

Finding a school place

Issue 7

Information for parents about applying for
a school place during the school year



Dear parents and carers

Welcome to the borough of Barking and Dagenham. We are very pleased that you are considering sending your child to one of our schools. This e-booklet is designed to help you through the 'In-year application process'.

Barking and Dagenham is a small, friendly borough with schools and other learning opportunities close to all neighbourhoods. The borough has a good reputation for its teaching and learning. We are very proud of our schools' achievements.

We have a total of four all-through schools, 44 infant, junior and primary schools, 8 secondary schools and one technical and training school. All our schools are fully comprehensive and have a clear commitment to raising the levels of achievement for all their pupils and students. We believe that attending any of the schools in Barking and Dagenham will provide the educational opportunities your child needs to prepare for future life.

By law, all children aged between 5 and 18 must be receiving an education or taking part in training. There is a different process for dealing with applications for children with special needs or those aged 16 to 19. If your child has a statement of special educational need or Educational Health Care (EHC) plan you must contact the EHC Team (see page 33). If your child is aged 16 to 19 they must receive education, employment or training, and the 16 to 19 Careers Guidance and Information Service will deal with your request (see page 33).

Children aged between 5 and 16 must receive an education. If you would like to apply for a place at any of our schools during the school year, you will need to apply to the School Admissions Team, and not directly to the schools. This e-booklet is designed to help you through this 'In-year' process.



Councillor Evelyn Carpenter,
Cabinet Member for Educational Attainment
and School Improvement

Contents

Welcome to the London Borough of Barking and Dagenham. This e-booklet gives you all the information you need when applying for a school place in this borough during the school year. If you have any questions, or need more information, please contact us (the School Admissions Team).

Postal Address: School Admissions Team, Town Hall, Barking, Essex, IG11 7LU

Phone: 020 8215 3004

E-mail: admissions@lbdd.gov.uk

Website: www.lbdd.gov.uk/admissions

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Introduction

We, the School Admissions Team, process applications for school places for children from reception to age 16. There are four different processes. How and when you apply depends on the child's date of birth and your circumstances. This e-booklet gives information about applying for a school place during the year and transferring between schools.

If your child is three or four years of age, please see our e-booklet 'Starting school full time', which explains the process of applying for a reception school place (the first year of school). If your child is 10 or 11 years of age and is in their last year of primary or junior school, please see our booklet 'Moving to secondary school', which explains the process of applying for a year-7 place (the first year of secondary school). If your child is 13 or 14 years of age, please see our booklet 'Technical and training schools', which explains the process of applying for a place at these types of schools. Please see our website for more details.

If your child is aged 16 to 18, please see pages 28 for details about applying for a place in education, employment or training.

If you have just moved to the borough and would like to apply for a place at a Barking and Dagenham school at any other time during the school year (except when starting school for the first time, moving to a secondary school for the first time or moving to a technical and training school), you will need to follow the in-year process. This process includes moving your child from their current school to another and this is called the transfer process.

At the time of your application, most schools will be full with children who

have been attending the school since reception, year 3, year 7 or year 9 (depending on whether it is a primary, junior, secondary or a technical and training school). Places only become available when children leave and we do not know when, in what year group and at which school this will happen.

In-year admissions

This process is for parents who have just moved into the borough and need to apply for a school place for their child. Please follow the in-year admissions process on pages 4 to 27. Use our in-year hub to apply online (see page 9 for the full website address).

Transferring between our schools

If your child is already at a school and you would like them to move to another, you will need to follow the transfer process set out on pages 10 and 21 to 27 of this e-booklet.

Schools available

There is a map with a list of our all-through, infant, junior, primary, secondary and technical and training schools on page 37 in this e-booklet. As the council has had to increase the number of places at some schools over the years, the published admission number (PAN) for each school has changed from year to year. Please contact us in writing if you would like us to give you this information.

There are six infant schools in the borough for children aged four to seven. Each infant school is linked to a junior school for children aged seven to 11. There are 31 primary schools for children aged four to 11.

Our voluntary-aided (faith) primary and junior schools

We have seven voluntary-aided (VA) primary schools and one voluntary-aided junior school. These are run by the Catholic or Church of England authorities and are listed on page 37 of this e-booklet, starting with F. Before you apply for a place at any of our faith schools, you must read the school's admission criteria (pages 15 to 20) and follow the instructions on page 8.

All other Barking and Dagenham infant, junior and primary schools

All other Barking and Dagenham infant, junior and primary schools

The George Carey Church of England Primary School is a voluntary-aided school. Dorothy Barley Junior, Eastbury Primary, James Cambell Primary, Thames View Infants and Thames View Juniors are academies and Riverside School is a free school with academy status. These schools are their own admissions authority. However, they follow the same admission criteria as our community infant, junior and primary schools and we will offer places on their behalf. The locations of these schools are listed on page 36. The admission criteria for infant places (from reception to year 2) and junior school places (years 3 to 6) are listed on page 11.

Important note

For a definition of words used in this e-booklet, please see the glossary on page 38.

Introduction

Technical and training schools

We have one of these types of schools called Elutec and its location is on page 36. Before you apply for a place at this school, you must read the school's admission criteria on page 14.

All-through schools

Sydney Russell School is run by the Partnership Learning Trust. This school is its own admissions authority, but it will follow the same admission criteria for Barking and Dagenham community schools and we will offer places on its behalf. Eastbrook School and Eastbury Community School are governed by the local authority and will also use the same admission criteria. Goresbrook School is an academy governed by The United Learning Trust and uses the local authority criteria for primary places but uses its own criteria for secondary places. The locations of these schools are listed on page 36. Before you apply for a place at these schools, please read the admission criteria (pages 11 to 13).

Our voluntary-aided (faith) secondary school

We have one voluntary-aided (VA) secondary school - All Saints Catholic School. This is run by the Catholic authority and its location is listed on page 36 of this e-booklet, starting with F. Before you apply for a place at this school, you must read the school's admission criteria (page 15) and follow the instructions on page 8.

All other Barking and Dagenham secondary schools

Dagenham Park Church of



England School is a voluntary-controlled school, Greatfields and Riverside are free schools with academy status and the Warren School is an academy governed by the Loxford School Trust. All these schools are their own admissions authority. However, they follow the same admission criteria as our community schools and we will offer places on their behalf. The locations of these schools are listed on page 36. Before you apply for a place at these schools, please read the admission criteria (page 13).

Schools on different sites

Some of our schools are quite large and are located on two different sites. When applying for a place at our primary schools with two sites, please see the notes below.

Note 1: If you want to apply for a place at Manor, Ripple, Roding or Valence schools you must give

the name of the site you would like your child to go to. However, if your application is not successful you can only appeal for a place at the school, not a place at a specific site, as both sites are managed by the same head teacher and governing body. If you win your appeal, the school will decide which site your child will go to.

Note 2: If you do not name the site you prefer on your application form, we will automatically process your request for site 1 as listed on page 37.

Note 3: We will keep an interest list for each site, in criteria order. We will follow the interest list process for each site as listed on pages 26 to 27.

In-year admission – For children in reception to year 11

If you have moved to our borough and would like to apply for a place at any of our schools, you will need to apply online using our in-year hub. If you want to apply for a school outside the borough, you will need to contact that borough and follow their application process.

What you need to do

There are four possible stages you need to go through to apply for a school place. The stage you follow depends on whether you want to apply for a place at one of our faith schools or for a place at our other schools. If one of your preferences is a faith school, you need to go through all four stages. For all other schools, please do not follow stage four.

1

Fill in your application online through our in-year hub (see page 9 for the website address). If you fill in a paper form (ICAF), make a copy of the form in case you need to refer to it in the future. The 'fair access' information we ask for on your application is important as it could help us decide if your child can be considered under our 'fair access protocol' (see our website for more details).

3

At the welcome meeting with the school we offer your child a place at, you will be asked to provide proof of your child's identity (including their legal name and date of birth) and the address where you and your child are living, as stated on the application form. You must take one original document (no photocopies) from each of lists A, B and C (see page 7) with you to the welcome meeting.

2

If you fill in a paper ICAF, email or post us it to us. If you prefer, you can scan it yourself at the self-service machines at either the Barking Learning Centre (BLC) or Dagenham Library. Address is listed on page 9.

Remember, you must send the ICAF to us and the SIF and CCP forms direct to the relevant faith schools.

4

If one of your preferences on your application is a faith school, there are extra steps you must take if you apply under the school's faith criteria. Church of England schools use an 'In-year supplementary reference form' (SIF) and Catholic schools use a 'Certificate of Catholic practice form' (CCP) with a cover note.

Make sure you read and follow the application process for faith schools, which is listed on page 8 and the relevant criteria on pages 15 to 20.

Application details

Use the space below to record the username, email address and passwords you have used to make your application. Without them you will not be able to go online and see which school place we have offered your child. Your application is only valid once you have pressed the 'Submit application' button at the end of the 'Check & submit' page.

We will then send you a confirmation email. The email will include your child's name and the schools you have applied for. In the case of twins, triplets and so on, please make sure you have a confirmation email for each child.

Email details used	In-year hub details used
Email address: <input type="text"/>	Username: <input type="text"/>
Password: <input type="password"/>	Password: <input type="password"/>

Stage 1 – Apply online using the in-year hub

The person with parental responsibility for the child must apply. Please remember to provide proof that you are the child's legal guardian if you are not their natural parent.

You need to apply for each child and answer all questions on our form. Please read pages 21 to 27 on 'What you need to know' before you fill in your form.

Stage 2 – Proof of address and identity

We need to ask for proof of your and your child's address to make sure that we do not offer places for fraudulent or misleading applications, and to make sure that you meet the published criteria that apply if the schools listed on your application are oversubscribed (this means there are more applications than there are places available).

At the welcome meeting with the school we have offered you a place at, you will be asked to provide proof of your child's identity (including their legal name and date of birth) and of the address where you and your child are living, as stated on the application form.

You must take **one** original document (no photocopies) from **each** of the three lists (A, B and C) with you to the welcome meeting.

List A (proof of your child's name, date of birth and address)

- HM Revenue & Customs documents such as a letter showing your entitlement to Child Benefit, Working Tax Credit or Child Tax Credit
- Your child's medical registration card
- Your child's Immigration and Nationality Directorate (IND) card (issued by the Home Office with your child's photo attached)
- Your child's birth certificate – the schools can ask to see a full birth certificate
- Your child's passport – the schools can ask to see this

List B (proof of the parent's or carer's address)

- Your current Council Tax bill
- Your current Council Tax Benefit letter or notice
- A solicitor's letter showing the completion details if you have just bought your home (the letter must be dated within the last three months)

List C (proof of the parent's or carer's address)

- Your utility bill (gas, electricity or water) from the last three months (we will not accept a mobile-phone bill or bills for internet connection)
- A statement from your bank, building society or a credit-card company from within the last three months

If you do not own or rent your own home, but are living with someone who owns their home or rents it from the council or from another landlord, you will need to prove that you live there. Please provide a copy of their current Council Tax bill or Council Tax Benefit letter or notice, together with written confirmation that you live with

them. Please ask them to provide a letter containing the following information.

- Their name
- The address of the property
- The fact that you and your child live in the property, and the date you moved there
- Confirmation that you and your child have permission to live in the property and how long you are allowed to live there

If you are not able to provide the documents listed above at your child's welcome meeting, we will withdraw the offer of a place at that school if the school is oversubscribed. We will offer you a place at the school nearest to your home which has places available. If you live outside the borough, you will need to contact the local authority of the borough where you live for a school place for your child.

If you have difficulties providing the proof we need, please contact us to discuss this, or get independent advice, as soon as possible.

Please check that your and your child's details match the information you give on your application form and on the documents you show us. Also, the guardian named on the application form must be listed on the Council Tax bill and other bills you show us as proof. If you change your address at any time in this process, you must give us proof of your new address by sending us the above documents.

If we discover that we have given your child a place based on false or misleading information, we will withdraw the place and may take legal action.

In-year admission – For children in reception to year 11

Stage 3 – Extra forms (including supplementary information forms -SIFs)

Voluntary-aided faith schools

All our voluntary-aided faith schools will need you to fill in the supplementary information form (SIF) for their school if you are applying under their faith criterion.

This second form shows your commitment to your faith as shown by your links to your local church. The admission criteria for all our faith schools are listed on pages 15 to 20, on our website in alphabetical order. Please read your preferred school's admission criteria and procedure before you apply.

a Church of England schools

– If you are applying under St Margaret's C of E Primary and William Ford Junior schools' faith criteria, you and your minister must fill in the SIF for Church of England schools. You will need to fill in one form for each child for each of these schools. You will need to return the form direct to the school with the documents listed in b in the next column.

b Catholic schools

All Catholic schools use the same cover note form, and you will need to fill in one form for each child for each Catholic school you want to apply for. If you want your child to be recognised as a Catholic or as being baptised, you should send the relevant schools a cover note as well as a photocopy of your child's baptism certificate (or certificate of reception into the Catholic Church). If you want to be recognised as a practising Catholic, your local priest must also provide you with a CCP form. Please see the CCP section below before you apply. The CCP is available from Catholic schools and Catholic churches.

Certificate of Catholic practice form (CCP)

If you want to be considered as a practising Catholic you must meet with your parish priest so he can provide you with a CCP which you must then send to the Catholic school with the extra documents they have asked for. If your priest is not local and is unfamiliar with these requirements, please ask him to contact the admissions officer for the relevant Catholic school.

Important note

Primary and junior faith schools will need to see the originals of all the documents listed but you will also need to bring photocopies of these documents with you for the school to keep.

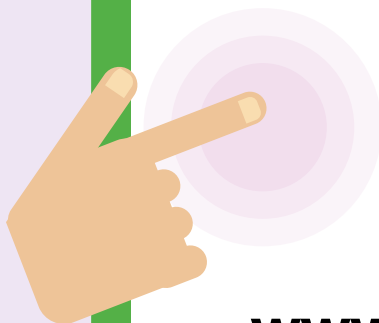
Supplementary information forms for schools outside Barking and Dagenham

If you are applying to schools outside Barking and Dagenham, you may need to fill in the common application form provided by that borough and then check whether the school you want to apply to needs you to fill in any extra forms.

If that school needs you to fill in a supplementary form but you do not fill it in and send it to the relevant school or local authority, your application will not be considered for that school. We will not pass on any forms and documents you attach to your online form to the school or LA on your behalf. You must send these direct to the school or LA.

Stage 4 – Returning your form

Use our in year hub and apply online.



Follow the
'in-year'
admissions
process at

Need help to apply online?

Help sessions are available at
Dagenham Library on Tuesdays and
Barking Learning Centre on Thursdays.

Each session starts at 9am
and ends at 4.30pm.

www.lbbd.gov.uk/admissions

How to contact us

By phone:

Call 020 8215 3004. Our call centre is open Monday to Friday from 8am to 6pm.

By email:

admissions@lbbd.gov.uk

Website

www.lbbd.gov.uk/admissions

Interactive advice is available online through webchat.

By post

Send us your paper ICAF with the relevant documents listed on page two of this guide. Please allow time for the paper form to be delivered if you send it by post. If you do not hear from us within 15 days of posting your form, it is likely that we did not receive it. Also, we are not responsible if your documents get lost in the post when we return them to you, and you will need to contact the Post Office if this happens.

Our postal address is:

School Admissions Team, FSP, Town Hall, Barking, Essex, IG11 7LU.

Using our self-service scanning machines

Bring your filled-in paper ICAF and the documents to either Barking Learning Centre or Dagenham Library, where you can scan your forms yourself using the self-service scanning machines. Both are open Monday to Friday from 9am to 5pm and Saturdays from 9am to 1pm, but there will be no customer services assistants there to give school admissions advice.

Dagenham Library – 1 Church Elm Lane, Dagenham, Essex, RM10 9QS

Barking Learning Centre – 2 Town Square, Barking, Essex, IG11 7NB

Important notes

- Please include, or email to us, all other forms and documents we ask for. This may be proof of your and your child's address (page 7), proof that you are the child's guardian or proof that your child is in the care of a local authority (pages 22 to 23).
- You are responsible for making sure you pay the correct postage charge. If you do not pay the correct postage, your form will not get to us. We cannot pay for any packages that do not have the correct postage on them.
- If you post your paper forms to us, proof of posting is not proof that we have received your form as neither you nor we can prove what was included in the envelope. If your documents are lost in the post when we return them to you, you will need to contact the Post Office. **We accept no responsibility for documents lost in the post.**
- Please allow time for the paper form to be delivered if you send it by post.
- However you apply, please keep your receipt in a safe place as you will need to show it to us if we have any questions we need to ask you.



Transferring between schools

All studies show that pupils who move schools are less likely to achieve good grades. In Barking and Dagenham, we work to create a stable school environment for our children and to reduce, as far as possible, the need to move pupils between schools. Ideally, your child will stay in one primary school and then one secondary school for the whole of his or her school life. This will mean that the teaching style of the school can provide a continuous framework to build strong patterns of learning and a stable school community can give your child better personal and social development.

However, there are times when parents and head teachers agree that a child needs to move schools, and the process for this is as follows.

1. After you have spoken to the head teacher of your child's current school, apply online using our 'in-year hub'.
2. Fill in any extra forms (including any supplementary information forms - SIF) if you are applying for a faith school and give the schools the documents they have asked for. There are extra forms to fill in for our Catholic schools, and a different one for our Church of England schools. See page 8 for more information.
3. When we receive your application, we will process it within 10 school days and let you know the outcome.
4. If there are places at the schools

you have asked for, we will offer your child a place. We expect your child to start school within 10 school days of our offer.

5. If your request is not successful, we will place your child on the interest list for the schools that you have listed higher than the school we have offered you (see interest list section for more details). You will have the right to appeal for those schools (see appeals section for more details).
6. We automatically create a new interest list at the beginning of each term. This means you will need to fill in our online interest list form or write to us each new term asking to stay on the interest list. (This does not apply if you have asked for a place at a faith school, where you will stay on the interest list for that current school year.) Each new academic year you will need to fill in a new application and you will have the opportunity of a new appeal.

Important information

- Your child must continue to go to their current school while we deal with your application or if we are not able to offer your child a place at any of the schools you requested.
- If you are applying for a place at our faith schools, it is important that you read and understand the criteria and admissions process (page 8) before you apply, and fill in the extra forms and provide any extra documents those schools ask for direct to those schools.
- You must list the schools in order of preference (with the school that you most want your child to go to as number 1), and we will offer you the highest preference if possible.

Admission criteria for places at primary-phase schools

If there are more applications than there are places available at a school, we will use the following criteria, in priority order, for deciding which applications to accept. **All our community schools and the following schools will also use these admission criteria:**

Dorothy Barley Junior School
Eastbury Community School (primary)
Eastbury Primary School
George Carey Church of England School
Goresbrook School (primary)
James Cambell Primary
Riverside Primary
Sydney Russell School (primary)
Thames View Infants
Thames View Juniors.

Priority 1

Children who are or were in the care of a local authority. Please see note 2.

Priority 2

Children who have a sibling (brother or sister) at the school (or in the case of an infant school, the linked junior school) when they are due to start school. We treat Furze Infant School and Warren Junior School, Village Infants School and William Ford Church of England Junior School as linked for this purpose. Please see note 3.

Priority 3

For applications for junior school, children at the infant school linked with the junior school. Please see note 4.

Priority 4

Children who live closest to the school, measured in kilometres in a straight line (as the crow flies).

Important notes

- 1 Children who have a statement of special educational needs or an EHC plan are not included in the above criteria as we deal with them under the terms of the Education Act 1996. We will offer children with a statement of special educational needs or an EHC plan a place at the school that is named on their statement.
- 2 A looked-after child is a child who is or was:
 - in the care of a local authority; or
 - being provided with accommodation by a local authority under their social services duties (see the definition in section 22 (1) of the Children Act 1989).

For admission purposes we consider a 'looked-after child' to be a child who is currently in care or who was in care but became the subject of an adoption, residence, or special guardianship order immediately after leaving care.

- 3 'Sibling' means:
 - a full brother or sister;
 - a half-brother or half-sister;
 - a stepbrother or stepsister; and
 - an adopted or long-term fostered brother or sister;living at the same address and going to the named school (not including the school's nursery). Please make sure you name all siblings on your application form. If they are not listed on your form, we cannot take them into account.
- 4 We use priority 3 when processing applications for children transferring from infant to junior schools.

- 5 The child's home must be the permanent address where they live with their legal guardian. This should be the address for your Council Tax bill and Child Benefit.
- 6 We measure all distances using ESRI's Geographical Information System from the centre of the child's home to the school's main gate. Some addresses have different entry points and so we will use the co-ordinates provided from Local Land and Property Gazetteer (LLPG). If you live outside the area, we will use the same system to work out distances..
- 7 When children have an equal claim to a place because their measurements are the same (for example, from a block of flats), we will use a lottery system (random allocation) to offer places to children.
- 8 You should remember that going to a particular nursery class does not guarantee, or give priority for, a place at an infant or primary school. Also, going to a particular primary or junior school does not guarantee, or give priority for, a place at a particular secondary school.
- 9 We cannot consider other circumstances not listed in the admission criteria. It is important that we are consistent in our judgement and use only the admission criteria that have been agreed.
- 10 If we discover that we have given your child a place at a school based on false or misleading information, we will withdraw the place and may take legal action.

Admission criteria for Goresbrook School in order of priority

Priority 1

Children who are or were in the care of a local authority.

Priority 2

Children who have a sibling (brother or sister) at the school. Please see note 3.

Priority 3

Children who live closest to the school, measured in kilometres in a straight line (as the crow flies).

If there are more applications than there are places available at a school, we will use the above criteria, in priority order, for deciding which applications to accept.

Important notes

- 1 Children with statements of special educational needs are dealt with under the terms of the Education Act 1996 and are not referred to in the criteria above. Children with a statement of special educational needs or an EHC plan will go to the school named.
- 2 A looked-after child is a child who is or was:
 - in the care of a local authority; or
 - being provided with accommodation by a local authority under their social services functions (see the definition in Section 22(1) of the Children Act 1989).

For admission purposes we consider a 'looked-after child' to be a child currently in care or a child who was in care but became subject to an adoption, residence, or special guardianship order immediately after leaving care.

- 3 'Sibling' means:
 - a full brother or sister;
 - a half-brother or half-sister;
 - a stepbrother or stepsister; and
 - an adopted or long-term fostered brother or sister; living at the same address and going to the named school (not including the school's nursery). Please make sure you name all siblings on your application form. If they are not listed on your form, we cannot take them into account.

- 4 The child's home must be the permanent address where they live with their legal guardian. This should be the address for the parent's or carer's Council Tax bill and where Child Benefit is addressed.
- 5 If two or more children have an equal claim to a place in any one category, we will give priority to children who live closest to the school, measured in kilometres in a straight line (as the crow flies). We (the Barking and Dagenham School Admissions Team) measure all distances using ESRI's Geographical Information System from the centre of the child's home to the school's main gate. Some addresses have different entry points and so we will use the designated co-ordinates provided from Local Land and Property Gazetteer (LLPG). If you live outside the area, we will use the same system to measure distances. When children have an equal claim to a place because their measurements are the same (for example, from a block of flats), our database will automatically use a lottery system (random allocation) to offer places to children.
- 7 We are unable to consider other circumstances not listed in the criteria. It is essential that we are consistent in our judgement and use only the criteria that have been agreed.

Admission criteria for places at our other secondary-phase schools

If there are more applications than there are places available at a school, we will use the following criteria, in priority order, for deciding which applications to accept.

All our community schools and the following schools will also use these admission criteria:

Dagenham Park Church of England School

Greatfields School

Riverside School

Sydney Russell School (secondary)

Warren School

Priority 1

Children who are in the care of a local authority.

Priority 2

Children who live closest to the school, measured in kilometres in a straight line (as the crow flies).

Important notes

1. Children who have a statement of special educational needs or an EHC plan are not included in the above criteria as we deal with them under the terms of the Education Act 1996. We will offer children with a statement of special educational needs or an EHC plan a place at the school that is named on their statement.

2. A looked-after child is a child who is or was:

- in the care of a local authority;
- being provided with accommodation by a local authority under their social services duties (see the definition in section 22 (1) of the Children Act 1989).

For admission purposes we consider a 'looked-after child' to be a child who is currently in care or who was in care but became the subject of an adoption, residence, or special guardianship order immediately after leaving care.

3. The child's home must be the permanent address where they live with their legal guardian. This should be the address for your Council Tax and Child Benefit.

4. All distances are measured ESRI's Geographical Information System from the centre of the child's home to the school's main gate. Some addresses have different entry points and so we will use the co-ordinates provided from Local Land and Property Gazetteer (LLPG). If you live outside the area, we will use the same system to work out distances.

5. For secondary schools with split sites, we will measure the distance from the child's home to the main site. The main site is the entrance through the main door at the upper site where the head teacher's office is. This measurement affects Barking Abbey and Robert Clack schools.

When children have an equal claim to a place because their measurements are the same (for example, from a block of flats), we will use a lottery system (random allocation) to offer places to children.

6. We cannot consider other circumstances not listed in the admission criteria. It is important that we are consistent in our judgement and use only the criteria that have been agreed.

7. If we discover that we have given your child a place at a school based on false or misleading information, we will withdraw the place and may take legal action.

Admission criteria for technical and training school

Elutec

If there are more applications than there are places available at our school, we will use the criteria below, in priority order, for deciding which applications to accept.

- A. 'Looked-after children' or children who were previously looked after.
- B. The remaining places will be allocated by distance as follows.
 - 12.5% of places will be allocated with priority given to applicants who live closest to Elutec.
 - 12.5% of places will be allocated with priority given to applicants who live closest to Barking train station.
 - 15% of places will be allocated with priority given to applicants who live closest to West Ham train station.
 - 10% of places will be allocated with priority given to

applicants who live closest to Limehouse train station.

- 12.5% of places will be allocated with priority given to applicants who live closest to Dagenham Heathway train station.
- 12.5% of places will be allocated with priority given to applicants who live closest to Romford train station.
- 5% of places will be allocated with priority given to applicants who live closest to Ilford train station.
- 6.67% of places will be allocated with priority given to applicants who live closest to Purfleet train station.
- 6.67% of places will be allocated with priority given to applicants who live closest to Grays train station.
- 6.66% of places will be allocated with priority given to applicants who live closest to Tilbury train station.

Important notes

- Children with statements of special educational needs are dealt with under the terms of the Education Act 1996 and are not referred to in the criteria above. Children with a statement of special educational needs or an EHC plan naming Elutec will go to our school and we will offer the remaining places according to the above criteria.
- All distances are measured in a straight line from each of the 10 points (listed above) to the centre point of the child's home address using Freemap online distance mapping system.
- If two or more children live exactly the same distance away from a measurement point (as listed above), we will use a lottery system (random allocation) to decide which child to offer a place at Elutec. This includes situations where two children live in the same block of flats.

Map showing the measurement points Elutec will use



Admission criteria for our voluntary-aided faith schools

All Saints Catholic School

Admission criteria

The school will offer places based on the criteria below in numerical order.

1. Baptised Catholic children who are in the care of a local authority or children who were 'looked after' but who left local authority care because they were adopted or became the subject of a residence order or special guardianship order. See important note for details.
2. Practising Catholics who will have a brother or sister in the school in any of Years 7 to 11 on the day the child starts school in September 2018.
3. Practising Catholics.
4. Catholics who will have a brother or sister in the school in any of Years 7 to 11 on the day the child starts school in September 2018.
5. Catholics.
6. Other children who are in the care of a local authority or children who were 'looked after' but who left local authority care because they were adopted or became the subject of a residence order or special guardianship order. See important note for details.
7. Other baptised children who will have a brother or sister in the school in any of Years 7 to 11 on the day the child starts school in September 2018.
8. Other baptised children.
9. Other children.

Important notes for All Saints School

- Before you apply for a place at this school, please make sure you follow the instructions on page 8.
- In the criteria, 'Catholic' refers to someone who:
- is a baptised Catholic (a person who has been baptised or received in communion with the See of Rome); and
- has a Catholic 'certificate of baptism' or 'certificate of reception' which shows that they are members of the Catholic Church. You can get copies of these from the parish where the baptism or reception took place.
- A 'practising' Catholic refers to someone who:
- is confirmed by their parish priest to be practising, according to regulations set by the Catholic Church (that is, attending Mass every Sunday and Holy Day of Obligation) and to have been practising for the past five years.
- The school has a distinctly Catholic ethos and approach to education, which is what underpins our success. Families should want this Catholic education if their children are to flourish in the school.
- 'Looked after child' has the same meaning as in Section 22 of the Children Act 1989, and means any child who is or was in the care of a local authority or provided with accommodation by them (for example, children with foster parents). 'Adopted' has the same meaning as in section 46 of the Adoption and Children Act 2002, and means to take on the legal responsibilities as parent towards a child who is not normally biologically your own. 'Residence order' is defined in section 8 of the Children Act 1989 as an order settling the arrangements regarding who the child will live with. 'Special guardianship order' is defined under section 14A of the Children Act 1989 as an order appointing one or more individuals to be a child's special guardians.
- If there are two or more children in the same criterion with a claim for a school place and not enough places are available, the governors will give priority to those who live closest to the school site at Becontree Heath, as measured in kilometres in a straight line (as the crow flies). All distances are measured using ESRI's Geographical Information System, from the centre of the child's home to the school's main gate. Some addresses have different entry points and so we will use the co-ordinates provided from Local Land and Property Gazetteer (LLPG). If the distance for two or more children is the same (for example, from a block of flats), we will use a lottery system (random allocation) to offer places to children. London Borough of Barking and Dagenham will run both processes and details of the processes are available from their school admissions officer.
- We cannot consider other circumstances that are not listed in the admission criteria. It is important that we are consistent in our judgement and use only the admission criteria that have been agreed.

Admission criteria for our voluntary-aided faith schools

Important notes relating to the admission criteria for all Catholic primary schools

In the criteria below, every reference to Catholic means someone who has a certificate of baptism to prove that they are a baptised Catholic. A practising Catholic means someone who goes to Holy Mass every Sunday and Holy Day (a priest must fill in the priest reference form to provide the school with confirmation the child is a practising Catholic). Catholic includes all the churches in communion with the Pope, including Eastern Rite Catholics, for example, Maronites.

1. Before you apply for a place at this school, please make sure you follow the instructions on page 8.
2. For children in local authority care, we need a letter signed by a fully qualified social worker employed by the local authority.
3. Within each category the school will give priority to children who have siblings who will be at the school (not their nursery) on the day they start school. Sibling means a full brother or sister, a half-brother or half-sister, stepbrother or stepsister, adopted or long-term fostered brother or sister. The sibling must live at the same address as the child and must be at the named school.
4. If two or more children have an equal claim to a place in any one category, we will give priority to children who live closest to the school, measured in kilometres in a straight line (as the crow flies). We (the Barking and Dagenham Admissions Team) measure

all distances using ESRI's Geographical Information System, from the centre of the child's home to the school's main gate. Some addresses have different entry points and so we will use the co-ordinates provided from Local Land and Property Gazetteer (LLPG). If you live outside the area, we will use the same system to measure distances. When children have an equal claim to a place because their measurements are the same (for example, from a block of flats), we will use a lottery system (random allocation) to offer places to children.

5. We cannot consider other factors not listed in the admission criteria. It is important that we are consistent in our judgement and use only the admission criteria that have been agreed.
6. If we discover that we have given your child a place at a school based on false or misleading information, we will withdraw the place and may take legal action.



Admission criteria for our voluntary-aided schools

St Joseph's Roman Catholic Primary School (Barking)

Admission criteria

1. Looked-after children from Catholic families.
2. Catholic children of practising Catholic families who live in the parish of St Mary and St Ethelburga, Linton Road, Barking, IG11 8HG.
3. Catholic children of practising Catholic families living outside the parish of St Mary and St Ethelburga, Linton Road, Barking, IG11 8HG.
4. Catholic children living in the parish of St Mary and St Ethelburga, Linton Road, Barking IG11 8HG.
5. Catholic children not living in the parish of St Mary and St Ethelburga, Linton Road, Barking IG11 8HG.
6. Other looked-after children in the care of the local authority.
7. Baptised Orthodox children, whose application is approved by their priest.
8. Children of other Christian denominations (faiths) whose parents agree with the aims and ethos of the school and whose application is supported by a minister of religion.
9. Children of other faiths whose parents agree with the aims and ethos of the school and whose application is supported by a religious leader.
10. Children of parents who want their child to be educated in a Catholic school.

St Joseph's Catholic Primary School (Dagenham)

Admission criteria

1. Looked-after children from Catholic families.
2. Catholic children of practising Catholic families who live in the parish of Holy Family, Oxlow Lane, Dagenham.
3. Catholic children of practising Catholic families living outside the parish of Holy Family, Oxlow Lane, Dagenham.
4. Catholic children living in the parish of Holy Family, Oxlow Lane, Dagenham.
5. Catholic children not living in the parish of Holy Family, Oxlow Lane, Dagenham.
6. Looked-after children in the care of the local authority.
7. Baptised Orthodox children, whose application is approved by their priest.
8. Children of other Christian denominations whose parents agree with the aims and ethos of the school and whose application is supported by a minister of religion.
9. Children of other faiths whose parents agree with the aims and ethos of the school and whose application is supported by a religious leader.
10. Children of parents who want their child to be educated in a Catholic school.

St Peter's Catholic Primary School

Admission criteria

1. Looked-after children from Catholic families.
2. Catholic children of practising Catholic families who live in the parish of St Peter, 52 Goresbrook Road, Dagenham, RM9 6UR.
3. Catholic children of practising Catholic families living outside the parish of St Peter, 52 Goresbrook Road, Dagenham, RM9 6UR.
4. Catholic children living in the parish of St Peter, 52 Goresbrook Road, Dagenham, RM9 6UR.
5. Catholic children not living in the parish of St Peter, 52 Goresbrook Road, Dagenham, RM9 6UR.
6. Other looked-after children in the care of the local authority.
7. Baptised Orthodox children, whose application is approved by their priest.
8. Children of other Christian denominations whose parents agree with the aims and ethos of the school and whose application is supported by a minister of religion.
9. Children of other faiths whose parents agree with the aims and ethos of the school and whose application is supported by a religious leader.
10. Children of parents who want their child to be educated in a Catholic school.

Admission criteria for our voluntary-aided schools

St Teresa Catholic Primary School

Admission criteria

1. Looked-after children from Catholic families.
2. Catholic children of practising Catholic families who live in the parish of St Thomas More Church, Longbridge Road, Barking, IG11 9BY.
3. Catholic children of practising Catholic families living outside the parish of St Thomas More Church, Longbridge Road, Barking, IG11 9BY.
4. Catholic children living in the parish of St Thomas More Church, Longbridge Road, Barking IG11 9BY.
5. Catholic children not living in the parish of St Thomas More Church, Longbridge Road, Barking, IG11 9BY.
6. Other looked-after children in the care of the local authority.
7. Baptised Orthodox children, whose application is approved by their priest.
8. Children of other Christian denominations whose parents agree with the aims and ethos of the school and whose application is supported by a minister of religion.
9. Children of other faiths whose parents agree with the aims and ethos of the school and whose application is supported by a religious leader.
10. Children of parents who want their child to be educated in a Catholic school.

St Vincent's Catholic Primary School

Admission criteria

1. Looked-after children from Catholic families.
2. Catholic children of practising Catholic families who live in the parish of St Vincent, Waldegrave Road, Dagenham RM8 2QB.
3. Catholic children of practising Catholic families living outside the parish of St Vincent, Waldegrave Road, Dagenham RM8 2QB.
4. Catholic children living in the parish of St Vincent, Waldegrave Road, Dagenham RM8 2QB.
5. Catholic children not living in the parish of St Vincent, Waldegrave Road, Dagenham RM8 2QB.
6. Other looked-after children in the care of the local authority.
7. Baptised Orthodox children, whose application is approved by their priest.
8. Children of other Christian denominations whose parents agree with the aims and ethos of the school and whose application is supported by a minister of religion.
9. Children of other faiths whose parents agree with the aims and ethos of the school and whose application is supported by a religious leader.
10. Children of parents who want their child to be educated in a Catholic school.



Admission criteria for Church of England Schools

St Margaret's Church of England Primary School

Admission criteria

The school uses a points system to help decide who to offer places to. The table below shows how the school award points.

10	Children and their families who regularly go to St Margaret's, St Patrick's, Christ Church, Thames View or St Erkenwald's churches in Barking
7	Children and their families who regularly go to East Ham Team Ministry, St George's and St Paul's, East Ham, St Luke's Ilford and All Saints, Goodmayes
6	Children and their families who regularly go to other Anglican churches
5	Children and their families who regularly go to churches in the parishes of the Barking Team or St Erkenwald, which are full members of Churches Together in England or the Evangelical Alliance
3	Children and their families who regularly go to all other Christian churches
2	Children and their families who occasionally go to the Parish of Barking churches (St Margaret's, St Patrick's, Christ Church)
1	Any other children

Extra points

2	Children who will have one or more siblings at the school on the date they start school. (Sibling means a full brother or sister, a half-brother or half-sister, a stepbrother or stepsister, or an adopted or long-term fostered brother or sister living at the same address and going to the same school.)
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Important notes:

- Regularly going to a church means going at least twice a month, for a period of at least one year, to your present or previous place of worship. You must get written evidence from any previous places of worship to support your application.
- Children who are or were in the care of a local authority are given priority over all other children and you will need to provide a letter signed by a fully qualified social worker employed by that local authority if this applies.
- If two or more children have an equal number of points, the school will use the distance from home to school to decide who to offer places to. We (Barking and Dagenham Admissions Team) will measure the distance from home to the main gate of the school in a straight line (as the crow flies), using ESRI's geographical information system, and give priority to the child who lives closest to the school. When children have an equal claim to a place because their measurements are the same (for example, from a block of flats), we will use a lottery system (random allocation) to offer places to children.

William Ford Church of England Junior School

The school has three classes with 30 children per year group. If you are applying under category 2 or 5 below, you should fill in the supplementary information form and make sure you follow the instructions on page 8. If you are applying under any of the other categories, you do not need to fill in the supplementary information form.

1. 'Looked-after children' or children who were previously looked after but who left local authority care because they were adopted or became the subject of a residence order or special guardianship order. Please see note 1 for more details.
2. Children who, with one or both parents, regularly go to the Church of St Peter and St Paul Dagenham ('Dagenham Parish Church'). Please see note 2 for the definition of regularly going to church.
3. Children who will have a sibling at the school at the time they would start at the school. Please see note 3 for the definition of sibling.
4. Children who go to Village Infants School at the time of the application.
5. Children who, with one or both parents, regularly go to a Christian church, other than Dagenham Parish Church, of a denomination which is a member of Churches Together in England. Please see note 2 for the definition of regularly going to church.
6. Any other children who do not fall within the categories listed above.

Admission criteria for Church of England Schools

Important notes for William Ford School

1. A looked-after child is a child who is in the care of a local authority or who is being provided with accommodation by a local authority under their social services duties. For these children, we will need a letter signed by a fully qualified social worker employed by the local authority concerned.
2. In the admission criteria, regularly going to church means going at least once every two weeks to either Sunday service or other midweek activities (not including those of a purely social nature) for at least two years. The parish priest or another minister needs to confirm this in writing on the supplementary information form.
3. Sibling means a full brother or sister, a half-brother or half-sister, a stepbrother or stepsister, or an adopted brother or sister living at the same address, or a child who has been living in the same household in a long-term foster relationship for more than one year.
4. The current School Admissions Code states that 'schools are required to admit children with statements of special educational need where the school concerned is named on the statement'. We process these applications first. If the school has been named in a child's statement, we must reduce the school's admission number for that particular year group by one place to make sure we can offer the child a place. We will offer the remaining places using the school's admission criteria.
5. The governors will consider applications equally in line with the school's admission criteria. They will not take account of the preference order that you have given the school on your application form.
6. If we discover we have given your child a place based on false, inaccurate or misleading information, we have the right to withdraw the place. If this happens, we will not consider their brothers and sisters under the sibling criterion. However, if we withdraw a child's place because of false, inaccurate or misleading information on their application, but they are later given a school place genuinely from the interest list, or following a successful appeal, we will consider their brothers and sisters under the sibling criterion.
7. For a list of churches that are members of Churches Together in England, visit www.churches-together.net
8. We (Barking and Dagenham Admissions Team) will measure all distances using ESRI's Geographical Information System, from the centre of the child's home to the main entrance of the school in a straight line (as the crow flies). Some addresses have different entry points and so we will use the co-ordinates provided from Local Land and Property Gazetteer (LLPG).
9. If two or more children have an equal claim to a place within any criterion, we will give priority to children who live closest to the school. If the distance for two or more children is the same (for example, because the children live in the same block of flats), we will use a lottery system (random allocation) to decide who to offer places to. This process will be independently checked. If parents have shared responsibility for caring for a child who lives with each of them for part of the week, we will use the address closest to the school for this purpose.
10. We cannot consider other factors not listed in the admission criteria as it is important that we are consistent in our judgment and apply the criteria fairly.
11. Please see pages 25 to 26 for information about appeals.
12. Please see pages 26 to 27 for information about the interest list.

What you need to know

What is the co-ordinated admissions system?

Under the co-ordinated admissions system, all parents will list the schools they want to apply for on one form (the 'In-year common application form' or ICAF), ranking them in order of preference. This is important as we will offer only one school place for each child. If possible, we will offer your child a place at the highest-ranked school on your application form which has places available.

The admission authority for each school you have listed on your ICAF decide whether or not to offer your child a place. If a school is oversubscribed (receives more applications than there are places available), the admission authority will use the published conditions (admission criteria) to decide who we offer places to. We will not tell the schools where you ranked them in order of preference on your application form or tell a school about other schools you have also applied to. However, if you appeal for a place, we will pass this information to the admission authorities (the school or the local authority) at the appeal stage.

It is important that you rank the schools in your true order of preference. This is important because if we can offer your child a place at two or more of the schools you have listed, we will give your child a place at the one you ranked the highest out of these schools, and release all other lower preferences. These places are then offered to other parents who do not have a school place for their child. If you live in Barking and Dagenham and it is not possible to offer your child a place at one of your preferred schools, we will give your child a place at the

school which is nearest to your home with a space. You will need to contact your home borough or council if you live outside Barking and Dagenham and we cannot offer your child a school place. See page 25 for more information.

Why are there three preferences? I want to choose one school.

Under section 86 (1) of the Schools Standards and Framework Act 1998, we must make arrangements so that parents of children in our area can express a preference for the schools they would want their child to go to.

Every year, more people apply for places at our schools than we have places available. This means that we cannot offer everybody a place at the schools they have asked for. The schools on your form are your preferences – they cannot be your choices because we cannot guarantee you a place at any of the schools you list. If everybody named the same school, we would not be able to increase the number of places in the school to take everyone.

If you are moving into the area, most classes will be full with children who have been at the school from the beginning of reception, year 7 for secondary schools or year 10 for technical and training schools. Places only become available when children leave, and we do not know when and at which schools that will happen.

Why do you need information about my child's time at their previous or current school?

We ask that you give information about your child's previous school to make sure that the process of

changing schools is as smooth as possible. You can answer these questions on your application or give us permission to contact your child's previous school for these details.

The information about your child's experience at their previous school means that we may consider your application under the 'fair access protocol' process. Under this process we can ask a school to go over their admission number to make sure that children we deal with under this category are shared evenly between our schools. For more information about the 'fair access protocol', please visit our website or write to us. Our contact details are on page 9.

If your child has never attended a UK school, they may need to have an assessment, which will be carried out by the school we offer your child a place at.

It is not compulsory to provide details within the relevant sections of your application (paper or online), but the more information you share with us, the better we can meet your child's needs. Similarly, we may have to withdraw our offer if it later comes to light that you did not give us information, but your child's application should have been processed under other admissions policies such as our 'Fair access policy'.

In some circumstances we cannot offer places at a school even if there are vacancies available. When an application indicates behaviour or attendance issues that will affect a school, or a school is rated as 'Requires improvement' by OFSTED, we cannot offer a place even if the school has vacancies.

What you need to know

Who can fill in the application forms?

The person or people with parental responsibility for the child must fill in the application forms. Parental responsibility for the child as defined by the Children Act 1989 and amended by the Adoption and Children Act 2002. Please remember to provide proof that you are the child's legal guardian if you are not their natural parent.

A child's mother is automatically given parental responsibility when a child is born and this remains in force until a court order determines otherwise. For births registered in England and Wales, a child's father will also have parental responsibility if:

- he was married to the child's mother when the child was born (even if they later divorce or separate);
- the child was born after 1 December 2003, and he is named on the birth certificate; or
- he has a parental responsibility agreement from a court or by agreement with the child's mother.

What does guardianship mean?

If a child is not living with their natural parents and you are looking after the child, we need evidence that you are the legal guardian and have parental responsibility for that child. Evidence includes a will, a court order or a statutory declaration. Guardianship only applies if you can prove that you have full care of the child and their normal, permanent home is with you. Guardianship does not apply if you just take the child to and from school or look after them until their parents collect them. If you cannot

prove guardianship, we will refer the application to social services while we process your form.

What if my child lives with both parents at two different addresses?

If a child lives with their natural parents, legal guardian or foster parent, we will consider that address to be the child's normal, permanent home. However, if a child's parents are separated, the parents may name only one address on the application form. The other parent can be named on the form and we can give them copies of information we issue. If one parent has parental responsibility, we must receive documents to prove this and you must use that parent's address. If both parents have parental responsibility, we must receive documents to prove this and you must decide which address to give on the form.

Do I have to prove where I live?

We work hard to avoid fraudulent applications. To do this we need to check where you and your child live. Please see page 7 to see what documents we need to see.

What happens if my child has a statement of special educational needs or EHC plan?

The Educational Health and Care (EHC) plan Team deal with applications for children with full statements or EHC plans and these are considered separately from other applications. If your child has a full statement of special educational needs or EHC plan, we will send your application to the EHC Team for processing. If you would like to talk to

a member of the team, please phone 020 8227 2400.

What happens if my child has any additional needs?

Most children with additional needs, for example, children with learning difficulties, disabilities or medical conditions (but without a statement of special educational needs or EHC plans) have their needs met in local mainstream schools. If your child has additional needs, please list their needs in the relevant section. This may include physical disabilities or sight, hearing, speech or learning difficulties. This information will help us make preparations with the school your child will be going to.

What happens if my child is in the care of a local authority?

Children in the care of a local authority have priority for a school place.

A looked-after child is a child who is or was:

- in the care of a local authority; or
- being provided with accommodation by a local authority under their social services functions (see the definition in Section 22(1) of the Children Act 1989).

For admission purposes we consider a 'looked-after child' to be a child who is currently in care or a child who was in care previously at any point in their life and then became subject to an adoption, residence, or special guardianship order immediately after leaving care.

If your child is in the care of a local authority, you must also include with the common application form a letter from the social worker confirming

What you need to know

the legal status of the child and the local authority which the child is in the care of. The letter should also provide the reasons for the preferred schools you have listed.

If your child is in the care of a local authority and you would like to discuss their school application with a member of Virtual School for Looked After Children, please phone 020 8227 2691.

If the child used to be in the care of a local authority and you want to apply under this priority, we will need to see evidence that the child was in the care of a local authority.

Will all my children be offered a place at the same school?

There is no sibling (brothers and sisters) link at secondary schools, except for Goresbrook School. However, we do have a sibling link at primary-phase schools. Even with this link, it is rare that we are able to place siblings together in the same school because it is unusual to have a free space in each of the year groups you need. At the time of your application, many schools will be full with children who have been attending the school since the beginning. Places only become available when children leave and we do not know when, in what year group and at which school this will happen. If we can't give places at the same school for your children, we will contact you if we can offer another school (which you have not asked for) that can keep all your children together.

We will put your children's details on the interest list for your preferred school in case a place becomes available. If this happens we will contact you. You can then decide whether to accept the place for

one child and let your children go to different schools until a place becomes available for them all, or you can wait until places become available for all your children to start the school together (but this rarely happens).

How do I apply for a place at a voluntary-aided (faith) school?

If you are applying for a place at a faith school, you may need to fill in extra forms for these schools. Make sure you read the admission criteria for that school and follow the process listed on page 8.

How do I apply for a school outside the borough?

If you live in this borough and would like your child to go to a school in another borough, you must apply direct to the relevant school or local authority. We suggest you fill in our forms as well as the forms for our neighbouring local authorities as school places are in short supply.

It is important that you know the admission criteria for the schools you are asking for, as you may need to fill in extra forms called supplementary information forms (SIFs). You may also need to provide further information for these schools. Please contact the admissions authority of the school you have in mind. (This will either be the school or the local authority.) On page 35 we list the contact details for all the local authorities in London. For details of other local authorities that are not listed, please see the Department for Education (DfE) website at www.gov.uk/dfes

Can I change the information I have given on my application form?

We consider one application per child per school year. However, if your circumstances change, you can change your preferences. If this happens, send us a new form if you want to make changes to your application. The new details you give us will replace those on your previous form. We will reply to you within 10 school days of receiving this new information.

How do I return the forms?

Supplementary information forms (SIFs)

Please see page 8.

In-year common application form (ICAF)

Applying online is reliable and secure. This service is available on our website through the in-year hub. If you don't already have an email address, you will need to create one before you apply online.

Although you can use any email address, we recommend you use 'Google Mail' or 'gmail'. This is because other email providers may treat the email we send you as spam (electronic junk mail). If this happens you will need to check your 'spam' or 'junk mail' box for our email, and then follow the instructions to add us to your safe senders list. After doing this, all future emails from us will go straight into your inbox.

If you need to create an email address you need to have a mobile phone number and have that same mobile phone with you when you create the email address. Keep a note of your new email address and the password to access the email you have now created.

What you need to know

Making an application is easy once you have a valid email address, and should take no more than 15 minutes for your first child, plus a further 5 minutes for each other child.

If you need help to apply online, please come to the help sessions at Dagenham Library on Tuesdays or Barking Learning Centre on Thursdays. Each session starts at 9am and ends at 4.30pm.

Address details are on page 9.

Is my information protected?

We will deal with your personal information in line with the Data Protection Act 1998.

For security purposes we ask you for a password. If you apply online, your application reference number (ARN) will be your password. If you apply on a paper form, we will need you to give us a password between 8 and 12 letters long. Without your password or ARN we cannot give out information on your application if you visit or phone us.

As part of the admissions procedure, we may share the information you give on your application forms with schools and other departments in the council (such as the Child and Family Service, Children's Social Care Democratic Services, the Educational Health Care Team, educational psychologists, the Family Information Service, the Inclusion Service, the Looked-After Children Team, the police and Youth Offending Services).

We will also share your information with other schools and departments outside the council (such as the Child and Adolescent Mental Health Service (CAMHS), the Department for Education (DfE), Ofsted, and

other local authorities) and with the school your child goes to, where it will form part of the school's pupil database.

For more information about how we will use your personal information please visit our website, where you can see a full copy of our Privacy Notice www.lbdd.gov.uk/privacy

How are places distributed?

Every week we process all applications we receive using the admission criteria. If there are places available at a particular school, we can accept all applications for that school. If there are more applications for a school than there are places available, we use the admission criteria to decide which applications to accept and which to turn down.

Please see the relevant admission criteria that apply to your application.

- For the admission criteria for primary-phase places in our community schools, Dorothy Barley Juniors, Eastbury Primary, George Carey, Goresbrook, James Cambell, Riverside Primary Thames View Infants and Thames View Juniors – see page 11.
- For the admission criteria for our secondary phase schools, (including Dagenham Park, Riverside School, Goresbrook, Sydney Russell and Warren School) – see pages 12 to 13.
- For the admission criteria for our technical and training school (Elutec) – see page 14.
- For the admission criteria for our voluntary-aided schools – see pages 15 to 20 (Catholic schools are listed first, then Church of England schools).

When will I know the result of my application?

We will send you a reply within 10 school days of receiving your application and the documents we ask for. If you do not hear from us after this time, please phone us.

Applications for Elutec may take up to 20 schools days to process.

What happens if my circumstances change?

You will need to contact us if your circumstances change. We offer places based on the information available at the time we process your form. If we have given your child a place, we will not withdraw it if your circumstances change (such as your address) as long as you can show that the information was correct on the application date. However, if we discover that we have given your child a place based on false, inaccurate or misleading information, we will withdraw the place and may take legal action.

What happens after you give my child a school place?

Once we have given your child a school place, we will tell the relevant school. You must then contact the school. The school will tell you the arrangements for your child starting school, and any uniform your child will need. At the welcome meeting, you must provide original proof of your child's identity (including their legal name and date of birth) and of the address where you and your child are living, as stated on your application form. You must take one original document (no photocopies) from each of the lists A, B and C on page 7. Some schools will want to interview your

What you need to know

child, but this is not part of the application process. It is up to you to make sure your child can start school as easily as possible. Your child should be available to start at the school within 10 school days of receiving our letter offering them a place.

What happens if you do not offer my child a place at one of the schools I have listed?

If you have moved to Barking and Dagenham and it is not possible to offer your child a place at one of your preferred schools, we will offer your child a place at the nearest school to your home which has a place available if your child is not currently receiving education. Your child will be expected to start at that school within 10 days of our email or letter.

If your child is receiving education currently but you would prefer to accept a place at any school rather than keep your child in their current place of education, please let us know by ticking the relevant box (section 5 of your paper ICAF) or emailing us your request.

Reception-age children

You can only turn down the offer if your child is not of legal school age. Therefore, if you apply for a reception place and you reject or we withdraw our offer, we will not offer your child another school place unless a place becomes available from the interest list of your preferred schools or during the term after your child's fifth birthday (this is when they must start school by law). When your child is due to start school, the place we give you may be further from your home than the one we originally gave you.

If we have offered your child a reception place but you do not want them to start immediately, you can either ask that your child goes to the school part-time, or ask to delay your child's starting date until later in the school year. Please contact us for more details. We cannot delay the school place past the school year in which we received your application form. Your child must be in school from the term after their fifth birthday.

If you do not live in Barking and Dagenham, you should contact your local authority as they are responsible for offering your child a school place.

Children transferring between our schools

If you have applied to transfer your child from one of our schools to another and we are not able to offer your child a place, your child must continue to go to their current place of education until we can find them a place in a different school.

Is it possible for my child to be taught outside their usual year group?

Our policy is for children to be educated in school with other pupils of the same age group. However, you can ask for your child to be placed in a class outside their age group, with younger or older children. We will only agree to this in exceptional circumstances based on educational grounds.

Please contact us if you would like to ask for your child to be taught outside their usual age group, and we will send you the relevant forms. We will make our decision after consulting the Head of the School Improvement Team and the relevant school's head teacher.

Do I have the right to appeal?

Elutec school

Yes. You should make your appeal in writing to the school principal, within 14 days of your decision letter, giving reasons for the appeal. Elutec will write to tell you the date of your appeal. The appeal will be heard by an independent appeal panel, which will be made up of three people. None of these people will have any connection to the school. The school's contact details are on page 37.

All other schools in Barking and Dagenham

You have a right to appeal to an independent appeal panel for any of our schools that are listed as a higher preference on your application form than the one we have offered you. For example, if we offer your child a place at the school you listed as preference 3, you can appeal for preference 1 and 2. You cannot appeal for a school you listed as a lower preference than the one we have offered your child a place at or a school that you did not list on your form. If you want to apply for a school that you did not list on your original application form or you want to change the ranking of the schools on your original application form, you need to confirm this in writing by filling in a paper ICAF. If you change your preferences and do not list the schools you are appealing for, we will withdraw your appeal.

If we do not offer your child a place at one of the schools you list on your ICAF, this is because there are no places available. We will have given out all the available places in line with our published admission process. We do not leave any places unfilled for any reason, including appeals.

What you need to know

If you decide to appeal for a place at one of our schools (including all our own admission authority schools – for example Thames View Infants), please fill in our online appeal form or download and fill in our paper appeal form. You must return your filled-in paper appeal form to the independent appeal panel clerk at the address printed on the front of the form.

Once you send your form and supporting documents, the independent appeal panel clerk will write to you to tell you the date of your appeal. The appeal will be heard by an independent appeal panel, which will be made up of three people. None of these people will have any connection with us or the school. The appeal panel will accept comments in writing or in person at the appeal hearing. The appeal panel's decision is final and both you and we must accept it.

At any time during the school year (1 September until mid-July), you have the right to appeal our decision to refuse your in-year application for your child to attend the schools listed on your application, which we received during that school year. However, if your appeal cannot be heard within that time because you made your appeal late in the school year and there is not enough time left for your child to start the school before the end of that school year, you will need to fill in a new application (ICAF) for the next school year. If we turn down that application, you will be able to make a new appeal. For example, if you appeal at the end of June for a Year-2 place, but your appeal cannot be heard by the time schools close in July, you will need to fill in an ICAF for a Year-3 place for the new school year beginning in September. You

can make your application for a Year-3 place from 1 July. If we turn down that application, you can appeal that decision.

Important note for primary schools with two sites

If you apply for a place at a specific site at Manor, Ripple, Roding or Valence School but are not successful, you can only appeal for a place at the school, not a place at a specific site, as both sites are managed by the same head teacher and governing body. If you win your appeal, the school will decide which site your child will go to.

Further appeals

We can only consider one application for each child, at each school within the same school year. If we turn down your application, you have the right to appeal. The appeal panel's decision is final and both you and we must accept it. In normal circumstances, you cannot make a second appeal for the same school within the same school year. However, if there has been a significant change in your family's circumstances which you think changes your application's priority level, for example if your family has moved house, we may consider a second application as long as you can prove your circumstances have changed. If we accept your second application but a place is still not available at the school for your child, you will be able to make a second appeal.

Schools outside the borough

If you want to appeal for a place in a school outside Barking and Dagenham, you will need to contact the relevant admissions authority (local authority or school) for more details about how to appeal.

Can I go on an interest list?

Elutec and Voluntary-aided faith schools

Elutec and all voluntary-aided schools (except George Carey) that are listed as a higher preference on your application form than the school we offer your child a place at will automatically put your child's name on their interest list with other children whose applications were turned down. If places become available, the schools then rank the children on the interest list using their admission criteria and offer places accordingly. Your child will stay on the interest list for a school year (until July each year). If you want your child to stay on the interest list after this date, you will need to fill in a new ICAF for the new academic year and you will have the opportunity for a new appeal.

All other schools

We will automatically put your child's name on an interest list for all other Barking and Dagenham schools (including George Carey) that are listed as a higher preference on your application form than the school we have offered your child a place at. For example, if we have offered your child a place at the school you listed as preference number 2, we will automatically place your child on the interest list for preference 1.

We delete the interest lists for these schools at the end of each

What you need to know

term (December, April and July). If places become available before this date, we offer them to children on the interest list using only the admission criteria. We do not take account of the date we received your application. If, at the end of the term, you have not received an offer from the interest list, you will need to fill in our online interest form or write to us to ask us to put your child's name on the new interest list for the next term. Please give your reference number, and your child's name and date of birth on any letter you send us. If you still want your child to stay on the interest list after July each year, you will need to fill in a new ICAF for the new academic year and you will have the opportunity for a new appeal.

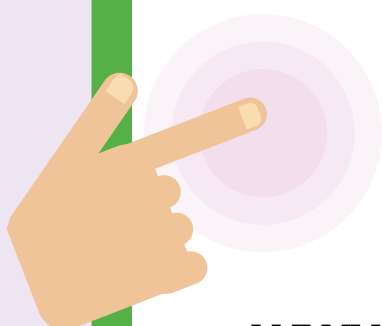
If you want to apply for a place at a school you did not list on your original application form or you want to change the order of the schools you have listed as preferences on your original application form, you need to confirm this in writing by filling in a new ICAF with all your preferred schools listed.

What happens if my child starts a school but wants to transfer to another school?

First, make an appointment to discuss the matter with your child's current head teacher as many situations can be dealt with without the disruption that a change of school can cause. If your child still wants to change schools, ask the school for an ICAF, which you both need to fill in. You can find details about transferring between schools on page 10 of this information e-booklet. Both you and the school should fill in the ICAF and then send it to us for processing.

You must make sure that your child continues to regularly go to their current school while we are considering your request for a transfer. Please phone 020 8215 3004 if you need more information.

Use our in year hub and apply online.



**Follow the
'in-year'
admissions
process at**

Need help to apply online?

Help sessions are available at **Dagenham Library on Tuesdays** and **Barking Learning Centre on Thursdays**. Each session starts at 9am and ends at 4.30pm.

www.lbbsd.gov.uk/admissions

Options for children aged 14 and over

Options for children aged 14 and 15

Technical and training schools

These schools fall into two categories – university technical colleges (UTCs) or studio schools. They provide 14- to 19-year-olds with technically-based courses of study or learning that is based on the skills they will need for work. Please see www.utcolleges.org and www.studioschoolstrust.org for further information about these types of schools.

For Year 10 entry in September each year, please see our current e-booklet 'Technical and training schools' as you will need to apply when your child is in year 9.

For entry at all other times, apply now using our in-year hub.

We have one UTC school in this borough – Elutec (East London University Technical College).

Elutec is an exciting new school which opened in this borough in September 2015. It is for students from year 10 to year 13 who are interested in engineering, design and manufacturing. It focuses on delivering high-quality technical education alongside more traditional academic subjects.

The school's motto is 'Engineering, Education and Employment'. Its aim is to inspire young people in East London and Essex to become the next generation of talented engineers and designers. The school achieves this through a really positive education experience which equips its pupils with the skills, knowledge and personal qualities they need to have for a successful career in industry. The school's contact details are on page 30.

If there is not enough time for your child to complete the course they may need to repeat the year to complete all the work needed.

Options for children aged 16 and over

If you would like to apply for a place in education for your child who is 16 years old or over, please contact our secondary schools direct for a place in one of their sixth forms. Their addresses are listed on page 37 and they will be able to provide you with details such as their admission number, admission criteria and application procedures. For other education establishments offering education and training to children aged 16 and over, please see the list below. This information is also available on our website. Your child will need to meet the individual course requirements before they are allowed to enrol on their course.

You have the right to appeal to an independent appeal panel if your child has been turned down for a place at any school sixth form. Please see pages 25 to 26 for information about appeals.

We recommend that you discuss your application and chosen courses with the relevant senior manager at your preferred school before deciding to appeal the school's decision. Please bear in mind that an appeal for a sixth-form place is an appeal against the decision not to admit your child to a school, not against the decision not to allow your child to take part in a particular course. If your sixth-form appeal is successful, your child will be offered a place at the school on a course that still has spaces.

As well as the establishments on pages 29 to 31, if you would like more information about the full range of education and training options available to your child, please see details for the Careers Guidance and Information Service on page 33.

If you do not have a computer at home, you can use the library and computer facilities in the Barking Learning Centre (BLC) or Dagenham library to get information on courses. The opening and closing times are different for each branch, so see our website for details.

Useful information and services

Technical and training schools in the south-east area

Bromley UTC

School will open in September 2018

Specialism: Health and Wellbeing Sciences

Location: Rookery Lane, Bromley, BR2 8HE

Phone: 020 8295 7041

Email: utc@bromley.ac.uk

New Campus Basildon Studio

Specialism: Business Studies, Sport, Health and Social Care, and Art and Design

Location: Church Walk House, Basildon, Essex, SS14 1GJ

Phone: 01268 240 300

Email: info@ncbstudioschool.org.uk

Website: www.ncbstudioschool.org.uk

De Salis Studio College

School will open in September 2018

Specialism: Business and Finance

Location: Hewens Road, Hayes End, Middlesex, UB4 8JP

Phone: 020 8573 2097

Email: rosedalehewens@gmail.com

Website: www.desalisstudiocollege.co.uk

Ockendon Academy and Studio School

Specialism: none

Location: Erriff Drive, South Ockendon, Essex, RM15 5AY

Phone: 01708 851661

Email: office@ockendonstudioschool.com

Website: www.ockendonstudioschool.com

Elutec

Specialism: Product Design and Engineering

Location: Yew Tree Avenue, Rainham Road South, Dagenham East, RM10 7XS

Phone: 020 3773 4670

Email: interest@elutec.co.uk

Website: www.elutec.co.uk

Parkside Studio College

Specialism: Creative Media, Construction, Health and Social Care, Hospitality and Catering, Hairdressing and Beauty Therapy, Sport and Leisure

Location: Wood End Green Road, Hayes, Middlesex, UB3 2SE

Phone: 020 8573 2097

Email: parksidestudio1@gmail.com

Website: www.parksidestudiocollege.co.uk

Fulham Enterprise Studio

Specialism: Construction and Performing Arts Production

Location: Kingwood Road, London, SW6 6SN

Phone: 020 7381 3606

Email: FES@fulhamcollege.net

Website: www.fulhamenterprise.net

Royal Greenwich UTC

Specialism: Construction and Engineering

Location: 765 Woolwich Road, London, SE7 8LJ

Phone: 020 8331 7500

Email: info@greenwichutc.com

Website: www.greenwichutc.com

Global Academy UTC

Specialism: Creative, Technical, Broadcast and Digital Media

Location: The Old Vinyl Factory, Blyth Road, Hayes, Middlesex, UB3 1HA

Phone: 020 7766 6000

Email: question@globalacademy.com

Website: www.globalacademy.com

Sir Simon Milton Westminster UTC

Specialism: Transport Engineering and Construction

Location: Westminster

Phone: 020 3506 9277

Email: k.barker@westminster.ac.uk

Heathrow Aviation Engineering UTC

Specialism: Aviation Engineering

Location: Potter Street, Northwood, Middlesex, HA6 1QG

Phone: 01923 602 130

Email: info@heathrow-utc.org

Website: www.heathrow-utc.org

South Bank Engineering UTC

Specialism: Engineering for Building and Health Sectors

Location: Brixton

Phone: 020 7815 8181

Email: info@southbank-utc.co.uk

Website: www.southbank-utc.co.uk

Logic Studio School

Specialism: Computing

Location: Browells Lane, Feltham, Middlesex, TW13 7EF

Phone: 020 8831 3000

Email: info@logicstudioschool.org

Website: www.logicstudioschool.org

Space Studio West London

Specialism: Space, Aerospace, Science and Maths

Location: Crendon Court, Feltham, Middlesex, TW13 5DD

Phone: 020 8751 9888

Email: info@aspirationsacademies.org

Website: www.spacestudiowestlondon.org

London Design and Engineering UTC

Specialism: Design and Engineering

Location: Docklands Campus, University Way, London, E16 2RD

Phone: 07714 255 193

Email: admin@ldeutc.co.uk

Website: www.ldeutc.co.uk

Tottenham UTC

Specialism: Technology, Science for Sport, Health and Engineering

Location: Lilywhite House, 780 High Road, Tottenham, N17 0BX

Phone: 020 8352 6020

Email: info@tottenhamutc.co.uk

Website: www.tottenhamutc.co.uk

Mulberry UTC

Specialism: Digital Technology, Healthcare and Medical Services

Location: Parnell Road, Bow, London, E3

Phone: 020 7790 6327

Email: shabegum@mulberry.towerhamlets.sch.uk

Website: www.mulberryutc.co.uk

Useful information and services

Barking and Dagenham

The Adult College

Ripple Road site, Barking, RM9 5QA

Phone: 020 8270 4722

Email: adultcollegeenquires@lbdd.gov.uk

Website: www.lbdd.gov.uk/adultcollege

Elutec - East London University Technical College

Yew Tree Avenue, Rainham Road South,
Dagenham East, London RM10 7XS

Phone: 020 8596 7040

Email: interest@elutec.co.uk

Website: www.elutec.co.uk

Barking College

Dagenham Road, Dagenham, RM10 7UR

Phone: 01708 770000

Website: www.barkingdagenhamcollege.ac.uk

Southern Sixth Form Consortium

This is for the Southern Consortium of
Dagenham Park, Eastbury, Jo Richardson
and Sydney Russell Schools

Website: www.southernconsortium.org.uk

Northeast Sixth Form Consortium

This is for the Northern Consortium of
All Saints, Eastbrook,
Robert Clack and Warren Schools

Website: www.northeastconsortium.org.uk

Havering

Campion School

Wingletye Lane, Hornchurch, RM11 3BX

Phone: 01708 452332

Website: www.campion.havering.sch.uk

The Coopers Company and Coborn School

St Mary's Lane, Upminster, RM14 3HS

Phone: 01708 250500

Website: www.cooperscoborn.org.uk

Frances Bardsley School

Brentwood Road, Romford, RM1 2RR

Phone: 01708 447368

Website:

www.lgfl.net/lgfl/leas/havering/schools/fbs

Sacred Heart Girls School

St Mary's Lane, Upminster, RM14 2QR

Phone: 01708 222660

Website: www.mary.havering.sch.uk

St Edwards C E School

London Road, Romford, RM7 9NX

Phone: 01708 730462

Website: www.steds.havering.sch.uk

Havering College of Further Education

Ardleigh Green Road, Hornchurch, RM11 2LL

Phone: 01708 455011

Website: www.havering-college.ac.uk

Havering Sixth Form College

Wingletye Lane, Hornchurch, RM11 3TB

Phone: 01708 514400

Website: www.havering-sfc.ac.uk

Newham

Newham College of Further Education

East Ham Campus, High Street South
London E6 6ER

Phone: 020 8257 400

Website: www.newham.ac.uk

Newham Sixth Form College

Prince Regent Lane, London, E13 8SG

Phone: 020 8257 4000

Website: www.newvic.ac.uk/

Stratford Campus

Welfare Road

Stratford, London, E15 4HT

Phone: 020 8257 4000

Website: www.newham.ac.uk

St Angela's and St Bonaventure's

St Georges Road, Forest Gate
London, E7 8HU

Phone: 020 8472 6022

Website: www.stangelas-ursuline.co.uk

Useful information and services

Redbridge

Beal High School

Woodford Bridge Road, Ilford, IG4 5LP

Phone: 020 8551 4954

Website: bealhighschool.org.uk

Caterham High School

Caterham Avenue, Ilford, IG5 0QW

Phone: 020 8551 4321

Website: www.caterham.redbridge.sch.uk

Chadwell Heath Academy

Christie Gardens, Chadwell Heath
Romford, RM6 4RS

Phone: 020 8252 5151

Website: www.chfs.org.uk

Forest Academy

Harbourer Road, Hainault, Ilford, IG6 3TN

Phone: 020 8500 4266

Website: www.hainaultforest.redbridge.sch.uk

Ilford County High School

Fremantle Road, Barkingside, Ilford, IG6 2JB

Phone: 020 8551 6496

Website: www.ichs.org.uk

Kantor King Solomon High School

Forest Road, Barkingside, Ilford, IG6 3HB

Phone: 020 8554 1995

Website: www.redbridge.gov.uk

Loxford School of Science and Technology

Loxford Lane, Ilford, IG1 2UT

Phone: 020 8514 4666

Website: loxford.net

Mayfield College

Mayfield Road, Dagenham, RM8 1XS

Phone: 020 8590 5211

Website: www.redbridge.gov.uk

Palmer Catholic Academy

Aldborough Road South, Ilford, IG3 8EU

Phone: 020 8590 3808

Website: www.canonpalmer.redbridge.sch.uk

Seven Kings School

Ley Street, Ilford, IG2 7BT

Phone: 020 8554 8935

Website: www.skhs.net

Trinity R C High School

Mornington Road, Woodford Green, IG8 0TP

Phone: 020 8504 3419

Website: www.trinity.redbridge.sch.uk

Ursuline Academy Ilford

Morland Road, Ilford, IG1 4QS

Phone: 020 8554 1995

Website: www.uai.org.uk



Useful information and services

The Advisory Centre for Education (ACE)

ACE is an independent registered charity which offers advice for parents, and gives information about state education in England and Wales for children aged five to 16. They offer free advice over the phone on many subjects such as exclusion from school, bullying, special educational needs and school admission appeals.

General advice line:

Phone: 0300 0115 142

(Open Monday to Wednesday 10am to 1pm, term time only).

Website: www.ace-ed.org.uk

Child Benefit Agency

If you need to contact this agency for a copy of your Child Benefit allowance, please give yourself plenty of time before the closing date to get the documents you need.

Address: Child Benefit Office,
PO Box 1, Newcastle-upon-Tyne, NE88 1AA

Phone: 0300 200 3100

Website:
www.gov.uk/contact-child-benefit-office

Choice advice from the Family Information Service (FIS)

Moving from primary and secondary school can be one of the most difficult times for families and children. The choice adviser is independent of the Admission Team and will be able to:

- offer you help, advice and support in understanding the admissions process when you make an application for your child's secondary school; and
- access information on your behalf and explain how the procedures affect your individual circumstances.

This should make sure you have enough information to help you make a realistic decision about your preferences.

The Family Information Service also provides information and advice to help people make informed choices about finding and paying for childcare, after-school and holiday activities for children and young people, and a range of other extended services in and through schools. It offers professional, impartial information and advice on services for children and young people aged 0 to 19.

Address: The Maples, 80a Gascoigne Road,
Barking, Essex, IG11 7LQ

Phone: 020 8227 5395

E-mail: fis@lbbd.gov.uk

Website: www.lbbd.gov.uk/fis

Council Tax Section

If you live in the borough of Barking and Dagenham and you need a copy of your recent Council Tax bill, please apply in plenty of time before the closing date to get the documents you need.

Address: Roycraft House, 15 Linton Road,
Barking, Essex, IG11 8HEE

Phone: 020 8227 2926

E-mail: ctax@lbbd.gov.uk

Website: www.lbbd.gov.uk

Department for Education (DfE)

You can get useful information, such as performance tables and information on the curriculum, on their website.

Phone: 0370 000 2288

Website: www.education.gov.uk

Education and training opportunities from age 14

There have been changes in the law which mean that Year 7 pupils starting school in September 2017 must stay in education or training until they are 18.

Year 9-pupils may apply for a place at a university technical college or studio school. Please see page 28 or our website about how to apply for places.

For information, applications and appeals about further education in our schools' sixth forms or colleges, apprenticeships, or employment with training, please contact our 14 -19 Careers Guidance & Information Service. If the child is refused a place in further education, you have the right to appeal. We can accept appeal forms separately from parents and students above 16 years old.

Useful information and services

Careers Guidance & Information Service

Barking Learning Centre –

2 Town Square Barking IG11 7NB

Monday to Friday

9am to 5pm

Phone: 020 8724 8870

Dagenham Library –

1 Church Elm Lane Dagenham RM10 9QS

Monday to Friday

9am to 5pm

Phone: 020 8724 8877

EHC Team

(previously known as Special Educational Needs Assessment and Review Team (SENART))

The team works closely with parents, schools, the Community Educational Psychology Service (CEPS) and the Education Inclusion Team. Requests for Special Educational Needs Assessments and placements in mainstream schools or specialist schools (if needed) are carried out by the EHC Team. They also provide advice to parents, school staff and other professionals within the assessment and review process. You can contact the team as follows:

Email: ehc@lbdd.gov.uk

Phone: 020 8227 2400,

Address: Town Hall, Barking, Essex, IG11 7LU

Housing Benefit Service

The service provides free school meals and clothing grants for children who live in Barking and Dagenham.

Free school meals – If you are receiving Income Support, income-based Jobseeker's Allowance, the guaranteed part of Pension Credit or Child Tax Credit, you can apply for free school meals.

Email: benefits@lbdd.gov.uk

Phone: 020 8227 2970

Library services

It costs nothing to join the public library service in Barking and Dagenham. The library service is for all ages and young children are welcome. Children do not have to know how to read to benefit from joining the library. Public libraries offer all sorts of books for children from board books and picture books to books for advanced readers. Toy libraries will be based in the Central Library and several other libraries in the borough. A toy library is a toy equipment and loan service where parents, carers and children can play together and borrow toys. There are also cassettes, CDs, DVDs, videos and free access to the internet. Most libraries have collections of books for parents and carers. They also provide learning activities during school holidays. The School Library Service provides schools with loans of books and audio-visual material.

The addresses for each of our libraries are listed below. The opening and closing times are different for each branch.

Phone 020 8724 8735 for details.

Barking Library –

Barking Learning Centre, 2 Town Square, Barking, Essex, IG11 7NB

Dagenham Library –

1 Church Elm Lane, Dagenham, Essex, RM10 9QS

Marks Gate Library –

Marks Gate Community Centre, Rose Lane, Marks Gate, Chadwell Heath, RM6 5NJ

Robert Jeyes Library –

High Road, Chadwell Heath, RM6 6AS

Thames View Library –

Sue Bramley Community Centre, Bastable Avenue, Barking, IG11 0LG

Valence Library –

Becontree Avenue, Dagenham, RM8 3HT

Useful information and services

Office for Standards in Education (Ofsted)

Ofsted is a government department set up under the Education (Schools) Act 1992. It is responsible for inspecting all schools in England, whether they are funded by the Government or independent. To see the most recent report of a school's inspection, please visit Ofsted's website.

Website: www.ofsted.gov.uk.

Parents in Partnership Service

If your child has special educational needs, you may contact the Parents in Partnership Service (PIPS).

PIPS is part of 'Carers of Barking and Dagenham', which offers information and support to carers. The service is independent from us.

Address: 334 Heathway, Dagenham, RM10 8NJ

Phone: 020 8593 4422

School Attendance Service

Attendance Service Team

This team provides advice, guidance and support to schools, parents, carers and children on how to improve school attendance. Good school attendance is linked to good educational achievement. The service enforces the laws relating to school attendance.

Education Statutory Service Team

This team is responsible for working with families who have decided to educate their child (or children) at home (also known as elective home education or EHE). It is also responsible for locating children who are missing from education (those not enrolled at a school and not EHE). The team issues entertainment licences for children involved in all forms of entertainment, and work permits for children (between the ages of 13 and 16 only) who are taking up part-time employment. Other responsibilities include protecting the rights of children in care and certain responsibilities related to children who have been reported missing to the police.

Address: Town Hall, Barking, Essex, IG11 7LU

Phone: 020 8227 2711

E-mail:

accessattendance@lbbd.gov.uk

Virtual School

The local authorities' Virtual School is for Looked After Children and is committed to working with others to:

- overcome disadvantage;
- provide equal access to learning, and better educational opportunities;
- raise levels of achievement; and
- promote the health, wellbeing and life chances for all children in care.

If you require any information or assistance please contact the virtual school for looked after children. Contact details below.

Address: Town Hall, Barking, Essex IG11 7LU.

Phone: 020 8227 2691

Youth Support and Development Service

This service provides a range of educational and personal development programmes for young people between the ages of 11 and 19.

Address: The VIBE, 195-211 Becontree Avenue, Dagenham, Essex, RM8 2UT

Phone: 020 8227 5891

Other London authorities' school admissions sections

London Borough of Barking and Dagenham Admissions

Roycraft House, 15 Linton Road, Barking, Essex, IG11 8HE

Phone: 020 8215 3004

London Borough of Barnet Admissions

Building 2, North London Business Park, Oakleigh Road South, N11 1NP

Phone: 020 8359 7651

Bexley Council Admissions

Civic Offices, 2 Watling Street, Bexleyheath, Kent, DA6 7AT

Phone: 020 8303 7777

Brent Education Authority

Civic Centre, Engineers Way, Wembley, HA9 0FJ

Phone: 020 8937 3110

London Borough of Bromley School Admissions

Civic Centre, Stockwell Close, Bromley, Kent, BR1 3UH

Phone: 020 8313 4044

Camden Education Authority

5 Pancras Square, London, N1C 4AG

Phone: 020 7974 1625

City of London Education Service

PO Box 270, Guildhall, London, EC2P 2EJ

Phone: 020 7332 1002

Croydon Council Education Department

Bernard Weatherill House, 8 Mint Walk, Croydon, CR0 1EA

Phone: 020 8726 6400

Ealing Council Admissions

Perceval House, 14-16 Uxbridge Road, London, W5 2HL

Phone: 020 8825 5511

London Borough of Enfield Admissions

PO Box 56 Civic Centre, Silver Street, Enfield, EN1 3XQ

Phone: 020 8379 5501

London Borough of Greenwich Admissions

Woolwich Centre, 35 Wellington Street, London, SE18 6HQ

Phone: 020 8921 8043

Hackney Education Authority

The Learning Trust (Hackney), 1 Reading Lane, London, E8 1GQ

Phone: 020 8820 7000

London Borough of Hammersmith and Fulham Education Department

Kensington Town Hall, Hornton Street, London, W8 7NX

Phone: 020 7745 6434

Haringey Education Authority

River Park House, 225 High Road, London, N22 8HQ

Phone: 020 8489 1000

Harrow Council Admissions

PO Box 22, Civic Centre, Harrow, Middlesex, HA1 2UW

Phone: 020 8901 2620

London Borough of Havering Education Service

Town Hall, Main Road, Romford, RM1 3BD

Phone: 01708 434 600

London Borough of Hillingdon Admissions

Civic Centre, High Street, Uxbridge, UB8 1UW

Phone: 01895 556 644

London Borough of Hounslow Admissions

Civic Centre, Lampton Road, Hounslow, TW3 4DN

Phone: 020 8583 2721

London Borough of Islington School Admissions Section

222 Upper Street, London, N1 1XR

Phone: 020 7527 5515

Royal Borough of Kensington and Chelsea

Kensington Town Hall, Horton Street, London, W8 7NX

Phone: 020 7745 6432 / 6432 / 6434

Royal Borough of Kingston upon Thames Admissions

42 York Street, Twickenham, TW1 3BW

Phone: 020 8547 4610

London Borough of Lambeth Admissions

10th Floor, International House, Canterbury Crescent, SW9 7QE

Phone: 020 7926 9503

London Borough of Lewisham Admissions

3rd Floor, Laurence House, 1 Catford Road, SE6 4RU

Phone: 020 8314 8282 (9am-12pm)

London Borough of Merton

Civic Centre, 100 London Road, Morden, SM4 5DX

Phone: 020 8274 4906

London Borough of Newham Admissions

Newham dockside, 1000 Dockside Road, London, E16 2QU

Phone: 020 8430 2000

London Borough of Redbridge Admissions

255-259 High Road, Ilford, Essex, IG1 1NN

Phone: 020 8708 3562

London Borough of Richmond upon Thames Admissions

44 York Street, Twickenham, TW1 3BZ

Phone: 020 8891 7514

London Borough of Southwark

PO Box 64529, London, SE19 5LX

Phone: 020 7525 5337

London Borough of Sutton Admissions

Civic offices, St Nicholas way, London, SM1 1EA

Phone: 020 8770 5000

Tower Hamlets Education Authority

Pupil services, Mulberry Place, Clove Crescent, London, E14 2BG

Phone: 020 7364 5006

London Borough of Waltham Forest

School Admissions Service, Town Hall Complex, Forest Road, London, E17 4JF

Phone: 020 8496 3000

Wandsworth Council Admissions

Town Hall, Wandsworth High Street, London, SW18 2PU

Phone: 020 8871 7316

Westminster Education Authority

Kensington Town Hall, Hornton Street, London W8 7NX

Phone: 020 7745 6432

Neighbouring authorities' school admissions sections

Essex County Council

PO Box 4261, Chelmsford, CM1 1GS

Phone: 0345 603 2200

Email: admissions@essex.gov.uk

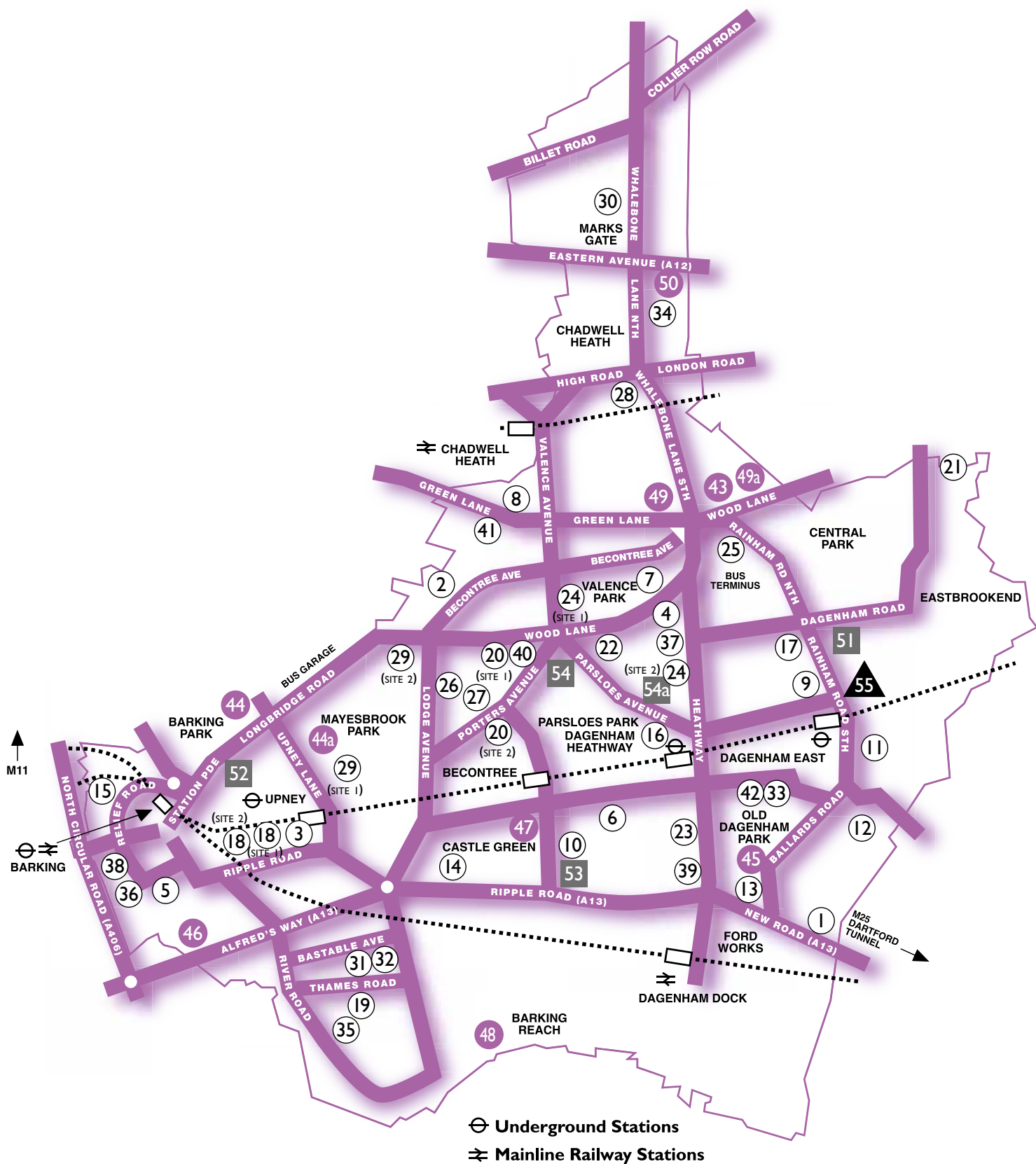
Thurrock Council

PO Box 118, Civic Offices, Grays, Essex, RM17 6GF

Phone: 01375 652 883

Email: admissions@thurrock.gov.uk

Map of our schools



Contact details of our schools

Map number	School name
○ Primary schools (ages 4 to 11)	
1	Beam Primary, Oval Road North, Dagenham, RM10 9ED
2	Becontree Primary, Stevens Road, Dagenham, RM8 2QR
3	Eastbury Primary, Dawson Avenue, Barking IG11 9QQ
4	Five Elms Primary, Wood Lane, Dagenham, RM9 5TB
5	Gascoigne Primary, Gascoigne Road, Barking, IG11 7DR
6	Godwin Primary, Finneymore Road, Dagenham, RM9 6JH
7	Grafton Primary, Grafton Road, Dagenham, RM8 3EX
8	Henry Green Primary, Green Lane, Dagenham, RM8 1UR
9	Hunters Hall Primary, Alibon Road, Dagenham, RM10 8DE
10	James Cambell Primary, Langley Crescent, Dagenham, RM9 6TD
11	John Perry Primary, Charles Road, Dagenham, RM10 8UR
12	Leys Primary, Leys Avenue, Dagenham, RM10 9YR
13	Marsh Green Primary, South Close, Dagenham, RM10 9NJ
14	Monteagle Primary, Burnham Road, Dagenham, RM9 4RB
15	Northbury Primary, North Street, Barking, IG11 8JA
16	Parsloes Primary, Spurling Road, Dagenham, RM9 5RH
17	Richard Alibon Primary, Alibon Road, Dagenham, RM10 8DF
18	Ripple Primary School, Suffolk Road, Barking, IG11 7QS - Site 1
	Ripple Primary School, Westbury site, Barking, IG11 7PT - Site 2
19	Riverside Primary School, 40 Thames Road, Barking, IG11 0HZ
20	Roding Primary, Hewett Road, Dagenham, RM8 2XS - Site 1
	Roding Primary, Cannington Road, Dagenham, RM9 4BL - Site 2
21	Rush Green Primary, Dagenham Road, Romford, RM7 0TL
22	Southwood Primary, Keppel Road, Dagenham, RM9 5LT
23	Thomas Arnold Primary, Rowdowns Road, Dagenham, RM9 6NH
24	Valence Primary, Bonham Road, Dagenham, RM8 3AR - Site 1
	Valence Primary, St Georges Road, Dagenham, RM8 5AH - Site 2
25	William Bellamy Primary, Frizlands Lane, Dagenham, RM10 7HX

Map number	School name
○ Infant schools (ages 4 to 7) and junior schools (ages 7 to 11)	
26	Dorothy Barley Infant, Davington Road, Dagenham, RM8 2LL
27	Dorothy Barley Junior, Ivinghoe Road, Dagenham, RM8 2NB
28	Furze Infant, Bennett Road, Chadwell Heath, RM6 6ES
29	Manor School, Sandringham Road, Barking, IG11 9AG - Site 1
	Manor School, Longbridge Road, Dagenham, RM8 2FL - Site 2
	Manor Junior, Sandringham Road, Barking, IG11 9AG
30	Marks Gate Infant, Lawn Farm Grove, Chadwell Heath, RM6 5LL
	Marks Gate Junior, Rose Lane, Chadwell Heath, RM6 5NJ
31	Thames View Infants, Bastable Avenue, Barking, IG11 0LG
32	Thames View Junior, Bastable Avenue, Barking, IG11 0LG
33	Village Infant, Ford Road, Dagenham, RM10 9JS
34	Warren Junior, Gordon Road, Chadwell Heath, RM6 6DA

Map number	School name
○ Faith Primary schools (ages 4 to 11)	
F35	George Carey CofE Primary, Minter Road, Barking IG11 0FJ
F36	St Joseph's Catholic Primary, The Broadway, Barking, IG11 7AR
F37	St Joseph's Catholic Primary, Connor Road, Dagenham, RM9 5UL
F38	St Margarets C of E Primary, North Street, Barking, IG11 8AS
F39	St Peter's Catholic Primary, Goresbrook Road, Dagenham, RM9 6UU
F40	St Teresa Catholic Primary, Bowes Road, Dagenham, RM8 2XJ
F41	St Vincent's Catholic Primary, Burnside Road, Dagenham, RM8 2JN

Map number	School name
○ Faith Junior schools (ages 7 to 11)	
F42	William Ford C of E Junior, Ford Road, Dagenham, RM10 9JS

Map number	School name
● Secondary schools (ages 11 to 19)	
F43	All Saints Catholic School, Terling Road, Dagenham, RM8 1JT
44 44a	Barking Abbey School, Longbridge Road, Barking, IG11 8UF - Lower site Barking Abbey School, Sandringham Road, Barking, IG11 9AG - Upper site
45	Dagenham Park Church of England School, School Road, Dagenham, RM10 9QH
46	Greatfields School, Gascoigne Primary School Annexe, The Shaftesburys, Barking, IG11 7JA - Temporary site
47	Jo Richardson Community School, Castle Green, Gale Street, Dagenham, RM9 4UN
48	Riverside School, Renwick Road, Barking, IG11 0FU
49 49a	Robert Clack School, Green Lane, Dagenham, RM8 1AL - Lower site Robert Clack School, Gosfield Road, Dagenham, RM8 1JU - Upper site
50	The Warren School, Whalebone Lane North, Chadwell Heath, RM6 6SB

Map number	School name
■ All-through schools (ages 4 to 19) These schools are not open for all year groups yet. Please ask our staff for more details.	
51	Eastbrook School, Dagenham Road, Dagenham, RM10 7UR
52	Eastbury Community School, Hulse Avenue, Barking, IG11 9UW
53	Goresbrook school, Ripple Road, Dagenham, RM9 6XW
54	Sydney Russell School, Parsloes Avenue, Dagenham, RM9 5QT (Secondary)
54a	Sydney Russell School, Fanshawe Avenue, Dagenham, RM9 5QA (Primary)

Map number	School name
▲ Technical and training schools (ages 14 to 19)	
55	Elutec - East London University Technical College, Rainham Road South, Dagenham, RM10 7XS

Glossary – definitions of the words used in this e-booklet

Term	Definition
Academy and free schools	Schools that receive funding directly from the Government, but have independence from day-to-day local authority (LA) and government control. They may receive extra support (either financial or other types of support) from personal or corporate sponsors. The school is its own admissions authority and the governors are responsible for setting the admission criteria and arranging appeals.
Admission	Entry to a school.
Admissions authority	The organisation that draws up the admission arrangements and sets out the admission criteria for the schools that it maintains. We (the local authority) are the admissions authority for community schools, and each voluntary-aided school is its own admissions authority. All admissions authorities within this local authority area link together to co-ordinate their admission arrangements.
Admission criteria	Conditions set by the admissions authority which are used to decide whether or not to offer a child a school place.
Admission number	The maximum number of children that can go to the school within a school year.
Appeals procedure	The process for questioning a decision not to offer your child a place at the school you have applied for.
In-year common application form (ICAF)	The form that anyone applying for a school place during the school year must fill in.
Certificate of Catholic practice form	The form that the priest signs to confirm your commitment to your faith as shown by your links with your local church. Voluntary-aided schools use this form to apply their admission criteria. This form is only valid if you also fill in the ICAF and give the school all the information they need.
Community schools	Schools within a local authority area which the local authority maintains. We are responsible for offering children places at the community schools in Barking and Dagenham.
Department for Education (DfE)	The central government department responsible for making appropriate laws and developing guidance to help the education of children and young people in England and Wales.
English baccalaureate	Certificate for students who achieve grades A* to C in English, mathematics, two sciences, a foreign language and history or geography.
Governing bodies	These are responsible for making sure that a school is managed in line with the law and follows policies in line with the conditions set by the DfE.
Infant, junior or primary schools	'Infant schools' provide education for children aged four to seven, 'junior schools' for children aged seven to 11 and 'primary schools' for children aged four to 11.
Interest list	A list containing the names of every child who has been refused a school place but who is still interested in a place at that school. Some LAs will call these waiting lists.
Local authority (LA)	As the local authority (council), we are responsible for many services and this includes providing education across schools within the council's boundaries.
Office for Standards in Education (Ofsted)	The central government department responsible for inspecting the quality of education and welfare provided by schools and organisations that provide childcare.
Preferences	The list of schools you would like your child to go to. You write these schools on your ICAF.
Prospectus	A booklet or document which contains information describing a school, its day-to-day life and its way of teaching and learning.
Sibling	A full brother or sister, a half-brother or half-sister, a stepbrother or stepsister or an adopted or long-term fostered brother or sister living at the same address.
Statement of special educational needs (SEN) and EHC plan	The statement prepared for children who have special educational needs. The statement is prepared in line with the Education Act of 1996 and gives details of the child's special needs and what needs to be done to meet these needs. This process is now called the EHC plan (Educational Health Care plan).
Voluntary-aided (VA) schools	Local authority schools run in partnership with 'voluntary bodies' (usually religious organisations). The voluntary sector (the Catholic or Church of England Diocese) is responsible for maintaining the buildings, and the governors of the schools (the schools' admissions authorities) are responsible for setting the admission criteria and arranging appeals.
Voluntary-controlled schools	These are sometimes called religious or faith schools. We are responsible for running these schools and for setting the admission criteria and arranging appeals.



Checklist



Please read the checklist below before you return your form.

- ☐ Read the admissions process on pages 4 to 27 in this e-booklet..
- ☐ Use our in-year hub, fill in and submit all sections of your 'In-year common application form' (ICAF) online.
- ☐ Show your offered school the documents below (see page 7):
 - proof of the child's ID;
 - proof of your child's address; and
 - proof of your address.
- ☐ Send us all other forms and documents we ask for. This may be proof that your child is or was in the care of a local authority, or proof that you are the child's guardian (pages 22 to 23).
- ☐ Fill in any extra forms including supplementary information forms (SIF) or certificate of Catholic practice (CCP) or both if you are applying for a voluntary-aided school and give the school the documents they have asked for (page 8). There are different forms for our Catholic and Church of England schools.

Please make sure you tell us if any of your or your child's details change.

London Borough of Barking and Dagenham
Phone. 020 8215 3000

Out of hours emergencies only
Phone. 020 8215 3024
Fax. 020 8227 3470
E-mail. 3000direct@lbbd.gov.uk
Website. www.lbbd.gov.uk

We have tried to make sure that this information is correct at the time of going to print. However, information may change from time to time.

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