

Applying for a secondary school place for September 2022

Information from the Bromley Admissions Service

Miss Hughes – Deputy Headteacher

Mrs East – Pupil Support Lead



Applications for Secondary Transfer 2022 are now open

- Bromley residents can access the online application system via the home page of www.bromley.gov.uk.
- Bromley residents should use their Bromley application to apply for schools in other boroughs if desired.
- Families living in other boroughs should apply via their home local authority – for example www.royalgreenwich.gov.uk, www.lewisham.gov.uk, <https://www.croydon.gov.uk/> or <https://www.kent.gov.uk/>

Application deadline

- Applications close on **Sunday 31 October 2021**. Applications submitted after this time will be processed after the national offer day.
- **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.
- Please note:
 - You must submit your online application with all of the required documents by the closing date.
 - Your child must meet the admissions criteria of the school to be offered a place.
 - There is no automatic offer of a sibling place without making an application.

Applying Online

Applying online is Bromley's preferred application method.

- It is free and uses an easy step by step format.
- Information can be checked online and changed at any point until the deadline and Bromley Admissions will process the last submitted version of the application.
- You will receive confirmation that your application has been submitted successfully.

Bromley application links:

- <https://www.eadmissions.org.uk/>
- Step by step guide:
[https://www.bromley.gov.uk/downloads/file/3165/guide to applying for a school place online](https://www.bromley.gov.uk/downloads/file/3165/guide_to_applying_for_a_school_place_online)

Applying Online (continued)

- The online registration process has a number of security measures aimed to verify the identity of the applicant. The required supporting documents can be scanned and attached to the online application after submitting your preferences. **Applications will not be processed without these documents.**
- If preferred, documents can be copied and posted, or hand delivered to School Admissions at Bromley Civic Centre clearly marked with the applicant child's name and date of birth.
- Changes of address should be notified to Bromley Admissions. You must keep the borough you are applying to informed of any changes of address or circumstance at any point in the application and offer process.
- https://www.bromley.gov.uk/downloads/file/2380/change_of_address_for_m_for_school_admissions
- If you don't have internet access, you can book a free slot at Bromley Library.

Which school should I choose?

- Do your research and make realistic preferences.
- Consider all schools which have easily reached your address in previous years.
- Page 45 of the Applying for a school place 2022 booklet shows you the distances of the catchments for each secondary school in the last 3 years.
- 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.



Applying for a
school place **2022**

Apply online www.bromley.gov.uk



Which school should I choose?



Visiting secondary schools with your child is the best way to see whether you think it is a suitable choice and fit.

Schools are carrying out their open events differently this year due to their own risk assessments for COVID.

On pages 46-61 of the Applying for a school place 2022 booklet, you will find information about all Bromley secondary schools. Please look at their individual websites for information about open events.

Most open events are at the weekend or in the evening however, any visits to secondary schools during school time will be authorised. Please let the school office know if you have a visit planned. Children should come in to school after the visit.

<https://www.bromley.gov.uk/downloads/file/6825/applying-for-a-school-place-2022>

Applying for a school place 2022

Apply online www.bromley.gov.uk



Preferences of secondary schools

- Up to six preferences can be made for secondary schools. It is sensible to put down 6 schools.
- Your most preferred school must be first on your list. All schools you want your child to be considered for – in Bromley or elsewhere - must be included.
- Applying for only one school will not increase the likelihood of being offered a place.
- The preference order will only be used when it is possible for more than one school to offer.
- Schools will not know what other applications have been made or the order of preference.
- Changes to preferences and preference order are not permitted after the application deadline unless there are exceptional circumstances such as a change of address.

National Offer Day – Tuesday 1st March 2022

- You will only receive one school offer on National Offer Day.
- Notification of which school has been offered will be sent to applicants who applied online and on time applicants from 5:30pm.
- Applicants who have not applied online will either be sent an email after 5:30pm or sent an outcome letter, by first class post, on National Offer Day.
- The highest preference available will be offered to your child
- Your child will automatically go on the waiting list/s of any higher preference school.
- Pupils who have sat **grammar school tests** will hear before the application deadline whether or not they have passed to be considered. If they haven't passed, any preferences for grammar schools will be disregarded. In Bromley, Newstead Wood will confirm their test results to parents to help them decide whether to include the school as a preference. Boys invited to sit St Olaves Grammar Test 2 are advised to include the school as a preference.

National Offer Day – Tuesday 1st March 2022

Why do I not have a place at a school on my application?

- Any Bromley on time applicants without a preferred offer will be allocated a school with a vacancy.
- This may mean that you have not put down a school that you have met the criteria for e.g. catchment area.
- Government guidelines state it is reasonable for a child of secondary school age to travel 75 minutes to a school. This can include schools in neighbouring authorities.

Accepting Offers

- Offers can be accepted online within the following 14 days after Offer Day. For reasons of security and confidentiality, decisions will not be given over the telephone.
- Offers can be accepted using the reply slip at the bottom of the offer letter. An addressed envelope is included with the letter.
- If you have not been allocated your first preference, you are encouraged to accept the offered place for your child. It is the best offer available at that time and secures a school place for September 2022.
- Accepting an offer will not affect priority on waiting lists or your right of appeal.

Waiting lists and additional preferences

- From April, Bromley admissions will re-offer in waiting list order any secondary school place not required.
- Applicants have the right to appeal to an independent panel at any preferred school.
- Your child's name will automatically remain on the waiting list of any schools of a higher preference to the one already offered.
- Requests for additional preferences can be made on the Additional Preference Form available to download after National Offer Day.
- Bromley Admissions manages the Secondary Transfer Process until Christmas 2022 when waiting lists are disbanded.

Information, Advice and Support Service Choice Advisor Service

Working closely with Bromley School Admissions, Choice Advisors provide impartial advice and the following support:

- Helpline support – open weekdays between 9.30am – 1pm and 2pm- 4pm
- Email support
- Individual meetings in Central Bromley
- Support with understanding the school admission process
- Advice on admissions policies for individual schools
- Advice on school preference order
- Support with completing the application
- Advice about supplementary forms

IASS 02084617630

Email: choiceservice@bromley.gov.uk

Summary of key dates

2021

September	<ul style="list-style-type: none"> ■ Online application for Bromley residents available via www.bromley.gov.uk from 1 September ■ <i>Applying for a School Place</i> booklet available to view and download from the Bromley website www.bromley.gov.uk ■ Bromley Secondary Schools & Academies open events commence. See School websites for updated arrangements. ■ Selection tests for Bexley and Kent Grammar schools (registration for tests now closed)
Friday 17 September	St Olave's Grammar School Stage 1 entrance test
Friday 24 & Saturday 25 September	Newstead Wood School entrance test
By Wednesday 6 October	Bexley grammar school test results emailed to parents
Thursday 14 October	Kent grammar school selection test results available from Kent after 5pm
Week commencing 18 October	Newstead Wood School entrance test results communicated to parents
Sunday 31 October	<ul style="list-style-type: none"> ■ National on time application deadline: <ul style="list-style-type: none"> - On time online applications close at 11:59pm. - Supplementary Information Forms (if required) to be returned direct to schools
Friday 12 November	St Olave's Grammar School entrance test Stage 2 (for those invited back after the Stage 1 test)
Saturday 20 November	Coopers School banding test
Thursday 3 December	<ul style="list-style-type: none"> ■ Last date late applications with exceptional circumstances and proven changes of address will be considered for National Offer Day ■ Permanent proven residential addresses at this date will be used for the application process ■ Subsequent moves will be investigated and discussed with the relevant school/s

Summary of key dates

2022

Tuesday 1 March	<ul style="list-style-type: none"> ■ National Offer Day ■ Notification of which school has been offered sent to on time applicants from 5:30pm ■ Requests for further preferences can be made on the Secondary Additional Preference Form. These will be considered in May
Tuesday 15 March	<ul style="list-style-type: none"> ■ Deadline for applicants to confirm acceptance of offer online. Closes 23:59
March	<ul style="list-style-type: none"> ■ Deadlines for requesting an appeal. Contact schools for their appeal timetables.
April	<ul style="list-style-type: none"> ■ Initial Reconciliation Bromley admissions will begin to re-offer, in waiting list order, any places which are no longer required. Late applications with exceptional circumstances and proven changes of address received 7 December to 1 March will be included
May	<ul style="list-style-type: none"> ■ Late applications without exceptional circumstances received from 1 November to 1 March now processed ■ Address changes received after 2 March ■ Additional preferences received from 2 March now taken into account for waiting lists ■ Processing of applications received from 2 March, according to availability ■ From 21 May waiting list information available from School Admissions
Tuesday 5 July	<ul style="list-style-type: none"> ■ Induction Day for Year 6 pupils transferring to Bromley schools. (Any different arrangements will be advised by the offered school)
31 December	<ul style="list-style-type: none"> ■ Waiting lists disbanded
January 2023 onwards	<ul style="list-style-type: none"> ■ Applications to join new waiting lists can be made through the In Year process