HOW TO APPLY ON TIME FOR SECONDARY SCHOOL – GUIDE 2022

A guide for Bromley parents to help you apply on time and online for a secondary school place starting September 2022.

Transferring to Secondary school

Who should apply? Parents of children born between 1 September 2010 and 31 August 2011

Deadline date 31 October 2021

Offer Day 1 March 2022

Apply at www.eadmissions.org.uk via the Bromley website from 1ST September 2021

A Plan your application

- You will need an email address to apply.
- Decide which schools you want to apply for before you start the application online. Read the Applying for a School Place 2022 document online at www.Bromley.gov.uk/admissions for detailed information about how to apply and Bromley schools.
- Visit the schools, if possible, Open events for secondary schools will be listed on the Bromley website during August 2021 and on each school website.
- List six preferences Listing only one school does not improve your chances.
- Include a school that has historically covered your address.

B Register and Login

- Go to www.eadmissions.org.uk
- You will be able to log in with your email and password from a previous application made within the last three years.
- If your account is older than three years or you have never used the eAdmissions system, you will need to follow the instructions given to create a new account.

C Child details and preferred schools

- If you have applied before please check and update your personal information, including address details if they have changed.
- Click the 'Start application' button.
- Enter your child's details and click 'Save and continue' after each section.
- Click 'Add School' to choose your preferred schools. Change the local authority if the school is outside Bromley. Click 'Add this school'.
- Add specific information about the school (e.g. brothers or sisters already attending) then click 'Continue' after each section and 'Add School' when you have finished adding additional information.
- Some schools will have a medical and/ or social criterion that you may like your child to be considered for. Bromley Mainstream Schools do not have this as a Criterion. However, some out borough schools do so you must tick the relevant box and attach supporting evidence. Required documentation should be uploaded once you have submitted your application. If you do not provide the evidence to support your application, your request cannot be considered under that criterion

- Repeat above steps to list more schools until you have listed all your preferences. Change the order of the schools by clicking the up or down arrows. Once all your preferred schools are listed click 'Confirm selection'. You will also need to click 'Continue' if you have listed fewer than six preferences.

D Final check and Submit

- Check your application carefully.
- To make changes click 'Back' at the top of the page.
- Read and agree the declarations   by clicking in the boxes then click   'Submit Application'.
- You will receive a confirmation email with your application reference number. (eg. 305-2022-09-E-123456) This is your proof that you have submitted your application successfully.

E Make changes and Attach documents

- You can make changes and attach supporting information up to the closing date by logging back into the system using your username or email address and your password.
- Each time you make a change you must re-submit your application otherwise the changes will not be registered.

F Further support and advice

- Help logging in/registering ...
- Phone 020 8255 5555 – Option 1 (admissions Support) Help completing the online form…
- Click on the Menu button in the top right corner of the page and choose 'Help' to view step by step instructions.
- Help with anything else... l Online www.bromley.gov.uk/admissions or email school.admissions@bromley.gov.uk l Phone   020 8313 4044 Monday to Friday 12 noon - 3pm

Late applications

If you miss the deadline to apply you should still submit your application on the eAdmissions website. Late applications will not be considered until after Offer Day unless exceptional reasons are accepted.

Download the app

The ParentComms app is an easy way to receive notifications from the eAdmissions website. Download the app from the Apple AppStore or Google Play and register your username and password to receive important reminders and your school offer directly on your smartphone or tablet