Please keep for your reference

In-Year admission

Guidance notes for Parent/Carer

– applying for a Bromley Primary School

Please read these guidance notes carefully before completing each section of the application form and keep for your reference.

1. Parent/carer and child details

You and your child must be resident at the application address before submitting the application form. Future or temporary addresses will not be taken into account. The address must be the child's permanent address.

The applicant parent must have parental responsibility for the child. Where both parents share responsibility we would accept that the child lives with the parent who is entitled to register for child benefit. Recent change of parental responsibility will only be accepted under exceptional circumstances or the change is supported by a court order. Custody issues cannot be resolved by the local authority and it will not enter into discussions about this. If you are not the parent but you are a close relative, i.e grandparent, sibling, aunt, uncle or step-parent you will need to provide proof of your relationship to the child and that you have delegated parental responsibility.

If you are not the parent or a close relative, you must provide legal documentation to confirm the arrangement.

You are also required to register with Bromley Children's Social Care 020 8461 7373 / 01689 897475 www.bromley.gov.uk/privatefostering

2. Documents required to support your application

When returning the form please ensure that you have provided copies of the documents listed below. Please provide photocopies – do not send originals. If you are sending your application via email, we can only accept PDF attachments, please do not send photos.

- **Current council tax statement or registration email**
- **Child's full birth certificate** – so we can verify parental responsibility.
- **School report** – Please enclose a photocopy of the child's most recent report (not mandatory).

3. School Transfer Requests

Moving schools may affect your child's educational achievement. If your child is experiencing problems at their current school, it is expected that you would have tried to resolve these difficulties with the school.

If a place can be offered, it is expected that it will be from the beginning of the following new term/half-term unless there are exceptional circumstances. If you require a place for a September start of the next academic year, please make this clear on the form.

You should not remove your child from their current school until a place has been secured elsewhere.

4. A Child looked after, or a child who was previously looked after

but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order 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 Section 22(1) of the Children Act 1989. Confirmation must be supplied by the social worker or Local Authority.

5. Elective Home Education

If you are currently home-educating and now wish your child to return to mainstream education, you must indicate this in writing in the box in Section 5 on the application form. Please note, that if a place cannot be offered at any of your preferred schools, your child will be directed back to their previous Bromley school.

6. Bromley School preferences

You can list up to four **Bromley** Infant, Primary or Junior Schools on your application. We advise you to list more than one preference as most classes will already be full. Places only become available if children leave.

Do not list schools in other boroughs: Applications must be made to the relevant local authority.

Children in public care: If you are a foster carer/prospective adoptive parent, you need to provide a letter from the social worker/placing authority confirming the placement.

Sibling criterion: Please provide details if your child has a sibling (a brother or sister, half/adopted/step) living at the same address and already attending one of your preferred schools.

Children of Armed Forces Personnel & Crown Servants: If you or your partner is a serving member of the Armed Forces or Crown Service, please provide an official letter confirming relocation.

Child of member of staff: To qualify, the member of staff must have been employed at the school for two or more years at the time of application or recruited to fill a vacant post for which there is a demonstrable skill shortage.

Supplementary Information Forms (SIFs): Ensure you have completed and returned SIFs to schools with faith criteria. Schools will not consider applications without the required SIFs.

7. Sibling Criterion

Children who have a brother/sister, step brother/sister currently attending the preferred school and who will still be attending the school when the applicant child starts the same school.

The child and applicant parent should be proven to be living permanently in the same family unit at the same address as the sibling/s at the school, as reflected in proof of parental responsibility including Child Benefit entitlement.

8. Fair Access Protocol

Every local authority is required to have in place a Fair Access Protocol, developed in partnership with Bromley schools. The purpose of the Protocol is to ensure that – outside the normal admissions round – unplaced children, especially the most vulnerable, are found and offered a place quickly, so that the amount of time any child is out of education is kept to the minimum.

There is no duty to comply with parental preference when allocating places through the Fair Access Protocol and it should not be used as a means to circumvent the normal in-year admissions process.

Outcome of application:

All your preferences will be considered at the same time and available places will be offered according to the schools' published admissions criteria.

- Bromley children without a school place will be allocated an alternative school if your preferences cannot be offered.
- School transfers will be processed according to availability. If we are unable to offer a place at your preferred schools, a letter will be sent within 15 school days of the date we received your application to advise you of the outcome.
- **Applications for more than one child:**
  If one sibling can be offered a preferred school, but there is no room in the required year group for another sibling, parents must decide whether to accept the available place or not on this understanding.
- **Bromley residents:**

  If your child is not on roll at a school, or is attending a school that is outside a reasonable travel distance (DFE guidance – 45 mins) and it is not possible to offer a place at one of your preferred schools, you will be offered an alternative school within a reasonable travel distance from the application address, where there is a vacancy.

  Where it is not possible to offer any school within a reasonable travel distance your child will be placed under Bromley's Fair Access Protocol.
- **Out-borough residents:**
  If you do not reside in Bromley and your child is without a school place, if Bromley are unable to offer a place at one of your preferred schools, then you must apply to your home authority. They have the responsibility to ensure your child has a school place, where Bromley cannot offer a place at a preferred school.

Please note: Many schools are not staffed during the school holidays, so the process may take longer during those times.

Waiting lists are held in oversubscription criteria order and will be maintained until 31 May of the academic year in which the application is submitted.

DATE RECEIVED

In-Year Admission to a Bromley **Primary School**

You must read the Guidance Notes before completing all sections of this application form. Refer to the advice given for each section. PLEASE PRINT CLEARLY AND COMPLETE ALL SECTIONS.

Do not complete this application form if your child has an Education Health and Care Plan (EHCP). Contact Bromley SENT on 020 8313 4739.

Section 1. Reason for application

Please tick one box to indicate why you are making this application

- ☐ I have moved into Bromley Local Authority (LA)
- ☐ I have moved from one address in Bromley LA to another address in Bromley LA
- ☐ I have not changed address, but would like my child to go to a different school
- ☐ I no longer wish to home educate my child. (***See Note 5***)

Ensure that copies of the required documents are included with your completed application otherwise it will not be progressed *(See Notes 1 & 2)*

ADMISSIONS USE ONLY

NCY	S2S
D/B	COA
ONE	O/S

Section 2. Child's Details – please print clearly and state information exactly as it appears on the child's birth certificate

First name _____ **Middle name/s** _____

Surname _____

Date of birth / / **Gender** Male ☐ Female ☐

Child's address _____

Date moved in _____

Addresses are checked and any place gained using fraudulent information may be withdrawn *(See Notes 1 & 2)*

Is, or has, the child been in public care? (Child looked after - CLA) **Yes** ☐ **No** ☐

- If yes state below which Local Authority and provide a letter from the social worker to confirm the CLA status *(See Notes 4)*

Local Authority _____

Are you or your partner a serving member of the Armed Forces or a Crown Servant? **Yes** ☐ **No** ☐

- If yes please provide an official letter confirming relocation

Provide details below of any other applications you are making, complete a separate application form for each child and send all the applications in together.

Child's name	Date of Birth

Section 3. Parent/Carer s details PLEASE PRINT CLEARLY

Parent 1 living at same address as applicant child

First name | **Surname**

Title | **Relationship to child** *(See Notes 1)*

Daytime number | **Mobile number**

Email address

Parent 2 living at same address as applicant child (if applicable)

First name | **Surname**

Title | **Relationship to child**

Daytime number | **Mobile number**

Email address

Previous address (only if you have lived at the application address for less than 12 months)

If another adult also has parental responsibility and lives at a different address from the child, please include details below

Section 4. Child's current school or the last school attended. This section must be completed. Attach a copy of your child's recent school report

Add name of current school / last attended school, school address and telephone number	**Date Started**

Is child still attending this school? **Yes** ☐ **No** ☐ • If no please give date last attended

Previous school/s attended (please complete in full)

School	Local Authority/Town /Country	Date started	Date left

Bromley school to school transfer requests should be signed by your child's current Head Teacher

Head Teacher's comments

Signature | Name

Section 5. Additional Information

Why do you want your child to move to a new school?
Please give information to support your request (attach additional sheet if required). If this is due to problems at your child's current school it is expected that you would have tried to resolve these difficulties. **You should not remove your child from their current school until a place has been offered elsewhere.**

Have you withdrawn your child from school? **Yes** ☐ **No** ☐

- **If yes tick the most relevant box.**

☐ House Move ☐ Elective Home Education (***see Notes 5***) ☐ At risk of being permanently excluded

- If other please specify

Is your child out of school after being permanently excluded? **Yes** ☐ **No** ☐

- If yes , from which school

Date of exclusion | Local Authority of school

Reason for exclusion

Application for a child newly arrived from overseas

Date of arrival	From which country?	Child's first Language	Other Languages spoken by child

Has your child ever attended school in the UK? **Yes** ☐ **No** ☐

Section 6. If your child has received support from any of these agencies, please add the contact details below

Agency	**Contact name & phone number**	**Agency**	**Contact name & phone number**
Bromley Children Project / IASS		Education Welfare	
CAF Team		Learning Support	
CAMHS		Paediatrician	
Counselling/Bromley Y		ISAT	
Early Intervention Support		Speech and Language	
Early Years Support		Social Services	
Education Psychology		Other, please state	

Section 7. Bromley School Preferences ONLY (See Notes 6)

List only Bromley schools in your order of preference

School 1 - Full name of school

School 2 - Full name of school

School 3 - Full name of school

School 4 - Full name of school

If there is a sibling already attending any of the listed schools please give details: *(See Notes 6)*

Sibling's first name/surname **Date of birth** / /

School

If this is a Child of member of staff application, please confirm which school below: *(See Notes 8)*

Section 8. Parent/Carer declaration – PLEASE READ CAREFULLY BEFORE SIGNING

Bromley will thoroughly check all details provided against records held by this Local Authority and other agencies. Additional information may be requested. If it is discovered that a place has been offered on the basis of a fraudulent or intentionally misleading application that offer may be withdrawn.

Declaration and signature of parent/carer

- **I certify that I am the parent/carer with parental responsibility for the applicant child named in Section 2 and that the child and I are currently resident at the application address.**
- I wish to apply for a place at the Bromley schools 1-4 named in Section 6. The schools have been listed in order of my preference.
- I certify that the information I have given is true and complete. Any false or deliberately misleading information given on this form and/or supporting documents may render this application invalid or lead to an offer of a place being withdrawn even if my child has started at the new school.
- I understand that information and accompanying paperwork will be held in confidence by Admissions and shared only when necessary with other departments. Additional information may be requested from previous schools and/or Local Authorities to ensure appropriate placement.
- I understand that my child may be referred through the Fair Access Protocol if required. *(See Notes 8)*
- **I understand that my application will not be processed without all the supporting documents.**
- **I have completed all sections fully.**

Signature(s) of Parent(s)/Carer(s)

Date _____ / _____ / _____

Section 9. Returning the completed application

Admissions and Transport, Children Education and Families
Bromley Civic Centre, Churchill Court, 2 Westmoreland Road, Bromley, BR1 1AS
Telephone: 020 8313 4044 Email: inyear.admissions@bromley.gov.uk

Please ensure that you have read Guidance Notes 1 & 2 regarding supporting documents.

Please note: If you apply shortly before or during a school holiday, we may not be able to give you a decision to enable your child to start a new school immediately after the holidays.

Applications will be held on the waiting list for the current academic year only.

Applications must be submitted by 31 May to be considered before the end of the current academic year.

Bromley
THE LONDON BOROUGH
www.bromley.gov.uk

Use of your personal data The London Borough of Bromley may use your personal data without your specific consent to provide you with one or more council services, and to comply with the council's statutory and legal obligations. Information about how the council uses and protects personal data and about personal data rights is available at www.bromley.gov.uk/privacy