



THE LONDON BOROUGH

SECONDARY ADMISSIONS 2024

An overview of the admissions process

Key Dates for parents

Date	Key Action
1 September 2023	Applications open (apply online at www.bromley.gov.uk/secondaryadmissions)
September – October 2023	Families to read all available information, visit school open events and make decision on which schools to apply for.
31 October 2023	National closing date for applications. NB: any application received after this date will normally be treated as late.
12 December 2023	Deadline for 'late' school applications for exceptional reasons and proven changes of address to be considered for national offer day
1 March 2024	National offer day – offer notifications sent to on-line applicants after 5pm
15 March 2024	Deadline for families to accept/decline the school offered online (decisions can be submitted via email after this date)
March 2024	Appeals to be submitted to the relevant school (contact schools directly for their appeals process and timetables)
From 10 April 2024 until 31 December 2024	The Council reallocates any places that have become vacant from the waiting lists



Before you apply

- We strongly recommend that you read all of the admission information published by the Council and by schools to help you make an informed decision. The Council's 'Applying for a school place' booklet will be published on our website by 1 September 2023. This contains all the information you need including the furthest distance offered by each school in the previous few years.
- Check individual school admission arrangements and oversubscription criteria to understand how applications are prioritised and how places are offered. These are published on the individual school websites,
- We encourage you to visit the schools you wish to consider applying for when they have their open days/evenings or events (if they are available)
- We suggest you research schools and what they can offer your child to determine if you feel they would be a good place for your child.
- We strongly recommend that you do not base your decisions on hearsay or the view of other people. Whilst a school may not be right for one child, it may be the best fit for another.



Applying

- If you are a Bromley resident (i.e. pay your Council Tax to Bromley) - you must apply through the London Borough of Bromley. Applications can be made online at www.bromley.gov.uk/secondaryadmissions
- If you live in another local authority (e.g. Greenwich, Bexley, etc.), you must apply through that local authority even if your child attends a Bromley school or you are applying for Bromley schools.
- Applications for Bromley residents open on 1 September 2023.
- **Applications close on 31 October 2023** (this is a national date for all secondary school application in England).
Please do not miss the closing date
- If your application is not submitted by the closing date, it will normally be treated as late and not processed until after national offer day.
- We can only accept one application for each child. If you are a separated family, parents must decide who is the main applicant, which schools to apply for and which is the child's main address to be used.



Applying

- We recommend you use all 6 preferences to give you the best opportunity of securing a school you have applied for.
- Ensure that you complete all of the relevant information to allow your application to be considered correctly (e.g. sibling details, children of staff, Child looked after, etc.)
- If you are applying for a school that operates a fair banding system, you must ensure that your child takes part in their testing and any questions regarding this should be directed to the school, as the Council is not involved in this process.
- If you are considering /selective grammar schools in Bromley (St Olave's and Newstead Wood), you must ensure that you have followed the school's process for registering your child for their test. The Council is not involved in this process
- If you are looking at schools in other areas that operate some form of testing, please ensure you follow their processes for the testing.



Supplementary Information Forms (SIFs)

- Some schools may need extra information to rank your application against their admissions criteria. This includes most faith (religious) schools, some schools that offer some places based on pupil premium and some schools that have partial selection by ability or aptitude. These schools will have a Supplementary Information Form (SIF) that you need to complete in addition to your application to the Council.
- All SIFs must be returned to the relevant school by the closing date for applications.
- **Please remember that completing a SIF on its own is not an application for a school place. You must also complete and submit the application to the Council by the closing date for applications.**



Addresses

- The address used on the school application must be your child's home address (i.e., the main address that they live at) at the time of application, and it is expected that they will still be resident at this address on the relevant national offer day.
- London Borough of Bromley and the school which offers your child a place reserves the right to check information given on the application form. If any information given on the form is found to be incorrect, or if you fail to notify us of important changes in the information, the offer of a school place can be withdrawn.
- If you move home during the admissions process, it is vitally important that you notify the Bromley Admissions Team with relevant proof of the move (e.g., a signed and dated tenancy agreement or evidence of completion of purchase) so that the records can be updated.
- Further details about addresses, and what to do if you move house changing your address, will be available in the applying for a school place booklet.



Online applications

- We strongly recommend you make your application online at www.bromley.gov.uk/secondaryadmissions
- If you have used the online application system before, you can use your log in details. If any of your details have changed, please ensure you update them on your account before you start your application.
- You can make your application any time you wish during the application period, 24 hours a day, 7 days a week and you can apply from anywhere (home, library, internet café, etc.) on any device (computer, phone, tablet, etc.)
- You can save your progress at any point in the application, but you must ensure your application is finalised and submitted by the closing date for applications so that it can be processed.
- Bromley Admissions Team will process the last submitted version of your application as at the closing date for applications.
- When you have submitted your application, you will receive an email confirming this
- You can upload all the required documentation to the website to support your application. The documents are required to ensure your application can be processed fully

Online applications

- If you apply online and submit your application, you can still make changes and re-submit your application. The Council is not responsible for processing unsubmitted applications. **You must ensure that your application is fully submitted by the closing date.**
- On the relevant national offer day, you will receive a notification (email or text) advising you when your application outcome is ready to log-on and view
- You can accept or decline the school offered online within 14 days of the relevant national offer day

Applications are made using the London Grid for Learning (LGfL) Pan London portal and if you require technical support with you online account (e.g., forgotten your password) or when making your application you can call the **LGfL Help Desk on 020 8255 5555 (option 1, then option 1 again).**

For families applying for schools outside of the Pan London area or applications being made for children outside of their age-appropriate school year, paper applications forms are available from the Bromley Admissions Team on request via secondary.admissions@bromley.gov.uk.

School preference order

We recommend you:

- a) Name your preferred schools in the order you want them to be considered
- b) Use all of your 6 preferences to give your child the best chance of being offered a preferred school
- c) Name your local school as one of your preferences, because if you don't it will not be considered, and you could end up being offered a school some miles away from your home
- d) If applying on paper, don't list a school more than once – naming it multiple times does not increase your chances of being offered but does use up your preferences.

The order of your preference is confidential between you and the Council. Schools are not advised where you named them on your application during the admissions process, but the order may be shared as part of the appeal process. No school is allowed to use admissions criteria that insists that you name them as your first preference.

If you are applying for schools outside of Bromley, you should check their admissions arrangements carefully to determine how your application may be considered.



Offers

- For on-time applications, you will receive the offer of one school place on the national offer day (1 March 2024)
- This offer will be made by your home local authority (e.g., Bromley if you live in Bromley) even if it is for a school elsewhere.
- In the majority of cases, the offer will be the highest named preference that can offer your child a place after the oversubscription criteria for each school has been applied.
- In some cases, where parental preference cannot be met, the Council will allocate an alternative place (usually the nearest school with a vacant place, taking account of ease of access on public transport) after all on-time applications have been dealt with.

This could mean that the school allocated may be some distance from your home and may even be in another Council's area. For this reason, we recommend you use all 6 preferences to give your child the best opportunity to secure a place at a preferred school.

It is important to note that national offer day is not the end of the story....There are options if you are not happy with the school offered. These are covered in the next steps guide that will be published.



Next steps

- Once you have received your offer you will need to accept or refuse it by 15 March 2024. This can be done online until this date or via email after this date.
- If your child is not offered your highest preference they will be automatically added to the waiting lists for schools named higher on your application than the school offered.
- You will be able to request to go back on the waiting lists for lower named preferences than the school offered if you wish and can requested this in writing to the Bromley Admissions Team
- You can also request for additional preferences to be considered for your child by completing the additional preference form, which will be available on the Council's website.
- You will have the right of appeal to any school named on your application that was not able to offer your child a place.
- A full next steps guide will be published on the national offer day providing more details on these process and what options are available.

Appeals

- You will have the right of appeal to any school named on your application that was not able to offer your child a place. This includes lower named preferences
- All schools in Bromley are responsible for their own appeal processes and you will need to check their timetables and process for submitting appeals with them.
- Admissions appeals are heard by an the independent appeal panel for the school and they will base their decision on the cases put forward by the school and by the parent to decide whether or not a place should be provided at the school.
- Full details of how the appeal process works will be published in the next steps guide on 1 March 2024.



Further information

By 1 September 2023, the Bromley 'Applying for a school place' booklet will be published providing fuller details of the whole admission process, useful information on how offers were made in previous years and links to each Bromley school's admissions arrangements.

This booklet will be available on the council's website at:

www.bromley.gov.uk/secondaryadmissions

If you have any questions about the admissions process or need help understanding a school's arrangements, you can contact the Bromley Admissions Team via:

secondary.admissions@bromley.gov.uk

Any questions?





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For further information, please contact:
secondary.admissions@bromley.gov.uk