

Moving to a secondary-phase school in September 2019 – a quick guide

Introduction

This leaflet is a quick guide to applying for secondary school places for parents' whose children were born between 1 September 2007 and 31 August 2008. If your child was born between these dates, apply now for them to start



secondary school in September 2019.

You must apply for a school place online by the closing date of 31 October 2018. Please make sure you read the full details of the admissions process in our e-booklet 'Moving to secondary school in 2019' before you apply.

See our website for details. If you do not follow the process in the e-booklet, you risk not getting a place for your child at your preferred school.

Information meeting

Find out how places are offered at our secondary schools. Come to our information meeting for parents which starts at 7pm. Admission officers will be available afterwards to answer any questions you may have about the admissions process.

We look forward to seeing you on Tuesday 11 September 2018 at the Broadway Theatre in Barking.

Receipt details

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

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

Email details used

Email address: _____

Password: _____

eAdmission details issued

Username: _____

Password: _____

Record your application reference number here.

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

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What you need to do

1

Read and make sure you understand the admissions process for our borough which is available on our website in the e-booklet 'Moving to secondary school 2019' in particular pages 6 to 26.

2

Go to the admissions meeting listed on the front cover. The meeting will give you independent advice about the admissions process. You can also contact the Family Information Service Team on 020 8227 5395 if you need more help.

3

Collect information to help you decide your preferences which can be any school in the country. Each of our secondary schools provide information about themselves on pages 28 to 39 of the admissions e-booklet. Each school can also give you their prospectus, their most recent Ofsted inspection report, their exam results and governing body's annual report. Each school's contact details are shown on page 2 of this leaflet.

4

Visit the schools to see for yourself what they can offer. The times of open days and open evenings in Barking and Dagenham schools are shown over the page.

5

Study the information on page 7 of the admissions e-booklet, which shows statistics from last year's applications for Barking and Dagenham schools. This information should give you an idea what happened last year and the chance that you would have had of getting a place at your preferred Barking and Dagenham schools. This information also shows the number of parents who were successful in getting one of their preferences and the popularity of each of our schools. We recommend that you consider including your local school as one of your preferences. Your chances of being offered a place increase the closer you live to a school. Previous editions of this e-booklet and statistical information for the past five years are published on our website. If you are applying for schools outside the borough, study the information the relevant local authority and school have provided.

If you want to stay on at the all-through school you go to, do not fill in an application form. If you want your child to move to a different secondary-phase school, you must apply.

6

To apply, fill in and submit the common application form (CAF) online by the closing date. List six schools in the order you prefer. Most schools receive more applications than there are places available (they are oversubscribed). In this situation, not everybody will be given a place. We need information to help us offer you another school, and the more schools you list the greater the chance of this. Carefully check the names and addresses of the schools you have selected, as some schools have similar names. Please make sure you attach all the other information we ask for. This may be proof that you are the child's guardian, proof of your address, or proof that your child is or was in the care of a local authority (pages 9 to 11). 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 the council by the closing date.

Finally, don't forget to fill in any extra supplementary information forms (SIF), and provide any documents or information for any schools or local authority that ask you to do this and send these forms and documents back to them before the closing dates. We will not pass on any extra information or SIFs to schools or local authorities on your behalf.

7

If your information changes, you must alter the relevant fields on your online application form by the closing date. We will send you an email with a new version number every time you change your application. If you cannot make these changes to your online application or if there are any changes you need to tell us about after the closing date, you must write to the School Admissions Team.

Remember

Remember if the school receives more applications than there are places (oversubscribed) it is the admission criteria that will decide if a place is offered to your child. Make sure you read the admission criteria for Barking & Dagenham schools on pages 18 to 21 of the 'Moving to secondary school 2019' e-booklet. If you live in our borough and we cannot give your child a place at any of the schools you have applied for, we will give your child a place at any school in the borough which has a place available.

Useful information

Our schools open day and open evening dates and times

All Saints Catholic School

Terling Road, Dagenham, RM8 1JT

Phone: 020 8270 4242

Website: www.allsaintsschool.co.uk

Open evening: Wednesday 10 October 2018, 5.30pm to 8.30pm.

Barking Abbey – a specialist sports and humanities college

Sandringham Road, Barking, IG11 9AG

Phone: 020 3967 7030

Website: www.barkingabbeysschool.co.uk

Open evening: Wednesday 3 October 2018, 5pm to 7pm (Sandringham Road) or

Open morning: Friday 5 October 2018, 8:45am to 10am (Longbridge Road).

Dagenham Park Church of England School

School Road, Dagenham, RM10 9QH

Phone: 020 8270 4400

Website: www.dp.bardaglea.org.uk

Open evening: Tuesday 25 September 2018, 4.30pm to 7.30pm or

Open morning: Thursday 27 September 2018, 9.30am to 12.30pm.

Eastbrook School

Dagenham Road, Dagenham, RM10 7UR

Phone: 020 3780 3609

Website: www.eastbrookschool.co.uk

Open evening: Thursday 20 September 2018, 5.30pm to 7pm or for an individual visit at a time to suit you, ring 020 8270 4568.

Eastbury Community School

Hulse Avenue, Barking, IG11 9UW

Phone: 020 8270 4500

Website: www.eastbury.bardaglea.org.uk

Open evening:

Wednesday 26 September 2018, 5pm to 8pm.

Goresbrook School

Ripple Road, Dagenham, RM9 6XW

Phone: 020 3597 6666

Website: www.goresbrookschool.org.uk

Open evening: Tuesday 18 September 2018, 5.30pm to 7.30pm or

Open Morning: Wednesday 10 October 2018, 9am to 10.30am. Ring us for an individual appointment with the principal.

Greatfields School

St Marys, Barking, IG11 7TD

Phone: 020 8724 8219

Email: office@greatfieldsschool.com

Website: www.greatfieldsschool.com

Open evening:

Monday 17 September 2018, 7pm or

Open mornings:

Wednesday 19 September 2018, 9am or

Thursday 20 September 2018, 9am.

Jo Richardson Community School

Castle Green, Gale Street,

Dagenham, RM9 4UN

Phone: 020 8270 6222

Website: www.jorichardson.org.uk

Open evening:

Thursday 13 September 2018, 6pm to 9pm.

Riverside School

Thames Road, Barking, Essex, IG11 0HH

Phone: 020 3946 5888

Website: www.riversidecampus.com

Open evening:

Wednesday 12 September 2018, 7pm.

Robert Clack School of Science – a specialist college

Green Lane, Dagenham, RM8 1AL

Phone: 020 8270 4200

Website: www.robertclack.co.uk

Open evening: Thursday 27 September 2018, 6pm to 8.30pm.

The Sydney Russell School

Parsloes Avenue, Dagenham, RM9 5QT

Phone: 020 8270 4333

Website: www.sydneyrussellschool.com

Open evening:

Monday 24 September 2018, 7pm

Open mornings:

Wednesday 26 September 2018, 9am or

Thursday 27 September 2018, 9am.

The Warren School

Whalebone Lane North,

Chadwell Heath, RM6 6SB

Phone: 020 8270 4500

Website: www.thewarrenschoo.net

Open evening:

Thursday 4 October 2018, 5pm to 7pm

Contact details for neighbouring local authorities

Essex County Council:

County Hall, Market Road, Chelmsford

CM1 1QH

Phone: 0345 603 2200

Email: admissions@essex.gov.uk

London Borough of Havering:

School support & pupil services,

9th Floor, Mercury House,

Mercury Gardens,

Romford, RM1 3SL

Phone: 01708 434 600

Email: schooladmissions@haverling.gov.uk

London Borough of Newham:

Newham Dockside,

1000 Dockside Road,

London, E16 2QU

Phone: 020 8430 2000

Email: pupil.services@newham.gov.uk

London Borough of Redbridge:

255-259 High Road, Ilford,

Essex, IG1 1NN

Phone: 020 8708 3139

Email: schooladmissions@redbridge.gov.uk

Statistics for Year 7 places in 2018

Secondary-phase schools in Barking and Dagenham	Total applications received by the closing date	Total number of Year 7 places available
All Saints School	832	240
Barking Abbey School	1,377	360
Dagenham Park School	520	270
Eastbrook School	482	360
Eastbury School	756	300
Goresbrook School	427	120
Greatfields School	301	120
Jo Richardson School	1,203	300
Riverside School	467	300
Robert Clack School	1,673	360
Sydney Russell School	1,557	360
Warren School	437	240

Options for 14 to 19 year-olds

When deciding which secondary schools to apply for, please keep in mind that there is an opportunity for children to change to a different type of school in Year 9. At that time, all Year 9 pupils are at the point of choosing the exam courses they will study (their options). As well as the opportunities available in our schools listed on this page, technical and training schools provide other options for your child. These schools are new and fall within the category of either university technical colleges (UTCs) or studio schools. They are open in some areas to provide 14- to 19-year-olds with technically based courses that focus on the skills needed for work. Pupils start these schools in Year 10 but you need to apply for a place now while your child is in Year 9 (aged 13 to 14).

The school's staff or our Careers Advice Service can help you decide whether a technical and training school is right for your child.

There is more information in our admissions e-booklet 'Technical and training school', which is available on our website at www.lbbd.gov.uk/admissions.

We have a UTC school in this borough called Elutec in Dagenham. Please see Elutec's website in August for the date and time of their open day event.

ELUTEC – East London University Technical College

Yew Tree Avenue, Rainham Road South, Dagenham East, RM10 7FN

Phone: 020 3773 4670,

Website: www.elutec.co.uk

Sending in your information

Common application form

If you live in this borough you can make your application by going to the link on our website at www.lbbd.gov.uk/admissions or you can go straight to the eAdmissions site at www.eadmissions.org.uk. You must make your application no later than midnight on 31 October 2018. **Do not leave it until the last day to apply.**

Important notes

- If you try and apply online and you cannot see your exact address in the list provided, or if the schools you want to apply for are not listed, you must contact us (the School Admissions Team) by 5pm on 31 October 2018 otherwise your application will be late. 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, proof of address, or proof that your child is or was in the care of a local authority (pages 9 to 11).
- Make sure you read page 24 of our admissions e-booklet for details of how to get a receipt and how to send us any extra information we ask you for.
- Some schools may ask you to fill in extra forms. 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 (see page 25 of the admissions e-booklet). We will not pass on any extra documents, information or SIFs to schools or local authorities on your behalf.

Need help to apply online?

Help sessions are available at Dagenham Library on Tuesdays and Barking Learning Centre on Thursdays from 11 September until 30 October 2018. Each session starts at 9am and ends at 4.30pm.

If you try to apply online and you cannot see your exact address in the list presented, or the schools you want to apply for are not listed, you must contact the School Admissions Team by 5pm on 31 October 2018.



Late applications

If your application is late, you are not likely to get a place at an oversubscribed school. If we receive your application after the deadline, we will deal with it after we have dealt with the applications that we received on time. At that time we will have given most of the available places to pupils whose applications we received by the closing date.

Contacting us

By phone:

You can call us for information on **020 8215 3004**.

By email:

Email us for information at **infos@lbbd.gov.uk**

By post:

Please allow time for written information to be delivered if you send it by post.

We must receive all information from you **no later than 31 October 2018**. You are responsible for making sure you pay the correct postage charge. We cannot accept any responsibility if you do not pay the correct postage.

Postal address: School Admissions Team, MSS 2019, Town Hall, Barking, Essex, IG11 7LU.

Online admissions helpdesk:

If you have any technical difficulties when 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 questions, please contact the School Admissions Team.

Apply
Online

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

31 October 2018

Apply online for a secondary-phase school place now:

www.lbbd.gov.uk/admissions

