

The Pan-London Coordinated Admissions System

Transfer to Secondary School September 2019

The Pan-London Coordinated Admissions System: *the background*

1. Since September 2005, all 33 London Local Authorities and 4 local authorities that border London have co-ordinated admissions to their schools
2. The system is a voluntary extension of the requirement by the Government that all councils co-ordinate admissions to their schools within their area
3. Previously parents in London who applied to several schools, often in more than one Local Authority, may have received more than one offer, which meant that others received no offer at all
4. The Pan London system reduces multiple offers and gives one offer per parent across London at the initial stage.

Making your application: *step by step*

1. Find out as much as you can about the schools that you are considering:
 - look at the Local Authority online booklets
 - get the school prospectus
 - go to open days
2. Identify any schools that need a supplementary form
3. Consider the admission criteria for each school in order to assess the likelihood of being offered a place
4. Only once you have all of this information should you complete the application
5. You must complete the application form for the Local Authority in which you live, regardless of the location of the schools you wish to apply for or where your child currently attends school

- So the process step by step:

Making your application: *step by step*

6. On the application form you will be asked to provide details of your child, including their address and their current school
7. The address must be your child's normal place of residence, and not a temporary, childminder's, relative's or business address
8. You must name the schools that you wish to apply for, wherever they are in the country, and these schools must be ranked in the order that you prefer them
9. If you live in Sutton you can name up to 6 schools.
11. You must submit the application form to your home Local Authority by 31 October 2018.

Making your application: *applying online*

- You can apply online anytime up to midnight on 31 October 2018 at: www.sutton.gov.uk/admissions
- You will receive e-mail confirmation once your form has been submitted
- Once submitted you can change your application at any time until midnight on 31 October 2018
- You will be able to view and print a copy for your own records

Making your application: *supplementary forms*

1. Some schools require a supplementary form or online registration to gather additional information they need in order to apply their admission criteria
2. Failure to return a supplementary form or complete an online registration by the date it is required will mean that the school will be unable to consider your child's application fully and your child may not be included in the tests
3. You can find out if a school requires a supplementary form or online registration by:
 - looking in the Local Authority online booklet on the Local Authority's website
 - contacting the school
 - contacting the Local Authority for the school
4. Supplementary forms for Sutton schools will be available from, the school's website or by contacting the schools direct

Making your application: *key dates*

- 17 August 2018 Closing date for the return of supplementary forms for Greenshaw, Sutton Grammar School, Wallington County Grammar, Wallington High School for Girls, Nonsuch High School for Girls and Wilson's School
- 28 September 2018 Closing date for return of supplementary forms to Carshalton High School for Girls (Music or Sport)
- 28 September 2018 Closing date for Performing Arts workshop supplementary forms to be returned to Glenthorne (Performing Arts)
- 31 October 2018 Closing date for return of supplementary forms to St Philomena's and The John Fisher and online registration for Glenthorne Banding test
- **31 October 2018** **Closing date for online applications or Common Application Form to be returned to your Home Local Authority**

Transfer to secondary school: *test dates*

- Carshalton High School for Girls Music or Sport aptitude: 6 or 10 October 2018
- Glenthorne performing arts workshop: 13 October 2018
- Glenthorne banding test: 24 November 2018
- Greenshaw ability test: 18 September 2018*
- Nonsuch selective test: 18 September 2018*
- Sutton Grammar selective test: 18 September 2018*
- Wallington County Grammar selective test: 18 September 2018*
- Wallington High School for Girls' selective test: 18 September 2018*
- Wilson's selective test: 18 September 2018*

*Joint eligibility test

- Please note that Greenshaw High School, Sutton Grammar School, Wallington County Grammar School, Wallington High School for Girls, Nonsuch High School for Girls and Wilson's School are running a joint eligibility test on **Tuesday 18th September 2018**.
- Grammar school applicants, with the exception of Wallington County Grammar School who pass the eligibility test will be invited to a second stage test. Please see individual school websites for details.
- For those applying to Wallington County Grammar School & Greenshaw High School, the test on 18th September 2018 is the only test used to determine the rank order for selective places. There are no further tests for these schools.

Transfer to secondary school: *the next steps*

1. By working together with any other local authorities where you have applied for schools, your home local authority will work out the best single offer that can be made guided by the order in which you ranked them on your application form
2. Your home Local Authority will send you the outcome of your application on 1 March by first class post if you made a paper application
3. In Sutton, if you have applied online you will **not** be sent a letter, but you will be able to access your results from the evening of 1 March
4. You will be told how to accept or refuse the place, how to get more information, how to appeal and how to be included on waiting lists for other schools

Transfer to secondary school: *help & advice*

Sutton Information, Advice & Support Service (formerly Parent Partnership Service):

- spps@sutton.gov.uk
- 020 8770 4541

Local Authority:

- www.sutton.gov.uk/admissions
- suttonadmissions@cognus.org.uk
- call centre on 020 8770 5000

Schools:

- primary school
- secondary schools

Central government resources:

- www.gov.uk/browse/education

Transfer to secondary school: *summary*

- Consider carefully the schools you wish to apply for
- Name up to 6 schools, whichever Local Authority they are in, on one form, and list them in the order that you prefer them
- Complete your online application by the closing date – 31 October 2018
- Your application should be submitted online, paper forms are available on request only
- Complete and return any supplementary forms or online registrations by the published dates
- No child will receive more than one offer of a school place on the offer date
- The offer you will get will be the single best offer that can be made for the schools that you have applied for
- All offers will be sent on the same day – 1 March 2019