

Starting school full-time

Information for parents about children starting school in 2015





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 4 November until 15 January 2015.

The closing date for all applications and the other information we ask for is

15 January 2015.

If you try to apply online and your address is not available or the schools you want to apply for are not listed, you must contact the School Admissions Team before 5pm on 15 January 2015.

Receipt details

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

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

Email details used

Email address:

Password:

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 16 April 2015. We must receive your reply by 30 April 2015 or your child will not have a school place.

We can help you to accept your offer online between 9am until 4.30pm on the following dates.

23 and 30 April 2015 at the Barking Learning Centre and

21 and 28 April 2015 at Dagenham Library.



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



Introduction

If your child was born between 1 September 2010 and 31 August 2011, they may start school full-time in September 2015. 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 23 to 24. For George Carey and all other Barking and Dagenham schools see page 22.

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.

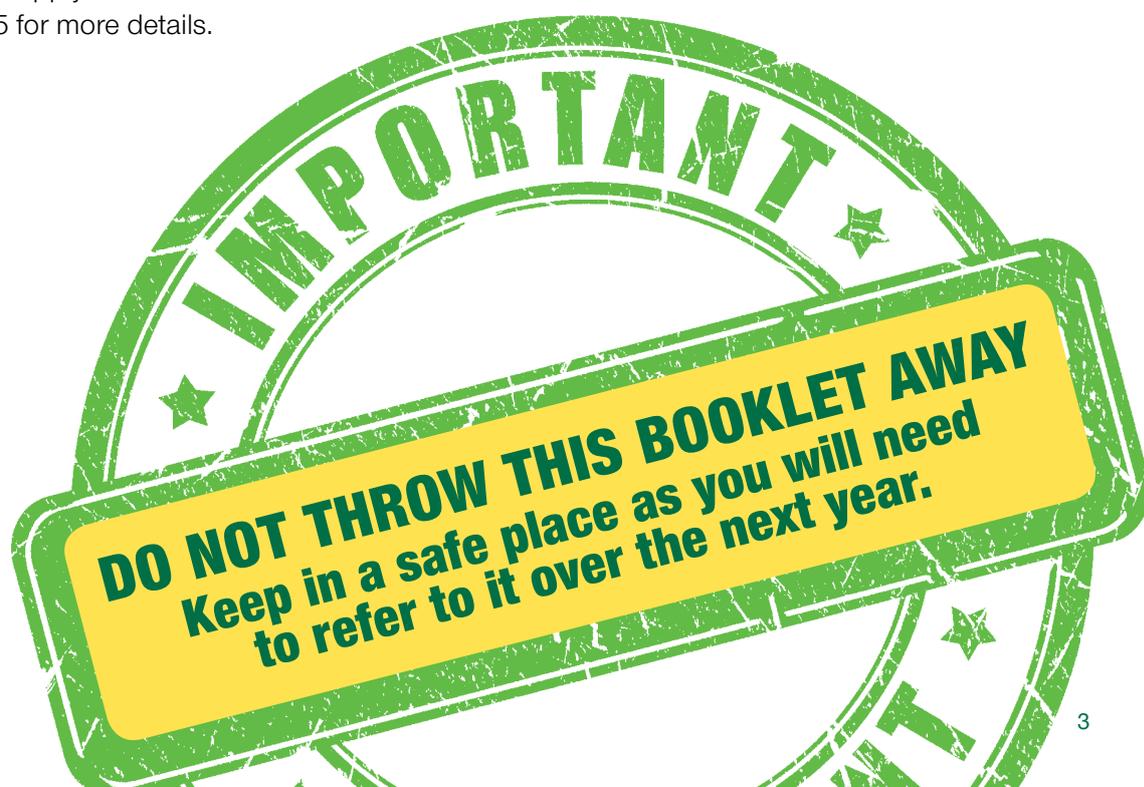
To apply, you must use the common application form provided by the borough you live in. If you are applying to any of the faith schools (except George Carey), you will also need to fill in and return the supplementary information form (SIF) if you apply under their faith criteria. Catholic schools will 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 15 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 36. You must return all applications and documents by the closing date, 15 January 2015.

Applications received after this date are late, and we will not process them until after 16 April 2015, once we have dealt with the applications we received on time. By this time you will be less likely to gain a place for your child at your preferred school. If you do not fill in and return your application form, and you live in this borough, we will give your child a place at the nearest school to your home in Barking and Dagenham that still has a space.

The School Admissions Team is 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 44.



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 Evelyn Carpenter
Cabinet Member for Education and Schools

Contents

This booklet gives you information about applying for reception (infant) classes at Barking and Dagenham infant or primary schools in September 2015. It also contains advice for parents and carers with young children about pre-school learning and admission arrangements to junior school.

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.lbbd.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 44) 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, Children's Services and Skills (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 38 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 24 pre-schools in Barking and Dagenham, which are run by 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 44) 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 2015.

All-through, 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 all-through school for children aged four to 19;
- 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. This means that most pupils have the option of starting school when they are four. However, by law, a child does not have to start school in England until the term after their fifth birthday.

There will be three all-through schools in the borough for children aged four to 19. 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 30 primary schools for children aged four to 11. Our all-through, infant, junior and primary schools are all listed on page 43 and include voluntary-aided schools, academies and free schools. All faith schools are listed on the same page 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.

The
closing date is
15 January
2015



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

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/performance/tables/); and
- the governing body's annual report.

The faith primary and junior schools are listed on page 43 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 (pages 23 to 29) and follow the instructions on page 34. If your child does not gain a place at our faith school, please see page 20 about the appeals process.

Important note: Plain English Campaign's Crystal Mark does not apply to pages 30 to 31.

The George Carey Church of England Primary, Goresbrook School, Riverside 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.

Our community all-through, infant, junior and primary schools are listed on page 43. The admission criteria for reception places are on page 22 and page 39 for junior school places.

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 43.

Note 3: An interest list will be kept for each site in criteria order. The interest list process listed on page 21 will be followed for each site.

The
closing date is
15 January
2015

Need help to apply online?

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New school places

We are opening reception places at three new sites in 2015. The admission criteria for these schools are listed on page 22. Each school has provided a page of information in this booklet (pages 9 and 10). They will also hold an 'information meeting' on the dates below to answer any questions you may have. Reserve your place or contact us by emailing us at infomeeting2015@gmail.com

Information meetings

Eastbury Community School:

3 December 2014 at 7pm or
8 January 2015 at 10am or
8 January 2015 at 7pm

Riverside Primary School:

2 December 2014 at 7pm or
7 January 2015 at 9.30am or
7 January 2015 at 7pm

The Sydney Russell School – Primary:

9 December 2014 at 7pm or
14 January 2015 at 7pm

Eastbury Community School

Eastbury Comprehensive School is proud to be expanding to become an all-through school for the local community in Barking. (An all-through school is one which is for children aged from four to 19.) The all-through school will be called Eastbury Community School (ECS) and the new primary phase will open in September 2015.

The primary phase of the school will open with 60 reception-class pupils and then grow by 60 pupils at a time each year. Pupils will enjoy learning in brand new purpose-built classrooms. The younger pupils will have access to many of the state-of-the-art secondary-school resources.

The brand new primary phase of the school will be built on the current site next to Wilmington Gardens. There will be a separate entrance and play areas for the younger pupils. There is an exciting programme of building work planned which will transform the site into an outstanding, modern school campus. Both the primary and secondary phases of the school will have access to excellent shared sports facilities.

The school will promote high levels of achievement and will work to make sure that the mission 'getting the best for and from all learners' becomes a reality for all pupils.

It will share best practice with other schools across the world. All staff will benefit from the school's wide range of high-quality professional development opportunities and its excellent educational resources.

The secondary phase of the school is already very successful having recently won the Literacy and English awards in 2013 and 2014, and been shortlisted for secondary school of the year by the Times Educational Supplement. 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 22.

"At ECS we share your high expectations and ambitions for your child. We are creating a genuine learning community in which all pupils are challenged and supported to make sure they reach their true potential. We work with parents and carers to get the best outcomes for all pupils.

Our success is founded on the traditional values of academic excellence, self-discipline, responsibility and respect for others. We see our school as a caring and supportive family. We take great pride in celebrating all our pupils' achievements in academic studies and wider school life. We are a well-ordered school, and we promote pupil leadership opportunities and treat all children as individuals with different talents to be nurtured."

ECS will be carrying out an extensive consultation on many different aspects of the school, including what is taught, teaching and learning styles, after-school activities 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 February 2015. Please email kdunnell@eastbury.bardaglea.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 the school in general. Anyone from the local area who is interested in education is welcome to attend the open evening, whether or not they have a child of reception age.

To find out more about this exciting new development and how to apply for a place, families with reception-age children are invited to attend our information meetings (dates and times above).

Riverside Primary

Our primary school will open in the Barking Riverside area in September 2015. We will open one class of 30 reception pupils for the first year. Each year after this, the number of students will rise by 90 pupils until the school is full.

We are a Free School operated by the Partnership Learning Trust which also runs Riverside Secondary School. We use the same admission criteria as the Borough's community schools. We will share the same site as Riverside Secondary School on Thames Road and when the Riverside campus is open will move to the new campus together with the Riverside Secondary School in the school year 2016 to 2017. We shall have a strong working relationship with Riverside Secondary School to maintain the highest academic standards in both primary and secondary education in the Barking Riverside area.

Our primary school will meet the local needs and provide parents with real choice about the type of school their child goes to. We will set the highest academic standards and be the perfect setting for living, learning, and academic and sporting excellence. The school will play an important part in raising expectations and helping students achieve their ambitions in the heart of the community.

We believe that our plans express a clearly focused vision of educational excellence and high levels of achievement for all students of all abilities. We will achieve this by creating and maintaining a school culture that promotes high aims for students and staff and helps develop thoughtful, creative and enterprising young people who are ready to play an active role in the community.



The Sydney Russell School – Primary

Sydney Russell School's new primary school will be an extension of the school's secondary school and so will be part of an 'outstanding' school with an excellent record of achievement. The primary site will open with 90 reception children and have its own building on Fanshawe Crescent with a full-time Head of School. Primary pupils will automatically be offered a place at Sydney Russell – Secondary when the time comes for transfer at the start of Year 7.

At the Sydney Russell School – Primary we will deliver results that are significantly above the national average on all key measures, and develop personal qualities and skills to allow our pupils to lead successful lives and contribute positively to society.

We expect all pupils to make rapid progress towards challenging academic and personal targets, to wear the school's uniform with pride and to have the highest standards of behaviour and attendance.

We believe in providing education of the same high quality for all pupils, but tailoring this to meet the distinctive needs of different groups of pupils. We will put our pupils into learning groups so that the content, pace and teaching styles of lessons can be appropriately targeted at their needs.

Our pupil grouping will stretch high-achieving pupils so that they can progress at a challenging rate, but at the same time we will take care to provide a secure and nurturing environment for pupils who need more support and those with special educational needs.

From an early age pupils will be encouraged to think creatively and critically, and communicate effectively so that they begin to learn the skills of confidence, speaking and listening and resilience, and continue to develop these skills throughout their school life.

What you need to do

If you live in Barking and Dagenham

- 1 Read and make sure you understand the admissions process for our borough, particularly pages 8 to 29.
- 2 Collect information to help you decide which schools you prefer. Addresses for information about schools in other boroughs are shown on page 41.
- 3 Make an appointment to visit the schools to see for yourself what they can offer.
- 4 Study the information on pages 30 and 31, 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 13 to 14), proof that your child is or was in the care of a local authority (page 15), or proof that you are the child's guardian (page 13).
- 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 34).
- 7 We must receive your reply by 30 April 2015 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 22 to 29. It is important that you read and understand the criteria and admissions process (pages 12 to 21) 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 2015, 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 20). 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 2015 reception school place?

If your child was born between 1 September 2010 and 31 August 2011, you can apply now for them to start full-time school in September 2015.

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 2015 and tell them the results of their application.

The co-ordinated process will end on 31 August 2015. After this date you will need to follow the 'in-year' admissions process which is published on our website and in the booklet 'Finding a school place'.

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 44.

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 30 and 31. 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.

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

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

List C

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

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

If 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 your child already has 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 School Admissions Team before 5pm on 15 January 2015 on how to apply, otherwise we will not consider your application in the first round of offers.

It is important that you know the admission criteria for the schools you are asking for, and you may need to fill in supplementary information forms and provide further information for these schools. Please contact the admissions authority (school or LA) of the school you have in mind. Page 41 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.



Quick steps to apply online

Step 1

We have a link on the Barking and Dagenham website at www.lbbd.gov.uk/admissions or you may go straight to the eAdmissions site at www.eadmissions.org.uk and select 'Create a new account'.

Step 2

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

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

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

Step 3

Log in to your email account and click on the 'validation link' in the email you have received from the eAdmissions Team.

Step 4

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

Step 5

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

Step 6

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

Step 7

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

You should make a note of all this information on page 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, but not paper applications.

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

Need help to apply online? See page 2 for help session details.

We can also help you to access your results or accept your offer online, between 9am until 4.30pm on the following dates - 21 and 28 April 2015 at the Barking Learning Centre and 23 and 30 April 2015 at Dagenham Library.

For other ways of returning your forms, please see page 35.

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 the schools you want to apply for are not listed, you **must** contact the School Admissions Team before 5pm on 15 January 2015, otherwise your application will be late. Our contact details are on page 35.

For other ways of returning your forms, please see page 35.

Supplementary information forms (SIFs)

Please see page 34.

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 22 are there to explain particular points about the criteria we use.

In Barking and Dagenham, the local authority is the admissions authority for all community schools. The criteria for these schools are listed on page 22. Dorothy Barley Junior, Goresbrook School, Riverside and Thames View Infants are academies, and the George Carey Church of England Primary is a voluntary-aided school. All five 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 23 to 29.

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.

What is the timetable?

Online applications close at midnight on 15 January 2015. 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 enquires at 5pm on 15 January 2015. 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 36.

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 2015, we will send decision letters on 17 April 2015. Thereafter applications will be processed within 10 working days of the School 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 2015. 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 2015 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 School Admissions Team by the closing date, we will send you the results by first-class post on 16 April 2015. Please allow up to two days for your letter to be delivered. We cannot tell you the results of your application over the phone. If you have not received your letter by 23 April 2015, 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 - 21 and 28 April 2015 at the Barking Learning Centre and 23 and 30 April 2015 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. If you have filled in a paper form we also provide a paper reply form for you to post or bring back to us 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.**

Because of this, we recommend that you accept the place we offer you while you stay on the interest list or appeal against our decision (or both). If you reject or we withdraw our offer, we will not offer your child another school place unless a place becomes available from the interest list of your preferred schools or during the term after your child's fifth birthday (this is when they must start school by law). When your child is due to start school, the place we give you may be further from your home than the one we originally offered you.

- If you applied by the closing date, we must receive your reply or form by **16 April 2015**.
- 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.

We cannot keep the school place open for your child past the school year in which we received your application form. Your child must be in school from the term after their fifth birthday. If we have offered your child a school place but you do not want them to start immediately, please see the next section about deferring (delaying) their start date or starting school part-time.

Can I defer my child's start date or let them attend part-time?

Children normally start school in the September following their fourth birthday and a parent or carer will apply for a reception school place for their child in the normal admissions round. However, you can defer (delay) your child's start date or ask if your child can go to school part-time until the term after their fifth birthday. To do this you must write to the School Admissions Team, who, with the Head of the School Improvement Team, will consider your request. You cannot delay your child's start date past the summer term of their reception year. A child reaches compulsory school age in the term following their fifth birthday and, by law, they must be going to school by this time. If your child is a Year 1 pupil by this time, you must apply for a Year 1 place using the 'in-year' school admissions process.

If you would prefer your child to go back a year rather than start school in the relevant year group you should write to the School Admissions Team during the normal round of admissions for your child. Again the School Admissions Team, with the Head of the School Improvement Team, will consider your request.

Please contact us for more details.

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 13 and 14. 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.

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 2015. Fill in the appeal form and send it to the independent appeal panel clerk, whose address is printed on the front of the form. For late applications the deadline for appealing is 21 school days from the date of our offer letter.

Once you send your form, the independent appeal panel clerk will write and tell you the date of your

appeal. The appeal will be heard by an independent appeal panel, which will be made up of three people. None of these people will have any connection with the school or the School Admissions Team. The appeal panel will accept comments in writing or in person at the appeal hearing.

If you made your application on time, we will hear your appeal within 40 school days of the deadline of 20 May 2015. If your application was late, we will hear your appeal with the appeals for applications we received on time if possible. If this is not possible, we will hear it within 30 school days from the deadline for making appeals (as shown on your offer letter).

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.

Please note that the Sydney Russell School only has one site, on Fanshawe Crescent, for primary-aged children.

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 School 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 an interest list?

Voluntary-aided faith schools

The faith schools (except George Carey) will automatically put your child on the school's interest list with other children whose applications were turned down but are listed higher than the school your local authority offered you. If places become available, we then offer these using the schools' admission criteria. Your child will stay on the interest list for a school year (until August 2016). If you still want to stay on the interest list after this date, you will need to fill out a new application form for the new academic year and you will have the opportunity for a new appeal.

All other Barking and Dagenham schools

These schools include our community schools, George Carey, Goresbrook School, Riverside and Thames View infants. We will automatically put your child on an interest list for any other preferred Barking and Dagenham schools that we turned down but are listed higher than the school we have offered you. For example, if we have offered you preference number 3, your child will automatically be placed on the interest list for preference 1 and 2, if these are Barking and Dagenham schools. The interest list will be updated on a weekly basis and your child may therefore move up or down the interest list according to the criteria and other children applying for oversubscribed places. We maintain the interest list for each of these oversubscribed schools until 23 December 2015.

We delete the interest lists for these schools at the end of each term (December, April and July). If places become available before this date, we offer them to children on the interest list using only the admission criteria. If at the end of the term you have not received an offer from the interest list, you will need to write to us at that time to place your child's name on the new interest list for the next term. If you still want to stay on the interest 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 interest -list procedure. If places become available at those schools, we, not the schools, will offer those places. Co-ordinated admissions ends on 31 August 2015, 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 interest 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 interest list for another school, please follow the guidance in the information booklet 'Finding a school place - Issue 3'. From 1 September 2015, 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.

Admission criteria

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

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, Riverside 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 all-through school, 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 15) 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 page 15).

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 or siblings in Years 7 to 13 at all-through schools). 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 13 to 14).

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. Please write to us (the School Admissions Team) if you would like full details of the lottery system we use.

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



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

St Joseph's Catholic Primary School (Barking)

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 34.

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. Please write to us (the School Admissions Team) if you would like full details of the lottery system we use.
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 34.

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. Please write to us (the School Admissions Team) if you would like full details of the lottery system we use.
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 Thursday 27 November 2014 from 6pm to 7pm 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 34.

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

Points awarded to children and their families who:

10	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
7	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
6	Children and their families who regularly go to other Anglican churches
5	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
3	Children and their families who regularly go to all other Christian churches
2	Children and their families who occasionally go to the Parish of Barking churches (St Margaret's, St Patrick's, Christ Church)
1	Any other children

Extra points:

2	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.)
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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 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. Please write to us (the School Admissions Team) if you would like full details of the lottery system we use.
- 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 2015. You must also fill in the SIF for Church of England schools on pages 47 to 48 if you are applying under the faith criteria and return it to the school by 15 January 2015. Please see page 34 for full details. A panel of governors will consider all applications, and your local authority will let you know the outcome on 16 April 2015. Appeals and interest list information is on pages 20 to 21.



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 34.

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. Please write to us (the School Admissions Team) if you would like full details of the lottery system we use.
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 Teresa 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 34.

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. Please write to us (the School Admissions Team) if you would like full details of the lottery system we use.
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 Vincent'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 34.

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. Please write to us (the School Admissions Team) if you would like full details of the lottery system we use.
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 34.

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 interest 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 21 for interest list information.
12. Please see page 20 for appeals information.

Statistical Information			2014 Criteria						Plain English Campaign's Crystal Mark does not apply to the following table.		
School name	On-time applications	Admission Number	SEN	LAC	Sibling	Distance	Last place	NSV	Late applications (see note 3)	Appeal received (see note 4)	Appeals allowed (see note 4)
Community schools											
Beam	196	81	-	-	34	47	4.5031	-	36	0	0
Becontree	310	60	-	-	26	34	1.1049	-	32	2	0
Dorothy Barley	227	112	-	-	35	59	-	1	29	0	0
Eastbury	353	120	-	-	48	64	-	8	62	2	0
Five Elms	377	60	-	-	29	31	0.9997	-	63	1	0
Furze	233	112	-	1	44	67	0.8197	-	36	8	1
Gascoigne	406	150	-	-	71	79	0.8476	-	71	7	0
Godwin	234	60*	-	-	56	34	0.5809	-	39	2	0
Grafton	329	120	-	-	52	68	1.5689	-	43	6	0
Henry Green	216	60	-	-	35	25	0.3679	-	42	2	0
Hunters Hall	345	90	-	-	34	56	0.7642	-	47	9	0
James Cambell	191	120	-	-	45	52	-	1	35	0	0
John Perry	175	60*	-	-	31	32	-	4	28	0	0
Leys	117	60	-	-	13	27	-	1	36	0	0
Manor - Longbridge	385	90	-	-	42	48	0.6109	-	28	6	0
Manor - Sandringham	377	120*	-	-	61	89	0.3578	-	36	0	0
Marks Gate	124	90	-	-	37	46	-	7	21	0	0
Marsh Green	167	30*	-	-	13	38	-	-	36	1	0
Monteagle	161	120	-	1	36	32	-	13	57	0	0
Northbury	342	120	-	-	51	69	0.7536	-	59	8	0
Parsloes	266	90	-	-	35	47	-	1	41	0	0
Richard Alibon	198	90	-	1	36	33	-	-	42	0	0
Ripple - Suffolk	376	90	-	-	46	44	0.641	-	64	18	0
Ripple - Westbury	368	60	-	-	27	33	0.5604	-	41	0	0
Roding - Cannington	213	120	-	-	42	47	-	3	31	0	0
Roding - Hewett Rd	215	54	-	-	18	36	0.8151	-	28	0	0
Rush Green	176	120	-	1	49	47	-	14	37	0	0
Southwood	194	90	-	-	29	47	-	1	29	1	0
Thomas Arnold	186	56*	-	-	23	34	-	-	31	1	0
Valence - Bonham	403	60	-	-	19	41	0.5234	-	52	15	0
Valence - St Georges	252	90	-	-	39	51	1.7575	-	21	0	0
Village	292	81	-	-	38	43	0.4927	-	31	13	1
William Bellamy	299	150	-	-	56	76	-	10	57	3	0
Other types of schools											
Goresbrook	132	90	-	-	-	26	-	2	12	0	0
George Carey	195	90	-	-	37	53	1.0625	-	21	3	0
St Joseph's (Bkg)	175	60	-	-	Criteria does not apply - Contact school direct				23	2	0
St Joseph's (Dag)	192	60	-	-	Criteria does not apply - Contact school direct				31	4	0
St Margaret's	197	60	-	-	Criteria does not apply - Contact school direct				29	2	0
St Peter's	171	60	-	-	Criteria does not apply - Contact school direct				22	3	0
St Teresa	149	30	-	-	Criteria does not apply - Contact school direct				19	2	0
St Vincent's	156	30	-	-	Criteria does not apply - Contact school direct				14	2	0
Thames View	277	120	-	-	40	80	1.3462	0	42	1	1

The table of information gives statistics about entry to reception classes to Barking and Dagenham infant and primary schools in September 2014. 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 2014 admission criteria. Distances are measured in kilometres in a straight line (as the crow flies).

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

Key

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

- 90% received their first-preference school;
 - 5.7% received their second-preference school;
 - 1.3% received their third-preference school;
 - 0.7% received their fourth-preference school;
 - 0.3% received their fifth-preference school;
 - 0.2% received their sixth-preference school; and
 - 1.8 % were given the nearest school to their home which had a place.
- Please contact the voluntary-aided schools direct for more information on their statistics.
- The statistics for late applications refer to applications received between 16 January and 31 August 2014.
- The appeals information is based on the first round of appeals heard between 7 April and 31 August 2014.

Example

This example uses information for Valence Primary School – Bonham Road site to help you understand how to use the table.

- The ‘Total applications’ column shows that 403 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 19 children were given a place because they had a brother or sister at the school.
- The ‘Distance’ column shows 41 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 0.5234 kilometres from the school.
- The ‘NSV’ column shows that two children offered a last place at the school because it was the nearest to their home and had vacancies.
- The ‘Late applications’ column shows that 52 people applied for a place after the closing date (between 16 January and 31 August 2014).
- The ‘Appeals received’ column shows that 15 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 34).

The information you need to put on your form is as follows. Please see page 35 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.

	Day	Month	Year
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 13 to 14 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 15 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 page 15 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 School Admissions Team before 5pm on 15 January 2015 or your application will be late. Our contact details are on page 35.

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 22 to 29.

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 – 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 pages 13 to 14.

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 6 – 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 23 to 29 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 2015 if you applied before the closing date.

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 15 January 2015. Please see page 36 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 45 to 48). 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 **15 January 2015**. 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 **15 January 2015**. 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 an interest 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.

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 **15 January 2015**. 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 **15 January 2015**. 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 13 to 14; 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 schools 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.

Returning your information

Common application form

Apply at www.lbbd.gov.uk/admissions no later than midnight on 15 January 2015.

Do not leave it until the last day to apply.

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 2015. 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, SS 2015, Town Hall, Barking, Essex, IG11 7LU.

In person:

Please bring your written information to the one-stop shop in the Barking Learning Centre (BLC) or the Dagenham Library no later than 15 January 2015. 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 34 for details of how to return your forms

Important notes

- If you try to apply online and you cannot see your exact address in the list presented, or the schools you want to apply for are not listed, you must contact the School Admissions Team by 5pm on 15 January 2015. Our contact details are on this page.
- Please make sure you attach all other forms and documents we ask for. This may be proof of address (pages 13 to 14), proof that you are the child's guardian (page 13) or proof that your child is or was in the care of a local authority (page 15)
- Make sure you read page 33 of our admissions booklet for details of how to get a receipt and how to send us additional information.
- It is your responsibility to fill in any extra supplementary information forms (SIF) for any schools or local authorities that ask you to do this and send these forms and documents back to them (not attach them to the online form) before the closing date (see page 34 of booklet).



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

Timetable for applying for a reception place

The timetable for getting a place in a reception class for September 2015 is as follows.

Date	What happens
11 November 5.15pm to 6.15pm or 13 November 9 to 10am or 17 November 5.15pm to 6.15pm or 26 November 9am to 10am or 10 December 9am to 10am or 15 December 5.15pm to 6.15pm	Information meeting at Goresbrook School
27 November 2014 6pm to 7pm	Information meeting at St Margaret's C of E School
3 December 2014 at 7pm or 8 January 2015 at 10am or 8 January 2015 at 7pm	Information meeting at Eastbury Community School
2 December 2014 at 7pm or 7 January 2015 at 9.30am or 7 January 2015 at 7pm	Information meeting at the Riverside School
9 December 2014 at 7pm or 14 January 2015 at 7pm	Information meeting at the Sydney Russell School - Primary
15 January 2015 at 7pm	Deadline for the supplementary information form and documents to arrive at your preferred voluntary-aided school.
15 January 2015 at 7pm	Deadline for written documents to arrive at the School Admissions Team, Town Hall, Barking, Essex, IG11 7LU. If we receive any documents after this date, we treat them as late.
15 January 2015 – 12 midnight	Deadline for online applications. You cannot apply online after this date.
16 April 2015	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 2015, otherwise you must wait up to two days for your letter to be delivered if you filled in a paper form.
17 April 2015	We send results to parents to tell them our decisions on applications we received between 16 January and 15 April 2015. We cannot tell them of decisions over the phone. Parents must reply by 1 May 2015 otherwise we will withdraw our offer and the child will be without a school place.
30 April 2015	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. See page xx for more details.
20 May 2015	Deadline for receiving filled-in appeal forms for schools in Barking and Dagenham schools, for the first round of appeal hearings
14 May 2015	We send letters to parents to tell them our decision on applications we received after the closing date. We cannot tell you decisions over the phone.
June to July 2015	Appeals will be heard. Parents can come to the appeals.

Apply online for a school place

a parent's view about applying on-line

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 5.30pm from 5 November until 14 January 2015.

“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 though 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

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

Moving from infant school

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 2015**.

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 3 November 2014. 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 39 and for William Ford Church of England School on page 29.

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 2015 which junior school your child will go to in September 2015.

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 2015.

If your application is turned down, please see pages 20 to 21 about the appeal and interest list process.

Late applications

Applications we receive after the closing date will be dealt with as an 'in-year' application from July 2015. This process is listed on our website in the booklet 'Finding a school place – Issue 3'.

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 2015 and follow the 'in-year admissions' process listed on our website in the 'Finding a school place – Issue 3' 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 15) 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 page 15).

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 13 to 14).

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. Please write to us (the School Admissions Team) if you would like full details of the lottery system we use.

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
2015



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

Glossary – definition of words used in this booklet

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 school.
Admission authority	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.
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 number of places available at a school for each year group.
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 local-authority form used by anyone applying for a school place.
Community schools	Schools within a local authority which are maintained only by that local authority. The local authority is responsible for admitting children to these schools.
Department for Education (DfE)	A central government department responsible for setting appropriate laws and guidance to help educate children and young people in England and Wales.
Governing bodies	Responsible for making sure that the school is managed in line with laws and policies set by the DfE.
All through, Infant, junior or primary schools	All through schools provide education for children aged four to 19. '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.
Local authority (LA)	Responsible for many services including providing education across schools within the local authority'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 that contains information describing a school, its day-to-day life and its way of teaching and learning.
Priest reference form	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.
Reception	The first year of full-time education at school.
Sibling	A full, half, step, or long-term fostered brother or sister living at the same address.
Supplementary information form (SIF)	Extra forms that some schools use to apply their admission criteria to help them decide who to offer places to. See page 34.
Statement of special educational needs (SEN)	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.
Voluntary-aided (VA) schools	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).

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 7974 1625

Corporation of London Education Service

Guildhall, London, EC2P 2EJ

Phone: 020 7332 1627

Croydon Council Education Department

Taberner House, Park Lane, Croydon, CR9 1TP

Phone: 020 8760 5453

Ealing Council Admissions

Perceval House, 14-16 Uxbridge Road, London, W5 2HL

Phone: 020 8825 5151

London Borough of Enfield Admissions

PO Box 56 Civic Centre, Silver Street, Enfield, EN1 3XQ

Phone: 020 8379 5501

London Borough of Greenwich Admissions

Woolwich Centre, 35 Wellington Street, London, SE18 6HQ

Phone: 020 8921 8043

Hackney Education Authority

The Learning Trust (Hackney), 1 Reading Lane, London, E8 1GQ

Phone: 020 8820 7000

London Borough of Hammersmith and Fulham Education Department

Hammersmith Town Hall, King Street, London, W6 9JU

Phone: 020 8753 3643

Haringey Education Authority

48 Station Road, Wood Green, London, N22 7TR

Phone: 020 8489 3162/3974

Harrow Council Admissions

PO Box 22, Civic Centre, Harrow, Middlesex, HA1 2UW

Phone: 020 8424 1680

London Borough of Havering Education Service

9th Floor, Mercury House, Mercury Gardens, Romford, RM1 3SL

Phone: 01708 434 600

London Borough of Hillingdon Admissions

Civic Centre 4E/05, Uxbridge, Middlesex, UB8 1UW

Phone: 01895 277205

London Borough of Hounslow Admissions

LLCS Civic Centre, Lampton Road, Hounslow, TW3 4DN

Phone: 020 8583 2649

London Borough of Islington School Admissions Section

2nd Floor, 222 Upper Street, London, N1 1XR

Phone: 020 7527 5515

Royal Borough of Kensington and Chelsea

Isaac Newton Centre, 108A Lancaster Road, London, W11 1QS

Phone: 020 7598 4868

Royal Borough of Kingston upon Thames Admissions

Guildhall 2, Kingston upon Thames, Surrey, KT1 1EU

Phone: 020 8547 4610

London Borough of Lambeth Admissions

5th Floor, International House, Canterbury Crescent, SW9 7QE

Phone: 020 7926 9827

London Borough of Lewisham Admissions

3rd Floor, Laurence House, 1 Catford Road, SE6 4RU

Phone: 0208 314 6212

London Borough of Merton

10th Floor, Civic Centre, London Road, Morden, SM4 5DX

Phone: 020 8545 3262

London Borough of Newham Admissions

Newham Dockside, 1000 Dockside Road, London, E16 2QU

Phone: 020 8430 2000

London Borough of Redbridge Admissions

255-259 High Road, Ilford, Essex, IG1 1NN

Phone: 020 8708 3139

London Borough of Richmond upon Thames Admissions

Regal House, First Floor, London Road, Twickenham, TW1 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, Clove Crescent, London, E14 2BG

Phone: 020 7364 4306

London Borough of Waltham Forest School Admissions Service

Silver Birch House, Uplands Business Park, Blackhorse Lane, London, E17 5SD

Phone: 0845 200 1551

Wandsworth Council Admissions

Town Hall, Wandsworth High Street, London, SW18 2PU

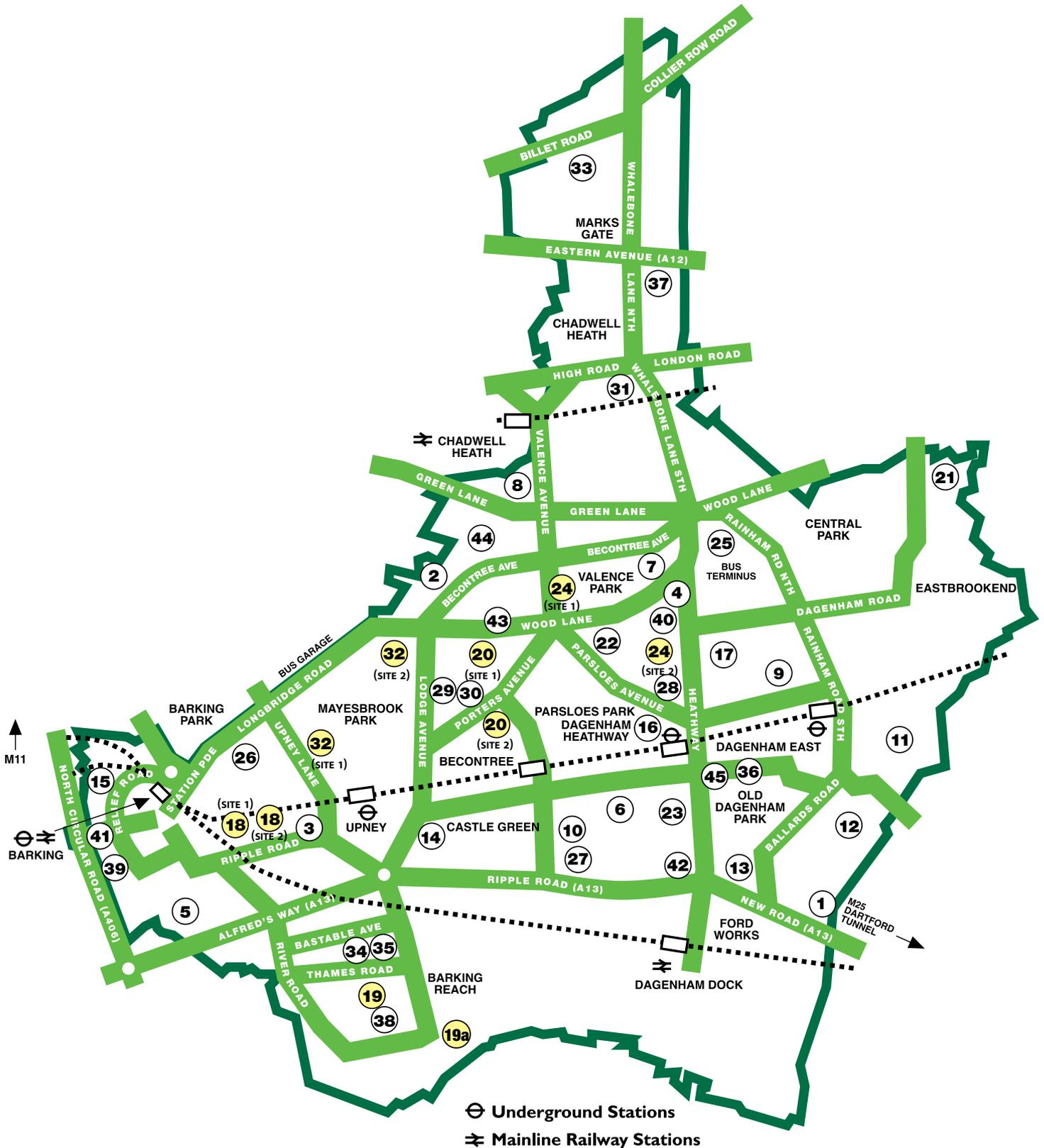
Phone: 020 8871 8028

Westminster Education Authority

City Hall, 64 Victoria Street, London, SW1E 6QP

Phone: 020 7641 1816
or 020 7641 1817

Map of all-through, infant, junior and primary schools in the borough



Schools' contact details

Map number	School name	Phone number	School places
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Map number	School name	Phone number	School places
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Primary schools (ages 4 to 11)

1	Beam Primary, Oval Road North, Dagenham, RM10 9ED	020 8270 4700	81
2	Becontree Primary, Stevens Road, Dagenham, RM8 2QR	020 8270 4900	60
3	Eastbury Primary, Dawson Avenue, Barking IG11 9QQ	020 8477 9910	120
4	Five Elms Primary, Wood Lane, Dagenham, RM9 5TB	020 8270 4909	60
5	Gascoigne Primary, Gascoigne Road, Barking, IG11 7DR	020 8270 4291	150
6	Godwin Primary, Finneymore Road, Dagenham, RM9 6JH	020 8270 4150	60
7	Grafton Primary, Grafton Road, Dagenham, RM8 3EX	020 8270 4666	120
8	Henry Green Primary, Green Lane, Dagenham, RM8 1UR	020 8270 4466	60
9	Hunters Hall Primary, Allbon Road, Dagenham, RM10 8DE	020 8270 4768	90
10	James Cambell Primary, Langley Crescent, Dagenham, RM9 6TD	020 8270 4602	120
11	John Perry Primary, Charles Road, Dagenham, RM10 8UR	020 8270 4622	60
12	Lays Primary, Lays Avenue, Dagenham, RM10 9YR	020 8270 6470	60
13	Marsh Green Primary, South Close, Dagenham, RM10 9NU	020 8270 4982	30
14	Monteagle Primary, Burnham Road, Dagenham, RM9 4RB	020 8270 4613	120
15	Northbury Primary, North Street, Barking, IG11 8JA	020 8270 4636	120
16	Parsons Primary, Spurling Road, Dagenham, RM9 5RH	020 8270 4925	90
17	Richard Allbon Primary, Allbon Road, Dagenham, RM10 8DF	020 8270 4706	90
18	Ripple Primary School, Suffolk Road, Barking, IG11 7QS - Site 1	020 8270 4670	90
18	Ripple Primary School, Westbury site, Barking, IG11 7PT - Site 2	020 8270 4670	60
19	Riverside Primary, 40 Thames Road, Barking, IG11 0HZ (temporary site is 19)	see page 9	30
19a	Off Renwick Roak, Barking, IG11 0HZ (permanent site is 19a)	see page 9	30
20	Roding Primary, Hewett Road, Dagenham, RM8 2XS - Site 1	020 8270 6640	54
20	Roding Primary, Canningdon Road, Dagenham, RM9 4BL - Site 2	020 8270 4010	120
21	Rush Green Primary, Dagenham Road, Romford, RM7 0TL	020 8270 4940	120
22	Southwood Primary, Keppel Road, Dagenham, RM9 5LT	020 8270 4915	90
23	Thomas Arnold Primary, Rowdowns Road, Dagenham, RM9 6NH	020 8270 4588	56
24	Valence Primary, Bonham Road, Dagenham, RM8 3AR - Site 1	020 8270 4480	60
24	Valence Primary, St Georges Road, Dagenham, RM8 5AH - Site 2	0208 270 6520	90
25	William Bellamy Primary, Fritlands Lane, Dagenham, RM10 7HX	020 8270 6596	150

All-through schools (ages 4 to 19)

26	Eastbury Community School, Huise Avenue, Barking, IG11 9UW	see page 9	60
27	Goresbrook School, Ripple Road, Dagenham, Essex, RM9 6XW (school to be built on the former site of the Goresbrook Leisure Centre)	020 3597 6666	90
28	The Sydney Russell School, Fanshawe Crescent, Dagenham, RM9 5QA	020 8724 8929	90

Infant schools (ages 4 to 7) and junior schools (ages 7 to 11)

29	Dorothy Barley Infant, Davington Road, Dagenham, RM8 2LL	020 8270 4655	112
30	Dorothy Barley Junior, Kinghose Road, Dagenham, RM8 2NB Dorothy Barley Junior has Academy Status	020 8270 4962	112
31	Furze Infant, Bennett Road, Chadwell Heath, RM6 6ES	020 8270 4420	112
32	Manor School, Sandringham Road, Barking, IG11 9AG - Site 1 Manor School, Longbridge Road, Dagenham, RM8 2FL - Site 2 Manor Junior, Sandringham Road, Barking, IG11 9AG	020 8270 6630 020 8724 1111 020 8270 4641	120 90 150
33	Marks Gate Infant, Lawn Farm Grove, Chadwell Heath, RM6 5LL Marks Gate Junior, Rose Lane, Chadwell Heath, RM6 5NU	020 8270 4448 020 8270 4438	90 88
34	Thames View Infants, Bastable Avenue, Barking, IG11 0LG Thames View Infants has Academy Status	020 8270 4317	120
35	Thames View Junior, Bastable Avenue, Barking, IG11 0LG	020 8270 4310	120
36	Village Infant, Ford Road, Dagenham, RM10 9US	020 8270 6589	81
37	Warren Junior, Gordon Road, Chadwell Heath, RM6 6DA	020 8270 4680	112

Faith Schools

Primary schools (ages 4 to 11)

F38	George Carey CofE Primary, Minter Road, Barking IG11 0FJ	020 8270 4040	90
F39	St Joseph's Catholic Primary - Barking The Broadway, Barking, IG11 7AR	020 8270 6474	60
F40	St Joseph's Catholic Primary - Dagenham Connor Road, Dagenham, RM9 5UL	020 8270 6480	60
F41	St Margarets C of E Primary, North Street, Barking, IG11 8AS	020 8594 4003	60
F42	St Peter's Catholic Primary, Goresbrook Road, Dagenham, RM9 6UU	020 8270 6524	60
F43	St Teresa Catholic Primary (The), Bowes Road, Dagenham, RM8 2XJ	020 8270 4757	30
F44	St Vincent's Catholic Primary, Burnside Road, Dagenham, RM8 2JN	020 8270 6695	30

Junior schools (ages 7 to 11)

F45	William Ford C of E Junior, Ford Road, Dagenham, RM10 9US	020 8270 6582	84
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Important information

See page 8 for details about schools with two sites

General advice and information

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.

Useful information and services

Child Benefit Agency

Child Benefit Office, PO Box 1,
Newcastle-upon-Tyne, NE88 1AA

Phone: 0300 200 3100

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

Family Information Service

Room 112, Town Hall, Barking, IG11 7LU

Phone: 020 8227 5395

E-mail: fis@lbbd.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@lbbd.gov.uk

Virtual School for Looked After Children

Level 5, Roycraft House, 15 Linton Road,
Barking, IG11 8HE

Phone: 020 8227 2691

Parents In Partnership Service

334 Heathway

Dagenham, Essex, RM10 8NJ

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 3740

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 2015.

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

apply
on-line



Date received
Staff initials

Brentwood Diocese Catholic Schools Supplementary information form (SIF) for 2015 reception places at Barking and Dagenham 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 23 to 28 of the **'Starting school full time in 2015'** 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 2015**.
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.

Apply online	Hand it in at either of the one-stop shops		By post
www.lbbd.gov.uk/admissions	Barking Learning Centre 2 Town Square Barking Essex IG11 8BB	Dagenham Library 1 Church Elm Lane Dagenham Essex RM10 9QS	Admissions Team Town Hall Barking Essex IG11 7LU

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 2015** 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 2015**.

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)?

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 23 to 28)? 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.

	Name	Date of birth
Child 1		
Child 2		
Child 3		
Child 4		

Your signature:

Date:

Documents we need, as listed on page 34 of the 'Starting school full time in 2015' booklet.

You should return this form to each Catholic school listed on your CAF by **15 January 2015** 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 13 and 14)
- Proof of the parent's or carer's address (listed on pages 13 and 14)

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

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

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

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



School office stamp

Date received

Staff initials

**London borough of Barking and Dagenham
Supplementary information form for
2015 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 25 and 34 of 'Starting school full time in 2015' 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.

Apply online	Hand it in at either of the one-stop shops		By post
www.lbdd.gov.uk/admissions	Barking Learning Centre 2 Town Square, Barking, Essex IG11 8BB	Dagenham Library 1 Church Elm Lane Dagenham, Essex RM10 9QS	Admissions Team Town Hall, Barking, Essex IG11 7LU

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 2015. 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)

Child's legal last name:

Child's legal first name:

Child's date of birth: Day Month Year **Child's sex:** Male Female

Borough you live in:

Home address and postcode:

Parent's or carer's full names:

Daytime phone number:

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

	Name	Class
Child 1	<input type="text"/>	<input type="text"/>
Child 2	<input type="text"/>	<input type="text"/>

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

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 34 of the 'Starting school full time in 2015' booklet.

You should return this form by the **15 January 2015** 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 13 and 14)
- Proof of the parent's or carer's address (listed on pages 13 and 14)

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 school below with the above documents **15 January 2015**.

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 8 to 28 in this booklet.
- Fill in and submit your common application form (CAF), online. If you try to apply online and you cannot see your exact address in the list presented; or the schools you want to apply for are not listed, you must contact the School Admissions Team before 5pm on 15 January 2015, 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 2015.

**Results will be sent on
16 April 2015. We must receive
your reply by 30 April 2015 or your
child will not have a school place.**



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

London Borough of Barking and Dagenham
Phone. 020 8215 3000

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

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IN PEOPLE**

