



Overton Grange School

Admission arrangements for entry in 2025/2026

Overton Grange School participates in the Pan-London Co-ordinated Admission Scheme for admission to Year 7. Please see Sutton's Pan-London Secondary Scheme for further details regarding applications, processing, offers, late applications, post-offer and waiting lists.

This document sets out the admission arrangements for Overton Grange School.

1. Children with an Educational Health and Care Plan

Children with an Educational Health and Care Plan (EHCP) that names the school will be allocated a place before other applicants are considered. In this way, the number of places available, as set out in section 2, will be reduced by the number of children with an EHCP that have named the school.

2. Proposed Admission Numbers for entry in to Year 7 in 2025/2026

Overton Grange School	210
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3. Admissions and oversubscription criteria

Applications for Year 7 must be made by 31 October 2024, in accordance with Sutton's coordinated scheme, and places at Overton Grange School will be offered on the basis of the preferences that are shown on the application form. Parents will be asked to rank their preferences (up to six) and these will be considered under an equal preference system.

When Overton Grange School is oversubscribed for Year 7, applications will be ranked against five factors which will be considered in the following order:

- i) Looked After Children and previously Looked After Children – see Appendix A. (Supporting evidence of status will be required).
- ii) Where there are supported medical reasons or exceptional social reasons why a child should attend a particular school. (Refugees and Asylum Seeking children may be included under this criterion, depending on individual circumstance. Supporting evidence of status, where applicable, will be required from a social worker, health visitor, housing officer or other relevant council officer).
- iii) Where a sibling will be in the school, up to and including Year 13, at the time of admission. **Please see section 8 for further guidance on the definition of sibling.**

- iv) Children of permanent staff where:
 - a) The member of staff has been employed at the school for two or more consecutive years;
 - b) The member of staff is recruited to fill a vacant post for which there is a demonstrable skills shortage.
- v) Remaining places will be offered on the basis of proximity of the child's home address to the school. The point within the school to be used in any distance calculation will be the main entrance to the school building. Distances will be measured in a straight line from the child's home address, with those living closer to the school receiving the higher priority. **Please see section 9 for further guidance on the definition of home address and the date that the home address applies.**

4. In-Year admissions

In-Year applications for Year 7 after the 1 September 2025 and for Years 8, 9, 10 and 11 will be ranked and considered using the criteria in the order they are shown above.

Pre-existing waiting lists and applications for Year 7 that are received after 1 September 2025 and applications for Years 8 to 11 will be considered in accordance with Sutton's coordinated scheme on In-Year admissions. As a school we will start all In-Year transfers at the start of the next full school term, unless there are exceptional circumstances.

5. Applications for children outside of the normal age group

Children are educated in school with others of their age group. However, parents may request that their child is exceptionally admitted outside their age group. 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.

All requests should include recent professional evidence of the child's circumstances which make education outside the age group necessary. Evidence must be of the individual child's need, rather than general factors which relate to a wider group of children born at a similar time. Views of the school will also be taken into account.

6. Waiting Lists

Where there are more applicants than places available, waiting lists will operate for each year group according to the oversubscription criteria shown above and without regard to the date the application was received or when a child's name was added to the waiting list.

The remaining waiting lists for Year 7 admission will be kept open until the end of the Autumn term 2025, when we will write asking if parents wish to remain on the list. Parents wishing to remain on the list after this date must respond in writing by 10 January 2026 stating their wish and providing the child's name, date of birth and the name of their current school. After 31 December 2025, parents whose children are not already on the waiting list but who wish them to be so must apply for in-year admission through the Local Authority. Waiting lists for other year groups will be reviewed at least once a year.

7. Tie Breaker and the admission of twins, triplets, other multiple births or siblings born in the same academic year

Where two or more applicants share a priority for a place, eg. where two children live equidistant from a school, the school will draw lots to determine the rank position of each child.

Where a parent applies for entry into the same year group for more than one child and it is not possible to offer a place to all of them, the names of the children who were unsuccessful will be added to the waiting list in accordance with the published admission criteria, in the same way as for other children.

8. Sibling

Sibling refers to 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. Where a sibling is in Years 11 or 12 at the time of application to start Year 7 in September 2025, they will be deemed as being in the school at the time of admission, unless the parent has specifically expressed that they will not be continuing in to the following academic year.

9. Home Address

The child's home address excludes any business or childminder's address and must be the applicant's normal place of residence. If there is a genuine equal share custody arrangement between the two parents, the address that will be used will be the address of the parent where the child in question lives for the majority of the school week. If a child lives with a relative, proof must be provided that this is their permanent address. All distances will be measured by the computerised Geographical Information System maintained by Sutton Admissions team. Any offer of a place under this criterion is conditional on the child being resident at the address provided.

The address to be used for the initial allocation of places to Year 7 will be the child's address at the closing date for application. Changes of address up to the date specified, in accordance with the Pan London coordinated scheme, published on the London Borough of Sutton website, may be considered if there are exceptional reasons behind the change, such as if a family has just moved to the area, or has returned from abroad. The address to be used for waiting lists, after the initial allocation, will be the child's current address. Any offer is conditional upon the child living at the appropriate address on the relevant date. Parents have a responsibility to notify the Local Authority of any change of address.

10. Sixth Form Admissions

Year 11 pupils currently at Overton Grange School and pupils in the appropriate age range currently studying elsewhere may apply to join the Sixth Form. The entry criteria for external applicants are the same for those who are already in the school. The entry criteria in 2025/2026 are set out below.

The Sixth Form Open Evening is held during the Autumn term. Applications need to be returned by the stated date.

The Sixth Form prospectus includes an outline of all courses offered. There are currently two pathways offered in the Sixth Form:

Pathway A - Level 3 Courses – ‘A’ levels or BTEC:

Students normally choose 3 Level 3 courses in Year 12 (however where students have performed very well in their GCSEs they can opt to study 4 such courses). There is a wide choice of subjects on offer and the minimum requirement for starting this pathway is 5 GCSEs at Level 4 or above but Level 5/6 is often requested for admission to many A level courses. *Individual subjects may also have specific requirements which are outlined in the School’s prospectus.* GCSE Maths and English Levels 4 or above are required.

At the end of Year 12, students usually continue to study three Level 3 courses and they can also pick up the Extended Project Qualification.

Pathway B – Level 2 Courses: To study a Level 2 course, a minimum of 4 passes is required:

Students will be expected to take re-sit courses in GCSE Mathematics and/or English if they have not obtained a good pass.

Internal and external applicants should complete a Sixth Form Enrolment Form, available online with the Sixth Form Prospectus. This should be returned to the school by the stated date.

Approved by:	Curriculum and Student Committee (subject to approval by FGB)	Date:
Last reviewed on:	January 2024	
Next review due by:	January 2025	