



THE LONDON BOROUGH
www.bromley.gov.uk

Bromley School Admissions

May 2019

Dear Parent/Carer

MOVING ON TO SECONDARY EDUCATION – SEPTEMBER 2020

Your child will be transferring to secondary school in September 2020. This registration form is the start of the process. **IT IS NOT THE APPLICATION.**

Applications open online 1 September 2019 via www.bromley.gov.uk. The application closing date is 31 October.

Bromley borough residents must complete this form and provide the required document/s to verify their address and parent/carers details. Addresses will be cross-checked against Council Tax records.

Please return this completed form with a photocopy of the required document/s specified below, to: School Admissions, Civic Centre, Stockwell Close, Bromley BR1 3UH.

IMPORTANT: Applications for secondary transfer will only be processed if this form and required document/s are received and verified.

• **Required documents:**

- 1. A photocopy of your child's full birth certificate giving parent/s name/s.**
- 2. A photocopy of your Child Benefit entitlement letter dated after September 2018 showing your child's name, date of birth and current address** (this may be printed on the reverse or on a second page). This letter will be produced on request by the Child Benefit office of HMRC even if you have elected not to receive payment. We do not accept Tax Credits as an alternative to the Child Benefit letter.

To request a letter call HMRC on 0300 200 3100. The telephone system is voice automated. When prompted after the introduction please respond in the following order: "Child Benefit". "Speak to an advisor". "Education". "Yes". "No". Tell the advisor that you need a letter for school admissions purposes. Make your request immediately as it may take ten days or more to arrive. **DO NOT contact School Admissions to confirm you have requested the letter.**

Please note: HMRC must be kept updated with details of any change in circumstance and claim forms should be completed for all children as Child Benefit records are used for National Insurance purposes and other allowances. Further details are available at www.gov.uk/childbenefit

Only if your immigration status gives you no recourse to public funds and you are therefore not entitled to register for Child Benefit you must provide:

- Copies of the personal details pages of both parent/s' and child's passport, to show issue details and valid visa status.

If your child has an EHCP (special educational needs statement) you do not need to return the requested document/s. **Just tick the box below**, sign overleaf and return to School Admissions, Civic Centre, Stockwell Close, Bromley BR1 3UH. Your child's transfer to secondary school will be managed through your SEN caseworker.

Please tick if you will be making an application under the **Looked After/Previously Looked After Child** criterion. Supporting documents will be requested.

Education, Care and Health Services

Civic Centre, Stockwell Close, Bromley BR1 3UH

Direct Line: 020 8313 4044

Internet: www.bromley.gov.uk

Email: school.admissions@bromley.gov.uk

REGISTRATION FOR SECONDARY TRANSFER

Pupils in Independent or Out Borough Schools

Please complete these details:

Child's Name:

Surname (capitals)	Forename (capitals)
--------------------	---------------------

Gender: Male / Female (please circle)

Date of Birth: Day: _____ Month: _____ Year: _____

Current School: _____

REGISTRATION FOR SECONDARY TRANSFER 2020

Please **COMPLETE USING DARK INK AND BLOCK CAPITALS** and return this form and the document/s listed on the reverse to **School Admissions, Civic Centre, Stockwell Close, Bromley BR1 3UH**.

1. Child's full (legal) names:

Surname																											
Forename(s)																											
Date of Birth	Day			Month				Year																			

2. Name that child is known by if different to above. Leave blank if same as legal name:

Surname																											
Forename																											

3. Child's permanent home address:

Address line 1																											
Address line 2																			Postcode								
Home telephone no.																											
Date moved in	Month			Year				If less than 12 months additional details will be requested.																			

4. Parent(s) Carer(s) living at the same address as the child:

Mr/Mrs/Miss/Ms/etc				First name																							
Surname																											
Relationship to child							Mobile no.																				
Email address																											
Mr/Mrs/Miss/Ms/etc				First name																							
Surname																											
Relationship to child							Mobile no.																				
Email address																											

5. If there is a legal arrangement in place and parental responsibility is shared with an adult not living at the same address as the child, please provide details:

Mr/Mrs/Miss/Ms/etc				First name																							
Surname																											
Relationship to child																											
Address																											

I/We certify that I/We am/are the person(s) with parental responsibility for the above-named child and the information given is complete and true to the best of my knowledge and belief.

I/We agree that any change of address or circumstance during the application process will be notified immediately to School Admissions.

I/We understand that any false or deliberately misleading information given on this form and/or supporting documents (or any relevant information withheld) may render my application invalid, or lead to the offer of a secondary transfer place being withdrawn.

Providing false information could lead to prosecution.

Office use only		
CB	CT	BC

Signature(s) of Parent(s)/Carer(s) _____

Date: _____