

Child's name:

Date of birth:

 / /

Please write your child's details again on this page in case your information isn't scanned all together.

4 School preferences

Note 1. Please write the name and borough of up to **six different** schools you want to apply for. You must list the schools in the order you prefer them. 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. We will send your application details to the relevant local education authority or school, as appropriate. Please include the borough or county the school is in (if outside the borough of Barking and Dagenham).

Note 2. Please include the first name, last name, date of birth and sex of any relevant sibling (brother or sister) who is already at a school you are applying for. 'Sibling' includes a full, half, step, adopted or long-term fostered brother or sister living at the same address and currently attending the school.

Note 3. Please include the name of the staff member employed by the school. Also include their job title 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.

Note 4. If you want to give reasons for your preference for any school, please use the section provided. These might include religious, philosophical or any other reasons. If you think there are **exceptional** medical or social reasons why your child should go to a particular school, you **must** provide evidence with this application that is supported by a professional (such as a doctor's report). It is very important that you check the admission criteria (arrangements) of each school you are applying for to see if your child can be given priority. Please remember that we only offer places in line with the published admission criteria for each of the schools you list below and not your reasons for wanting that school, unless the schools accept social and medical reasons.

School name (and borough or county if outside Barking and Dagenham) See note 1 above.	Relevant sibling's (brother or sister) details See note 2 above and give the sibling's first name, surname, sex and date of birth.	Children of staff at the school See note 3 above and give the staff member's name and job title and say how many years they have worked at the school.	Reason for preference See note 4 above.
Preference 1			
Preference 2			
Preference 3			
Preference 4			
Preference 5			
Preference 6			

Child's name:

Date of birth: / /

Please write your child's details again on this page in case your information isn't scanned all together.

5 Parent's or carer's details

Title: Mr Mrs Ms Miss First name:

Last name:

Relationship to the child: Mother Father Step-parent Foster parent Social worker Other family member Other contact

Are you a member of the UK service personnel (crown service)? Yes No

If 'Yes', you must provide the documents listed on page 15 of our admissions e-booklet.

Address and postcode (if different from the child's address):

Email address:

Daytime phone number:

Home phone number:

Password – Your password must be at least 8 and no more than 12 letters long. Please make a note of your password, as we will ask you for it when you visit or phone us for information.

6 Declaration and signature of the parent or carer

- I have read and understood your admission process within the e-booklet 'Starting School full-time in 2018' and want to apply for a place at each of the schools named in section 4, and have listed these schools in my order of preference. This means that I no longer want to apply for any schools that I named on any previous forms and which I have not named on this form. The ranking of my preferred schools on this form is my current ranking, so please ignore any previous ranking order.
- I confirm that I am the person with parental responsibility for the child named in section 1 who lives in the borough of Barking and Dagenham and that as far as I know the information I have given is correct.
- I understand that if I give any false or deliberately misleading information on this form, or supporting information, this application will no longer be valid and you may withdraw the offer of a school place.

Your signature:

Date:

We may pass the information you give on this form to schools inside or outside the borough or to other local education authorities as part of the admissions procedure. We will pass the information to the school the child is offered a place at, where it will form part of the pupil database that the school maintains. We will deal with any personal information you provide in line with the Data Protection Act 1998.

7 Getting a receipt

You must fill in your child's details below and provide a stamped self-addressed envelope if you want us to return this receipt.

Admissions or OSS stamp only

Child's first name:

Child's last name:

Date of birth:

Preferences listed on your common application form

Preference 1..... Preference 4.....

Preference 2..... Preference 5.....

Preference 3..... Preference 6.....

Password you have listed this in section 5

Please make a note of your password, as we will ask you for it when you visit or phone us for information.

Checklist (Before returning this form, please make sure that you have done the following.)

- Read the reception places school admissions e-booklet for Barking and Dagenham borough ('Starting school full time in 2018'). For details about late applications, please read the 'What if my application is late?' section in the e-booklet.
- If you are applying for schools outside this borough, read the reception places admissions guide booklet for the county council area in which each school you are applying for is located.
- Checked that your child's address is within the borough of Barking and Dagenham. The child's home is the permanent address where they live with their legal guardian and where Child Benefit is addressed.
- If necessary, enclosed any supporting evidence (for example, 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).
- Filled in any extra supplementary information forms (SIF), documents or information for any schools or local authority that ask you to do this and send these forms and documents back to them before the closing dates. We will not pass on any extra information or SIF's to schools or LA's on your behalf.
- Filled in all relevant sections of this form.

How to return your filled-in form

Email your filled-in form to: infos@lbbd.gov.uk

Post your filled-in form to:

The School Admissions Team, SS2018, Town Hall, Barking, Essex, IG11 7LU

You are responsible for making sure you pay the correct postage charge, as we will not be responsible for underpaid packages.

Return your filled-in form to us through the self-service scanning machines at:

Dagenham Library: 1 Church Elm Lane, Dagenham, Essex, RM10 9QS

Forms received after 15 January 2018 are late.

Important information

- We will let you know that we have received this form only if you fill in the receipt (section 7) and you send us a stamped self-addressed envelope. If you do not hear from us within 14 days of posting your form, it is likely that we did not receive it. In that case, please contact the School Admissions Team.
- If any details about you or your child change, please tell us immediately in writing.
- If we can prove that your child has been offered a place based on false, misleading or inaccurate information, we will withdraw the place.
- We will issue decisions on applications that we receive by the closing date on 16 April 2018.
- **We must receive your reply by 30 April 2018 or your child will not have a school place.**
- If you need any more information, please contact us.

Use our self-service machines at:

Dagenham Library Open: Monday to Friday from 9am until 5pm (opens at 10.30am on the last Thursday of the month). Saturdays from 9am until 1pm
1 Church Elm Lane, Dagenham, Essex, RM10 9QS

By email: infos@lbbd.gov.uk

By post:

SS 2018
School Admissions Team Town Hall
Barking, Essex, IG11 7LU

By phone: 020 8215 3004

