

(BARKING AND DAGENHAM SCHOOLS FORUM)

(Tuesday 25 June 2013)

Title: Admissions (re buy-back / responsibilities)	
Report of: CORPORATE DIRECTOR	
Open	For Information
Wards Affected: All	Key Decision: No
Report Author: Bal Gill, Strategic Manager Admissions, Exclusions and School Placements	Contact Details: Tel: 020 8227 2293 E-mail: bal.gill@lbbd.gov.uk
Accountable Divisional Director: Jane Hargreaves – Divisional Director (Education)	
Accountable Director: Helen Jenner – Corporate Director (Children’s Services)	
<p>Admissions Team</p> <ul style="list-style-type: none">• Receive manual application forms for in year /transfers & cohort pupils• Receive automated bulk applications for Primary & Secondary Cohort admissions• Receive manual applications for year 2-3 Cohort• Process the applications and allocate a school place• Write to parents to notify school place within 10 working days• Collect vacancies on weekly basis from all schools for all year groups• Produce report to the schools on children being allocated• Prepare appeals statements• Present appeal cases on behalf of school• Investigate Fair Access Children• Present Fair Access cases at Education Placement Panel• Liaise with schools on Fair Access children• Organise and update Primary/Secondary and in year booklets• Advertise Cohort admissions – maintain website• Maintain statistical data for DfE returns	

Schools Responsibility

- Provide vacancy figures on a weekly basis
- Inform the Admissions Team of those children who have started at the school
- Chase up the parents if they have not taken up the offer of placement and then refer to their Attendance Officer
- Ensure that the appeal statement is accurate regarding the way the classes are organised and building space
- Provide the monthly mobility returns regarding the children admitted, absence and children who have left. This data is shared with the Children Missing Education Officer
- Liaise with Admissions regarding requests for Fair Access Cases
- Liaise with Admissions regarding wording and photos for cohort booklets