



# **Moving to junior school**

**Information for parents about children  
starting junior school in 2017**

# Moving to junior school: A guide

Children who go to a primary school will be educated there from reception until Year 6. However in September following a child's seventh birthday, children who go to an infant school will move to another school for the next phase of their education. Children at infant schools in the borough will normally transfer to their linked junior school, but parents must apply for a junior class place.

All our infant and junior schools are linked and most are on the same site and have the same name. We also treat the following as linked schools.

- Dorothy Barley Infant School and Dorothy Barley Junior School
- Furze Infant School and Warren Junior School
- Thames View Infants and Thames View Junior School
- Village Infant School and William Ford Church of England Junior School

## What you must do

### If you live in Barking & Dagenham

#### Process A

If you live in this borough but your child attends an infant school outside Barking and Dagenham, please contact the school or borough about their admissions procedure. If they confirm you need to apply through your home local authority you will need to apply online by the closing date. Parents may list up to 3 junior schools and rank them in the order they prefer. Remember to check and see if the school you are applying for need you to fill in extra forms (Supplementary Information Form - SIF). If they do, send your filled-in SIF to the local authority or school that ask you to do this before the closing date.

#### Process B

If your child has a Year 2 place in a Barking and Dagenham infant school and you want them to transfer to their linked Barking and Dagenham junior school, we will automatically apply on your behalf (even if you live outside the borough).

However, if you want to list different junior schools you must apply online by the closing date. Because of the shortage of school places within London, we recommend that you list your child's linked junior school as at least your third preference school, because your child will have priority for that school. Parents may list up to 3 junior schools and rank them in the order they prefer.

Remember to check and see if the school you are applying for need you to fill in extra forms (Supplementary Information Form - SIF). If they do, send your filled-in SIF to the local authority or school that ask you to do this before the closing date.



Apply online

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

## **If you live in another borough**

If you live outside the borough and your child has a Year 2 place in a Barking and Dagenham infant school and you want them to transfer to their linked Barking and Dagenham junior school, we will automatically apply on your behalf. However, if you want to list different junior schools you must fill in and return the junior application form provided by the borough you live in. Because of the shortage of school places within London, we recommend that you list your child's linked junior school as at least your third preference school, because your child will have priority for that school.

## **Supplementary information forms – SIF (Extra forms)**

Some schools are their own admission authorities and will need you to fill in extra forms to help them process your application under the right admission criterion. For these purposes within Barking and Dagenham, only **William Ford Church of England Junior School** will need you and your minister to fill in a supplementary information form (SIF) if you want to apply under their faith criteria (priority 2 or 5). Don't forget to give your minister a stamped envelope with the school's address on it, so that they can return it to William Ford by the closing date.

## **Closing date**

The last date for all London local authorities to receive applications and supplementary forms for entry to Junior Schools is **15 January 2017**. Applications received after this date will be dealt with from 4 July 2017 under the 'In-year admissions' process. This process is listed on our website in the e-booklet 'Finding a school place – Issue 5'.

## **How do I return the forms?**

### **Common application form (CAF)**

Applying online is reliable and secure. All local authorities in London have worked together to make it possible for parents to apply online for a school place in London and its surrounding counties. This service is available through the 'eAdmissions' website. If you don't already have an email address, you will need to create one before you apply online.

Although you can use any email address, we recommend you use 'Google Mail' or 'gmail'. This is because other email providers may treat the email we send you as spam (electronic junk mail). If this happens you will need to check your 'spam' or 'junk mail' box for our email, and then follow the instructions to add us to your safe senders list. After doing this, all future emails from us will go straight into your inbox.

If you need to create an email address you need to have a mobile phone number and have that same mobile phone with you when you create the email address. Keep a note of your new email address and the password to access the email you have now created.

Making an application is easy once you have a valid email address, and should take no more than 10 minutes. The site gives full instructions on its guidance pages, to help you make your application.

### **Important note**

If you apply online and you cannot see your **exact** address in the list presented, or if the schools you want to apply for are not listed, you **must** contact the School Admissions Team before 5pm on 15 January 2017, otherwise your application will be late. Our contact details are on page 21.

## **Quick steps to apply online**

### **Step 1 – Where to begin**

If you don't already have an email address, you will need to create one before you apply online. Once you have done this, go to the link on the Barking and Dagenham website at [www.lbbd.gov.uk/admissions](http://www.lbbd.gov.uk/admissions) or you can go straight to the eAdmissions site at [www.eadmissions.org.uk](http://www.eadmissions.org.uk) to make your application.

**Remember you need a valid email address before you apply online.**

If you have ever registered to make an application using the eAdmissions site, please go to step 4. If you are applying for the first time select '**Create a new account**' and follow steps 2 to 5 of this guide.

### **Step 2 – Registration**

The person with parental responsibility for the child named must register to use the 'eAdmissions' site by setting up an account. Please give your full name, contact details and email address. To select your address, enter your postcode and press the '**Find your address button**'. Move up or down to select your door number then press the '**Add address to form**' button to enter your address on your online form. Only tick crown service if you are part of the service personnel (UK armed forces) or crown servants returning from overseas. When you have finished this page, press the '**register**' button. You should now see a page thanking you for 'starting your registration' and giving you further instructions on how to finish the process by going to step 3.

### **Step 3 – Validating your email**

The eSchool Admissions Team will send you a 'validation' email to check that your email address is correct. Log in to your email account and **click on the 'validation link'** in the email you have received from the eAdmissions Team.

When you click on the validation link, the School Admissions Team will send you a second email, giving you a username and password.

### **Step 4 – Making your application**

Once you have received your username and password, go back to the homepage. Select '**Login into your account**'. Enter your username and password you have received and press '**Login**'. You should see a page asking you for your child's details.

Your application is split into three parts and only becomes valid when you press the '**Submit application**' button on the third page called '**Check & submit**'.

- a) The first part of your form asks for your child's details.
- b) The second asks you to list the six schools you want to apply for.
- c) The third part asks you to check the information given, accept the declaration and submit your application. Once you have submitted your application, you will be able to attach documents.

## Step 5 – Confirmation of your application

You will be issued with an application reference number (ARN) when you have submitted your form. The School Admissions Team will then send you a third email which will include all the details of the application you have just made along with your ARN.

You should make a note of your application details on the first page as you will need to refer to it when checking your results. We will send you an email with a new version number every time you change your application.

### Important notes:

- Please carefully read all dialogue boxes. These boxes explain information about the question you have just been asked. **Ignoring these boxes could mean you risk not getting a place for your child at your preferred school.**
- Help is available if you have problems at any stage of the application process. Just click on any text that is underlined and highlighted in purple, and a new page will open to give you an explanation or advice about the question you have selected.
- If you have twins, triplets and so on, make sure you tick 'yes' to the 'multiple birth' question so that you can fill in a new form for each child. Each child must have a separate ARN number.
- If you are not sure of any stage of the process, please get advice from the School Admissions Team.

If you have any technical difficulties while making your application online, the online admissions helpdesk is available from 9.30am to 5.30pm Monday to Friday. Please phone 020 8255 5555 and select option 1. For all other non-technical queries, please contact the School Admissions Team.

Need help to apply online? Help sessions are available at Dagenham Library each Tuesday until 10 January 2017. Each session starts at 9am and ends at 4.30pm.

### Receipt 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 when you press the 'Submit application' button at the end of the 'Check & submit' page.

You will then be issued with an application reference number (ARN). The School Admissions Team will then send you a confirmation email which will include all the details of the application you have just made along with your ARN. In the case of twins, triplets and so on, make sure you have a different ARN for each child.

#### Email details used

|                      |
|----------------------|
| Email address: _____ |
| Password: _____      |

#### eAdmission details issued

|                 |
|-----------------|
| Username: _____ |
| Password: _____ |

#### Record your application reference number here.

This is a receipt that shows you have successfully submitted (made) your application.

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## What happens next?

It is always possible that there will be more applications for places than there are places available in your preferred school. When this happens, we use the admission criteria to decide who to offer places to.

### Admission criteria for community junior schools in Barking and Dagenham

For all places at our community junior schools we use the admission criteria listed below in priority order to decide which children should be offered places.

- Priority 1** Children who are or were in the care of a local authority.  
Please see note 1.
- Priority 2** Children who have a sibling (brother or sister) at the school (or in the case of an infant school, the linked junior school) when that child is due to start school. We treat Furze Infant School and Warren Junior School, Village Infants School and William Ford Church of England Junior School as linked for this purpose. Please see note 4.
- Priority 3** Children at the infant school linked with the junior school.
- Priority 4** Children who live closest to the school, measured in kilometres in a straight line (as the crow flies).

### Important notes

1. Children with statements of special educational needs are dealt with under the terms of the Education Act 1996 and are not referred to in the above criteria. Children with a statement of special educational needs will be offered a place at the school that is named on their statement.
2. A looked-after child is a child who is or was:
  - in the care of a local authority; or
  - being provided with accommodation by a local authority under their social services functions (see the definition in Section 22(1) of the Children Act 1989).

For admission purposes we consider a 'looked-after child' to be a child currently in care or a child who was in care but who became the subject of an adoption, residence, or special guardianship order immediately after leaving care.
- 3 The child's home must be the permanent address where they live with their legal guardian. This should be the address for your Council Tax and where any Child Benefit is addressed.

**4** 'Sibling' means:

- a full brother or sister;
- a half-brother or half-sister;
- a stepbrother or stepsister; and
- an adopted or long-term fostered brother or sister;

living at the same address and going to the named school. Please make sure you name all relevant siblings on your application form. If they are not listed on your form, we cannot take them into account.

- 5** All distances are measured ESRI's Geographical Information System, from the centre of the child's home to the school's main gate. Some addresses have different entry points and so we will use the designated co-ordinates provided from Local Land and Property Gazetteer (LLPG). If you live outside the area, we will use the same system to work out distances.
- 6** 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.
- 7** You should remember that going to a particular nursery class does not guarantee, or give priority for, a place at an infant or primary school. Also, going to a particular primary or junior school does not guarantee, or give priority for, a place at a particular secondary school.
- 8** We cannot consider other circumstances not listed in the admission criteria. It is important that we are consistent in our judgement and use only the admission criteria that have been agreed.
- 9** 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.

## William Ford Church of England junior school admission criteria

The school takes 90 pupils each year, with 30 children in each class. Admissions for junior places at William Ford CofE junior school is the responsibility of the governing body of that school, not the local authority and their criteria are listed below.

1. 'Looked after children' or children who were previously looked after but left local authority care because they were adopted or became subject of a residence order or special guardianship order. Please see note 1 for more details.
2. Children who, with one or both parents regularly go to the Church of St Peter and St Paul Dagenham ('Dagenham Parish Church'). Please see note 2 for the definition of regularly going to church.
3. Children who have a sibling at the School at the time they would start at the school. Please see note 3 for definition of sibling.
4. Children who go to Village Infants School at the time of application.
5. Children who, with one or both parents, regularly go to a Christian Church, other than Dagenham Parish Church, of a denomination which is a member of Churches Together in England. Please see note 2 for the definition of regularly going to church.
6. Any other children who do not fall within the categories listed above.

### Important notes

1. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions. In the case of such children we will require a letter signed by a fully qualified social worker employed by the local authority concerned.
2. In the admission criteria "regularly going to church" means going at least once every two weeks to either Sunday Service or other midweek activities (not including those of a purely social nature) for at least two years. The parish priest or another minister needs to confirm this, in writing on the supplementary information form.
3. 'Sibling' means a full brother or sister, a half-brother or half-sister, a stepbrother or stepsister, and an adopted brother or sister living at the same address or children who have been living in the same household in a long-term foster relationship for more than one year.
4. The current School Admissions Code states 'schools are required to admit children with statements of special educational need where the school concerned is named on the statement'. We process these applications first and the rest of the places will then be processed using the school's admissions criteria.
5. The governors will consider applications equally in line with the school's criteria. They will not take account of the preference order that you have given the school on your application form.

6. If we discover we have given your child a place based on false, inaccurate or misleading information, we have the right to withdraw the place. Other brothers and sisters of any child who is offered a place based on false, inaccurate or misleading information will not be considered under the sibling criterion. However in circumstances where a child who has had their place withdrawn because of such false, inaccurate or misleading information on their application and who is later admitted to school genuinely from the waiting list, or following a successful appeal, that child's brothers and sisters will be considered under the sibling criterion.
7. For a list of churches that are members of Churches Together in England, visit [www.churches-together.net](http://www.churches-together.net).
8. We (Barking and Dagenham School Admissions Team) will measure all distances using ESRI's Geographical Information System, from the centre of the child's home to the school's main gate in a straight line basis (as the crow flies). Some addresses have different entry points and so we will use the designated co-ordinates provided from Local Land and Property Gazetteer (LLPG).
9. If two or more children have an equal claim to a place within any criterion, we will give priority to children who live closest to the school. If the distance for two or more children is the same (for example, because the children live in the same block of flats), we will use a lottery system (random allocation) to decide who to offer places to. This process will be independently checked. If parents have shared responsibility for caring for a child who lives with each of them for part of the week, we will use the address closest to the school for this purpose.
10. We cannot consider other factors not listed in the admission criteria as it is important that we are consistent in our judgment and apply the criteria fairly.
11. If we are unable to offer your child a place at our school, we will add them to our waiting list. Their place on the waiting list will depend on our published oversubscription criteria, whatever date you made your application. We will remove your child's name from the waiting list at the end of each school year and you can reapply for a school place if you want to.

## Results

If child attends one of our infant schools and you do not fill in a JCAF, our infant school will let you know the results on 18 April 2017.

If you have filled in a JCAF, the local authority that you live in will let you know the results on 18 April 2017.



Apply online

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

## Appeals

### *Barking and Dagenham schools*

You have a right to appeal to an independent appeal panel if we do not offer your child a place at the Barking and Dagenham schools on your application form which are listed as a higher preference than the one we have offered you. For example you can appeal for preference 1 and 2 if we have offered you preference 3. Any schools listed lower than the school offered have not been turned down but rather have been withdrawn based on how you have ranked the schools on your application form. As a result you cannot appeal for a lower preference or a school that you have **not** listed on your form.

If you want to apply for a school that you did not list on your original application form or you want to change the ranking of the schools on your original application form, you need to confirm this in writing to us by filling in a new application form which you can get from your local authority. If you change your preferences and do not reselect schools which you are appealing for, your appeal will be withdrawn.

All the available year 3 places at your preferred school will have been distributed in line with the local authority's published admission criteria. No places are left unfilled for any reason, including appeals.

If you decide to appeal for a place at any Barking and Dagenham junior schools, please take your results letter to the one-stop shop at Barking or Dagenham and ask for an appeal form. If you applied on time, and would like your case to be heard in the first round of appeals, you must return the appeal form by 20 May 2016. Fill in the appeal form and send it to the independent appeal panel clerk, whose address is printed on the front of the form. For late applications the deadline for appealing is 21 school days from the date of our offer letter.

Once you send your form, the independent appeal panel clerk will write and tell you the date of your appeal. The appeal will be heard 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 School Admissions Team. The appeal panel will accept comments in writing or in person at the appeal hearing.

If you made your application on time, we will hear your appeal within 40 school days of the deadline of 20 May 2016. If your application was late, we will hear your 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 appeals (as shown on your offer letter).

### *Schools outside the borough*

You can appeal against not being offered a place in a school outside Barking and Dagenham that you listed on your common application form. You will need to contact the relevant admission authority (local authority or school) for more details about how to appeal.

### *Further appeals*

We can only consider one application for each child, at each school within the same school year. If we turn down your application, you have the right to appeal. The appeal panel's decision is final and both the LA and you 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 your family's circumstances which you believe affects the level of priority under which your application was processed, for example if your family has moved house, the school School Admissions Team may consider a second application as long as you can provide evidence of your changed circumstances. If we accept your second application but a place is still not available at the school for your child, you will be able to make a second appeal.

### **Late applications**

Applications received after the closing date will be processed from 4 July 2017 under the 'In-year admissions' process. This process listed on our website in the e-booklet 'Finding a school place – Issue 5'.

In exceptional circumstances, senior officers may consider whether we can process a late application as 'on time' in the first round, if there is enough time to process the application. These circumstances include the death of a close relative, or a family recently moving into the area (in which case we need proof). If you send us your application after the closing date but want us to consider it in the first round of offers, please send a letter with your application explaining the exceptional circumstances you want us to consider, together with any supporting evidence. We will make a decision on each case individually and let you know the outcome within 10 working days of receiving your request.

### **Important note**

#### **Applying for year 3 places at primary schools**

We do not accept applications in advance for year 3 places at any of the borough's primary schools. If you would like to apply for a year 3 place in one of our primary schools, you will need to follow the 'In-year admissions' process listed on our website in the e-booklet 'Finding a school place – Issue 5'.

### **Interest lists**

We automatically place a child on a school's waiting list for any preferred Barking and Dagenham community and academy schools that we turn down and which is listed higher than the school the child has been offered.

Interest lists are re-ranked with every new application and a child may move up or down the list which is kept in criteria order until the end of the autumn term. After that, parents must write in to the School Admissions Team at the start of each new term to place their child's name on the fresh waiting list for that next term. If a place is still required for September 2017 onwards, a new application must be completed and the 'In-Year admissions' process will be followed.