

# **Admission Arrangements for entry in the academic year 2019-2020**

**William Ford Church of England School  
Ford Road, Dagenham, Essex, RM10 9JS**

This document lists admission arrangements for the normal admissions round (cohort admissions) and In-year admission round for William Ford voluntary aided school. The relevant cohorts include admission to year three junior classes. In-year admissions relates to year groups year four to year six.

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# Cohort admissions arrangements

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## The admissions scheme we use

William Ford Church of England School participates within the London Borough of Barking and Dagenham's (LBBD) co-ordinated admissions scheme. This scheme, called the Pan-London Coordinated Admissions scheme, includes all admission authorities within the 33 London Local Authorities and five local authorities that border London.

The scheme was established in 2005 to co-ordinate Year 6 admissions to Year 7 places at secondary schools. The system is a voluntary extension of the legal requirement that all Councils co-ordinate admissions to schools within their area. The scheme aims to simplify the application process for parents and increase the number of pupils who receive an offer from one of their preferred schools.

Since the introduction of the 2012 Admissions Code, the Pan London scheme was successfully extended to include applications for Year 3 places at Junior schools in 2012. 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 for Admissions to Year 3 places at Junior schools in 2019-2020

Date	What happens
<b>15 January 2019</b>	Deadline for the supplementary information form and extra documents to arrive at your preferred voluntary-aided school.
<b>15 January 2019, 5pm</b>	Deadline for written documents to arrive at the School Admissions Team, Town Hall, Barking, Essex, IG11 7LU. If we receive any documents after this date and time, we treat them as late.
<b>15 January 2019 – 12 midnight</b>	<b>Deadline for on-time applications to be submitted online.</b> If we receive any documents after this date and time, we treat them as late.
<b>16 April 2019</b>	We send results to parents to tell them our decisions on 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.
<b>15 May 2019</b>	Deadline for receiving filled-in appeal forms for schools in Barking and Dagenham schools, for the first round of appeal hearings.
<b>June to July 2019</b>	Appeals will be heard. Parents can come to the appeals.

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

Our school will publish information about how to apply for school places on our website as well as in literature provided by LBBB. At the start of November each year, every Year 2 pupil that attends a Barking & Dagenham Infant school receives a letter explaining the 'Moving to junior schools' process. The letter explains that if parents or carer's want their child to attend their linked Barking & Dagenham junior school, they do not need to fill in an application form, as the local authority will do this on the child's behalf (even if parents or carer's live outside the borough). However, if they would prefer their child to go to different junior school, then parents or carer's must fill in the Junior common application form ('JCAF').

In addition to this letter the LBBB also electronically publishes a copy of its admissions booklet 'Moving to junior schools' on its website.

Parents or carers wishing to apply for a place at our school must apply to their home borough using their common application form. Parents or carers living in LBBB should apply for a school place online or by using a paper JCAF and links are available on our and the LBBB's website. LBBB forms should be returned to:

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

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

If you are applying under category 2 or 5 of the school's admission criteria, parents should fill in the supplementary information form for each child as well as naming our school on their application or JCAF that is submitted to LBBB. SIFs and requested documents must be returned direct to the school with required documents by the closing date. If parents are applying under any of the other categories, they do **not** need to fill in the supplementary form.

Parents must also fill in and sign section A and take your form to their clergy (church leader) where they normally worship. They must make sure they give their clergy this form in plenty of time so that he/she can add their reference in section B and return it to the school by the closing date. The SIF is available on both the school's website and LBBB's website.

The SIF must be sent direct to our school with the following documents by the closing date:

- your child's birth certificate;
- proof of the child's identity and address as listed on page 6 - 7;
- proof of the parent's or carer's address as listed on page 6 - 7;

We 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. LBBB's Admissions Teams are not responsible and will not accept supplementary

forms on behalf of parents for our school. Our governing body is the admissions authority and we will rank each application according to our admission criteria based on the information and documents provided by the parent or carer. SIFs are not valid unless an application or JCAF is also completed for the child.

### **How LBBD use preferences**

LBBD processes all applications using the equal preference model. Under this model the borough School Admissions Team considers each preference as if it were the only preference. The school does not know where parents have ranked it on their JCAF. The LBBD School Admissions Team will send the school core information about the application. We will combine this data with the information provided on the SIF (if applicable) that parents send us. We then rank all applicants in accordance with our published oversubscription criteria and advise the ranking order of all applicants to the Admissions Team. This information is then used during the iteration process for offer.

All preferences and potential offers are collated and parents then receive an offer from their home LA at the school ranked highest where a place is available. 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 **16 April 2019**.

### **Transfer of data**

Where applications contain preferences for schools in other LAs The Admissions Team 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 February 2019**. Thereafter, data received for late applications will be sent to maintaining LAs every Friday.

### **Late Applications**

Applications received after the closing date of **15 January 2019** are late. Late applications are only accepted 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 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 for our junior schools will not be processed until **6 July 2019**. Late applications will be dealt with under the 'In-Year admissions' process listed on LBBD website in the booklet 'Finding a school place'. 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 Plan**

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 (except for faith schools giving priority under their admission criteria to practising children of that faith); sex; or sexual orientation, against a person in the arrangements and decisions it makes as to who is admitted as a pupil.

## **Admissions criteria for William Ford Church of England Junior School**

90 pupils will be admitted into Junior classes at this school during this academic year. It is the governors' policy to admit the 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:

- 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.
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, who attends the school in any year group, excluding nursery or Year 6, (the final year of primary education). If the relevant sibling is not listed on the JCAF, they will not be prioritised according to the sibling criterion.
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 waiting 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](http://www.churches-together.net).
8. Barking and Dagenham Schools Admissions Team will measure all distances using SIA’s geographical information system, (SMART). 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. If your child fails to gain a place, we will add them to our waiting list. This will be ranked in the same order as our published oversubscription criteria, whatever date you made your application. We will remove your child's name from the waiting list after one year from the date you made your application, although you can reapply if you want to.

## **Home Address**

We check addresses to prevent fraudulent applications. We will need to see original copies of the following to confirm your child's identity and your child's address as listed on the application or CAF. Parents must submit one original document (no photocopies) from each of the three lists (A, B and C) below with their SIF.

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

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

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

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

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

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

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

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

If the parent or carers cannot provide proof of their address, we will withdraw our offer if the school is oversubscribed. If the child lives in Barking and Dagenham, the Admissions Team will then offer them a place at the nearest school to their 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 our 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 February 2019** 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 of other multiple births, and their sibling cannot be offered a place, the Admissions Team 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 by filling in a new JCAF. However, the JCAF must be received by the closing date to be considered on-time.

## **Offers**

If the child attends a Barking and Dagenham infant school and parents or carers do not fill in a JCAF, the infant school will let parents or carers know the results on **16 April 2019**. If parents or carer's have filled in a JCAF, the Local Authority that they live in will send the results of their application by first class post on the same day.

### **Post Offer**

Residents in Barking and Dagenham are required to accept or decline the offer of a place by **30 April 2019** or within 10 days of the date of any subsequent offer.

### **Interest lists**

We will automatically put your child's name on our interest list with other children whose applications were turned down but are listed higher than the school your local authority offered you. If places become available, we then offer them using our admission criteria. Your child will stay on the interest list for a school year (until August 2020). If you still want to stay on the interest list after this date, you will need to fill out an In-Year common application form, SIF and Priest reference form for the new academic year. You will also then have the opportunity for a new appeal.

### **Appealing against admission decisions**

If a child fails to gain a place at William Ford Church of England School, and it is listed higher than the school offered to the child, parents or carers may appeal to an Independent Appeal Panel. They can appeal to the governors by writing to the chairman at the school, within 14 days of receiving their results letter. The head teacher at the school will give information about appealing if they want to take this action.

All Barking & Dagenham community Schools use the same appeal forms which are available on the council's website school admissions page or 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, which will be made up of three people. None of these people will have any connection with the school or the LBBD School Admissions Team. The appeal panel will accept comments in writing or in person at the appeal hearing.

If 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 **15 May 2019**. If the application was late, we will hear the 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 an appeal (as shown on the offer letter).

### *Further appeals*

We can only consider one application for each child, 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 our 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.

## In-Year admissions arrangements

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When a parent or carer applies for a school place or requests to transfer to our school 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**

Barking and Dagenham council co-ordinates admissions for in-year places to schools within their area. In the interest of safeguarding children, we participate in LBBD's co-ordinated admissions scheme. By law, children aged between five and 16 must receive an education. This means that your child must continue to go to their current school while we and the School Admissions Team deal with your request for a school place.

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

A maximum of 90 pupils are admitted into each year group at this school during this academic year.

### **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 – Issue 6' 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 online using the parent HUB and, 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 up to three stages parents need to go through to apply for a place at a Barking and Dagenham school.

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

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

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

### **Stage 3 Supplementary Information form (SIF)**

If you are applying under category 2 or 5 of the school's admission criteria, parents should fill in the supplementary information form for each child as well as naming our school on their application or ICAF that is submitted to LBBD. SIFs and requested documents must be returned direct to the school with required documents by the closing date. If parents are applying under any of the other categories, they do **not** need to fill in the supplementary form.

Parents must also fill in and sign section A and take your form to their clergy (church leader) where they normally worship. They must make sure they give their clergy this form in plenty of time so that he/she can add their reference in section B and return it to the school by the closing date. The SIF is available on both the school's website and LBBD's website.

The SIF must be sent direct to our school with the following documents by the closing date:

- The child's birth certificate;
- proof of the child's identity and address as listed on page 6 - 7;
- proof of the parent's or carer's address as listed on page 6 - 7;

We will need to see the originals of all the documents listed above but parents will also need to bring photocopies of these documents for the school to keep.

LBBD's Admissions Team are not responsible and will not accept supplementary forms on behalf of parents for our school. Our governing body is the admissions authority and we will rank each application according to our admission criteria based on the information and documents provided by the parent or carer. SIFs are not valid unless an application or ICAF is also completed for the child.

## **How we use preferences**

The Local Authority processes all applications using the equal preference model. Under this model it considers each preference as if it were the only preference. We do not know where parents have ranked our school on their ICAF. The LBBD School

Admissions Team will send us core information about the application form. We will combine this data with the information provided on any SIF (if applicable) received for the child. We then rank all applicants in accordance with our published oversubscription criteria and advise the ranking order of all applications to the LBBB School Admissions Team.

### **Transfer of data**

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

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

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 (except for faith schools giving priority under their admission criteria to practising children of that faith); sex; or sexual orientation, against a person in the arrangements and decisions it makes as to who is admitted as a pupil.

### **Our Admissions criteria**

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

### **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**

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 application or ICAF (and SIF if applicable).

## **Offers**

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

## **Post offer**

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

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

## **Interest lists**

We will automatically put your child name on our interest list with other children whose applications were turned down but are listed higher than the school the LBBB School Admissions Team offered you. If places become available, we then offer them using our admission criteria. Your child will stay on the interest list for a school year (until August 2020). If you still want to stay on the interest list after this date, you will need to fill out an In-Year common application form, SIF and PRF for the new academic year. You will also then have the opportunity for a new appeal.

## **Appealing against admission decisions**

If a child fails to gain a place at William Ford Church of England School, and it is listed higher than the school offered to the child, parents or carers may appeal to an Independent Appeal Panel. They can appeal to the governors by writing to the chairman at the school, within 14 days of receiving their results letter. The head teacher at the school will give information about appealing if they want to take this action.

All Barking & Dagenham community Schools use the same appeal forms which are available on the council's website school admissions page or 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 (IAP) will consider your appeal within 30 school days of the date the appeal was submitted. The IAP clerk will write to advise the date and details of the appeal procedure. The IAP will be made up of three people. None of these people will have any connection with the school or the LBBB School Admissions Team. The appeal panel will accept comments in writing or in person at the appeal hearing.

### *Further appeals*

We can only consider one application for each child, 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 our 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.

### **Abbreviations used**

<b>Abbreviation</b>	<b>Full description</b>
JCAF	Junior Common application form
IAP	Independent Appeal Panel
ICAF	In-year Common application form
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