

Technical and training schools

Information for parents about children applying for
places at these schools in 2017

Contents

This booklet contains important information about how parents apply for places for their child at technical and training schools.

If you have any questions or need more information, please contact the School Admissions Team. Our details are listed on page 20.

- 3 Introduction**
- 4 What you need to do**
 - If you live in Barking and Dagenham
 - If you live outside Barking and Dagenham
- 5 – 16 What you need to know**
 - The admissions process
- 17 – 20 Filling in and returning your forms**
 - 17 – 19 The common application form
 - 20 Supplementary information form
- 20 How to contact us**
- 21 Glossary – definition of words used in this booklet**
- 22 – 23 Technical and training schools in the London area**

Receipt details

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

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

Email details used

Email address: _____

Password: _____

eAdmission details issued

Username: _____

Password: _____

Record your application reference number here.

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

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We will send your results on 1 March 2017. We must receive your reply by 15 March 2017 or we will withdraw our offer.



Apply online

www.lbbd.gov.uk/admissions

Introduction

Technical and training schools fall within the category of either 'University Technical Colleges (UTCs) or 'Studio Schools'. They are opening in some areas to provide 14 to 19-year-olds with technically-based courses of study or learning that are based on the skills they will need for work. Please see www.utcolleges.org and www.studioschoolstrust.org for more information about these types of schools. This information booklet explains the admissions process for applying for a place at these schools. **Do not throw this booklet away**, please keep it 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. **It is important that you read and understand the information in this booklet before you apply. If you do not follow the process in this booklet, you risk not getting a place for your child at your preferred school.**

To apply, first contact the technical and training schools that you would like your child to go and to ask how you apply for a place at their school. Some schools accept applications directly; others only accept applications from the Local Authority you live in. If the school or college you are interested in only accepts applications from the Local Authority you live in, please follow the process in this booklet. Please also note that some schools may ask you to fill in extra forms (supplementary information forms). See pages 20 for more details.

If your child was born between 1 September 2002 and 31 August 2003 you can apply for a place at these schools for them to start in September 2017. The schools on your form are your preferences – they cannot be your choices because we cannot guarantee everyone a place at any of the schools they have listed. If everybody named the same school, the schools would not be able to increase the number of places there.

We offer as many places as possible in order of the admission criteria and whose forms are returned by the closing date. The timetable is on page 14. You must return all applications and documents by the relevant closing date. **If you try to apply online and your address is not available or the UTC or studio schools you want to apply for are not listed, you must contact us before 5pm on 31 October 2016, or your application will be late.**

If we receive your application after the closing date, we will not process them until after 1 March 2017, after 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.

The Admissions Team is happy to answer any questions you have about the process. If you need independent advice, you can contact the Careers Guidance and Information Service (see page 6).

www.lbbd.gov.uk/admissions

What you need do

If you live in Barking and Dagenham

- 1 Read and make sure you understand the admissions process for our borough.
- 2 Collect information to help you decide your preferences. Contact details for Technical and training schools in the London area are listed on pages 22 to 23.
- 3 Visit the school to see for yourself what they can offer.
- 4 Apply for a school place. Some schools accept applications directly; others only accept applications from the Local Authority you live in. If you need to fill in the local authority form, submit the common application form online by the closing date. List up to three schools in the order you prefer. Please make sure you attach all the other information we ask for. This may be proof that you are the child's guardian, proof of your address, or proof that your child is or was in the care of a local authority (pages 6 to 9). We have a UTC school in this borough called Elutec. Unlike other technical schools, you must apply to Elutec direct by their closing date.
- 5 Finally, don't forget to fill in any extra supplementary information forms (SIF) for any schools or local authorities that ask you to do this, and send these forms and documents back to them before the closing date. We will not pass on any extra information or SIF's to schools or local authorities (LA) on your behalf.

If we cannot give your child a place at any of the schools you have applied for, your child will continue at their current school. You will also have the right to appeal for the schools that turned down your application (page 16).

If you live outside Barking and Dagenham

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

We have one UTC school in this borough called Elutec, and they are their own admission authority. Unlike other technical schools, you must apply to Elutec direct by the closing date.

You have a right to appeal if your application is turned down (see page 16). 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 place at a UTCs and studio schools?

If your child was born between 1 September 2002 and 31 August 2003 you can apply now for a place at these schools for them to start in September 2017.

What are co-ordinated admissions?

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

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

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

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

It is important that you rank the schools in your true order of preference.

This is important because if we can offer your child a place at two or more of the schools you have listed, we will give your child a place at the one you ranked the highest out of these schools, and release all other lower preferences. These places are then offered to other children. Councils will inform parents (who applied by the closing date) on 1 March 2017 and tell them the results of their application. The co-ordinated process will end on 31 August 2017. After this date you will need to follow the 'in-year' admissions process which is in the booklet 'Finding a school place – Issue 5' and published on our website.

Important information

However please note the government have permitted some schools not to co-ordinated admissions. These schools are therefore responsible for their own admission arrangements and set their own closing and offer dates. Please make sure you contact the technical and training schools that you would like your child to go and to ask how you apply for a place at their school.

Where can I get help and advice about applying for a UTC or studio school?

You may get independent advice from our 14 -19 Careers Guidance and Information Service about applying for a place at these schools. They can help with general information, appeals, admission to further education in school sixth forms or colleges, apprenticeships, or employment with training.

Barking Learning Centre 2 Town Square Barking IG11 7NB Room G06 Monday 9:30am – 5.00pm Thursday 9:30am – 12:30pm Phone: 020 8724 3763 020 8724 3764 020 8724 2629	Dagenham Library 1 Church Elm Lane Dagenham RM10 9QS Tuesday 9:30am – 12.30pm, Meeting Room 3 Wednesday 9.00am – 12 noon, Room FO2 Wednesday 2.00pm – 5.00pm, Meeting Room 3 Thursday 2.00pm – 5.00pm, Room FO2
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Visit or phone for an appointment.

Why are there three preferences? I want to choose one school.

Under section 86 (1) of the Schools Standards and Framework Act 1998, we must make arrangements so that parents of children in our area can express a preference for the schools they would want their child to go to. Every year, more people apply for places at our schools than we have places available. In that situation, not everybody will be given a place at the schools they have asked for.

We need information to help us offer you another school, and the more schools you list the greater the chance of this.

The schools on your form are your preferences – they cannot be your choices because we cannot guarantee everyone a place at any of the schools they have listed. If everybody named the same school, we would not be able to increase the number of places there. Simply naming one school or repeating the same school does not increase your child's chance of getting a place there.

Who can fill in the application forms?

The person or people with parental responsibility for the child must fill in the application forms. Parental responsibility for the child is defined by the Children Act 1989 and amended by the Adoption and Children Act 2002. Please remember to provide proof that you are the child's legal guardian if you are not their natural parent.

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

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

What does guardianship mean?

If a child is not living with their natural parents and another adult is looking after the child, we need documentary evidence that you are the guardian and have parental responsibility for that child. Evidence includes a will or a court order and Child Benefit payments. Guardianship only applies if you can prove that you have full care and the normal, permanent home is not at their parents' address. Guardianship does not apply when picking up children to and from school, or looking after them until their parents collect them.

What if my child lives with both parents at two different addresses?

When a child lives with their natural parents, legal guardian or foster parent, we will consider that address to be the child's normal, permanent home. However, when a child has parents who are separated, the parents may name only one address for the application process, but the other parent can be named and provided with copies of information we issue. If one parent has parental responsibility, we must receive documents to prove this and that parent's address must be used. If both parents have parental responsibility, we must receive documents to prove this. We will normally accept the parents' address used by the child's doctor and current school as the child's permanent home.

Do I need to send proof of my address?

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

- your child's address on the application form is different from the address your child's Barking and Dagenham school has on their records (as of 11 July 2016); or
- your child goes to a school outside the borough.

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

List A (proof of child's name, date of birth and address)

- HM Revenue & Customs documents such as a letter showing your entitlement to Child Benefit, Working Tax Credit or Child Tax Credit
- Your child's medical registration card
- Your child's IND card (issued by the Home Office with photo attached)

List B (proof of the parent's or carer's address)

- Your Council Tax bill for 2016-2017
- Your Council Tax Benefit letter or notice for 2016-2017
- A solicitor's letter showing the completion details if you have just bought your home (the letter must be dated within the last three months)

List C (proof of the parent's or carer's address)

- Your utility bill (gas, electricity or water) from the last three months (we will not accept a mobile-phone bill or bills for internet connection).
- A statement from your bank, building society or a credit-card company from the last three months.

If your current address means you are residing with someone who lives in either privately rented or council property, we need their 2016-2017 Council Tax bill or Council Tax Benefit letter or notice with written confirmation from the legal landlord, of all those people who are authorised to live at the premises and for what period of time. The letter must contain the following information.

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

If you are not able to give proof of your address when you make your application, we may be able to give you a conditional offer as long as you can show us proof of the address listed on your application by 1 March 2017. However, if the school we offer you a place at is oversubscribed, and we do not receive proof of your and your child's address by 1 March 2017, we will withdraw our offer.

If your child lives in Barking and Dagenham, and we cannot give your child a place at any of the schools you have applied for, your child will continue at their current school. If you live outside the borough, you will need to contact the local education authority of the borough you live in for a school place.

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

If there is a question about whether the address is valid, we will ask for other documents not listed in this e-booklet. If we discover that we have given your child a place based on false, inaccurate or misleading information, we will withdraw the place and may take legal action.

What happens if my child has additional needs?

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

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

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

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

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

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

For admission purposes we consider a 'looked-after child' to be a child who is currently in care or a child who was in care previously at any point in their life and then became subject to an adoption, residence, or special guardianship order immediately after leaving care.

If your child is in the care of a local authority, you must also include with the common application form a letter from the social worker confirming the legal status of the child and the local authority which the child is in the care of. The letter should also give 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 child's application for these schools 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 UTC or Studio school in another borough (not private schools), you must list those schools on your Barking and Dagenham CAF. Please apply online, checking that the school you want to apply for is on the list of schools. If it is not on the list of schools please contact the School Admissions Team by 5pm on 31 October 2016 on how to apply, otherwise your application will be late 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. You may need to fill in SIF's and give further information for these schools. Please contact the admissions authority (school or LA) of the school you have in mind for more information. It is your responsibility to give the school or LA the information they need. For details of other local authorities, please see the Department for Education (DfE) website at www.gov.uk/dfes

If you live in this borough and you do not fill in the Barking and Dagenham Technical common application form, you will not be considered for any schools, even if you fill in their SIF.

Important information

Please note that new rules have permitted some schools not to co-ordinated admissions. These schools are therefore responsible for their own admission arrangements and set their own closing and offer dates. Please make sure you contact the technical and training schools that you would like your child to go and to ask how you apply for a place at their school as you may not have to fill in your local authority's CAF.

Can I change the information on my application form?

If your information changes, you must alter the relevant sections on your online application form by the closing date. If you cannot make these changes to your online application, you must tell us in writing and include supporting documents if necessary. The new details that you give us will replace those on your previous form.

After the closing date, changes should be made in writing to the School Admissions Team or a paper form must be filled in. If we receive any of your changes after the closing date, we will treat your application as 'late' as we offer places based on all information available on the closing date. However you tell us about changes, your most recent application is the one that we use to process your preferences. Please see the question 'What if my application is late?' on page 16 for more details.

How do I return the forms?

Common application form (CAF)

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

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

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

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

Important note

If you apply online and you cannot see your **exact** address in the list presented, or if the schools you want to apply for are not listed, you **must** contact the Admissions Team before 5pm on 31 October 2016, otherwise your application will be late. Our contact details are on page 20.

Quick steps to apply online

Step 1 – Where to begin

If you don't already have an email address, you will need to create one before you apply online. Once you have this, go to the link on the Barking and Dagenham website at www.lbbd.gov.uk/admissions or you can go straight to the eAdmissions site at www.eadmissions.org.uk to make your application. Remember you need a valid email address before you apply online.

If you have already registered to make an application using the eAdmissions site, please go to step 4. If you are applying for the first time select 'Create a new account' and follow steps 2 to 5 of this guide.

Step 2 – Registration

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

Step 3 – Validating your email

The eAdmissions Team will send you a 'validation' email to check that your email address is correct. Log in to your email account and **click on the 'validation link'** in the email you have received from the eAdmissions Team.

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

Step 4 – Making your application

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

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

- a) The first part of your form asks for your child's details.
- b) The second asks you to list the six schools you want to apply for.
- c) The third part asks you to check the information given, accept the declaration and submit your application. Once you have submitted your application, you will be able to attach documents.

Step 5 – Confirmation of your application

You will be issued with an **application reference number (ARN)** when you have submitted your form. The eAdmissions Team will then send you a third email which will include all the details of the application you have just made along with your ARN.

You should make a note of your application details on page 2 of this e-booklet as you will need to refer to it when checking your results. You will be sent an email with a new version number every time you change your 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 the School Admissions Team. If you need help to apply online, please see page 20 for details of our help sessions.

Important notes:

- Please carefully read all dialogue boxes. These boxes explain information about the questions you have just been asked. **Ignoring these boxes could mean you risk not getting a place for your child at your preferred school.**
- Help is available if you have problems at any stage of the application process. Just click on any text that is underlined and highlighted in purple, and a new page will open to give you an explanation or advice about the question you have selected.
- If you have twins, triplets and so on, make sure you tick 'yes' to the 'multiple birth' question so that you can fill in a new form for each child. Each child must have a separate ARN number.
- If you are not sure of any stage of the process, please get advice from the School Admissions Team.

Is my information protected?

We will deal with your personal information in line with the Data Protection Act 1998. For security purposes we ask you for a password. If you apply online, your application reference number (ARN) will be your password. If you apply on a paper form, we will need you to give us a password between 8 and 12 letters long. Without your password or ARN we cannot give out information on your application if you visit or phone us.

We may pass the information you give on your application forms to schools either inside or outside the borough or to other local authorities as part of the admissions procedure. We will also pass the information to the school your child finally goes to, where it will form part of the pupil database maintained by that school.

What happens if my child is from a UK Service Personnel family (crown service)?

Under the government's Military Covenant, applications from families of UK Service Personnel can be considered before the family have moved to the area however; we do not give automatic priority to service children over other children. If you are moving to our borough, please apply online by the closing date and use your posting address.

Please tick the relevant box to show that either; you are a UK Service Personnel with a confirmed posting to the area, or a crown servant returning from overseas to live in the area.

Your application must also include an official letter that declares a relocation date, a unit postal address or quartering area address. Please follow the section 'what if my circumstances change' should your posting be changed. Your application will be processed using your posting address and in line with each school's admission criteria.

How are places given?

All applications are processed using the equal-preference model explained below.

- Each of your preferences is considered 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.

Schools do not make decisions to offer places based on the date they received the applications. Instead, they group all the applications they received on time and process them together. If there are more places available than there are applications for those places, they can 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), the admission criteria will be used to decide which applications are successful.

Please ensure you read and understand the application process and school's admission criteria before you apply. It is important that you rank the schools in the true order you prefer.

What is the timetable?

Some schools (like Elutec) only accept applications direct and they also set their own closing dates. All other technical and training schools follow the national closing date of 31 October 2016 and national offer date of 1 March 2017.

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 enquires at 5pm on 31 October 2016. If we receive your application after this, it will be treated as a late application. There key dates of events are below for reference.

Date	What happens
1 September 2016	Online applications can be made through the eAdmissions system for Year 9 aged pupils.
17 September 2016, 10am or 12 November 2016, 11am and 3pm	Elutec open day – Take the opportunity to ask questions, see the school and meet the staff.
31 October 2016, 5pm	National closing date for technical and training schools that need you to apply through your home council or local authority. We must receive written documents by 5pm. Postal address: School Admissions Team, Roycraft House, 15 Linton Road, Barking, Essex, IG11 8HE. If we receive any documents after this date and time, we treat them as late.
31 October - 12 midnight 2016	Deadline for online applications. You cannot apply online after this date and time.
15 January 2017, 5pm	Deadline for applications to Elutec UTC - Dagenham. Please make sure you apply directly to the school.
1 March 2016	We send results to parents to tell them decisions on applications we have received.
16 March 2016	Deadline for accepting the offer of the school place offered. We must receive your reply letting us know whether or not you want the place we have offered you, otherwise we will automatically withdraw the offer.
17 April 2016	Elutec UTC send results to parents to tell them their decisions on applications they received.

What happens if my circumstances change?

You will need to contact the relevant admission authority if your circumstances change. The admission authority will then make a decision on these changes, based on their published admissions process. However, if we discover that we have given a place based on false, inaccurate or misleading information, we will withdraw it and may take legal action. We will treat as late any changes to preferences or their ranking, conditions, circumstances or applications we receive after the closing date.

What if my application is late?

If we receive your application after the closing date (after 31 October 2016) we will treat your application as late.

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

If we receive your application late, we will deal with it after we have dealt with the applications that we received on time. We will deal with late applications in the order we receive them (in line with the admission criteria). We will deal with the first round of offers and send decision letters on 1 March 2017. We will have given most places to pupils whose applications we received by the closing date. After that time applications will be processed within 20 school days of the School Admissions Team receiving your form.

When will I know the result of my application?

For school that follow the national closing date, the local authority you live in will make offers of places on 1 March 2017. If you live in the Barking and Dagenham and you applied online, we will send you an email late that evening letting you know the outcome of the application. You can also log in to the eAdmissions website after 7pm to see your results. If you were not able to apply online but applied direct to the School Admissions Team by the closing date, we will send you the results by first-class post on 1 March 2017. Please allow up to two days for your letter to be delivered. We cannot tell you the results of your application over the phone. If you have not received your letter by 4 March 2017, please contact us and we will send you another copy.

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

You must tell us if you want the place we have offered your child. **If you do not accept the place we offer you by 15 March 2017, we will withdraw our offer. If we withdraw the offer or you reject the offer your child will continue to attend their current school.**

If you applied after the closing date we will process your application after 1 March 2017.

Important Information

Schools that do not follow the national closing date will have their own individual day for sending their results and a deadline date for you to reply. The offer date for Elutec School is 17 April 2017.

What happens after my child is given a school place?

Once we have given your child a school place, we tell the relevant school. They will contact you later in the summer term to tell you about the admission arrangements and the uniform you may need for your child. Some schools will want to interview your child. This is not part of the application process. It is to make sure your child can move to their new school as easily as possible.

Do I have the right to appeal?

You have a right to appeal if any school turns down your application. You will need to contact the relevant admission authority (local authority or school) for more details about how to appeal.

For Elutec, your appeal must be made in writing to the School Principal, within 14 days of your decision letter, giving reasons for the appeal. Elutec will write and tell you the date of your appeal hearing. 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. The school's contact details are on page 7.

Can I go on an interest list (waiting list)?

Elutec School

Elutec will automatically put your child on the school's interest list with other children whose applications were turned down but are listed higher than the school your local authority offered you. If places become available, we then offer these using the schools' admission criteria. Your child will stay on the interest list for the school year (until July 2018). If you still want to stay on the interest list after this date, you will need to fill out an in-year common application form (ICAF) for the new academic year and you will have the opportunity for a new appeal.

All other schools

You will need to contact the relevant admission authority (local authority or school) for more details about how their waiting-list procedure works.

Filling in and returning your forms

When applying for a place at a technical and training school, that only accepts an application from your home local authority; you need to fill in a common application form your LA's provides. The order of the information is different on the online CAF. Please see page 21 for details of how to send us any documents we ask for if you cannot attach your documents online.

Details we ask for

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

Child's details

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

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

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 10 and 11 for full description.

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

Children with additional needs

- Please select the relevant box to show if your child has a final statement of special educational need or an EHC plan.
- Please select the relevant box to show if your child has any additional needs and give details in the box provided. See page 11 for more details.

Children in care

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

If the child was in care but is no longer being cared for by a local authority, tick 'yes' and provide documents to show the child was previously in the care of a local authority. See page 11 for more details.

Preferences for technical and training schools

Please select the name and borough of up to three different UTC or studio 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 3 is the school you least prefer. You must list all state-maintained schools or academies (not private schools) you are applying for. If the schools you want to apply for are not listed, you must contact the School Admissions Team before 5pm on 31 October 2016 or your application will be late. Our contact details are on page 21. Please make sure you select the correct school as there are many schools with the same or similar names.

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.

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 (section 4 of the paper form). You also need to provide with your application proof to the relevant school or LA that is supported by a professional (such as a doctor's report).

Parent or carer's details

Parental responsibility – The adult listed on the form should be the person or people with parental responsibility for the child named. Please give your full name and contact details, and tick the relevant box to show your title and relationship to the child named (for example, tick 'other family member' if you are a sister caring for the child). Please remember to provide documentary evidence of legal guardianship if you are not the child's natural parent.

Parental address - The online form automatically ticks the box to show that you and your child share the same address. If your address is different from the child's address (for example parents share custody), please un-tick the question box 'Use your home address?' and enter your and your child's address details.

If you fill in a paper form, please explain why your address is different from the child's and give both addresses on a separate sheet of paper. If we ask for proof of address, please make sure you send us the information listed on page xxx.

UK Service Personnel – Please tick the relevant box to show that either; you are a UK Service Personnel with a confirmed posting to the area, or a crown servant returning from overseas to live in the area. Please see page xx for more details.

Password – We need a password for security purposes only. When you apply on a paper form, we will need you to give us a password between 8 and 12 letters long. Without this information we cannot give out information on your application if you visit or phone us. If you apply online, we will need your application reference number for security purposes.

Declaration

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

Getting a receipt

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

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

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

Providing extra information

If you are providing extra information or evidence to support an online application, you may do this online. If you choose to provide paper evidence either by handing it in at our Dagenham one-stop shop or by posting it to us, please remember to include your child's name, date of birth and application reference number. This will make sure that we can match your extra information to your application.

SIFs for schools outside Barking and Dagenham

If you are applying to UTC or studio schools outside Barking and Dagenham, you need to fill in the common application form (from your child's home borough) and then check whether the school needs you to fill in a SIF and give any other documents.

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

Your application will not be considered if you fill in a school's supplementary form but not your local authority's common application form.

Important note

We will not pass on any forms and documents you attach to your online form to the school or LA on your behalf. You must send these direct to the school or LA.

Contacting us

By phone

You can call us for information on 020 8215 3004

By email

Email us for information at admissions@lbbd.gov.uk

By post:

Please allow time for written information to be delivered if you send it by post. We must receive it no later than 31 October 2016. You are responsible for making sure you pay the correct postage charge. We cannot accept any responsibility for underpaid packages.

Postal address:

School Admissions Team, TCAF 2017,
Roycraft House, 15 Linton Road, Barking, Essex, IG11 8HE.

In person:

Please bring your written information no later than 31 October 2016 to the one-stop shop in Dagenham Library – 1 Church Elm Lane, Dagenham, Essex, RM10 9QS. Open Monday to Friday from 9am to 5pm and Saturdays from 9am to 1pm.

Website:

www.lbbd.gov.uk/admissions

Help to apply online:

Help sessions are available at Dagenham Library on Tuesdays. Sessions start at 9am and end at 4.30pm, from 13 September until 25 October 2016.

If you try to apply online and you cannot see your exact address in the list presented, or the schools you want to apply for are not listed, you must contact the School Admissions Team by 5pm on 31 October 2016 otherwise your application will be late.

Glossary – definitions of the words used in this booklet

Term	Definition
Academy and free schools	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.
Admission	Entry to a school.
Admission authority	The organisation that draws up the admission arrangements and sets out the admission criteria for the schools that it maintains. The LA is the admission authority for community schools, and each voluntary aided school is its own admission authority. All admission authorities within an LA must link together to co-ordinate their admission arrangements.
Admission criteria	Conditions set by the admission authority which are used to decide whether or not a place can be offered to a child.
Admission number	The maximum number of children that may go to the school within a school year.
Appeals procedure	The process for questioning a decision not to offer your child a place at the school you have applied for.
Common application form (CAF)	The name of the LA form used by anyone applying for a school place.
Department for Education (DfE)	The central government department responsible for making appropriate laws and developing guidance to help the education of children and young people in England and Wales.
Governing bodies	Responsible for making sure that the school is managed in line with laws and follows policies in line with the conditions set by the DfE.
Infant, junior or primary schools	'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.
Interest list	A list containing the names of every applicant who has been declined a school place but who is still interested in a place at that school. Some LA's will call these waiting lists.
Local authority (LA)	The council is responsible for many services and this includes providing education across schools within the council's boundaries.
Office for Standards in Education (Ofsted)	The central government department responsible for inspecting the quality of education and welfare provided by schools and organisations that provide childcare.
Preference	The list of schools you would like your child to go to. You write these schools on your CAF.
Prospectus	A booklet or document which contains information describing a school, its day-to-day life and its way of teaching and learning.
Sibling	Either a full, half, step or long-term fostered brother or sister living at the same address.
Statement of special educational needs (SEN) and EHC plan	The statement prepared for children who have special educational needs. The statement is prepared in line with the Education Act of 1996 and gives details of the child's special needs and what should be done to meet these needs. This process is now called the EHC plan (Educational Health Care).
Supplementary Information form (SIF)	Some schools will need you to fill in extra forms (Supplementary Information form) to help them process your application under the right admission criterion.

Technical and Training colleges in the London area

Bromley UTC

School will open in September 2018

Specialism: Health and Wellbeing Sciences

Location: Rookery Lane, Bromley, BR2 8HE

Phone: 020 8295 7041

Email: utc@bromley.ac.uk

De Salis Studio College

Date of opening: September 2018

Specialism: Business and Finance

Location: Hewens Road, Hayes End, Middlesex, UB4 8JP

Phone: 020 8573 2097

Email: rosedalehewens@gmail.com

Website: www.desalisstudiocollege.co.uk

Elutec

Specialism: Product Design & Engineering

Location: Yew Tree Avenue, Rainham Road South, Dagenham East, RM10 7XS

Phone: 020 3773 4670

Email: interest@elutec.co.uk

Website: www.elutec.co.uk

Fulham Enterprise Studio

Specialism: Construction and Performing Arts Production

Location: Kingwood Road, London, SW6 6SN

Phone: 020 7381 3606

Email: FES@fulhamcollege.net

Website: www.fulhamenterprise.net

New Campus Basildon Studio

Specialism: Business Studies, Sport, Health & Social Care and Art & Design

Location: Church Walk House, Basildon, Essex, SS14 1GJ

Phone: 01268 240 300

Email: info@ncbstudioschool.org.uk

Website: www.ncbstudioschool.org.uk

Ockendon Studio School

Specialism: none

Location: Erriff Drive, South Ockendon, Essex, RM15 5AY

Phone: 01708 851661

Email: office@ockendonstudioschool.com

Website: www.ockendonstudioschool.com

Parkside Studio College

Specialism: Creative Media, Construction, Health and Social Care, Hospitality and Catering, Hairdressing and Beauty Therapy, Sport and Leisure sectors

Location: Wood End Green Road, Hayes, Middlesex, UB3 2SE

Phone: 020 8573 2097

Email: parksidestudio1@gmail.com

Website: www.parksidestudiocollege.co.uk

Royal Greenwich UTC

Specialism: Construction and Engineering

Location: 765 Woolwich Road, London, SE7 8LJ

Phone: 020 8331 7500

Email: info@greenwichutc.com

Website: www.greenwichutc.com

Technical and Training colleges in the London area

Global Academy UTC

Specialism: Creative, Technical, Broadcast & Digital Media
Location: The Old Vinyl Factory, Blyth Road, Hayes, Middlesex, UB3 1HA
Phone: 020 7766 6000
Email: question@globalacademy.com
Website: www.globalacademy.com

Heathrow Aviation Engineering UTC

Specialism: Aviation Engineering
Location: Potter Street, Northwood, Middlesex, HA6 1QG
Phone: 01923 602 130
Email: info@heathrow-utc.org
Website: www.heathrow-utc.org

Logic Studio School

Specialism: Computing
Location: Browells Lane, Feltham, Middlesex, TW13 7EF
Phone: 020 8831 3000
Email: info@logicstudioschool.org
Website: www.logicstudioschool.org

London Design and Engineering UTC

Specialism: Design and Engineering
Location: Docklands Campus, University Way, London, E16 2RD
Phone: 07714 255 193
Email: admin@ldeutc.co.uk
Website: www.ldeutc.co.uk

Mulberry UTC

School will open September 2017
Specialism: Digital Technology, Healthcare and Medical Services
Location: Parnell Road, Bow, London, E3
Phone: 020 7790 6327
Email: shabegum@mulberry.towerhamlets.sch.uk
Website: www.mulberryutc.co.uk

Sir Simon Milton Westminster UTC

School will open September 2017
Specialism: Transport Engineering and Construction
Location: Westminster
Phone: 020 3506 9277
Email: k.barker@westminster.ac.uk

South Bank Engineering UTC

Specialism: Engineering for Building and Health Sectors
Location: Brixton
Phone: 020 7815 8181
Email: info@southbank-utc.co.uk
Website: www.southbank-utc.co.uk

Space Studio West London

Specialism: Space, Aerospace, Science and Maths
Location: Crendon Court, Feltham, Middlesex, TW13 5DD
Phone: 020 8751 9888
Email: info@aspirationsacademies.org
Website: www.spacestudiowestlondon.org

Tottenham UTC

Specialism: Technology, Science for Sport, Health and Engineering
Location: Lilywhite House, 780 High Road, Tottenham, N17 0BX
Phone: 020 8352 6020
Email: info@tottenhamutc.co.uk
Website: www.tottenhamutc.co.uk

London Borough of Barking and Dagenham
Phone: 020 8215 3000

Out-of-hours emergencies only
Phone: 020 8215 3024
Fax: 020 8227 3470
Email: 3000direct@lbbd.gov.uk
Website: www.barking-dagenham.gov.uk

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