address of convenience.

If parents/carers wish to discuss their circumstances prior to making their application, they should contact [suttonadmissions@cognus.org.uk](mailto:suttonadmissions@cognus.org.uk)

You are not required to provide evidence of your child's address when you apply, but we reserve the right to check council tax or other records for confirmation, or to contact you to ask you to provide further evidence or proof of address.

If you move address after completing your application, you must let us know at that time by emailing [suttonadmissions@cognus.org.uk](mailto:suttonadmissions@cognus.org.uk) to inform us and provide evidence of your new address. The address that we will use 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 your child already has an **Education Health and Care Plan**, you do not need to follow this process as you will follow a different admissions route with your EHCP co-ordinator. If your child is undergoing an EHCP needs assessment but it is not yet complete, please follow this process but attach a letter telling us that this is the case. We will then liaise with the SEN(D)Team before the offers are made. Please do not delay making your application because you are waiting for the outcome of any needs assessment.

## Section 2 – Parent or carer’s details

We also need your name and address, if it is different to the child’s address. **Your contact details are vital**; please ensure you include an up-to-date telephone number and email address.

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.

We will check your address against council records and may request supporting evidence in the name that matches the one given on the application form. If you move house, you must notify the Cognus School Admissions Team immediately and provide proof of the new address. Email [suttonadmissions@cognus.org.uk](mailto:suttonadmissions@cognus.org.uk).

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.

Stepparents, 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 <https://www.gov.uk/parental-rights-responsibilities>.

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

## Section 3 – Children Looked After / Children in Public Care

You need to state whether or not the child is, or has previously been, in the care of a local authority. This is defined as:

- children who are registered as being in the care of a local authority in accordance with [Section 22 of the Children Act 1989\(a\)](#), e.g. fostered or living in a children’s home, at the time an application for a school is made; and

- children who have left care through adoption (in accordance with [Section 46 of the Adoption and Children Act 2002](#)), a residence order/child arrangement order (in accordance with [Section 8 of the Children Act 1989](#)) or special guardianship order (in accordance with [Section 14A of the Children Act 1989](#)).

### **Required evidence for a Child Looked After**

If you are applying for a child who is **currently in the care** of a local authority, you must provide a written statement from the child's social worker.

This should include:

- Confirmation the child is currently looked after
- The name of the local authority the child has been placed in the care of
- Confirmation that the child is currently placed with a foster carer or in local authority accommodation and the address at which they are currently living.

### **Required evidence for a Child Previously Looked After**

If you are applying for a child who was previously in the care of a local authority, you will need to provide supporting evidence as outlined below according to the relevant circumstances

#### For adopted children:

An adoption order made under section 46 of the Adoption and Children Act 2002, including the schedule which confirms details of the date and place of birth, and the placement of the child.

**Please note: children adopted from outside England are not classified as children in public care and therefore will not be considered under this criterion**

#### For children subject to a special guardianship order:

A written statement from the local authority where the child was previously in care confirming the child was in local authority care **immediately before a special guardianship order** was made. You must also provide a copy of the special guardianship order itself.

#### For children subject to a child arrangements/residence order:

A written statement from the local authority where the child was previously in care confirming the child was in local authority care **immediately before** a child arrangements/residence order was made. You must also provide a copy of the child arrangements/residence order itself

## **Section 4 – Your primary school preferences**

You may name up to **six** schools on the form. The schools do not have to be in Sutton, they can be in any borough, and we encourage families living close to borough boundaries to consider all local schools.

Limiting the number of schools you name will not improve your chance of securing a place at your first preference school and you should consider schools for which your child would have been eligible in previous years. The online application form will not allow you to name a school more than once – each application will only be considered once for each school.

Please think carefully about your **preference order**. If you receive an offer at a preference school, it may not be possible to offer a place at a lower preference school later if you change your mind.

Private (fee paying) schools are not part of the scheme and should not be included on your application.

If you believe your child is eligible for **sibling** priority at one of your preferred schools, you **must** include their details on your application. You should put the sibling details in the sibling section and **not in the comments box**

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. If your child will have a sibling at one of your preferred schools or attached junior school in September 2021, 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.**

**Please note: If you have an eligible sibling as described above and fail to include the sibling details in the correct section within the application, your application may be considered under a lower criterion.**

For Sutton Community schools, where a sibling is in Nursery or Year 6 at the time of application, sibling priority **will not** be given.

If you would like your application to be considered under a school's **medical or social criteria** where it has one, you should attach your supporting documents and tick the box to confirm this. Medical or social reasons will not be considered unless professionally supported in writing. The written evidence must either be attached to the online application or submitted separately by post or email. If you apply for a school that does not have a medical or social criteria or you do not tick the corresponding box on the application the information will not be shared with the school. For more details see [page 14](#)

A number of schools give priority to **children of staff**; you must tick the box to confirm this if eligible

## **Section 5 – Declaration and form submission**

Please read the declaration carefully, check the box to confirm you accept it, and submit the application by pressing the submit button. **Please note that saving alone will not submit your application, you must press submit.**

Once you have submitted your application correctly you should receive a confirmation email containing a reference number that looks like this 319-2021-09-E-001234. This confirms that your application has been received. If you do not receive an email with a reference number, it means your application has not been submitted and you should log back into the eAdmissions

system and submit your application (or you may need to adjust your email software to receive 'no reply' emails). **Please make sure that you check for receipt of the confirmation email.**

By submitting your application, you agree to the following declaration:

- I wish to apply for a place at each of the schools named in Section 4, and where I have applied for more than one school, I have listed my schools in my order of preference.
- I am the person with parental responsibility for the child named in this application, and we ordinarily reside at the address provided.
- I am not using a fraudulent address or an address of convenience and have read the definition of this on pages 6-7
- The information I have given is true to the best of my knowledge and belief.
- Any false, deliberately misleading or withheld information may render this application invalid and could lead to the application and any associated school offer to be withdrawn.
- I have read the Privacy Notice <https://cognus.org.uk/privacy/> and understand how my information may be used.
- I will notify the Cognus School Admissions Team [suttonadmissions@cognus.org.uk](mailto:suttonadmissions@cognus.org.uk) of any changes to the details in this application as soon as they occur, **including any change of address, and understand that failure to do so may result in an offer being withdrawn.**
- I authorise the London Borough of Sutton and the Cognus School Admissions Team to make checks as they deem necessary, including enquiries of other record systems held by the Council.

## Supplementary Forms

Some schools require an additional supplementary form to be completed to allow them to assess certain elements of their admission criteria. Supplementary forms for Sutton schools are available by contacting each school directly, or via their websites.

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

School	To be completed for	Closing date
<a href="#">All Saints' Benhilton C of E Primary</a>	Foundation places	15 January 2021
<a href="#">All Saints' Carshalton C of E Primary</a>	Foundation places	15 January 2021
<a href="#">St Cecilia's Catholic Primary</a>	All applicants	15 January 2021
<a href="#">St Dunstan's Cheam C of E Primary</a>	Foundation places; children of staff places; places for children attending the school's Nursery who are eligible for Pupil Premium	15 January 2021
<a href="#">The Federation of St Elphege's Catholic Infants</a>	All applicants	15 January 2021
<a href="#">St Mary's Catholic Infants</a>	All applicants	15 January 2021

If you complete a supplementary form for any of the above schools, you must also name it as one of your preferences in your application if you want to be considered for a place at the school. 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 in your application.

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 36-38](#).

## **Where do I send my completed application?**

Wherever possible we recommend completing your application using the online system to avoid any potential postal problems. Online applicants will automatically receive a reference number to confirm that their application has been received, and we recommend this as the safest method for making applications. For more details see [page 4](#).

If you are unable to apply online and are completing a paper form, it should be posted to the Cognus School Admissions Team, London Borough of Sutton, Civic Offices, St Nicholas Way, Sutton, SM1 1EA. **Do not complete a paper application form if you have applied online.** If you post an application form, please obtain proof of postage as any forms that go missing in the postal system will be the responsibility of the applicant. If you send a paper form in a large envelope, please note that postage will be in excess of a single first class stamp. If insufficient postage is paid, it may be delayed or undelivered and your application will be jeopardised. However you apply, applications must be received by **15 January 2021**. No responsibility can be taken for forms lost in the post.

# **Guide to applying for a primary place**

## **Which schools should I apply for?**

**In previous years, applicants who have not received an offer of a preferred school have usually either only used a few of their 6 possible preferences or had not named local schools (either inside or outside the borough) for which they would have been eligible in previous years. It is better to name such schools on your original application than try to add them after the allocation.**

Before deciding which schools to apply for, gather as much information about the schools as possible using a variety of sources. We suggest that you:

- visit the schools (If this is possible and check school websites for school information and details of how to contact them)
- obtain school prospectuses
- look at school websites
- read the descriptions of Sutton schools in this booklet

Please do not base your decisions solely on SATs results or what other people say about a school. We recommend that all families make up their own minds. Visit school open events and remember that different children thrive in different environments, not just those that the

parents feel are appropriate. Also take into account how easy it will be for your child to get to the school on time from your home address.

It is also important that you consider such issues as the admissions criteria for each school; how places are allocated and who gets priority when a school is oversubscribed. Different schools will have different admissions policies, and these may affect the chances that your child will be offered a place.

[Page 17](#) shows how places were allocated last year. This shows the furthest distance to which each school was able to offer a place last year and should be used as a guide only. Each year the distances to which schools offered will vary according to a number of factors such as the number of places on offer; how many applications are received for each school and where each applicant lives.

If you are thinking about applying for any schools outside Sutton, please also get a copy of the relevant local authority booklet or contact the schools directly for information about admissions criteria or supplementary forms (see [pages 36-38](#) for details).

## **How do I check my distance to nearby schools?**

Some schools will give higher priority within some of their criteria for those who live nearest to the school. You can get information on where your local schools are, how far they are from your home address, and what the furthest distance is to which they have offered places in recent years all by using [the distance checker](#) available at [www.sutton.gov.uk/admissions](http://www.sutton.gov.uk/admissions).

## **How are places allocated?**

Our admissions process operates an equal preference scheme, which means that each admissions authority will consider applications without knowing the order of preference on your application. If your child is unsuccessful at your first preference school, they will not get overlooked by schools lower down your order of preference.

The admissions authority, which can be the local authority or the school itself, will decide whether a place can be offered. Where a school is oversubscribed, the admissions criteria are used to rank applications. This is the order in which children will be offered places.

If your child is eligible for only one of the schools you listed as a preference, this will be the offer that is made to you. Where a child can be offered two or more of their preferred schools, the offer made will be for the highest preference school. Any lower preferences will be automatically withdrawn.

Where you have applied to schools in more than one London borough, these boroughs exchange details electronically and the process is repeated. Again, the highest potential offer is retained and the others discarded. This process continues until each child has no more than one offer.

If your child is not eligible for any of the schools you applied for, and you are a Sutton resident, we will try and offer your child a place at an alternative appropriate school with a vacancy.

## **What if I have exceptional medical or social reasons for wanting a school?**

Some schools give priority to children who have a **professionally supported medical or social reason**, to attend a particular school.

Providing evidence does not guarantee that a child will be given priority at a particular school and in each case a decision will be made based on the merits of the case and whether the evidence demonstrates that a placement should be made at one particular school above any other.

Common medical conditions and allergies can usually be supported in all mainstream schools, therefore priority under a school's exceptional medical criterion would not normally be given for these.

Additionally, routine child-minding arrangements would not normally be considered to be an exceptional social reason for placement at a particular school.

**Evidence to support an application for medical or social priority must be received by 15 January 2021, which is the closing date for applications.**

**Evidence received after that date but before 10 February 2021 may be considered if it could not reasonably have been provided by 15 January 2021, but in all such cases the decision will be made by the admission authority for the school. Any evidence received after 10 February 2021 will not be considered until after the initial allocation of places**

Details of any exceptional medical or social reason should be attached to the online application.

Alternatively please send professional supporting evidence to:-

Cognus School Admissions Team, London Borough of Sutton, Civic Offices, St Nicholas Way, Sutton, Surrey SM1 1EA

Where a school **does not** give priority to **any** applications for an exceptional family, social or medical need because this is not part of its oversubscription criteria any documentation provided by parents will not be taken into consideration by the school.

## **When will I know the outcome of my application?**

Online applicants will be able to view the outcome of their application on the evening of 16 April 2021. You will receive an email giving you the outcome of your application. Applicants who use a paper form will receive their outcome in a letter posted on 16 April 2021. All local authorities will send outcomes to their own residents on 16 April 2021, giving instructions on how to accept or decline any place you have been offered.

## **What if my application is late or I move after the deadline?**

If your application is made after the closing date of 15 January 2021 or you change your existing preferences after this date, your application will be treated as late. A late application will not be considered until after all those that were received on time and may jeopardise the possibility of your child being offered a place at one of your preferred schools. This is unless

you can provide proof that there were exceptional reasons that prevented you from applying on time.

If you submit an application or change your existing preferences, or order of preferences after 15<sup>th</sup> January 2021 but before 5pm 10<sup>th</sup> February 2021 with good reason for doing so, the application will be treated as on time subject to receipt of acceptable proof.

Parents must submit written evidence giving details of their case. Where a change of address has occurred we will require a copy of their new council tax bill together with a solicitor's letter regarding contract completion or a copy of the new tenancy agreement, we may also ask for proof that you have moved out of your previous address.

## **What if I change my address during the process?**

You should ensure you make an on-time application to your home local authority by closing date of 15<sup>th</sup> January using the address that you are living at when you submit your application. If you subsequently move, you must immediately advise your home local authority.

If the move takes place after the 15<sup>th</sup> January but before 5pm on the 10<sup>th</sup> February 2021 you should advise your home local authority, and, if the move is to a new local authority you may also want to provide details to the new local authority. Sutton school admissions team will require confirmation that your family have moved out of the previous property and no longer have access to it and that your family have moved into the new property. Each change of address will be looked at individually. Providing information regarding a change of address does not guarantee that the new address can be used for the school application.

## **What is a waiting list?**

Where a school is oversubscribed and has more applicants than places available, offers are made according to the admissions criteria. Those who cannot be offered a place will be added to a waiting list, providing they are not offered one of their higher preference schools. Waiting lists are kept in the same order as the admissions criteria of the school.

All applicants will automatically be held on waiting lists for higher preference schools than the one offered and you will be contacted if a place becomes available. If the schools are outside Sutton, we will pass the child's information to the relevant borough(s) to add to their waiting lists. If you want to know if your child is on a waiting list for a school in another borough, you should contact the school's admissions authority (either the relevant local authority or the school itself).

Waiting lists for Community schools are maintained by the Local Authority. Voluntary Aided schools, Foundation schools and Academies maintain their own. Waiting lists are cancelled on the 31<sup>st</sup> December. If you wish to remain on the list for Sutton schools after the 31<sup>st</sup> December, you must email/write to the admissions authority (the local authority or the school itself) before this date and then at the end of the academic year thereafter.

Waiting lists can change: for example, if a child moves into the area after the initial allocations have been made their name will be added to the waiting list in accordance with the admissions criteria. If they live closer to the chosen school than you do, their name may go above your child's on the waiting list.

## Can I appeal if I don't get the place I want?

All parents have the right of appeal against a decision not to offer a place for a child, providing an application has been made. For Sutton Community schools, appeals should be lodged with the Cognus School Admissions Team. For Voluntary Aided schools, Foundation schools or Academies, they should be lodged directly with the governing body of the particular school.

Information about how to appeal will be sent to all applicants who are not offered their first preference school. This will be included in the letter or online response sent on 16 April 2021. Appeals are likely to be heard during June and July.

It is rare for an appeal to be upheld due to government legislation which places a limit on infant class sizes. There are a small number of circumstances the panel may consider, and information is available at [www.sutton.gov.uk/admissions](http://www.sutton.gov.uk/admissions)

If you do have evidence to support your application, an appeals panel will not take this into account unless it was supplied with the original application.

Last year 8 appeals were lodged for community schools and none were upheld.

## What if my child has special educational needs?

If your child has an **Education Health and Care Plan** and you live in Sutton, you will need to call the SEN(D) Team on 020 8323 0454 as the application process is different from that described in this brochure. If your child receives support under SEN Support, you should follow the procedures in this booklet.

In Sutton, the **Sutton Information, Advice & Support Service** can provide impartial advice to parents and carers who may have difficulty understanding the admissions procedure, enabling them to make informed and realistic preferences for primary 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 Information, Advice & Support 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 primary education. They offer support to parents and carers whose children have Education, Health and Care Plans (EHCP) or those who are currently on SEN Support.

**Sutton Information, Advice & Support Service** can be contacted as follows:

Telephone: 020 8323 0462    Email: [siass@cognus.org.uk](mailto:siass@cognus.org.uk)    Web: [SIASS Website](http://www.sutton.gov.uk/admissions)

# How places were allocated last year

The following table indicates how many places were allocated to each Sutton school under each criterion and, where relevant, how far places were allocated to on distance.

	DfE Number	Published Admissions Number (PAN)	Furthest Distance (Metres)
Abbey Primary (Academy)	319 2012	60	All
Avenue Primary (Academy)	319 2003	120	1214.14
Bandon Hill Primary Meadow Field	319 2000	60	614.89
Bandon Hill Primary Wood Field	319 9901	120	2884.95
Barrow Hedges Primary (Academy)	319 2001	90	1074.67
Beddington Infants (Foundation)	319 2040	90	All
Beddington Park Primary (Academy)	319 2022	60	All
Brookfield Primary (Academy)	319 2027	60	All
Cheam Common Infants (Academy)	319 2007	120	1170.73
Cheam Fields Primary (Academy)	319 2009	60	1013.55
Cheam Park Farm Primary(Academy)	319 2011	120	1026.41
Culvers House Primary (Foundation)	319 2048	60	All
Devonshire Primary	319 2023	90	583.35
Dorchester Primary (Foundation)	319 2038	90	All
Foresters Primary (Foundation)	319 2043	30	5408.40
Green Wrythe Primary (Academy)	319 2008	30	847
Hackbridge Primary	319 2016	120	4792.10
High View Primary (Foundation)	319 2019	60	959.87
Manor Park Primary (Academy)	319 2026	990	539.06
Muschamp Primary (Foundation)	319 2049	82	All
Nonsuch Primary (Foundation)	319 2042	30	677.87
Robin Hood Infants	319 2037	90	552.33
Rushy Meadow Primary (Academy)	319 2015	60	All
Stanley Park Infants (Academy)	319 5202	90	769.45
Tweeddale Primary (Academy)	319 2002	60	All
Victor Seymour Infants (Academy)	319 2034	90	800.10
Wallington Primary Academy (Academy)	319 2017	30	1262.49
Westbourne Primary (Academy)	319 2045	90	692.74
<b>Voluntary Aided Schools</b>			
All Saints Benhilton CofE Primary	319 3301	60	N/A
All Saints Carshalton CofE Primary	319 5200	60	N/A
St Cecilia's Catholic Primary	319 3500	60	N/A
St Dunstan's Cheam CofE Primary	319 3304	60	N/A
St Elphege's Catholic Infants	319 3504	90	N/A
St Mary's Catholic Nursery and Infants	319 3502	90	N/A

**Voluntary-Aided schools:** Places at the Voluntary-Aided schools are allocated mainly according to each applicant's religious commitment and practice. If you wish to request more information on how your child will be assessed, you should contact the school directly.

# Primary schools in Sutton

The admission number for each school for the academic year 2021/2022 indicates the number that the school will admit in September 2021 as part of the normal intake for the school.

§ denotes a school without a nursery attached.

C = Community School

AA = Admission Authority School

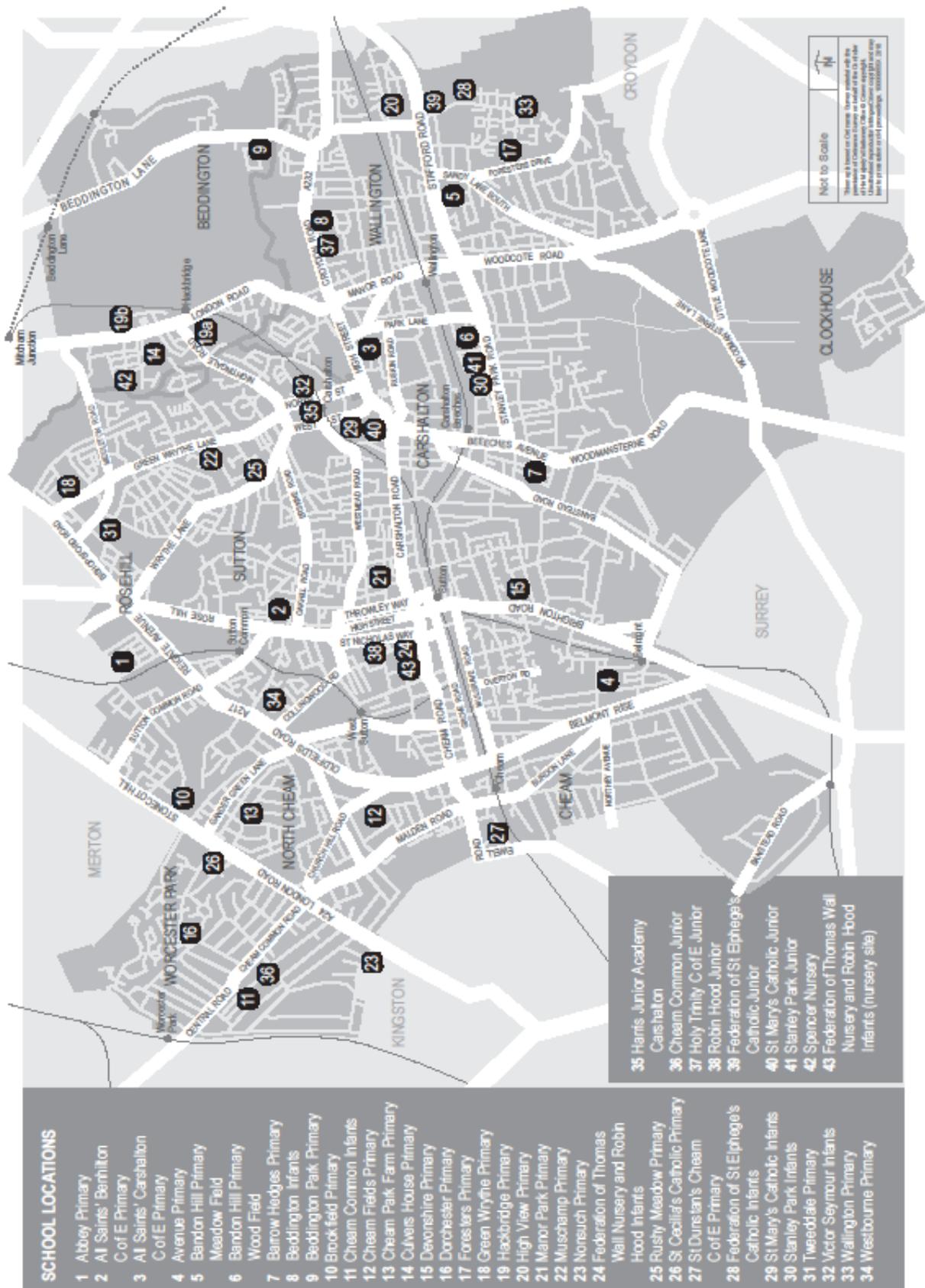
PRIMARY or INFANT SCHOOLS	Admission Number	School Status
<a href="#"><u>Abbey Primary</u></a> Glastonbury Road, Morden SM4 6NY	<b>DfE Number: 319 2012</b> Tel: (020) 8254 0862	60 AA
<a href="#"><u>All Saints' Benhilton C of E Primary</u></a> All Saints' Road, Sutton SM1 3DA	<b>DfE Number: 319 3301</b> Tel: (020) 8644 6492	60 AA
<a href="#"><u>All Saints' Carshalton C of E Primary</u></a> Rotherfield Road, Carshalton SM5 3DW	<b>DfE Number: 319 5200</b> Tel: (020) 8401 0075	60 AA
<a href="#"><u>Avenue Primary Academy</u></a> Avenue Road, Belmont, Sutton SM2 6JE	<b>DfE Number: 319 2003</b> Tel: (020) 8642 5138	120 AA
<a href="#"><u>Bandon Hill Primary Meadow Field</u></a> Sandy Lane South, Wallington SM6 9QU	<b>DfE Number: 319 2000</b> Tel: (020) 8647 5377	60 C
<a href="#"><u>Bandon Hill Primary Wood Field</u></a> Stanley Park Road, Carshalton SM5 3HW	<b>DfE Number: 319 9901</b> Tel: (020) 8619 1120	120 § C
<a href="#"><u>Barrow Hedges Primary Academy</u></a> Harbury Road, Carshalton SM5 4LA	<b>DfE Number: 319 2001</b> Tel: (020) 8643 4428	90 AA
<a href="#"><u>Beddington Infants'</u></a> (at the end of year 2 there is <b>no</b> automatic transfer to Holy Trinity Junior. Families must make a Junior School application at the start of year 2) Croydon Road, Wallington SM6 7LF	<b>DfE Number: 319 2040</b> Tel: (020) 8647 7813	90 AA
<a href="#"><u>Beddington Park Primary</u></a> Mallinson Road, Beddington CR0 4UL	<b>DfE Number: 319 2022</b> Tel: (020) 8688 1390	60 AA
<a href="#"><u>Brookfield Primary</u></a> Ridge Road, North Cheam SM3 9LY	<b>DfE Number: 319 2027</b> Tel: (020) 8644 8616	60 AA
<a href="#"><u>Cheam Common Infants'</u></a> (at the end of Year 2 all children are eligible to transfer to Cheam Common Junior (but must make a Junior School application at the start of year 2) Balmoral Road, Worcester Park KT4 8SS	<b>DfE Number: 319 2007</b> Tel: (020) 8337 4152	120 AA
<a href="#"><u>Cheam Fields Primary</u></a> Stoughton Avenue, Cheam SM3 8PQ	<b>DfE Number: 319 2009</b> Tel: (020) 8644 9055	60 AA
<a href="#"><u>Cheam Park Farm Primary</u></a> Molesey Drive, North Cheam SM3 9UU	<b>DfE Number: 319 2011</b> Tel: (020) 8644 7415	120 AA
<a href="#"><u>Culvers House Primary</u></a> Orchard Avenue, Mitcham CR4 4JH	<b>DfE Number: 319 2048</b> Tel: (020) 8255 6199	60 AA
<a href="#"><u>Devonshire Primary</u></a> Devonshire Avenue, Sutton SM2 5JL	<b>DfE Number: 319 2023</b> Tel: (020) 8643 1174	90 C
<a href="#"><u>Dorchester Primary</u></a> Dorchester Road, Worcester Park KT4 8PG	<b>DfE Number: 319 2038</b> Tel: (020) 8330 1144	90 AA
<a href="#"><u>Foresters Primary</u></a> Redford Avenue, Wallington SM6 9DP	<b>DfE Number: 319 2043</b> Tel: (020) 8669 6910	30 AA
<a href="#"><u>Green Wrythe Primary</u></a> Green Wrythe Lane, Carshalton SM5 1JP	<b>DfE Number: 319 2008</b> Tel: (020) 8648 4989	30 AA
<a href="#"><u>Hackbridge Primary</u></a> Hackbridge Road, Wallington SM6 7AX (existing site) London Road, Wallington SM6 (new additional site)	<b>DfE Number: 319 2016</b> Tel: (020) 8647 7974	120 C
<a href="#"><u>High View Primary</u></a> The Chase, Wallington SM6 8JT	<b>DfE Number: 319 2020</b> Tel: (020) 8688 3563	60 AA
<a href="#"><u>Manor Park Primary</u></a> Greyhound Road, Sutton SM1 4AW	<b>DfE Number: 319 2026</b> Tel: (020) 8642 0144	90 AA

<b><u>Muschamp Primary</u></b> Muschamp Road, Carshalton SM5 2SE	<b>DfE Number: 319 2049</b> Tel: (020) 8669 2514	82 (plus 8 in the SEN base)	AA
<b><u>Nonsuch Primary</u></b> Chadacre Road, Stoneleigh, Epsom KT17 2HQ	<b>DfE Number: 319 2042</b> Tel: (020) 8393 9209	30	AA
<b><u>Robin Hood Infants'</u></b> (at the end of Year 2 all children are eligible to transfer to Robin Hood Junior, but must make a Junior School application at the start of year 2) Robin Hood Lane, Sutton SM1 2SF	<b>DfE Number: 319 2037</b> Tel: (020) 8643 3688	90	C
<b><u>Rushy Meadow Primary Academy</u></b> Rushy Meadow Lane, Fellowes Road, Carshalton SM5 2SG	<b>DfE Number: 319 2015</b> Tel: (020) 8669 7588	60	AA
<b><u>St Cecilia's Catholic Primary</u></b> London Road, North Cheam SM3 9DL	<b>DfE Number: 319 3500</b> Tel: (020) 8337 4566	60	AA
<b><u>St Dunstan's, Cheam, C of E Primary</u></b> Anne Boleyn's Walk, Cheam SM3 8DF	<b>DfE Number: 319 3304</b> Tel: (020) 8642 5463	60	AA
<b><u>St Elphege's Catholic Infants'</u></b> (at the end of Year 2 all children are eligible to transfer to St Elphege's Junior but must make a Junior School application at the start of year 2) Mollison Drive, Roundshaw, Wallington SM6 9HY	<b>DfE Number: 319 3504</b> Tel: (020) 8669 6306	90	AA
<b><u>St Mary's Catholic Nursery and Infants'</u></b> (there is <b>no</b> automatic transfer to St Mary's Junior. Families must make a Junior School application at the start of year 2) West Street, Carshalton SM5 2PT	<b>DfE Number: 319 3502</b> Tel: (020) 8647 5711	90	AA
<b><u>Stanley Park Infants'</u></b> (at the end of Year 2 all children are eligible to transfer to Stanley Park Junior but must make a Junior School application at the start of year 2) Stanley Park Road, Carshalton SM5 3JL	<b>DfE Number: 319 5202</b> Tel: (020) 8647 9322	90	AA
<b><u>Tweeddale Primary</u></b> Tweeddale Road, Carshalton SM5 1SW	<b>DfE Number: 319 2002</b> Tel: (020) 8644 5665	60	AA
<b><u>Victor Seymour Infants'</u></b> (at the end of Year 2 all children are eligible to transfer to Harris Junior Academy Carshalton but must make a Junior School application at the start of year 2) Denmark Road, Carshalton SM5 2JE	<b>DfE Number: 319 2034</b> Tel: (020) 8647 9800	90	AA
<b><u>Wallington Primary Academy</u></b> Mollison Drive, Roundshaw, Wallington SM6 9JN	<b>DfE Number: 319 2017</b> Tel: (020) 8669 3978	60	AA
<b><u>Westbourne Primary</u></b> Anton Crescent, Collingwood Road, Sutton SM1 2NT	<b>DfE Number: 319 2045</b> Tel: (020) 8644 8453	90	AA

Additional schools may change to Academy or Foundation status before September 2021 which means they will become their own Admission Authority.

See [pages 39-41](#) for answers to some frequently asked questions.

# Map of primary schools in Sutton



# Admissions criteria for Community schools

Where a Community school receives more applications than there are places available, offers of places for Reception will be made in the following priority order:

1. Looked After Children and previously Looked After Children (see [page 8](#) for more details).
2. Where there are professionally supported medical reasons or exceptional social reasons why a child should attend a particular school (see [page 14](#) for more details).
3. Where applicants have an older sibling in the school or attached junior school or Base Unit, at the time of admission. Siblings in Year 6 or nursery at the time of application will not qualify (see [page 10](#) for more details).

For the purpose of this sibling criteria the following schools are attached:

[Robin Hood Infants'](#) and [Robin Hood Junior](#) schools

4. **(Except Hackbridge Primary School)** Remaining places are offered on the basis of proximity to the school, measured in a straight line from the child's home address 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 15 January 2021, unless a subsequent move has been accepted for allocation purposes (see [page 6](#) for more details).  
**(Hackbridge Primary School Only)** Straight Line distance between the child's home address and the mid-point between the existing school site and the new school site on London Road. The mid-point is defined as the point that is equidistant between each site's main school entrance.

Where two or more applicants share a priority for a place, and there is only one place remaining, the child to be allocated will be selected randomly by the computer.

**Please note that a place in the nursery class of a particular school does not give priority for a place in the reception class of that school.** This is to ensure that parents who have decided not to send their children to nursery will not be disadvantaged when applying for a school place.

As there are likely to be more parents applying for their children to start school, the distance each school is able to offer out to may reduce when compared to nursery applications.

# Admission criteria for Foundation schools and Academies

For Foundation Schools and Academies, the governing body of the school is responsible for admissions. Each school has its own admission arrangements which are summarised below. **You can get a copy of each school's full arrangements by contacting the school or by visiting Sutton's website at [www.sutton.gov.uk/admissions](http://www.sutton.gov.uk/admissions)**

## Abbey Primary School

There are 60 places available. **No supplementary form is necessary.** Where there are more than 60 applicants, the following criteria apply:

1. Looked After Children or previously Looked After Children (see [page 8](#) for more details).
2. Professionally supported exceptional medical or social reasons (see [page 14](#) for more details).
3. Children of staff where the member of staff has been employed for more than 2 years at the time of the application or recruited to fill a demonstrable skill shortage
4. An older sibling in the School at the time of admission (see [page 10](#) for more details).
5. Straight-line distance from the home address to the entrance of the school, with those living closer to the school receiving higher priority (see [page 12](#) for more details).

The address to be used in the initial allocation of places will be the address on 15 January 2021, unless a subsequent move has been accepted for allocation purposes. Where two or more applicants live equal distance from the school, Governors will draw lots to determine priority.

## Avenue Primary Academy

There are 120 places available. **No supplementary form is necessary.** Where there are more than 120 applicants, the following criteria apply:

1. Looked After Children or previously Looked After Children (see [page 8](#) for more details).
2. A sibling in the School at the time of admission (see [page 10](#) for more details).
3. Professionally supported exceptional medical reasons (see [page 14](#) for more details).
4. Children of staff where the member of staff has been employed at the academy for more than 2 years at the time of the application or recruited to fill a demonstrable skill shortage.
5. Straight-line distance from the home address to the entrance of the school, with those living closer to the school receiving higher priority (see [page 12](#) for more details).

The address to be used in the initial allocation of places will be the address on 15 January 2021, unless a subsequent move has been accepted for allocation purposes. Where two or more applicants live equal distance from the school, Governors will draw lots to determine priority.

## **Barrow Hedges Primary Academy**

There are 90 places available. **No supplementary form is necessary.** Where there are more than 90 applicants, the following criteria apply:

1. Looked After Children or previously Looked After Children (see [page 8](#) for more details).
2. A sibling in the School at the time of admission (see [page 10](#) for more details).
3. Professionally supported exceptional medical reasons (see [page 14](#) for more details).
4. Children of staff where the member of staff has been employed at the academy for more than 2 years at the time of the application or recruited to fill a demonstrable skill shortage.
5. Straight-line distance from the home address to the entrance of the school, with those living closer to the school receiving higher priority (see [page 12](#) for more details).

The address to be used in the initial allocation of places will be the address on 15 January 2021, unless a subsequent move has been accepted for allocation purposes. Where two or more applicants live equal distance from the school, Governors will draw lots to determine priority.

## **Beddington Infants' School**

There are 90 places available. **No supplementary form is necessary.** Where there are more than 90 applicants, the following criteria apply:

1. Looked After Children or previously Looked After Children (see [page 8](#) for more details).
2. Professionally supported exceptional medical or social reasons (see [page 14](#) for more details).
3. Where a sibling is already in the main school at the time of admission (see [page 10](#) for more details).
4. Straight-line distance from the home address to the entrance of the school, with those living closer to the school receiving higher priority (see [page 12](#) for more details).

The address to be used in the initial allocation of places will be the address on 15 January 2021, unless a subsequent move has been accepted for allocation purposes. Where two or more applicants live equal distance from the school, Governors will draw lots to determine priority.

## **Beddington Park Primary School**

There are 60 places available. **No supplementary form is necessary.** Where there are more than 60 applicants, the following criteria apply:

1. Looked After Children or previously Looked After Children (see [page 8](#) for more details).
2. Professionally supported medical or exceptional social reasons (see [page 14](#) for more details).
3. An older sibling in the School at the time of admission (see [page 10](#) for more details).
4. Straight-line distance from the home address to the entrance of the school, with those living closer to the school receiving higher priority (see [page 12](#) for more details).

The address to be used in the initial allocation of places will be the address on 15 January 2021, unless a subsequent move has been accepted for allocation purposes. Where two or more applicants live equal distance from the school, Governors will draw lots to determine priority.

## **Brookfield Primary Academy**

There are 60 places available. **No supplementary form is necessary.** Where there are more than 60 applicants, the following criteria apply:

1. Looked After Children or previously Looked After Children (see [page 8](#) for more details).
2. professionally supported medical reasons, or professionally supported exceptional social reasons (see [page 14](#) for more details).
3. An older sibling in the School at the time of admission (see [page 10](#) for more details).
4. Straight-line distance from the home address to the entrance of the school, with those living closer to the school receiving higher priority (see [page 12](#) for more details).

The address to be used in the initial allocation of places will be the address on 15 January 2021, unless a subsequent move has been accepted for allocation purposes. Where two or more applicants live equal distance from the school, Governors will draw lots to determine priority.

## **Cheam Common Infants' Academy**

There are 120 places available. **No supplementary form is necessary.** Where there are more than 120 applicants, the following criteria apply:

1. Looked After Children or previously Looked After Children (see [page 8](#) for more details).
2. Professionally supported medical or exceptional social reasons (see [page 14](#) for more details).
3. A sibling in Cheam Common Infants' or Junior School at the time of admission (see [page 10](#) for more details).
4. Straight-line distance from the home address to the entrance of the school, with those living closer to the school receiving higher priority (see [page 12](#) for more details).

The address to be used in the initial allocation of places will be the address on 15 January 2021, unless a subsequent move has been accepted for allocation purposes. Where two or more applicants live equal distance from the school, Governors will draw lots to determine priority.

## **Cheam Fields Primary Academy**

There are 60 places available. **No supplementary form is necessary.** Where there are more than 60 applicants, the following criteria apply:

1. Looked After Children or previously Looked After Children (see [page 8](#) for more details).
2. Professionally supported medical reasons, or professionally supported exceptional social reasons (see [page 14](#) for more details).
3. An older sibling in the School at the time of admission (see [page 10](#) for more details).
4. Children of staff where the member of staff has been employed for more than 2 years at the time of the application or recruited to fill a demonstrable skill shortage.
5. Straight-line distance from the home address to the entrance of the school, with those living closer to the school receiving higher priority (see [page 12](#) for more details).

The address to be used in the initial allocation of places will be the address on 15 January 2021, unless a subsequent move has been accepted for allocation purposes. Where two or more applicants live equal distance from the school, Governors will draw lots to determine priority.

## [Cheam Park Farm Primary Academy](#)

There are 120 places available. **No supplementary form is necessary.** Where there are more than 120 applicants, the following criteria apply:

1. Looked After Children or previously Looked After Children (see [page 8](#) for more details).
2. An older sibling in the School at the time of admission (see [page 10](#) for more details).
3. Straight-line distance from the home address to the entrance of the school, with those living closer to the school receiving higher priority (see [page 12](#) for more details).

The address to be used in the initial allocation of places will be the address on 15 January 2021, unless a subsequent move has been accepted for allocation purposes. Where two or more applicants live equal distance from the school, Governors will draw lots to determine priority.

## [Culvers House Primary School](#)

There are 60 places available. **No supplementary form is necessary.** Where there are more than 60 applicants, the following criteria apply:

1. Looked After Children or previously Looked After Children (see [page 8](#) for more details).
2. Professionally supported medical or exceptional social reasons (see [page 14](#) for more details).
3. An older sibling in the School at the time of admission (see [page 10](#) for more details).
4. Straight-line distance from the home address to the entrance of the school, with those living closer to the school receiving higher priority (see [page 12](#) for more details).

The address to be used in the initial allocation of places will be the address on 15 January 2021, unless a subsequent move has been accepted for allocation purposes. Where two or more applicants live equal distance from the school, Governors will draw lots to determine priority.

## [Dorchester Primary School](#)

There are 90 places available. **No supplementary form is necessary.** Where there are more than 90 applicants, the following criteria apply:

1. Looked After Children or previously Looked After Children (see [page 8](#) for more details).
2. Professionally supported medical or exceptional social reasons (see [page 14](#) for more details).
3. An older sibling in the School at the time of admission (see [page 10](#) for more details).
4. Straight-line distance from the home address to the entrance of the school, with those living closer to the school receiving higher priority (see [page 12](#) for more details).

The address to be used in the initial allocation of places will be the address on 15 January 2021, unless a subsequent move has been accepted for allocation purposes. Where two or more applicants live equal distance from the school, Governors will draw lots to determine priority.

## **Foresters Primary School**

There are 30 places available. **No supplementary form is necessary.** Where there are more than 30 applicants, the following criteria apply:

1. Looked After Children or previously Looked After Children (see [page 8](#) for more details).
2. Professionally supported medical or exceptional social reasons (see [page 14](#) for more details).
3. An older sibling in the School at the time of admission (see [page 10](#) for more details).
4. Straight-line distance from the home address to the entrance of the school, with those living closer to the school receiving higher priority (see [page 12](#) for more details).

The address to be used in the initial allocation of places will be the address on 15 January 2021, unless a subsequent move has been accepted for allocation purposes. Where two or more applicants live equal distance from the school, Governors will draw lots to determine priority.

## **Green Wrythe Primary School**

There are 30 places available. **No supplementary form is necessary.** Where there are more than 30 applicants, the following criteria apply:

1. Looked After Children or previously Looked After Children (see [page 8](#) for more details).
2. Professionally supported medical or exceptional social reasons (see [page 14](#) for more details).
3. An older sibling in the School at the time of admission (see [page 10](#) for more details).
4. Straight-line distance from the home address to the entrance of the school, with those living closer to the school receiving higher priority (see [page 12](#) for more details).

The address to be used in the initial allocation of places will be the address on 15 January 2021, unless a subsequent move has been accepted for allocation purposes. Where two or more applicants live equal distance from the school, Governors will draw lots to determine priority.

## **High View Primary School**

There are 60 places available. **No supplementary form is necessary.** Where there are more than 60 applicants, the following criteria apply:

1. Looked After Children or previously Looked After Children (see [page 8](#) for more details).
2. Professionally supported medical or exceptional social reasons (see [page 14](#) for more details).
3. An older sibling in the School at the time of admission (see [page 10](#) for more details).
4. Straight-line distance from the home address to the entrance of the school, with those living closer to the school receiving higher priority (see [page 12](#) for more details).

The address to be used in the initial allocation of places will be the address on 15 January 2021, unless a subsequent move has been accepted for allocation purposes. Where two or more applicants live equal distance from the school, Governors will draw lots to determine priority.

## [Manor Park Primary Academy](#)

There are 90 places available. **No supplementary form is necessary.** Where there are more than 90 applicants, the following criteria apply:

1. Looked After Children or previously Looked After Children (see [page 8](#) for more details).
2. Professionally supported exceptional medical or social reasons (see [page 14](#) for more details).
3. An older sibling in the School at the time of admission (see [page 10](#) for more details).
4. Children of staff where the member of staff has been employed for more than 2 years at the time of the application or recruited to fill a demonstrable skill shortage.
5. Straight-line distance from the home address to the entrance of the school, with those living closer to the school receiving higher priority (see [page 12](#) for more details).

The address to be used in the initial allocation of places will be the address on 15 January 2021, unless a subsequent move has been accepted for allocation purposes. Where two or more applicants live equal distance from the school, Governors will draw lots to determine priority.

## [Muschamp Primary School](#)

There are 82 places available. **No supplementary form is necessary.** Where there are more than 82 applicants, the following criteria apply:

1. Looked After Children or previously Looked After Children (see [page 8](#) for more details).
2. Professionally supported medical reasons or exceptional social reasons (see [page 14](#) for more details).
3. An older sibling in the School at the time of admission (see [page 10](#) for more details).
4. Straight-line distance from the home address to the entrance of the school, with those living closer to the school receiving higher priority (see [page 12](#) for more details).

The address to be used in the initial allocation of places will be the address on 15 January 2021, unless a subsequent move has been accepted for allocation purposes. Where two or more applicants live equal distance from the school, Governors will draw lots to determine priority.

## [Nonsuch Primary School](#)

There are 30 places available. **No supplementary form is necessary.** Where there are more than 30 applicants, the following criteria apply:

1. Looked After Children or previously Looked After Children (see [page 8](#) for more details).
2. Professionally supported medical reasons or exceptional social reasons (see [page 14](#) for more details).
3. An older sibling in the School at the time of admission (see [page 10](#) for more details).
4. Straight-line distance from the home address to the entrance of the school, with those living closer to the school receiving higher priority (see [page 12](#) for more details).

The address to be used in the initial allocation of places will be the address on 15 January 2021, unless a subsequent move has been accepted for allocation purposes. Where two or more applicants live equal distance from the school, Governors will draw lots to determine priority.

## [Rushy Meadow Primary Academy](#)

There are 60 places available. **No supplementary form is necessary.** Where there are more than 60 applicants, the following criteria apply:

1. Looked After Children or previously Looked After Children (see [page 8](#) for more details).
2. A sibling in the School at the time of admission (see [page 10](#) for more details).
3. Professionally supported exceptional medical reasons (see [page 14](#) for more details).
4. Children of staff where the member of staff has been employed at the academy for more than 2 years at the time of the application or recruited to fill a demonstrable skill shortage.
5. Straight-line distance from the home address to the entrance of the school, with those living closer to the school receiving higher priority (see [page 12](#) for more details).

The address to be used in the initial allocation of places will be the address on 15 January 2021, unless a subsequent move has been accepted for allocation purposes. Where two or more applicants live equal distance from the school, Governors will draw lots to determine priority.

## [Stanley Park Infants' School](#)

There are 90 places available. **No supplementary form is necessary.** Where there are more than 90 applicants, the following criteria apply:

1. Looked After Children or previously Looked After Children (see [page 8](#) for more details).
2. A sibling in Stanley Park Infants' or Junior School at the time of admission (see [page 10](#) for more details).
3. Professionally supported exceptional medical reasons (see [page 14](#) for more details).
4. Children of staff where the member of staff has been employed at the academy for more than 2 years at the time of the application or recruited to fill a demonstrable skill shortage.
5. Straight-line distance from the home address to the entrance of the school, with those living closer to the school receiving higher priority (see [page 12](#) for more details).

The address to be used in the initial allocation of places will be the address on 15 January 2021, unless a subsequent move has been accepted for allocation purposes. Where two or more applicants live equal distance from the school, Governors will draw lots to determine priority.

## [Tweeddale Primary School](#)

There are 60 places available. **No supplementary form is necessary.** Where there are more than 60 applicants, the following criteria apply:

1. Looked After Children or previously Looked After Children (see [page 8](#) for more details).
2. Professionally supported exceptional medical or social reasons (see [page 14](#) for more details).
3. An older sibling in the School at the time of admission (see [page 10](#) for more details).
4. Straight-line distance from the home address to the entrance of the school, with those living closer to the school receiving higher priority (see [page 12](#) for more details).

The address to be used in the initial allocation of places will be the address on 15 January 2021, unless a subsequent move has been accepted for allocation purposes. Where two or more applicants live equal distance from the school, Governors will draw lots to determine priority.

## **Victor Seymour Infants' School**

There are 90 places available. **No supplementary form is necessary.** Where there are more than 90 applicants, the following criteria apply:

1. Looked After Children or previously Looked After Children (see [page 8](#) for more details).
2. Professionally supported exceptional medical or social reasons (see [page 14](#) for more details).
3. An older sibling at Victor Seymour Infants' School (Reception, Year 1 or Year 2) or Harris Junior Academy Carshalton at the time of admission (see [page 10](#) for more details).
4. Straight-line distance from the home address to the entrance of the school, with those living closer to the school receiving higher priority (see [page 12](#) for more details).

The address to be used in the initial allocation of places will be the address on 15 January 2021, unless a subsequent move has been accepted for allocation purposes. Where two or more applicants live equal distance from the school, Governors will draw lots to determine priority.

## **Wallington Primary Academy**

There are 60 places available. **No supplementary form is necessary.** Where there are more than 60 applicants, the following criteria apply:

1. Looked After Children or previously Looked After Children (see [page 8](#) for more details).
2. A sibling in the School at the time of admission (see [page 10](#) for more details).
3. Professionally supported exceptional medical reasons (see [page 14](#) for more details).
4. Children of staff where the member of staff has been employed at the academy for more than 2 years at the time of the application or recruited to fill a demonstrable skill shortage.
5. Straight-line distance from the home address to the entrance of the school, with those living closer to the school receiving higher priority (see [page 12](#) for more details).

The address to be used in the initial allocation of places will be the address on 15 January 2021, unless a subsequent move has been accepted for allocation purposes. Where two or more applicants live equal distance from the school, Governors will draw lots to determine priority.

## **Westbourne Primary School**

There are 90 places available. **No supplementary form is necessary.** Where there are more than 90 applicants, the following criteria apply:

1. Looked After Children or previously Looked After Children (see [page 8](#) for more details).
2. Where there are professionally supported medical reasons or exceptional social reasons why a child should attend a particular school (see [page 14](#) for more details).
3. Where applicants have an older sibling in the main school, at the time of admission. (see [page 10](#) for more details).
4. Remaining places are offered on the basis of proximity to the school, measured in a straight line from the child's home address to the main entrance of the school building, with those living closer to the school receiving the higher priority (see [page 12](#) for more details).

The address to be used in the initial allocation of places will be the address on 15 January 2021, unless a subsequent move has been accepted for allocation purposes. Where two or more applicants share a priority for a place, Governors will draw lots to determine priority.

# Admission criteria for Voluntary-Aided schools

For Voluntary-Aided Schools, the governing body of the school is responsible for admissions. Each school has its own admission arrangements which are summarised below. **You can get a copy of each school's full arrangements by contacting the school or by visiting Sutton's website at [www.sutton.gov.uk/admissions](http://www.sutton.gov.uk/admissions).** Please see [page 11](#) for details of the dates by which supplementary forms should be returned to each school.

## All Saints' Benhilton C of E Primary School

There are 60 places available, which are split into Foundation and Open places. The 42 Foundation places are for those whose parent(s) are faithful and regular worshippers in an Anglican or other recognised Christian Church. Regular, faithful worshippers will normally be taken to mean attendance for a minimum of two years at the time of application, at least fortnightly and show a demonstrated commitment to the life of the church. **A supplementary form, which is available from the school, is necessary if applying for one of these places.** If there are more than 42 applicants who meet the Christian commitment the following criteria will apply to all those children:

1. Looked After Children or previously Looked After Children (see [page 8](#) for more details) from parent(s)/carer(s) who meet the Christian commitment.
2. Those with a sibling at the school at the time of admission (see [page 10](#) for more details) and whose parent(s) meet the Christian commitment.
3. Those whose parent(s) are faithful worshippers at All Saints' Benhilton Church.
4. Those whose parent(s) have demonstrated an Anglican Church commitment
5. Those whose parent(s) have demonstrated a Christian Church commitment.

Where there are insufficient places for the number of applicants, priority will be given to those living closer to the school measured in a straight line from the home address to the front door of the school (see [page 12](#) for more details). Where two or more applicants live equal distance from the school, the Governors will draw lots to determine priority.

The 18 Open Places are for those who do not qualify for a Foundation Place.

**No supplementary form is necessary if applying for one of these places.**

If there are more than 18 applicants, the following criteria apply:

1. Looked After Children or previously Looked After Children (see [page 8](#) for more details).
2. Those with a sibling at the school at the time of admission who was admitted under an Open place (see [page 10](#) for more details).
3. Straight line distance from home address to the front door of the school with those living closer to the school receiving higher priority (see [page 12](#) for more details).

Where two or more applicants live equal distance from the school, Governors will draw lots to determine priority. Governors may also allocate a Foundation or Open place to a child on compassionate grounds including a child with exceptional medical or social needs, which indicates a specific requirement for the school. Any place offered under this category would reduce the number of places available under either Foundation or Open places.

## All Saints' Carshalton C of E Primary School

There are 60 places available. After the allocation of places to children with statements of special educational needs, 80% of remaining places will be for Foundation applicants, and 20% to Open applicants. In the event of there being more applications than places available, the following oversubscription criteria will apply.

### **Foundation Places**

Foundation places are for children whose parents are members of a church. **Applicants under this category must complete a supplementary form.** Unsuccessful applicants in this category will be considered for Open places.

1. Looked After Children or Previously Looked After Children 'whose parent(s) are **regular and faithful worshippers** at their church as defined in the Explanatory Notes' available from the school website.
2. Children with an exceptional medical or social need for a place at All Saints School, 'whose parent(s) are **regular and faithful worshippers** at a Christian church, as defined in the Explanatory Notes' available from the school website. Applications under this category must **at the time of application** be supported by written evidence from a specialist health professional or registered social worker, setting out the reasons why All Saints School is the most suitable, and the difficulties which would be caused if the child had to attend another school. This information needs to be provided for the Local Authority with the Common Application Form (CAF), and also copied to the school.
3. Children who will have a sibling on the school roll **at the time of entry**, whose parent(s) are **regular and faithful worshippers** at a Christian church.
4. Children whose parent(s) are **regular and faithful worshippers** at All Saints Church, Carshalton.
5. Children whose parent(s) are **regular and faithful worshippers** at an Anglican church for whom this is their closest Church of England school to the child's home address.
6. Children whose parent(s) are regular and faithful worshippers at another Christian church.

### **Open Places**

Applications for an Open place will be considered for those who do not qualify for a Foundation place. Parents applying for an Open place should be aware of the school's aims to provide an education based on Christian principles. **No supplementary form is necessary for applications in this category.** In the event of there being more applicants than places available, the following oversubscription criteria will apply:

1. Looked After Children or Previously Looked After Children
2. Children with an exceptional medical or social need for a place at All Saints School. Applications under this category must **at the time of application** be supported by written evidence from a specialist health professional or registered social worker, setting out the reasons why All Saints School is the most suitable, and the difficulties which would be caused if the child had to attend another school. This information needs to be provided for the Local Authority with Common Application Form (CAF), and also copied to the school.
3. Children who have a sibling on roll at the time of entry.
4. Children of permanent teaching staff who have been employed at the School for two or more years at the time of application or have been recruited to fill a vacant post at the School for which there is a demonstrable skill shortage.
5. Other children.

In the event of over-subscription in respect of any of the above categories, a decision will be reached according to proximity of the child's home address to the school, with priority given to those living nearer. In the event of equidistance, lots will be drawn on the school's behalf by a person independent of the school.

For both Foundation and Open places, in the event of over-subscription in respect of any of the above categories, priority will be given to those living nearer to the school (see [page 12](#) for more details). In the event of equidistance, lots will be drawn on the school's behalf by a person independent of the school.

## St Cecilia's Catholic Primary School

There are 60 places available. **All applicants should also complete a supplementary form, which is available from the school.** If there are more than 60 applicants, the following criteria apply:

1. Looked After Catholic Children or Looked After Children in the care of Catholic families, including previously Looked After Children (see [page 8](#) for more details).
2. Baptised Catholic children or children enrolled in the catechumenate who have a priest's reference stating that the family attend Mass on a weekly basis and who have a sibling in St Cecilia's at the time of admission.
3. Baptised Catholic children or children enrolled in the catechumenate who are resident in the parish of St Cecilia's, St Matthias' or St Christopher's, and who have a priest's reference stating that they attend Mass on a weekly basis.
4. Baptised Catholic children or children enrolled in the catechumenate who are resident in other parishes who have a priest's reference stating that the family attend Mass on a weekly basis.
5. Baptised Catholic children or children enrolled in the catechumenate, not so far accounted for. Priority will be given to those children where the family attend Mass at least once a month then to those who attend less often.
6. Other Looked After Children or previously Looked After Children.
7. Children who are members of Eastern Christian Churches including Orthodox Churches. Evidence of Baptism or reception from the authorities of that Church will be required.
8. Children of other Christian denominations that are part of Churches Together in England whose applications are supported by a minister of their religion.
9. Children of other faiths whose applications are supported by their religious leader.
10. Any other applicants.

Where the school is oversubscribed, the following priority will be applied to the above groups:

- A. Professionally supported medical, social or pastoral need (see [page 14](#) for more details).
- B. Those who have a sibling in the school at the time of admission (see [page 10](#) for more details).
- C. Children of teaching staff where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made.
- D. Those living nearest to the school, measured from the school's front gate (see [page 12](#) for more details).

### Update 15/09/20

*On the advice of the Education Commission of the Archdiocese of Southwark the Governing Body has agreed the following statement in order to clarify how its faith-based oversubscription criteria will be interpreted whilst churches are closed or attendance at church is not possible due to COVID19. This statement has been shared widely with parishes in order to ensure that determinations made by parish priests concerning regular practice of the faith are being made on a consistent basis.*

*The suspension of the obligation to attend Sunday Mass was announced on 18th March 2020 by Bishops' Conference of England and Wales. If a parent/carer regularly attended Mass at a particular parish (or parishes) prior to 18th March 2020 then they will be considered to have attended Mass in that parish (or parishes) regularly since that time. This will remain the case until the Sunday obligation is reintroduced by the Bishops.*

## **St Dunstan's Cheam C of E Primary School**

There are 60 places available. Applications for **Foundation places (see 3 below)** or for a **child of the school's teaching staff (see 5 below)** or **currently attending St Dunstan's Nursery and eligible for Pupil Premium (see 6 below)** should complete the school's **supplementary form**, the form to be submitted to the school. If there are more than 60 applicants, the following criteria apply:

1. Looked After Children and previously Looked After Children (see [page 8](#) for more details).
2. Children with exceptional and professionally supported medical or social needs (see [page 14](#) for more details).
3. Children of families who have been regular and faithful worshippers for at least two years at St Dunstan's, St Alban's or St Oswald's Churches in Cheam, and who live in the Parish of Cheam or within half a mile of the Parish boundary. In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of the school's admissions arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.
4. Those with a sibling at the school at the time of application (see [page 10](#) for more details).
5. Children of teaching staff where the member of staff has been employed at the school for two or more years at the time of the application and/or has been recruited to fill a vacant post for which there is a demonstrable skill shortage.
6. Children attending St Dunstan's School Nursery who are eligible for the Pupil Premium at the time when governors are considering the application. A copy of the confirmation of eligibility for Pupil Premium must accompany the completed Supplementary Information Form.
7. Those living nearest the school, measured in a straight line to the school entrance in Anne Boleyn's Walk (see [page 12](#) for more details).

## **The Federation of St Elphege's Catholic Infants' School**

There are 90 places available. **All applicants should also complete a supplementary form, which is available from the school.** If there are more than 90 applicants, the following criteria apply:

1. Looked After Catholic Children or Looked After Children in the care of Catholic Families including previously Looked After Children (see [page 8](#) for more details).
2. Baptised Catholic children (see schools' admissions policy for definition) from practising Catholic families with a sibling attending St Elphege's Schools at the time of admission. (see [page 10](#) for more details).
3. Baptised Catholic children from practising Catholic families without siblings attending St Elphege's School at the time of admission.
4. Other Looked After Children including previously Looked After Children.
5. Other children with a sibling attending St Elphege's Schools at the time of admission.
6. Children of other faiths.
7. Children of no religion.

Where the school is oversubscribed the following priority will be applied to the above groups:

1. Evidence of an exceptional social, medical or pastoral need (see [page 14](#) for more details).
2. Distance from home to the front gate of the school, with those living closest to the school receiving the higher priority (see [page 12](#) for more details).

## **St Mary's Catholic Nursery and Infants' Schools**

There are 90 places available. **All applicants should also complete a supplementary form which is available from the school.** If there are more than 90 applicants, the following criteria apply:

1. Looked After Catholic Children or Looked After Children in the care of Catholic families, including previously Looked After Children (see [page 8](#) for more details).
2. Baptised Catholic children with a sibling attending the infants' or junior school at the time of application.
3. Baptised Catholic children from practising Catholic families who live within the parishes of Holy Cross, Carshalton; Our Lady of the Rosary, Sutton; St Margaret of Scotland, Carshalton Beeches; and Holy Family, Sutton Green. When this criterion is oversubscribed, remaining places will be allocated to baptised children equated to the size of the parish using percentages. These percentages are calculated using Mass statistics collected in Autumn in a census by each parish. When the number of places within a parish is oversubscribed, priority will be given to children according to frequency of mass attendance. Where there are insufficient applicants within a parish, remaining places will be split between the other parishes on an equal basis in the order of parish size, starting with the largest.
4. Baptised children from practising Catholic families living outside of the above parishes with priority being given according to frequency of mass attendance.
5. Baptised Catholic children whose parents may not be practising at the time of application.
6. Other Looked After or previously Looked After Children.
7. Other children who have sibling attending the infants' or junior school at the time of application.
8. Children who are members of other Christian denominations, (including Catholic Churches not in Union with the See of Rome). \*see 'Further Information' in the Admission policy for more details.
9. Children of other faiths.
10. Any other children.

# Schools outside the London Borough of Sutton

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 online 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

People Department, Bernard Weatherill House, 8 Mint Walk, Croydon CR0 1EA  
Telephone Number: (020) 8726 6400 Website: [www.croydon.gov.uk](http://www.croydon.gov.uk)

### **Aerodrome Primary School**

Goodwin Road, Croydon CR0 4EJ

DfE Number: 306 3417

Telephone Number: 020 8688 4975

### **Chipstead Valley Primary School**

Chipstead Valley Road, Coulsdon, Surrey CR5 3BW

DfE Number: 306 2057

Telephone Number: 01737 553255

### **Christ Church C of E Primary School**

Montpelier Road, Purley, CR8 2QE

DfE Number: 306 3301

Telephone Number: 020 8660 7500

### **Harris Primary Academy Haling Park**

50-58 Haling Road, Croydon CR2 6HS

DfE Number: 306 2040

Telephone Number: 020 3772 4560

### **Harris Primary Academy Purley Way**

47 Propeller Crescent, Croydon CR0 4FE

DfE Number: 306 2061

Telephone Number: 020 3872 1970

### **Margaret Roper Catholic Primary School**

Russell Hill Road, Purley CR8 2XP

DfE Number: 306 3404

Telephone Number: 020 8660 0115

### **The Minster Nursery and Infant's School**

Warrington Road, Croydon CR0 4BH

DfE Number: 306 3007

Telephone Number: 020 8688 5844

### **Purley Oaks Primary School**

Bynes Road, South Croydon CR2 0PR

DfE Number: 306 2033

Telephone Number: 020 8688 4268

### **Regina Coeli RC Primary School**

173 Pampisford Road, South Croydon CR2 6DF

DfE Number: 306 3408

Telephone Number: 020 8688 4582

### **Smitham Primary School**

Portnalls Road, Coulsdon CR5 3DE

DfE Number: 306 2067

Telephone Number: 020 8660 4399

### **Woodcote Primary School**

Dunsfold Rise, Coulsdon CR5 2ED

DfE Number: 306 3418

Telephone Number: 020 8660 9972

## Royal Borough of Kingston upon Thames

School Admissions, Learning and Children's Services,  
Guildhall 2, Kingston upon Thames KT1 1EU

Telephone Number: (020) 8547 4610 Website: [www.kingston.gov.uk](http://www.kingston.gov.uk)

### **Green Lane Primary and Nursery School**

Green Lane, Worcester Park KT4 8AS

DfE Number: 314 2008

Telephone Number: 020 8337 6976

### **Malden Manor Primary and Nursery School**

Sheephouse Way, New Malden KT3 5PF

DfE Number: 314 2034

Telephone Number: 020 8337 9620

### **Malden Parochial C of E Primary School**

The Manor Drive, Worcester Park KT4 7LW

DfE Number: 314 3303

Telephone Number: 020 8337 4804

## London Borough of Merton

Children, Schools and Families Department, Merton Civic Centre,  
London Road, Morden, Surrey SM4 5DX

Telephone Number: (020) 8274 4906 Website: [www.merton.gov.uk/admissions](http://www.merton.gov.uk/admissions).

### **Abbotsbury Primary School**

Abbotsbury Road, Morden, Surrey SM4 5JS

DfE Number: 315 2077

Telephone Number: 020 8640 1010

### **Aragon Primary School**

Aragon Road, Morden, Surrey SM4 4QU

DfE Number: 315 2094

Telephone Number: 020 8337 0505

### **Cranmer Primary School**

Cranmer Road, Mitcham, Surrey CR4 4XU

DfE Number: 315 2082

Telephone Number: 020 8648 2621

### **Hatfeild Primary School**

Lower Morden Lane, Morden, Surrey SM4 4SJ

DfE Number: 315 2059

Telephone Number: 020 8337 1332

### **Hillcross Primary School**

Ashridge Way, Morden, Surrey SM4 4EE

DfE Number: 315 2084

Telephone Number: 020 8542 6936

### **Malmesbury Primary School**

Malmesbury Road, Morden, Surrey SM4 6HG

DfE Number: 315 2092

Telephone Number: 020 8648 3561

### **Morden Primary School**

London Road, Morden, Surrey SM4 5PX

DfE Number: 315 2068

Telephone Number: 020 8648 4168

### **SS Peter & Paul RC Primary School**

Cricket Green, Mitcham, Surrey CR4 4LA

DfE Number: 315 3500

Telephone Number: 020 8648 1459

### **St John Fisher RC Primary School**

Grand Drive, London, SW20 9NA

DfE Number: 315 3505

Telephone Number: 020 8540 2637

### **St Teresa's RC Primary School**

Montacute Road, Morden, Surrey SM4 6RL

DfE Number: 315 3502

Telephone Number: 020 8648 1846

## Surrey County Council

Admissions and Transport Team, Quadrant Court,  
35 Guildford Road, Woking GU22 7QQ

Telephone Number: 0300 200 1004 Website: [www.surreycc.gov.uk](http://www.surreycc.gov.uk)

### **Banstead Infant School**

The Horseshoe, Banstead, Surrey SM7 2BQ

DfE Number: 936 2005

Telephone Number: 01737 354816

### **Cuddington Croft Primary School**

West Drive, Cheam, Sutton, Surrey SM2 7NA

DfE Number: 936 2355

Telephone Number: 020 8642 4325

### **Meadow Primary School**

Sparrow Farm Road, Stoneleigh, Surrey KT17 2LW

DfE Number: 936 3943

Telephone Number: 020 8393 4839

### **St Anne's Catholic Primary School**

Court Road, Banstead, Surrey SM7 2PH

DfE Number: 936 3469

Telephone Number: 01737 350012

### **St Clement's Catholic Primary School**

Fennells Mead, Chessington Road, Ewell  
Epsom, Surrey KT17 1TX

DfE Number: 936 3470

Telephone Number: 020 8393 8789

### **The Mead Infant School**

Newbury Gardens, Ewell, Epsom, Surrey KT19 0QG

DfE Number: 936 2091

Telephone Number: 020 8393 0966

### **Warren Mead Infant School**

Partridge Mead, Banstead, Surrey SM7 1LS

DfE Number: 936 2362

Telephone Number: 01737 351962

### **Woodmansterne Primary School**

Carshalton Road, Woodmansterne, Banstead  
Surrey SM7 3HU

DfE Number: 936 2013

Telephone Number: 01737 353120

## Independent schools

Information about independent schools can be obtained from:

Independent Schools Council

First Floor

27 Queen Anne's Gate

London SW1H 9BU

Tel: (020) 7766 7070

Email: [information@isc.co.uk](mailto:information@isc.co.uk)

Web: [www.isc.co.uk](http://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 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.

# Frequently asked questions

## **If I complete the application form online, should I send in a paper copy as well?**

No. If you complete the online application form you should print out and retain your receipt but please do not fill in a paper copy as well. If we receive two applications it will, at the very least, delay the process and may jeopardise your school offer. We recommend you apply online if possible.

## **I don't live in Sutton. Can I apply for Sutton schools?**

Yes. You must name the school(s) in your home local authority application.

## **I live in Sutton. Can I apply for schools in other boroughs?**

Yes. You can apply online and you should name all schools in order of preference whether they are in Sutton or in other boroughs. You should check with out-of-borough schools to see if there is a supplementary form required (see [pages 36-38](#)).

## **If I already have a child at my preferred school will I automatically get another place?**

Not necessarily. You must make an application and name the sibling in it. Siblings in the nursery or Year 6 may not qualify under this rule. Please check the school descriptions in this booklet or contact schools directly to find out if they give priority.

## **My child is in the school's nursery – does he/she get priority?**

Priority is not given to applicants for community schools in Sutton on this basis as it would be unfair to those who require other types of nursery provision, prefer to keep their child at home or those who have moved into the area since nursery places were allocated. However, other admissions authorities and other boroughs may operate differently, so please check the admissions criteria for the schools for which you are applying.

## **Do I have to name six schools?**

No. However, we strongly recommend that you use all 6 preferences to maximise your chances of being offered a school place on 16 April 2021, as it is not always possible to allocate places later if you add schools or change your mind. You should think about your preference order very carefully. If your child is eligible for an offer of more than one school, only the highest preference offer will be made and all lower preferences will be discarded.

## **Are my preferences confidential?**

Yes. Your preference order and the names of other schools you list will not be released. All admissions authorities (the local authority or the school itself) will consider your application without reference to this information. If you are unsuccessful in your application and lodge an appeal, your application and preference order may be shared with the admissions authority and appeals panel.

## **We live in Sutton. Do I have a right to a place in a Sutton school?**

A local authority has a responsibility to provide school places for children in its area. However, the [Education Act 1996 \(Section 18\)](#) does not specify that schools have to be located in that borough. We encourage parents to consider schools both inside and outside of Sutton, particularly if you live close to the borough boundaries. If you are unsuccessful in your preference schools, we will try and offer an alternative school.

**What do I do if I don't get the place I want?**

You are entitled to reject any place offered. However, if you reject an offer it will then become your responsibility to secure an alternative.

If you are offered a place at a school that is not your first preference, you will automatically go on the waiting list for your higher preference schools. Any preferences that are lower than the offered preference are withdrawn. You will also have the right of appeal against any school that does not offer a place, providing it was named as one of your preferences (refer to the appeals section on [page 16](#)).

If you are offered one of your lower preferences, we recommend that you accept the place while waiting to see if a higher offer can be made. This ensures that your child will have a school to go to in September and does not prejudice your right of appeal or your place on higher preference waiting lists.

**I am a Sutton resident. What happens if I don't get any of my preferred schools?**

If you are a Sutton resident and we are unable to offer you any of your preferences, we will consider allocating you a place at an appropriate school with a vacancy. You do not have to accept this but doing so will not prejudice your right of appeal or your position on the waiting lists for your preferred schools. If you reject the offer made, it will become your responsibility to seek an alternative.

**If I do not get a school offer that I am happy with, can I educate my child at home?**

You may choose to take this option but we do not recommend that you do so. If you decide that this is the best option for you, you must notify the local authority in writing. You must provide a curriculum suitable for a student of primary 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 arrangement and our advisers will make monitoring visits while you are educating your child at home. We do not provide materials, tutors or funding and cannot support you to educate your child at home.

**I have been offered a place at an Independent school. What should I do?**

If you are accepting a place in an Independent school and you have been offered a place by Cognus School admissions team, please inform us of this. It is very important that you do this as otherwise you may be preventing another child from receiving an offer of a place. Also, if your child is expected to start at a school in September and does not arrive, a School Attendance Officer will visit you to find out what arrangements you have made for his or her education.

**If my child starts primary school, can I apply for a move to another school?**

We do not recommend a child changes school unless there is a house move involved which makes travel to school particularly difficult. If you wish to consider a change of school, please contact the Cognus School Admissions Team for advice and to discuss the options available (see [contact details](#) on next page).

**I live in Sutton. Is my child entitled to free school travel?**

Children can travel free on the buses and trams provided that they have a child photo Oyster Card. An information leaflet and application form can be obtained from the Post Office or the Transport for London website. Some families who have a low income may qualify for assistance if it is essential that their child travels by train or underground, the school is a long

distance from home, and no other placement can be provided locally. More information can be found at [www.sutton.gov.uk/admissions](http://www.sutton.gov.uk/admissions).

### **I don't live in Sutton. Is my child entitled to free school travel?**

You will need to contact the local authority in the borough where you live for further information, as each borough is responsible for the travel arrangements for its own residents.

### **Is my child entitled to claim free school meals?**

All children are eligible to receive free school meals until the end of Year 2 without the need to make an application. However, if you receive a qualifying benefit it is important to register your child for free school meals in order to help raise funds for schools. [https://www.sutton.gov.uk/info/200521/benefits/1288/free\\_school\\_meals\\_and\\_pupil\\_premium](https://www.sutton.gov.uk/info/200521/benefits/1288/free_school_meals_and_pupil_premium)

### **Does Sutton provide clothing grants for school uniforms?**

No. There is no grant available for clothing. However, some schools offer their own discount schemes.

### **What if my child has health problems?**

You should make an appointment with the appropriate person at the school to discuss the problem. If you want to discuss the problems further, you can phone the school nursing department on 020 8770 5409 or [hcpadmin@sutton.gov.uk](mailto:hcpadmin@sutton.gov.uk)

### **Do schools provide for children with disabilities?**

Sutton schools have access for children with disabilities. Please contact the school direct etc to discuss your child's needs with the staff.

### **Can my child be admitted outside their normal age group?**

Parents may request that their child is exceptionally admitted outside their age group. The Admission Authority for the School will decide whether or not the individual child's circumstances make this appropriate, taking into account the child's individual needs and abilities and considering which year group these needs can best be met. Such requests will only be agreed in exceptional circumstances. Decisions will be made on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent's views; 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. Please contact your home Local Authority for more information.

### **Where can I find out more about admissions to Sutton primary schools?**

More information is available by going to [www.sutton.gov.uk/admissions](http://www.sutton.gov.uk/admissions). Alternatively, you can contact the schools directly for more information about what they offer and any specific admissions requirements. You can also visit the school websites.

If there is anything that you are still unsure of, the Cognus School Admissions Team will be pleased to help you. Please email [suttonadmissions@cognus.org.uk](mailto:suttonadmissions@cognus.org.uk) visit [www.sutton.gov.uk/admissions](http://www.sutton.gov.uk/admissions) or call our contact centre on 020 8770 5000.