



**London Borough of Bromley
Co-ordinated Scheme for**

Primary Admissions Academic Year 2023/24

**Incorporating admission to Year R,
transfer from infant school to junior school
(Year 3) and
Primary in-year admissions**

Author: Admissions & Transport
Date: 30 December 2021
Version: 1.2

Table of Contents

	Page Number
Introduction / Background	2
Section 1 – Details of the Co-ordinated Scheme for Primary Admissions (Year R) and Transfer from Infant School to Junior School (Year 3) 2023/24	3-12
Section 2 – Primary In-Year (Casual) Admissions and Fair Access Protocols	13

Contact Details

Admissions & Transport
London Borough of Bromley
Children, Education and Families
Civic Centre, Stockwell Close, Bromley, BR1 3UH

Tel: 020 8313 4044

E-mail: primary.admissions@bromley.gov.uk

Version	Date	Type	Author
1.0	28 October 2021	Draft Proposed Scheme	Simon Harrington-Whitnall Admissions & Transport Manager
1.1	16 November 2021	Final Proposed Scheme	Simon Harrington-Whitnall Admissions & Transport Manager
1.2	30 December 2021	Final Adopted Scheme	Simon Harrington-Whitnall Admissions & Transport Manager

Introduction / Background

Each year, the Local Authority is required to formulate a ‘qualifying scheme’. For 2023-2024 admissions, the scheme is to be adopted no later than 28 February 2022. If the scheme is not secured by that date, the Secretary of State can impose a scheme.

For the purposes of this document going forward, where the words ‘school’ or ‘schools’ is used it refers to both maintained schools and academies.

The admission arrangements for academies, foundation, free schools and voluntary aided schools will be available from each school and links will be provided through the London Borough of Bromley website (www.bromley.gov.uk).

Section 1 –

Details of the Co-ordinated Scheme for Primary Admissions (Year R) and Transfer from Infant to Junior School (Year 3) 2023/2024

Year R applications are for children born between 1 September 2018 and 31 August 2019

Year 3 applications are for children born between 1 September 2015 and 31 August 2016

The Key Scheme dates are:

Key Action	Scheme Date
Publication of information (composite prospectus, application information, etc.)	By Thursday 1 September 2022
Applications open	Monday 1 September 2022
Closing date for applications (Online and Paper for Reception and Junior) National Closing Date	Sunday 15 January 2023
Deadline for transfer of application data by Home LA to the PLR (ADT file)	Friday 3 February 2023
Deadline for 'late' school applications for exceptional reasons to be considered as 'on-time'	Friday 10 February 2023
Non-PLR inter-LA data exchange undertaken	Approx. between Monday 30 January and Friday 10 February 2023
Application data checking	Between Monday 13 and Friday 17 February 2023
Indication of preference/applicant numbers made available to all Bromley primary, infant and junior schools	Monday 20 February 2023
Ranking lists provided to all Bromley primary, infant and junior schools for prioritising against their over-subscription criteria	Wednesday 22 February 2023
Finalised ranked list submitted to the Council by schools	No later than 5pm on Wednesday 1 March 2023
Ranked lists checked and verified in the admissions database	By Wednesday 8 March 2023
Council to run the algorithm to determine the allocation of places	By Monday 13 March 2023
Deadline for transfer of initial offer information to PLR and non-PLR LA data exchange undertaken (ALT files)	Thursday 16 March 2023
Final ALT files to PLR	Friday 24 March 2023
Offer data checking	Between Monday 27 March 2023 and Thursday 6 April 2023
Deadline for online ALT files to be uploaded to the Portal ahead of offer day	Wednesday 12 April 2023
Details of pupils being offered provided to all Bromley primary, infant and junior schools	By Monday 17 April 2023
Offer notifications provided to parents/carers National Offer Date	Monday 17 April 2023
Deadline for the acceptance and refusal of offered places	Tuesday 2 May 2023
Deadline for transfer of acceptances to maintaining LAs	Tuesday 9 May 2023
Acceptance lists provided to all Bromley primary, infant and junior schools	Friday 19 May 2023
The Council re-allocates any places that have become available from the waiting lists	From Friday 12 May 2023 until Friday 29 December 2023

In addition, this scheme:

- Allows for Supplementary Information Forms (SIFs) to be returned directly to schools by the closing date for applications to assist in the ranking of applicants against the school's over-subscription criteria.
- Confirms that after 12 May 2023 the Council considers applicants through the waiting list / In-Year procedures. Vacant places will be re-allocated (offered), in accordance with the individual school's oversubscription criteria, to children on the waiting list. Waiting lists will be held by the Council on behalf of the admissions authority for the school(s) until 29 December 2023.

The Council expects that all admissions authorities engaged in the sharing of admissions data will manage personal information in accordance with GDPR requirements.

Deferred start:

Parents/carers are not obliged to start their child at school until the beginning of the term after the child is five.

Parents/carers who have been offered a September place may defer their child's admission until later in the school year or until the child reaches compulsory school age in that school year without losing the offer of a place.

Part-time attendance:

Parents/carers can also choose that their child attends part-time until the child reaches compulsory school age.

Similarly, parents can choose that their child starts full time from the start of the academic year, even if the school would prefer phased part-time attendance to begin with.

Delayed start to the next academic year:

Parents/carers of children born between 1 April and 31 August (summer born) may decide to delay their child's entry to school until the September following their fifth birthday.

Bromley Council and all own admission authority schools will consider individual requests to defer entry to Reception year to the following academic year on a case-by-case basis. This may be based on academic, medical, social, emotional, or behavioural need or if the child is a premature child who would have fallen into a lower year group had they gone to full term.

All requests will be carefully considered but it cannot be guaranteed that such requests will be approved. To be considered parents/carers must follow Bromley Council's published protocol for the admission of summer born children (www.bromley.gov.uk).

In accordance with this protocol parents/carers should apply for school places at the correct time for their child's chronological year group at the same time as submitting their request for delayed entry to ensure that they have the opportunity to secure a school place if their request is not granted.

Usually in such cases, if the request is declined and the parent/carer still decides to defer entry until the following year, any place that may have already been offered in the chronological Reception year cannot be held open until the next academic year. This means that the place offered will be withdrawn and the family will have to re-apply as an in-year admission for the following academic year for Year 1. The child may miss Reception year completely.

Please note:

- Requests for delayed start should be made prior to or at the time parents/carers would normally be applying for school places for the following year. This is to ensure that parents/carers have the opportunity to apply on-time should their request not be granted.
- Parents/carers are not able to defer entry beyond the beginning of the term after the child's fifth birthday.
- For agreed deferred entry applications, it is important to note that the application must be made on a paper application for the agreed admission year.

Application process

All relevant dates for the following procedures are detailed in the 'Key Scheme Dates' table above

1.

Applications from families resident in the London Borough of Bromley will be made on the application, which is available and able to be submitted online. Paper application forms are available on request from the London Borough of Bromley if families are applying for a school outside of the Pan London area.

The Council cannot accept multiple applications for the same child. Only one of the above methods can be used, not both.

If more than one application is received, the parent/carer will be contacted to agree which application is to be used. If the parent/carer cannot be contacted before an application needs to be processed, Bromley Council will process the application submitted most recently.

2.

The paper Reception application will be used for the purpose of admitting pupils into Year R (the first year of primary education) and the paper Junior application for Year 3 of junior schools only (as listed in section 3 of this document). Online applications cover both scenarios.

3.

Online applications, paper applications and supporting publications will:

- (a) Allow **Bromley resident parents/carers to express up to six preferences** in priority order. Preferences can be expressed for Bromley and non-Bromley schools (except special or independent schools). Parents/carers must complete the application for their home Local Authority (i.e., the LA where they live).
NB: for transfer from Year 2 in an infant school to Year 3 in a junior school - families can only name junior schools on their application. If families wish to apply for a place at a primary school, they must follow the in-year admission process.
- (b) Allow parents/carers to give reasons for each preference, including details of any siblings that attend the school at the time of application and will still be on roll at the preferred school at the time of the applicant child's admission.
NB: The in-year admission of a sibling will not constitute a sibling link if the older sibling is admitted/put on roll of the school after the closing date for applications under this process.

- (c) Explain that parents/carers will receive the offer of one school place only and that a place will be offered at the highest ranked preference for which they are eligible and where there is a place available, or if a place cannot be offered at a school named on the application, a place will be allocated at the nearest appropriate school with a vacancy.
- (d) Specify the closing date for applications and where paper applications must be returned to, in accordance with paragraph 9.

4.

The Council will make appropriate arrangements to ensure:

- (a) That the online admissions website is readily accessible to all Bromley resident families who wish to apply using this method.
- (b) The paper applications are readily available on request from Bromley Council.
- (c) A Digital Information Guide (composite prospectus) of all Bromley primary, infant and junior schools along with details of how the admission process works is readily available on the Bromley Council website to read/download/print and hardcopies of which will be available upon request.

5.

Bromley Council will take all reasonable steps to ensure that every Bromley resident parent/carer who has a child in a nursery or early years setting receives advice on the application process and the co-ordinated admissions scheme.

6.

Only preferences expressed on a submitted online application or on a paper application are valid applications.

7.

The admission authorities with Bromley will not use supplementary information except where the information available through the application is insufficient for consideration of the Application against the school's published oversubscription criteria. Where Supplementary Information Forms (SIFs) are used by the admission authorities, Bromley Council will seek to ensure that these are used to collect information, which is required by the published oversubscription criteria only, in accordance with paragraph 2.4 of the School Admissions Code 2021.

Where a SIF is required it must be requested direct from the school/academy or will be available via the Council's website. Such forms will advise parents/carers that they must also complete their home LA's application. Bromley Council's composite prospectus and website will indicate which Bromley schools require SIFs to be completed and where they can be obtained.

SIFs must be returned to the relevant school/academy by the closing date for applications.

All schools/academies that use SIFs must include the proposed form in their consultation document with other admissions authorities, including the Council, and in their published admission arrangements.

8.

Completion of a school/academy's Supplementary Information Form only does not constitute a valid application. Where a Bromley school receives a Supplementary Information form, Bromley Council will not consider it to be a valid application unless the parent/carer has also listed the school on the home LA's application, in accordance with paragraph 2.3 of the School Admissions Code 2021.

The school/academy must be named on the parent/carer's school application through their home local authority.

9.

Applications must be submitted online and paper applications returned to Bromley Council by the closing date.

NB: After the closing date no changes of preference can be permitted, except in exceptional circumstances.

10.

The order of preference given on the application will not be revealed to a school within Bromley to comply with paragraph 1.9 of the School Admissions Code 2021. However, where a Bromley resident parent/carer expresses a preference for schools in another LA, the order of preference for that LA's schools will be revealed to that LA in order that it can determine the highest ranked preference in cases where an applicant is eligible for a place at more than one school in that LA's area.

11.

Bromley Council undertakes to carry out the address verification process set out in its entry in the LIAAG (London Inner Authority Admissions Group) Address Protocol. This will, in all cases, include validation of resident applicants against Bromley Council's school data and the further investigation of any discrepancy. Where Bromley Council is not satisfied as to the validity of an address of an applicant whose preference has been sent to a maintaining LA, it will advise the maintaining LA no later than **10 February 2023**.

12.

Bromley Council will confirm the status of any resident child for whom it receives an application stating s/he is currently or previously a 'Child Looked After' and will provide any additional evidence on receipt of a reasonable request by the maintaining LA in respect of a preference for a school in its area by **3 February 2023**.

13.

Bromley Council will advise a maintaining LA of the reason for any application which is made in respect of a child resident in Bromley to be admitted outside of their correct age cohort, and will forward any supporting documentation to the maintaining LA by **3 February 2023**.

14.

The Council will co-ordinate the allocation of places and work in partnership with all own admission authority schools/academies, to determine which applicants are to be offered a place at their school/academy.

The Council will only make the final decision about the offer or refusal of a place at a named preference on the online application or paper application where:

- (a) an applicant can be offered a place at more than one preference
- (b) an applicant cannot be offered a place at any named preference and therefore must be allocated a place at the nearest appropriate school to the home address.

Bromley operate an 'Equal Preference' scheme. This means that all preferences are considered equally, and the order of preference is between parents/carers and the Council. The Council will look to offer a place at the highest named preference for which the child is eligible and where a place is available.

Crown Servants:

For children of crown service personnel, the usual protocols, processes, and oversubscription criteria will apply, but a future address will be accepted, and a place sought in advance of residency, as long as the application is accompanied by confirmation of the posting, future address and date of posting (as defined in the School Admissions Code). If no future address is available at the time of application the quartering/barracks address can be used.

Processing of applications

All relevant dates for the following procedures are detailed in the 'Key Scheme Dates' table above

15.

Applicants resident within Bromley must submit the application, which is available online, by **15 January 2023**.

16.

Application data relating to all preferences for schools in the area of a participating LA, which have been expressed within the terms of the Bromley Council scheme, will be uploaded to the PLR (Pan London Register) by **3 February 2023**. Supplementary information provided with the application will be sent to maintaining LAs by the same date.

17.

Where such applications contain preferences for schools in other LAs, Bromley Council will forward details to maintaining LAs via the PLR as they are received. Bromley Council will accept late applications which are considered to be on-time with the terms of the home LAs scheme. The latest date for the upload to the PLR of late applications which are considered to be on-time with the terms of the home LAs scheme is **10 February 2023**.

18.

The Council will provide all Bromley primary, infant and junior schools/academies of an indication of the number of preferences expressed for them (these figures may not be the final preferences). Any necessary inter-LA data exchange will have been completed prior to provision of this data.

Schools/academies will only be advised the total number of applications by preference (1st – 6th) and not any pupil specific data.

19.

Bromley Council will participate in the application data checking exercise for the PLR scheduled between **13 and 17 February 2023**.

20.

The Council will advise all Bromley primary, infant and junior schools/academies of the full details of all valid applications for their schools to enable them to undertake the relevant checks (sibling links, etc.) and to consider against their over-subscription criteria. **This list is known as 'the ranking list'**.

This data will not include which preference the school/academy has been named, as this is not relevant to the application of oversubscription criteria.

The Council will have already undertaken distancing for all applicants to all schools. Any issues arising from these checks must be reported to Bromley School Admissions **no later than 5pm on Friday 3 March 2023**.

Only children who appear on the ranking list can be considered for places on the relevant offer day. No other child can be added by the school for any reason.

Ranking lists will be made available to schools/academies via secure means to comply with data protection and information governance procedures.

21.

All preferences for Bromley schools will be considered by the relevant admission authorities without reference to preference rank order to comply with paragraph 1.9 of the School Admissions Code 2021. When the admission authorities with Bromley have provided a list of applicants in criteria order to the Council, Bromley Council shall, for each applicant to its schools for whom more than one potential offer is available, use the highest ranked preference to decide which single potential offer to make.

22.

Bromley Council will carry out reasonable checks to ensure that pupil rankings are correctly held in its system for all maintained schools and academies in Bromley before uploading data to the PLR.

23.

Bromley Council will upload the highest potential offer available to an applicant for a maintained school or academy in Bromley to the PLR by **16 March 2023**. The PLR will transmit the highest potential offer specified by the maintaining LA to the home LA.

The Bromley Council system will eliminate, as the Home LA, all but the highest ranked offer where an applicant has more than one potential offer across maintaining LAs submitting information within the deadline to the PLR. This will involve exchanges of preference outcomes between the Council and the PLR (in accordance with the iterative timetable published in the Business User Guide) which will continue until notification that a steady state has been achieved, or until **24 March 2023**, if this is sooner.

24.

Bromley Council will not make an additional offer between the end of the iterative process and the **17 April 2023** which may impact on an offer being made by another LA.

Notwithstanding this, if an error is identified within the allocation of places at a maintained school or academy in Bromley, the Council will attempt to manually resolve the allocation to correct this error. Where there impacts on another LA, the Council will liaise with that LA to attempt to resolve the correct offer and any multiple offers which might occur. However, if another LA is unable to resolve a multiple offer, or if the impact is too far reaching, the Council will accept that the applicant(s) affected might receive a multiple offer.

25.

The Council will participate in the offer data checking exercise scheduled between **27 March and 6 April 2023** in the Pan-London timetable.

26.

The Council will send a file to the E-Admissions portal with outcomes for all resident applicants who have applied online no later than **12 April 2023**.

Offer process

27.

The Council will check and verify all ranked lists to the admissions database and run the algorithm to determine the allocation of places:

- Where the child is eligible for a place at only one of the named schools, that school will be offered
- Where the child is eligible for a place at two or more of the named schools, they will be allocated a place at whichever of these is the highest ranked preference

- Where a child who resides in Bromley is not eligible for a place at any of the named schools, the child will be allocated a place at the nearest appropriate school with a vacancy

The Council will ensure that, if there are places available, each resident applicant who cannot be offered a preference expressed on the application, receives the offer of an alternative school place in accordance with paragraph 2.11 of the School Admissions Code 2021.

28.

Bromley Council will inform all resident applicants of their highest offer of a school place and, where relevant, the reasons why higher preferences were not offered, whether they were for schools in the Home LA or in other participating LAs.

29.

Bromley Council will send offer notification to Bromley resident families (who have applied) on **17 April 2023** by email (for online applications) and by post (for paper applications).

30.

On the offer day determined above, the Council will notify details of the school/academy being offered to all **Bromley resident parents/carers**. The offer details will include the name of the school offered, the basic reasons why any other school named was refused and will extend the right of appeal to any named school that was not offered.

Bromley Council will also make available all the information regarding the next steps for parents/carers (including acceptance/refusal of the place offered, waiting list and appeal request).

The offer notification will also indicate that schools named as lower preferences than the one offered have automatically been withdrawn under the co-ordinated admission arrangements. Parents/carers will also be informed of their right of appeal and how to lodge their appeals.

31.

The Council will inform all Bromley primary, infant and junior schools/academies of the pupils to be offered places at their school. Infant schools will also be advised of the destinations of their Year 2 pupils.

Bromley Council will have completed any data exchange with other local authorities prior to providing offer lists to schools, to cover situations where a Bromley resident has named a school outside Bromley, or a parent living outside Bromley has named a Bromley school.

Offer and destination detail will be sent via secure means to comply with data protection and information governance procedures.

The handling of late applications

32.

As far as reasonably practicable, applications for places in the normal admissions round that are received **late for a good/exceptional reason** will be accepted to be processed on time, provided they are received by the Council by 5pm on Friday 10 February 2023.

Such applications must be accompanied by a written explanation of the reasons for late submission. Only exceptional circumstances (good reason), which may include serious illness, bereavement, or a late move to the area, can be considered.

Late applications received from families that have just moved into the area must be accompanied by sufficient proof of move. This can be a copy of a signed tenancy agreement, exchange of contracts or completion documents.

The decision on whether a reason for late application is acceptable will be at the discretion of the Bromley School Admissions Team.

For situations where an application is received after 15 January 2023 and it is decided that the reason for late submission is not exceptional, and for ALL applications received after 10 February 2023, the application will be held pending until 12 May 2023 and will be processed as part of the ongoing reallocation of vacant places as defined above.

Post offer process

All relevant dates for the following procedures are detailed in the 'Key Scheme Dates' table above.

33.

Acceptance/Refusal: Bromley Council will request that resident applicants accept or decline the offer of a place by **2 May 2023**, or within 2 weeks of the date of any subsequent offer.

Where an applicant resident in Bromley accepts or declines a place in a school maintained by another LA by **2 May 2023**, the Council will forward the information to the maintaining LA by **9 May 2023**. Where such information is received from applicants after **2 May 2023**, the Council will pass it to the maintaining LA as it is received.

34.

Reconciliation round: A further round of co-ordination (known as the reconciliation round) will be undertaken by the Council during **May 2023** to include late application made after 15 January 2023 and 16 April 2023 with agreed exceptional circumstances. This reconciliation process will allocate to vacant spaces to the next children on a school's waiting list, as places become available.

35.

Waiting Lists: Applicants will automatically be added to the waiting lists for any Bromley school named as a higher preference than the school offered.

Where a place becomes available in an oversubscribed maintained school or academy in Bromley, it will be offered to the child at the top of the waiting lists for that school, which will be order in oversubscription criteria order, in accordance with paragraph 2.15 of the School Admissions Code 2021.

From the date specified in the above table and up until the final date specified, the Council will undertake the reallocation of any vacant places for all schools/academies.

Late applications will automatically be added to the waiting lists for the named preference schools.

After the 'Council waiting list' has closed, parents/carers must re-apply for places under the In-Year admission procedures.

36.

When acting as a maintaining LA, Bromley Council will place an applicant resident in the area of another LA on a waiting list for any higher preference school. Where this is not done automatically, it will be done immediately following a request from the home LA.

Where a waiting list is maintained by an admission authority of a maintained school or academy in the Bromley area, the admission authority will inform the Council of a potential offer, in order that the offer may be made by the home LA.

37.

When Bromley Council is acting as a maintaining LA:

- The Council will inform the home LA of an offer for a maintained school or academy in the Bromley area, which can be made to an applicant in the home LA area in order that the home LA can offer the place.
- The Council and the admission authorities within it will not inform an applicant resident in another LA that a place can be offered.
- The Council will inform the home LA of any change to an applicant's offer status as soon as it occurs.
- The Council will accept a change of preference or preference order (including reinstated or additional preferences) from home LAs for maintained schools and academies in its area.

When Bromley Council is acting as the home LA:

- The Council will offer a place at a maintained school or academy in the area of another LA to an applicant resident in Bromley, provided that the school is ranked higher on the application than the school already offered.
- When the Council is informed by a maintaining LA of an offer which can be made to an applicant in Bromley, which is ranked lower on the application than any school already offered, the Council will inform the maintaining LA that the offer will not be made.
- When the Council has agreed to a change of preferences or preference order, it will inform any maintaining LA affected by the change.

38.

Appeals: Parents/carers have the right of appeal to any school named on their application that has not offered their child a place, including schools named as a lower preference than the school offered.

For Bromley schools - Appeals should be made in writing direct to the relevant school(s). Details of how to do this will be available from the relevant school(s).

For non-Bromley schools – Parents/carers will need to contact the relevant LA and/or the relevant school(s) to determine their process for making appeals.

Change of address process

39.

School places allocated under a proximity criterion are offered based on the pupil's permanent home address. It is expected that the applicant and pupil will still be resident at the same address when the child starts school unless exceptional circumstances apply. It is also expected that the child will be living at the address applied from and (for junior school applications only) attending the infant/primary school named on the application during term time until the end of Year 2. If the family move out of the area or out of the country during the admissions process, their application may be cancelled.

The Council must be advised of any change of address and this must be supported by relevant documents. If a house move is not advised and a place secured at a school from the previous address, this will be investigated and considered as misleading information. Places may be withdrawn if the new address is outside of the furthest distance offered by the school for the relevant admission year.

Section 2 – Primary In-Year Admissions and Fair Access Protocols

In-Year Admissions:

An In-Year admission is for entry is to year groups R-11 during the academic year and outside of the above entry to Year R or junior transfer process.

If a parent/carer wishes to apply for a Bromley school as an in-year admission, they must apply to Bromley Council, irrespective of where they live.

Details of the in-year admissions processes for Bromley schools and academies will be published on the Bromley Council website (www.bromley.gov.uk).

Places for in-year admissions must be offered in accordance with the published oversubscription criteria for the relevant school/academy and parents/carers must be advised of their right of appeal if a school named on the application cannot offer a place.

Fair Access Protocols:

Bromley Council administer the locally agreed Fair Access Protocols for children who meet the relevant criteria on behalf of and in partnership with all Bromley primary, infant and junior schools, and academies.

The Council will ensure that there is a fair distribution across all Bromley schools/academies of pupils who are identified as having challenging behaviour under the agreed Fair Access Protocols.

Full details of the agreed Bromley Fair Access Protocols will be published on the Bromley Council website (www.bromley.gov.uk).
