

# A quick guide to the in-year admissions process

## Introduction

**This leaflet is a quick guide for those who need to apply for an in-year 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 is published in our e-booklet 'Finding a school place – Issue 7'.**

There is a different process for dealing with applications for children with special needs or those aged 16 to 19. If your child has a statement of special educational need or an EHC plan you must contact the EHC Team. If your child is aged 16 to 19 they must receive education, employment or training, and the 16 to 19 Careers Advice Service will deal with your request.

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 (the School Admissions Team) deal with your request for a school place.

All Barking and Dagenham schools take part in a co-ordinated admissions scheme. This means that you should list all the schools in Barking and Dagenham that you want to apply for on the in-year hub on our website, ranking them in the order you prefer. We will only offer your child one school place and, where possible, this will be the highest-ranked school on your list. **If you want to apply for a school outside the borough, you will need to contact that borough and follow their application process. We will process your form within 10 school days of receiving it, so school holidays are not included in our processing time.**

- If there are spaces at the schools you have asked for, we will give your child a place at the school ranked the highest on your application. We expect your child to start school within 10 school days of our offer.
- If we cannot offer your child a place at your preferred school, we will automatically put their name on the interest list for the schools listed higher on your application form than the school we have offered your child a place at.

- We automatically create a new interest list at the beginning of each term. You will need to fill in our online interest list form or write to ask us to put your child's name on the new term's interest list. Our voluntary-aided faith schools will put your child's name on their interest list for a school year. At the end of each school year, you will need to fill in a new application online if you still have not been offered a place from the interest list at any of your preferred schools.
- You have the right to appeal for the schools you listed on your application that we do not offer you a place at. If you decide to appeal for a place at these schools (including our faith schools), please fill in our online appeal form or download and fill in the paper appeal form. You must return your filled-in paper appeal form to the independent appeal panel clerk, whose address is printed on the front of the form.

## Contact details for neighbouring local authorities

### Essex County Council:

County Hall, Market Road, Chelmsford CM1 1QH  
Phone: 0345 603 2200  
Email: admissions@essex.gov.uk

### London Borough of Havering:

School support & pupil services, 9th Floor,  
Mercury House, Mercury Gardens,  
Romford, RM1 3SL  
Phone: 01708 434 600  
Email: schooladmissions@haverling.gov.uk

### London Borough of Newham:

Newham Dockside, 1000 Dockside Road,  
London, E16 2QU  
Phone: 020 8430 2000  
Email: pupil.services@newham.gov.uk

### London Borough of Redbridge:

255-259 High Road, Ilford,  
Essex, IG1 1NN  
Phone: 020 8708 3139  
Email: schooladmissions@redbridge.gov.uk

## What you need to do

There are four possible stages you need to go through to apply. The stage you follow depends on whether you want to apply for a place at one of our voluntary-aided faith schools or for a place at our other schools. If one of your preferences includes a faith school, you need to follow all four stages. For all other schools please do not follow stage four.

# 1

Fill in your application online through our in-year hub (see last page of this guide for the website address). If you fill in a paper form (ICAF), make a copy of the form in case you need to refer to it in the future. The 'fair access' information we ask for in section 7 of the ICAF is important as it could help us decide if your child can be considered under our 'fair access protocol' (see our website for more details).

# 2

If you fill in a paper ICAF, you can scan it yourself at the self-service machines at either the Barking Learning Centre (BLC) or Dagenham Library. Their address is listed on the last page. If you prefer, you can email or post it to us.

Remember, you must send the ICAF to us and the SIF and CCP forms direct to the relevant faith schools.

# 3

At the welcome meeting with the school we offer your child a place at, you will be asked to provide proof of your child's identity (including their legal name and date of birth) and the address where you and your child are living, as stated on the application form. You must take one original document (no photocopies) from each of lists A, B and C (see important information page) with you to the welcome meeting.

# 4

If one of your preferences on your application is a faith school, there are extra steps you must take if you apply under the school's faith criteria. Church of England schools use an 'In-year supplementary reference form' (SIF). Catholic schools use a 'Certificate of Catholic practice form' (CCP) with a cover note.

Make sure you read and follow the application process for faith schools listed in our e-booklet 'Finding a school place – Issue 7'. Send the relevant forms and documents direct to the relevant faith schools.

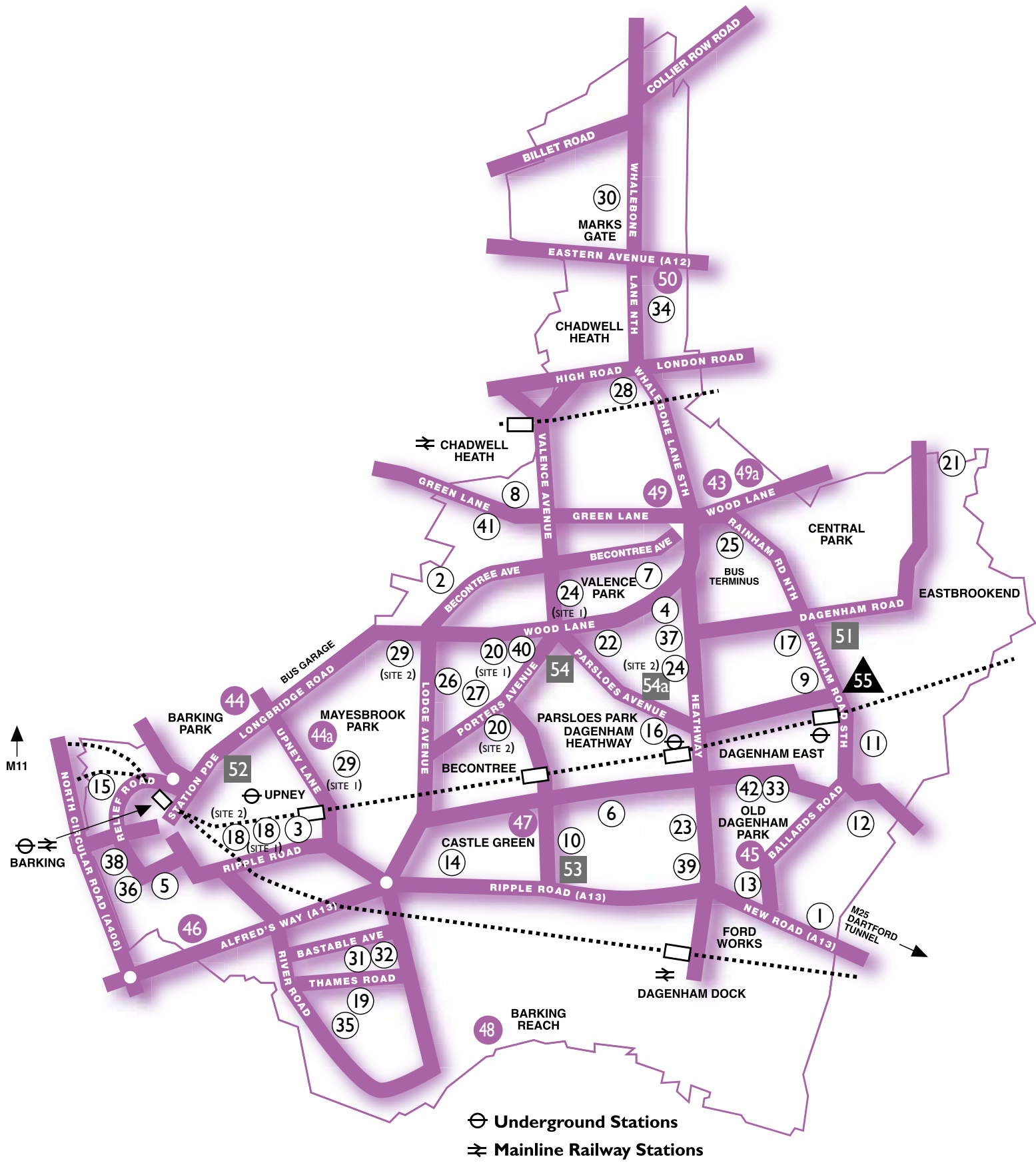
## Application details

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

We will then send you a confirmation email. The email will include your child's name and the schools you have applied for. In the case of twins, triplets and so on, please make sure you have a confirmation email for each child.

Email details used	In-year hub details used
Email address: <input type="text"/>	Username: <input type="text"/>
Password: <input type="text"/>	Password: <input type="text"/>

# Map of our schools



# Schools' details

Map number	School name
<b>○ Primary schools (ages 4 to 11)</b>	
1	Beam Primary, Oval Road North, Dagenham, RM10 9ED
2	Becontree Primary, Stevens Road, Dagenham, RM8 2QR
3	Eastbury Primary, Dawson Avenue, Barking IG11 9QQ
4	Five Elms Primary, Wood Lane, Dagenham, RM9 5TB
5	Gascoigne Primary, Gascoigne Road, Barking, IG11 7DR
6	Godwin Primary, Finneymore Road, Dagenham, RM9 6JH
7	Grafton Primary, Grafton Road, Dagenham, RM8 3EX
8	Henry Green Primary, Green Lane, Dagenham, RM8 1UR
9	Hunters Hall Primary, Alibon Road, Dagenham, RM10 8DE
10	James Cambell Primary, Langley Crescent, Dagenham, RM9 6TD
11	John Perry Primary, Charles Road, Dagenham, RM10 8UR
12	Leys Primary, Leys Avenue, Dagenham, RM10 9YR
13	Marsh Green Primary, South Close, Dagenham, RM10 9NJ
14	Monteagle Primary, Burnham Road, Dagenham, RM9 4RB
15	Northbury Primary, North Street, Barking, IG11 8JA
16	Parsloes Primary, Spurling Road, Dagenham, RM9 5RH
17	Richard Alibon Primary, Alibon Road, Dagenham, RM10 8DF
18	Ripple Primary School, Suffolk Road, Barking, IG11 7QS - <b>Site 1</b>
	Ripple Primary School, Westbury site, Barking, IG11 7PT - <b>Site 2</b>
19	Riverside Primary School, 40 Thames Road, Barking, IG11 0HZ
20	Roding Primary, Hewett Road, Dagenham, RM8 2XS - <b>Site 1</b>
	Roding Primary, Cannington Road, Dagenham, RM9 4BL - <b>Site 2</b>
21	Rush Green Primary, Dagenham Road, Romford, RM7 0TL
22	Southwood Primary, Keppel Road, Dagenham, RM9 5LT
23	Thomas Arnold Primary, Rowdowns Road, Dagenham, RM9 6NH
24	Valence Primary, Bonham Road, Dagenham, RM8 3AR - <b>Site 1</b>
	Valence Primary, St Georges Road, Dagenham, RM8 5AH - <b>Site 2</b>
25	William Bellamy Primary, Frizlands Lane, Dagenham, RM10 7HX

Map number	School name
<b>○ Infant schools (ages 4 to 7) and junior schools (ages 7 to 11)</b>	
26	Dorothy Barley Infant, Davington Road, Dagenham, RM8 2LL
27	Dorothy Barley Junior, Ivinghoe Road, Dagenham, RM8 2NB
28	Furze Infant, Bennett Road, Chadwell Heath, RM6 6ES
29	Manor School, Sandringham Road, Barking, IG11 9AG - <b>Site 1</b>
	Manor School, Longbridge Road, Dagenham, RM8 2FL - <b>Site 2</b>
	Manor Junior, Sandringham Road, Barking, IG11 9AG
30	Marks Gate Infant, Lawn Farm Grove, Chadwell Heath, RM6 5LL
	Marks Gate Junior, Rose Lane, Chadwell Heath, RM6 5NJ
31	Thames View Infants, Bastable Avenue, Barking, IG11 0LG
32	Thames View Junior, Bastable Avenue, Barking, IG11 0LG
33	Village Infant, Ford Road, Dagenham, RM10 9JS
34	Warren Junior, Gordon Road, Chadwell Heath, RM6 6DA

Map number	School name
<b>○ Faith Primary schools (ages 4 to 11)</b>	
F35	George Carey CofE Primary, Minter Road, Barking IG11 0FJ
F36	St Joseph's Catholic Primary, The Broadway, Barking, IG11 7AR
F37	St Joseph's Catholic Primary, Connor Road, Dagenham, RM9 5UL
F38	St Margarets C of E Primary, North Street, Barking, IG11 8AS
F39	St Peter's Catholic Primary, Goresbrook Road, Dagenham, RM9 6UU
F40	St Teresa Catholic Primary, Bowes Road, Dagenham, RM8 2XJ
F41	St Vincent's Catholic Primary, Burnside Road, Dagenham, RM8 2JN

Map number	School name
<b>○ Faith Junior schools (ages 7 to 11)</b>	
F42	William Ford C of E Junior, Ford Road, Dagenham, RM10 9JS

Map number	School name
<b>● Secondary schools (ages 11 to 19)</b>	
F43	All Saints Catholic School, Terling Road, Dagenham, RM8 1JT
44	Barking Abbey School, Longbridge Road, Barking, IG11 8UF - <b>Lower site</b>
44a	Barking Abbey School, Sandringham Road, Barking, IG11 9AG - <b>Upper site</b>
45	Dagenham Park Church of England School, School Road, Dagenham, RM10 9QH
46	Greatfields School, St Mary's, Barking, IG11 7TD
47	Jo Richardson Community School, Castle Green, Gale Street, Dagenham, RM9 4UN
48	Riverside School, Renwick Road, Barking, IG11 0FU
49	Robert Clack School, Green Lane, Dagenham, RM8 1AL - <b>Lower site</b>
49a	Robert Clack School, Gosfield Road, Dagenham, RM8 1JU - <b>Upper site</b>
50	The Warren School, Whalebone Lane North, Chadwell Heath, RM6 6SB

Map number	School name
<b>All-through schools (ages 4 to 19)</b>	
<b>■ These schools are not open for all year groups yet. Please ask our staff for more details.</b>	
51	Eastbrook School, Dagenham Road, Dagenham, RM10 7UR
52	Eastbury Community School, Hulse Avenue, Barking, IG11 9UW
53	Goresbrook school, Ripple Road, Dagenham, RM9 6XW
54	Sydney Russell School, Parsloes Avenue, Dagenham, RM9 5QT ( <b>Secondary</b> )
54a	Sydney Russell School, Fanshawe Avenue, Dagenham, RM9 5QA ( <b>Primary</b> )

Map number	School name
<b>▲ Technical and training schools (ages 14 to 19)</b>	
55	Elutec - East London University Technical College, Rainham Road South, Dagenham, RM10 7XS

# Important information

## Proof of address and identity

You will need to provide original documents to prove your child's identity (including their legal name and date of birth), and your and your child's address. This is because all offers are conditional and the school must confirm the information on your application form before they become definite offers. We need to see one document from each of the three lists below, and the school we offer will check the information you provide.

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

- HM Revenue & Customs documents such as a letter showing your entitlement to Child Benefit, Working Tax Credit or Child Tax Credit
- Your child's medical registration card
- Your child's Immigration and Nationality Directorate (IND) card (issued by the Home Office with your child's photo attached)

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

- Your current Council Tax bill
- Your current Council Tax Benefit letter or notice
- A solicitor's letter showing the completion details if you have just bought your home (the letter must be dated within the last three months)

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

- Your utility bill (gas, electricity or water) from within the last three months (we will not accept a mobile-phone bill or bills for internet connection)
- A statement from your bank, building society or a credit-card company from within the last three months

If you do not own or rent your own home, but are living with someone who owns their home or rents it from the council or from another landlord, you will need to prove that you live there. Please provide a copy of their current Council Tax bill or Council Tax Benefit letter or notice, together with written confirmation that you live with them. Please ask them to provide a letter containing the following information.

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

Please check that your and your child's details match the information you give on your application form and on the documents you show us.

## Guardianship

If a child is not living with their natural parents and you are looking after the child, we need to see written evidence that you are the legal guardian and have parental responsibility for that child. Evidence includes a will or a court order or statutory declaration. Guardianship only applies if you can prove that you have full care of the child and their normal, permanent home is with you. Guardianship does not apply if you just take the child to and from school or look after them until their parents collect them. If you cannot prove guardianship, we will refer your application to social services while we process your form.

## Siblings (brother or sister)

It is rare that we are able to offer siblings (brothers and sisters) places in the same school at the same time. This is because schools are unlikely to have a free space in each of the year groups that your children need. When you apply for an in-year place, most of our schools are already full with children who have been attending the school since the beginning. Places only become available when children leave and we do not know when, in what year group and at which school this will happen. When we process your application, we will contact you if we can offer a school (which you have not asked for) that can keep all your children together.

## Voluntary-aided faith schools

If you apply under their faith criteria, all our voluntary-aided faith schools (except for Dagenham Park and George Carey) will need you to fill in the supplementary information form for their school to show your commitment to your faith. Please read your preferred school's admission criteria and procedure before you apply. This information is available on our website in the e-booklet 'Finding a school place - Issue 7'.

**a Church of England schools** – If you are applying under the school's faith criteria, you and your minister must fill in the SIF for Church of England schools. You will need to fill in one form for each child for each of these schools. You will need to return the form direct to the school, with the documents listed in b below.

**Catholic schools** – All Catholic schools use the same cover note form, and you will need to fill in one form for each child for each of these schools. If you want your child to be recognised as a Catholic or as being baptised, you should send the relevant schools a cover note as well as a photocopy of your child's baptism certificate (or certificate of reception into the Catholic Church). If you want to be recognised as a **practising Catholic**, your local priest must also provide you with a CCP form. Please see the CCP section below before you apply. The CCP is available from Catholic schools and Catholic churches.

**Certificate of Catholic practice form (CCP)** – If you want to be considered as a practising Catholic you must meet with your parish priest so he can provide you with a CCP which you must then send to the relevant Catholic school with the extra documents they have asked for. If your priest is not local and is unfamiliar with these requirements, please ask him to contact the admissions officer for the relevant Catholic school.

- b** You will also need to give the following documents to any of our primary or junior faith schools that you are applying to:
- your child's birth certificate;
  - proof of your and your child's address as listed below; and
  - your child's baptism certificate (not necessary for applications to St Margaret's or William Ford school).





**Please read the checklist below before you return your form.**



- Read the 'In-year admission process' in the e-booklet 'Finding a school place – Issue 7' which is available on our website.
- Fill in and submit your in-year common application form online using our in-year hub.
- Send us all other relevant forms and documents we ask for. This may be proof that you are the child's guardian, proof of address or proof that your child is or was in the care of a local authority (please see 'important notes' for more details).
- Fill in and return the the extra documents or forms if you are applying for a place at our faith schools. Give all the documents you are asked for on the forms direct to the schools.
- If you post your form to us, enclose a stamped self-addressed envelope with your written documents if you want a receipt.



- Your application will be delayed if you do not provide all the information or proof we ask you for.
- We expect your child to start school within 10 school days of our offer.
- If any of the details about you or your child change, please tell us immediately in writing.
- If we can prove that we have offered your child a place based on false, misleading or inaccurate information, we will withdraw the place.

## How to contact us



### By post

Please allow time for the paper form to be delivered if you send it by post. You must make sure you pay the correct postage charge, as we cannot accept any responsibility if you do not. Proof of posting is not proof that we have received your form.

Our postal address is:  
School Admissions Team,  
Town Hall, Barking,  
Essex, IG11 7LU

### Use our self-service scanning machines

Bring your filled-in paper ICAF and the documents to either Barking Learning Centre or Dagenham Library, where you can scan your forms yourself using the self-service scanning machines. Both are open Monday to Friday from 9am to 5pm and Saturdays from 9am to 1pm.

Dagenham Library – 1 Church Elm Lane,  
Dagenham, Essex, RM10 9QS

Barking Learning Centre – 2 Town Square,  
Barking, Essex, IG11 7NB

### By email

[admissions@lbbd.gov.uk](mailto:admissions@lbbd.gov.uk)

### By phone

Call 020 8215 3004. Our call centre is open Monday to Friday from 8am to 6pm.

### Website

[www.lbbd.gov.uk/admissions](http://www.lbbd.gov.uk/admissions)

Interactive advice is available online through webchat.

## Need help to apply online?

Help sessions are available at  
**Dagenham Library on Tuesdays** and  
**Barking Learning Centre on Thursdays.**

Each session starts at 9am and ends at 4.30pm.

Apply online for an in-year school place now at [www.lbbd.gov.uk/admissions](http://www.lbbd.gov.uk/admissions)