Transfer to Secondary School
September 2021 - Guidance for Parents

Background
Application Process
Next Steps
Since September 2005 all 33 London Boroughs and 5 local authorities that border London have co-ordinated their admissions.

The System is an extension of the requirement by the Government that all Councils co-ordinate admissions to schools in their area.

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.

The Pan London system reduces multiples offers and gives one offer per child at the initial stage on National Offer Day.
Application Process

Research

Making your application

Key Dates

Outcome
Research

- Find out as much as you can about the schools you are considering applying for
- Look at Local Authority online booklets
- Refer to the school prospectus usually available online
- Attend the school open evenings. For more information visit:
- Apply online at: [www.croydon.gov.uk/admissions](http://www.croydon.gov.uk/admissions)
- Identify schools that require a supplementary form or require online registration
- Consider each school’s admissions criteria and the likelihood of being offered a place
Making your application

- You **must** submit your application through the local authority in which your child lives, regardless of the location of the schools you wish to apply for or where your child currently attends school, by the closing date of **31st October 2020**

- We recommend that where possible you submit your application online at:

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

- You will receive an e-mail confirmation once your application has been submitted, and you will be able to change your application at any time until **midnight on 31st October 2020**

- If you do not have access to the internet contact the school as we may be able to assist. Only if you cannot apply online should you contact the Local authority to request a common application form, which must be submitted by **31st October 2020**
Completing the application

- You will be asked to provide your child’s details including their address and current school.
- An application can only be made from a single address and only a single application made for each child. The address must not be a temporary, childminder’s, relative’s or business address.
- You must name the schools that you wish to apply for, wherever they are located, and these must be ranked in the order that you prefer them.
- If you live in Sutton you can name up to 6 schools and we would encourage you to make use of all your preferences. The preference order is NOT shared with the schools.
- You must submit the application to your home Local Authority by 31st October 2020.
Supplementary Forms/On Line Registration

- Some schools will require a **supplementary form** to be completed or for an **online registration** to be made to gather additional information to allow them to apply their admissions criteria.

- Failure to return a supplementary form or complete an online registration by the date it is required will mean the school will be unable to consider your child’s application fully and your child may not be invited to sit the tests/auditions.

- To find out if a school requires a supplementary form or online registration refer to the school’s website or: [www.croydon.gov.uk/admissions](http://www.croydon.gov.uk/admissions)

- Alternatively contact the school directly for more information.
Key Dates

- Selection Tests, Aptitude Assessments and Supplementary Forms
JOHN FISHER
Advise dates will be available in September and/or November pending update on Pandemic - website states
For admission enquiries please contact Mrs Butterworth, Admissions Coordinator, email: admissions@johnfisherschool.org
02086604555

St. PHILOMENA’S
Advise the following VIRTUAL tour -
The school will not host a physical event on Tuesday 30th June, but instead offer a virtual tour of the school which will be available on our school’s website for prospective 2021 entry applicants and we will also plan additional Open Mornings in the first half of the Autumn term.

Admissions Officer, Tel: 020 8642 2025, Ext. 266, email: admissions@stphils.org.uk
COLOMA
No information on line – advises open days in Autumn term – no specific dates 
admissions@coloma.croydon.sch.uk

020 8654 6228.

THOMAS MOORE
No information on line
Telephone: 020 8668 6251
E-mail Address: schooloffice@tmore.org.uk

ST MARY’S
No information on line
Phone 020 8686 3837

ST JOSEPH’S BEULA HILL
no information on line
Telephone Number:
020 8761 1426
Email Address: admin@sjc.ac
Supplementary Forms - Faith Schools

- St Philomena’s Catholic High School for Girls, Coloma, The John Fisher School, St Joseph’s, Thomas More and St. Mary’s each require a supplementary form to be completed.

- Please note: Coloma, St. Philomena’s and John Fisher are often oversubscribed with Catholic pupils. It is very difficult to gain a place if the child is of another faith.

- Catholic secondary schools will request a priest’s reference regarding mass attendance.

- Certificates for Baptism and First Communion may be requested.

- The completed form should be returned to the relevant school.

- The deadline for receipt of the form by the school is 31 October.
<table>
<thead>
<tr>
<th>School</th>
<th>Assessment Type</th>
<th>Registration Deadline</th>
<th>Test Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carshalton High School for Girls</td>
<td>For Sport and /or Music places</td>
<td>25 September</td>
<td>10 or 14 October</td>
</tr>
<tr>
<td>Glenthorne High School</td>
<td>Performing arts workshop Banding Test</td>
<td>25 September 31 October</td>
<td>10 October 21 November</td>
</tr>
<tr>
<td>Greenshaw High School</td>
<td>Eligibility test (ability places only)</td>
<td>14 August</td>
<td>15 September</td>
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<tr>
<td>Nonsuch High School for Girls</td>
<td>Eligibility tests</td>
<td>14 August</td>
<td>15 September</td>
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<tr>
<td>Sutton Grammar School for Boys</td>
<td>Eligibility tests</td>
<td>14 August</td>
<td>15 September</td>
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<tr>
<td>Wallington County Grammar School</td>
<td>Eligibility test (there is no 2nd stage test)</td>
<td>14 August</td>
<td>15 September</td>
</tr>
<tr>
<td>Wallington High School for Girls</td>
<td>Eligibility tests</td>
<td>14 August</td>
<td>15 September</td>
</tr>
<tr>
<td>Wilson’s School</td>
<td>Eligibility tests</td>
<td>14 August</td>
<td>15 September</td>
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Additional Information on Selection Tests and Aptitude Assessments

- If you are not applying for an aptitude/ability place at Carshalton High School for Girls or Greenshaw High School, you do not need to complete their online registration.
- Visit any one of the participating school’s websites to register your child. You need only register your child once.
- 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 15 September is the only test used to determine the rank order for selective places. There are no further tests for these schools.
- All applicants for Glenthorne High School must register online for the schools Banding test. Only those wishing to be considered for a Performing Arts place need register separately for those places.
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.

Online applicants will be able to view the outcome of their application on the evening of 1st March, where a paper application is received the outcome letter will be sent by 1st Class post on 1st March.

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.
Further Information, help & advice

- The Croydon’s Admission to Secondary School 2021-2022 should be available from the summer at: www.croydon.gov.uk/admissions

- Ask at Regina Coeli office if you need help, or speak to the Secondary schools you are applying to.

- Croydon Information, Advice & Support Service
  www.croydon.gov.uk/admissions
If help is required with the transition process - please contact the school office.

- Ensure you check the dates either open nights or virtual tours of the school and make sure it is appropriate for your child.
- Do not fill out the forms until you are sure you have all the necessary paperwork.
- When making an application put your school choices in preference order.
- Complete all preferences - there is no guarantee you will get the school of your choice.
- If applying for a grammar school ensure your child is well prepared for the entrance exam.
- If applying for a selective place ensure it is the most appropriate school for your child.
Thank You

Mrs. Hawkes