

Moving to a secondary-phase school in September 2024 – a quick guide

Introduction

This leaflet is a quick guide to applying for secondary-phase school places for parents whose children were born between 1 September 2012 and 31 August 2013. If your child was born between these dates, apply now for them to start secondary-phase school in September 2024.



You must apply for a school place online by the closing date of 31 October 2023. Please make sure you read the full details of the admissions process in our e-booklet 'Moving to secondary school in 2024' before you apply. See our

website for details. If you do not follow the process in the e-booklet, you risk not getting a place for your child at your preferred school.

Receipt details

Use the space below to record the username, email address and passwords you have used to make your application. Without them you will not be able to go online and see which school place we have offered your child. Your application is only valid when you press the 'Submit application' button at the end of the 'Check & submit' page.

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

Email details used

Email address: _____

Password: _____

eAdmission details issued

Username: _____

Password: _____

Record your application reference number here.

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

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

31 October 2023

**Apply online for a secondary-phase school place now:
www.lbbd.gov.uk/admissions**

Presentation about the admissions process on YouTube

Watch our presentation, which is available on our website. The presentation gives you important information about applying for a place at a secondary-phase school.

Book your visit to our schools

Visit the schools to see for yourself what they can offer. The times of open days and open evenings in Barking and Dagenham schools are shown on the back page. Make sure you book your open-evening school tours in advance by clicking on the links on each school's website.

Social-distancing rules mean you may have a long wait if you do not book your tours beforehand. Each school allows up to two people per family to visit.

Virtual tours

If you cannot visit our schools, you can watch the virtual tours that are available online. The links for these tours are available on the schools' websites (on the back page of this leaflet).



**Barking &
Dagenham**

What you need to do

1

Read and make sure you understand the admissions process for our borough which is available on our website in the e-booklet 'Moving to secondary school in 2024', in particular pages 6 to 28.

2

Please watch our team's presentation, which is available on our website. The presentation will talk you through the admissions process. You can also contact the Family Information Service Team on 020 8227 5395 if you need more help.

3

Collect information to help you decide your preferences which can be any school in the country. Each of our secondary-phase schools provide information about themselves on pages 30 to 41 of the admissions e-booklet. Each school can also give you their prospectus, their most recent Ofsted inspection report and their exam results. Each school's contact details are shown on the back page of this leaflet.

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Visit the schools to see for yourself what they can offer. The times of open days and open evenings in Barking and Dagenham schools are shown over the page. Make sure you book your open-evening school tour in advance by clicking on the link on the school's website.

If you cannot visit our schools, some schools are offering virtual tours that are available online. The links for these tours are available on the schools' websites (on the back page of this leaflet).

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Study the information on page 7 of the admissions e-booklet, which shows statistics from last year's applications for Barking and Dagenham schools. This information should give you an idea what happened last year and the chance that you would have had of getting a place at your preferred Barking and Dagenham schools. This information also shows the number of parents who were successful in getting one of their preferences and the popularity of each of our schools. We recommend that you consider including your local school as one of your preferences. Your chances of being offered a place increase the closer you live to a school. Previous editions of this e-booklet and statistical information for the past five years are published on our website.

If you are applying for schools outside the borough, study the information the relevant local authority and school have provided.

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If you want your child to stay on at the all-through school they already go to, do not fill in an application form unless you want your child to move to a different secondary-phase school. All other parents of Year-6 children must apply for a secondary-phase school.

To apply, fill in and submit the common application form (CAF) online by the closing date. List six schools in the order you prefer. Most schools receive more applications than there are places available (they are oversubscribed). In this situation, not everybody will be given a place. We need information to help us offer you another school, and the more schools you list the greater the chance of this.

Carefully check the names and addresses of the schools you have selected, as some schools have similar names. Please make sure you attach all the other information we ask for.

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

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

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

If your information changes, you must alter the relevant fields on your online application form by the closing date. We will send you an email with a new version number every time you change your application. If you cannot make these changes to your online application or if there are any changes you need to tell us about after the closing date, you must email the School Admissions Team.

Remember if the school receives more applications than there are places (oversubscribed) it is the admission criteria that will decide if a place is offered to your child. Make sure you read the admission criteria for Barking & Dagenham schools on pages 20 to 23 of the 'Moving to secondary school 2024' e-booklet. If you live in our borough and we cannot give your child a place at any of the schools you have applied for, we will give your child a place at any school in the borough which has a place available.

Sending in your information

Common application form

If you live in this borough you can make your application by going to the link on our website at www.lbbd.gov.uk/admissions or you can go straight to the eAdmissions site at www.eadmissions.org.uk. You must make your application no later than midnight on 31 October 2023.

Do not leave it until the last day to apply.

Important notes

- Applications we receive after the closing date are late. These late applications are processed after applications that are on time. Late applicants are less likely to get a place at their preferred school.
- If you try and apply online and you cannot see your exact address in the list provided, or if the schools you want to apply for are not listed, you must contact us (the School Admissions Team) by 5pm on Tuesday 31 October 2023 otherwise your application will be late. Our contact details are on this page.
- Please make sure you attach all other forms and documents we ask for. This may be proof that you are the child's guardian, proof of address, or proof that your child is or was in the care of a local authority (pages 9 to 11).
- Make sure you read page 26 of our admissions e-booklet for details of how to get a receipt and how to send us any extra information we ask you for.
- Some schools may ask you to fill in extra forms. It is your responsibility to fill in any extra supplementary information forms (SIF) for any schools or local authorities that ask you to do this and send these forms and documents back to them before the closing date (see page 27 of the admissions e-booklet). We will not pass on any extra documents, information or SIFs to schools or local authorities on your behalf.

Contacting us

Online admissions helpdesk:

If you have any technical difficulties when making your application online, the online admissions helpdesk is available from 9.30am to 5.30pm, Monday to Friday. Please phone 020 8255 5555 and select option 1. For all other non-technical questions, please contact the School Admissions Team.

By phone:

You can call us for information on **020 8215 3004**.

By email:

Email us for information at **infos@lbbd.gov.uk**

By post:

We do not accept documents by post. Please call or email us if you have difficulties making your application online.



**Apply
Online**

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

31 October 2023

Apply online for a secondary-phase school place now:

www.lbbd.gov.uk/admissions

 **e Admissions**
LONDON

**Crystal
Mark**
21338
Clarity approved by
Plain English Campaign



Useful information

Dates and times for our schools' open days and open evenings - make sure you book your school tours in advance online.

All Saints Catholic School

Website: www.allsaintsschool.co.uk

Open evening: Wednesday 4 October 2023
6.00pm to 8:30pm.

Barking Abbey – a specialist sports and humanities college

Website: www.barkingabbeyschool.co.uk

Open evening on both sites:

Wednesday 27 September 2023, 5pm to 7pm
Please visit the site closest to your home address.

Dagenham Park Church of England School

Website: www.dagenhampark.org.uk

Open evening: Tuesday 19 September 2023,
4.30pm to 7.30pm or

Open morning: Friday 22 September 2023,
9.30am to 12.30pm.

Eastbrook School

Website: www.eastbrookschoool.org

Open evening: 5 October 2023, 5pm to 7pm.

Eastbury Community School

Website: www.eastbury.bardaglea.org.uk

Open evening: Wednesday 20 September 2023,
4pm to 7pm.

Goresbrook School

Website: www.goresbrookschool.org.uk

Open evening: Tuesday 12 September 2023,
5.30pm to 7.30pm.

Open morning: Wednesday 4 October 2023,
9am to 10.30am.

Greatfields School

Website: www.greatfieldsschool.com

Open evening:
Monday 11 September 2023, 6pm or

Open mornings:
Wednesday 13 September 2023, 9am or
Thursday 14 September 2023, 9am.

Jo Richardson Community School

Website: www.jorichardson.org.uk

Open evening:
Wednesday 13 September 2023, 6pm to 9pm.

Riverside School

Website: www.riversidecampus.com

Open evening:
Wednesday 6 September 2023, 5pm to 7pm.

Robert Clack School of Science – a specialist college

Website: www.robertclack.co.uk

Open evening: Thursday 21 September 2023,
6pm to 8.30pm on Green Lane site.

The Sydney Russell School

Website: www.sydneyrussellschool.com

Open evening:

Monday 18 September 2023, 7pm.

Open mornings:

Wednesday 20 September 2023, 9am and
Thursday 21 September 2023, 9am.

The Warren School

Website: www.thewarrenschoool.net

Open evening:

Thursday 28 September 2023,
5pm to 7pm.

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

London Borough of Havering:

Town Hall
Main Road
Romford RM1 3BD
Phone: 01708 434 600
Email: 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

London Borough of Redbridge:

255-259 High Road, Ilford,
Essex, IG1 1NN
Phone: 020 8708 3139
Email: admissions@redbridge.gov.uk

Statistics for Year-7 places in 2023

Secondary-phase schools in Barking and Dagenham	Total applications received by the closing date	Total number of Year-7 places available
All Saints School	597	240
Barking Abbey School	955	360
Dagenham Park School	416	270
Eastbrook School	343	270 (17)
Eastbury School	570	300 (55)
Goresbrook School	426	120 (34)
Greatfields School	406	210
Jo Richardson School	920	300
Riverside School	451	300
Robert Clack School	1270	540
Sydney Russell School	1315	360 (78)
Warren School	422	240

The numbers in brackets were places given to children already attending those schools.

Options for 14-to 19-year-olds

When deciding which secondary schools to apply for, please keep in mind that there is an opportunity for children to change to a different type of school in Year-9. At that time, all Year-9 pupils are at the point of choosing the exam courses they will study (their options). As well as the opportunities available in our schools listed on this page, technical and training schools provide other options for your child. These schools are new and fall within the category of either university technical colleges (UTCs) or studio schools. They are open in some areas to provide 14- to 19-year-olds with technically based courses that focus on the skills needed for work. Pupils start these schools in Year-10 but you need to apply for a place now while your child is in Year-9 (aged 13 to 14).

The school's staff or our Careers Advice Service can help you decide whether a technical and training school is right for your child.

There is more information in our admissions e-booklet 'Technical and training school', which is available on our website at www.lbbd.gov.uk/admissions

We have a UTC school in this borough called ELUTEC in Dagenham.

Brook Sixth Form

Yew Tree Avenue, Rainham Road South,
Dagenham East, RM10 7FN
Phone: 020 3773 4670
Website: www.brooksixthform.com

Important information

If you try to apply online and you cannot see your exact address in the list provided, or if the schools you want to apply for are not listed, you must contact the School Admissions Team by 5pm Monday on 31 October 2023.

Apply online for a secondary-phase school place now: www.lbbd.gov.uk/admissions