Starting school full-time
Information for parents about children starting school in 2014
The closing date for all applications and the other information we ask for is **15 January 2014**.

If you try to apply online and your address is not available or the schools you want to apply for are not listed, you must contact the Admissions Team before 5pm on 15 January 2014.

We can help you to accept your offer online between 9am until 4.30pm on the following dates. 17 and 24 April 2014 at the Barking Learning Centre and 22 and 29 April 2014 at Dagenham Library.

Use this space to record the username, e-mail address and passwords you have used to make your application. It is important that you keep this information. Without it you will not be able to go online and see which school place we have offered and tell us if you want the place we have offered your child.

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

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Apply on-line for a reception school place now: 
[www.barking-dagenham.gov.uk/admissions](http://www.barking-dagenham.gov.uk/admissions)
Introduction

If your child was born between 1 September 2009 and 31 August 2010, they may start school full-time in September 2014. This information booklet explains the admissions process for the first year of school (reception places). Please keep this booklet in a safe place as 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 our faith schools (except for George Carey) on pages 21 to 27. For George Carey and all other Barking and Dagenham schools see page 20.

No places are guaranteed and you must apply even if your child already has a place at the school’s nursery class. It is important that you read and understand the information in this booklet before you apply. If you don’t follow the process in this booklet, you put your chance of getting a place at your preferred school at risk.

To apply, you must use the common application form provided by the borough you live in. If you are applying to any of the faith schools (except George Carey), you will also need to fill in and return the supplementary information form (SIF) if you apply under their faith criteria. Catholic schools will also require a diocese priest reference form (PRF). You may need to fill in other forms (supplementary information forms) if you apply for schools outside the borough. See pages 14 for more details.

The schools you apply for are your preferences – they are not your choices because we cannot guarantee everyone a place at any of the schools they have listed. For example, 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, based on the admission criteria, to those who make their application by the closing date. The full timetable is on page 34. You must return all applications and documents by the closing date, 15 January 2014.

Applications received after this date are late, and we will not process them until after 16 April 2014, once we have dealt with the applications we received on time. By this time you will be less likely to gain a place for your child at your preferred school. If you do not fill in and return your application form, and you live in this borough, we will give your child a place at the nearest school to your home in Barking and Dagenham that still has a space.

The School Admissions Team are happy to answer any questions you have about the process. If you need independent advice, you can contact the Family Information Service (FIS) Team, see page 42.

DO NOT THROW THIS BOOKLET AWAY
Keep in a safe place as you will need to refer to it over the next year.
Welcome

As your young children prepare to start their formal education, this booklet will introduce you to the excitement of starting school full-time. It contains information about pre-school learning opportunities and arrangements for obtaining a reception (infant) and junior class place.

Barking and Dagenham is a friendly borough with schools and other learning opportunities close to all neighbourhoods. The borough has an outstanding reputation for its teaching and learning. Head teachers and governors of the schools will welcome you to visit any of the schools to view the range of opportunities and activities available for young children. As well as the nursery classes at the borough’s schools, there are pre-school day nurseries and other arrangements for young children under five years of age. You will find some information about these services in this booklet.

A child’s first steps in education are vitally important. The staff in all the schools, nursery classes, pre-school day nurseries and in our offices look forward to working closely with you to offer the best possible future for the children of Barking and Dagenham.

Yours faithfully

Councillor John White,
Cabinet Member for Children’s Services
Contents

This booklet gives you information about applying for reception (infant) classes at Barking and Dagenham infant or primary schools in September 2014. It also contains advice for parents and carers with young children about pre-school learning and admission arrangements to junior classes.

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
Email: 3000direct@lbbd.gov.uk
Website: www.barking-dagenham.gov.uk/admissions

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Early Years Provision

What options are available for my child?
By law, children in England start school in the term after they reach their fifth birthday. In Barking and Dagenham there is a range of early-years options available for children under the age of five. Your child can be considered to receive 15 hours of free early education in a number of settings as part of a part-time or full-time session.

- There are nursery classes (for children aged three to four) in every local-authority infant and primary school.
- There are full daycare nurseries run by the local authority and private and voluntary organisations.
- There are pre-schools run by private and voluntary organisations.

This section of the booklet gives a brief description of the various types of early years learning opportunities in Barking and Dagenham. Please contact the Family Information Service (see page 42) about the process of getting your child a nursery or pre-school place in a Barking and Dagenham school or other nursery setting. They can also give you advice about free places for eligible two-year-olds.

Nursery classes
There is a nursery class in every infant and primary school in Barking and Dagenham. Nursery classes are led by qualified teachers and are inspected by the Government’s Office for Standards in Education (Ofsted). Children in nursery classes follow the Early Years Foundation Stage, which emphasises the importance of play in early learning and development. As parents and carers, we encourage you to take part in your child’s education by working together with the staff of nursery classes, pre-schools and day nurseries so that you can provide the fullest support for your child’s learning and development.

Children of parents or carers who live in the borough may be considered for a part-time place in a nursery class in the September before their fourth birthday. By going part-time, your child will have a gradual introduction to school. However, a place in the nursery does not guarantee a place in full time school.

Day nurseries
There are 35 day nurseries in Barking and Dagenham, two run by the council and the rest by private, community and voluntary organisations. 13 of these nurseries are attached to children’s centres. They aim to provide high-quality, affordable childcare to allow parents to take part in training and employment opportunities. Day nurseries are registered and inspected by Ofsted and offer free education sessions of 15 hours per week (term time only). Parents can opt to take 11 hours of free nursery education and spread it over the whole year. This applies to all children in the term after their third birthday. Day nurseries also offer a number of free early-education places for eligible two-year-olds. All these nurseries have input from a qualified teacher.

Pre-schools
There are 25 pre-schools in Barking and Dagenham, which are run private and voluntary organisations. Pre-schools offer 15 hours of free early education per week to children in the term after their third birthday. Pre-schools also offer a number of free early-education places of 15 hours for eligible two-year-old children. These settings are also inspected by Ofsted and supported by qualified teachers.

Childminders
Some high-quality childminders have received extra training and support and have been approved by the local authority to offer free early education to eligible two-three- and four-year-old children. They also have support from a qualified teacher. Please contact the Family Information Service (see page 42) for more details.

Need help to apply online?
Help sessions are available at Dagenham Library on Tuesdays and at Barking Learning Centre on Thursdays. Each session starts at 9am until 4.30pm from 5 November until 14 January 2014. These sessions will be closed for lunch from 12.30 to 1pm.
Infant, junior and primary schools
Children must receive full-time education from the beginning of the term after their fifth birthday. At this time, parents need to decide whether they would prefer an infant school for children aged four to seven or a primary school for children aged four to 11. Our policy is to offer children the opportunity to begin full-time education in the September of the school year in which they become five years old. However, by law, a child does not have to start school in England until the term after their fifth birthday. This means that most pupils have the option of starting school when they are four.

There are eight infant schools in the borough for children aged four to seven. All are linked to a junior school for children aged seven to 11. There are 29 primary schools for children aged four to 11. Our infant, junior and primary schools are all listed on pages 40 and 41 and include voluntary-aided schools, academies and free schools. All faith schools are listed on page 41 starting with F.

What will my child learn?
The early stage of children’s learning from birth up to the age of five years is called the Early Years Foundation Stage. All early-education providers that receive education funding from the Government must work closely with parents and carers to give children the best possible start in education.

The Early Years Foundation Stage is organised into seven areas of learning for children aged from birth to five years.

There are three main areas and these are:
- personal, social and emotional development;
- communication and language; and
- physical development.

There are four specific areas and these are:
- literacy (reading and writing);
- mathematics;
- understanding the world; and
- expressive arts and design.

As children move through the Early Years Foundation Stage, their progress towards the early-learning goals will be assessed. You can get more information about how ‘early learning’ is organised from the staff at your child’s nursery, school, pre-school or day nursery, or from the Department for Education (DfE) website at www.education.gov.uk.

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

The closing date is 15 January 2014
Starting school

Your child’s 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. Visit as many schools as you can to help you decide your preferences (for up to six schools) on your common application form. 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.education.gov.uk/performancetables/); and
- the governing body’s annual report.

The faith primary and junior schools are listed on page 41 of this booklet starting with ‘F’. Before you apply for a place at any of the borough’s faith schools, you must read the school’s admission criteria (page 21 to 27) and follow the instructions on page 32. If your child does not gain a place at our faith school, please see page 18 about the appeals process.

**Our community infant, junior and primary schools** are listed on page 41. The admission criteria for reception places are on page 20 and page 37 for junior school places. Please note that Northbury Infant and Junior schools are currently consulting to see if the schools can merge to become a primary school. Please see our website for updates.

**Important note for schools with two sites** – If you want to apply for a place at Manor, Ripple, Roding or Valence schools you need to read the important notes below.

**Note 1:** If you want to apply for a place at these schools you must give the name of the site you would like your child to attend. However, if you are not successful in applying for a specific site you can only appeal for a place at the school, not a place at a specific site, as both sites are managed by the same head teacher and governing body. If you win your appeal, the school will decide which site your child will go to.

**Note 2:** If you do not name the site you prefer on your application form, we will automatically process your request for site 1 as listed on page 41.

**Note 3:** A waiting list will be kept for each site and the waiting list will be in criteria order. The waiting list process listed on page 19 will be followed for each site.

**Important note:** Plain English Campaign’s Crystal Mark does not apply to pages 28 to 29.

The George Carey Church of England Primary, Goresbrook School and Thames View Infants are their own admission authority schools. However, they follow the same admission criteria as Barking and Dagenham community schools and we will offer places on behalf of the schools.

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**The closing date is 15 January 2014**

Need help to apply online? Help sessions are available at Dagenham Library on Tuesdays and at Barking Learning Centre on Thursdays. Each session starts at 9am until 4.30pm from 5 November until 14 January 2014. These sessions will be closed for lunch from 12.30 to 1pm.
Planned new school

United Learning is pleased to be opening a new all-through school in Barking and Dagenham. (An all-through school is one which is for children aged from four to 18.) The new school, which is currently using the name Goresbrook School, will open in September 2014. The school’s name may change following consultation with the local community.

The school will open with 90 reception pupils and then the primary phase of the school will grow a year at a time. The secondary phase of the school will open for Year 7 students in 2016 and, like the primary school, will grow year-on-year. Once full, the school will include a sixth form and be the first combined primary and secondary all-through school in the borough. Any children who start at the school in reception will be guaranteed a place in the secondary phase of the school when they reach Year 7. The admission criteria for the school are listed on page 20.

The school will be built on the site of the Goresbrook Leisure Centre, Ripple Road, Dagenham, Essex, RM9 6XW. There is an exciting programme of building work planned which will transform the site into an outstanding, modern school complex by the time it opens. Both the primary and secondary phases of the school will have access to excellent shared sports facilities.

The new school will be part of United Learning, an educational trust of over 30 academies and independent schools across the country. As part of United Learning, the school will promote high levels of achievement and aim to ‘bring out the best in everyone’. It will share best practice with other United Learning schools across the country and staff will benefit from the group’s wide range of high-quality professional development opportunities and its excellent educational resources.

United Learning is committed to providing excellent education through which all pupils are able to progress, achieve and go on to succeed in life. Its approach is supported by a sense of moral purpose and commitment to doing what is right for children and young people. Its core values (set out below) are based on this approach.

- Ambition – to achieve the best for ourselves and others
- Confidence – to have faith in what we believe in and the confidence to take risks in the right cause
- Creativity – to imagine possibilities and make them real
- Respect – for ourselves and others in all that we do
- Enthusiasm – to look for opportunities, find what is good and take talents and interests further
- Determination – to overcome obstacles and achieve success

United Learning will be carrying out an extensive consultation on many different aspects of the school, including its name, curriculum, extracurricular programme and links with the local community. If you would like to be involved in this process, they will be holding an open evening in early November, please email Goresbrook.Enquiries@unitedlearning.org.uk if you would like more details about the evening. Please also come to this open evening if you would like to learn more about the plans for education at the school, what the school will look like when it opens or discover more about United Learning in general. Anyone from the local area who is interested in education is welcome to attend this event, whether or not they have a child of reception age.
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. There is more information on pages 11 to 19.

2 Collect information to help you decide which schools you prefer. Addresses for information about schools in other boroughs are shown on page 39.

3 Make an appointment to visit the schools to see for yourself what they can offer.

4 Study the information on pages 28 and 29, which shows statistics from last year’s applications for Barking and Dagenham schools. This information should give you an idea what happened last year and the chance that you would have had of getting a place at your preferred Barking and Dagenham schools. This information also shows the number of parents who were successful in getting one of their preferences and the popularity of each of our schools. We recommend that you consider including your local school as one of your preferences. Your chances of being offered a place increase the closer you live to a school. Previous editions of this booklet and statistical information for the past five years are published on our website. If you are applying for schools outside the borough, study the information the relevant local authority and school have provided.

5 Fill in and submit the common application form (CAF) online by the closing date. List the schools in the order you prefer. Make sure you attach all other forms and documents we ask for. This may be proof of address (pages 12 and 13), proof that your child is or was in the care of a local authority (pages 12 and 13, or proof that you are the child’s guardian (page 12).

6 Finally, don’t forget to fill in and send your supplementary information forms to the local authority or schools that ask you to do this before the closing dates (see page 32).

7 We must receive your reply by 30 April 2014 or your child will not have a school place.

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 age five to 18 living in their borough or county. If you do not live in Barking and Dagenham, please make sure you have read the admissions booklet from your borough or county.

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

You must also fill in any other relevant forms (supplementary information forms) that may apply. The admission criteria for Barking and Dagenham schools are on pages 20 to 27. It is important that you read and understand the criteria and admissions process (pages 11 to 19) before you apply.

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

It is important that you rank the schools in your true order of preference. Potential offers are exchanged between councils until your own borough can make a single best offer (including any schools you may have applied for in other boroughs). The local authority that you live in will post this offer on 16 April 2014, for applications they have received by the closing date. You must accept the place offered by that date or we will withdraw our offer. You have a right to appeal if we turn down your application (see page 18). Please make sure you have read about how your local authority handles admissions before you fill in your application form.
What you need to know

Who can apply for a 2014 reception school place?

If your child was born between 1 September 2009 and 31 August 2010, you can apply now for them to start full-time school in September 2014.

What are co-ordinated admissions?

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

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

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

The admission authority for each school you have listed on the application will decide whether or not to offer your child a place. If a school is oversubscribed (receives more applications than available places), the admissions authority will use its published conditions (admission criteria) to decide the order in which to offer places. Unless the published admission criteria of the school say so, councils will not pass on details of where the school was ranked and will not tell a school about other schools a parent has also applied for.

It is important that you rank the schools in your true order of preference. This is important because if we can offer your child a place at two or more of the schools you have listed, we will give your child a place at the one you ranked the highest out of these schools, and release all other lower preferences. These places are then offered to other parents who do not have a school place for their child. Councils will write to parents (who applied by the closing date) on 16 April 2014 and tell them the results of their application.

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

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

Admissions officers in the School Admissions Team, one-stop shop staff, and the borough’s call centre staff can give you advice about how the admissions process works. You may also get advice from the Family Information Service (FIS Team) and their advice is independent of the School Admissions Team. They will explain how the admissions procedures affect your individual circumstances and will also help you fill in the necessary forms to make sure your application is complete. The contact details for the FIS Team are on page 42.

If my child goes to the nursery at a school, will they automatically start at the main school?

No. Children who go to a nursery class in a primary or infant school do not automatically move to the main school. You have to apply for a reception place using the CAF and the relevant SIF form if required, even if your child has a brother or sister at that school.

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

Simply naming one school or repeating the same school does not increase your child’s chance of getting a place there, and may lead us to giving your child a place at a school you have not listed.
The admission number of each school and the number of applications made for those places last year are shown on the statistical information on pages 28 and 29. This information will show you which schools are likely to be oversubscribed (receive more applications than there are places available).

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

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

What if my child lives with both parents at two different addresses?
When a child lives with their natural parents, legal guardian or foster parent, we will consider that address to be the child’s normal, permanent home.

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

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

At the welcome meeting with the school we have offered you a place at, you will be asked to provide proof of your child’s identity (including their legal name and date of birth) and of the address where you and your child are living, as stated on the application form. You must take one original document (no photocopies) from each of the three lists (A, B and C) below with you to the welcome meeting.

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

List B
(proof of the parent’s or carer’s address)
- Your Council Tax bill for 2013-2014
- Your Council Tax Benefit letter or notice for 2013-2014
- A solicitor’s letter showing the completion details if you have just bought your home (the letter must be dated within the last three months)

List C
(proof of the parent’s or carer’s address)
- Your utility bill (gas, electricity or water) from the last three months. We will not accept a mobile-phone bill or bills for internet connection.
- A statement from your bank, building society or a credit-card company from the last three months.

If you do not own or rent your own home, but are living with someone who owns their home or rents it from the council or from another landlord, you will need to prove that you live there.
Please provide a copy of their current Council Tax bill or Council Tax Benefit letter or notice, together with written confirmation that you live with them. Please ask them to provide a letter containing the following information.

- Their name
- The address of the property
- The fact that you and your child live in the property, and the date you moved there
- Confirmation that you and your child have permission to live in the property and how long you are allowed to live there

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

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

Please check that your and your child’s details match the information you give on your application form and on the documents you show us. Also, the guardian named on the application form must be listed on the Council Tax bill and other bills you show us as proof.

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

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

What happens if my child has additional needs?

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

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

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

If you already have a statement of special educational needs, the Special Educational Needs Assessment and Review Team (SENART) will review their statement at least once a year (or twice a year if they are under five years of age).

Your SEN case officer will process any changes recommended at the review meetings, including any request you make for your child to attend a different school, and let you know if we have agreed this.

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

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

We consider applications for children who are or used to be in the care of a local authority before we consider all other applications. A looked-after child is a child who is or was:

- in the care of a local authority; or
- being provided with accommodation by a local authority under their social services functions (see the definition in Section 22(1) of the Children Act 1989).

For admission purposes we consider a ‘looked-after child’ to be a child who is currently in local authority care or a child who was in care in the past but who became subject to an adoption, residence, or special guardianship order immediately after leaving care.
If your child is in the care of a local authority, you must also include with the common application form a letter from the social worker confirming the legal status of the child and the local authority which the child is in the care of. The letter should also provide the reasons for the preferred schools you have listed.

If your child is in the care of a local authority and you would like to discuss your application 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 a school in another borough (not private schools), you must list that school on your Barking and Dagenham common application form. Please apply online, checking that the school you want to apply for is on the list of schools. If it is not on the list of schools please contact the Admissions Team before 5pm on 15 January 2014 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. Page 39 lists the contact details for all the local authorities in London. For details of other local authorities that are not listed, please see the Department for Education (DfE) website at www.education.gov.uk.

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

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

If your information changes, you must alter the relevant sections on your online application form by the closing date. If you need to tell us about any changes after the closing date, you should write to us or fill in a paper form which you can download from our website or get from either of our one-stop shops in Barking or Dagenham at that time. If you are unable to 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 online form and 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.

**How do I return the forms?**

**Common application form (CAF)**

Applying online is the most reliable and secure way to make your application. All local authorities in London have worked together to make it possible for parents to apply online for a school place in London and its surrounding counties. This service is available through the ‘eAdmissions’ website. Making an application is easy, and should take no more than 10 minutes. The site gives full instructions on its guidance pages, as well as a step-by-step presentation to help you make your application.

You will need to register with the ‘eAdmissions’ site by setting up an account with your email address and password before you can begin your application. Your application only becomes valid when you press the ‘Submit’ button on the ‘Submit your application’ page. You will then be issued with an application reference number. You should make a note of this information on page 2 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. 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 us.
From 5 November, we are holding online help sessions at the following times at the one-stop shops to help you fill in your online application form. We are at Dagenham Library on Tuesdays and at the Barking Learning Centre on Thursdays, between 9am and 4.30pm until 15 January 2014. These sessions will be closed for lunch from 12.30 to 1pm on those days.

We can also help you to access your results or accept your offer online, between 9am until 4.30pm on the following dates - 17 and 24 April 2014 at the Barking Learning Centre and 22 and 29 April 2014 at Dagenham Library.

Important note
If you apply online and you cannot see your exact address in the list presented, or the schools you want to apply for are not listed, you must contact us before 5pm on 15 January 2014, otherwise your application will be late. Our contact details are on page 5.

Supplementary information forms (SIFs)
Please see page 32.

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

How are places given?
The current School Admissions Code says that schools are ‘required to admit children with statements of special educational need where the school concerned is named on the statement’. As a result, we process 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 80 and three places have been given to children whose statements name that school, we will issue the other 77 places in line with the admission criteria.

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

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

We do not make decisions to offer places based on the date we received the applications. Instead, we group all the applications we receive on time and process them together. If there are more places available than there are applications for those places, we agree all the applications.

However, if there are more applications for a school than there are places available in that school (that is, the school is oversubscribed), we will use the admission criteria to decide which applications to accept. The notes that follow the admission criteria on page 20 are there to explain particular points about the criteria we use.

In Barking and Dagenham, the local authority is the admissions authority for the 31 community schools. The criteria for these schools are listed on page 20. The George Carey Church of England Primary is a voluntary-aided school, Goresbrook School is a free school and Thames View Infants is an academy. All three schools are their own admissions authority. However, they follow the same admission criteria as Barking and Dagenham community schools and we will offer places on behalf of these schools.

There are seven other voluntary-aided faith schools and each of them has a governing body that is the school’s admissions authority. The criteria for these schools are listed on pages 21 to 27.

Before you make your application, please make sure you read and understand these criteria and notes and check how places were distributed at each school. For copies of previous editions of this booklet (which includes statistics for previous years), see our website.
Starting school full-time

What is the timetable?

Online applications close at midnight on 15 January 2014. You cannot apply online after this date. Do not wait until the last minute to make your application in case your address or schools you are applying for are not available on the online system. Our offices close for enquiries at 5pm on 15 January 2014. If we receive your application after this, it will be treated as a late application. There is a full reception admission timetable of events on page 34.

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 you apply after the closing date, you must fill in a paper form, which you can download from our website or get from either of our one-stop shops in Barking or Dagenham. 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). At this stage, we will have given most places to pupils whose applications we received by the closing date. If we received your application between 16 January and 16 April 2014, we will send decision letters on 17 April 2014. Thereafter applications will be processed within 10 working days of the Admissions Team receiving your form.

In exceptional circumstances, senior officers may consider whether we can process a late application as ‘on time’ in the first round, if there is enough time to process the application. These circumstances include the death of a close relative, or a family recently moving into the area (in which case we need proof). If you send us your application after the closing date but want us to consider it in the first round of offers, please send a letter with your application explaining the exceptional circumstances you want us to consider, together with any supporting evidence. We will make a decision on each case individually and let you know the outcome within 10 working days of receiving your request.

When will I know the result of my application?

If you apply online, you can find out the results of your application on 16 April 2014. We will send you an email late that afternoon letting you know the outcome of your application. You can also log in to the eAdmissions website from 7pm on 16 April 2014 to see your results. We can also help you to access your results or accept your offer online. Please see section ‘Do I need to accept your offer?’ for more details.

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 16 April 2014. Please allow up to two days for your letter to be delivered. We cannot tell you the results of your application over the phone. If you have not received your letter by 23 April 2014, please contact us and we will send you another copy.

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

If we cannot offer your child a place at any of your preferred schools and you live in the borough, we will offer your child a place at the closest school that still has a space.
Do I need to accept your offer?  
Yes. As school places are very limited in all the London boroughs, we ask that you tell us if you want the place we have offered your child. Please use the eAdmissions website to reply. You can log on to the site with the username and password you received when you registered to make your application.

If you have forgotten your details you can enter your email address and get a reminder sent to you. If you cannot do this yourself, we can help you to accept your offer online between 9am until 4.30pm on the following dates - 17 and 24 April 2014 at the Barking Learning Centre and 22 and 29 April 2014 at Dagenham Library.

You can also reply by email (3000direct@lbbd.gov.uk), quoting your child’s name, date of birth and application reference number. We also provide a paper reply form for you to post or bring back to us and these are available at either of our one-stop shops. You can phone us five working days after replying to check that we have received the information.

If you do not accept the place we offer you by the reply date, we will withdraw our offer. If we withdraw our offer or you reject our offer, your child will not have a school place.

If we have offered your child a school place but you do not want them to start immediately, you can either ask that your child goes to the school part-time, or ask to delay your child’s starting date until later in the school year. Please contact us for more details. We cannot delay the school place past the school year in which we received your application form. Your child must be in school from the term after their fifth birthday.

What happens after I have accepted the place you have offered?  
Once you have accepted the school place we have offered your child, we tell the relevant school. They will contact you later in the summer term to tell you about the admission arrangements and the uniform you need for your child. You will need to show proof of your and your child’s address as listed on pages 12 and 13. Some schools will want to make an appointment to interview you and your child. This is not part of the application process. It is to make sure your child can start school as easily as possible.

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

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 nearest school to your home with a space.

If you applied by the closing date, we must receive your reply or form by 30 April 2014.

If your application is late, you should let us know if you want the place you have been offered within 14 days of your offer letter.

Need help to apply online?  
Help sessions are available at Dagenham Library on Tuesdays and at Barking Learning Centre on Thursdays. Each session starts at 9am until 4.30pm from 5 November until 14 January 2014. These sessions will be closed for lunch from 12.30 to 1 pm.
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 reception places at your preferred school will have been distributed in line with the local authority’s published admission criteria. No places are left unfilled for any reason, including appeals.

If you decide to appeal for a place at any Barking and Dagenham school (including the academies, free and voluntary-aided faith schools), please take your results letter to the one-stop shop at Barking or Dagenham and ask for an appeal form. If you applied on time, and would like your case to be heard in the first round of appeals, you must return the appeal form by 20 May 2014. Fill in the appeal form and send it to the independent appeal panel clerk, whose address is printed on the front of the form. For late applications the deadline for appealing is 21 school days from the date of our offer letter.

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

If you made your application on time, we will hear your appeal within 40 school days of the deadline of 20 May 2014. If your application was late, we will hear your appeal with the appeals for applications we received on time if possible. If this is not possible, we will hear it within 30 school days from the deadline for making appeals (as shown on your offer letter).

Important note for schools with two sites

If you apply for a place at a specific site at Manor, Ripple, Roding or Valence School but are not successful, you can only appeal for a place at the school, not a place at a specific site, as both sites are managed by the same head teacher and governing body. If you win your appeal, the school will decide which site your child will go to.

Schools outside the borough

You can appeal against not being offered a place in a school outside Barking and Dagenham that you listed on your common application form. You will need to contact the relevant admission authority (local authority or school) for more details about how to appeal.

Further appeals

We can only consider one application for each child, at each school within the same school year. If we turn down your application, you have the right to appeal. The appeal panel’s decision is final and both the LA and you must accept it.

In normal circumstances there is no right to a second appeal for the same school within the same school year. However, if there has been a significant and material change in your family’s circumstances which you believe affects the level of priority under which your application was processed, for example if your family has moved house, the admissions team may consider a second application as long as you can provide evidence of your changed circumstances. If we accept your second application but a place is still not available at the school for your child, you will be able to make a second appeal.
Can I go on a waiting list?

**Voluntary-aided faith schools**

The faith schools (except George Carey) will automatically put your child on the school’s waiting list with other children whose applications were turned down but are listed higher than the school your local authority offered you. If places become available, we then offer these using the schools’ admission criteria. Your child will stay on the waiting list for a school year (until August 2015). If you still want to stay on the waiting list after this date, you will need to fill out a new application form for the new academic year and you will have the opportunity for a new appeal.

**All other Barking and Dagenham schools**

These schools include our community schools, George Carey, Goresbrook School and Thames View infants. We will automatically put your child on a waiting list for any other preferred Barking and Dagenham schools that we turned down but are listed higher than the school we have offered you. For example, if we have offered you preference number 3, your child will automatically be placed on the waiting list for preference 1 and 2, if these are Barking and Dagenham schools.

The waiting list will be updated on a weekly basis and your child may therefore move up or down the waiting list according to the criteria and other children applying for oversubscribed places. We maintain the waiting list for each of these oversubscribed schools until 23 December 2014.

We delete the waiting lists for these schools at the end of each term (December, April and July). If places become available before this date, we offer them to children on the waiting list using only the admission criteria. If at the end of the term you have not received an offer from the waiting list, you will need to write to us at that time to place your child’s name on the new waiting list for the next term.

If you still want to stay on the waiting list after July 2015, you will need to fill out a new application form for the new academic year and you will have the opportunity for a new appeal.

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

**Schools outside the borough**

You will need to contact the school or the local authority concerned to follow their waiting-list procedure. If places become available at those schools, we, not the schools, will offer those places. Co-ordinated admissions ends on 31 August 2014, after that date you will need to follow the ‘In-year admissions’ process (see below for details) when applying for school places or remaining on a school’s waiting list.

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

First, make an appointment to discuss the matter with the pupil’s current head teacher, as many situations can be dealt with without the disruption that a change of school can cause. If your child still wants to transfer and you have not put your child’s name on the waiting list for another school, please follow the guidance in the information booklet ‘Finding a school place - Issue 2’. From 1 September 2014, applications or transfers for school places fall under the in-year admissions process and for more information about this please see our website or phone 020 8215 3004. You must make sure that your child continues to regularly attend their current school while we are processing your transfer request.

**Need help to apply online?**

Help sessions are available at Dagenham Library on Tuesdays and at Barking Learning Centre on Thursdays. Each session starts at 9am until 4.30pm from 5 November until 14 January 2014. These sessions will be closed for lunch from 12.30 to 1 pm.
Admission criteria

Admission criteria for community infant and primary schools in Barking and Dagenham

If there are more applications than there are places available at a school, we will use the following criteria, in priority order, for deciding which applications to accept. The George Carey Church of England School, Goresbrook School and Thames View Infants will also use these admission criteria.

Priority 1 Children who are or were in the care of a local authority. Please see note 2.

Priority 2 Children who have a sibling (brother or sister) at the school (or in the case of an infant school, the linked junior school) when they are due to start school. We also treat Furze Infant School and Warren Junior School, Thames View Infants and Thames View Junior School, Village Infants School and William Ford Church of England Junior School as linked for this purpose. Please see note 3.

Priority 3 Children who live closest to the school, measured in kilometres in a straight line (as the crow flies).

Important notes

1 Children with a statement of special educational needs (see page 13) are not included in the above criteria as we deal with them under the terms of the Education Act 1996. We will offer children with a statement of special educational needs a place at the school that is named on their statement.

2 A looked-after child is a child who is or was:
   • in the care of a local authority; or
   • being provided with accommodation by a local authority under their social services duties (see the definition in Section 22(1) of the Children Act 1989).

For admission purposes we consider a ‘looked-after child’ to be a child currently in care or a child who was in care but became the subject of an adoption, residence, or special guardianship order immediately after leaving care (see pages 13 and 14).

3 ‘Sibling’ means:
   • a full brother or sister;
   • a half-brother or half-sister;
   • a stepbrother or stepsister; and
   • an adopted or long-term fostered brother or sister; living at the same address and going to the named school (not including the school’s nursery). Please make sure you name all siblings on your application form. If they are not listed on your form, we cannot take them into account.

4 The child’s home must be the permanent address where they live with their legal guardian. This should be the address for your Council Tax and where any Child Benefit is addressed (see pages 12 and 13).

5 We measure all distances using SIA’s Geographical Information System (SMART) from the centre of the child’s home to the school’s main gate. If you live outside the area, we will use the same system to work out distances.

6 When children have an equal claim to a place because their measurements are the same (for example, from a block of flats), we will use a lottery system (random allocation) to offer places to children.

7 You should remember that going to a particular nursery class does not guarantee, or give priority for, a place at an infant or primary school. Also, going to a particular primary or junior school does not guarantee, or give priority for, a place at a particular secondary school.

8 We cannot consider other circumstances not listed in the admission criteria. It is important that we are consistent in our judgement and use only the admission criteria that have been agreed.

9 If we discover that we have given your child a place at a school based on false or misleading information, we will withdraw the place and may take legal action.
In the criteria below, every reference to ‘Catholic’ refers to someone who can provide a certificate to prove that they are a baptised Catholic. A ‘practising Catholic’ refers to someone who goes to Holy Mass every Sunday and Holy Day (you must ask your priest to fill in the priest reference form and confirm to the school that your child is a practising Catholic). Catholic includes all the churches in communion with the Pope, including Eastern Rite Catholics, for example, Maronites.

The priest reference form is not part of these admission criteria, as advised by the School Admissions Adjudicator.

Before you apply for a place at this school, please make sure you follow the instructions on page 32.

Admission criteria

1. Children from Catholic families who are in the care of a local authority - ‘looked-after’ children and children who were looked after but left local authority care because they were adopted (or became the subject of a residence order or special guardianship order) and are baptised Catholics.
2. Catholic children of practising Catholic families who live in the parish of St Mary and St Ethelburga, Linton Road, Barking, IG11 8HG.
3. Catholic children of practising Catholic families living outside the parish of St Mary and St Ethelburga, Linton Road, Barking, IG11 8HG.
4. Catholic children living in the parish of St Mary and St Ethelburga, Linton Road, Barking IG11 8HG.
5. Catholic children who do not live in the parish of St Mary and St Ethelburga, Linton Road, Barking IG11 8HG.
6. Other looked-after children 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).
7. Baptised Orthodox children whose application is approved by their priest.
8. Children of other Christian denominations (faiths) whose parents agree with the aims and ethos of the school and whose application is supported by a minister of religion.
9. Children of other faiths whose parents agree with the aims and ethos of the school and whose application is supported by a religious leader.
10. Children of parents who want their children to be educated in a Catholic school.

Important notes

1. In the case of children who are or were in the care of a local authority, you will need to provide a letter signed by a fully qualified social worker employed by that local authority.
2. Within each category the school will give priority to children who have siblings at the school at the time of admission (sibling means a full brother or sister, a half-brother or half-sister, a stepbrother or stepsister, or an adopted or long-term fostered brother or sister living at the same address).
3. If two or more children have an equal claim to a place in any one category, we will give priority to children who live closest to the school, measured in kilometres in a straight line (as the crow flies). We (the Barking and Dagenham Admissions Team) measure all distances using SIA’s geographical information system (SMART) from the centre of the child’s home to the school’s main gate. If you live outside the area, we will use the same system to measure distances. When children have an equal claim to a place because their measurements are the same (for example, from a block of flats), we will use a lottery system (random allocation) to offer places to children.
4. We cannot consider other factors not listed in the criteria. The governing body makes sure its decisions are consistent by using only the criteria listed above (which have been agreed following the consultation process).
5. 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.
Admission criteria for the voluntary-aided schools in Barking and Dagenham
St Joseph’s Catholic Primary School (Dagenham)
Admission criteria and procedure

In the criteria below, every reference to ‘Catholic’ refers to someone who can provide a certificate to prove that they are a baptised Catholic. A ‘practising Catholic’ refers to someone who goes to Holy Mass every Sunday and Holy Day (you must ask your priest to fill in the priest reference form and confirm to the school that your child is a practising Catholic). Catholic includes all the churches in communion with the Pope, including Eastern Rite Catholics, for example, Maronites. The priest reference form is not part of these admission criteria, as advised by the School Admissions Adjudicator.

Before you apply for a place at this school, please make sure you follow the instructions on page 32.

Admission criteria

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

2. Catholic children of practising Catholic families who live in the parish of Holy Family, Oxlow Lane, Dagenham.

3. Catholic children of practising Catholic families living outside the parish of Holy Family, Oxlow Lane, Dagenham.

4. Catholic children living in the parish of Holy Family, Oxlow Lane, Dagenham.

5. Catholic children who do not live in the parish of Holy Family, Oxlow Lane, Dagenham.

6. Other looked-after children 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).

7. Baptised Orthodox children whose application is approved by their priest.

8. Children of other Christian denominations whose parents agree with the aims and ethos of the school and whose application is supported by a minister of religion.

9. Children of other faiths whose parents agree with the aims and ethos of the school and whose application is supported by a religious leader.

10. Children of parents who want their children to be educated in a Catholic school.

Important notes

1. In the case of children who are or were in the care of a local authority, you will need to provide a letter signed by a fully qualified social worker employed by that local authority.

2. Within each category the school will give priority to children who have siblings at the school at the time of admission (sibling means a full brother or sister, a half-brother or half-sister, a stepbrother or stepsister, or an adopted or long-term fostered brother or sister living at the same address).

3. If two or more children have an equal claim to a place in any one category, we will give priority to children who live closest to the school, measured in kilometres in a straight line (as the crow flies). We (the Barking and Dagenham Admissions Team) measure all distances using SIA’s geographical information system (SMART) from the centre of the child’s home to the school’s main gate. If you live outside the area, we will use the same system to measure distances. When children have an equal claim to a place because their measurements are the same (for example, from a block of flats), we will use a lottery system (random allocation) to offer places to children.

4. We cannot consider other factors not listed in the criteria. The governing body makes sure its decisions are consistent by using only the criteria listed above (which have been agreed following the consultation process).

5. 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.
Admission criteria for the voluntary-aided schools in Barking and Dagenham

St Margaret’s Church of England Primary School

Admission criteria and procedure

St Margaret’s is a Church of England primary school in the local authority of Barking and Dagenham. Each year group holds 60 children and we welcome applications from all children in the local community. Our open evening is on Wednesday 4 December 2013 from 6.30 to 7.30pm if you would like to visit our school.

We give priority to children of parents who worship in Church of England churches, particularly those within Barking. If you apply under the faith criteria, you should fill in the supplementary information form (SIF) to show your commitment to your faith and links to your local church.

Before you apply for a place at this school, please follow the instructions on page 32.

The table below shows the number of points awarded for meeting certain criteria.

**Points awarded to children and their families who:**

<table>
<thead>
<tr>
<th>Points</th>
<th>Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>Children and their families who regularly go to St Margaret’s, St Patrick’s, Christ Church, Thames View or St Erkenwald’s churches in Barking</td>
</tr>
<tr>
<td>7</td>
<td>Children and their families who regularly go to East Ham Team Ministry, St George’s and St Paul’s, East Ham, St Luke’s Ilford and All Saints, Goodmayes</td>
</tr>
<tr>
<td>6</td>
<td>Children and their families who regularly go to other Anglican churches</td>
</tr>
<tr>
<td>5</td>
<td>Children and their families who regularly go to churches in the parishes of the Barking Team or St Erkenwald, which are full members of Churches Together in England or the Evangelical Alliance</td>
</tr>
<tr>
<td>3</td>
<td>Children and their families who regularly go to all other Christian churches</td>
</tr>
<tr>
<td>2</td>
<td>Children and their families who occasionally go to the Parish of Barking churches (St Margaret’s, St Patrick’s, Christ Church)</td>
</tr>
<tr>
<td>1</td>
<td>Any other children</td>
</tr>
</tbody>
</table>

**Extra points:**

<table>
<thead>
<tr>
<th>Points</th>
<th>Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Children who will have one or more siblings at the school on the date they start school. (Sibling means a full brother or sister, a half-brother or half-sister, a stepbrother or stepsister, or an adopted or long-term fostered brother or sister living at the same address and going to the same school.)</td>
</tr>
</tbody>
</table>

**Important notes:**

- Children who are or were in the care of a local authority are given priority over all other children and you will need to provide a letter signed by a fully qualified social worker employed by that local authority if this applies. After we have offered places to any children who are or were in the care of a local authority, the remaining places will be filled by children with the highest number of points using the criteria above.
- Regularly going to a church means going at least twice a month, for a period of at least one year, to your present or previous place of worship. You must get written evidence from any previous places of worship to support your application.
- If two or more children have an equal number of points, the school will use the distance from home to school to decide who to offer places to. We (Barking and Dagenham Admissions Team) will measure the distance from home to the main gate of the school in a straight line (as the crow flies), using a geographical information system, and give priority to the child who lives closest to the school. When children have an equal claim to a place because their measurements are the same (for example, from a block of flats), we will use a lottery system (random allocation) to offer places to children.
- If your child already goes to our nursery, this does not necessarily mean they will be offered a place in the primary school.

**Administration**

You will need to fill in the common application form (CAF) and return it to your School Admissions Team where you live by 15 January 2014. You must also fill in the SIF for Church of England schools on pages 45 to 46 if you are applying under the faith criteria and return it to the school by 15 January 2014. This second form shows your commitment to your faith as shown by your links to your local church. The school will place applications it receives after this date on a waiting list. The governors will need references from your clergy (leader of your church) on behalf of your child if you apply under the faith criterion. A panel of governors will consider all applications, and your local authority will let you know the outcome on 16 April 2014. Please see pages 18 and 19 for appeals and waiting list information.
Admission criteria for the voluntary-aided schools in Barking and Dagenham
St Peter’s Roman Catholic Primary School
Admission criteria and procedure

In the criteria below, every reference to ‘Catholic’ refers to someone who can provide a certificate to prove that they are a baptised Catholic. A ‘practising Catholic’ refers to someone who goes to Holy Mass every Sunday and Holy Day (you must ask your priest to fill in the priest reference form and confirm to the school that your child is a practising Catholic). Catholic includes all the churches in communion with the Pope, including Eastern Rite Catholics, for example, Maronites.

The priest reference form is not part of these admission criteria, as advised by the School Admissions Adjudicator.

Before you apply for a place at this school, please make sure you follow the instructions on page 32.

Admission criteria

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

2. Catholic children of practising Catholic families who live in the parish of St Peter, 52 Goresbrook Road, Dagenham, RM9 6UR.

3. Catholic children of practising Catholic families living outside the parish of St Peter, 52 Goresbrook road, Dagenham, RM9 6UR.

4. Catholic children living in the parish of St Peter, 52 Goresbrook Road, Dagenham, RM9 6UR.

5. Catholic children who do not live in the parish of St Peter, 52 Goresbrook Road, Dagenham, RM9 6UR.

6. Other looked-after children 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).

7. Baptised Orthodox children whose application is approved by their priest.

8. Children of other Christian denominations whose parents agree with the aims and ethos of the school and whose application is supported by a minister of religion.

9. Children of other faiths whose parents agree with the aims and ethos of the school and whose application is supported by a religious leader.

10. Children of parents who want their children to be educated in a Catholic school.

Important notes

1. In the case of children who are or were in the care of a local authority, you will need to provide a letter signed by a fully qualified social worker employed by that local authority.

2. Within each category the school will give priority to children who have siblings at the school at the time of admission (sibling means a full brother or sister, a half-brother or half-sister, a stepbrother or stepsister, or an adopted or long-term fostered brother or sister living at the same address).

3. If two or more children have an equal claim to a place in any one category, we will give priority to children who live closest to the school, measured in kilometres in a straight line (as the crow flies). We (the Barking and Dagenham Admissions Team) measure all distances using SIA’s geographical information system (SMART) from the centre of the child’s home to the school’s main gate. If you live outside the area, we will use the same system to measure distances. When children have an equal claim to a place because their measurements are the same (for example, from a block of flats), we will use a lottery system (random allocation) to offer places to children.

4. We cannot consider other factors not listed in the criteria. The governing body makes sure its decisions are consistent by using only the criteria listed above (which have been agreed following the consultation process).

5. 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.
In the criteria below, every reference to ‘Catholic’ refers to someone who can provide a certificate to prove that they are a baptised Catholic. A ‘practising Catholic’ refers to someone who goes to Holy Mass every Sunday and Holy Day (you must ask your priest to fill in the priest reference form and confirm to the school that your child is a practising Catholic). Catholic includes all the churches in communion with the Pope, including Eastern Rite Catholics, for example, Maronites.

The priest reference form is not part of these admission criteria, as advised by the School Admissions Adjudicator.

Before you apply for a place at this school, please make sure you follow the instructions on page 32.

Admission criteria

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

2. Catholic children of practising Catholic families who live in the parish of St Thomas More Church, Longbridge Road, Barking, IG11 9BY.

3. Catholic children of practising Catholic families living outside the parish of St Thomas More Church, Longbridge Road, Barking, IG11 9BY.

4. Catholic children living in the parish of St Thomas More Church, Longbridge Road, Barking, IG11 9BY.

5. Catholic children who do not live in the parish of St Thomas More Church, Longbridge Road, Barking, IG11 9BY.

6. Other looked-after children 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).

7. Baptised Orthodox children whose application is approved by their priest.

8. Children of other Christian denominations whose parents agree with the aims and ethos of the school and whose application is supported by a minister of religion.

9. Children of other faiths whose parents agree with the aims and ethos of the school and whose application is supported by a religious leader.

10. Children of parents who want their children to be educated in a Catholic school.

Important notes

1. In the case of children who are or were in the care of a local authority, you will need to provide a letter signed by a fully qualified social worker employed by that local authority.

2. Within each category the school will give priority to children who have siblings at the school at the time of admission (sibling means a full brother or sister, a half-brother or half-sister, a stepbrother or stepsister, or an adopted or long-term fostered brother or sister living at the same address).

3. If two or more children have an equal claim to a place in any one category, we will give priority to children who live closest to the school, measured in kilometres in a straight line (as the crow flies). We (the Barking and Dagenham Admissions Team) measure all distances using SIA’s geographical information system (SMART) from the centre of the child’s home to the school’s main gate. If you live outside the area, we will use the same system to measure distances. When children have an equal claim to a place because their measurements are the same (for example, from a block of flats), we will use a lottery system (random allocation) to offer places to children.

4. We cannot consider other factors not listed in the criteria. The governing body makes sure its decisions are consistent by using only the criteria listed above (which have been agreed following the consultation process).

5. 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.
In the criteria below, every reference to ‘Catholic’ refers to someone who can provide a certificate to prove that they are a baptised Catholic. A ‘practising Catholic’ refers to someone who goes to Holy Mass every Sunday and Holy Day (you must ask your priest to fill in the priest reference form and confirm to the school that your child is a practising Catholic). Catholic includes all the churches in communion with the Pope, including Eastern Rite Catholics, for example, Maronites. The priest reference form is not part of these admission criteria, as advised by the School Admissions Adjudicator.

Before you apply for a place at this school, please make sure you follow the instructions on page 32.

**Admission criteria**

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

2. Catholic children of practising Catholic families who live in the parish of St Vincent, Waldegrave Road, Dagenham RM8 2QB.

3. Catholic children of practising Catholic families living outside the parish of St Vincent, Waldegrave Road, Dagenham RM8 2QB.

4. Catholic children living in the parish of St Vincent, Waldegrave Road, Dagenham RM8 2QB.

5. Catholic children who do not live in the parish of St Vincent, Waldegrave Road, Dagenham RM8 2QB.

6. Other looked-after children 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).

7. Baptised Orthodox children whose application is approved by their priest.

8. Children of other Christian denominations whose parents agree with the aims and ethos of the school and whose application is supported by a minister of religion.

9. Children of other faiths whose parents agree with the aims and ethos of the school and whose application is supported by a religious leader.

10. Children of parents who want their children to be educated in a Catholic school.

**Important notes**

1. In the case of children who are or were in the care of a local authority, you will need to provide a letter signed by a fully qualified social worker employed by that local authority.

2. Within each category the school will give priority to children who have siblings at the school at the time of admission (sibling means a full brother or sister, a half-brother or half-sister, a stepbrother or stepsister, or an adopted or long-term fostered brother or sister living at the same address).

3. If two or more children have an equal claim to a place in any one category, we will give priority to children who live closest to the school, measured in kilometres in a straight line (as the crow flies). We (the Barking and Dagenham Admissions Team) measure all distances using SIA's geographical information system (SMART) from the centre of the child's home to the school's main gate. If you live outside the area, we will use the same system to measure distances. When children have an equal claim to a place because their measurements are the same (for example, from a block of flats), we will use a lottery system (random allocation) to offer places to children.

4. We cannot consider other factors not listed in the criteria. The governing body makes sure its decisions are consistent by using only the criteria listed above (which have been agreed following the consultation period).

5. 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.
Admission criteria for the voluntary-aided schools in Barking and Dagenham

William Ford Church of England Junior School

Admission criteria and procedure

The school takes 90 pupils each year, with 30 children in each class. The school welcomes all children of all parents who choose to have their children educated at the school. If we receive more applications than there are places available, the governors will use the following criteria to decide who to offer places to. If you are applying under category 2 or 5, you should fill in the supplementary information form. If you are applying under any of the other categories, you do not need to fill in the supplementary form.

Before you apply for a place at this school, please make sure you follow the instructions on page 32.

Admission criteria

1. ‘Looked after children’ or children who were previously looked after but left local authority care because they were adopted or became subject of a residence order or special guardianship order. Please see note 1 for more details.
2. Children who, with one or both parents regularly go to the Church of St Peter and St Paul Dagenham ('Dagenham Parish Church'). Please see note 2 for the definition of regularly going to church.
3. Children who have a sibling at the School at the time they would start at the school. Please see note 3 for definition of sibling.
4. Children who go to Village Infants School at the time of application.
5. Children who, with one or both parents, regularly go to a Christian Church, other than Dagenham Parish Church, of a denomination which is a member of Churches Together in England. Please see note 2 for the definition of regularly going to church.
6. Any other children who do not fall within the categories listed above.

Important notes

1. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions. In the case of such children we will require a letter signed by a fully qualified social worker employed by the local authority concerned.
2. In the admission criteria “regularly going to church” means going at least once every two weeks to either Sunday Service or other midweek activities (not including those of a purely social nature) for at least two years. The parish priest or another minister needs to confirm this, in writing on the supplementary information form.
3. ‘Sibling’ means a full brother or sister, a half-brother or half-sister, a stepbrother or stepsister, and an adopted brother or sister living at the same address or children who have been living in the same household in a long-term foster relationship for more than one year.
4. The current School Admissions Code states ‘schools are required to admit children with statements of special educational need where the school concerned is named on the statement’. We process these applications first and the rest of the places will then be processed using the school’s admissions criteria.
5. The governors will consider applications equally in line with the school’s criteria. They will not take account of the preference order that you have given the school on your application form.
6. If we discover we have given your child a place based on false, inaccurate or misleading information, we have the right to withdraw the place. Other brothers and sisters of any child who is offered a place based on false, inaccurate or misleading information will not be considered under the sibling criterion. However in circumstances where a child who has had their place withdrawn because of such false, inaccurate or misleading information on their application and who is later admitted to school genuinely from the waiting list, or following a successful appeal, that child’s brothers and sisters will be considered under the sibling criterion.
7. For a list of churches that are members of Churches Together in England, visit www.churches-together.net.
8. We (Barking and Dagenham Schools Admissions Team) will measure all distances using SIA’s geographical information system, (SMART). They will measure the distance from the centre of the child’s permanent home to the main entrance of the school in a straight line basis (as the crow flies).
9. If two or more children have an equal claim to a place within any criterion, we will give priority to children who live closest to the school. If the distance for two or more children is the same (for example, because the children live in the same block of flats), we will use a lottery system (random allocation) to decide who to offer places to. This process will be independently checked. If parents have shared responsibility for caring for a child who lives with each of them for part of the week, we will use the address closest to the school for this purpose.
10. We cannot consider other factors not listed in the admission criteria as it is important that we are consistent in our judgment and apply the criteria fairly.
11. Please see page 18 for appeals information.
12. Please see page 19 for waiting list information.
## Statistical Information

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<td></td>
</tr>
<tr>
<td>William Bellamy</td>
<td>283</td>
<td>150</td>
<td>-</td>
<td>48</td>
<td>77</td>
<td>11.0554</td>
<td>8</td>
<td>55</td>
<td>-</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td><strong>Other types of schools</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>George Carey</td>
<td>178</td>
<td>90</td>
<td>-</td>
<td>-</td>
<td>43</td>
<td>47</td>
<td>1.0484</td>
<td>0</td>
<td>22</td>
<td>5</td>
<td>2</td>
</tr>
<tr>
<td>St Joseph’s (Bkg)</td>
<td>185</td>
<td>60</td>
<td>-</td>
<td>-</td>
<td>Criteria does not apply – (see note 2)</td>
<td>29</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td></td>
<td></td>
</tr>
<tr>
<td>St Joseph’s (Dag)</td>
<td>193</td>
<td>60</td>
<td>-</td>
<td>-</td>
<td>Criteria does not apply – (see note 2)</td>
<td>23</td>
<td>9</td>
<td>1</td>
<td>-</td>
<td></td>
<td></td>
</tr>
<tr>
<td>St Margaret’s</td>
<td>225</td>
<td>60</td>
<td>-</td>
<td>-</td>
<td>Criteria does not apply – (see note 2)</td>
<td>29</td>
<td>2</td>
<td>-</td>
<td>-</td>
<td></td>
<td></td>
</tr>
<tr>
<td>St Peter’s</td>
<td>161</td>
<td>60</td>
<td>-</td>
<td>-</td>
<td>Criteria does not apply – (see note 2)</td>
<td>21</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td></td>
<td></td>
</tr>
<tr>
<td>St Teresa</td>
<td>146</td>
<td>30</td>
<td>-</td>
<td>-</td>
<td>Criteria does not apply – (see note 2)</td>
<td>16</td>
<td>1</td>
<td>-</td>
<td>-</td>
<td></td>
<td></td>
</tr>
<tr>
<td>St Vincent’s</td>
<td>121</td>
<td>30</td>
<td>-</td>
<td>-</td>
<td>Criteria does not apply – (see note 2)</td>
<td>13</td>
<td>1</td>
<td>-</td>
<td>-</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Thames View</td>
<td>287</td>
<td>120</td>
<td>-</td>
<td>49</td>
<td>71</td>
<td>0.9603</td>
<td>39</td>
<td>8</td>
<td>-</td>
<td>-</td>
<td></td>
</tr>
</tbody>
</table>
The table of information gives statistics about entry to reception classes to Barking and Dagenham infant and primary schools in September 2013. It includes the number of people who sent us their application forms by the closing date and shows the number of pupils given a place under each category of our 2013 admission criteria. Distances are measured in kilometres in a straight line (as the crow flies).

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

### Key

<table>
<thead>
<tr>
<th>SEN</th>
<th>The number of children who have a full statement of special educational needs for that school.</th>
</tr>
</thead>
<tbody>
<tr>
<td>LAC</td>
<td>The number of children who were given a place because they were in the care of a local authority.</td>
</tr>
<tr>
<td>Sibling</td>
<td>The number of children who were given a place because they have a brother or sister at that school.</td>
</tr>
<tr>
<td>Distance</td>
<td>The number of children given a place because they fall under the distance priority.</td>
</tr>
<tr>
<td>Last place</td>
<td>The distance (in kilometres) the child given the last place lives from the school.</td>
</tr>
<tr>
<td>NSV</td>
<td>The number of children given that school because it was the nearest school to their home which had a space.</td>
</tr>
</tbody>
</table>

| * | The schools with these symbols have taken on more children than their admission number. The governors and head teacher of each of these schools kindly agreed to an increased admission number for this year only, because more applications were received than we had places available this year. By law, one more pupil over this number would require the school to employ an extra teacher, in order to keep to the infant class size limit for the next academic year as laid down by the DfE. |

### Information

1. Of the total applications we received by the closing date:
   - 88% received their first-preference school;
   - 6.4% received their second-preference school;
   - 2.2% received their third-preference school;
   - 0.7% received their fourth-preference school;
   - 0.5% received their fifth-preference school;
   - 0.2% received their sixth-preference school; and
   - 2% were given the nearest school to their home which had a place.

2. Please contact the voluntary-aided schools direct for more information on their statistics.

3. The statistics for late applications refer to applications received between 16 January and 1 September 2013.

4. The appeals information is based on the first round of appeals heard between 7 April and 1 September 2013.

### Example

This example uses information for Ripple Primary School – Westbury site to help you understand how to use the table.

- The ‘Total applications’ column shows that 313 people applied for a place at the school (by the closing date).
- The ‘Admission number’ column shows the maximum number of children that may go to the school within a school year. In this case, it is for 60 children.
- The ‘SEN’ column shows that no children were given a place on the basis that the school had been named on their statement of special educational needs (SEN).
- The ‘LAC’ column shows that no children were given a place on the basis that they were in the care of a local authority.
- The ‘Sibling’ column shows 23 children were given a place because they have a brother or sister at the school.
- The ‘Distance’ column shows 35 children were given a place under the distance category.
- The ‘Last place’ column shows that the child who got the last place under the distance category lived 1.5101 kilometres from the school.
- The ‘NSV’ column shows that two children offered the last two places at the school because it was the nearest to their home and had vacancies.
- The ‘Late applications’ column shows that 42 people applied for a place after the closing date (between 16 January and 1 September 2013).
- The ‘Appeals received’ column shows that four parents appealed for a place at the school.
- The last column (‘Appeals allowed’) shows that no parent won their appeal and gained a place for their child at the School.
How to fill in your forms

The common application form

Starting school is not an automatic process. If you do not fill in and return the common application form (CAF) by the closing date, we may not be able to give your child a place at the school you prefer. This applies even if your child is at that school’s nursery (your child will not automatically move from the nursery to an infant school place) or if you have another child in that school.

• Please use all your six preferences and rank them in the order you prefer.
• If one of your preferences is an academy, a voluntary-aided school, a foundation school or a free school, you may need to fill in supplementary forms (see page 32).

The information you need to put on your form is as follows. Please see page 33 for details of how to send us any documents we ask for if you cannot attach your documents online.

Section 1 – Child’s details
Child’s name – This should be your child’s legal name given on their birth certificate or passport. You are responsible for making sure that you have used the same name on all forms needed for your child’s application. If you do not, we may not be able to process your child’s application.

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

Date of birth: 1 2 0 9 0 9

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 12 to 13 for full description.

Child’s current school – Please select the name of your child’s nursery school from the menu. If your child is at Manor, Ripple, Roding or Valence, please also tell us which site. If the school is not listed, you may type this information in the space given.

Section 2 – Children with additional needs

• Please select the relevant box to show if your child has a final statement of special educational need.
• Please select the relevant box to show if your child has any additional needs and give details in the box provided. See page 13 for more details.

Section 3 – Children in care

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

If the child was in care but is no longer being cared for by a local authority, tick ‘yes’ and provide documents to show the child was previously in the care of a local authority. See pages 13 to 14 for more details.

Section 4 – Preferences for infant or primary schools

Please select the name and borough (if outside the London borough of Barking and Dagenham) of up to six different infant or primary 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. If the schools you want to apply for are not listed, you must contact the Admissions Team before 5pm on 15 January 2014 or your application will be late. Our contact details are on page 33.

Siblings (brothers and sisters)

Please select the relevant box to show if your child has a brother or sister at the school (or linked school) you are applying for. Please give the name, date of birth and sex of any brother or sister who is already at the school you are applying for. This includes a full, half, step, adopted or long-term fostered brother or sister living at the same address. If you do not put the sibling’s name and date of birth in the correct section, we will not see the information on our computer.
system and so will not give your child priority under the sibling criterion. We do not consider relevant siblings who are not named in the correct section on your CAF.

**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 pages 20 -27.

**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, select the relevant box to show this. Please then provide proof that is supported by a professional (such as a doctor’s report) direct to the relevant admission authority (school or local authority).

**Sections 5 and 6 – Declaration and signature of the parent or carer**

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

Please give your full name and contact details, and select the relevant box to show your title and relationship to the child named in section 1 (for example, tick ‘other family member’ if you are a sister caring for the child). Please remember to provide documentary evidence of legal guardianship if you are not the child’s natural parent.

If your address is different from the child’s address, please explain why on a separate sheet of paper. Also, if parents share custody, please say this and give both addresses on a separate sheet of paper. If we ask for proof of address, please make sure you send us the information listed on page 12.

**Password**

We need a password for security purposes only. If you apply online, we will need your application reference number for security purposes. When you apply on a paper form, we will need you to give us a password between eight and 12 letters long. Without this information we cannot give out information on your application if you visit or phone us.

**Section 7 – Getting a receipt**

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

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

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

**Providing us with extra information**

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

Our faith schools
All the Barking and Dagenham faith schools (except for George Carey School) will need you to fill in the supplementary information form (SIF) for their school if you apply under their faith criteria. The admission criteria for all Barking and Dagenham faith schools are listed on pages 21 to 27 in alphabetical order.

Please read your preferred school’s admission criteria and procedure before you apply. Each school will then apply their admission criteria to your application and the School Admissions Team where you live will let you know the school’s decision on 16 April 2014 if you applied before the closing date of 15 January 2014.

There are three stages if you want to apply for a place in a reception class under the faith criterion at one of the borough’s Catholic or Church of England schools. Your application will not be complete if you do not follow this process and you will be putting your chance of getting a place at your preferred school at risk.

1 You will need to fill in the common application form (CAF) and return it to the local authority you live in by the closing date. Please see page 34 for full timetable.

2 You must also fill in the SIF for each of the faith schools you are applying for. These forms are in the back of this booklet (pages 43 to 46). You can also get more copies from each of the faith schools or the council’s website. This second form shows your commitment to your faith as shown by your links to your local church.

Church of England schools - Once you and your minister have filled in the SIF for Church of England you are applying to, the minister will need to return the form direct to the school by the closing date. You will need to fill in one form for each child. Please give your minister a stamped, addressed envelope with the school’s address on it, so that they can return the form direct to the school by the closing date.

Catholic schools – All the Catholic primary schools use the same form, and you will need to fill in one form for each child for each of these schools. Once you have filled in the SIF for Catholic schools you are applying to, you will need to return the form direct to the school by the closing date.

If you are applying for one of the borough’s voluntary-aided Catholic schools and want to be considered a practising Catholic, you must also fill in part A of the diocesan priest’s reference form and take it to the priest at the church where you normally worship. Make sure you give your priest this form in plenty of time so that he can add his reference in part B and return it to the relevant school by the closing date. You can only get this form from one of the borough’s Catholic schools.

3 You will also need to give the following documents direct to each of the Barking and Dagenham faith schools that you are applying to:
- your child’s birth certificate;
- proof of your and your child’s address as listed on pages 12 to 13; and
- your child’s baptism certificate (not necessary for applications to St Margaret’s).

Faith schools will need to see the originals of all the documents listed above but you will also need to bring photocopies of these documents with you for the school to keep.

Other types of schools outside Barking and Dagenham
If you are applying to other types of schools (for example voluntary-aided schools) outside Barking and Dagenham, you need to fill in the common application form from your child’s home borough and then check whether those school need you to fill in a supplementary form.

If the school needs you to fill in a supplementary form but you do not fill it in and send it to the relevant school or local authority, your application will not be considered under the correct criterion for that school because you did not give them all the information they asked for. Also, your application will not be considered if you fill in the supplementary form but not the common application form.

Important information 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.
Sending in your information

Common application form

Apply at www.barking-dagenham.gov.uk/admissions no later than midnight on 15 January 2014. This is a very reliable and secure way to make your application.

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.

Contacting us

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

By email:
Email us for information at 3000direct@lbbd.gov.uk

By post:
Please allow time for written information to be delivered if you send it by post.
We must receive it no later than 15 January 2013. You are responsible for making sure you pay the correct postage charge.
We cannot accept any responsibility for underpaid packages.
Postal address:
Admissions Team, SS 2014, Town Hall, Barking, Essex, IG11 7LU.

In person:
Please bring your written information to the one-stop shop in the Barking Learning Centre (BLC) or the Dagenham Library no later than 15 January 2013. Both are open Monday to Friday from 9am to 5pm and Saturdays from 9am to 1pm.
The BLC, 2 Town Square, Barking, Essex, IG11 7NB
Dagenham Library, 1 Church Elm Lane, Dagenham, Essex, RM10 9QS

Supplementary information forms
Please see page 32 for details of how to return your forms

Important notes

• If you try to apply online and your address is not available or the schools you want to apply for are not listed, you must contact the Admissions Team before 5pm on 15 January 2013, or your application will be late. Our contact details are below.

• Please make sure you enclose all other forms and documents we ask for. This may be proof of address (pages 12 to 13), proof that your child is or was in the care of a local authority (pages 13 to 14), or proof that you are the child’s guardian (page 12).

• Make sure you read page 31 for details of how to get a receipt and how to send us any extra information.

The closing date is
15 January
2014

Apply on-line for a reception school place now:
www.barking-dagenham.gov.uk/admissions
## Timetable for applying for a reception place

The timetable for getting a place in a reception class for September 2014 is as follows.

<table>
<thead>
<tr>
<th>Date</th>
<th>What happens</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date to be confirmed</td>
<td>Goresbrook School will be holding an open evening, but the date is not yet confirmed. For more details please email the school at <a href="mailto:Goresbrook.Enquiries@unitedlearning.org.uk">Goresbrook.Enquiries@unitedlearning.org.uk</a></td>
</tr>
<tr>
<td>4 December 2013 6.30pm to 7.30pm</td>
<td>Open evening at St Margaret’s C of E School</td>
</tr>
<tr>
<td>15 January 2014</td>
<td>Deadline for the supplementary information form and documents to arrive at your preferred voluntary-aided school.</td>
</tr>
<tr>
<td>15 January 2014</td>
<td>Deadline for written documents to arrive at the Admissions Team, Town Hall, Barking, Essex, IG11 7LU. If we receive any documents after this date, we treat them as late.</td>
</tr>
<tr>
<td>15 January 2014 – 12 midnight</td>
<td>Deadline for online applications. You cannot apply online after this date.</td>
</tr>
<tr>
<td>16 April 2014</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 16 April 2014, otherwise you must wait up to two days for your letter to be delivered if you filled in a paper form.</td>
</tr>
<tr>
<td>17 April 2014</td>
<td>We send results to parents to tell them our decision on applications we received between 16 January and 14 April 2014. We cannot tell you decisions over the phone. Parents must reply by 1 May 2014 otherwise we will withdraw our offer and the child will be without a school place. Please see page 17 for more details.</td>
</tr>
<tr>
<td>30 April 2014</td>
<td><strong>We must receive your reply letting us know whether or not you want the place we have offered you, otherwise we will automatically withdraw our offer and your child will not have a school place.</strong> See page 17 for more details.</td>
</tr>
<tr>
<td>20 May 2014</td>
<td>Deadline for receiving filled-in appeal forms for schools in Barking and Dagenham schools, for the first round of appeal hearings.</td>
</tr>
<tr>
<td>June to July 2014</td>
<td>Appeals will be heard. Parents can come to the appeals.</td>
</tr>
</tbody>
</table>
Apply online for a school place

a parent’s view about applying on-line

“What attracted you to the online option?
I think to me it’s because you get an immediate confirmation that your application has gone in. I’d far rather get a confirmation on the computer that says ‘yes your application has been received’ and know that it was all in hand and I could check it any time. It helps knowing it’s got there and it’s not lost on somebody’s desk, because there must be hundreds of applications.

Did you have any assumptions about the process of applying online?
Only that it would be easier and I could do it any time of day. I did it quite late in the evening if I remember.

Would you say that as part of the marketing campaign, it is important to instill a level of confidence in the system?
Yes definitely, because I think some people still mistrust computers. Even I kept looking at the screen to check and double check I had the correct information. The selling point from the online option is that you can go and check online what you have submitted. With the postal form they would have to post it off and hope they had all the information correct.

Did you find the allocation process worked well?
I got an email saying which school my daughter had been allocated. It was fine and much easier than waiting for something to come through the post. I went to the school and there were other mums who were still waiting for their letters. It’s a big advantage that you get it instantly.

By Tessa Cook

Apply on-line for a reception school place now:
www.barking-dagenham.gov.uk/admissions
In September following a child’s seventh birthday, children who go to an infant school will move to another school for the next phase of their education. Children at infant schools in the borough will normally transfer to their linked junior school, but you must apply for a junior class place. Children who go to a primary school will be educated there from reception until Year 6.

All our infant and junior schools are linked and most are on the same site and have the same name. We also treat the following as linked schools.

- Furze Infant School and Warren Junior School
- Thames View Infants and Thames View Junior School
- Village Infant School and William Ford Church of England Junior School

What you must do

By law, when your child is in a Year 2 class at an infant school, you must apply for their Year 3 place at a Junior school, even if you want a place at your child’s linked junior school. The closing date for all London local authorities to receive applications and supplementary forms for Year 3 places at junior schools is 15 January 2014.

Junior schools outside the borough

If you live in this borough but your child goes to an infant school outside Barking and Dagenham, please contact the school or relevant local authority about their admissions procedure. If they confirm you need to apply through your home local authority (us) you will need to fill in and send us our junior common application form (JCAF). The form is available on our website with instructions on how to fill it in. You can list up to three schools and should rank them in the order you prefer. Remember to check whether the school you are applying for needs you to fill in extra forms (supplementary information form - SIF). If they do, send your filled-in SIF to the local authority or the school before the closing date.

Junior schools in our borough

If your child has a Year 2 place in a Barking and Dagenham infant school and you want them to transfer to their linked Barking and Dagenham junior school, we will automatically make this application on your behalf (even if you live outside the borough). However, if you want to list different junior schools, you must fill in and return the relevant junior common application form (JCAF) provided by the borough you live in.

We recommend that you list your child’s linked junior school as at least your third preference school, because your child will have priority for that school. Application forms for Barking and Dagenham residents are available from our infant schools and our website from 4 November 2013. You can list up to three schools and rank them in the order you prefer.

If you live in the borough, you must return our JCAF to your child’s Barking and Dagenham infant school or either of our one-stop shops by the closing date. If you live outside the borough, you will need to fill in and return the form provided by the borough you live in and list our junior schools on their form.

**Supplementary information forms – SIF (extra forms)**

Some junior schools are their own admission authorities and will need you to fill in extra forms to help them process your application under the right admission criterion. For these purposes, within Barking and Dagenham, only William Ford Church of England Junior School will need you and your minister to fill in the supplementary information form (SIF) if you want to apply under their faith criterion (priority 2 or 5). Don’t forget to give your minister a stamped envelope with the school’s address on it, so that they can return it to William Ford by the closing date.

What happens next?

It is always possible that there will be more applications for places than there are places available in your preferred school. When this happens, we use the admission criteria to decide who to offer places to. We explain the admission criteria for Barking and Dagenham community schools on page 37 and for William Ford Church of England School on page 27.

Results

If you live in the borough and your child goes to one of our infant schools and you did not fill in a Year 2 to 3 transfer form, your infant school will let you know on 16 April 2014 which junior school your child will go to in September 2014. If you have filled in a JCAF (junior common application form), the local authority that you live in will let you know the results on 16 April 2014.

If your application is turned down, please see pages 18 to 19 about the appeal and waiting list process.

Late applications

Applications we receive after the closing date will be dealt with as an ‘in-year’ application from July 2014. This process is listed on our website in the booklet ‘Finding a school place – Issue 2’.

Applying for Year 3 places at primary schools

We do not accept early applications for Year 3 places at any of the borough’s primary schools. If you would prefer to apply for a Year 3 place at one of our primary schools, you will need to apply in July 2014 and follow the ‘in-year admissions’ process listed on our website in the ‘Finding a school place – Issue 2’ booklet.
Admission criteria

Priority 1  Children who are or were in the care of a local authority. Please see note 1.
Priority 2  Children who have a sibling (brother or sister) at the school (or in the case of an infant school, the linked junior school) when that child is due to start school. We also treat Furze Infant School and Warren Junior School, Village Infants School and William Ford Church of England Junior School as linked for this purpose. Please see note 4.
Priority 3  Children at the infant school linked with the junior school.
Priority 4  Children who live closest to the school, measured in kilometres in a straight line (as the crow flies).

Important notes

1. Children with statements of special educational needs (see page 13) are dealt with under the terms of the Education Act 1996 and are not referred to in the above criteria. Children with a statement of special educational needs will be offered a place at the school that is named on their statement.

2. A looked-after child is a child who is or was:
   - in the care of a local authority; or
   - being provided with accommodation by a local authority under their social services functions (see the definition in Section 22(1) of the Children Act 1989).

   For admission purposes we consider a ‘looked-after child’ to be a child currently in local authority care or a child who was in care but who became the subject of an adoption, residence, or special guardianship order immediately after leaving care (see pages 13 to 14).

3. The child’s home must be the permanent address where they live with their legal guardian. This should be the address for your Council Tax and where any Child Benefit is addressed (see pages 12 to 13).

4. ‘Sibling’ means:
   - a full brother or sister;
   - a half-brother or half-sister;
   - a stepbrother or stepsister; and
   - an adopted or long-term fostered brother or sister; living at the same address and going to the school applied for. Please make sure you name all siblings on your application form. If they are not listed on your form, we cannot take them into account.

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

6. When children have an equal claim to a place because their measurements are the same (for example, from a block of flats), we will use a lottery system (random allocation) to offer places to children.

7. You should remember that going to a particular nursery class does not guarantee, or give priority for, a place at an infant or primary school. Also, going to a particular primary or junior school does not guarantee, or give priority for, a place at a particular secondary school.

8. We cannot consider other circumstances not listed in the admission criteria. It is important that we are consistent in our judgement and use only the admission criteria that have been agreed.

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

The closing date is 15 January 2014

Apply on-line for a reception school place now: www.barking-dagenham.gov.uk/admissions
### Glossary – definition of 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 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 it maintains. The local authority is the admission authority for community schools. Each voluntary-aided school is its own admission authority. All admission authorities within an area must link together to co-ordinate their admission arrangements.</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 number of places available at a school for each year group.</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 local-authority form used by anyone applying for a school place.</td>
</tr>
<tr>
<td>Community schools</td>
<td>Schools within a local authority which are maintained only by that local authority. The local authority is responsible for admitting children to these schools.</td>
</tr>
<tr>
<td>Department for Education (DfE)</td>
<td>A central government department responsible for setting appropriate laws and guidance to help educate children and young people in England and Wales.</td>
</tr>
<tr>
<td>Governing bodies</td>
<td>Responsible for making sure that the school is managed in line with laws and policies set by the DfE.</td>
</tr>
<tr>
<td>Infant, junior or primary schools</td>
<td>‘Infant schools’ provide education for children aged four to seven, ‘junior schools’ for children aged seven to 11, and ‘primary schools’ for children aged four to 11.</td>
</tr>
<tr>
<td>Local authority (LA)</td>
<td>Responsible for many services including providing education across schools within the local authority’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 that contains information describing a school, its day-to-day life and its way of teaching and learning.</td>
</tr>
<tr>
<td>Priest reference form</td>
<td>The form that you and your priest sign to confirm your commitment to your faith, as shown by your links with your local church. It is used by voluntary-aided Catholic schools to apply their admission criteria. This form is only complete if you also fill in the common application form and the supplementary information form and give that school all the information they need.</td>
</tr>
<tr>
<td>Reception</td>
<td>The first year of full-time education at school.</td>
</tr>
<tr>
<td>Sibling</td>
<td>A full, half, step, or long-term fostered brother or sister living at the same address.</td>
</tr>
<tr>
<td>Supplementary information form (SIF)</td>
<td>Extra forms that some schools use to apply their admission criteria to help them decide who to offer places to. See page 32.</td>
</tr>
<tr>
<td>Statement of special educational needs (SEN)</td>
<td>The statement prepared for children who have special educational needs. The statement is prepared in line with the Education Act 1996 and gives details of the child’s special needs and what should be done to meet these needs.</td>
</tr>
<tr>
<td>Voluntary-aided (VA) schools</td>
<td>Local-authority schools run alongside ‘voluntary organisations’ (usually religious organisations). The voluntary sector (the Catholic, or Church of England Diocese) is responsible for maintaining the buildings and the governors of the schools are responsible for setting the admission criteria and arranging appeals (the schools’ admission authorities).</td>
</tr>
</tbody>
</table>
Other London authorities’ school admissions sections

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

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

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

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

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

Camden Education Authority
Crowndale Centre, 218-220 Eversholt Street, London, NW1 1BD
Phone: 020 8825 5151

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

Croydon Council Education Department
Bernard Weatherill House, 8 Mint Walk, Croydon, CR0 1EA
Phone: 020 8760 5453

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

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

London Borough of Greenwich Admissions
Woolwich Centre, 35 Wellington Street, London, SE18 8HQ
Phone: 020 8921 8043

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

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

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

Harrow Council Admissions
PO Box 22, Civic Centre, Harrow, Middlesex, HA1 1UW
Phone: 020 8424 1680

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

London Borough of Hillingdon Admissions
Civic Centre 4E/05, Uxbridge, Middlesex, UB8 1UW
Phone: 01895 27205

London Borough of Hounslow Admissions
LLLCS Civic Centre, Lampton Road, Hounslow, TW3 3DN
Phone: 020 8583 2649

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

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

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

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

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

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

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

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

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

London Borough of Southwark
John Smith House, 144-152 Walworth Road, London, SE17 1JL
Phone: 020 7525 2910

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

Tower Hamlets Education Authority
Mulberry Place, Clive Crescent, London, E1 2BG
Phone: 020 7364 4306

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

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

Westminster Education Authority
City Hall, 64 Victoria Street, London, SW1E 6QP
Phone: 020 7641 1816 or 020 7641 1817
Map of infant, junior and primary schools in the borough
### Schools’ Contact Details

#### Primary schools (ages 4 to 11)

<table>
<thead>
<tr>
<th>School number</th>
<th>School name</th>
<th>Phone number</th>
<th>Map number</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Beam Primary, Oval Road North, Dagenham, RM10 9ED</td>
<td>020 8270 4700</td>
<td>81</td>
</tr>
<tr>
<td>2</td>
<td>Becontree Primary, Stevens Road, Dagenham, RM8 2QR</td>
<td>020 8270 4900</td>
<td>60</td>
</tr>
<tr>
<td>3</td>
<td>Eastbury Primary, Dawson Avenue, Barking IG11 9QQ</td>
<td>020 8477 9910</td>
<td>120</td>
</tr>
<tr>
<td>4</td>
<td>Five Elms Primary, Wood Lane, Dagenham, RM9 5TB</td>
<td>020 8270 4909</td>
<td>60</td>
</tr>
<tr>
<td>5</td>
<td>Gascoigne Primary, Gascoigne Road, Barking, IG11 7DR</td>
<td>020 8270 4291</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Godwin Primary, Finneymore Road, Dagenham, RM9 6JH</td>
<td>020 8270 4150</td>
<td>60</td>
</tr>
<tr>
<td>7</td>
<td>Grafton Primary, Grafton Road, Dagenham, RM8 3EX</td>
<td>020 8270 4666</td>
<td>120</td>
</tr>
<tr>
<td>8</td>
<td>Henry Green Primary, Green Lane, Dagenham, RM8 1UR</td>
<td>020 8270 4466</td>
<td>60</td>
</tr>
<tr>
<td>9</td>
<td>Hunters Hall Primary, Alibon Road, Dagenham, RM10 8DE</td>
<td>020 8270 4768</td>
<td>90</td>
</tr>
<tr>
<td>10</td>
<td>James Cambell Primary, Langley Crescent, Dagenham, RM9 6TD</td>
<td>020 8270 4602</td>
<td>120</td>
</tr>
<tr>
<td>11</td>
<td>John Perry Primary, Charles Road, Dagenham, RM10 8UR</td>
<td>020 8270 4622</td>
<td>60</td>
</tr>
<tr>
<td>12</td>
<td>Leys Primary, Leys Avenue, Dagenham, RM10 9YR</td>
<td>020 8270 6470</td>
<td>60</td>
</tr>
<tr>
<td>13</td>
<td>Marsh Green Primary, South Close, Dagenham, RM10 9NJ</td>
<td>020 8270 4982</td>
<td>30</td>
</tr>
<tr>
<td>14</td>
<td>Monteagle Primary, Burnham Road, Dagenham, RM9 4RB</td>
<td>020 8270 4613</td>
<td>120</td>
</tr>
<tr>
<td>15</td>
<td>Parsloes Primary, Spurling Road, Dagenham, RM9 5RH</td>
<td>020 8270 4925</td>
<td>90</td>
</tr>
<tr>
<td>16</td>
<td>Richard Alibon Primary, Alibon Road, Dagenham, RM10 8DF</td>
<td>020 8270 4706</td>
<td>90</td>
</tr>
<tr>
<td>17</td>
<td>Ripple Primary School, Suffolk Road, Barking, IG11 7QS</td>
<td>020 8270 4670</td>
<td>90</td>
</tr>
<tr>
<td>18</td>
<td>Ripple Primary School, Westbury site, Barking, IG11 7PT</td>
<td>020 8270 4670</td>
<td>60</td>
</tr>
<tr>
<td>19</td>
<td>Roding Primary, Hewett Road, Dagenham, RM8 2XS</td>
<td>020 8270 6640</td>
<td>54</td>
</tr>
<tr>
<td>20</td>
<td>Southwood Primary, Keppel Road, Dagenham, RM9 5LT</td>
<td>020 8270 4915</td>
<td>90</td>
</tr>
<tr>
<td>21</td>
<td>Thomas Arnold Primary, Rowdowns Road, Dagenham, RM9 6NH</td>
<td>020 8270 4588</td>
<td>56</td>
</tr>
<tr>
<td>22</td>
<td>Valence Primary, Bonham Road, Dagenham, RM8 3AR</td>
<td>020 8270 4480</td>
<td>60</td>
</tr>
<tr>
<td>23</td>
<td>Valence Primary, St Georges Road, Dagenham, RM8 5AH</td>
<td>020 8270 6520</td>
<td>90</td>
</tr>
<tr>
<td>24</td>
<td>William Bellamy Primary, Frizlands Lane, Dagenham, RM10 7HX</td>
<td>020 8270 6596</td>
<td>150</td>
</tr>
</tbody>
</table>

#### Important Information

- See page 8 for details about schools with two sites.

#### Faith Schools

- **Primary schools (ages 4 to 11)**
  - George Carey CofE Primary, Minter Road, Barking IG11 0JF | 020 8270 4040 | 90
  - St Joseph's Catholic Primary – Barking The Broadway, Barking, IG11 7AR | 020 8270 6474 | 60
  - St Joseph's Catholic Primary – Dagenham Connor Road, Dagenham, RM9 5UL | 020 8270 6480 | 60
  - St Margarets C of E Primary, North Street, Barking, IG11 8AS | 020 8270 4003 | 60
  - St Peter's Catholic Primary, Goresbrook Road, Dagenham, RM9 6UU | 020 8270 6524 | 60
  - St Teresa's Catholic Primary, Dagenham Road, Dagenham | 020 8270 4900 | 60

- **Junior schools (ages 7 to 11)**
  - William Ford C of E Junior, Ford Road, Dagenham, RM10 9JS | 020 8270 6582 | 84

- **All through School (ages 4 to 19)**
  - Goresbrook School, Ripple Road, Dagenham, Essex, RM9 6XW | 020 8270 6469 | 90

- [Email Goresbrook.Enquiries@unitedlearning.org.uk](mailto:Goresbrook.Enquiries@unitedlearning.org.uk)
Starting school full-time should be fun. There are a number of points worth thinking about.

Visit the school with your child before they are due to start. You can then meet the adults working there and see other children busy with their activities.

Try to make contact with other parents or carers in your neighbourhood with children at the same place so that your child will get to know some adults and children beforehand.

Encourage your child to be confident in putting on and taking off their coat and shoes and putting them in the correct place when they are not wearing them.

Help your child to know the toilet routine. Encourage your child to tell an adult if he or she feels unwell or has an accident.

Some of the services that your child may need during their years at school are listed above.

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

**General advice and information**

**Useful information and services**

**Child Benefit Agency**
Child Benefit Office, PO Box 1,
Newcastle-upon-Tyne, NE88 1AA
Phone: 0845 302 1444
Website: www.hmrc.gov.uk/childbenefit

**Family Information Service**
Town Hall, Barking, IG11 7LU
Phone: 020 8227 5395
E-mail: fis@lb bd.gov.uk
Website: www.barking-dagenham.gov.uk/fis

**Special educational needs and disability**
Level 5, Roycraft House, 15 Linton Road,
Barking, IG11 8HE
Phone: 020 8227 2400

**One-stop shop**
Barking 2 Town Square, Barking,
Essex, IG11 7NB

Dagenham 1 Church Elm Lane,
Dagenham, Essex, RM10 9QS
E-mail: 3000direct@lb bd.gov.uk

**Virtual School for Looked After Children**
Level 5, Roycraft House, 15 Linton Road,
Barking, IG11 8HE
Phone: 020 8227 2691
Mobile: 07772229141

**Parents In Partnership Service**
15 Althorne Way
Dagenham
Essex, RM10 7AY
Phone: 020 8593 4422

**The Pre-School Learning Alliance**
Office 3, CEME Innovation Centre,
Marsh Way, Rainham,
Essex, RM9 5AJ
Phone: 020 8596 5468
E-mail: barking@pre-school.org.uk

**The Child and Family Centre**
79 Axe Street, Town Centre
Barking, Essex, IG11 7NB
Phone: 020 8911 374

**Need help to apply online?**
Help sessions are available at Dagenham Library on Tuesdays and at Barking Learning Centre on Thursdays. Each session starts at 9am until 4.30pm from 5 November until 14 January 2014. These sessions will be closed for lunch from 12.30 to 1pm.
London Borough of Barking and Dagenham
Supplementary information form (SIF) for
2014 reception places at our
Catholic primary schools

Why you must fill in this form
If you want to apply for a place at one of the Catholic schools (under the faith criterion) you need to fill in this supplementary information form (SIF) as well as the common application form (CAF) provided by the borough you live in. By doing this, you will help us to put your child in the right admission criterion. We set out our admission criteria for all Catholic schools on pages 21 to 26 of the 'Starting school full time in 2014' admission booklet. If we discover that we have offered a place based on false information, we will withdraw the place.

What you need to do
1. You must fill in and return the common application form (CAF) to the borough or council you live in before 15 January 2014.
   If you live in Barking and Dagenham, send us your CAF in one of the following ways. If you post your form, it is your responsibility to make sure you pay the correct postage charge, as we cannot accept any responsibility for underpaid packages.

<table>
<thead>
<tr>
<th>Apply online</th>
<th>Hand it in at either of the one-stop shops</th>
<th>By post</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="http://www.barking-dagenham.gov.uk/admissions">www.barking-dagenham.gov.uk/admissions</a></td>
<td>Barking Learning Centre</td>
<td>Admissions Team</td>
</tr>
<tr>
<td></td>
<td>2 Town Square Barking Essex IG11 8BB</td>
<td>Town Hall Barking Essex</td>
</tr>
<tr>
<td></td>
<td>Dagenham Library Dagenham</td>
<td>RM10 9QS IG11 7LU</td>
</tr>
</tbody>
</table>

2. You must fill in and return one SIF form for each child, for each of the Catholic primary schools you list on your CAF. Send your SIF to the relevant schools by 15 January 2014 together with the original documents listed on the next page. Our school cannot offer your child a place if you do not provide all the forms and documents we and the admissions team need.

3. If you are a practising Catholic, you must also fill in a diocesan priest reference form which you can only get from one of the borough’s Catholic schools. You must fill in and sign Part A and take it to the priest at the church where you normally worship in time for him to add his reference in Part B and return to the school by 15 January 2014.

---

Name of school you are applying to: ____________________________________________

Child’s legal first name: ______________________________________________________

Child’s legal last name: ________________________________________________________

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

Local authority or borough you live in: __________________________________________

Your home address and postcode: ______________________________________________

Home phone number: _________________________________________________________

Mobile phone number: _______________________________________________________

Your email address: __________________________________________________________

Parent’s or carer’s full name: _________________________________________________

Has your child been baptised? Yes ___ No ___

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

__________________________________________________________________________

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

__________________________________________________________________________

Please turn over.
Is your child a baptised Catholic?  
Yes ☐  No ☐

I confirm that the child lives in the parish of:

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

Which of our admission criteria do you think applies to your child (listed on pages 21 to 26)? Number ☐

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

Name of priest:

Which parish are they from?

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

If you already have other children at this school, please give us their details below.

Continue on a separate sheet if necessary.

<table>
<thead>
<tr>
<th>Name</th>
<th>Date of birth</th>
</tr>
</thead>
<tbody>
<tr>
<td>Child 1</td>
<td></td>
</tr>
<tr>
<td>Child 2</td>
<td></td>
</tr>
<tr>
<td>Child 3</td>
<td></td>
</tr>
<tr>
<td>Child 4</td>
<td></td>
</tr>
</tbody>
</table>

Your signature: __________________________ Date: __________

Documents we need, as listed on page 32 of the ‘Starting school full time in 2014’ booklet.

You should return this form to each Catholic school listed on your CAF by **15 January 2014** together with the documents below. We must see original documents with this form, not copies, but **also** bring photocopies of all these documents with you for the school to keep. **Please remember to keep your own copy of all the forms you have sent in.**

☐ The child’s baptism certificate  
☐ The child’s birth certificate  
☐ Proof of the child’s identity and address (listed on pages 12 and 13)  
☐ Proof of the parent’s or carer’s address (listed on pages 12 and 13)

Remember you will need to use one SIF form for each child for each faith school and return it to the admissions officer of the relevant Catholic primary school (address details below) with the above documents.

St Joseph’s Catholic Primary School (Barking)  
The Broadway, Barking,  
Essex, IG11 7A

St Peter’s Catholic Primary School  
Goresbrook Road, Dagenham,  
Essex, RM9 6UU

St Joseph’s Catholic Primary School (Dagenham)  
Connor Road, Dagenham,  
Essex, RM9 5UL

St Teresa’s Catholic Primary School  
Bowes Road, Dagenham,  
Essex, RM8 2XJ

St Vincent’s Catholic Primary School  
Burnside Road, Dagenham,  
Essex, RM8 2JN

Crystal Mark 14133  
Clarity approved by Plain English Campaign
London borough of Barking and Dagenham
Supplementary information form for
2014 reception places at St Margaret's
Church of England primary school

What you need to do
If you want to apply for a reception place at St Margaret's (under the faith criterion), you need to fill in this supplementary information form (SIF) as well as the common application form (CAF) provided by the borough you live in. If your CAF is late, we cannot consider your application in the first round of offers and you are unlikely to gain a place at this school. We set out our admissions criteria on pages 23 and 32 of 'Starting school full time in 2014' admission booklet. If we discover that we have offered a place based on false information, we will withdraw the place. If you live in Barking and Dagenham, send us your CAF in one of the following ways.

<table>
<thead>
<tr>
<th>Apply online</th>
<th>Hand it in at either of the one-stop shops</th>
<th>By post</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="http://www.barking-dagenham.gov.uk/admissions">www.barking-dagenham.gov.uk/admissions</a></td>
<td>Barking Learning Centre 2 Town Square, Barking, Essex IG11 8BB</td>
<td>Admissions Team Town Hall, Barking, Essex IG11 7LU</td>
</tr>
<tr>
<td></td>
<td>Dagenham Library 1 Church Elm Lane Dagenham, Essex RM10 9QS</td>
<td></td>
</tr>
</tbody>
</table>

If you post any forms, it is your responsibility to make sure you pay the correct postage charge, as we cannot accept any responsibility for underpaid or lost packages. You must fill in one SIF for each child wanting a reception place at this school. If you want your application to be considered under our faith criteria, make sure you fill in and sign section A and take your form to your clergy (church leader) where you normally worship in time for them to add their reference in section B. The information you provide will allow us to give our places in line with the admissions criteria.

Send your filled-in SIF to the school together with the original documents listed over the page. We must receive this filled-in SIF form by 15 January 2014. Our school may not offer your child a place if you do not provide all the forms and documents we and your local authority’s admissions team need.

Section A (To be filled in by the parent or carer)

<table>
<thead>
<tr>
<th>Child’s legal last name:</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Child’s legal first name:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Child’s date of birth:</td>
<td>Day</td>
<td>Month</td>
<td>Year</td>
<td>Child’s sex: Male</td>
<td>Female</td>
</tr>
<tr>
<td>Borough you live in:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Home address and postcode:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Parent’s or carer’s full names:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Daytime phone number:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Name</th>
<th>Class</th>
</tr>
</thead>
<tbody>
<tr>
<td>Child 1</td>
<td></td>
</tr>
<tr>
<td>Child 2</td>
<td></td>
</tr>
</tbody>
</table>

Parental involvement in the life and work of the church
Please say how often your family goes to church, by ticking the boxes that apply.

Child weekly  [ ] fortnightly  [ ] monthly  [ ] Other  [ ] Parent or carer weekly  [ ] fortnightly  [ ] monthly  [ ] Other  [ ]

How long has your family been going to the church as shown above?
Under 6 months  [ ] 6 months to 1 year  [ ] 1 to 2 years  [ ] 2 years or more  [ ]

Notes

Please turn over.
If you have joined your church in the last 12 months, please comment on any previous church commitments. (for example, the role or involvement you had with a previous church)


Your signature: ___________________________ Date: ______________

Documents we need, as listed on page 32 of the ‘Starting school full time in 2014’ booklet.

You should return this form by the **15 January 2014** together with the documents below. We must see original documents with this form, not copies but also bring photocopies of all these documents with you for the school to keep. Please remember to keep photocopies of all the forms you have sent in for your records.

- The child’s birth certificate
- Proof of the child’s identity and address (listed on pages 12 and 13)
- Proof of the parent’s or carer’s address (listed on pages 12 and 13)

If appropriate you should now pass this form to your minister who should fill in section B of this form. They may hand the form back to you or you may give them a stamped envelope with the school’s address on it, so they can send the reference back to St Margaret’s.

Section B (To be filled in and signed by a minister).

**Important note:**
The governors, along with the Chelmsford Diocesan Council for Education and Training, would be grateful for your help as we are looking for information about the church background of this family. Please confirm their commitment and involvement by answering the questions set out below and adding any other comments you may consider appropriate. However, please remember that we cannot treat the reference as confidential.

Is your church a member of Churches Together in England or the Evangelical Alliance?  Yes [ ]  No [ ]

Name of minister: ___________________________

Church: ___________________________

Church address: ___________________________

Can you confirm the statements the parent or carer has made about their family’s attendance at church?

Yes [ ]  No [ ]  If ‘No’, please say why not ___________________________

Your signature: ___________________________ Office held: ___________________________ Date: ______________

Remember you will need to use one SIF form for each child. You or the minister should return the filled in SIF to the admissions officer of the relevant school (address details below) with the above documents **15 January 2014**.

St Margaret’s Church of England Primary School, 15-19 North Street, Barking, Essex, IG11 8AS
Checklist

Please read the checklist below before you return your form.

☐ Read the admission process on pages 10 to 19 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 Admissions Team before 5pm on 15 January 2014, or your application will be late.

☐ 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 you have been asked for directly to the school or LA concerned.

☐ Give proof of address where this is needed.

Don’t forget to let us know if your or your child’s details change!

The closing date for all forms and information we ask for is 15 January 2014.

Results will be sent on 16 April 2014. We must receive your reply by 30 April 2014 or your child will not have a school place.

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