

# Finding a school place

Issue 1

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

2024



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 e-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 five all-through schools, forty-five infant, junior and primary schools, seven secondary schools and one technical and training school. 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 an education, health and care (EHC) plan you must contact the EHC Team (see page 38). If your child is aged 16 to 19 they must receive education, employment or training, and the 16 to 19 Careers Guidance and Information Service will deal with your request (see page 38).

If your child is aged between 5 and 16 and 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 e-booklet is designed to help you through this 'In-year' process.



Councillor Elizabeth Kangethe  
Cabinet Member for Educational Attainment  
and School Improvement

# Contents

Welcome to the London Borough of Barking and Dagenham. This e-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).

**Phone:** 020 8215 3004  
**E-mail:** [admissions@lbdd.gov.uk](mailto:admissions@lbdd.gov.uk)  
**Website:** [www.lbdd.gov.uk/admissions](http://www.lbdd.gov.uk/admissions)

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# Introduction

We, the School 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 e-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 e-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). If your child is 13 or 14 years of age, please see our booklet 'Technical and training schools', which explains the process of applying for a place at these types of schools. Please see our website for more details.

If your child is aged 16 to 18 years of age, please see pages 33 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, moving to a secondary school for the first time or moving to a technical and training school), 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, Year-7 or Year-9 (depending on whether it is a primary, junior, secondary or a technical and training school). Places only become available when children leave and we do not know when, in what year group 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 4 to 32. Use our in-year hub (online system) to apply. See page 9 for the full website address.

## Transferring between our 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 26 to 32 of this e-booklet.

## Schools available

There is a map with a list of our all-through, infant, junior, primary, secondary and technical and training schools on page 41 in this e-booklet. As the council has had to increase or reduce 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.

## Our faith primary and junior schools

We have seven faith primary schools and one voluntary-aided junior school. Of these, the Catholic primary schools are academies run by The Good Shepherd Trust, St Margaret's Church of England Primary is an academy run by The Genesis Education Trust, and William Ford Junior is a voluntary-aided school run by the Church of England Authority. All these schools are listed on page 42 of this e-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 16 to 25) 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, Eastbury Primary, Greatfields Primary, James Cambell Primary, Thames View Infants and Thames View Juniors are academies and Riverside School is a free school with academy status. 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 41. The admission criteria for infant places (from reception to Year-2) and junior school places (Year-3 to Year-6) are listed on pages 11 to 13.

### Important note

For a definition of words used in this e-booklet, please see the glossary on page 43.

# Introduction

## Technical and training schools

We have one of these types of schools called Brook Sixth Form Academy and its location is on page 41. Before you apply for a place at this school, you must read the school's admission criteria on page 15.

## All-through schools

Sydney Russell School is run by the Partnership Learning Trust. This school is its own admissions authority, but it will follow the same admission criteria for Barking and Dagenham community schools and we will offer places on its behalf. Eastbrook School, Eastbury Community School and Robert Clack School are governed by the local authority and will also use the same admission criteria. Goresbrook School is an academy governed by The United Learning Trust and uses the local authority criteria for primary places but uses its own criteria for secondary places. The locations of these schools are listed on page 41. Before you apply for a place at these schools, please read the admission criteria (pages 11 to 14).

## 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).

## 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 41 of this e-booklet, starting with F. Before you apply for a place at this school, you must read the school's admission criteria (pages 16 and 17) 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, Greatfields and Riverside are free schools with academy status 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 page 41. Before you apply for a place at these schools, please read the admission criteria (page 14).



## Schools on different sites

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

Notes 1 to 4 relate to primary schools and notes 4 and 5 is about secondary schools.

**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 and you can apply for a place at both sites at each school.

**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 42.

**Note 3:** We will keep an interest list for each site, in criteria order. We will follow the interest list process for each site as listed on page 32.

**Note 4:** 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 5:** When applying for a place at our secondary schools, the school will decide which site the child will go to.

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

If you have moved to our borough and would like to apply for a place at any of our schools, you will need to apply online using our in-year hub. 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 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 page 9 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 page 7) 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. All Church of England schools use the same 'In-year supplementary reference form' (SIF). Catholic primary schools use a 'Certificate of Catholic practice form' (CCP form) with their In-year SIF. All Saints secondary school use a CCP form and a cover note.

Make sure you read and follow the application process for faith schools, which is listed on page 8 and the relevant criteria on pages 16 to 25.

### Stage 1 – Apply online using the in-year hub

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

You need to apply for each child and answer all questions on our form. Please read pages 26 to 32 on 'What you need to know' before you fill in your form.



**Apply online now**  
for an in-year school place at  
[www.lbld.gov.uk/hub](http://www.lbld.gov.uk/hub)

## Application details

Use the space below to record the email addresses 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"/>  |

## 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) with you to the welcome meeting.

**List A** (proof of your child's name, date of birth and address) School Admissions Team require 3 documents. One from List A, one from List B and one from List C.

- HM Revenue & Customs documents such as a letter showing your entitlement to Child Benefit, Working Tax Credit or Child Tax Credit. This must have your child's name date of birth and address

- Your child's medical registration card or a medical letter issued by the NHS or your GP within the last three months. This must have your child's name, date of birth and address on the document
- 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) Please ensure your name and address is on the document. The utility bill must be dated in the last three months
- A statement from your bank, building society or a credit-card company from within the last three months. Please ensure that your name and address are on

the documents. Please remove any personal data such as bank account number, sort code or any monetary values we need proof of your name and address with the bank logo.

- Your driving licence. Please ensure that your name and address are on the document

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.



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

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 (including supplementary information forms -SIFs)

### Our faith schools

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

These extra forms show your commitment to your faith as shown by your links to your local church. The admission criteria for all our faith schools are listed on pages 16 to 25, 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 in the next column.

#### **Catholic primary schools**

All Catholic primary schools use the same SIF, 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 a SIF to the schools you want to apply to. If you want your child 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 your child to be recognised as a practising Catholic, your local priest must also provide you with a CCP form. Please see the CCP section before you apply. The CCP form 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' 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 your child 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 form 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 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 direct to any of our faith primary or junior 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**

Primary and junior faith schools will need to see the originals of all the documents listed 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. We will not pass on any forms and documents you attach to your online form to the school or LA on your behalf. You must send these direct to the school or LA.



## How to contact us

### 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)**

### 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.)

### Using our online self-service system

If we ask to see any paper documents, you can send these securely by uploading a copy on our website at [www.lbbd.gov.uk/send-us-copies-of-your-documents](http://www.lbbd.gov.uk/send-us-copies-of-your-documents)

## Important notes

- Please give your child's name and date of birth (and your reference number if you have one) on any information you send us securely.
- Please only send us the forms or documents we ask for. This may be proof of your and your child's address (page 7), proof that you are the child's guardian or proof that your child is in the care of a local authority (pages 27 to 28).
- We do not accept documents by post and so do not accept responsibility for any documents that are lost in the post. Please call or email us if you have difficulties sending us any information we have asked for.
- 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

## **All studies show that pupils who move schools are less likely to achieve good grades.**

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. After you have spoken to the head teacher of your child's current school, apply online using our 'in-year hub'.
2. Fill in any extra forms (including any supplementary information forms - SIF) if you are applying for a faith school and give the schools the documents they have asked for. There are extra forms to fill in for All Saints secondary school, a different form for our Catholic primary schools, and another form for our Church of England schools. See page 8 for more information.
3. When we receive your application, we will process it within 10 school days and let you know the outcome.
4. 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.
5. If your request is not successful, we will place your child on the interest list for the schools that you have listed higher than the school we have offered you (see interest list section for more details). You will have the right to appeal for those schools (see appeals section for more details).
6. We automatically create a new interest list at the beginning of each term. This means you will need to fill in our online interest list form or write to us each new term asking to stay on the interest list. (This does not apply if you have asked for a place at a faith school, where you will stay on the interest list for that current school year.) Each new academic year you will need to fill in a new application 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 requested.
- 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 if possible.

# Admission criteria for infant places at Thames View Infant School

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.

- 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 linked junior school) when they are due to start school. Our linked junior school is Thames View Junior School. (Please see note 3.)
- Priority 3** Children who will have a parent employed at Thames View Infants (either as teaching or support staff) on the date they are enrolled at the 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 with an EHC plan are not included in the above criteria as we deal with them under the terms of the Children and Families Act 2014. We will offer children with an EHC plan a place at the school that is named on their EHC plan.
- 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 currently in care or a child who was in care but became the subject of an adoption, residence, or special guardianship order immediately after leaving care (see pages 27 to 28). A 'looked-after child' also includes a child who was in state care with a care agency outside England and was immediately adopted.

- 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 or siblings in Years 7 to 13 at all-through schools). Please make sure you name the relevant sibling on your application form. If they are not listed on

your form, we cannot take them into account. This does not mean a cousin. Cousins are not considered under sibling as they are not siblings.

- 4** Priority will be given to children of staff who:
- have been employed at the school for two or more years at the time of the application for admission to the school; and
  - have been recruited to fill a vacant post for which there is a skill shortage.
- Please make sure you select the relevant box on your application form if you are applying under this criterion. If you do not select this option on your form, we cannot take this information into account. The school will contact you shortly after the closing date to confirm if your application meets this criterion.
- 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 and where any Child Benefit is addressed (see page 17 to 18).
- 6** All distances are measured using Synergy's geographical information system, from the centre of the child's home to the school's main gate. Some addresses have different entry points and so we will use the co-ordinates provided from Local Land and Property Gazetteer (LLPG). 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. Please write to us (the School Admissions Team) if you would like full details of the lottery system we use.
- 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 places at other primary-phase 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.

## All our community schools and the following schools will also use these admission criteria:

Dorothy Barley Junior School  
Eastbrook School (primary)  
Eastbury Community School (primary)  
Eastbury Primary  
George Carey Church of England School  
Goresbrook School (primary)  
Greatfields Primary School  
James Cambell Primary  
Riverside Primary  
Robert Clack School (primary)  
Sydney Russell School (primary)

## Admission criteria

### 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 an EHC plan are not included in the above criteria as we deal with them under the terms of the Children and Families Act 2014. We will offer children with an EHC plan a place at the school that is named on their EHC Plan.
- 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 (see pages 27 to 28). A 'looked-after child' also includes a child who was in state care with a care agency outside England and was immediately adopted.

- 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 or siblings in Years 7 to 13 at all-through schools). Please make sure you name all relevant 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 the parent's or carer's Council Tax bill and where Child Benefit is addressed.
- 6 We measure all distances using Synergy's Geographical Information System from the centre of the child's home to the school's main gate. Some addresses have different entry points and so we will use the co-ordinates provided from Local Land and Property Gazetteer (LLPG). 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 Goresbrook School

## Priority 1

Children who are or were in the care of a local authority.

## Priority 2

Children who have a sibling (brother or sister) at the school. Please see note 3..

## Priority 3

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

**If there are more applications than there are places available at a school, we will use the above criteria, in priority order, for deciding which applications to accept.**

## Important notes

- 1 Children who have an EHC plan are not included in the above criteria as we deal with them under the terms of the Children and Families Act 2014. We will offer children with an EHC plan a place if our school is named on their plan.
- 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 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 currently in care or a child who was in care but became subject to an adoption, residence, or special guardianship order immediately after leaving care (see pages 27 to 28). A 'looked-after child' also includes a child who was in state care with a care agency outside England and was immediately adopted.

- 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. The School must confirm the sibling is attending the school.

- 4 The child's home must be the permanent address where they live with their legal guardian. This should be the address for the parent's or carer's Council Tax bill and where Child Benefit is addressed.
- 5 We (the Barking and Dagenham School Admissions Team) measure all distances using Synergy's Geographical Information System from the centre of the child's home to the school's main gate. We measure in kilometres in a straight line (as the crow flies). Some addresses have different entry points and so we will use the designated co-ordinates provided from Local Land and Property Gazetteer (LLPG). If you live outside the area, we will use the same system to measure distances.
- 6 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.
- 7 When children have an equal claim to a place because their measurements are the same (for example, from a block of flats), our database will automatically use a lottery system (random allocation) to offer places to children.
- 8 We cannot consider other circumstances not listed in the criteria. It is essential that we are consistent in our judgement and use only the criteria that have been agreed.
- 9 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 places at our other secondary-phase 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.

## **All our community schools and the following schools will also use these admission criteria:**

Dagenham Park Church of England School

Greatfields School

Riverside School

Robert Clack School (secondary)

Sydney Russell School (secondary)

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 an EHC plan are not included in the above criteria as we deal with them under the terms of the Children and Families Act 2014. We will offer children with an EHC plan a place at the school that is named on their plan.
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).
3. 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 site where the head teacher's office is. This measurement affects Barking Abbey and Robert Clack schools who will decide which site the child goes to.

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 (see pages 27 to 28). A 'looked-after child' also includes a child who was in state care with a care agency outside England and was immediately adopted.

4. The child's home must be the permanent address where they live with their legal guardian. This should be the address for the parent's or carer's Council Tax bill and where Child Benefit is addressed.
5. We (the Barking and Dagenham School Admissions Team) measure all distances using Synergy's Geographical Information System from the centre of the child's home to the school's main gate. We measure in kilometres in a straight line (as the crow flies). Some addresses have different entry points and so we will use the designated co-ordinates provided from Local Land and Property Gazetteer (LLPG). If you live outside the area, we will use the same system to measure distances.
6. 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.
7. When children have an equal claim to a place because their measurements are the same (for example, from a block of flats), our database will automatically use a lottery system (random allocation) to offer places to children.
8. We cannot consider other circumstances not listed in the criteria. It is essential that we are consistent in our judgement and use only the criteria that have been agreed.
9. 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 technical and training school

## Brook Sixth Form

If there are more applications than there are places available at our school, we will use the criteria below, in priority order, for deciding which applications to accept.

A. 'Looked-after children' or children who were previously looked after.

B. The remaining places will be allocated by distance as follows.

- 12.5% of places will be allocated with priority given to applicants who live closest to Brook Sixth Form.
- 12.5% of places will be allocated with priority given to applicants who live closest to Barking train station.
- 15% of places will be allocated with priority given to applicants who live closest to West Ham train station.
- 10% of places will be allocated with priority given to applicants who live closest to Limehouse train station.
- 12.5% of places will be allocated with priority given to applicants

who live closest to Dagenham Heathway train station.

- 12.5% of places will be allocated with priority given to applicants who live closest to Romford train station.
- 5% of places will be allocated with priority given to applicants who live closest to Ilford train station.
- 6.67% of places will be allocated with priority given to applicants who live closest to Purfleet train station.
- 6.67% of places will be allocated with priority given to applicants who live closest to Grays train station.
- 6.66% of places will be allocated with priority given to applicants who live closest to Tilbury train station.

## Important notes

- Children with with an EHC Plan are dealt with under the terms of the Children and Families Act 2014 and are not referred to in the criteria above. Children with an EHC plan naming Brook Sixth

Form will go to our school and we will offer the remaining places according to the above criteria.

- For admission purposes we consider a 'looked-after child' to be a child who is currently in the care of a local authority or a child who was in care but became the subject of an adoption, residence or special guardianship order immediately after leaving care (see pages 27 to 28). A 'looked-after child' also includes a child who was in state care with a care agency outside England and was immediately adopted.
- All distances are measured in a straight line from each of the 10 points (listed above) to the centre point of the child's home address using Freemap online distance mapping system.
- If two or more children live exactly the same distance away from a measurement point (as listed above), we will use a lottery system (random allocation) to decide which child to offer a place at Brook Sixth Form. This includes situations where two children live in the same block of flats.

## Map showing the measurement points Brook Sixth Form will use



# Admission criteria for Catholic Schools

## All Saints Catholic School

Before you apply, please read the admission criteria and notes on this page and the next page. Also read the procedures for filling in and sending in the certificate of Catholic practice form, baptism certificate and the cover note on page 8. If you do not provide the information we need, your child's application will not be processed under the relevant admission criterion and you risk not getting a place at this school. If you have any questions about the admission criteria or appeals, or if you need more information, please contact the school.

All Saints Catholic School was founded by the Catholic Church to provide an education for children of Catholic families. If there are more applications than places available, priority will always be given to Catholic children in line with our admission criteria.

### Tie-breaker

If two or more children have an equal claim to a place in any one category, we will give priority to the child who lives closest to the school, measured in kilometres in a straight line (as the crow flies). The Barking and Dagenham School Admissions Team measure all distances using a geographical information system from the centre of the child's home to the school's main gate. Some addresses have different entry points and so they will use the designated co-ordinates provided from Local Land and Property Gazetteer (LLPG). If you live outside the area, they will use the same system to measure distances.

If two or more children have an equal claim to a place because the measurements from their homes to the school are the same (for example, because they live in a block of flats), we will use a lottery system (random allocation) to offer places to children. This process will be supervised by a person independent of the school. All the pupils' names will be put into a hat and the appropriate number of names will be drawn out.

### Admission criteria

If there are more applications than there are places available at the school, we will use the admission criteria in the following priority order, to decide who to offer places to.

- 1 Catholic looked-after and previously looked-after children. (See notes B and C.)
- 2 Catholic children with a certificate of Catholic practice. (See notes C and D.)
- 3 Other Catholic children. (See note C.)
- 4 Other looked-after and previously looked-after children. (See note B.)
- 5 Children who will have a parent employed at All Saints Catholic School (either as teaching or support staff) on the date they are enrolled at the school. (See note G.)
- 6 Any other children.





# Admission criteria for Catholic Schools

## Important notes

- A. We first process applications from pupils with an education, health and care (EHC) plan, as these applications are dealt under a completely separate procedure. If an EHC plan names our school, we must offer the child a place. After we have given these pupils a place we will offer the remaining places to other applicants, using our admission criteria.

An EHCP made by the local authority under section 324 of the Education Act 1996, specifying the special educational provision a child needs. An EHCP is a plan made by the local authority under section 37 of the Children and Families Act 2014, specifying the special educational provision a child needs.

- B. A 'looked-after child' has the same meaning as in section 22(1) of the Children Act 1989. It means any child who is in the care of a local authority or is being provided with accommodation by them in line with their social services duties (for example, children with foster parents) at the time of their application for a school place. A 'previously looked-after child' is a child who was in the care of a local authority but is no longer in their care because he or she was adopted or a child arrangements order or special guardianship order has been put in place. A 'looked-after child' also includes a child who was in state care with a care agency outside England and was immediately adopted (see pages 27 to 28).
- C. 'Catholic' means a member of a church in full communion with the See of Rome. This includes

the Eastern Christian Churches including Orthodox. Members of the Catholic Church will normally have a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. For the purposes of this policy, 'Catholic children' includes looked-after children who are part of a Catholic family if a letter from a priest states that the child would have been baptised or received into the Catholic Church if they were not a looked-after child (for example, a looked-after child who is in the process of being adopted by a Catholic family).

For a child to be treated as Catholic, we will need evidence that they have been baptised or received into the Catholic Church. If you have difficulty getting written evidence of your child's baptism, contact your parish priest. He will consult the relevant diocese and decide how written evidence will be produced in line with the laws of the Church.

- D. 'Certificate of Catholic practice' means a certificate issued by the family's parish priest (or the priest in charge of the church where the family attends Mass) in the form set by the Bishops' Conference of England and Wales. A priest will issue a certificate if he is satisfied that at least one Catholic parent or carer (along with the child, if he or she is over seven years old) has (except when it was impossible to do so) attended Mass on Sundays and holy days of obligation for at least five years (or, in the case of a child, since the age of seven, if this is a shorter time). The priest will also issue a certificate if the family's practice has been continuous since they were

received into the Church if that was less than five years ago. It is expected that most certificates will be issued based on the family's attendance at church. The priest may also issue a certificate if the family is not able to attend church regularly due to exceptional circumstances. (For more details of these circumstances, please see the guidance that is issued to priests at [www.dioceseofbrentwood.net/wp-content/uploads/2017/11/Guidance-for-Clergy-2017.pdf](http://www.dioceseofbrentwood.net/wp-content/uploads/2017/11/Guidance-for-Clergy-2017.pdf).)

- E. Within each category we will give priority to children who have a (sibling) brother or sister at the school (Years 7 to 11) at the time of admission. 'Brother or sister' includes:
- (i) all full brothers or sisters, half-brothers or half-sisters, adopted brothers or sisters, stepbrothers or stepsisters, and foster brothers or sisters, whether or not they are living at the same address; and
  - (ii) the child of a parent's partner if, for at least part of the week, that child lives in the same family unit at the same address as the child the application relates to.
- F. A 'parent' means all natural parents, any person who is not a parent but who has parental responsibility for a child, and any person whose care the child is in.
- G. Priority will be given to children of staff who:
- have been employed at the school for two or more years at the time of the application for admission to the school; or
  - have been recruited to fill a vacant post for which there is a skill shortage.

# Admission criteria for Catholic Schools

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

Our five Catholic primary schools were founded by the Catholic Church to provide an education for children of Catholic families. If there are more applications than places available, priority will always be given to Catholic children in line with the relevant school's admission criteria listed on pages 21 to 22. Each school is governed by its governing body as part of the Catholic Church in line with its trust deed and instrument of government. The governing body of each school is the admission authority and has responsibility for admissions.

Our Catholic schools aim to provide a Catholic education and Catholic beliefs and practice to every aspect of their activities for all pupils. It is essential that the Catholic character of each school's education is fully supported by all families in the school. We hope that all parents will fully and positively support the aims and ethos of the school their child attends. This does not affect the rights of any child who is not Catholic who applies for or is given a place at one of our Catholic schools in line with that school's admission arrangements.

Before you apply, please read the relevant admission criteria for the schools you are applying for. If there are more applications than there are places available, each school will use their admission criteria in priority order to decide who to offer places to.

If you want to apply for a primary place at one of our Catholic schools under our faith criteria or for social, medical or pastoral reasons, you need to fill in our SIF. Send it to us with the other relevant documents we ask for. The documents we accept to show your child's 'religious status' are listed on page 20. See important note number 8 for the evidence you need to send if you are applying for social, medical or pastoral reasons. If you do not provide the information we and your local authority need by the closing date, your child's application will not be processed under the relevant admission criterion and you risk not getting a place at one of our schools.

If you have any questions about the admission criteria or appeals, or if you need more information, please contact the relevant school.

### Important notes

- 1.** We first process applications from pupils with an education, health and care plan (EHC plan), as these applications are dealt under a completely separate procedure. If an EHC plan names our school, we must offer the child a place. After we have given these pupils a place we will offer the remaining places to other applicants, using our admission criteria. An Education, Health and Care Plan made by the local authority under section 324 of the Education Act 1996, specifying the special educational provision a child needs. An Education, Health and Care plan is a plan made by the local authority under section 37 of the Children and Families Act 2014, specifying the special educational provision a child needs.
- 2.** A 'looked-after child' has the same meaning as in section 22(1) of the Children Act 1989. It means any child who is in the care of a local authority or is being provided with accommodation by them in line with their social services duties (for example, children with foster parents) at the time of their application for a school place. A 'previously looked-after child' is a child who was in the care of a local authority but is no longer in their care because he or she was adopted or a child arrangements order or special guardianship order has been put in place. A 'looked-after child' also includes a child who was in state care with a care agency outside England and was immediately adopted (see pages 27 to 28).
- 3.** 'Catholic' means a member of a church in full communion with the See of Rome. This includes the Eastern Christian churches including Orthodox. Members of the Catholic Church will normally have a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. For the purposes of this policy, 'Catholic children' includes looked-after children who are part of a Catholic family if a letter from a priest states that the child would have been baptised or received into the Catholic Church if they were not a looked-after child (for example, a looked-after child who is in the process of being adopted by a Catholic family). For a child to be treated as Catholic, we will need evidence that they have been baptised or received into the Catholic Church. If you have difficulty getting written evidence of your child's baptism, contact your parish priest. He will consult the relevant diocese and decide how written evidence will be produced in line with the laws of the Church.

# Admission criteria for Catholic Schools

4. 'Certificate of Catholic practice' means a certificate issued by the family's parish priest (or the priest in charge of the church where the family attends Mass) in the form set by the Bishops' Conference of England and Wales. A priest will issue a certificate if he is satisfied that at least one Catholic parent or carer (along with the child, if he or she is over seven years old) has (except when it was impossible to do so) attended Mass on Sundays and holy days of obligation for at least five years (or, in the case of a child, since the age of seven, if this is a shorter time). The priest will also issue a certificate if the family's practice has been continuous since they were received into the Church if that was less than five years ago. It is expected that most certificates will be issued based on the family's attendance at church. The priest may also issue a certificate if the family is not able to attend church regularly due to exceptional circumstances. (For more details of these circumstances, please see the guidance that is issued to priests at [www.dioceseofbrentwood.net/wp-content/uploads/2017/11/Guidance-for-Clergy-2017.pdf](http://www.dioceseofbrentwood.net/wp-content/uploads/2017/11/Guidance-for-Clergy-2017.pdf).)
5. 'Catechumen' means a member of the catechumenate of a Catholic church. We will normally accept a certificate of reception into the order of catechumens as evidence of this.
6. 'Eastern Christian church' includes Orthodox churches. Members of the Eastern Christian church will normally have a certificate of baptism or reception from the authorities of that church.
7. For the purposes of this policy, parish boundaries will apply to the admission arrangements for 2021-2022. You can get more information on parish boundaries from parish churches and schools.
8. You must provide evidence from an appropriate professional (such as a social worker, doctor or priest) to confirm that your child has an exceptional social, medical or pastoral need which can most appropriately be met at your preferred school. The application will be placed at the top of the category the application is being processed under.
9. After exceptional social, medical or pastoral need, within each category the school will then give priority to children who have siblings (a brother or sister) at the school at the time of admission (reception to Year 5). 'Brother or sister' includes:
  - a all full brothers or sisters, half-brothers or half-sisters, adopted brothers or sisters, stepbrothers or stepsisters, foster-brothers or foster-sisters, whether or not they are living at the same address; and
  - b the child of a parent's partner if, for at least part of the week, that child lives in the same family unit at the same address as the child the application relates to.
10. A 'parent' means all biological parents, any person who is not a parent but has parental responsibility for a child, and any person who has care of a child.
11. The child's home must be the permanent address where they live with their legal guardian. This should be the address shown on the parent's or carer's council tax bill, and the address which will be used for Child Benefit.
12. All distances are measured using Synergy's geographical information system, from the centre of the child's home to the school's main gate. All distances are measured in kilometres in a straight line (as the crow flies). Some addresses have different entry points and so we will use the designated co-ordinates provided from Local Land and Property Gazetteer (LLPG). If you live outside the area, we will use the same system to measure distances.
13. If two or more children have an equal claim to a place in any one category, we will give priority to the children who live closest to the school.
14. If two or more children have an equal claim to a place because the measurements from their homes to the school are the same (for example, because they live in a block of flats), we will use a lottery system (random allocation) to offer places to children. This process will be supervised by a person independent of the school. All the pupils' names will be put into a hat and the appropriate number of names will be drawn out.
15. We cannot consider other circumstances that are not listed in the criteria. It is essential that we are consistent in our judgement and use only the criteria that have been agreed.
16. 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 Catholic Schools

## Documents to show religious status

### A. Evidence of Catholic baptism

If you are applying for a place at the school for a Catholic child, you must provide a certificate of baptism or certificate of reception into the full communion of the Catholic Church at the same time as you return the supplementary information form (SIF) to the school.

The school may ask for further supporting evidence if the written documents you provide do not confirm that the child was baptised or received into the Catholic Church (for example, if the name and address of the church is not on the certificate or if the name of the church does not state that it is a Catholic church). If you are having difficulty providing written evidence of baptism or reception into the Catholic Church, you should contact your parish priest.

### B. Evidence of Catholic practice

If you are applying for a place at the school for a Catholic child with a certificate of Catholic practice, the certificate must be signed by a Catholic priest in the form laid down by the Bishops' Conference of England and Wales. You should get the certificate from your family's parish priest, or the priest in charge of the church where your family practises, and you should send it to the school at the same time as you return the SIF.

### C. Evidence for catechumens

If you are applying for a place at the school for a catechumen (someone who is preparing to be received into the Catholic Church), you must provide evidence that they are a member of the catechumenate of a Catholic church. You should provide a certificate of reception into the order of catechumens at the same time as you return the SIF to the school.

### D. Evidence of membership of an Eastern Christian church

If you are applying for a place at the school for a member of an Eastern Christian church, including Orthodox churches, you must provide evidence of their membership. You should provide a certificate of baptism or reception from the authorities of that church at the same time as you return the SIF to the school.

### E. Evidence for other Christian denominations and other faiths

If you are applying for a place at the school for a member of another Christian denomination or another faith, you must provide a letter confirming the child's membership of that Christian denomination or faith. The letter must be signed by the appropriate minister of religion or faith leader. You should provide the letter at the same time as you return the SIF to the school.



# Admission criteria for Catholic Schools



## St Joseph's Roman Catholic Primary School (Barking)

### Admission criteria in order of priority

1. Catholic looked-after and previously looked-after children. (See notes 2 and 3 on page 18.)
2. Catholic children with a certificate of Catholic practice who live in the parish of St Mary and St Ethelburga, Linton Road, Barking, IG11 8HG, followed by (in no particular order) the parishes of Holy Family, Oxlow Lane, Dagenham, RM9 5XJ, St Peter, 52 Goresbrook Road, Dagenham, RM9 6UR, St Thomas More Church, Longbridge Road, Barking, IG11 9BY, St Vincent, Waldegrave Road, Dagenham RM8 2QB. (See notes 3, 4 and 7 on pages 18 to 19.)
3. Other Catholic children who live in the parish of St Mary and St Ethelburga, Linton Road, Barking, IG11 8HG, followed by (in no particular order) the parishes of Holy Family, Oxlow Lane, Dagenham, RM9 5XJ, St Peter, 52 Goresbrook Road, Dagenham, RM9 6UR, St Thomas More Church, Longbridge Road, Barking, IG11 9BY, St Vincent, Waldegrave Road, Dagenham RM8 2QB. (See notes 3 and 7 on pages 18 to 19.)
4. Other Catholic children. (See note 3 on page 18.)
5. Other looked-after and previously looked-after children. (See note 2 on page 18.)
6. Children who are catechumens and members of an Eastern Christian church. (See notes 5 and 6 on page 19.)
7. Any other children.



## St Joseph's Catholic Primary School (Dagenham)

### Admission criteria in order of priority

1. Catholic looked-after and previously looked-after children. (See notes 2 and 3 on page 18.)
2. Catholic children with a certificate of Catholic practice who live in the parish of Holy Family, Oxlow Lane, Dagenham, RM9 5XJ, followed by (in no particular order) the parishes of St Mary and St Ethelburga, Linton Road, Barking, IG11 8HG, St Peter, 52 Goresbrook Road, Dagenham, RM9 6UR, St Thomas More Church, Longbridge Road, Barking, IG11 9BY, St Vincent, Waldegrave Road, Dagenham RM8 2QB. (See notes 3, 4 and 7 above on pages 18 to 19.)
3. Other Catholic children who live in the parish of Holy Family, Oxlow Lane, Dagenham, RM9 5XJ, followed by (in no particular order) the parishes of St Mary and St Ethelburga, Linton Road, Barking, IG11 8HG, St Peter, 52 Goresbrook Road, Dagenham, RM9 6UR, St Thomas More Church, Longbridge Road, Barking, IG11 9BY, St Vincent, Waldegrave Road, Dagenham RM8 2QB. (See notes 3 and 7 on pages 18 to 19.)
4. Other Catholic children. (See note 3 on page 18.)
5. Other looked-after and previously looked-after children. (See note 2 on page 18.)
6. Children who are catechumens and members of an Eastern Christian church. (See notes 5 and 6 on page 19.)
7. Any other children.



## St Peter's Roman Catholic Primary School

### Admission criteria in order of priority

1. Catholic looked-after and previously looked-after children. (See notes 2 and 3 on page 18.)
2. Catholic children with a certificate of Catholic practice who live in the parish of St Peter, 52 Goresbrook Road, Dagenham, RM9 6UR, followed by (in no particular order) the parishes of Holy Family, Oxlow Lane, Dagenham, RM9 2QB, St Thomas More Church, Longbridge Road, Barking, IG11 9BY, St Vincent, Waldegrave Road, Dagenham RM8 2QB and St Mary and St Ethelburga, Linton Road, Barking, IG11 8HG. (See notes 3, 4 and 7 on pages 18 to 19.)
3. Other Catholic children who live in the parish of St Peter, 52 Goresbrook Road, Dagenham, RM9 6UR, followed by (in no particular order) the parishes of, Holy Family, Oxlow Lane, Dagenham, RM9 2QB, St Thomas More Church, Longbridge Road, Barking, IG11 9BY, St Vincent, Waldegrave Road, Dagenham RM8 2QB and St Mary and St Ethelburga, Linton Road, Barking, IG11 8HG. (See notes 3 and 7 on pages 18 to 19.)
4. Other Catholic children. (See note 3 on page 18.)
5. Other looked-after and previously looked-after children. (See note 2 on page 18.)
6. Children who are catechumens and members of an Eastern Christian church. (See notes 5 and 6 on page 19.)
7. Any other children.

# Admission criteria for our Catholic schools



## St Teresa Catholic Primary School

### Admission criteria in order of priority

1. Catholic looked-after and previously looked-after children. (See notes 2 and 3 on page 18.)
2. Catholic children with a certificate of Catholic practice who live in the parish of St Thomas More Church, Longbridge Road, Barking, IG11 9BY, followed by (in no particular order) the parishes of St Mary and St Ethelburga, Linton Road, Barking, IG11 8HG, Holy Family, Oxlow Lane, Dagenham, RM9 5XJ, St Peter, 52 Goresbrook Road, Dagenham, RM9 6UR, St Vincent, Waldegrave Road, Dagenham RM8. (See notes 3, 4 and 7 on pages 18 to 19.)
3. Other Catholic children who live in the parish of St Thomas More Church, Longbridge Road, Barking, IG11 9BY, followed by (in no particular order) the parishes of St Mary and St Ethelburga, Linton Road, Barking, IG11 8HG, Holy Family, Oxlow Lane, Dagenham, RM9 5XJ, St Peter, 52 Goresbrook Road, Dagenham, RM9 6UR, St Vincent, Waldegrave Road, Dagenham RM8. (See notes 3 and 7 on pages 18 to 19.)
4. Other Catholic children. (See note 3 on page 18.)
5. Other looked-after and previously looked-after children. (See note 2 on page 18.)
6. Children who are catechumens and members of an Eastern Christian church. (See notes 5 and 6 on page 19.)
7. Any other children.



## St Vincent's Roman Catholic Primary School

### Admission criteria in order of priority

1. Catholic looked-after and previously looked-after children. (See notes 2 and 3 on page 18.)
2. Catholic children with a certificate of Catholic practice who live in the parish of St Vincent, Waldegrave Road, Dagenham RM8 2QB, followed by (in no particular order) the parishes of St Mary and St Ethelburga, Linton Road, Barking, IG11 8HG, Holy Family, Oxlow Lane, Dagenham, RM9 5XJ, St Peter, 52 Goresbrook Road, Dagenham, RM9 6UR, St Thomas More Church, Longbridge Road, Barking, IG11 9BY. (See notes 3, 4 and 7 on pages 18 to 19.)
3. Other Catholic children who live in the parish of St Vincent, Waldegrave Road, Dagenham RM8 2QB, followed by (in no particular order) the parishes of St Mary and St Ethelburga, Linton Road, Barking, IG11 8HG, Holy Family, Oxlow Lane, Dagenham, RM9 5XJ, St Peter, 52 Goresbrook Road, Dagenham, RM9 6UR, St Thomas More Church, Longbridge Road, Barking, IG11 9BY. (See notes 3, and 7 on pages 18 to 19.)
4. Other Catholic children. (See note 3 on page 18.)
5. Other looked-after and previously looked-after children. (See note 2 on page 18.)
6. Children who are catechumens and members of an Eastern Christian church. (See notes 5 and 6 on page 19.)
7. Any other children.



# Admission criteria for Church of England Schools

## Important notes relating to the admission criteria for all Church of England schools

Parents cannot show that they meet the faith-based oversubscription criterion for worshipping or attending church regularly because churches have been closed for public worship. This has created difficulties for pupils who need to show how they practise their faith for the purpose of school admissions.

Faith groups and other educational establishments (including the Office of the Schools Adjudicator (OSA) and the Department for Education (DfE)) have agreed that schools can ask for a 'variation to their admissions arrangements' for this specific situation. The variation is an explanation of how religious attendance will be calculated in these unique circumstances.

As a result, admissions arrangements for faith schools in relation to attending worship will only apply to the period when the relevant place of worship or alternative premises were available for public worship.



# 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. 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:

- A 'Looked-after child' is given priority over all other children. For admission purposes we consider a 'looked-after child' to be a child who is currently in the care of a local authority or a child who was in care but became the subject of an adoption, residence or special guardianship order immediately after leaving care (see pages 27 to 28). A 'looked-after child' also includes a child who was in state care with a care agency outside England and was immediately adopted.
- 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. See page 23 for details.
- 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 Synergy's 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.

- '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.
- 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.
- 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.
- Children who go to Village Infants School at the time of the application.
- 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.
- 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. For admission purposes we consider a 'looked-after child' to be a child who is currently in the care of a local authority or a child who was in care but became the subject of an adoption, residence or special guardianship order immediately after leaving care (see pages 27 to 28). A 'looked-after child' also includes a child who was in state care with a care agency outside England and was immediately adopted.
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 Education Health Care Plans where the school concerned is named on the EHC plan'. We process these applications first. If the school has been named in a child's EHC plan, 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 interest 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](http://www.churches-together.net)
8. We (Barking and Dagenham Admissions Team) will measure all distances using Synergy's Geographical Information System, from the centre of the child's home to the main entrance of the school in a straight line (as the crow flies). Some addresses have different entry points and so we will use the co-ordinates provided from Local Land and Property Gazetteer (LLPG).
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 page 31 for information about appeals.
12. Please see page 32 for information about the interest 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. 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 30 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.

Most classes will be full with children who have been at the school from the beginning of reception, Year-7 for secondary schools or Year-10 for technical and training 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 time at their previous or current 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. You can answer these questions on your application or give us permission to contact your child's previous school for these details.

The information about your child's experience at their previous school means that we may consider your application under the 'fair access protocol' process. Under this process we can 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 9.

If your child has never attended a UK school, they may need to have an assessment, which will be carried out by the school we offer your child a place at.

It is not compulsory to provide details within the relevant sections of your application (paper or online), but the more information you share with us, the better we can meet your child's needs. Similarly, we may have to withdraw our offer if it later comes to light that you did not give us information, but your child's application should have been processed under other admissions policies such as our 'Fair access policy'.

In some circumstances we cannot offer your child a place at a school even if there are places available (for example, if your application indicates your child has behaviour or attendance issues that will affect a school, or if Ofsted rates a school as 'Requires improvement').

# What you need to know

## Who can fill in the application forms?

The person or people with parental responsibility for the child must fill in the application forms. Parental responsibility for the child as defined by the Children Act 1989 and amended by the Adoption and Children Act 2002. Please remember to provide proof that you are the child's legal guardian if you are not their natural parent.

A child's mother is automatically given parental responsibility when a child is born and this remains in force until a court order determines otherwise. For births registered in England and Wales, a child's father will also have parental responsibility if:

- he was married to the child's mother when the child was born (even if they later divorce or separate);
- the child was born after 1 December 2003, and he is named on the birth certificate; or
- he has a parental responsibility agreement from a court or by agreement with the child's mother.

## 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 an EHC plan?

The Educational Health and Care (EHC) plan Team deal with applications for children with EHC plans and these are considered separately from other applications. If your child has an EHC plan, we will send your application to the EHC Team for processing. If you would like to talk to a member of the team, please phone 020 8227 2400 or email [ehcenquiries@lbbd.gov.uk](mailto:ehcenquiries@lbbd.gov.uk)

## 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 EHC plans) 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 or was in care?

Children who are or were 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.

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

If your child is in the care of a local authority, when you submit the common application form you must include a letter from the social worker confirming the child is in care and the local authority they are in the care of. The letter should also give your reasons for choosing the schools you have listed as your preferences.

# What you need to know

If your child is in the care of a local authority and you would like to discuss their school application with a member of the Virtual School for Looked After Children, please phone 020 8227 2691.

If your child used to be in the care of a local authority (or a care agency outside England) and then became the subject of an adoption immediately after leaving care and you want to apply under this priority, you will need to include evidence with your application to show that they used to be in care.

## Will all my children be offered a place at the same school?

There is no sibling (brothers and sisters) link at secondary schools, except for Goresbrook School. However, we do have a sibling link at primary-phase schools. Even with this link, it is rare that we are able to place siblings together in the same school because it is unusual to have a free space in each of the year groups you need. At the time of your application, many schools will be 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.

We will put your children's details on the interest list for your preferred school in case a place becomes available. If this happens we will contact you. You can then decide whether to accept the place for one child and let your children go

to different schools until a place becomes available for them all, or you can wait until places become available for all your children to start the school together (but this rarely happens).

## Will my child remain in an all-through school all their school life?

Yes, unless they are given a place in Year-6 between the months November to July. If this applies, your child will not automatically transfer to the secondary phase of the school.

## Will you pay for my child's costs to travel to and from school?

We will only pay for your child's bus pass for travelling to and from school if Transport for London or London councils no longer provide free travel for children and we give your child a place at a school that you have not listed as a preference and which is more than 3.21869km from your home for children aged 7 or under. For children aged 8 or over, that distance is 4.82803km. All distances are measured in a straight line using Synergy's Geographical Information System from the centre of the child's home to the school's main gate. Some addresses have different entry points and so we will use the designated co-ordinates provided from Local Land and Property Gazetteer (LLPG).

## How do I apply for a place at a 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 40 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.gov.uk/df](http://www.gov.uk/df)

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

We consider one application per child per school year. However, if your circumstances change, you can change your application. If this happens, fill in the 'Change my in-year application form', which is available on our website. 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.



# What you need to know

## How do I return the forms?

**Supplementary information forms** (SIFs) Please see page 8.

### **In-year common application form (ICAF)**

Applying online is reliable and secure. This service is available on our website through the in-year hub. If you don't already have an email address, you will need to create one before you apply online.

Although you can use any email address, we recommend you use 'Google Mail' or 'gmail'. This is because other email providers may treat the email we send you as spam (electronic junk mail). If this happens you will need to check your 'spam' or 'junk mail' box for our email, and then follow the instructions to add us to your safe senders list. After doing this, all future emails from us will go straight into your inbox.

If you need to create an email address you need to have a mobile phone number and have that same mobile phone with you when you create the email address. Keep a note of your new email address and the password to access the email you have now created.

Making an application is easy once you have a valid email address, and should take no more than 15 minutes for your first child, plus a further 5 minutes for each other child.

## Is my information protected?

We will deal with your personal information in line with the General Data Protection Regulation 2018 (GDPR). For security purposes we ask you for a password. If you apply online, your application reference number (ARN) will be

your password. If you apply on a paper form, we will need you to give us a password between 8 and 12 letters long. Without your password or ARN we cannot give out information on your application if you visit or phone us.

As part of the admissions procedure, we may share the information you give on your application forms with schools and other departments in the council (such as the Child and Family Service, Children's Social Care Democratic Services, the Educational Health Care Team, educational psychologists, the Family Information Service, the Inclusion Service, the Looked-After Children Team, the police and Youth Offending Services).

We will also share your information with other schools and departments outside the council (such as the Child and Adolescent Mental Health Service (CAMHS), the Department for Education (DfE), Ofsted, and other local authorities) and with the school your child goes to, where it will form part of the school's pupil database.

For more information about how we will use your personal information please visit [www.lbbd.gov.uk/privacy](http://www.lbbd.gov.uk/privacy), where you can see a full copy of our Privacy Notice.

## How are places distributed?

Every week we process all applications we receive in one batch 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 primary-phase places in our community schools, Dorothy Barley Juniors, Eastbury Primary, George Carey, Goresbrook, Greatfields Primary School, James Cambell, Riverside Primary, Robert Clack Primary, Thames View Infants and Thames View Juniors – see pages 11 to 12.
- For the admission criteria for our secondary phase schools, (including Dagenham Park, Riverside School, Goresbrook, Sydney Russell and Warren School) – see pages 13 to 14.
- For the admission criteria for our technical and training school (Brook Sixth Form) – see page 15.
- For the admission criteria for our faith schools – see pages 16 to 25 (Catholic schools are listed first, then Church of England schools).

## 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.

Applications for Brook Sixth Form may take up to 20 schools days to process.

## 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

# What you need to know

(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 school place?

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. At the welcome meeting, you must provide original 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 your application form. You must take one original document (no photocopies) from each of the lists A, B and C on page 7. 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 receiving education. Your child will be expected to start at that school within 10 days of our email or letter.

If your child is receiving education currently but you would prefer to accept a place at any school rather than keep your child in their current place of education, please let us know by ticking the relevant box (section 6 of your paper ICAF) or emailing us your request.

## Children transferring between our schools

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 place of education until we can find them a place in a different school.

## Reception-age children

You can only turn down the offer if your child is not of legal school age. Therefore, if you apply for a reception place and you reject or we withdraw our offer, we will not offer your child another school place unless a place becomes available from the interest 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 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.

## Is it possible for my child to be taught outside their usual year group?

Our policy is for children to be educated in school with other pupils of the same age group. However, you can ask for your child to be placed in a class outside their age group, with younger or older children. We will only agree to this in exceptional circumstances based on educational grounds.

Please contact us if you would like to ask for your child to be taught outside their usual age group, and we will send you the relevant forms. We will make our decision after consulting the Head of the School Improvement Team and the relevant school's head teacher.

Please read our information in our ebooklet on our website concerning deferred entry booklet and deferred entry policy. The information can be found on LBBD website on School Admission page starting school (children aged 3 and 4) section and there is a form to complete if you wish to apply.

# What you need to know

## Do I have the right to appeal?

### Brook Sixth Form

**Yes** You should make your appeal in writing to the school principal, within 14 days of your decision letter, giving reasons for the appeal. Brook Sixth Form will write 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 to the school. The school's contact details are on page 34.

### All other schools in Barking and Dagenham

**Yes** 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 make changes to your original form (such as changing your address, applying for a school that you did not list on your original application form or changing the ranking of the schools), you need to fill in the 'Change my in-year application form', which is available on our website. If you change your preferences and do not list the schools you are appealing for, we will withdraw your appeal.

We give out all the available places in line with our published admission process. If we do not offer your child a place at one of the schools you list on your application form, you can appeal against this decision.

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 fill in our online appeal form or download and fill in our paper appeal form. You must return your filled-in paper 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 or email 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 at the appeal hearing. Appeal hearings will take place over online networks (for example, Zoom or Microsoft Teams). The appeal panel's decision is final and both you and we must accept it.

At any time during the school year (1 September until mid-July), you have the right to appeal our decision to refuse your in-year application for your child to attend the schools listed on your application, which we received during that school year. However, if your appeal cannot be heard within that time because you made your appeal late in the school year and there is not enough time left for your child to start the school before the end of that school year, you will need to fill in a new online application (ICAF) for the next school year. If we turn down that application, you will be able to make a new appeal. For example, if you appeal at the end of June for a Year-2 place, but your appeal cannot be heard by the time schools close in July, you will need to fill in an ICAF for a Year-3 place for the new school year beginning

in September. You can make your application for a Year-3 place from 1 July. If we turn down that application, you can appeal that decision.

### Important note for schools with more than two sites

If you apply for a place at a specific site at Barking Abbey, Manor, Ripple, Robert Clack, 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 each school site is 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.

### 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.

# What you need to know

## 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 an interest list?

### Brook Sixth Form and faith schools

Brook Sixth Form and all faith 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 interest list with other children whose applications were turned down. If places become available, the schools then rank the children on the interest list using their admission criteria and offer places accordingly. Your child will stay on the interest list for a school year (until July each year). If you want your child to stay on the interest 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 an interest 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 interest list for preference 1.

We delete the interest 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 interest 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 interest list, you will need to fill in our online interest form to put your child's name on the new interest list for the next term. If you still want your child to stay on the interest list after July (when schools close) each year, you will need to fill in a new ICAF online for the new academic year and you will have the opportunity for a new appeal.

If you want to apply for a place at a school you did not list on your original application form or you want to change the order of the schools you have listed as preferences on your original application form, you need to confirm this in writing by listing your preferred schools, in order of preference, on our 'Change my

in-year application form', which is available on our website.

## What happens if my child starts a school but wants to transfer to another school?

First, make an appointment to discuss the matter with your child's current head teacher as many situations can be dealt with without the disruption that a change of school can cause. If your child still wants to change schools, you can find details about transferring between schools on page 10 of this information e-booklet. You should then fill in the online ICAF for us to process.

You must make sure that your child continues to regularly go to their current school while we are considering your request for a transfer. Please phone 020 8215 3004 if you need more information.





# Options for children aged 14 and over

## Options for children aged 14 and 15

### Technical and training schools

These schools fall into two categories – university technical colleges (UTCs) or studio schools. They 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](http://www.utcolleges.org) and [www.studioschoolstrust.org](http://www.studioschoolstrust.org) for further information about these types of schools.

For Year-10 entry in September each year, please see our current e-booklet 'Technical and training schools' as you will need to apply when your child is in Year-9. For entry at all other times, apply now using our in-year hub.

We have one UTC school in this borough – Brook Sixth Form.

Brook Sixth Form is an exciting new school which opened in September 2015. It is for students from Year-10 to Year-13 who are interested in engineering, design and manufacturing. It focuses on delivering high-quality technical education alongside more traditional academic subjects. The school's motto is 'Engineering, Education and Employment'. Its aim is to inspire young people in East London and Essex to become the next generation of talented engineers and designers. The school achieves this through

a really positive education experience which equips its pupils with the skills, knowledge and personal qualities they need to have for a successful career in industry. The school's contact details are on page 34. If there is not enough time for your child to complete the course they may need to repeat the year to complete all the work needed.

## Options for children aged 16 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 42 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 the list below. This information is also available on our website. 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. Please see pages 31 for information about the appeals process.

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 34 to 36, if you would like more information about the full range of education and training options available to your child, please see details for the Careers Guidance and Information Service on page 38.

# Useful information and services

## Technical and training schools in the south-east area

### **BMAT STEM Academy**

**Specialism:** Computing, Science, Engineering  
**Location:** Velizy Avenue, Harlow, Essex, CM20 3EZ  
**Phone:** 01279 307254  
**Email:** info@bmatstem.org.uk  
**Website:** www.btmastem.org.uk

### **De Salis Studio College**

**Specialism:** Business and Finance  
**Location:** Hewens Road, Hayes End, Middlesex, UB4 8JP  
**Phone:** 020 8573 2097  
**Email:** rosedalehewens@gmail.com  
**Website:** www.desalisstudiocollege.co.uk

### **Elstree UTC**

**Specialism:** Multimedia, Production Arts, Digital technology and communication for entertainment industries  
**Location:** Studio Way, Borehamwood, Hertfordshire, WD6 5NN  
**Phone:** 020 8386 6220  
**Email:** admin@elstreeutc.co.uk  
**Website:** www.elstreeutc.co.uk

### **Brook Sixth Form**

**Specialism:** Product Design and Engineering  
**Location:** Yew Tree Avenue, Rainham Road South, Dagenham East, RM10 7XS  
**Phone:** 020 3773 4670  
**Email:** office@brooksixthform.com  
**Website:** www.brooksixthform.com

### **Global Academy UTC**

**Specialism:** Creative, Technical, Broadcast and Digital Media  
**Location:** The Old Vinyl Factory, Blyth Road, Hayes, Middlesex, UB3 1HA  
**Phone:** 020 7766 6000  
**Email:** question@globalacademy.com  
**Website:** www.globalacademy.com

### **Heathrow Aviation Engineering UTC**

**Specialism:** Aviation Engineering  
**Location:** Potter Street, Northwood, Middlesex, HA6 1QG  
**Phone:** 01923 602 130  
**Email:** info@heathrow-utc.org  
**Website:** www.heathrow-utc.org

### **Leigh UTC**

**Specialism:** Computer science and Engineering  
**Location:** Brunel Way, The Bridge Development, Dartford, Kent, DA1 5TF  
**Phone:** 01322 626 600  
**Email:** info@theleighutc.org.uk  
**Website:** www.theleighutc.org.uk

### **Logic Studio School**

**Specialism:** Computing  
**Location:** Browells Lane, Feltham, Middlesex, TW13 7EF  
**Phone:** 020 8831 3000  
**Email:** info@logicstudioschool.org  
**Website:** www.logicstudioschool.org

### **London Design and Engineering UTC**

**Specialism:** Design and Engineering  
**Location:** Docklands Campus, University Way, London, E16 2RD  
**Phone:** 07714 255 193  
**Email:** admin@ldeutc.co.uk  
**Website:** www.ldeutc.co.uk

### **Mulberry UTC**

**Specialism:** Health, science, business, media and theatre  
**Location:** Parnell Road, Bow, London, E3  
**Phone:** 020 3137 7024  
**Email:** admissions@mulberryutc.org  
**Website:** www.mulberryutc.co.uk

### **Parkside Studio College**

**Specialism:** Creative Media, Construction, Health and Social Care, Hospitality and Catering, Hairdressing and Beauty Therapy, Sport and Leisure  
**Location:** Wood End Green Road, Hayes, Middlesex, UB3 2SE  
**Phone:** 020 8573 2097  
**Email:** parksidestudio1@gmail.com  
**Website:** www.parksidestudiocollege.co.uk

### **Sir Simon Milton Westminster UTC**

**Specialism:** Transport Engineering and Construction  
**Location:** Westminster  
**Phone:** 020 3506 9277  
**Email:** k.barker@westminster.ac.uk

### **South Bank Engineering UTC**

**Specialism:** Engineering for Building and Health Sectors  
**Location:** Brixton  
**Phone:** 020 7815 8181  
**Email:** info@southbank-utc.co.uk  
**Website:** www.southbank-utc.co.uk

### **Space Studio West London**

**Specialism:** Space, Aerospace, Science and Maths  
**Location:** Letchworth Avenue, Feltham, Middlesex, TW14 9RY  
**Phone:** 020 3696 8140  
**Email:** info@spacestudiowestlondon.org  
**Website:** www.spacestudiowestlondon.org

### **Watford UTC**

**Specialism:** Computer science, Travel and tourism, Hospitality, and Event management  
**Location:** Colonial Way, Watford, Hertfordshire, WD24 4PT  
**Phone:** 01923 905 240  
**Email:** admin@watfordutc.org  
**Website:** www.watfordutc.org

# Sixth forms and colleges

## Barking and Dagenham

All LBBD secondary-phase schools have a sixth form. Please see page 42 for their contact details.

### The Adult College

Ripple Road site, Barking, RM9 5QA

Phone: 020 8270 4722

Email: [adultcollegeenquires@lbbd.gov.uk](mailto:adultcollegeenquires@lbbd.gov.uk)

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

### Barking College

Dagenham Road, Dagenham, RM10 7UR

Phone: 01708 770000

Website: [www.barkingdagenhamcollege.ac.uk](http://www.barkingdagenhamcollege.ac.uk)

### Brook Sixth Form

Yew Tree Avenue, Rainham Road South,  
Dagenham East, London RM10 7XS

Phone: 020 8596 7040

Email: [office@brooksixthform.com](mailto:office@brooksixthform.com)

Website: [brooksixthform.com](http://brooksixthform.com)

## Havering

### Campion School

Wingletye Lane, Hornchurch, RM11 3BX

Phone: 01708 452332

Website: [www.campion.havering.sch.uk](http://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](http://www.cooperscoborn.org.uk)

### Frances Bardsley Academy

Brentwood Road, Romford, RM1 2RR

Phone: 01708 447368

Website: [www.fbaok.co.uk](http://www.fbaok.co.uk)

### Sacred Heart Girls School

St Mary's Lane, Upminster, RM14 2QR

Phone: 01708 222660

Website: [www.mary.havering.sch.uk](http://www.mary.havering.sch.uk)

### St Edwards C E School

London Road, Romford, RM7 9NX

Phone: 01708 730462

Website: [www.steds.havering.sch.uk](http://www.steds.havering.sch.uk)

### New City College

Ardleigh Green Road, Hornchurch, RM11 2LL

Phone: 01708 455011

Website: [www.havering-college.ac.uk](http://www.havering-college.ac.uk)

### New City College

Wingletye Lane, Hornchurch, RM11 3TB

Phone: 01708 514400

Website: [www.havering-sfc.ac.uk](http://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](http://www.newham.ac.uk)

### Newham Sixth Form College

Prince Regent Lane, London, E13 8SG

Phone: 020 8257 4000

Website: [www.newvic.ac.uk/](http://www.newvic.ac.uk/)

### Stratford Campus

Welfare Road

Stratford, London, E15 4HT

Phone: 020 8257 4000

Website: [www.newham.ac.uk](http://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](http://www.stangelas-ursuline.co.uk)

# Sixth forms and colleges

## Redbridge

### Beal High School

Woodford Bridge Road, Ilford, IG4 5LP

Phone: 020 8551 4954

Website: [www.bealhigshschool.co.uk](http://www.bealhigshschool.co.uk)

### Caterham High School

Caterham Avenue, Ilford, IG5 0QW

Phone: 020 8551 4321

Website: [www.caterham.redbridge.sch.uk](http://www.caterham.redbridge.sch.uk)

### Chadwell Heath Academy

Christie Gardens, Chadwell Heath

Romford, RM6 4RS

Phone: 020 8252 5151

Website: [www.chfs.org.uk](http://www.chfs.org.uk)

### Forest Academy

Harbourer Road, Hainault, Ilford, IG6 3TN

Phone: 020 8500 4266

Website: [www.hainaultforest.redbridge.sch.uk](http://www.hainaultforest.redbridge.sch.uk)

### Ilford County High School

Fremantle Road, Barkingside, Ilford, IG6 2JB

Phone: 020 8551 6496

Website: [www.ichs.org.uk](http://www.ichs.org.uk)

### Kantor King Solomon High School

Forest Road, Barkingside, Ilford, IG6 3HB

Phone: 020 8554 1995

Website: [www.redbridge.gov.uk](http://www.redbridge.gov.uk)

### Loxford School of Science and Technology

Loxford Lane, Ilford, IG1 2UT

Phone: 020 8514 4666

Website: [www.loxford.net](http://www.loxford.net)

### Mayfield College

Mayfield Road, Dagenham, RM8 1XS

Phone: 020 8590 5211

Website: [www.redbridge.gov.uk](http://www.redbridge.gov.uk)

### Palmer Catholic Academy

Aldborough Road South, Ilford, IG3 8EU

Phone: 020 8590 3808

Website: [www.canonpalmer.redbridge.sch.uk](http://www.canonpalmer.redbridge.sch.uk)

### Seven Kings School

Ley Street, Ilford, IG2 7BT

Phone: 020 8554 8935

Website: [www.skhs.net](http://www.skhs.net)

### Trinity R C High School

Mornington Road, Woodford Green, IG8 0TP

Phone: 020 8504 3419

Website: [www.trinity.redbridge.sch.uk](http://www.trinity.redbridge.sch.uk)

### Ursuline Academy Ilford

Morland Road, Ilford, IG1 4QS

Phone: 020 8554 1995

Website: [www.uai.org.uk](http://www.uai.org.uk)





# Useful information and services

## 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 subjects such as exclusion from school, bullying, special educational needs and school admission appeals.

**General advice line:**

**Phone:** 0300 0115 142

(Open Monday to Wednesday 10am to 1pm, term time only).

**Website:** [www.ace-ed.org.uk](http://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

**Website:** [www.gov.uk/contact-child-benefit-office](http://www.gov.uk/contact-child-benefit-office)

## Choice advice from the Family Information Service (FIS)

Moving from primary and secondary school can be one of the most difficult times for families and children. The choice adviser is independent of the Admission Team 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 secondary school; and
- access information on your behalf and explain how the procedures affect your individual 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 people 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 0 to 19.

**Address:** The Maples, 80a Gascoigne Road,  
Barking, Essex, IG11 7LQ

**Phone:** 020 8227 5395

**E-mail:** [fis@lbbd.gov.uk](mailto:fis@lbbd.gov.uk)

**Website:** [www.lbbd.gov.uk/fis](http://www.lbbd.gov.uk/fis)

## 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.

**Phone:** 020 8227 2926

**E-mail:** [ctax@lbbd.gov.uk](mailto:ctax@lbbd.gov.uk)

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

## Department for Education (DfE)

You can get useful information, such as performance tables and information on the curriculum, on their website.

**Phone:** 0370 000 2288

**Website:** [www.education.gov.uk](http://www.education.gov.uk)

## Education and training opportunities from age 14

There have been changes in the law which mean that Year-7 pupils starting school from September 2015 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 Careers Guidance and Information Service. Phone or visit for an appointment.

# Useful information and services

## Careers Guidance & Information Service

### Barking Learning Centre

2 Town Square Barking IG11 7NB

Monday to Friday

9am to 5pm

**Phone:** 020 8724 8870

### Dagenham Library

1 Church Elm Lane Dagenham RM10 9QS

Monday to Friday

9am to 5pm

**Phone:** 020 8724 8877

## EHC Team

This team works closely with parents, schools, the Community Educational Psychology Service (CEPS) and the Education Inclusion Team. Requests for EHC needs assessments and placements in mainstream schools or specialist schools (if needed) are carried out by the EHC Team. 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 an EHC 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 email to:

**Email:** ehcenquiries@lbdd.gov.uk

**Phone:** 020 8227 2400

**Address:** Town Hall, Barking, Essex, IG11 7LU

## Housing Benefit Service

The service provides free school meals and clothing grants for children who live in Barking and Dagenham.

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

**Email:** benefits@lbdd.gov.uk

**Phone:** 020 8227 2970

## 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 toy equipment and loan 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 provides schools with loans of books and audio-visual material.

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

Chadwell Heath community Centre,  
High Road, Chadwell Heath,  
RM6 6AS

### Thames View Library

Sue Bramley Community Centre, Bastable Avenue,  
Barking,  
IG11 0LG

### Valence Library

Becontree Avenue, Dagenham, RM8 3HT

# Useful information and services

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

**Website:** [www.ofsted.gov.uk](http://www.ofsted.gov.uk).

## Parents in Partnership Service

If your child has special educational needs, you may 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 from us.

**Address:** 334 Heathway, Dagenham, RM10 8NJ

**Phone:** 020 8593 4422

## School Attendance Service

### Attendance Service Team

This team provides advice, guidance and support to schools, parents, carers and children on how to improve school attendance. Good school attendance is linked to good educational achievement. The service enforces the laws relating to school attendance.

### Education Statutory Service Team

This team is responsible for working with families who have decided to educate their child (or children) at home (also known as elective home education or EHE). It is also responsible for locating children who are missing from education (those not enrolled at a school and not EHE). The team issues entertainment licences for children involved in all forms of entertainment, and work permits for children (between the ages of 13 and 16 only) who are taking up part-time employment. Other responsibilities include protecting the rights of children in care and certain responsibilities related to children who have been reported missing to the police.

**Address:** Town Hall, Barking, Essex, IG11 7LU

**Phone:** 020 8227 2711

### E-mail:

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

## Virtual School

The local authorities' Virtual School is for Looked After Children and 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, wellbeing and life chances for all children in care.

If you require any information or assistance please contact the virtual school for looked after children. Contact details below.

**Address:** Town Hall, Barking, Essex IG11 7LU.

**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 8227 5891

# Other London authorities' school admissions sections

## **London Borough of Barking and Dagenham Admissions**

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

**Phone:** 020 8215 3004

## **London Borough of Barnet Admissions**

Building 2, North London Business Park, Oakleigh Road South, N11 1NP

**Phone:** 020 8359 7651

## **Bexley Council Admissions**

Civic Offices, 2 Watling Street, Bexleyheath, Kent, DA6 7AT

**Phone:** 020 8303 7777

## **Brent Education Authority**

Civic Centre, Engineers Way, Wembley, HA9 0FJ

**Phone:** 020 8937 3110

## **London Borough of Bromley School Admissions**

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

**Phone:** 020 8313 4044

## **Camden Education Authority**

5 Pancras Square, London, N1C 4AG

**Phone:** 020 7974 1625

## **City of London Education Service**

PO Box 270, Guildhall, London, EC2P 2EJ

**Phone:** 020 7332 1002

## **Croydon Council Education Department**

Bernard Weatherill House, 8 Mint Walk, Croydon, CR0 1EA

**Phone:** 020 8726 6400

## **Ealing Council Admissions**

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

**Phone:** 020 8825 5511

## **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**

Kensington Town Hall, Hornton Street, London, W8 7NX

**Phone:** 020 7745 6434

## **Haringey Education Authority**

River Park House, 225 High Road, London, N22 8HQ

**Phone:** 020 8489 1000

## **Harrow Council Admissions**

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

**Phone:** 020 8901 2620

## **London Borough of Havering Education Service**

Town Hall, Main Road, Romford, RM1 3BD

**Phone:** 01708 434 600

## **London Borough of Hillingdon Admissions**

Civic Centre, High Street, Uxbridge, UB8 1UW

**Phone:** 01895 556 644

## **London Borough of Hounslow Admissions**

Civic Centre, Lampton Road, Hounslow, TW3 4DN

**Phone:** 020 8583 2721

## **London Borough of Islington School Admissions Section**

222 Upper Street, London, N1 1XR

**Phone:** 020 7527 5515

## **Royal Borough of Kensington and Chelsea**

Kensington Town Hall, Horton Street, London, W8 7NX

**Phone:** 020 7745 6432 / 6432 / 6434

## **Royal Borough of Kingston upon Thames Admissions**

42 York Street, Twickenham, TW1 3BW

**Phone:** 020 8547 4610

## **London Borough of Lambeth Admissions**

10th Floor, International House, Canterbury Crescent, SW9 7QE

**Phone:** 020 7926 9503

## **London Borough of Lewisham Admissions**

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

**Phone:** 020 8314 8282 (9am-12pm)

## **London Borough of Merton**

Civic Centre, 100 London Road, Morden, SM4 5DX

**Phone:** 020 8274 4906

## **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 3562

## **London Borough of Richmond upon Thames Admissions**

44 York Street, Twickenham, TW1 3BZ

**Phone:** 020 8891 7514

## **London Borough of Southwark**

PO Box 64529, London, SE19 5LX

**Phone:** 020 7525 5337

## **London Borough of Sutton Admissions**

Civic offices, St Nicholas way, London, SM1 1EA

**Phone:** 020 8770 5000

## **Tower Hamlets Education Authority**

Pupil services, Mulberry Place, Clove Crescent, London, E14 2BG

**Phone:** 020 7364 5006

## **London Borough of Waltham Forest**

School Admissions Service, Town Hall Complex, Forest Road, London, E17 4JF

**Phone:** 020 8496 3000

## **Wandsworth Council Admissions**

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

**Phone:** 020 8871 7316

## **Westminster Education Authority**

Kensington Town Hall, Hornton Street, London W8 7NX

**Phone:** 020 7745 6432

## Neighbouring authorities' school admissions sections

### **Essex County Council**

PO Box 4261, Chelmsford, CM1 1GS

**Phone:** 0345 603 2200

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

### **Thurrock Council**

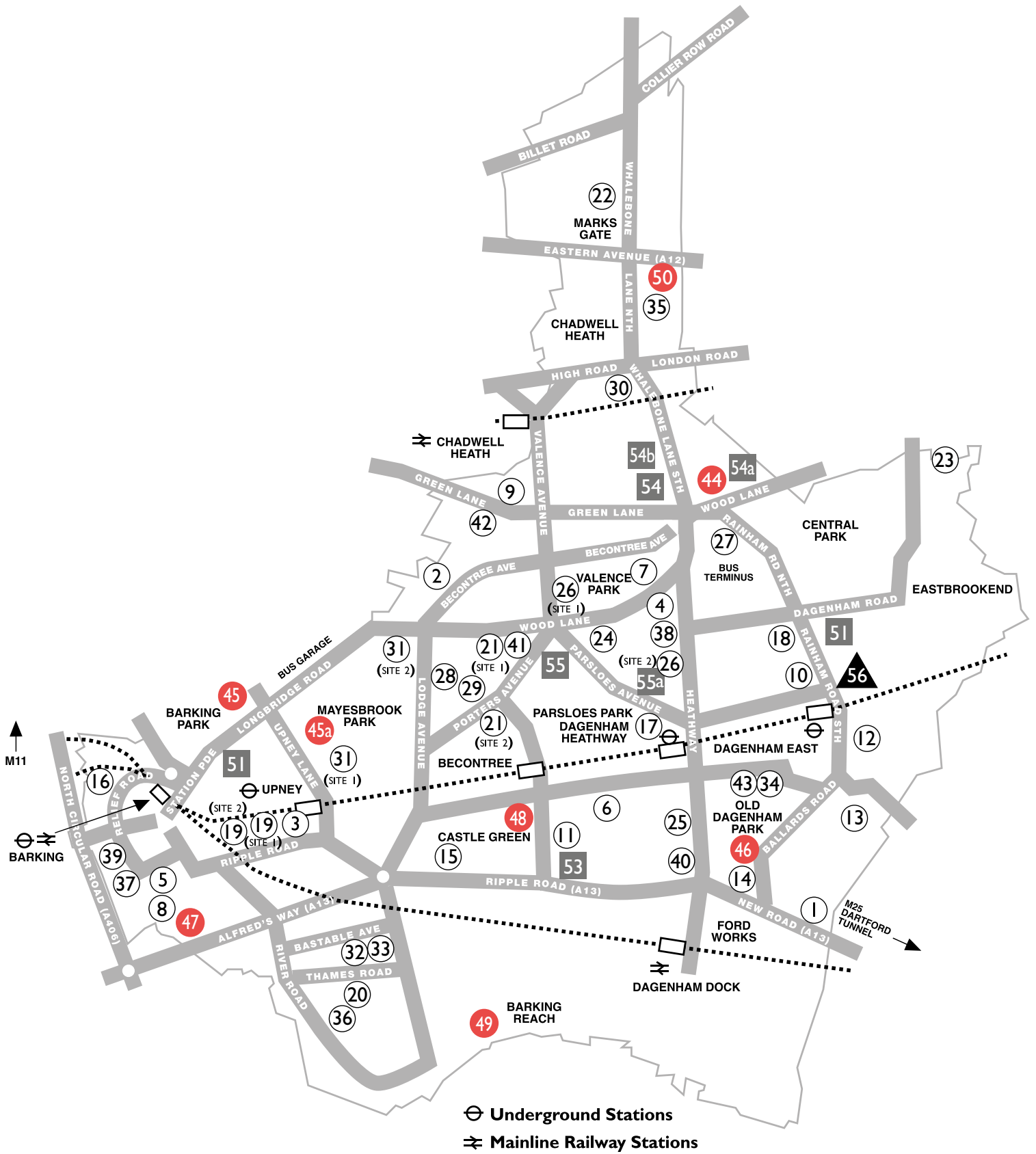
PO Box 118, Civic Offices, Grays, Essex, RM17 6GF

**Phone:** 01375 652 883


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





# Map of our schools




# Contact details of our schools


| Map number  | School name   |
|---|---|
|  <b>Primary schools (ages 4 to 11)</b> |   |
| 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   | Greatfields Primary School, St Mary's Barking Essex IG11 7BL  |
| 9   | Henry Green Primary, Green Lane, Dagenham, RM8 1UR  |
| 10  | Hunters Hall Primary, Alibon Road, Dagenham, RM10 8DE   |
| 11  | James Cambell Primary, Langley Crescent, Dagenham, RM9 6TD  |
| 12  | John Perry Primary, Charles Road, Dagenham, RM10 8UR  |
| 13  | Leys Primary, Leys Avenue, Dagenham, RM10 9YR   |
| 14  | Marsh Green Primary, South Close, Dagenham, RM10 9NJ  |
| 15  | Monteagle Primary, Burnham Road, Dagenham, RM9 4RB  |
| 16  | Northbury Primary, North Street, Barking, IG11 8JA  |
| 17  | Parsloes Primary, Spurling Road, Dagenham, RM9 5RH  |
| 18  | Richard Alibon Primary, Alibon Road, Dagenham, RM10 8DF   |
| 19  | Ripple Primary School, Suffolk Road, Barking, IG11 7QS - <b>Site 1</b><br>Ripple Primary School, Westbury site, Barking, IG11 7PT - <b>Site 2</b> |
| 20  | Riverside Primary School, 40 Thames Road, Barking, IG11 0HZ   |
| 21  | Roding Primary, Hewett Road, Dagenham, RM8 2XS - <b>Site 1</b><br>Roding Primary, Cannington Road, Dagenham, RM9 4BL - <b>Site 2</b>              |
| 22  | Rose Lane Primary, Rose Lane, Chadwell Heath, RM6 5NJ   |
| 23  | Rush Green Primary, Dagenham Road, Romford, RM7 0TL   |
| 24  | Southwood Primary, Keppel Road, Dagenham, RM9 5LT   |
| 25  | Thomas Arnold Primary, Rowdowns Road, Dagenham, RM9 6NH   |
| 26  | Valence Primary, Bonham Road, Dagenham, RM8 3AR - <b>Site 1</b><br>Valence Primary, St Georges Road, Dagenham, RM8 5AH - <b>Site 2</b>            |
| 27  | William Bellamy Primary, Frizlands Lane, Dagenham, RM10 7HX   |


| Map number  | School name   |
|---|---|
|  <b>Infant schools (ages 4 to 7) and junior schools (ages 7 to 11)</b> |   |
| 28  | Dorothy Barley Infant, Davington Road, Dagenham, RM8 2LL  |
| 29  | Dorothy Barley Junior, Ivinghoe Road, Dagenham, RM8 2NB   |
| 30  | Furze Infant, Bennett Road, Chadwell Heath, RM6 6ES   |
| 31  | Manor Primary School (Infants only), Sandringham Road, Barking, IG11 9AG - <b>Site 1</b><br>Manor Primary School, Longbridge Road, Dagenham, RM8 2FL - <b>Site 2</b><br>Manor Junior, Sandringham Road, Barking, IG11 9AG |
| 32  | Thames View Infants, Bastable Avenue, Barking, IG11 0LG   |
| 33  | Thames View Junior, Bastable Avenue, Barking, IG11 0LG  |
| 34  | Village Infant, Ford Road, Dagenham, RM10 9JS   |
| 35  | Warren Junior, Gordon Road, Chadwell Heath, RM6 6DA   |

| Map number  | School name   |
|---|---|
|  <b>Faith Primary schools (ages 4 to 11)</b> |   |
| F36   | George Carey CofE Primary, Minter Road, Barking IG11 0FJ        |
| F37   | St Joseph's Catholic Primary, The Broadway, Barking, IG11 7AR   |
| F38   | St Joseph's Catholic Primary, Connor Road, Dagenham, RM9 5UL    |
| F39   | St Margarets C of E Primary, North Street, Barking, IG11 8AS    |
| F40   | St Peter's Catholic Primary, Goresbrook Road, Dagenham, RM9 6UU |
| F41   | St Teresa Catholic Primary, Bowes Road, Dagenham, RM8 2XJ       |
| F42   | St Vincent's Catholic Primary, Burnside Road, Dagenham, RM8 2JN |

| Map number   | School name   |
|--|---|
|  <b>Faith Junior schools (ages 7 to 11)</b> |   |
| F43  | William Ford C of E Junior, Ford Road, Dagenham, RM10 9JS |

| Map number   | School name   |
|--|---|
|  <b>Secondary schools (ages 11 to 19)</b> |   |
| F44  | All Saints Catholic School, Terling Road, Dagenham, RM8 1JT   |
| 45<br>45a  | Barking Abbey School, Longbridge Road, Barking, IG11 8UF<br>Barking Abbey School, Sandringham Road, Barking, IG11 9AG |
| 46   | Dagenham Park Church of England School, School Road, Dagenham, RM10 9QH   |
| 47   | Greatfields School, St Mary's, Barking, IG11 7TD  |
| 48   | Jo Richardson Community School, Castle Green, Gale Street, Dagenham, RM9 4UN  |
| 49   | Riverside School, Renwick Road, Barking, IG11 0FU   |
| 50   | The Warren School, Whalebone Lane North, Chadwell Heath, RM6 6SB  |

| Map number  | School name   |
|---|---|
|  <b>All-through schools (ages 4 to 19)</b><br>These schools are not open for all year groups yet. Please ask our staff for more details. |   |
| 51  | Eastbrook School, Dagenham Road, Dagenham, RM10 7UR   |
| 52  | Eastbury Community School, Hulse Avenue, Barking, IG11 9UW  |
| 53  | Goresbrook school, Ripple Road, Dagenham, RM9 6XW   |
| 54<br>54a<br>54b  | Robert Clack School, Green Lane, Dagenham, RM8 1AL ( <b>Secondary</b> )<br>Robert Clack School, Gosfield Road, Dagenham, RM8 1JU ( <b>Secondary</b> )<br>Robert Clack School, Lymington Fields Site, Dagenham, RM8 1FL ( <b>Primary</b> ) |
| 55  | Sydney Russell School, Parsloes Avenue, Dagenham, RM9 5QT ( <b>Secondary</b> )  |
| 55a   | Sydney Russell School, Fanshawe Avenue, Dagenham, RM9 5QA ( <b>Primary</b> )  |

| Map number  | School name   |
|---|---|
|  <b>Technical and training schools (ages 14 to 19)</b> |   |
| 56  | Elutec - East London University Technical College, Rainham Road South, Dagenham, RM10 7XS |

# Glossary – definitions of the words used in this e-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. All other schools are their 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.   |
| Certificate of Catholic practice form      | The form that the priest signs to confirm your commitment to your faith as shown by your links with your local church. Catholic 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.  |
| 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.  |
| Education, health and care (EHC) plan      | An EHC Plan is written once a child has had an EHC needs assessment of need and an EHC plan is draft in line with the Education Act of 1996 and gives details of the child's special needs and what needs to happen to meet these needs.  |
| 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.  |
| Interest list                              | A list containing the names of every child who has been refused a school place but who is still interested in a place at that school. Some LAs will call these waiting lists.   |
| 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.   |
| 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.  |
| 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 apply.

- ☐ Read the admissions process on pages 4 to 32 in this e-booklet..
- ☐ Use our in-year hub, fill in and submit all sections of your 'In-year common application form' (ICAF) online.
- ☐ Show your offered school the documents below (see page 7):
  - proof of the child's ID;
  - proof of your child's address; and
  - proof of your address.
- ☐ Send us 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, or proof that you are the child's guardian (pages 27 to 28).
- ☐ Fill in any extra forms including supplementary information forms (SIF) or certificate of Catholic practice (CCP) or both if you are applying for a faith school and give the school the documents they have asked for (page 8). There are different forms for our Catholic and Church of England schools.

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



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