

London Borough of Bromley

Secondary Admissions 2023

Next Steps for Parent/Carers

Important information on:

- **Accepting or declining the school place offered**
- **Waiting lists and reallocation of school places**
- **School admission appeals**

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Contact Details

Admissions & Transport
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Children, Education and Families
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Introduction:

Please read this information carefully to assist you in making your decision about the next steps to take now that your child has been offered a secondary school place for September 2023.

It is important that you ensure you submit your requests, forms, etc. by the dates published in this information. We cannot guarantee that any requests received after the published deadlines will be processed at the same time as those received on time.

If, after reading the information in this guide, you have any questions regarding these processes please contact London Borough of Bromley Admissions and Transport team on the above contact details.

Information on why the school offer has been made

Why was I offered this school? :

The law requires the highest available school preference to be offered through the coordination process. If no named schools are able to make an offer because there are more children than places when the oversubscription criteria are applied, then the Council is required to allocate an alternative school offer to ensure every child who has applied on-time has an offer of a school place on national offer day.

You will either have been offered the highest available named preference or will have received an allocated offer to an alternative school.

If you have been offered a place at your first preference school:

Your lower named preferences will be marked as no longer required. If you still wish for your child to be considered for one or more of these schools, you can submit a request in writing to Admissions and Transport to ask for your child to be added to the relevant school(s) waiting list. Please refer to 'Waiting lists and additional preferences' below.

If you have not been offered a place at your first preference school:

Your higher named preferences had more applications than places available and your child had a lower priority than other applicants under the individual school's published oversubscription criteria than the last child offered a place.

Where your child could not be offered a place at any of the named preferences, London Borough of Bromley (in line with its statutory duty) has secured a place at an alternative school with a vacancy.

It is important to advise that this is the school that can be offered on national offer day and does not mean it is the school your child must attend. National offer day is the first phase of the school offer process. There will be movement which result from places being accepted or refused between now and September. You have the option to continue to pursue your preferred schools by seeking for your child to be placed on the waiting list and/or via the appeals processes for your named preferences.

Accepting or refusing the school place offered

You must accept or refuse the school place offered on 1 March 2023 via your online account at www.eadmissions.org.uk no later than 23:59 on 15 March 2023.

After this time, please send your response directly to Bromley Admissions and Transport by email (secondary.admissions@bromley.gov.uk).

We strongly advise that you accept your offer even if you intend to pursue another school through the waiting list and/or appeal processes.

IMPORTANT INFORMATION:

If you refuse the offer made without having secured an alternative school, you risk your child not having a school place for September 2023. If you decide to refuse the place offered, it is important to consider the following:

- **Once a place is refused, the offer will be removed from your child's record and will be made available to be offered to another child.**
- **If you change your mind, we cannot guarantee that the place will still be available for your child to be offered again and they will be added to the waiting list for the school.**

Do I have to accept or refuse the school offered?

Yes, it is important that you make a decision on the school offered on national offer day, so that up-to-date records can be maintained of which children are due to start at each school in September 2023.

What happens if I refuse the place offered?

Once a place has been refused in writing, the offer will immediately be removed from your child's record and will be made available to be offered to another child from the school's waiting list.

What happens if I change my mind about refusing a place?

Once a place has been refused and withdrawn from your child, we cannot guarantee that you will be able to have it back if you change your mind. This is because the law requires that it be offered to the next most eligible child on the waiting list that is seeking a place.

If you subsequently wish for your child to be reconsidered for the school originally offered, and the place has already been offered to another child, you can make a written request for your child to be added to the school's waiting list.

It is vitally important that you ensure that your child is in receipt of education provision for September 2023. Children of statutory school age have a legal right to education. If you do not accept the provision offered by the council you must ensure that alternative arrangements are in place and inform Admissions and Transport to update your child's record accordingly. If you fail to inform the council of the education provisions you make, your child's details may be passed to the Council's Education Welfare Service for them to undertake their checks to ensure that a child is not missing education.

What happens if I do not accept or refuse the place offered?

If no acceptance or refusal is received within a reasonable time, despite attempts by the London Borough of Bromley or the school to obtain a decision, the place may be withdrawn from your child and made available to be offered to the next child on their waiting list.

Waiting lists and additional preferences

Do I have to request to be added to waiting lists?***a) For higher preferences than the school offered:***

If you have not been offered your first preference school, your child will automatically be added to the waiting list of any Bromley school named as a higher preference on your original application.

b) For lower preferences than the school offered:

If you wish for your child to be considered on the waiting list for any Bromley school named as a lower preference on your original application than the school offered, you may do so by emailing the Bromley Admissions and Transport Team. secondary.admissions@bromley.gov.uk

c) For non-Bromley schools:

Please contact the relevant local authority for that school to find out their process for waiting lists.

Am I guaranteed to get a place from the waiting lists?

No, there is no guarantee that a place will become available at any of the schools your child is on the waiting list for.

If I accept the school offered, does this reduce my child's consideration on another waiting list?

No, whether or not you have accepted a place at another school has no impact on your child's position on a waiting list.

Similarly, refusing a place at a school does not increase your child's chances of gaining a place from another school's waiting list.

How will my child be considered on a waiting list?

All waiting lists are held in the order that the published oversubscription criteria are set out for that individual school. It is unlawful to maintain a list on a 'first come first served' basis.

This means that a child's place can move up or down on any waiting list, dependent on any offers made or any other children added to the waiting list who may have a higher priority against the oversubscription criteria.

How long are the waiting lists open?

The Council holds the waiting lists for all schools until 29 December 2023. If you wish your child to continue to be considered for any school after this time you would have to re-apply as an in-year admission.

When will I find out if my child is offered a place from a waiting list?

The Council will start to make offers (re-allocate vacant places) from 3 April 2023 and will contact you if a place can be offered to your child.

How can I find out my child's position on any waiting list

From 3 April 2023, you can request information on your child's position on any Bromley school waiting list by emailing your request (quoting your child's name and date of birth) to secondary.admissions@bromley.gov.uk or by telephone (020 8313 4044).

You will be contacted if your child is top of the waiting list and a place becomes available. The position on a waiting list is unlikely to fluctuate significantly and requests for position updates should not be made any more frequently than every two weeks.

NB: *Your child's place can move up or down on any waiting list, dependent on any offers made or any other children added to the waiting list who have a higher priority against the oversubscription criteria. This means that the information provided on your child's waiting list position will only be correct at the time of the response to your request.*

Can I request for my child to be considered for additional schools that I did not name on the original application?

Yes, you can request to add additional preferences to your application using the 'Secondary Additional Preference Form', which is available on the Council's website at www.bromley.gov.uk from 1 March 2023. Once completed the form can be submitted as detailed on the website.

Once completed forms are received, they will be processed from 3 April 2023 (for Bromley schools), and you will be notified in writing if a place can be offered. For non-Bromley schools, your additional preferences will be processed in accordance with that Local Authority's timetable and Bromley has no influence over when they are processed.

NB: *The total number of preferences allowed for each child is 9. This includes your original preferences (limited to 6) and any additional preferences.*

What happens if I am satisfied with the school offered (even if my child is on other school waiting lists) or I change my mind about my child being on a particular school waiting list?

If you are satisfied with the place offered or have changed your mind and no longer require your child to remain on any particular waiting list, please email

secondary.admissions@bromley.gov.uk to request that your child be removed from the relevant waiting lists).

School admission appeals

This section is to provide parents/carers with general information regarding the school admissions appeals process.

The School Admission Appeals Code provides more detail on how the appeal process should be administered and what parents/carers can expect from the appeal process – including how appeals may be different following the COVID-19 pandemic. This can be found on the Department for Education (DfE) website (www.education.gov.uk).

Please be advised that all Bromley secondary schools are their own admissions authorities and therefore London Borough of Bromley is not responsible for, nor has any involvement, in the administration of the appeals process for Bromley secondary schools.

The deadline to submit an on-time admission appeal is **24 March 2023**. Individual school's deadline dates may differ and it is important to note that any appeals submitted after the relevant deadline date may not be heard at the same time as appeals submitted on-time.

Why was my child refused a particular school?

The Council has a duty to ensure that all Bromley resident children whose parents/carers apply for a school place at the appropriate time, receive a single offer of a school place via the co-ordinated admissions process. Wherever possible, this will be the highest available named school on your application.

If it has not been possible to offer a place at any of the schools you named and you are a Bromley resident, you would have been allocated a place at an alternative school with a vacancy.

Each child has been considered against the highest possible criteria applicable to them for each school named on their application. If it was not possible to offer one of your preferences, it will have been because there were more preferences for the school than places available and your child did not rank highly enough against the school's oversubscription criteria, compared to others who also applied to the school, to be offered a place.

If you wish to have further details on the specific reasons for the refusal of a place for your child, so that you can prepare your appeal submission accordingly, please contact the Bromley Admissions and Transport Team on secondary.admissions@bromley.gov.uk.

Which schools or academies can I appeal for?

You have a right of appeal to any school named on your application that has refused your child a place. You cannot appeal for a school that was not named on your application.

How do I lodge an appeal for a school?

As all Bromley secondary schools are their own admission authorities, you will need to lodge your appeal directly with the school. To find out how to do this, please contact the relevant school. Contact details are provided at the end of this guide.

How many schools can I appeal for?

You can lodge appeals for more than one school, as long as you have named the school on your application. You will need to complete a separate appeal form for each school.

Each school will not know that you have appealed for another school unless you advise them.

Each appeal made is specific to that school and each process is completely independent of the school.

Can I appeal for a school I did not originally name on my application?

If you express a school as an additional preference for the first time, you will have the right of appeal to that school if a place cannot be offered from the waiting list.

Can I provide more information once I have submitted my appeal form?

When receiving notification of the date of your appeal hearing, you should also receive a deadline date for the submission of any further evidence that was not supplied with your initial appeal request.

It will be for the appeal panel to decide whether or not to accept any additional information or evidence provided after the deadline date and you should be aware that it is possible that such material may not be considered or may result in your appeal hearing being adjourned.

Can someone represent or support me at the actual appeal hearing?

If you wish you can be accompanied or represented by a friend, interpreter or signer who may speak on your behalf. You must ensure that your friend/representative does not have any conflict of interest with the Council, or the school being appealed for. The majority of parent/carers choose to represent themselves.

Your child's current school can provide support (either in person or in writing) if they wish to. You can discuss this with them if you feel it would be of assistance to your appeal.

Representatives from the school being appealed for are not permitted to support individual appeals for places in their school in any way. This includes attending the appeal hearing to support parents/carers or submitting letters of support, as this would create a conflict of interests and unfairness to other appellants.

Who considers my appeal?

Your appeal will be heard by an Independent Appeal Panel which has no connection to the school or the admissions processes. It is the panel that makes the decision on whether or not to uphold your appeal and grant your child a place. The panel's decision is binding on all parties, including the school and the council.

You will usually be invited to attend the appeal hearing (this may be by video/telephone call) and put over the case as to why you wish your child to attend the relevant school. The school will also be represented to provide their reasons as to why a place cannot be offered and why they cannot admit further children.

Some admissions authorities may be hearing appeals based on written submission only. If this is the case, they must advise you of this in advance of the hearing and give you a deadline as to when you can submit your case/supporting information in writing.

There will be a clerk present, who ensures that the correct procedure is followed throughout and keeps a full record of proceedings.

What happens at an appeal?

If there are a large number of appeals for a school, there is an option to hold a 'grouped appeal' to look at the specific issue of 'fullness' (i.e., The school's case is that they are full and cannot admit further children)

The panel will listen to the case put forward by the school and the responses to questions put forward by the panel, parents/carers, and their representatives. There will be no discussion at this point on individual cases.

Appeals are not heard unless the school is full and has admitted children up to its published admission number (or where the appeal is for a grammar school and the child is assessed as non-grammar). An appeal panel can decide to admit further children into the school that is full and place the school over its published admission number provided that this will not be prejudicial to the effective provision of education. The panel will also ensure that the admissions arrangements meet the legal requirements and have been correctly applied in your child's case.

If the panel decides that all the children who are the subject of the appeals could be admitted without causing prejudice to the school, it must uphold all of the appeals (unless the appeals are for a grammar School and your child has been assessed as non-grammar). If, however the panel is satisfied that the admissions authority has proven that it would be prejudicial to admit any additional children (i.e., the school is full) the panel will then proceed to hear individual appeals on the date notified.

At the second stage the panel hears individual cases in private with the child's parent/carer and representative (if any) present and with the clerk and presenting officer in attendance and decides if your individual grounds for admission to the school outweigh the prejudice. If there are several cases, which outweigh prejudice to the school and merit admission, but the panel determines the school could not cope with that number of successful appeals; the panel must then compare all cases and decide which of them to uphold.

The Panel must not make its decisions on individual appeals until all cases have been heard.

What does first stage and second stage appeals mean?

Where parent/carers have been refused a place on the grounds that their child's admission would "prejudice the provision of efficient education or the efficient use of resources" (i.e., the school is full), the independent appeal panel is required to follow a two-stage process.

First Stage – the panel will examine the decision to refuse admission

The panel must consider the following matters in relation to each child that is the subject of an appeal:

- i. whether the admission arrangements (including the area's co-ordinated admission arrangements) complied with the mandatory requirements of the School Admissions Code and Part 3 of the School Standards and Framework Act 1998;
and
- ii. whether the admission arrangements were correctly and impartially applied in each case.

The panel must then decide whether the admission of additional children would prejudice the provision of efficient education or the efficient use of resources.

Where the admission authority is able to satisfy the appeal panel that there would be prejudice, the panel must move to the second stage to decide whether any of the individual appellant's cases outweigh prejudice.

However, in multiple appeals where a number of children would have been offered a place in the school, and the panel considers that to admit that number would seriously prejudice the provision of efficient education or efficient use of resources, the panel must proceed to the second stage.

The panel must also proceed to the second stage where:

- it finds that the admission arrangements did comply with admissions law and that they were correctly and impartially applied to the child; or
- it finds that the admission arrangements did not comply with the admissions law or were not correctly and impartially applied but that, if they had been correctly and impartially applied, the child would not have been offered a place.

Second stage – balancing the arguments

The panel must balance the prejudice to the school against the appellants' case for the child to be admitted to the school.

However, if the panel finds that there are more cases that outweigh prejudice than it considers the school can admit, it will then compare cases and uphold those with the strongest case for admission.

Is the appeal process different for grammar schools?

Generally, the answer is no, however it is important to note that there are two different types of appeals for grammar schools.

Allocation appeals – this is where your child has been assessed as grammar but has been refused a place at the school when the oversubscription criteria have been applied.

Assessment appeals – This is where your child has been assessed as non-grammar, but you believe that they are of grammar ability.

Can I appeal for a place at a school outside of Bromley?

If you applied for a school outside of Bromley and were unsuccessful, you still have the right of appeal for that school.

You will need to contact the admissions team for the Local Authority where the school is located or the relevant school to find out details of their appeal process. There is usually a time limit on this, and it is suggested you contact them as soon as possible.

School contact details

School Name	Website / Email / Telephone	Address
Bishop Justus Church of England School	www.bishopjustus.bromley.sch.uk admin@bishopjustus.bromley.sch.uk 020 8315 8130	Magpie Hall Lane Bromley, BR2 8HZ
Bullers Wood School for Boys	www.bwsboys.org office@bwsboys.org 020 8016 0710	Chislehurst Road Bromley, BR1 2NW
Bullers Wood School for Girls	www.bwsgirls.org office@bwsgirls.org 020 8467 2280	St Nicholas Lane, Logs Hill Chislehurst, BR7 5LJ
Charles Darwin School	www.cdarwin.com enquiries@cdarwin.com 01959 574043	Jail Lane Biggin Hill, TN16 3AU
Chislehurst School for Girls	www.chislehurstschoolforgirls.co.uk office@chsfg.co.uk 020 8300 3156	Beaverwood Road Chislehurst, BR7 6HE
Coopers School	www.coopersschool.com adm@coopersschool.com 020 8467 3263	Hawkwood lane Chislehurst, BR7 5PS
Darrick Wood School	www.darrickwood.bromley.sch.uk office@darrickwood.bromley.sch.uk 01689 850271	Lovibonds Avenue Orpington, BR6 8ER
Eden Park High School	www.edenparkhigh.com info@edenparkhigh.com 020 3948 3864	Balmoral Avenue Beckenham, BR3 3RD
Harris Academy Beckenham	www.harrisbeckenham.org.uk info@harrisbeckenham.org.uk 020 8650 8694	Manor Way Beckenham, BR3 3SJ
Harris Girls' Academy Bromley	www.harrisbromley.org.uk info@harrisbromley.org.uk 020 87787 5917	Lennard Road Beckenham, BR3 1QR
Harris Academy Orpington	www.harrisorpington.org.uk info@harrisorpington.org.uk 01689 819219	Tintagel Road Orpington, BR5 4LG
Hayes School	www.hayes.bromley.sch.uk postmaster@hayes.bromley.sch.uk 020 8462 2767	West Common Road Hayes, BR2 7DB
Kemnal technology College	www.ktc-tkat.org admin@kemnal-tkat.org 020 8300 7112	Sevenoaks Way Sidcup, DA14 5AA
Langley Park School for Boys	www.lpsb.org.uk office@lpsb.org.uk 020 8639 4700	South Eden Park Road Beckenham, BR3 3BP
Langley Park School for Girls	www.lpgs.bromley.sch.uk info@lpgs.bromley.sch.uk 020 8639 5200	Hawksbrook Lane South Eden Park Road Beckenham, BR3 3BE
Newstead Wood School	www.newsteadwood.co.uk office@newsteadwood.co.uk 01689 853626	Avebury Road Orpington, BR6 9SA
Ravens Wood School	www.ravenswood.bromley.sch.uk office@rws.uk.net 01689 856050	Oakley Road Bromley, BR2 8HP
St Olave's Grammar School	www.saintolaves.net office@saintolaves.net 01689 820101	Goddington Lane Orpington, BR6 9SH
The Ravensbourne School	www.ravensbourne.info office@ravensbourne.info 020 8460 0083	Hayes Lane Bromley, BR2 9EH

Neighbouring Council contact details

Council Name	Website
London Borough of Bexley	www.bexley.gov.uk
London Brough of Croydon	www.croydon.gov.uk
Royal Greenwich	www.royalgreenwich.gov.uk
London Borough of Lambeth	www.lambeth.gov.uk
London Borough of Lewisham	www.lewisham.gov.uk
London Borough of Southwark	www.southwark.gov.uk
London Borough of Sutton	www.sutton.gov.uk
Kent County Council	www.kent.gov.uk
Surrey County Council (South East area)	www.surrey.gov.uk