

# Moving to Secondary School

Information for parents about children moving to secondary-phase schools in 2019



If your child was born between  
**1 September 2007** and **31 August 2008**,

they will be moving to a secondary-phase school in September 2019. This move is not an automatic process and you will need to apply for the secondary-phase schools you would like your child to go to.

If you would like information about applying for a place at secondary-phase school, please come to our information meeting. Speeches begin at 7pm and admission officers will be available afterwards to answer any questions you may have about the admissions process.

**We look forward to seeing you  
at 7pm on 11 September 2018  
at the Broadway Theatre  
in Barking.**

The closing  
date for all  
applications is  
**31 October  
2018**



### **Need help to apply online?**

Help sessions are available at Dagenham Library on Tuesdays and Barking Learning Centre on Thursdays from 11 September until 30 October 2018. Each session starts at 9am and ends at 4.30pm.

If you try to apply online and you cannot see your exact address in the list presented, or the schools you want to apply for are not listed, you must contact the School Admissions Team by 5pm on 31 October 2018.

**Apply  
Online**

The closing date for your online application and the  
other information we ask for is

**31 October 2018**

**Apply online for a secondary-phase school place now:**

**[www.lbld.gov.uk/admissions](http://www.lbld.gov.uk/admissions)**

**e Admissions**  
LONDON

## Introduction

Moving from primary or junior school to secondary-phase school is not an automatic process and you will need to apply for a place at the secondary-phase school you would like your child to go to. This information e-booklet explains the admissions process and you will need to refer to it over the next year.

All schools use admission criteria (conditions) to decide which applications to accept and which to turn down. We explain the admission criteria for Barking and Dagenham schools on pages 18 to 21.

**It is important that you read and understand the information in this e-booklet before you apply. If you don't follow the process in this e-booklet, you risk not getting a place for your child at your preferred school.**

To apply, you must use the common application form provided by the borough you live in. If you are applying for a place at our voluntary-aided school (All Saints), or schools outside the borough, you may also need to send those schools extra forms and documents. See page 25 for more details.

The schools on your form are your preferences – they cannot be your choices because we cannot guarantee everyone a place at any of the schools they have listed. If everybody named the same school, we would not be able to increase the number of places there.

Instead, we offer as many places as possible in order of the criteria and whose forms are returned by the closing date. The full timetable is on page 40). You must return all applications and documents by the closing date, 31 October 2018.

Applications we receive after this date are late, and we will not process them until after we have dealt with the applications we received on time. By this time, you will be less likely to gain a place for your child at your preferred school. If you do not fill in and return your application form, and you live in this borough, we will give your child a place in any school in the borough with a space.

The School Admissions Team will be happy to answer any questions you have about the process at the public information meeting we are holding for parents. Please see the inside front cover for full details of the meeting. The meeting starts at 7pm and we hope to see you there. If you need independent advice, you can contact the Family Information Service Team (see page 46).





# Contents

This e-booklet contains information about how children move from primary and junior schools to secondary-phase schools. It also gives details about all the secondary-phase schools in Barking and Dagenham.

If you have any questions or need more information, please contact the School Admissions Team.

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

**Phone:** 020 8215 3004

**E-mail:** [infos@lbbd.gov.uk](mailto:infos@lbbd.gov.uk)

**Website:** [www.lbbd.gov.uk/admissions](http://www.lbbd.gov.uk/admissions)

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# Welcome

## Dear parents and carers

Every school in our borough is committed to providing young people with a top-quality education that makes sure they are given the opportunity to achieve their full potential. With nine out of 10 schools rated as 'good' or 'outstanding' by Ofsted, you can feel confident that wherever your child goes, they will be in the hands of dedicated professionals.

This guide explains the admissions process and provides all the information you need to apply for a secondary-phase school place for your child. Please take the time to read it carefully. Choosing a young person's secondary-phase school is an exciting but important decision, and one that you and your child need to be comfortable with.

It can be tough picking your preferred schools. I highly recommend taking the time to visit the schools you are interested in so you can find out as much as possible about the places you are thinking about sending your child.

To help you with your decision, I would like to invite you to the admission information meeting that is being held at 7pm on Tuesday 11 September at the Broadway Theatre in Barking.

Our experienced School Admissions Team will be on hand to help guide you through the process and to give information and advice. You will also get the chance to meet other parents whose children will be starting a secondary-phase school in 2019.

Thank you for taking the time to consider this very important decision.

By working together, we hope to make your child's move to a secondary-phase school as smooth as possible, so they can continue to enjoy learning and developing their talents and abilities.



Yours sincerely,

Councillor Evelyn Carpenter

Cabinet Member for Educational Attainment  
and School Improvement

# What you need to do

## If you live in Barking and Dagenham

- 1 Read and make sure you understand the admissions process for our borough, particularly pages 6 to 26.
- 2 Go to the admission meeting listed on the inside cover. The meeting will give you independent advice about the admissions process. You can also contact the Family Information Service Team on 020 8227 5395 if you need more help.
- 3 Collect information to help you decide your preferences, which can be any school in Barking and Dagenham or another borough. Pages 28 to 39 in this e-booklet gives you information about Barking and Dagenham schools. Addresses for information about schools in other boroughs are shown on page 42.
- 4 Visit the schools to see for yourself what they can offer. The times of open days and open evenings in Barking and Dagenham schools are shown on page 40.
- 5 Study the information on page 7, which shows statistics from last year's applications for Barking and Dagenham schools. This information should give you an idea of what happened last year and the chance that you would have had of getting a place at your preferred Barking and Dagenham school. This information also shows the number of parents who were successful in getting one of their preferences and the popularity of each of our schools. We recommend that you consider including your local school as one of your preferences. The chances of your child being offered a place at your preferred school increase the closer you live to that school. Previous editions of this e-booklet and statistical information for the past five years are published on our website. Booklets published before 2014 are called 'the right secondary school'.  
If you are applying for schools outside the borough, study the information the relevant local authority and school provide.
- 6 If you want your child to stay on at the all-through school they already go to, do not fill in an application form. If you want them to move to a different secondary-phase school, you must apply for a place. To apply, fill in and submit the common application form online by the closing date. List six schools in the order you prefer. Most schools receive more applications than there are places available (they are oversubscribed). In this situation, not everybody will be given a place. We need information to help us offer you another school, and the more schools you list the greater the chance of this. Carefully check the names and addresses of the schools you have selected, as some schools have similar names. Please make sure you attach all the other information

we ask for. This may be proof that you are the child's guardian, proof of your address, or proof that your child is or was in the care of a local authority (pages 9 to 11).

- 7 Finally, don't forget to fill in any extra supplementary information forms (SIF), and provide any documents or information for any schools or local authorities that ask you to do this, and send these forms and documents back to them before the closing date. We will not pass on any extra information or SIF's to schools or local authorities (LA) on your behalf.

Offers will be sent on 1 March 2019. If we cannot give your child a place at any of the schools you have applied for, we will give your child a school place in any part of the borough with a space. You have a right to appeal if we turn down your application (see page 16). We will also place your child on the interest list for any other Barking and Dagenham school you listed as a higher preference than the school we offered you.

## If you live outside Barking and Dagenham

Each local authority (LA) is responsible for educating children aged five to 16 living in their borough or county. Each LA is also responsible for making sure that children receive education or training from age 16 to 18. If you do not live in Barking and Dagenham, please make sure you have read the admissions e-booklet from your borough or county.

You will need to fill in the common application form (CAF) provided by your borough or county. You can list Barking and Dagenham schools on that form. You must return the CAF to your borough or council by their closing date.

You must also fill in any other relevant forms (supplementary information forms or extra documents (page 25) that may apply. The admission criteria for Barking and Dagenham schools are on pages 18 to 21. It is important that you read and understand the criteria and admissions process (pages 18 to 26) before you apply.

It is important that you rank the schools in your true order of preference. Potential offers are exchanged between councils until your own borough can make a single best offer (including any schools you may have applied for in other boroughs). The local authority that you live in will offer a place on 1 March 2019, for applications they have received by the closing date. You have a right to appeal if we turn down your application (see page 16). We will also place your child on the interest list for any other Barking and Dagenham school you have listed as a higher preference than the school your LA offered you. Please make sure you have read about how your local authority handles admissions before you fill in your application form.

# Statistical information

The following information gives statistics about entry to Barking and Dagenham secondary-phase schools in September 2018. It includes the number of people who sent us their application forms by the closing date, and the distance the child given the last place at each of our schools lived from that school using our 2018 admission criteria. Distances are measured in kilometres in a straight line (as the crow flies).

The number of applications for each school and the addresses from which children are applying will be different from year to year.

**Plain English Campaign's Crystal Mark does not apply to the following table.**

School name	Number of applications naming the school as a preference	Standard number of children the school admits (admission number)	Number of children with full statements of SEN or EHC plan naming the school	Number of children given a place due to the LAC criterion	Number of children given a place due to the distance criterion	Distance (in kilometres) the child given the last place lives from the school	Number of appeals received (see note 5)	Number of appeals allowed (see note 5)
<b>Community schools</b>								
Barking Abbey	1,377	360	3	1	356	1.893	34	2
Dagenham Park	520	270	9	1	195	N/A	2	0
Eastbrook	482	360	1	1	124	N/A	0	0
Eastbury	756	300	3	0	293	N/A	4	1
Jo Richardson	1,203	300	6	1	293	1.51	51	2
Robert Clack	1,673	360	0	3	357	1.66	66	8
<b>Own admission authority schools</b>								
All Saints	832	240	4	2	22	1.066	26	2
Goresbrook	427	120	0	1	83	N/A	1	0
Greatfields	301	120*	0	0	113	N/A	0	0
Riverside	467	300	0	1	205	N/A	0	0
Sydney Russell	1,557	360	3	2	355	1.324	87	10
Warren	437	240	2	0	145	N/A	0	0

SEN or EHC – Special educational needs or EHC plan

LAC – Looked-after children in the care of a local authority

Criterion – Individual admission criteria

\*The school's admission number changed from what was published in the 2018 booklet

## Notes

- The information is based on applications received by last year's closing date for pupils starting secondary-phase school in September 2018. This information is useful because it shows the number of pupils given a place under each category of the 2018 admission criteria.
- Please contact the school for more information on how the 240 places at All Saints Catholic School were given.
- Of the offers made for applications received by the closing date:
  - 71.44% received their first-preference school;
  - 13.13% received their second-preference school;
  - 5.18% received their third-preference school;
  - 2.56% received their fourth-preference school;
  - 1.53% received their fifth-preference school;
  - 0.75% received their sixth-preference school; and
  - 5.41% were given the nearest school to their home with a vacancy.
- The statistics for late applications refer to applications received between 1 November 2018 and 31 July 2018.
- The appeals information is based on the appeals heard between April and July 2018.

# What you need to know

## The admissions process

### What are co-ordinated admissions?

Every year, thousands of pupils living in London transfer to secondary-phase schools, crossing borough boundaries to do so. In the normal round of admissions, all councils co-ordinate admissions to their schools. Under the co-ordinated admissions system, you can only receive one offer from your borough or council. You must list the schools you want to apply for on one form, known as the common application form (CAF), ranking them in your true order of preference.

You must return the common application form to the council in the area where you and your child live. All the councils will then use a computerised process to:

- pass on details of applications for schools in other council areas; and
- co-ordinate the offer of places to make sure that nobody gets offered more than one school place.

The admission authority for each school you have listed on the application will decide whether or not to offer your child a place. If a school is oversubscribed (receives more applications than available places), the admissions authority will use its published conditions (admission criteria) to decide the order in which to offer places. 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. Councils will inform parents (who applied by the closing date) on 1 March 2019 and tell them the results of their application.

The co-ordinated process will end on 31 August 2019. After this date you will need to follow the 'in-year' admissions process which is published on our website.

### Where can I get help and advice about applying for a school place?

The local authority holds a meeting to offer advice to parents about how the admissions process works. Admissions officers will be available to answer any questions you have and the date of the meeting is printed on the inside front cover of this e-booklet. An adviser will also be available at each of the schools' open evenings.

You may also get advice from the Family Information Service (FIS Team) and their advice is independent of the School Admissions Team. They will explain how the admissions procedures affect your individual circumstances and will also help you fill in the necessary forms to make sure your application is complete. There are contact details for the FIS Team on page 46.

### Why are there six 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. In that situation, not everybody will be given a place at the schools they have asked for.

**We need information to help us offer you another school, and the more schools you list the greater the chance of this.**

The schools on your form are your preferences – they cannot be your choices because we cannot guarantee everyone a place at any of the schools they have listed. If everybody named the same school, we would not be able to increase the number of places there.

Simply naming one school or repeating the same school does not increase your child's chance of getting a place there, and may lead us to giving your child a place at a school you have not listed.

The admission number of each school and the number of applications made for those places last year are shown on the statistical information page 7. This information will show you which schools are likely to be oversubscribed (receive more applications than there are places available).



## My child goes to an 'all-through' school, do I still have to apply for a school place?

If your child goes to an 'all-through' school and you would like them to stay at the same school for the secondary phase, you do not need to do anything else. Your child will automatically continue at their current school in September 2019.

However, if you would prefer your child to go to a different school, you must apply and follow the instructions in this e-booklet. If we cannot offer your child a place at another school, they will stay on at the all-through school they are currently attending.

If we can offer your child a place at a different school, we will give their place at the all-through school to another child.

The only LBBD school that this process currently affects is Sydney Russell School.

## 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 is 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 another adult is looking after the child, we need documentary evidence that you are the guardian and have parental responsibility for that child. **That is, you have the legal right to make decisions on the child's behalf.** Evidence includes a will or a court order and Child Benefit payments. Guardianship only applies if you can prove that you have full care and the normal, permanent home is not at their parents' address. Guardianship does not apply when picking up children to and from school, or looking after them until their parents collect them.

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

When 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, when a child has parents who are separated, the parents may name only one address for the application process, but the other parent can be named and provided with copies of information we issue. If one parent has parental responsibility, we must receive documents to prove this and that parent's address must be

used. If both parents have parental responsibility, we must receive documents to prove this. We will normally accept the parents' address used by the child's primary or junior school as the child's permanent home.

## Do I need to send proof of my address?

We check addresses to prevent fraudulent applications. To do this, we need to check where you and your child are living. We already have these details if your child is at a Barking and Dagenham primary or junior school. However, we will need proof of you and your child's current address if:

- your child's address on the application form is different from the address your child's Barking and Dagenham primary or junior school has on their records (as of 11 July 2018); or
- your child goes to a primary or junior school outside the borough.

In either of these cases, we will need to see one document from each of the three document lists below.

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

- HM Revenue & Customs documents such as a letter showing your entitlement to Child Benefit letter, Working Tax Credit or Child Tax Credit
- Your child's medical registration card
- Your child's IND card (issued by the Home Office with photo attached)

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

- Your Council Tax bill for 2018-2019.

- Your Council Tax Benefit letter or notice for 2018-2019.
- 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 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. If your current address means you are living with someone who lives in either privately rented or council property, we need their 2018-2019 Council Tax bill or Council Tax Benefit letter or notice with written confirmation from the legal landlord, of all those people who are authorised to live at the premises and for what period of time. The letter must contain the following information:

- The address of the property
- The names of all legal tenants and authorised residents
- A statement confirming that the people applying for a school place are entitled to stay as permanent residents

If you are not able to provide proof of your and your child's address when you make your application, you have until 31 January 2019 to provide documents as proof. However, these documents must show your family were living at the property on the closing date for applications.

If you are not able to provide the documents by 31 January 2019, we cannot offer your child a place at an oversubscribed school. If your child lives in Barking and Dagenham, we will then offer them a place at the nearest school to your home with a vacancy. If you live outside the borough, you will need to contact the local education authority of the borough you live in for a school place.

Please check that both your and your child's name and address match the information you give on your application form and on the documents in list A. Similarly, the guardian named on the application must be listed on the documents you provide from lists B and C. If you change your address at any time in this process, you must also give us proof of your new address by sending us the above documents.

If there is a question about whether the address is valid, we will ask for other documents not listed in this e-booklet. 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 if my child has additional needs?

All Barking and Dagenham schools, including those with specialist services, offer an environment in which everyone is treated fairly and equally. Pupils with special educational needs, disabilities or any other needs are encouraged and supported to make the most of the curriculum and all the available facilities.

For children with a full statement of special educational needs or an Educational Health and Care Plan (EHC), the local authority's EHC Team would have written to you during the 2018 school summer break. If you are not sure whether your child has a final statement of special educational needs or EHC plan, fill in the common application form and tick the box in (section 2 of the paper form) which asks 'Does your child have an EHC plan or a final statement of special educational needs?'. The admissions service will consult with the EHC Team and tell you if they will be processing your application.

If your child has an EHC plan, or statement of special educational needs or is having an assessment to find out whether they need one, and you need further help with the secondary transfer process, please contact the EHC Team by phoning 020 8227 2400.

## What happens if my child is or was in the care of a local authority (a looked-after child)?

We consider applications for children who are or used to be in the care of a local authority before we consider all other applications. 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 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 the secondary transfer of your child 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.

## What happens if my child is from a UK Armed Forces family (crown service)?

Under Government rules, applications from families of the UK Armed Forces can be considered at the posting address before the family have moved to the area. However, we do not give automatic priority to these children over other children. If you are moving to our borough, please apply online by the closing date and use the address of your posting.

Please tick the relevant box to show that you are either:

- a UK Armed Forces family with a confirmed posting to the area; or
- a crown servant returning from overseas to live in the area.

Your application must also include an official letter that declares a relocation date and a unit postal address or quartering area address. If your posting changes, please follow the advice in the 'What if my circumstances change?' section. We will process your application using your posting address and in line with each school's admission criteria.

## How do I apply for a school outside Barking and Dagenham?

If you live in this borough and would like your child to go to a school in another borough (not private schools), you must list those schools on your Barking and Dagenham common application form. Please apply online, checking that the school you want to apply for is on the list of schools. If it is not on the list of schools please contact the School Admissions Team by 5pm on 31 October 2018 on how to apply, otherwise we will not consider your application in the first round of offers.

It is important that you know the admission criteria for the schools you are asking for, and you may need to fill in supplementary information forms and provide further information for these schools. Please contact the admissions authority (school or LA) of the school you have in mind for more information. It is your responsibility to give the school or LA the information they need. Page 42 lists the contact details for all London local authorities. For details of other local authorities that are not listed, please see the Department for Education (DfE) website at [www.gov.uk/dfes](http://www.gov.uk/dfes).

If you live in this borough and you do not fill in the Barking and Dagenham common application form, you will not be considered for any schools, either inside or outside the borough, even if you fill in their supplementary information forms.

## Can I change the information on my application form?

### **Important note**

If your information changes, you must alter the relevant sections on your online application form by the closing date.

We will send you an email with a new version number every time you change your application. If you cannot make these changes to your online application, you must tell us in writing and include supporting documents if necessary. The new details that you give us will replace those on your previous form. The last application you make before the closing date (on paper or online) is the one that we use to process your preferences.

After the closing date, changes should be made in writing to the School Admissions Team or a paper form must be filled in. If we receive any of your changes after the closing date, we will treat those changes as 'late' as we offer places based on all information available on the closing date. Please see the question 'What if my application is late?' on page 14 for more details.

## How do I return the forms?

### **Supplementary information forms (SIFs)**

Please see page 25.

### **Common application form (CAF)**

Applying online is reliable and secure. All local authorities in London have worked together to make it possible for parents to apply online for a school place in London and its surrounding counties.

This service is available through the 'eAdmissions' website. 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.

Making an application is easy once you have a valid email address, and should take no more than 10 minutes. The site gives full instructions on its guidance pages, to help you make your application.

### **Important note**

If you apply online and you cannot see your exact address in the list presented, or if the schools you want to apply for are not listed, you must contact the Admissions Team before 5pm on 31 October 2018, otherwise your application will be late. Our contact details are on page 4.



## 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 [www.lbbd.gov.uk/privacy](http://www.lbbd.gov.uk/privacy), where you can see a full copy of our Privacy Notice.

## How are places given?

The current School Admissions Code says that schools are 'required to admit children with statements of special educational need or EHC plans, where the school concerned is named on the statement or plan'. As a result, we process these children's applications first. If the school has been named in the child's statement, or EHC plan, we must take places off the school admission number for that year group. The admission authority then issues the rest of the places using the admission criteria. For example, if the admission number for a school is 180 and three places have been given to children whose statements or EHC plans name that school, we will issue the other 177 places in line with the admission criteria.

We then process all other applications using the equal-preference model. This is explained below.

- We consider each of your preferences as if it were your only preference.
- For each of your preferences, the admission authority will use the admission criteria to see if they can offer your child a place.
- If we can then 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 of these schools.

We do not make decisions to offer places based on the date we received the applications. Instead, we group all the applications we receive on time and process them together. If there are more places available than there are applications for those places, we agree all the applications. However, if there are more applications for

a school than there are places available in that school (that is, the school is oversubscribed), we will use the admission criteria to decide which applications are successful. The notes that follow the admission criteria, are there to explain particular points about the criteria we use.

In Barking and Dagenham, the local authority is the admissions authority for the five community schools and for Dagenham Park Church of England Voluntary-Controlled School. The criteria for these schools are listed on page 21.

Goresbrook School is an academy governed by The United Learning Trust who are the admissions authority and set their own admission criteria. The School Admissions Team processes applications for this school, and we will offer places on its behalf.

Both Greatfields and Riverside are free schools with academy status, and Sydney Russell is an academy. All three schools are run by the Partnership Learning Trust. Warren School is an academy governed by The Loxford Trust. These four schools are their own admissions authority, but they will follow the same admission criteria as Barking and Dagenham community schools. The School Admissions Team processes applications for these schools, and we will offer places on their behalf.

All Saints Catholic School and Technology College is our only voluntary-aided school, and for that school, the governing body are the admissions authority that set their own admission criteria.

**Before you make your application, please make sure you read and understand these criteria and notes and check how places were distributed at each school.** See our website

for copies of previous editions of this booklet (those published before 2014 were called 'The right secondary school'). The booklets include statistics for previous years.

## What is the timetable?

The closing date for 'on-time' applications made online is midnight on 31 October 2018.

### **Do not wait until the last minute to make your application**

in case your computer crashes or your address or the schools you are applying for are not available on the online system. Our offices close for enquiries at 5pm on 31 October 2018. If we receive your application after this, it will be treated as a late application. If you intend to move address during the admissions process, please apply to the borough that you will be living in on the closing date and follow the advice in the 'What happens if my circumstances change?' section. There is a full timetable of events on page 40 .

## What happens if my circumstances change?

You will need to contact the Admissions section in your borough if your circumstances change. We offer places based on the information available at the closing date and you may change your preference or the order of your preferences up until that date.

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 closing date.

However, if we discover that we have given a place based on false, inaccurate or misleading information, we will withdraw it and may take legal action. We will treat as late any changes to preferences or their ranking, conditions, circumstances or applications we receive after the closing date.

## What if my application is late?

If we receive your application after the closing date (31 October 2018) we will treat your application as late.

In exceptional circumstances, senior officers may consider whether we can process a late application as 'on time' in the first round, if there is enough time to process the application. These circumstances include the death of a close relative, or a family recently moving into the area (in which case we need proof). If you send us your application after the closing date but want us to consider it in the first round of offers, please send a letter with your application explaining the exceptional circumstances you want us to consider, together with any supporting evidence. We will make a decision on each case individually and let you know the outcome within 10 working days of receiving your request.

If we receive your application late, we will deal with it after we have dealt with the applications that we received on time. We will deal with late applications in the order we receive them (in line with the admission criteria). We will deal with the first round of

offers and send decision letters on 1 March 2019. We will have given most places to pupils whose applications we received by the closing date. After this date, applications will be processed within 10 working days of the School Admissions Team receiving your form.

If we have not received your application form by 14 March 2019 and your child lives in the borough we will automatically give your child a place at the nearest school to you which has a place available. At this stage, other schools will be full with children whose applications we received by the closing date. We send letters to tell parents who have not applied for a school place which school we have allocated their child by 31 March 2019.

If you then want to apply for a school place after we have offered your child the nearest school to your home with a place available, you will need to fill in an application form listing the schools you would like for your child.

## When will I know the result of my application?

If you apply online, you can find out the results of your application on 1 March 2019. We will send you an email late that evening letting you know the outcome of the application. You can also log in to the eAdmissions website after 7pm to see your results. If you were not able to apply online but applied direct to the Admissions Team by the closing date, we will send you the results by first-class post on 1 March 2019.

Please allow up to two days for your letter to be delivered. We cannot tell you the results of your application over the phone. If you have not received your letter by 5 March 2019, please contact us and we will send you another copy.

If you do not want the place we have offered, you will need to write and let us know what other arrangements you are making for your child's education. If you want to change your preferences or the order of your preferences, you will need to send a new application form to your local authority's school Admissions section.

The local authority you live in will make offers for places at all Barking and Dagenham secondary-phase schools on national offer day (1 March 2019). If you applied between 1 November 2018 and 28 February 2019, offers will be made from national offer day onwards, but you will need to check how your home borough handles late applications. If we receive your application after national offer day, we will process it within 10 working days of receiving it. We send any preferences we receive for schools outside this borough to the relevant school or LA every Friday. If we can offer your child a place at one of these schools, we will let you know in writing. From 1 September 2019, local authorities no longer co-ordinate applications and parents will have to follow the in-year admissions process. Full information about our in-year process is available on our website within our e-booklet 'Finding a school place'.

## Do I have to accept the place you offer my child?

### Schools outside the borough

**Yes** Please use the eAdmissions website to accept the place we have offered your child at an out-of-borough school. These boroughs will withdraw the place if you do not accept their offer.

To accept the place, log on to the eAdmissions site with the username and password you received when you registered to make your application. If you have forgotten your details, you can enter your email address and get a reminder sent to you.

### All-through schools

**Yes** Children cannot hold offers at more than one school. If your child goes to an 'all-through' school (for children aged four to 16), but you accept a place for them at a different school, we will offer their automatic place at the all-through school to the next child on the interest list for that school.

### Barking and Dagenham schools

**No** Because your child is of legal school age, we automatically accept the place on your behalf at our schools. If you turn down the place at one of our schools, we will not withdraw the place unless you provide evidence that you have been offered a place at another school.

## What happens after my child is given a school place?

Once we have given your child a school place, we tell the relevant school. They will contact you later in the summer term to tell you about the admission arrangements and the uniform you need for your child. Some schools will want to interview your child, either with you by appointment at the school given, or at your child's current primary or junior school. Some schools will invite your child to spend a day at their offered Barking and Dagenham secondary-phase school on 22 June 2019.

None of these visits are part of the application process. It is to make sure your child can move to secondary-phase school as easily as possible

## Why have I been offered a school that was not one of my preferences?

The admissions authority for each of the schools you have listed will use their published conditions (admission criteria) to decide the order in which to offer places. If we are unable to offer a place for your child at one of the schools you listed as your preferences, this is because there were more applicants for the schools you requested than there are places available. 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.

## Do I have the right to appeal?

### **Barking and Dagenham schools**

You have a right to appeal to an independent appeal panel if we do not offer your child a place at the Barking and Dagenham schools on your application form which are listed as a higher preference than the one we have offered you. For example you can appeal for preference 1 and 2 if we have offered you preference 3. Any schools listed lower than the school offered have not been turned down but rather have been withdrawn based on how you have ranked the schools on your application form. As a result you cannot appeal for a lower preference or a school that you have not listed 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 to us by filling in a new application form which you can get from your local authority. If you change your preferences and do not reselect schools which you are appealing for, your appeal will be withdrawn.

All the available places for Year 7 at your preferred school will have been distributed in line with the local authority's published admission criteria. No places are left unfilled for any reason, including appeals.

If you decide to appeal for a place at any Barking and Dagenham school, fill in our online appeal form. If you applied on time, and would like your case to be heard in the first round of appeals, you must submit the appeal form by xx March 2019. Or you can download

and fill in the paper appeal form and send it to the independent appeal panel clerk, whose address is printed on the front of the form. For late applications the deadline for appealing is 21 school days from the date of our offer letter.

Once you send your form, the independent appeal panel clerk will write and 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 the school or the School Admissions Team. The appeal panel will accept comments in writing or in person at the appeal hearing.

If you made your application on time, we will hear your appeal within 40 school days of the deadline of 27 March 2019. If your application was late, we will hear your appeal with the appeals for applications we received on time if possible. If this is not possible, we will hear it within 30 school days from the deadline for making appeals (as shown on your offer letter).

At any time during the school year (now until mid-July 2020), you have the right to appeal our decision to refuse your 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 an in-year 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 your Year-7 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-8 place for the new school year beginning in September 2020. You can make your application for a Year-8 place from 1 July. If we turn down that application, you can appeal that decision.

### **Schools outside the borough**

If you want to appeal against not being offered a place in a school outside Barking and Dagenham, you will need to contact the relevant admission authority (local authority or school) for more details about how to appeal.

### **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 the LA and you 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.



## Can I go on an interest list?

### **All Saints school**

All Saints will automatically put your child on the school's interest list with other children whose applications were turned down but are listed higher than the school your local authority offered you. If places become available, we then offer these using the schools' admission criteria. Your child will stay on the interest list for a school year (until August 2020). If you still want to stay on the interest list after this date, you will need to fill out a new application form for the new academic year and you will have the opportunity for a new appeal.

### **All other Barking and Dagenham schools**

We will automatically put your child on an interest list for any other preferred Barking and Dagenham schools that we turned down but are listed higher than the school we have offered you. For example, if we have offered you preference number 3, your child will automatically be placed on the interest list for preference 1 and 2, if these are Barking and Dagenham schools. The interest list will be updated on a weekly basis and your child may therefore move up or down the interest list according to the criteria and other children applying for oversubscribed places. We maintain the interest list for each of these oversubscribed schools until 23 December 2019.

We delete the interest lists for these schools at the end of each 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. If at the end of the term you have not received an offer from the interest list, you will need to write to us at that time to place your child's name on the fresh interest list for the next term. If you still want to stay on the interest list after July 2020, you will need to fill in an in-year common application form (ICAF) for the new academic (school) year and you will have the opportunity for a new appeal.

We do not take into account the date we received your application. If you want to apply for a school 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 to us by filling in a new application form which you can get from your local authority. Forms received after the closing date will be processed as a late application.

### **Schools outside the borough**

You will need to contact the school or the local authority concerned to follow their procedure for offering any places that become available. If places become available at those schools for our residents, the school will tell us who to offer those places to.

## What happens if my child starts a Barking and Dagenham secondary-phase school but wants to transfer to another school in the borough?

First, make an appointment to discuss the matter with the pupil'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 transfer and you have not put your child's name on the interest list for another school, please follow the guidance in the information e-booklet 'Finding a school place'. From 1 September 2019, applications or transfers for year 7 school places fall under the in-year admissions process and for more information about this please see our website or phone 020 8215 3004. You must make sure that your child continues to regularly attend their current school while we are considering your transfer request.

## Admission criteria

### Admission criteria for All Saints Catholic School in order of priority

Before you apply, please read the admission criteria on this page as well as the procedures for filling in and sending in the certificate of Catholic practice form, baptism certificate and the cover note on page 25 and page 49 .

If you have any questions about the admission criteria or appeals, or if you need more information, please contact the school.

All Saints Catholic School is a voluntary aided, Catholic Comprehensive School for boys and girls ages 11 to 18.

Because the admissions system works by applicants receiving a place at the school with a place to offer them which is the highest on their preference list, we advise Catholics who want a Catholic education to list All Saints as one of their top preferences on the common application form (CAF).

We have a distinctly Catholic ethos and approach to education, which is what our success is based upon. Families should want this Catholic education if their children are to do well in the school. The school is run by the Diocese of Brentwood and draws Catholic children from a wide geographical area of Catholic parishes. Although we want to support the parishes of our local deanery, we have no specific catchment area. Our main aim and purpose is to support the academic, spiritual and moral education of practising Catholic children.

These criteria are written to give priority to Catholic children and greater priority to practising Catholic children.

The school is expanding from six to eight classes and its published admission number (PAN) varies between the years as the school grows. In September 2019, the governing body agreed a PAN of 240 children into Year 7.

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 has been practising for the past five years. See important note C.

#### Admission criteria

The school will offer places by applying 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 B.
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 2019.
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 2019.
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 B.
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 2019.
8. Other baptised children.
9. Other children.

## Tie-breaker

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.

## Important notes

- A. We cannot consider other circumstances that are not listed in the admission criteria. It is essential that we are consistent in our judgement and only use the criteria that have already been agreed.
- B. '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 biologically your own. 'Residence order' is defined in section 8 of the Children Act 1989 as an order settling the arrangements for 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.
- C. 'Certificate of Catholic practice' (CCP) means a certificate issued by the family's parish priest (or the priest in charge of the church where the family attends Mass) in the form set by the Bishops' Conference of England and Wales. It will be issued if the priest is satisfied that at least one Catholic parent or carer (along with the child, if he or she is over seven years old) have (except when it was impossible to do so) attended Mass on Sundays and holy days of obligation for at least five years (or, in the case of the child, since the age of seven, if this is a shorter time). A certificate will also be issued when the practice has been continuous since the family was received into the Church if that was less than five years ago. It is expected that most certificates will be issued on the basis of attendance. The priest may also issue a certificate when the family's attendance is interrupted by exceptional circumstances which prevent them from attending on an occasion or occasions. There are more details of these circumstances in the guidance issued to priests.
- D. If you submit your CCP and any documents we ask for after the closing dates, we will class your application as late.
- E. We will not deal with any late application until after 1 March 2019. We will then place your child on the school's interest list with any other children whose applications were late and children whose parents applied on time and were turned down but listed our school higher than the one you were offered. If places become available, we will offer them by applying the admission criteria in order.

## 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 Synergy'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.

6 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 all our other secondary-phase schools in Barking and Dagenham in order of priority

Priority 1: Children who are or were 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).

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. Dagenham Park, Greatfields, Riverside, Sydney Russell and Warren School will also use these admission criteria.

### 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 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.
- 4 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 you live outside the area, we will use the same system to work out distances.
- 5 The distance measured from the child's home to secondary-phase schools with split sites will be measured 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.
- 6 We will use the distance from home to school for pupils who have equal claim for a place. Those children living nearest to the school will be given priority when deciding on places. When 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.
- 8 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.

## Filling in your forms

### Common application form

If you want your child to stay on at the all-through school they already go to, do not fill in an application form. If you want your child to move to a different secondary-phase school, you must apply for a place. If you do not fill in the common application form, we may not be able to give your child a place at the school you prefer.

- Please use all your six preferences and rank (list them in the order you prefer.
- Some schools may need you to fill in and send them supplementary forms and other documents (see page 25 for details).

The information you need to put on your form is as follows, but the order of the information is different on the online form. Please see page 24 for details of how to send us any documents we ask for if you cannot attach your documents online.

#### Details we ask for

Whether you fill in an online or paper form we need the following details. You need to fill in a separate form for each child. In the case of twins, triplets and so on, make sure you have a different ARN for each child when you apply online. To do this, make sure you tick 'yes' to the 'multiple birth' question so that you can fill in the extra online forms for each child.

#### Child's details

**Child's name** – This should be your child's legal name given on their birth certificate or passport. You are responsible for making sure that you have used the same name on all forms needed for your child's application. If you do not, we may not be able to process your child's application.

**Child's date of birth** – Please select the day, month and year.

**Child's sex** – Please select the relevant box to show if your child is male or female.

**Child's address** – This must be the permanent address where the child lives with their parents or legal guardians and where Child Benefit is addressed. Please see page 9 for full description.

**Child's current school** – Please select the name of your child's primary or junior school from the menu. If the school is not listed, you may type this information in the space given.

#### Children with additional needs

- Please select the relevant box to show if your child has a final statement of special educational need or an EHC plan.
- Please select the relevant box to show if your child has any additional needs and give details in the box provided. See page 11 for more details.

#### Children in care

Please select the relevant box to show if your child is or was 'in the care' of a local authority. If so, please attach a letter from the social worker confirming the legal status of the child and the local authority the child is in the care of. The letter should also provide the reasons for the preferred schools listed.

If the child was in care but is no longer being cared for by a local authority, tick 'yes' and provide documents to show the child was previously in the care of a local authority. See page 11 for more details.

#### Preferences for secondary-phase school

##### School name

Please select the name and borough (if outside the London borough of Barking and Dagenham) of six different secondary-phase schools you want to apply for. You must list the schools in the order you prefer them. Number 1 is the school you most prefer and number 6 is the school you least prefer. You must list all state-maintained schools or academies (not private schools) you are applying for, including any schools outside the borough of Barking and Dagenham. If the schools you want to apply for are not listed, you must contact the School Admissions Team before 5pm on 31 October 2018 or your application will be late. Our contact details are on page 25. Please make sure you select the correct school as there are many schools with the same or similar names.

### Siblings (brothers and sisters)

The only LBDD schools that offer sibling priority are All Saints and Goresbrook Schools. For these and other schools outside the borough that have a sibling criterion, please select the relevant box to show that your child has a brother or sister at the school you are applying for. Give the name, date of birth and sex of any brother or sister who is already at the school you are applying for.

This includes a full, half, step, adopted or long-term fostered brother or sister living at the same address. If you do not put the brother's or sister's name and date of birth in the correct section, we will not see the information on our computer system and so will not give your child priority under the sibling criterion. We do not consider qualifying brothers and sisters who are not named in the correct section on your CAF.

### Children of staff at the school

If you are applying to a school outside this borough for your child and that school gives priority to children of staff members, please include the name and job title of the staff member employed by the school and the number of years they have worked at the school. Children of staff are not considered under the admission criteria for Barking and Dagenham schools. Our criteria are listed on pages 18 to 21.

### Reasons for your preference

Some local authorities consider social and medical reasons as part of their admission criteria. We do not do this for our schools. If you are applying for a school outside the borough, it is very important that you check the admission criteria of each school you are applying for to see if their admission criteria take account of exceptional medical or social reasons. These might include religious, philosophical or any other reasons.

If you think there are exceptional medical or social reasons why your child should go to a particular school, select the relevant box on your online form to show this (or section 4 of the paper form). With your application, you also need to provide proof to the relevant school or LA that is supported by a professional (such as a doctor's report).

### Parent's or carer's details

#### Parental responsibility –

The adult listed on the form should be the person or people with parental responsibility for the child named. Please give your full name and contact details, and tick the relevant box to show your title and relationship to the child named (for example, tick 'other family member' if you are a sister caring for the child). Please remember to provide documentary evidence of legal guardianship if you are not the child's natural parent.

#### Parental address –

The online form automatically ticks the box to show that you and your child share the same address. If your address is different from the child's address (for example parents share custody), please un-tick the question box 'Use your home address?' and enter your and your child's address details. If you fill in a paper form, please explain why your address is different from the child's and give both addresses on a separate sheet of paper. If we ask for proof of address, please make sure you send us the information listed on pages 9 to 11.

**UK Armed Forces** – Please tick the relevant box to show that you are either:

- a UK Armed Forces family with a confirmed posting to the area; or
- a crown servant returning from overseas to live in the area.

Please see page 11 for more details.

**Password** – We need a password for security purposes only. When you apply on a paper form, we will need you to give us a password between 8 and 12 letters long. Without this information we cannot give out information on your application if you visit or phone us. If you apply online, we will need your application reference number for security purposes.

### Declaration

The person with parental responsibility for the child named in section 1 must tick the box in the declaration to confirm that they have read and understood the information in this e-booklet and that the information they give is accurate. If you are filling in a paper form, you must sign it in section 6.

## Getting a receipt

If you apply online and successfully submit (make) your application, you will get an email confirmation and be given an application reference number. This is your receipt. Please make a note of your application reference number and keep it in a safe place as you will need to tell it to us if we have any questions we need to ask you.

If you post any information to us, proof of posting is not proof that the School Admissions Team has received your documents as neither you nor we can prove what was included in the envelope. You are also responsible for making sure you pay the correct postage charge. We cannot accept any responsibility for underpaid packages.

If you want us to let you know that we have received information you have posted to us, you must enclose a stamped self-addressed envelope. If you do not hear from us within 14 days of posting your information, it is likely that we did not receive it. In that case, we strongly recommend that you apply online and we will email you a receipt.

## Providing us with extra information

If you are providing extra information or evidence to support an online application, you may do this online. If you choose to provide paper evidence either by scanning and sending the documents through our Dagenham Library or by emailing us direct, please remember to include your child's name, date of birth and application reference number. This will make sure that we can match your extra information to your application. In most cases you will need to send any extra information to the relevant school or LA. Please check carefully with the relevant school or LA what you need to provide and who needs to receive it.

## Receipt 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 when you press the 'Submit application' button at the end of the 'Check & submit' page.

You will then be issued with an application reference number (ARN). The eAdmissions team will then send you a confirmation email. The email will include all the details of the application you have just made along with your ARN. In the case of twins, triplets and so on, make sure you have a different ARN for each child.

### Email details used

Email address: .....  
Password: .....

### eAdmissions details issued

Username: .....  
Password: .....

### Record your application reference number here.

This is a receipt that shows you have successfully submitted (made) your application.

3	0	1	-	2	0	1	9	-	0	9	-	E	-						
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## All Saints Catholic School – Extra documents

All Saints Catholic School is a voluntary-aided secondary school and there are extra steps which Catholics or baptised applicants must take. Do not attach your CCP and other documents All Saints ask for online – you must send them direct to the school.

### Common application form (CAF)

you must fill in the CAF and list All Saints Catholic School as one of your preferences. You must return the form to your home local authority by the closing date.

The co-ordinated admissions system operated by all local authorities in England works by offering an applicant one place only, which, if available, will be at the highest preference school on your CAF that has a place to offer your child under its criteria. If you want to have a Catholic education for your child, you need to put All Saints high up on your list of preferences to avoid being offered a place at a higher preference school that is not Catholic.

### Baptism documents

If you want your child to be recognised as a Catholic (under our admission criteria 1 to 5) or as being baptised (under our admission criteria 7 and 8), you should send All Saints a photocopy of your child's baptism certificate (or certificate of reception into the Catholic Church) by 31 October 2018. If you want to be recognised as a practising Catholic, your local priest must also fill in a CCP form. Please see the 'Certificate of Catholic practice' section below.

### Certificate of Catholic practice form (CCP)

If you want to be considered as a practising Catholic (under our admission criteria 2 and 3), you must arrange to meet with your parish priest in time to request a CCP which you must send with the baptism certificate straight to All Saints Catholic School to confirm whether your child meets the definition of a practising Catholic. If your priest is not local and is unfamiliar with these requirements, please ask him to contact the All Saints' Admissions Officer on 020 8270 4247.

### Important notes

- If you miss our deadlines, we will class your application as late.
- If you are applying through another borough and miss their deadlines, we will class your application as late.
- We will not deal with any late applications until after 1 March 2019. We will then place your child on the school's interest list along with other children whose applications were late, and if places become available we will offer them using the admission criteria. Your local authority will tell you which school has offered your child a place.

## Supplementary information forms

### SIFs for schools outside Barking and Dagenham

If you are applying to schools outside Barking and Dagenham, you need to fill in the common application form from your child's home borough and then check whether the school needs you to fill in a supplementary form and provide any other documents. If so, you must send the information each school has asked for direct to the relevant school or LA.

If a school or LA asks for a supplementary form and documents but you do not send it direct to them, your application will not be considered under the correct criterion for that school because you did not give them all the information they asked for.

Your application will not be considered if you fill in a school's supplementary form but not your local authority's common application form.

### Important note

- 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.

## Returning your information

### Common application form

If you live in this borough you can make your application by going to the link on our website at [www.lbdd.gov.uk/admissions](http://www.lbdd.gov.uk/admissions) or you can go straight to the eAdmissions site at [www.eadmissions.org.uk](http://www.eadmissions.org.uk). You must make your application no later than midnight on 31 October 2017. Do not leave it until the last day to apply.

If you live outside Barking and Dagenham you must fill in the common application form available from the borough or county council area that you live in and return that form, to that council by their closing date.

### Late applications

If your application is late, you are not likely to get a place at an oversubscribed school. If we receive your application late, we will deal with it after we have dealt with the applications that we received on time. At that time we will have given most places to pupils whose applications we received by the closing date.

### Contacting us

#### By phone:

You can call us for information on 020 8215 3004

#### By email:

Email us for information at [infos@lbdd.gov.uk](mailto:infos@lbdd.gov.uk)

#### By post:

Please allow time for written information to be delivered if you send it by post. We must receive it no later than 31 October 2018. You are responsible for making sure you pay the correct postage charge. We cannot accept any responsibility if you do not pay the correct postage.

Postal address: School Admissions Team, MSS 2019, Town Hall, Barking, Essex, IG11 7LU.

### Important notes

- If you try to apply online and you cannot see your exact address in the list presented, or the schools you want to apply for are not listed, you must contact the School Admissions Team by 5pm on 31 October 2018. Our contact details are on this page.
- Please make sure you attach all other forms and documents we ask for. This may be proof that you are the child's guardian, proof of address, or proof that your child is or was in the care of a local authority (pages 9 to 10).
- Make sure you read page 24 of our admissions e-booklet for details of how to get a receipt and how to send us additional information.
- It is your responsibility to fill in any extra supplementary information forms (SIF) for any schools or local authorities that ask you to do this and send these forms and documents back to them before the closing date. We will not pass on any SIF forms and documents you attach to your online form.

### Supplementary information forms

Please see page 25 for details of how to return your forms.

## Our schools and colleges



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Barking Abbey – a specialist sports and humanities college

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GREATFIELDS SCHOOL  
Dream it. Believe it. Achieve it.

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Robert Clack School of Science  
– a specialist college

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The Sydney Russell School

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Your child's secondary education is very important. We believe that the successful education of children greatly depends on a good working partnership between schools and families. We support and encourage this partnership and want you to become well informed about our schools. We and all the schools are committed to promoting equal opportunities and opposing all forms of discrimination and prejudice.

Each school has a page in this booklet to provide information for you. This information along with the open mornings and evenings listed on page 40 should help you list your preferences (for up to six schools) on your common application form. Visit as many schools as you can to help you decide your preferences.

Each of the schools will be able to give you:

- the school prospectus;
- the most recent Office for Standards in Education (Ofsted) inspection report for the school ([www.ofsted.gov.uk/reports](http://www.ofsted.gov.uk/reports));
- the school's examination results ([www.gov.uk/school-performance-tables](http://www.gov.uk/school-performance-tables)); and
- the governing body's annual report.

# All Saints Catholic School

Head teacher: Clare Cantle

Address: Terling Road, Dagenham, RM8 1JT

Phone: 020 8270 4242

Fax: 020 8595 4024

E-mail: [office@allsaintsschool.co.uk](mailto:office@allsaintsschool.co.uk)

Web: [www.allsaintsschool.co.uk](http://www.allsaintsschool.co.uk)

Open evening:

Wednesday 10 October 2018, 5.30pm to 8.30pm

Travel information

Buses: 5, 87, 103, 128, 129, 173 and 175

Underground: Dagenham East and Dagenham Heathway

Rail: Chadwell Heath

**Admission number: 240 DfE number: 301-4703**



## This is All Saints

Welcome to All Saints Catholic School. We are the only Catholic voluntary-aided secondary school in Barking and Dagenham and are oversubscribed every year. We are proud of our reputation as a warm and safe community, committed to dignity and respect. "An inclusive ethos is a central pillar of the school" (Ofsted 2018). Every student is equally valued. They all bring their own special gifts to the school. We value and encourage the strong partnership between the school and parents, all of whom we invite to play a full role in the life of the community. As a Catholic school, we principally serve the Catholic parishes of Barking and Dagenham. We also have the support of other local deaneries and parishes.

## Modern learning

As a National Teaching School, we are at the forefront of researching and developing strategies to raise the standards of teaching and learning, not only within this school, but across a wider network. The school has received the Inclusion Quality Mark Award for excellence

and outstanding provision. We work closely with our main Catholic primary schools in an attempt to raise standards of achievement and to make the move from primary to secondary school easier. Our vision sees education as an activity which stretches beyond our own boundaries and has a significant contribution to help develop a more united and successful wider community. "There is a real learning culture in the school and students want to learn" (Excellence in Inclusion Report 2018).

## Care within our community

The pastoral (support and guidance) system of our school is based on gospel values. "Pastoral care is exceptional and the community feels like a big family" (Excellence in Inclusion Report 2018). The worth of each person is at the heart of all our policies, including our anti-bullying and equal opportunities policies.

Our in-house mentoring schemes and trained counsellors make sure that students can be given extra emotional and academic support when necessary.

## The exciting future

We are a popular school with a bright future. We set challenging, but achievable, academic targets. We also offer a wide range of after-school and outside school activities. We are ready to meet the learning needs of all students.

## Should I apply?

For 2018, we received 832 applications for the 240 places available. If you want a place for your child at All Saints, it is vital that you follow all the steps carefully by the deadline dates.





## Barking Abbey School (a specialist sports and humanities college)

Head teacher: Jo Tupman  
Address: Sandringham Road, Barking,  
IG11 9AG  
Phone: 020 8270 4100  
Fax: 020 8270 4090  
E-mail: office@barkingabbeyschool.co.uk  
Website: www.barkingabbeyschool.co.uk

Open morning and evening:  
Wednesday 3 October 2018, 5pm to 7pm  
(Longbridge Road) and Friday 5 October 2018, 8.45am  
to 10.45am (Longbridge Road)

Travel information

Buses: 5, 62, 145 and 387

Underground: Upney and Barking Stations

Rail: Barking Station

**Admission number: 360 DfE number: 301-4021**



### Our school motto

'Ours is a school  
where everyone  
gives and expects  
the best and where  
everyone can say  
I belong'.

### Tradition of success

A heavily subscribed school with nine forms at the point of entry, we are a mixed comprehensive for 11- to 18-year-olds. We have 1950 students and a long history of academic, cultural and sporting success.

### An exciting future

The school is about to start an exciting expansion programme which has resulted in us expanding to 12 forms at the point of entry. Our school will have significantly improved facilities and buildings.

### Success in the classroom

The school's current Progress 8 score (a measure designed to encourage schools to offer a broad and balanced curriculum at KS4) of +0.29.

GCSE results are well above the national average (in 2017, 74% of students achieved 9 to 4 grades, including maths and English).

Key Stage 3 is taught over two years and Key Stage 4 is taught over three years, to increase opportunities for success for students aged 14 and over.

Barking Abbey was inspected by **Ofsted in March 2017 and retained its 'Good with Outstanding features' judgement.**

Some of the highlights of the inspection report included:

"Pupils are keen to do well and seize the opportunities given by teachers



to work hard."

"Subject leaders and teachers endeavour to ensure that all pupils, regardless of their starting points, are helped to achieve their potential."

"The Sixth Form is a strength of the school."

### Success with students

We have a support and guidance structure that sees every student as an individual in their own right.

Our active school council gives students a 'voice'.

We provide a disciplined environment where students feel comfortable, safe and valued.

We are committed to getting rid of all forms of bullying.

### Success in the sixth form

We have a large and successful sixth form with 650 students.

Our unique Sports Academy Programme leads to many students gaining prestigious scholarships in the USA.

We have a highly successful High Performance Programme for those aiming for Oxbridge and Russell Group universities.

Every sixth former has a personal academic mentor.

Our head boy, head girl and sixth-form student leadership system encourage students to develop a sense of responsibility.

We have an outstanding record of

success in the number of students going on to higher education.

### Our beliefs

Our vision is to provide a happy, caring and stimulating environment where all students will recognise, and be given opportunities to achieve, their potential – academically, spiritually and socially – and make sure that they are well equipped to meet the challenges of education, work and life.

### Barking Abbey aims to:

- develop confident, articulate, assertive young people;
- develop well-rounded, empowered, resilient, independent young people;
- nurture young people who will go out and change the world for the better;
- increase opportunities through creating an inspirational learning environment where all students want to achieve their potential and making sure that no student is left behind;
- raise students' aims – giving them the tools they need to explore and be who they want to be;
- encourage individuals to be adaptable, ambitious and unafraid to question and evaluate; and
- bring about a sense of belonging and a sense of pride in the school, themselves and their wider community.

# Dagenham Park Church of England School

Head of School: Chris Ash

Address: School Road, Dagenham, RM10 9QH

Phone: 020 8270 4400

Fax: 020 8270 4409

E-mail: [office@dagenhampark.org.uk](mailto:office@dagenhampark.org.uk)

Website: [www.dagenhampark.org.uk](http://www.dagenhampark.org.uk)

**Admission number: 270 DfE number: 301-4704**

Open evening:

Tuesday 25 September 2018, 4.30pm to 7.30pm

Open morning:

Thursday 27 September 2018, 9.30am to 12.30am

Travel information

Buses: 129, 145, 173, 174, 175, 287, 364, 687 and 721

Underground: Dagenham Heathway and Dagenham East Stations



As a school that has a reputation for outstanding pastoral care and excellent academic achievement, we are delighted that examination results show the outstanding progress our students are making. Our Progress 8 scores over the last three years have been 0.17, 0.35 and 0.18. This shows that students at Dagenham Park are making better progress than similar students nationally.

Exam results in key areas are improving. English progress results have seen Dagenham Park placed in the top 1% of schools nationally for progress. Results for languages have been in the top 20% of schools for the past three years.

The school has recently undergone a change in leadership – Ges Smith, the head of Jo Richardson School, is now the Executive Head of Dagenham Park and Jo Richardson, and he is ably supported by Chris Ash as Head of School.

Dagenham Park has been recognised nationally for the outstanding work that is taking place. The school won English

Team of the Year at the 2017 TES Awards and has been shortlisted for Creative School of the Year at the 2018 awards.

The school delivers a broad and balanced curriculum, making sure that the English Baccalaureate is delivered to 75% of students. Creative subjects are given an equally high profile, with uptake increasing year-on-year.

Pupils at our sixth form are part of the Southern Consortium, which means we can provide a wide selection of courses to pupils who are older than 16. We follow the traditional value of strong discipline and expect pupils to take pride in belonging to their school by wearing correct school uniform.

The school develops the spiritual, moral, social and cultural education of pupils exceptionally well through the curriculum, a range of assemblies and other enrichment activities. For example, pupils and staff of all faiths and backgrounds take part in a wide range of Christian worship each day. Pupils are well prepared for life in modern Britain by their tutorial lessons,

which help them to understand democracy, religious tolerance and the importance of the rule of law.

**Ofsted 2016 “The school building is immaculate. Pupils are proud of their school and look after it well.”**

Head of School, Chris Ash, said: “This is an exciting time to be a student at Dagenham Park. Exam results are outstanding, the school is being recognised nationally and I am confident the school will develop further over the next few years. All prospective parents are welcome to contact the school for a meeting and tour.”



## Eastbrook School – ‘Together We Learn’

Executive head teacher: Jonathan Gillard

Address: Dagenham Road, Dagenham,  
RM10 7UR

Phone: 020 3780 3609

Website: [www.eastbrookshow.co.uk](http://www.eastbrookshow.co.uk)

E-mail: [office@eastbrookschool.org.uk](mailto:office@eastbrookschool.org.uk)

Open evening:

Thursday 20 September 2018, 5.30pm to 7pm

Open morning:

Ring us for an individual visit at a time to suit you.

Travel information

Buses: 103, 129 and 174

Underground: Dagenham East Station

**Admission number: 360 DfE number: 301-4023**



We provide an excellent education for all our students.

Our teachers have outstanding subject knowledge and help students to really enjoy learning.

You want your child to be happy at school, to have a broad range of interests and to develop their talents and achieve their best. At Eastbrook School your child will be able to follow high-quality learning pathways, both academic and vocational. They will be supported and challenged.

Your child may need additional support. Our inclusive approach to education, our excellent Special Educational Needs team and our outstanding support for speakers of English as a second language make sure that all students excel as valued members of the school community. In-class support, small group or individual programmes and a high priority placed upon promoting regular reading makes sure that every student achieves their full potential.

Our students have positive attitudes towards learning, and feel safe

in school. Our results continue to improve, with many students achieving the very top grades at GCSE and A level and progress measures above the national average. We encourage our students to be ambitious and go on to university, college, sporting excellence, apprenticeships, a wide range of work and careers with training and overseas opportunities.

Your child is unique. Their needs and personality are individual. Schools have different personalities too, and suit different types of learners and young people. At Eastbrook School our students learn to express their own opinion with respect for others, and they have a voice that is heard and valued.

We work with our students, and their families, to make sure that they achieve excellent results and that they enter the adult world confident, considerate and able to cope with life's challenges.

There has never been a better time to join Eastbrook School, where you choose excellence, safety and a commitment to working in partnership with families.

**‘The curriculum is broad and balanced, and supported by a wide range of extra-curricular activities. These range from subject learning to sports clubs and wider learning opportunities, including a debating club and challenging outdoor learning programmes. Pupils visit places of interest, such as museums and theatres, and recreate a high standard of performance when they are learning in school. Teachers evaluate the curriculum regularly and adjust it during the year, thus helping to maintain pupils’ interest and motivation.’**

**‘Pupils say that they are proud and happy here. They appreciate how the teachers help them learn and to enjoy school. The pastoral care is of high quality.’**

**OFSTED January 2016**





# Eastbury Community School

Executive Head teacher: Mr David Dickson BSC  
(Hons), MA, NPQH

Address: Hulse Avenue, Barking, IG11 9UW

Phone: 020 8507 4500

Fax: 020 8507 4501

E-mail: [office@eastbury.bardaglea.org.uk](mailto:office@eastbury.bardaglea.org.uk)

Website: [www.eastbury.bardaglea.org.uk](http://www.eastbury.bardaglea.org.uk)

**Admission number: 300 DfE number: 301-4024**

Open evening:

Wednesday 26 September 2018, 5pm to 8pm

Travel information

Buses: 5, 62 EL2 and EL3

Underground: Barking and Upney Stations

Rail: Barking Station



LEARNING + COMMUNITY

**'Eastbury is a good school  
with outstanding features.'**

**Ofsted 2013**



## Making the right decision

We share your high expectations and ambitions for your child. Our success is founded on the traditional values of academic excellence, self-discipline, responsibility and respect for others. We see our school as a caring and supportive family. One of our strengths is that students settle quickly, enjoy learning and are successful in a caring, safe and supportive environment. All pupils receive guidance and support at important times in their school careers. We make sure that when pupils start at Eastbury they feel comfortable and confident.

## Excellence and achievement

We are committed to providing an excellent all-round education, leading to the highest possible qualifications. In 2017 we became a 'Leading Edge' school, reflecting the excellent progress of our pupils and the fact that our GCSE and A-level examination results are in the top 25% nationally. 79% pupils achieved a good GCSE pass in English, and 73% achieved a good pass in mathematics. In 2018, all of our sixth-form pupils have received offers of university places or higher-level apprenticeships. Over half of our sixth-form pupils have received offers from Russell Group universities. Pupils and staff are proud that we have been shortlisted for prestigious national awards in English, mathematics and science for the past six years, and have won the Times Educational Supplement award for English three times.

## Excellence and pupil leadership

Eastbury's exceptional leadership opportunities and peer-mediation programme for pupils result in outstanding behaviour and a harmonious community. Alongside this, the school has a strong pupil council who actively contribute to our continued success. Our pupils are justifiably proud of their school and speak about how pleased they are that everyone gets along and that different groups mix together well.

## Excellence and ambition

We have excellent facilities which promote pride and enthusiasm within our school. Parents and carers can gain access to the school's secure network from home to track progress, attendance, assessment and homework for their child. As an all-through school, we have just completed an extensive building programme, providing state-of-the-art classrooms for secondary pupils and a self-contained building for our primary pupils.

Our new buildings and facilities offer a high-quality learning environment which both encourages and helps with pupils' learning. A wide range of traditional academic and vocational subjects are taught in specialist areas by teams of highly qualified, enthusiastic and dedicated teachers.

Pupils have the opportunity to get involved in a wide variety of extra-curricular activities.



Our pupils have competed nationally, and represented the country, in various sporting competitions. We enjoy excellent partnership work with the Royal Shakespeare Company, and our pupils perform with them in professional productions on the London stage.

## We expect our students to do the following.

- Respect themselves, other people and the environment.
- Work hard in school and at home.
- Be self-disciplined and set personal goals.
- Develop leadership skills.
- Achieve academic excellence.
- Take part positively in school and the local community.

We very much look forward to meeting you on our open evening so you can find out for yourself why Eastbury Community is such a popular, successful school and how 'getting the best from and for all our learners' is at the heart of our school community



We're working  
towards Artmark  
Awarded by Arts  
Council England





## Goresbrook School – the best in everyone

Principal: David Ellison  
Address: Ripple Road, Dagenham, RM9 6XW  
Phone: 020 3597 6666  
Email: [office@goresbrookschool.org.uk](mailto:office@goresbrookschool.org.uk)  
Website: [www.goresbrookschool.org.uk](http://www.goresbrookschool.org.uk)

Open evening:  
Tuesday 18 September 2018, 5.30pm to 7.30pm  
Open morning:  
Tuesday 10 October 2018, 9am to 10.30am  
Please ring us for an individual appointment.  
Travel information  
Buses: 62, 145, 173 and 287  
Underground: Becontree Station



### A unique journey

Goresbrook School opened in response to significant demand from the local community for more high-quality school places for children aged three to 18. We are the first all-through school in Barking and Dagenham and aim to provide a seamless education from the moment children join us until they head off to university. Our first Year-7 and Year-8 classes have made an exceptional start to school life, and we look forward to welcoming our third intake in September 2018.

### To university and beyond

Our curriculum is broad and deep, offering a full range of aspirational, academic courses. From music to computer science, French and maths, we aim to develop students' knowledge of subjects that universities and employers are really looking for. When they leave us, our students will have the knowledge, skills and attributes they need to earn places at the top universities and be successful in rewarding careers.

### The Goresbrook Guarantee

The Goresbrook Guarantee is our commitment to help children develop with a range of different activities and real-life experiences. Our secondary students should expect, as a minimum, to:

- read for pleasure daily;
- play a musical instrument;
- attend clubs and try out new ones;
- meet inspirational people;
- go on cultural and activity trips in London and beyond;
- visit universities;
- take on leadership and volunteering roles;
- gain work experience; and
- give presentations to real audiences in real-life situations.

### State-of-the-art building

In 2016 we moved into our exceptional new school building. Our secondary wing has state-of-the-art technology, science labs, sports facilities and a library. It is bright and welcoming with plenty of space for whole-school events. Come and see for yourself at one of our open events.

### Dedicated care and attention

As a new school, we have been able to hand-pick a team of outstanding staff to teach and support our students. So, as well as enjoying our brand new building, our students will have a superb opportunity to receive truly focused care and attention that is not often available elsewhere. Our priority is making sure that our students make a happy, successful start to secondary-phase school.

# Greatfields School

Head teacher: Richard Paul BA (Hons), MA  
Address: St Marys, Barking, IG11 7TD  
E-mail: office@greatfieldsschool.com  
Website: greatfieldsschool.com

**Admission number: 120 DfE number: 301-4006**

Open evening:  
Monday 17 September 2018, 7pm  
Open mornings:  
Wednesday 19 September 2018, 9am  
Thursday 20 September 2018, 9am  
Travel information  
Buses: 62, 287, 368 and 387  
Underground: Barking Station



## GREATFIELDS SCHOOL

Dream it. Believe it. Achieve it.



Greatfields School first opened in 2016 and will eventually grow to accept 300 pupils each year until we reach our full capacity of 1,800 students, including a sixth form of 300 students. We are located at the heart of the Gascoigne community, a community which we are proud to serve.

Our permanent site is located at the heart of the new development on the estate, just off King Edward's Road, and we moved to our permanent building in January 2018.

### Teaching and learning

Teaching and learning is at the heart of everything we do at Greatfields. We don't have mixed-ability classes as we believe students work best when they work with students of similar ability to themselves. This allows high-ability students to move ahead quickly and allows those who need extra support to get the help they need. We regularly review students' progress to make sure that they are in the correct group.

### Behaviour

Behaviour at Greatfields is exceptional. There is a calm and purposeful atmosphere both in the classroom and in the corridors. Students feel safe and happy in school and understand the importance of following the clear routines which are in place. There is a high level of mutual respect between staff and students which helps to create an atmosphere of positive behaviour around the building and in the classrooms.

### Ambitions

We have the highest of ambitions for our students and we want our students to have equally high ambitions for themselves. We work closely with universities and local groups to raise our students' goals. This year groups of students have visited Cambridge University, the University of Sussex and Birkbeck University, and we are working closely with students from the University of East London. Also, the students have visited the West End and the Tate Modern Gallery to gain access to the rich cultural treasures which are on their doorstep.

### Extra curriculum

We have a rich extra-curriculum programme which runs every day after school. Students have the opportunity to take part in the following clubs: boys' and girls' football, netball, dance, choir, Latin, STEM, newspaper club, Model UN, plus many others.



# Jo Richardson Community School

Head teacher: Ges Smith BA (Hons)  
Address: Castle Green, Gale Street,  
Dagenham, RM9 4UN  
Phone: 020 8270 6222  
Fax: 020 8270 6223  
E-mail: [headteacher@jorichardson.org.uk](mailto:headteacher@jorichardson.org.uk)  
Website: [www.jorichardson.org.uk](http://www.jorichardson.org.uk)

Open evening:  
Thursday 13 September 2018 , 6pm to 9pm

Travel information

Buses: 62, 145, 173 and 287

Underground: Becontree Station

**Admission number: 300 DfE number: 301-4029**



**'The school offers an exceptionally caring and challenging education to enable all its students to ACHIEVE.'**  
**Ofsted**

## Why Jo Richardson Community School?

At JRCS we are committed to reaching the highest standards in everything we do. We want all our students to achieve the best possible examination results as well as have the opportunity to take part in a wide range of extra-curricular activities. We strongly believe this can only happen in a well-ordered and respectful environment where only the highest standards of behaviour are acceptable, and where teachers are fully committed to making sure these goals become a reality.

Our £30 million building on Castle Green offers outstanding facilities, and we would encourage all students and parents to come and see the site. With the excellent reputation we have created, and the facilities available, there could not be a more exciting time to be joining the school.

## 'Success for All'

Central to our work is the motto 'Success for All', supported by our 'ACHIEVE' agenda, a commitment to student progress that is highlighted by positive, effective support systems and productive partnerships between all members of the school community.

We expect our students to set themselves the highest standards in every aspect of their school lives. We also expect our students to pass those high standards onto our local community.

The school places great emphasis on the pastoral care and social education of the students. This is based on traditional values that encourage responsibility, self-respect and a commitment to hard work.

We have developed a modern uniform that promotes the positive image and reputation of the JRCS, while reflecting the practical needs of the students.

In May 2013, Ofsted judged that JRCS was a good school with outstanding leadership and governance. This judgement was reinforced by a further Ofsted inspection (section 8 inspection) in November 2017.

Ofsted also commented that:

- 'the head teacher is relentless in his drive for high standards and provides strong leadership';
- 'relationships between staff and students are very positive and supportive';
- 'the support and care offered to students by all the staff are a real strength of the school'; and

- 'students feel very safe and secure. The school has a strong approach to anti-bullying. All students consider that bullying is extremely rare and believe the school deals with it quickly and successfully when any incidents occur'.

All these judgements support our commitment to making sure that every student achieves their full potential while attending our school.

Our systems are set up to regularly monitor students' achievements to make sure everyone is reaching the expected academic standards. We offer an extensive range of extra-curricular activities, including many foreign trips, to build on our students' educational and social experience at school.

Our sixth form is part of a highly successful partnership operating with four other local schools offering our students access to an extensive range of academic and vocational courses.

Jo Richardson was Barking's MP for 20 years and gave great service to the borough. We are determined that this school will continue to provide a lasting reminder of her contribution to the area.



# Riverside School

Head teacher: Andrew Roberts BSc (Hons)  
Address: Renwick Road, Barking IG11 0FU  
Phone: 020 3946 5888  
E-mail: riverside@riverside.bardaglea.org.uk  
Website: www.riversidecampus.com  
Twitter: @RiversideCampus

Open evening:  
Wednesday 12 September 2018, 7pm

Travel information:  
Bus: EL1 and EL3

**Admission number: 300 DfE number: 301-4001**



## Excellence for all

Riverside School opened in 2013. By 2019 it will have over 1000 students, including 120 sixth-form students in Years 12 and 13. Riverside will eventually grow to its full capacity of 1800 students, including a large sixth form, by 2022. Riverside students achieved their first set of examination results in 2017, with an outstanding Progress 8 score of +0.67, placing Riverside in the top 6% of schools in England. 52% of students achieved the strong English Baccalaureate (Ebacc), a group of qualifications which must include a grade 5 or better in both English and maths as well as grades 9 to 4 in four other academic subjects from the sciences, geography, history and Spanish or another language.

## Learning at its core

Riverside students love learning. We place students in one of three bands and all lessons take place within these bands. From Year 8 onwards, we also put students into sets, for core subjects (English, maths and science). Excellent teaching means all learners are always challenged, so all students make exceptional progress compared with national standards. We regularly review each student's progress to make sure they are in the correct band or set.



**'High aspiration is an expectation for everybody at Riverside School.' Ofsted 2015**

## Traditional values

We follow the traditional values of strong discipline, a school uniform and a demanding classroom environment. Our first priority is to develop every child's academic potential to the maximum. All students follow a broad and balanced academic curriculum from Year 7 to Year 11. We set very high standards and receive full backing from parents.

**'Students' behaviour around school and in lessons is exemplary. They are eager to learn and contribute very well to lessons.' Ofsted 2015**

## Best classrooms and exceptional sports and music facilities

Riverside's newly built £45 million campus on Barking Riverside has exceptional facilities. Every general classroom is 50% bigger than average. All subjects benefit from this outstanding new building, which includes state-of-the-art music studios, science labs, a four-court sports hall, a fitness suite, a dance studio and a library. The outdoor sports facilities include a full-size 4G AstroTurf pitch and four multi-use games areas.



## Clubs, activities, sports, arts and music

At Riverside, a vast choice of after-school clubs offers students an opportunity to further develop wider essential skills. As well as the highest academic qualifications, these wider skills get students ready for success when applying to highly selective universities. These clubs include STEM, computer programming, drama, dance, debating, football, netball, athletics, basketball, handball, various other sports, choir and the school band. We strongly encourage all students to take individual music tuition, by providing one-to-one weekly instrument lessons provided by our own music tutors.

**'We were impressed with your ambitions for Riverside School and its pupils, particularly your interest in improving not just their academic outcomes but their wider skills.'**

**Sir Peter Lampl, Executive Chairman – The Sutton Trust.**



## Robert Clack School of Science (a specialist college)

Head teacher: Russell Taylor  
 Address: Gosfield Road, Dagenham, RM8 1JU  
 Phone: 020 8270 4200  
 Fax: 020 8270 4210  
 E-mail: admissions@robertclack.co.uk  
 Website: www.robertclack.co.uk

**Admission number: 360 DfE number: 301-4027**

Open evening:  
 Thursday 27 September 2018, 6pm to 8.30pm  
 (on Green Lane site)

Travel information

Buses: 5, 87, 103, 128, 129, 173, 175 and 499

Underground: Heathway Station

Rail: Chadwell Heath Station



Robert Clack School is a mixed comprehensive school for 11 to 19 year olds with around 2000 students, including a thriving and successful sixth form of over 400.

The school is on two sites, with a separate bespoke Year-7 building. This allows us to offer Year-7 pupils a warm and welcoming environment on the Green Lane site (this site serves pupils in Years 7 to 9), as well as sixth formers. Parents always comment favourably on the educational advantages that this arrangement offers by allowing children to move to a site where children are aged between 11 and 14. The Gosfield Road site is where the older students are based, including the sixth form.

At Robert Clack School, we strive for excellence in all that we do to give our pupils the knowledge, skills and attributes they need to fulfil their potential and make a valuable contribution to society. We are proud of our calm and ordered learning environment, which is built on the traditional values of:

- mutual respect;

- compassion for others;
- discipline;
- high expectations and ambitions; and
- hard work.

The teaching and support staff who work at our school are completely committed to delivering an outstanding education to our pupils so that they become the best people they can be. We believe in our pupils, and we are determined to make sure that they believe in themselves by embracing the original school motto: 'forti difficile nihil' - 'for the brave, nothing is difficult'.

### Continued success

'...senior leaders and governors are ambitious for the young people in [their] care and passionate about the quality of education that [the school] provides.'  
 Ofsted, October 2016

'Pupils across the school demonstrate respect and tolerance towards each other, staff and visitors. They are proud of their school, their sporting and cultural accolades and their achievements.'  
 Ofsted, October 2016

'Pupils move around the large school site in an orderly way and wear their uniform with pride.'  
 Ofsted, October 2016

The school has a national reputation for sport, extra-curricular activities such as debating, and educational visits (both in the UK and abroad).

### Continued investment

The school continues to benefit from significant investment in new buildings on both school sites. As a result of its huge popularity, a third site will open in September 2020. This new site will be known as Robert Clack Lymington Fields and will provide education for 11- to 16-year-olds as a result of a local authority and government school-expansion programme.

**The prestigious Good Schools Guide comments that 'Robert Clack is one of the smartest and well ordered schools we have ever visited'.**

# The Sydney Russell School

Principal: Janis Davies BA  
Address: Parsloes Avenue, Dagenham, RM9 5QT  
Phone: 020 8270 4333  
Fax: 020 8270 4377  
E-mail: [office@sydney-r.bardaglea.org.uk](mailto:office@sydney-r.bardaglea.org.uk)  
Website: [www.sydneyrussellschool.com](http://www.sydneyrussellschool.com)

**Admission number: 270 external pupils**

**DfE number: 301-4028**

Open evening:  
Monday 24 September 2018, 7pm  
Open mornings:  
Wednesday 26 September 2018, 9am  
Thursday 27 September 2018, 9am  
Travel information  
Buses: 5, 62, 87, 145, 364, 129, 173, 175 and 499  
Underground:  
Becontree and Dagenham Heathway Station



## Ofsted 'Outstanding' 2013

- "Teaching at the school is outstanding"
- "Students make outstanding progress"
- "Students' GCSE attainment is high because the school encourages all students to be aspirational"
- "Students take their learning very seriously"
- "Relationships between staff and students are positive and respectful"

## Grouping by ability

We have no mixed-ability classes – we believe students learn best when they work with students of similar ability to themselves. We place students in one of three ability bands and all lessons take place within these bands. As a result, teachers are able to develop every child at the right pace, with high-ability students moving ahead very quickly and those who need extra support getting the help they need. We regularly review each student's progress to make sure they are in the correct band. Students of exceptional ability are placed in one of our 'High Achievers' tutor groups.

## Traditional values

We follow the traditional values of strong discipline, school uniform and a demanding classroom environment. Our first priority is to develop every child's academic potential to the maximum. We set high standards and we expect full backing from parents.

## Best classrooms and computer facilities in the country

Sydney Russell has been entirely rebuilt or refurbished at a cost of £25 million. Every general classroom is 50% bigger than normal with 32 computers in every single one, so that all students have access to a computer at all times. All subjects benefit from superb facilities.

## Clubs, activities, sports, arts and music

A wide range of clubs and activities is on offer, including chess, science, humanities, mathematics, computers, languages, art, football, cricket, netball, rugby, basketball, volleyball, athletics, choir and orchestra. We strongly encourage individual music tuition, and we have one of the highest take-ups in the borough.



# The Warren School

Head teacher: Richard Micek, BSc (Hons) Arch,  
PGCE, MA, NPQH  
Address: Whalebone Lane North, Chadwell  
Heath, RM6 6SB  
Phone: 020 8270 4500  
Fax: 020 8270 4484  
E-mail: office@thewarrenschoo.net  
Website: www.thewarrenschoo.net

Open evening:  
Thursday 4 October 2018, 5pm to 7pm  
Travel information  
Buses: 62, 66, 86, 173, 251, 362 and 551  
Rail: Chadwell Heath Station

**Admission number: 240 DfE number: 301-4004**



## Values

At The Warren School we prepare our students for the changing demands of the future. We value character alongside academic success and foster both of these to mould our students for the opportunities they will face. Each student develops as an individual, a partner, a member of a team and as a citizen. We are committed to the success of all our students.

## Curriculum

We offer a broad and balanced curriculum that will prepare our students for any career. Alongside the compulsory core subjects of English, maths and science, students can choose a range of options to interest them and prepare them for success in the workplace. As well as our focus on exam success and student progress, we focus on developing character and resilience that will stand our students in good stead, whatever their career path.

## Attainment and progress

Year-on-year, the school has made improvements in attainment at both GCSE and A level.

## Pastoral support

Our pastoral systems are supportive and rigorous and our mentoring

system makes sure that any student who needs extra support to reach their potential receives this. We take behaviour for learning very seriously and expect students to take part in all lessons wholeheartedly. We take pride in our school and our students show this by wearing our uniform correctly.

## Student leadership

Student leadership is at the heart of our school. Each year group has its own elected council that meets regularly and makes decisions and takes actions to put them into practice. This leadership feeds into a whole-school council led by the elected head girl and head boy and the school parliament group. We take the opinions of our students seriously and mould students to be leaders of the future.

## Enrichment

We have an extensive enrichment programme that develops our students beyond the classroom. Students have worked in school with Drum Works drumming group, Barbican Satellite project for high-ability musicians, New YVC Choir of Excellence, and ARC Theatre Group. We also took students on a range of trips, including New York, The Royal Festival Hall, Hyde Park, Tate Modern, the Natural History

Museum, The Royal Opera House, British Film Institute, Warwick University, ongoing workshops with the Metropolitan Police, Safe Drive Stay Alive and to The O2. We also have a series of pledges throughout Years 7 to 13 that help our pupils develop into well-rounded individuals who take part and contribute to their wider community. This includes pledging to visit places of worship, raising funds for charity and performing in front of an audience. More than 300 students have been trained in first aid and CPR this year.

## Sixth form

Our sixth form is growing both in size and in its academic profile. We have a stand-alone sixth form that caters for all of our students who do not need to travel to other schools for lessons. All of our students who applied for university places were successful, and some were awarded places in Russell Group universities such as Imperial College, London. Students are mentored on their pathways to university and take part in many programmes, for example the Futures Programme where they shadow students at Cambridge University and are allocated an Oxbridge graduate as a personal mentor.





## The timetable of events

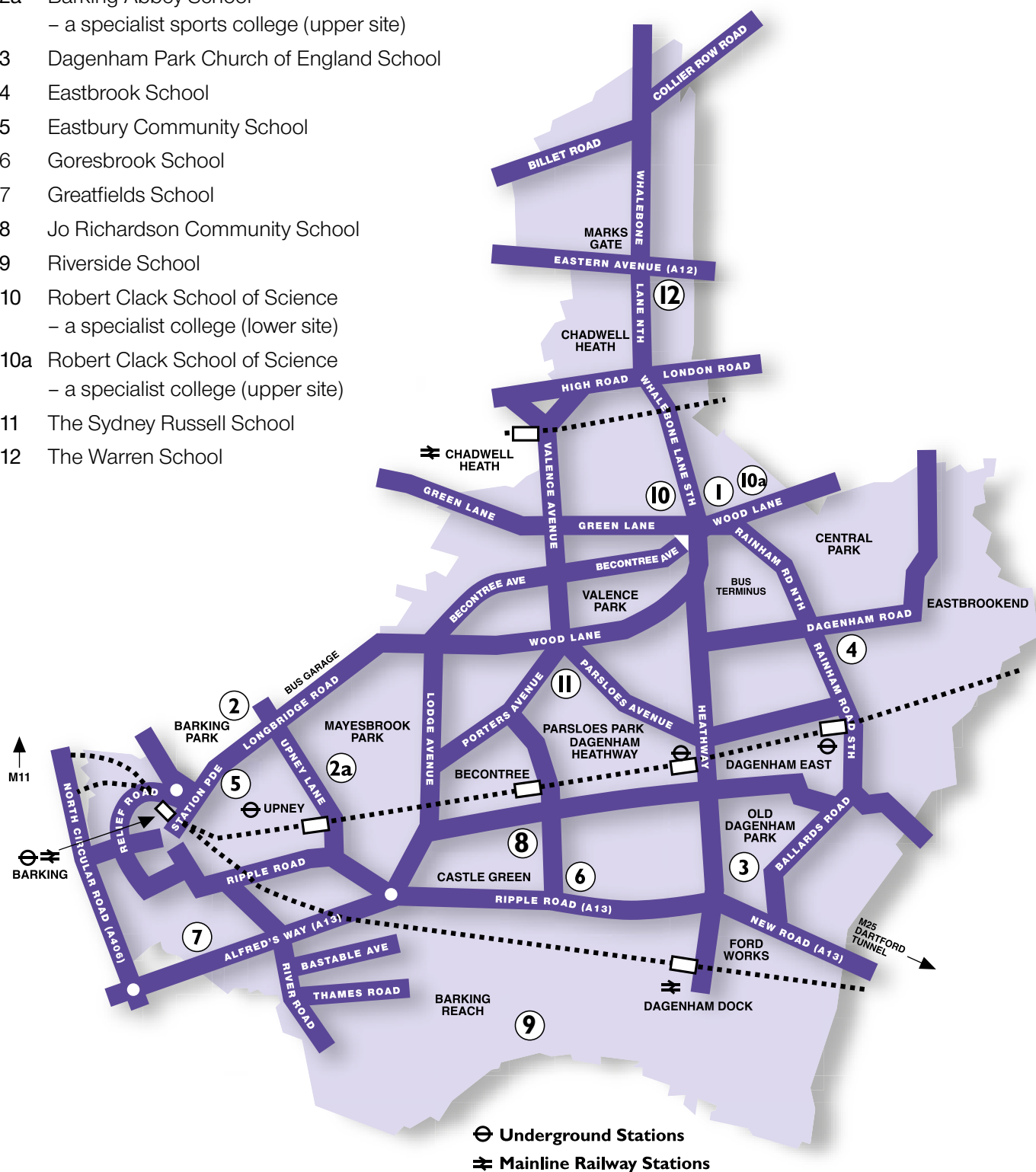
Date	What happens	
11 September 2018, 7pm Broadway Theatre, Barking	Information meeting for parents to explain how the admissions process works. Speeches will begin at 7pm. The meeting is open to all parents, and admission officers will be available to answer your questions.	
12 September 2018, 7pm	Riverside School open evening	The open days and evenings give you an opportunity to ask questions, see the school and meet the staff.
13 September 2018, 6pm to 9pm	Jo Richardson School, open evening	
17 September 2018, 7pm 19 and 20 September 2018, 9am	Greatfields School, open days and open evening (on Gascoigne School Annexe site)	
18 September 2018, 5.30pm to 7.30pm 10 October 2018, 9am to 10.30am	Goresbrook School, open evening and open day	
20 September 2018, 5.30pm to 7pm	Eastbrook Comprehensive School, open evening	
24 September 2018, 7pm 26 and 27 September 2018, 9am	Sydney Russell School, open days and evening	
25 September 2018, 4.30pm to 7.30pm 27 September 2018, 9.30am to 12.30pm	Dagenham Park School, open day and evening	
26 September 2018, 5pm to 8pm	Eastbury School, open evening	
27 September 2018, 6pm to 8.30pm	Robert Clack School, open evening	
4 October 2018, 5pm to 7pm	Warren School, open day and open evening	
3 October 2018, 5pm to 7pm 5 October 2018, 8:45am to 10:45am	Barking Abbey School, open day and evening. Please note the open evening on 3 October will be on the Sandringham Road site and the open day on 5 October will be on the Longbridge Road site	
11 October 2018, 5.30pm to 8.30pm	All Saints School, open evening.	
31 October 2018, 5pm	Deadline for extra documents and the certificate of Catholic practice (CCP) to arrive at All Saints Catholic School, Terling Road, Dagenham, Essex, RM8 1DS.	
31 October 2018, 5pm	Deadline for written documents to arrive at the School Admissions Team, Town Hall, Barking, Essex, IG11 7LU. If we receive your application or any documents after this date and time, we treat them as a late.	
31 October 2018, 12 midnight	Deadline for ontime applications submitted online. If we receive your application or any documents after this date and time, we treat them as a late.	
1 March 2019	We send results to parents to tell them our decisions on applications. We cannot tell you decisions over the phone. If you have applied online, you can see the results of your application after 7pm on 1 March 2018, otherwise you must wait up to two days for your letter to be delivered if you filled in paper form.	
15 March 2019	Deadline for accepting the offer of a school place at All Saints Catholic School and schools outside the borough.	
31 March 2019	We send letters to parents who have not applied for a school place to tell them what school has been allocated to their child.	
12 April 2019	Deadline for receiving completed appeal forms for all Barking and Dagenham schools (including All Saints School) for the first round of appeal hearings.	
April to July 2019	Appeals will be heard for all schools. Parents are invited to these appeals.	



# Map of secondary-phase schools in the borough

## Key

- 1 All Saints Catholic School
- 2 Barking Abbey School  
– a specialist sports college (lower site)
- 2a Barking Abbey School  
– a specialist sports college (upper site)
- 3 Dagenham Park Church of England School
- 4 Eastbrook School
- 5 Eastbury Community School
- 6 Goresbrook School
- 7 Greatfields School
- 8 Jo Richardson Community School
- 9 Riverside School
- 10 Robert Clack School of Science  
– a specialist college (lower site)
- 10a Robert Clack School of Science  
– a specialist college (upper site)
- 11 The Sydney Russell School
- 12 The Warren School



## 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

## Glossary Definitions of the words used in this e-booklet

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

## Options for 14 - to 19-year-olds

### (Techical and training schools)

Children do not need to spend the whole of their school life at secondary-phase schools. When your child reaches Year 9, there are other types of schools available that your child can move to, called technical and training schools. These schools fall within the category of either university technical colleges (UTCs) or studio schools. They are open in some areas to 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..

UTCs have university and employer sponsors who offer technically based courses to combine national curriculum requirements with technical and vocational elements. UTCs must specialise in subjects that require technical and modern equipment (such as engineering and construction), that will be taught alongside business and ICT (information communication and technology) skills. UTCs should offer clear routes into higher education or further learning in work.

Studio schools are for 14 to 19 year olds. Backed by local businesses and employers, they are small schools which are open all year round and have a 9 to 5 working day, so they feel more like a workplace than a school. Working closely with local employers, studio schools will offer a range of academic and vocational (work-based) qualifications including GCSEs in English, maths and science, as well as paid work placements linked directly to employment opportunities in the local area. Students will gain a wide range of life skills to improve their chances of employment through the 'CREATE skills framework'. Pupils will have the option to go on to university or further training, and into employment.

We have a UTC school in our borough. It is called ELUTEC and is on Rainham Road South, Dagenham RM10 7XS. Please see their website in August for the date and time of their open day event.

There is a list of other UTCs or studio schools in the south-east area on the next page of this e-booklet.

### How to apply for a place for September 2019

First contact the technical and training schools that you would like your child to go and ask how to apply for a place at their school. Some schools accept applications direct but others only accept applications from the local authority you live in. If the school or college you are interested in only accepts applications from the local authority you live in, please follow the process set out in our information e-booklet 'Technical and training schools'. (This process is summarised below.)

From 1 September 2018, fill in our Common Application Form (CAF) and list up to three different schools. The closing date is 31 October 2018. See page 12 for how to apply online. The instructions are the same as you would use for applying for a secondary-phase school place for your child.

We will pass on your request to the relevant school or local authority and exchange all possible offers. If a place is available, you will receive an offer from the local authority at the school you ranked highest on your application form. If you make your application on time, all local authorities will send the results on national offer day, which is 1 March 2019.



## 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](mailto: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](mailto:info@ncbstudioschool.org.uk)  
**Website:** [www.ncbstudioschool.org.uk](http://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](mailto:rosedalehewens@gmail.com)  
**Website:** [www.desalisstudiocollege.co.uk](http://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](mailto:office@ockendonstudioschool.com)  
**Website:** [www.ockendonstudioschool.com](http://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](mailto:interest@elutec.co.uk)  
**Website:** [www.elutec.co.uk](http://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](mailto:parksidestudio1@gmail.com)  
**Website:** [www.parksidestudiocollege.co.uk](http://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](mailto:FES@fulhamcollege.net)  
**Website:** [www.fulhamenterprise.net](http://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](mailto:info@greenwichutc.com)  
**Website:** [www.greenwichutc.com](http://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](mailto:question@globalacademy.com)  
**Website:** [www.globalacademy.com](http://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](mailto: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](mailto:info@heathrow-utc.org)  
**Website:** [www.heathrow-utc.org](http://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](mailto:info@southbank-utc.co.uk)  
**Website:** [www.southbank-utc.co.uk](http://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](mailto:info@logicstudioschool.org)  
**Website:** [www.logicstudioschool.org](http://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](mailto:info@aspirationsacademies.org)  
**Website:** [www.spacestudiowestlondon.org](http://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](mailto:admin@ldeutc.co.uk)  
**Website:** [www.ldeutc.co.uk](http://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](mailto:info@tottenhamutc.co.uk)  
**Website:** [www.tottenhamutc.co.uk](http://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](mailto:shabegum@mulberry.towerhamlets.sch.uk)  
**Website:** [www.mulberryutc.co.uk](http://www.mulberryutc.co.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](http://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](http://www.gov.uk/contact-child-benefit-office)

### Choice advice from the Family Information Service (FIS)

Moving from primary to secondary-phase 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-phase 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@lbdd.gov.uk](mailto:fis@lbdd.gov.uk)

**Website:** [www.lbdd.gov.uk/fis](http://www.lbdd.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 8HE

**Phone:** 020 8227 2926

**E-mail:** [ctax@lbdd.gov.uk](mailto:ctax@lbdd.gov.uk)

**Website:**

[www.lbdd.gov.uk/council-tax](http://www.lbdd.gov.uk/council-tax)

### 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](http://www.education.gov.uk)

### Education and training opportunities from age 14

All pupils 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 47 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.

### 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@lbld.gov.uk](mailto:ehc@lbld.gov.uk)

**Phone:** 020 8227 2400,

Address: EHC Team,  
EHC Team, 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@lbld.gov.uk](mailto:benefits@lbld.gov.uk)

**Phone:** 020 8227 2970



### Need help to apply online?

Help sessions are available at Dagenham Library on Tuesdays and Barking Learning Centre on Thursdays from 11 September until 30 October 2018.

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

If you try to apply online and you cannot see your exact address in the list presented, or the schools you want to apply for are not listed, you must contact the School Admissions Team by 5pm on 31 October 2018.



The closing date for your online application and the other information we ask for is

**31 October 2018**

**Apply online for a secondary-phase school place now:**

**[www.lbld.gov.uk/admissions](http://www.lbld.gov.uk/admissions)**



## 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

## 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](http://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 2151

### **E-mail:**

[accessattendance@lbdd.gov.uk](mailto:accessattendance@lbdd.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





## Cover note for extra documents

## All Saints Catholic School – September 2019 entry



School office stamp

Date received \_\_\_\_\_

Staff initials

## Why you should fill in this form

If you want to apply for a place at All Saints under the faith criterion, please return this form along with any documents you send us. We set out the admission criteria for our school (see pages 18 to 19 and page 25) in the 'Moving to secondary school in 2019' admission e-booklet. If we do not receive this filled-in form with the relevant documents, we will consider your child under criterion 9. If we discover that we have offered your child a place based on false information, we will withdraw the place.

## What you need to do

- **The common application form (CAF)** – If you want to apply for a place at this school you need to fill in, by 31 October 2018, the CAF provided by the borough you live in.
- **Baptism documents** – If you want your child to be recognised as a Catholic (under our admission criteria 1 to 5) or as being baptised (under our admission criteria 7 and 8), you should send us a photocopy of your child's baptism certificate (or certificate of reception into the Catholic Church) by 31 October 2018.
- **Certificate of Catholic practice (CCP) form** – If you want to be considered as a practising Catholic (under our admission criteria 2 and 3), you must arrange to meet with your parish priest in time to request a CCP which you must then send, with the baptism certificate photocopy, to the school by 31 October 2018. If your priest is not local and is unfamiliar with these requirements, please ask him to contact the All Saints' Admissions Officer on 020 8270 4247.

**To be filled in by the parent or carer (child's details given on your CAF)**

**Child's first names:**

[illegible]

**Child's last name:**

[illegible]**Date of birth:**

Day 

--	--

 Month 

--	--

 Year 

--	--

**Home address and postcode:** (The child's home is the permanent address where they live with their legal guardian.)

[illegible][illegible]

**Borough you live in:**

[illegible]

**Does the child have any siblings (brothers or sisters) at All Saints School?**

**Yes**

6

**No**

9

If yes, you must give the relevant sibling's name on the CAF provided by your home borough.

**Parent's or carer's full names:**

[illegible]

Home phone number:

[illegible]

Daytime phone number:

[illegible]

**Email address:**

[illegible]

**You will need to use one cover note for each child.**

When you have filled in this page, please return it to our school's admissions officer, with relevant documents below, by 31 October 2018. Please tick which document you have included with this form.

The child's baptism certificate ☐

The child's certificate of reception into the Catholic Church ☐

The certificate of Catholic practice from your parish priest ☐  
(Only needed if you are applying under our admission criteria 2 and 3.)

Our address: Admissions Officer, All Saints Catholic School, Terling Road, Dagenham RM8 1JT



## Notes

[illegible]



# Checklist

The closing date for all forms and information we ask for is

**31 October 2018**

Please read the checklist below before you return your form.

- ☐ Read the admission process on pages 6 to 26 in this e-booklet.
- ☐ Fill in and submit your common application form (CAF) online. If you try to apply online and you cannot see your exact address in the list presented, or the schools you want to apply for are not listed, you must contact the School Admissions Team by 5pm on 31 October 2018 or your application will be late. If your application is late, you are not likely to get a place at an oversubscribed school.
- ☐ Your online application is only valid when you press the 'Submit' button at the end of the 'Submit your application' page. You will then be issued with an application reference number (ARN). The eAdmissions Team will then send you a confirmation email which will include all the details of the application you have just made along with your ARN. **In the case of twins, triplets and so on, make sure you have a different ARN for each child.**
- ☐ Please make sure you attach all other forms and documents we ask for. This may be proof that you are the child's guardian, proof of address, or proof that your child is or was in the care of a local authority.
- ☐ Enclose a stamped self-addressed envelope with your written documents if you want a receipt.
- ☐ Fill in and return the supplementary information forms if you are applying for schools in or outside the borough, if those schools have asked for them.
- ☐ Give all relevant documents that have been asked for directly to the school or LA concerned. **We will not pass on documents on your behalf.**
- ☐ Please make sure you tell us if any of your or your child's details change.

## Need help to apply online?

Help sessions are available at Dagenham Library on Tuesdays and Barking Learning Centre on Thursdays from 11 September until 30 October 2018. Each session starts at 9am and ends at 4.30pm.

If you try to apply online and you cannot see your exact address in the list presented, or the schools you want to apply for are not listed, you must contact the School Admissions Team by 5pm on 31 October 2018.

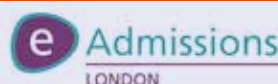
**Apply  
Online**

The closing date for your online application and the other information we ask for is

**31 October 2018**

**Apply online for a secondary-phase school place now:**

[www.lbld.gov.uk/admissions](http://www.lbld.gov.uk/admissions)



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@lbdd.gov.uk](mailto:3000direct@lbdd.gov.uk)  
Website. [www.lbdd.gov.uk](http://www.lbdd.gov.uk)

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Date: August 2018



**INVESTORS  
IN PEOPLE**

