

IMPORTANT

Moving on to Secondary Education 2020

Pupils born between 1 September 2008 and 31 August 2009
Transfer to secondary school in September 2020

Your child is due to move on to secondary school and the online application system is NOW AVAILABLE!

Don't miss deadlines
Do your research
Be realistic

Carefully read this advice sheet to help you navigate the online system. Make appropriate preferences and submit your application before the on-time **deadline 31 October 2019** to achieve an offer on **National Offer Day, 2nd March 2020**.

You can log back into the system and make changes to your application until 23:59 on 31st October. If you make any changes, you **must resubmit the application** otherwise the change won't be taken into account.

The Bromley online application system is available from the link on the homepage of www.bromley.gov.uk (Outborough residents should go through their own local authority websites – e.g. Lewisham.gov.uk. Croydon.gov.uk etc)



Bromley Admissions will process the last submitted version of your application as at Midnight on 31 October.

Access the online account without delay and be ready to start the application and add schools in your order of priority. Deadline reminders and prompts will be sent to make sure your application is complete and on time.

Already used online? The online system will recognise you if you have used it within the last 3 years, or you have an LGFL account through working in a school.

BEFORE YOU DO ANYTHING – first check that the address and contact details already on the online system are correct. Updates must be made before progressing with your application.



New user? You need to **create** an account and **validate** your email address.

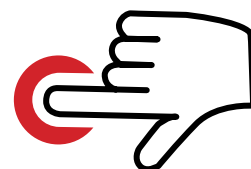
Your most preferred school must be first on your list with up to 5 more schools put in decreasing order of preference. All schools you want your child to be considered for – in Bromley or elsewhere – must be included. **Take advantage of school visiting opportunities and make preference decisions based on your own research.**



Most Bromley schools receive more applications than they have places and will not be able to offer to all applicants. Ensure you include a preference for the school whose proximity offers have consistently reached your address.

Application deadline 31 October 2019

Apply online www.bromley.gov.uk



All schools in the PAN London area and surrounding Authorities are available to select as preferences in the online system. If you are including a school out of this area on your application you need to ask Bromley Admissions for a paper form.

Independent – fee paying schools – are not part of this process and applications should be made direct to the schools concerned.

The online system links to school websites and Admissions Policies so you can check how applications are prioritised and it **will check that you have made a complete application**. It will flag up if a supplementary information form is required and you will have to confirm whether or not you are applying with a special priority. For example, for sibling applications, the name and date of birth of the older child already attending the preference school must be added.

Schools with banding criteria will invite pupils to sit their tests. Pupils who do not take the test will have a lower priority for places.

Pupils who have sat **grammar school tests** will hear before the application deadline whether or not they have passed to be considered. If they haven't passed, any preferences for grammar schools will be disregarded. In Bromley, Newstead Wood will confirm their test results to parents to help them decide whether to include the school as a preference. Boys invited to sit St Olave's Grammar Test 2 are advised to include the school as a preference.

It may be helpful to call Bromley Admissions to discuss your planned application. Home to school distances (Bromley Schools) can be advised and, based on previous years' intakes, you will be told the likelihood of being offered. 020 8313 4044 12-3pm weekdays.



A **Data Check Letter** to confirm the details of your online application as entered on the admissions system will be posted to your address at the end of November – you only need to respond if there are any queries.

Remember that schools

- will not be told your preference order
- do not know if you have made other preferences
- consider applications equally & rank applicants according to their oversubscription criteria.

Your child will receive one offer on National Offer Day. If more than one school is able to offer, the place at the highest preference will be offered.

National Offer Day

Online applicants can access their application result after 5.30pm on 2nd March. It should be accepted online. A letter will also be posted the same day confirming the outcome and detail the options available if you haven't been offered your 1st preference school. You can stay on waiting lists and you can add additional school preferences.



Application addresses are regularly checked to ensure that only entitled pupils are offered places. **Changes of address or circumstances must be notified to Bromley Admissions.**

Changes of parental responsibility, house swaps and moves to live with family or friends require additional documentary evidence and will be thoroughly checked.

Further information about the processing of your application, important dates and deadlines are available in the Bromley publication *Applying for a School Place 2020* www.bromley.gov.uk

