

This process is for mainstream admissions, not for children with an EHCP.



THE LONDON BOROUGH


SECONDARY ADMISSIONS 2026

An overview of the admissions process

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Key Dates for parents

Date	Key Action
1 September 2025	Applications open (apply online at www.bromley.gov.uk/secondaryadmissions)
September – October 2025	Families to read all available information, visit school open events and make decisions on which schools to apply for.
31 October 2025	National closing date for applications. NB: any application received after this date will normally be treated as late.
8 December 2025	Deadline for 'late' school applications for exceptional reasons and proven changes of address to be considered for national offer day
2 March 2026 (1 March 2026 is a Sunday)	National offer day – offer notifications sent to on-line applicants after 5pm
16 March 2026	Deadline for families to accept/decline the school offered online (decisions can be submitted via email after this date)
March 2026	Appeals to be submitted to the relevant school (contact schools directly for their appeals process and timetables)
From 6 April 2026 until 31 December 2026	The Council reallocates any places that have become vacant from the waiting lists



Before you apply, we strongly recommend:

- **Read official guidance:** The Council publishes an 'Applying for a school place' booklet, which includes important details about the whole process, information about Bromley schools, and previous year's admissions data.
- **Check school-specific criteria:** Each school has its own admission arrangements and oversubscription criteria, which is published on their individual websites. It is important to read and understand how applications are prioritised and how place are offered at each school.
- **Visit schools:** Attending open days, evening, or events is one of the best way to help you understand the school's environment and what they can offer your child.
- **Consider your child's needs:** Research what each school offers to help understand how it aligns with your family's values and educational vision.
- **Avoid hearsay:** make decisions firsthand based on official information and your own research rather than on the opinions of others. Whilst a school may not be right for one child, it may be the best fit for another.



Applying

- **Bromley residents:** you must apply through the London Borough of Bromley at www.bromley.gov.uk/secondaryadmissions
- **Other local authority residents:** If you live elsewhere (e.g. Greenwich, Bexley, etc.), you must apply via your own council - even if your child attends a Bromley school or you are applying for Bromley schools.
- **Application period:**
 - Applications open on **1 September 2025**.
 - Applications close on **31 October 2025**
(this is a national date for all secondary school applications in England).
Please do not miss the closing date
- **Late Applications:** If submitted after the deadline, applications are normally treated as late and not processed until after national offer day.
- **One application per child:** We can only accept **ONE** application for each child. If parents are separated, they must agree on who will be the main applicant and determine the schools to apply for and the child's main address to be used.



Applying

- **We recommend you use all 6 school preferences:** This maximises the chances of securing a preferred school.
- **Provide accurate information:** Ensure all relevant information is provided to allow your application to be considered correctly (e.g. sibling details, children of staff, Child Looked After status, etc.)
- **Fair Banding system:** If applying for a school with fair banding, make sure your child takes part in their testing.
This is administered by the schools, not the Council so please contact schools with any questions you have regarding fair banding.
- **Selective/Grammar schools:** if applying for Bromley's grammar schools (St Olave's and Newstead Wood), you must follow the school's process for registering of their selection test. The Council is not involved in this process
- **Other areas with testing:** for schools outside of Bromley that require entrance tests, please contact the relevant Council or school to find out more, as it is your responsibility to follow their procedures for testing.



Supplementary Information Forms (SIFs)

- **Extra application information:** Some schools, such as faith schools, schools prioritising pupil premium, or those with partial selection on ability /aptitude may need additional information to consider your application.
- **Supplementary Information Forms (SIFs):** these schools will have a SIF. These must be completed in addition to your Council application.
- **Submission deadline:** All SIFs must be returned to the relevant school by the application closing date.
- **Important reminder:** completing a SIF alone **does not** count as applying for a school place. You must also submit your application to the Council on time and ensure the relevant school is named as a preference.



Addresses

- **Use the correct address:** The address on the application must be your child's main home address (i.e., the address that they are living in) at the time of application.
It is expected that they will still be resident at the same address on national offer day.
- **Verification process:** The Council and the offered school reserve the right to check the accuracy of the information provided on the application.
- **Consequences of incorrect information:** If false details are submitted or important changes (such as a house move) are not reported, the school place offered can be withdrawn.
- **Moving home:** If you change address during the admissions process, you **must** notify Bromley Admissions with proof (e.g., a tenancy agreement or evidence of completion of purchase) to ensure records can be updated.
- **Further details:** information on address-related requirements can be found in the 'Applying for a school place' booklet.



Online applications

- We strongly recommend you make your application online at www.bromley.gov.uk/secondaryadmissions
- **Login details:** If you have used the system before, use your existing login and update your details before starting your application.
- **Flexible submission:** You can apply anytime during the application period – 24/7 from any device (computer, phone, tablet, etc.)
- **Save progress:** You can save your application at any point, but it **must be** finalised and submitted before the application closing date.
- **Submission responsibility:** The Council is not responsible for ensuring your application is submitted and will not process any unsubmitted applications.
Please ensure your application is fully submitted by the closing date.
- **Processing:** Bromley Admissions will process the last submitted version of your application as of the closing date.
- **Acknowledgement:** you will receive a confirmation email once your application is submitted.



Online applications

- **Uploading documentation:** required documents (e.g., child's birth certificate, proof of address, etc.) must be submitted online to ensure the application can be processed fully and considered correctly.
- **National Offer Day:** you'll received a notification via email or text **from 5pm onwards** advising when your application outcome is ready to view.
- **Accepting/Decline an offer:** You can accept/decline the school offered online within 14 days of national offer day.
- **Application system:** application are made via the London Grid for Learning (LGfL) Pan London portal, which can be access through the Council's website (www.bromley.gov.uk/secondaryadmissions).
- **Technical support:** if you require help with your online account (e.g., forgotten password), contact the **LGfL Help Desk on 020 8255 5555 (option 1, then option 1 again)**.
- **Paper applications:** if you are applying for schools outside of the Pan London area or for children applying outside of their age-appropriate school year - paper applications forms can be requested via secondary.admissions@bromley.gov.uk.



School preference order

We recommend you:

- **The order matters:** list your preferred schools in the order **you want** them to be considered.
- **Use all 6 preferences:** This maximises the chances of securing a preferred school.
- **Include your local school:** if you don't it won't be considered, and you could be offered a school much further away from your home.
- **Confidential preference order:** The preference order is between you and the Council. Schools do not know where you placed them on your application at any point in the admissions process, although this may be shared with them if you go through the appeal process.
- **Fair admissions rules:** Schools cannot use admissions criteria that requires that you name them as your first preference.
- **Applying outside Bromley:** If applying for schools in other areas, please check their admissions policies to understand how your application will be considered.



National offer day

- **One school offer:** for on-time applications, you will receive the offer of one school place on national offer day (2 March 2026).
- **Local Authority handling:** Your home local authority (e.g., Bromley if you live in Bromley) will make the offer, even if for a school is out of borough.
- **Preference consideration:** In most cases, the offer will be the highest named preference that can offer your child a place based on their oversubscription criteria.
- **Alternative placement:** If none of your preferences can offer a place, the Council will allocate an alternative school (usually the closest school with a vacancy available, considering public transport accessibility).
The allocated school may be far from your home or even in another Council's area, so using all 6 preferences is recommended to increase your chances of securing a preferred school.
- **Further options available:** if you are not happy with your offered school, there will be additional steps you can explore – these will be detailed in the next steps guide that is published on national offer day.

It is important to note that national offer day is not the end of the story



Next steps

- **Accept or refuse the offer:** This must be done by 16 March 2026, and you can do this online. After this date you can do this via email.
- **Waiting lists:** If your child is not offered your highest preference, they will automatically be placed on waiting lists for schools named higher than the one offered.
- **Lower ranked waiting lists:** You can request to go on the waiting lists for lower preferences by writing to Bromley Admissions.
- **Additional preferences:** You can submit an additional preferences form (via the Council's website) to request to be considered for other schools.
- **Right of Appeal:** You will have the right of appeal to any school named on your application that did not offer your child a place.
- **Next steps guide:** A full guide providing more detail on the options available to you will be published on national offer day.



Appeals

- You will have the right of appeal to any school named on your application that was not able to offer your child a place. This includes lower named preferences
- All schools in Bromley are responsible for their own appeal process; it will be your responsibility to check their appeal timetables and process directly with the school.
- Admissions appeals are heard by an independent appeal panel for the school, and they will base their decision on the cases put forward by the school and by the parent to decide whether or not a place should be provided at the school.
- Full details of how the appeal process works will be published in the next steps guide on 2 March 2026.
- **Admissions Appeal Code:** All schools and appeal panels must comply to the School Admissions Appeals Code 2022 published by the Department for Education.



Further information

- **Applying for a school place booklet:** this will be available from 1 September 2025 providing full details of the whole admission process, useful information on how offers were made in previous years and links to each Bromley school's admissions arrangements.
- **Where to find it:** This booklet will be available on the council's website at www.bromley.gov.uk/secondaryadmissions
- **Questions and support:** If you need help understanding admissions criteria or the process, please contact the Bromley Admissions Team via secondary.admissions@bromley.gov.uk

Any questions?





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Secondary Admissions 2026

For further information, please contact:
secondary.admissions@bromley.gov.uk