



## **Admission Arrangements for entry in the academic year 2024-2025**

**All Saints (Voluntary Aided) Catholic School**  
Terling Road, Dagenham, Essex, RM8 1JT

This document lists admission arrangements for the normal admission round (cohort admissions) and In-year admission round for All Saints Voluntary Aided Catholic School. The relevant cohorts include admission to Year 7 classes. In-year admissions relates to year groups 8 to 13.

Page 2 to 10      Cohort admissions arrangements

Page 11 to 15      In year admissions arrangements

### The admissions scheme we use

Our school participates within the London Borough of Barking and Dagenham's (LBBD) co-ordinated admissions scheme. This scheme called the Pan-London Coordinated Admissions scheme, includes all admission authorities within the 33 London Local Authorities and five local authorities that border London. The scheme was established in 2005 to co-ordinate Year 6 admissions to Year 7 places at secondary schools. The system is a voluntary extension of the legal requirement that all Councils co-ordinate admissions to schools within their area. The scheme aims to simplify the application process for parents and increase the number of pupils who receive an offer from one of their preferred schools. The co-ordinated process for this admission round begins on 1 September 2023 and ends on 31 August 2024 and we adhere to timetable below.

### Pan-London Coordinated Admissions scheme Timetable

<b>31 Oct 2023</b>	Deadline for receipt of our supplementary information form.
<b>31 Oct 2023</b>	Statutory deadline for receipt of applications (closing date)
<b>14 Nov 2023</b>	Deadline for the transfer of application information by the Home LA to the PLR (Pan-London Register) (ADT file)
<b>12 Dec 2023</b>	Deadline for receipt of late applications considered as "on-time" by parents to Home LA
<b>14 Dec 2023</b>	Deadline for the upload of late applications to the PLR
<b>15 Dec 2023 to 2 Jan 2024</b>	Checking of application data
<b>29 Jan 2024</b>	Deadline for the transfer of potential offer information from Maintaining LAs to the PLR (ALT file).
<b>9 Feb 2024</b>	Final ALT file to PLR
<b>14 – 23 Feb 2024</b>	Offer data sent from LA to school for checking
<b>26 Feb 2024</b>	Deadline for on-line ALT file to portal
<b>1 Mar 2024</b>	National offer day for on-time applicants
<b>15 Mar 2024</b>	Deadline for receipt of acceptances
<b>22 Mar 2024</b>	Deadline for transfer of acceptances to maintaining LAs

## Numbers of children admitted to the school

240 pupils will be admitted into year 7 classes at this school during this academic year.

### How to apply for a school place

Our school will publish information about how to apply for school places on our website as well as literature provided by LBBD. The Local Authority (LA) will take all reasonable steps to ensure that every parent or carer who is resident in Barking & Dagenham and has a child in the relevant age group receives guidance information on how to apply for a year seven school place. In addition to a 4 page guide, they electronically publish a copy of their admissions booklet 'Moving to Secondary School' on their website from 1 September annually. The four-page guide will be issued to all parents and carers of children in the borough's junior and primary schools.

Parents or carers must apply to their home borough using their common application form for a place at our school. Parents or carers living in LBBD should apply for a school place by using an online Common Application Form (CAF) at [www.eadmissions.org.uk](http://www.eadmissions.org.uk); links are also available on LBBD's main admissions page [www.barking-dagenham.gov.uk/admissions](http://www.barking-dagenham.gov.uk/admissions).

The online system is hosted by London Grid for Learning (LGFL) and is financed through the LAs participating within the Pan London Co-ordinated Admissions Scheme.

Parents or carers will be able to express up to six preferred schools that they wish their child to be considered for and rank them in order of preference. Parents must include all state-maintained schools or academies within the UK.

### Supplementary Information form (SIF)

If a parent is applying for a place at our school under our faith criteria, they will need to complete a SIF form for each child they are applying for as well as naming our school on their CAF. Once completed, you will need to return the SIF direct to our school office by the closing date.

If you want to be considered a **practising Catholic**, you must also fill in section A of the **certificate of Catholic practice** (CCP) and take it to the priest at the church where you normally worship. Make sure you give your priest this form in plenty of time so that he can add his reference in section B and return it to the relevant school by the closing date. You can get this form from our school or download a copy form either the school's or LBBD's website from 1 September. If you want to be considered a practising Catholic, please send your completed SIF with a photocopy your child's baptismal certificate (or certificate of reception into the Catholic Church); direct to our school.

LA's Admissions Teams are not responsible and will not accept SIF's or CCP on behalf of parents for our school. Our governing body is the admissions authority and we will rank each application according to our admission criteria based on the

information and documents provided by the parent or carer. SIFs and CCP are not valid unless a CAF is also completed for the child.

## **How we use preferences**

We process all applications using the equal preference model. Under this model we consider each preference as if it were the only preference as we do not know where you have ranked our school on your CAF. The LBBB School Admissions Team will send us core information about your application form. We will combine this data with the information provided on the SIF and CCP (if applicable) you sent us. We then rank all applicants in accordance with our published oversubscription criteria and advise the ranking order of all applicants to the LBBB School Admissions Team.

All preferences and potential offers are collated and parents then receive an offer from their home LA at the school ranked highest where a place is available. For on-time applications, offers will be made on national offer day.

## **Transfer of data**

All data will be transferred by the dates specified on page two. The last date for the upload to the PLR of late applications which are considered to be on-time within the terms of the home LAs scheme is **12 December 2023**. Thereafter, data received for late applications will be processed by the school governors when a place becomes available. Data will be transferred using the current IT systems used between LBBB and its schools.

## **Late Applications**

Barking & Dagenham residents will be able to apply online after the closing date of **31 October 2023**. We will accept late applications for consideration in the first round of offers for exceptional circumstances only when details and evidence are provided. Each case will be considered on its own individual circumstances and a decision will be made by the Admissions Panel. Examples of what will be considered as a valid reason include: if a single parent has been seriously ill for some time, or a family has been dealing with the death of a close relative or a family has just moved into the area after submitting an on-time application in their previous area. Proof will be required in all cases.

Other than the cases listed above, applications for places received after the closing date will be considered after all on-time applications have been processed. It is therefore crucial for parents or carers to adhere to the deadline to stand a realistic chance of any of their preferences being met.

## **Children with statements of special educational need/ Education Health Care plans**

The 2021 School Admissions Code states 'schools are required to admit children with statements of special educational need/Education Health Care Plans (EHC) where the school concerned is named on the statement'. As a result, our school will work with LA Special Educational Needs departments. Where mutually agreed we

will first allocate places to children who have statement of special educational needs that name our school. The remaining places from the schools published admission number (PAN) are offered in accordance with our published admission criteria.

### **Equality Act 2010**

An admission authority must ensure that their admission arrangements do not discriminate on the grounds of disability; gender reassignment; pregnancy and maternity; race; religion or belief; sex; or sexual orientation, against a person in the arrangements and decisions it makes as to who is offered admission as a pupil. The oversubscription criteria applied by our school is non- discriminatory.

### **Our Admissions criteria**

All Saints Catholic School and Technology College is a voluntary aided, Catholic Comprehensive School for boys and girls ages 11 to 18. The school is run by the Diocese of Brentwood. The main aim and purpose of our school is to support the academic, spiritual and moral education of practising Catholic children. These criteria are written to give priority to Catholic children and greater priority to practising Catholic children. When the number of applications exceeds the number of places the governing body apply the criteria below in numerical order for deciding which applications to accept.

1. Catholic looked-after and previously looked-after children.
2. Catholic children with a certificate of Catholic practice.
3. Other Catholic children.
4. Other looked-after and previously looked-after children.
5. Children whose parent will work at All Saints Catholic School on the date they are enrolled at the school.
6. Any other children.

### **Important notes**

- 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
1. In the case of children who are or were in the care of a local authority, parents or carers will need to provide a letter signed by a fully qualified social worker employed by that local authority. A Looked After Child defined by Section 22 of the Children Act 1989, is a child who is in the care of a local authority or provided with accommodation by a local authority. Children previously Looked

After in the care of the local authority are children who were looked after but ceased to be so because they were adopted or subject to child arrangement order or special guardianship orders immediately following having been looked after. A 'looked-after child' also includes a child who was in state care with a care agency outside England and was immediately adopted.

- 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.
- If two or more children have an equal claim to a place in any one category, we will give priority to children who live closest to the school, measured in kilometres in a straight line (as the crow flies). We (the Barking and Dagenham Admissions Team) measure all distances using ESRI's geographical information system from the centre of the child's home to the school's main gate. 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.
- The CCP is a form from the diocese and is not governed by the admissions code, the local authority, the adjudicator or the ombudsman.
- We cannot consider other factors not listed in the criteria. The governing body makes sure its decisions are consistent by using only the criteria listed above (which have been agreed following the consultation period).
- 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.

## **Home Address**

The local authority where you live will check addresses to prevent fraudulent applications. Your home LA will need to see original copies to confirm your child's identity and your and your child's address as listed on the CAF. For parents living in LBBD, they must submit one original document (no photocopies) from each of the three lists (A, B and C) below with their CAF if:

- your child's address on the application form is different from the address your child's Barking and Dagenham primary or junior school has on their records (as of 9 July 2023); or
- your child goes to a primary or junior school outside the borough.

In either of these cases, LBBD School Admission Team will need to see one document from each of the three document lists below.

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

- Her Majesty's Revenue & Customs (HMRC) documents such as a letter showing entitlement Child Benefit, Working Tax Credit or Child Tax Credit

- The child's medical registration card
- The child's Immigration and Nationality Directorate IND card (issued by the Home Office with photo attached)
- Home Office paperwork (including child's name and date of birth)

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

- Current Council Tax bill
- Current Council Tax Benefit letter or notice
- Solicitor's letter showing the completion details if the house has just been bought. The letter must be dated within the last three months

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

- Parent's utility bill (gas, electricity or water) from the last three months. We will not accept a mobile-phone bill or an internet bill.
- Parent's bank or building society or a credit-card statement from the last three months.

If the parent or carers do not own or rent their own home but are living with someone who owns their home or rents it from the council or another landlord they will need to prove they live there. They will need to provide the owners current Council Tax bill or Council Tax Benefit letter or notice, together with a letter that must contain 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; and
- Confirmation that you and your child have permission to live in the property and how long you are allowed to live there.

If the parent or carers cannot provide proof of their address, we will withdraw our offer if the school we have allocated is oversubscribed. If the child lives in Barking and Dagenham, we will then offer them a place at the nearest school to your home with a vacancy. If the child lives outside the borough, the parent/carers will need to contact the local education authority of the borough they live in for a school place.

If a parent or carer is found to have used a false address to obtain a place at a school, the offer of a place will be withdrawn. Should there be doubts about the address to be used parents or carers may be asked to provide evidence concerning the child's normal place of residence. This could include a court order stating where the child should live during the course of the week. In all cases we will process the CAF based on the address of the parent or carer with whom the child normally resides and where child benefit for the child is registered.

If parents or carers move address during the admissions process they must notify us and the School and their Admissions Team immediately of their new address, and provide verification of the new address. This should be supported by evidence from lists A, B & C listed previously. The length of a tenancy agreement from the letting



agent should be sufficient to cover the date on which their child would start attending their preferred school.

If parents or carers move from one LA to another after submitting an on-time application under the terms of their former home authority's scheme, Barking & Dagenham LA will accept the application as on-time up to **12 December 2023** on the basis that an on-time application already exists.

### **Multiple births**

In the normal admission round, if the last child to be offered a place is a twin or other multiple births, and their sibling cannot be offered a place, we will ensure that all the children are offered a place together at one of our schools.

### **Changing Preferences**

Parents or carers can change their preferences as long as they either complete a new common application form (CAF) or amend and resubmit their online application; however the request must be received by the closing date to be considered on-time.

### **Offers**

For on-time applications, applicants will be notified of the outcome of their application by letter or email from their home LA on national offer day **1 March 2024**. Parents or carers must formally make a request to us if they require more specific reasons why we declined their application.

### **Post offer**

Parents or carers are required to accept or decline the offer of a place to their home LA by **15 March 2024**, or within 10 days of the date of any subsequent offer. Parents or carers will be sent a reminder one week prior to the expiry date. Places will be withdrawn after the expiry date.

When parents or carers from another borough accepts or declines a place, the relevant LA will forward the information to the maintaining LA by the dates specified on page two. Information received from applicants after **22 March 2024**, will be passed on to the maintaining LAs every Friday.

### **Interest lists**

We will automatically put your child's name on our interest list with other children whose applications were turned down but are listed higher than the school your local authority offered you. If places become available, we then offer them using our admission criteria. Your child will stay on the interest list for a school year (until August 2025). If you still want to stay on the interest list after this date, you will need to fill out the borough's In-Year common application form (and SIF and certificate of catholic practice if applicable) for the new academic year. You will also have the opportunity for a new appeal.



## Appealing against admission decisions

If parents or carers want to appeal for a place at our school and our school is listed higher than the one offered to their child, they may appeal to an Independent Appeal Panel. All Barking & Dagenham Schools use the same Appeal forms which are available on our and the council's website or from Dagenham Library. Each form is accompanied by guidance notes.

Once you send your appeal form to the address printed on the front of the form, the independent appeal panel clerk will write and tell you the date of your appeal. The appeal will be heard by an independent appeal panel, which will be made up of three people. None of these people will have any connection with the school or the LBBD School Admissions Team. The appeal panel will accept comments in writing or in person at the appeal hearing.

If you made your application on time and submitted your appeal form by the published date, we will hear your appeal within 40 school days of the deadline of **22 March 2024**. If your application was late, we will hear your appeal with the appeals for applications we received on time if possible. If this is not possible, we will hear it within 30 school days from the deadline for making appeals (as shown on your offer letter).

### *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 the school must accept it.

In normal circumstances there is no right to a second appeal for the same school within the same school year. However, if there has been a significant and material change in your family's circumstances which you believe affects the level of priority under which your application was processed, for example if your family has moved house, we may consider a second application as long as you can provide evidence of your changed circumstances. 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.

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## In-Year admissions arrangements

### Applications outside the normal admissions round

When a parent or carer applies for a school place or requests to transfer to our schools for their child outside of normal admissions round, these applications are considered as 'In-Year' applications.

LAs do not have to co-ordinate applications or offers for 'In-Year' admissions. Parents must apply to us and LBBD School Admissions Team direct, irrespective of where they live. The 'in-year' application process begins on 1 September 2024 and ends on 31 August 2025.

## **The admissions scheme we use**

Barking and Dagenham council co-ordinates admissions for in-year places to schools within their area. In the interest of safeguarding children, we participate in LBBD's co-ordinated admissions scheme. 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 and the School Admissions Team deal with your request for a school place.

## **Numbers of children admitted to the school**

The total number of pupils admitted into each year group at this school during this academic year is listed below.

	Year 8	Year 9	Year 10	Year 11	Year 12	Year 13
PAN	<b>240</b>	<b>240</b>	<b>240</b>	<b>240</b>	See below	

## **How to apply for a 6<sup>th</sup> form place**

As all children now have to remain in school, education or training until their 18<sup>th</sup> birthday, all our year 11 pupils have the option to stay in education until the end of year 13. However we also offer 6<sup>th</sup> form places to external candidates. Details about 6<sup>th</sup> form places are published on the schools website.

If the child is refused a place at our school, both the parent or carer and their child have the right of appeal. Please see section above 'Appealing against admission decisions' which is also published on our website.

## **How to apply for a 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 are published in LBBD's In-year admission booklet 'Finding a school place' which is available on the school's and the council's website.

All schools located in Barking and Dagenham take part in a co-ordinated admissions scheme. This means that you must list our school on the LBBD In-year common application form (ICAF), ranking it in the order you prefer. Parents may list up to three preferences and the LBBD School Admissions Team will offer your child one school place and, where possible, this will be the highest-ranked school on your list.

### *What you need to do*

There are three stages you need to go through to apply for a place at our school.

**Stage 1** Fill in your application form online through our in-year hub. If you fill in a paper form (ICAF) make a copy in case you need to refer to it in the future.

The 'fair access' information we ask for on the application is important as it could help us decide if the child can be considered under our 'fair access protocol' (more details about this are published on our website).

**Stage 2** Provide proof of the child's ID **and** proof of the applicant's and their child's address. See page 6 and 7 for which documents we need to see.

**Stage 3** If you are applying under our faith criteria. You will need to fill in extra forms called the 'In-year supplementary reference form' (SIF) and Catholic schools use a 'Certificate of Catholic practice form' (CCP) with a cover note .

#### *Supplementary Information form (SIF)*

If a parent is applying for a place at our school under our faith criteria, they will need to complete a SIF form for each child you are applying for as well as naming our school on their CAF. All the Catholic primary schools use the same In-year SIF. Once completed, you will need to return the SIF direct to our school office by the closing date.

#### *Certificate of Catholic practice(CCP)*

If you want to be considered a **practising Catholic**, you must also fill in section A of the CCP and take it to the priest at the church where you normally worship. Make sure you give your priest this form in plenty of time so that he can add his reference in section B and return it to the relevant school by the closing date. You can get this form from our school or download a copy form either the school's or LBBD's website from 1 September.

If you want to be considered a practising Catholic, please send your completed SIF and CCP (if applicable) with a photocopy your child's baptismal certificate (or certificate of reception into the Catholic Church); direct to our school. LA's Admissions Teams are not responsible and will not accept SIF's or CCP on behalf of parents for our school. Our governing body is the admissions authority and we will rank each application according to our admission criteria based on the information and documents provided by the parent or carer. CCP is not valid unless a CAF is also completed for the child.

### **How we use preferences**

We process all applications using the equal preference model. Under this model we consider each preference as if it were the only preference as we do not know where you have ranked our school on your CAF. The LBBD School Admissions Team will send us core information about your application from. We will combine this data with the information provided on the SIF and CCP (if applicable) you sent us. We then rank all applicants in accordance with our published oversubscription criteria and advise the ranking order of all applicants to the LBBD School Admissions Team.

## **Transfer of data**

Data will be transferred using the current IT systems used between LBBD and its schools and other LA's.

## **Children with statements of special educational need/ Education Health Care Plans**

The 2021 School Admissions Code states 'schools are required to admit children with statements of special educational need/Education Health Care Plans (EHC) where the school concerned is named on the statement'. As a result, our school will work with the LA Education Health Care Team departments. Where mutually agreed we will first allocate places to children who have statement of special educational needs/Education Health Care plan that name our school. The remaining places from the schools published admission number (PAN) are offered in accordance with our published admission criteria.

## **Equality Act 2010**

An admission authority must ensure that their admission arrangements do not discriminate on the grounds of disability; gender reassignment; pregnancy and maternity; race; religion or belief; sex; or sexual orientation, against a person in the arrangements and decisions it makes as to who is offered admission as a pupil. The oversubscription criteria applied by our school is non- discriminatory.

## **Our Admissions criteria**

When the number of applications exceeds the number of places available we apply the following criteria in priority order for deciding which applications to accept. Please see pages 5 to 7 for full criteria.

## **Home Address**

We check addresses to prevent fraudulent applications. Please see pages 8 to 9 for full description and documents that we accept as proof of home address.

## **Multiple births**

Outside the normal admission round, if the last child to be offered a place is a twin or other multiple births, we cannot ensure that all the children are offered a place.

## **Changing Preferences**

Parents or carers can change their preferences as long as they either complete a new common application form (CAF) or amend and resubmit their online application; however the request must be received by the closing date to be considered on-time.

## **Offers**

Parents are notified of the outcome of their application by LBBB's School Admissions Team within 10 working days of their applications to our school. When a place becomes available at our school, the LBBB School Admissions Team will send us a list of all applicants at that time. Applications will then be processed by the school governors. The LBBB School Admissions Team will notify the parent or carer of a place at our school within 5 school days of us notifying the Team. Parents or carers must formally request to us if they require more specific reasons why we declined their application.

## **Post offer**

Parents or carers notify the LBBB School Admissions Team within 10 working days of their offer letter whether they accept or decline the offer. Parents or carers will be sent a reminder one week prior to the expiry date. Places will be withdrawn after the expiry date.

## **Interest lists**

We will automatically put your child name on our interest list with other children whose applications were turned down but are listed higher than the school the LBBB School Admissions Team offered you. If places become available, we then offer them using our admission criteria. Your child will stay on the interest list for a school year (until August 2025). If you still want to stay on the interest list after this date, you will need to fill out the borough's In-Year common application form, SIF and CCP (if applicable) for the new academic year. You will also have the opportunity for a new appeal.

## **Appealing against admission decisions**

If parents or carers want to appeal for a place at our school and our school is listed higher than the one offered to their child, they may appeal to an Independent Appeal Panel. All Barking & Dagenham Schools use the same appeal forms which are available on both the school's and the council's website or from Dagenham Library. Each form is accompanied by guidance notes.

Once you send your appeal form to the address printed on the front of the form, the independent appeal panel clerk will write and tell you the date of your appeal. The appeal will be heard by an independent appeal panel, which will be made up of three people. None of these people will have any connection with the school or the LBBB School Admissions Team. The appeal panel will accept comments in writing or in person at the appeal hearing.

We will hear your appeal within 30 school days from the deadline for making appeals. This date will be shown on your offer letter.

### *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 the school must accept it.

In normal circumstances there is no right to a second appeal for the same school within the same school year. However, if there has been a significant and material change in your family's circumstances which you believe affects the level of priority under which your application was processed, for example if your family has moved to a new house, we may consider a second application as long as you can provide evidence of your changed circumstances. 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.

### **Applying for a 6<sup>th</sup> form place**

Please see page 11 for details. Applications received after the closing date are late. Late applications may still be considered in unusual circumstances; however, they are likely to be subject to course restrictions. Very late applications will only be given consideration in late August after the GCSE results are published and admission numbers are known. External candidates cannot apply for a sixth form place after that time. If the child is refused a place at our school both the parent or carer and their child have the right of appeal. Please see section above 'Appealing against admission decisions' which is also published on our website.

### **Abbreviations used**

<b>Abbreviation</b>	<b>Full description</b>
CAF	Common application form
CCP	Certificate of Catholic practice
GCSE	General certificate of secondary education
ICAF	In-year Common application form
LA	Local authority
LBBD	London borough of Barking and Dagenham
NEC	North East Consortium
PAN	Published admission number
PLR	Pan-London Register
EHC	Educational Health Care Team
SIF	Supplementary Information form
VA	Voluntary aided

The information in this document is correct as at time of publication.  
Please see our website for any updates