Education: finding your place

How to apply for:

- 4+ Reception
- 7+ Infant to linked Junior / Primary
- 11+ Secondary Transfer
- 14+ University Technical College (UTC)
- 4-16 In Year
- 16+ Post 16

Bromley School Admissions
Education, Care and Health Services
1. Reception admission
This process is for children who will be starting school for the first time.

The Bromley online application system is available via the Bromley website from 1 September to 15 January each year for 3 and 4 year olds due to start school in the following September.

2. Infant to Junior Transfer (Year 2 to Year 3)
This process is only for Year 2 children in an infant school applying for a Year 3 place at the linked junior/primary school. Bromley residents can apply online via the Bromley website from 1 September to 15 January.

3. Moving from primary to secondary school (secondary transfer)
This process is for children in Year 6 who will be starting secondary school. Information is in the Bromley Applying for a School Place publication. The online application system for secondary transfer is available via the Bromley website from 1 September to 31 October for Bromley resident Year 6 pupils.

4. Transferring to a University Technical College
The online application process for UTC courses is available via the Bromley website from 1 September to 31 October for Year 9 students moving onto Year 10 in the following September.

5. In-year Admissions
This process is for applicants, from any local authority, applying for a Bromley school place at times other than those listed above.

Primary and secondary In-year application forms are available on the Bromley website www.bromley.gov.uk or from main reception at Bromley Civic Centre during office hours 08.30 - 17.00 Monday - Friday.

6. Post 16
Applications should be made direct to schools or colleges (including UTCs)

If your child has an EHCP (Education, Health and Care Plan), please contact the Special Needs Team on 020 8461 7317 / 020 8313 4739 for further information.
Application Processes

1. Reception admission
A child should by law be attending school by the start of the term following his/her 5th birthday. In Bromley, all children start school in September. Bromley schools, however, would consider a request for a child to start later in the same academic year.

This application process runs from the Autumn term a full year before the child is due to start school and is operated online as part of a London-wide co-ordinated process. Apply online www.bromley.gov.uk between 1 September and 15 January. Satisfactory proof of residence and parental responsibility is required before preferences will be processed.

2. Infant to linked junior/primary transfer
Only Year 2 children attending an infant school must apply for a place at their linked junior/primary school via their home local authority online system between 1 September and 15 January. Bromley residents should apply via www.bromley.gov.uk.

3. Secondary transfer
The application process for secondary transfer begins at the start of Year 6 and, like the reception and infant to junior phases, is co-ordinated London-wide. Satisfactory proof of residence and parental responsibility is required before applications will be processed. Applications should be submitted online www.bromley.gov.uk between 1 September and 31 October.

4. Transferring to a University Technical College
The London-wide online application process for UTC courses is available via the Bromley website from 1 September to 31 October for students moving onto Year 10 in the following September. UTC courses combine practical and academic studies. Further details from the relevant College. Apply online www.bromley.gov.uk

5. In year Admissions
Applications for a place in a Bromley school outside the Reception entry, Infant to Junior or secondary transfer co-ordinated processes must be made on a Bromley In-year application form, available to download www.bromley.gov.uk

There are two different In year application forms available:
- Primary In year applications for current Reception to current Year 6
- Secondary In year applications for current Year 7 to current Year 11

Please note these secondary schools only accept direct applications:
Harris Academy Beckenham, Harris Girls Academy Bromley and Harris Academy Orpington.

To apply for a school outside Bromley, contact the relevant local authority to confirm how to make the application.
In Year Applications

New to Bromley
If you have just moved into the Bromley borough and have a child in current Reception to Year 11 (up to age 16 only) who needs a Bromley school place within a reasonable travel distance you need to complete a Bromley primary or secondary In-year application form. You can only apply when you and your child are resident in your new Bromley borough address. For applications to outborough schools, please contact the relevant local authority for more information.

The application forms are available from:
• the Bromley website www.bromley.gov.uk
• Bromley Civic Centre main reception

Places cannot be held for applicants before the move has taken place.

Any information on availability in schools given prior to your move is only valid on the date given and subject to change. There is no guarantee that a place will be available at preferred schools.

Applications will not be processed until all the required documents are received.

Completing the application form
Supporting documents:
Applications must be supported with documents to verify parental responsibility and prove that the address is yours and the child’s permanent residence. The required documents are listed on the In year application Guidance notes.

Preferences:
You may list up to four preferences for Bromley schools. You should check whether they require a supplementary information form (primary church schools).

Schools must be listed in your preferred order with the one you want the most as your first preference.

We advise you to list more than one preference on your In-year application as most classes will already be full. Places only become available if children leave.

Outcome of Application
All preferences will be considered at the same time and any available places will be offered according to the schools’ published admissions criteria.

• Bromley children without a school place will be prioritised.

• School transfers will be processed according to availability. If it is not possible to offer a place at a preferred school, a letter will be sent within 20 school days of receipt of application, advising the outcome.

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• **Bromley residents only** if there are no places available in your preferred schools you will be offered an alternative within a reasonable travel distance. If there are no appropriate places available, your child will be referred to Bromley’s Fair Access Panel for allocation. (see p.6)

• **Outborough Residents** If there is no availability at your preferred schools, a letter will be sent within 20 school days of receipt of application advising the outcome. If the child is without a school place, you must apply to your home local authority as they are responsible for ensuring your child has a school place.

**Acceptance of school place**
The place offered will be confirmed in writing and you will be required to respond as requested.

• If you decline the offer you must give details of the alternative provision you have secured.

**Waiting lists**
Waiting lists are held for all oversubscribed year groups in over-subscription criteria order. In year applications are held on waiting lists until the end of the academic year in which the application was made. New reception and secondary transfer applications stay on waiting lists until the end of the Autumn term that the child starts school. However, children without a school place will take precedence.

**Please note that the length of time a child’s name has been on a waiting list cannot be taken into consideration when offering a place. Positions on waiting lists can go up or down as places are offered and new applications are received.**

**Appeals**
If you have not been offered a place for your child at your preferred school you have the right of appeal. Details will be given in the offer letter and further information is available in the Bromley leaflet ‘A Parent’s Guide to the Appeals Process’.

YOU SHOULD NOT WITHDRAW YOUR CHILD FROM THE CURRENT SCHOOL UNTIL ANOTHER SCHOOL HAS BEEN SECURED AND A START DATE AGREED.
Changing Schools During the School Year

Changing your child’s school for any other reason than a move to a different address

• This is a very important step to take both educationally and emotionally and may affect your child in different ways.

• It is expected that you would have tried to resolve any difficulties/issues with your child’s current school.

• Moving your child may not always be the solution.

If you still wish to transfer your child you should complete the appropriate In-year application form. School transfer requests will be processed according to any availability. If a place can be offered it is expected that it will be from the beginning of the following new term unless there are exceptional circumstances.

Years 10 & 11
Particular consideration should be taken before moving any child during Years 10 and 11.

• Places in these year groups are very limited

• Exam boards and study programmes rarely match those your child is currently following

• This may impact on your child’s educational achievement

Elective Home Education
If you have elected to home educate but now wish your child to return to school, you must indicate this in writing on the application form. If your preferences are full, your child will be directed back to their previous school.

Fair Access
Each Local Authority is required by law to have a Fair Access Protocol in place. All schools must participate to ensure that children without a school place access an education provision as quickly as possible. Where appropriate this includes admitting children above the published admissions number to schools that are already full. Fair Access referrals take priority over any child already on the waiting list however, it is not a route to access a school place your child would not otherwise be entitled.
Post 16

In England, young people must stay in some form of education or training until aged 18.

Post 16 options are full time education, i.e. in sixth forms in mainstream schools or Further Education in colleges, apprenticeships or traineeships through vocational and work-based learning providers, or continuing in part-time education or training alongside being employed, self-employed or volunteering for 20 hours of more a week.

- Applications should be made direct to schools or colleges.
- Information on Apprenticeships, and other school leaver pathways are available via www.allaboutschooleavers.co.uk

School admissions processes are managed by the Bromley Admissions Team in accordance with the Department for Education School Admissions Code.

Bromley School Admissions
Education, Care and Health Services
Civic Centre
Stockwell Close
Bromley BR1 3UH

**Telephone:** 020 8313 4044
**Email:** school.admissions@bromley.gov.uk

Every care has been taken producing this leaflet, however changes can occur and London Borough of Bromley cannot accept responsibility for errors or omissions. Check school and local authority websites for current information.

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Translations

Albanian
Në qoftë se nuk fshisni anglisht dhe keni nevojë për këshillm lidhur me pranimin në shkolë, ju lutemi të lutni dikë që di anglisht të na marrë në telefon në emrin tuaj. 020 8313 4044

Chinese
如果您需要有关入学的建议，但不会说英语，请寻求会说英语的人代您打电话给我们。我们的电话是 020 8313 4044

Polish
Jeżeli nie mówisz po angielsku i potrzebujesz porady w sprawie przyjęcia do szkoły, poproś kogoś, kto mówi po angielsku, aby zadzwonił do nas w Twójim imieniu. 020 8313 4044

Portuguese
Se não souber falar Inglês e necessitar de informações relativamente à admissão na escola, peça a alguém que saiba para nos telefonar em seu nome. 020 8313 4044

Somali
Haddii aanaad ku hadlin inqirilii oo aad u baahantahay talo ku saabsan oggolaanhaha dugsi, fadlan ciid aad taqaanno ka dalbo inay telefoon noogula kaa soo hadlaan. 020 8313 4044

Spanish
Si no habla inglés y necesita consejo para el ingreso en el colegio, por favor pídanlo a alguien que hable inglés para que nos llame por usted. 020 8313 4044

Turkish
Ingilizce konuşamıyorsanız ve okula kabul konuşusaha danaşmanızı almak istiyorsanız, lütfen tanıdığınız bir kişiden sizin adına bizi aramanızı isteyin. 020 8313 4044

Pashto
که ناسره انگلیسی زه نه راوی او په یو نورونی خپله دهی، په اره مشوره ته انتخاب لر، لو هیله کاره چې داسې يو کنی. چې ناسره په بیژنی او هره انگلیسی زه ورته شي، چې ته ورته؟ په اره موږ ته يې دی شمره باندي بیلیبون وکې، 020 8313 4044

Bengali
আপনি যদি ইংরেজীতে কথা বলতে না পারেন এবং কোন ভার্তি করার বাধায় আপনার পরামর্শ প্রয়োজন হয়, তাহলে অনুশীলন করে আপনার পরিচিত এমন কাজটি আপনার হয় অফিসার টিমের করতে হবে, যিনি ইংরেজীতে কথা বলতে পারেন। 020 8313 4044

Dari
اگر انگلیسی نمی دانید و در ثبت نام به مکتب (مدرسه)
مشکل دارید، لطفاً با یکی از اعضای تیم صحت کنید تا
طیف تلفن با ما در مورد شما به مفادیت شماره تلفن:
020 8313 4044

Arabic
إذا كنت لا تتحدث باللغة الإنجليزية و كنت بحاجة إلى
نصيحة حول الانضمام للمدرسة، فيرجى أن تطلب من
أحد الأشخاص الذين يعرفهم و الذين يجدون التحدث
بالإنجليزية أن يقوم بالاتصال بنا هاتفياً بالنسبة
والذي على رقم 020 8313 4044

Tamil
நீங்கள் அங்கிலத்தில் விளக்கம் கேட்டவரே, உங்களுக்கு மறைய கோரியோடு தொடர்பு கொள்ள போற்றும் எண்ணிக்கை உடைய எண்ணிக்கையை தெளிவு செய்யவும் 020 8313 4044

23.19