Moving to Secondary School
Information for parents about children moving to secondary schools in 2015
If your child was born between 1 September 2003 and 31 August 2004, they will be moving to a secondary school in September 2015. 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 our information meeting. Speeches begin at 7pm and admission officers will be available afterwards to answer any questions you may have about the admissions process.

**Information Meeting**

We look forward to seeing you on

**9 September 2014**

at the Broadway Theatre in Barking

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**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 and ends at 4.30pm from 2 September until 31 October 2014.

Apply on-line for a secondary school place now:

[www.barking-dagenham.gov.uk/admissions](http://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 17 to 19.

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 risk not getting a place for your child at your preferred school.

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 24 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 37. You must return all applications and documents by the closing date, 31 October 2014. Applications we receive after this date are late, and we will not process them until after 2 March 2015, 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 the public information meeting we are holding for parents. Please see the inside front cover for full details of the meetings. The meeting starts at 7pm and we hope to see you there. If you need independent advice, you can contact the Family Information Service Team (see page 40).
Dear parents and carers

This guide explains the admissions process and will provide the information you need to apply for a secondary school place for your child.

I am very pleased that you are considering sending your child to a Barking and Dagenham secondary school in September 2015. 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.

As the Cabinet Member for Education and Schools, 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 achieve their full 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 our schools, with GCSE performance above the national average in 2013. 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 the admission information meeting that is being held on 9 September 2014 at the Broadway Theatre in Barking. Our experienced School Admissions Team will be on hand 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 2015.

Thank you for taking the time to consider this very important decision. By working together we hope to make your child’s move to secondary school as smooth as possible so that they can continue to enjoy learning, develop their talents and abilities, and be successful.

Yours faithfully,
Councillor Evelyn Carpenter
Cabinet Member for Education and Schools
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 School Admissions Team.

Postal Address: School Admissions Team, Town Hall, Barking, Essex, IG11 7LU
Phone: 020 8215 3004
E-mail: 3000direct@lb bd.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 25.

2  Go to the admission meeting listed on the inside cover. This meeting 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 26 to 36 in this booklet gives you information about Barking and Dagenham schools. Addresses for information about schools in other boroughs are shown on page 44.

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 37.

5  Study the information on page 20, which shows statistics from last year’s applications for Barking and Dagenham schools. This information should give you an idea of what happened last year and the chance that you would have had of getting a place at your preferred Barking and Dagenham school. 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.

The chances of your child being offered a place at your preferred school increase the closer you live to that 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’.

If you are applying for schools outside the borough, study the information the relevant local authority and school have provided.

6  Fill in and submit the common application form online by the closing date. List the schools in the order you prefer. Please make sure you attach all the other information we ask for. This may be proof of your address (pages 8 to 9), proof that your child is or was in the care of a local authority (page 9 to 10), or proof that you are the child’s guardian (page 8).

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 to them before the closing date of 31 October 2014.

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.

If you live outside Barking and Dagenham
Each local authority (LA) is responsible for educating children aged 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 return the CAF to your borough or council by their closing date.

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 17 to 19. It is important that you read and understand the criteria and admissions process (pages 7 to 25) before you apply.

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 2 March 2015, for applications they have received by the closing date. You have a right to appeal if we turn down your application (see pages 14 and 15). Please make sure you have read about how your local authority handles admissions before you fill in your application form.

Important information
Year 7 pupils starting secondary school must stay in education or training until they are 18.
What you need to know

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.

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 2 March 2015 and tell them the results of their application.

The co-ordinated process will end on 31 August 2015. After this date you will need to follow the ‘in-year’ admissions process which is published on our website.

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 20. This information will show you which schools are likely to be oversubscribed (receive more applications than there are places available).

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

The local authority holds a meeting to offer advice to parents about how the admissions process works. Admissions officers will be available to answer any questions you have and the date of this meeting is printed on the inside front cover of this booklet. An adviser will also be available at each of the 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 40.
What you need to know

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.
A child’s mother is automatically given parental responsibility when a child is born and this remains in force until a court order determines otherwise.

For births registered in England & Wales, a child’s father will also have parental responsibility if:

• he was married to the child’s mother when the child was born (even if they later divorce or separate);

• the child was born after 1 December 2003, and he is named on the birth certificate; or

• he has a parental responsibility agreement from a court or by agreement with the child’s mother.

What does guardianship mean?
If a child is not living with their natural parents and 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 2014); 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 – (proof of child’s name, date of birth and address)
• 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 – (proof of the parent’s or carer’s address)
• Your Council Tax bill for 2014-2015

• Your Council Tax Benefit letter or notice for 2014-2015

• A solicitor’s letter showing the completion details if you have just bought your home (the letter must be dated within the last three months)

List C – (proof of the parent’s or carer’s address)
• Your utility bill (gas, electricity or water) from the last three months (we will not accept a mobile-phone bill or bills for internet connection).

• A statement from your bank, building society or a credit-card company from the last three months.

If your current address means you are residing with someone who lives in either privately rented or council property, we need their 2014-2015 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 2 March 2015. 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 2 March 2015, 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 both 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.

For children with a full statement of special educational needs, the local authority’s Special Educational Needs Team (SENART) will write to you during the 2014 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 or was 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.
What you need to know

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 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.

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

Can I change the information on my application form?

If your information changes, you must alter the relevant sections on your online application form by the closing date. If you cannot make these changes to your online application, you must tell us in writing and include supporting documents if necessary.

After the closing date, changes should be made in writing to the Admissions Team or a paper form must be filled in. 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.

How do I return the forms?

Supplementary information forms (SIFs)

Please see page 24.

Common application form (CAF)

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

Although you can use any email address, we recommend you use ‘Google Mail’ or ‘gmail’. This is because other email providers may treat the email we send you as spam (electronic junk mail).

If this happens you will need to check your ‘spam’ or ‘junk mail’ box for our email, and then follow the instructions to add us to your safe senders list. After doing this, all future emails from us will go straight into your inbox.

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

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

Important information

If you apply online and you cannot see your exact address in the list presented; or the schools you want to apply for are not listed, you must contact the Admissions Team before 5pm on 31 October 2014, otherwise your application will be late. Our contact details are on page 25.
Quick steps to apply online

Step 1
We have a link on the Barking and Dagenham website at www.barking-dagenham.gov.uk/admissions or you may go straight to the eAdmissions site at www.eadmissions.org.uk and select ‘Create a new account’. You should make a note of all this information on page 21 of this booklet as you will need to refer to it when checking your results. You can phone us to check that we have received your online application, but not paper applications.

If you have applied before using the eAdmissions site, or have already registered and received your username and password, go to step 5.

Step 2
You will need to register with the ‘eAdmissions’ site by setting up an account and giving your contact details and your email address. If you sign up for the text service, the team will send you reminders such as letting you know that you have not submitted your application. When you have finished this page, don’t forget to press the ‘register’ button.

The eAdmissions Team will then send you a ‘validation’ email to check that your email address is correct.

Step 3
Log in to your email account and click on the ‘validation link’ in the email you have received from the eAdmissions Team.

Step 4
When you click on the validation link, the eAdmissions Team will send you a second email, giving you a username and password.

Step 5
Once you have received your username and password, go back to the homepage and select ‘Login to an existing account’. Enter your details and press ‘Login’ to start your application.

Step 6
Your application is split into three parts. The first asks for your child’s details, the second asks you to list the schools you want to apply for, and the third part is the check and submit page. Your application only becomes valid when you press the ‘Submit’ button on the ‘Submit your application’ page.

Step 7
You will be issued with an application reference number (ARN). The eAdmissions Team will then send you a third email which will include all the details of the application you have just made along with your ARN. In the case of twins, triplets and so on, make sure you have a different ARN for each child.

You should make a note of all this information on page 21 of this booklet as you will need to refer to it when checking your results. You can phone us to check that we have received your online application, but not paper applications.

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

Need help to apply online? See page 2 for help session details.
Is my information protected?
We will deal with your personal information in line with the Data Protection Act 1998. For security purposes we ask you for a password. If you apply online, your application reference number (ARN) will be your password. If you apply on a paper form, we will need you to give us a password between 8 and 12 letters long.

Without your password or ARN we cannot give out information on your application if you visit or phone us. 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, if there are more applications for a school than there are places available in that school (that is, the school is oversubscribed), we will use the admission criteria to decide which applications are successful.

The notes that follow the admission criteria on page 19 are there to explain particular points about the criteria we use.

In Barking and Dagenham, the local authority is the admissions authority for the seven community schools and for Dagenham Park Church of England Voluntary-Controlled School. The criteria for these schools are listed on page 19.

Riverside and the Warren Schools are their own admission authority; however, they will follow the same admission criteria for Barking and Dagenham community schools and we will offer places on behalf of the schools.

All Saints Catholic School is our only voluntary-aided school and, for that school, the governing body is the admissions authority.

Before you make your application, please make sure you read and understand these criteria and notes and check how places were distributed at each school. See our website for copies of previous editions of this booklet (which used to be called ‘The right secondary school’). The booklets include statistics for previous years.
What is the timetable?
Online applications close at midnight on 31 October 2014. Do not wait until the last minute to make your application in case your computer crashes or your address or the schools you are applying for are not available on the online system.

Our offices close for enquiries at 5pm on 31 October 2014. If we receive your application after this, it will be treated as a late application. There is a full timetable of events on page 37.

What if my application is late?
If we receive your application after the closing date (after 31 October 2014) 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.

If we have not received your application form by 13 March 2015 and your child lives in the borough we will automatically give your child a place at the nearest school to you which has a place available. If we have to offer your child a school because we have not received an application form from you, we will have given most places to pupils whose applications we received by the closing date. We send letters to tell parents who have not applied for a school place which school we have allocated their child on 27 March 2015.

If you then want to apply for a school place after we have offered your child the nearest school to your home with a place available, you will need to fill in an application form listing the schools you would like for your child.

When will I know the result of my application?
If you apply online, you can find out the results of your application on 2 March 2015. We will send you an email late that evening 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 2 March 2015.
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 2015, 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 2 March 2015. The last date for accepting an offer of a place at that school will be 16 March 2015. If you applied after the closing date we will process your application after 2 March 2015.

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 or email 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 31 March 2015. 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.

What happens after my child is given a school place?

Once we have given your child a school place, we tell the relevant school. They will contact you later in the summer term to tell you about the admission arrangements and the uniform you need for your child.

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. All Year 6 children will get to spend a day at their offered Barking and Dagenham secondary school on 26 June 2015.
If you made your application on time, we will hear your appeal within 40 school days of the deadline of 27 March 2015. 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 an interest list?**

**All Saints school**

All Saints will automatically put your child on the school’s interest list with other children whose applications were turned down but are listed higher than the school your local authority offered you. If places become available, we then offer these using the schools’ admission criteria.

Your child will stay on the interest list for a school year (until August 2016). If you still want to stay on the interest list after this date, you will need to fill out a new application form for the new academic year and you will have the opportunity for a new appeal.

**All other Barking and Dagenham schools**

We will automatically put your child on an interest list for any other preferred Barking and Dagenham schools that we turned down but are listed higher than the school we have offered you. For example, if we have offered you preference number 3, your child will automatically be placed on the interest list for preference 1 and 2, if these are Barking and Dagenham schools.

The interest list will be updated on a weekly basis and your child may therefore move up or down the interest list according to the criteria and other children applying for oversubscribed places.

We maintain the interest list for each of these oversubscribed schools until 23 December 2015.

We delete the interest lists for these schools at the end of each term (December, April and July). If places become available before this date, we offer them to children on the interest list using only the admission criteria.

If at the end of the term you have not received an offer from the interest list, you will need to write to us at that time to place your child’s name on the fresh interest list for the next term. If you still want to stay on the interest list after July 2014, you will need to fill out an in-year common application form (ICAF) for the new academic year and you will have the opportunity for a new appeal.

We do not take into account the date we received your application. If you want to apply for a school you did not list on your original application form or you want to change the ranking of the schools on your original application form, you need to confirm this in writing to us by filling in a new application form which you can get from your local authority.

Forms received after the closing date will be processed as a late application.

**Schools outside the borough**

You will need to contact the school or the local authority concerned to follow their waiting-list or interest list procedure. If places become available at those schools, we, not the schools, will offer those places.
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 interest list for another school, please follow the guidance in the information booklet ‘Finding a school place’.

From 1 September 2014, applications or transfers for year 8 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.

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 and ends at 4.30pm from 2 September until 31 October 2014.

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

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 pages 45 to 46.

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 2015.

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 2015.

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 2015.

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 years 7 to 11 on the day of admission in September 2015.

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 2015.

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 who will have a brother or sister in the school in any of years 7 to 11 on the day of admission in September 2015.

14. 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 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 criteria 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

| English Martyrs, Alma Avenue, Hornchurch |
| Holy Family, Oxlow Lane, Dagenham |
| St Mary’s, Hornchurch Road, Hornchurch |
| St Mary and St Ethelburga, Linton Road, Barking |
| St Mary and St Erconwald, Ilford Lane, Ilford (linked with St Mary and St Ethelburga, Linton Road, Barking) |
| St Peters’, Goresbrook Road, Dagenham |
| St Thomas More, Longbridge Road, Barking |
| St Vincent’s, Waldgrave Road, Dagenham |

## List B in priority order

<table>
<thead>
<tr>
<th>List</th>
<th>School Name</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1</td>
<td>La Salette</td>
<td>Rainham</td>
</tr>
<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>\n</td>
</tr>
</tbody>
</table>

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**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 and ends at 4.30pm from 2 September until 31 October 2014.

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Apply on-line for a secondary school place now: [www.barking-dagenham.gov.uk/admissions](http://www.barking-dagenham.gov.uk/admissions)
Admission criteria for all other secondary 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).

If there are more applications than there are places available at a school, we will use the following criteria, in priority order, for deciding which applications to accept. Dagenham Park, Riverside and Warren will also use these admission criteria.

**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).

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.
The following information gives statistics about entry to Barking and Dagenham secondary schools in September 2014. 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 2014 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 2014. This information is useful because it shows the number of pupils given a place under each category of the 2014 admission criteria.

2. Please contact the school for more information on how the 240 places at All Saints Catholic School were given.

3. Of the offers made for applications received by the closing date:
   - 76% received their first-preference school;
   - 12.5% received their second-preference school;
   - 5% received their third-preference school;
   - 2% 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 2013 and 31 July 2014.

5. The appeals information is based on the appeals heard between April and July 2014.

<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 (see note 4)</th>
<th>Number of appeals received (see note 5)</th>
<th>Number of appeals allowed (see note 5)</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Saints</td>
<td>593</td>
<td>240</td>
<td>1</td>
<td>0</td>
<td>Does not apply (see note 2)</td>
<td>67</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Barking Abbey</td>
<td>1,345</td>
<td>270</td>
<td>2</td>
<td>4</td>
<td>264</td>
<td>1.4281</td>
<td>160</td>
<td>45</td>
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<tr>
<td>Dagenham Park</td>
<td>388</td>
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<td>2</td>
<td>1</td>
<td>114</td>
<td>13.8885</td>
<td>77</td>
<td>0</td>
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<tr>
<td>Eastbrook</td>
<td>369</td>
<td>300</td>
<td>0</td>
<td>0</td>
<td>73</td>
<td>6.4921</td>
<td>51</td>
<td>0</td>
</tr>
<tr>
<td>Eastbury</td>
<td>722</td>
<td>300</td>
<td>3</td>
<td>0</td>
<td>296</td>
<td>9.2986</td>
<td>119</td>
<td>23</td>
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<tr>
<td>Jo Richardson</td>
<td>964</td>
<td>240</td>
<td>2</td>
<td>1</td>
<td>237</td>
<td>1.9716</td>
<td>98</td>
<td>21</td>
</tr>
<tr>
<td>Riverside</td>
<td>314</td>
<td>120</td>
<td>2</td>
<td>0</td>
<td>118</td>
<td>4.7099</td>
<td>48</td>
<td>7</td>
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<tr>
<td>Robert Clack</td>
<td>1,438</td>
<td>300</td>
<td>0</td>
<td>3</td>
<td>297</td>
<td>1.7156</td>
<td>150</td>
<td>43</td>
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<tr>
<td>Sydney Russell</td>
<td>1134</td>
<td>360</td>
<td>4</td>
<td>2</td>
<td>354</td>
<td>1.9301</td>
<td>146</td>
<td>42</td>
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<tr>
<td>Warren</td>
<td>358</td>
<td>240</td>
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<td>0</td>
<td>107</td>
<td>6.5288</td>
<td>60</td>
<td>0</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 and ends at 4.30pm from 2 September until 31 October 2014.

If you try to apply online and you cannot see your exact address in the list presented, or the schools you want to apply for are not listed, you must contact the School Admissions Team by 5pm on 31 October 2014.

www.barking-dagenham.gov.uk/admissions

Receipt details

Use the space below to record the username, email address and passwords you have used to make your application. Without these details you will not be able to go online and see which school place we have offered your child. Your application is only valid when you press the ‘Submit’ button at the end of the ‘Submit your application’ page.

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

Email details used

E-mail address: _____________________________
Password: ________________________________

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

3 0 1 - 2 0 1 5 - 0 9 - E -
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.

The information you need to put on your form is as follows. Please see page 25 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 process 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 pages 8 to 9 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 pages 9 to 10 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 19.

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 19.

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
How to fill in your forms

When applying for a school, you may be asked to provide information about 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.

The online form automatically ticks the box to show that you and your child share the same address. If your address is different from the child’s address (for example parents share custody), please un-tick the question box ‘Use your home address?’ and enter your and your child’s address details. If you fill in a paper form, please explain why your address is different from the child’s 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 pages 8 to 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.

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.

Do not attach your SIF or PRF and other documents All Saints ask for online – you must send them direct to the school.

- **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 45 and 46 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 2014, 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 2015. We will then place your child on the school’s interest 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 voluntary-aided 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.
Returning 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.

If you live in this borough apply at www.barking-dagenham.gov.uk/admissions no later than midnight on 31 October 2014. Do not leave it until the last day to apply.

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 2014. You are responsible for making sure you pay the correct postage charge. We cannot accept any responsibility for underpaid packages.
Postal address: School Admissions Team, MSS 2015, 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 2014. 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 24 for details of how to return your forms

Important notes

• If you try to apply online and you cannot see your exact address in the list presented, or the schools you want to apply for are not listed, you must contact the School Admissions Team by 5pm on 31 October 2014. Our contact details are on this page.
• Please make sure you attach all other forms and documents we ask for. This may be proof of address (pages 8 to 9), proof that you are the child’s guardian (page 8) or proof that your child is or was in the care of a local authority (pages 9 to 10).
• Make sure you read page 23 of our admissions booklet for details of how to get a receipt and how to send us additional information.
• It is your responsibility 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 to them (not attach them to the online form) before the closing date

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 37 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.gov.uk/school-performance-tables); 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 500 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 Catholic primary schools in an attempt to raise standards of achievement and 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 2014 we received 593 applications for the 240 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 expectations 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 89% for five or more A* to C grades in 2013 and 67% 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, boys’ and girls’ basketball, golf and netball.
• 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, 2011 and 2013. 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 entry to colleges in the United States;
• An extensive arts programme, including dance, drama and music productions as well as art exhibitions;
• 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;
• 90% of students in 2013 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.
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 student’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 30 computers to help students achieve the best learning outcomes. Sports facilities are of an international standard.

We offer a broad and varied curriculum to meet the needs of all students, including in the sixth form. The learning environment is challenging yet supportive with positive relationships between students and staff. We are a well-disciplined school and expect students to take pride in belonging to their school by wearing the correct school uniform.

As a community school, we aim to have our parents, teachers and community members actively involved in our students’ learning.

We believe in Christian values and embed them in our curriculum and in our pastoral and support programme.

Although we are a Church of England School, we are open to students of all faiths and those who have no faith.

Head Teacher Simon Weaver said “At Dagenham Park Church of England School, we aim to produce confident and well rounded individuals. This is achieved through high-quality teaching which provides the very best learning environment and helps all students to achieve their full potential.”
We provide an excellent education for all our students.

Our teachers have outstanding subject knowledge and help students to really enjoy learning.

You want your child to be happy at school, to have a broad range of interests and to develop their talents. 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 other popular options taught at the school.

Our students do not have to choose between an academic or vocational route; at Eastbrook they can be combined.

Your child may need additional support. Our inclusive approach to education, excellent Special Educational Needs team and our outstanding support for 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.

Our students have positive attitudes towards learning, and feel safe in school. Our results have improved consistently, with many students achieving the very top grades at GCSE and A Level.

We encourage our students to be ambitious and to 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. At Eastbrook School our students learn to express their own opinion with respect for others, and they have a voice that is heard and valued.

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.
‘Eastbury is a good school with outstanding features.’
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
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 May 2013, Ofsted judged that JRCS was a good school with outstanding leadership and governance.

Ofsted also commented that:

- ‘the head teacher is relentless in his drive for high standards and provides strong leadership’;
- ‘relationships between staff and students are very positive and supportive’;
- ‘students feel very safe and secure. The school has a strong approach to anti-bullying. All students consider that bullying is extremely rare and believe the school deals with it quickly and successfully when any incidents occur’; and
- ‘the support and care offered to students by all the staff are a real strength of the school’.

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

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.

Our sixth form is part of the highly successful Southern Consortium which offers our students access to an extensive range of academic and vocational courses.

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.
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 2016 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
‘The head teacher, leaders and staff set very high expectations for students’ learning and behaviour. Outstanding behaviour and attitudes to learning help students enjoy their learning and achieve well.’ Ofsted 2013

‘Students of different ethnicities, faiths and with different educational and social needs get on really well together. The school is an extremely inclusive community. A positive ethos permeates all aspects of the school’s work.’ Ofsted 2013.

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.

The prestigious Good Schools Guide comments that ‘Robert Clack is one of the smartest and well ordered schools we have ever visited’.
**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.
As of 1 September 2014, the school becomes an academy governed by the Loxford School Trust. The school 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 19).

Beliefs
At The Warren School our motto is ‘Serious about Success’, which means we are serious about academic success, serious about sporting success and serious about nurturing young people to be successful citizens in our community.

Curriculum choices
At each Key Stage, we offer a broad curriculum that builds on skills and knowledge. To create solid academic foundations, especially in the core subjects (English, maths and science), we have a rigorous three-year KS3. In Year 9, students choose their option subjects, and this process is tailored to meet the needs of each individual student. In the sixth form, students can choose to study some subjects at The Warren School and other subjects within the consortium to give them the widest choice of study.

Literacy support
We use reading-age tests to assess the literacy level of all students when they arrive at our school and at the beginning and end of each academic year. We consider this to be important in helping students to access the secondary school curriculum. We provide tailored one-to-one support for any child whose reading age is significantly below their actual age. This is a successful programme, with many students making more than two years’ progress in one year. We also use the Accelerated Reader programme to promote reading and monitor reading progress for all students in Years 7 and 8.

Grouping students
At The Warren School, we believe that students work best when grouped with those of a similar ability. This allows teachers to focus their teaching and so allows students to make the best rates of progress within the lesson. Because students make progress at different rates, we track the performance of all students through the academic year to make sure that they remain in the most effective group. Through the school year, we regularly report to parents on their child’s progress.

Results
In 2013 we were the most improved school in the borough at GCSE level, with 57% of pupils achieving five A* to C grades, including English and maths. At GCSE level, our English results improved by 26% in 2013 to 74%, and we are confident we will build on these successes in the coming years.

Pastoral care
We have a year-group system to provide students with the most supportive pastoral care. Each Year 7 group is supervised by a specialised team who guide the move from primary school closely. From Year 8 to Year 11, the same year leader stays with the year group, tracking their progress and providing support for the rest their time at the school. We have an active student council, with student leaders in every year.

Clubs
We offer a wide range of clubs and activities including humanities, mathematics, reading, drama and choir as well as a host of sports clubs. We encourage all students to seize the opportunities offered by this wider curriculum.
# The timetable of events

<table>
<thead>
<tr>
<th>Date</th>
<th>What happens</th>
</tr>
</thead>
<tbody>
<tr>
<td>9 September 2014, 7pm</td>
<td>Information meeting for parents to explain how the admissions process works. Speeches will begin at 7pm. The meeting is open to all parents, and admission officers will be available to answer your questions.</td>
</tr>
<tr>
<td>Broadway Theatre, Barking</td>
<td></td>
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<tr>
<td>10 September 2014, 7pm</td>
<td>Riverside School open day and evening</td>
</tr>
<tr>
<td>11 September 2014, 6pm to 9pm</td>
<td>Jo Richardson School, open evening</td>
</tr>
<tr>
<td>22 September 2014, 7pm</td>
<td>Sydney Russell School, open day and evening</td>
</tr>
<tr>
<td>24 September 2014, 9am</td>
<td></td>
</tr>
<tr>
<td>25 September 2014, 9am</td>
<td></td>
</tr>
<tr>
<td>17 September 2014, 5pm to 7pm</td>
<td>Warren Comprehensive School, open evening.</td>
</tr>
<tr>
<td>18 September 2014, 6pm to 8pm</td>
<td>Eastbrook Comprehensive School, open evening.</td>
</tr>
<tr>
<td>23 September 2014, 4.30pm to 8pm</td>
<td>Dagenham Park School, open day and evening.</td>
</tr>
<tr>
<td>25 September 2014, 9.30am to 12.30pm</td>
<td></td>
</tr>
<tr>
<td>24 September 2014, 5pm to 8pm</td>
<td>Eastbury School, open evening.</td>
</tr>
<tr>
<td>25 September 2014, 6pm to 9pm</td>
<td>Robert Clack School, open evening</td>
</tr>
<tr>
<td>1 October 2014, 5pm to 7.30pm</td>
<td>Barking Abbey School, open day and evening. Please note the open evening on 1 October will be on the Sandringham Road site and the open day on 3 will be on the Longbridge Road site</td>
</tr>
<tr>
<td>3 October 2014, 9am to 11am</td>
<td></td>
</tr>
<tr>
<td>2 October 2014, 6pm to 8pm</td>
<td>All Saints School, open evening.</td>
</tr>
<tr>
<td>31 October 2014</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>
<tr>
<td>31 October 2014, 12 midnight</td>
<td>Deadline for online applications. You cannot apply online after this date.</td>
</tr>
<tr>
<td>31 October 2014</td>
<td>Deadline for the supplementary information form and priest reference form to arrive at All Saints Catholic School, Terling Road, Dagenham, Essex, RM8 1DS.</td>
</tr>
<tr>
<td>2 March 2015</td>
<td>We send results to parents to tell them our decisions on applications. We cannot tell you decisions over the phone. If you have applied online, you can see the results of your application after 7pm on 2 March 2015, otherwise you must wait up to two days for your letter to be delivered if you filled in paper form.</td>
</tr>
<tr>
<td>16 March 2015</td>
<td>Deadline for accepting the offer of a school place at All Saints Catholic School.</td>
</tr>
<tr>
<td>31 March 2015</td>
<td>Deadline for receiving completed appeal forms for Barking and Dagenham schools (including All Saints School) for the first round of appeal hearings.</td>
</tr>
<tr>
<td>31 March 2015</td>
<td>We send letters to parents who have not applied for a school place to tell them what school has been allocated to their child.</td>
</tr>
<tr>
<td>April to July 2015</td>
<td>Appeals will be heard for all schools. Parents are invited to these appeals.</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 2014**.
If your child was born between 1 September 2003 and 31 August 2004, they will be moving to a secondary school in September 2015. 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 our information meeting. Speeches begin at 7pm and admission officers will be available afterwards to answer any questions you may have about the admissions process.

**Information Meeting**

We look forward to seeing you on 9 September 2014 at the Broadway Theatre in Barking.

The closing date for all applications is 31 October 2014.

**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 and ends at 4.30pm from 2 September until 31 October 2014.

Apply on-line for a secondary school place now: [www.barking-dagenham.gov.uk/admissions](http://www.barking-dagenham.gov.uk/admissions)
Glossary – definitions of the words used in this booklet

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
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<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 (PRF)</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

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.

General advice line:
Phone: 0300 0115 142
(Open Monday to Wednesday 10am to 1pm, term time only).
Website: www.ace-ed.org.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

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: 0300 200 3100
Website: www.gov.uk/contact-child-benefit-office

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 5395
E-mail: fis@lbbd.gov.uk
Websites: www.barking-dagenham.gov.uk/choiceadvice
www.childcarelink.gov.uk
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@lb bd.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.

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 School Admissions Team before 5pm on 31 October 2014 or your application will be late.

Apply on-line for a secondary school place now:
www.barking-dagenham.gov.uk/admissions
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: 334 Heathway, Dagenham, RM10 8NJ
Phone: 020 8593 4422

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 2015 must stay in education or training until they are 18.
For information, applications at a university technical college or studio school, applications and appeals about further education in our school’s sixth forms or colleges, apprenticeships, or employment with training, please contact our 14-19 Careers Advice Service or see our website for details.
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: http://www.lb bd.gov.uk/childrenandyoungpeople/pages/connexions.aspx

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:
SENART
Level 5, Roycraft House, 15 Linton Road, Barking, Essex, IG11 8HE.

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 VIBE, 195-211 Becontree Avenue, Dagenham, Essex, RM8 2UT
Phone: 020 8227 5891

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 2015,
Schools Admissions Team,
Town Hall, Barking, Essex, IG11 7LU.
Map of secondary schools in the borough

Key
1  All Saints Catholic School
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
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 The Warren School
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
Guilddhall, London, EC2P 2EJ
Phone: 020 7332 1627

Croydon Council Education Department
Bernard Weatherill House, 8 Mint Walk, Croydon, CR0 1EA
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 9JU
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 277205

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

Royal Borough of Kensington and Chelsea
Isaac Newton Centre, 108A Lancaster Road, London, W11 1QS
Phone: 020 7598 4868

Royal Borough of Kingston upon Thames Admissions
Guildhall 2, Kingston upon Thames, Surrey, KT1 1EU
Phone: 020 8547 4610

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 3QJ
Phone: 020 8911 7514

London Borough of Southwark
John Smith House, 144-152 Walworth Road, London, SE17 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, Cowes 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
Brentwood Diocese Catholic Schools
Supplementary Information Form (SIF)
for All Saints Catholic School September 2015 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 17 to 18 and page 24), 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 14 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 2014.
• You must return this form to the address at the end of this form.

Also, if your child is baptised, you need to include a photocopy 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 2014.

This section must be filled in by the parent or carer

<table>
<thead>
<tr>
<th>Child’s first name:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Child’s last name:</td>
<td></td>
</tr>
<tr>
<td>Child’s date of birth:</td>
<td>Day</td>
</tr>
<tr>
<td>Child’s sex:</td>
<td>Male</td>
</tr>
<tr>
<td>Local authority or borough you live in:</td>
<td></td>
</tr>
<tr>
<td>Your home address (with postcode):</td>
<td></td>
</tr>
<tr>
<td>Your phone number:</td>
<td></td>
</tr>
<tr>
<td>Your email address:</td>
<td></td>
</tr>
<tr>
<td>Parent or carer’s full name:</td>
<td></td>
</tr>
</tbody>
</table>

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 17 and 18)?  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.)

<table>
<thead>
<tr>
<th>Child 1</th>
<th>First name:</th>
<th>Last name:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Child 2</th>
<th>First name:</th>
<th>Last name:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Child 3</th>
<th>First name:</th>
<th>Last name:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Child 4</th>
<th>First name:</th>
<th>Last name:</th>
</tr>
</thead>
<tbody>
<tr>
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</tr>
</tbody>
</table>

Your signature:  Date:  

You should return this form to:
Admissions Officer
All Saints Catholic School
Terling Road
Dagenham
RM8 1JT.
Please read the checklist below before you return your form.

- Read the admission process on pages 7 to 25 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 School Admissions Team by 5pm on 31 October 2014 or your application will be late.
- Your online application is only valid when you press the ‘Submit’ button at the end of the ‘Submit your application’ page. You will then be issued with an application reference number (ARN). The eAdmissions Team will then send you a confirmation email which will include all the details of the application you have just made along with your ARN. In the case of twins, triplets and so on, make sure you have a different ARN for each child.
- Enclose a stamped self-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. We will not pass on documents on your behalf.
- Give proof of address where this is needed.

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

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 and ends at 4.30pm from 2 September until 31 October 2014.

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