

Moving on to Secondary Education 2021

IMPORTANT

Pupils born between 1 September 2009 and 31 August 2010
Transfer to secondary school in September 2021

Your child is due to move on to secondary school and the online system IS NOW AVAILABLE for you to make your application

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 2020** to receive an offer on **National Offer Day, 1 March 2021**.



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)

Access the online system without delay and you can sign up to deadline reminders and prompts to make sure your application is complete and on time. Be ready to start the application and add schools in your order of preference.

Already used online? Unless you have used the online system in the last 3 years or have an LGFL account through working in a school, start as a New User.

If you already have an online account, check first that the address and contact details already on the system are correct. Updates must be made before progressing with your application.

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.

Bromley Admissions will process the last submitted version of your application as at Midnight on 31 October 2020.

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 would like your child to be considered for must be included.

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

Take advantage of any school visiting opportunities – check school websites to see how they will be operating this year. Make preference decisions based on your own research.



Grammar and Selective Testing

Due to the impact of Covid-19 rules on testing before preference for Autumn 2020 have been relaxed. Testing will now take place in late October or November which means that parents will need to submit their preferences before test results are known.

Ensure you submit your application by 31 October and this year applicants will be permitted to amend their preferences based on the results of grammar or selective testing up until Thursday 10 December. More details in the Applying for a School Place 2021 booklet.

Application deadline 31 October 2020

Apply online now

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.

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.

You can 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.



The online system links to school websites and Admissions Policies so you can check how applications are prioritised **will check that you have made a complete application** and flag up if a supplementary information form is required. You will have to confirm whether or not you are applying with a special priority, for example as a sibling. Check school websites for updated information on open events and visiting/viewing opportunities.

Remember that schools

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

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 and may not be considered.

All Bromley resident applicants are required to scan and attach these documents to their online applications as proof of parental responsibility.

- your child's full birth certificate giving parent/s name/s.
- and a Child Benefit registration letter dated after September 2019 showing your child's name, date of birth and current address.

To request a letter call Child Benefit at HMRC on 0300 200 3100. Tell the advisor that the letter is needed to support your school application.

Only if your immigration status gives you no recourse to public funds and you are not entitled to register for Child Benefit, attach copies of the personal details pages of both parent/s' and child's passport showing issue details and valid visa status.

Application addresses will be checked with school records and Council Tax.

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. Change of parental responsibility will only be agreed under exceptional circumstances. Moves of convenience to gain advantage will not be accepted by schools.

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.



Online applicants can access their application result after 5:30pm on 1 March and accept online. If you haven't been offered your 1st preference you'll stay on waiting lists and can add additional school preferences.

Further information about the processing of your application, important dates and deadlines are available in the Bromley publication *Applying for a School Place 2021* and on the Bromley website www.bromley.gov.uk

