

Starting Primary Education 2021

IMPORTANT

3 and 4 year olds born between 1 September 2016 and 31 August 2017
start school in September 2021

Your child is due to start school in Reception
September 2021 and the online
application system is available
1 September to 15 January 2021

Don't miss deadlines
Do your research
Be realistic

Carefully read this advice sheet to help you navigate the online system. Make appropriate preferences and submit your application before the on-time **deadline Friday 15 January 2021** to achieve an offer on **National Offer Day, Friday 16 April 2021**.

You can log back into the system and make changes to your application until 23:59 on 15 January. If you make any changes, you **must resubmit the application** otherwise the change won't be taken into account. The eadmissions information sheet Apply for your child's school place online is available on the Bromley website.

The Bromley online application system is available from the link on the homepage of

www.bromley.gov.uk

(Outborough residents should go through their own local authority websites – e.g. Lewisham.gov.uk. Croydon.gov.uk etc)



Bromley Admissions will process the last submitted version of your application as at 23:59 on Friday 15 January 2021.

Access the online account without delay and be ready to start the application and add schools in your order of priority. The online system has been upgraded and is now device user-friendly. Deadline reminders and prompts will be sent to make sure your application is complete and on time.

Already used online? The online system will recognise you if you have used it in the last 3 years to apply for school for an older child, or you have an LGFL account through working in a school.

Your most preferred school must be first on your list with up to 5 more schools put in decreasing order of preference. All schools you want your child to be considered for – in Bromley or elsewhere – must be included. **Take advantage of school visiting opportunities and make preference decisions based on your own research.**



BEFORE YOU DO ANYTHING – first check that the address and contact details already on the online system are correct. Updates must be made before progressing with your application.



New user? You need to **create** an account and **validate** your email address.

Most Bromley schools receive more applications than they have places and will not be able to offer to all applicants. Ensure you include a preference for the school whose proximity offers have consistently reached your address.



THE LONDON BOROUGH

Application deadline Friday 15 January 2021

Apply online www.bromley.gov.uk



All schools in the PAN London area and surrounding Authorities are available to select as preferences in the online system. If you are including a school out of this area on your application you need to ask Bromley Admissions for a paper form.

Independent – fee paying schools – are not part of this process and applications should be made direct to the schools concerned.

The online system links to school websites and Admissions Policies so you can check how applications are prioritised and for latest news on how schools are managing their Open Events and viewing opportunities. **It will check that you have made a complete application.**

It will flag up if a supplementary information form is required for example for a church school, and you will have to confirm whether or not you are applying with any special priority. For example, for sibling applications, the name and date of birth of the older child already attending the preference school must be added.

Please note there is no automatic transfer from a nursery into a school and no automatic offer of a sibling place without an on-time application being made.

Documents to support your application

Bromley Admissions require a copy of your **Child Benefit entitlement** letter and your **child's full birth certificate** to support all applications and will check addresses on council tax records. Moves within the last 12 months may require further supporting documents. Documents should be scanned and attached to your online application when you have submitted your preferences.

It may be helpful to call Bromley Admissions to discuss your planned application. Home to school distances (Bromley Schools) can be advised and, based on previous years' intakes, you will be told the likelihood of being offered. 020 8313 4044 12-3pm weekdays.



A **Data Check Letter** to confirm the details of your online application as entered on the admissions system will be posted to your address at the end of February – you only need to respond if there are any queries.

Remember that schools

- will not be told your preference order
- do not know if you have made other preferences
- consider applications equally & rank applicants according to their oversubscription criteria

Your child will receive one offer on National Offer Day. If more than one school is able to offer, the place at the highest preference will be offered.

National Offer Day

Online applicants can access their application result after 5.30pm on 16 April. It should be accepted online. It is planned that a letter will also be posted the same day confirming the outcome and detail the options available if you haven't been offered your 1st preference school. You can stay on waiting lists and you can add additional school preferences.



Application addresses are regularly checked to ensure that only entitled pupils are offered places. **Changes of address or circumstances must be notified to Bromley Admissions.**

Changes of parental responsibility, house swaps and moves to live with friends or family members require additional documentary evidence and will be thoroughly checked.

Further information about the processing of your application, important dates and deadlines are available in the Bromley publication *Applying for a School Place 2021* www.bromley.gov.uk