Moving to Secondary School
Information for parents about children moving to secondary schools in 2016
If your child was born between 1 September 2004 and 31 August 2005, they will be moving to a secondary school in September 2016. This move is not an automatic process and you will need to apply for the secondary schools you would like your child to go to.

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

We look forward to seeing you at 7pm on: 8 September and 6 October 2015 at The Broadway Theatre in Barking.

Need help to

Help sessions are available at Dagenham Library on Tuesdays. Sessions start at 9am and end at 4.30pm, from 8 September until 27 October 2015.

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 30 October 2015. Please see page 25 for our contact details.

Apply online for a secondary school place now: www.lbxd.gov.uk/admissions

The closing date for all applications is 31 October 2015
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 18 to 20.

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 38. You must return all applications and documents by the closing date, 31 October 2015.

Applications we receive after this date are late, and we will not process them until after 1 March 2016, 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 meetings we are holding for parents. Please see the inside front cover for full details of the meetings. The meetings start at 7pm and we hope to see you there. If you need independent advice, you can contact the Family Information Service Team (see page 40).

DO NOT THROW THIS BOOKLET AWAY
Keep in a safe place as you will need to refer to it over the next year.
Apply online: www.lbhd.gov.uk/admissions
Information for parents about children moving to secondary schools in 2016

Contents

This booklet contains important information about how children move from primary and junior schools to secondary-stage 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: admissions@lbbd.gov.uk
Website: www.lbbd.gov.uk/admissions

Introduction 3
Welcome 5
What you need to do 6
If you live in Barking and Dagenham
If you live outside Barking and Dagenham
What you need to know – The admissions process 8 - 17
Admission criteria 18 - 20
Admission criteria for our voluntary-aided school (All Saints Catholic School) 18 - 19
Admission criteria for all our other secondary schools 20
Statistical information 21
Filling in your forms 22 - 24
The common application form 22 - 23
Supplementary information forms 24
Returning your forms 25
The common application form
Supplementary information forms

The schools and colleges 26 - 37
All Saints Catholic School 27
Barking Abbey School (a specialist sports and humanities college) 28
Dagenham Park Church of England School 29
Eastbrook School 30
Eastbury Community School 31
Goresbrook School 32
The Jo Richardson Community School 33
Riverside School 34
Robert Clack School of Science (a specialist college) 35
The Sydney Russell School 36
The Warren School 37

Timetable of events 38
Glossary – definition of words used in this booklet 39
Useful information and services 40 - 42
Map of secondary schools in the borough 43
Other local authorities’ school admissions sections 44
Supplementary information forms (SIFs) 45 - 46
All Saints SIF
Welcome

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 2016. 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 2014. 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 meetings that are being held on 8 September and 6 October 2015 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 2016.

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 sincerely,

Councillor Evelyn Carpenter
Cabinet Member for Education and Schools
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 6 to 25.

2  Go to one of the admission meetings listed on the inside cover. These meetings will give you independent advice about the admissions process. You can also contact the Family Information Service Team on 020 8227 5395 if you need more help.

3  Collect information to help you decide your preferences. Pages 26 to 37 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 38.

5  Study the information on page 21, 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. Booklets published before 2014 are called ‘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 six schools in the order you prefer. Please make sure you attach all the other information we ask for. This may be proof that you are the child’s guardian (page 9), proof of your and your child’s address (pages 9 to 10), or proof that your child is or was in the care of a local authority (page 10).

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 2015. We will not pass on any extra information or SIF’s to schools or local authorities (LA) on your behalf.

   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 18 to 20. It is important that you read and understand the criteria and admissions process (pages 6 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 1 March 2016, for applications they have received by the closing date. You have a right to appeal if we turn down your application (see page 16). Please make sure you have read about how your local authority handles admissions before you fill in your application form.
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

Email address: _____________________________
Password: _____________________________

Record your application reference number here.

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

301-2016-09-E-
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. In the normal round of admissions, 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 you and your child live. All the councils will then use a computerised process to:

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

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

It is important that you rank the schools in your true order of preference. This is important because if we can offer your child a place at two or more of the schools you have listed, we will give your child a place at the one you ranked the highest out of these schools, and release all other lower preferences. These places are then offered to other parents who do not have a school place for their child. Councils will inform parents (who applied by the closing date) on 1 March 2016 and tell them the results of their application.

The co-ordinated process will end on 31 August 2016. After this date you will need to follow the 'in-year' admissions process which is published on our website.

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

The local authority holds two meetings to offer advice to parents about how the admissions process works. Admissions officers will be available to answer any questions you have and the date of these meetings are printed on the inside front cover of this booklet. An adviser will also be available at each of the schools’ open evenings.

You may also get advice from the Family Information Service (FIS Team) and their advice is independent of the School Admissions Team. They will explain how the admissions procedures affect your individual circumstances and will also help you fill in the necessary forms to make sure your application is complete. There are contact details for the FIS Team on page 40.

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 21. This information will show you which schools are likely to be oversubscribed (receive more applications than there are places available).
Who can fill in the application forms?
The person or people with parental responsibility for the child must fill in the application forms. Parental responsibility for the child as defined by the Children Act 1989 and amended by the Adoption and Childrens Act 2002. Please remember to provide proof that you are the child’s legal guardian if you are not their natural parent.

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

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

What does guardianship mean?
If a child is not living with their natural parents and 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 as the child’s permanent home.

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 2015); 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 2015-2016
•  Your Council Tax Benefit letter or notice for 2015-2016
•  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 2015-2016 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 1 March 2016. 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 1 March 2016, 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.

For children with a full statement of special educational needs or an Educational Health and Care Plan (EHC), the local authority’s EHC Team will write to you during the 2015 school summer break. If you are not sure whether your child has a final statement of special educational needs or an EHC plan, fill in the common application form and tick the box in section 2 of the form which asks ‘Does your child have an EHC plan or a final statement of special educational needs?’. The admissions service will consult with the EHC Team and tell you if they will be processing your application.

If your child has an EHC plan, or 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 EHC Team 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 previously at any point in their life and then became subject to an adoption, residence, or special guardianship order immediately after leaving care.

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

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

If the child used to be in the care of a local authority and you want to apply under this priority, we will need to see evidence that the child was in the care of a local authority.
How do I apply for a school outside Barking and Dagenham?

If you live in this borough and would like your child to go to other schools in another borough (not private schools), you must list those schools on your Barking and Dagenham common application form. Please apply online, checking that the school you want to apply for is on the list of schools. If it is not on the list of schools please contact the School Admissions Team by 5pm on 30 October 2015 on how to apply, otherwise we will not consider your application in the first round of offers.

It is important that you know the admission criteria for the schools you are asking for, and you may need to fill in supplementary information forms and provide further information for these schools. Please contact the admissions authority (school or LA) of the school you have in mind for more information. It is your responsibility to give the school or LA the information they need.

Page 44 lists the contact details for all London local authorities. For details of other local authorities that are not listed, please see the Department for Education (DfE) website at www.gov.uk/dfe.

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

Can I change the information on my application form?

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

The new details that you give us will replace those on your previous form.

After the closing date, changes should be made in writing to the School Admissions Team or a paper form must be filled in. If we receive any of your changes after the closing date, we will treat your application as ‘late’ as we offer places based on all information available on the closing date. However you tell us about changes, your most recent application is the one that we use to process your preferences. Please see the question ‘What if my application is late?’ on page 15 for more details.

How do I return the forms?

Supplementary information forms (SIFs)
Please see pages 24 to 25.

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

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

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

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

Important note

If you apply online and you cannot see your exact address in the list presented, or if the schools you want to apply for are not listed, you must contact the Admissions Team before 5pm on 30 October 2015, otherwise your application will be late. Our contact details are on page 25.
Quick steps to apply online

Step 1 – Where to begin
If you don’t already have an email address, you will need to create one before you apply online. Once you have this, go to the link on the Barking and Dagenham website at www.lbfd.gov.uk/admissions or you can go straight to the eAdmissions site at www.eadmissions.gov.uk to make your application.
If you have already registered to make an application using the eAdmissions site, please go to step 4. If you are applying for the first time select ‘Create a new account’ and follow steps 2 to 5.

Step 2 – Registration
The person with parental responsibility for the child named must register to use the ‘eAdmissions’ site by setting up an account. Please give your full name, contact details and email address. To select your address, enter your postcode and press the ‘Find your address’ button. Move up or down to select your door number then press the ‘Add address to form’ button to enter your address on your online form. Only tick crown service if you are part of the service personnel (UK armed forces) or crown servants returning from overseas. When you have finished this page, press the ‘register’ button. You should now see a page thanking you for ‘starting your registration’ and giving you further instructions on how to finish the process by going to step 3.

Step 3 – Validating your email
The eAdmissions Team will send you a ‘validation’ email to check that your email address is correct. Log in to your email account and click on the ‘validation link’ in the email you have received from the eAdmissions Team.
When you click on the validation link, the eAdmissions Team will send you a second email, giving you a username and password.

Apply online for a secondary school place now:

www.lbbd.gov.uk/admissions
Step 4 – Making your application

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

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

a) The first part of your form asks for your child’s details.

b) The second asks you to list the six schools you want to apply for.

Step 5 – Confirmation of your application

You will be issued with an application reference number (ARN) when you have submitted your form. 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.

You should make a note of your application details on page 7 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.

Important notes:

- Please carefully read all dialogue boxes. These boxes explain information about the question you have just been asked. Ignoring these boxes could mean your application will not be processed under the relevant admission criterion.
- Help is available if you have problems at any stage of the application process. Just click on any text that is underlined and highlighted in purple, and a new page will open to give you an explanation or advice about the question you have selected.
- If you have twins, triplets and so on, make sure you tick ‘yes’ to the ‘multiple birth’ question so that you can fill in a new form for each child. Each child must have a separate ARN number.
- If you are not sure of any stage of the process, please get advice from the School Admissions Team.
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 or EHC plans, where the school concerned is named on the statement or plan’. 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 or EHC plans 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, are there to explain particular points about the criteria we use.

In Barking and Dagenham, the local authority is the admissions authority for the six community schools and for Dagenham Park Church of England Voluntary-Controlled School. The criteria for these schools are listed on page 20.

Goresbrook School is an academy governed by The United Learning Trust. Riverside School is a free school with academy status and Sydney Russell is an academy. Both Riverside School and Sydney Russell School are run by the Partnership Learning Trust.
What happens if my circumstances change?

You will need to contact the Admissions section in your borough if your circumstances change. We offer places based on the information available at the closing date and you may change your preference or the order of your preferences up until that date.

If we have given your child a place, we will not withdraw it if your circumstances change (such as your address), as long as you can show that the information was correct on the closing date.

However, if we discover that we have given a place based on false, inaccurate or misleading information, we will withdraw it and may take legal action. We will treat as late any changes to preferences or their ranking, conditions, circumstances or applications we receive after the closing date.

What if my application is late?

If we receive your application after the closing date (after 31 October 2015) 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 receive your application late, we will deal with it after we have dealt with the applications that we received on time. We will deal with late applications in the order we receive them (in line with the admission criteria). We will deal with the first round of offers and send decision letters on 1 March 2016. We will have given most places to pupils whose applications we received by the closing date. Thereafter applications will be processed within 10 working days of the School Admissions Team receiving your form.

If we have not received your application form by 14 March 2016 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 29 March 2016.

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 1 March 2016. 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 1 March 2016. 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 4 March 2016, 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 1 March 2016. The last date for accepting an offer of a place at that school will be 15 March 2015. If you applied after the closing date we will process your application after 1 March 2016.
What happens after my child is given a school place?

Once we have given your child a school place, we will tell the relevant school. They will contact you later in the summer term to tell you about the admission arrangements and the uniform you need for your child. Some schools will want to interview your child, either with you by appointment at the school given, or at your child’s current primary or junior school. Some schools will invite your child to spend a day at their offered Barking and Dagenham secondary school on 24 June 2016. None of these visits are part of the application process. It is to make sure your child can move to secondary school as easily as possible.

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

If you live in Barking and Dagenham and it is not possible to offer your child a place at one of your preferred schools, we will give your child a place at the school which is nearest to your home with a space.

Do I have the right to appeal?

Barking and Dagenham schools

You have a right to appeal to an independent appeal panel if we do not offer your child a place at the Barking and Dagenham schools on your application form which are listed as a higher preference than the one we have offered you. For example you can appeal for preference 1 and 2 if we have offered you preference 3. Any schools listed lower than the school offered have not been turned down but rather have been withdrawn based on how you have ranked the schools on your application form. As a result you cannot appeal for a lower preference or a school that you have not listed on your form. If you want to apply for a school that you did not list on your original application form or you want to change the ranking of the schools on your original application form, you need to confirm this in writing to us by filling in a new application form which you can get from your local authority. If you change your preferences and do not reselect schools which you are appealing for, your appeal will be withdrawn.

All the available places for Year 7 at your preferred school will have been distributed in line with the local authority’s published admission criteria. No places are left unfilled for any reason, including appeals.

If you decide to appeal for a place at a Barking and Dagenham school (including All Saints Catholic School, Goresbrook, Riverside, Sydney Russell and Warren School), please take your results letter or email to the Dagenham one-stop shop 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 27 March 2016. Fill in the appeal form and send it to the independent appeal panel clerk, whose address is printed on the front of the form. For late applications the deadline for appealing is 21 school days from the date of our offer letter.

Once you send your form, the independent appeal panel clerk will write and tell you the date of your appeal. The appeal will be heard by an independent appeal panel, which will be made up of three people. None of these people will have any connection with the school or the School Admissions Team. The appeal panel will accept comments in writing or in person at the appeal hearing.

If you made your application on time, we will hear your appeal within 40 school days of the deadline of 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 2017). 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 2016.

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 2017, you will need to fill in an in-year common application form (ICAF) for the new academic (school) year and you will have the opportunity for a new appeal.

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

What happens if my child starts a Barking and Dagenham secondary school but wants to transfer to another school in the borough?

First, make an appointment to discuss the matter with the pupil’s current head teacher, as many situations can be dealt with without the disruption that a change of school can cause. If 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 2016, applications or transfers for year 7 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.

**Schools outside the borough**

You will need to contact the school or the local authority concerned to follow their procedure for offering any places that become available. If places become available at those schools for our residents, the school will tell us who to offer those places to.
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, documents and the priest’s reference on pages 24 and 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.

In recent years we have been able to offer places to all Catholic children who have applied, so we advise Catholics to list All Saints as one of their top preferences on the Common Application Form (CAF).

We have a distinctly Catholic ethos and approach to education, which is what underpins our success. Families should want this Catholic education if their children are to flourish in the school. The school is run by the Diocese of Brentwood and draws Catholic children from a wide geographical area of Catholic parishes. Although we want to support the parishes of our local deanery, we have no specific catchment area. The main aim and purpose of our 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 school is expanding from six to eight classes and its published admission number (PAN) varies between the years as the expansion works though the school. In September 2016 the governing body proposes a PAN of 240 children into Year 7.

In the criteria, ‘Catholic’ refers to someone who:

- is a baptised Catholic (a person who has been baptised or received in communion with the See of Rome); and
- has a Catholic ‘certificate of baptism’ or ‘certificate of reception’ which shows that they are members of the Catholic Church. You can get copies of these from the parish where the baptism or reception took place.

A ‘practising’ Catholic refers to someone who:

- is confirmed by their parish priest to be practising, according to regulations set by the Catholic Church (that is, attending Mass every Sunday and Holy Day of Obligation) and to have been practising for the past three years.

Admission criteria

The school will offer places by applying the criteria below in numerical order.

1. Baptised Catholic children who are in the care of a local authority or children who were ‘looked after’ but who left local authority care because they were adopted or became the subject of a residence order or special guardianship order. See important note B.

2. Practising Catholics who will have a brother or sister in the school in any of Years 7 to 11 on the day the child starts school in September 2016.

3. Practising Catholics.

4. Catholics who will have a brother or sister in the school in any of Years 7 to 11 on the day the child starts school in September 2016.

5. Catholics.

6. Other children who are in the care of a local authority or children who were ‘looked after’ but who left local authority care because they were adopted or became the subject of a residence order or special guardianship order. See important note B.

7. Other baptised children who will have a brother or sister in the school in any of Years 7 to 11 on the day the child starts school in September 2016.

8. Other baptised children.

9. Other children.
Tie-breaker

If there are two or more children in the same criterion with a claim for a school place and not enough places are available, 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 ESRI’s Geographical Information System, from the centre of the child’s home to the school’s main gate. Some addresses have different entry points and so we will use the co-ordinates provided from Local Land and Property Gazetteer (LLPG). If the distance for two or more children is the same (for example, from a block of flats), we will use a lottery system (random allocation) to offer places to children. London Borough of Barking and Dagenham will run both processes and details of the processes are available from their school admissions officer.

Important notes

A. 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 the criteria that have already been agreed.

B. ‘Looked after child’ has the same meaning as in Section 22 of the Children Act 1989, and means any child who is or was in the care of a local authority or provided with accommodation by them (for example, children with foster parents). ‘Adopted’ has the same meaning as in section 46 of the Adoption and Children Act 2002, and means to take on the legal responsibilities as parent towards a child who is not normally biologically your own. ‘Residence order’ is defined in section 8 of the Children Act 1989 as an order settling the arrangements regarding who the child will live with. ‘Special guardianship order’ is defined under section 14A of the Children Act 1989 as an order appointing one or more individuals to be a child’s special guardians.

C. If you submit your CAF, SIF and any documents we ask for after the closing dates, we will class your application as late.

D. We will not deal with any late application until after 1 March 2016. We will then place your child on the school’s interest list with any other children whose applications were late. If places become available, we will offer them by applying the admission criteria in order.

Need help to

Help sessions are available at Dagenham Library on Tuesdays. Sessions start at 9am and end at 4.30pm, from 8 September until 27 October 2015.

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 30 October 2015. Please see page 25 for our contact details.

Apply online for a secondary school place now: www.lbdd.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 above criteria, in priority order, for deciding which applications to accept. Dagenham Park, Goresbrook, Riverside, Sydney Russell and Warren School 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 or an EHC plan 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 ESRI’s Geographical Information System from the centre of the child’s home to the school’s main gate. Some addresses have different entry points and so we will use the co-ordinates provided from Local Land and Property Gazetteer (LLPG). If you live outside the area, we will use the same system to work out distances.

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 2015. 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 2015 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 2015. This information is useful because it shows the number of pupils given a place under each category of the 2015 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:
   - 72% received their first-preference school;
   - 13% received their second-preference school;
   - 6% received their third-preference school;
   - 2% received their fourth-preference school;
   - 1% received their fifth-preference school;
   - 1% received their sixth-preference school; and
   - 5% were given the nearest school to their home with a vacancy.

4. The statistics for late applications refer to applications received between 1 November 2014 and 31 July 2015.

5. The appeals information is based on the appeals heard between April and July 2015.

<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 or EHC plan 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>Community schools</td>
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<td></td>
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<td>277</td>
<td>1.3626</td>
<td>166</td>
<td>50</td>
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<tr>
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<td>118</td>
<td>9.555</td>
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<td>73</td>
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</tbody>
</table>

SEN or EHC – Special educational needs or EHC plan
LAC – Looked-after children in the care of a local authority
Criterion – Individual admission criteria
* The school’s admission number has been changed to what was published in the 2015 booklet.
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, but the order of the information is different on the online form. Please see page 25 for details of how to send us any documents we ask for if you cannot attach your documents online.

**Details we ask for**

Whether you fill in an online or paper form we need the following details. You need to fill in a separate form for each child. In the case of twins, triplets and so on, make sure you have a different ARN for each child when you apply online. To do this, make sure you tick ‘yes’ to the ‘multiple birth’ question so that you can fill in the extra online forms for each child.

**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 9 to 10 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.

**Children with additional needs**

- Please select the relevant box to show if your child has a final statement of special educational need or an EHC plan.

- Please select the relevant box to show if your child has any additional needs and give details in the box provided. See page 10 for more details.

**Children in care**

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

If the child was in care but is no longer being cared for by a local authority, tick ‘yes’ and provide documents to show the child was previously in the care of a local authority. See page 10 for more details.

**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. Please make sure you select the correct school as there are many schools with the same or similar names.

**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 do not consider siblings; our criteria are listed on page 20.
**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 20.

**Reasons for your preference**

Some local authorities consider social and medical reasons as part of their admission criteria. We do not do this for our schools. If you are applying for a school outside the borough, it is very important that you check the admission criteria of each school you are applying for to see if their admission criteria take account of exceptional medical or social reasons. These might include religious, philosophical or any other reasons.

If you think there are exceptional medical or social reasons why your child should go to a particular school, you must fill in the relevant part (section 4 of the paper form) 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).

**Parent’s or carer’s details**

This should be the person or people with parental responsibility for the child named. Please give your full name and contact details, and tick the relevant box to show your title and relationship to the child named (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 9 to 10.

**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.

**Declaration**

The person with parental responsibility for the child named in section 1 must tick the box in the declaration to confirm that they have read and understood the information in this booklet and that the information they give is accurate.

**Getting a receipt**

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

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

If you want us to let you know that we have received information you have posted to us, you must enclose a stamped self-addressed envelope. If you do not hear from us within 14 days of posting your information, it is likely that we did not receive it. In that case, we strongly recommend that you take the items to our Dagenham one-stop shop. 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 Dagenham one-stop shop 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 there are extra steps which Catholics or baptised applicants must take. 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 fill in the CAF and list All Saints Catholic School as one of you preferences. You must return the form to your home local authority by the closing date.

The co-ordinated admissions system operated by all local authorities in England works by offering an applicant one place only, which, if available, will be at the highest preference school on your CAF that has a place to offer your child under its criteria. If you want to have a Catholic education for your child, you need to put All Saints high up on your list of preferences to avoid being offered a place at a higher preference school that is not Catholic.

Supplementary information form (SIF) – If you want your child to be recognised as a Catholic (under our admission criteria 1 to 5) or as being baptised (under our admission criteria 7 and 8), you should fill in the SIF and return it direct to All Saints Catholic School. Include with your form a photocopy of your child’s baptism certificate (or certificate of reception into the Catholic Church) by 30 October 2015. If you want to be categorised as a practising Catholic, your local priest must also fill in section B on your SIF form. Please see the ‘Priest’s reference’ section below before sending us your SIF form.

Priest’s reference (PR) – If you want to be considered as a practising Catholic (under our admission criteria 2 and 3), the Diocese of Brentwood rules that a parish priest must decide whether an applicant is a practising Catholic (not the school). You must arrange to meet with your parish priest in time for him to confirm to the school by 30 October 2015 that your child is a practising Catholic. He will take section B of this SIF and will fill it in and return it straight to All Saints Catholic School to confirm whether your child meets the definition of a practising Catholic. If your priest is not local and is unfamiliar with these requirements, please ask him to contact the All Saints’ Admissions Officer on 020 8270 4247.

Important notes
• If you miss our deadlines, 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 1 March 2016. 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 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 and provide any other documents. If so, you must send the information each school has asked for direct to the relevant school or LA.

If a school or LA asks for a supplementary form and documents but you do not send it direct to them, your application will not be considered under the correct criterion for that school.

Important note
• We will not pass on any forms and documents you attach to your online form to the school or LA on your behalf. You must be send these direct to the school or LA.
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.lbhd.gov.uk/admissions no later than midnight on 31 October 2015. 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 admissions@lbhd.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 30 October 2015. You are responsible for making sure you pay the correct postage charge. We cannot accept any responsibility if you do not pay the correct postage.
Postal address: School Admissions Team, MSS 2016, Town Hall, Barking, Essex, IG11 7LU.

**In person:**
Please bring your written information to our Dagenham one-stop shop no later than 31 October 2015. We are open Monday to Friday from 9am to 5pm and Saturdays from 9am to 1pm.
Dagenham Library, 1 Church Elm Lane, Dagenham, Essex, RM10 9QS

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 30 October 2015. Our contact details are on this page.
- Please make sure you attach all other forms and documents we ask for. This may be proof that you are the child’s guardian (page 9), proof of your and your child’s address (pages 9 to 10), or proof that your child is or was in the care of a local authority (page 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 before the closing date. We will not pass on any forms and documents you attach to your online form.
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 38 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 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.
This is All Saints
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, 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 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 2015 we received 688 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 84% for five or more A* to C grades in 2014 and 72% 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.
• Sportmark Gold and Artsmark Gold Awards.

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;

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.

Our school motto
‘Ours is a school where everyone gives and expects the best and where everyone can say I belong’.
As a school that has a reputation for outstanding pastoral care and improving academic achievement, we are delighted that this summer’s GCSE results showed the outstanding progress our students are making. The progress that our pupils make in English and maths is above the national average. In English, 84% of students made ‘expected’ progress and 35% made ‘greater than expected’ progress. In maths, 75% of students made 3 levels of progress and 35% made 4 levels of progress.

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 equipped with 30 computers to help students achieve the best learning outcomes. Sports facilities are of an international standard.

We actively encourage after-school activities such as maths, science, languages, humanities, sport and music clubs, and students are proud to take part in the Duke of Edinburgh Award. The library is open until 5.30pm every day.

We offer a broad and varied curriculum to meet the needs of all our students and are part of the Southern Consortium which means we can provide a wide selection of courses to students who are older than 16. We follow the traditional value of strong discipline and expect students to take pride in belonging to their school by wearing 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 none.

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 enables 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.

Walk down the corridors, visit the classrooms, talk to the students and their families and to the staff – “Eastbrook School is a good school “ – 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 always seeking to improve on our personal best and expect our students to do likewise”. ‘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. In September 2015 we will become an all-through school for children aged four to 19 and our name will change to Eastbury Community School. Plans are well underway to further improve the school campus in 2015/2016.

‘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 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.
A unique journey

Goresbrook School opened in response to significant demand from the local community for more high-quality school places for children aged 3 to 18. We are the first all-through school in Barking and Dagenham and aim to provide seamless education from the moment children join us until they head off to university. Our primary pupils have made an exceptional start to school life, and we are excited to welcome our first Year 7s in September 2016.

To university and beyond

Our curriculum is broad and deep, offering a full range of aspirational, academic courses. From music to computer science, French and maths, we aim to develop students’ knowledge of subjects that universities and employers are really looking for. When they leave us, our students will have the knowledge, skills and attributes they need to earn places at the top universities and be successful in rewarding careers.

The Goresbrook Guarantee

The Goresbrook Guarantee is our commitment to help children develop with a range of different activities and real-life experiences. Our secondary students should expect, as a minimum, to:

- read for pleasure daily;
- play a musical instrument;
- attend clubs and try out new ones;
- meet inspirational people;
- go on cultural and activity trips in London and beyond;
- visit universities;
- take on leadership and volunteering roles;
- gain work experience; and
- give presentations to real audiences in real-life situations.

State-of-the-art building

In 2016 we will move into our exceptional new school building and, as one of our founding Year-7 students, your child would be among the first to experience it. Our secondary wing will be stacked with state-of-the-art technology, science labs, sports facilities and a library. It will be bright and welcoming with plenty of space for us to get together for whole-school events.

Dedicated care and attention

As a new school, we have been able to hand-pick a team of outstanding staff to teach and support our students. So, as well as testing out our brand new building, our first students will have a superb opportunity to receive truly focused care and attention that is not often available elsewhere. Our priority is making sure that our students make a happy, successful start to secondary school.
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’, supported by our ‘ACHIEVE’ agenda, 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.
Riverside School

Head teacher: Andrew Roberts BSc
Executive head teacher: Roger Leighton BA
Address: Thames Road, Barking, Essex, IG11 0HZ
Phone: 020 8270 6981
E-mail: riverside@riverside.bardaglea.org.uk
Website: www.riversidecampus.com

Admission number: 120  DfE number: 301-4001

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 20).

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 2017 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’.

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**Head teacher:** Sir Paul Grant DLitt, DL, MA  
**Address:** Gosfield Road, Dagenham, RM8 1JU  
**Phone:** 020 8270 4200  
**Fax:** 020 8270 4210  
**E-mail:** office@robert-clack.bardaglea.org.uk  
**Website:** www.robertclack.co.uk  
**Admission number:** 360  
**DfE number:** 301-4027

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**Open evening:** Thursday 24 September 2015, 6pm to 8.30pm

**Travel information**

- **Buses:** 5, 87, 103, 128, 129, 173, 175 and 499
- **Underground:** Heathway Station
- **Rail:** Chadwell Heath Station

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**Specialist Schools and Academies Trust**  
**Investors in People**  
**Sport England**  
**Maths & Computing**  
**Oxford Brookes University Institute of Education**  
**Science**  
**The Prince’s Trust**  
**IELTS**  
**ACT-English History Languages**
Information for parents about children moving to secondary schools in 2016

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.
On the 1st September 2014, The Warren School became an Academy governed by The Loxford Trust which has been recognised by the government as a High Performing School and judged to be an ‘Outstanding’ all-through school in their most recent Ofsted inspection in April 2013. Everything we do at The Warren School is centred on ensuring that each individual student is educated and supported to succeed in the world today as an individual, as a partner, as a member of a team and as a citizen. With excellent facilities and high quality teaching, the students at The Warren School are happy, challenged and motivated. The school is committed to the success of each of our students.

We provide an education experience for learners between the ages of 11 – 19. Our nature is the platform from which we further improve learners’ academic achievements and raise their aspirations, confidence and self-esteem.

The Warren School is a specialist school in Engineering and Sport, whilst still being committed to providing a broad and balanced curriculum for all. It is our belief that the future of the country, and of our students in particular, lies in the development of skills which will prepare young people for the competitive scientific and technological demands of the new century.

**Aims**

We aim to deliver:

- Exam success – we want our students to get the best possible qualification;
- Challenge, relevance and engagement – we want all our students to be fully involved in their learning:
  - Appropriate skills for living, for work and for happiness.
  - The skills to make our students active citizens.
  - An environment in which children enjoy their childhood.
  - Self-identity and a feeling of self-worth.
  - Opportunities and experiences that engage our students.
  - Healthy habits that are embedded for life.

**Curriculum**

We aim for a broad, balanced relevant learning programme for all students. In Years 7 to 9 students follow courses in Art and Design, Computing, Drama, Design & Technology, English, French or Spanish, Geography, History, Mathematics, Music, Physical Education, PSHCE, Religious Studies and Science.

There is support within lessons for second language learners and students with special needs. The school’s SEN Local Offer can be found on the School’s website.

In Year 10 and 11 all students study for GCSEs. The compulsory subjects are English (double GCSE including English Literature), Mathematics, Science and RE. All students also have access to a wide variety of other examined courses and are offered a choice of GCSE courses in other areas.

These subjects are: Art, Business Studies, Computing, Design & Technology, Drama, Engineering, French, Spanish and other community languages, Geography, History, Media, Music, Photography, Religious Studies, Sociology and Textiles. Time is also allocated for Physical Education and Careers Guidance.

**Sixth Form**

We offer a full range of ‘A’ level courses in the majority of subjects. We also offer BTEC National Certificate courses and Applied advanced courses in Sport, Business, Engineering, Science and ICT. Our Sixth Form Centre has ICT facilities, including private study area, as well as a common room.
Information for parents about children moving to secondary schools in 2016

The timetable of events

<table>
<thead>
<tr>
<th>Date</th>
<th>What happens</th>
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<tbody>
<tr>
<td>8 September 2015 or 6 October 2015, 7pm Broadway Theatre, Barking</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>
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<tr>
<td>9 September 2015, 7pm</td>
<td>Riverside School, open evening</td>
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<tr>
<td>10 September 2015, 6pm to 9pm</td>
<td>Jo Richardson School, open evening</td>
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<tr>
<td>16 September 2015, 5.30pm to 7.30pm</td>
<td>Goresbrook School, open evening and open day</td>
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<tr>
<td>1 October 2015, 9am to 10.30am</td>
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<tr>
<td>17 September 2015, 5.30pm to 7pm</td>
<td>Eastbrook Comprehensive School, open evening</td>
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<tr>
<td>21 September 2015, 7pm 23 and 24 September 2015, 9am</td>
<td>Sydney Russell School, open day and evening</td>
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<tr>
<td>22 September 2015, 4.30pm to 8pm</td>
<td>Dagenham Park School, open day and evening</td>
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<tr>
<td>24 September 2015, 9.30am to 12.30pm</td>
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<tr>
<td>23 September 2015, 5pm to 8pm</td>
<td>Eastbury School, open evening</td>
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<tr>
<td>24 September 2015, 6pm to 8.30pm</td>
<td>Robert Clack School, open evening</td>
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<tr>
<td>29 September 2015, 5pm to 7pm</td>
<td>Warren School, open evening</td>
</tr>
<tr>
<td>30 September 2015, 5pm to 7pm 2 October 2015, 9am to 11am</td>
<td>Barking Abbey School, open day and evening. Please note the open evening on 30 September will be on the Sandringham Road site and the open day on 2 October will be on the Longbridge Road site</td>
</tr>
<tr>
<td>7 October 2015, 5.30pm to 8.30pm</td>
<td>All Saints School, open evening.</td>
</tr>
<tr>
<td>30 October 2015, 5pm</td>
<td>Deadline for written documents to arrive at the School Admissions Team, Town Hall, Barking, Essex, IG11 8LU. If we receive any documents after this date and time, we treat them as late.</td>
</tr>
<tr>
<td>30 October 2015</td>
<td>Deadline for the supplementary information form, documents and priest reference to arrive at All Saints Catholic School, Terling Road, Dagenham, Essex, RM8 1DS.</td>
</tr>
<tr>
<td>31 October 2015, 12 midnight</td>
<td>Deadline for online applications. You cannot apply online after this date.</td>
</tr>
<tr>
<td>1 March 2016</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 1 March 2016, otherwise you must wait up to two days for your letter to be delivered if you filled in paper form.</td>
</tr>
<tr>
<td>15 March 2016</td>
<td>Deadline for accepting the offer of a school place at All Saints Catholic School.</td>
</tr>
<tr>
<td>31 March 2016</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 2016</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 2016</td>
<td>Appeals will be heard for all schools. Parents are invited to these appeals.</td>
</tr>
</tbody>
</table>
## Glossary – definitions of the words used in this booklet

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academy and Free Schools</td>
<td>Schools that receive funding directly from central government, but have independence from day-to-day local authority (LA) and government control. They may receive extra support from personal or corporate sponsors, either financial or other types of support. The school is its own admission authority and governors are responsible for setting the admission criteria and arranging appeals.</td>
</tr>
<tr>
<td>Admission</td>
<td>Entry to a school.</td>
</tr>
<tr>
<td>Admission authority</td>
<td>The organisation that draws up the admission arrangements and sets out the admission criteria for the schools that it maintains. The LA is the admission authority for community schools, and each voluntary aided school is its own admission authority. All admission authorities within an LA must link together to co-ordinate their admission arrangements.</td>
</tr>
<tr>
<td>Admission criteria</td>
<td>Conditions set by the admission authority which are used to decide whether or not a place can be offered to a child.</td>
</tr>
<tr>
<td>Admission number</td>
<td>The maximum number of children that may go to the school within a school year.</td>
</tr>
<tr>
<td>Appeals procedure</td>
<td>The process for questioning a decision not to offer your child a place at the school you have applied for.</td>
</tr>
<tr>
<td>Common application form (CAF)</td>
<td>The name of the LA form used by anyone applying for a school place.</td>
</tr>
<tr>
<td>Community schools</td>
<td>Schools within an LA which are maintained by the LA. The LA is responsible for admitting children to these schools.</td>
</tr>
<tr>
<td>Department for Education (DfE)</td>
<td>The central government department responsible for making appropriate laws and developing guidance to help the education of children and young people in England and Wales.</td>
</tr>
<tr>
<td>English baccalaureate certificate</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>Interest list</td>
<td>A list containing the names of every applicant who has been declined a school place but who is still interested in a place at that school. Some LA’s will call these waiting lists.</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 (PR)</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) and EHC plan</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. This process is now called the EHC plan (Educational Health Care).</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

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

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
Website: www.lbbd.gov.uk/fis

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: PO Box 48, RM10 7DE
Phone: 020 8227 2926
E-mail: ctax@lbbd.gov.uk
Website: www.lbbd.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
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
Education and training opportunities from age 14

There have been changes in the law which mean that Year 7 pupils starting school in September 2016 must stay in education or training until they are 18. Year 9 pupils may apply for a place at a university technical college or studio school. Please see our website about how to apply for places.

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

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

Careers Guidance & Information Service

Barking Learning Centre – Room G06
2 Town Square Barking IG11 7NB
Monday 9:30am – 5:00pm
Thursday 9:30am – 12:30pm

Dagenham Library – Meeting Room 3, 1st Floor and Room FO2
1 Church Elm Lane Dagenham RM10 9QS
Tuesday 9:30am – 12:30pm
Meeting Room 3, 1st Floor
Wednesday 9:00am – 12 noon
Room FO2
Wednesday 2.00pm – 5.00pm
Meeting Room 3, 1st Floor
Thursday 2.00pm – 5.00pm
Room FO2

Phone:
020 8724 3763
020 8724 3764
020 8724 2629

EHC Team (previously known as 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 the EHC Team. They also provide advice to parents, school staff and other professionals within the assessment and review process. You can contact the team by phoning our duty line on 020 8227 2400, or you can write to:

EHC Team
Level 5, Roycraft House,
15 Linton Road
Barking, Essex, IG11 8HE.

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.
Library services

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.

The addresses for each of our libraries are listed below.
The opening and closing times are different for each branch.
Phone 020 8724 8735 for details.
Barking Library –
Barking Learning Centre, 2 Town Square, Barking, Essex, IG11 7NB
Dagenham Library –
1 Church Elm Lane, Dagenham, Essex, RM10 9QS
Marks Gate Library –
Marks Gate Community Centre, Rose Lane, Marks Gate, Chadwell Heath, RM6 5NJ
Robert Jeyes Library –
High Road, Chadwell Heath, RM6 6AS
Rush Green Library –
181 Dagenham Road, Romford, Essex, RM7 0TL
Thames View Library –
Sue Bramley Community Centre, Bastable Avenue, Barking, IG11 0LG
Valence Library –
Becontree Avenue, Dagenham, RM8 3HT

Office for Standards in Education (Ofsted)

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

Parents in Partnership Service

If your child has special educational needs, you may contact the Parents in Partnership Service (PIPS). PIPS is part of ‘Carers of Barking and Dagenham’, which offers information and support to carers. The service is independent from us.
Address: 334 Heathway, Dagenham, RM10 8NJ
Phone: 020 8593 4422

School Attendance Service

The School Attendance Service provides advice, guidance and support to schools, parents, carers and children on how to improve school attendance. Good school attendance is linked to good educational achievement. The service enforces the laws relating to school attendance. The service is responsible for working with families where the children are home-schooled, and those missing from education. The service issues entertainment licences for children involved in entertainment, and work permits for children (between the ages of 13 and 16 only) taking up part-time employment.
Address: 5th Floor, Roycroft House, 15 Linton Road, Barking, Essex, IG11 8HE
Phone: 020 8227 2691
Fax: 020 8227 3104
E-mail: accessattendance@lbbd.gov.uk

Virtual School

The local authorities’ Virtual School is 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, Roycroft House, 15 Linton Road, Barking, Essex, IG11 8HE
Phone: 020 8227 2691

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
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 School
5  Eastbury Community School
6  Goresbrook School
7  Jo Richardson Community School
8  Riverside School (temporary site)
8a Riverside School (permanent site)
9  Robert Clack School of Science
   – a specialist college (lower site)
9a Robert Clack School of Science
   – a specialist college (upper site)
10 The Sydney Russell School
11 The Warren School
<table>
<thead>
<tr>
<th>Authority</th>
<th>Address</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>London Borough of Barking and Dagenham</strong></td>
<td>Town Hall, Barking, Essex, IG11 7LU</td>
<td>020 8215 3004</td>
</tr>
<tr>
<td><strong>London Borough of Barnet</strong></td>
<td>Building 2, North London Business Park, Oakleigh Road South, N11 1NP</td>
<td>020 8359 7651</td>
</tr>
<tr>
<td><strong>Bexley Council</strong></td>
<td>Civic Offices, 2 Watling Street, Bexleyheath, Kent, DA6 7AT</td>
<td>020 8303 4044</td>
</tr>
<tr>
<td><strong>Brent Education Authority</strong></td>
<td>PO Box 1057, Wembley, HA9 1HJ</td>
<td>020 8313 4044</td>
</tr>
<tr>
<td><strong>Bromley School Admissions</strong></td>
<td>Civic Centre, Stockwell Close, Bromley, BR1 3UH</td>
<td>020 8313 4044</td>
</tr>
<tr>
<td><strong>Camden Education Authority</strong></td>
<td>Town Hall, Jude Street, WC1H 9JE</td>
<td>020 7974 1625</td>
</tr>
<tr>
<td><strong>City of London Education Service</strong></td>
<td>PO Box 270, Guildhall, London, EC2P 2EJ</td>
<td>020 7332 1750</td>
</tr>
<tr>
<td><strong>Croydon Council Education Department</strong></td>
<td>Bernard Weatherill House, 8 Mint Walk, Croydon, CR0 1EA</td>
<td>020 8726 6400</td>
</tr>
<tr>
<td><strong>Ealing Council</strong></td>
<td>Perceval House, 14-16 Uxbridge Road, London, W5 2HL</td>
<td>020 8825 5522</td>
</tr>
<tr>
<td><strong>London Borough of Enfield Admissions</strong></td>
<td>PO Box 56 Civic Centre, Silver Street, Enfield, EN1 3XQ</td>
<td>020 8379 5501</td>
</tr>
<tr>
<td><strong>London Borough of Greenwich</strong></td>
<td>Woolwich Centre, 35 Wellington Street, London, SE18 6HQ</td>
<td>020 8921 8043</td>
</tr>
<tr>
<td><strong>Hackney Education Authority</strong></td>
<td>The Learning Trust (Hackney), 1 Reading Lane, London, E8 1GQ</td>
<td>020 8820 7000</td>
</tr>
<tr>
<td><strong>London Borough of Hammersmith and Fulham</strong></td>
<td>Kensington Town Hall, Horton Street, London, W8 7NX</td>
<td>020 8753 3643</td>
</tr>
<tr>
<td><strong>Haringey Education Authority</strong></td>
<td>River Park House, 225 High Road, London, N22 8HQ</td>
<td>020 8489 1000</td>
</tr>
<tr>
<td><strong>Harrow Council Admissions</strong></td>
<td>PO Box 22, Civic Centre, Harrow, Middlesex, HA1 2UW</td>
<td>020 8901 2620</td>
</tr>
<tr>
<td><strong>London Borough of Havering</strong></td>
<td>Town Hall, Main Road, Romford, RM1 3BD</td>
<td>01708 434 600</td>
</tr>
<tr>
<td><strong>London Borough of Hillingdon Admissions</strong></td>
<td>Civic Centre, High Street, Uxbridge, UB8 1UW</td>
<td>01895 556 644</td>
</tr>
<tr>
<td><strong>London Borough of Hounslow Admissions</strong></td>
<td>Civic Centre, Lampton Road, Hounslow, TW3 4DN</td>
<td>020 8583 2711</td>
</tr>
<tr>
<td><strong>London Borough of Islington</strong></td>
<td>222 Upper Street, London, N1 1XR</td>
<td>020 7527 5515</td>
</tr>
<tr>
<td><strong>London Borough of Kensington and Chelsea</strong></td>
<td>Kensington Town Hall, Horton Street, London, W8 7NX</td>
<td>020 7745 6432 / 6432 / 6434</td>
</tr>
<tr>
<td><strong>Royal Borough of Kingston upon Thames</strong></td>
<td>44 York Street, Twickenham, TW1 3BZ</td>
<td>020 8547 4610</td>
</tr>
<tr>
<td><strong>London Borough of Lambeth</strong></td>
<td>10th Floor, International House, Canterbury Crescent, SW9 7QE</td>
<td>020 7926 9503</td>
</tr>
<tr>
<td><strong>London Borough of Lewisham</strong></td>
<td>3rd Floor, Laurence House, 1 Catford Road, SE6 4RU</td>
<td>020 8314 8282 (9am-12pm)</td>
</tr>
<tr>
<td><strong>London Borough of Merton</strong></td>
<td>Civic Centre, London Road, Morden, SM4 5DX</td>
<td>020 8274 4906</td>
</tr>
<tr>
<td><strong>London Borough of Newham Admissions</strong></td>
<td>Newham dockside, 1000 Dockside Road, London, E16 2QU</td>
<td>020 8430 2000</td>
</tr>
<tr>
<td><strong>London Borough of Redbridge Admissions</strong></td>
<td>255-259 High Road, Iford, Essex, IG1 1NN</td>
<td>020 8708 3562</td>
</tr>
<tr>
<td><strong>London Borough of Richmond upon Thames</strong></td>
<td>44 York Street, Twickenham, TW1 3BZ</td>
<td>020 8891 7514</td>
</tr>
<tr>
<td><strong>London Borough of Southwark</strong></td>
<td>PO Box 64529, London, SE19 5LX</td>
<td>020 7525 5337</td>
</tr>
<tr>
<td><strong>London Borough of Sutton Admissions</strong></td>
<td>Civic offices, St Nicholas way, London, SM1 1EA</td>
<td>020 8770 5000</td>
</tr>
<tr>
<td><strong>Tower Hamlets Education Authority</strong></td>
<td>Pupil services, Mulberry Place, Clove Crescent, London, E14 2BG</td>
<td>020 7364 5006</td>
</tr>
<tr>
<td><strong>London Borough of Waltham Forest</strong></td>
<td>1a Harvey Road, Leyton, London, E11 3DB</td>
<td>020 8496 3000</td>
</tr>
<tr>
<td><strong>Wandsworth Council Admissions</strong></td>
<td>Civic Centre, Lampton Road, Hounslow, TW3 4DN</td>
<td>020 7527 5515</td>
</tr>
<tr>
<td><strong>Westminster Education Authority</strong></td>
<td>Kensington Town Hall, Hornton Street, London, W8 7NX</td>
<td>020 7745 6432</td>
</tr>
</tbody>
</table>

**Neighbouring authorities’ school admissions sections**

<table>
<thead>
<tr>
<th>Authority</th>
<th>Address</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Essex County Council</strong></td>
<td>PO Box 4261, Chelmsford, CM1 1GS</td>
<td>0845 603 2200</td>
</tr>
<tr>
<td><strong>Thurrock Council</strong></td>
<td>PO Box 118, Civic Offices, Grays, Essex, RM17 6GF</td>
<td>01375 652 883</td>
</tr>
</tbody>
</table>

**Information for parents about children moving to secondary schools in 2016**
Brentwood Diocese Catholic Schools
Supplementary Information Form (SIF)
for All Saints Catholic School September 2016 entry

Why you must fill in this form
If you want to apply for a place at All Saints under the faith criteria, you need to fill in this SIF form. We set out the admission criteria for our school (see pages 18 to 19 and page 24) in the ‘Moving to secondary school in 2016’ admission booklet. If we do not receive this filled-in form with the relevant documents, we will consider your child under criterion 9. If we discover that we have offered your child a place based on false information, we will withdraw the place.

What you need to do
- **The common application form (CAF)** – If you want to apply for a place at this school you need to fill in, by 31 October 2015, the CAF provided by the borough you live in.
- **The supplementary information form (SIF)** – If you want your child to be recognised as a Catholic (under our admission criteria 1 to 5) or as being baptised (under our admission criteria 7 and 8), you should fill in this SIF and return section A direct to the school. Include with your form a photocopy of your child’s baptism certificate (or certificate of reception into the Catholic Church) by 30 October 2015.
- **The priest’s reference (PR)** – If you want to be considered as a practising Catholic (under our admission criteria 2 and 3), the Diocese of Brentwood rules that a parish priest must decide whether an applicant is a practising Catholic (not the school). You must arrange to meet with your parish priest in time for him to confirm to the school by 30 October 2015 that your child is a practising Catholic. He will take section B of this SIF and will fill it in and return it direct to All Saints Catholic School to confirm whether your child meets the definition of a practising Catholic.

Where to send the form (for the priest)
- If you are unfamiliar with the requirements above, please contact the All Saints’ Admissions Officer on 020 8270 4247.
- Do not return section B to the parents once you have filled it in.
- As soon as you have met with the parents, please fill in and send this section B of the SIF to:
  Admissions Officer
  All Saints Catholic School
  Terling Road
  Dagenham
  RM8 1JT

Where to send your filled-in form (for the parent or carer)
Remember you will need to use one SIF form for each child. You should fill in section A over the page and return it to our school’s admissions officer, with photocopies of either of the documents below, by 30 October 2015. Please tick which document you have included with your form.

- The child’s baptism certificate.
- The child’s certificate of reception into the Catholic Church.

Admissions Officer, All Saints Catholic School, Terling Road, Dagenham RM8 1JT
Section A (to be filled in by the parent or carer)

Child’s legal first names: 

Child’s legal last name: 

Date of birth: Day [ ] Month [ ] Year [ ]

Home address and postcode: (The child’s home is the permanent address where they live with their legal guardian.)

Borough you live in: 

Does the child have any siblings (brothers or sisters) at All Saints School? 

Yes [ ] No [ ]

If yes, you must give the relevant sibling’s name on the CAF provided by your home borough.

Parent’s or carer’s full names: 

Home phone number: [ ] Daytime phone number: [ ]

Email address: 

Your signature: [ ] Date: [ ]

If you want your child to be recognised as a practising Catholic (under our admission criteria 2 and 3), give details below of the priest who you have asked to confirm to the school that your child is a practising Catholic.

Name of priest: 

Name of church: 

Church address if outside Barking and Dagenham: 

Section B (please give this section to your priest and ask him to fill it in and return it to the school)

Child’s legal first names: 

Child’s legal last name: 

Date of birth: Day [ ] Month [ ] Year [ ]

I confirm that, to the best of my knowledge and belief, this child is a practising Catholic. 

Yes [ ] No [ ]

Daytime phone number: [ ]

(if you are a priest outside the local deanery)

Your name (the priest): 

Your signature: [ ] Date: [ ]

Parish seal to be applied over the priest’s signature

• If you are unfamiliar with the requirements above, please contact the All Saints’ Admissions Officer on 020 8270 4247
Checklist

Please read the checklist below before you return your form.

☐ Read the admission process on pages 6 to 25 in this booklet.

☐ Fill in and submit your common application form (CAF) online. 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 30 October 2015 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.

☐ Please make sure you attach all other forms and documents we ask for. This may be proof that you are the child’s guardian, proof of address, or proof that your child is or was in the care of a local authority.

☐ 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.

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

Need help to

Help sessions are available at Dagenham Library on Tuesdays. Sessions start at 9am and end at 4.30pm, from 8 September until 27 October 2015.

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 30 October 2015. Please see page 25 for our contact details.

Apply online for a secondary school place now: www.lbld.gov.uk/admissions
London Borough of Barking and Dagenham
Phone. 020 8215 3000

Out of hours emergencies only
Phone. 020 8215 3024
Fax. 020 8227 3470
E-mail. 3000direct@lbbd.gov.uk
Website. www.lbdd.gov.uk

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