



# **Moving to junior school**

**Information for parents about children  
starting junior school in 2018**

# Introduction

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 treat the following as linked schools.

- Dorothy Barley Infant School and Dorothy Barley Junior School
- Furze Infant School and Warren Junior School
- Manor School and Manor Junior School (Sandringham Road)
- 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 must 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 documents and or forms like SIFs (Supplementary Information Form). 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 documents and or forms like SIFs (Supplementary Information Form). 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.

## **Extra forms including Supplementary information forms – SIFs**

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. The SIF is available from the school and on our website

## **Closing date**

The national closing date for applications and supplementary forms for entry to Junior Schools is **15 January 2018**. Applications received after this date will be dealt with from 9 July 2018 under the 'In-year admissions' process. This process is listed on our website in the e-booklet 'Finding a school place – Issue 6'.

## **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 2018, otherwise your application will be late. Our contact details are on page 17.

## **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 eAdmissions 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 eAdmissions 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 below of your application details 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 9 January 2018. 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: .....

#### eAdmissions 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 you need to know

## Who can apply for a 2018 Year3 junior school place?

If your child was born between 1 September 2010 and 31 August 2011, you can apply now for them to start a junior school in September 2018.

## What are co-ordinated admissions?

In the normal round of admissions, all councils co-ordinate admissions to their schools for year 3 places at junior schools. Under the co-ordinated admissions system, you can only receive one offer from your borough or council. You must list the schools you want to apply for on one form, known as the common application form (CAF), ranking them in your true order of preference.

You must return the common application form to the council in the area where you and your child lives. All the councils will then use a computerised process to:

- pass on details of applications for schools in other council areas; and
- co-ordinate the offer of places to make sure that nobody gets offered more than one school place.

The admission authority for each school you have listed on the application will decide whether or not to offer your child a place. If a school is oversubscribed (receives more applications than available places), the admissions authority will use its published conditions (admission criteria) to decide the order in which to offer places. We will not tell the schools where you ranked them in order of preference on your application form or tell a school about other schools you have also applied to. However, if you appeal for a place, we will pass this information to the admission authorities (the school or the local authority) at the appeal stage.

## It is important that you rank the schools in your true order of preference.

This is important because if we can offer your child a place at two or more of the schools you have listed, we will give your child a place at the one you ranked the highest out of these schools, and release all other lower preferences. These places are then offered to other parents who do not have a school place for their child. Councils will write to parents (who applied by the closing date) on 16 April 2018 and tell them the results of their application.

## Where can I get help and advice about applying for a school place?

Admissions officers in the School Admissions Team and the borough's call centre staff can give you advice about how the admissions process works. You may also get advice from the Family Information Service (FIS Team) and their advice is independent of the School Admissions Team. They will explain how the admissions procedures affect your individual circumstances and will also help you fill in the necessary forms to make sure your application is complete.

### **If my child goes to the infant school, will they automatically start at the linked junior school?**

**No.** You have to apply for a junior place using the CAF and the relevant SIF form if required, even if your child has a brother or sister at that school. However in most cases we do the application for you. Please see pages 2-3.

### **Can I apply for a Year3 place at a primary school now?**

**No.** 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 from 9 July 2018. Information is listed on our website in the e-booklet 'Finding a school place – Issue 6'.

### **Why are there three preferences? I want to choose one school.**

Under section 86 (1) of the Schools Standards and Framework Act 1998, we must make arrangements so that parents of children in our area can express a preference for the schools they would want their child to go to. Every year, more people apply for places at our schools than we have places available. In that situation, not everybody will be given a place at the schools they have asked for.

**We need information to help us offer you another school, and the more schools you list the greater the chance of this.**

The schools on your form are your preferences – they are not your choices because we cannot guarantee everyone a place at any of the schools they have listed. If everybody named the same school, we would not be able to increase the number of places there.

Simply naming one school or repeating the same school does not increase your child's chance of getting a place there, and may lead us to giving your child a place at a school you have not listed.

### **Who can fill in the application forms?**

The person or people with parental responsibility for the child must fill in the application forms. Parental responsibility for the child is defined by the Children Act 1989 and amended by the Adoption and Children Act 2002. Please remember to provide proof that you are the child's legal guardian if you are not their natural parent.

A child's mother is automatically given parental responsibility when a child is born and this remains in force until a court order determines otherwise. For births registered in England and Wales, a child's father will also have parental responsibility if:

- he was married to the child's mother when the child was born (even if they later divorce or separate);
- the child was born after 1 December 2003, and he is named on the birth certificate; or
- he has a parental responsibility agreement from a court or by agreement with the child's mother.

### **What does guardianship mean?**

If a child is not living with their natural parents and you are another adult who is looking after the child, we need documentary evidence that you are the guardian and have parental responsibility for that child. That is, you have the legal right to make decisions on the child's behalf. Evidence includes a will or a court order and Child Benefit payments. Guardianship only applies if you can prove that you have full care and the normal, permanent home is not at their parents' address. Guardianship does not apply when picking up children to and from school, or looking after them until their parents collect them. If you cannot prove guardianship, we will refer the application to social services while we process your form.

### **What if my child lives with both parents at two different addresses?**

When a child lives with their natural parents, legal guardian or foster parent, we will consider that address to be the child's normal, permanent home. However, when a child has parents who are separated, the parents may name only one address for the application process, but the other parent can be named and provided with copies of information we issue. If one parent has parental responsibility, we must receive documents to prove this and that parent's address must be used. If both parents have parental responsibility, we must receive documents to prove this. We will normally accept the parent's address used by the child's nursery or primary school as the child's permanent home.

### **Do I need to send proof of my address?**

We need to ask for proof of your and your child's address to make sure that we do not offer places for fraudulent or misleading applications. We need to make sure that you meet the published criteria that apply if the schools listed on your application are oversubscribed (this means there are more applications than there are places available).

At the welcome meeting with the school we have offered you a place at, you will be asked to provide proof of your child's identity (including their legal name and date of birth) and of 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 the three lists (A, B and C) below with you to the welcome meeting.

#### **List A** - (proof of 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 photo attached)

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

- Your Council Tax bill for 2017-2018
  - Your Council Tax Benefit letter or notice for 2017-2018
- 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 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 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

If you are not able to provide the documents listed above at your child's welcome meeting, we will withdraw the offer of a place at that school if the school is oversubscribed. We will offer you a place at the school nearest to your home which has places available. If you live outside the borough, you will need to contact the local authority of the borough where you live for a school place for your child.

If you have difficulties providing the proof we need, please contact us to discuss this, or get independent advice, as soon as possible.

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. Also, the guardian named on the application form must be listed on the Council Tax bill and other bills you show us as proof.

If you change your address at any time in this process, you must change the relevant fields on your online application form by the closing date and give us proof of your new address by sending us the above documents. If you need to tell us about any changes after the closing date, you must write to us or fill in a paper form which you can download from our website.

If we discover that we have given your child a place based on false, inaccurate or misleading information, we will withdraw the place and may take legal action.

### **What happens if my child has additional needs?**

All Barking and Dagenham schools, including those with specialist services, offer an environment in which everyone is treated fairly and equally. Pupils with special educational needs, disabilities or any other needs are encouraged and supported to make the most of the curriculum and all the available facilities.

Parents and carers are invited to visit schools to find out what each school has to offer. All schools also produce written information, which should be available to parents, on how they support children with special educational needs.

If your child is attending an infant school and Barking and Dagenham local authority is carrying out a formal assessment of their special educational needs, you will need to apply for a school place for them using the School Admissions Team application process. This will make sure your child has a school place when they are due to start school during the next school year. Once the formal assessment has been completed, your case officer will tell you if the assessment shows that your child needs to go to a different school than the one offered.

If your child already has a statement of special educational needs (SEN), or an Educational Health and Care Plan (EHC), our EHC Team will review their statement at least once a year. Your EHC case officer will process any changes recommended at the review meetings, including any request you make for your child to attend a different school, and let you know if we have agreed this.

If you are not sure whether your child is being assessed or may already have a statement of special educational needs or EHC plan, please phone the EHC Team on 020 8227 2400 for advice.

### **What happens if my child is or was in the care of a local authority?**

We consider applications for children who are or used to be in the care of a local authority before we consider all other applications. 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 who is currently in care or a child who was in care previously at any point in their life and then became subject to an adoption, residence, or special guardianship order immediately after leaving care.

If your child is in the care of a local authority, you must also include with the common application form a letter from the social worker confirming the legal status of the child and the local authority which the child is in the care of. The letter should also provide the reasons for the preferred schools you have listed.

If your child is in the care of a local authority and you would like to discuss the admissions process of your child with a member of Virtual School for Looked After Children, please phone 020 8227 2691.

If the child used to be in the care of a local authority and you want to apply under this priority, we will need to see evidence that the child was in the care of a local authority.

### **What happens if my child is from a UK Armed Forces family (crown service)?**

Under Government rules, applications from families of the UK Armed Forces can be considered at the posting address before the family have moved to the area. However, we do not give automatic priority to these children over other children. If you are moving to our borough, please apply online by the closing date and use the address of your posting.

Please tick the relevant box to show that you are either:

- a UK Armed Forces family with a confirmed posting to the area; or
- a crown servant returning from overseas to live in the area.

Your application must also include an official letter that declares a relocation date and a unit postal address or quartering area address. If your posting changes, please follow the advice in the 'What if my circumstances change?' section. We will process your application using your posting address and in line with each school's admission criteria.

### **How do I apply for a school outside Barking and Dagenham?**

If you live in this borough and would like your child to go to a school in another borough (not private schools), you must list that school on your Barking and Dagenham common application form. Please apply online, checking that the school you want to apply for is on the list of schools. If it is not on the list of schools please contact the School Admissions Team before 5pm on 15 January 2018 on how to apply, otherwise we will not consider your application in the first round of offers.

It is important that you know the admission criteria for the schools you are asking for, and you may need to fill in supplementary information forms and provide further documents or information for these schools. Please contact the admissions authority (school or LA) of the school you have in mind. This e-booklet lists the contact details our neighbouring local authorities on page 17. For details of other local authorities that are not listed, please see the Department for Education (DfE) website at [www.gov.uk/dfes](http://www.gov.uk/dfes).

If you live in this borough and you do not fill in the Barking and Dagenham common application form, you will not be considered for any schools, either inside or outside the borough, even if you fill in their supplementary information forms.

### **Can I change the information on my application form?**

**If your information changes, you must alter the relevant sections on your online application form by the closing date.** If you cannot make these changes to your online application, you must tell us in writing and include supporting documents if necessary. The new details that you give us will replace those on your previous form. We will send you an email with a new version number every time you change your application. However you tell us about changes, your most recent application is the one that we use to process your preferences.

After the closing date, changes should be made in writing to the School Admissions Team or a paper form must be filled in. If we receive any of your changes after the closing date, we will treat your application as 'late' as we offer places based on all information available on the closing date. Please see the question 'What if my application is late?' for more details.

### **Is my information protected?**

We will deal with your personal information in line with the Data Protection Act 1998. For security purposes we ask you for a password. Without your password we cannot give out information on your application if you visit or phone us. If you apply online, we will need your application reference number for security purposes. We may pass the information you give on your application forms to schools either inside or outside the borough or to other local authorities as part of the admissions procedure. We will also pass the information to the school your child finally goes to, where it will form part of the pupil database maintained by that school.

### **How are places given?**

The current School Admissions Code says that schools are 'required to admit children with statements of special educational need or EHC plans, where the school concerned is named'. As a result, we process these children's applications first. If the school has been named in the child's statement or EHC plan, we must take places off the school admission number for that year group. The admission authority then issues the rest of the places using the admission criteria. For example, if the admission number for a school is 80 and three places have been given to children whose statements or EHC plan name that school, we will issue the other 77 places in line with the admission criteria.

We then process all other applications using the equal-preference model. This is explained below.

- We consider each of your preferences as if it were your only preference.
- For each of your preferences, the admission authority will use the admission criteria to see if they can offer your child a place.
- If we can then offer your child a place at two or more of the schools you have listed, we will give your child a place at the one you ranked the highest of these schools.

We do not make decisions to offer places based on the date we received the applications. Instead, we group all the applications we receive on time and process them together. If there are more places available than there are applications for those places, we agree all the applications. However, if there are more applications for a school than there are places available in that school (that is, the school is oversubscribed), we will use the admission criteria to decide which applications to accept. The notes that follow the admission criteria are there to explain particular points about the criteria we use.

In Barking and Dagenham, the local authority is the admissions authority for all three community junior schools (Manor, Marks Gate and Warren Juniors). The criteria for these schools are listed on pages 20 to 21. Dorothy Barley, and Thames View are academies, and both these junior schools are their own admissions authority. However, they follow the same admission criteria as Barking and Dagenham community schools and we will offer places on behalf of these schools.

William Ford Church of England Juniors is a voluntary-aided faith school and the governing body is the admissions authority and sets its own admission criteria. The criteria for this school are listed on pages 18 to 19.

### What is the timetable?

On-time applications made online close at midnight on 15 January 2018. You cannot apply online after this date. Do not wait until the last minute to make your application in case your address or schools you are applying for are not available on the online system. Our offices close for enquires at 5pm on 15 January 2018. If we receive your application after this, it will be treated as a late application. If you intend to move address during the admissions process, please apply to the borough that you will be living in on the closing date and follow the advice in the 'What happens if my circumstances change?' section. The full junior admission timetable of events is below for reference.

Date	What happens
<b>15 January 2018</b>	Deadline for the supplementary information form and extra documents to arrive at your preferred voluntary-aided school.
<b>15 January 2018, 5pm</b>	Deadline for written documents to arrive at the School Admissions Team, Town Hall, Barking, Essex, IG11 7LU. If we receive any documents after this date and time, we treat them as late.
<b>15 January 2018 – 12 midnight</b>	<b>Deadline for on-time applications to be submitted online.</b> If we receive any documents after this date and time, we treat them as late.
<b>16 April 2018</b>	We send results to parents to tell them our decisions on applications. We cannot tell you decisions over the phone. If you have applied online, you can see the results of your application after 7pm, otherwise you must wait up to two days for your letter to be delivered if you filled in a paper form.
<b>15 May 2018</b>	Deadline for receiving filled-in appeal forms for schools in Barking and Dagenham schools, for the first round of appeal hearings.
<b>June to July 2018</b>	Appeals will be heard. Parents can come to the appeals.

### What happens if my circumstances change?

You will need to contact the Admissions section in your borough if your circumstances change. We offer places based on the information available at the closing date and you may change your preference or the order of your preferences up until that date. If we have given your child a place, we will not withdraw it if your circumstances change (such as your address), as long as you can show that the information was correct on the closing date. However, if we discover that we have given a place based on false, inaccurate or misleading information, we will withdraw it and may take legal action. We will treat as late any changes to preferences or their ranking, conditions, circumstances or applications we receive after the closing date.

### **What if my application is late?**

Applications received after the closing date will be processed from 9 July 2018 under the 'In-year admissions' process. This process listed on our website in the e-booklet 'Finding a school place – Issue 6'.

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.

### **When will I know the result of my application?**

If you apply online, you can find out the results of your application on 16 April 2018. We will send you an email late that evening letting you know the outcome of your application. You can also log in to the eAdmissions website from 7pm on 16 April 2018 to see your results and accept the place you have been offered.

If you were not able to apply online but applied direct to the School Admissions Team by the closing date, we will send you the results by first-class post on 16 April 2018. Please allow up to two days for your letter to be delivered. We cannot tell you the results of your application over the phone. If you have not received your letter by 21 April 2018, please contact us and we will send you another copy.

### **What happens after I have accepted the place you have offered?**

Once you have accepted the school place we have offered your child, we tell the relevant school. They will contact you later in the summer term to tell you about the admission arrangements and the uniform you need for your child. You will need to show proof of your and your child's address as listed on pages 8 and 9. Some schools will want to make an appointment to interview you and your child. Other schools will visit you at your home. This is not part of the application process. It is to make sure your child can start school as easily as possible.

Schools may also ask for other information about your child, including details of what vaccinations they have been given, and the name and contact details of your family doctor.

### **Why have I been offered a school that was not one of my preferences?**

The admissions authority for each of the schools you have listed will use their published conditions (admission criteria) to decide the order in which to offer places. If we are unable to offer a place for your child at one of the schools you listed as your preferences, this is because there were more applicants for the schools you requested than there are places available. If you live in Barking and Dagenham and it is not possible to offer your child a place at one of your preferred schools, we will give your child a place at the school which is nearest to your home with a space.

## 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, fill in our online appeal form. If you applied on time, and would like your case to be heard in the first round of appeals, you must submit the appeal form by 15 May 2018. Alternatively, you can download and fill in the paper 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 15 May 2018. 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 to a new house, the 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.

### **Interest lists**

#### William Ford Church of England School

The school will automatically put your child on their 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 these using the schools' admission criteria. Your child will stay on the interest list for a school year (until August 2019). If you still want to stay on the interest list after this date, you will need to fill out a new application form for the new academic year and you will have the opportunity for a new appeal.

#### All other Barking and Dagenham schools

We will automatically put your child on an interest list for any other preferred Barking and Dagenham schools that we turned down but are listed higher than the school we have offered you. For example, if we have offered you preference number 3, your child will automatically be placed on the interest list for preference 1 and 2, if these are Barking and Dagenham schools. The interest list will be updated on a weekly basis and your child may therefore move up or down the interest list according to the criteria and other children applying for oversubscribed places. We maintain the interest list for each of these oversubscribed schools until 23 December 2018.

We delete the interest lists for these schools at the end of each term (December, April and July). If places become available before this date, we offer them to children on the interest list using only the admission criteria. If at the end of the term you have not received an offer from the interest list, you will need to write to us at that time to place your child's name on the new interest list for the next term. If you still want to stay on the interest list after July 2019, you will need to fill out a new application form for the new academic year and you will have the opportunity for a new appeal.

We do not take into account the date we received your application. If you want to apply for a school 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. Forms received after the closing date will be processed as a late application.



### Schools outside the borough

You will need to contact the school or the local authority concerned to follow their interest-list procedure. If places become available at those schools, we, not the schools, will offer those places. Co-ordinated admissions ends on 31 August 2018, after that date you will need to follow the 'In-year admissions' process (see below for details) when applying for school places or remaining on a school's interest list.

### **What happens if my child starts school but wants to transfer to another school in the borough?**

First, make an appointment to discuss the matter with the pupil's current head teacher, as many situations can be dealt with without the disruption that a change of school can cause. If you still want your child to transfer and you have not put your child's name on the interest list for another school, please follow the guidance in the information e-booklet 'Finding a school place - Issue 6'. From 1 September 2018, applications or transfers for school places fall under the in-year admissions process and for more information about this please see our website or phone 020 8215 3004. You must make sure that your child continues to regularly attend their current school while we are processing your transfer request.

## Contacting us

### **By phone**

You can call us for information on 020 8215 3004.

### **By email**

Email us for information at [infos@lbbd.gov.uk](mailto:infos@lbbd.gov.uk)

### **By post:**

Please allow time for written information to be delivered if you send it by post. We must receive it no later than 15 January 2018. You are responsible for making sure you pay the correct postage charge. We cannot accept any responsibility if you do not pay the correct postage.

Postal address: School Admissions Team,  
JCAF 2018, Town Hall, Barking, Essex, IG11 7LU.

### **Contact details for neighbouring authorities' school admissions sections**

#### **Essex County Council:**

County Hall, Market Road, Chelmsford CM1 1QH  
Phone: 0345 603 2200

#### **London Borough of Havering:**

School support and pupil services, 9th Floor,  
Mercury House, Mercury Gardens, Romford, RM1 3SL  
Phone: 01708 434 600

#### **London Borough of Newham:**

Newham Dockside, 1000 Dockside Road,  
London, E16 2QU  
Phone: 020 8430 2000

#### **London Borough of Redbridge:**

255-259 High Road, Ilford,  
Essex, IG1 1NN  
Phone: 020 8708 3139

## Admission criteria for William Ford Church of England junior school

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. Before you apply, please make sure you read the SIF information on page 3.

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. Please see pages 15 and 16 for appeals information.
12. Please see page 16 for interest list information.

## Results for our school

The local authority that you live in will let you know the results of your application for our school on 16 April 2018.



Apply online

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

## Admission criteria for all other junior schools in Barking and Dagenham

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.

For all places at our community junior schools we use the following admission criteria listed in priority order, for deciding which applications to accept. Dorothy Barley and Thames View Juniors also use these criteria.

- 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 the relevant sibling 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.

## Junior schools published admission number

School details	Address	No. of places
Dorothy Barley Junior	Ivinghoe Road, Dagenham, RM8 2NB	120
Manor School – Sandringham	Sandringham Road, Barking, IG11 9AG	150
Marks Gate Junior	Rose Lane, Chadwell Heath, RM6 5NJ	88G
Thames View Junior	Bastable Avenue, Barking, IG11 0LG	120
Warren Junior	Gordon Road, Chadwell Heath, RM6 6DA	140
William Ford CofE Junior	Ford Road, Dagenham, RM10 9JS	90

# Glossary – definition of words used in this e-booklet

<b>Academy and Free schools</b>	Schools that receive funding directly from central government, but have independence from day-to-day local authority (LA) and government control. They may receive extra support from personal or corporate sponsors, either financial or other types of support. The school is its own admission authority and governors are responsible for setting the admission criteria and arranging appeals.
<b>Admission</b>	Entry to school.
<b>Admission authority</b>	The organisation that draws up the admission arrangements and sets out the admission criteria for the schools it maintains. The local authority is the admission authority for community schools. Each voluntary-aided school is its own admission authority. All admission authorities within an area must link together to co-ordinate their admission arrangements.
<b>Admission criteria</b>	Conditions set by the admission authority, which are used to decide whether or not a place can be offered to a child.
<b>Admission number</b>	The number of places available at a school for each year group.
<b>All-through, Infant, junior or primary schools</b>	All-through schools' provide education for children aged four to 11, 'infant schools' for children aged four to seven, 'junior schools' for children aged seven to 11, and 'primary schools' for children aged four to 11.
<b>Appeals procedure</b>	The process for questioning a decision not to offer your child a place at the school you have applied for.
<b>Certificate of Catholic practice (CCP)</b>	The form that you and your priest sign to confirm your commitment to your faith, as shown by your links with your local church. It is used by voluntary-aided Catholic schools to apply their admission criteria. This form is only complete if you also fill in the common application form and give that school all the information they need.
<b>Common application form (CAF)</b>	The name of the local-authority form used by anyone applying for a school place.
<b>Community schools</b>	Schools within a local authority which are maintained only by that local authority. The local authority is responsible for admitting children to these schools.
<b>Department for Education (DfE)</b>	A central government department responsible for setting appropriate laws and guidance to help educate children and young people in England and Wales.
<b>Governing bodies</b>	Responsible for making sure that the school is managed in line with laws and policies set by the DfE.
<b>Local authority (LA)</b>	Responsible for many services including providing education across schools within the local authority's boundaries.
<b>Office for Standards in Education (Ofsted)</b>	The central government department responsible for inspecting the quality of education and welfare provided by schools and organisations that provide childcare.
<b>Preference</b>	The list of schools you would like your child to go to. You write these schools on your CAF.
<b>Prospectus</b>	A e-booklet or document that contains information describing a school, its day-to-day life and its way of teaching and learning.
<b>Reception</b>	The first year of full-time education at school.
<b>Sibling</b>	A full, half, step, or long-term fostered brother or sister living at the same address.
<b>Supplementary information form (SIF)</b>	Extra forms that some schools use to apply their admission criteria to help them decide who to offer places to. See pages 36 to 37.
<b>Statement of special educational needs (SEN) or EHC plan</b>	The statement prepared for children who have special educational needs. The statement is prepared in line with the Education Act 1996 and gives details of the child's special needs and what should be done to meet these needs. This process is now called the EHC plan (Educational Health Care).
<b>Voluntary-aided (VA) schools</b>	Local-authority schools run alongside 'voluntary organisations' (usually religious organisations). The voluntary sector (the Catholic, or Church of England Diocese) is responsible for maintaining the buildings and the governors of the schools are responsible for setting the admission criteria and arranging appeals (the schools' admission authorities).