

# Starting school full-time in 2018 - a quick guide



This leaflet is a quick guide to applying for school places for parents whose children were born between 1 September 2013 and 31 August 2014. If your child was born between these dates you can apply now for them to start school full-time in September 2018.

**No child is guaranteed a place at a particular school. You must apply for a place even if your child is already at the school's nursery or has a brother or sister at that school.**

There are full details of the admissions process in the e-booklet 'Starting school full-time in 2018'. See our website for details. If you do not follow the process in this e-booklet, you risk not getting a place for your child at your preferred school.

You must apply online by the closing date of 15 January 2018. We will send you an email on 16 April 2018 to let you know the results of your application. We must receive your reply by 30 April 2018 or we will withdraw our offer and your child will not have a school place.

## Useful information



### Need help to apply online?

Help sessions are available at Dagenham Library on Tuesdays until 9 January 2018. Each session starts at 9am and ends at 4.30pm.

Apply online for a reception school place now  
[www.lbbd.gov.uk/admissions](http://www.lbbd.gov.uk/admissions)

### Our faith schools that need extra documents and or supplementary information forms (SIF)

Forms are available on our website or direct from all our faith schools. However, SIFs are not needed for George Carey C of E Primary School.

#### St Joseph's Catholic Primary (Barking)

The Broadway, Barking, IG11 7AR  
Phone: 020 8270 6474

#### St Joseph's Catholic Primary (Dagenham)

Connor Road, Dagenham, RM9 5UL  
Phone: 020 8270 6480

#### St Margarets C of E Primary

North Street, Barking, IG11 8AS  
Phone: 020 8594 4003

#### St Peter's Catholic Primary

Goresbrook Road, Dagenham,  
RM9 6UU Phone: 020 8270 6524

#### St Teresa Catholic Primary

Bowes Road, Dagenham, RM8 2XJ  
Phone: 020 8270 4757

#### St Vincent's Catholic Primary

Burnside Road, Dagenham, RM8 2JN  
Phone: 020 8270 6695

### Contact details for neighbouring authorities' school admissions sections

#### Essex County Council:

County Hall, Market Road, Chelmsford CM1 1QH  
Phone: 0345 603 2200

#### London Borough of Havering:

School support and pupil services, 9th Floor,  
Mercury House, Mercury Gardens, Romford, RM1 3SL  
Phone: 01708 434 600

#### London Borough of Newham:

Newham Dockside, 1000 Dockside Road,  
London, E16 2QU  
Phone: 020 8430 2000

#### London Borough of Redbridge:

255-259 High Road, Ilford,  
Essex, IG1 1NN  
Phone: 020 8708 3139



# Sending in your information

## Common application form

If you live in this borough go to the link on our website at [www.lbbd.gov.uk/admissions](http://www.lbbd.gov.uk/admissions) or you can go straight to the eAdmissions site at [www.eadmissions.org.uk](http://www.eadmissions.org.uk) no later than midnight on 15 January 2018.

**Do not leave it until the last day to apply.**

## Important notes

- If you try to apply online and you cannot see your exact address in the list provided, or the schools you want to apply for are not listed, you **must** contact us (the School Admissions Team) by 5pm on 15 January 2018, otherwise your application will be late. Our contact details are below.
- Please make sure you attach all other forms and documents we ask for. This may be proof that you are the child's guardian, proof of address or proof that your child is or was in the care of a local authority (pages 12 to 14 of the admissions e-booklet).
- Make sure you read pages 35 to 38 of our admissions e-booklet for details of how to get a receipt and how to send us any extra information we ask for.
- Some schools may ask you to fill in extra forms. It is your responsibility to fill in any extra supplementary information forms (SIF) for any schools or local authorities that ask you to do this and send these forms and documents back to them before the closing date (see pages 36 and 37 of the admissions e-booklet). We will not pass on any extra documents, information or SIFs to schools or local authorities on your behalf.

## Late applications

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

## Contacting us

### By phone:

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

### By email:

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

### By post:

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

We must receive all information from you **no later than 15 January 2018**. You are responsible for making sure you pay the correct postage charge. We cannot accept any responsibility if you do not pay the correct postage.

Postal address: School Admissions Team, SS 2018, Town Hall, Barking, Essex, IG11 7LU.

### Online admissions helpdesk:

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 questions, please contact the School Admissions Team.

### Remember:

**The closing date for all forms and information we ask for is 15 January 2018. We will email you the results of your application on 16 April 2018. We must receive your reply by 30 April 2018 or your child will not have a school place.**



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# What you need to do

**1** Read and make sure you understand the admissions process for our borough, which is available on our website in the e-booklet 'Starting school full-time in 2018' (pages 8 to 38 in particular).

**2** Collect information to help you decide which schools to list on the form as your preferences. Each school can give you their prospectus, their most recent Ofsted inspection report, their exam results and their governing body's annual report. The location of each of our schools is on page 44 and their contact details are on page 45 of the admission booklet. The contact details for the admissions sections of our neighbouring boroughs are on page one of this leaflet.

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

**4** Study the information on pages 32 and 33 of the admission booklet, which shows statistics from last year's applications for our schools. This information should give you an idea of 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 a place at one of their preferences and how popular our schools are. We recommend that you consider including your local school as one of your preferences. Your chances of being offered a place at a school increase the closer you live to the school. Previous editions of this e-booklet and statistics for the past five years is published on our website. If you are applying for schools outside the borough, study the information the relevant local authority and school provide.

## Important note:

If the school receives more applications than there are places available (it is oversubscribed) we or the school will use the admission criteria to decide whether to offer your child a place. Make sure you read the admission criteria for Barking and Dagenham schools on pages 24 to 31 of the 'Starting school full-time in 2018' e-booklet. If you live in our borough and we cannot give your child a place at any of the schools you have applied for, we will give your child a place at any school in the borough which has a place available.

**5** Fill in and submit the common application form (CAF) online by the closing date. List six schools in the order you prefer. Most schools receive more applications than there are places available (they are oversubscribed). In this situation, not everybody will be given a place. We need information to help us offer you another school, and the more schools you list the greater the chance of this.

Carefully check the names and addresses of the schools you have selected, as some schools have similar names. Please make sure you attach all the other information we ask for. This may be proof that you are the child's guardian, proof of your address, or proof that your child is or was in the care of a local authority (pages 12 to 14).

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.

**6** Don't forget to fill in any extra supplementary information forms (SIF) and provide any documents or information for any schools or local authority that ask you to do this and send these forms and documents back to them before the closing date.

**7** We will send you an email on 16 April 2018 to let you know the results of your application. **We must receive your reply by 30 April 2018 or we will withdraw our offer and your child will not have a school place.**

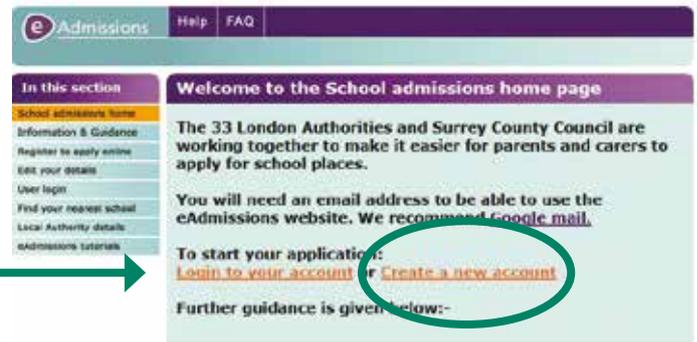
**8** If your information changes, you must alter the relevant fields on your online application form by the closing date. We will send you an email with a new version number every time you change your application. If you cannot make these changes to your online application or if there are any changes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

# Quick steps to apply online

## Step 1 – Where to begin

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

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



## Step 2 – Registration

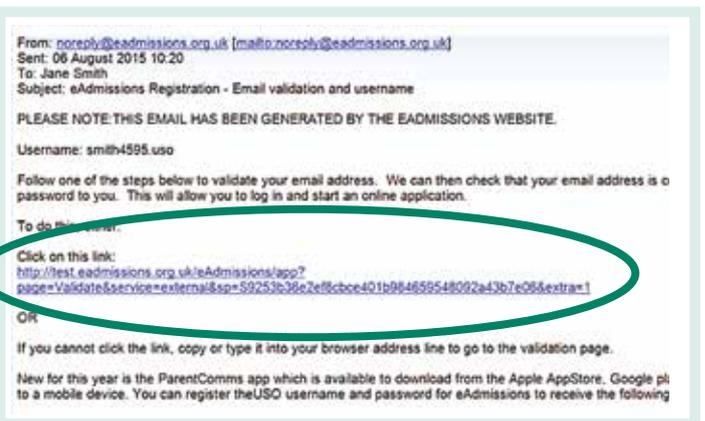
The person with parental responsibility for the child named must register to use the 'eAdmissions' site by setting up an account. Please give your full name, contact details and email address. To select your address, enter your postcode and press the **'Find your address'** button. Move up or down to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



## Step 3 – Validating your email

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

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



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## Step 4 – Making your application

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

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

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

## Step 5 – Confirmation of your application

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

You should make a note of your application details on page 5 as you will need to refer to it when checking your results. You will be sent an email with a new version number every time you change your application.

### Important note:

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

# Things to remember

## Getting a receipt

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

Your application is only valid when you press the 'Submit application' button at the end of the 'Check & submit' page. You will then be issued with an application reference number (ARN). The eAdmissions Team will then send you a confirmation email that 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: .....

You should also record your application reference number.

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

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## Why you should accept your child's school place

We will send you the results of your application on 16 April 2018 and you must let us know if you want the place we have offered your child by 30 April 2018. 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.

You can also accept our offer by emailing us at [infos@lbbd.gov.uk](mailto:infos@lbbd.gov.uk) In your email you must include your child's name, date of birth and application reference number (ARN). You can phone us five working days after replying to check that we have received your email.

**If you do not accept the place we offer you by 30 April 2018, we will withdraw our offer. If we withdraw our offer or you reject it, your child will not have a school place.**

Because of this, we recommend that you accept the place we offer you even if you want to 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 for 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.



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