



Education: finding your place

How to apply for:

- 4+ Reception
- 7+ Infant to Junior
- 11+ Secondary
- 14+ University Technical College (UTC)
- 4-16 In Year
- 16+ Post 16



Bromley School Admissions
Education, Care and Health Services

1. Reception admission

This process is for children who will be starting school for the first time.

The Starting Primary Education booklet and the Bromley online application system is available via the Bromley website from September to 15th January each year for 3 and 4 year olds due to start school in the following September.

2. Infant to Junior Transfer (Year 2 to Year 3)

This process is for Year 2 children in an infant school applying for a Year 3 place in a linked junior/primary school.

3. Moving from primary to secondary school (secondary transfer)

This process is for children in Year 6 who will be starting secondary school for the first time. Information is in the Moving on to Secondary Education in Bromley booklet.

The online application system for secondary transfer is available via the Bromley website from 1st September to 31st October for Bromley resident Year 6 pupils.

4. Transferring to a University Technical College

The online application process for UTC courses is available via the Bromley website from 1st September to 31st October for Year 9 students moving onto Year 10 in the following September.

5. In-year Admissions

This process is for applicants, from any local authority, applying for a Bromley school place at times other than those listed above.

Primary and secondary In-year application forms are available on the Bromley website www.bromley.gov.uk or from main reception at Bromley Civic Centre during office hours 08.30 - 17.00 Monday - Friday.

6. Post 16

Applications should be made direct to schools or colleges (including UTCs)

If your child has a statement of special educational needs, do not complete any of these forms. Please contact 020 8313 4164 for further information on school admissions.

Application Processes

1. Reception admission

A child should by law be attending school by the start of the term following his/her 5th birthday. In Bromley, all children start school in September, however, Bromley schools would consider a request for a child to start later in the academic year.

This application process runs from the Autumn term a full year before the child is due to start school and is operated online as part of a London-wide co-ordinated process. Apply online www.bromley.gov.uk

2. Infant to junior transfer

All Year 2 children attending an infant school should apply for a place at their linked junior/primary school via their home local authority online system between 1 September and 15 January. Bromley residents should apply online www.bromley.gov.uk

3. Secondary transfer

The application process for secondary transfer begins at the start of Year 6. The application deadline is the end of October and, like the reception process, is London-wide. When satisfactory proof of residence and parental responsibility has been provided to Bromley Admissions for Bromley resident Year 6 pupils, preferences may be submitted online www.bromley.gov.uk

4. Transferring to a University Technical College

The London-wide online application process for UTC courses is available via the Bromley website from 1st September to 31st October for students moving onto Year 10 in the following September. UTC courses combine practical and academic studies. Further details from the relevant College. Apply online www.bromley.gov.uk

5. In-year Admissions

Applications for a place in a Bromley school outside the Reception entry or secondary transfer processes must be made on a Bromley In-year application form available to download www.bromley.gov.uk

There are two different In-year application forms available:

- Primary In-year applications for current Reception to current Year 6
- Secondary In-year applications for current Year 7 to current Year 11

To apply for a school outside Bromley, contact the relevant local authority to confirm how to make the application.

New to Bromley

If you have just moved into the Bromley borough and have a child in current Reception to Year 11 who needs a Bromley school place within a reasonable travel distance you need to complete a Bromley primary or secondary In-year application form. **You can only apply when you and your child are resident in your new Bromley borough address. For applications to outborough schools, please contact the relevant local authority for more information.**

The application forms are available from:

- the Bromley website www.bromley.gov.uk
- Bromley Civic Centre main reception

Places cannot be held for applicants before the move has taken place.

Any information on availability in schools given prior to your move is only valid on the date given and subject to change. There is no guarantee that a place will be available at preferred schools.

Applications will not be processed until all the required documents are received.

Completing the application form

Supporting documents:

Applications must be supported with documents to verify parental responsibility and prove that the address is yours and the child's permanent residence. The required documents are listed on the In-year application forms.

Preferences:

Your application must be for the year group appropriate to your child's age. You may list up to four preferences for Bromley schools. You should check whether they require a supplementary information form (primary church schools).

Schools must be listed in your preferred order with the one you want the most as your first preference.

We advise you to list more than one preference on your In-year application as most classes will already be full with children who have been at the school from the first year of entry. Places only become available if children leave.

Allocation of Places

The school's admissions criteria will be applied to each preference.

If more than one school place could be offered, you will be offered the one you have placed highest on your form.

Bromley residents only: if there are no places available in your preferred schools you will be offered an alternative within a reasonable travel distance.

If there are no appropriate places available, your child will be referred to Bromley's Fair Access Panel for allocation. (see p.6)

Outborough Residents: if your child is without a school place and there is no availability at your preferred schools, you must apply to your home local authority. They are responsible for ensuring your child has a school place.

Acceptance of school place

The place offered will be confirmed in writing and you will be required to respond as requested.

- If you decline the offer you must give details of the alternative provision secured.

Waiting lists

Waiting lists are held for all oversubscribed year groups in over-subscription criteria order. In year applications are held on waiting lists until the end of the academic year in which the application was made and new reception and secondary transfer applications stay on waiting lists until the end of the Autumn term that the child starts school. However, children without a school place will take precedence.

Please note that the length of time a child's name has been on a waiting list cannot be taken into consideration when offering a place. Positions on waiting lists can go up or down as places are offered and new applications are received.

Appeals

If you have not been offered a place for your child at your preferred school you have the right of appeal. Details will be given in the offer letter and further information is available in the Bromley leaflet 'A Parent's Guide to the Appeals Process'.

YOU SHOULD NOT WITHDRAW YOUR CHILD FROM THE CURRENT SCHOOL UNTIL ANOTHER SCHOOL HAS BEEN SECURED AND A START DATE AGREED.

Changing Schools During the School Year

If you are considering changing your child's school for any other reason than a move to a different address you should carefully consider the following:

- Moving schools may affect your child's educational achievement particularly if they are in Year 10 or 11
- Changing school is a very important step to take both educationally and emotionally and may affect your child in different ways.

If your child is experiencing problems in their current school moving your child may not resolve the situation. It is expected that you would have tried to resolve any difficulties with your child's current school. However, if you still wish to transfer your child you should complete the appropriate In-year application form. If a place can be offered it is expected that it will be from the beginning of the following new term unless there are exceptional circumstances.

Years 10 & 11

Particular consideration should be taken before moving any child during Years 10 and 11.

- Places in these year groups are very difficult to access
- Exam courses and study programmes rarely match those your child is currently following
- This may impact on achievement
- It is unlikely that Year 11 placements will be possible in schools, therefore they could be offered an alternative education setting.

Fair Access

Each Local Authority is required by law to have a Fair Access Protocol in place. All schools must participate to ensure that children without a school place access an education provision as quickly as possible. Where appropriate this includes admitting children above the published admissions number to schools that are already full. Fair Access referrals take priority over any child already on the waiting list however, it is not a route to access a school place your child would not otherwise be entitled.

School admissions processes are managed by the Bromley School Admissions Team in accordance with the Department for Education School Admissions Code.

Bromley School Admissions Team
Education, Care and Health Services
Civic Centre
Stockwell Close
Bromley BR1 3UH

Telephone: 020 8313 4044

Fax: 020 8313 4089

Every care has been taken producing this leaflet, however changes can occur and London Borough of Bromley cannot accept responsibility for errors or omissions. Check school and local authority websites for current information.

September 2014

Translations

Albanian

Në qoftë se nuk flisni anglisht dhe keni nevojë për këshillim lidhur me pranimin në shkollë, ju lutemi të lutni dikë që di anglisht të na marrë në telefon në emrin tuaj. 020 8313 4044

Polish

Jeżeli nie mówisz po angielsku i potrzebujesz porady w sprawie przyjęcia do szkoły, poproś kogoś, kto mówi po angielsku, aby zadzwonił do nas w Twoim imieniu. 020 8313 4044

Somali

Haddii aadan ku hadlin ingiriisi oo aad u baahantahay talo ku saabsan oggolaanshaha dugsi, fadlan cid aad taqaanno ka dalbo inay telefoon noogula kaa soo hadlaan. 020 8313 4044

Spanish

Si no habla inglés y necesita consejo para el ingreso en el colegio, por favor pidaselo a alguien que hable inglés para que nos llame por usted. 020 8313 4044

Bengali

আপনি যদি ইংরেজীতে কথা বলতে না পারেন এবং স্কুলে ভর্তি করার ব্যাপারে আপনার পরামর্শ প্রয়োজন হয়, তাহলে অনুগ্রহ করে আপনার পরিচিত এমন কাউকে আপনার হয়ে আমাদের টেলিফোন করতে বলুন, যিনি ইংরেজীতে কথা বলতে পারেন। 020 8313 4044

Urdu

اگر آپ کی زبان انگلش نہیں ہے اور اسکول میں داخلے سے متعلق آپ کو مشورہ درکار ہے تو، براہ کرم کسی انگریزی دان کے توسط سے ہم سے 020 8313 4044 پر رابطہ کریں۔

Tamil

நீங்கள் ஆங்கிலத்தில் பேசவில்லை என்றால் மற்றும் பள்ளியில் சேர்ப்பதற்கு ஆலோசனைத் தேவைப்பட்டால், தயவு செய்து உங்கள் சார்பாக உங்களுக்குத் தெரிந்த ஒருவரைத் தொலைபேசியில் எங்கள்னை அழைக்கச் சொல்லவும். 020 8313 4044

Chinese

如果您需要有关入学的建议，但不会说英语，请寻求会说英语的人为您打电话给我们。我们的电话是 020 8313 4044

Portuguese

Se não souber falar Inglês e necessitar de informações relativamente à admissão na escola, peça a alguém que saiba para nos telefonar em seu nome. 020 8313 4044

Turkish

İngilizce konuşamıyorsanız ve okula kabul konusunda danışmanlık almak istiyorsanız, lütfen tanıdığınız bir kişiden sizin adınıza bizi aramanızı isteyin. 020 8313 4044

Pashtu

که تاسو انگلیسي ژبه نه وایئ او په ښوونځي کښې داخلې په اړه مشورې ته اړتیا لرئ، نو هیله کېږي چې داسې یو کس چې تاسو یې پیژنئ او هغه انگلیسي ژبه وپتلی شي ته ووايئ چې تاسو لپاره مونږ ته په دې شمېرې باندې ټېلیفون وکړي. 020 8313 4044

Dari

اگر انگلیسی نمی دانید و در ثبت نام به مکتب (مدرسه) مشکلی دارید، لطفاً با یکی از آشناهای تان صحبت کنید تا از طریق تلفون با ما در مورد شما به تماس شود. شماره تلفون: 020 8313 4044

Arabic

إذا كنت لا تتحدث باللغة الإنجليزية وكنت بحاجة إلى نصيحة حول الالتحاق بالمدرسة، فيرجى أن تطلب من أحد الأشخاص الذين تعرفهم والذين يجيدون التحدث بالإنجليزية أن يقوم بالاتصال بنا هاتفياً بالنيابة عنك، وذلك على رقم 020 8313 4044