



Determined Admission Arrangements for entry at Key stage 2 schools for the academic year 2018-2019

This document lists admission arrangements for the normal admissions round (cohort admissions) and In-year admissions round for schools administered by Barking and Dagenham local authority. The relevant cohorts include admission for year 3 places at junior schools. The types of junior schools available in the borough include; two academies, 3 community schools and one voluntary aided faith school (full list on page 9).

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Cohort admissions arrangements

The admissions scheme we use

Every Local Authority (LA) is required by law to co-ordinate cohort admissions to their schools within their area. In 2005 all 33 London Local Authorities and the seven local authorities that border London, established the Pan-London Coordinated Admissions scheme to co-ordinate Year 6 admissions to Year 7 places at their secondary schools. The system is a voluntary extension of the legal requirement that all Councils co-ordinate admissions to schools within their area. The scheme aims to simplify the application process for parents and increase the number of pupils who receive an offer from one of their preferred schools. Since the introduction of the 2012 Admissions Code, aspects of the Pan London scheme were successfully extended to include applications for Year 3 places at Junior schools in 2014. The co-ordinated process for this admission round begins on 1 September 2017 and ends on 31 August 2018. All LAs participating in the scheme adhere to timetable below.

Pan-London Coordinated Admissions scheme

Timetable for Admissions to Year 3 places at Junior schools

Date	What happens
15 January 2018	Deadline for the supplementary information form and extra documents to arrive at your preferred voluntary-aided school.
15 January 2018, 5pm	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 and time, we treat them as late.
15 January 2018	Deadline for on-time applications to be submitted online. If we receive any documents after this date and time, we treat them as late.
16 April 2018	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, otherwise you must wait up to two days for your letter to be delivered if you filled in a paper form.
15 May 2018	Deadline for receiving filled-in appeal forms for schools in Barking and Dagenham schools, for the first round of appeal hearings.
June to July 2018	Appeals will be heard. Parents can come to the appeals.

Number of children admitted to each school

The number of pupils to be admitted for Year 3 in each junior school is detailed in Page 9 within this report.

How to apply for a school place

At the start of November each year, every Year 2 pupil that attends a Barking & Dagenham Infant school receives a letter explaining the 'Moving to junior schools' process. The letter explains that if parents or carer's want their child to attend their linked Barking & Dagenham junior school, they do not need to fill in an application form, as we will do this on the child's behalf (even if parents or carer's live outside the borough). However, if they would prefer their child to go to different junior school, then parents or carer's must fill in the '**JCAF**' (Junior common application form).

In addition to this letter we electronically publish a copy of our admissions booklet 'Moving to junior schools' on our website.

Parents or carers residing in this borough should apply for a school place by using a paper JCAF and links are available on our main admissions page on our website.

Parents or carers will be able to list up to three preferred schools that they wish their child to be considered for and rank them in order of preference. Parents must include all state-maintained schools or academies within the UK that they wish to apply for. All own admission authority schools that request Supplementary Information Form (SIF), must also be named on the CAF. Where parents or carers apply for places at an own admission authority school, for instance academy or free school (in or outside the borough) and need to complete a SIF for each of these schools, they must submit the SIF direct to the school concerned with any documents that the school requests by the closing date.

Our contact details

Information and forms can be submitted for the Admissions Team at:

Dagenham Central Library
1 Church Elm Lane
Dagenham
Essex
RM10 9QS

All admissions information and forms can be downloaded or accessed from our website at the following link: www.barking-dagenham.gov.uk/admissions

Own admission authority Schools

We have one own admission authority junior school (William Ford Church of England School) which requires parents or carers to complete their SIF if they apply under any of the schools faith criterion. SIFs and requested documents must be returned direct to the schools with required documents by the closing date. The Admissions Team are not responsible and do not accept supplementary forms on behalf of parents for

any own admission authority schools. The governing bodies are the admissions authorities for these schools, and each school ranks each application according to the school's admission criteria. SIFs are not valid unless a CAF is also completed for that child.

How we use preferences

We process all applications using the equal preference model. Under this model we consider each preference as if it were the only preference. For each preference listed on the JCAF, the Admission Authority for the school uses their admissions criteria to see if it can offer a place. If a place can be offered at two or more schools, we will give the place at the school ranked highest on the application form.

Own admission authority schools (like free or VA schools) are responsible for their own admissions. They receive core information from the LA of the CAFs received that rank the school as a preference. Some will combine this data with the information provided on the SIFs sent directly to them. Each school will then rank the children in accordance with their published oversubscription criteria and then advise their ranking order of all applicants to the Admissions Team. This information is then used during the iteration process for offer.

All preferences and potential offers are collated and parents then receive an offer from their home LA at the school ranked highest where a place is available. If a place cannot be offered from those schools ranked as preference a place will be offered to all our residents at the nearest school to the home which has a place available. For on-time applications, school offers will be made on national offer day **16 April 2018**.

Transfer of data

Where applications contain preferences for schools in other LAs we will forward the details to maintaining LAs using central government's S2S secure data transfer system. For LAs within the Pan-London system, data will be transferred using the Pan London Register's (PLR) document exchange. All data must be transferred by the dates specified on page one. The last date for the upload to the PLR of late applications which are considered to be on-time within the terms of the home LAs scheme is **6 February 2018**. Thereafter, data received for late applications will be sent to maintaining LAs every Friday.

Late Applications

Applications received after the closing date of **15 January 2018** are late. We will accept late applications for consideration in the first round of offers for exceptional circumstances only when details and evidence are provided. Each case will be considered on its own individual circumstances and a decision will be made by the Admissions Panel. Examples of what will be considered a valid reason include: if a single parent has been seriously ill for some time, or a family has been dealing with the death of a close relative or a family has just moved into the area after submitting an on-time application in their previous area. Proof will be required in all cases.

Other than the cases listed above, applications for places received after the closing date for our junior schools will not be processed until **6 July 2018**. Late applications will be dealt with under the 'In-Year admissions' process listed on our

website in the booklet 'Finding a school place'. It is therefore crucial for parents or carers to adhere to the deadline to stand a realistic chance of any of their preferences being met.

Children with statements of special educational need/Education Health Care Plan

The 2014 School Admissions Code states 'schools are required to admit children with statements of special educational need/Education Health Care Plans (EHC) where the school concerned is named on the statement'. As a result, our Education Health Care Team allocate places first. The remaining places from the schools published admission number (PAN) are offered by the Admissions Team in accordance with the published admission criteria.

Equality Act 2010

An admission authority must ensure that their admission arrangements do not discriminate on the grounds of disability; gender reassignment; pregnancy and maternity; race; religion or belief; sex; or sexual orientation, against a person in the arrangements and decisions it makes as to who is offered admission as a pupil. The oversubscription criteria applied by this LA as the Admission Authority for the Barking and Dagenham community schools is non-discriminatory.

Admissions criteria for Junior schools in Barking & Dagenham

When the number of applications exceeds the number of places available in a junior school, places are allocated by applying the following criteria in priority order:
Dorothy Barley Junior and Thames View Junior Schools also use these criteria.

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|------------|---|
| Priority 1 | Children who are or were in the care of a local authority. |
| Priority 2 | Children who have a sibling (brother or sister) at the school or at the linked infant school where that child is due to start school. We treat Furze Infants School and Warren Junior School, Village Infants School and William Ford Church of England Junior School as linked for this purpose. |
| Priority 3 | Children attending 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

- In the case of children who are or were in the care of a local authority, parents or carers will need to provide a letter signed by a fully qualified social worker employed by that local authority. A Looked After Child defined by Section 22 of the Children Act 1989, is a child who is in the care of a local authority, or provided with accommodation by a local authority. Children previously Looked After in the care of the local authority are children who were looked after, but ceased to be so

because they were adopted or subject to residence or special guardianship orders immediately following having been looked after.

- A sibling means a
 - 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 who attends the preferred school in any year group, excluding nursery or Year 6, (the final year of primary education). If the relevant sibling is not listed on the CAF, they will not be prioritised according to the sibling criterion.

- 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 ESRI's geographical information system 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.
- 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.
- We cannot consider other circumstances not listed in the criteria. It is essential our decisions are consistent by using only the criteria listed above (which have been agreed following the consultation period).

Home Address

We and our schools check addresses to prevent fraudulent applications. At the child's induction day, the school will request proof of your child's identity and your child's address as listed on the CAF. They will need to see original copies of the following to confirm the child's identity and the parents address. Parents must take one original document (no photocopies) from each of the three lists (A, B and C) below to their welcome meeting.

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

- Her Majesty's Revenue & Customs (HMRC) documents such as a letter showing entitlement Child Benefit, Working Tax Credit or Child Tax Credit
- The child's medical registration card
- The child's Immigration and Nationality Directorate IND card (issued by the Home Office with photo attached)
- Home Office paperwork (including child's name and date of birth)
- Full birth certificate - can be requested by the schools.

- Passport - can be requested by the schools.

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

- Current Council Tax bill
- Current Council Tax Benefit letter or notice
- Solicitor's letter showing the completion details if the house has just been bought. The letter must be dated within the last three months

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

- Parent's utility bill (gas, electricity or water) from the last three months. We will not accept a mobile-phone bill or an internet bill.
- Parent's bank or building society or a credit-card statement from the last three months.

If the parent or carer's do not own or rent their own home, but are living with someone who owns their home or rents it from the council or another landlord they will need to prove they live there. They will need to provide the owners current Council Tax bill or Council Tax Benefit letter or notice together with a letter that must contain 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; and
- Confirmation that you and your child have permission to live in the property and how long you are allowed to live there.

If the parent or carer's cannot provide proof of their address, we will withdraw our offer if the school we have allocated is oversubscribed. If the child lives in Barking and Dagenham, we will then offer them a place at the nearest school to your home with a vacancy. If the child lives outside the borough, the parent/carers will need to contact the local education authority of the borough they live in for a school place.

If a parent or carer is found to have used a false address to obtain a place at a school, the offer of a place will be withdrawn. Should there be doubts about the address to be used parents or carers may be asked to provide evidence concerning the child's normal place of residence. This could include a court order stating where the child should live during the week. In all cases we will process the CAF based on the address of the parent or carer with whom the child is normally resides and where child benefit for the child is registered.

If parents or carers move address during the admissions process they must notify the School and the Admissions Team immediately of their new address, and provide verification of the new address. This should be supported by evidence from lists A, B & C listed previously. The length of a tenancy agreement from the letting agent should be sufficient to cover the date on which their child would start attending their preferred school.

If parents or carers move from one LA to another after submitting an on-time

application under the terms of their former home authority's scheme, Barking & Dagenham will accept the application as on-time up to **5 February 2018** on the basis that an on-time application already exists.

Multiple births

In the normal admission round, if the last child to be offered a place is a twin or of other multiple births, and their sibling cannot be offered a place, we will ensure that all the children are offered a place together at one of our schools.

Changing Preferences

Parents or carers can change their preferences by filling in a new JCAF. However, the JCAF must be received by the closing date to be considered on-time.

Offers

If the child attends one of our infant schools and parents or carers do not fill in a JCAF, our infant school will let parents or carers know the results on **16 April 2018**. If parents or carer's have filled in a JCAF, the Local Authority that they live in will send the results of their applications by first class post on the same day.

Our correspondence informs all applicants residing within the borough of their highest offer of a school place and where applicable, the general reasons why higher preferences were not offered. The information also confirms that we will provide more specific reasons if an application was declined for a Barking and Dagenham school if the parent or carer formerly requests this information.

Post Offer

Our residents are required to accept or decline the offer of a place by **30 April 2018** or within 10 days of the date of any subsequent offer.

When our residents decline a place in a school maintained by another LA by **30 April 2018**, this LA will forward the information to the maintaining LA by **8 May 2018**. Information received from applicants after **30 April 2018**, will be passed on to the maintaining LA every Friday.

Interest lists

We will automatically place children's details on an interest list for all Barking and Dagenham community junior schools listed as a higher preference than the school they were offered. This is kept until the end of the first term of the normal year of entry. At the end of this period, parents or carers will need to request that their child's name is placed on an interest list for the next term. If the school concerned is a Barking & Dagenham voluntary aided school, the child will remain on the school's interest list for the academic year. Parents or carers, who have applied for schools located in another borough, are advised to contact the individual school or the maintaining local authority concerned regarding interest list arrangements. Places becoming available are offered to children on the interest lists in line with the relevant school's admission criteria and the schools admission code.

Appealing against admission decisions

If parents or carers want to appeal for a place at any of our junior schools and the school is listed higher than the one offered to their child, they may appeal to an Independent Appeal Panel.

All Barking & Dagenham community Schools use the same appeal forms which are available on the council's website school admissions page or from Dagenham Library. Each form is accompanied by guidance notes.

Once an appeal form is sent to the address printed on the front of the form or emailed, the independent appeal panel clerk will write to advise the date and details of the appeal procedure. The appeal will be considered 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 LBBD School Admissions Team. The appeal panel will accept comments in writing or in person at the appeal hearing.

If a parent made their application on time and submitted an appeal form by the published date, the appeal is considered within 40 school days of the deadline of **15 May 2018**. If the application was late, we will hear the 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 an appeal (as shown on the offer letter).

Further appeals

We can only consider one application for each child, at each school within the same school year. If we turn down an application, parents have the right to appeal. The appeal panel's decision is final and both appellants and the school 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 a family's circumstances which affects the level of priority under which the application was processed, for example if a family has moved to a new home, we may consider a second application if they can provide evidence of the changed circumstances. If we accept a second application but a place is still not available at the school for their child, a parent will be able to make a second appeal.

Published Admission numbers for Junior Schools (ages 7 to 11)

School name	Year 3	Year 4	Year 5	Year 6
Dorothy Barley Junior , Ivinghoe Rd, Dagenham, RM8 2NB (This school is an Academy)	120	112	112	112
Manor Junior , Sandringham Road, Barking, IG11 9AG	150	120	120	120
Marks Gate Junior , Rose Lane, Chadwell Heath, RM6 5NJ	88	88	88	88
Thames View Junior , Bastable Ave, Barking, IG11 0LG (This school is an Academy)	120	120	120	120
William Ford C of E Junior , Ford Rd, Dagenham, RM10 9JS	90	90	90	90

Warren Junior, Gordon Road, Chadwell Heath, RM6 6DA	140	112	140	112
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In-Year admissions arrangements

Applications outside the normal admissions round

When a parent or carer applies for a school place or requests to transfer to our schools for their child outside of normal admissions round, these applications are considered as 'In-Year' applications. LAs do not co-ordinate applications or offers for 'In-Year' admissions. Parents must apply to the local authority or school direct, where the school is located, irrespective of where they live. In-year application process begins on 1 September 2018 and ends on 31 August 2019.

The admissions scheme we use

We co-ordinate admissions for in-year places for all schools within the LBBB area. By law, children aged between five and 16 must receive an education. This means that children must continue to go to their current school while we deal with their request for a school place.

Numbers of children admitted to the school

The number of pupils to be admitted within year groups at our junior schools is detailed on page 9 within this report.

How to apply for a school place

The In-year admissions process is for parents who have just moved into the area and need to apply for a school place for their child during the school year or for parents who want to transfer their child from one school to another. Full details of this process are published in Barking and Dagenham's In-year admission booklet 'Finding a school place – Issue 6' which is available on the school's and the council's website.

All schools located in Barking and Dagenham take part in a co-ordinated admissions scheme. This means that applicants must fill in the LBBB In-year common application form (ICAF), and rank the schools in the preferred order. Parents may list up to three preferences and we will offer their child one school place and, where possible, this will be the highest-ranked school on the list.

What parents need to do

There are up to three stages parents need to go through to apply for a place at one of our schools.

Stage 1 Fill in part A of the ICAF. The child's previous or current UK school should fill in and sign section B of the form. Parents must include any state-maintained schools or academies within the borough.

The information in section A and B is important as it could help decide if the child can be considered under our 'fair access protocol' (more details about this are published on our website). If the child has never attended a UK school, section B of the ICAF will not need to be filled in. Instead, a child may need to have an assessment, which we will carry out if we offer a child a place at a school.

Stage 2 Provide proof of the child's ID **and** proof of the applicant's and their child's address. See page 6 and 7 for which documents we need to see.

Stage 3 If you are applying for a place at one of our voluntary aided schools under their faith criteria, you will need to fill in extra forms called the 'In-year supplementary reference form' (SIF).

Supplementary Information form (SIF)

Our own admission authority faith schools require parents or carers to complete their SIFs if they apply under any of the schools' faith criterion. SIFs and requested documents must be returned direct to the school with required documents by the closing date. The Admissions Team are not responsible and will not accept supplementary forms on behalf of parents for any own admission authority schools. The governing bodies are the admissions authorities for this school, which will rank each application it receives according to the school's admission criteria. SIFs are not valid unless an ICAF is also completed for that child.

How we use preferences

We process all applications using the equal preference model. Under this model we consider each preference as if it were the only preference. For each preference listed on the ICAF, the Admission Authority for the school uses their admissions criteria to see if it can offer a place. If a place can be offered at two or more schools, we will give the place at the school ranked highest on the application form.

All our own admission authority schools are responsible for their own admissions. If they tell us there are vacancies at the school, we send them core information from the ICAFs where the school is listed as a preference. They will combine this data with the information provided on the SIFs sent directly to them by the parent and or priest. The school will then rank the children in accordance with their published oversubscription criteria and advise us of the child's ranking. All preferences and potential offers are collated and parents then receive an offer at the school ranked highest at which a place is available. If a place cannot be offered from those schools listed as preferences, a place will be offered to all our residents at the nearest school to the home which has a place available.

Transfer of data

Data will be transferred using the current secure IT systems used between LBBD and its schools and other LA's.

Children with statements of special educational need/Education Health Care Plans

The 2014 School Admissions Code states 'schools are required to admit children with statements of special educational need/Education Health Care Plans (EHC) where the school concerned is named on the statement'. As a result, the borough's Education Health Care Team allocate places to children with full statements of Special Education Need/ Education Health Care Plans. For such allocations schools can go above their admission number to accommodate the child.

Equality Act 2010

An admission authority must ensure that their admission arrangements do not discriminate on the grounds of disability; gender reassignment; pregnancy and maternity; race; religion or belief; sex; or sexual orientation, against a person in the arrangements and decisions it makes as to who is admitted as a pupil. The oversubscription criteria applied by our school is non- discriminatory.

Our Admissions criteria

When the number of applications exceeds the number of places available we apply the criteria published on pages 5 and 6 in priority order for deciding which applications to accept.

Home Address

We check addresses to prevent fraudulent applications. Please see pages 6 and 7 for full description and documents that we accept as proof of home address.

Siblings and Multiple births

Outside the normal admission round, if the child to be offered a place has siblings or is a twin or of other multiple births, we cannot ensure that all the children will be offered a place at the same school.

Changing Preferences

Parents or carers can change their preferences as long as they either complete a new ICAF (and SIF if applicable).

Offers

We reply to parents within 10 working days of receiving their applications for school places. Parents or carers must formerly request to us if they require more specific reasons why we declined their application.

Post offer

Where a school is offered the child will be expected to start within 10 working days. School attendance officers investigate any non-starters.

Where a child is already in another school, and it then becomes possible to offer an alternative school listed as a preference on their application, parents must formerly accept any place offered within 10 working days. Parents or carers will be sent a reminder one week prior to the expiry date. Places offered at the alternative school

will be withdrawn after the expiry date if no acceptance is received or the child does not attend the offered school.

Interest lists

We automatically put a child's name on the interest list with other children whose applications were turned down but are listed higher than the school we offered for them. If places become available, we then offer them using the school's admission criteria. The child will stay on the interest list for one term and parent's will need to request in writing that their child stays on the interest list for the next term. If after the end of the summer term (Jul 2019) parents still want their child's details to stay on the interest list, they will need to fill out an ICAF and SIF (if applicable) for the new academic year. They will also have the opportunity for a new appeal if the application is turned down.

Appealing against admission decisions

If parents or carers want to appeal for a place at a school is listed higher than the one offered to their child, they may appeal to an Independent Appeal Panel. All Barking & Dagenham Schools use the same Appeal forms which are available on the council's website or available from Dagenham Library. Each form is accompanied by guidance notes.

Once an appeal form is sent to the address printed on the front of the form or emailed, the independent appeal panel clerk will write to advise the date and details of the appeal procedure. The appeal will be considered by an Independent Appeal Panel (IAP), which will be made up of three people. None of these people will have any connection with the school or the LBD School Admissions Team. The appeal panel will accept comments in writing or in person at the appeal hearing. For appeals against decisions made on In-Year applications we will arrange for the IAP to consider the appeal within 30 school days from the date the appeal is received.

Further appeals

We can only consider one application for each child, at each school within the same school year. If we turn down an application, parents have the right to appeal. The appeal panel's decision is final and both appellants and the school 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 a family's circumstances which affects the level of priority under which the application was processed, for example if a family has moved to a new home, we may consider a second application as long as they can provide evidence of the changed circumstances. If we accept a second application but a place is still not available at the school for their child, a parent will be able to make a second appeal.

Abbreviations used

Abbreviation	Full description
JCAF	Junior Common application form
IAP	Independent Appeal Panel
ICAF	In-year Common application form
LA	Local authority

LBBB	London borough of Barking and Dagenham
PAN	Published admission number
PLR	Pan-London Register
PRF	diocesan priest's reference form
EHC	Education Health Care Team
SEN	Special Educational Needs
SIF	Supplementary Information form
VA	Voluntary aided

The information in this document is correct as at time of publication.
Please see our website for any updates