

Barking and Dagenham School
Admission Arrangements 2017/18

Barking and Dagenham Admission Arrangements 2017-18

Background

In accordance with the School Admissions Code 2014, if no changes are made to admission arrangements they must be consulted on at least once every seven years. The consultation must be for a minimum of 6 weeks and must take place between **1 October and 31 January** of the school year before those arrangements will apply.

London Borough of Barking and Dagenham is the admission authority for all community and voluntary controlled schools within the borough.

Proposed Changes - there are no changes proposed

What are admission arrangements?

Admission arrangements are the overall procedure, practices and oversubscription criteria used in deciding the allocation of school places. It describes the full set of arrangements on how a school will admit pupils. This includes the published admission number (the maximum number of pupils intended to be admitted to the relevant year group), the oversubscription criteria and information on interest lists.

It is a requirement that any proposed changes to admission arrangements are consulted on to a schedule set by the Department for Education.

Academies, including free schools, voluntary aided and foundation schools are also required to consult if they intend to change their admission arrangements. The local authority will respond to those consultations, ensuring they are in accordance with the Admissions Code.

| In-Year School Admissions | |
|---|---------------------|
| Page 7 - In-year admissions scheme | No proposed changes |
| Primary School Admissions | |
| Appendix 1 - Pan London co-ordinated scheme | No proposed changes |
| Appendix 2 - Admissions criteria | No proposed changes |
| Appendix 4 - Admission numbers for community primary schools | No proposed changes |
| Secondary and Technical and Training School Admissions | |
| Appendix 1 - Pan London co-ordinated scheme | No proposed changes |
| Appendix 3 - Admissions criteria | No proposed changes |
| Appendix 5 - Admission numbers for community secondary schools | No proposed changes |

Pan London co-ordinated scheme - Arrangements for reception and junior admission

The relatively high level of applications to schools outside of the child's home Local Authority (LA) in the London region means there is a need to co-ordinate admissions on a Pan-London basis across the 33 London authorities. A computer-based Pan-London Admissions System enables this co-ordination to take place. The effectiveness of this system is, however, contingent on the adoption of a common set of procedures across the London authorities.

Each LA must formulate a Co-ordination Scheme with a view to it being agreed by 28 February in the year before the arrangements come into effect (determination year). Many elements of the scheme must be common to all London authorities to ensure effective Pan-London arrangements. However, arrangements for residents without a school place once all applications are duly processed and interest list arrangements are for local determination.

All LA's co-ordinate all applications to maintained schools under one scheme. Parents living in Barking and Dagenham should send their application form to Barking and Dagenham LA for processing, regardless of which schools they express preferences for. Barking and Dagenham will then pass information to other 'maintaining' authorities about applications to schools in their area, and the maintaining authority will inform Barking and Dagenham if a place is available. Barking and Dagenham will send an offer of a school place to parents.

The Schools Admissions Code includes a requirement for each admission authority to maintain an interest list for at least one term in the academic year of admission for every oversubscribed school. Barking and Dagenham LA will maintain an initial interest list for all our schools which follow the boroughs admissions criteria for one term, after which parents will need to inform us in writing whether they wish to be placed on a new interest list.

Admission authorities must include the fact they will hold interest lists in their school's published admission arrangements, making it clear that children will be ranked in the same order as the published oversubscription criteria and must not give priority to children based on the date either their application was received or their name added to the list.

No changes to the Barking and Dagenham existing scheme are proposed.

Criteria for admission to Barking and Dagenham community Infant Junior and Primary schools.

The following schools are their own admission authority but they follow the same admission criteria as our community infant, junior and primary schools:

Dorothy Barley Junior
George Carey Church of England
Goresbrook
Riverside
Sydney Russell
Thames View infant
Thames View Junior

Co-ordinated admissions for primary school do not require all admission authorities to operate the same over-subscription criteria. Admission authorities must therefore still set and apply their own admission criteria.

No changes are proposed to the oversubscription criteria for community, all through, infant, junior and primary schools.

Admission numbers for community, all through, infant, junior and primary schools

No changes are proposed to the admission numbers for community, all through, infant, junior and primary schools

Criteria for admission to Barking and Dagenham community secondary schools.

The following schools are their own admission authority but they follow the same admission criteria as our community secondary schools:

Riverside
The Sydney Russell
The Warren

Co-ordinated admissions for secondary school do not require all admission authorities to operate the same over-subscription criteria. Admission authorities must therefore still set and apply their own admission criteria.

No changes are proposed to the oversubscription criteria for community, all through secondary schools.

Pan London co-ordinated scheme - Arrangements for Secondary and Technical and Training School admission

The relatively high level of applications to schools outside of the child's home Local Authority (LA) in the London region mean there is a need to co-ordinate admissions on a Pan-London basis across the 33 London authorities. A computer-based Pan-London Admissions System enables this co-ordination to take place. The effectiveness of this system is, however, contingent on the adoption of a common set of procedures across the London authorities.

Each LA must formulate for consultation a Co-ordination Scheme with a view to it being agreed by 28 February in the year before the arrangements come into effect (determination year). Many elements of the scheme must be common to all London authorities to ensure effective Pan-London arrangements. However, arrangements for residents without a school place once all applications are duly processed and interest list arrangements are for local determination.

All LAs co-ordinate all applications to maintained schools under one scheme. Parents living in Barking and Dagenham should send their application form to Barking and Dagenham LA for processing, regardless of which schools they express preferences for. Barking and Dagenham will then pass information to other 'maintaining' authorities about applications to schools in their area, and the maintaining authority will inform Barking and Dagenham if a place is available. Barking and Dagenham will send an offer of a school place to parents.

The Schools Admissions Code includes a requirement for each admission authority to maintain an interest list for at least one term in the academic year of admission for every oversubscribed school. In Barking and Dagenham LA the community school interest lists will be maintained until December of the academic year the child transferred to year 7. After which parents are asked to confirm in writing whether or not they wish to remain on the list.

Admission authorities must include the fact they will hold interest lists in their school's published admission arrangements, making it clear that children will be ranked in the same order as the published oversubscription criteria and must not give priority to children based on the date either their application was received or their name added to the list.

No changes to the Barking and Dagenham existing scheme are proposed.

Criteria for admission to Barking and Dagenham community secondary schools

The following schools are their own admission authority but they follow the same admission criteria as our community secondary schools:

Riverside School
The Sydney Russell School
The Warren School

Co-ordinated admissions for secondary school do not require all admission authorities to operate the same over-subscription criteria. Admission authorities must therefore still set and apply their own admission criteria.

No changes are proposed to the oversubscription criteria for community secondary schools.

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Admission numbers for community secondary schools

The following schools are their own admission authority but they follow the same admission criteria as our community secondary schools:

Riverside
The Sydney Russell
The Warren

No changes are proposed to the admission numbers for community secondary schools.

Admission to Technical and Training schools

Technical and training schools fall within the category of either 'University technical colleges (UTCs) or studio schools'. They provide 14 to 19 year olds with technically based courses of study or learning that is based on the skills they will need for work. We have one UTC in this borough Elutec on Rainham Road South, Dagenham RM10 7XS.

ELUTEC is their own admission authority but they follow the same admission process and timeline as the secondary and in-year admissions process.

In-Year Admissions Scheme for Barking and Dagenham Schools

The Admissions Code 2012 removed the duty on Local Authorities to coordinate in-year admissions from September 2013. Barking and Dagenham wishes to continue to coordinate in-year albeit as the **maintaining LA** rather than home LA.

Co-ordination is the most effective way of ensuring that children out of school are tracked and monitored and placed as quickly as possible. This safeguarding element has been a particular strength of in-year coordination since its introduction and there is a significant risk that young people may slip through the net if we adopt a system whereby applicants submit individual school applications.

Barking and Dagenham is therefore proposing that, from September 2017, it continues to coordinate in-year admissions and interest lists as a maintaining Local Authority for all Barking and Dagenham schools.

Full details of the scheme are attached but key features of the proposed scheme are as follows:

- Applicants wanting to apply for a school within Barking and Dagenham for which the LA coordinates in-year must apply on the borough's In-Year Common Application Form (ICAF). Applicants can name up to three schools.
- Barking and Dagenham residents wishing to apply for schools in other boroughs must apply through that borough's arrangements.
- The formal notification of the application outcome would be made by the maintaining admissions authority.
- Barking and Dagenham's Admissions team will continue to directly administer school admissions including interest lists for community schools and the own admission authority schools who follow the same criteria.
- Own admission authority faith schools (i.e. voluntary aided schools) will continue to rank their own interest lists and determine whether a place can be offered. VA schools will retain a supplementary form, if they currently use one, for applicants applying for a place on faith grounds.
- It is crucial that the Admissions team hold up-to-date information about school vacancies so that correct advice can be provided to parents. Schools are required to provide a weekly return to the Admissions team to confirm vacancies for each year group.
- Schools are legally obliged to fill vacancies in any year group where the number of pupils on roll is below the published admission number.
- As with entry to reception, junior year and secondary coordinated admissions, unsuccessful applicants have a right of appeal to an independent appeal panel. Admission authority schools must make arrangements for hearings although the LA may be able to facilitate this for them for a charge.

Barking and Dagenham Admission Arrangements 2017-18

The scheme

Applications

1. Applications for children applying for Barking and Dagenham schools will be made on the form provided on hard copy. The ICAF form will be available for primary and secondary in-year requests.
2. The form provided by Barking and Dagenham will provide space to name up to three preferences in rank order.
3. Where an own admission authority school in Barking and Dagenham receives a supplementary form, it will advise the parent/carer to complete the Barking and Dagenham in-year form to formally register their application. When a school in Barking and Dagenham receives a supplementary information form, Barking and Dagenham will not consider it to be a valid application unless the parent/carer has also listed the school on their home LA's Common Application Form, in accordance with paragraph 2.3 of the School Admissions Code 2014.
4. All offers for school places in Barking and Dagenham are conditional on verification of the address. This verification is completed by the allocated school.
5. Barking and Dagenham will confirm the status of any resident child for whom it receives a Common Application Form, stating if s/he is a child looked after, subject to an adoption, residence, or special guardianship order.

Processing

6. To determine the availability of places, all Barking and Dagenham schools will be required to provide the Admissions Team with a weekly return (each Wednesday) of vacancies (where appropriate) for each year group. We hold the list of applicants for Voluntary Aided schools; they will request the list and rank the applicants when necessary.
7. Barking and Dagenham Admissions Team will carry out the following function to process applications for its schools:
 - i) Barking and Dagenham will use a secure means to exchange data with its schools and other LAs.

Notification of outcome

8. Barking and Dagenham will aim to notify the outcome of an application made for one of its schools within 10 school days. If the applicant is a resident of Barking and Dagenham, and it has not been possible to offer a place at the school(s) applied to, we will allocate a place at the nearest school with a vacancy (NSV). The applicant will be added to an interest list and details of their right of appeal will be included in the correspondence they receive. If it has not been possible to make a decision within 10 school days, the parent/carer will be kept informed of progress.

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9. Where an application has been made to Barking and Dagenham, and it has not been possible to offer a place for a child resident in another borough, the parent will be notified of the outcome of their application, the opportunity to be added to an interest list and details of their right of appeal.
10. Where it is evident that more than one school place can be offered, Barking and Dagenham will eliminate all but the highest ranked offer where an applicant has ranked schools in order of preference on the Barking and Dagenham form. Any lower preferences will be withdrawn at this point but can be reapplied for at any time.

Post-offer

11. If a child is already on roll at a Barking and Dagenham school we will request that parents accept or decline the offer of a place within 10 working days of an offer being made. If a parent/carer does not respond within this timeframe, Barking and Dagenham will make every reasonable effort to contact the parent to find out whether or not they wish to accept the place. Where the parent fails to respond and Barking and Dagenham can demonstrate that every reasonable effort has been made to contact the parent, the offer of a place will be withdrawn.
12. Barking and Dagenham will refer the details, and any additional information, of any child not resident in Barking and Dagenham to their Home LA in cases where an offer of a school place has been rejected and it is evident that no alternative provision has been arranged for the child by the parent/carer

Interest Lists

13. The interest lists for all year groups in all Barking and Dagenham community schools and those schools that follow the same criteria will be held and administered by the Barking and Dagenham Admissions team and will be ordered in accordance with the published admission criteria for the respective school.
14. Only Barking and Dagenham's own admission authority faith schools will maintain their own interest lists. When a place can be offered, the admissions team will supply the school with all interested pupils and the school will provide the Admissions team with the details of the child that they have determined as the next eligible child on the list in accordance with their published admission criteria. The parent/carer will be notified of the offer by Barking and Dagenham's Admissions team and on behalf of the school.
15. For children not in receipt of education, delay in a straightforward admission of a child to a school where a vacancy has been identified should be avoided where possible and the Admissions team will work closely with its schools to place the child on roll as soon as reasonably practical.
16. Children who are subject of a direction by a local authority to admit or who are allocated to a school in accordance with the Fair Access Protocol must take precedence over those on an interest list.

Appendix 1

PAN-LONDON CO-ORDINATED ADMISSION SYSTEM

Scheme for Co-ordination of Admissions to Year 7 and Reception in Maintained Schools and Academies in 2017/18

Contents

Definitions used in this document

Template scheme for co-ordination of admissions to Year 7 in September 2017

Template scheme for co-ordination of admissions to Reception and Infant to Junior in September 2017

Content of Common Application Form -Year 7, Reception Schemes and Infant to Junior (Schedule 1)

Templates outcome letters -Year 7, Reception and Infant to Junior Schemes (Schedule 2)

Timetable for Year 7 Scheme (Schedule 3A)

Timetable for Reception and Infant to Junior Scheme (Schedule 3B)

PAN-LONDON CO-ORDINATED ADMISSION SYSTEM

Scheme for Co-ordination of Admissions to Year 7, Reception and Infant to Junior in 2017/18

Definitions used in the template schemes

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| “the Application Year” | the academic year in which the parent makes an application (i.e. in relation to the academic year of entry, the academic year preceding it). |
| “the Board” | the Pan-London Admissions Executive Board, which is responsible for the Scheme |
| “the Business User Guide (BUG)” | the document issued annually to participating LAs setting out the operational procedures of the Scheme |
| “the Common Application Form” | this is the form that each authority must have under the Regulations for parents to use to express their preferences, set out in rank order |
| “the Equal Preference System” | the model whereby all preferences listed by parents on the Common Application Form are considered under the over-subscription criteria for each school without reference to parental rankings. Where a pupil is eligible to be offered a place at more than one school within an LA, or across more than one participating LA, the rankings are used to determine the single offer by selecting the school ranked highest of those which can offer a place |
| “the Home LA” | the LA in which the applicant/parent/carer is resident |
| “the LIAAG Address Verification Register” | the document containing the address verification policy of each participating LA |
| “the Local Admission System (LAS)” | the IT module for administering admissions in each LA and for determining the highest offer both within and between participating LAs |
| “the London E-Admissions Portal” | the common online application system used by the 33 London LAs and Surrey County Council |
| “the Maintaining LA” | the LA which maintains a school, or within whose area an academy is situated, for which a preference has been expressed |
| “the Mandatory Elements” | those elements of the Template Scheme to which authorities must subscribe in order to be considered as ‘Participating Authorities’ and to benefit from use of the Pan-London Register |

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|---------------------------------|---|
| “the Notification Letter” | the agreed form of letter sent to applicants on the Prescribed Day which communicates any determination granting or refusing admission to a primary or secondary school, which is attached as Schedule 2 |
| “the Prescribed Day” | the day on which outcome letters are posted to parents/carers. 1 March (secondary) and 16 April (primary) in the year following the relevant determination year except that, in any year in which that day is not a working day, the prescribed day shall be the next working day. |
| “the Pan-London Register (PLR)” | the database which will sort and transmit application and outcome data between the LAS of each participating LA |
| “the Pan-London Timetable” | the framework for processing of application and outcome data, which is attached as Schedule 3 |
| “the Participating LA” | any LA that has indicated in the Memorandum of Agreement that they are willing to incorporate, at a minimum, the mandatory elements of the Template LA Scheme presented here. |
| “the Qualifying Scheme” | the scheme which each LA is required to formulate in accordance with The School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) Regulations 2014, for co-ordinating arrangements for the admission of children to maintained primary and secondary schools and academies. |

PAN LONDON CO-ORDINATED ADMISSIONS SYSTEM

Scheme for Co-ordination of Admissions to Year 7 in 2017/18

Applications

1. Barking and Dagenham will advise home LAs of their resident pupils on the roll of Barking and Dagenham LA's maintained primary schools and own admission authority schools who are eligible to transfer to secondary school in the forthcoming academic year.
2. Applications from residents of Barking and Dagenham will be made on this LA's Common Application Form, which will be available online or paper copy. This will include all the fields and information specified in Schedule 1 of this Template LA Scheme. These will be supplemented by any additional fields and information which are deemed necessary by Barking and Dagenham to enable the admission authorities in our area to apply their published oversubscription criteria.
3. Barking and Dagenham will take all reasonable steps to ensure that every parent/carer who is resident in the borough and has a child in their last year of primary education within a maintained school, either in Barking and Dagenham or any other maintaining LA, receives a copy of Barking and Dagenham's admissions 6 page guidance leaflet, including details of how to apply online. The admissions booklet will also be available online to parents/carers both. There will be help sessions at the Dagenham One Stop Shop in Dagenham library for parents/carers who need help or assistance to apply.
4. The admission authorities within Barking and Dagenham will not use supplementary information forms except where the information available through the Common Application Form is insufficient for consideration of the application against the published oversubscription criteria. Where supplementary information forms are used by the admissions authorities within Barking and Dagenham, the LA will seek to ensure that these only collect information which is required by the published oversubscription criteria, in accordance with paragraph 2.4 of the School Admissions Code 2014.
5. Where supplementary information forms are used by admission authorities in Barking and Dagenham LA, they will be available on Barking and Dagenham's website. Such forms will advise parents that they must also complete their home LA's Common Application Form. Barking and Dagenham's admission booklet and website will indicate which schools in this LA require supplementary forms to be completed and where they can be obtained.
6. Where an admission authority in Barking and Dagenham receives a supplementary information form, Barking and Dagenham will not consider it to be a valid application unless the parent/carer has also listed the school on their home LA's Common Application Form, in accordance with paragraph 2.3 of the School Admissions Code 2014.
7. Applicants will be able to express a preference for six maintained secondary schools or Academies within and/or outside the Home LA.
8. The order of preference given on the Common Application Form will not be revealed to a school within the area of this LA in accordance with paragraph 1.9 of the School Admissions Code 2014. However, where a parent resident in Barking

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and Dagenham expresses a preference for schools in the area of another LA, the order of preference for that LA's schools will be revealed to that LA in order that it can determine the highest ranked preference in cases where an applicant is eligible for a place at more than one school in that LA's area.

9. Barking and Dagenham undertakes to carry out the address verification process as set out in its entry in LIAAG Address Verification Register. This will in all cases include validation of resident applicants against Barking and Dagenham's primary school data and the further investigation of any discrepancy. Where Barking and Dagenham is not satisfied as to the validity of an address of an applicant whose preference has been sent to a maintaining LA, it will advise the maintaining LA no later than **12 December 2016**.
10. Barking and Dagenham will confirm the status of any resident child for whom it receives a Common Application Form stating s/he is a 'Child Looked After' and will provide evidence to the maintaining LA in respect of a preference for a school in its area by **14 November 2016**.
11. Barking and Dagenham will advise a maintaining LA of the reason for any preference expressed for a school in its area, in respect of a resident child born outside of the correct age cohort, and will forward any supporting documentation to the maintaining LA by **14 November 2016**.

Processing

12. Applicants resident within Barking and Dagenham must return the Common Application Form, which will be available and able to be submitted on-line and by paper form, to the LA by **31 October 2016**
13. Application data relating to all preferences for schools in the area of a participating LA, which have been expressed within the terms of this LA's scheme, will be uploaded to the PLR by **14 November 2016**. Additional information provided with the Common Application Form relating to a child's status will be sent to maintaining LAs by the same date.
14. [Barking and Dagenham shall, in consultation with the admission authorities within Barking and Dagenham's area and within the framework of the Pan-London timetable in Schedule 3A, determine and state here its own timetable for the processing of preference data and the application of published oversubscription criteria.]
15. Barking and Dagenham will accept late applications only if they are late for a good reason, deciding each case on its own merits.
16. Where such applications contain preferences for schools in other LAs, Barking and Dagenham will forward the details to maintaining LAs via the PLR as they are received. Barking and Dagenham will accept late applications which are considered to be on time within the terms of the home LA's scheme.
17. The latest date for the upload to the PLR of late applications which are considered to be on-time within the terms of the home LA's scheme is **12 December 2016**.
18. Where an applicant moves from one participating home LA to another after submitting an on-time application under the terms of the former home LA's scheme, the new home LA will accept the application as on-time up to **12**

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- December 2016**, on the basis that an on-time application already exists within the Pan-London system.
19. Barking and Dagenham will participate in the application data checking exercise scheduled between **13 December 2016 and 3 January 2017** in the Pan-London timetable in Schedule 3A.
 20. All preferences for schools within Barking and Dagenham will be considered by the relevant admission authorities without reference to rank order in accordance with paragraphs 1.9 of the School Admissions Code 2014. When the admission authorities within Barking and Dagenham have provided a list of applicants in criteria order to Barking and Dagenham, the LA shall, for each applicant to its schools for whom more than one potential offer is available, use the highest ranked preference to decide which single potential offer to make. [This is the 'Equal Preference System'.]
 21. Barking and Dagenham will carry out all reasonable checks to ensure that pupil rankings are correctly held in its LAS before uploading data to the PLR.
 22. Barking and Dagenham will upload the highest potential offer available to an applicant for a maintained school or academy in this LA to the PLR by **14 February 2017**. The PLR will transmit the highest potential offer specified by the Maintaining LA to the Home LA.
 23. The LAS of Barking and Dagenham will eliminate, as a Home LA, all but the highest ranked offer where an applicant has more than one potential offer across Maintaining LAs submitting information within deadline to the PLR. This will involve exchanges of preference outcomes between the LAS and the PLR (in accordance with the iterative timetable published in the Business User Guide) which will continue until notification that a steady state has been achieved or until **14 February 2017** if this is sooner.
 24. Barking and Dagenham will not make an additional offer between the end of the iterative process and **1 March 2017**, which may impact on an offer being made by another participating LA.
 25. Notwithstanding paragraph 24, if an error is identified within the allocation of places at one of Barking and Dagenham's schools, Barking and Dagenham will attempt to manually resolve the allocation to correct the error. Where this impacts on another LA (either as a home or maintaining LA) Barking and Dagenham will liaise with that LA to attempt to resolve the correct offer and any multiple offers which might occur. However, if another LA is unable to resolve a multiple offer, or if the impact is too far reaching, Barking and Dagenham will accept that the applicant(s) affected might receive a multiple offer.
 26. Barking and Dagenham will participate in the offer data checking exercise scheduled between **15 and 22 February 2017** in the Pan-London timetable in Schedule 3A.
 27. Barking and Dagenham will send a file to the E-Admissions portal with outcomes for all resident applicants who have applied online no later than **23 February 2017**. (33 London LAs & Surrey LA only).

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Offers

28. Barking and Dagenham will ensure, so far as is reasonably practical, that each resident applicant who cannot be offered a preference expressed on the Common Application Form, receives the offer of an alternative school place. An offer will be made to the nearest school to the home address which has a vacancy.
29. Barking and Dagenham will inform all resident applicants of their highest offer of a school place and, where relevant, the reasons why higher preferences were not offered, whether they were for schools in the Home LA or in other participating LAs.
30. Barking and Dagenham's outcome letter will include the information set out in Schedule 2.
31. On **1 March 2017**, Barking and Dagenham will send notification of the outcome to resident applicants.
32. Barking and Dagenham will provide primary schools with destination data of its resident applicants by the end of the summer term 2017.

Post Offer

33. Barking and Dagenham will request that resident notify us if they are unable to accept the place offered by **15 March 2017**, or within two weeks of the date of any subsequent offer.
34. Where an applicant resident in Barking and Dagenham accepts or declines a place in a school within the area of another LA by **15 March 2017**, Barking and Dagenham will forward the information to the maintaining LA by **22 March 2017**. Where such information is received from applicants after **15 March 2017**, Barking and Dagenham will pass it to the maintaining LA as it is received.
35. Where a place becomes available in an oversubscribed maintained school or academy in Barking and Dagenham, it will be offered from an interest list ordered in accordance Barking and Dagenham published admissions criteria.
36. When acting as a maintaining LA, Barking and Dagenham will inform the home LA, where different, of an offer for a maintained school or Academy in Barking and Dagenham which can be made to an applicant resident in the home LA's area, in order that the home LA can offer the place.
37. When acting as a maintaining LA, Barking and Dagenham and the admission authorities within it, will not inform an applicant resident in another LA that a place can be offered.
38. When acting as a home LA, Barking and Dagenham will offer a place at a maintained school or Academy in the area of another LA to an applicant resident in its area, provided that the school is ranked higher on the Common Application Form than any school already offered.
39. When acting as a home LA, when Barking and Dagenham is informed by a maintaining LA of an offer which can be made to an applicant resident in Barking and Dagenham which is ranked lower on the Common Application Form than any

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school already offered, it will inform the maintaining LA that the offer will not be made.

40. When acting as a home LA, when Barking and Dagenham has agreed to a change of preference order for good reason, it will inform any maintaining LA affected by the change. In such cases, paragraphs 37 and 38 shall apply to the revised order of preferences.
41. When acting as a maintaining LA, Barking and Dagenham will inform the home LA, where different, of any change to an applicant's offer status as soon as it occurs.
42. When acting as a maintaining LA, Barking and Dagenham will accept new applications (including additional preferences) from home LAs for maintained schools and academies in its area.

Interest Lists

43. The interest lists for all year groups in all Barking and Dagenham community schools and three own admission authority schools will be held and administered by the Barking and Dagenham school Admissions team and will be ordered in accordance with the published admission criteria for the respective school. Parents/carers cannot apply to schools direct for a school place. All applications and subsequent interest list requests must follow the published cohort or in year process.
44. Only Barking and Dagenham's own admission authority faith school will maintain their own interest list. When a place can be offered, the admissions team will supply the school with all interested pupils and the school will provide the Admissions team with the details of the child that they have determined as the next eligible child on the list in accordance with their published admission criteria. The parent/carer will be notified of the offer by Barking and Dagenham's Admissions team and on behalf of the school.
45. For children not in receipt of education, delay in a straightforward admission of a child to a school where a vacancy has been identified should be avoided where possible and the Admissions team will work closely with its schools to place the child on roll as soon as reasonably practical.
46. Children who are subject of a direction by a local authority to admit or who are allocated to a school in accordance with the Fair Access Protocol must take precedence over those on an interest list.

PAN- LONDON CO-ORDINATED ADMISSIONS SYSTEM

Scheme for Co-ordination of Admissions to Reception and Infant to Junior in 2017/18

Applications

1. Applications from residents of Barking and Dagenham will be made on this LA's online and paper Common Application Form. This will include all the fields and information specified in Schedule 1 to this Template LA Scheme. These will be supplemented by any additional fields and information which are deemed necessary by this LA to enable the admission authorities in our area to apply their published oversubscription criteria.
2. Barking and Dagenham will take all reasonable steps to ensure that every parent/carer who is resident in Barking and Dagenham and has a child in a nursery class within a maintained school, either in Barking and Dagenham or any other maintaining LA, receives a copy of this LA's admissions guidance leaflet, including details of how to apply online. The admissions booklet will also be available both to parents/carers who do and those that do not live in Barking and Dagenham online, and will include information on how they can access their home LA's Common Application Form if unable to apply online.
3. The admission authorities within Barking and Dagenham will not use supplementary information forms except where the information available through the Common Application Form is insufficient for consideration of the application against the published oversubscription criteria. Where supplementary information forms are used by the admissions authorities within Barking and Dagenham, the LA will seek to ensure that these only collect information which is required by the published oversubscription criteria, in accordance with paragraph 2.4 of the School Admissions Code 2014.
4. Where supplementary information forms are used by admission authorities in Barking and Dagenham, they will be available on this LA's website. Such forms will advise parents that they must also complete their home LA's Common Application Form. Barking and Dagenham's admission booklet and website will indicate which schools in Barking and Dagenham require supplementary forms to be completed and where they can be obtained.
5. Where a school in Barking and Dagenham receives a supplementary information form, Barking and Dagenham will not consider it to be a valid application unless the parent/carer has also listed the school on their home LA's Common Application Form, in accordance with paragraph 2.3 of the School Admissions Code 2014.
6. Applicants will be able to express a preference for up to six maintained primary schools or academies for reception within and/or outside the Home LA.
7. Applicants will be able to express a preference for up to three maintained junior schools within and/or outside the Home LA. If parent's want the linked junior school, the admissions team will automatically make this application. Applicants only need to apply if they want to apply for a different junior school.
8. The order of preference given on the Common Application Form will not be revealed to a school within the area of Barking and Dagenham in accordance with paragraph 1.9 of the School Admissions Code 2014. However, where a parent resident in Barking and Dagenham expresses a preference for schools in the area of another LA, the

Barking and Dagenham Admission Arrangements 2017-18

order of preference for that LA's schools will be revealed to that LA in order that it can determine the highest ranked preference in cases where an applicant is eligible for a place at more than one school in that LA's area.

9. Barking and Dagenham undertakes to carry out the address verification process set out in its entry in the LIAAG Address Verification Register. This will in all cases include validation of resident applicants against Barking and Dagenham's maintained nursery and primary school data and the further investigation of any discrepancy. Where Barking and Dagenham is not satisfied as to the validity of an address of an applicant whose preference has been sent to a maintaining LA, it will advise the maintaining LA no later than **21 February 2017**.
10. Barking and Dagenham will confirm the status of any resident child for whom it receives a Common Application Form stating s/he is a 'Child Looked After' and will provide evidence to the maintaining LA in respect of a preference for a school in its area by **1 February 2017**.
11. Barking and Dagenham will advise a maintaining LA of the reason for any preference expressed for a school in its area, in respect of a resident child born outside of the correct age cohort, and will forward any supporting documentation to the maintaining LA by **1 February 2017**.

Processing

12. Applicant's resident within Barking and Dagenham must return the Common Application Form, which will be available and able to be submitted on-line or paper copy, to Barking and Dagenham by **15 January 2017**.
13. Application data relating to all preferences for schools in the area of a participating LA, which have been expressed within the terms of Barking and Dagenham's scheme, will be up-loaded to the PLR by **13 February 2017**.
14. [Barking and Dagenham shall, in consultation with the admission authorities within this LA's area and within the framework of the Pan-London timetable in Schedule 3B, determine and state here its own timetable for the processing of preference data and the application of published oversubscription criteria.]
15. Barking and Dagenham will accept late applications only if they are late for a good reason, deciding each case on its own merits.
16. Where such applications contain preferences for schools in other LAs, Barking and Dagenham will forward the details to maintaining LAs via the PLR as they are received. Barking and Dagenham will accept late applications which are considered to be on time within the terms of the home LA's scheme.
17. The latest date for the upload to the PLR of late applications which are considered to be on-time within the terms of the home LA's scheme is **13 February 2017**.
18. Where an applicant moves from one participating home LA to another after submitting an on-time application under the terms of the former home LA's scheme, the new home LA will accept the application as on-time up to **13 February 2017**, on the basis that an on-time application already exists within the Pan-London system.

Barking and Dagenham Admission Arrangements 2017-18

19. Barking and Dagenham will participate in the application data checking exercise scheduled between **14 and 21 February 2017** in the Pan-London timetable in Schedule 3B.
20. All preferences for schools within Barking and Dagenham will be considered by the relevant admission authorities without reference to rank order in accordance with paragraphs 1.9 of the School Admissions Code 2014. When the admission authorities within Barking and Dagenham have provided a list of applicants in criteria order to Barking and Dagenham, the LA shall, for each applicant to its schools for whom more than one potential offer is available, use the highest ranked preference to decide which single potential offer to make. [This is the 'Equal Preference System'.]
21. Barking and Dagenham will carry out all reasonable checks to ensure that pupil rankings are correctly held in its LAS before uploading data to the PLR.
22. Barking and Dagenham will upload the highest potential offer available to an applicant for a maintained school or academy in this LA to the PLR by **22 March 2017**. The PLR will transmit the highest potential offer specified by the Maintaining LA to the Home LA.
23. The LAS of Barking and Dagenham will eliminate, as a Home LA, all but the highest ranked offer where an applicant has more than one potential offer across Maintaining LAs submitting information within deadline to the PLR. This will involve exchanges of preference outcomes between the LAS and the PLR (in accordance with the iterative timetable published in the Business User Guide) which will continue until notification that a steady state has been achieved or until **22 March 2017** if this is sooner.
24. Barking and Dagenham will not make an additional offer between the end of the iterative process and the **17 April 2017** which may impact on an offer being made by another participating LA.
25. Notwithstanding paragraph 23, if an error is identified within the allocation of places at one of Barking and Dagenham's schools, Barking and Dagenham will attempt to manually resolve the allocation to correct the error. Where this impacts on another LA (either as a home or maintaining LA) Barking and Dagenham will liaise with that LA to attempt to resolve the correct offer and any multiple offers which might occur. However, if another LA is unable to resolve a multiple offer, or if the impact is too far reaching, Barking and Dagenham will accept that the applicant(s) affected might receive a multiple offer.
26. Barking and Dagenham will participate in the offer data checking exercise scheduled between **23 March and 11 April 2017** in the Pan-London timetable in Schedule 3B.
27. Barking and Dagenham will send a file to the E-Admissions portal with outcomes for all resident applicants who have applied online no later than **12 April 2017**. (33 London LAs & Surrey LA only).

Offers

28. Barking and Dagenham will ensure, so far as is reasonably practical, that each resident applicant who cannot be offered a preference expressed on the Common Application Form, receives the offer of an alternative school place. An offer will be made to the closest school to the home address which has a vacancy.

Barking and Dagenham Admission Arrangements 2017-18

29. Barking and Dagenham will inform all resident applicants of their highest offer of a school place and, where relevant, the reasons why higher preferences were not offered, whether they were for schools in the Home LA or in other participating LAs.
30. Barking and Dagenham's outcome letter will include the information set out in Schedule 2.
31. Barking and Dagenham will, on **17 April 2017**, send notification of the outcome to resident applicants.

Post Offer

32. Barking and Dagenham will request that resident applicants accept or decline the offer of a place by **2 May 2017**, or within two weeks of the date of any subsequent offer.
33. Where an applicant resident in Barking and Dagenham accepts or declines a place in a school maintained by another LA by **2 May 2017**, Barking and Dagenham will forward the information to the maintaining LA by **15 May 2017**. Where such information is received from applicants after **15 May 2017**, Barking and Dagenham will pass it to the maintaining LA as it is received.
34. Where a place becomes available in an oversubscribed maintained school or academy in Barking and Dagenham, it will be offered from an interest list ordered in accordance with paragraph 2.14 of the School Admissions Code 2014.
35. When acting as a maintaining LA, Barking and Dagenham will inform the home LA, where different, of an offer for a maintained school or Academy in Barking and Dagenham which can be made to an applicant resident in the home LA's area, in order that the home LA can offer the place.
36. When acting as a maintaining LA, Barking and Dagenham and the admission authorities within it, will not inform an applicant resident in another LA that a place can be offered.
37. When acting as a home LA, Barking and Dagenham will offer a place at a maintained school or Academy in the area of another LA to an applicant resident in its area, provided that the school is ranked higher on the Common Application Form than any school already offered.
38. When acting as a home LA, when Barking and Dagenham is informed by a maintaining LA of an offer which can be made to an applicant resident in Barking and Dagenham which is ranked lower on the Common Application Form than any school already offered, it will inform the maintaining LA that the offer will not be made.
39. When acting as a home LA, when Barking and Dagenham has agreed to a change of preference order for good reason, it will inform any maintaining LA affected by the change. In such cases, paragraphs 36 and 37 shall apply to the revised order of preferences.
40. When acting as a maintaining LA, Barking and Dagenham will inform the home LA, where different, of any change to an applicant's offer status as soon as it occurs.
41. When acting as a maintaining LA, Barking and Dagenham will accept new applications (including additional preferences) from home LAs for maintained schools and academies in its area.

Interest Lists

42. The interest lists for all year groups in all Barking and Dagenham community schools and 11 own admission authority schools will be held and administered by the Barking and Dagenham Admissions team and will be ordered in accordance with the published admission criteria for the respective school. Parents/carers that approach community schools direct, that want to be added to an interest list, will be required to complete the Barking and Dagenham in-year form.
43. Barking and Dagenham's own admission authority schools will maintain their own interest lists. When a place can be offered, the school will provide the Admissions team with the details of the child that they have determined as the next eligible child on the list in accordance with their published admission criteria. The parent/carer will be notified of the offer by Barking and Dagenham Admissions team and on behalf of the school.
44. For children not in receipt of education, delay in a straightforward admission of a child to a school where a vacancy has been identified should be avoided where possible and the Admissions team will work closely with its schools to place the child on roll as soon as reasonably practical.
45. Children who are subject of a direction by a local authority to admit or who are allocated to a school in accordance with the Fair Access Protocol must take precedence over those on an interest list.

PAN-LONDON CO-ORDINATED ADMISSIONS SCHEME

SCHEDULE 1

Minimum Content of Common Application Form for Admissions to Reception, Junior, Year 7 and Technical and Training School in 2017/187

Child's details:

Surname
Forename(s)
Middle name(s)
Date of Birth
Gender
Home address
Name of current school/ nursery
Address of current school (if outside home LA)

Parent's details:

Title
Surname
Forename
Address (if different to child's address)
Telephone Number (Home, Daytime, Mobile)
Email address
Relationship to child

Preference details (x 6 recommended):

Name of school
Address of school
Preference ranking
Local authority in which the school is based

Additional information:

Reasons for Preferences (including any medical or social reasons)
Does the child have a statement of SEN? Y/N*
Is the child a 'Child Looked After (CLA)'? Y/N
Is the child formerly CLA but now adopted or subject of a 'Residence Order' or 'Special Guardianship Order'? Y/N
If yes, name of responsible local authority
Surname of sibling
Forename of sibling
DOB of sibling
Gender of sibling
Name of school sibling attends
Other:
Signature of parent or guardian
Date of signature

Pan-London coordinated Admissions scheme

SCHEDULE 2

Template Outcome Letters for Admissions to Reception, Infant to Junior, Year 7 and
Technical and Training Schools in 2017/18

Reception first preference letter

«addressee»
«gu_unit_no» «gu_unit_name»
«gu_house_no» «gu_street»
«gu_main_road» «gu_district»
«gu_town»
«gu_county»
«gu_postcode»

Reference: RAD1/«pupil_id»
Phone: 020 8215 3004
E-mail: admissions@lbbd.gov.uk
Date: 17 April 2017

Dear «salutation»,

Starting School full time - September 2017

«pupil_firstname» «pupil_surname» **Date of Birth:** «pupil_birthdate»

We write to let you know the result of your application for your child's school place. We are pleased to confirm that we can offer your child a place at «**alloc_pref**», the first preference listed on your common application form. This is the highest preference school we can offer, any lower preference schools are therefore withdrawn.

You must fill in and return the 'reply form' (page 2 of this letter) to let us know whether you accept or refuse this offer. **We must receive your reply form by 2 May 2017 at the latest; or we will withdraw our offer. If we withdraw our offer or you reject our offer, your child will not have a school place.** You can phone us five working days after posting your reply form to check that we have received it.

If we receive the reply form confirming that you want the school place we have offered you, the school will contact you in May or June. They will want you to meet with them so they can tell you about the admission arrangements and the uniform you need for your child. At this meeting, you will need to show proof of your and your child's address as listed on page 13 and 14 of our admission booklet 'Starting School full-time 2017'.

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. This process is to make sure your child can start school as easily as possible with everything you both need. We wish your child every success in their future education

Yours sincerely

School Admissions Team

Town Hall, Barking,
Essex, IG11 7LU

www.lbbd.gov.uk/admissions

Reception second to sixth preference letter

«addressee»
«gu_unit_no» «gu_unit_name»
«gu_house_no» «gu_street»
«gu_main_road» «gu_district»
«gu_town»
«gu_county»
«gu_postcode»

Reference: RAD2/«pupil_id»
Phone: 020 8215 3004
E-mail: admissions @lbbd.gov.uk
Date: 17 April 2017

Dear «salutation»,

Starting School full-time - September 2017

«pupil_firstname» «pupil_surname» Date of Birth: «pupil_birthdate»

We write to let you know the result of your application for your child's school place. We are pleased to confirm that we can offer your child a place at «**alloc_pref**».

You must now fill in and return the 'reply form' (page 2 of this letter) to let us know whether you accept or refuse this offer. **We must receive your reply form by 2 May 2017 at the latest; or we will withdraw our offer. If we withdraw our offer or you reject our offer, your child will not have a school place.** We strongly recommend that you accept the place we offer you, while you stay on the interest list and or change your preferences and or appeal against our decision (or all of these things). This is because your child must be educated from the term after their fifth birthday. At this time, if they are still without a school place and you live in Barking and Dagenham, we will give your child a place at the nearest school with places available. This place is likely to be further from your home than the one we offer in this letter.

If we receive the reply form confirming that you want the school place we have offered you, the school will contact you in the summer term to give you information about your child starting the above school in September. You can phone us 5 working days after posting your reply form to check that we have received it.

Under the co-ordinated admission arrangements this is the highest preference school we can offer, any lower preference schools are therefore withdrawn. We are sorry that it was not possible to offer your child a place at any of the schools you listed as a higher preference on your application form. For each of these schools there were more applications than places available, and other applicants had a higher priority than your child under the school's published admission criteria.

If you would like to know why your child was not offered a place at any of the schools which you listed as a higher preference on your application form, you should contact the relevant admission authority within the next few days. This department is responsible for decisions made on all schools in Barking and Dagenham except all Catholic primary schools and St Margaret's Church of England primary.

For information on appeals or interest lists (and deadlines for submitting those forms), please see pages 20 and 21 of the 'Starting School full-time in 2017' admissions booklet which is published on our website.

The deadline for receiving your filled-in appeal form for all our schools is 20 May 2017. Contact details for other London authorities' school admissions sections and our faith schools are also listed in the same booklet. If you have any questions about your application

Barking and Dagenham Admission Arrangements 2017-18

please contact the School Admissions Team. We wish your child every success in their future education.

Yours Sincerely

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

www.lbbd.gov.uk/admissions

Reception nearest school with a vacancy (NSV) letter

«addressee»

«gu_unit_no» «gu_unit_name»

«gu_house_no» «gu_street»

«gu_main_road» «gu_district»

«gu_town»

«gu_county»

«gu_postcode»

Reference: RAD3/«pupil_id»

Phone: 020 8215 3004

E-mail: admissions@lbdd.gov.uk

Date: 17 April 2017

Dear «salutation»,

Starting School – September 2017

«pupil_firstname» «pupil_surname» Date of Birth: «pupil_birthdate»

We write to let you know the result of your application for your child's school place. We can offer your child a place at «**alloc_pref**», which is the nearest school to your home with a vacancy.

You must now fill in and return the 'reply form' (page 2 of this letter) to let us know whether you accept or refuse this offer. **We must receive your reply form by 2 May 2017 at the latest; or we will withdraw our offer. If we withdraw our offer or you reject our offer, your child will not have a school place.** We strongly recommend that you accept the place we offer you, while you stay on the interest list and or change your preferences and or appeal against our decision (or all of these things). This is because your child must be educated from the term after their fifth birthday. At this time, if they are still without a school place and you live in Barking and Dagenham, we will give your child a place at the nearest school with places available. This place is likely to be further from your home than the one in this letter.

If we receive the reply form confirming that you want the school place we have offered you, the school will contact you in the summer term to give you information about your child starting the above school in September. You can phone us 5 working days after posting your reply form to check that we have received it.

We are sorry that it was not possible to offer your child a place at any of the schools you listed as a higher preference on your application form. For each of these schools there were more applications than places available, and other applicants had a higher priority than your child under the school's published admission criteria.

If you would like to know why your child was not offered a place at any of the schools which you listed as a higher preference on your application form, you should contact the relevant admission authority within the next few days. This department is responsible for decisions made on all schools in Barking and Dagenham except all Catholic primary schools and St Margaret's Church of England primary.

For information on appeals or interest lists (and deadlines for submitting those forms), please see pages 20 and 21 of the 'Starting School full-time in 2017' admissions booklet which is published on our website. **The deadline for receiving your filled-in appeal form for all our schools is 20 May 2017.** Contact details for other London authorities' school admissions sections and our faith schools are also listed in the same booklet. If you have any questions about your application please contact the School Admissions Team.

Barking and Dagenham Admission Arrangements 2017-18

We wish your child every success in their future education.

Yours Sincerely

School Admissions Team

Town Hall, Barking
Essex, IG11 7LU

www.lbbd.gov.uk/admissions

Barking and Dagenham Admission Arrangements 2017-18

**Children's Services Department
Reception Admissions – 2017 acceptance form for all reception letters**

Reply form

Child's ID: «pupil_id»/RAD1 Date of Birth: «pupil_birthdate»

Child's Name: «pupil_firstname» «PUPIL_SURNAME»

Acceptance of school place

| |
|--|
| <input type="checkbox"/> I wish to accept the Reception place offered to my child at «alloc_pref». |
|--|

Refusal of school place - Before refusing the place offered please note:

| |
|---|
| <p>If you do not accept the place we offer you by the date below, we will withdraw our offer. If we withdraw our offer or you reject our offer, your child will not have a school place. We therefore recommend that you accept the place we offer you, while you stay on the interest list and appeal against our decision.</p> <p>I do not wish to accept the Reception place offered to my child at «alloc_pref» because (please tick one of the boxes below);</p> <p><input type="checkbox"/> I have accepted another school place at (please name school below)School this school is in the borough of</p> <p><input type="checkbox"/> Other – give reason</p> |
|---|

**If we do not receive this filled-in form by 2 May 2017
we will withdraw this offer**

When you have filled in this form, you can send it to us electronically:
admissions@lbbd.gov.uk

or

Please return this form in person to our One Stop Shop in Dagenham.
The Dagenham Library, 1 Church Elm Lane, Dagenham, RM10 9QS
Opening times: Monday to Friday 9am until 5pm and Saturdays 9am until 1pm

Signed (Parent/Carer)Date

Name (please print) Mr/Mrs/Miss/Ms (please circle)

Daytime phone number:

Barking and Dagenham Admission Arrangements 2017-18

Infant to junior first preference letter

«addressee»
«gu_unit_no» «gu_unit_name»
«gu_house_no» «gu_street»
«gu_main_road» «gu_district»
«gu_town»
«gu_county»
«gu_postcode»

Reference: JNR1/«pupil_id»
Phone: 020 8215 3004
E-mail: admissions@lbbd.gov.uk
Date: 17 April 2017

Dear «salutation»,

Starting Junior School in September 2017

«pupil_firstname» «pupil_surname» **Date of Birth:** «pupil_birthdate»

We are pleased to confirm that your child will be attending «**alloc_pref**» in September. In the next few weeks, the school will write to you with information regarding admission arrangements.

We wish your child every success in their future education, however **if you do not wish to accept the place offered, you will need to our team know in writing by 2 May 2017 what alternative arrangements you are making for your child's education.** If you do not want the place offered, the space will then be given to another child.

If you need more information, our contact details are below.

Yours sincerely

School Admissions Team

| By Post | Email: | In Person at our One Stop Shop: |
|--|------------------------|---|
| Children's Services Department | admissions@lbbd.gov.uk | Open: Monday to Friday 9am until 5pm and Saturdays 9am until 1pm |
| Admissions Team | Phone: | <i>Dagenham Library</i> |
| Town Hall, Barking, Essex, IG11 7LU | 020 8215 3004 | 1 Church Elm Lane, Dagenham, Essex, RM10 9QS |

www.lbbd.gov.uk/admissions

Infant to junior second or third preference

«addressee»
«gu_unit_no» «gu_unit_name»
«gu_house_no» «gu_street»
«gu_main_road» «gu_district»
«gu_town»
«gu_county»
«gu_postcode»

Reference: JNR2/«pupil_id»
Phone: 020 8215 3004
E-mail: admissions@lbbd.gov.uk
Date: 17 April 2017

Dear «salutation»,

Starting Junior School in September 2017

«pupil_firstname» «pupil_surname» Date of Birth: «pupil_birthdate»

We write to let you know the result of your application for your child's Year 3 junior school place. We are pleased to confirm that we can offer your child a place at «**alloc_pref**», which is your child's linked junior school. In the next few weeks, the school will write to you with information regarding admission arrangements for your child to start school in September.

Under the co-ordinated admission arrangements this is the highest preference school we can offer. I am sorry that it was not possible to offer your child a place at any of the schools you listed as a higher preference on your application form. For each of these schools there were more applications than places available, and other applicants had a higher priority than your child under the school's published admission criteria.

If you would like to know why your child was not offered a place at any of the schools which you listed as a higher preference on your application form, you should contact the admission authority that is responsible for admission to the school within the next few days. This department is only responsible for decisions made on all Barking and Dagenham Community schools.

Your child will automatically be placed on the waiting list for your preferred Barking and Dagenham schools that we have turned down but are listed higher than the school we have given. This information will be maintained until 23 December 2017. If a place becomes available before this date, we offer them to children on the waiting list in line with the school's admission criteria. After this date you will need to make an application for a transfer. Please see the council's booklet 'Finding a school place' for more information.

If you need any further information on waiting lists or appeals, please see pages 6 to 8 of the Moving to junior school booklet. Both the booklets listed above are published on our website.

We wish your child every success in their future education.

Yours sincerely

School Admissions Team

Barking and Dagenham Admission Arrangements 2017-18

| By Post | Email: | In Person at our One Stop Shop: |
|--|--|--|
| Children's Services Department Admissions Team Town Hall, Barking, Essex, IG11 7LU | admissions@lbbd.gov.uk Phone: 020 8215 3004 | Open: Monday to Friday 9am until 5pm and Saturdays 9am until 1pm <i>Dagenham Library</i> 1 Church Elm Lane, Dagenham, Essex, RM10 9QS |

www.lbbd.gov.uk/admissions

Barking and Dagenham Admission Arrangements 2017-18

Infant to junior move to linked school letter

«addressee»
«gu_unit_no» «gu_unit_name»
«gu_house_no» «gu_street»
«gu_main_road» «gu_district»
«gu_town»
«gu_county»
«gu_postcode»

Reference: JNR3/«pupil_id»
Phone: 020 8215 3004
E-mail: admissions@lbbd.gov.uk
Date: 17 April 2017

Dear «salutation»,

Starting Junior School in September 2017

«pupil_firstname» «pupil_surname» Date of Birth: «pupil_birthdate»

We write to let you know the result of your application for your child's Year 3 junior school place. We are sorry that it was not possible to offer your child a place at any of the schools you listed as a preference on your application form. For each of these schools there were more applications than places available, and other applicants had a higher priority than your child under the school's published admission criteria.

If you would like to know why your child was not offered a place at any of the schools which you listed as a higher preference on your application form, you should contact the admission authority that is responsible for admission to the school within the next few days. This department is only responsible for decisions made on all Barking and Dagenham Community schools.

Your child will automatically be placed on the waiting list for your preferred Barking and Dagenham schools that we have turned down but are listed higher than the school we have given. This information will be maintained until 23 December 2017. If a place becomes available before this date, we offer them to children on the waiting list in line with the school's admission criteria. After this date you will need to make an application for a transfer. Please see the council's booklet 'Finding a school place' for more information.

If you need any further information on waiting lists or appeals, please see pages 6 to 8 of the Moving to junior school booklet. Both booklets listed above are published on our website. Your child will continue Key Stage 2 of their education at their current primary school. We wish your child every success in their future education.

Yours sincerely

School Admissions Team

| By Post | Email: | In Person at our One Stop Shop: |
|--|--|---|
| Children's Services Department Admissions Team Town Hall, Barking, Essex, IG11 7LU | admissions@lbbd.gov.uk Phone: 020 8215 3004 | Open: Monday to Friday 9am until 5pm and Saturdays 9am until 1pm Dagenham Library 1 Church Elm Lane, Dagenham, Essex, RM10 9QS |

www.lbbd.gov.uk/admissions

Secondary first preference letter

«addressee»
«gu_unit_no» «gu_unit_name»
«gu_house_no» «gu_street»
«gu_main_road» «gu_district»
«gu_town»
«gu_county»
«gu_postcode»

Reference: TSS1/«pupil_id»
Phone: 020 8215 3004
E-mail: admissions@lbbd.gov.uk
Date: 1 March 2017

Dear «salutation»,

Moving to Secondary School - September 2017

Pupil: «pupil_forenames» «pupil_surname» **Date of Birth:** «pupil_birthdate»

We write to let you know the result of your application for your child's secondary school place. We are pleased to confirm that your child has a place at «**first_pref**», which is the first preference listed on your application form. In due course, the school will write to you with information regarding admission arrangements for September.

If you have any questions about the school, which is not answered in their prospectus please contact the school direct.

Under the co-ordinated admission arrangements this school is the highest preference school we can offer and therefore applications for any schools that you placed lower in your common application form were automatically withdrawn.

Your child will be starting «first_pref» in September, however **if you do not wish to accept the place offered, you will need to our team know in writing by 15 March 2017 what alternative arrangements you are making for your child's education.**

If you do not want the place offered, the space will then be given to another child.

We wish your child every success in their future education.

Yours sincerely

School Admissions Team
Town Hall, Barking, Essex, IG11 7LU
www.lbbd.gov.uk/admissions

Secondary second to sixth preference letter

| | | |
|------------------------------|-------------------|------------------------|
| «addressee» | Reference: | TSS2/«pupil_id» |
| «gu_unit_no» «gu_unit_name» | Phone: | 020 8215 3004 |
| «gu_house_no» «gu_street» | E-mail: | admissions@lbbd.gov.uk |
| «gu_main_road» «gu_district» | Date: | 1 March 2017 |
| «gu_town» | | |
| «gu_county» | | |
| «gu_postcode» | | |

Dear «salutation»

Moving to Secondary School - September 2017

Pupil: «pupil_firstname» «pupil_surname» **Date of Birth:** «pupil_birthdate»

We write to let you know the result of your application for your child's secondary school place. We are pleased to confirm that your child has a place at «**alloc_pref**». In due course, the school will write to you with information regarding admission arrangements for September. If you have any questions about the school, which is not answered in their prospectus please contact the school direct.

Your child will be starting the above school in September, however **if you do not wish to accept the place, you will need to our team know in writing by 15 March 2017 what alternative arrangements you are making for your child's education.**

The place will then be given to another child if you no longer need it for your child.

Under the co-ordinated admission arrangements this is the highest preference school we can offer. We are sorry that it was not possible to offer your child a place at any of the schools you listed as a higher preference on your application form. For each of these schools there were more applications than places available, and other applicants had a higher priority than your child under the school's published admission criteria.

If you would like more information about the reason that your child was not offered a place at any of the schools which you listed as a higher preference on your application form, you should contact the relevant admission authority within the next few days. This department is responsible for decisions made on all secondary phase schools in Barking and Dagenham except All Saints' Catholic School.

For information on appeals or interest lists, please see our admissions booklet 'Moving to secondary school 2017'. **The deadline for receiving your filled-in appeal form for all our schools is 31 March 2017.** Contact details for All Saints Catholic School and other London authorities' school admissions sections are listed in the same booklet. We wish your child every success in their future education.

Yours sincerely

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

www.lbbd.gov.uk/admissions

Secondary Nearest School with a Vacancy letter

«addressee»
«gu_unit_no» «gu_unit_name»
«gu_house_no» «gu_street»
«gu_main_road» «gu_district»
«gu_town»
«gu_county»
«gu_postcode»

Reference: TSS3/«pupil_id»
Phone: 020 8215 3004
E-mail: admissions@lbbd.gov.uk
Date: 1 March 2017

Dear «salutation»,

Moving to Secondary School - September 2017

Pupil: «pupil_firstname» «pupil_surname» **Date of Birth:** «pupil_birthdate»

We write to let you know the result of your application for your child's secondary school place. Your child has a place at «**alloc_pref**», which is the nearest school to your home with a vacancy. In due course, the school will write to you with information regarding admission arrangements for September.

Your child will be starting the above school in September, however **if you do not wish to accept the place, you will need to our team know in writing by 15 March 2017 what alternative arrangements you are making for your child's education.** The place will then be given to another child if you no longer need it for your child.

We are sorry that it was not possible for your child to be offered a place at any of the schools you listed as a preference on your application form. For each of these schools there were more applications than places, and other applicants have a higher priority than your child under the school's published admission criteria.

If you would like more information about the reason that your child was not offered a place at any school, you should contact the relevant admission authority within the next few days. This department is responsible for decisions made on all secondary phase schools in Barking and Dagenham except All Saints' Catholic School.

For information on appeals or interest lists, please see our admissions booklet 'Moving to secondary school 2017'. **The deadline for receiving your filled-in appeal form for all our schools is 31 March 2017.** Contact details for All Saints Catholic School and other London authorities' school admissions sections are listed in the same booklet.

We wish your child every success in their future education.

Yours sincerely

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

UTC first preference letter

«addressee»
«gu_unit_no» «gu_unit_name»
«gu_house_no» «gu_street»
«gu_main_road» «gu_district»
«gu_town»
«gu_county»
«gu_postcode»

Reference: «pupil_id»
Phone: 020 8215 3004
E-mail: admissions@lbbd.gov.uk
Date: 1 March 2017

Dear «salutation»,

Moving to ELUTEC - September 2017

Pupil: «pupil_firstname» «pupil_surname» **Date of Birth:** «pupil_birthdate»

We are pleased to confirm that we can offer your child a place at the above school/college, which was the first preference on your common application form. **You must now let us know whether you accept or refuse this offer by 15 March 2017 at the latest; or we will withdraw our offer. If we withdraw our offer or you reject our offer, your child will continue at their current school. The place will then be given to another child.**

How to accept your child's school place

- Go to the webpage where you made your application (www.eadmissions.org.uk)
- Login using your 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.
- Select the 'My school admissions' page.
- Select the 'View outcome and respond' option.
- 'Submit' your response. We will then send you an email to confirm that you have accepted your child's school place.

If you do not press the 'submit' button, we will automatically take the place away as you have not accepted our offer.

Under the co-ordinated admission arrangements this school/college is the highest preference school we can offer and therefore applications for any schools that you placed lower in your common application form were automatically withdrawn. In due course, the school/college will write to you with information regarding admission arrangements for September. If you have any questions about the school/college, which is not answered in their prospectus please contact the school/college direct.

We wish your child every success in their future education.

Yours sincerely

School Admissions Team

Town Hall, Barking,
Essex, IG11 7LU

UTC second or third preference

«addressee»

«gu_unit_no» «gu_unit_name»

«gu_house_no» «gu_street»

«gu_main_road» «gu_district»

«gu_town»

«gu_county»

«gu_postcode»

Reference: «pupil_id»

Phone: 020 8215 3004

E-mail: admissions@lbbd.gov.uk

Date: 1 March 2017

Dear «salutation»,

Moving to ELUTEC School - September 2017

Pupil: «pupil_firstname» «pupil_surname» **Date of Birth:** «pupil_birthdate»

We are pleased to advise that your child has been given a place at the above school/college. In due course, the school/college will write to you with information regarding admission arrangements for September. If you have any questions about the school/college, which is not answered in their prospectus please contact the school/college direct.

Your child will be starting the above school/college in September, however **if you do not wish to accept the place, you will need to let me know in writing by 15 March 2017 what alternative arrangements you are making for your child's education.** The place will then be given to another child if you no longer need it for your child.

Under the co-ordinated admission arrangements this is the highest preference school/college we can offer. We are sorry that it was not possible to offer your child a place at any of the schools/college you listed as a higher preference on your application form. For each of these schools/college there were more applications than places available, and other applicants had a higher priority than your child under the school's/college's published admission criteria.

If you would like more information about the reason that your child was not offered a place at any of the schools/colleges which you listed as a higher preference on your application form, you should contact the admission authority that is responsible for admission to the school/college within the next few days. This department is responsible for decisions made on all secondary phase schools in Barking and Dagenham except All Saints' Catholic School.

For information on appeals or interest/waiting lists, please see the relevant school/college direct. If you have any questions regarding your application, please do not hesitate to contact the School Admissions Team.

We wish your child every success in their future education.

Yours sincerely

School Admissions Team

Town Hall, Barking,

Essex, IG11 7LU

UTC No offer letter

«addressee»
«gu_unit_no» «gu_unit_name»
«gu_house_no» «gu_street»
«gu_main_road» «gu_district»
«gu_town»
«gu_county»
«gu_postcode»

Reference: «pupil_id»
Phone: 020 8215 3004
E-mail: admissions@lbbd.gov.uk
Date: 1 March 2017

Dear «salutation»,

Moving to ELUTEC School - September 2017

Pupil: «pupil_firstname» «pupil_surname» **Date of Birth:** «pupil_birthdate»

Thank you for your application, however I regret to inform you that it has not been possible to offer your child a place at any of the schools/colleges you listed as a preference on your application form. For each of these schools/colleges there were more applications than places available, and other applicants had a higher priority than your child under the school's published admission criteria.

If you would like to know why your child was not offered a place at any of the schools which you listed on your application form, please contact the admission authority that is responsible for admission to the school/colleges within the next few days. This department is only responsible for decisions made on all secondary phase schools in Barking and Dagenham except All Saints' Catholic School. Your child will therefore continue to attend their current school.

For more details about how to put your child's name on the interest/waiting list for the schools/colleges declined or how to appeal for a place, you will need to contact the school/college direct.

Yours sincerely

School Admissions Team

Town Hall, Barking,
Essex, IG11 7LU

Barking and Dagenham Admission Arrangements 2017-18

PAN-LONDON CO-ORDINATED ADMISSIONS SCHEME

SCHEDULE 3A

Timetable for Admissions to Year 7 in 2017/18

| | |
|---|---|
| Mon 31 Oct 2016 | Statutory deadline for receipt of applications |
| Mon 14 Nov 2016 | Deadline for the transfer of application information by the Home LA to the PLR (ADT file). |
| Mon 12 Dec 2016 | Deadline for the upload of late applications to the PLR. |
| Tues 13 Dec 2016 – Tues 3 Jan 2017 | Checking of application data |
| Wed 1 Feb 2017 | Deadline for the transfer of potential offer information from Maintaining LAs to the PLR (ALT file) |
| Tues 14 Feb 2017 | Final ALT file to PLR |
| Wed 15 – Wed 22 Feb 2017 | Checking of offer data |
| Thurs 23 Feb 2017 | Deadline for on-line ALT file to portal |
| Wed 1 Mar 2017 | Offer letters posted/emails sent. |
| Wed 15 Mar 2017 | Deadline for return of acceptances |
| Wed 22 Mar 2017 | Deadline for transfer of acceptances to maintaining LA's |

Barking and Dagenham Admission Arrangements 2017-18

PAN-LONDON CO-ORDINATED ADMISSIONS SCHEME

SCHEDULE 3B

Timetable for Admissions to Reception and infant to junior school in 2017/18

| | |
|---------------------------------------|--|
| Sun 15 Jan 2017 | Statutory deadline for receipt of applications |
| Wed 1 Feb 2017 | Deadline for the transfer of application information by the Home LA to the PLR (ADT file) |
| Mon 13 Feb 2017 | Deadline for the upload of late applications to the PLR. |
| Tues 14 – Tues 21 Feb 2017 | Checking of application data |
| Wed 15 Mar 2017 | Deadline for the transfer of potential offer information from the Maintaining LAs to the PLR (ALT file). |
| Wed 22 Mar 2017 | Final ALT file to PLR |
| Thurs 23 Mar- Tues 11 Apr 2017 | Checking of offer data |
| Wed 12 Apr 2017 | Deadline for on-line ALT file to portal |
| Mon 17 April 2017 | Offer letters posted/emails sent |
| Tues 2 May 2017 | Deadline for receipt of acceptances |
| Tues 15 May 2017 | Deadline for transfer of acceptances to maintaining LA's |

Appendix 2

Admissions criteria 2017/18 for Barking and Dagenham Infant, Junior and Primary Schools

Priority 1 – Looked-After Children

Priority 2 – Siblings

Priority 3 – Children at the infant school linked with the junior school

Priority 4 - Distance

The set criterion applies to the following schools:

All Barking and Dagenham community schools and:

Dorothy Barley Junior School
Eastbury Community all through school
Eastbrook all through school
George Carey C of E school
Goresbrook all through school
Riverside Primary school
Thames View infant school
Thames View Junior School
The Sydney Russell all through school

Definitions

Looked-After Children

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 in accordance with Section 22 (1) of the Children Act 1989. For admission purposes, a 'looked-after' child is a child currently in care or a child who was in care but became subject to an adoption residence, or special guardianship order, immediately after leaving care.

Please note: this does not apply to children who were adopted between 1989 and December 2005.

In order to be given highest priority for admission, a child has to fall within the definition of 'looked after' in section 22 (1) of the Children Act 1989. As this Act applies to England and Wales, a child has to be looked after by an English or Welsh local authority in order to be given highest priority. Paragraph 1.7 of the School Admissions Code gives equal highest priority to 'previously looked after children'. Given the definition of a looked after child, a child will have to have been looked after by an English or Welsh local authority in order to be considered previously looked after. Under paragraph 1.7 of the Code, a child has to have been looked after immediately before they were adopted or became subject to a residence order or special guardianship order.

In addition, in order to fall within the definition of a previously looked after child, an adopted child must have been adopted under the Adoption and Children Act 2002. This Act didn't come fully into force until December 2005, it is therefore not possible for a child to have been adopted under that Act prior to then.

Siblings

Sibling means:

- A full brother or sister;
- A half-brother or sister;
- A stepbrother or stepsister; and
- A foster brother or sister;

In all cases the sibling must be living at the same address and must still attend the school at the time of admission of the child for whom the application is being made. If you do not provide the name and date of birth of your child's sibling we will not be able to take it into account and it will affect your child's chances of being offered a place at that school.

Children at the infant school linked with the junior school

We treat the following as linked schools and therefore admission criterion 3 will apply when processing applications for the schools below:

Dorothy Barley Infant and Dorothy Barley Junior School
Furze infant and Warren Junior
Thames View Infant and Thames View Junior
Village Infant and William Ford Church of England School

Distance

Distance is measured from the child's permanent address to the main gate of the school.

- Distance is measured using a straight line from the child's permanent address to the main gate of the school.
- All distances will be measured in miles using a computerised mapping system ESRI's geographical Information System. Some addresses have different entry points and we will use the designated coordinates provided from the Local Land and Property Gazetteer (LLPG).
- When measurements are the same (for example a block of flats), we will use a lottery system (Random allocation) to offer places to children.
- Where two or more applicants (who are from multiple births) are found to live exactly the same distance from the school, we will allocate a place to both applicants.

Note: All distances will be measured using this system, which is the only one that that will be used in the allocation of school places by Barking and Dagenham School Admissions team.

Appendix 3

Admissions criteria 2017/18 for Barking and Dagenham Secondary Schools

Priority 1 – Looked-After Children

Priority 2 – Distance

Definitions

The set criterion applies to the following schools:

All Barking and Dagenham community schools and:

Goresbrook all through school
Riverside school
The Sydney Russell all through school
The Warren school

Looked-After Children

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 in accordance with Section 22 (1) of the Children Act 1989. For admission purposes, a 'looked-after' child is a child currently in care or a child who was in care but became subject to an adoption residence, or special guardianship order, immediately after leaving care.

Please note: this does not apply to children who were adopted between 1989 and December 2005.

In order to be given highest priority for admission, a child has to fall within the definition of 'looked after' in section 22 (1) of the Children Act 1989. As this Act applies to England and Wales, a child has to be looked after by an English or Welsh local authority in order to be given highest priority. Paragraph 1.7 of the School Admissions Code gives equal highest priority to 'previously looked after children'. Given the definition of a looked after child, a child will have to have been looked after by an English or Welsh local authority in order to be considered previously looked after. Under paragraph 1.7 of the Code, a child has to have been looked after immediately before they were adopted or became subject to a residence order or special guardianship order.

In addition, in order to fall within the definition of a previously looked after child, an adopted child must have been adopted under the Adoption and Children Act 2002. This Act didn't come fully into force until December 2005, it is therefore not possible for a child to have been adopted under that Act prior to then.

Distance

Distance is measured from the child's permanent address to the main gate of the school.

- Distance is measured using a straight line from the child's permanent address to the main gate of the school.
- All distances will be measured in miles using a computerised mapping system ESRI's geographical Information System. Some addresses have different entry points and we will

Barking and Dagenham Admission Arrangements 2017-18

use the designated coordinates provided from the Local Land and Property Gazetteer (LLPG).

- When measurements are the same (for example a block of flats), we will use a lottery system (Random allocation) to offer places to children.
- Where two or more applicants (who are from multiple births) are found to live exactly the same distance from the school, we will allocate a place to both applicants.

Note: All distances will be measured using this system, which is the only one that that will be used in the allocation of school places by Barking and Dagenham School Admissions team.

Barking and Dagenham Admission Arrangements 2017-18

Appendix 4

Admission numbers for Primary, Infant and Junior schools

| School | PAN 2017/18 | School | PAN 2017/18 |
|---------------------------|--------------------|------------------------|--------------------|
| Beam Primary | 81 | Ripple – Westbury | 60 |
| Becontree Primary | 60 | Riverside | 30 |
| Dorothy Barley Infant | 112 | Roding – Cannington | 120 |
| Dorothy Barley Junior | 112 | Roding – Hewett Road | 54 |
| Eastbury Community School | 60 | Rush Green | 120 |
| Eastbury Primary School | 120 | Southwood | 90 |
| Eastbrook School | 90 | St Joseph's – Barking | 60 |
| Five Elms | 60 | St Joseph's – Dagenham | 60 |
| Furze Infant | 112 | St Margaret's | 60 |
| Gascoigne | 240 | St Peter's | 60 |
| George Carey C of E | 90 | St Teresa | 30 |
| Godwin | 90 | St Vincent's | 30 |
| Goresbrook | 90 | Sydney Russell | 90 |
| Grafton | 120 | Thames View infant | 120 |
| Henry Green | 60 | Thames View junior | 120 |
| Hunters Hall | 90 | Thomas Arnold | 60 |
| James Cambell | 120 | Valence – Bonham | 60 |
| John Perry | 90 | Valence – St Georges | 90 |
| Leys | 60 | Village infant | 90 |
| Manor Longbridge | 90 | Warren junior | 112 |
| Manor Sandringham | 150 | William Bellamy | 150 |
| Marks Gate Infant | 90 | William Ford junior | 81 |
| Marks Gate Junior | 90 | | |
| Marsh Green | 60 | | |
| Monteagle | 120 | | |
| Northbury | 120 | | |
| Parsloes | 90 | | |
| Richard Alibon | 90 | | |
| Ripple – Suffolk Road | 90 | | |

Barking and Dagenham Admission Arrangements 2017-18

Appendix 5

Admission Numbers for Secondary schools

| School | PAN 2017/18 |
|----------------|--------------------|
| All Saints | 240 |
| Barking Abbey | 279 |
| Dagenham Park | 240 |
| Eastbrook | 300 |
| Eastbury | 300 |
| Goresbrook | 120 |
| Jo Richardson | 300 |
| Riverside | 300 |
| Robert Clack | 360 |
| Sydney Russell | 360 |
| Warren | 240 |

Admission Numbers for Technical and Training schools

| School | PAN 2017/18 |
|---------------|--------------------|
| ELUTEC | 150 |