



## **Determined Admission Arrangements for entry at Key stage 3 & 4 schools for the academic year 2019-2020**

This document lists admission arrangements for the normal admissions round (cohort admissions) and In-year admissions round for secondary schools administered by Barking and Dagenham local authority. The relevant cohort includes admission for Year 7 places at the borough's secondary schools. The In-year round include year groups 8 to 13 at our schools.

The types of schools available in the borough include; Five community schools, one voluntary-aided faith school, one voluntary-controlled school, three free school and two Academies. The full list of schools is on page 10.

Page 2 to 10      Cohort admissions arrangements  
Page 11 to 14      In year admissions arrangements

## Cohort admissions arrangements

### The admissions scheme we use

Every Local Authority (LA) is required by law to co-ordinate cohort admissions to their schools within their area. In 2005 all 33 London Local Authorities and the seven local authorities that border London, established the Pan-London Coordinated Admissions scheme to co-ordinate Year 6 admissions to Year 7 places at their secondary schools. The system is a voluntary extension of the legal requirement that all Councils co-ordinate admissions to schools within their area. The scheme aims to simplify the application process for parents and increase the number of pupils who receive an offer from one of their preferred schools. The co-ordinated process for this admission round begins on 1 September 2018 and ends on 31 August 2019. All LAs participating in the scheme adhere to timetable below.

### Pan-London Coordinated Admissions Scheme Timetable

<b>Wed 31 Oct 2018</b>	Deadline for receipt of our supplementary information form.
<b>Wed 31 Oct 2018</b>	Statutory deadline for receipt of applications (closing date)
<b>Tues 13 Nov 2018</b>	Deadline for the transfer of application information by the Home LA to the PLR (Pan-London Register) (ADT file)
<b>Wed 12 Dec 2018</b>	Deadline for the upload of late applications to the PLR
<b>Thur 13 Dec 2018 to Wed 2 Jan 2019</b>	Checking of application data
<b>Fri 1 Feb 2019</b>	Deadline for the transfer of potential offer information from Maintaining LAs to the PLR (ALT file).
<b>Thur 14 Feb 2019</b>	Final ALT file to PLR
<b>Fri 15 – Fri 22 Feb 2019</b>	Offer data sent from LA to school for checking
<b>Mon 25 Feb 2019</b>	Deadline for on-line ALT file to portal
<b>Fri 1 Mar 2019</b>	National offer day for on-time applicants
<b>Fri 15 Mar 2019</b>	Deadline for receipt of acceptances
<b>Fri 22 Mar 2018</b>	Deadline for transfer of acceptances to maintaining LAs

### Number of children admitted to each school

The number of pupils to be admitted within year group 7 at each secondary school is detailed in table 1 on page 10 within this report.

## **How to apply for a school place**

This LA will take all reasonable steps to ensure that every parent or carer who is resident in Barking & Dagenham and has a child in the relevant age group receives guidance information on how to apply for a school place. In July 2018, all our Junior and Primary schools will issue a leaflet to its Year 5 pupils. The leaflet confirms when the transfer process will start. It also lists the open evening dates for each of the borough's secondary schools as well as the dates for the information meetings that are held for parents by the borough's School Admissions Team.

In addition to this 4 page guide, we electronically publish a copy of our admissions booklet 'Moving to Secondary School' on our website. The four-page guide will be issued to all parents and carers of children in our primary and junior schools.

Parents or carers residing in this borough should apply for a school place by using an online Common Application Form (CAF) at [www.eadmissions.org.uk](http://www.eadmissions.org.uk) and links are also available on our main admissions page [www.barking-dagenham.gov.uk/admissions](http://www.barking-dagenham.gov.uk/admissions). The online system is hosted by London Grid for Learning (LGFL) and is financed through the LAs within the Pan London Co-ordinated Admissions Scheme. Help sessions for online applicants are provided by the Admissions Team once a week until the closing date at.

**Dagenham Central Library**  
**1 Church Elm Lane**  
**Dagenham**  
**Essex**  
**RM10 9QS**

Parents or carers are able to express up to six preferred schools that they wish their child to be considered for and rank them in order of preference. Parents must include all state-maintained schools or academies within the UK. All own admission authority schools that request Supplementary Information Form (SIF), must also be named on the CAF. Where parents or carers apply for places at an own admission authority school, for instance an academy or free school (in or outside the borough) and need to complete a SIF for each of these schools, they must submit the SIF direct to the school concerned with any documents that the school requests by the closing date.

### **Own admission authority Schools**

We have one own admission authority secondary school (All Saints Catholic School) which requires parents or carers to complete their SIFs if they apply under any of the school's faith criterion. SIFs and requested documents must be returned direct to the school with required documents by the closing date. The Admissions Team are not responsible and will not accept supplementary forms on behalf of parents for any own admission authority schools. The governing bodies are the admissions authorities for this school, which will rank each application it receives according to the school's admission criteria. SIFs are not valid unless a CAF is also completed for that child.

## How we use preferences

We process all applications using the equal preference model. Under this model we consider each preference as if it were the only preference. For each preference listed on the CAF, the Admission Authority for the school uses their admissions criteria to see if it can offer a place. If a place can be offered at two or more schools, we will give the place at the school ranked highest on the application form.

All Saints Catholic school is responsible for their own admissions. They receive core information from the LA of the CAFs received that rank the school as a preference. They will combine this data with the information provided on the SIFs sent directly to them. They will then rank the children in accordance with their published oversubscription criteria and then advise their ranking order of all applicants to the Admissions Team. This information is then used during the iteration offer process.

All preferences and potential offers are collated and parents then receive an offer from their home LA at the school ranked highest at which a place is available. If a place cannot be offered from those schools ranked as preference a place will be offered to all our residents at the nearest school to the home which has a place available. For on-time applications, school offers will be made on national offer day.

## Transfer of data

Where applications contain preferences for schools in other LAs, we will forward the details to maintaining LAs using central government's S2S secure data transfer system. For LAs within the Pan-London system, data will be transferred using the Pan London Register's (PLR) document exchange. All data must be transferred by the dates specified on page one. The last date for the upload to the PLR of late applications which are considered to be on-time within the terms of the home LAs scheme is **11 December 2018**. Thereafter, data received for late applications will be sent to maintaining LAs every Friday.

## Late Applications

Barking & Dagenham will make available paper applications after the closing date of **31 October 2018**. We will accept late applications for consideration in the first round of offers for exceptional circumstances only when details and evidence are provided. Each case will be considered on its own individual circumstances and a decision will be made by the Admissions Panel. Examples of what will be considered as a valid reason include: if a single parent has been seriously ill for some time, or a family has been dealing with the death of a close relative or a family has just moved into the area after submitting an on-time application in their previous area. Proof will be required in all cases.

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

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

The 2014 School Admissions Code states 'schools are required to admit children with statements of special educational need/Education Health Care Plans (EHC) where the school concerned is named on the statement'. As a result, our Education Health Care Team allocate places first. The remaining places from the schools published admission number (PAN) are offered by the Admissions Team in accordance with the published admission criteria.

### **Equality Act 2010**

An admission authority must ensure that their admission arrangements do not discriminate on the grounds of disability; gender reassignment; pregnancy and maternity; race; religion or belief; sex; or sexual orientation, against a person in the arrangements and decisions it makes as to who is admitted as a pupil.

The oversubscription criteria applied by this LA as the Admission Authority for the Barking and Dagenham community schools is non-discriminatory.

### **Admission criteria for secondary schools in Barking & Dagenham**

When the number of applications exceeds the number of places available in a school, places are allocated at Barking and Dagenham community secondary schools by applying the following criteria in priority order for deciding which applications to accept. **Dagenham Park Church of England School, Greatfields School, Riverside School, Sydney Russell School and Warren School will also use these admission criteria.**

- |            |  |
|------------|--|
| Priority 1 | Children who are or were in the care of a local authority  |
| Priority 2 | Children who live closest to the school, measured in kilometres in a straight line (as the crow flies) |

**Goresbrook School** - when the number of applications exceeds the number of places available in a school, places are allocated at Goresbrook school by applying 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.  |
| Priority 2 | Children who have a sibling (brother or sister) attending the school from reception to year 10.         |
| Priority 3 | Children who live closest to the school, measured in kilometres in a straight line (as the crow flies). |

### **Important notes**

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

provided with accommodation by a local authority. Children previously Looked After in the care of the local authority are children who were looked after, but ceased to be so because they were adopted or subject to residence or special guardianship orders immediately following having been looked after.

- 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 kilometers in a straight line (as the crow flies). We (the Barking and Dagenham Admissions Team) measure all distances using Esri's geographical information system from the centre of the child's home to the school's main gate. If you live outside the area, we will use the same system to measure distances.
- When children have an equal claim to a place because their measurements are the same (for example, from a block of flats), we will use a lottery system (random allocation) to offer places to children.
- The distance measured from the child's home to secondary schools with split sites will be measured to the main site. The main site is the entrance through the main door at the upper site where the head teacher's office is located. This measurement affects both Barking Abbey and Robert Clack schools.
- 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.
- We cannot consider other circumstances not listed in the criteria. It is essential our decisions are consistent by using only the criteria listed above (which have been agreed following the consultation period).

## **Home Address**

We check addresses to prevent fraudulent applications. To do this, we need to check where the parent or carer and child are living. We already have address details if the child is at a Barking and Dagenham primary or junior school. However, we will need to see proof at the application stage in the following circumstances:

- the child's address on the application form is different from the address the child's Barking and Dagenham primary or junior school has on their records; or
- the child goes to a primary or junior school outside the borough;

The allocated school will also ask to see these documents at the child's induction. The documents we accept to prove the child's and parent's or carer's address are listed. Parents must take one original document (no photocopies) from each of the three lists (A, B and C) below to their welcome meeting.

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

- Her Majesty's Revenue & Customs (HMRC) documents such as a letter showing entitlement Child Benefit, Working Tax Credit or Child Tax Credit
- The child's medical registration card
- The child's Immigration and Nationality Directorate IND card (issued by the Home Office with photo attached)
- Home Office paperwork (including child's name and date of birth)
- Full birth certificate - can be requested by the schools.
- Passport - can be requested by the schools.

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

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

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

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

If the parent or carer's do not own or rent their own home, but are living with someone who owns their home or rents it from the council or another landlord they will need to prove they live there. They will need to provide the owners current Council Tax bill or Council Tax Benefit letter or notice together with a letter that must contain the following information.

- Their name;
- The address of the property;
- The fact that you and your child live in the property, and the date you moved there; and
- Confirmation that you and your child have permission to live in the property and how long you can live there.

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

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

If parents or carers move address during the admissions process they must notify the School and the Admissions Team immediately of their new address, and provide verification of the new address. This should be supported by evidence from lists A, B & C listed previously. The length of a tenancy agreement from the letting agent should be sufficient to cover the date on which their child would start attending their preferred school.

If parents or carers move from one LA to another after submitting an on-time application under the terms of their former home authority's scheme, Barking & Dagenham will accept the application as on-time up to **11 December 2018** on the basis that an on-time application already exists.

### **Multiple births**

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

### **Changing Preferences**

Parents or carers can change their preferences as long as they either complete a new common application form (CAF) or amend and resubmit their online application; however the amended application must be received by the closing date of **31 October 2018**.

### **Offers**

Offers are made annually on National offer day 1 March or the next available working day. Our residents who submitted online applications will receive an email and see their results online after 5pm on **1 March 2019**. Residents who submitted a paper CAF will be sent the results of their applications by first class post on the same day.

Our correspondence informs all applicants residing within the borough of their highest offer of a school place and the general reasons why higher preferences were not offered. The information also confirms that we will provide more specific reasons if an application was declined for a Barking and Dagenham school if the parent or carer formerly requests this information.

### **Post Offer**

As Year 7 cohort admissions affect statutory school age pupils, we only withdraw offers of school places once we have received confirmation of an alternative school place elsewhere. When our resident accepts or declines a place in a school maintained by another LA, we will forward the information to the maintaining LA by the date specified on page 2 (for on-time applicants). Information received from applicants after this date will be passed on to the maintaining LAs every Friday.

### **Interest lists**

In the first term of the normal year of entry, we will automatically place children on an interest list for all our higher preference community, trust and voluntary-controlled schools. At the end of this period, parents or carers will need to request that their child's



name is placed on an interest list for the next term. If the school concerned is a Barking & Dagenham voluntary-aided school, the child will remain on the school's interest list for the academic year. Parents or carers, who have applied for schools located in another borough, will be advised to contact the individual school or the maintaining local authority concerned regarding interest list arrangements. Interest lists will be kept in line with the relevant school's admission criteria and the school admissions code.

### **Appealing against admission decisions**

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

Once an appeal form is sent to the address printed on the front of the form or emailed, the independent appeal panel clerk will write to advise the date and details of the appeal procedure. The appeal will be considered by an Independent Appeal Panel (IAP), which will be made up of three people. None of these people will have any connection with the school or the LBB School Admissions Team. The appeal panel will accept comments in writing or in person at the appeal hearing.

If a parent made their application on time and submitted an appeal form by the published date, the appeal is considered within 40 school days of the deadline of **22 March 2019**. If the application was late, the appeal will be considered with the appeals for applications we received on time if possible. If this is not possible, the appeal will be considered within 30 school days from the deadline for making an appeal (as shown on the offer letter).

For appeals against decisions made on In-Year applications we will arrange for the IAP to consider the appeal within 30 school days from the date the appeal is received.

#### *Further appeals*

We can only consider one application for each child, at each school within the same school year. If we turn down an application, parents have the right to appeal. The appeal panel's decision is final and both appellants and the school must accept it.

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

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

Each year we publish details about 6<sup>th</sup> form places at our schools. Our 14-19 Career's Services handles all enquires about 6<sup>th</sup> form entry. They will explain the range of courses offered and the entry requirements. The child will need to make the application themselves direct to the schools or relevant consortium concerned. If the child is refused a place both the parent or carer and their child have the right of appeal. Please see section above 'Appealing against admission decisions' which is also published on our website.

**Barking Abbey school 6<sup>th</sup> form** operates independently. Applications open on the school's website from 30 October 2018 and close on 9 February 2019. Offers will be made following an admission meeting to discuss subject choices and Key stage 4 results.

**Dagenham Park Church of England School 6<sup>th</sup> form** operates independently. Applications for external candidates open on the school's website interviews commence from February 2019. Offers will be made following an admission meeting to discuss subject choices and Key stage 4 results.

**Eastbury Community School 6<sup>th</sup> form** operates independently. Applications for external candidates open on the school's website on 15 November 2018 onwards interviews commence from January 2019. Offers will be made following an admission meeting to discuss subject choices and Key stage 4 results.

**Jo Richardson Community School 6<sup>th</sup> form** operates independently. Applications for external candidates open on the school's website on 15 November 2018 onwards interviews commence from January 2019. Offers will be made following an admission meeting to discuss subject choices and Key stage 4 results.

**Riverside School 6<sup>th</sup> form** operates independently. Applications for external candidates open on the school's website from September 2018 onwards interviews commence from January 2019. Offers will be made following an admission meeting to discuss subject choices and Key stage 4 results.

**Sydney Russell School 6<sup>th</sup> form** operates independently. Applications for external candidates open on the school's website on 15 November 2018 onwards interviews commence from January 2019. Offers will be made following an admission meeting to discuss subject choices and Key stage 4 results.

**Warren School 6<sup>th</sup> form** operates independently. Applications for external candidates open on the school's website 29 November 2018 close on 22 January 2019. Offers will be made following an admission meeting to discuss subject choices and Key stage 4 results.

The other schools belong to the **North East Consortium** this includes: All Saints, Eastbrook & Robert Clack Schools

There is no published deadline for applications, but students are advised to apply as early as possible. A number of courses become oversubscribed very quickly, so early applications are advised.

### Admission numbers for LBBB secondary schools

**Table 1: Planned admission number for 2019-2020 Year 7 places**

<b>Community Schools</b>	<b>Places</b>
<b>Barking Abbey School</b> – Specialist sports and humanities college - Sandringham Road Barking IG11 9AG	360
<b>Dagenham Park Church of England School</b> School Road, Dagenham RM10 9QH	270
<b>Eastbrook School</b> Dagenham Road, Dagenham RM10 7UR	360
<b>Eastbury Comprehensive School</b> Hulse Avenue, Barking, IG11 9UW	300
<b>Jo Richardson Community School</b> Castle Green, Gale Street, Dagenham, RM9 4UN	300
<b>Robert Clack School of Science</b> – A specialist college Gosfield Road, Dagenham RM8 1JU	360
<b>Own Admission Authority Schools</b>	<b>Places</b>
<b>All Saints Catholic School</b> Terling Road, Dagenham RM8 1JT	240
<b>Goresbrook School</b> Ripple Road, Dagenham, RM9 6XW	120
<b>Greatfields School</b> The Shaftesburys, Barking, IG11 7JA	120
<b>Riverside School</b> Renwick Road, Barking, IG11 0FU	300
<b>The Sydney Russell School</b> Parsloes Avenue, Dagenham RM9 5QT	360 (270 external places)
<b>The Warren Comprehensive School</b> Whalebone Lane North, Chadwell Heath, RM6 6SB	240

**Table 2: Planned admission number for 2019-2020 year 8-13 places**

	Year 8	Year 9	Year 10	Year 11	Year 12	Year 13
All Saints	240	240	240	240	See total NEC figures below	
Barking Abbey	360	279	279	270	Contact school for figures	
Dagenham Park	270	270	240	270	Contact school for figures	
Eastbrook	360	360*	180*	180*	See total NEC figures below	
Eastbury	300	300	300	300	Contact school for figures	
Goresbrook	120	120	120	n/a	n/a	
Greatfields	150*	120	120	n/a	n/a	
Jo Richardson	300	300	300	300	Contact school for figures	
Riverside	300	300*	120	120	Contact school for figures	
Robert Clack	360	360	360	300	See total NEC figures below	
Sydney Russell	360	360	360	360	Contact school for figures	
Warren	240	240	240	240	Contact school for figures	

\* The school's admission number was changed to what was published in the schools booklet.

NEC schools total 750 places in year 12 and 600 places in year 13

## In-Year admissions arrangements

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### Applications outside the normal admissions round

When a parent or carer applies for a school place or requests to transfer to our schools for their child outside of normal admissions round, these applications are considered as 'In-Year' applications. LAs do not co-ordinate applications or offers for 'In-Year' admissions. Parents must apply to the local authority or school direct, where the school is located, irrespective of where they live. In-year application process begins on 1 September 2019 and ends on 31 August 2020.

### The admissions scheme we use

We co-ordinate admissions for in-year places for all schools within the LBBD area. By law, children aged between five and 16 must receive an education. This means that your child must continue to go to their current school while we deal with your request for a school place.

### Numbers of children admitted to the school

The number of pupils to be admitted within year groups 8-13 at each secondary school is detailed in table 2 on page 10 within this report.

Other than the schools listed below as part of the North East Consortium for sixth Form includes: All Saints, Eastbrook & Robert Clack schools, all other schools operate independently.

Barking Abbey, Dagenham Park, Eastbury, Jo Richardson, Riverside, Sydney Russell and Warren schools operate independently.

### **How to apply for a school place**

The In-year admissions process is for parents who have just moved into the area and need to apply for a school place for their child during the school year or for parents who want to transfer their child from one school to another. Full details of this process are published in Barking and Dagenham's In-year admission booklet 'Finding a school place' which is available on the school's and the council's website.

All schools located in Barking and Dagenham take part in a co-ordinated admissions scheme. This means that applicants must apply for places online through the in year hub, and rank the schools in the preferred order.

Parents may list up to three preferences and we will offer their child one school place and, where possible, this will be the highest-ranked school on the list.

### **What parents need to do**

There are three stages parents need to go through to apply for a place at one of our schools.

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

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

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

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

### **Supplementary Information form (SIF) or Certificate of Catholic practice (CCP)**

Our own admission authority faith schools require parents or carers to complete their SIFs or CCPs if they apply under any of the schools' faith criterion. SIFs and CCPs and requested documents must be returned direct to the school with required documents by the closing date. The Admissions Team are not responsible and will not accept supplementary forms on behalf of parents for any own admission authority schools. The governing bodies are the admissions authorities for this school, which will rank each application it receives according to the school's admission criteria. SIFs and CCPs are not valid unless an ICAF is also completed for that child.

## **How we use preferences**

We process all applications using the equal preference model. Under this model we consider each preference as if it were the only preference. For each preference listed on the application, the Admission Authority for the school uses their admissions criteria to see if it can offer a place. If a place can be offered at two or more schools, we will give the place at the school ranked highest on the application form.

All our own admission authority schools are responsible for their own admissions. If they tell us there are vacancies at the school, we send them core information from the applications where the school is listed as a preference. They will combine this data with the information provided on the SIFs or CCPs sent directly to them by the parent and or priest. The school will then rank the children in accordance with their published oversubscription criteria and advise us of the child's ranking. All preferences and potential offers are collated and parents then receive an offer at the school ranked highest at which a place is available. If a place cannot be offered from those schools listed as preferences, a place will be offered to all our residents at the nearest school to the home which has a place available.

## **Transfer of data**

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

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

The 2014 School Admissions Code states 'schools are required to admit children with statements of special educational need/Education Health Care Plans (EHC) where the school concerned is named on the statement'. As a result, the borough's Education Health Care Team allocate places to children with full statements of Special Education Need/ Education Health Care Plans. For such allocations schools can go above their admission number to accommodate the child.

## **Equality Act 2010**

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

## **Our Admissions criteria**

When the number of applications exceeds the number of places available we apply the criteria published on pages 5 and 6 in priority order for deciding which applications to accept.

## **Home Address**

We check addresses to prevent fraudulent applications. Please see pages 6 and 7 for full description and documents that we accept as proof of home address.

## **Siblings and Multiple births**

The only school with a sibling link for at key stage three and four is Goresbrook

school. Outside the normal admission round, if the child to be offered a place has siblings or is a twin or of other multiple births, we cannot ensure that all the children will be offered a place at the same school.

### **Changing Preferences**

Parents or carers can change their preferences as long as they either complete a new online application or ICAF (and SIF or CCP if applicable).

### **Offers**

We reply to parents within 10 working days of receiving their applications for school places. Parents or carers must formerly request to us if they require more specific reasons why we declined their application.

### **Post offer**

Where a school is offered the child will be expected to start within 10 working days. School attendance officers investigate any non-starters.

Where a child is already in another school, and it then becomes possible to offer an alternative school listed as a preference on their application, parents must formerly accept any place offered within 10 working days. Parents or carers will be sent a reminder one week prior to the expiry date. Places offered at the alternative school will be withdrawn after the expiry date if no acceptance is received or the child does not attend the offered school.

### **Interest lists**

We automatically put a child's name on the interest list with other children whose applications were turned down but are listed higher than the school we offered for them. If places become available, we then offer them using the school's admission criteria. The child will stay on the interest list for one term and parent's will need to request in writing that their child stays on the interest list for the next term. If after the end of the summer term (Jul 2020) parents still want their child's details to stay on the interest list, they will need to apply again online and complete a new SIF or CCP (if applicable) for the new academic year. They will also have the opportunity for a new appeal if the application is turned down.

### **Appealing against admission decisions**

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

Once an appeal form is sent to the address printed on the front of the form or emailed, the independent appeal panel clerk will write to advise the date and details of the appeal procedure. The appeal will be considered by an Independent Appeal Panel (IAP), which will be made up of three people. None of these people will have any connection with the school or the LBD School Admissions Team. The appeal panel will accept comments in writing or in person at the appeal hearing. For appeals against decisions made on In-Year applications we will arrange for the IAP to consider the appeal within 30 school days from the date the appeal is received.

### *Further appeals*

We can only consider one application for each child, at each school within the same school year. If we turn down an application, parents have the right to appeal. The appeal panel's decision is final and both appellants and the school must accept it.

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

### **Abbreviations used**

<b>Abbreviation</b>	<b>Full description</b>
CAF	Common application form
CCP	Certificate of Catholic practice
ICAF	In-year Common application form
IAP	Independent Appeal Panel
LA	Local authority
LBBB	London borough of Barking and Dagenham
PAN	Published admission number
PLR	Pan-London Register
PRF	Diocesan priest's reference form
EHC	Education Health Care Team
SEN	Special Educational Needs
SIF	Supplementary Information form
VA	Voluntary aided

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