



THE LONDON BOROUGH
www.bromley.gov.uk

Children, Education and Families

Civic Centre, Stockwell Close, Bromley BR1 3UH

Direct Line: 020 8313 4044

Internet: www.bromley.gov.uk

Email: school.admissions@bromley.gov.uk

Bromley School Admissions

REGISTRATION FOR PRIMARY TO SECONDARY TRANSFER **Pupils attending Independent or Out Borough Schools**

Please complete these details:

Child's Surname (capitals)	Child's Forename (capitals)
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Gender: _____

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

Current School: _____

Dear Parent/Carer

MOVING ON TO SECONDARY EDUCATION – SEPTEMBER 2022

Your child will be transferring to secondary school in September 2022. This registration form is the start of the process. **IT IS NOT THE APPLICATION.**

Applications open online 1 September 2021 via www.bromley.gov.uk. The application closing date is 31 October 2021.

Bromley borough residents should complete this form and provide a photocopy of your child's full birth certificate.

Addresses will be cross-checked against Council Tax records.

Additional supporting documentation may be requested if necessary.

Please return the completed form with a photocopy of the full birth certificate to: either school.admissions@bromley.gov.uk or by post to School Admissions, Civic Centre, Stockwell Close, Bromley BR1 3UH.

IMPORTANT: Applications for secondary transfer will only be processed when the information on this form has been verified.

Further information on the application process will be available on the Bromley website from August 2021. Please ensure you read the How to Apply Information leaflet that explains how the process works and how to apply online.

If your child has an EHCP (special educational needs statement) please just tick the box below, sign overleaf and return to Bromley School Admissions. 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 CLA **Child Looked After/Previous Child Looked After** criterion. Supporting documents will be required. ☐

REGISTRATION FOR SECONDARY TRANSFER 2022

Please **COMPLETE USING DARK INK AND BLOCK CAPITALS** and return this form with the full birth certificate photocopy to School Admissions, Civic Centre, Stockwell Close, Bromley BR1 3UH (or to the email address stated)

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																				
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.

The LA has the right to check information provided with Council records and share this information with schools.

CT	BC

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

Date: _____ 3.20