Moving to Secondary School
Information for parents about children moving to secondary schools in 2014
Starting secondary school in September 2014

If your child was born between 1 September 2002 and 31 August 2003, they will be moving to a secondary school in September 2014. This move is not an automatic process and you will need to apply for the secondary schools you would like your child to go to.

If you would like information about applying for a place at secondary school, please come to one of our open meetings. Speeches begin at 7pm and admission officers will be available afterwards to answer any questions you may have about the admissions process.

We look forward to seeing you on either:
16 September 2013 at the Town Hall in Barking;
or 17 September 2013 at the Civic Centre in Dagenham.

If you try to apply online and your address is not available or the schools you want to apply for are not listed, you must contact the Admissions Team before 5pm on 31 October 2013.

Need help to apply online?

Help sessions are available at Dagenham Library on Tuesdays and at the Barking Learning Centre on Thursdays. Each session starts at 9am until 4.30pm from 3 September until 31 October 2013. These sessions will be closed for lunch from 12.30 to 1pm.

Apply on-line for a secondary school place now:
www.barking-dagenham.gov.uk/admissions
Introduction

Moving from primary or junior school to secondary school is not an automatic process and you will need to apply for a place at the secondary school you would like your child to go to. This information booklet explains the admissions process and you will need to refer to it over the next year.

All schools use admission criteria (conditions) to decide which applications to accept and which to turn down. We explain the admission criteria for Barking and Dagenham schools on pages 14 to 16.

It is important that you read and understand the information in this booklet before you apply. If you don’t follow the process in this booklet, you put your chance of getting a place for your child at your preferred school at risk.

To apply, you must use the common application form provided by the borough you live in. If you are applying for a place at our voluntary-aided school (All Saints), or schools outside the borough, you may need to fill in other forms (supplementary information forms). See page 21 for more details.

The schools on your form are your preferences – they cannot be 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.

We offer as many places as possible in order of the criteria and whose forms are returned by the closing date. The full timetable is on page 34. You must return all applications and documents by the closing date, 31 October 2013.

Applications we receive after this date are late, and we will not process them until after 3 March 2014, once we have dealt with the applications we received on time. By this time you will be less likely to gain a place for your child at your preferred school. If you do not fill in and return your application form, and you live in this borough, we will give your child a place at the nearest school to your home in Barking and Dagenham that still has a space.

The Admissions Team will be happy to answer any questions you have about the process at one of the two public information meetings we are holding for parents. Please see the inside front cover for full details of the meetings. The meetings start at 7pm, and we hope to see you there. If you need independent advice, you can contact the Family Information Service Team (see page 36).

DO NOT THROW THIS BOOKLET AWAY
Keep in a safe place as you will need to refer to it over the next year.
www.barking-dagenham.gov.uk/admissions
Dear parents and carers

I am very pleased that you are considering sending your child to a Barking and Dagenham secondary school in September 2014. Moving to secondary school is one of the most important changes for a parent to support their child through and I would like to thank you for taking the time to consider this very important decision.

The information in this guide will help you and your child to select which of our outstanding secondary schools is the right one for them.

As the Cabinet Member for Children’s Services I am particularly proud of the high quality of education offered in our schools. The quality of education we provide has been recognised nationally and new and exciting developments in our schools have contributed to shaping national education policy. I believe that all of the borough’s schools are committed to offering your child the opportunity to fully achieve their potential and prepare them for the next phase in their life, whether that is further education, higher education, university or employment.

There is rapidly improving examination performance in the schools and the council is continuing to invest considerable resources into education in the borough. The number of local pupils choosing to continue their education in our sixth forms, further and higher education as well as universities is also increasing.

I would like to invite you to one of two secondary school admission events that are being held (see page 34 for details). Our experienced School Admissions Team will be on hand at both events to help guide you through the process as well as give information and advice. You will also get the chance to meet other parents whose children will be starting secondary school in 2014.

Yours sincerely

Councillor John White
Cabinet Member for Children’s Services
This booklet contains important information about how children move from primary and junior schools to secondary schools. It also gives details about all the secondary schools in Barking and Dagenham.

If you have any questions or need more information, please contact the Admissions Team.

Postal Address: Admissions Team, Town Hall, Barking, Essex, IG11 7LU
Phone: 020 8215 3004
E-mail: 3000direct@lbld.gov.uk
Website: www.barking-dagenham.gov.uk/admissions

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What you need to do

If you live in Barking and Dagenham

1. Read and make sure you understand the admissions process for our borough, particularly pages 7 to 22.
2. Go to one of the admission meetings listed on the inside cover. These meetings will give you independent advice about the admissions process. You can also contact the Family Information Service Team on 020 8227 5395 if you need more help.
3. Collect information to help you decide your preferences. Pages 23 to 33 in this booklet give you information about Barking and Dagenham schools. Addresses for information about schools in other boroughs are shown on page 40.
4. Visit the schools to see for yourself what they can offer. The times of open days and evenings in Barking and Dagenham schools are shown on page 34.
5. Study the information on page 17, which shows statistics from last year’s applications for Barking and Dagenham schools. This information should give you an idea what happened last year and the chance that you would have had of getting a place at your preferred Barking and Dagenham schools. This information also shows the number of parents who were successful in getting one of their preferences and the popularity of each of our schools. We recommend that you consider including your local school as one of your preferences. Your chances of being offered a place increase the closer you live to a school. Previous editions of this booklet and statistical information for the past five years are published on our website within the booklets ‘the right secondary school’.
6. If you are applying for schools outside the borough, study the information the relevant local authority and school have provided.
7. Finally, don’t forget to fill in any extra supplementary information forms (SIF) for any schools or local authorities that ask you to do this, and send these forms and documents back before the closing date of 31 October 2013.

If we cannot give your child a place at any of the schools you have applied for, we will give your child a place at the school nearest to your home which has a vacancy.

Important information

There have been changes in the law which mean that Year 7 pupils starting secondary school in September 2014 must stay in education or training until they are 18. More information about this on our website.

If you live outside Barking and Dagenham

Each local authority (LA) is responsible for educating children age five to 16 living in their borough or county. Each LA is also responsible for making sure that children receive education or training from age 16 to 18. If you do not live in Barking and Dagenham, please make sure you have read the admissions booklet from your borough or county.

You will need to fill in the common application form (CAF) provided by your borough or county. You can list Barking and Dagenham schools on that form.

You must also fill in any other relevant forms (supplementary information forms) that may apply.

The admission criteria for Barking and Dagenham schools are on pages 14 to 16. It is important that you read and understand the criteria and admissions process (pages 7 to 22) before you apply.

You must return the CAF to your borough or council by their closing date. This date may be different from the Barking and Dagenham closing date.

It is important that you rank the schools in your true order of preference. Potential offers are exchanged between councils until your own borough can make a single best offer (including any schools you may have applied for in other boroughs). The local authority that you live in will offer a place on 3 March 2014, for applications they have received by the closing date.

You have a right to appeal if we turn down your application (see pages 12 and 13). Please make sure you have read about how your local authority handles admissions before you fill in your application form.
What are co-ordinated admissions?

Every year, thousands of pupils living in London transfer to secondary schools, crossing borough boundaries to do so. All councils co-ordinate admissions to their 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 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. Unless the published admission criteria of the school say so, councils will not pass on details of where the school was ranked and will not tell a school about other schools a parent has also applied for.

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 inform parents (who applied by the closing date) on 3 March 2014 and tell them the results of their application.

The co-ordinated process will end on 31 August 2014. After this date you will need to follow the ‘in-year’ admissions process which is published on our website.

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

The local authority holds two meetings to offer advice to parents about how the admissions process works. Admissions officers will be available to answer any questions you have and the dates of these meetings are printed on the inside front cover of this booklet. An adviser will also be available at each school’s open evenings. You may also get advice from the Family Information Service (FIS Team) and their advice is independent of the 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. There are contact details for the FIS Team on page 36.

Why are there six 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 cannot be 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.

The admission number of each school and the number of applications made for those places last year are shown on the statistical information on page 17. This information will show you which schools are likely to be oversubscribed (receive more applications than there are places available).

Who can fill in the application forms?

The person or people with parental responsibility for the child must fill in the application forms. Please remember to provide proof that you are the child’s legal guardian if you are not their natural parent.
What does guardianship mean?

If a child is not living with their natural parents and another adult is looking after the child, we need documentary evidence that you are the guardian and have parental responsibility for that child. 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.

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 parents’ address used by the child’s primary or junior school.

Do I need to send proof of my address?

We check addresses to prevent fraudulent applications. To do this, we need to check where you and your child are living. We already have these details if your child is at a Barking and Dagenham primary or junior school. However, we will need proof of you and your child’s current address if:

- your child’s address on the application form is different from the address your child’s Barking and Dagenham primary or junior school has on their records (as of 9 July 2013); or
- your child goes to a primary or junior school outside the borough.

In either of these cases, we will need to see one document from each of the three document lists below.

List A – documents to show child’s name and date of birth
- HM Revenue & Customs documents such as a letter showing your entitlement to Child Benefit letter, Working Tax Credit or Child Tax Credit
- Your child’s medical registration card
- Your child’s IND card (issued by the Home Office with photo attached)

List B
- Your Council Tax bill for 2013-2014
- Your Council Tax Benefit letter or notice for 2013-2014
- 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
- 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 your current address means you are residing with someone who lives in either privately rented or council property, we need their 2013-2014 Council Tax bill or Council Tax Benefit letter or notice with written confirmation from the legal landlord, of all those people who are authorised to live at the premises and for what period of time. The letter must contain the following information.

- The address of the property
- The names of all legal tenants and authorised residents
- A statement confirming that the people applying for a school place are entitled to stay as permanent residents.

If you are not able to provide proof of your address when you make your application, we may be able to give you a conditional offer as long as you can show us proof of the address listed on your application by 3 March 2014. However, if the school we offer you a place at is oversubscribed, and we do not receive proof of your and your child’s address by 3 March 2014, we will withdraw our offer. If your child lives in Barking and Dagenham, we will then offer them a place at the nearest school to your home with a vacancy. If you live outside the borough, you will need to contact the local education authority of the borough you live in for a school place.

Please check that your and your child’s name and address matches the information you give on your application form and on the documents in list A. Similarly, the guardian named on the application must be listed on the documents you provide from lists B and C. If you change your address at any time in this process, you must give us proof of your new address by sending us the above documents.

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.

You will be invited to visit schools during their open evenings or at other times by making an appointment (if possible), to find out what each school has to offer. All schools also produce written information on how they support children with disabilities or special educational needs.

The local authority’s Special Educational Needs Team (SENART) will write to you during the 2013 school summer break. They will ask you to express your preference of secondary school for your child to attend. They will ask you for a first and second preference of school. If a school is named on part 4 of your child’s statement of special educational needs, your child will be given priority for a place at that school.

The 2007 School Admissions Code states that schools are ‘required to admit children with statements of special educational needs where the school concerned is named on the statement’.

If you are not sure whether your child has a final statement of special educational needs, fill in the common application form and tick the box in section 2 of the form which asks ‘Does your child have a final statement of special educational needs?’ The admissions service will consult with the SENART and tell you if the SENART will be processing your application.

If your child has a statement of special educational needs or is having an assessment to find out whether they need one, and you need further help with the secondary transfer process, please contact the SENART by phoning 020 8227 2400.

What happens if my child is in the care of a local authority (A looked-after child)?

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 in the past but who 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 secondary transfer 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.

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 other schools in another borough (not private schools), you must list those schools 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 Admissions Team by 5pm on 31 October 2013 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 information for these schools. Please contact the admissions authority (school or LA) of the school you have in mind for more information. It is your responsibility to give the school or LA the information they need.

Page 40 lists the contact details for all London local authorities. For details of other local authorities that are not listed, please see the Department for Education (DfE) website at www.education.gov.uk.

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?

When you apply online, you can change the information at any time up to our deadline for receiving applications. You will need to send us a paper form if you apply after the closing date. The new details that you give us will replace those on your previous form. 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. However you tell us about any changes, your most recent application is the one that we use to process your preferences.

How do I return the forms?

Common application form (CAF)

Applying online is the most reliable and secure way to make your application. 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. Making an application is easy, and should take no more than 10 minutes. The site gives full instructions on its guidance pages, as well as a step-by-step presentation to help you make your application.

You will need to register with the ‘eAdmissions’ site by setting up an account with your email address and password before you can begin your application. Your application only becomes valid when you press the ‘Submit’ button on the ‘Submit your application’ page. You will then be issued with an application reference number. You should make a note of this number for security purposes. Without this information 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 where the school concerned is named on the statement’. As a result, we process these children’s applications first. If the school has been named in the child’s statement, 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 180 and three places have been given to children whose statements name that school, we will issue the other 177 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,
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?

If we receive your application after the closing date (after 31 October 2013) we will treat your application as late.

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 3 March 2014. We will send you an email late that afternoon letting you know the outcome of the application. You can also log in to the eAdmissions website after 7pm to see your results. If you were not able to apply online but applied direct to the Admissions Team by the closing date, we will send you
the results by first-class post on 3 March 2014. 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 6 March 2014, please contact us and we will send you another copy.

If you do not want the place we have offered, you will need to write and let us know what other arrangements you are making for your child’s education. If you want to change your preferences or the order of your preferences, you will need to send a new application form to your local authority’s Admissions section.

The local authority you live in will make offers of places at All Saints School on 3 March 2014 to the 240 children who have applied, who meet the conditions and whose forms and necessary documents were received by the closing date. The last date for accepting an offer of a place at that school will be 17 March 2014. If you applied after the closing date we will process your application after 3 March 2014.

What happens after my child is given a school place?

Once we have given your child a school place, we will 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. Some schools will want to interview your child, either with you by appointment at the school given, or at your child’s current primary or junior school. This is not part of the application process. It is to make sure your child can move to secondary school as easily as possible.

What happens if my child is not offered a place at the schools I have listed?

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.

Do I have the right to appeal?

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 places for Year 7 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 a Barking and Dagenham school (including All Saints Catholic School and Riverside School), 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 28 March 2014. 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 28 March 2014. 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

If you want to appeal against not being offered a place in a school outside Barking and Dagenham, 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, you cannot make a second appeal for the same school within the same school year. However, if there has been a significant change in your family’s circumstances which you think changes your application’s priority level, for example if your family has moved house, we may consider a second application as long as you can prove your circumstances have changed. 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.

Can I go on a waiting list?

All Saints school
All Saints will automatically put your child on the school’s waiting 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 waiting list for a school year (until August 2014). If you still want to stay on the waiting 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 a waiting 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 waiting list for preference 1 and 2, if these are Barking and Dagenham schools. The waiting list will be updated on a weekly basis and your child may therefore move up or down the waiting list according to the criteria and other children applying for oversubscribed places. We maintain the waiting list for each of these oversubscribed schools until 23 December 2013.

We delete the waiting 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 waiting list using only the admission criteria. If at the end of the term you have not received an offer from the waiting list, you will need to write to us at that time to place your child’s name on the fresh waiting list for the next term. If you still want to stay on the waiting list after July 2014, 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.

What happens if my child starts a secondary school but wants to transfer to another school?

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 your child still wants to transfer and you have not put your child’s name on the waiting list for another school, please follow the guidance in the information booklet ‘Finding a school place’. From 1 September 2014, 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 considering your transfer request.
Admission criteria

Admission criteria for community, free and voluntary-controlled schools in Barking and Dagenham in order of priority

**Priority 1:** Children who are or were in the care of a local authority.

**Priority 2:** 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 criteria above. Children with a statement of special educational needs will go to 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 became subject to 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 the parent’s or carer’s Council Tax bill and where Child Benefit is addressed.

4. All distances are measured using SIA’s Geographical Information System, SMART, from the centre of the child’s home to the school’s main gate. If you live outside the area, we will use the same system to work out distances.

5. The distance measured from the child’s home to secondary schools with split sites will be measured to the main site. The main site is the entrance through the main door at the upper site where the head teacher’s office is. This measurement affects Barking Abbey and Robert Clack schools.

6. We will use the distance from home to school for pupils who have equal claim for a place. Those children living nearest to the school will be given priority when deciding on places. When 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. We are unable to consider other circumstances not listed in the criteria. It is essential that we are consistent in our judgement and use only the criteria that have been agreed.

8. 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.

Apply on-line for a secondary school place now: www.barking-dagenham.gov.uk/admissions
Admission criteria for the voluntary-aided school in Barking and Dagenham (All Saints Catholic School)

Before you apply, please read the admission criteria on this page as well as the procedures for filling in and sending in the supplementary information form and the priest’s reference on page 21.

If you have any questions about the admission criteria or appeals, or if you need more information, please contact the school.

All Saints Catholic School is a voluntary-aided, Catholic comprehensive school for boys and girls ages 11 to 18. The school is run by Diocese of Brentwood. The main aim and purpose of the school is to support the academic, spiritual and moral education of practising Catholic children. These criteria are written to give priority to Catholic children, and greater priority to practising Catholic children. The governing body plans to take its standard number of 240 children into year 7 in September 2014. In the criteria, ‘Catholic’ refers to someone who:

- is a baptised Catholic; and
- has a Catholic ‘certificate of baptism’ or ‘certificate of reception’ which shows that they are members of the Catholic Church.

A ‘practising Catholic’ refers to someone who:

- is confirmed by their parish priest to be practising, according to regulations set by the Catholic Church.

Admission criteria

The school will offer places based on the criteria below in numerical order:

1. Children from Catholic families who are in care of a local authority - 'looked-after' children and children who were looked after, but left local authority care because they were adopted (or became subject to a residence order or special guardianship order) and are baptised Catholics.

2. Practising Catholics living in the parishes of list A who will have a brother or sister in the school in any of years 7 to 11 on the day of admission in September 2014.

3. Practising Catholics living in the parishes of list B who will have a brother or sister in the school in any of the years 7 to 11 on the day of admission in September 2014.

4. Practising Catholics living in the parishes of list A.

5. Practising Catholics living in the parishes of list B.

6. Catholics living in the parishes of list A who will have a brother or sister in the school in any of the years 7 to 11 on the day of admission in September 2014.

7. Catholics living in the parishes of list B who will have a brother or sister in the school in any of the years 7 to 11 on the day of admission in September 2014.

8. Catholics living in the parishes of list A.

9. Catholics living in the parishes of list B.

10. Other looked after children or children who were looked after, but who left local authority care because they were adopted (or became subject to a residence order or special guardianship order).

11. Non-baptised children of a Catholic parent whose application is approved by the parish priest of any Catholic parish.

12. Other baptised children.

13. Other children.

Important notes

- You must fully accept and support the aims of All Saints Catholic School. You must also want your child to receive a Catholic education.

- ‘Looked after child’ has the same meaning as in Section 22 of the Children Act 1989, and means any child in the care of a local authority or provided with accommodation by them (for example, children with foster parents). ‘Adopted’ has the same meaning as in the Adoption and Children Act 2002, section 46. ‘Residence order’ has the same meaning as in the Children Act 1989, section 8 (an order settling the arrangements about which person the child will live with). ‘Special guardianship order’ has the same meaning as under section 14A of the Children Act 1989 (an order appointing one or more people to be a child’s special guardian).

- If there are two or more children in the same criterion with a claim for a school place, the governors will give priority to those who live closest to the school site at Becontree Heath as measured in kilometres in a straight line (as the crow flies). All distances are measured using SIA’s Geographical Information System (SMART), from the centre of the child’s home to the school’s main gate. If you live outside the area, we will use the same system to work out distances. When children have an equal claim to a place because their measurements are the same (for example, from a block of flats), we will use a lottery system (random allocation) to offer places to children.

- We cannot consider other circumstances that are not listed in the admission criteria. It is essential that we are consistent in our judgement and only use those criteria that have already been agreed.
### List A

<table>
<thead>
<tr>
<th>English Martyrs, Alma Avenue, Hornchurch</th>
</tr>
</thead>
<tbody>
<tr>
<td>Holy Family, Oxlow Lane, Dagenham</td>
</tr>
<tr>
<td>St Mary’s, Hornchurch Road, Hornchurch</td>
</tr>
<tr>
<td>St Mary and St Ethelburga, Linton Road, Barking</td>
</tr>
<tr>
<td>St Mary and St Erconwald, Ilford Lane, Ilford (linked with St Mary and St Ethelburga, Linton Road, Barking)</td>
</tr>
<tr>
<td>St Peters’, Goresbrook Road, Dagenham</td>
</tr>
<tr>
<td>St Thomas More, Longbridge Road, Barking</td>
</tr>
<tr>
<td>St Vincent’s, Waldegrave Road, Dagenham</td>
</tr>
</tbody>
</table>

### List B in priority order

<table>
<thead>
<tr>
<th>1.1</th>
<th>La Salette</th>
<th>Rainham</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.2</td>
<td>St Alban's</td>
<td>Elm Park</td>
</tr>
<tr>
<td>1.3</td>
<td>St Bede's</td>
<td>Chadwell Heath</td>
</tr>
<tr>
<td>1.4</td>
<td>St Edward's</td>
<td>Romford</td>
</tr>
<tr>
<td>1.5</td>
<td>Corpus Christi</td>
<td>Collier Row</td>
</tr>
<tr>
<td>1.6</td>
<td>St Cedd's</td>
<td>Goodmayes</td>
</tr>
<tr>
<td>1.7</td>
<td>St Dominic's</td>
<td>Harold Hill</td>
</tr>
<tr>
<td>1.8</td>
<td>Holy Redeemer</td>
<td>Harold Hill</td>
</tr>
<tr>
<td>1.9</td>
<td>SS Peter and Paul</td>
<td>Ilford</td>
</tr>
<tr>
<td>1.10</td>
<td>St John the Baptist</td>
<td>Ilford</td>
</tr>
<tr>
<td>1.11</td>
<td>Parishes in the Deanery of Havering</td>
<td></td>
</tr>
<tr>
<td>1.12</td>
<td>Other Parishes in the deanery of Redbridge</td>
<td></td>
</tr>
<tr>
<td>1.13</td>
<td>Other Parishes in the deanery of Newham</td>
<td></td>
</tr>
<tr>
<td>1.14</td>
<td>Other Catholic parishes</td>
<td></td>
</tr>
</tbody>
</table>

### Need help to apply online?

Help sessions are available at Dagenham Library on Tuesdays and at the Barking Learning Centre on Thursdays. Each session starts at 9am until 4.30pm from 3 September until 31 October 2013. These sessions will be closed for lunch from 12.30 to 1pm.

Apply on-line for a secondary school place now: www.barking-dagenham.gov.uk/admissions
The following information gives statistics about entry to Barking and Dagenham secondary schools in September 2013. It includes the number of people who sent us their application forms by the closing date, and the distance the child given the last place at each of our schools lived from that school using our 2013 admission criteria. Distances are measured in kilometres in a straight line (as the crow flies).

The number of applications for each school and the addresses from which children are applying will be different from year to year.

Plain English Campaign’s Crystal Mark does not apply to the following table.

### Notes

1. The information is based on applications received by last year’s closing date for pupils starting secondary school in September 2013. This information is useful because it shows the number of pupils given a place under each category of the 2013 admission criteria.

2. At the closing date, 166 places at All Saints Catholic School were given to baptised, practising Catholics. Please contact the school for more information.

3. Of the offers made for applications received by the closing date:
   - 76% received their first-preference school;
   - 13% received their second-preference school;
   - 5% received their third-preference school;
   - 1.5% received their fourth-preference school;
   - 1% received their fifth-preference school;
   - 0.5% received their sixth-preference school; and
   - 3% were given the nearest school to their home with a vacancy.

4. The statistics for late applications refer to applications received between 1 November 2012 and 31 July 2013.

5. The appeals information is based on the appeals heard between April and July 2013.

---

<table>
<thead>
<tr>
<th>School name</th>
<th>Number of applications naming the school as a preference</th>
<th>Standard number of children the school admits (admission number)</th>
<th>Number of children with full statements of SEN naming the school</th>
<th>Number of children given a place due to the LAC criterion</th>
<th>Distance (in kilometres) the child given the last place lives from the school</th>
<th>Number of late applications received</th>
<th>Number of appeals received (see note 5)</th>
<th>Number of appeals allowed (see note 5)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Voluntary aided school</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>All Saints</td>
<td>570</td>
<td>180</td>
<td>2</td>
<td>1</td>
<td>Does not apply (see note 2)</td>
<td>49</td>
<td>5</td>
<td>0</td>
</tr>
<tr>
<td><strong>Community schools</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
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<tr>
<td>Barking Abbey</td>
<td>1375</td>
<td>270</td>
<td>2</td>
<td>1</td>
<td>267</td>
<td>1.332</td>
<td>129</td>
<td>32</td>
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<tr>
<td>Dagenham Park</td>
<td>363</td>
<td>220</td>
<td>7</td>
<td>0</td>
<td>89</td>
<td>46.952</td>
<td>75</td>
<td>0</td>
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<tr>
<td>Eastbrook</td>
<td>360</td>
<td>300</td>
<td>1</td>
<td>0</td>
<td>55</td>
<td>45.007</td>
<td>58</td>
<td>0</td>
</tr>
<tr>
<td>Eastbury</td>
<td>703</td>
<td>300</td>
<td>1</td>
<td>0</td>
<td>261</td>
<td>10.671</td>
<td>128</td>
<td>10</td>
</tr>
<tr>
<td>Jo Richardson</td>
<td>962</td>
<td>240</td>
<td>2</td>
<td>3</td>
<td>235</td>
<td>1.530</td>
<td>97</td>
<td>30</td>
</tr>
<tr>
<td>Riverside</td>
<td>268</td>
<td>120</td>
<td>1</td>
<td>0</td>
<td>103</td>
<td>7.898</td>
<td>33</td>
<td>2</td>
</tr>
<tr>
<td>Robert Clack</td>
<td>1377</td>
<td>300</td>
<td>3</td>
<td>1</td>
<td>296</td>
<td>1.601</td>
<td>136</td>
<td>54</td>
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<tr>
<td>Sydney Russell</td>
<td>924</td>
<td>300</td>
<td>1</td>
<td>0</td>
<td>335</td>
<td>14.205</td>
<td>110</td>
<td>7</td>
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<tr>
<td>Warren</td>
<td>408</td>
<td>240</td>
<td>2</td>
<td>0</td>
<td>123</td>
<td>9.302</td>
<td>61</td>
<td>0</td>
</tr>
</tbody>
</table>

SEN – Special educational needs  
LAC – Looked after children in the care of a local authority  
Criterion – Individual admission criteria
Apply on-line for a secondary school place now: 

www.barking-dagenham.gov.uk/admissions

Use this space to record the username or email address and password you have used to make your application. It is important to keep this information. Without it you will not be able to go online and see which school place we have offered your child.

E-mail address

Username

Password

You should also record your application reference number. This is a receipt that shows you have successfully submitted (made) your application.

3 0 1 - 2 0 1 4 - 0 9 - E - 

If you try to apply online and you cannot see your address or the schools you want to apply for are not listed, you must contact the Admissions Team before 5pm on 31 October 2013 or your application will be late.

Need help to apply online?

Help sessions are available at Dagenham Library on Tuesdays and at the Barking Learning Centre on Thursdays. Each session starts at 9am until 4.30pm from 3 September until 31 October 2013. These sessions will be closed for lunch from 12.30 to 1pm.

The benefits of applying online include the following.

- It’s quick, safe and secure.
- There is no risk of your application getting lost or delayed in the post.
- If you want to change your application, it is easier and quicker to do this online.
- You will be sent an email confirming that we have received your application.
- You can phone us to check that we have received your online form.
- You can view or change your application 24 hours a day, seven days a week, until the closing date.
How to fill in your forms

The common application form

Moving from primary to secondary school is not an automatic process. If you do not fill in the common application form, we may not be able to give your child a place at the school of your preference.

- Please use all your six preferences and rank them in the order you prefer.
- If one of your preferences includes a voluntary-aided school or foundation school, you may need to fill in supplementary forms (see page 21).

The information you need to put on your form is as follows. Please see page 22 for details of how to send us any documents we ask for if you cannot attach your documents online.

Section 1 – Child’s details

Child’s name – This should be your child’s legal name given on their birth certificate or passport. You are responsible for making sure that you have used the same name on all forms needed for your child’s application. If you do not, we may not be able to deal with information in your child’s application.

Child’s date of birth – Please select the day, month and year.

Child’s sex – Please select the relevant box to show if your child is male or female.

Child’s address – This must be the permanent address where the child lives with their parents or legal guardians and where Child Benefit is addressed. Please see page 8 for full description.

Child’s current school – Please select the name of your child’s primary or junior school from the menu. If the school is not listed, you may type this information in the space given.

Section 2 – Children with additional needs

- Please select the relevant box to show if your child has a final statement of special educational need.
- Please select the relevant box to show if your child has any additional needs and give details in the box provided. See page 9 for more details.

Section 3 – Children in care

Please select the relevant box to show if your child is or was ‘in the care’ of a local authority. If so, please attach a letter from the social worker confirming the legal status of the child and the local authority the child is in the care of. The letter should also provide the reasons for the preferred schools listed.

If the child was in care but is no longer being cared for by a local authority, tick ‘yes’ and provide documents to show the child was previously in the care of a local authority. See page 9 for more details.

Section 4 – Preferences for secondary school

School name

Please select the name and borough (if outside the London borough of Barking and Dagenham) of up to six different secondary schools you want to apply for. You must list the schools in the order you prefer them. Number 1 is the school you most prefer and number 6 is the school you least prefer. You must list all state-maintained schools or academies (not private schools) you are applying for, including any schools outside the borough of Barking and Dagenham.

Siblings (brothers and sisters)

If you are applying to a school outside this borough for your child and they have a brother or sister (sibling) at the school you name as a preference, please give the name, date of birth and sex of any brother or sister who is already at that school. This includes a full, half, step, adopted or long-term fostered brother or sister living at the same address and currently at the school. Please give the details of the sibling that is relevant to the admission criteria for the schools you are applying for. They will not consider siblings who are not named in the correct section on your CAF. In Barking and Dagenham we no longer consider siblings; our criteria are listed on page 14.

Children of staff at the school

If you are applying to a school outside this borough for your child and that school gives priority to children of staff members, please include the name and job title of the staff member employed by the school and the number of years they have worked at the school. Children of staff are not considered under the admission criteria for Barking and Dagenham schools. Our criteria are listed on page 14.
Reasons for your preference
Some local authorities consider social and medical reasons as part of their admission criteria. We do not do this for our schools. If you are applying for a school outside the borough, it is very important that you check the admission criteria of each school you are applying for to see if their admission criteria take account of exceptional medical or social reasons. These might include religious, philosophical or any other reasons.

If you think there are exceptional medical or social reasons why your child should go to a particular school, you must fill in section 4 of the application form and provide proof to the relevant school or LA that is supported by a professional (such as a doctor’s report).

Section 5 – Parent’s or carer’s details
This should be the person or people with parental responsibility for the child named in section 1. Please give your full name and contact details, and tick the relevant box to show your title and relationship to the child named in section 1 (for example, tick ‘other family member’ if you are a sister caring for the child). Please remember to provide documentary evidence of legal guardianship if you are not the child’s natural parent.

If your address is different from the child’s address, please explain why. Also, if parents share custody, please say this and give both addresses on a separate sheet of paper. If we ask for proof of address, please make sure you send us the information listed on page 8 and 9.

Password – We need a password for security purposes only. When you apply on a paper form, we will need you to give us a password between 8 and 12 letters long. Without this information 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.

Section 6 – Declaration and signature of the parent or carer
The person with parental responsibility for the child named in section 1 must tick the box in the declaration to confirm that they have read and understood the information in this booklet and that the information they give is accurate.

Section 7 – Getting a receipt
If you apply online and successfully submit (make) your application, you will get an email confirmation and be given an application reference number. This is your receipt. Please make a note of your application reference number and keep it in a safe place as you will need to tell it to us if we have any questions we need to ask you.

If you post any information to us, proof of posting is not proof that the Admissions Team has received your documents as neither you nor we can prove what was included in the envelope. You are also responsible for making sure you pay the correct postage charge. We cannot accept any responsibility for underpaid packages.

If you want us to let you know that we have received information you have posted to us, you must enclose a stamped self-addressed envelope. If you do not hear from us within 14 days of posting your information, it is likely that we did not receive it. In that case, we strongly recommend that you take the items to either of our one-stop shops in Barking Learning Centre or Dagenham Library. If you hand in your information there, they will give you a receipt.

Providing us with extra information
If you are providing extra information or evidence to support an online application, you may do this online. If you choose to provide paper evidence either by handing it in at our one-stop shops or by posting it to us, please remember to include your child’s name, date of birth and application reference number. This will make sure that we can match your extra information to your application. In most cases you will need to send any extra information to the relevant school or LA. Please check carefully with the relevant school or LA what you need to provide and who needs to receive it.
Extra forms – supplementary information forms (SIFs)

All Saints Catholic School

All Saints Catholic School is a voluntary-aided secondary school and if you want to apply to this school you must fill in extra forms.

- **Common application form (CAF)** – You must still fill in a CAF and list All Saints Catholic School as one of your preferences. You must return the form to your home local authority by the closing date.

  If you want to have a Catholic education for your child, you need to put All Saints high up on your list of preferences.

- **Supplementary information form (SIF)** – You must fill in the SIF on pages 41 and 42 of this booklet and return it direct to All Saints Catholic School. If you want to be recognised as baptised (our admission criteria 12) or as a Catholic (our admission criteria 1 to 9), include with the form a copy of your child’s baptismal certificate (or certificate of reception into the Catholic Church) by 31 October 2014. **Please do not send original documents as they will not be returned.**

- **Priest’s reference form (PRF)** – To be considered as a practising Catholic (our admission criteria 2 to 5), you need a PRF, which is only available from All Saints Catholic School. Fill in and sign part A of the PRF and hand it to the priest at the church where you normally worship. He will add his reference in part B and will return it to All Saints Catholic School by 31 October 2014.

  The PRF is a form from the diocese and is not governed by the admissions code, the local authority, the adjudicator or the ombudsman.

**Important information**

- If you miss the deadline of 31 October 2013, we will class your application as late.

- If you are applying through another borough and miss deadlines, we will class your application as late.

- We will not deal with any late applications until after 3 March 2014. We will then place your child on the school’s waiting list along with other children whose applications were late, and if places become available we will offer them using the admission criteria. Your local authority will tell you which school has offered your child a place.

**SIFs for schools outside Barking and Dagenham**

If you are applying to schools outside Barking and Dagenham, you need to fill in the common application form from your child’s home borough and then check whether the school needs you to fill in a supplementary form. If that school needs you to fill in a supplementary form but you do not fill it in and send it to the relevant school or LA, your application will not be considered for that school.
Sending in your information

Common application form
If you live outside Barking and Dagenham you must fill in the common application form available from the borough or county council area that you live in and return that form, to that council by their closing date.

Apply at www.barking-dagenham.gov.uk/admissions no later than midnight on 31 October 2013. This is the most reliable and secure way to make your application.

Contacting us

By phone:
You can call us for information on 020 8215 3004

By email:
Email us for information at 3000direct@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 31 October 2013. You are responsible for making sure you pay the correct postage charge. We cannot accept any responsibility for underpaid packages.
Postal address:
Admissions Team, MSS 2014, Town Hall, Barking, Essex, IG11 7LU.

In person:
Please bring your written information to the one-stop shop in the Barking Learning Centre (BLC) or the Dagenham Library no later than 31 October 2013. Both are open Monday to Friday from 9am to 5pm and Saturdays from 9am to 1pm.
The BLC, 2 Town Square, Barking, Essex, IG11 7NB
Dagenham Library, 1 Church Elm Lane, Dagenham, Essex, RM10 9QS

Supplementary information forms
Please see page 21 for details of how to return your forms

Important notes
• If you try to apply online and your address is not available or the schools you want to apply for are not listed, you must contact the Admissions Team before 5pm on 31 October 2013 or your application will be late. Our contact details are below.
• Please make sure you enclose all other forms and documents we ask for. This may be proof of address (page 8), proof that your child is or was in the care of a local authority (page 9), or proof that you are the child’s guardian (page 8).
• Make sure you read page 20 for details of how to get a receipt and how to send us any extra information.

The closing date for your online application and the other information we ask for is 31 October 2013

Apply on-line for a secondary school place now:
www.barking-dagenham.gov.uk/admissions
The schools

Your child’s secondary education is very important. We believe that the successful education of children greatly depends on a good working partnership between schools and families. We support and encourage this partnership and want you to become well informed about our schools. We and all the schools are committed to promoting equal opportunities and opposing all forms of discrimination and prejudice.

Each school has a page in this booklet to provide information for you. This information along with the open mornings and evenings listed on page 34 should help you list your preferences (for up to six schools) on your common application form. Visit as many schools as you can to help you decide your preferences.

Each of the other schools will be able to give you:

- the school prospectus;
- the most recent Office for Standards in Education (Ofsted) inspection report for the school (www.ofsted.gov.uk/reports);
- the school’s examination results (www.dcsf.gov.uk/performance/); and
- the governing body’s annual report.
Welcome to All Saints Catholic School. We are the only Catholic voluntary-aided secondary school in Barking and Dagenham. We are proud of our reputation as a warm and safe community, committed to dignity and respect. Every student is equally valued. They all bring their own special gifts to the school. We value and encourage the strong partnership between the school and parents, all of whom we invite to play a full role in the life of the community. As a Catholic school, we principally serve the Catholic parishes of Barking and Dagenham. We also have the support of other local deaneries and parishes.

Modern learning
As a National Teaching School, one of only 200 in the country, we are at the forefront of researching and developing strategies to raise the standards of teaching and learning, not only within this school, but across a wider network. We work closely with our main feeder primary schools in an attempt to make the move from primary to secondary school easier. Our vision sees education as an activity which stretches beyond our own boundaries and has a significant contribution to help develop a more united and successful wider community.

Care within our community
The pastoral (support and guidance) system of our school is based on gospel values. The worth of each person is at the heart of all our policies, including our anti-bullying and equal opportunities policies.

Our in-house mentoring schemes, learning enhancement centre and trained counsellors make sure that students can be given extra emotional and academic support when necessary.

The exciting future
We are a popular school with a bright future. We set challenging, but achievable, academic targets. We also offer a wide range of after-school and outside school activities. We are ready to meet the learning needs of all students.

Should I apply?
For 2013 we received 570 applications for the 180 places available. If you want a place for your child at All Saints, it is vital that you follow all the steps carefully by the deadline dates.
Tradition of success
We have a long history of academic, cultural and sporting success.

Success in the classroom
- High expectation for all students;
- Key Stage 3 is taught over two years and Key Stage 4 is taught over three years, to increase opportunities for success for students aged 14 and over;
- GCSE results are well above the national average 88% for five or more A* to C grades in 2012 and 65% five or more A* to C grades including maths and English;
- An A level success rate that is graded as 'Excellent' with a pass rate of 98%;
- Quotes from Ofsted
  - In 2008: ‘The school is an oasis of calm and harmony where students feel very safe.’
  - In 2012: ‘Students enjoy the family community atmosphere of the school, at the core of which lie the values of tolerance and respect. These are central to promoting exemplary attitudes to learning and excellent behaviour.’
- Centres of Excellence for boys’ and girls’ football, basketball, golf and netball (all for children over 16).
- Sportsmark Gold and Artsmark Gold Awards.
- State School of the Year 2010 – awarded by the School Sports Magazine.
- National Sports College of the Year 2011 – awarded by the Daily Telegraph
- Links with employers, work-based learning and flexi-learning.

Success with students
- A support and guidance structure that sees every student as an individual in their own right;
- Active school councils to give students a ‘voice’;
- A disciplined environment where students feel comfortable, secure and valued;
- A commitment to getting rid of all forms of bullying.

Success beyond the classroom
- A highly successful record in PE and Sport – National Champions in Football in 1994, 2000, 2005, 2010 and 2011. Winners and finalists in many county and district competitions across a wide range of sports (boys and girls);
- National Basketball Champions at several age groups and links with colleges in the United States;
- An extensive arts programme, including dance, drama and music productions as well as art exhibitions, and a partnership with the Royal Ballet School;
- A range of visits including sports tours, skiing, outdoor pursuits in France, and journeys both in the UK and abroad.

Success in the sixth form
- A large and successful sixth form of 650 students;
- 29 A level subjects offered, as well as Level 3 BTEC Diplomas;
- High Performance Programme for those aiming for Oxbridge and Russell Group universities;
- A personal academic mentor;
- A head boy, a head girl and a prefect system to encourage students to develop a sense of responsibility;
- An outstanding record of success in progression to higher education;
- 92% of students in 2012 went into higher education;
- A structured programme of community service to develop personal skills and qualities.

Our beliefs
- We insist on high standards of behaviour, uniform and respect for others.
- We believe that it is important to develop children’s personalities, independence, confidence and strength of character that will allow them to be valued members of society.

Education is a lifelong process and we expect parents and their children to be committed to a school career at Barking Abbey. We also expect most of our students to go to university or college.

Our school motto
‘Ours is a school where everyone gives and expects the best and where everyone can say I belong’.
Our recent Ofsted inspection judged Dagenham Park Church of England School to be a ‘good’ school.

“The school is a highly cohesive, inclusive outward looking and increasingly ambitious community” [Ofsted May 2011]

At Dagenham Park Church of England School, we make sure every pupil feels welcome. We are committed to developing each individual, and nurturing their talents and ambitions to develop confident young people who are ready for the challenges of adult life in the modern world. We aim to inspire learners to excellence, stretching them academically and harnessing their creative energies so that they can make a full contribution to the school, wider community and beyond.

Our core values for each pupil are as follows.

- To promote a culture of respect for everyone in the school community
- To provide a safe, caring and stimulating learning environment
- To encourage a healthy lifestyle
- To recognise and reward success
- To encourage involvement in partnerships with local, national and international projects

In April 2012 Dagenham Park Church of England School moved into a brand new building.

The new school building is world class and has been designed to maximise every pupil’s learning needs and cater for all individuals.

It is a building designed and fitted for the ‘digital age’ with every classroom having all the latest technology available. Each classroom is fitted with computers to help pupils achieve the best learning outcomes.

The outdoor multi-purpose hard court areas are of international standard and are fully floodlit.

Head Teacher Simon Weaver said “Together here at Dagenham Park Church of England School, we aim to produce confident and well rounded individuals. We strive to develop their potential academically, culturally and socially.

Within a supportive community, we work hard to make sure each pupil succeeds in all their educational requirements and their personal goals. Our new school provides our pupils with the best learning environment.”
Walk down the corridors, visit the classrooms, talk to the students and their families and to the staff. We continue to focus on providing an excellent education for all our students.

‘Teachers have good subject knowledge and enable students to draw upon their previous learning.’
Ofsted 2013

Children have a broad range of interests and talents and at Eastbrook School they are able to follow a wide combination of academic and vocational subjects. Our special relationship with Barking and Dagenham College provides superb resources for vocational study alongside the academic core subjects and extra options delivered at the school. Our students do not have to choose between an academic or vocational route; at Eastbrook they can be combined.

You child may need additional support. Our inclusive approach to education, excellent Special Educational Needs team and our support of speakers of English as a second language make sure that all students excel as valued members of the school community.

In-class support, small group or individual programmes and a high priority placed upon promoting regular reading makes sure that every student achieves their full potential.

‘Behaviour is good, and students have positive attitudes towards learning and feel safe in school.’
Ofsted 2013

Our results have improved consistently. Our students are encouraged to be ambitious and go on to university, college, sporting excellence, apprenticeships, a wide range of work and careers with training and overseas opportunities.

Your child is unique. Their needs and personality are individual. Schools have different personalities too, and suit different types of learners and young people. Some students will do well anywhere, they are flexible and adaptable. At Eastbrook School our students learn to express their own opinion with respect, and have a voice that is heard.

Our traditional school buildings look and feel like a real school. However, our curriculum, teaching and facilities are fit for the 21st century.

We work with our students, and their families, to make sure that they achieve excellent results and that they enter the adult world confident, considerate and able to cope with life's challenges.

There has never been a better time to join Eastbrook School, where you choose excellence, safety and a commitment to working in partnership with families.

‘The school is orderly and calm, and behaviour is good. Much has been done to ensure that students show respect and consideration for each other, and they mix well across different social and ethnic groups.’

‘Outcomes in Year 11 for all key measures have shown an upward trend of improvement sustained over several years.’
Ofsted 2013
Making the right decision
We share your high expectations and ambitions for your child. One of our strengths is that students settle quickly, enjoy school and are successful in a caring, safe and supportive environment. All students receive guidance and support at important times in their school careers. We make sure that when students start at Eastbury they feel comfortable and confident.

‘The school represents a harmonious community. Students are justifiably proud of their school and speak about how pleased they are that everyone gets along and different groups mix together well.’ Ofsted 2013

Excellence and achievement
2012 was our fourth record-breaking year. We are very proud to be one of the top-100 performing schools nationally, based on rapidly increasing exam results. ‘The school has gone from strength to strength. The proportion of students attaining five or more good GCSE passes, including English and mathematics, is now consistently above the national average. Progress made by students is above that which would be expected and in some cases, exceptional.’ Ofsted 2013

‘Good attention is given to developing students’ literacy skills. Additional support is effective for those students whose skills are below that expected.’ Ofsted 2013.

Developing creativity and inspiring ambition
We have excellent facilities which promote pride and enthusiasm within our school. Students and parents can gain access to the school’s network from home to track progress, attendance, assessment and homework. There are plans for further improvements to the school campus in 2015.

‘Courses offered are well matched to students’ needs and aspirations. Courses ensure that students are increasingly successful and can all progress to higher education or employment.’ Ofsted 2013

‘Students have access to a very wide range of extra-curricular activities. The large majority of students attend at least one activity.’ Ofsted 2013.

Developing success, values and responsibility
Our excellent reputation is based on our commitment to provide a stimulating and safe learning environment. ‘Students are very clear that bullying is not tolerated and say that it is dealt with firmly on the rare occasions that it happens,’ Ofsted 2013.

We expect our students to do the following.
✓ Respect themselves, other people and the environment.
✓ Work hard in school and at home.
✓ Be self-disciplined and set personal goals.
✓ Develop leadership skills.
✓ Achieve academic excellence.
✓ Take part positively in school and the local community.

We very much look forward to meeting you on our open evening so you can find out for yourself why Eastbury Comprehensive is such a popular, successful school and how ‘getting the best from and for all our learners’ is at the heart of our school community.
Why Jo Richardson Community School?

At JRCS we are committed to reaching the highest standards in everything we do. We want all our students to achieve the best possible examination results as well as have the opportunity to take part in a wide range of extra-curricular activities. We strongly believe this can only happen in a well-ordered and respectful environment where only the highest standards of behaviour are acceptable, and where teachers are fully committed to making sure these goals become a reality.

Our £30 million building on Castle Green offers outstanding facilities, and we would encourage all students and parents to come and see the site. With the excellent reputation we have already created, and the facilities available, there could not be a more exciting time to be joining the school.

‘Success for All’

Central to our work is the motto ‘Success for All’, a commitment to student progress that is highlighted by positive, effective support systems and productive partnerships between all members of the school community.

We expect our students to set themselves the highest standards in every aspect of their school lives. We also expect our students to pass those high standards onto our local community.

The school places great emphasis on the pastoral care and social education of the students. This is based on traditional values that encourage responsibility, self-respect and a commitment to hard work. We have developed a modern uniform that promotes the positive image and reputation of the JRCS, while reflecting the practical needs of the students.

In November 2008, Ofsted judged that JRCS was an outstanding school which showed ‘inspirational leadership’.

Ofsted also commented that:

- the school ‘sees communication with parents as central to its work and the systems are remarkable’;
- ‘behaviour around the school is excellent’; and
- ‘nothing is too much effort where the students are concerned’.

All these comments support our commitment to making sure that every student achieves their full potential while attending our school.

Last year, the school achieved its best ever results at both GCSE and A level, further enabling our students to successfully follow their chosen career paths when they leave us.

Our systems are set up to regularly monitor students’ achievements to make sure everyone is reaching the expected academic standards. We offer an extensive range of extra-curricular activities, including many foreign trips, to build on our students’ educational and social experience at school.

Jo Richardson was Barking’s MP for 20 years and gave great service to the borough. We are determined that this school will continue to provide a lasting reminder of her contribution to the area.

‘Students are also very positive about their school. They like their teachers and enjoy lessons. They appreciate the excellent involvement the school gives them in seeking their views and acting on them.’ Ofsted

Head teacher: Ges Smith BA (Hons)
Address: Castle Green, Gale Street, Dagenham, RM9 4UN
Phone: 020 8270 6222
Fax: 020 8270 6223
E-mail: headteacher@jrcs.bardaglea.org.uk
Website: www.jrcs.bardaglea.org.uk
Admission number: 240 DfE number: 301-4029
Excellence for all
Riverside School is a new school which will have 120 students in each of Year 7, 8 and 9 in 2014 but will grow to have an intake of 300 students a year by 2017. Riverside is a Free School and has a range of freedoms over the way it organises learning, but the school will use the same admission criteria as community schools (as listed on page 14).

Riverside has a close partnership with The Sydney Russell School – an Ofsted ‘Outstanding’ school – and organises its learning and teaching in similar ways, to provide an outstanding experience for all students.

Grouping by ability
We have no mixed-ability classes – we believe students learn best when they work with students of similar ability to themselves. We place students in one of three ability bands and all lessons take place within these bands. Teachers are able to develop every child at the right pace, with high-ability students moving ahead very quickly and those who need extra support getting the help they need.

We regularly review each student’s progress to make sure they are in the correct band. Students of exceptional ability are placed in one of our ‘gifted and talented’ tutor groups.

Traditional values
We follow the traditional values of strong discipline, school uniform and a demanding classroom environment. Our first priority is to develop every child’s academic potential to the maximum. We set high standards and we expect full backing from parents.

Best classrooms and computer facilities in the country
Riverside’s brand-new building in Thames Road already provides superb facilities for learning. However, in 2015 the school will move to a large, newly-built campus on Renwick Road which will boast exceptional facilities: every general classroom will be 50% bigger than the norm with 32 computers in every single one - so that all students have computer access at all times - and all subjects will benefit from outstanding new accommodation.

Clubs, activities, sports, arts and music
A wide range of clubs and activities is on offer, including science, architecture, computing, drama, dance, debating, football, netball, athletics, basketball, choir and brass group. We strongly encourage individual music tuition.
Robert Clack School is a mixed comprehensive school for 11 to 19 year olds with around 2000 students, including a thriving and successful sixth form of over 400.

The school is on two sites, which allows us to offer Year 7 pupils a warm and welcoming environment on the Green Lane site (this site serves pupils in Years 7 to 9), as well as sixth formers. Parents always comment favourably on the educational advantages that this arrangement offers by allowing children to move to a site where children are aged between 11 and 14. The Gosfield Road site is where the older students are based, including the sixth form.

Our motto of ‘Forti Difficile Nihil’ (‘for the brave, nothing is difficult’) supports our commitment to work with all members of the school community to make sure that all students achieve only the very best. The school prides itself on its calm and ordered learning environment built on the traditional values of respect, hard work and discipline.

**Continued success**

‘This is an outstanding school. Students enter the school with standards that are broadly average; they make outstanding progress to achieve substantially higher than average results in national examinations. The school strives and is ambitious for students’ success.’ – Ofsted 2007

‘The curriculum is outstanding and meets the needs of students extremely well. Provision for personal, health, social and citizenship education is excellent and supports students’ personal development successfully as well as providing exciting opportunities for developing enterprise and work-related skills.’ – Ofsted 2007

The prestigious Good Schools Guide comments that ‘Robert Clack is one of the smartest and well ordered schools we have ever visited’.

The school has a national reputation for sport, extra-curricular activities such as debating, and educational visits at home and abroad.

**Continued investment**

We were pleased to receive significant investment in 2011 to improve the Green Lane site and build new state-of-the-art classrooms. As a result the site has been significantly updated in 2012 and students now enjoy superb new facilities. This can be seen as part of on-going investments we make to ensure our students have access to the best resources available. On-going developments in information and communications technology (ICT) across the curriculum will make sure that our students are taught in a modern learning environment and have access to high-quality equipment and software.

We want your child to be a successful and active citizen in a complex and ever-changing world. We look forward to welcoming you at our open evening.
Ofsted ‘Outstanding’ 2013

• “Teaching at the school is outstanding”
• “Students make outstanding progress”
• “Students’ GCSE attainment is high because the school encourages all students to be aspirational”
• “Students take their learning very seriously”
• “Relationships between staff and students are positive and respectful”

Grouping by ability

We have no mixed-ability classes – we believe students learn best when they work with students of similar ability to themselves. We place students in one of three ability bands and all lessons take place within these bands. As a result, teachers are able to develop every child at the right pace, with high-ability students moving ahead very quickly and those who need extra support getting the help they need. We regularly review each student’s progress to make sure they are in the correct band. Students of exceptional ability are placed in one of our ‘gifted and talented’ tutor groups.

Traditional values

We follow the traditional values of strong discipline, school uniform and a demanding classroom environment. Our first priority is to develop every child’s academic potential to the maximum. We set high standards and we expect full backing from parents.

Best classrooms and computer facilities in the country

Sydney Russell has been entirely rebuilt or refurbished at a cost of £25 million. Every general classroom is 50% bigger than normal with 32 computers in every single one, so that all students have access to a computer at all times. All subjects benefit from superb facilities.

Clubs, activities, sports, arts and music

A wide range of clubs and activities is on offer, including chess, science, humanities, mathematics, computers, languages, art, football, cricket, netball, rugby, basketball, volleyball, athletics, choir and orchestra. We strongly encourage individual music tuition, and we have one of the highest take-ups in the borough.
At The Warren School we are ‘Serious about Success’. To us, your child’s future is our future. We believe that all Warren students, staff, parents and carers are a family and that when we work together we achieve success.

We are a specialist Engineering and Sports college that is quickly improving, and this is an exciting time for The Warren School. We have high expectations of all of our students, both in terms of uniform and behaviour and, more importantly, academic progress and success.

To make sure that no child is left behind in their education at The Warren, we have a rigorous and targeted programme of literacy that starts in Year 7. We believe that this programme will develop and challenge all our students at all levels and help them to become independent learners.

Our Key Stage 4 curriculum of academic and vocational qualifications starts in Year 9, as we feel that our specialist status and individual programmes justify devoting three years to more specialist studies that meet the needs of all our learners. As a result of our ‘good’ grading from Ofsted for our curriculum (March 2012), our GCSE results in 2010 saw 81% of our students achieve 5A* to C grades, significantly above the borough average. We have introduced a wide range of qualifications for students to choose from to prepare them for studying in the sixth form here at The Warren, from psychology to engineering to fashion design. We also make sure that all students follow a challenging and rigorous programme of GCSE study following English literature, maths, double or triple science, ICT, RE and, for those who want to go to university, a modern foreign language, history or geography (the subjects that allow them to achieve a certificate in the English Baccalaureate).

We are part of a sixth-form consortium and we work closely within this consortium to guarantee that all our students have a route to further and higher education that meets their needs, talents and skills.

As a school, learning is at the heart of all we do and we believe that teaching students responsibility is a crucial part of learning for life. We have a number of initiatives that allow students to work to become peer mediators, house prefects, house captains, student researchers, sports leaders, sports captains and learning coaches.

Our house system and vertical tutoring means that all of our new Year 7 students are welcomed into a ‘family environment’ and are supported by older students, as each form group includes pupils from Year 7, 8, 9, 10 and 11 and our sixth form. We feel that this provides a stable and nurturing environment as the older students are on hand to pass on their knowledge and experience to the younger students.

We know you are serious about your child’s success and look forward to meeting you at our open evening.
# The timetable of events

<table>
<thead>
<tr>
<th>Date</th>
<th>What happens</th>
</tr>
</thead>
<tbody>
<tr>
<td>16 September 2013</td>
<td>Open meetings for parents to explain how the admissions process works. Speeches will begin at 7pm. These meetings are open to all parents, and admission officers will be available to answer your questions.</td>
</tr>
<tr>
<td>(Town Hall, Barking)</td>
<td></td>
</tr>
<tr>
<td>17 September 2013</td>
<td>Riverside School open day and evening</td>
</tr>
<tr>
<td>(Civic Centre, Dagenham)</td>
<td></td>
</tr>
<tr>
<td>11 September 2013, 7pm</td>
<td>Jo Richardson School, open evening</td>
</tr>
<tr>
<td>12 September 2013, 9am</td>
<td>Warren Comprehensive School, open evening.</td>
</tr>
<tr>
<td>13 September 2013, 9am</td>
<td>Eastbrook Comprehensive School, open day and evening.</td>
</tr>
<tr>
<td>19 September 2013, 6pm to 8pm</td>
<td>Sydney Russell School, open day and evening.</td>
</tr>
<tr>
<td>20 and 21 September 2013, 10.30am to 12.30pm</td>
<td>Dagenham Park School, open day and evening.</td>
</tr>
<tr>
<td>23 September 2013, 7pm</td>
<td>Eastbury School, open evening.</td>
</tr>
<tr>
<td>24 September 2013, 4.30pm to 8pm</td>
<td>Robert Clack School, open evening</td>
</tr>
<tr>
<td>26 September 2013, 6pm to 9pm</td>
<td>Barking Abbey School, open day and evening. Please note the open evening on 2 October will be on the Sandringham Road site and the open day on 4 October will be on the Longbridge Road site</td>
</tr>
<tr>
<td>25 and 26 September 2013, 9am</td>
<td>All Saints School, open evening.</td>
</tr>
<tr>
<td>3 October 2013, 6pm to 8pm</td>
<td>Deadline for written documents to arrive at the Admissions Team, Town Hall, Barking, Essex, IG11 7LU. If we receive any documents after this date, we treat them as late.</td>
</tr>
</tbody>
</table>

## If you live outside Barking and Dagenham

If you live outside Barking and Dagenham, you need to check your local authority’s timetable for their transfer process. The last date for all London boroughs to receive applications is **31 October 2013**.
<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academy and Free Schools</td>
<td>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.</td>
</tr>
<tr>
<td>Admission</td>
<td>Entry to a school.</td>
</tr>
<tr>
<td>Admission authority</td>
<td>The organisation that draws up the admission arrangements and sets out the admission criteria for the schools that it maintains. The LA is the admission authority for community schools, and each voluntary aided school is its own admission authority. All admission authorities within an LA must link together to co-ordinate their admission arrangements.</td>
</tr>
<tr>
<td>Admission criteria</td>
<td>Conditions set by the admission authority which are used to decide whether or not a place can be offered to a child.</td>
</tr>
<tr>
<td>Admission number</td>
<td>The maximum number of children that may go to the school within a school year.</td>
</tr>
<tr>
<td>Appeals procedure</td>
<td>The process for questioning a decision not to offer your child a place at the school you have applied for.</td>
</tr>
<tr>
<td>Common application form (CAF)</td>
<td>The name of the LA form used by anyone applying for a school place.</td>
</tr>
<tr>
<td>Community schools</td>
<td>Schools within an LA which are maintained by the LA. The LA is responsible for admitting children to these schools.</td>
</tr>
<tr>
<td>Department for Education (DfE)</td>
<td>The central government department responsible for making appropriate laws and developing guidance to help the education of children and young people in England and Wales.</td>
</tr>
<tr>
<td>English baccalaureate</td>
<td>Certificate for students who achieve grades A*-C in English, mathematics, two sciences, a foreign language and history or geography.</td>
</tr>
<tr>
<td>Governing bodies</td>
<td>Responsible for making sure that the school is managed in line with laws and follows policies in line with the conditions set by the DfE.</td>
</tr>
<tr>
<td>Infant, junior or primary schools</td>
<td>‘Infant schools’ provide education for children aged four to seven, ‘junior schools’ for children aged seven to 11 and ‘primary schools’ for children aged four to 11.</td>
</tr>
<tr>
<td>Local authority (LA)</td>
<td>The council is responsible for many services and this includes providing education across schools within the council’s boundaries.</td>
</tr>
<tr>
<td>Office for Standards in Education (Ofsted)</td>
<td>The central government department responsible for inspecting the quality of education and welfare provided by schools and organisations that provide childcare.</td>
</tr>
<tr>
<td>Preference</td>
<td>The list of schools you would like your child to go to. You write these schools on your CAF.</td>
</tr>
<tr>
<td>Prospectus</td>
<td>A booklet or document which contains information describing a school, its day-to-day life and its way of teaching and learning.</td>
</tr>
<tr>
<td>Priest’s reference form</td>
<td>The form that the priest signs to confirm your commitment to your faith as shown by your links with your local church. It is used by voluntary-aided schools to apply their admission criteria. This form is only valid if you also fill in the CAF, and give that school all the information they need.</td>
</tr>
<tr>
<td>Sibling</td>
<td>Either a full, half, step or long-term fostered brother or sister living at the same address.</td>
</tr>
<tr>
<td>Statement of special educational needs (SEN)</td>
<td>The statement prepared for children who have special educational needs. The statement is prepared in line with the Education Act of 1996 and gives details of the child’s special needs and what should be done to meet these needs.</td>
</tr>
<tr>
<td>Voluntary aided (VA) schools</td>
<td>LA schools run in partnership with ‘voluntary bodies’ (usually religious organisations). The voluntary sector (the Catholic or Church of England Diocese) are 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).</td>
</tr>
<tr>
<td>Voluntary controlled schools</td>
<td>Can be called a religious or faith school, but the LA is responsible for running the school. The LA is responsible for setting the admissions criteria and arranging appeals.</td>
</tr>
</tbody>
</table>
Useful information and services

School Attendance Service

The School Attendance Service provides advice, guidance and support to schools, parents, carers and children on how to improve school attendance. This service is also responsible for enforcing the laws on school attendance. Good school attendance is linked to good achievement. The School Attendance Service also has responsibilities regarding educating children at home (elective home education) and children who are missing from education. The School Attendance Service issues entertainment licences for children involved in entertainment, and work permits for children taking up part-time employment (before they leave compulsory education).

Address: 5th Floor, Roycraft House, 15 Linton Road, Barking, Essex, IG11 8HE
Phone: 020 8227 2711
Fax: 020 8227 3104
E-mail: accessattendance@lbbd.gov.uk

Barking Central Library

It costs nothing to join the public library service in Barking and Dagenham. The library service is for all ages and young children are welcome. Children do not have to know how to read to benefit from joining the library. Public libraries offer all sorts of books for children from board books and picture books to books for advanced readers. Toy libraries will be based in the Central Library and several other libraries in the borough. A toy library is a toy equipment and loan service where parents, carers and children can play together and borrow toys. There are also cassettes, CDs, DVDs, videos and free access to the internet. Most libraries have collections of books for parents and carers. They also provide learning activities during school holidays. The School Library Service provides schools with loans of books and audio-visual material.

Address: Barking Learning Centre, 2 Town Square, Barking, Essex, IG11 7NB
Phone: 020 8724 8735
Fax: 020 8724 8733
E-mail: barking.library@lbbd.gov.uk

Choice advice from the Family Information Service (FIS)

Moving from primary and secondary school can be one of the most difficult times for families and children. The choice adviser is independent of the Admission Team and will be able to:

- offer you help, advice and support in understanding the admissions process when you make an application for your child’s secondary school; and
- access information on your behalf and explain how the procedures affect your individual circumstances.

This should make sure you have enough information to help you make a realistic decision about your preferences.

The Family Information Service also provides information and advice to help people make informed choices about finding and paying for childcare, after-school and holiday activities for children and young people, and a range of other extended services in and through schools. It offers professional, impartial information and advice on services for children and young people aged 0 to 19.

Address: Room 112, Town Hall, Barking, Essex IG11 7LU
Phone: 020 8227 5931
E-mail: fis@lbbd.gov.uk
Websites: www.barking-dagenham.gov.uk/choiceadvice www.childcarelink.gov.uk

The Advisory Centre for Education (ACE)

ACE is an independent registered charity which offers advice for parents, and gives information about state education in England and Wales for children aged five to 16. They offer free advice over the phone on many subjects such as exclusion from school, bullying, special educational needs and school admission appeals. Their advice lines are open from 10am to 5pm, Monday to Friday.

Exclusion information line: 020 7704 9822
Freephone general advice line: 0808 800 5793
Website: www.ace-ed.org.uk

Child Benefit Agency

If you need to contact this agency for a copy of your Child Benefit allowance, please give yourself plenty of time before the closing date to get the documents you need.

Address: Child Benefit Office, PO Box 1, Newcastle-upon-Tyne, NE88 1AA
Phone: 0845 302 1444
E-mail: child.benefit@ir.gis.gov.uk
Website: www.hmrc.gov.uk/childbenefit

Choice advice from the Family Information Service (FIS)

Moving from primary and secondary school can be one of the most difficult times for families and children. The choice adviser is independent of the Admission Team and will be able to:

- offer you help, advice and support in understanding the admissions process when you make an application for your child’s secondary school; and
- access information on your behalf and explain how the procedures affect your individual circumstances.

This should make sure you have enough information to help you make a realistic decision about your preferences.

The Family Information Service also provides information and advice to help people make informed choices about finding and paying for childcare, after-school and holiday activities for children and young people, and a range of other extended services in and through schools. It offers professional, impartial information and advice on services for children and young people aged 0 to 19.

Address: Room 112, Town Hall, Barking, Essex IG11 7LU
Phone: 020 8227 5931
E-mail: fis@lbbd.gov.uk
Websites: www.barking-dagenham.gov.uk/choiceadvice www.childcarelink.gov.uk

Useful information and services
Council Tax Section
If you live in the borough of Barking and Dagenham and you need a copy of your recent Council Tax bill, please apply in plenty of time before the closing date to get the documents you need.
Address: Revenue Services, 90 Stour Road, Dagenham, Essex, RM10 7JD
Phone: 020 8227 2926
E-mail: ctax@lbbd.gov.uk
Website: www.barking-dagenham.gov.uk

Department for Education (DfE)
You can get useful information, such as performance tables and information on the curriculum, on their website.
Phone: 0870 000 2288
Fax: 01928 794248
Website: www.education.gov.uk

Eaststreet (information shop for young people)
This offers valuable advice, information and support for people in the borough aged 13 to 25.
Address: 20 East Street, Barking, IG11 8EU
Phone: 020 8270 4646

Virtual School for Looked After Children
The local authorities’ Virtual School for Looked After Children is committed to working with others to:
• overcome disadvantage;
• provide equal access to learning, and better educational opportunities;
• raise levels of achievement; and
• promote the health, wellbeing and life chances for all children in care.
If you require any information or assistance please contact the virtual school for looked after children. Contact details below.
Address: 5th Floor, Roycraft House, 15 Linton Road, Barking, Essex, IG11 8HE
Phone: 020 8227 2691

Office for Standards in Education (Ofsted)
Ofsted is a government department set up under the Education (Schools) Act 1992. It is responsible for inspecting all schools in England, whether they are funded by the Government or independent. To see the most recent report of a school’s inspection, please visit Ofsted’s website.
Website: www.ofsted.gov.uk.

Parents in Partnership Service
If your child has special educational needs, you may contact the Parents in Partnership Service (PIPS). PIPS is part of ‘Carers of Barking and Dagenham’, which offers information and support to carers. The service is independent from us.
Address: 129 Rose Lane, Marks Gate, Chadwell Heath, Essex, RM6 5NR
Phone: 020 8590 6544

Need help to apply online?
Help sessions are available at Dagenham Library on Tuesdays and at the Barking Learning Centre on Thursdays. Each session starts at 9am until 4.30pm from 3 September until 31 October 2013. These sessions will be closed for lunch from 12.30 to 1pm.
Apply on-line for a secondary school place now: www.barking-dagenham.gov.uk/admissions


**Housing Benefit Service**

The service provides free school meals and clothing grants for children who live in Barking and Dagenham.

**Phone:** 020 8227 2970

**Free school meals** – If you are receiving Income Support, income-based Jobseeker’s Allowance, the guaranteed part of Pension Credit or Child Tax Credit, you can apply for free school meals.

**Clothing allowance** – Families who receive benefits such as Income Support, Jobseeker’s Allowance or Child Tax Credit, or who are on a low income, may be entitled to a clothing allowance. We provide clothing allowances for school children in Reception and Years 3, 5, 7, 8 and 9.

**Education and training opportunities from age 14**

There have been changes in the law which mean that Year 7 pupils starting school in September 2014 must stay in education or training until they are 18.

For information, applications and appeals about further education in school sixth forms or colleges, apprenticeships, or employment with training, please contact our 14 -19 Careers Advice Service.

If the child is refused a place in further education, you have the right to appeal. We can accept appeal forms separately from parents and students above 16 years old.

**Address:** Streetbase Advice Plus Suite, 50 Wakering Road, Barking, IG11 8GN

**Phone:** 020 8724 3372

**Website:** [www.lbbd.gov.uk/childrenandyoungpeople/pages/connexions.aspx](http://www.lbbd.gov.uk/childrenandyoungpeople/pages/connexions.aspx)

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**Special Educational Needs Assessment and Review Team (SENART)**

The team works closely with parents, schools, the Community Educational Psychology Service (CEPS) and the Education Inclusion Team. Requests for Special Educational Needs Assessments and placements in mainstream schools or specialist schools (if needed) are carried out by SENART. They also provide advice to parents, school staff and other professionals within the assessment and review process. Each pupil being assessed and each student who has a statement of special educational needs is allocated a named officer from this team. You can contact the team by phoning our duty line on 020 8227 2400, or you can write to:

**Address:** Level 5, Roycroft House, 15 Linton Road, Barking, Essex, IG11 8HE.

**Phone:** 020 8227 2400

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**Youth Support and Development Service**

This service provides a range of educational and personal development programmes for young people between the ages of 11 and 19.

**Address:** The VIBES, 195-211 Becontree Avenue, Dagenham, Essex, RM8 2UT

**Phone:** 020 8270 6027

Barking, Essex, IG11 7LU.

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**Other formats**

This booklet contains important information about children moving from primary or junior schools to secondary schools. If you would like this booklet in other formats (for example, in Braille, in large print or on audio tape), please tick the boxes that apply. Then fill in your name and address and return this form to the address below.

- I need this booklet in Braille.
- I need this booklet on audio tape.
- I need this booklet in large print.

Your name: .................................................................

Your address: ................................................................

Daytime phone number: ..............................................

Return to:

MSS 2014,
Schools Admissions Team,
Town Hall,
Barking,
Essex,
IG11 7LU.
Map of secondary schools in the borough

Key
1 All Saints Catholic School and Technology College
2 Barking Abbey School
   – a specialist sports college (lower site)
2a Barking Abbey School
   – a specialist sports college (upper site)
3 Dagenham Park Church of England School Arts College
4 Eastbrook Comprehensive School
5 Eastbury Comprehensive School
6 Jo Richardson Community School
7 Riverside School (temporary site)
7a Riverside School (permanent site)
8 Robert Clack School of Science
   – a specialist college (lower site)
8a Robert Clack School of Science
   – a specialist college (upper site)
9 The Sydney Russell Comprehensive School
10 Warren Comprehensive School
Other London authorities’ school admissions sections

London Borough of Barking and Dagenham Admissions
Town Hall, Barking, Essex, IG11 7LU
Phone: 020 8215 3004

London Borough of Barnet Admissions
1st Floor, Building 4, North London Business Park, Oakleigh Road South, N11 1NP
Phone: 020 8359 7651

Bexley Council Admissions
Directorate of Education and Community Services, Bexley Council, Hill View Drive, Welling, DA16 3RY
Phone: 020 8303 7777 extension 4488

Brent Education Authority
Chesterfield House, 9 Park Lane, Wembley, HA9 7RW
Phone: 020 8937 3029

London Borough of Bromley School Admissions
Civic Centre, Stockwell Close, Bromley, Kent, BR1 3UH
Phone: 020 8313 4044

Camden Education Authority
Crowndale Centre, 218-220 Eversholt Street, London, NW1 1BD
Phone: 020 7974 1625

Corporation of London Education Service
Guildhall, London, EC2P 2EJ
Phone: 020 7332 1627

Croydon Council Education Department
Taberner House, Park Lane, Croydon, CR9 1TP
Phone: 020 8760 5453

Ealing Council Admissions
Perceval House, 14-16 Uxbridge Road, London, W5 2HL
Phone: 020 8825 5151

London Borough of Enfield Admissions
PO Box 56 Civic Centre, Silver Street, Enfield, EN1 3XQ
Phone: 020 8379 5501

London Borough of Greenwich Admissions
Woolwich Centre, 35 Wellington Street, London, SE18 6HQ
Phone: 020 8921 8043

Hackney Education Authority
The Learning Trust (Hackney), 1 Reading Lane, London, E8 1GQ
Phone: 020 8820 7000

London Borough of Hammersmith and Fulham Education Department
Hammersmith Town Hall, King Street, London, W6 9U
Phone: 020 8753 3643

Haringey Education Authority
48 Station Road, Wood Green, London, N22 7TR
Phone: 020 8489 3162/3974

Harrow Council Admissions
PO Box 22, Civic Centre, Harrow, Middlesex, HA1 2UW
Phone: 020 8424 1680

London Borough of Havering Education Service
9th Floor, Mercury House, Mercury Gardens, Romford, RM1 3SL
Phone: 01708 434 600

London Borough of Hillingdon Admissions
Civic Centre 4E/05, Uxbridge, Middlesex, UB8 1UW
Phone: 01895 272005

London Borough of Hounslow Admissions
LLLCS Civic Centre, Lampton Road, Hounslow, TW3 4DN
Phone: 020 8583 2649

London Borough of Islington School Admissions Section
2nd Floor, 222 Upper Street, London, N1 1XR
Phone: 020 7527 5515

London Borough of Lambeth Admissions
5th Floor, International House, Canterbury Crescent, SW9 7QE
Phone: 020 7926 9827

London Borough of Lewisham Admissions
3rd Floor, Laurence House, 1 Catford Road, SE6 4RU
Phone: 0208 314 6212

London Borough of Merton Admissions
10th Floor, Civic Centre, London Road, Morden, SM4 5DX
Phone: 020 8545 3262

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

London Borough of Redbridge Admissions
255-259 High Road, Ilford, Essex, IG1 1NN
Phone: 020 8708 3139

London Borough of Richmond upon Thames Admissions
Regal House, First Floor, London Road, Twickenham, TW1 3QB
Phone: 020 8891 7514

London Borough of Southwark
John Smith House, 144-152 Walworth Road, London, SE1 1JL
Phone: 020 7525 2910

London Borough of Sutton Admissions
The Grove, Carshalton, Surrey, SM5 3AL
Phone: 020 8770 6652

Tower Hamlets Education Authority
Mulberry Place, Clove Crescent, London, E14 2BG
Phone: 020 7364 4306

London Borough of Waltham Forest School Admissions Service
Silver Birch House, Uplands Business Park, Blackhorse Lane, London, E17 5SD
Phone: 0845 200 1551

Wandsworth Council Admissions
Town Hall, Wandsworth High Street, London, SW18 2PU
Phone: 020 8871 8028

Westminster Education Authority
City Hall, 64 Victoria Street, London, SW1E 6QP
Phone: 020 7641 1816
or 020 7641 1817
All Saints Catholic School
Supplementary Information Form (SIF) – September 2014 entry

Who should fill in this form?
You need to fill in this form if you want to list All Saints Catholic School as one of your preferences on your Common Application Form. By doing this, you will help us to put your child in the right admission criterion (see pages 15 to 16 and page 21), unless your child is in the care of the local authority. You need to fill in this form or we will automatically consider your child in number 13 of our admission criteria.

What you need to do
• You must fill in this form and the Common Application Form (CAF).
• You must return the CAF to your local authority before 31 October 2013.
• You must return this form to:
  Admissions Officer
  All Saints Catholic School
  Terling Road
  Dagenham
  RM8 1JT.

Also, if your child is baptised, you need to include a photo copy of your child’s baptism certificate with this form.

If you are a practising Catholic, you must fill in a diocesan priest’s reference form which you can get from All Saints School. You must fill in and sign Part A and take it to the priest at the church where you normally worship in time for him to add his reference in Part B and return it to the school by 31 October 2013.

This section must be filled in by the parent or carer

Child’s first name: 

Child’s last name: 

Child’s date of birth: Day Month Year Child’s sex: Male Female 

Local authority or borough you live in: 

Your home address (with postcode): 

Your phone number: 

Your email address: 

Parent or carer’s full name: 

Please turn over.
Has your child been baptised?  Yes ☐  No ☐

If yes, please say where and when your child was baptised:

What is your child’s religion or denomination (for example, Catholic)?

Is your child a baptised Catholic?  Yes ☐  No ☐

I confirm that the child lives in the parish of:

Give the name of the parish where you worship, if different:

Which of our admission criteria do you think applies to your child (listed on page 15)?  Number: ☐

If you are a practising Catholic, which priest did you give your diocesan priest’s reference form to?

Name of priest:

Which parish are they from?

When did you give the form to the priest?  Day ☐  Month ☐  Year ☐

If you already have other children at this school, please give us their details below. (Continue on a separate sheet if necessary.)

Child 1

First name: ☐  Last name: ☐

Date of birth:  Day ☐  Month ☐  Year ☐

Child 2

First name: ☐  Last name: ☐

Date of birth:  Day ☐  Month ☐  Year ☐

Child 3

First name: ☐  Last name: ☐

Date of birth:  Day ☐  Month ☐  Year ☐

Child 4

First name: ☐  Last name: ☐

Date of birth:  Day ☐  Month ☐  Year ☐

Your signature: ☐  Date: ☐

You should return this form to:
Admissions Officer
All Saints Catholic School
Terling Road
Dagenham
RM8 1JT.
Checklist

Please read the checklist below before you return your form.

☐ Read the admission process on pages 7 to 22 in this booklet.

☐ Fill in and submit your common application form (CAF) online.

☐ If you try to apply online and your address is not available or the schools you want to apply for are not listed, you must contact the Admissions Team before 5pm on 31 October 2013 or your application will be late.

☐ Enclose a stamped addressed envelope with your written documents if you want a receipt.

☐ Fill in and return the supplementary information forms if you are applying for schools in or outside the borough, if those schools have asked for them.

☐ Give all relevant documents that have been asked for directly to the school or LA concerned.

☐ Give proof of address where this is needed.

Please make sure you tell us if any of your or your child’s details change.

The closing date for all forms and information we ask for is 31 October 2013

Need help to apply online?

Help sessions are available at Dagenham Library on Tuesdays and at the Barking Learning Centre on Thursdays. Each session starts at 9am until 4.30pm from 3 September until 31 October 2013. These sessions will be closed for lunch from 12.30 to 1pm.

Apply on-line for a secondary school place now:

www.barking-dagenham.gov.uk/admissions
London Borough of Barking and Dagenham
Phone. 020 8215 3000
Out of hours emergencies only
Phone. 020 8215 3024
Fax. 020 8227 3470
E-mail. 3000direct@lbbd.gov.uk
Website. www.barking-dagenham.gov.uk

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