

# Secondary School Admission

In September and October, you will need to make an important decision about which secondary schools you want to apply for your child who is now in year 6.

The deadline for Secondary School applications is **31 October 2020**.

- We urge you to complete the application online as soon as possible.
- If you need help in completing the form, please contact Mrs Saville or Mrs Wright and we will try to help you.
- You will need proof of address and proof of date of birth to complete the form.
- It can take a long time to complete – so we suggest you try to submit your application a week **before** the deadline - in case you need help with any part of the application.

The easiest place to find more detailed information about Merton schools, school open days and how to apply online is here:

<https://www.merton.gov.uk/assets/Documents/TSS%202021.pdf>

## IMPORTANT STEPS TO TAKE

1. Read the booklet from Merton sent home earlier this term.

2. Visit this website: <https://www.merton.gov.uk/education-and-learning/schools/admissions/secondary>

It has all the information you will need about making the application.

3. Find out about potential schools:

- visit their website

- attend online/virtual 'open days' – they should be advertised on their webpage or you could call them/check the Merton booklet.

4. Check the **Admissions Criteria** for the school – does your child meet these criteria? If not, then don't apply to that school.

5. Check if the school has **Supplementary Information Forms** that they require you to complete in addition to the Common Application Form. **Sometimes these forms need to be sent to the school BEFORE the deadline of 31 October.** Check carefully.

<https://www.merton.gov.uk/education-and-learning/schools/admissions/secondary/criteria>

6. Check if the school(s) you are applying to hold **Admissions Tests**. Some schools do, some schools don't. Check with individual schools to find out if the school does use admissions tests (this is mainly schools out of Borough).

7. Check you have the important **proof of address and proof of date of birth** This website will tell you what documents are accepted:

<https://www.merton.gov.uk/education-and-learning/schools/admissions/secondary/apply>

8. Apply **online via your HOME borough**. E.g. if you live in Merton, you need to complete the Merton Common Application Form. If you live in Sutton, you need to complete the Sutton Common Application Form.

**NB: MAKE A NOTE OF YOUR LOGIN/PASSWORD DETAILS FOR YOUR APPLICATION FORM. You will need to keep this if you want to access your application at a later date.**

9. List the schools you want to apply for (up to a maximum of 6).

**10. COMPLETE YOUR APPLICATION BEFORE THE DEADLINE OF SATURDAY 31 OCTOBER.** You will receive an automatic email to confirm receipt of your application.

If you need help in completing this application or advice, please contact Mrs Saville or Mrs Wright and we will be more than happy to help you out.