

Applications for secondary transfer 2020 are now open

Bromley residents can access the online application system via the home page of www.bromley.gov.uk - Apply for it

Families living in other boroughs should apply via their home local authority – for example www.royalgreenwich.gov.uk or www.lewisham.gov.uk

On-time applications close at midnight on Thursday 31 October 2019. Applications submitted after this time will be processed after national offer day – unless there are very strong reasons as to why the deadline was missed.

DO NOT MISS THE DEADLINE – you could miss out on a school which would have been offered to your child if your application had been on time.

- If you have used the online system within the last 3 years, it may recognise you.
- If you have changed address since you last used the system, please amend the address *before making any preferences.*

Do your research and make realistic preferences. Consider all schools which have easily reached your address in previous years. Make sure you take advantage of visiting opportunities such as open events or visit schools when they open during their working day.

If you are applying for **banding** or **selective** schools, ensure that your child takes part in the testing or their application will not be considered.
Details on the Bromley website.

Previous users will find the online system reassuringly familiar and there are many advantages to making your secondary transfer application online.

- It checks as you fill in your application ensuring that it is complete.
- It offers links to school websites for you to check admissions criteria to confirm how they will be comparing or ranking your application against all the others they will receive
- It will tell you whether the school requires you to complete and return a supplementary information form
- There will be questions to respond to as you make preferences – is this a sibling application? Is this a child of staff application? Questions will relate to the oversubscription criteria of the school and how applications are ranked.
- If you start an application you will receive emails to remind you to submit the application before the deadline.
- You will receive the application deadline on national offer day (2 March 2019) ahead of receiving the outcome letter which will be posted the same day.

PLEASE REMEMBER TO RE-SUBMIT YOUR ONLINE APPLICATION ANY TIME YOU MAKE A CHANGE TO ANY DETAIL (address, preferences, preference order etc)

Up to six preferences can be made for secondary school. They can be for selective and non-selective schools - all schools can be in the London Borough of Bromley – or all out of Bromley – or a mixture of in and out borough schools.

More details in the Applying for a School Place booklet 2020.

Bromley Admissions will download your online application into their system for processing after 31 October:

- The final submitted version of your online application will be taken into account for processing
- Applications will only be processed if Bromley Admissions has already received your child benefit entitlement letter and child's full birth certificate. Council Tax records will be checked for all applicants.
- Changes of address should be notified to Bromley Admissions on the **Change of Address form** available on www.bromley.gov.uk
- Bromley Admissions undertakes address 'spot checks' throughout the process.

Data Check Letter

When all the applications have been downloaded into the child's details on the Bromley Admissions system a **Data Check Letter** will be produced in early December and mailed to the application address. It will confirm the address being used for the application, the child's name, your preferences and the order you have put them in and whether any are flagged up with special priority – ie sibling, Looked after child status etc.

Schools will be notified when these letters are being posted to let their parents know to look out for their copy. Bromley Admissions only need to be contacted if there are any errors in the data check letter.

Data Exchange and outcomes

All Local Authority Admissions Teams exchange information to let neighbours know which of their residents are applying for outborough schools.

- Complete lists of all applicants are sent to each school for them to rank in over-subscription order.
- **Schools are not told which preference number they are or whether other schools have been applied for** – they consider each application as if they are the 1st preference school.

For example – Banding Schools (Coopers, Harris Federation Schools) rank applicants according to their banding test results. Newstead and St Olave's in test score order and most other Bromley schools prioritise Looked After children first, then siblings, then children of staff and then the remaining applicants in distance order.

The ranked lists are returned to Bromley Admissions and entered into the system.

YOU WILL ONLY RECEIVE ONE OFFER ON NATIONAL OFFER DAY – 2 MARCH 2020.

- Possibly more than one school may be able to offer a place to your child – the preference order is then used to determine which school to offer.
- The offer available from the highest school on your preference list will be secured for your child.
- Lower available offers will be re-processed and re-offered according to all schools' waiting lists, then reconciled and the system repeated until it reaches a 'steady state' ie when the offers available for all applicants cannot be bettered. This processing takes several weeks.

Offers and Acceptances

On-time online applicants will receive notification of which school their child is being offered after 5pm on 2nd March. All applicants will be posted an outcome letter by 1st class post on the same day.

You are urged to accept the offer made as it is the best available at this time (unless you have made alternative arrangements such as with an independent school or at a school out of the Pan London area.)

The letter at that time will explain that you will stay on waiting lists, that you can take your application to appeal or you can add additional preferences.

Offers should be accepted online – or by using the reply slip at the bottom of the offer letter. An addressed envelope will be included with the outcome letter. Bromley Admissions needs to hear back from everyone before the reply deadline – 16 March so they can move the process along and at the earliest opportunity re-offer any places that aren't required.

Changes of address etc

Bromley Admissions manages the Secondary Transfer Process until Christmas 2020 when waiting lists are disbanded.

- New applications can be made through the In Year process after this date.

Admissions must be kept informed of any changes of address or circumstance as it happens at any point in the application and offer process.

- If a change impacts on the offer already made to a child, the school concerned will be contacted for their decision as to whether the offer can stand or not.
- Moves to live with family members or friends and house swaps require additional documentary evidence and will be thoroughly checked.

More information and a detailed processing timetable is available in Applying for a school place 2020 available via www.bromley.gov.uk

The Bromley Admissions Team is available 12-3 weekdays for advice and home to school distance information 020 8313 4044

Bromley Admissions 10 September 2019