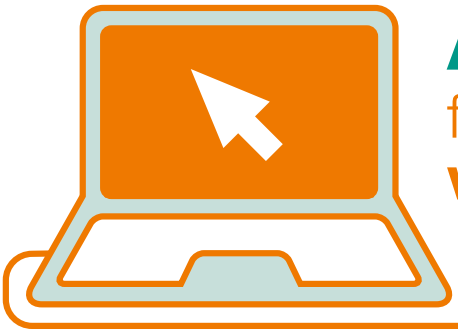
Starting school full-time

Information for parents about children starting school in 2024



Barking & Dagenham



Apply online now

for a reception school place

www.eadmissions.org.uk

The closing date for your online application and the other information we ask for is **15 January 2024**

Technical difficulties?

If you have any technical difficulties when making your application online, the 'Online admissions helpdesk' is available from 9.30am to 5.30pm Monday to Friday. Call 020 8255 5555 and select option 1.

- The closing date for all applications and the other information we ask for is 15 January 2024.
- If you apply online and you cannot see your exact address in the list presented, or the schools you want to apply for are not listed, you must contact the School Admissions Team before 5pm on 12 January 2024, otherwise your application will be late.
- If you need any help, our contact details are on page 39.
- We will send you your results on 16 April 2024. We must receive your reply by 30 April 2024 or your child will not have a school place.
- See page 19 for more details about why you need to accept your offer online.

Receipt details

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

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

Email details used

Email address: .....

Password: .....

eAdmission details issued

Username: .....

Password: .....

You should also record your application reference number.
This is a receipt that shows you have successfully submitted (made) your application.

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eAdmissions LONDON

Welcome



This e-booklet is designed to help you prepare your child for the exciting process of starting school. It contains information about pre-school learning opportunities and how to apply for a reception place (sometimes called an 'infant' school place) or junior school place.

Barking and Dagenham is a friendly and diverse borough with schools and other learning centres in every neighbourhood. You will find that the head teachers and school governors will welcome you to visit any of the borough's schools so you can see the range of facilities and activities available. As well as nursery classes at the borough's schools, there are pre-school day nurseries and other opportunities for young children under five years old. You will find information about these in this e-booklet.

A child's first steps in education are vitally important. I am very proud of all the hard-working, dedicated staff who make sure our schools provide the best possible future for the children in our borough.

I would like to take this opportunity to thank you for choosing Barking and Dagenham as the place for your child to grow, learn and develop and I wish them all the best during their educational experience.

Councillor Elizabeth Kangethe
Cabinet Member for Educational Attainment and School Improvement

Introduction

If your child was born between 1 September 2019 and 31 August 2020, they may start school full-time in September 2024. This information e-booklet explains the admissions process for the first year of school (reception places). Please keep this e-booklet in a safe place as you will need to refer to it over the next year.

All schools use admission criteria (conditions) to decide which applications to accept and which to turn down. We explain the admission criteria for our faith schools (except for George Carey) on pages 25 to 32. For George Carey and all other Barking and Dagenham schools see pages 23 to 24.

No places are guaranteed and you must apply even if your child already has a place at the school's nursery class. It is important that you read and understand the information in this e-booklet before you apply. If you don't follow the process in this e-booklet, you put your chance of getting a place at your preferred school at risk.

To apply, you must use the common application form provided by the borough you live in. If one of your preferences includes a faith school (except George Carey) there are extra steps you must take if you apply under the school's criterion.

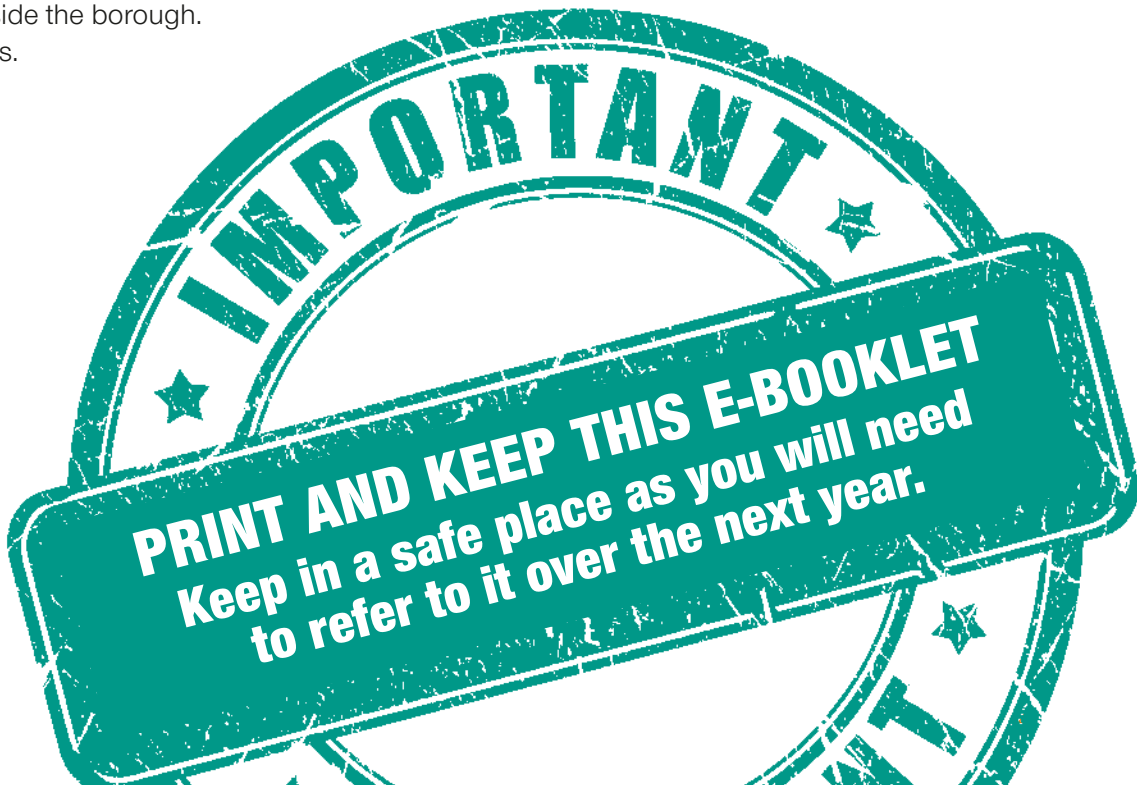
You may also need to fill in extra forms (supplementary information forms) and documents if you apply for schools outside the borough. See page 14 for more details.

The schools you apply for are your preferences – they are not your choices because we cannot guarantee everyone a place at any of the schools they have listed. For example, if everybody named the same school, we would not be able to increase the number of places there.

Instead, we offer as many places as possible, based on the admission criteria, to those who make their application by the closing date. The full timetable of important dates is on page 40. You must return all applications and documents by the closing date, 15 January 2024.

Applications received after this date are late. These late applications are processed after applications that are on time. Late applicants are less likely to get a place at their preferred school. If we cannot offer your child a place at one of your preferences or you do not fill in and return your application form, and you live in this borough, we will give them a place in any school in the borough with a space.

The School Admissions Team is happy to answer any questions you have about the process. If you need independent advice, you can contact the Family Information Service (FIS) Team, see page 47.



Contents

This e-booklet gives you information about applying for reception (infant) classes at Barking and Dagenham infant or primary schools in September 2024. It also contains advice for parents and carers with young children about pre-school learning and admission arrangements to junior school.

If you have any questions or need more information, please contact the School Admissions Team.

Phone: 020 8215 3004
Email: infos@lbbd.gov.uk
Website: www.lbbd.gov.uk/admissions

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Early Years Provision

What options are available for my child?

By law, children in England start school in the term after they reach their fifth birthday. In Barking and Dagenham there is a range of early-years options available for children under the age of five. Your child can receive up to 15 hours of free early education in a number of settings as part of a part-time or full-time session.

- There are nursery classes (for children aged three to four) in most local-authority infant and primary schools.
- There are full daycare nurseries run by the local authority and private and voluntary organisations.
- There are pre-schools run by private and voluntary organisations.
- There are a number of childminders in Barking and Dagenham offering home-based childcare.

This section of the e-booklet gives a brief description of the various types of early years learning opportunities in Barking and Dagenham. Please contact the Family Information Service (see page 47) about the process of getting your child a nursery or pre-school place in a Barking and Dagenham school or other nursery setting. They can also give you advice about free places for eligible two, three and four year olds and advice about claiming 30 hours of free early education and Tax Free Childcare for eligible working parents.

Nursery classes

There is a nursery class in most maintained infant and primary schools in Barking and Dagenham. Nursery classes are led by qualified teachers and are inspected by the Government's Office for Standards in Education, Children's Services and Skills (Ofsted). Children in nursery classes follow the Early Years Foundation Stage, which emphasises the importance of play in early learning and development.

As parents and carers, we encourage you to take part in your child's education by working together with the staff of nursery classes, pre-schools, day nurseries and childminders so that you can provide the fullest support for your child's learning and development.

Parents or carers who live in the borough can take up a part-time nursery place for their child the term after the child's third birthday. By using this early education entitlement, your child will have a gradual introduction to school. However, a place in school nursery does not guarantee a place in reception class in that school.

Day nurseries

There are 48 day nurseries in Barking and Dagenham, one run by the council and the rest by private, community and voluntary organisations. 12 of these nurseries are attached to children's centres. They aim to provide high-quality, affordable childcare to allow parents to take part in training and employment opportunities. Day nurseries are registered and inspected by Ofsted and offer free education sessions of 15 hours per week (term time only). Parents can opt to take 11 hours of free nursery education and spread it over the whole year. This applies to all children in the term after their third birthday. Day nurseries also offer a number of free early-education places for eligible two-year-olds. All these nurseries have input from a qualified teacher. Some school nursery classes and all day nurseries also offer 30 hours of early education for eligible working parents.

Pre-schools

There are 16 pre-schools in Barking and Dagenham, which are run by private and voluntary organisations. Pre-schools offer 15 hours of free early education per week to children in the term after their third birthday. Pre-schools also offer a number of free early-education places of 15 hours for eligible two-year-old children. These settings are also inspected by Ofsted and supported by qualified teachers. Some pre-schools also offer 30 hours of free early education to eligible working parents.

Childminders

Some high-quality childminders have received extra training and support and have been approved by the local authority to offer free early education to eligible two, three and four year old children. They also have support from a qualified teacher. Please contact the Family Information Service (see page 47) for more details.

All-through, infant, junior and primary schools

Children must receive full-time education from the beginning of the term after their fifth birthday. At this time, parents need to decide whether they would prefer:

- an all-through school for children aged four to 19;
- an infant school for children aged four to seven; or
- a primary school for children aged four to 11.

Our policy is to offer children the opportunity to begin full-time education in the September of the school year in which they become five years old. This means that most pupils have the option of starting school when they are four. However, by law, a child does not have to start school in England until the term after their fifth birthday.

- There are five all-through schools in the borough for children aged four to 19.
- There are five infant schools in the borough for children aged four to seven. All are linked to a junior school for children aged seven to 11.
- There are 33 primary schools for children aged four to 11.

These schools are all listed on page 46 and include community schools, voluntary-aided faith schools, academies and free schools. All faith schools are listed on the same page starting with F.

What will my child learn?

The early stage of children's learning from birth up to the age of five years is called the Early Years Foundation Stage. All early-education providers that receive education funding from the Government must work closely with parents and carers to give children the best possible start in education.

The Early Years Foundation Stage is organised into seven areas of learning for children aged from birth to five years.

There are three main areas and these are:

- **personal, social and emotional development;**
- **communication and language; and**
- **physical development.**

There are four specific areas and these are:

- **literacy (reading and writing);**
- **mathematics;**
- **understanding the world; and**
- **expressive arts and design.**

As children move through the Early Years Foundation Stage, their progress towards the early-learning goals will be assessed. You can get more information about how 'early learning' is organised from the staff at your child's nursery, school, pre-school or day nursery, or from the Department for Education (DfE) website at www.education.gov.uk.



Technical difficulties?

If you have any technical difficulties when making your application online, the 'Online admissions helpdesk' is available from 9.30am to 5.30pm Monday to Friday. Call 020 8255 5555 and select option 1.

Starting school

Your child's education is very important. We believe that the successful education of children greatly depends on a good working partnership between schools and families. We support and encourage this partnership and want you to become well informed about our schools. We and all the schools are committed to promoting equal opportunities and opposing all forms of discrimination and prejudice. Visit as many schools as you can to help you decide your preferences (for up to six schools) on your common application form. Each of the schools will be able to give you:

- the school prospectus;
- the most recent Office for Standards in Education (Ofsted) inspection report for the school (www.ofsted.gov.uk/reports);
- the school's examination results (www. education.gov.uk/performancetables/); and
- the governing body's annual report.

Schools available

There is a map with a list of our all-through, infant, junior, and primary schools on page 45 in this e-booklet which confirms the published admission number (PAN) for each school.

- an all-through school is for children aged four to 19;
- an infant school is for children aged four to seven;
- a primary school is for children aged four to 11.
- a junior school is for children aged seven to 11.

Academy infant, junior and primary schools

Dorothy Barley Junior is an academy run by the Reach Two Trust.

Eastbury Primary, James Cambell Primary and Thames View Junior School are academies run by the Partnership Learning Trust.

All these schools are their own admissions authority, but it will follow the same admission criteria for Barking and Dagenham community infant, junior and primary schools and we will offer places on their behalf.

All-through schools

Goresbrook School is an academy run by The United Learning Trust.

Sydney Russell School is an academy run by the Partnership Learning Trust.

Both these schools are their own admissions authority but will follow the same admission criteria as Barking and Dagenham community primary-phase schools, and we will offer places on their behalf.

The following schools have one site for primary-phase pupils and a different site for secondary-phase pupils. The primary-phase site for Robert Clack School is on Lymington Field, and the primary-phase site for Sydney Russell School is on Fanshawe Crescent.

Faith primary and junior schools

We have six faith primary schools and one voluntary-aided junior school. Of these, five are Catholic primary schools.

St Peter's is a catholic voluntary-aided school run by the Diocese of Brentwood.

St Joseph's Barking, St Joseph's Dagenham, St Teresa's and St Vincent's are catholic academies run by The Good Shepherd Trust.

St Margaret's Church of England Primary is an academy run by The Genesis Education Trust.

William Ford Junior is a voluntary-aided school run by the Church of England Authority.

All the schools are listed on page 46 of this e-booklet, starting with F. These schools are their own admissions authority and use their own admission criteria, but we will offer places on their behalf.

Before you apply for a place at any of the borough's faith schools, you must read the school's admission criteria (page 25 to 32) and follow the instructions on pages 37 to 38.

Free and voluntary-controlled primary schools

Riverside School is a free school with academy status run by the Partnership Learning Trust.

The George Carey Church of England Primary School is a voluntary-aided school.

Both these schools are their own admissions authority, but it will follow the same admission criteria for Barking and Dagenham primary-phase community schools and we will offer places on their behalf.

Thames View Infants

This school is an academy governed by Thames View Infants Learning Multi Academy Trust. It uses its own admission criteria and we will offer places on its behalf.

All other Barking and Dagenham all-through, infant, junior and primary schools

The local authority is the admissions authority for the remaining schools. The admission criteria for reception and primary school places are on page 23 and the criteria for junior school places are on page 42.

Important notes for schools with two sites – If you want to apply for a place at Manor, Ripple, Roding or Valence schools you need to read the important notes below.

Note 1: If you want to apply for a place at these schools you must give the name of the site you would like your child to attend. However, if you are not successful in applying for a specific site 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 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 46.

Note 3: An interest list will be kept for each site in criteria order. The interest list process listed on page 22 will be followed for each site.



Eye Health

for children

- **The NHS recommends that all children have a sight test every two years and that children who need glasses have one more often.**
- **Eye tests and glasses are free for children and young people below the age of 16 (or 18 if in full-time education). But parents/ carers will need to make an appointment at their local opticians.**
- **Please take your child to see an optician if you feel there maybe any problems with their sight.**

What you need to do

If you live in Barking and Dagenham

1 Read and make sure you understand the admissions process for our borough, particularly pages 8 to 40.

2 Collect information to help you decide which schools you prefer. You can list any school in Barking and Dagenham or another borough. Addresses for information about schools in other boroughs are shown on page 44.

3 Contact the schools to see for yourself what they can offer. Some schools will have virtual tours available on their websites.

4 Study the information on pages 33 and 34, which shows statistics from last year's applications for Barking and Dagenham schools. This information should give you an idea what happened last year and the chance that you would have had of getting a place at your preferred Barking and Dagenham schools. This information also shows the number of parents who were successful in getting one of their preferences and the popularity of each of our schools. We recommend that you consider including your local school as one of your preferences. Your chances of being offered a place increase the closer you live to a school. Statistical information for the past five years is published on our website.

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

   Carefully check the names and addresses of the schools you have selected, as some schools have similar names. Please make sure you attach all the other information we ask for. This may be proof that you are the child's guardian, proof of your address, or proof that your child is or was in the care of a local authority (pages 12 to 14).

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

7 We will offer places on 16 April 2024 and we must receive your reply by 30 April 2024 or your child will not have a school place.

If we cannot give your child a place at any of the schools you have applied for, we will give your child a school place in any part of the borough with a space. You have a right to appeal if we turn down your application (see pages 21 to 22). We will also place your child on the interest list for any other Barking and Dagenham school you listed as a higher preference than the school we offered you.

If you live outside Barking and Dagenham

Each local authority (LA) is responsible for educating children age five to 18 living in their borough or county. If you do not live in Barking and Dagenham, please make sure you have read the admissions booklet from your borough or county.

You will need to fill in the common application form (CAF) provided by your borough or county. You can list Barking and Dagenham schools on that form.

You must also fill in any other relevant forms (supplementary information forms) or provide any extra documents that may apply. The admission criteria for Barking and Dagenham schools are on pages 23 to 32. It is important that you read and understand the criteria and admissions process (pages 11 to 22) before you apply.

You must return the CAF to your borough or council by their closing date. This date may be different from the Barking and Dagenham closing date.

It is important that you rank the schools in your true order of preference. Potential offers are exchanged between councils until your own borough can make a single best offer (including any schools you may have applied for in other boroughs). The local authority that you live in will offer a place on 16 April 2024, for applications they have received by the closing date. You must accept the place offered by their reply date or we will withdraw our offer.

You have a right to appeal if we turn down your application (see pages 21 to 22). We will also place your child on the interest list for any other Barking and Dagenham school you have listed as a higher preference than the school we offered you. Please make sure you have read about how your local authority handles admissions before you fill in your application form.

What you need to know

Who can apply for a 2024 reception school place?

If your child was born between 1 September 2019 and 31 August 2020, you can apply now for them to start full-time school next September.

What are co-ordinated admissions?

In the normal round of admissions, all councils co-ordinate admissions to their schools for reception places. Under the co-ordinated admissions system, you can only receive one offer from your borough or council. You must list the schools you want to apply for on one form, known as the common application form (CAF), ranking them in your true order of preference.

You must return the common application form to the council in the area where you and your child lives. All the councils will then use a computerised process to:

- pass on details of applications for schools in other council areas; and
- co-ordinate the offer of places to make sure that nobody gets offered more than one school place.

The admission authority for each school you have listed on the application will decide whether or not to offer your child a place. If a school is oversubscribed (receives more applications than available places), the admissions authority will use its published conditions (admission criteria) to decide the order in which to offer places. 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. Councils will write to parents (who applied by the closing date) on 16 April 2024 and tell them the results of their application.

The co-ordinated process will end on 23 August 2024. After this date you will need to follow the 'in-year' admissions process which is published on our website and in the e-booklet 'Finding a school place'.

Where can I get help and advice about applying for a school place?

Admissions officers in the School Admissions Team, and the borough's call centre staff can give you advice about how the admissions process works. You may also get advice from the Family Information Service (FIS Team) and their advice is independent of the School Admissions Team. They will explain how the admissions procedures affect your individual circumstances and will also help you fill in the necessary forms to make sure your application is complete.

If my child goes to the nursery at a school, will they automatically start at the main school?

No. Children who go to a nursery class in a primary or infant school do not automatically move to the main school. You have to apply for a reception place using the CAF and the relevant SIF form if required, even if your child has a brother or sister at that school.

Why are there six 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. In that situation, not everybody will be given a place at the schools they have asked for. **We need information to help us offer you another school, and the more schools you list the greater the chance of your child going to a school you prefer**.

The schools on your form are your preferences – they are not your choices because we cannot guarantee everyone a place at any of the schools they have listed. If everybody named the same school, we would not be able to increase the number of places there. Simply naming one school or repeating the same school does not increase your child's chance of getting a place there, and may lead us to giving your child a place at a school you have not listed.

The admission number of each school and the number of applications made for those places last year are shown on the statistical information on pages 33 and 34. This information will show you which schools are likely to be oversubscribed (receive more applications than there are places available).

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 is 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 biological 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 biological parents and you are another adult who is looking after the child, we need documentary evidence that you are the guardian and have parental responsibility for that child. That is, you have the legal right to make decisions on the child's behalf. Evidence includes a will or a court order and Child Benefit payments. Guardianship only applies if you can prove that you have full care and the normal, permanent home is not at their parents' address. Guardianship does not apply when picking up children to and from school, or looking 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?

When a child lives with their biological parents, legal guardian or foster parent, we will consider that address to be the child's normal, permanent home. However, when a child has parents who are separated, the parents may name only one address for the application process, but the other parent can be named and provided with copies of information we issue. If one parent has parental responsibility, we must receive documents to prove this and that parent's address must be used. If both parents have parental responsibility, we must receive documents to prove this. We will normally accept the parent's address used by the child's nursery or primary school as the child's permanent home.

Do I need to send proof of my address?

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 Barking and Dagenham 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) below with you to the welcome meeting.

If you apply for a school outside the borough, you will still need to provide one document from each of the three lists (A, B and C) below with your application.

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

- HM Revenue & Customs documents such as a letter showing your entitlement to Child Benefit, Working Tax Credit or Child Tax Credit. This document must include your child's name, date of birth and home address. Please ensure that it is dated in the last three months.
- Your child's medical registration card or any other current medical letters issued by the NHS or your GP (the letter must be dated within the last three months). This document must include your child's name, date of birth and home address.
- Your child's Immigration and Nationality Directorate (IND) card (issued by the Home Office with photo attached). This document must include your child's name, date of birth and home address

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

- Your Council Tax bill for 2023-2024
- Your Council Tax Benefit letter or notice for 2023-2024

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.
- A statement from your bank, building society or a credit-card company from the last three months.
- Your driving licence

If you do not own or rent your own home, but are living with someone who owns their home or rents it from the council or from another landlord, you will need to prove that you live there.

Please provide a copy of their current Council Tax bill or Council Tax Benefit letter or notice, together with written confirmation that you live with them. Please ask them to provide a letter containing the following information.

- Their name
- The address of the property
- The fact that you and your child live in the property, and the date you moved there
- Confirmation that you and your child have permission to live in the property and how long you are allowed to live there.
- Your driving licence

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. Instead, 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.

If you are applying for schools outside the borough, you must provide the documents listed above by 22 February 2024 at the latest. If you cannot provide the documents by this date, we cannot offer your child a place at an oversubscribed school.

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 change the relevant fields on your online application form by the closing date and give us proof of your new address by sending us the above documents. If you need to tell us about any changes after the closing date, you must email us.

If we need further proof of your and your child's address, we will ask for other documents not listed in this e-booklet. 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 if my child has additional needs?

All Barking and Dagenham schools, including those with specialist services, offer an environment in which everyone is treated fairly and equally. Pupils with special educational needs, disabilities or any other needs are encouraged and supported to make the most of the curriculum and all the available facilities.

Parents and carers are invited to visit schools to find out what each school has to offer. All schools also produce written information, which should be available to parents, on how they support children with special educational needs.

If your child is attending a nursery school and Barking and Dagenham local authority is carrying out a formal assessment of their special educational needs, you will need to apply for a school place for them using the School Admissions Team application process. This will make sure your child has a school place when they are due to start school during the next school year. Once the formal assessment has been completed, your case officer will tell you if the assessment shows that your child needs to go to a different school than the one offered.

If your child already has an Education, Health and Care plan (EHC plan), our EHC Team will review the plan at least once a year (or twice a year if they are under five years of age). Your EHC case officer will process any changes recommended from the review meeting, including any request you make for your child to attend a different school, and the case officer will take your case to EHC panel for consideration and will they will let you know what agreement has been reached.

If you are not sure whether your child is being assessed or may already have an EHC plan, please phone the EHC Team on 020 8227 2400 or email ehcenquiries@lbbd.gov.uk for advice.

What happens if my child is in the care of a local authority (a looked-after child)?

We consider applications for children who are or used to be in the care of a local authority before we consider all other applications. 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 who is currently in care or a child who was in care previously at any point in their life and then became subject to an adoption, residence, or special guardianship order immediately after leaving care.

If your child is or was in the care of a local authority, you must also include with the common application form a letter from the social worker confirming the legal status of the child and the local authority which the child is or was in the care of. The letter should also provide the reasons for the preferred schools you have listed.

If your child is in the care of a local authority and you would like to discuss the admissions process of your child with a member of 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.

What happens if my child is from a UK Armed Forces family (crown service)?

Under Government rules, applications from families of the UK Armed Forces can be considered at the posting address before the family have moved to the area. However, we do not give automatic priority to these children over other children. If you are moving to our borough, please apply online by the closing date and use the address of your posting.

Please tick the relevant box to show that you are either:

- a UK Armed Forces family with a confirmed posting to the area; or
- a crown servant returning from overseas to live in the area.

Your application must also include an official letter that declares a relocation date and a unit postal address or quartering area address. If your posting changes, please follow the advice in the 'What if my circumstances change?' section. We will process your application using your posting address and in line with each school's admission criteria

How do I apply for a school outside Barking and Dagenham?

If you live in this borough and would like your child to go to a school in another borough (not private schools), you must list that school on your Barking and Dagenham common application form. Please apply online, checking that the school you want to apply for is on the list of schools. By the closing date, schools outside the borough will need you to provide proof of your and your child's address with your application (see the proof of address section).

If the school you want to apply for is not shown on the list of schools, please contact the School Admissions Team before 5pm on 12 January 2024 for details of how to apply, otherwise we will not consider your application in the first round of offers.

It is important that you know the admission criteria for the schools you are asking for, and you may need to fill in supplementary information forms and provide further information for these schools. Please contact the admissions authority (school or LA) of the school you have in mind. This e-booklet lists 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/dfe.

If you live in this borough and you do not fill in the Barking and Dagenham common application form, you will not be considered for any schools, either inside or outside the borough, even if you fill in their supplementary information forms.

Can I change the information on my application form?

Important note

If your information changes, you must alter the relevant sections on your online application form by the closing date.

We will send you an email with a new version number every time you change your application. If you cannot make these changes to your online application, you must tell us in writing and include supporting documents if necessary. The new details that you give us will replace those on your previous form. The last application you make before the closing date (on paper or online) is the one that we use to process your preferences.

After the closing date, any changes should be made in writing to the School Admissions Team. Fill in the 'change my school place application' form, which is available on our website from 17 April 2024. If we receive any of your changes after the closing date, we will treat those changes as 'late' as we offer places based on all information available on the closing date. Any changes you make after the closing date will not appear on your eAdmissions account. Instead, we will reply to your enquires by post or email. Please see the question 'What if my application is late?' on pages 18 to 19 for more details.

How do I return the forms?

Supplementary information forms (SIFs)
Please see pages 37 to 38.

Common application form (CAF)
Applying online is reliable and secure. All local authorities in London have worked together to make it possible for parents to apply online for a school place in London and its surrounding counties. This service is available through the 'eAdmissions' website.

The person with parental responsibility for the child named must register to use the 'eAdmissions' site by setting up an account. 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. The eAdmissions Team will send you a 'validation' email to check that your email address is correct. Log in to your email account and click on the 'validation link' in the email you have received from the eAdmissions Team. Once you have confirmed your email, the application should take no more than 10 minutes. The site gives full instructions on its guidance pages, to help you make your application.

Important note

If you apply online and you cannot see your exact address in the list presented, or if the schools you want to apply for are not listed, you must contact the Admissions Team before 5pm on 12 January 2024, otherwise your application will be late. Our contact details are on page 39.

Quick steps to apply online



Where to begin

If you have already registered to make an application using the eAdmissions site, please go to step 4. If you are applying for the first time, follow steps 1 to 5.

First you need an email address. If you don't already have an email address, you will need to create one before you apply online. Once you have this, go straight to the eAdmissions site at www.eadmissions.org.uk to make your application.



Registration

The person with parental responsibility for the child must register to use the 'eAdmissions' site by setting up an account. Select 'First time visitors' and follow the instructions given. At this stage you will also need to create a password. Your password must have eight characters.



Validating (confirming) your email

The eAdmissions Team will send you a 'validation' email to check that your email address is correct. Log in to your email account and click on the 'validation link' in the email you have received from the eAdmissions Team. You can then make your application.



Making your application

Once you have your username and password, you will be able to 'start your application'.

If you already have an account, select 'Returning visitors' and enter your username and password to 'sign in'.

Your home page will show you the following options.

- Start application
- My Account (to check and update your details)
- Find schools
- Help and tutorials

Select 'Start application'. This section is split into four parts. Your application only becomes valid when you click on 'Submit application' on the 'Check and submit' page.

a) The first part of your form asks for your child's details. Click on 'Save and continue'.

b) The second part, 'Preferences', asks you to add the six schools you want to apply for. You must then click on 'Confirm selection' if you are happy with the schools you have added.

c) The third part, 'Check and submit', asks you to check the information given, accept the declaration and 'submit your application'.

d) Once you have submitted your application, you will be able to upload any documents we need to see. This may be proof that you are the child's guardian, proof of address, or proof that your child is or was in the care of a local authority.



Confirmation of your application

You will be issued with an application reference number (ARN) when you have submitted your form. The eAdmissions Team will then send you a second email which will include all the details of the application you have just made along with your ARN.

You should make a note of your application details on page 2 of this e-booklet as you will need to refer to it when checking your results. We will send you an email with a new version number every time you change your application.

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

Important notes

- Please carefully read all dialogue boxes. These boxes explain information about the questions you have just been asked. Ignoring these boxes could mean you risk not getting a place for your child at your preferred school.
- Help is available if you have problems at any stage of the application process. Just click on any text that is underlined and highlighted in purple, and a new page will open to give you an explanation or advice about the question you have selected.
- If you have twins, triplets and so on, make sure you tick 'yes' to the 'multiple birth' question so that you can fill in a new form for each child. Each child must have a separate ARN number.
- If you are not sure of any stage of the process, please get advice from the School Admissions Team.

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, where you can see a full copy of our Privacy Notice.

How are places given?

The current School Admissions Code says that schools are 'required to admit children with Education Health Care plans (EHC), where the school concerned is named'. As a result, we process these children's applications first. If the school has been named in the child's EHC plan, we must take places off the school admission number for that year group. The admission authority then issues the rest of the places using the admission criteria. For example, if the admission number for a school is 80 and three places have been given to children whose EHC plan name that school, we will issue the other 77 places in line with the admission criteria.

We then process all other applications using the equal-preference model. This is explained below.

- We consider each of your preferences as if it were your only preference.
- For each of your preferences, the admission authority will use the admission criteria to see if they can offer your child a place.
- If we can then 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 of these schools.

We do not make decisions to offer places based on the date we received the applications. Instead, we group all the applications we receive on time and process them together. If there are more places available than there are applications for those places, we agree all the applications.

However, if there are more applications for a school than there are places available in that school (that is, the school is oversubscribed), we will use the admission criteria to decide which applications to accept. The notes that follow the admission criteria are there to explain particular points about the criteria we use.

In Barking and Dagenham, the local authority is the admissions authority for all community schools. Dorothy Barley Junior, Eastbury Primary, Goresbrook School, James Cambell, Riverside School, Sydney Russell and Thames View Juniors are academies, and the George Carey Church of England Primary is a voluntary-aided school.

All these schools are their own admissions authority. However, they follow the same admission criteria as Barking and Dagenham community schools and we will offer places on behalf of these schools.

Thames View Infants is an academy governed by Thames View Infants Learning Multi Academy Trust. It uses its own admission criteria and we will offer places on its behalf.

There are six other faith schools and, for these schools, the governing body is the admissions authority and set its own admission criteria.

Before you make your application, please make sure you read and understand these criteria and notes and check how places were distributed at each school. See our website for copies of previous editions of this e-booklet. The e-booklets include statistics for previous years.

The timetable – When are the important dates I need to remember?

The closing date for 'on-time' applications made online is midnight on 15 January 2024. **Do not wait until the last minute to make your application** in case your computer crashes or your address or the schools you are applying for are not available on the online system. Our team will not be available to answer enquiries after 5pm on 12 January 2024. If you have any questions after that time, we therefore will not be able to help until after the closing date. If we receive your application or relevant information after the closing date, it will be treated as a late application. See the 'What happens if my circumstances change?' and 'What if my application is late?' sections for more details. There is a full timetable of events on page 40.

What happens if I move home during the admissions process?

- If you plan to move during the admissions process, first contact the council you are moving to and find out their deadline for accepting changes as 'on time'. If you meet this deadline, they will accept the change to your application and tell you the outcome on national offer day. Please check the full timetable of events on page 40.
- Make sure you apply on time to the borough that you are living in on the closing date. For example, if you live in Redbridge on the closing date and are moving to Barking and Dagenham after this date, please apply to Redbridge based on your address at that time.
- When you move home, send your old and new council proof of your and your child's new address. In this example, please send both Redbridge and Barking and Dagenham admissions team proof of your new address by secure email to let them both know when you moved. Each council will then let you know whether that change can be treated as on time or late.
- Follow the advice in the 'What happens if my circumstances change?' and 'What if my application is late?' sections and email us if you still need more information. In this example, if your application is treated as on time, your changes will be included for processing and we will tell you the outcome on national offer day. If your changes are to be treated as late, Redbridge will tell you the outcome on national offer day, based on the information you had provided by the closing date. However, your changes will be processed after national offer day and Barking and Dagenham will write to you with an updated offer, based on your original application to Redbridge). Again, please note that every council has different processing dates for dealing with changes made after the closing date.

What happens if my circumstances change?

You will need to contact the Admissions section in your borough if your circumstances change. We offer places based on the information available at the closing date and you may change your preference or the order of your preferences up until that date. If we have given your child a place, we will not withdraw it if your circumstances change (such as your address), as long as you can show that the information was correct on the closing date. However, if we discover that we have given a place based on false, inaccurate or misleading information, we will withdraw it and may take legal action. We will treat as late any changes to preferences or their ranking, conditions, circumstances or applications we receive after the closing date.

What if my application is late?

If we receive your application after the closing date (15 January 2024) we will treat your application as late.

In exceptional circumstances, senior officers may consider whether we can process a late application as 'on time' in the first round, if there is enough time to process the application. These circumstances include the death of a close relative, or a family recently moving into the area (in which case we need proof).

If you send us your application or qualifying information after the closing date but want us to consider it in the first round of offers, please send a letter with your application explaining the exceptional circumstances you want us to consider, together with any supporting evidence. We will make a decision on each case individually and let you know the outcome within 10 working days of receiving your request.

If we receive your application late, we will deal with it after we have dealt with the applications that we received on time. We will deal with late applications in the order we receive them (in line with the admission criteria). We will deal with the first round of offers and send decision letters on 16 April 2024. At this stage, we will have given most of the available places to pupils whose applications we received by the closing date.

We will process late applications that we receive between 16 January and 10 April together, and we will offer places on 16 April 2024.

We will then process applications we receive after 11 April, and changes made to on-time applications after the closing date, in weekly batches and send the results every Friday from 10 May 2024 onwards. After that, we will process applications within 10 working days of receiving them.

Children who live in the borough but have not applied for a school place will be processed once they reach statutory (compulsory) school age. At that time, we will give them a place at the school closest to their home with a space. A child reaches compulsory school age in the term after their fifth birthday and, by law, they must be going to school by this time. At this stage, most schools will be full with children whose applications we received by the closing date the year before. If you want to apply for a place for your child at a different school after we have given them a place at the nearest school with a space available, you will need to fill in an application form listing the schools you would like for your child.

When will I know the result of my application?

If you apply online at the eAdmissions website you can find out the results of your application on 16 April 2024. We will send you an email late that evening letting you know the outcome of your application. You can also log in to the eAdmissions website from 7pm to see your results and accept the place you have been offered. Please see section 'Do I need to accept your offer?' for more details.

If you were not able to apply online using the eAdmissions website but applied direct to the Admissions Team by the closing date, we will send you an email on the evening of 16 April 2024 from the company Synergy. Once you click the link in that email, and enter their child's name and date of birth, you will see a full letter listing the school your child has been given a place at. If you do not have an email address, we will send you the results by first-class post on 16 April 2024. Please allow up to two days for your letter to be delivered. We cannot tell you the results of your application over the phone. If you have not received your letter by 19 April 2024, please contact us and we will send you another copy.

If you want to change your preferences or the order of your preferences, you will need to submit a change of preference webform if you live in Barking and Dagenham, or follow the process set by your home local authority's School Admissions section if you don't live in Barking and Dagenham.

The local authority you live in will make offers for places at all Barking and Dagenham reception-phase schools on national offer day. If you applied between 16 January 2024 and 10 April 2024, offers will be made from national offer day onwards, but you will need to check how your home borough handles late applications. If we receive your application after national offer day, we will process it within 10 working days of receiving it. We send any preferences we receive for schools outside this borough to the relevant school or LA every Friday. We will contact you if we can offer your child a place at one of these schools. Any changes you make after the closing date will not appear on your eAdmissions account. Instead, we will reply to your enquires by phone, email or text.

From 1 September 2024, local authorities will no longer co-ordinate applications and parents will have to follow the in-year admissions process. Full information about our in-year process is available on our website within our e-booklet 'Finding a school place'.

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Why have I been offered a school that was not one of my preferences?

The admissions authority for each of the schools you have listed will use their published conditions (admission criteria) to decide the order in which to offer places. If we are unable to offer a place for your child at one of the schools you listed as your preferences, this is because there were more applicants for the schools you requested than there are places available. 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.

Do I need to accept your offer?

Yes. Please use the eAdmissions website to accept the place we have offered your child. You can log on to the site with the username and password you received when you registered to make your application. If you have forgotten your details you can enter your email address and get a reminder sent to you.

You can also reply by email (infos@lbbd.gov.uk), quoting your child's name, date of birth and application reference number. If you have filled in a paper form we also provide a paper reply form for you to post back to us. You can phone us five working days after replying to check that we have received the information. **If you do not accept the place we offer you by the reply date, we will withdraw our offer. If we withdraw our offer or you reject our offer, your child will not have a school place.**

Because of this, we recommend that you accept the place we offer you while you stay on the interest list and or appeal against our decision (or both). If 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 offered you.

- If you applied by the closing date, we must receive your reply by **30 April 2024.**
- If your application is late, you should let us know if you want the place you have been offered within 14 days of your offer letter.

We cannot keep the school place open for your child 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 we have offered your child a school place but you do not want them to start immediately, please see the next section about deferring (delaying) their start date or starting school part-time.

Can I delay my child's start date or let them attend part-time?

Children normally start school in the September following their fourth birthday and a parent or carer will apply for a reception school place for their child in the normal admissions round. However, you can defer (delay) your child's start date or ask if your child can go to school part-time until the term after their fifth birthday.

To do this you must write to the School Admissions Team before 30 August 2024. Together with the Head of the School Improvement Team, we will consider your request. You cannot delay your child's start date past the summer term of their reception year. A child reaches compulsory school age in the term following their fifth birthday and, by law, they must be going to school by this time. If your child is a Year 1 pupil by this time (for example because their birthday is in August), you must apply for a Year 1 place using the 'in-year' school admissions process.

How can I educate my child outside their usual year group?

If you would prefer your child to go back or forward a year, rather than start school in the relevant year group you should write to the School Admissions Team during the normal round of admissions for your child. We should receive your request before the closing date (15 January 2024).

The School Admissions Team, with the Head of the School Improvement Team, will consider your request. You must still apply for a 2024 reception place as usual while we consider your request.

Please contact us for more details.

What happens after I have accepted the place you have offered?

Once you have accepted the school place we have offered your child, we tell the relevant school. They will contact you later in the summer term to tell you about the admission arrangements and the uniform you need for your child. You will need to show proof of your and your child's address as listed on pages 12 to 13. Some schools will want to make an appointment to interview you and your child. Other schools will visit you at your home. This is not part of the application process. It is to make sure your child can start school as easily as possible.

Schools may also ask for other information about your child, including details of what vaccinations they have been given, and the name and contact details of your family doctor.

What happens if my child is not offered a place at the schools I have listed?

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 nearest school to your home with a space.

Do I have the right to appeal?

Barking and Dagenham schools

You have a right to appeal to an independent appeal panel if we do not offer your child a place at the Barking and Dagenham schools on your application form which are listed as a higher preference than the one we have offered you. For example you can appeal for preference 1 and 2 if we have offered you preference 3. Any schools listed lower than the school offered have not been turned down but rather have been withdrawn based on how you have ranked the schools on your application form.

As a result you cannot appeal for a lower preference or a school that you have not listed on your form. If you want to apply for a school that you did not list on your original application form or you want to change the ranking of the schools on your original application form, you need to confirm this in writing to us by filling in a new application form which you can get from your local authority. If you change your preferences and do not reselect schools which you are appealing for, your appeal will be withdrawn.

All the available reception places at your preferred school will have been distributed in line with the local authority's published admission criteria. No places are left unfilled for any reason, including appeals.

If you decide to appeal for a place at any Barking and Dagenham schools, please fill in our online appeal form. If you applied on time, and would like your case to be heard in the first round of appeals, you must submit the appeal form by 21 May 2024. Or you can download and fill in the paper appeal form and send it to the independent appeal panel clerk, whose address is printed on the front of the form. For late applications the deadline for appealing is 21 school days from the date of our offer letter.

Once you send your form, the independent appeal panel clerk will write or email and tell you the date of your appeal. The appeal will be heard by an independent appeal panel, which will be made up of three people. None of these people will have any connection with the school or the School Admissions Team. The appeal panel will accept comments in writing, in person or through electronic network apps (for example, Microsoft Teams) at your appeal hearing.

If you made your application on time, we will hear your appeal within 40 school days of the deadline of 21 May 2024. If your application was late, we will hear your appeal with the appeals for applications we received on time if possible. If this is not possible, we will hear it within 30 school days from the deadline for making appeals (as shown on your offer letter).

At any time during the school year (now until mid-July 2024), you have the right to appeal our decision not to offer your child a place at one of the schools you 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 an in-year 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 your reception 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-1 place for the new school year beginning in September 2024. You can make your application for a Year-1 place from August 2024. If we turn down that application, you can appeal that decision.

Important note for infant class size

By law, Reception, Year 1 and Year 2 classes (also known as Key Stage 1) must not contain more than 30 pupils with a single teacher – this is known as 'infant class size prejudice'. For Key Stage 1 classes that already have 30 pupils, the panel should only allow an appeal in exceptional circumstances. This means that appeals for places in Key Stage 1 have a very limited chance of being successful.

Important note for schools with two sites

If you apply for a place at a specific site at Manor, Ripple, 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 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.

Please note that the Sydney Russell School only has one site, on Fanshawe Crescent, for primary-aged children.

Schools outside the borough

You can appeal against not being offered a place in a school outside Barking and Dagenham that you listed on your common application form. You will need to contact the relevant admission authority (local authority or school) for more details about how to appeal.

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 the LA and you must accept it.

In normal circumstances there is no right to a second appeal for the same school within the same school year. However, if there has been a significant and material change in your family's circumstances which you believe affects the level of priority under which your application was processed, for example if your family has moved house, the School Admissions Team may consider a second application as long as you can provide evidence of your changed circumstances. If we accept your second application but a place is still not available at the school for your child, you will be able to make a second appeal.

Can I go on an interest list?

Faith schools
The faith schools (except George Carey) will automatically put your child on the school's interest list with other children whose applications were turned down but are listed higher than the school your local authority offered you. If places become available, we then offer these using the schools' admission criteria. Your child will stay on the interest list for a school year (until July 2024). If you still want to stay on the interest list after this date, you will need to fill out a new application form for the new academic year and you will have the opportunity for a new appeal.

All other Barking and Dagenham schools
These schools include our community schools, Eastbury Primary, George Carey, Goresbrook School, James Cambell, Riverside, Sydney Russell and Thames View infants. We will automatically put your child on an interest list for any other preferred Barking and Dagenham schools that we turned down but are listed higher than the school we have offered you. For example, if we have offered you preference number 3, your child will automatically be placed on the interest list for preference 1 and 2, if these are Barking and Dagenham schools.

The interest list will be updated on a weekly basis and your child may therefore move up or down the interest list according to the criteria and other children applying for oversubscribed places. We maintain the interest list for each of these oversubscribed schools until 19 December 2024.

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. If at the end of the term you have not received an offer, you will need to fill in our interest list webform at that time to place your child's name on the new interest list for the next term.

If you still want to stay on the interest list after July 2024, you will need to fill out a new application form for the new academic year and you will have the opportunity for a new appeal.

We do not take into account the date we received your application. If you want to apply for a school you did not list on your original application form or you want to change the ranking of the schools on your original application form, you need to confirm this in writing to us by filling in a new application form which you can get from your local authority. Forms received after the closing date will be processed as a late application.

Schools outside the borough
You will need to contact the school or the local authority concerned to follow their interest -list procedure. If places become available at those schools, we, not the schools, will offer those places. Co-ordinated admissions ends on 23 August 2024, after that date you will need to follow the 'In-year admissions' process (see below for details) when applying for school places or remaining on a school's interest list.

What happens if my child starts school but wants to transfer to another school in the borough?

First, make an appointment to discuss the matter with the pupil's current head teacher, as many situations can be dealt with without the disruption that a change of school can cause. If you still want your child to transfer and you have not put your child's name on the interest list for another school, please follow the guidance in the information e-booklet 'Finding a school place'. From 1 September 2024, applications or transfers for school places fall under the in-year admissions process and for more information about this please see our website or phone 020 8215 3004. You must make sure that your child continues to regularly attend their current school while we are processing your transfer request.

Admission criteria

Admission criteria for reception places at our academy, community and free 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. Eastbury Primary, George Carey Church of England School, Goresbrook School, James Cambell, Riverside and Sydney Russell will also use these 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 all-through school, infant school, the linked junior school) when they are due to start school. Linked infant and junior schools are Dorothy Barley Infant and Dorothy Barley Juniors, Manor primary School – Infants and Manor Junior, Furze Infant School and Warren Junior School, Thames View Infants and Thames View Junior School, Village Infants School and William Ford Church of England Junior School as linked for this purpose. Please see note 3.

Priority 3 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 (see page 13) 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 page 14). 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 Eastbury, Eastbrook, Robert Clack and Sydney Russell 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.

4 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 pages 12 to 13).

5 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.

6 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.

7 You should remember that going to a particular nursery class does not guarantee, or give priority for, a place at an all-through, infant or primary school. Also, going to a particular infant, primary or junior school does not guarantee, or give priority for, a place at a particular secondary school.

8 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.

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

Admission criteria for reception 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 (see page 13) 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 page 14). 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 the relevant sibling on your application form. If they are not listed on your form, we cannot take them into account.

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 12 to 13).

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 our faith 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 28 to 29. 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 reception 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 by the 12 January 2024. The documents we accept to show your child's 'religious status' are listed on page 27. See important note number 7 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 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.
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 our faith schools

Important notes relating to the admission criteria for all Catholic primary 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.)

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 2024-2025. 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 our faith 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 our faith 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 25.)
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 25 to 26.)
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 25 to 26.)
4. Other Catholic children. (See note 3 on page 25.)
5. Other looked-after and previously looked-after children. (See note 2 on page 25.)
6. Children who are catechumens and members of an Eastern Christian church. (See notes 5 and 6 on page 26.)
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 25.)
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 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 25 to 26.)
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 25 to 26.)
4. Other Catholic children. (See note 3 on page 25.)
5. Other looked-after and previously looked-after children. (See note 2 on page 25.)
6. Children who are catechumens and members of an Eastern Christian church. (See notes 5 and 6 on page 26.)
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 25.)
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 25 to 26.)
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 25 to 26.)
4. Other Catholic children. (See note 3 on page 25.)
5. Other looked-after and previously looked-after children. (See note 2 on page 25.)
6. Children who are catechumens and members of an Eastern Christian church. (See notes 5 and 6 on page 26.)
7. Any other children.

Admission criteria for our faith 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 25.)
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 25 to 26.)
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 25 to 26.)
4. Other Catholic children. (See note 3 on page 25.)
5. Other looked-after and previously looked-after children. (See note 2 on page 25.)
6. Children who are catechumens and members of an Eastern Christian church. (See notes 5 and 6 on page 26.)
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 25.)
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 25 to 26.)
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 25 to 26.)
4. Other Catholic children. (See note 3 on page 25.)
5. Other looked-after and previously looked-after children. (See note 2 on page 25.)
6. Children who are catechumens and members of an Eastern Christian church. (See notes 5 and 6 on page 26.)
7. Any other children.



Admission criteria for Church of England Schools

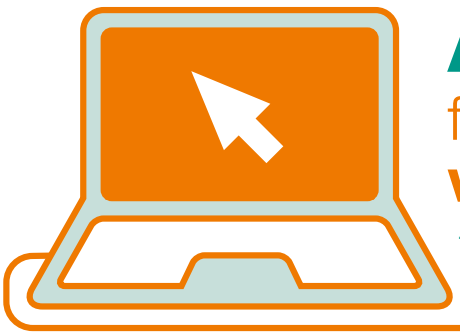
Important notes relating to the admission criteria for all Church of England schools

Since 4 July 2020, churches are allowed to reopen for public worship if they are Covid-secure. This means they must have measures in place to protect people from Covid-19 (for example, social-distancing, hand sanitiser and extra cleaning). The Government will issue guidance on this for each type of place of worship. Places of worship will open on different dates and their pattern of services may also be different. At any point, the Government will introduce more restrictions if the number of infections increases. These restrictions may apply locally, regionally or nationally.

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.



Apply online now
for a reception school place
www.eadmissions.org.uk

The closing date for your online application and the other information we ask for is **15 January 2024**



Technical difficulties?

If you have any technical difficulties when making your application online, the 'Online admissions helpdesk' is available from 9.30am to 5.30pm Monday to Friday. Call 020 8255 5555 and select option 1.

Admission criteria for our faith schools

St Margaret's Church of England Primary School

Admission criteria and procedure

St Margaret's is a Church of England primary school in the local authority of Barking and Dagenham. Each year group holds 60 children and we welcome applications from all children in the local community. Our open days are on the following dates if you would like to visit our school.

Tuesday 14 November 2023 at 5.30pm
Thursday 7 December 2023 at 10am
Thursday 11 January 2024 at 5.30pm.

We give priority to children of parents who worship in Church of England churches, particularly those within Barking. If you apply under the faith criteria, you should fill in the supplementary information form (SIF) to show your commitment to your faith and links to your local church

Before you apply for a place at this school, please read page 30 and follow the instructions on page 37.

The table below shows the number of points awarded for meeting certain criteria.

Points awarded to children and their families who:

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:

- Children who are or were in the care of a local authority are given priority over all other children and you will need to provide a letter signed by a fully qualified social worker employed by that local authority if this applies. A 'looked-after child' also includes a child who was in state care with a care agency outside England and was immediately adopted. After we have offered places to any children who are or were in the care of a local authority, the remaining places will be filled by children with the highest number of points using the criteria above.
- 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.
- If two or more children have an equal claim to a place in any one category, we will give priority to children who live closest to the school, measured in kilometres in a straight line (as the crow flies). We (the Barking and Dagenham Admissions Team) measure all distances using a geographical information system from the centre of the child's home to the school's main gate. If you live outside the area, we will use the same system to measure distances. When children have an equal claim to a place because their measurements are the same (for example, from a block of flats), we will use a lottery system (random allocation) to offer places to children. Please write to us (the School Admissions Team) if you would like full details of the lottery system we use.
- If your child already goes to our nursery, this does not necessarily mean they will be offered a place in the primary school.

Administration

You will need to fill in the common application form (CAF) and return it to your School Admission Team where you live by 15 January 2024. You must also fill in the SIF for our school on pages 51 to 52 if you are applying under the faith criteria and return it to the school by 12 January 2024. A panel of governors will consider all applications, and your local authority will let you know the outcome on 16 April 2024. Appeals and interest list information is on pages 21 and 22.

Admission criteria for our faith schools

William Ford Church of England Junior School

Admission criteria and procedure

The school takes 90 pupils each year, with 30 children in each class. The school welcomes all children of all parents who choose to have their children educated at the school. If we receive more applications than there are places available, the governors will use the following criteria to decide who to offer places to. If you are applying under category 2 or 5, you should fill in the supplementary information form. If you are applying under any of the other categories, you do not need to fill in the supplementary form.

Before you apply for a place at this school, please make sure you read page 30 and follow the instructions on page 37.

Admission criteria

1. 'Looked after children' or children who were previously looked after but left local authority care because they were adopted or became subject of a residence order or special guardianship order. Please see note 1 for more details.
2. 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.
3. Children who have a sibling at the School at the time they would start at the school. Please see note 3 for definition of sibling.
4. Children who go to Village Infants School at the time of application.
5. 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.
6. Any other children who do not fall within the categories listed above.

Important notes

1. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions. In the case of such children we will require a letter signed by a fully qualified social worker employed by the local authority concerned. 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, and an adopted brother or sister living at the same address or children who have been living in the same household in a long-term foster relationship for more than one year.
4. The current School Admissions Code states 'schools are required to admit children with statements of special educational need where the school concerned is named on the statement'. We process these applications first and the rest of the places will then be processed using the school's admissions criteria.
5. The governors will consider applications equally in line with the school's 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. Other brothers and sisters of any child who is offered a place based on false, inaccurate or misleading information will not be considered under the sibling criterion. However in circumstances where a child who has had their place withdrawn because of such false, inaccurate or misleading information on their application and who is later admitted to school genuinely from the interest list, or following a successful appeal, that child's brothers and sisters will be considered under the sibling criterion.
7. For a list of churches that are members of Churches Together in England, visit www.churches-together.net.
8. We (Barking and Dagenham Schools School Admissions Team) will 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 designated co-ordinates provided from Local Land and Property Gazetteer (LLPG). They will measure the distance from the centre of the child's permanent home to the main entrance of the school in a straight line basis (as the crow flies).
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 pages 21 to 22 for appeals information.
12. Please see page 22 for interest list information.

Statistical information				2023 Criteria				Plain English Campaign's Crystal Mark does not apply to the following table.	
School name	On-time applications	Admission Number	EHCP	LAC	Sibling	Distance	Last place	Appeal received (see note 3)	Appeals allowed (see note 3)
Community schools									
Beam	150	84	-	-	28	29	-	2	0
Becontree	231	60	-	-	25	35	0.872	4	0
Dorothy Barley	149	90	-	1	24	28	-	0	0
Eastbrook (All-through)	119	30	-	-	9	19	-	1	0
Eastbury Community (All-through)	155	60	-	-	22	37	-	0	0
Eastbury Primary Academy	238	120	-	-	24	50	-	0	0
Five Elms	262	60	-	1	21	27	-	1	-
Furze	207	140	-	-	43	76	-	3	0
Gascoigne	270	150	-	-	47	80	-	6	0
Godwin	134	60	-	1	14	33	-	0	0
Grafton	327	120	-	-	50	70	1.962	10	0
Henry Green	169	60	-	-	17	32	-	8	1
Hunters Hall	170	90	-	-	31	34	-	1	0
James Cambell	114	90	-	-	20	31	-	0	0
John Perry	155	90	-		38	41	-	3	2
Leys	128	60	-	2	19	16	-	0	0
Manor – Longbridge	200	90	-	-	41	49	2.802	3	0
Manor – Sandringham	185	150	-	-	59	62	-		
Marsh Green	105	60	-	-	10	21	-	0	0
Monteagle	215	90	-	-	40	50	0.786	14	0
Northbury	217	120	-	1	35	57	-	6	1
Parsloes	146	60	-	-	10	25	-	0	-
Richard Alibon	134	90	-	-	23	31	-	0	0
Ripple – Suffolk`	173	90	-	-	21	13	-	5	0
Ripple – Westbury	198	60	-	-	18	32	-		
Robert Clack (All-through)	169	60		1	12	12	-	9	0
Roding – Cannington	151	90	-	1	36	42	-	1	0
Roding – Hewett Rd	94	30	-	-	11	18	-		
Rose Lane	96	90	-	2	32	32	-	5	0
Rush Green	176	120	-	-	49	60	-	1	0
Southwood	114	90	-	-	30	18	-	1	0
Thomas Arnold	139	60	-	-	16	27	-	0	0
Valence – Bonham	236	60	-	-	24	36	1.302	2	0
Valence – St Georges	160	60	-	-	14	34	-	-	-
Village	133	90	-	-	30	53	-	0	0
William Bellamy	208	150	-	-	53	42	-	3	0
Own admission authority schools									
George Carey	134	90	-	-	31	36	-	-	-
Goresbrook (All-through)	102	60	-	-	20	10	-	0	0
Riverside Primary	141	60	-	-	11	32	-	1	0
St Joseph's (Bkg)	123	60	-	-	Criteria do not apply – Contact school direct			-	-
St Joseph's (Dag)	94	60	-	-	Criteria do not apply – Contact school direct			-	-
St Margaret's	132	60	-	-	Criteria do not apply – Contact school direct			-	-
St Peter's	90	60	-	-	Criteria do not apply – Contact school direct			-	-
St Teresa	122	30	-	-	Criteria do not apply – Contact school direct			-	-
St Vincent's	72	30	-	-	Criteria do not apply – Contact school direct			-	-
Sydney Russell (All-through)	281	90	-	-	39	51	1.4781	3	0
Thames View	214	120	-	-	45	64	-	-	-

The table of information gives statistics about entry to reception classes to Barking and Dagenham schools in September 2023 It includes the number of people who sent us their application forms by the closing date and shows the number of pupils given a place under each category of our 2023 admission criteria. Distances are measured in kilometres in a straight line (as the crow flies).

The number of applications for each school and the addresses from which children are applying will be different from year to year.

Key

EHCP	The number of children who have an Education Health Care plan for that school.
LAC	The number of children who were given a place because they were in the care of a local authority.
Sibling	The number of children who were given a place because they have a brother or sister at that school.
Distance	The number of children given a place because they fall under the distance priority.
Last place	The distance (in kilometres) the child given the last place lives from the school.
*	The schools with these symbols have taken on more children than their admission number. The governors and head teacher of each of these schools kindly agreed to an increased admission number for this year only, because more applications were received than we had places available this year. By law, one more pupil over this number would require the school to employ an extra teacher, in order to keep to the infant class size limit for the next academic year as laid down by the DfE.

Important note

The Plain English Campaign's Crystal Mark does not apply to pages 33 to 34.

Information

1. Of the total applications we received by the closing date:
   - 95.52% received their first preference school;
   - 3.04% received their second preference school;
   - 0.49% received their third preference school;
   - 0.03% received their fourth preference school;
   - 0.00% received their fifth preference school;
   - 0.00% received their sixth preference school; and
   - 0.92% were given the nearest school to their home which had a place.
2. Please contact the voluntary-aided schools direct for more information on their statistics.
3. The appeals information is based on the first round of appeals heard between 7 April and 31 August 2023.

Example

This example uses information for Eastbury Community School to help you understand how to use the table.

- The 'Total applications' column shows that 173 people applied for a place at the school (by the closing date).
- The 'Admission number' column shows the maximum number of children that may go to the school within a school year. In this case, it is for 60 children.
- The 'EHCP' column shows that no children were given a place on the basis that the school had been named on their 'Educational Health Care Plan'.
- The 'LAC' column shows that no children were given a place on the basis that they were in the care of a local authority.
- The 'Sibling' column shows 24 children were given a place because they had a brother or sister at the school.
- The 'Distance' column shows 36 children were given a place under the distance category.
- The 'Last place' column shows that the child who got the last place under the distance category lived 0.4761 kilometres from the school.
- The 'Appeals received' column shows that four appeals were heard for a place at the school.
- The last column ('Appeals allowed') shows that no parent won their appeal and gained a place for their child at the school.

How to fill in your forms

The common application form

Starting school is not an automatic process. If you do not fill in and submit the common application form (CAF) by the closing date, we may not be able to give your child a place at the school you prefer. This applies even if your child is at that school's nursery (your child will not automatically move from the nursery to a reception school place) or if you have another child in that school.

- Please use all your six preferences and rank them in the order you prefer.
- Some schools may need you to send extra documents or fill in supplementary forms (or both), see pages 37 to 38 for details.

The information you need to put on your form is as follows, but the order of the information is different on the online form. Please see page 39 for details of how to send us any documents we ask for if you cannot attach your documents online.

Details we ask for

Whether you fill in an online or paper form we need the following details. You need to fill in a separate form for each child. In the case of twins, triplets and so on, make sure you have a different ARN for each child when you apply online. To do this, make sure you tick 'yes' to the 'multiple birth' question so that you can fill in the extra online forms for each child.

Child's details

Child's name – This should be your child's legal name given on their birth certificate or passport. You are responsible for making sure that you have used the same name on all forms needed for your child's application. If you do not, we may not be able to process your child's application.

Child's date of birth – Please select the day, month and year boxes.

Child's sex – Please select the relevant box to show if your child is male or female.

	Day		Month		Year	
Date of birth:	1	2	0	9	1	9

Child's address – This must be the permanent address where the child lives with their parents or legal guardians and where Child Benefit is addressed. Please see pages 12 to 13 for full description.

Child's current school – Please select the name of your child's nursery school from the menu. If your child is at Manor, Ripple, Roding or Valence, please also tell us which site. If the school is not listed, you may type this information in the space given.

Children with additional needs

- Please select the relevant box to show if your child has an EHC plan.
- Please select the relevant box to show if your child has any additional needs and give details in the box provided. See page 13 for more details.

Children in care

Please select the relevant box to show if your child is or was in the care of a local authority. If so, please attach a letter from the social worker confirming the legal status of the child and the local authority the child is in the care of. The letter should also provide the reasons for the preferred schools listed.

If the child was in care but is no longer being cared for by a local authority, tick 'yes' and provide documents to show the child was previously in the care of a local authority. A 'looked-after child' also includes a child who was in state care with a care agency outside England and was immediately adopted. See page 14 for more details.

Preferences for primary places

School name

Please select the name and borough (if outside the London borough of Barking and Dagenham) of up to six different schools you want to apply for. You must list the schools in the order you prefer them. Number 1 is the school you most prefer and number 6 is the school you least prefer. You must list all state-maintained schools or academies (not private schools) you are applying for, including any schools outside the borough of Barking and Dagenham. If the schools you want to apply for are not listed, you must contact the School Admissions Team before 5pm on 12 January 2024 or your application will be late. Our contact details are on page 39. Please make sure you select the correct school as there are many schools with the same or similar names.

Siblings (brothers and sisters)

Please select the relevant box to show if your child has a brother or sister at the school (or linked school) you are applying for. Give the name, date of birth and sex of any brother or sister who is already at the school

you are applying for. This includes a full, half, step, adopted or long-term fostered brother or sister living at the same address. If you do not put the sibling's name and date of birth in the correct section, we will not see the information on our computer system and so will not give your child priority under the sibling criterion. **We do not consider relevant siblings who are not named in the correct section on your CAF.**

Children of staff at the school

Please select the relevant box on your application if you are applying to a school for your child and that school gives priority to children of staff members. The relevant school will contact you shortly after the closing date to confirm if your application meets this criterion. See each school's admission criteria to see how your child qualifies for the 'children of school staff criterion'.

Reasons for your preference

Some local authorities consider social and medical reasons as part of their admission criteria. We do not do this for our schools. If you are applying for a school outside the borough, it is very important that you check the admission criteria of each school you are applying for to see if their admission criteria take account of exceptional medical or social reasons. These might include religious, philosophical or any other reasons.

If you think there are exceptional medical or social reasons why your child should go to a particular school, select the relevant box on your online form to show this (or section 4 of the paper form). With your application you also need to provide proof that is supported by a professional (such as a doctor's report) direct to the relevant admission authority (school or local authority).

Parent's or carer's details

Parental responsibility – The adult listed on the form should be the person or people with parental responsibility for the child named. Please give your full name and contact details, and tick the relevant box to show your title and relationship to the child named (for example, tick 'other family member' if you are a sister caring for the child). Please remember to provide documentary evidence of legal guardianship if you are not the child's biological parent.

Parental address – The online form automatically ticks the box to show that you and your child share the same address. If your address is different from the child's address (for example parents share custody), please un-tick the question box 'Use your home address?' and enter your and your child's address details. If you fill in a paper form, please explain why your address is different from the child's and give both addresses on a separate sheet of paper. If we ask for proof of address, please make sure you send us the information listed on pages 12 to 13.

UK Armed Forces

Please tick the relevant box to show that you are either:

- a UK Armed Forces family with a confirmed posting to the area; or
- a crown servant returning from overseas to live in the area.

Please see page 14 for more details.

Password

We need a password for security purposes only. When you apply on a paper form, we will need you to give us a password between 8 and 12 letters long. Without this information we cannot give out information on your application if you visit or phone us. If you apply online, we will need your application reference number for security purposes.

Declaration

The person with parental responsibility for the child named in section 1 must tick the box in the declaration to confirm that they have read and understood the information in this e-booklet and that the information they give is accurate. If you are filling in a paper form, you must sign it in section 6.

Getting a receipt

If you apply online and successfully submit (make) your application, you will get an email confirmation and be given an application reference number. This is your receipt. Please make a note of your application reference number and keep it in a safe place as you will need to tell it to us if we have any questions we need to ask you. If you fill in a paper form, we will email you to let you know that we have received your application.

Providing us with extra information

We do not accept documents by post. Instead, you should securely upload any documents we need to see on your eAdmissions account. If you upload your documents after the closing date, email us to let us know you have done this. Please call or email us if you have difficulties sending us your information. Please remember to include your child's name, date of birth and application reference number when you contact us. This will make sure that we can match your extra information to your application.

Extra forms and documents (including supplementary information forms SIFs)

Our faith schools

All the Barking and Dagenham faith schools (except for George Carey School) will need you to fill in extra forms or a supplementary information form (SIF) for their school if you apply under their faith criterion. The admission criteria for all Barking and Dagenham faith schools are listed on pages 25 to 32 in alphabetical order. Please read your preferred school's admission criteria and procedure before you apply. Each school will then apply their admission criteria to your application and the School Admissions Team where you live will let you know the school's decision on 16 April 2024 if you applied before the closing date.

There are three stages if you want to apply for a place in a reception class under the faith criterion at one of the borough's Catholic or Church of England schools. Your application will not be complete if you do not follow this process and you will be putting your chance of getting a place at your preferred school at risk.

1 You will need to fill in the common application form (CAF) and return it to the local authority you live in by 15 January 2024. Please see page 40 for full timetable.

2 You must also fill in a SIF for each of our Church of England schools or a cover note and SIF for each of our Catholic schools you are applying for. These forms are in the back of this e-booklet. You can also get more copies from each of the faith schools or the council's website. This second form shows your commitment to your faith as shown by your links to your local church.

Church of England schools - Once you and your minister have filled in the SIF for the Church of England school you are applying to, the minister will need to return the form direct to the school by 12 January 2024. You will need to fill in one form for each child. Please give your minister a stamped, addressed envelope with the school's address on it, so that they can return the form direct to the school by 12 January 2024. This second form shows your commitment to your faith as shown by your links to your local church. The school will place applications it receives after this date on an interest list. The governors will need references from your clergy (leader of your church) on behalf of your child if you apply under the faith criterion.

Catholic schools – All our Catholic schools use the same Catholic SIF form, and you should fill in one form for each child for each Catholic school you want to apply for.

If you think your child has a social, medical or pastoral need which means they must attend our school, you must fill in our SIF and give reasons in the relevant section of the form. You must also provide written evidence of your child's needs. This must be a document from an appropriate professional, such as a social worker, doctor or priest.

If you want your child to be recognised as a Catholic or as being baptised, you should send the school a SIF with the relevant documents listed on page 27 to show your child's religious status. Return all extra documents direct to the relevant schools by 12 January 2024.

3 You will also need to give the following documents direct to each of the Barking and Dagenham faith schools that you are applying to by 12 January 2024.

- Your child's birth certificate
- Proof of your and your child's address as listed on pages 12 to 13

All faith schools will need to see the originals of all the documents listed above but you will also need to bring photocopies of these documents with you for the school to keep.

SIFs for schools outside Barking and Dagenham

If you are applying to schools outside Barking and Dagenham, you need to fill in the common application form from your child's home borough and then check whether the school needs you to fill in a supplementary form and provide any other documents.

If so, you must send the information each school has asked for direct to the relevant school or LA.

If a school or LA asks for a supplementary form and documents but you do not send it direct to them, your application will not be considered under the correct criterion for that school because you did not give them all the information they asked for.

Your application will not be considered if you fill in a school's supplementary form but not your local authority's common application form.

Important information

- 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.



Returning your information

Common application form

If you live in this borough you can make your application by going to the link on our website at www.lbbd.gov.uk/admissions or you can go straight to the eAdmissions site at www.eadmissions.org.uk
You must make your application no later than midnight on 15 January 2024. Do not leave it until the last day to apply.

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

Late applications
Applications we receive after the closing date are late. These late applications are processed after applications that are on time. Late applicants are less likely to get a place at their preferred school.

Contacting us

By phone:

You can call us for information on 020 8215 3004.
Phone lines are open 8am to 6pm, Monday to Friday.

By email:

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

By post:

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

Supplementary information forms

Please see pages 37 to 38 for details of how to return your forms

Important notes

- If you try to apply online and you cannot see your **exact** address in the list presented, or the schools you want to apply for are not listed, you must contact the School Admissions Team by 5pm on 12 January 2024. Our contact details are on this page.
- Please make sure you attach all other forms and documents we ask for. This may be proof that you are the child's guardian, proof of address or proof that your child is or was in the care of a local authority (pages 12 to 14).
- Make sure you read pages 36 to 39 of our admissions e-booklet for details of how to get a receipt and how to send us additional information.
- It is your responsibility to fill in any extra supplementary information forms (SIF) for any schools or local authorities that ask you to do this and send these forms and documents back to them before the closing date. We will not pass on any forms and documents you attach to your online form.

Timetable – Important dates

The timetable for getting a place in a reception class for September 2024 is as follows.

Date	What happens
Tuesday 14 November 2023 at 5.30pm Thursday 7 December 2023 at 10am Thursday 11 January 2024 at 5.30pm	Open evening and open mornings at St Margaret's CofE School
13 January 2023	Deadline for the supplementary information form and extra documents to arrive at your relevant preferred schools.
12 January 2024, 5pm	Deadline for written documents to arrive with the School Admissions Team. If we receive any documents after this date and time, we treat them as late.
15 January 2024 – 12 midnight	**National closing date. Deadline for on-time applications to be submitted online. If we receive any documents after this date and time, we treat them as late.**
8 February 2024	Deadline for the admissions panel to accept any new information (for example, a new home address) as on time for schools outside Barking and Dagenham.
14 March 2024	Deadline for the admissions panel to accept any new information (for example, a new home address) as on time for Barking and Dagenham schools.
16 April 2024	**National offer date.** We send results to parents to tell them our decisions for on-time applications. We cannot tell you decisions over the phone. If you have applied online, you can see the results of your application after 7pm, otherwise you must wait up to two days for your letter to be delivered if you filled in a paper form.
30 April 2024	**We must receive your reply letting us know whether you want the place we have offered you, otherwise we will automatically withdraw our offer and your child will not have a school place. See page 20 for more details.**
9 May 2024 onwards	We send letters to parents to tell them our decision on applications and changes we received after the closing date. Parents must reply within 10 days of their offer letter otherwise we will withdraw our offer and the child will be without a school place.
21 May 2024	Deadline for receiving appeal forms for schools in Barking and Dagenham schools, for the first round of appeal hearings.
June to July 2024	Appeals will be heard. Parents can come to the appeals.

Moving from infant school

In September following a child's seventh birthday, children who go to an infant school will move to another school for the next phase of their education. Children at infant schools in the borough will normally transfer to their linked junior school, but you must apply for a junior class place. Children who go to a primary school will be educated there from reception until Year 6.

All our infant and junior schools are linked and most are on the same site and have the same name. For admissions purposes they are:

- Dorothy Barley Infant School and Dorothy Barley Junior School
- Furze Infant School and Warren Junior School
- Manor Infant and Manor Junior School
- Thames View Infants and Thames View Junior School
- Village Infant School and William Ford Church of England Junior School

What you must do

By law, when your child is in a Year 2 class at an infant school, you must apply for their Year 3 place at a Junior school, even if you want a place at your child's linked junior school. The closing date for all London local authorities to receive applications and supplementary forms for Year 3 places at junior schools is **15 January 2024**.

Junior schools outside the borough

If you live in this borough but your child goes to an infant school outside Barking and Dagenham, please contact the school or relevant local authority about their admissions procedure. If they confirm you need to apply through your home local authority (us) you will need to fill in and send us our junior common application form (JCAF). The form is available online. Please see pages 35 to 38 with instructions on how to fill it in. You can list up to three schools and should rank them in the order you prefer. Remember to check whether the school you are applying for needs you to fill in extra forms (supplementary information form - SIF). If they do, send your filled-in SIF to the local authority or the school before the closing date.

Junior schools in our borough

If your child has a Year 2 place in a Barking and Dagenham infant school and you want them to transfer to their linked Barking and Dagenham junior school, we will automatically make this application on your behalf (even if you live outside the borough). However, if you want to list different junior schools, you must fill in and return the relevant junior common application form (JCAF) provided by the borough you live in. We recommend that you list your child's linked junior school as at least your third preference school, because your child will have priority for that school. Applications for Barking and Dagenham residents will begin on 1 November 2023. You can list up to three schools and rank them in the order you prefer. If you live in the borough, you must apply online (www.lbbd.gov.uk/admissions). If you live outside the borough, you will need to fill in and return the form provided by the borough you live in and list our junior schools on their form.

Supplementary information forms – SIF (extra forms)
Some junior schools are their own admission authorities and will need you to fill in extra forms to help them process your application under the right admission criterion. For these purposes, within Barking and Dagenham, only William Ford **Church of England Junior School** will need you and your minister to fill in the supplementary information form (SIF) if you want to apply under their faith criterion (priority 2 or 5). Don't forget to give your minister a stamped envelope with the school's address on it, so that they can return it to William Ford by the closing date.

What happens next?

It is always possible that there will be more applications for places than there are places available in your preferred school. When this happens, we use the admission criteria to decide who to offer places to. We explain the admission criteria for Barking and Dagenham community schools on page 42 and for William Ford Church of England School on page 32.

Results

If you live in the borough and your child goes to one of our infant schools and you did not fill in a Year 2 to 3 transfer form, your infant school will let you know on 16 April 2024 which junior school your child will go to in September 2024.

If you have filled in a JCAF (junior common application form), the local authority that you live in will let you know the results on 16 April 2024.

If your application is turned down, please see pages 21 to 22 about the appeal and interest list process.

Late applications

Applications we receive after the closing date will be dealt with as an 'in-year' application from July 2024. This process is listed on our website in the e-booklet 'Finding a school place'.

Applying for Year 3 places at primary schools

We do not accept early applications for Year 3 places at any of the borough's primary schools. If you would prefer to apply for a Year 3 place at one of our primary schools, you will need to apply in July 2024 and follow the 'in-year admissions' process listed on our website in the 'Finding a school place' e-booklet.

Admission criteria

Priority 1 Children who are or were in the care of a local authority. Please see note 1.

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 that child is due to start school. Please see note 4.

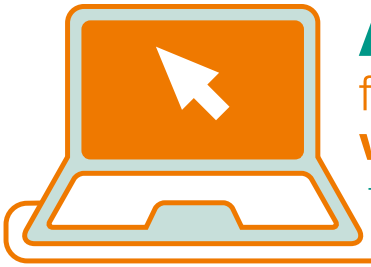
Priority 3 Children at the infant school linked with the junior school.

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 EHC plans are dealt with under the terms of the Children and Families Act 2014 and are not processed under the above criteria. Children with EHC plans will be offered 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 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 local authority care or a child who was in care but who became the subject of an adoption, residence, or special guardianship order immediately after leaving care (see page 14).
   A 'looked-after child' also includes a child who was in state care with a care agency outside England and was immediately adopted.
3. 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 pages 12 to 13).
4. 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 school applied for. 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.
5. 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 designated 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.
6. 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.
7. 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.
8. 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.
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.



Apply online now
for a reception school place
www.eadmissions.org.uk
The closing date for your online application and the other information we ask for is **15 January 2024**



Glossary – definition of words used in this e-booklet

Academy and Free schools	Schools that receive funding directly from central government, but have independence from day-to-day local authority (LA) and government control. They may receive extra support from personal or corporate sponsors, either financial or other types of support. The school is its own admission authority and governors are responsible for setting the admission criteria and arranging appeals.
Admission	Entry to school.
Admission authority	The organisation that draws up the admission arrangements and sets out the admission criteria for the schools it maintains. The local authority is the admission authority for community schools. Each voluntary-aided school is its own admission authority. All admission authorities within an area must link together to co-ordinate their admission arrangements.
Admission criteria	Conditions set by the admission authority, which are used to decide whether or not a place can be offered to a child.
Admission number	The number of places available at a school for each year group.
All-through, Infant, junior or primary schools	All-through schools' provide education for children aged four to 19, 'Infant schools' for children aged four to seven, 'junior schools' for children aged seven to 11, and 'primary schools' for children aged four to 11.
Appeals procedure	The process for questioning a decision not to offer your child a place at the school you have applied for.
Certificate of Catholic practice (CCP)	The form that you and your priest sign to confirm your commitment to your faith, as shown by your links with your local church. It is used by voluntary-aided Catholic schools to apply their admission criteria. This form is only complete if you also fill in the common application form and give that school all the information they need.
Common application form (CAF)	The name of the local-authority form used by anyone applying for a school place.
Community schools	Schools within a local authority which are maintained only by that local authority. The local authority is responsible for admitting children to these schools.
Department for Education (DfE)	A central government department responsible for setting appropriate laws and guidance to help educate children and young people in England and Wales.
Education, health and care plan (EHC plan)	The statement prepared for children who have special educational, health-care or social-care needs. The plan is prepared in line with the Children and Families Act 2014 and gives details of the child's special needs and what should be done to meet these needs.
Governing bodies	Responsible for making sure that the school is managed in line with laws and policies set by the DfE.
Local authority (LA)	Responsible for many services including providing education across schools within the local authority'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.
Preference	The list of schools you would like your child to go to. You write these schools on your CAF.
Prospectus	A e-booklet or document that contains information describing a school, its day-to-day life and its way of teaching and learning.
Reception	The first year of full-time education at school.
Sibling	A full, half, step, or long-term fostered brother or sister living at the same address.
Supplementary information form (SIF)	Extra forms that some schools use to apply their admission criteria to help them decide who to offer places to.
Voluntary-aided (VA) schools	Local-authority schools run alongside 'voluntary organisations' (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 are responsible for setting the admission criteria and arranging appeals (the schools' admission authorities).

Other London authorities' school admissions sections

London Borough of Barking and Dagenham Admissions
ww.lbbd.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 Watlin 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

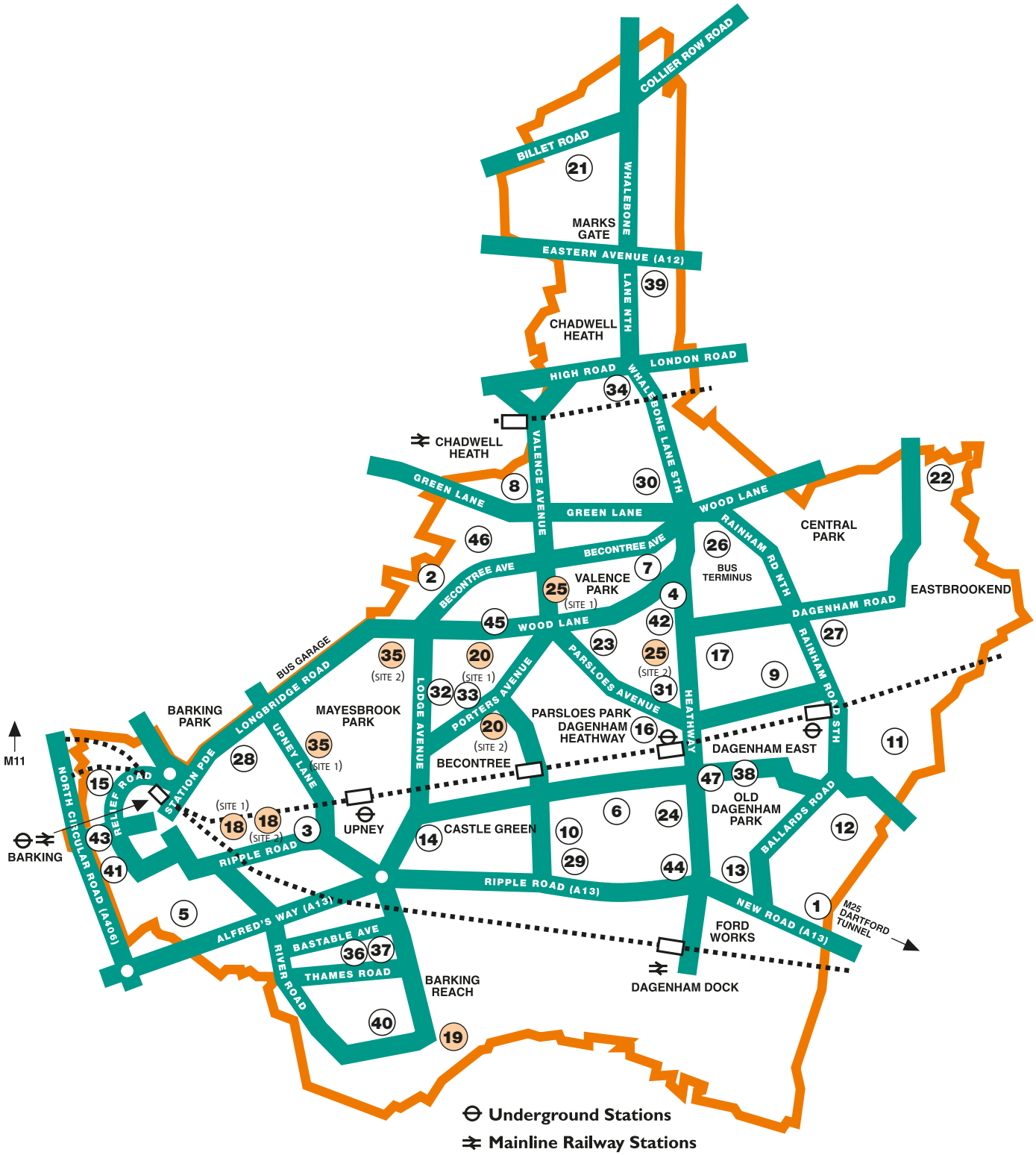
Westminster Education Authority
Kensington Town Hall, Hornton Street, London W8 7NX
Phone: 020 7745 6432

Neighbouring authorities' school admissions sections

Essex County Council
PO Box 4261, Chelmsford, CM1 1GS
Phone: 0345 603 2200
Email: admissions@essex.gov.uk

Thurrock Council
PO Box 118, Civic Offices, Grays, Essex, RM17 6GF
Phone: 01375 652 883
Email: admissions@thurrock.gov.uk

Map of all-through, infant, junior and primary schools in the borough



Schools' contact details

Map number	School name	Phone number	School places
Primary schools (ages 4 to 11)			
1	Beam Primary, Oval Road North, Dagenham, RM10 9ED	020 8270 4700	84
2	Becontree Primary, Stevens Road, Dagenham, RM8 2QR	020 8270 4900	60
3	Eastbury Primary, Dawson Avenue, Barking IG11 9QQ	020 8477 9910	120
4	Five Elms Primary, Wood Lane, Dagenham, RM9 5TB	020 8270 4909	60
5	Gascoigne Primary, Gascoigne Road, Barking, IG11 7DR	020 8270 4291	150
6	Godwin Primary, Finneymore Road, Dagenham, RM9 6JH	020 8270 4150	60
7	Grafton Primary, Grafton Road, Dagenham, RM8 3EX	020 8270 4666	120
8	Henry Green Primary, Green Lane, Dagenham, RM8 1UR	020 8270 4466	60
9	Hunters Hall Primary, Alibon Road, Dagenham, RM10 8DE	020 8270 4768	90
10	James Cambell Primary, Langley Crescent, Dagenham, RM9 6TD	020 8270 4602	90
11	John Perry Primary, Charles Road, Dagenham, RM10 8UR	020 8270 4622	90
12	Leys Primary, Leys Avenue, Dagenham, RM10 9YR	020 8270 6470	60
13	Marsh Green Primary, South Close, Dagenham, RM10 9NJ	020 8270 4982	60
14	Monteagle Primary, Burnham Road, Dagenham, RM9 4RB	020 8270 4613	90
15	Northbury Primary, North Street, Barking, IG11 8JA	020 8270 4636	120
16	Parsloes Primary, Spurling Road, Dagenham, RM9 5RH	020 8270 4925	60
17	Richard Alibon Primary, Alibon Road, Dagenham, RM10 8DF	020 8270 4706	90
18	Ripple Primary School, Suffolk Road, Barking, IG11 7QS **- Site 1** Ripple Primary School, Westbury site, Barking, IG11 7PT **- Site 2**	020 8270 4670 020 8270 4670	90 60
19	Riverside Primary, Renwick Road, Barking, IG11 0FU	020 3946 5888	60
20	Roding Primary, Hewett Road, Dagenham, RM8 2XS **- Site 1** Roding Primary, Cannington Road, Dagenham, RM9 4BL **- Site 2**	020 8270 6640 020 8270 4010	54 90
21	Rose Lane Primary school, Rose Lane, Chadwell Heath, RM6 5NJ	020 8270 4438	90
22	Rush Green Primary, Dagenham Road, Romford, RM7 0TL	020 8270 4940	120
23	Southwood Primary, Keppel Road, Dagenham, RM9 5LT	020 8270 4915	90
24	Thomas Arnold Primary, Rowdowns Road, Dagenham, RM9 6NH	020 8270 4588	60
25	Valence Primary, Bonham Road, Dagenham, RM8 3AR **- Site 1** Valence Primary, St Georges Road, Dagenham, RM8 5AH **- Site 2**	020 8270 4480 0208 270 6520	60 60
26	William Bellamy Primary, Frizlands Lane, Dagenham, RM10 7HX	020 8270 6596	120
All-through schools (ages 4 to 19)			
27	Eastbrook School, Dagenham Road, Dagenham, RM10 7UR	020 8270 4568	60
28	Eastbury Community School, Hulse Avenue, Barking, IG11 9UW	020 8270 4602	60
29	Goresbrook School, Ripple Road, Dagenham, Essex, RM9 6XW	020 3597 6666	60
30	Robert Clack School, Lymington Fields Site, Dagenham, RM8 1FL	020 8270 4200	60
31	The Sydney Russell School, Fanshawe Crescent, Dagenham, RM9 5QA	020 8724 8929	90

Map number	School name	Phone number	School places
Infant schools (ages 4 to 7) and junior schools (ages 7 to 11)			
32	Dorothy Barley Infant, Davington Road, Dagenham, RM8 2LL	020 8270 4655	90
33	Dorothy Barley Junior, Ivinghoe Road, Dagenham, RM8 2NB	020 8270 4962	90
34	Furze Infant, Bennett Road, Chadwell Heath, RM6 6ES	020 8270 4420	140
35	Manor Primary School (Infants only) Sandringham Road, Barking, IG11 9AG **- Site 1** Manor Primary School, Longbridge Road, Dagenham, RM8 2FL **- Site 2** Manor Junior, Sandringham Road, Barking, IG11 9AG	020 8270 6630 020 8724 1111 020 8270 4641	150 90 150
36	Thames View Infants, Bastable Avenue, Barking, IG11 0LG	020 8270 4317	120
37	Thames View Junior, Bastable Avenue, Barking, IG11 0LG	020 8270 4310	120
38	Village Infant, Ford Road, Dagenham, RM10 9JS	020 8270 6589	90
39	Warren Junior, Gordon Road, Chadwell Heath, RM6 6DA	020 8270 4680	140

Faith Schools

Primary schools (ages 4 to 11)			
F40	George Carey CofE Primary, Minter Road, Barking IG11 0FJ	020 8270 4040	90
F41	St Joseph's Catholic Primary – Barking The Broadway, Barking, IG11 7AR	020 8270 6474	30
F42	St Joseph's Catholic Primary – Dagenham Connor Road, Dagenham, RM9 5UL	020 8270 6480	60
F43	St Margarets C of E Primary, North Street, Barking, IG11 8AS	020 8594 4003	60
F44	St Peter's Catholic Primary, Goresbrook Road, Dagenham, RM9 6UU	020 8270 6524	60
F45	St Teresa Catholic Primary (The), Bowes Road, Dagenham, RM8 2XJ	020 8270 4757	30
F46	St Vincent's Catholic Primary, Burnside Road, Dagenham, RM8 2JN	020 8270 6695	30
Junior school (ages 7 to 11)			
F47	William Ford C of E Junior, Ford Road, Dagenham, RM10 9JS	020 8270 6582	90

Important information

See page 9 for details about schools with two sites

General advice and information

Starting school full-time should be fun. There are a number of points worth thinking about.

Visit the school with your child before they are due to start. You can then meet the adults working there and see other children busy with their activities.

Try to make contact with other parents or carers in your neighbourhood with children at the same place so that your child will get to know some adults and children beforehand.

Encourage your child to be confident in putting on and taking off their coat and shoes and putting them in the correct place when they are not wearing them.

Help your child to know the toilet routine. Encourage your child to tell an adult if he or she feels unwell or has an accident.

Some of the services that your child may need during their years at school are listed above.

Useful information and services

Child Benefit Agency
Child Benefit Office, PO Box 1,
Newcastle-upon-Tyne, NE88 1AA
Phone: 0300 200 3100
Website: www.gov.uk/contact-child-benefit-office

The Child and Family Centre
79 Axe Street, Town Centre
Barking, Essex, IG11 7NB
Phone: 020 8522 9600

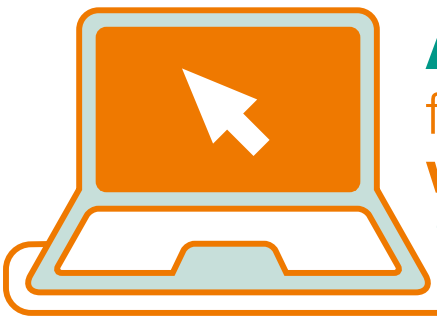
Family Information Service
The Maples, 80a Gascoigne Road,
Barking, Essex, IG11 7LQ
Phone: 020 8227 5395
E-mail: fis@lbbd.gov.uk
Website: www.lbbd.gov.uk/fis

EHC - Educational Health Care Team
Town Hall, Barking, IG11 7LU
Phone: 020 8227 2400

Virtual School for Looked After Children
Town Hall,
Barking, IG11 7LU
Phone: 020 8227 2691

Information Advice Support Services
334 Heathway
Dagenham, Essex, RM10 8NJ
Phone: 020 8593 4422

Self-service at either library below.
Barking Library
2 Town Square, Barking, Essex, IG11 7NB
Dagenham Library
1 Church Elm Lane, Dagenham,
Essex, RM10 9QS
Email: 3000direct@lbbd.gov.uk



Apply online now
for a reception school place
www.eadmissions.org.uk
The closing date for your online application and the other information we ask for is **15 January 2024**



Technical difficulties?

If you have any technical difficulties when making your application online, the 'Online admissions helpdesk' is available from 9.30am to 5.30pm Monday to Friday. Call 020 8255 5555 and select option 1.

School office stamp

Date received

Staff initials

Barking & Dagenham

Brentwood Diocese supplementary information form (SIF) for reception places at Barking and Dagenham Catholic schools – 2024 entry

Why you should fill in this form

If you want to apply for a reception place at one of our Catholic schools (under our faith criteria or for social, medical and pastoral reasons), you need to fill in this SIF. Send it to us with the other relevant documents we ask for. We set out our admission criteria for all Catholic schools within the 'Starting school full-time in 2024' admission e-booklet, which is available on Barking and Dagenham council's website.

Important notes

- The closing date for applications is 15 January 2024.
- Our school may not offer your child a place if you do not provide all the forms and documents we and the admissions team need.
- If you post any forms, it is your responsibility to make sure you pay the correct postage charge, as we cannot accept any responsibility for underpaid or lost packages.
- If we discover that we have offered a place based on false information, we will withdraw the place.

What you need to do

1. **Common application form (CAF)**
   You must fill in and return the CAF to the borough or council you live in by the closing date. If you live in Barking and Dagenham, you must apply online at www.lbbd.gov.uk/admissions.
2. **SIF**
   You should fill in and return one SIF for each child, for each of the Catholic schools you list on your application. Send your SIF to the relevant schools by 12 January 2024 together with the original documents listed below.
3. **Proof of address and identity documents**
   We will need to see the originals of these documents (listed in the admission e-booklet) and we will also need you to bring photocopies of these documents with you for the school to keep.
4. **Religious status documents**
   If you want your child to be recognised as a Catholic or as being baptised you should send the relevant schools a photocopy of the relevant document from the list on the next page. Tick the appropriate box in the 'Child's religious status' section on page 3 to confirm you have sent the document that applies to your child's circumstances.
5. **Social, medical or pastoral documents**
   If you want to be considered for social, medical or pastoral reasons, please fill in the relevant section. You must give your reason and attach written evidence from an appropriate professional, such as a social worker, doctor or priest.

Please turn over.

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 this form 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 this form.

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 this form 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 this form to the school.

E. Evidence for other Christian denominations and other faiths

If you are applying for a place at the school as 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 this form to the school.

Other documents we need

You should return this form to each Catholic school listed on your application together with the documents below by 12 January 2024. Please tick the boxes to show which documents you have included with this form.
We must see original documents with this form (not copies), but please also bring photocopies of all these documents with you for the school to keep. Remember to keep your own copy of all the forms you have sent in.

Documents for all applicants as listed on pages 12 and 13 of the current 'Starting school full-time' e-booklet.

- The child's birth certificate.
- Proof of the child's identity and address.
- Proof of the parent's or carer's address.

Remember: You will need to use one SIF for each child for each Catholic school and return it to the admissions officer of the relevant Catholic school (address details below) with the relevant documents by 12 January 2024.

St Joseph's Catholic Primary School (Barking)
The Broadway, Barking,
Essex, IG11 7AR

St Joseph's Catholic Primary School (Dagenham)
Connor Road, Dagenham,
Essex, RM9 5UL

St Peter's Catholic Primary School
Goresbrook Road,
Dagenham, Essex, RM9 6UU

St Teresa's Catholic Primary School
Bowes Road, Dagenham,
Essex, RM8 2XJ

St Vincent's Catholic Primary School
Burnside Road, Dagenham,
Essex, RM8 2JN

Crystal Mark 14132
Clarity approved by Plain English Campaign

Barking and Dagenham Catholic schools SIF - 2024 entry

To be filled in by the parent or carer (child's details given on your CAF)

Child's legal first names:

Child's legal last name:

Date of birth: Day Month Year

Home address and postcode: (The child's home is the permanent address where they live with their legal guardian.)

Borough you live in:

Does the child have any siblings (brothers or sisters) at our school? **Yes** **No**
If yes, you must give the relevant sibling's name on your borough's CAF.

Parent's or carer's full names:

Home phone number:

Daytime phone: number

Email address:

Does the child have a social, medical or pastoral reason why they must attend our school? **Yes** **No**
If 'yes', you must give the reason below and include written evidence from an appropriate professional, such as a social worker, doctor or priest. Continue on a separate sheet if necessary.

Child's religious status – Please tick one box below to indicate your child's religious status and list the evidence you have included that we have asked for (see the notes on previous page).

Criteria	Tick box	Evidence included
1. Catholic with a certificate of Catholic practice		
2. Other Catholic		
3. Catechumen		
4. Member of an Eastern Christian church		
5. Member of other Christian denomination		
6. Member of another faith		

Name of the Catholic parish or deanery where your child lives:

In line with current data-protection laws, the information you give on this from will only be used within the school's admissions system, and will not be shared with anyone outside the school's admissions system.

I confirm that I have read the school's admissions policy and that the information I have provided is correct. I understand that I must tell the school immediately if there is any change to these details. I also understand that if any of the information I have given is incorrect, the governing body may withdraw any offer of a place even if my child has already started school.

Signature of parent or carer: **Date:**

Please return this form to the admissions officer of the relevant Catholic school with the documents below, and include any other relevant documents they need.

☐ The child's birth certificate. ☐ Proof of the child's identity and address. ☐ Proof of the parent's or carer's address.

School office stamp

Date received

Staff initials

London borough of Barking and Dagenham Supplementary information form for 2024 reception places at St Margaret's Church of England primary school

Barking & Dagenham

What you need to do

If you want to apply for a reception place at St Margaret's (under the faith criterion), you need to fill in this supplementary information form (SIF) as well as the common application form (CAF) provided by the borough you live in by the closing date (15 January 2024). If you live in Barking and Dagenham apply online at www.lbbd.gov.uk/admissions. See the 'Starting school full-time in 2024' admission e-booklet before you apply. You must fill in one SIF for each child wanting a reception place at this school. If you want your application to be considered under our faith criteria, make sure you fill in and sign section A and take your form to your clergy (church leader) where you normally worship in time for them to add their reference in section B. The information you provide will allow us to give our places in line with the admissions criteria. We set out our admissions criteria on pages 30, 31 and 37 of the admission e-booklet. Send your filled-in SIF to the school together with the original documents listed over the page. We must receive this filled-in SIF form by 12 January 2024.

Important notes:

- Please see the important note on page 2 and our website for changes to our admissions arrangements.
- If your CAF is late, we cannot consider your application in the first round of offers and you are unlikely to gain a place at this school. If we discover that we have offered a place based on false information, we will withdraw the place.
- If you post any forms, it is your responsibility to make sure you pay the correct postage charge, as we cannot accept any responsibility for underpaid or lost packages.
- Our school may not offer your child a place if you do not provide all the forms and documents we and your local authority's admissions team need.

Section A (To be filled in by the parent or carer)

Name of school you are applying to:

Child's legal last name:

Child's legal first name:

Date of birth: Day Month Year **Sex:** Male Female **Year group:**

Borough you live in:

Home address and postcode:

Parent's or carer's full name:

Daytime phone number:

If you have any other children currently at this school, please give us their details below. Continue on a separate sheet if necessary.

	Name	Class
Child 1		
Child 2		

Parental involvement in the life and work of the church

Please say how often your family goes to church, by ticking the boxes that apply.

Child weekly fortnightly monthly Other **Parent or carer** weekly fortnightly monthly Other

How long has your family been going to the church as shown above?

Under 6 months 6 months to 1 year 1 to 2 years 2 years or more

Notes

If you have joined your church in the last 12 months, please comment on any previous church commitments. (for example, the role or involvement you had with a previous church)

Your signature: **Date:**

Documents we need, as listed on pages 12 and 13 of the 'Starting school full-time in 2024' e-booklet.

You should return this form by 13 January 2024 together with the documents below. We must see original documents with this form, but also bring photocopies of all these documents with you for the school to keep. Please remember to keep photocopies of all the forms you have sent in for your records.

- ☐ The child's birth certificate
- ☐ Proof of the child's identity and address
- ☐ Proof of the parent's or carer's address

If appropriate you should now pass this form to your minister who should fill in section B of this form. They may hand the form back to you or you may give them a stamped envelope with the school's address on it, so they can send the reference back to St Margaret's.

Section B (To be filled in and signed by a minister).

Important note:
The governors, along with the Chelmsford Diocesan Council for Education and Training, would be grateful for your help as we are looking for information about the church background of this family. Please confirm their commitment and involvement by answering the questions set out below and adding any other comments you may consider appropriate. However, please remember that we cannot treat the reference as confidential.

Is your church a member of Churches Together in England or the Evangelical Alliance? Yes ☐ No ☐

Name of minister:

Church:

Church address:

Can you confirm the statements the parent or carer has made about their family's attendance at church?

Yes ☐ No ☐ If 'No', please say why not

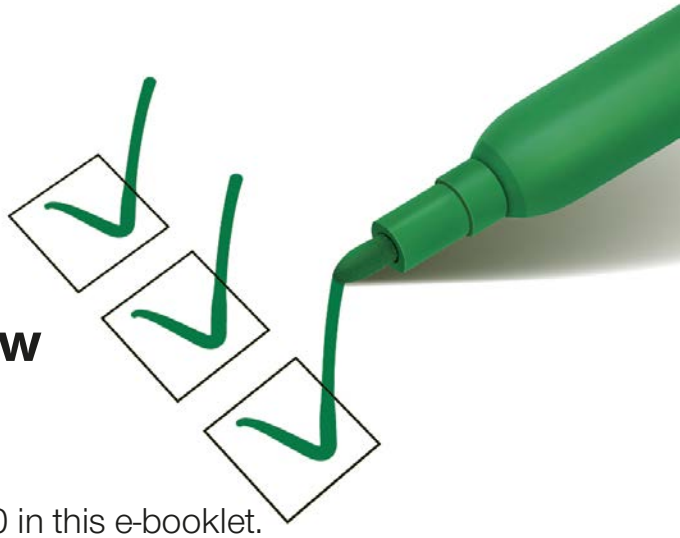
Your signature: **Office held:** **Date:**

Remember you will need to use one SIF form for each child. You or the minister should return the filled in SIF to our admissions officer (address details below) with the above documents by 13 January 2024.

St Margaret's Church of England Primary School,
15-19 North Street, Barking,
Essex, IG11 8AS

Crystal Mark 14132
Clarity approved by Plain English Campaign

Checklist



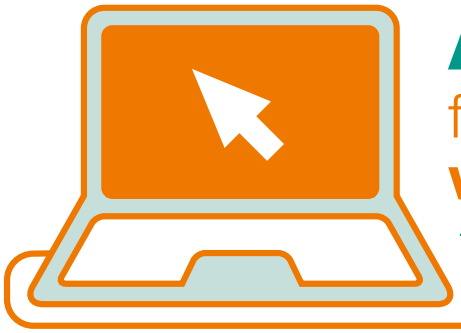
Please read the checklist below before you return your form.

- [ ] Read the admission process on pages 8 to 40 in this e-booklet.
- [ ] Fill in and submit your common application form (CAF), online. If you try to apply online and you cannot see your exact address in the list presented; or the schools you want to apply for are not listed, you **must** contact the School Admissions Team before 5pm on 12 January 2024, or your application will be late.
- [ ] Fill in and return the supplementary information forms if you are applying for schools in or outside the borough, if those schools have asked for them.
- [ ] Give all relevant documents you have been asked for directly to the school or LA concerned.
- [ ] Give proof of address where this is needed.

Don't forget to let us know if your or your child's details change!

The closing date for all forms and information we ask for is
15 January 2024.
Results will be sent on 16 April 2024
We must receive your reply by 30 April 2024 or your child will not have a school place.

e Admissions
LONDON



Apply online now

for a reception school place
www.eadmissions.org.uk

The closing date for your online application and the other information we ask for is **15 January 2024**



Technical difficulties?

If you have any technical difficulties when making your application online, the 'Online admissions helpdesk' is available from 9.30am to 5.30pm Monday to Friday. Call 020 8255 5555 and select option 1.

London Borough of Barking and Dagenham
Phone. 020 8215 3000

Out of hours emergencies only
Phone. 020 8215 3024
E-mail. 3000direct@lbbd.gov.uk
Website. www.barking-dagenham.gov.uk

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INVESTORS IN PEOPLE

Crystal Mark 10146
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