



Determined Admission Arrangements for entry in the academic year 2020-2021

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

This document lists admission arrangements for the normal admissions round (cohort admissions) and In-year admission round for St Margaret's voluntary aided school. The relevant cohorts include admission to nursery and reception classes.

In-year admissions relates to year groups year one to year six.

Page 1 to 10	Cohort admissions arrangements
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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. 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 2019 and ends on 31 August 2020. All LA's participating in the scheme adhere to timetable below.

Pan-London Coordinated Admissions scheme - Timetable for Admissions to Reception in 2020 - 2021

Wed 15 Jan 2020	Deadline for receipt of our supplementary information form and documents.
Wed 15 Jan 2020	Statutory deadline for receipt of applications (closing date)
Wed 5 Feb 2020	Deadline for the transfer of application information by the Home LA to the PLR (Pan-London Register) (ADT file)
Tues 11 Feb 2020	Deadline for the upload of late applications to the PLR
Wed 12 – Wed 26 Feb 2020	Checking of application data
Fri 7 March 2020	Deadline for ranking information to be sent to LBBD LA.
Fri 20 Mar 2020	Deadline for the transfer of potential offer information from Maintaining LAs to the PLR (ALT file).
Fri 27 Mar 2020	Final ALT file to PLR
Mon 30 Mar - Thur 9 Apr 2019 20	Offer data sent from LA to school for checking
Tues 14 Apr 2020	Deadline for on-line ALT file to portal
Thur 16 April 2020	National offer day for on-time applicants
Thur 30 April 2020	Deadline for receipt of acceptances
Thur 7 May 2020	Deadline for transfer of acceptances to maintaining LAs

Number of children admitted to the school

60 pupils will be admitted into Reception classes at this school during this academic year.

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 LBBD. 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; links are also available on our main admissions page 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 the One Stop Shop listed below.

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

Barking Learning Centre
2 Town Square
Barking
Essex
IG11 7NB

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.

Supplementary Information form (SIF)

If a parent is applying for a place at our school under our faith criteria, they will need to complete a SIF form for each child as well as naming our school on their CAF.

You must also fill in and sign section A and take your SIF form to your clergy (church leader) where you normally worship. Make sure you give your clergy this form in plenty of time so that he/she can add their reference in section B and return it to us by the closing date. The SIF is available on both our and LBBD'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 pages 7 and 8;
- proof of the parent's or carer's address as listed on pages 7 and 8; and

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. LA admission 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 a CAF is also completed for the child.

How we use preferences

The home LA processes all applications using the equal preference model. Under this model each preference is considered 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, the LA will give the place at the school ranked highest on the application form.

The LBBB School Admissions Team will send us core information about application forms listing our school as a preference. We will combine this data with the information provided on the SIFs (if applicable) sent to us. We then rank all applicants in accordance with our published oversubscription criteria and advise the ranking order of all applicants to the LBBB School Admissions Team. This information is then used during the iteration (repeated computational offering and re-ranking of applications) 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 2020**.

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 **10 February 2020**. 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 2020**. 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 school will work with LA Special Educational Needs departments. Where mutually agreed we will first allocate places to children who have statement of special educational needs/ Education Health Care Plans (EHC) that name our school. The remaining places from the schools published admission number (PAN) are offered in accordance with our 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 oversubscription criteria for St Margaret's Church of England Primary School

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. We give priority to children of parents who worship in Church of England churches, particularly those within Barking.

After we have offered places to any children who are or were in the care of a local authority, the remaining places will be filled by children with the highest number of points using the criteria below.

10	Children and their families who regularly go to St Margaret's, St Patrick's, Christ Church, Thames View or St Erkenwald's churches in Barking
7	Children and their families who regularly go to East Ham Team Ministry, St George's and St Paul's, East Ham, St Luke's Ilford and All Saints, Goodmayes
6	Children and their families who regularly go to other Anglican churches

5	Children and their families who regularly go to churches in the parishes of the Barking Team or St Erkenwald, which are full members of Churches Together in England or the Evangelical Alliance
3	Children and their families who regularly go to all other Christian churches
2	Children and their families who occasionally go to the Parish of Barking churches (St Margaret's, St Patrick's, Christ Church)
1	Any other children

Extra points

2	Children who will have one or more siblings at the school on the date they start school. (Sibling means a full brother or sister, a half-brother or half-sister, a stepbrother or stepsister, or an adopted or long-term fostered brother or sister living at the same address and going to the same school.)
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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.
- Within each category the school will give priority to children who have siblings attending the school at the time of admission excluding nursery or Year 6 (the final year of primary education). Sibling means a full brother or sister, a half-brother or half-sister, a stepbrother or stepsister, or an adopted or long-term fostered brother or sister living at the same address.
- 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.
- We cannot consider other factors not listed in the criteria. The governing body makes sure its decisions are consistent by using only the criteria listed above (which have been agreed following the consultation period).

- 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.

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 and your child's address as listed on the 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)
- Full birth certificate
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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 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 carers 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, the LA 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 application based on the address of the parent or carer with whom the child normally resides and where child benefit for the child is registered.

If parents or carers move address during the admissions process they must notify us and the School and their 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 LA will accept the application as on-time up to **10 February 2020** 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 2020**. Residents who submitted a paper CAF will be sent the results of their applications by first class post on the same day. Parents or carers must formally make a request to us if they require more specific reasons why we declined their application.

Post Offer

Parents or carers are required to accept or decline the offer of a place to their home LA by **30 April 2020**, or within 10 days of the date of any subsequent offer. Parents or carers will be sent a reminder one week prior to the expiry date. Places will be withdrawn after the expiry date.

When parents or carers from another borough accepts or declines a place, the relevant LA will forward the information to the maintaining LA by the dates specified on page 2. Information received from applicants after **8 May 2020** will be passed on to the maintaining LAs every Friday.

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 2021). 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 (and SIF and Priest reference form if applicable) for the new academic year. You will also have the opportunity for a new appeal.

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 (IAP). All Barking & Dagenham Schools use the same appeal forms which are available on the council's website school admissions page or from the One Stop Shop in 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 IAP 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 **21 May 2020**. If the application was late, the IAP will consider 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 our 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 our school

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 governors, will consider such requests.

Admission to Nursery Classes (Pre Schools)

We provide 52 nursery places. Children are considered for a part-time place in a nursery class in the September before their fourth birthday.

Applications must be made directly to us. We will use the admission criteria (on pages 5 to 6) to decide which applications to accept and which to turn down not to the length of time that your child's name has been on a interest list. The closing date for applications is 15 February 2020. Places will be offered on 02 April 2020. Parents or carers cannot appeal against decisions made about nursery places.

Attendance at our nursery class does not guarantee a place or give priority for a Reception place at any school in the borough.

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 have to co-ordinate applications or offers for 'In-Year' admissions. Parents must apply to us and LBBB School Admissions Team direct, irrespective of where they live. The 'in-year' arrangements begin on 1 September 2020 and ends on 31 August 2021.

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 LBBB'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

60 pupils will be 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 borough 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 LBBB'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 the LBBB School Admissions Team will offer your child one school place and, where possible, this will be the highest-ranked school on your list.

What you need to do

There are three stages you need to go through to apply for a place at our 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 your child's ID **and** proof of your and your child's address. See pages 7 and 8 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)

If a parent is applying for a place at our school under our faith criteria, they will need to complete a SIF for each child as well as naming our school on their application or ICAF.

You must also fill in and sign section A and take your form to your clergy (church leader) where you normally worship. Make sure you give your clergy this form in plenty of time so that he can add his reference in section B and return it to us. The SIF is available on both our school's website and LBBB's website.

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

- your child's birth certificate;
- proof of the child's identity and address as listed on pages 7 and 8;
- proof of the parent's or carer's address as listed on pages 7 and 8; and

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 school Admissions Team is not responsible and will not accept SIF's 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

We process all applications using the equal preference model. Under this model each preference is considered as if it were the only preference. We do not know where you have ranked our school on your CAF. The LBBB School Admissions Team will send us core information about applications for our school. We will combine this data with the information provided on any SIFs (if applicable) parents send to us. We then rank all applicants in accordance with our published oversubscription criteria and advise the ranking order of all applicants to the LBBB School Admissions Team.

Transfer of data

Data will be transferred securely using the current IT systems used between LBBB 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, our school will work with LA Special Educational Needs departments. Where mutually agreed we will first allocate places to children who have statement of special educational needs/ Education Health Care Plans (EHC) that name our school. The remaining places from the schools published admission number (PAN) are offered in accordance with our 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 pages 5 and 6 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.

Multiple births

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

Changing Preferences

Parents or carers can change their preferences if 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 5 school days of us notifying the Team. Parents or carers must formerly request to us if they require more specific reasons why we declined their application.

Post offer

Parents or carers notify the LBBB School Admissions Team within 10 working days of their offer letter whether they accept or decline the offer. Parents or carers will be sent a reminder one week prior to the expiry date. Places will be withdrawn after the expiry date.

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 2021). 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 and SIF (if applicable) for the new academic year. You will also have the opportunity for a new appeal.

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 (IAP). All Barking & Dagenham Schools use the same appeal forms which are available on the council's website school admissions page or from the One Stop Shop in 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.

The IAP will hear your appeal within 30 school days of the date the appeal was submitted.

Further appeals

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

Abbreviations used

Abbreviation	Full description
CAF	Common application form
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 and LBBD website for any updates