

Finding a school place

Issue 3

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



Dear parents and carers

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

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

We have a total of one all-through school, 44 infant, junior and primary schools, and 10 secondary schools. All our schools are fully comprehensive and have a clear commitment to raising the levels of achievement for all their pupils and students. We believe that attending any of the schools in Barking and Dagenham will provide the educational opportunities your child needs to prepare for future life.

By law, all children aged between 5 and 18 must be receiving an education or taking part in training. There is a different process for dealing with applications for children with special needs or those aged 16 to 19. If your child has a statement of special educational need you must contact the SEN Team (see page 30). If your child is aged 16 to 19 they must receive education, employment or training, and the 14 to 19 Careers Advice Service will deal with your request (see page 29).

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

Yours faithfully



Councillor Evelyn Carpenter,
Cabinet member for Education and Schools

Contents

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

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

Phone: 020 8215 3004

E-mail: 3000direct@lbbd.gov.uk

Website: www.barking-dagenham.gov.uk/admissions

Welcome	2	What you need to know	20-24
Introduction	4-5	Options for children 14 and over	25
In-year admission	6-9	Useful information and services	26-30
Transferring between schools	10	Other London authorities school admissions sections	31
Admission criteria for Barking and Dagenham schools	11-19	Map of our schools	32
Admission criteria for academy, community and free infant, junior and primary schools	11	Contact details for our schools	33
Admission criteria for community, free and voluntary-controlled secondary schools	12	Glossary – definition of words used in this booklet	34
All Saints admission criteria	13-14	Checklist	35
Important notes for all catholic primary school applications	15		
St Joseph’s – Barking admission criteria	16		
St Joseph’s – Dagenham admission criteria	16		
St Peter’s admission criteria	16		
St Teresa’s admission criteria	17		
St Vincent’s admission criteria	17		
St Margaret’s admission criteria	18		
William Ford admission criteria	18-19		

Introduction

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

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

If your child is aged 14 to 18, please see pages 25 for details about applying for a place in education, employment or training.

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

At the time of your application, most schools will be full with children who have been attending the school since reception, year 3 or year 7 (depending on whether it is a primary, junior or secondary school). Places only become available when children leave and we do not know when and at which school this will happen.

In-year admissions

This process is for parents who have just moved into the borough and need to apply for a school place for their child. Please follow the in-year admissions process on pages 6 to 9 and 20 to 24. Application forms are available online or from either of our one-stop shops in Barking or Dagenham (see page 9 for the full addresses).

Transferring between schools

If your child is already at a school and you would like them to move to another, you will need to follow the transfer process set out on pages 10 and 20 to 24 of this booklet.

Schools available

There is a map with a list of our all-through, infant, junior primary and secondary schools on page 32 in this booklet. As the council has had to increase the number of places at some schools over the years, the published admission number (PAN) for each school has changed from year to year. Please contact us in writing if you would like us to give you this information.

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

Important note

For a definition of words used in this booklet, please see the glossary on page 34.

Our voluntary-aided (faith) primary and junior schools

We have seven voluntary-aided (VA) primary schools and one voluntary-aided junior school. These are run by the Catholic or Church of England authorities and are listed on page 33 of this booklet, starting with F. Before you apply for a place at any of our faith schools, you must read the school's admission criteria (pages 15 to 19) and follow the instructions on page 8.

All other Barking and Dagenham infant, junior and primary schools

The George Carey Church of England Primary School is a voluntary-aided school, Dorothy Barley Junior and Thames View Infants are academies. These schools are their own admissions authority. However, they follow the same admission criteria as our community infant, junior and primary schools and we will offer places on their behalf. The locations of these schools are listed on page 33. The admission criteria for infant places (from reception to year 2) and junior school places (years 3 to 6) are listed on page 11.

All-through school

Goresbrook School is an academy. This school is its own admissions authority, however, they follow the same admission criteria as our community schools and we will offer places on their behalf. The locations of this school is listed on page 33. Before you apply for a place at these schools, please read the admission criteria (page 11).

Introduction

Our voluntary-aided (faith) secondary school

We have one voluntary-aided (VA) secondary school - All Saints Catholic School. This is run by the Catholic authority and its location is listed on page 33 of this booklet, starting with F. Before you apply for a place at this school, you must read the school's admission criteria (pages 13 to 14) and follow the instructions on page 8.

All other Barking and Dagenham secondary schools

Dagenham Park Church of England School is a voluntary-controlled school and Riverside school is a free school and the Warren School is an academy governed by the Loxford School Trust. All these schools are their own admissions authority. However, they follow the same admission criteria as our community schools and we will offer places on their behalf. The locations of these schools are listed on pages 32 and 33. Before you apply for a place at these schools, please read the admission criteria (page 12).

Schools on different sites

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



Note 1: If you want to apply for a place at Manor, Ripple, Roding or Valence schools you must give the name of the site you would like your child to go to. However, if your application is not successful you can only appeal for a place at the school, not a place at a specific site, as both sites are managed by the same head teacher and governing body. If you win your appeal, the school will decide which site your child will go to.

Note 2: If you do not name the site you prefer on your application form, we will automatically process your request for site 1 as listed on page 33.

Note 3: We will keep a waiting list for each site, in criteria order. We will follow the waiting list process for each site as listed on page 24.

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

If you would like to apply for a place at any of our schools, you will need to fill in our 'In-year common application form' (ICAF). If you want to apply for a school outside the borough, you will need to contact that borough and follow their application process.

What you need to do

There are four possible stages you need to go through to apply for a school place. The stage you follow depends on whether you want to apply for a place at one of our faith schools or for a place at our other schools. If one of your preferences is a faith school, you need to go through all four stages. For all our other schools you need to follow stages 1, 2 and 4.

Quick guide: You must bring all the documents listed below to either of our one-stop shops when you apply for a school place.

1

Fill in part A of the ICAF. Your child's previous or current UK school should fill in and sign section B of the form. Make a copy of the form in case you need to refer to it in the future. The information we ask for in this section is important as it could help us decide if your child can be considered under our 'fair access protocol' (see our website for more details). If your child has never attended a UK school, you will not need to fill in section B of the ICAF. Instead, your child may need to have an assessment, which will be carried out by the school we offer your child a place at.

2

Provide proof of your child's ID and proof of your and your child's address. See page 7 for which documents we need to see.

3

If one of your preferences on your ICAF is for one of our faith schools, you may need to fill in extra forms.

These include an 'in-year supplementary reference form' (SIF) and 'diocesan priest reference form' (PRF) for a place at our Catholic schools.

Make sure you read and follow the application process for faith schools, which is listed on page 8 and the relevant criteria on pages 13 to 19.

4

Return your forms and documents we ask for as listed on pages 8 and 9.

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

Stage 1 – In-year common application form (ICAF)

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

You will need to fill in section A of the ICAF. Please then ask your child's previous or current school to fill in section B and hand the form back to you. You need one form for each child. You will not need to fill in section B of this form if your child has never attended a UK school. Instead, your child may need to have an assessment, which will be carried out by the school we offer your child a place at. Please read pages 20 to 24 on 'What you need to know' before you fill in your form.

Stage 2 – Proof of address and identity

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

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

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

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

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

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

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

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

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

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

confirmation that you live with them. Please ask them to provide a letter containing the following information.

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

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

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

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

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

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

Voluntary-aided faith schools

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

This second form shows your commitment to your faith as shown by your links to your local church. The admission criteria and notes for all our faith schools are listed on pages 13 to 19, on our website in alphabetical order. Please read your preferred school's admission criteria and procedure before you apply.

a. Church of England schools

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

Catholic schools – All the Catholic schools use the same SIF form, and you will need to fill in one form for each child for each of these schools. Once you have filled in the SIF for any Catholic schools you are applying to, you will need to return the form direct to the school with the documents listed in b below. If you want to be considered a **practising Catholic**, you must also fill in section A of the **diocesan priest's reference form** (PRF) and take it to the priest at the church where you normally worship, so that he can add his reference in section B. You can only get this form from one of the borough's Catholic schools.

- b. You will also need to give the following documents direct to any of our faith schools that you are applying to:
- your child's birth certificate;
 - proof of your and your child's address as listed on page 7; and
 - your child's baptism certificate (not necessary for applications to St Margaret's or William Ford school).

Important note

Faith schools will need to see the originals of all the documents listed above but you will also need to bring photocopies of these documents with you for the school to keep.

Supplementary information forms for schools outside Barking and Dagenham

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

If that school needs you to fill in a supplementary form but you do not fill it in and send it to the relevant school or local authority, your application will not be considered for that school.



Stage 4 – Returning your forms

In-year Common application form (ICAF)

Please return your ICAF to us in one of the following ways.

A – In person

Bring your form and original documents to the one-stop shop in the Barking Learning Centre (BLC) or the Dagenham Library and they will give you a receipt. Both are open Monday to Friday from 9am to 5pm and Saturdays from 9am to 1pm.

- The BLC, 2 Town Square, Barking, Essex, IG11 7NB
- Dagenham Library, 1 Church Elm Lane, Dagenham, Essex, RM10 9QS

If you have any questions, please ask us when you apply. If information is missing on any of your forms when you return them to us, it will delay your application. We will send you a reply within 10 school days of receiving your application and the documents we ask for. If you do not hear from us after this time, please phone us.

B – By post

We recommend that you take your application to the one-stop shop as you must show original documents. However, if you send your application by post, we suggest you send it by recorded delivery as we must see original documents. If you want us to let you know that we have received your application, you must fill in the receipt slip (section 7 of the ICAF) and enclose a stamped self-addressed envelope. If you do not hear from us within 14 days of posting your form, it is likely that we have not received it.

Postal address: School Admissions Team, FSP3, Town Hall, Barking, Essex, IG11 7LU

Important notes

- Please include all other forms and documents we ask for. This may be proof of your and your child's address (page 7), proof that your child is in the care of a local authority (page 21), or proof that you are the child's guardian (page 21).
- You are responsible for making sure you pay the correct postage charge. If you do not pay the correct postage, your form will not get to us. We cannot pay for any packages that do not have the correct postage on them.
- If you post your paper forms to us, proof of posting is not proof that we have received your form as neither you nor we can prove what was included in the envelope. If your documents are lost in the post when we return them to you, you will need to contact the Post Office. **We accept no responsibility for documents lost in the post.**
- Please allow time for the paper form to be delivered if you send it by post.
- However you apply, please keep your receipt in a safe place as you will need to show it to us if we have any questions we need to ask you.

Transferring between schools

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

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

1. Fill in section A of the ICAF. You can get the ICAF from your child's current Barking and Dagenham School, either of our one-stop shops or our website.
2. The school needs to sign section B, and then you or the school should return the form to us, at either of our one-stop shops, with the documents listed on page 7.
3. Fill in any supplementary information forms (SIF) if you are applying for a faith school and give the schools the documents they have asked for. There is one SIF for our Catholic schools and another for our Church of England schools. See page 8 for more information.
4. When we receive the ICAF, we will process it within 10 school days and let you know the outcome of your application.
5. If there are places at the schools you have asked for, we will offer your child a place. We expect your child to start school within 10 school days of our offer letter.
6. If your request is not successful, we will offer your child a place at the Barking and Dagenham school closest to your home that has a space. If you not do not want us to offer your child a place at another school if your request is not successful, please tick 'No' to the last question under section 5 of your ICAF and you child will continue to go to their current school until a place becomes available at your preferred school. However, if your child does not already have a school place, your child is expected to start at the school we have offered within 10 days of our offer letter. We will then place your child on the waiting list for the schools that you have listed higher than the school we have offered you (see page 24 for more details). You will have the right to appeal to those schools (see pages 23 to 24 for more details).
7. We automatically create a new waiting list at the beginning of each term. This means you will need to write to us each new term asking to stay on the waiting list. (This does not apply if you have asked for a place at a faith school, where you will stay on the waiting list for that current school year.) Each new academic year you will need to fill in a new ICAF and you will have the opportunity of a new appeal.

Important information

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

Admission criteria for places at our infant, junior and primary academy, community and free schools

If there are more applications than there are places available at a school, we will use the following criteria, in priority order, for deciding which applications to accept. **The following schools will also use these admission criteria: Dorothy Barley Junior School, The George Carey Church of England School, Goresbrook School and Thames View Infants.**

Priority 1

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

Priority 2

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

Priority 3

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

Priority 4

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

Important notes

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

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

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

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

3 'Sibling' means:

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

4 We use priority 3 when processing applications for children transferring from infant to junior schools.

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

6 We measure all distances are measured using SIA's geographical information system (SMART) from the centre of the child's home to the school's main gate. If you live outside the area, we will use the same system to work out distances.

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

8 You should remember that going to a particular nursery class does not guarantee, or give priority for, a place at an infant or primary school. Also, going to a particular primary or junior school does not guarantee, or give priority for, a place at a particular secondary school.

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

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

Admission criteria for our academy, community, free and voluntary-controlled secondary schools

If there are more applications than there are places available at a school, we will use the following criteria, in priority order, for deciding which applications to accept. **The following schools will also use these admission criteria: Dagenham Park Church of England School, Riverside School and Warren School.**

Priority 1

Children who are in the care of a local authority.

Priority 2

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

Important notes

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

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

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

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

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

4 All distances are measured using SIA's geographical information system, SMART, from the centre of the child's home to the school's main gate. If you live outside the area, we will use the same system to work out distances.

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

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

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

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

Admission criteria for our voluntary-aided schools

All Saints Catholic School

Admission criteria

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

- 1 Children from Catholic families who are in the care of a local authority. This means 'looked-after' children and 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). The children must be baptised Catholics.
- 2 Practising Catholics living in the parishes of the churches listed in list A (below) who will have a brother or sister in the school in any of years 7 to 11 on the day they start at the school.
- 3 Practising Catholics living in the parishes of list B (below) who will have a brother or sister in the school in any of the years 7 to 11 on the day they start at the school.
- 4 Practising Catholics living in the parishes of list A.
- 5 Practising Catholics living in the parishes of list B.
- 6 Catholics living in the parishes of list A who will have a brother or sister in the school in any of years 7 to 11 on the day they start at the school.
- 7 Catholics living in the parishes of list B who will have a brother or sister in the school in any of the years 7 to 11 on the day they start at the school.
- 8 Catholics living in the parishes of list A.
- 9 Catholics living in the parishes of list B.
- 10 Other looked-after children 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).
- 11 Non-baptised children of a Catholic parent whose application is approved by the parish priest of any Catholic parish.
- 12 Other baptised children.
- 13 Other children.

List A

- English Martyrs, Alma Avenue, Hornchurch
- Holy Family, Oxlow Lane, Dagenham
- St Mary's, Hornchurch Road, Hornchurch
- St Mary and St Ethelburga, Linton Road, Barking
- St Mary and St Erconwald Ilford (linked with St Mary and St Ethelburga, Linton Road, Barking)
- St Peter's, Goresbrook Road, Dagenham
- St Thomas More, Longbridge Road, Barking
- St Vincent's, Waldegrave Road, Dagenham

List B in priority order

- 1.1 La Salette – Rainham
- 1.2 St Alban's – Elm Park
- 1.3 St Bede's – Chadwell Heath
- 1.4 St Edward's – Romford
- 1.5 Corpus Christi – Collier Row
- 1.6 St Cedd's – Goodmayes
- 1.7 St Dominic's – Harold Hill
- 1.8 Holy Redeemer – Harold Hill
- 1.9 SS Peter and Paul – Ilford
- 1.10 St John the Baptist – Ilford
- 1.11 Parishes in the Deanery of Havering
- 1.12 Other parishes in the deanery of Redbridge
- 1.13 Other parishes in the deanery of Newham
- 1.14 Other Catholic parishes



Admission criteria for our voluntary-aided schools

Important notes for All Saints School

- Before you apply for a place at this school, please make sure you follow the instructions on page 8.
- In the criteria, 'Catholic' refers to someone who:
 - is a baptised Catholic; and
 - has a Catholic 'certificate of baptism' or 'certificate of reception' which shows that they are members of the Catholic Church.
- A 'practising Catholic' refers to someone who:
 - is confirmed by their parish priest to be practising, according to regulations set by the Catholic Church.
- You must fully accept and support the aims of All Saints Catholic School. You must also want your child to receive a Catholic education.
- 'Looked-after child' has the same meaning as in section 22 of the Children Act 1989, and means any child 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. 'Residence order' has the same meaning as in section 8 of the Children Act 1989 (an order setting the arrangements for which person the child will live with). 'Special guardianship order' has the same meaning as in section 14A of the Children Act 1989 (an order appointing one or more people to be a child's special guardian).
- If there are two or more children in the same criterion with a claim for a school place, 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 SIA's geographical information system (SMART), from the centre of the child's home to the school's main gate. If you live outside the area, we will use the same system to work out distances. When children have an equal claim to a place because their measurements are the same (for example, from a block of flats), we will use a lottery system (random allocation) to offer places to children.
- We cannot consider other circumstances that are not listed in the admission criteria. It is important that we are consistent in our judgement and use only the admission criteria that have been agreed.



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

In the criteria below, every reference to Catholic means someone who has a certificate of baptism to prove that they are a baptised Catholic. A practising Catholic means someone who goes to Holy Mass every Sunday and Holy Day (a priest must fill in the priest reference form to provide the school with confirmation the child is a practising Catholic). Catholic includes all the churches in communion with the Pope, including Eastern Rite Catholics, for example, Maronites. The priest's reference form is not part of these admission criteria.

- 1 Before you apply for a place at this school, please make sure you follow the instructions on page 8.
- 2 For children in local authority care, we need a letter signed by a fully qualified social worker employed by the local authority.
- 3 Within each category the school will give priority to children who have siblings who will be at the school (not their nursery) on the day they start school. Sibling means a full brother or sister, a half-brother or half-sister, stepbrother or stepsister, adopted or long-term fostered brother or sister. The sibling must live at the same address as the child and must be at the named school.
- 4 If two or more children have an equal claim to a place in any one category, we will give priority to children who live closest to the school, measured in kilometres in a straight line (as the crow flies). We (the Barking and Dagenham Admissions Team) measure all distances using SIA's geographical information system (SMART) from the centre of the child's home to the school's main gate. If you live outside the area, we will use the same system to measure distances. When children have an equal claim to a place because their measurements are the same (for example, from a block of flats), we will use a lottery system (random allocation) to offer places to children.
- 5 We cannot consider other factors not listed in the admission criteria. It is important that we are consistent in our judgement and use only the admission criteria that have been agreed.
- 6 If we discover that we have given your child a place at a school based on false or misleading information, we will withdraw the place and may take legal action.



Admission criteria for our voluntary-aided schools

St Joseph's Roman Catholic Primary School (Barking)

Admission criteria

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

St Joseph's Catholic Primary School (Dagenham)

Admission criteria

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

St Peter's Catholic Primary School

Admission criteria

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

Admission criteria for our voluntary-aided schools

St Teresa Catholic Primary School

Admission criteria

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

St Vincent's Catholic Primary School

Admission criteria

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



Admission criteria for Church of England Schools

St Margaret's Church of England Primary School

Admission criteria

The school uses a points system to help decide who to offer places to. Please make sure you follow the instructions on page 8. The table below shows how the school award points.

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

Extra points

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

Important notes:

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

William Ford Church of England Junior School

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

Admission criteria

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

Admission criteria for Church of England Schools

Important notes: for William Ford School

- 1 A looked-after child is a child who is in the care of a local authority or who is being provided with accommodation by a local authority under their social services duties. For these children, we will need a letter signed by a fully qualified social worker employed by the local authority concerned.
- 2 In the admission criteria, regularly going to church means going at least once every two weeks to either Sunday service or other midweek activities (not including those of a purely social nature) for at least two years. The parish priest or another minister needs to confirm this in writing on the supplementary information form.
- 3 Sibling means a full brother or sister, a half-brother or half-sister, a stepbrother or stepsister, or an adopted brother or sister living at the same address, or a child who has been living in the same household in a long-term foster relationship for more than one year.
- 4 The current School Admissions Code states that 'schools are required to admit children with statements of special educational need where the school concerned is named on the statement'. We process these applications first. If the school has been named in a child's statement, we must reduce the school's admission number for that particular year group by one place to make sure we can offer the child a place. We will offer the remaining places using the school's admission criteria.
- 5 The governors will consider applications equally in line with the school's admission criteria. They will not take account of the preference order that you have given the school on your application form.
- 6 If we discover we have given your child a place based on false, inaccurate or misleading information, we have the right to withdraw the place. If this happens, we will not consider their brothers and sisters under the sibling criterion. However, if we withdraw a child's place because of false, inaccurate or misleading information on their application, but they are later given a school place genuinely from the waiting list, or following a successful appeal, we will consider their brothers and sisters under the sibling criterion.
- 7 For a list of churches that are members of Churches Together in England, visit www.churches-together.net.
- 8 We (Barking and Dagenham Admissions Team) will measure all distances using SIA's geographical information system, (SMART). We will measure the distance from the centre of the child's permanent home to the main entrance of the school in a straight line (as the crow flies).
- 9 If two or more children have an equal claim to a place within any criterion, we will give priority to children who live closest to the school. If the distance for two or more children is the same (for example, because the children live in the same block of flats), we will use a lottery system (random allocation) to decide who to offer places to. This process will be independently checked. If parents have shared responsibility for caring for a child who lives with each of them for part of the week, we will use the address closest to the school for this purpose.
- 10 We cannot consider other factors not listed in the admission criteria as it is important that we are consistent in our judgment and apply the criteria fairly.
- 11 Please see pages 23 to 24 for information about appeals.
- 12 Please see page 24 for information about the waiting list.

What you need to know

What is the co-ordinated admissions system?

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

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

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

to offer your child a place at one of your preferred schools, we will give your child a place at the school which is nearest to your home with a space. You will need to contact your home borough or council if you live outside Barking and Dagenham and we cannot offer your child a school place. See page 23 for more information.

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

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

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

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

Why do you need information about my child's previous school?

We ask that you give information about your child's previous school to make sure that the process of changing schools is as smooth as possible. The more information you and your child's previous school can share with us, the more able we are to meet your child's needs.

If your child's previous school is outside London and you cannot ask them to fill in section B of the ICAF, we will contact the school on your behalf as long as you give us permission to do this. This is likely to delay your application.

The information your child's previous school provides in section B of the ICAF may mean that we may consider your application under the 'fair access protocol' process. This means, in some cases, we ask a school to go over their admission number to make sure that children we deal with under this category are shared evenly between our schools. For more information about the 'fair access protocol', please visit our website or write to us. Our contact details are on page 3.

If your child has never attended a UK school, you will not need to fill in section B of the ICAF. Instead, your child may need to have an assessment, which will be carried out by the school we offer your child a place at.

What you need to know

What does guardianship mean?

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

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

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

Do I have to prove where I live?

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

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

The Special Educational Needs Assessment and Review Team deal with applications for children with full statements and these are considered separately from other applications. If your child has a full statement of special educational needs, we will send your application to the Special Educational Needs Assessment and Review Team for processing. If you would like to talk to a member of the team, please phone 020 8227 2400.

What happens if my child has any additional needs?

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

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

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

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

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

For admission purposes we consider a 'looked-after child' to be a child who is currently in care or a child who was in care in the past but who 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 their school application with a member of Virtual School for Looked After Children, please phone 020 8227 2691.

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

What you need to know

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

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

How do I apply for a school outside the borough?

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

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

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

You will need to send us a new form if you want to make changes to your application. The new details you give us will replace those on your previous form. We will reply to you within 10 school days of receiving this new information.

How do I return the forms?

Once you have filled in all sections of the ICAF and any SIFs, the adult with parental responsibility must sign the declaration. You should then bring your forms and all the documents we ask for to either of our one-stop shops. See page 9 for more details. As we must see original documents, we can only accept postal applications that are sent by recorded delivery. We accept no responsibility for documents lost in the post. Please also see page 9 for details of how to get a receipt. If you do not provide all the information we ask for on your form, it will delay your application.

Is my information protected?

We may pass the information you give on all your forms to schools either inside or outside the borough or to other local authorities as part of the admissions procedure. We will also pass the information to the school your child finally goes to, where it will form part of the pupil database the school maintains. We will deal with your personal information in line with the Data Protection Act 1998.

Why do you need me to choose a password?

You need a password for security purposes only. The password you choose must be between 8 and 12 letters long. If you do not set a password, we cannot give you information about your application if you visit or phone us.

How are places distributed?

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

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

- For the admission criteria for infant, junior and primary places in our community schools, Dorothy Barley Juniors, George Carey, Goresbrook and Thames View Infants – see page 11.
- For the admission criteria for our community secondary schools, Dagenham Park Riverside School and Warren School. – see page 12.
- For the admission criteria for our voluntary-aided schools – see pages 13 to 19 (Catholic schools are listed first, then Church of England schools).

What you need to know

When will I know the result of my application?

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

What happens if my circumstances change?

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

What happens after you give my child a place at?

Once we have given your child a school place, we will tell the relevant school. You must then contact the school. The school will tell you the arrangements for your child starting school, and any uniform your child will need. Some schools will want to interview your child, but this is not part of the application process. It is up to you to make sure your child can start school as easily as possible. Your child should be available to start at the school within 10 school days of receiving our letter offering them a place.

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

If you have moved to Barking and Dagenham and it is not possible to offer your child a place at one of your preferred schools, we will offer your child a place at the nearest school to your home which has a place available if your child is not currently attending another school.

Your child will be expected to start that school within 10 days of our letter.

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

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

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

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

Do I have the right to appeal?

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

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

If you decide to appeal for a place at one of our schools (including all our own admission authority schools – for example Thames View Infants), please take your results letter to the one-stop shop at Barking or Dagenham and ask

What you need to know

for an appeal form. You must return your filled-in appeal form to the independent appeal panel clerk at the address printed on the front of the form.

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

Further appeals

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

Schools outside the borough

If you want to appeal for a place in a school outside Barking and Dagenham, you will need to contact the relevant admissions authority

(local authority or school) for more details about how to appeal.

Can I go on a waiting list?

Voluntary-aided schools

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

All other schools

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

We delete the waiting 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 waiting list using only the admission criteria. We do not take account of the date we received your application. If, at the end of the term, you have not received an offer from the waiting list, you

will need to write to us to ask us to put your child's name on the new waiting list for the next term. Please give your reference number, and your child's name and date of birth on any letter you send us. Or, if you prefer, you can fill in a waiting list request form, which you can get from either of our one-stop shops. If you still want your child to stay on the waiting list after July each year, you will need to fill in a new ICAF for the new academic year and you will have the opportunity for a new appeal.

Important note for primary schools with two sites

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

Options for children aged 14 and over

If you would like to apply for a place in education for your child who is 16 years old or over, please contact our secondary schools direct for a place in one of their sixth forms. Their addresses are listed on page 33 and they will be able to provide you with details such as their admission number, admission criteria and application procedures.

For other education establishments offering education and training to children aged 16 and over, please see on the next page. This information is also available on our website under the '14-19 options' link. Your child will need to meet the individual course requirements before they are allowed to enrol on their course.

You have the right to appeal to an independent appeal panel if your child has been turned down for a place at any school sixth form. We will arrange the appeal and you can get an appeal form from either of our one-stop shops (see page 9 for address details).

We recommend that you discuss your application and chosen courses with the relevant senior manager at your preferred school before deciding to appeal the school's decision. Please bear in mind that an appeal for a sixth-form place is an appeal against the decision not to admit your child to a

school, not against the decision not to allow your child to take part in a particular course. If your sixth-form appeal is successful, your child will be offered a place at the school on a course that still has spaces.

As well as the establishments on pages 26 to 27, if you would like more information about the full range of education and training options available to your child, please see the '14 - 19 options' link on our website. You can also contact our careers advice service on 020 8724 3372 or email careers.services@lbbd.gov.uk. You may also want to visit the Streetbase Advice Suite and talk to an adviser who will be able to provide you with face-to-face advice and support. See page 29 for address details.

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

University technical colleges and studio schools

University technical colleges (UTC) and studio schools are opening 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. Please see www.utcolleges.org and www.studioschoolstrust.org for more information about these types of schools.

Although we do not have any UTCs or studio schools in our area, we will co-ordinate applications for people living in our borough who want to apply for these types of schools in other local authorities. If your child was born between 1 September 2000 and 31 August 2001 you can apply now for a place at these schools to start in September 2015. You should apply online now www.barking-dagenham.gov.uk/admissions with the eAdmissions team. The closing date is 31 October 2014. If you try to apply online and your address is not available or the schools you want to apply for are not listed, you must contact us before 5pm on 31 October 2014, or your application will be late.



Useful information and services

Barking and Dagenham

The Adult College

Ripple Road site
Barking, RM9 5QA
Phone: 020 8270 4722
Email: adultcollegeenquires@lbbd.gov.uk
Website: www.lbbd.gov.uk/adultcollege

Barking College

Dagenham Road, Dagenham, RM10 7UR
Phone: 01708 770000
Website: www.barkingdagenhamcollege.ac.uk

Southern Sixth Form Consortium

This is for the Southern Consortium of Dagenham Park, Eastbury Jo Richardson and Sydney Russell Schools
Website: www.southernconsortium.org.uk

Northeast Sixth Form Consortium

This is for the Northern Consortium of All Saints, Eastbrook, Robert Clack and Warren Schools
Website: www.northeastconsortium.org.uk

Havering

Campion School

Wingletye Lane, Hornchurch, RM11 3BX
Phone: 01708 452332
Website: www.campion.havering.sch.uk

The Coopers Company and Coborn School

St Mary's Lane, Upminster, RM14 3HS
Phone: 01708 250500
Website: www.cooperscoborn.org.uk

Frances Bardsley School

Brentwood Road, Romford, RM1 2RR
Phone: 01708 447368
Website: www.lgfl.net/lgfl/leas/havering/schools/fbs

Sacred Heart Girls School

St Mary's Lane, Upminster, RM14 2QR
Phone: 01708 222660
Website: www.mary.havering.sch.uk

St Edwards C E School

London Road, Romford, RM7 9NX
Phone: 01708 730462
Website: www.steds.havering.sch.uk

Havering College of Further Education

Ardleigh Green Road, Hornchurch, RM11 2LL
Phone: 01708 455011
Website: www.havering-college.ac.uk

Havering Sixth Form College

Wingletye Lane, Hornchurch, RM11 3TB
Phone: 01708 514400
Website: www.havering-sfc.ac.uk

Newham

Newham College of Further Education

East Ham Campus, High Street South
London E6 6ER
Phone: 020 8257 400
Website: www.newham.ac.uk

Newham Sixth Form College

Prince Regent Lane, London, E13 8SG
Phone: 020 8257 4000
Website: www.newvic.ac.uk/

Stratford Campus

Welfare Road
Stratford, London, E15 4HT
Phone: 020 8257 4000
Website: www.newham.ac.uk

St Angela's and St Bonaventure's

St Georges Road, Forest Gate
London, E7 8HU
Phone: 020 8472 6022
Website: www.stangelas-ursuline.co.uk

Useful information and services

Redbridge

Beal High School

Woodford Bridge Road, Ilford, IG4 5LP
Phone: 020 8551 4954
Website: bealhigschool.org.uk

Canon Palmer Catholic High School

Aldborough Road South, Ilford, IG3 8EU
Phone: 020 8590 3808
Website: www.canonpalmer.redbridge.sch.uk

Caterham High School

Caterham Avenue, Ilford, IG5 0QW
Phone: 020 8551 4321
Website: www.caterham.redbridge.sch.uk

Chadwell Heath Foundation School

Christie Gardens, Chadwell Heath
Romford, RM6 4RS
Phone: 020 8252 5151
Website: www.chfs.org.uk

Hainault Forest High School

Harbourer Road, Hainault, Ilford, IG6 3TN
Phone: 020 8500 4266
Website: www.hainaultforest.redbridge.sch.uk

Ilford County High School

Fremantle Road, Barkingside, Ilford, IG6 2JB
Phone: 020 8551 6496
Website: www.ichs.org.uk

Ilford Ursuline High School

Morland Road, Ilford, IG1 4QS
Phone: 020 8554 1995
Website: www.ilfordursuline-high.org.uk

King Solomon High School

Forest Road, Barkingside, Ilford, IG6 3HB
Phone: 020 8554 1995
Website: www.redbridge.gov.uk

Loxford School of Science and Technology

Loxford Lane, Ilford, IG1 2UT
Phone: 020 8514 4666
Website: loxford.net

Mayfield College

Mayfield Road, Dagenham, RM8 1XS
Phone: 020 8590 5211
Website: www.redbridge.gov.uk

Seven Kings High School

Ley Street, Ilford, IG2 7BT
Phone: 020 8554 8935
Website: www.skhs.net

Trinity R C High School

Mornington Road, Woodford Green, IG8 0TP
Phone: 020 8504 3419
Website: www.trinity.redbridge.sch.uk



Useful information and services

School Attendance Service

The School Attendance Service provides advice, guidance and support to schools, parents, carers and children on how to improve school attendance. This service is also responsible for enforcing the laws on school attendance. Good school attendance is linked to good achievement. The School Attendance Service also has responsibilities regarding educating children at home (elective home education) and children who are missing from education. The School Attendance Service issues entertainment licences for children involved in entertainment, and work permits for children taking up part-time employment (before they leave compulsory education).

Address: 5th Floor, Roycraft House, 15 Linton Road, Barking, Essex, IG11 8HE
Phone: 020 8227 2711
Fax: 020 8227 3104
Email: accessattendance@lbbd.gov.uk

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 things such as exclusion from school, bullying, special educational needs and school admission appeals. Their advice line is open from 10am to 1pm, Monday to Wednesday (term-time only).

General advice line: 0300 0115 142
Website: www.ace-ed.org.uk

Child Benefit Agency

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

Address: Child Benefit Office, PO Box 1, Newcastle-upon-Tyne, NE88 1AA
Phone: 0300 200 3100
Email: child.benefit@ir.gjs.gov.uk
Website: www.gov.uk/contact-child-benefit-office

Choice advice from the Family Information Service (FIS)

Starting school for the first time and moving from primary to secondary school can be the most difficult times for families and children. The choice adviser is independent of us 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 school place; and
- find out information on your behalf and explain how the procedures affect your 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 you 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 from birth to 19.

Address: Room 112, Town Hall, Barking, Essex, IG11 7LU
Phone: 020 8227 5395
Email: fis@lbbd.gov.uk
Websites:
www.barking-dagenham.gov.uk/choiceadvice
www.childcarelink.gov.uk

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: Revenue Services, 90 Stour Road, Dagenham, Essex, RM10 7JD
Phone: 020 8227 2926
Email: ctax@lbbd.gov.uk
Website: www.barking-dagenham.gov.uk

Department for Education (DfE)

You can get useful information, such as performance tables and information on the curriculum, on their website.
Phone: 0870 000 2288
Fax: 01928 794248
Website: www.gov.uk/df

Useful information and services

Eaststreet (information shop for young people)

Eaststreet offers valuable advice, information and support for people in the borough aged 13 to 25.

Address: 20 East Street, Barking, IG11 8EU

Phone: 020 8270 4646

Education and training opportunities after the age of 14

There have been changes in the law which mean that year-7 pupils starting school in September 2014 must stay in education or training until they are 18.

For information, applications and appeals about further education in school sixth forms or colleges, apprenticeships, or employment with training, please contact our 14 -19 Careers Advice Service. Phone or visit for an appointment.

The Advice Suite:

The Barking and Dagenham Foyer,
50 Wakering Road, Barking, IG11 8NG.

Open Monday to Friday from 9.30am to 5pm

Phone: 020 8724 3372

Website: www.lbbd.gov.uk/childrenandyoungpeople/pages/connexions.aspx

Housing Benefit Service

The service provides free school meals and clothing grants for children who live in Barking and Dagenham.
Phone: 020 8227 2970

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

Clothing allowance – Families who receive benefits such as Income Support, Jobseeker's Allowance or Child Tax Credit, or who are on a low income, may be entitled to a clothing allowance. We provide clothing allowances for school children in reception 3, 5, 7, 8 and 9.

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 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 loans books and audio-visual material to schools.

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

Rush Green Library – 181 Dagenham Road,
Romford, Essex, RM7 0TL

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 are independent. To see the most recent report of a school's inspection, please visit Ofsted's website.

Website: www.ofsted.gov.uk.

Useful information and services

Parents in Partnership Service

If your child has special educational needs, you can 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 of us.

Address: 129 Rose Lane, Marks Gate,
Chadwell Heath, Essex, RM6 5NR
Phone: 020 8590 6544

Special Educational Needs Assessment and Review Team (SENART)

This 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 SENART. They also provide advice to parents, school staff and other professionals within the assessment and review process. Each pupil being assessed and each student who has a statement of special educational needs is allocated a named officer from this team. You can contact the team by phoning our duty line on 020 8227 2400, or you can write to:

SENART
Level 5
Roycraft House
15 Linton Road
Barking
Essex
IG11 8HE.

Virtual School for Looked After Children

The Virtual School for Looked After Children 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, well-being and life chances for all children in care.

If you need any information or help, please contact the Virtual School for Looked After Children. Contact details below.

Address: 5th Floor, Roycraft House, 15 Linton Road,
Barking, Essex, IG11 8HE
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 8270 6027



Other London authorities' school admissions sections

London Borough of Barking and Dagenham Admissions

Town Hall, Barking, Essex, IG11 7LU

Phone: 020 8215 3004

London Borough of Barnet Admissions

1st Floor, Building 4,
North London Business Park,
Oakleigh Road South, N11 1NP

Phone: 020 8359 7651

Bexley Council Admissions

Directorate of Education and Community
Services, Bexley Council, Hill View Drive,
Welling, DA16 3RY

Phone: 020 8303 7777 extension 4488

Brent Education Authority

Chesterfield House, 9 Park Lane,
Wembley, HA9 7RW

Phone: 020 8937 3029

London Borough of Bromley School Admissions

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

Phone: 020 8313 4044

Camden Education Authority

Crowndale Centre, 218-220 Eversholt
Street, London, NW1 1BD

Phone: 020 7974 1625

Corporation of London Education Service

Guildhall, London, EC2P 2EJ

Phone: 020 7332 1627

Croydon Council Education Department

Taberner House, Park Lane,
Croydon, CR9 1TP

Phone: 020 8760 5453

Ealing Council Admissions

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

Phone: 020 8825 5151

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

Hammersmith Town Hall, King Street,
London, W6 9JU

Phone: 020 8753 3643

Haringey Education Authority

48 Station Road, Wood Green,
London, N22 7TR

Phone: 020 8489 3162/3974

Harrow Council Admissions

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

Phone: 020 8424 1680

London Borough of Havering Education Service

9th Floor, Mercury House,
Mercury Gardens, Romford, RM1 3SL

Phone: 01708 434 600

London Borough of Hillingdon Admissions

Civic Centre 4E/05, Uxbridge,
Middlesex, UB8 1UW

Phone: 01895 277205

London Borough of Hounslow Admissions

LLCS Civic Centre, Lampton Road,
Hounslow, TW3 4DN

Phone: 020 8583 2649

London Borough of Islington School Admissions Section

2nd Floor, 222 Upper Street,
London, N1 1XR

Phone: 020 7527 5515

Royal Borough of Kensington and Chelsea

Isaac Newton Centre,
108A Lancaster Road,
London, W11 1QS

Phone: 020 7598 4868

Royal Borough of Kingston upon Thames Admissions

Guildhall 2, Kingston upon Thames,
Surrey, KT1 1EU

Phone: 020 8547 4610

London Borough of Lambeth Admissions

5th Floor, International House,
Canterbury Crescent, SW9 7QE

Phone: 020 7926 9827

London Borough of Lewisham Admissions

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

Phone: 0208 314 6212

London Borough of Merton

10th Floor, Civic Centre,
London Road, Morden, SM4 5DX

Phone: 020 8545 3262

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 3139

London Borough of Richmond upon Thames Admissions

Regal House, First Floor,
London Road, Twickenham, TW1 3QB

Phone: 020 8891 7514

London Borough of Southwark

John Smith House, 144-152 Walworth
Road, London, SE17 1JL

Phone: 020 7525 2910

London Borough of Sutton Admissions

The Grove, Carshalton, Surrey, SM5 3AL

Phone: 020 8770 6652

Tower Hamlets Education Authority

Mulberry Place, Clove Crescent,
London, E14 2BG

Phone: 020 7364 4306

London Borough of Waltham Forest School Admissions Service

Silver Birch House, Uplands Business
Park, Blackhorse Lane, London, E17 5SD

Phone: 0845 200 1551

Wandsworth Council Admissions

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

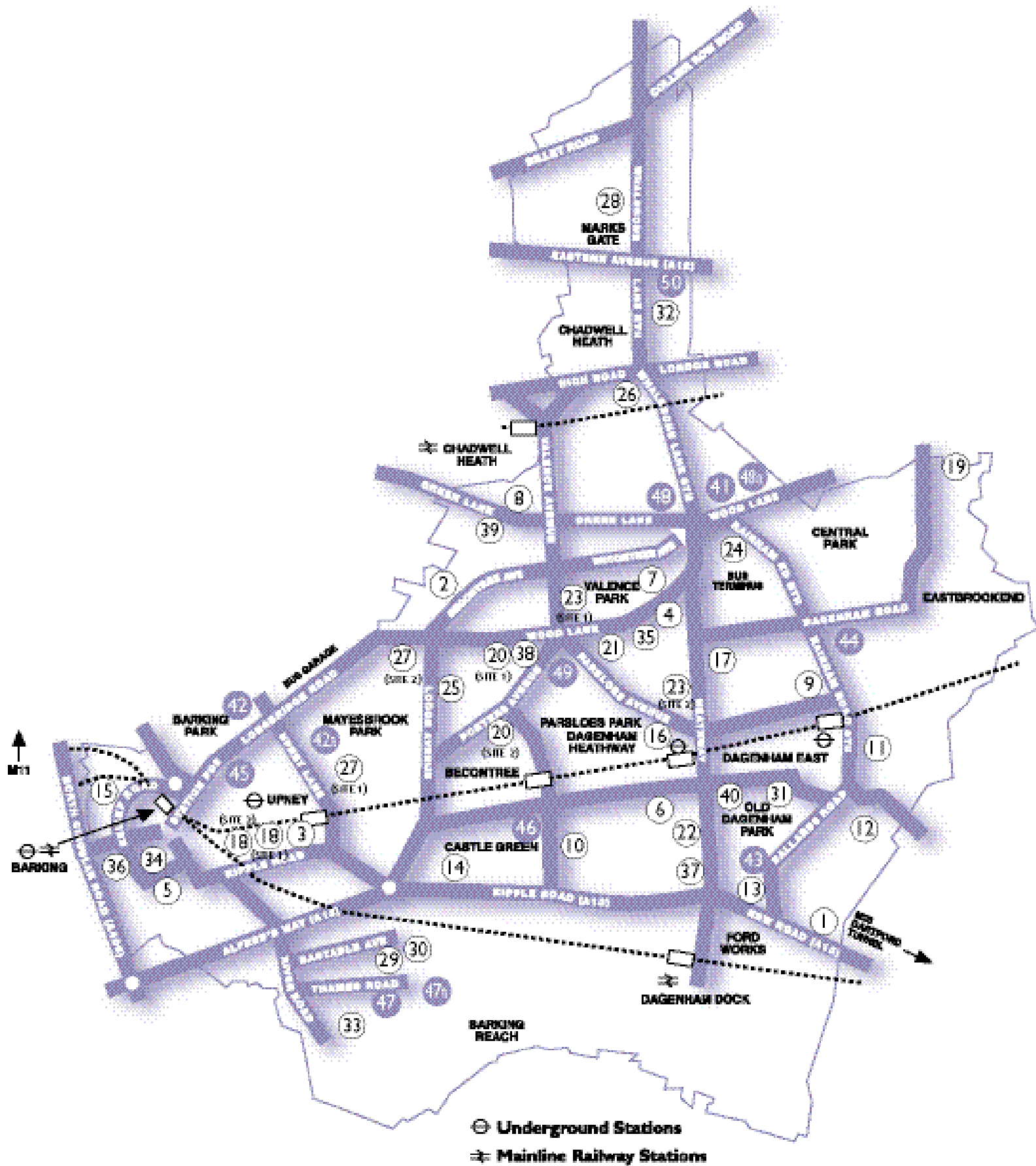
Phone: 020 8871 8028

Westminster Education Authority

City Hall, 64 Victoria Street,
London, SW1E 6QP

Phone: 020 7641 1816
or 020 7641 1817

Map of our schools



Schools' details

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

Map number	School name
All-through school (for children aged 4 to 19)	
51	Goresbrook School, Ripple Road, Dagenham, Essex, RM9 6XW (The school will be built on the former site for the Goresbrook Leisure Centre. For 2014/2015 school year, the school will only accept applications for reception aged children born between 01.09.2009 to 31.08.10)

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

Faith Schools Primary schools (ages 4 to 11)	
F33	George Carey CofE Primary, Minter Road, Barking IG11 0FJ
F34	St Joseph's Catholic Primary – Barking The Broadway, Barking, IG11 7AR
F35	St Joseph's Catholic Primary – Dagenham Connor Road, Dagenham, RM9 5UL
F36	St Margarets C of E Primary, North Street, Barking, IG11 8AS
F37	St Peter's Catholic Primary, Goresbrook Road, Dagenham, RM9 6UU
F38	St Teresa Catholic Primary, Bowes Road, Dagenham, RM8 2XJ
F39	St Vincent's Catholic Primary, Burnside Road, Dagenham, RM8 2JN
Junior schools (ages 7 to 11)	
F40	William Ford C of E Junior, Ford Road, Dagenham, RM10 9JS

Map number	School name
Secondary Schools	
F41	All Saints Catholic School, Terling Road, Dagenham, RM8 1JT
42	Barking Abbey School, Longbridge Road, Barking, IG11 8UF - lower site
42a	Barking Abbey School, Sandringham Road, Barking, IG11 9AG - upper site
43	Dagenham Park Church of England School, School Road, Dagenham, RM10 9QH
44	Eastbrook Comprehensive School, Dagenham Road, Dagenham, RM10 7UR
45	Eastbury Comprehensive School, Hulse Avenue, Barking, IG11 9UW
46	Jo Richardson Community School, Castle Green, Gale Street, Dagenham, RM9 4UN
47	Riverside School, Thames Road, Barking, Essex, IG11 0HH - temporary site
47a	Permanent site due to open September 2016: East of Renwick Road
48	Robert Clack School of Science, Green Lane, Dagenham, RM8 1AL - lower site
48a	Robert Clack School of Science, Gosfield Road, Dagenham, RM8 1JU - upper site
49	The Sydney Russell Comprehensive School, Parsloes Avenue, Dagenham, RM9 5QT
50	The Warren School, Whalebone Lane North, Chadwell Heath, RM6 6SB

Glossary – definitions of the words used in this booklet

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



Checklist



Please read the checklist below before you return your form.

- Read the admissions process on pages 4 to 24 in this booklet.
- Fill in and return our 'In-year common application form' (ICAF).
 - You (the child's parent or carer) must fill in section A.
 - Your child's previous or current UK school should fill in section B.
- You need one form for each child.
- Bring original documents (see page 7) to our one-stop shop to show:
 - proof of the child's ID;
 - proof of your child's address; and
 - proof of your address.
- Bring all other forms and documents we ask for. This may be proof that your child is or was in the care of a local authority (page 21), or proof that you are the child's guardian (page 21).
- Fill in any supplementary information forms (SIF) or priest reference forms (PRF) or both if you are applying for a voluntary-aided school and give the school the documents they have asked for. There are different forms for our Catholic and Church of England schools.

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

London Borough of Barking and Dagenham
Phone. 020 8215 3000

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

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

You must not copy this document without our permission. © 2013 London Borough of Barking and Dagenham.

Publication reference number: MC5629
Date: September 2014



**INVESTORS
IN PEOPLE**

