

How to complete the SET online application form

Important notice

YOU must complete this application form in one go

If you do not receive a confirmation email you **MUST** contact us at

Set2027entry@suttongrammar.school

What should I do if my child is out of their age range at primary school?

If your child is out of their age range at Primary School please email us immediately with **OUT OF AGE** in the subject. Please include your child's full name, date of birth, a brief explanation of why they are out of age and a letter from their current primary school which states:

- child's full name
- date of birth
- their current year group
- when they joined the school and joined an out of age cohort.

Your child can only take the entrance test **ONCE**. If they sit a year early they will not be able to sit again the following year.

What should I do if I am applying for Access Arrangements?

If you're applying for Access Arrangements, read the guidance carefully before you start. Make sure you have all the information you need ready. Please see Section 3.

Your deadline date is the 12 June.

Any concerns, email us at senset2027entry@suttongrammar.school

You are now ready to complete the online application in full

Section 1: Entering your child's details

Ensure that the names you enter on this form are your child's LEGAL names with the same spelling as those you enter on any other forms, especially if you apply to other Grammar Schools.

Make sure the spelling matches when you complete the Common Application Form for your Home Local Authority in October after you have received your child's results. This also applies to your child's Date of Birth.

1. Eligibility to sit the Entrance Test - Expected Dates of Birth

Your child's Date of Birth will normally be between **1 September 2015** and **31 August 2016**.

If your child is out of their age range at Primary School please email us immediately with OUT OF AGE in the subject.

- Child's full name
- Date of birth
- Current year group at school
- Date school joined
- Date out of age cohort joined

Is your child a twin?

Tbc

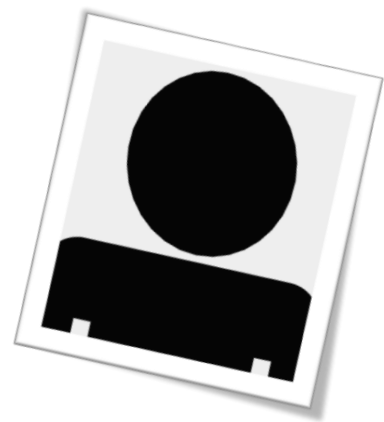
2.Next, upload a recent passport-style photograph of the child

A valid photograph must be provided for your child to be admitted to the test.

1. This photo will be used to identify your child on exam day, so it must be taken within the last 6 months.
2. You can take a picture on your phone. Use a plain background, and make sure your child is facing the camera, with only their head and shoulders visible.
3. You can use one of the following formats: .jpg, .bmp, .png or .gif and a file up to 2MB in size.
4. Hijabs and Turbans for religious purposes are permitted.

CHECK

- recent
- head and shoulders
- your child only
- facing the camera
- taken in a good light



File size too big?

If you need to adjust your photo (e.g. it is too large or you need to crop it), you can use the website link [here](#). Please note that this is an external website and the participating schools cannot provide support. Other websites are also available.

3.Next, enter your child's permanent address

Start typing your child's postcode and select your address from the list when it appears. This will fill in the full address automatically. Do not enter the address manually unless you cannot find it.

If your home has a name that isn't registered, use the house number instead. Note that addresses may not include apostrophes.

We validate all addresses using the Post Office Address File (PAF).

A Child's Permanent Address (main residence) is the address where the child permanently lives, or lives for the majority of the time. Where there are shared custody arrangements, then the address is where the applicant spends the majority of school nights. For the avoidance of doubt, 'school nights' in this context means Sunday night through to Thursday night inclusive.

Only one address will be used for all communications.

You are entering the next section of the application form

Section 2: Parent(s)/Carer(s) details

1 Add parental & additional Contacts

- You must provide **at least 1** Parent/Guardian Contact
- You must provide **at least 2** contacts in total
- Please select **at least 1** contact to receive parental communication
- Please enter a different mobile number for each contact
- Please enter a different work number for each contact
- Please enter a different email address for each contact

+ Add Parent/Guardian Contact

A person with legal parental responsibility, such as a parent or legal guardian

Parent/Carer Details

Parent / Carer 1 should be the details of the person completing the Registration Form and will be the person who will receive all information regarding this application.

Details of Parent / Carer 2 are optional but the email address given in this section will also receive all communications from our system. If you leave the details of Parent / Carer 2 blank then no details of the registration process can be discussed other than with Parent / Carer 1.

+ Add Additional Contact

A person who does not have legal parental responsibility, such as extended family members or friends

Additional Contact Details

Please note that the email address listed under additional contact, will also receive all communications from our system. Please ensure that the email address added in this section is of a appropriate adult.

Enable Contact Communication

Enabled contacts will receive communications sent by the school

You are entering the next section of the application form

Section 3: Child's welfare and support information

Children in Care (Looked After Children)

A Looked After Child is a child who is in Public Care or has previously been in Public Care. (Children previously in Public Care are children who were in Public Care and ceased to be so because they were adopted or became subject to a Residence Order or Special Guardianship Order).

If you answer 'Yes' to this question you may be asked to provide evidence if your child passes the admissions test for your chosen schools.

For households in receipt of Pupil Premium

The admissions criteria of Nonsuch High School for Girls, Sutton Grammar School, Wallington County Grammar School, Wallington High School for Girls and Wilson's School refer to children who are eligible for income-related Free School Meals or who have otherwise triggered Pupil Premium.

For Sutton Grammar School, Wallington County Grammar School and Wilson's School, documentary evidence will be required if your son passes the entrance examinations.

For more details about the admissions criteria of the schools for which this information is relevant, please go to their websites. For more information about Pupil Premium, click [here](#).

Is your child eligible for Pupil Premium at their current Primary School? Pupil Premium is available to children who have been in receipt of Free School Meals at any time in the previous 6 years.

Your child's additional information

This could include, but is not restricted to, information about allergies, asthma etc or other information that you feel we should be aware of to help in the proper conduct of the test.

Important note: Please do not use this to apply for Access Arrangements. You will be able to do so in the section below. If your child has Diabetes and requires a monitor during the test please complete the Access Arrangements section and NOT the Additional Information section

For a child requiring Access Arrangements (deadline date 12 June)

Access Arrangements are pre-examination adjustments allowed for learners with special educational needs, disabilities, or temporary injuries to remove barriers in assessments without changing the, demanded, standards. These can be given based on evidence of need and normal way of working.

It is very important that you follow this process carefully.

The Primary School SENCO will be contacted and asked to complete an online Primary School Form detailing the normal way of working for your child at primary school. They will be asked to send the appropriate professional evidence. Please confirm that you consent for us to contact your child's Primary School SENCO with the information that you have given in this section and that you consent for your child's SENCO to provide us with the information requested.

Please ensure that you have your school SENCO email address ready.

The deadline for submitting evidence to support your request for special arrangements is 12 June 2026. If you apply after this date, we can't guarantee your Access Arrangements application will be reviewed, but we will do our best.

You are entering the next section of the application form

Section 4: Your child's current school

Your child's current Primary School

- If your child is currently homeschooled please choose 'Home-school' from the drop-down menu.
- Start typing your child's Primary School into the School Name (in full) box and complete the school's full address. If your child is currently homeschooled please choose 'Home-school' from the drop-down menu.
- Please note the Post Office Address File (PAF) which is used for all address lookups do not usually use any apostrophes. If the school name has changed and not been updated by the Post Office, please over-type the School Name box with the correct full school name.
- The information is updated daily from the Post Office Address File (PAF) and is outside of our control.