

## A quick guide to the in-year admissions process

### Introduction

This leaflet is a quick guide for those who need to apply for an in-year school place. The in-year admissions process is for parents who have just moved into the borough and need to apply for a school place for their child during the school year or for parents who want to transfer their child from one school to another. Full details of this process is published in our e-booklet 'Finding a school place – Issue 1'.

There is a different process for dealing with applications for children with special needs or those aged 16 to 19. If your child has an EHC plan you must contact the EHC Team. If your child is aged 16 to 19 they must receive education, employment or training, and the 16 to 19 Careers Advice Service will deal with your request.

By law, children aged between five and 16 must receive an education. This means that your child must continue to go to their current school while we (the School Admissions Team) deal with your request for a school place.

All Barking and Dagenham schools take part in a co-ordinated admissions scheme. This means that you should list all the schools in Barking and Dagenham that you want to apply for online using our in-year hub (see our website) ranking them in the order you prefer. We will only offer your child one school place and, where possible, this will be the highest-ranked school on your list. **If you want to apply for a school outside the borough, you will need to contact that borough and follow their application process. We will process your form within 10 school days of receiving it, so school holidays are not included in our processing time.**

- If there are spaces at the schools you have asked for, we will give your child a place at the school ranked the highest on your application. We expect your child to start school within 10 school days of our offer.
- If we cannot offer your child a place at your preferred school, we will automatically put their name on the interest list for the schools listed higher on your application form than the school we have offered your child a place at.

- We automatically create a new interest list at the beginning of each term. You will need to fill in our online interest list form to put your child's name on the new term's interest list. Our faith schools will put your child's name on their interest list for a school year. At the end of each school year, you will need to fill in a new application online if you still have not been offered a place from the interest list at any of your preferred schools.
- You have the right to appeal for the schools you listed on your application that we do not offer you a place at. If you decide to appeal for a place at these schools (including our faith schools), please fill in our online appeal form or download and fill in the paper appeal form.

### Contact details for neighbouring local authorities

#### Essex County Council:

County Hall, Market Road, Chelmsford CM1 1QH

Phone: 0345 603 2200

Email: [admissions@essex.gov.uk](mailto:admissions@essex.gov.uk)

#### London Borough of Havering:

Town Hall, Main Road, Romford, Essex RM1 3BD

Phone: 01708 434 600

Email: [schooladmissions@haverling.gov.uk](mailto:schooladmissions@haverling.gov.uk)

#### London Borough of Newham:

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

Phone: 020 8430 2000

Email: [pupil.services@newham.gov.uk](mailto:pupil.services@newham.gov.uk)

#### London Borough of Redbridge:

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

Phone: 020 8708 3139

Email: [admissions@redbridge.gov.uk](mailto:admissions@redbridge.gov.uk)

## What you need to do

There are three 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 three stages. For all other schools, please do not follow stage three.

# 1

Fill in your application online through our in-year hub (see last page of this guide for the website address). The 'fair access' information we ask for on your application is important as it could help us decide if your child can be considered under our 'fair access protocol' (see our website for more details).

# 2

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

# 3

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

Make sure you read and follow the application process for faith schools, which is listed in our e-booklet 'Finding a school place – Issue 1'. Send the relevant forms and documents direct to the relevant faith schools.

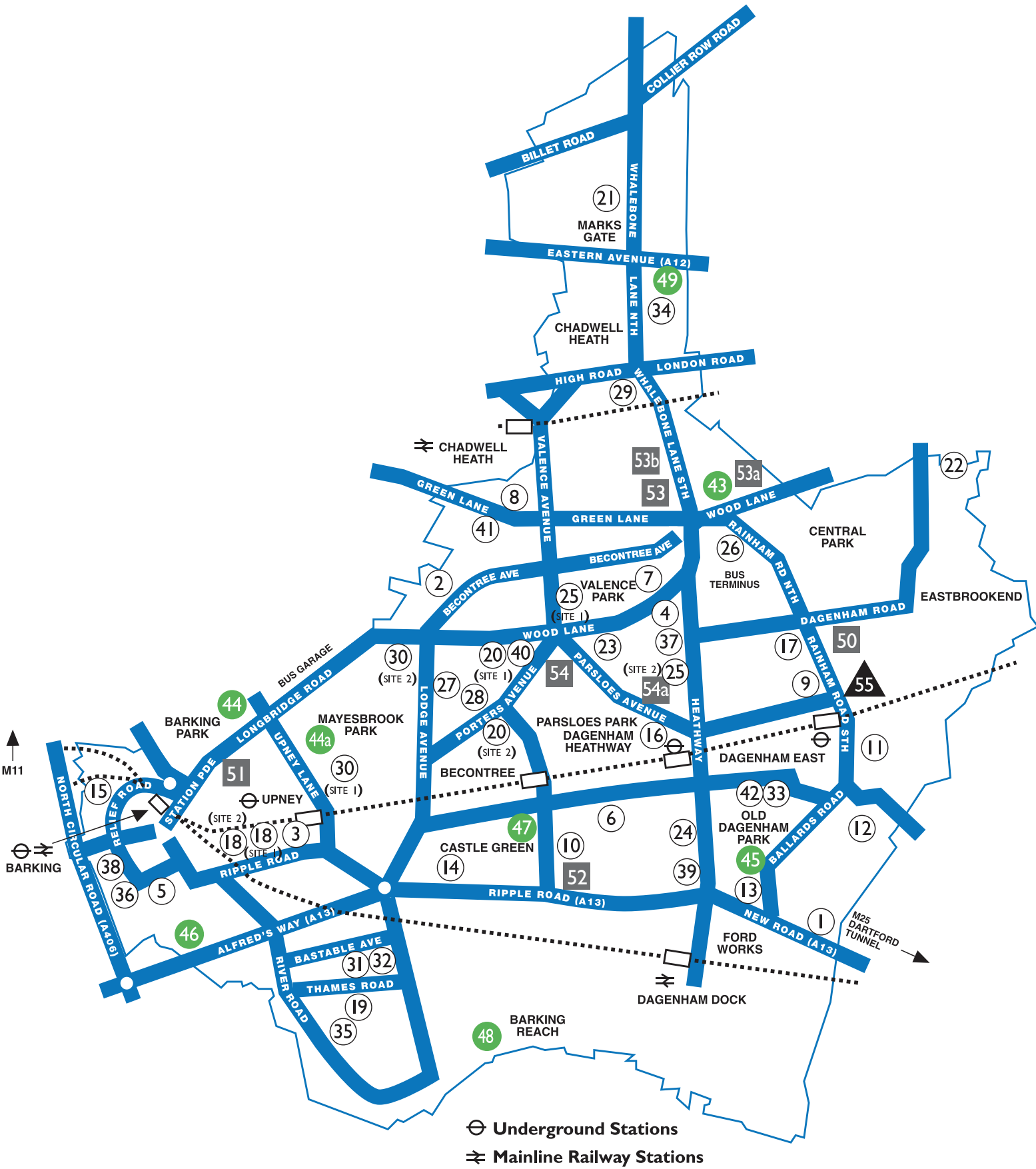
## Application details

Use the space below to record the email address and passwords you have used to make your application. Your application is only valid once you have pressed the 'Submit application' button at the end of the 'Check & submit' page.

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

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

# Map of our schools



# Schools' details

Map number	School name
<input type="radio"/> 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 - <b>Site 1</b> <b>Ripple Primary School, Westbury site, Barking, IG11 7PT - Site 2</b>
19	Riverside Primary School, 40 Thames Road, Barking, IG11 0HZ
20	Roding Primary, Hewett Road, Dagenham, RM8 2XS - <b>Site 1</b> Roding Primary, Cannington Road, Dagenham, RM9 4BL - <b>Site 2</b>
21	Rose Lane Primary, Rose Lane, Chadwell Heath, RM6 5NJ
22	Rush Green Primary, Dagenham Road, Romford, RM7 0TL
23	Southwood Primary, Keppel Road, Dagenham, RM9 5LT
24	Thomas Arnold Primary, Rowdowns Road, Dagenham, RM9 6NH
25	Valence Primary, Bonham Road, Dagenham, RM8 3AR - <b>Site 1</b> Valence Primary, St Georges Road, Dagenham, RM8 5AH - <b>Site 2</b>
26	William Bellamy Primary, Frizlands Lane, Dagenham, RM10 7HX

Map number	School name
<input type="radio"/> Infant schools (ages 4 to 7) and junior schools (ages 7 to 11)	
27	Dorothy Barley Infant, Davington Road, Dagenham, RM8 2LL
28	Dorothy Barley Junior, Ivinghoe Road, Dagenham, RM8 2NB
29	Furze Infant, Bennett Road, Chadwell Heath, RM6 6ES
30	Manor Primary School (Infants only), Sandringham Road, Barking, IG11 9AG - <b>Site 1</b> Manor Primary School, Longbridge Road, Dagenham, RM8 2FL - <b>Site 2</b> Manor Junior, Sandringham Road, Barking, IG11 9AG
31	Thames View Infants, Bastable Avenue, Barking, IG11 0LG
32	Thames View Junior, Bastable Avenue, Barking, IG11 0LG
33	Village Infant, Ford Road, Dagenham, RM10 9JS
34	Warren Junior, Gordon Road, Chadwell Heath, RM6 6DA

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

Map number	School name
<input type="radio"/> Faith Junior schools (ages 7 to 11)	
F42	William Ford C of E Junior, Ford Road, Dagenham, RM10 9JS

Map number	School name
<input checked="" type="radio"/> Secondary schools (ages 11 to 19)	
F43	All Saints Catholic School, Terling Road, Dagenham, RM8 1JT
44	Barking Abbey School, Longbridge Road, Barking, IG11 8UF
44a	Barking Abbey School, Sandringham Road, Barking, IG11 9AG
45	Dagenham Park Church of England School, School Road, Dagenham, RM10 9QH
46	Greatfields School, St Mary's, Barking, IG11 7TD
47	Jo Richardson Community School, Castle Green, Gale Street, Dagenham, RM9 4UN
48	Riverside School, Renwick Road, Barking, IG11 0FU
49	The Warren School, Whalebone Lane North, Chadwell Heath, RM6 6SB

Map number	School name
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<input checked="" type="checkbox"/> All-through schools (ages 4 to 19) These schools are not open for all year groups yet. Please ask our staff for more details.	
50	Eastbrook School, Dagenham Road, Dagenham, RM10 7UR
51	Eastbury Community School, Hulse Avenue, Barking, IG11 9UW
52	Goresbrook school, Ripple Road, Dagenham, RM9 6XW
53	Robert Clack School, Green Lane, Dagenham, RM8 1AL ( <b>Secondary</b> )
53a	Robert Clack School, Gosfield Road, Dagenham, RM8 1JU ( <b>Secondary</b> )
53b	Robert Clack School, Lymington Fields Site, Dagenham, RM8 1FL ( <b>Primary</b> )
54	Sydney Russell School, Parsloes Avenue, Dagenham, RM9 5QT ( <b>Secondary</b> )
54a	Sydney Russell School, Fanshawe Avenue, Dagenham, RM9 5QA ( <b>Primary</b> )

Map number	School name
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<input checked="" type="checkbox"/> Technical and training schools (ages 14 to 19)	
55	Elutec - East London University Technical College, Rainham Road South, Dagenham, RM10 7XS

# Important information

## Proof of address and identity

You will need to provide original documents to prove your child's identity (including their legal name and date of birth), and your and your child's address. This is because all offers are conditional and the school must confirm the information on your application form before they become definite offers. We need to see one document from each of the three lists below, and the school we offer will check the information you provide.

### 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 or any other current medical letter issued by the NHS or your GP within the last three months
- Your child's Immigration and Nationality Directorate (IND) card (issued by the Home Office with your child's photo attached)

### 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 within 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
- Your driving licence.

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

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.

## Guardianship

If a child is not living with their natural parents and you are looking after the child, we need to see written evidence that you are the legal guardian and have parental responsibility for that child. Evidence includes a will or a court order or 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 your application to social services while we process your form.

## Siblings (brother or sister)

It is rare that we are able to offer siblings (brothers and sisters) places in the same school at the same time. This is because schools are unlikely to have a free space in each of the year groups that your children

need. When you apply for an in-year place, most of our schools are already full with children who have been attending the school since the beginning. Places only become available when children leave and we do not know when, in what year group and at which school this will happen. If we can't give places at the same school for your children, please contact us to discuss whether we can offer another school (which you have not asked for) that can keep all your children together.

## Year 6 places at our all-through schools

If you are given a Year-6 place at an all-through school between the months of November to July, your child will not automatically move to the secondary phase of the school. If you would like your child to attend the secondary phase of the same school, you must apply using the process set out in the e-booklet 'Moving to secondary school', which is available on our website. Please also read the section about late applications, as any application you make between these months will be after the national closing date (31 October). We will send you the results of your application for a Year-7 school place after 'national offer day' (1 March).

## Faith schools

If you apply under their faith criteria, all our faith schools (except for Dagenham Park and George Carey) will need you to fill in the supplementary information form for their school to show your commitment to your faith. Please read your preferred school's admission criteria and procedure before you apply. This information is available on our website and the e-booklet 'Finding a school place - Issue 1a'.

**A Church of England schools** – If you are applying under the school's 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 primary schools** – All Catholic primary schools use the same SIF form, and you will need to fill in one form for each child for each of these schools. If you want your child to be recognised for faith, social, medical or pastoral reasons, you should send the relevant schools a SIF. If you want to be recognised as a Catholic or as being baptised, the school will also need to see a photocopy of your child's baptism certificate (or certificate of reception into the Catholic Church). If you want to be recognised as a practising Catholic, your local priest must also provide you with a CCP form. Please see the CCP section below before you apply. The CCP is available from Catholic schools and Catholic churches.

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

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

**B** You will also need to give the following documents to any of our primary or junior faith schools that you are applying to:

- your child's birth certificate;
- proof of your and your child's address as listed below; and
- your child's baptism certificate (not necessary for applications to St Margaret's or William Ford school).



**Please read the checklist below before you return your form.**



- Read the 'In-year admission process' in the e-booklet 'Finding a school place – Issue 1a' which is available on our website.
- Fill in and submit your in-year common application form online using our in-year hub.
- Send us all other relevant forms and documents we ask for. This may be proof that you are the child's guardian, proof of address or proof that your child is or was in the care of a local authority (please see 'important notes' for more details).
- Fill in and return the the extra documents or forms if you are applying for a place at our faith schools. Give all the documents you are asked for on the forms direct to the schools.



- Your application will be delayed if you do not provide all the information or proof we ask you for.
- We expect your child to start school within 10 school days of our offer.
- If any of the details about you or your child change, please tell us immediately by email. Please give your child's name and date of birth (and your reference number if you have one) on any information you send us. You can send us information securely by uploading items at the web-address [www.lbbd.gov.uk/send-us-copies-of-your-documents](http://www.lbbd.gov.uk/send-us-copies-of-your-documents).
- If we can prove that we have offered your child a place based on false, misleading or inaccurate information, we will withdraw the place.



## How to contact us

### Website

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

You can use webchat to communicate with us through our website. (Webchat is where you type a question to us in a box that appears on the screen and we send you a typed response.)

### By phone

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

### By email

[admissions@lbbd.gov.uk](mailto:admissions@lbbd.gov.uk)

### Using our online self-service system

To securely send us any paper documents we have to see, upload these items at the web-address [www.lbbd.gov.uk/send-us-copies-of-your-documents](http://www.lbbd.gov.uk/send-us-copies-of-your-documents)

