



## **Determined Admission Arrangements for entry at Key stage 1 schools for the academic year 2019-2020**

This document lists admission arrangements for the normal admissions round (cohort admissions) and In-year admission round for schools administered by Barking and Dagenham local authority. The relevant cohorts include admission to nursery and reception places at key stage one schools in the borough.

The In-year round includes year groups one to six at our schools. The types of schools available in the borough include; 32 community schools, 16 Schools that are their own admissions authority including one voluntary controlled faith school, 6 voluntary aided faith schools, and 9 academies (full list on pages 11 - 14).

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# Cohort admissions arrangements

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## The admissions scheme we use

Every Local Authority (LA) is required by law to co-ordinate cohort admissions to their schools within their area. Since 2005 all 33 London Local Authorities and five local authorities that border London, have operated a 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 scheme was successfully extended to primary school places in 2010. The co-ordinated process for this admission round began on 1 September 2018 and ends on 31 August 2019. All LA's participating in the scheme adhere to timetable below.

## Pan-London Coordinated Admissions scheme - Timetable for Admissions to Reception

<b>Tues 15 Jan 2019</b>	Deadline for receipt of supplementary information forms. (closing date)
<b>Tues 15 Jan 2019</b>	Statutory deadline for receipt of applications (closing date)
<b>Tues 5 Feb 2019</b>	Deadline for the transfer of application information by the Home LA to the PLR (Pan-London Register) (ADT file)
<b>Mon 11 Feb 2019</b>	Deadline for the upload of late applications to the PLR
<b>Tues 12 – Tues 26 Feb 2019</b>	Checking of application data
<b>Thur 21 Mar 2019</b>	Deadline for the transfer of potential offer information from Maintaining LAs to the PLR (ALT file).
<b>Thur 28 Mar 2019</b>	Final ALT file to PLR
<b>Fri 29 Mar - Wed 10 Apr 2019</b>	Offer data sent from LA to school for checking
<b>Thurs 11 Apr 2019</b>	Deadline for on-line ALT file to portal
<b>Tues 16 April 2019</b>	National offer day for on-time applicants
<b>Tues 30 April 2019</b>	Deadline for receipt of acceptances
<b>Tues 7 May 2019</b>	Deadline for transfer of acceptances to maintaining LAs

## **Number of children admitted to each school**

The number of pupils to be admitted to Reception in each Infant and Primary school is detailed on pages 10 to 13 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 addition to a four-page quick guide, we electronically publish a copy of our admissions booklet 'Starting school full time' (formerly the Road to Learning) on our website. The four-page guide is issued to all parents and carers of children in our school nurseries. In addition, parents of children in our private nurseries are sent the guide by the FIS Team.

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); 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 of children living in Barking and Dagenham can 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 that they wish to apply for.

All own admission authority schools that request Supplementary Information Form (SIF) or Certificate of Catholic practice (CCP), 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 or Certificate of Catholic practice (CCP) for each of these schools, they must submit the SIF or Certificate of Catholic practice (CCP) direct to the school concerned with any documents that the school requests by the closing date.

## **Own admission authority Schools**

All our own admission authority schools (except Dorothy Barley Junior, Eastbury Primary, George Carey, Goresbrook, James Cambell, Riverside, Sydney Russell Thames View Infant, Thames View Junior Schools) require parents or carers to complete their SIF's or Certificate of Catholic practice (CCP) if they apply under any of the schools' faith criterion. SIFs or Certificate of Catholic practice (CCP) and

requested documents must be returned direct to the schools with required documents by the closing date. The Admissions Team are not responsible for and will not accept supplementary forms on behalf of parents for any own admission authority schools. The governing bodies are the admissions authorities for these schools, and each school will rank each application according to the school's admission criteria. SIFs or Certificate of Catholic practice (CCP) 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.

Own admission authority schools (like free or VA schools) are responsible for their own admissions. They receive core information from the LA of the CAFs received that rank the school as a preference. Some will combine this data with the information provided on the SIFs sent directly to them. Each school 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 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 preferences, 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 LA's, 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 February 2019**. 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 **15 January 2019**. We will accept late applications for consideration in the first round of offers for exceptional circumstances only when details and evidence are provided, and sufficient time is still available to administer the application before the iteration process starts. 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 have 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 school's 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 offered a place. The oversubscription criteria applied by this LA as the Admission Authority for the Barking and Dagenham community schools is non-discriminatory.

### **Admissions criteria for Nursery, Infant and Primary school places 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 schools by applying the criteria listed below in priority order: **(Dorothy Barley Junior School, Eastbury Primary School, George Carey Church of England Voluntary-Aided Primary School, Goresbrook School, James Cambell Primary School, Riverside Primary School, Sydney Russell (Primary site), Thames View Infants and Thames View Junior Schools** will also use these admission criteria.

- |            |  |
|------------|--|
| 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 (or in the case of an infant school, the linked junior school) where that child is due to start school. We treat Furze Infants School and Warren Junior School, Village Infants School and William Ford Church of England Junior School as linked for this purpose. |
| 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.
- A sibling means a
  - 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 who attends the preferred 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 CAF, they will not be prioritised according to the sibling criterion.

- 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 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.
- If applications are made for a place at a school with two sites (Manor, Ripple, Roding or Valence) the name of the site must be listed on the application. If a site is not listed on the application form, we will automatically process the application for site one as listed on the map of the 'starting school full-time' booklet. If the application is not successful when applying for a specific site, the parent or carer can only appeal for a place at the school not a place at a specific site. This is because both sites are managed by the same head teacher and governing body. Should an appeal be won for these schools, the school will decide which site the child attends. The interest list for each site will be kept in criteria order.
- If we discover that we have given a 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 and our schools check addresses to prevent fraudulent applications. At the child's induction day, the school will request proof of a child's identity and the child's address as listed on the CAF. They will need to see original copies of the following to confirm the child's identity and the parents address. Parents must take one original document (not 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 they and their child live in the property, and the date they moved there; and
- Confirmation that they and their child have permission to live in the property and how long they 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 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 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 usually 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 **5 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, 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 request must be received by the closing date to be considered on-time.

### **Offers**

Barking & Dagenham residents who submitted online applications will receive an email and see their results on line after 5pm on **16 April 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 formally requests this information.

### **Post Offer**

Our residents 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.

When our residents accept or decline a place in a school maintained by another LA by **30 April 2019**, this LA will forward the information to the maintaining LA by



**7 May 2019.** Information received from applicants after **7 May 2019** 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 schools and also James Cambell Primary School, Dorothy Barley Junior School, Eastbury Primary School, George Carey Church of England Voluntary-Aided School, Goresbrook School, Riverside Primary School, Sydney Russell (Primary site), Thames View Infants School and Thames View Junior School. 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, are 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's admission code.

### **Appealing against admission decisions**

If parents or carers want to appeal for a place at any of our schools and the 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 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 LBD 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 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, 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.

### **Deferred entry or part-time attendance at infant and primary schools**

Children are normally admitted to schools in the September following their fourth birthday. However, a parent can defer entry or request that their child attends part-time until they reach statutory school age. Such requests must be made in writing to the Admissions Team, who in conjunction with the School Improvement Team will consider such requests. A parent cannot defer entry past the summer term of the child's reception year. A child reaches compulsory school age in the term following their fifth birthday and therefore by law at this time they must be attending a school. At this time the child will be a year one pupil, so parents must then apply for a Year 1 place via the 'In-Year' admissions process.

#### *Summer born children*

It is expected that a parent or carer will apply for a reception school place for their child in the normal admissions round. However, some parents of children born in the summer months would rather their child not start school in the relevant year group but rather go back a year. Such requests must be made in writing in the child's normal round of admissions. The School Admissions Team, in conjunction with the School Improvement Team, will consider such requests.

### **Admission to Nursery Classes (Pre Schools)**

There are 44 day nurseries in Barking & Dagenham; 1 maintained by the council and the remainder by a number of private, community and voluntary organisations. 6 of these nurseries are attached to children's centres. There are also 25 pre-schools in Barking & Dagenham which are run by a number of private and voluntary organisations. Parents are advised to contact the Family Information Service on 020 8227 5395 for help and information regarding nursery places in the borough.

In addition, there is a nursery class in every infant and primary school in the borough. Children are considered for a part-time place in a nursery class in the September before their fourth birthday. Day nurseries also offer a number of free early-education places for eligible two-year-olds.

**Attendance at a nursery class does not guarantee a place at, or give priority for a Reception place at an infant or primary school.** Also going to a particular primary or junior school does not guarantee a place at, or priority for a particular secondary school. Parents cannot appeal against decisions made about nursery places.

## Admission numbers for All through schools (ages 4 to 19)

School name	Places
<b>Goresbrook School</b> Ripple Road, Dagenham, Essex, RM9 6XW (This school is an own admission authority school)	90
<b>Eastbrook School</b> , Dagenham Road, Dagenham, RM10 7UR	30
<b>Eastbury Community School</b> , Hulse Avenue, Barking, Essex, IG11 9UW	60
<b>The Sydney Russell School – Primary</b> Fanshawe Crescent, Dagenham, Essex, RM9 5QA (This school is an own admission authority school)	90
<b>Riverside Primary School –</b> 40 Thames Road, Barking, IG11 0HZ (This school is an own admission authority school)	60

Goresbrook School admits 90 pupils; the primary phase of the school opened in September 2014 with Reception children. The secondary phase of the school opened for Year 7 students in 2016 and, like the primary school, will grow year-on-year. The school plans to expand to 1,350 pupils over the coming years.

Eastbrook School's new primary phase is an extension of the school's secondary age range on the same site at Dagenham Road, Dagenham now serving pupils from ages 3 to 18. The primary phase partially opened in September 2016 for 30 Reception pupils and has since opened classes up to year 4. It will expand year on year to eventually cater for 420 pupils once it reaches full capacity in 2021.

Eastbury Community School is an extension of Eastbury Comprehensive School and is an all-through school which opened in September 2015 with 60 reception pupils. The primary phase of the school will grow a year at a time.

The Sydney Russell School – Primary is an extension of Sydney Russell Comprehensive School and is an all-through school which opened in September 2015 with 90 reception pupils. The primary phase of the school will grow a year at a time.

## Admission numbers for Infant Schools (ages 4 to 7)

School name	Places
<b>Dorothy Barley Infant</b> , Davington Road, Dagenham, RM8 2LL	120
<b>Furze Infant</b> , Bennett Road, Chadwell Heath, RM6 6ES	140

<b>Manor School</b> , Sandringham Road, Barking, IG11 9AG <b>(Site 1)</b>	150
<b>Marks Gate Infant</b> , Lawn Farm Grove, Chadwell Heath, RM6 5LL	90
<b>Thames View Infant</b> , Bastable Avenue, Barking, IG11 0LG (This school is an Academy)	120
<b>Village Infant</b> , Ford Road, Dagenham, RM10 9JS	90

## Admission numbers for Primary Schools (ages 4 to 11)

School name	Places
<b>Beam Primary</b> , Oval Road North, Dagenham, RM10 9ED	90
<b>Becontree Primary</b> , Stevens Road, Dagenham, RM8 2QR	60
<b>Eastbury Primary</b> , Dawson Avenue, Barking IG11 9QQ	120
<b>Five Elms Primary</b> , Wood Lane, Dagenham, RM9 5TB	60
<b>Gascoigne Primary</b> , Gascoigne Road, Barking, IG11 7DR	210
<b>Godwin Primary</b> , Finnymore Road, Dagenham, RM9 6JH	90
<b>George Carey CofE Primary</b> , Minter Road, Barking IG11 OFJ	90
<b>Grafton Primary</b> , Grafton Road, Dagenham, RM8 3EX	120
<b>Henry Green Primary</b> , Green Lane, Dagenham, RM8 1UR	60
<b>Hunters Hall Primary</b> , Alibon Road, Dagenham, RM10 8DE	90
<b>James Cambell Primary</b> , Langley Crescent, Dagenham, RM9 6TD	120
<b>John Perry Primary</b> , Charles Road, Dagenham, RM10 8UR	90
<b>Leys Primary</b> , Leys Avenue, Dagenham, RM10 9YR	60
<b>Manor School</b> , Longbridge Road, Dagenham RM8 2FL <b>(Site 2)</b>	90
<b>Marsh Green Primary</b> , South Close, Dagenham, RM10 9NJ	60
<b>Monteagle Primary</b> , Burnham Road, Dagenham, RM9 4RB	120
<b>Northbury Primary</b> , North Street, Barking, IG11 8JA	120
<b>Parsloes Primary</b> , Spurling Road, Dagenham, RM9 5RH	90
<b>Richard Alibon Primary</b> , Alibon Road, Dagenham, RM10 8DF	90
<b>Ripple Primary School</b> , Suffolk Road, Barking, IG11 7QS <b>(Site 1)</b>	90
<b>Ripple Primary School</b> , Westbury site, Barking, IG11 7QS <b>(Site 2)</b>	60

<b>Roding Primary</b> , Hewett Road, Dagenham, RM8 2XS ( <b>Site 1</b> )	54
<b>Roding Primary</b> , Cannington Road, Dagenham, RM9 4BL ( <b>Site 2</b> )	120
<b>Rush Green Primary</b> , Dagenham Road, Romford RM7 OTL	120
<b>Southwood Primary</b> , Keppel Road, Dagenham, RM9 5LT	90
<b>St Joseph's voluntary aided Catholic Primary – Barking</b> The Broadway, Barking, IG11 7AR	60
<b>St Joseph's voluntary aided Catholic Primary – Dagenham</b> Connor Road, Dagenham, RM9 5UL	60
<b>St Margaret's voluntary aided Church of England Primary</b> , North Street, Barking, IG11 8AS	60
<b>St Peter's voluntary aided Catholic Primary</b> , Goresbrook Road, Dagenham, RM9 6UU	60
<b>St Teresa voluntary aided Catholic Primary</b> Bowes Road, Dagenham, RM8 2XJ	30
<b>St Vincent's voluntary aided Catholic Primary</b> , Burnside Road, Dagenham, RM8 2JN	30
<b>Thomas Arnold Primary</b> , Rowdowns Road, Dagenham, RM9 6NH	60
<b>Valence Primary</b> , Bonham Road, Dagenham, RM8 3AR ( <b>Site 1</b> )	60
<b>Valence Primary</b> , Halbutt Street, Dagenham, RM8 5AH ( <b>Site 2</b> )	90
<b>William Bellamy Primary</b> , Frizlands Lane, Dagenham, RM10 7HX	150

### Admission numbers for Junior Schools (ages 7 to 11)

School name	Places
<b>Dorothy Barley Junior</b> , Ivinghoe Road, Dagenham, RM8 2NB (This school is an Academy)	120
<b>Manor Junior</b> , Sandringham Road, Barking, IG11 9AG	120
<b>Marks Gate Junior</b> , Rose Lane, Chadwell Heath, RM6 5NJ	90
<b>Northbury Junior</b> , North Street, Barking, IG11 8JA	120
<b>Thames View Junior</b> , Bastable Avenue, Barking, IG11 0LG (this school is an academy)	120
<b>William Ford C of E Junior</b> , Ford Road, Dagenham, RM10 9JS	90
<b>Warren Junior</b> , Gordon Road, Chadwell Heath, RM6 6DA	140

**Table 2: Planned admission number for 2019-2020 year 1 – 6 places**

School name	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
Beam Primary	90	81	81	81	81	81
Becontree Primary	60	60	60	60	60	60
Dorothy Barley Infants	120	120	0	0	0	0
Dorothy Barley Juniors	0	0	120	120	120	120
Eastbury Primary	120	120	120	120	120	90
Eastbury Community School	60	60	60	60		
Eastbrook School	60	30	30*	30*	30	
Five Elms	60	60	60	60	60	90
Furze Infants	140	140	0	0	0	0
Gascoigne Primary	210	210	150	180	150	180
George Carey CofE Primary	90	90	90	90	90	90
Godwin Primary	90	90	90	90	90	60
Goresbrook	90	90	90	90		
Grafton Primary	120	120	120	120	120	150
Henry Green Primary	60	60	60	60	60	60
Hunters Hall Primary	90	90	90	90	90	90
James Cambell Primary	120	120	120	120	120	120
John Perry Primary	90	90	90	90	90	90
Leys Primary	60	60	60	60	60	60
Manor infant – Sandringham Rd	150	150	0	0	0	0
Manor School – Longbridge Rd	90	90	90	90	90	90
Manor Junior – Sandringham Rd	0	0	150	150	150	120
Marks Gate Infants	90	90	0	0	0	0
Marks Gate Juniors	0	0	88	88	88	88
Marsh Green Primary	60	60	60	60	60	30
Monteagle Primary	120	120	120	120	120	90
Northbury Primary	120	120	120	120	120	120
Parsloes Primary	90	90	90	90	90	60
Richard Alibon Primary	90	90	90	90	90	120
Ripple Primary – Suffolk Rd (site1)	90	90	90	90	90	90
Ripple Primary – Westbury Rd (site2)	60	60	60	90	60	60
Riverside Primary	60	30	30	30	0	0
Roding Primary – Cannington Rd (site2)	120	120	120	120	120	120
Roding Primary – Hewett Rd (site1)	54	54	54	54	54	54
Rush Green Primary	120	120	120	120	120	120
Southwood Primary	90	90	90	90	90	90
Sydney Russell School -	90	90	90	90	30	30

Primary						
St Joseph's Catholic Primary (Bkg)	60	60	60	60	60	60
St Joseph's Catholic Primary (Dag)	60	60	60	60	60	60
St Margaret's CofE Primary	60	60	60	60	60	60
St Peter's Catholic Primary	60	60	60	60	60	60
St Teresa's Catholic Primary	30	30	30	30	30	30
St Vincent's Catholic Primary	30	30	30	30	30	30
Thames View Infants	120	120	0	0	0	0
Thames View Juniors	0	0	120	120	120	120
Thomas Arnold Primary	60	60	60	60	60	60
Valence Primary – Bonham Rd (site1)	60	60	60	60	60	60
Valence Primary– St Georges Rd (site2)	90	90	90	90	120	150
Village Infant	90	90	0	0	0	0
Warren Juniors	0	0	140	140	112	140
William Bellamy Primary	150	150	150	150	150	150
William Ford CofE Juniors	0	0	90	90	90	90

## In-Year admissions arrangements

### 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 where the school is located, or school direct, 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 London Borough of Barking and Dagenham (LBBD). By law, children aged between five and 16 must receive an education. This means that a child must continue to go to their current school if possible while we deal with their request for a school place.

### Numbers of children admitted to the school

The number of pupils to be admitted within year groups at Key stage one and two schools is detailed on page 14 within this report.

### 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 online using the parent HUB or in some circumstances an ICAF 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 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 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 ICAFs 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 f 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**

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 ICAF (and SIF or CCPs 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 LBBB 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
IAP	Independent Appeal Panel
ICAF	In-year Common application form
LA	Local authority
LBBD	London borough of Barking and Dagenham
PAN	Published admission number
PLR	Pan-London Register
PRF	Diocesan priest's reference form
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