

# Applying for a school place

Secondary education in Bromley  
**2024/2025**



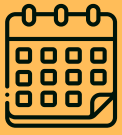
## Your guide to transferring from primary school to secondary school

for children born between 1 September 2012 and 31 August 2013

**Apply online: [bromley.gov.uk/secondaryadmissions](https://bromley.gov.uk/secondaryadmissions)**  
It's quick. It's easy. It's secure.

**Closing date for applications: 31 October 2023**

# Key points to remember



Apply on time

**Apply on time - closing date: 31 October 2023**



We recommend you **use all 6 preferences** to give you the best opportunity of securing a school you have applied for



Tell us **immediately in writing** (email or letter) about any address change and provide proof of the new address (signed and dated tenancy agreement or confirmation of a purchase completion with completion date)



There is no automatic admission for a sibling of a child already at a school. An application must still be made and processed.



There are no 'catchment areas' for any Bromley schools and the distance to the furthest place offered changes each year. It is important that you read the distance information later in this booklet to determine how far out the schools you wish to apply for have offered in previous years. This will help you make informed decisions on your preferred schools and understand the likelihood of being offered a place.

# Our contact details



Email us: [secondary.admissions@bromley.gov.uk](mailto:secondary.admissions@bromley.gov.uk)  
or [inyear.admissions@bromley.gov.uk](mailto:inyear.admissions@bromley.gov.uk)

Our telephone number is 020 8313 4044

Or you can write to:

Admissions and Transport, London Borough of Bromley,  
Civic Centre, Stockwell Close, Bromley, BR1 3UH

## Disclaimer and data privacy

The information contained in this booklet is correct at the time of publication. Policies may change following any decisions made by the School's Adjudicator, the Education Skills and Funding Agency or any change in law. If applicable, an addendum will be produced.

All processes are delivered in accordance with the School Admissions Code 2021 published by the Department for Education and associated relevant legislation.

The Council will hold and use the data you provide for the purposes of school admissions and will share the information with other local authorities, partner organisations and departments, and education and transport colleagues as required. Please refer to the London Borough of Bromley corporate privacy notice: [bromley.gov.uk/privacy](https://bromley.gov.uk/privacy)

The London Borough of Bromley is committed to equal opportunities in the delivery of its services.



## Dear parents and carers

Transferring from primary to secondary school is an exciting time for children and their families. The Council understand, however, that making decisions on which schools to apply for can be difficult and confusing. **This booklet is here to help you through the admission process for your child to start secondary school in September 2024.**

We want to make sure that every child in Bromley has the best opportunity of securing their preferred school and can reach their full potential. We are very proud of the excellent standards in Bromley schools, with the majority being rated as good or outstanding by Ofsted. This means that you can decide which schools to apply for without compromising the things that are important to you for your child's education.

This booklet gives you lots of useful information on the application process, explains how places are offered and what to do after you have received your school offer. I encourage you to read this information and the admission arrangements for each school to help you make an informed decision on which schools to apply for.

As a Bromley resident, you can apply for up to six schools on the application and I would strongly advise that you use all your preference options to give you the best opportunity of securing a school you would be happy with for your child. The Bromley Admissions Team will handle all applications in a fair, consistent, and transparent manner and work in partnership with all Bromley schools to ensure that offers are made correctly under the admissions criteria, but they cannot influence the decision about school offers. It is really important that you read, understand, and consider the detail provided in this booklet.

You can apply for any school you wish, but it is important that you make informed decisions by researching and reading all the information available to you and by asking the questions you want answers to. The Bromley Admissions Team are here to help and if you have any questions, you can contact the team using the contact details in this booklet.

I wish you every success with your application. I trust that your child has an enjoyable time at secondary school and wish them every success for the future.



### **Councillor Kate Lymer**

Deputy Leader and  
Portfolio Holder for Children, Education and Families

# Your application journey

It is very important to ensure that you stay on track throughout the process of applying for a secondary school place, so below are the key dates for your diary.

<b>1 September 2023</b>	<b>Applications open</b> apply online at <a href="https://bromley.gov.uk/secondaryadmissions">bromley.gov.uk/secondaryadmissions</a>
September to October	Parents and carers to read all available information, visit school open events (if available) and make decisions on what schools to apply for
22 September 2023	St Olave's Grammar School Stage 1 entrance test
22 and 23 September 2023	Newstead Wood School selection test
Week commencing 16 October 2023	Newstead Wood School selection test results issued to parents and carers
<b>31 October 2023</b>	<b>National closing date for applications</b> Any application received after this date will normally be treated as late
17 November 2023	St Olave's Grammar School Stage 2 entrance test (for those invited back after Stage 1)
18 November 2023	Coopers School banding test
8 December 2023	Harris Academy Beckenham and Harris Girls' Academy Bromley banding test
<b>12 December 2023</b>	<b>Deadline of 'late' school applications</b> for exceptional reasons and proven changes of address to be considered for national offer day
<b>1 March 2024</b>	<b>National offer day</b> Offer notifications sent to on-time applicants after 5pm
15 March 2024	Deadline for parents and carers to accept or 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 school's directly for their appeals process and timetables)
From 10 April 2024 until 31 December 2024	The Council reallocates any places that have become available from the waiting lists
From 1 January 2025	All applications are processed through the In-Year Admissions process

# Contents

Please ensure that you have read this information alongside the admission arrangements for the school's you wish to apply for, which are available on the individual school websites (links provided under each school's entry in this booklet).

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# What are the different admission processes?

## Co-ordinated admissions

These are the processes for the main point of entry for schools, which are:



**Reception Year  
(Year R)**  
primary and infant  
schools



**Year 3**  
junior schools  
only



**Year 7**  
secondary schools



**Year 10**  
UTC admissions

For the co-ordinated processes, London Borough of Bromley works with all neighbouring London Boroughs and other local authorities to ensure that each child (who applies on-time) receives the offer of a single school place on the relevant national offer day.

Applications must be made through the local authority where you are living on the relevant closing date (your home local authority).

Applications can include schools in another local authority if you wish, as long as the application is made through your home local authority. This means that:



If you live in Bromley and want to name schools elsewhere – you must apply through London Borough of Bromley



If you live outside of Bromley and want to name Bromley schools – you must apply through your home local authority and list the Bromley schools on that application



## In-Year Admissions

This refers to applications for school places for any year of entry other than those listed above or for the main point of entry year groups outside of the times of the co-ordinated processes (i.e., from after the waiting lists close).

This process applies to any child whether they are currently without a school place or wishing to change schools.

Applications for Bromley schools are made through London Borough of Bromley, except for the three Harris Academy Trust secondary schools (Harris Academy Beckenham, Harris Girls' Academy Bromley, and Harris Academy Orpington).

## Pupils with Special Educational Needs

The Council has additional responsibilities for children with special educational needs. An assessment of these needs may lead to an Education, Health and Care Plan (EHCP) being issued. A large number of children with an EHCP are educated in a mainstream school with the appropriate additional support. Some children with an EHCP may need to be educated at a specialist provision identified as appropriate to meet their needs.



**Children with an Education, Health and Care Plan do not apply for schools through the admissions process detailed in this booklet.**

**Families will need to discuss their child's school placement with the SEN team at the Council, who can be contacted on 020 8313 4739.**

# Online admissions

From 1 September 2023, parents and carers of pupils who live in the London Borough of Bromley area (i.e. if they pay their Council Tax to London Borough of Bromley) can apply for their child's school place using the Online Admissions Service, which is available at:



**[bromley.gov.uk/secondaryadmissions](https://bromley.gov.uk/secondaryadmissions)**

The online application system has several benefits for parents and carers:



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, such as home, library or an internet café and on any device, such as computer, smart phone or tablet.



The online application system uses an easy step-by-step format and there is an online tutorial available to assist parents and carers.



You can save your progress at any point and return to 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.



You can access related information through links on the website to find out more about individual schools, free school meals, inspection reports or home to school transport.



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.



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 will be notified of the outcome of your online application by email.



You can accept or decline the school offered within 14 days of the secondary national offer day.



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



For families applying for schools outside of the Pan London area, paper application forms are available from the Bromley Admissions Team on request via [secondary.admissions@bromley.gov.uk](mailto:secondary.admissions@bromley.gov.uk)

# Admissions myths

You may hear many different stories about the admissions process from various sources and may be given some tips from other people on how to secure a place, but there are no secret formulas to getting a school place.

Here are some things that we have heard people say and the reason why they are not correct:

"Only applying for one school will mean that I have to get a place at that school"



This is not true. If the school is oversubscribed with children who have a higher priority than your child, the Council won't be able to offer this school and will allocate a place at an alternative school, which may not be one of your preferred schools and may be some distance from your home.

To give your child the best opportunity of getting a preferred school, we strongly recommend you use all six of your preferences, and include at least some local schools in your list.

"Living close to the school means I am guaranteed a place there"



This is not true. We cannot guarantee that your child will be offered a place at a particular school. All places are offered based on the published oversubscription criteria for each school and we strongly advise that you read and understand these criteria when making your application.

"It doesn't matter if I miss the application deadline"



This is not true. If you apply after the deadline, your application will be processed and considered after all those applications that were received on-time and your preferred schools may already be full by that time. We strongly advise that you do not miss the closing date for applications (31 October 2023).

"If I appeal,  
I will get the  
school I want"



**This is not true.** All appeals are considered by an independent appeal panel for the relevant school, and they make decisions based on the cases they hear, whether they feel the school is full to capacity and whether they are satisfied that the admissions process has been carried out correctly. There is no guarantee that you will be successful in gaining a place at appeal.

"Members of the Bromley  
Admissions Team can get  
me the school I want"



**This is not true.** Whilst the Admissions Team can provide you with clear advice, help you understand the oversubscription criteria for each school and assist you in navigating the admissions processes, we cannot influence the outcome of any application.

"Schools will only offer me  
a place if I have named  
them as a first preference"



**This is not true.** Schools do know what preference they have been named. All children are ranked in accordance with the individual school's over-subscription criteria. The Council will then offer the highest available preference from all those able to offer a place.



# Your application explained

## What if my child has an EHCP?

If your child has an Education, Health and Care Plan (EHCP), you must not apply through the admissions process described in this booklet. You will need to speak to your SEN caseworker at London Borough of Bromley or speak to your school's Special Educational Needs Co-ordinator (SENCO). This is because learners with an EHCP are allocated a school ahead of mainstream pupil applications being considered.

Parents and carers of Bromley resident pupils can submit their application for a September 2024 secondary school place from 1st September 2023 to 31 October 2023 online via the link:



**[bromley.gov.uk/secondaryadmissions](https://bromley.gov.uk/secondaryadmissions)**

Applications open:



**1 September 2023**

Applications close:



**31 October 2023**

For families applying for schools outside of the Pan London area or paper application forms are available on request: [secondary.admissions@bromley.gov.uk](mailto:secondary.admissions@bromley.gov.uk)

You must only apply online or by paper, you cannot do both. If we receive more than one application from you for your child, we will process the last submitted one, as at the closing date for application (31 October 2023).

**Please note:**



The Council will **only** discuss details about an application with the person who completes the application



The Council is **not responsible** for any application sent by post that does not arrive with the Bromley Admissions Team by the stated closing date



If you apply online and then un-submit your application (either by making a change or for any other reason) the Council is not responsible for processing unsubmitted applications. **You must ensure that your application is fully submitted by the closing date.**

## 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.

Where a SIF is required, this is made clear in the school's entry in this booklet and in their admission policy (which is available on the school's website).

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.**

## Schools with a specialist criterion, selection testing (grammar schools) or a banding test

Some schools have a specialist criterion that offers a certain number or percentage of their intake to be given a priority. If you wish your child to be considered for one of these places you must complete the process laid down by the school in their admission arrangements. This usually means completing a SIF or registration form and your child undertaking a test or other form of assessment.

Selective (grammar) schools admit all children through a selection test (also known as the 11 plus) and families need to have registered their child with the relevant school (or Council is a grammar school outside of Bromley, e.g. Kent and Bexley) to sit the appropriate test.

Similarly, some schools operate a 'fair banding' system and require all applicants to sit a test to be assessed and for pupils to be placed in the relevant ability band. When places are offered, these are fairly distributed across each ability band.

Any questions you have about these processes must be made directly to the relevant school, as the Council is not involved in this part of the process. It is important to remember that being successful at a school's test does not guarantee a place at the school. You need to complete the Council's application form and ensure the school is named for your child to be considered for a place.

## Applying for schools outside of Bromley

Secondary school admissions are fully co-ordinated across England. This means that if you live in Bromley, you need only complete one application to the London Borough of Bromley, even if you are applying for schools outside of Bromley. When applying online, you will find nearly every maintained school in London and surrounding Councils (e.g. Kent County Council, Essex County Council, Surry County Council, etc.) listed to use. Often schools have similar names, so you need to make sure the school you select is the intended school in the right location when completing the application.

It is important that you read and understand the processes for all schools outside of Bromley and contact the schools or relevant Council to ask any questions. This includes if you are applying for selective/grammar school in another area.

For families applying for schools outside of the Pan London area, paper applications forms are available from the Bromley Admissions Team on request via [secondary.admissions@bromley.gov.uk](mailto:secondary.admissions@bromley.gov.uk)

## Closing date for applications

The statutory national closing date for all secondary school applications for entry into Year 7 in September 2024 in England is 31 October 2023.

To give your child the best opportunity of securing a place at a preferred school, it is vital that you apply on time. Applications received after the closing date will normally be treated as late and be considered after all on time applicants.

## Late applications

All applications received after the closing date of 31 October 2023 will normally be treated as late. This means that your application will be dealt with after all the on-time applications have been processed and after the relevant national offer day.

As far as reasonably practicable, applications for places in the normal admissions round that are received **late for a good/exceptional reason** will be accepted to be processed on time, provided they are received by the Council by 5pm on Tuesday 12 December 2023.

Such applications must be accompanied by a written explanation of the reasons for late submission. Only exceptional circumstances (good reason), which may include serious illness, bereavement, or a late move to the area, can be considered.

Late applications received from families that have just moved into the area must be accompanied by sufficient proof of move. This can be a copy of a signed tenancy agreement, exchange of contracts or completion documents.

The decision on whether a reason for late application is acceptable will be at the discretion of the Bromley Admissions and Transport Management Team.

For situations where an application is received after 31 October 2023 and it is decided that the reason for late submission is not exceptional, and for ALL applications received after 12 December 2023, the application will be held pending until 10 April 2024 and will be processed as part of the ongoing reallocation of vacant places after that time.

## Parental responsibility

More than one person can have parental responsibility for a child. A mother automatically has parental responsibility for her child from birth, unless the child has been subsequently adopted. A father usually has parental responsibility if he is listed on the birth certificate or married to the child's mother at the time of birth or any time afterwards. If divorced, the father will retain parental responsibility.

## Shared parent responsibility and shared custody

If you share parental responsibility and/or share custody with someone who lives at a different address, it is important that you both agree which schools to apply for, which address is the child's main place of residence (home), and which parent/carer is the main applicant. **The address used on any application must be where your child spends the majority of the school week.**

You must ensure that only one application is submitted for each child. If more than one application is received for the same child from different adults with parental responsibility, or if Bromley Admissions Team is made aware of a dispute between parents, these applications will be placed on hold. This means that they will not be processed until either a) written agreement is received from both parent/carers (separately) stating which application has been agreed to be processed or b) a Court Order is provided confirming which application is to be processed.

We strongly recommend that agreements are reached before any application is submitted to ensure that your child is not disadvantaged in being considered for a school place due to the delay in resolving the parental dispute over the applications. The Council must remain impartial in such cases and cannot discuss, offer any advice, give any opinions, or make decisions on parental disputes. If you and the other parent/carer are unable to reach agreement, we recommend that you seek your own independent legal advice at the earliest opportunity.

**Please ensure that only one application is submitted by 31 October 2023. If multiple applications are received at any stage in the process, you risk your child being disadvantaged in getting a school place.**

Bromley Admissions Team can only discuss an application with the applicant or, where duplicate correspondence has been agreed in writing by both parties, the other named parent/carer. We cannot discuss with any other family member unless we have express written permission from the applicant.

## Not intending to send your child to school

If you have decided not to apply for a secondary school for your child because you will be sending them to an independent (fee paying) school, have decided to home educate or for other reasons, please ensure that you email [secondary.admissions@bromley.gov.uk](mailto:secondary.admissions@bromley.gov.uk) with the details so that your child's records can be updated.

Please note that if you do not submit an application for your child, they will not be offered a school place.

If the Council is not made aware of the educational arrangements you are putting in place, you may receive further contact from the Education Welfare Service.

## Children of multiple birth (twins, triplets, etc.)

There is no guarantee that children of multiple birth will be offered the same school. It is important that you name schools in the same order for each child to provide the best opportunity of securing the same school. In situations where children of multiple birth may be split because there are no places left at the school, the Council will discuss with the school and admission authority about whether the other child can be offered. Ultimately it is a decision of the school and admission authority to make.



## Applications for children outside of their normal year group

If your child is currently being educated outside of their normal year group (e.g. are in Year 6 but their age would put them in Year 7), you can request consideration for a place outside of the normal year group at a secondary school.

To do this, you will need to speak to each of the schools you wish to apply for to discuss your child's case and to seek their written agreement to consider an application outside of the normal age range for Year 7 admissions.

Once you have such agreement, you will need to contact the Bromley School Admissions Team prior to completing your application with copies of the written agreements so that we can provide you with a link to apply online. You will not be able to apply online without this link. Please be advised that you will only be able to apply through co-ordination for the schools that have provided their written agreement to consider the out of age range application.

If you are unable to obtain written agreement from the schools, you will need to apply for a place in the correct year group as an in-year admission.



# Types of schools

In Bromley all schools (except independent fee-paying schools) are maintained schools and outside of direct local authority control. They are all their own 'admission authorities', which means they are responsible for all aspects of admissions and appeals. The Council acts as the co-ordinating authority for admissions.

## Voluntary Aided (VA)

The school's governing body is the admission authority and sets the arrangements and oversubscription criteria. These are often faith (religious) school - e.g. Church of England, Catholic.

## Academies

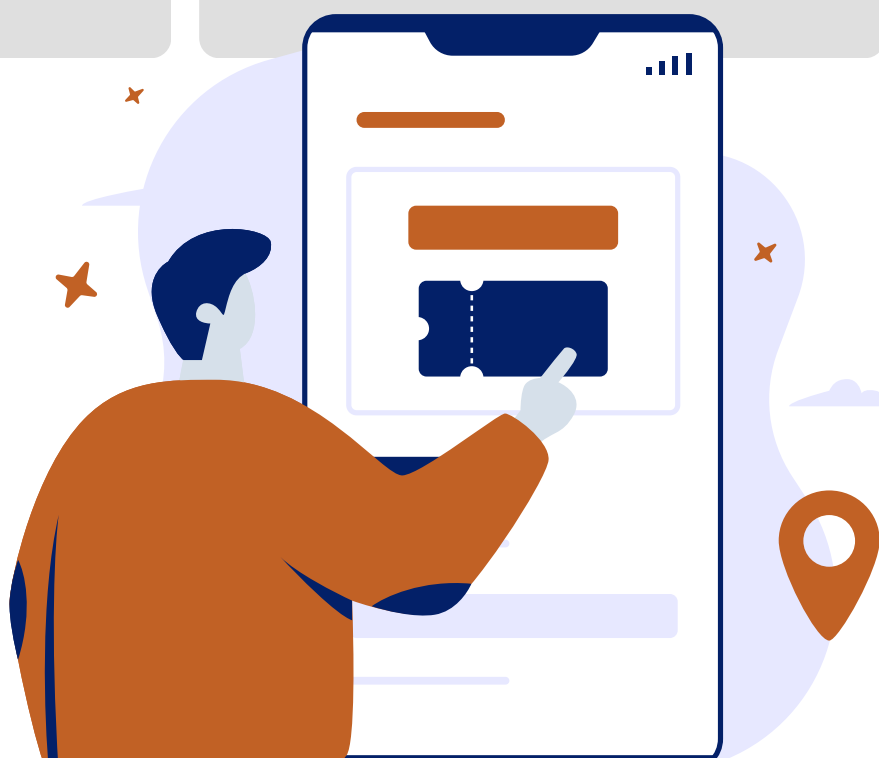
These are maintained independent schools. The academy must comply with all aspects of admissions law and the School Admissions Code. The relevant Academy Trust is the admissions authority and sets the arrangements and oversubscription criteria.

## Free Schools

These are academy schools set up in response to parental demand. They must comply with all aspects of admissions law and the School Admissions Code. The relevant Academy Trust is the admissions authority and sets the arrangements and oversubscription criteria.

## Foundation Schools

The school's governing body is the admission authority and sets the arrangements and oversubscription criteria.



Other school types you may see (not for Bromley schools):

### Community

The local authority is the admission authority and sets the arrangements and oversubscription criteria.

### Voluntary Controlled (VC)

The local authority is the admissions authority and sets the arrangements and oversubscription criteria. These are often faith (religious) school – normally Church of England.

### Studio school

These are academy schools for 14-19 years old (admitting from Year 10) which offer academic and vocational qualifications, in a project-based way. The relevant Academy Trust is the admissions authority and sets the arrangements and oversubscription criteria.

### University Technology Colleges (UTCs)

These are academy schools for 14-19 years old (admitting from Year 10) which specialise in subjects such as engineering and construction, along with a broad general education. The relevant Academy Trust is the admissions authority and sets the arrangements and oversubscription criteria.

# School preference order

If you are a London Borough of Bromley resident, you can name up to six secondary schools on your application. We strongly recommend:



You name your preferred schools in the order you want them to be considered



You use all of your 6 preferences to give your child the best chance of being offered a preferred school



You 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



You don't list a school more than once (paper applications only) – 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 requires you to name them as your first preference to be considered for a place. If you are applying for schools outside of Bromley, you should check their admissions arrangements carefully to determine how your application may be considered.

It is important to consider how your child may get to school when completing your application, as there will be an expectation for them to travel independently, or accompanied as necessary, on public transport - using the Transport for London schemes, details of which are available at [www.tfl.gov.uk](http://www.tfl.gov.uk)

If none of your named preferred schools can be offered, the Council will allocate a place at an alternative school, which is usually the nearest school to your home that has a vacancy available (taking account of ease of access by public transport as well). Allocations can only take places after all available named preferences have been identified. Consequently 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 and ensure at least some preferences are for schools close to home.

## Changing preferences

If you have applied online, you can change your preferences and their order up until the published closing date by logging back into your account, amending the application and resubmitting it.

If you un-submit your application (either by making a change or for any other reason) the Council is not responsible for processing unsubmitted applications. You must ensure that your application is fully submitted by the closing date (31 October 2023).

If you applied on paper, you need to write to or email the Bromley Admissions Team ([secondary.admissions@bromley.gov.uk](mailto:secondary.admissions@bromley.gov.uk)) and ensure that your letter/email is received before the closing date.

After the closing date a change request will not be accepted unless it is for an address change and received by the specified deadline (see 'Addresses' section). All change requests after the closing date must be made in writing to the Bromley Admissions Team whether you applied online or using a paper application form.

## Selective/grammar schools

The London Borough of Bromley does not administer the selective/grammar testing for either of the two grammar schools in Bromley. You will need to contact the schools directly for any questions you have about their testing processes.

If your preferred schools include grammar schools, you need to name them on your application and need to consider the order of your preferred schools carefully. The Council will process your application in line with the order of preferences you have provided and look to offer the highest of your preference that can be met under the admissions criteria. This means that, even if your child has scored high enough to secure a place at your grammar preference, if you have named another school higher and it can be offered, the Council will offer the higher named preference.

If your child has an Education, Health and Care Plan (EHCP) and you are considering grammar schools, you will need to discuss this with your SEN caseworker and SENCO at your child's school to ensure that your child is registered for testing with the grammar school and the results will be used to help decide on the school to be identified in the EHCP for secondary school.

It should be noted that all academy schools are required in their funding agreements to provide mainstream education across the entire ability range, including those in the top quantile. Unless the grammar school is your nearest school, it is unlikely that you will be eligible for transport assistance and though will need to be given as to how your child might access school.

# School open events and tours

The Council encourages families to visit schools before making an application to gain an understanding what is available for your child and to determine if the school feels like the right environment for your child.

Bromley schools (where possible) will organise open events to enable families to visit the school. These may be an open evening or an open morning. The details of these will be published on the individual school website or you can contact them direct to seek the information.

Some schools are also happy for families to have a daytime tour, to allow you to see the school in action and working during the school day. If you feel that this would help you make an informed decision, please contact the relevant school to ask if they can accommodate this.

# School term dates for 2024-2025

The Council set the framework for the terms dates each year and these can be found on our website at:



**[bromley.gov.uk/schools-colleges/school-term-dates](https://bromley.gov.uk/schools-colleges/school-term-dates)**

Academies, Foundation, Voluntary Aided and Free Schools have the powers to set their own term dates and we recommend that parents check with individual school websites.



# Addresses

## Home address



**The address used on the school application must be your child's permanent main residence (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.**

We will accept as a pupil's home address the residential property that is the child's only or main residence, not an address at which your child may sometimes stay or sleep at due to your own domestic arrangements. It will be either:

- owned by the child's parent, parents, or guardian; or
- leased to or rented by the child's parent, parents or guardian under a lease or written rental agreement of not less than 12 months' duration.

Where lease/rental agreements are for less than 12 months, parents should contact the Bromley Admissions Team by emailing [secondary.admissions@bromley.gov.uk](mailto:secondary.admissions@bromley.gov.uk).

Parents should be aware that moving during the application window will likely complicate your admissions process and, in many circumstances, significantly reduces your chances of securing a place at a school of your preference. Parents are therefore advised to pay special attention to key dates in the admissions process and, wherever possible, organise your affairs to ensure address changes are made within admission's deadlines.

It is understood that this is not always possible, however, London the Brough of Bromley has no discretionary authority to vary the process for parents who cannot complete address moves in time to make use of them for admissions purposes. Evidence of ownership or rental agreement will be required, plus proof of the child's permanent residency at the property concerned.

The 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, misleading, or if you fail to notify us of important changes in the information, the offer of a school place may be withdrawn.

In most circumstances, it would be expected that you would be resident before the relevant offer day. If you are not resident in the property by this date, the offer of a school place may be withdrawn, so it is imperative you inform the Admissions Team if you think you are unlikely to be living in the address by that time.

If you have purchased a new build property, this deadline can be extended until the first day of the September school term as a reflection of the fact that completion dates can change unexpectedly.

If you need further help, contact the Bromley Admissions Team on [secondary.admissions@bromley.gov.uk](mailto:secondary.admissions@bromley.gov.uk).

## Where your child stays at another address

The home address is the address at which the child resides on a permanent basis or is 'ordinarily resident'. That is generally the address of the parent/carer.

In some cases, children may be 'ordinarily resident' for the majority of the school week, including overnight, with another relative or carer (such as a grandparent). This may also be the case where a child resides between two parents at different address following the breakdown of the parental relationship. Where this is the case, the application may be processed based on that address (where the child resides for the majority of the school week), and proof of address and residence arrangements will be required with the application. The child must be living with the parent, relative or carer for the majority of the school week and random checks may be carried out to confirm this.

Arrangements where parents can leave and collect children from another relative or carer on a daily basis will be regarded as childcare arrangements, and the child will not be deemed to be 'ordinarily resident' with that person. Where relevant, it is expected that the adult with whom the child is 'ordinarily resident' receives the child benefit for the child (where eligible).

Some Foundations, Voluntary Aided Schools, Academies and Free Schools may have different rules on home address, and you should check each school's policy.

## Proof of address/residence

The Council will undertake checks of Council tax records where necessary to verify the application address and by completing the application you are agreeing to this. If required, further documentary evidence to prove residence at the application address may be requested.

The 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, misleading, or if you fail to notify us of important changes in the information, the offer of a school place can be withdrawn.

## Changing address details

If you move home, either in Bromley or into Bromley from another area, during the admissions process, you must notify the Bromley School Admissions team immediately by email to [secondary.admissions@bromley.gov.uk](mailto:secondary.admissions@bromley.gov.uk). You must ensure that your child's name and date of birth is quoted in the email to enable the Council to trace your application.

You must provide proof of the new address. This can be evidence of the completion of a house purchase (including the completion date) or a copy of a signed and dated tenancy agreement (if you are renting). It is your responsibility to ensure that the Bromley Admissions Team has the accurate information and proof, we do not rely on address records held by other areas and work on the information provided by you.

If you apply online and then move home, you still need to notify the Bromley Admissions Team in writing and provide proof of the new address. Just updating the address on your online account will not update the Admissions records after the closing date for applications and any new address will not be considered. If there are changes to your plans, you must let the Bromley Admissions Team know immediately or any offer made for your child may be withdrawn.



**The deadline for advising a change of address and proving the relevant proof is 12 December 2023.**

If you are applying for schools outside of Bromley, there may be different deadlines for such changes. The London Borough of Bromley is not responsible if you miss the deadline for another Local Authority.

Any notification or proof received after this date cannot be considered by the Bromley Admissions team until after the relevant national offer day. This is because the Council is legally bound by the co-ordinated scheme dates. The Council can and will consider the new confirmed address for use with waiting lists after the national offer day.

## Fraudulent/misleading applications

It is expected that parents will be honest about the information they provide on the applications, especially around the child's home address. Unfortunately, this is not always the case and appropriate checks will be made. Offering a place on the basis of misleading applications directly disadvantages another child who should have been offered. Places will therefore be withdrawn where this comes to light.

If any school place is secured using false information that the Council or admission authority for the school is aware of (or is offered in error) the case will be investigated. If it is found that the application intentionally used misleading or fraudulent information to secure a place at the particular school, the admission authority can decide to withdraw the place and instruct the Council to do so. In such circumstances, the child will need to secure a place at an alternative school. This may be some distance from home because popular schools will already be full.



## Children of Crown Servants and Armed Forces Personnel

If you or your partner are a member of His Majesty's Armed Forces or a Crown Servant and are being posted back to the UK, you may use the UK address of a residential property that you own or name a HM Forces Station/Base as a home address, even though you may not be resident at the time of application.

The Council must also receive an official government letter (e.g., MOD, FCDO or GCHQ) declaring a relocation date and confirming the intended address/Base location. The law exceptionally allows for the Council to use this address as your family's main residence for distancing purposes in order to rank school applications, even though you may not be resident at the address or even in the country at the time of application.

Whilst this does not guarantee you a place at your preferred schools, the Council is committed to support children of Crown Servants and Armed Forces Personnel to ensure they are not disadvantaged in accessing school places.

For further information, please contact the Bromley Admissions Team on [secondary.admissions@bromley.gov.uk](mailto:secondary.admissions@bromley.gov.uk).



# Admissions criteria explained

All Bromley secondary schools are either Academies, Free Schools or have Voluntary Aided status. This means that they are their own admission authorities and, as such, responsible for the consulting on and setting of their admission arrangements. This includes their published admission number (how many places they can offer) and their oversubscription criteria (the priority order used to decide who is offered a place at the school).

It is vitally important that you read and understand the oversubscription of each of the schools you are applying for, to work out how your application will be considered and the likelihood of being able to secure a place.

A link is provided under each school's entry in this booklet to their website and admission arrangements to help you. The Bromley School Admissions team is happy to advise you on what certain criterion mean and can let you know under which criteria the last place was offered in the previous year and what the distance was (see page 48).

Below are some of the common oversubscription criteria used by schools, but this does not mean that every school uses these, nor is every possible criterion listed below.

## Child Looked After (CLA), previously a Child Looked After (PCLA) and Previously Child Looked After from outside of England

A 'child looked after' or a child who was previously a child looked after immediately prior to becoming subject to an adoption, child arrangements or special guardianship order **must** be given highest priority in all schools' oversubscription criteria ahead of all other applicants in accordance with the School Admissions Code 2021. For most schools this also includes those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.

A child looked after is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (as defined in Section 22(1) of the Children Act 1989).

For children previously looked after, a copy of the relevant adoption, child arrangements or special guardianship order must be provided with the application along with proof of the child's looked after status prior to the issuance of said order.

## Siblings

Several schools give higher priority to children who already have an older brother or sister who will be attending the school (or partner school) at the time the younger child would start at the school.

It is important to understand how each school defines what situations are considered as a sibling link by reading their individual admission arrangements, but generally it includes a biological brother/sister, half siblings, adopted siblings, step siblings, foster siblings, **living as brother and sister**, in the same family unit in the same family household and address who attend the preferred school (or partner school) in any year group excluding those in their final year.

It is important to understand that children residing in the same household as part of an extended family unit, such as cousin, will not be treated as siblings.

## Children of staff

Some schools include a priority for children of staff in their oversubscription criteria and the individual school definition of what is considered under this criterion differs from school to school. If you feel that your child may be eligible to be considered for a place under this criterion for a preferred school, please ensure that you read their definitions and raise any questions directly with the relevant school.

## Feeder primary schools

Some schools may adopt a 'feeder' school criterion, which gives a higher priority to children who attend a specifically named primary, infants or junior school. The individual school's admission arrangements will detail the names of the feeder primary, infants, or junior school if this is applicable.

## Pupil Premium

Schools may offer a certain number of places to children who are entitled to pupil premium (generally, as a result of being eligible for Free School Meals) and will ask families to complete a supplementary information form to verify this.

## Proximity, distance and all other children

Schools may have the final priority criterion listed as one of the above three wordings and any child who does not fall into a higher listed criterion will be considered under this criterion.

Children with this criterion are prioritised in distance order from the home to the school. Unless otherwise stated in the school arrangements, the distance will be calculated using a straight line (as the crow flies) from the home address to the school using the Council's geographical information system (GIS), which uses the Council's gazetteer and Ordnance Survey address point data. This means that every application is measured in the same way for consistency and equity in the process.

## Random allocation

A school may look to offer a certain number of places to children under a particular criterion by using random allocation. This means that every child in the relevant criterion is prioritised randomly and that is used to identify who is to be offered place. This can be quite difficult for families to assess whether they may be offered a place but ensures a fair distribution of allocations even for children whose families may not be able to afford to live close to the school.

## Other entry requirements that may be used

Some schools may have other entry requirements beyond the oversubscription criteria. These may include:



### **Selection testing:**

In Bromley there are two selective (grammar) schools (St Olave's Grammar School and Newstead Wood School), both admit children based on the outcome of their selection test (commonly known as the 11 plus). Applications are prioritised in score order from highest to lowest. If you are thinking of applying to these schools, you need to contact them directly to discuss their testing arrangements, as the Council is not involved in this process.

If you are applying for a grammar school in another area (e.g. Kent, Bexley, etc.) you must speak to that school or its local authority about the testing arrangement, as Bromley is not involved in arranging testing.



### **Foundation places:**

Bishop Justus Church of England School offers up to 100 places to children who attend or whose parent/carer attends a Christian place of worship. Details of how this criterion is applied are listed in their admission arrangements and any questions should be made directly to the school.



### **Banding tests:**

Three Bromley schools operate banding tests. These are Coopers School, Harris Academy Beckenham, and Harris Girls' Academy Bromley. This is not a pass/fail test and is designed to place children into one of several ability bands and then the school offers a certain number of places from each ability band to help ensure a broad cross-section of abilities in the school. If you are thinking of applying to these schools, you need to contact them directly to discuss their testing arrangements, as the Council is not involved in this process.

**Please be advised that places can only be offered against the published oversubscription criteria for each school.**

# How decisions are made

All local authorities in England work together, by sharing relevant application data, to ensure that each child who applies on-time receives the offer of a single school place on national offer day (1 March 2024).

The London Borough of Bromley is responsible for co-ordinating and processing school applications for children resident in the Bromley Council area and for children from outside of Bromley who are seeking Bromley schools and have made an application to their home local authority.

Each school has a Published Admission Number (PAN), which is the number of places that the school intends to offer for the admission year. If there are more applications than the PAN, then the school's oversubscription criteria will be applied.

The oversubscription criteria are a set of rules against which applications are prioritised (please refer to the 'Admissions criteria explained' section earlier in this booklet). Each school has its own set of oversubscription criteria, so please ensure you have read and understood this before applying to determine how your application may be considered. There is a link to each school's website under their individual entry later in this booklet. If you have any question about these criteria, please either contact the school directly or the Bromley Admissions Team, who will be happy to help.

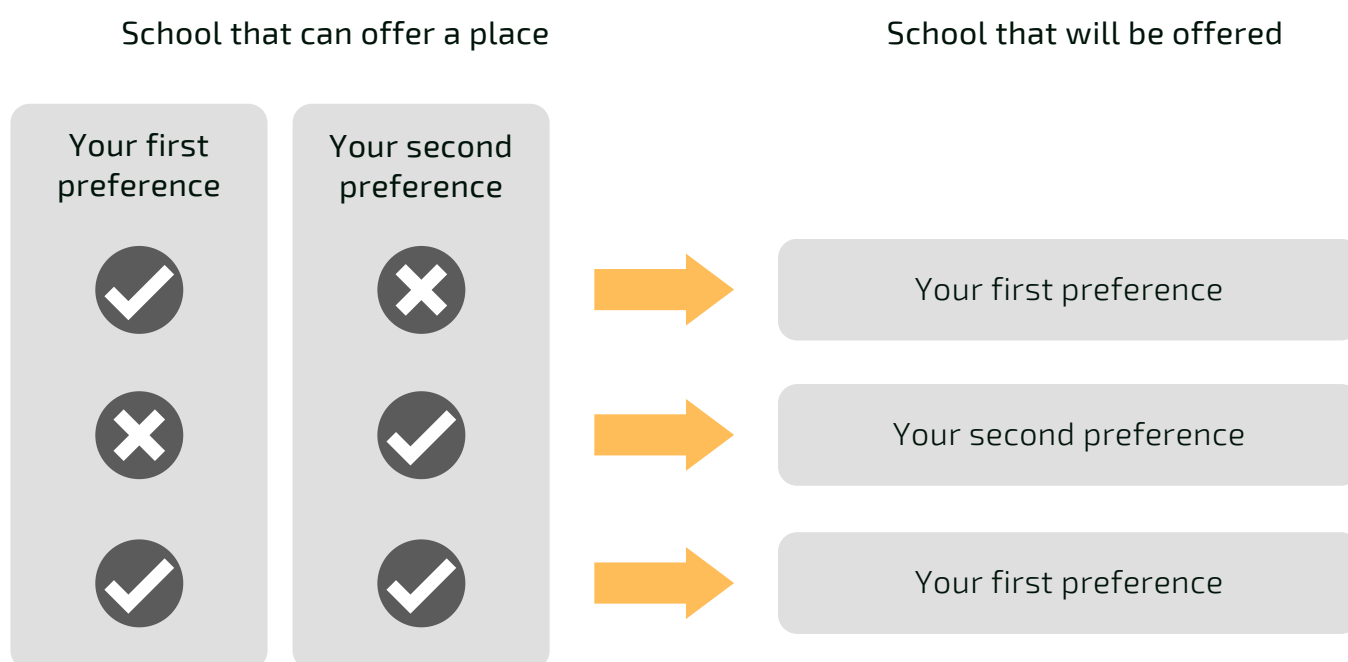
All applications are considered equally against the oversubscription criteria for each school named regardless of the order of preference that you have named the school on your application. Schools will not be told which preference you have named them as part of the admission processes and no school places are offered simply because of the order of preference the school is named.

The order of preference is, however, very important because the Council must offer the highest available preference. This means if more than one school can offer your child a place, you will only be offered the highest placed preference. You must, therefore, always list your schools in genuine order of preference to benefit from the legal protections in the system.

## How schools and the Council decide who to offer places to

The Council will provide each school with a list of all applicants for the school and admission authority to prioritise against the oversubscription criteria. Schools will return the prioritised list to the Council to determine which children are to be offered a place.

The Council will then work to offer a place at the highest possible preference wherever a place is available, and a single school offer will be made. This means that, for example:



In the unlikely event no schools named as preferences can offer a place, the Council will allocate you an alternative school

## Who do you get your school offer from

If you are a Bromley resident, you will receive your school offer from London Borough of Bromley even if the school being offered is in another local authority area.

If you live outside of Bromley, you will receive your school offer from your home local authority even if it is for a Bromley school.

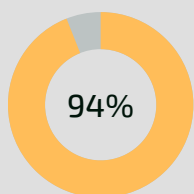
## If none of your preferences can be met

If you are a Bromley resident and none of your preferred schools can offer your child a place, the Council will look to allocate your child a place at an alternative school, this will usually be the nearest to your home address that has a vacant place available. Sometimes a school further away may be allocated if there are better transport links from your home address

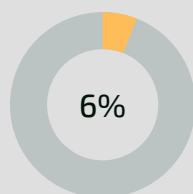
The Bromley Admissions Team will firstly look at which schools have vacancies, how far they are from your home and will also consider the ease of access by public transport.

Please note that the school allocated in these situations may be in another local authority area if they have vacancies and are closer than alternative Bromley schools with vacancies.

### September 2023 Admissions



offered a place at one of their named preferences



could not be offered a place at one of their named preferences

For admission in September 2023, 6% of Bromley families could not be offered a named preferences and were allocated an alternative school. 94% were offered a place at one of their named preferences.

We strongly recommend that you use all your preferences to give your child the best opportunity of being offered a place at a preferred school.



# Next steps after a school offer

If your child has not been offered any of your preferred schools that are listed higher on your application than the school offered, they will automatically be added to the waiting list for those schools. You will also have the right of appeal to any school named on your application that did not offer your child a place.

Below is an overview of the various next steps available to families and the Bromley Admissions Team will publish a more detailed 'Next Steps' guide on the Council's website on national offer day.

## Accepting/refusing places

Once your child has been offered a place, you will need to decide if you wish to accept or refuse the place.

For Bromley residents who have applied online, you can log into your eAdmissions account to provide your decision up until the date listed in the key dates table earlier in this booklet. After this date you can provide your decision to the Bromley Admissions Team by email to [secondary.admissions@bromley.gov.uk](mailto:secondary.admissions@bromley.gov.uk).

If the school offered is a non-Bromley school, you will need to contact the school or the relevant local authority to find out how to accept or refuse the place.

**If you decide to refuse the place offered, it is important to consider the following:**

- **Once a place is refused, the offer will be removed from your child's record and will be made available to be offered to another child.**
- **If you change your mind, we cannot guarantee that the place will still be available for your child to be offered again and they will be added to the waiting lists for the school.**

If a decision on the place offered is not received within a reasonable time determined by the school, despite attempts by the school and the Council, the place may be withdrawn from your child and made available to another child from the waiting list.

## Waiting lists

Your child will automatically be added to the waiting lists for any Bromley school listed higher on your application than the school offered to be considered for any places that may become vacant when the reallocation processes start. These dates are listed in the key dates table earlier in this booklet. For schools outside of Bromley, we advise that you contact the relevant local authority or the school to confirm whether your child is on their waiting lists.

You can request for your child to be added to the waiting lists for schools listed as lower preferences on your application than the school offered if you wish for your child to still be considered for a place. To request this, you can email [secondary.admissions@bromley.gov.uk](mailto:secondary.admissions@bromley.gov.uk) with the request and your child's details.

The Bromley Admissions team hold the waiting list for all Bromley schools until 31 December 2024. If you wish to be considered for a place after the waiting lists have closed, you will need to reapply as an in-year admissions after 1 January 2025.

## Additional preferences

If you wish your child to be considered for any Bromley schools which were not named on your original application, you can request this by completing the additional preference form which will be available on the Council's website from the relevant national offer day. Such requests will be considered when the waiting lists from the date shown in the key dates table earlier in this booklet.

# Appeals

You have the right of appeal to any school listed on your application that could not offer your child a place. This includes schools named as a lower preference than the school offered if you change your mind about your preferred school.

All Bromley schools are responsible for their own appeals, and you will need to contact them directly to find out their deadline for appeals, how to submit your appeal and when their appeals will be heard.

Your appeal will be heard by an Independent Appeal Panel which has no connection to the school or the admissions processes. It is the panel that makes the decision on whether to uphold your appeal and grant your child a place. The panel's decision is binding on all parties, including the school and the Council.

You will usually be invited to attend the appeal hearing (this may be by video/telephone call) and invited to put over the case as to why you wish your child to attend the relevant school. The school will also be represented to provide their reasons as to why a place cannot be offered and why they cannot admit further children.

There will be a clerk present, who ensures that the correct procedure is followed throughout and keeps a full record of proceedings.

The panel will listen to the case put forward by the school and the responses to questions put forward by the panel, parents/carers, and their representatives. There will be no discussion at this point on individual cases.

Appeals are not heard unless the school is full and has admitted children up to its published admission number (or where the appeal is for a grammar school and the child is assessed as non-grammar). An appeal panel can decide to admit further children into the school that is full and place the school over its published admission number provided that this will not be prejudicial to the effective provision of education. The panel will also ensure that the admissions arrangements meet the legal requirements and have been correctly applied in your child's case.

If the panel decides that all the children who are the subject of the appeals could be admitted without causing prejudice to the school, it must uphold all the appeals (unless the appeals are for a grammar school and your child has been assessed as non-grammar). If, however the panel is satisfied that the admissions authority has proven that it would be prejudicial to admit any additional children (i.e., the school is full) the panel will then proceed to hear individual appeals on the date notified.

At the second stage the panel hears individual cases in private with the child's parent/carer and representative (if any) present and with the clerk and presenting officer in attendance and decides if your individual grounds for admission to the school outweigh the prejudice. If there are several cases, which outweigh prejudice to the school and merit admission, but the panel determines the school could not cope with that number of successful appeals; the panel must then compare all cases and decide which of them to uphold.

**The Panel must not make its decisions on individual appeals until all cases have been heard. The decision of the appeal panel is binding on the school and the family.**

If you feel there has been maladministration of the appeal, you may refer matters to the Local Government and Social Care Ombudsman (LGSCO). For Academies, you may refer matters to the Secretary of State. The Ombudsman or Secretary of State cannot overturn an appeal panel decision, but they do have the power to request an appeal be reheard with a new panel if it appears that it was administered correctly.



# Other useful information

## In Year Admissions

If your child is already in school and you wish to change schools at any time during the academic year, other than the normal points of entry (starting Reception Year, Year 3 for junior schools and Year 7 for secondary schools), you will need to apply as an in-year admission.

In these cases, you need to apply to the local authority where the school is located, rather than where you live. So, if you are looking to apply for Bromley schools, you will need to apply through the London Borough of Bromley, even if you live elsewhere.

If you are moving into Bromley, you will need to provide proof of your new address when making your application. Please refer to the addresses section earlier in this booklet for information on acceptable proof of address.

Application forms and guidance notes are available on the Council website ([www.bromley.gov.uk](http://www.bromley.gov.uk)) by searching for in-year admissions.

If you are seeking an in-year admission for the September following your application, please note that we cannot consider any such application until after the half term at the end of May each year. Please, therefore, do not submit your application before this time.

## Fair Access Protocol

Where children fall into one of the 8 categories of vulnerable learners listed under section 3.17 of the School Admissions Code 2021, the Council will work in partnership with schools to identify suitable education. Hard to place learners with 'Fair Access' status will take precedence over children on a school's waiting list.

## Key Stage 4 admissions to UTC's

University Technical Colleges (UTC's) are government funded schools with a Science, Technology, Engineering, and Mathematics (STEM) focus. They provide a unique and relevant approach to education, which addresses the changing needs of student and employers in the 21st Century. They are established by companies and universities, provide sought-after technical qualifications and benefit from industry standard equipment and specialist staff to provide students with the skills valued by employers.

Most UTC's admit from Year 10 and the application period is the same as the main secondary admission process.

Whilst there are no UTC's in the London Borough of Bromley, students have the opportunity to apply for these in other areas if they wish. Details of how to apply, who to apply to, etc are available from each UTC and the details of all UTCs in the country are available at [www.utccolleges.org](http://www.utccolleges.org).

## What happens post 16

Young people are required, following Year 11, to remain in education, employment, or training until at least their 18th birthday.

This can be either:

- Full-time education, such as sixth form in a school, college, or a UTC
- Work based learning, such as an apprenticeship or traineeship
- Part-time education or training if the young person is employed, self-employed or volunteering for more than 20 hours a week

Education establishments will publish what courses they offer, their entry requirements and how to apply on their websites and in their prospectus. All applications for post 16 education must be made direct to the relevant education establishment. The Council does not manage admissions beyond the end of Year 11.

The Council does have a duty to monitor young adults Not in Education, Employment or Training (NEET). It is important that you keep the Council informed of your next phase of learning post 16.

## Free school meals

At the time of publication, if your child is in receipt of free school meals at their current primary or junior school, you will not need to reapply to be assessed for free school meals for their secondary school.

As the full roll out of Universal Credit is completed, the Government may change how the free school meals eligibility is assessed and the qualifying benefits that may be considered.

For the most up to date information and details of how to apply, please go to our website:



**[bromley.gov.uk/benefits/free-school-meals-1](https://bromley.gov.uk/benefits/free-school-meals-1)**

## Other forms of support for your child

You will need to speak to your child's school to see if they can assist under any hardship policy or similar that they may have in place if you are seeking assistance with other forms of support for your child, such as:

- Uniform grants
- Access to extracurricular activities
- Before and after school clubs

The Council does not offer any assistance with these types of support.

## Travel assistance



You should carefully consider how your child will get to and from the school(s) you name before you make your application for a school place

At the time of publication, children aged under 16 (or under 18 if in full time education) living in London and attending a school within the Transport for London (TFL) area are entitled to receive free travel on TFL services.

The Council is not involved in the provision of travel by TFL, and parents and carers will need to research how to access this directly with TFL on their website at [www.tfl.gov.uk](http://www.tfl.gov.uk).

The continuation of this free travel is not guaranteed and the Council recommend that you consider how your child will get to school when making your decisions. If any changes take place to this scheme, the Council will publish up to date information on its website.

As TFL is funded by the Government for this transport support and not the Council, there is an expectation that all students will use TFL services for any transport needs, save for in exceptional circumstances.

### Exceptional circumstances

The Council may consider awarding travel assistance to mainstream pupils in truly exceptional circumstances. If you feel that your individual circumstances warrant such consideration, please email the details to [sen.transport@bromley.gov.uk](mailto:sen.transport@bromley.gov.uk) marked for the attention of the Admissions and Transport Management team.

### Special Educational Needs travel assistance:

If your child has an EHCP, you can apply to be considered for travel assistance and your child will be assessed against the eligibility criteria in the Council's Education Travel Assistance Policy. Details of this process and how to apply are available on the Council's website: [bromley.gov.uk/help-transport/home-school-travel-transport-assistance-sen](http://bromley.gov.uk/help-transport/home-school-travel-transport-assistance-sen)

## Minimum statutory walking distances:

The Department for Education define the minimum statutory walking distance as set out below:



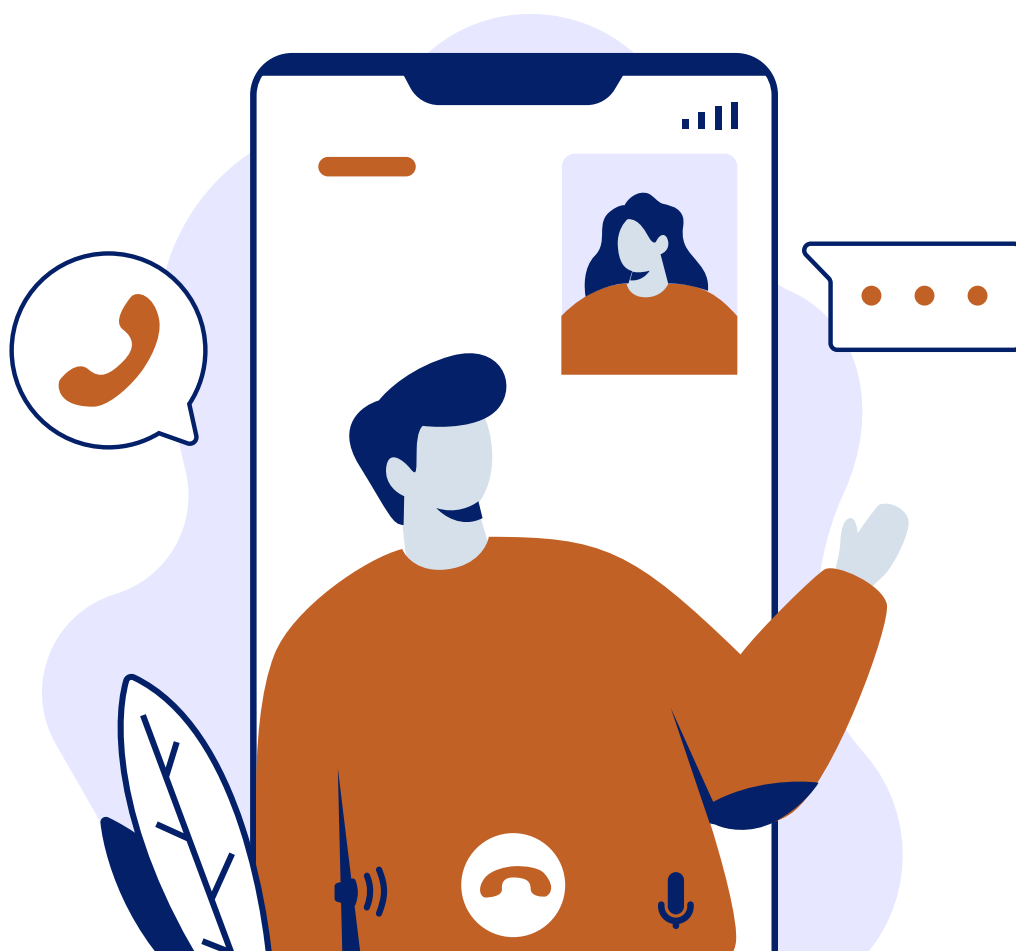
For children under 8 years old  
– living more than 2 miles from  
the school using the shortest  
available walking route



For children 8 years and over  
– living more than 3 miles from  
the school using the shortest  
available walking route

The Council will not normally provide any transport assistance unless the child is attending their nearest suitable school and they live beyond the distance set out above.

The Department for Education's statutory guidance for home to school transport is available at <https://bit.ly/HomeToSchoolTravel>



# Distances and appeals

## information relating to previous years admissions rounds

The table below shows useful information for each of the Bromley secondary schools and academies for the last three years:

School	Appeals 2023		Distance in miles		
	Heard	Upheld	2023	2022	2021
Bishop Justus Church of England School	0	0	N/A	4.778	4.124
Bullers Wood School for Boys	19	0	1.226	1.465	1.791
Bullers Wood School for Girls	7	0	1.252	1.266	1.260
Charles Darwin School	0	0	3.508	4.121 (feeder)	3.748
Chislehurst School for Girls	0	0	2.851	3.654	N/A
Coopers School	6	1	See Banding Schools table		
Darrick Wood School	11	1	1.042	1.119	1.345
Eden Park High School	9	0	1.592	0.749	0.798
Harris Academy Beckenham	14	0	See Banding Schools table		
Harris Girls' Academy Bromley	0	0	Random allocation		
Harris Academy Orpington	0	0	N/A	N/A	N/A
Hayes School	10	0	1.100	1.029	1.140
Kemnal Technology College	0	0	N/A	N/A	N/A
Langley Park School for Boys	2	0	1.106	1.074	1.127
Langley Park School for Girls	12	1	1.293	1.294	1.377
Newstead Wood School	8	0	Test score		
Ravens Wood School	14	1	2.649	2.598	3.821
St Olave's Grammar School	5	0	Test score		
The Ravensbourne School	2	0	2.755	2.577	2.848

N/A - means that the school offered all applicants and had spaces remaining

## Banding schools

### Coopers School

Banding	Distance in miles		
	2023	2021	2020
Band 1	4.416	N/A	3.228
Band 2	3.060	2.497	2.709
Band 3	2.891	1.504	2.451
Band 4	2.746	1.663	3.016
Band 5	2.428	1.821	2.115
Band 6	1.953	1.758	2.056
Band 7	1.899	1.844	1.751
Band 8	2.030	1.522	1.672

### Harris Academy Beckenham

Banding	Distance in miles		
	2023	2022	2021
Band 1	0.976	1.456	1.359
Band 2	1.665	1.716	1.695
Band 3	1.738	1.647	1.784
Band 4	1.822	1.373	1.860
Band 5	1.589	1.490	1.903
Band 6	1.134	1.515	1.956
Band 7	0.971	1.429	1.567
Band 8	1.120	1.188	1.777
Band 9	0.772	0.735	0.827

The information above will help you assess the likelihood of being able to secure a place at preferred schools. Sadly, there are no guarantees of a place because the distance to the last place offered will vary year on year based on the size of the cohort and the demand for schools.

# Location of Bromley secondary schools and academies

The map on the next page shows you where each of the primary, infant and junior schools and academies in Bromley are located:

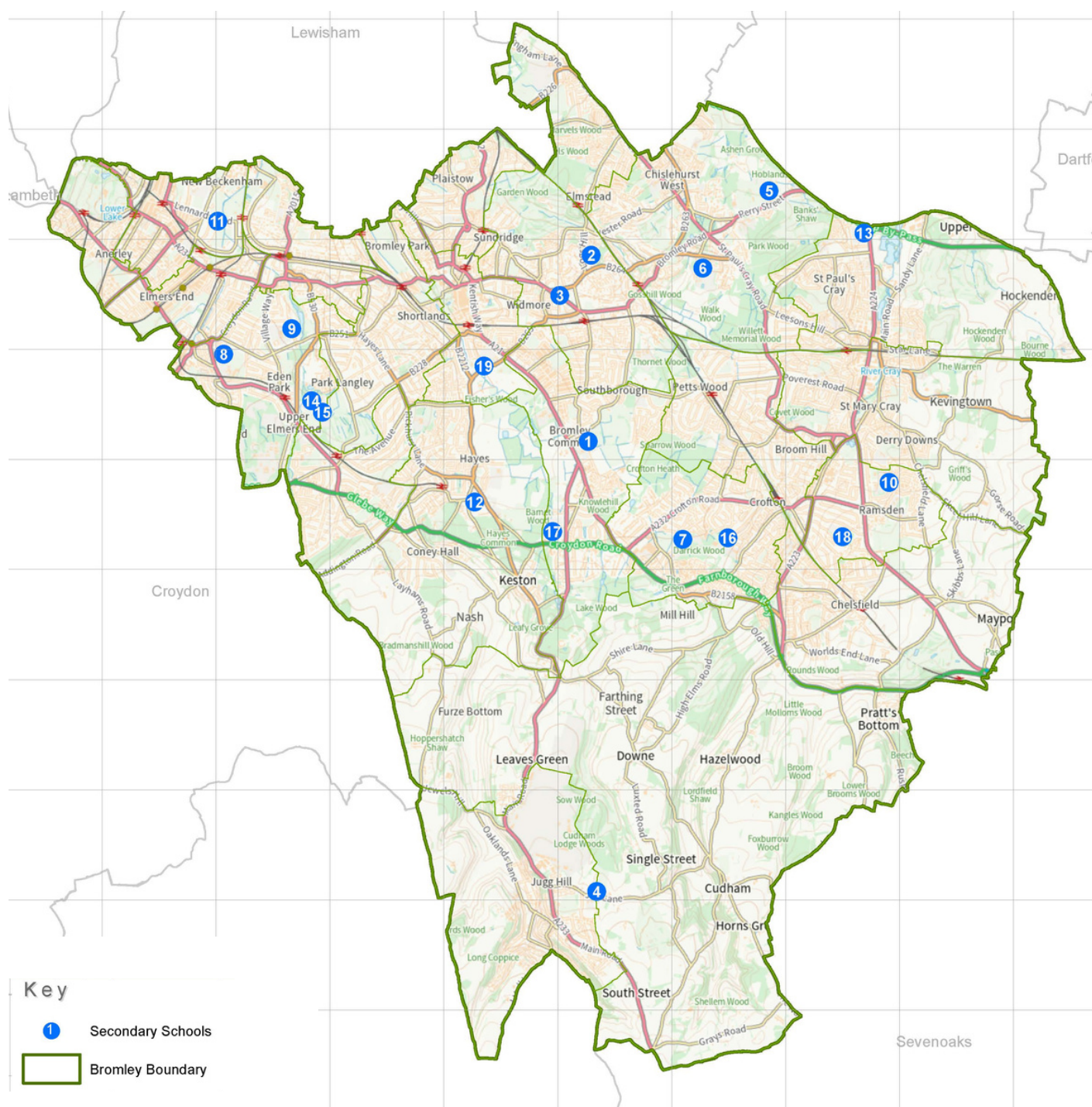
## Ref School

1	Bishop Justus Church of England School
2	Bullers Wood School for Boys
3	Bullers Wood School for Girls
4	Charles Darwin School
5	Chislehurst School for Girls
6	Coopers School
7	Darrick Wood School
8	Eden Park High School
9	Harris Academy Beckenham
10	Harris Girls' Academy Bromley

## Ref School

11	Harris Academy Orpington
12	Hayes School
13	Kemnal Technology College
14	Langley Park School for Boys
15	Langley Park School for Girls
16	Newstead Wood School
17	Ravens Wood School
18	St Olave's Grammar School
19	The Ravensbourne School

## Applying for a school place: Secondary education in Bromley 2024/2025



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# Bromley secondary schools and academies

## Bishop Justus Church of England School

Aquinas Trust

DfE No

**305-4604**

This school requires a Supplementary Information Form (SIF), which is available from and must be returned to the school.



### Address

Magpie Hall Lane  
Bromley  
BR2 8HZ



**Website** [bishopjustus.bromley.sch.uk](https://bishopjustus.bromley.sch.uk)

**Telephone** 020 8315 8130

**Email** [admin@bishopjustus.bromley.sch.uk](mailto:admin@bishopjustus.bromley.sch.uk)



### Head of School

Miss Samantha Thompson

### Admissions contact

Miss Angie Woolnough

### Age range



### Status

Academy

### Intake

Mixed

All-ability

### More about their admission arrangements

[bishopjustus.bromley.sch.uk/359/admissions](https://bishopjustus.bromley.sch.uk/359/admissions)

### PAN 2024

240

### 2023 admissions

*Applications received*

606

*Places offered*

250 - including 41 local authority allocations

DfE no = Department for Education number | PAN = Published Admission Number

**Bullers Wood School for Boys**

DfE No

Bullers Wood Multi Academy Trust

**305-4005****Address**Chislehurst Road  
Bromley  
BR1 2NW

**Website** bwsboys.org  
**Telephone** 020 8016 0710  
**Email** office@bwsboys.org



**Head Teacher**  
 Ms A Gouldthorpe

**Admissions contact**  
 Mrs K McCarthy

**Age range**

11 → 16

**Status**

Academy

**Intake**Boys  
All-ability**More about their admission arrangements**

bwsboys.org/admissions-and-appeals

**PAN 2024**

180

**2023 admissions***Applications received*

796

*Places offered*

180

**Bullers Wood School for Girls**

DfE No

Bullers Wood Multi Academy Trust

**305-5400****Address**St Nicolas Lane  
Logs Hill  
Chislehurst  
BR7 5LJ

**Website** bwsgirls.org  
**Telephone** 020 8467 2280  
**Email** office@bwsgirls.org



**Head Teacher**  
 Mr S Hardwick

**Admissions contact**  
 Mrs H Berry

**Age range**

11 → 18

**Status**

Academy

**Intake**Girls  
All-ability**More about their admission arrangements**

bwsgirls.org/admissions-and-appeals

**PAN 2024**

232

**2023 admissions***Applications received*

851

*Places offered*

232

DfE no = Department for Education number | PAN = Published Admission Number

## Charles Darwin School

Charles Darwin Academy Trust

DfE No  
**305-5409**



### Address

Jail Lane  
Biggin Hill  
Westerham  
TN16 3AU



**Website** [cdarwin.com](http://cdarwin.com)  
**Telephone** 01959 574043  
**Email** [enquiries@cdarwin.com](mailto:enquiries@cdarwin.com)



**Head Teacher**  
Mr Aston Smith

**Admissions contact**  
Mrs Tracey Dagger

### Age range

11 → 18

### Status

Multi  
Academy  
Trust

### Intake

Mixed  
All-ability

### More about their admission arrangements

[cdarwin.com/page/?title=Admissions  
&pid=168](http://cdarwin.com/page/?title=Admissions&pid=168)

### PAN 2024

224

### 2023 admissions

*Applications received*  
478

*Places offered*  
235

## Chislehurst School for Girls

DfE No  
**305-5408**



### Address

Beaverwood Road  
Chislehurst  
BR7 6HE



**Website** [chislehurstschoolforgirls.co.uk](http://chislehurstschoolforgirls.co.uk)  
**Telephone** 020 8300 3156  
**Email** [office@chsfg.co.uk](mailto:office@chsfg.co.uk)



**Head Teacher**  
Mrs M French

**Admissions contact**  
Mrs D Forder

### Age range

11 → 18

### Status

Academy

### Intake

Girls  
All-ability

### More about their admission arrangements

[chislehurstschoolforgirls.co.uk/498/  
admissions](http://chislehurstschoolforgirls.co.uk/498/admissions)

### PAN 2024

210

### 2023 admissions

*Applications received*  
724

*Places offered*  
224

DfE no = Department for Education number | PAN = Published Admission Number

**Coopers School**

DfE No

Education for the 21st Century (E21C) Trust

**305-5401**

This school requires a Supplementary Information Form (SIF), which is available from and must be returned to the school.

**Address**

Hawkwood Lane  
Chislehurst  
BR7 5PS

**Website** coopersschool.com**Telephone** 020 8467 3263
**Email** adm@coopersschool.com  
coopersadmissions@coopersschool.com
**Head Teacher**

Claire Bessa

**Admissions contact**

Carol Cahill or Caroline Forster

**Age range**

11

18

**Status**

Academy

**Intake**

Mixed

All-ability

**More about their admission arrangements**

coopersschool.com/admissions

**PAN 2024**

240

**2023 admissions***Applications received*

834

*Places offered*

260

**Darrick Wood School**

DfE No

**305-5418****Address**

Lovibonds Avenue  
Orpington  
BR6 8ER

**Website** darrickwood.co.uk**Telephone** 01689 850271**Email** office@darrickwood.bromley.sch.uk**Head Teacher**

Dr M J Airey

**Admissions contact**

Mrs L Beckett

**Age range**

11

18

**Status**

Academy

**Intake**

Mixed

All-ability

**More about their admission arrangements**

darrickwood.co.uk/admissions-and-appeals

**PAN 2024**

260

**2023 admissions***Applications received*

1,086

*Places offered*

260

**Eden Park High School**

Education for the 21st Century (E21C) Trust

DfE No

**305-4004**

This school requires a Supplementary Information Form (SIF), which is available from and must be returned to the school.

**Address**

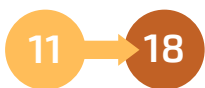
Balmoral Avenue  
Beckenham  
BR3 3RD

**Website** edenparkhigh.com**Telephone** 020 3948 3864**Email** info@edenparkhigh.com**Head Teacher**

Mr Stephen Butler

**Admissions contact**

Carina Cowper

**Age range****Status**

Free  
School

**Intake**

Mixed  
All-ability

**More about their admission arrangements**

edenparkhigh.com/Parents/Admissions

**PAN 2024**

240

**2023 admissions***Applications received*

1,046

*Places offered*

240

**Harris Academy Beckenham**

Harris Federation

DfE No

**305-4000**

This school **only** requires a Supplementary Information Form (SIF) if your child requires a concession in the fair banding test. This is available from and must be returned to the school.

**Address**

Manor Way  
Beckenham  
BR3 3SJ

**Website** harrisbeckenham.org.uk**Telephone** 020 8650 8694**Email** info@harrisbeckenham.org.uk**Principal**

Mrs Ciara Warnock

**Admissions contact**

Mrs Sue Miles

**Age range****Status**

Academy

**Intake**

Mixed  
All-ability

**More about their admission arrangements**

harrisbeckenham.org.uk/156/academy-admissions

**PAN 2024**

180

**2023 admissions***Applications received*

1,426

*Places offered*

222

**Harris Girls' Academy Bromley**

Harris Federation

DfE No

**305-4002**

This school **only** requires a Supplementary Information Form (SIF) if your child requires a concession in the fair banding test. This is available from and must be returned to the school.

**Address**

Lennard Road  
Beckenham  
BR3 1QR



**Website** harrisbromley.org.uk  
**Telephone** 020 8778 5917  
**Email** info@harrisbromley.org.uk



**Principal**  
Mr Samuel Rigby

**Admissions contact**  
Mrs Nicola Saunders

**Age range****Status**

Academy

**Intake**

Girls  
All-ability

**More about their admission arrangements**

[harrisbromley.org.uk/242/academy-admissions](https://harrisbromley.org.uk/242/academy-admissions)

**PAN 2024**

180

**2023 admissions***Applications received*

585

*Places offered*

230

**Harris Academy Orpington**

Harris Federation

DfE No

**305-4003****Address**

Tintagel Road  
Orpington  
BR5 4LG



**Website** harrisorpington.org.uk  
**Telephone** 01689 819219  
**Email** info@harrisorpington.org.uk



**Head of Academy**  
Mr Richard Carey

**Admissions contact**  
Mrs K Tucker

**Age range****Status**

Academy

**Intake**

Mixed  
All-ability

**More about their admission arrangements**

[harrisorpington.org.uk/156/academy-admissions](https://harrisorpington.org.uk/156/academy-admissions)

**PAN 2024**

180

**2023 admissions***Applications received*

175

*Places offered*

154 - including 65 local authority allocations

**Hayes School**

Impact Multi Academy Trust

DfE No

**305-5407****Address**

West Common Road  
Hayes  
BR2 7DB

**Website** [hayes.bromley.sch.uk](https://hayes.bromley.sch.uk)**Telephone** 020 8462 2767**Email** [postmaster@hayes.bromley.sch.uk](mailto:postmaster@hayes.bromley.sch.uk)

**Principal**  
Mr S Whittle

**Admissions contact**  
Lindsay Kendrick

**Age range**

11 → 18

**Status**

Academy

**Intake**

Mixed  
All-ability

**More about their admission arrangements**

[hayes.bromley.sch.uk/about-us/admissions](https://hayes.bromley.sch.uk/about-us/admissions)

**PAN 2024**

240

**2023 admissions**

*Applications received*  
1,574

*Places offered*  
240

**Kemnal Technology College**

The Kemnal Academies Trust (TKAT)

DfE No

**305-5406****Address**

Sevenoaks Way  
Sidcup  
Kent DA14 5AA

**Website** [ktc-tkat.org](https://ktc-tkat.org)**Telephone** 020 8300 7112**Email** [admin@ktc-tkat.org](mailto:admin@ktc-tkat.org)

**Executive Headteacher**  
Stuart Smith

**Admissions contact**  
Sarah Mantell

**Head of School**  
Emma Wride

**Age range**

11 → 18

**Status**

Academy

**Intake**

Mixed  
All-ability

**More about their admission arrangements**

[ktc-tkat.org/academic/admissions](https://ktc-tkat.org/academic/admissions)

**PAN 2024**

210

**2023 admissions**

*Applications received*  
168

*Places offered*  
140 - including 62 local authority allocations

DfE no = Department for Education number | PAN = Published Admission Number

**Langley Park School for Boys**

DfE No

Impact Multi Academy Trust

**305-5402**

This school requires a Supplementary Information Form (SIF), which is available from and must be returned to the school.

**Address**

South Eden Park Road  
Beckenham  
BR3 3BP

**Website** [lpsb.org.uk](https://lpsb.org.uk)**Telephone** 020 8639 4700**Email** [office@lpsb.org.uk](mailto:office@lpsb.org.uk)**Head Teacher**

Ms S Munday

**Deputy Head Teacher**

Mr R Guy

**Deputy Head Teacher**

Mr P Sarson

**Admissions contact**

Mrs S McKinney

**Age range**

11

19

**Status**

Academy

**Intake**

Boys

All-ability

**More about their admission arrangements**[lpsb.org.uk/1076/admissions-1](https://lpsb.org.uk/1076/admissions-1)**PAN 2024**

245

**2023 admissions***Applications received*

832

*Places offered*

245

**Langley Park School for Girls**

DfE No

Impact Multi Academy Trust

**305-5412**

This school requires a Supplementary Information Form (SIF), which is available from and must be returned to the school.

**Address**

Hawksbrook Lane  
South Eden Park Road  
Beckenham  
BR3 3BE

**Website** [lpgs.bromley.sch.uk](https://lpgs.bromley.sch.uk)**Telephone** 020 8639 5200**Email** [info@lpgs.bromley.sch.uk](mailto:info@lpgs.bromley.sch.uk)**Head Teacher**

Ms Helen Ralston

**Admissions contact**

Ms J Ortuno Mora

**Age range**

11

18

**Status**

Academy

**Intake**

Girls

All-ability

**More about their admission arrangements**[lpgs.bromley.sch.uk/1116/admissions-1](https://lpgs.bromley.sch.uk/1116/admissions-1)**PAN 2024**

270

**2023 admissions***Applications received*

970

*Places offered*

270

**Newstead Wood School**

United Learning Trust



Selection test

DfE No

**305-5405**

This school requires a Supplementary Information Form (SIF), which is available from and must be returned to the school.

**Address**

Avebury Road  
Orpington  
BR6 9SA



**Website** newsteadwood.co.uk  
**Telephone** 01689 853626  
**Email** admissions@newsteadwood.co.uk



**Head Teacher**  
Mr Alan Blount

**Admissions contact**  
Dr Elaine Wanostrocht

**Age range**

11 → 18

**Status**

Academy

**Intake**

Girls  
Selective (Grammar)

**More about their admission arrangements**

newsteadwood.co.uk/information/  
admissions/general-information

**PAN 2024**

168

**2023 admissions***Applications received*

587

*Places offered*

178

**Ravens Wood School**

Impact Multi Academy Trust

DfE No

**305-5403****Address**

Oakley Road  
Bromley  
BR2 8HP



**Website** ravenswood.bromley.sch.uk  
**Telephone** 01689 856050  
**Email** office@rws.uk.net



**Head Teacher**  
Ms Melanie Lester

**Admissions contact**  
admissions@rws.uk.net

**Age range**

11 → 18

**Status**

Academy

**Intake**

Boys  
All-ability

**More about their admission arrangements**

ravenswood.bromley.sch.uk/information/  
admissions-and-appeals

**PAN 2024**

224

**2023 admissions***Applications received*

901

*Places offered*

224

## St Olave's Grammar School



Selection test

DfE No

305-5410

This school requires a Supplementary Information Form (SIF), which is available from and must be returned to the school.



## Address

Goddington Lane  
Orpington  
BR6 9SH



**Website** saintolaves.net  
**Telephone** 01689 820101  
**Email** office@saintolaves.net



**Head Teacher**  
Mr Andrew Rees Bsc (Hons)

## Admissions contact

Mrs Alice Farrell

## Age range



## Status

Voluntary  
Aided

## Intake

Boys  
(mixed sixth form)  
Selective (Grammar)

## More about their admission arrangements

[saintolaves.net/29/admissions-overview](https://saintolaves.net/29/admissions-overview)

## PAN 2024

124

## 2023 admissions

*Applications received*  
452

*Places offered*

128 - including 4 chorister places

## The Ravensbourne School

DfE No

305-5413

Education for the 21st Century (E21C) Trust



## Address

Hayes Lane  
Bromley  
BR2 9EH



**Website** ravensbourne.info  
**Telephone** 020 8460 0083  
**Email** admissions@trs.e21c.co.uk



**Head Teacher**  
Mr Mark Ridley Bsc (Hons)  
MA, NPQH

## Admissions contact

Mrs Sally Tregidden,  
PA to Headteacher

## Age range



## Status

Academy

## Intake

Mixed  
All-ability

## More about their admission arrangements

[ravensbourne.info/Parents/Admissions](https://ravensbourne.info/Parents/Admissions)

## PAN 2024

240

## 2023 admissions

*Applications received*  
1,033

*Places offered*

240

# Useful contacts and information

## London Borough of Bromley

For secondary admissions enquiries:



**[secondary.admissions@bromley.gov.uk](mailto:secondary.admissions@bromley.gov.uk)**

Other admissions contacts:

- Primary admissions - [primary.admissions@bromley.gov.uk](mailto:primary.admissions@bromley.gov.uk)
- In-Year admissions – [inyear.admissions@bromley.gov.uk](mailto:inyear.admissions@bromley.gov.uk)

For Free School Meals enquiries:



**[fsm@bromley.gov.uk](mailto:fsm@bromley.gov.uk)**

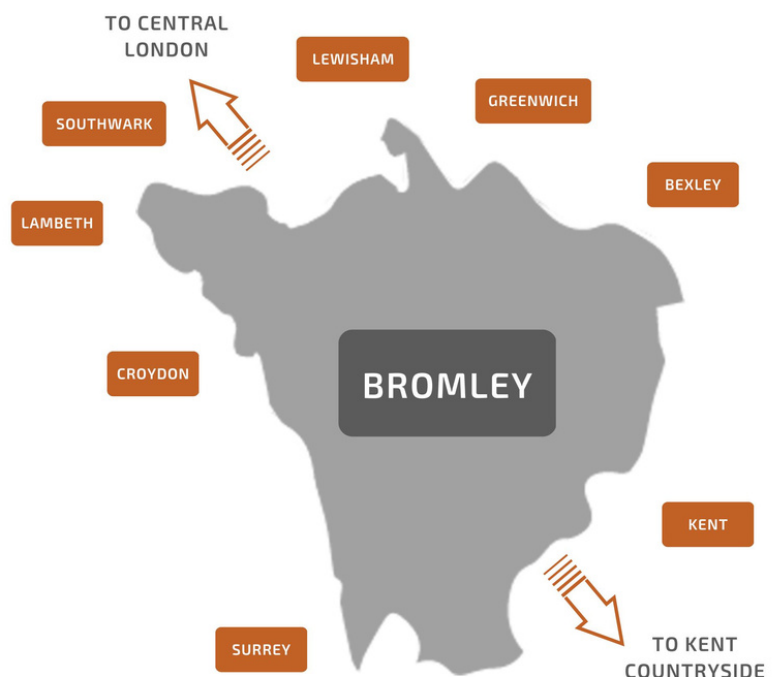
For SEN Transport enquiries:



**[sen.transport@bromley.gov.uk](mailto:sen.transport@bromley.gov.uk)**

## Neighbouring local authorities

- London Borough of Bexley  
[bexley.gov.uk](http://bexley.gov.uk)
- London Borough of Croydon  
[croydon.gov.uk](http://croydon.gov.uk)
- London Borough of Greenwich  
[royalgreenwich.gov.uk](http://royalgreenwich.gov.uk)
- London Borough of Lambeth  
[lambeth.gov.uk](http://lambeth.gov.uk)
- London Borough of Lewisham  
[lewisham.gov.uk](http://lewisham.gov.uk)
- London Borough of Southwark  
[southwark.gov.uk](http://southwark.gov.uk)
- Kent County Council  
[kent.gov.uk](http://kent.gov.uk)
- Surrey County Council  
[surreycc.gov.uk](http://surreycc.gov.uk)



## Other information sources

### Department for Education

For information regarding national standards and curriculum, performance tables and research statistics, details of local authorities and various publications.



[gov.uk/dfe](https://gov.uk/dfe)



0370 000 2288

### Ofsted

For information on school inspection reports, details of local authorities and details of post 16 education.



[gov.uk/ofsted](https://gov.uk/ofsted)



0300 123 1231

### Advisory Centre for Education (ACE)

For information about appeals, exclusion and bullying, general education advice, various publications, and links to other organisations.



[ace-ed.org.uk](https://ace-ed.org.uk)

### Independent Schools Council (ISC)

For information about independent schools, various publications, and information for parents (such as fees and contact details).



[isc.co.uk](https://isc.co.uk)



020 7766 7070

# Glossary

There are often some technical terms, phrases, and abbreviations that we have to use as part of the admissions processes. We have provided a glossary of some of those terms to help you understand what they mean.

**Admissions arrangements**

The published arrangements that describe how a school will process applications and admissions duties are used to prioritise applications and make decisions on how school places are offered.

**Admission Authority**

The body responsible for deciding the admission criteria and for allocating school places. For voluntary-aided schools, Free Schools, and Academies it is the school's governing body or academy trust.

**Child Looked After (CLA)**

A child who is in the care of a local authority, either in foster care or a children's home, or a previously looked after child who was adopted or subject to a child arrangement order or special guardianship order immediately following having been looked after.

**Common Application Form (CAF)**

The application you need to complete to apply for a secondary school place, either online or paper.

**Department for Education (DoE)**

The Government department responsible for education and children's services.

**Education, Health and Care Plan (EHCP)**

A legal document drawn up between the Local Authority, Health and Social Care and a child's family, or a young person between 16 and 25, detailing the young person's needs, relevant support, and education provision.

**Local Authority (LA)**

The Council that is responsible for education in each area. In Bromley, this is the London Borough of Bromley.

**Ofsted**

The Office for Standards in Education, Children's Services and Skills. They are responsible for inspecting schools and regulating services which care for children and young people and provide education and skills for learners of all ages

<b>Oversubscribed school</b>	When the number of applications a school receives is higher than the number of places available to be offered.
<b>Oversubscription criteria</b>	The published description of the order of criteria used to determine between applications and the order in which children will be ranked for admissions purposes.
<b>Parent</b>	A "parent" as described under section 576 of the Education Act 1996 (EA 1996) in relation to a child or young person is defined as: The natural parents of a child, whether they are married or not. Anyone who although not a natural parent has parental responsibility for a child. Any person, who although not a natural parent, has care of a child.
<b>Prospectus</b>	A document produced by a school, which gives details about the school, the courses they offer and the opportunities available to your child at the school.
<b>Published admission number (PAN)</b>	The number of pupils a school can admit in its intake year. The figure is set by the admissions authority following a public consultation process and by working in partnership with the local authority.
<b>Sibling</b>	Brothers or sisters of the child being applied for. A full definition can be found earlier in this booklet.
<b>Statutory</b>	This means that these rules and duties must be followed by the local authority, schools and other agencies involved in the admissions process because there is a legal requirement to do so.

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# Applying for a school place: Secondary education in Bromley 2024/2025

*Produced by:*

Children's Services  
**London Borough of Bromley**  
Civic Centre  
Stockwell Close  
Bromley BR1 3UH

