

Determined Admission Arrangements for Community Nursery, Infant, Junior and Primary Schools in the London Borough of Barking & Dagenham for the academic year 2013-2014

How school admissions are decided

The Local Authority (LA) is required by law to co-ordinate admissions for all infant, junior and primary schools within the borough. This LA is part of the Pan-London Coordinated Admissions System. The Admissions Executive Board is responsible for the scheme that co-ordinates admissions to schools across all boroughs. The co-ordinated system is in place to ensure parents receive only one offer of a school place for their child.

Numbers of children admitted to each school

The number of pupils to be admitted to Reception in each Infant and Primary school and for year 3 in each Junior school is detailed in Appendix 1, 2 and 3 at the end of this report.

How to apply for a school place

This LA will take all reasonable steps to ensure that every parent/carer who is resident in Barking & Dagenham and has a child of nursery school age receives a copy of this LA's admissions booklet 'The Road to Learning'. The admissions booklet will also be available to parents/carers who do not live in this LA where requested. This information is also published on the London Borough of Barking and Dagenham website.

Parents/carers residing in this borough may complete the Common Application Form (CAF), on paper or on-line. Paper CAF's are only available in both Barking and Dagenham One Stop Shops and may be returned there or posted direct to the Admissions Team by **15 January 2013**.

Parents/carers may list up to 6 preferred schools that they wish their child to be considered for within and/or outside the borough and rank them in order of preference. Should parents/carers wish their children to be considered for any voluntary aided denominational schools, they need to ensure these schools are also included on either the CAF. Where Parents/carers apply for places at a voluntary aided denominational school (in or outside the borough) they may need to complete a Supplementary Information Form (SIF) for each of these schools and submit them direct to the school concerned with any documents that school requests by the closing date.

Barking & Dagenham residents wanting a school in a different borough

Residents of Barking & Dagenham who wish their child to be considered for a school in another LA must name these schools on the Barking & Dagenham CAF. However, if parents/carers apply for places at voluntary aided denominational or foundation schools outside Barking & Dagenham they may be required to complete a SIF for each of these schools and submit them direct to the school concerned with any documents that the school requests by the closing date.

Parents who do not live in Barking & Dagenham

Each local authority is responsible for providing education or training to children of school age (five to eighteen) living in their borough. Parents/carers will need to ensure they read the admissions booklet from their own borough and complete the relevant CAF provided by their borough listing their preferred schools that may be located in any borough.

Voluntary Aided Denominational Schools

Voluntary aided (VA) denominational schools may also require parents/carers to complete their SIF's which must be returned direct to the schools with additional documents before **15 January 2013**. The admissions team are not responsible and will not accept supplementary forms on behalf of parents for VA Schools. The governing bodies are the admissions authorities for VA schools, and each school follows its criteria to rank positions for applicants. SIF's are not valid unless a CAF is also completed for that child.

How we use preferences

The Admissions team processes all applications using the equal preference system which is a model system where all preferences listed on the CAF are considered under the oversubscription criteria for each school without reference to parental rankings.

We consider each preference as if it were the only preference. For each preference we use the admissions criteria to see if we can offer a place. If we can then offer a place at two or more schools which a parent has listed, we will give the place at the school ranked highest on the application form.

Voluntary aided schools are responsible for their own admissions. They receive information from the LA of the CAFs received that rank the school as a preference and combine this with the information provided on the SIFs sent direct from parents. Each VA school will then rank the children in accordance with their published oversubscription criteria. The VA schools will then advise their ranking order of all applicants to the Admissions Team. This information is then used during the offer process.

All preferences are collated and parents then receive an offer from the LA at the highest preference school at which a place is available. For primary schools the offer will be made on 17 April 2013.

Late Applications

Barking & Dagenham will accept late applications for consideration in the first round of offers only in the event of exceptional circumstances, which must be submitted in writing. Each case will be considered and will be decided on its own merits by the Admissions Panel. Examples of what will be considered as valid reason include: if a single parent has been seriously ill for some time, or a family has been dealing with the death of a close relative or a family has just moved into the area after submitting an on time application in their previous area. Proof will be required in all cases.

Except in cases listed above, applications for places received after **15 January 2013** will not be considered until all of the applications received by that date have been dealt with unless the Parents/carers have just arrived in the borough and the delay has been created by factors outside of their control. It is crucial therefore for Parents/carers to adhere to the deadline to stand a realistic chance of any of their preferences being met.

Where such applications contain preferences for schools in other LA's, Barking & Dagenham will forward the details to maintaining LA's via the Pan London Register (PLR) as they are received. 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 **15 February 2013**.

Where a parent/ carer moves from one London Borough to another after submitting an on-time application under the terms of their former home authority's scheme, Barking & Dagenham will accept the application as on-time up to **15 February 2013** on the basis that an on-time application already exists within the Pan-London system.

Children with statements of special educational need

The 2012 School Admissions Code states 'schools are required to admit children with statements of special educational need where the school concerned is named on the statement'. As a result, we allocate these places first. The remaining places are offered in accordance with the published admission criteria.

Equality Act 2010

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

Admissions oversubscription criteria for community Nursery, Infant, Junior and Primary schools in Barking & Dagenham

When the volume of applications exceeds the number of places available in a school, places are allocated to community nursery, infant, junior and primary schools by applying the following criteria in priority order for deciding which applications to accept. The George Carey Church of England School will also use these admission criteria.

- Priority 1 Looked After Children who are in the care of a Local Authority or who have been previously Looked After.

- Priority 2 Children who have a sibling (brother or sister) at the school (or in the case of an infant school, the linked junior school) where that child is due to start school. We treat Furze Infants School and Warren Junior School, Village Infants School and William Ford Church of England Junior School as linked for this purpose.

- Priority 3 Children who live closest to the school, measured in kilometres in a straight line (as the crow flies).

Admissions oversubscription criteria for transfer from community Infant to community Junior schools in Barking & Dagenham

When the volume of applications exceeds the number of places available in a junior school, places are allocated by applying the following criteria in priority order:

- Priority 1 Looked After Children in the care of a Local Authority or who have been previously Looked After.

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

- Priority 3 Children attending the infant school linked with the junior school.

- Priority 4 Children who live closest to the school, measured in kilometres in a straight line (as the crow flies).

Applications from out-borough residents will be considered using the same admissions criteria. No distinction is made between our residents or those who are live outside the borough when these criteria are applied.

Children who are in care

A Looked After child, as defined by Section 22 of the Children Act 1989, is a child who is in the care of a local authority, or provided with accommodation by a local authority. Children previously Looked After in the care of the local authority are children who were looked after, but ceased to be so because they were adopted or subject to residence or special guardianship orders immediately following having been looked after.

Siblings

An older brother or sister is defined as a brother or sister, a half brother or half sister, a stepbrother or stepsister, an adopted or long term fostered brother or sister living at the same address who attends the preferred school in any year group, excluding Year 6, (the final year of primary education).

Distance of the home address from the school

The distance between the home address and the preferred school is determined using SIA's geographical information system, SMART, from the centre of the child's home to the school's main gate. If applicants live outside the area, we will use the same system to work out distances.

In the event that two, or more, applicants applying for a single place at a preferred school live at addresses that are located at exactly the same distance from the preferred school, or live in the same block of flats, the place will be offered on the basis of a lottery system (random allocation) to offer places to children.

Home Address

We check addresses to prevent fraudulent applications. At the child's induction day, the school will request proof of your child's identity and your child's address as listed on the CAF. They will need to see original copies of the following to confirm the child's identity and the parents address.

One of the following documents must be provided to show the child's identity (ID).

- HMRC documents such as Child benefit 'entitlement' letter, working tax credit or tax credit (this gives details the child's name and date of birth)
- Medical registration card
- IND card (issued by the Home Office with photo attached)
- Home Office paperwork (including child's name and date of birth)
- Full birth certificate - can be requested by the schools.
- Passport - can be requested by the schools.

To show the parent's or carer's address, we need one document from set A and one document from set B

Documents A

- Current Council tax bill
- Current Council Tax Benefit letter or notice
- Solicitor's letter of completion dated within the last three months

Documents B

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

If the parent/carer's current address means they are residing with someone who lives in either privately rented or council property, we need that person's current Council Tax Benefit letter or notice with written confirmation, from the legal landlord, of all those people who are authorised to live at the premises and for what period of time. The letter must contain the following information.

- The address of the property;
- the names of all legal tenants and authorised residents; and
- a statement confirming that the people applying for a school place are entitled to stay in the property as permanent residents.

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

If a parent/carer is found to have used a false address to obtain a place at a school, the offer of a place will be withdrawn. Should there be doubts about the address to be used parents/carers may be asked to provide evidence concerning the child's normal place of residence. This could include a court order stating where the child should live during the course of the week. In all cases the Local Authority would expect that the parent/ carer with whom the child is normally resident receives the child benefit for the child.

If Parents/carers move address during the admissions process they must notify the School and the Admissions Team immediately of their new address, and provide verification of the new address. This should be supported by evidence from a solicitor regarding the date of exchange of contracts if Parents/carers are purchasing a new home or the signed tenancy agreement if they are renting a property. The length of a tenancy agreement from the letting agent should be sufficient to cover the date on which their child would start attending their preferred school.

If Parents/carers have more than one property they may be required to provide proof of the normal place of residence for their child.

Twins and multiple births

In the normal admission round, if the last child to be offered a place is a twin, and their sibling cannot be offered a place, the Local Authority will ensure that both twins are offered a place together. In the case of other multiple births, if the majority of children can be offered a place, the Local Authority will offer places to the remaining children. For example if two triplets can be offered a place, the remaining child will also receive an offer of a place.

Changing Preferences

Parents/carers can change their preferences as long as they either complete a new common application form (CAF) or amend and resubmit their on line application; however the request must be received by the closing date of **15 January 2013** to be considered on time.

Using all your preferences

The Local Authority strongly recommends that parents express more than one preference and include a school local to their home address as one of their preferences. A local school must be named as one of the Parents/carers preferences in order for it to be considered; this will not be done automatically.

School preference order

Parents/carers should put list their preferences in order they prefer. If the parents/carers of a child differ as to the preferences they wish to express for their child, they should resolve that difference before making an application, as the Local Authority will only process one application for each child.

The rank order of parents/carers preferences is confidential to the Local Authority. In accordance with the Department for Education School Admissions Code schools must not use admissions criteria that require Parents/carers to put them as first preference to gain a higher priority.

Offers

Barking & Dagenham Residents who submitted on line applications will receive their results on line and will be able to view their results after 5pm on **17 April 2013**.

Residents who submitted CAF (paper applications) will be sent the results of their applications by first class post on the **17 April 2013**.

This LA will inform all applicants residing within the borough of their highest offer of a school place and, where relevant, the reasons why higher preferences were not offered where the schools are situated in Barking & Dagenham.

This LA will ensure, so far as is reasonably practical, that each Barking & Dagenham applicant who cannot be offered a place at one of their preferred schools listed on the CAF or submitted on line, receives the offer of an alternative school place. Under such circumstances applicants will be allocated a place at the nearest community or voluntary aided school to the applicant's home address with a place available.

Post Offer

The Local Authority will request that resident applicants accept or decline the offer of a place by **2 May 2013**, or within 10 days of the date of any subsequent offer.

Waiting Lists

This LA will place children on a waiting list for higher preference community schools in Barking and Dagenham for the first term in the normal year of entry. At the end of this period Parents/carers will need to request that their children's names be placed on a waiting list for community schools. If the school concerned is a Barking & Dagenham voluntary aided school, the child will remain on the school's waiting list for the academic year. Parents/carers who have applied for schools located in another borough, will be advised to contact the individual school or the maintaining local authority concerned regarding waiting list arrangements.

Appealing against admission decisions

If Parents/carers are unhappy about not being allocated a place for their child at one of their preferred schools, they may appeal to an Independent Appeal Panel. Appeal forms are available from either of the Barking or Dagenham One Stop Shops.

Applications outside the normal admissions round

Should a parent apply for a school or request to transfer schools for their child outside of normal admissions round, these applications are considered as 'In-Year' applications. Information and application forms are available to download from the LA website, www.barking-dagenham.gov.uk/admissions

Parents and carers can also collect application forms from the one stop shops in either Barking or Dagenham. Parents cannot apply online for the 'In-Year' process.

Deferred entry to infant and primary schools/ part-time attendance at school

Children are normally admitted to schools in the September following their fourth birthday. However, a parent can choose to defer entry until their child reaches statutory school age. (A child reaches compulsory school age in the term following their fifth birthday.)

Admission to Nursery Classes (Pre Schools)

There are 32 day nurseries in Barking & Dagenham, 3 are maintained by the council and the remainder by a number of private, community and voluntary organisations. 13 of these nurseries are attached to children's centres. There are also 20 pre schools in Barking & Dagenham which are run by a number of private and voluntary organisations. Parents are advised to contact the Family Information Service on 0208 724 8710.

In addition, there is a nursery class in every infant and primary school in Barking and Dagenham. Children are considered for a part-time place in a nursery class in the September before their fourth birthday.

To apply for a reception place, all applicants must complete the CAF and relevant SIF is required. Attendance at a nursery class does not guarantee a place at, or give priority for an infant or primary school. Also going to a particular primary or junior school does not guarantee a place at, or priority for a particular secondary school.

Parents cannot appeal against decisions made about nursery places.

Planned Amalgamation of Infant and Junior Schools

Barking & Dagenham are currently in consultation to amalgamate 2 Infant and Junior schools so that they become primary schools. The relevant schools are

- Grafton Infant School and Grafton Junior school
- William Bellamy Infant School and William Bellamy Junior School

Appendix 1

Schools details and proposed admissions number 2013-14 Infant schools (ages 4 to 7)

School name	Places
Dorothy Barley Infant, Davington Road, Dagenham, RM8 2LL	112
Furze Infant, Bennett Road, Chadwell Heath, RM6 6ES	112
Grafton Infant, Grafton Road, Dagenham, RM8 3EX	120
Manor Infant, Sandringham Road, Barking, IG11 9AG (Site 1) Manor School, 40 Scholars Way, Longbridge Road, Dagenham RM8 2FL (Site 2)	120 90
Marks Gate Infant, Lawn Farm Grove, Chadwell Heath, RM6 5LL	90
Northbury Infant, North Street, Barking, IG11 8JA	120
Rush Green Infant, Dagenham Road, Romford, RM7 0TL	112
Thames View Infant, Bastable Avenue, Barking, IG11 0LG	120
Village Infant, Ford Road, Dagenham, RM10 9JS	81
William Bellamy Infant, Frizlands Lane, Dagenham, RM10 7HX	112

Appendix 2

Schools details and proposed admissions number 2013-14 Primary Schools (ages 4 to 11)

School name	Places
Beam Primary , Oval Road North, Dagenham, RM10 9ED	81
Becontree Primary , Stevens Road, Dagenham, RM8 2QR	60
The James Cambell Primary , Langley Crescent, Dagenham, RM9 6TD	120
Eastbury Primary , Dawson Avenue, Barking IG11 9QQ	120
Five Elms Primary , Wood Lane, Dagenham, RM9 5TB	60
Gascoigne Primary , Gascoigne Road, Barking, IG11 7DR	150
Godwin Primary , Finneymore Road, Dagenham, RM9 6JH	60
George Carey CofE Primary , Minter Road, Barking IG11 OFJ	90
Henry Green Primary , Green Lane, Dagenham, RM8 1UR	60
Hunters Hall Primary , Alibon Road, Dagenham, RM10 8DE	90
John Perry Primary , Charles Road, Dagenham, RM10 8UR	60
Leys Primary , Leys Avenue, Dagenham, RM10 9YR	60
Marsh Green Primary , South Close, Dagenham, RM10 9NJ	30
Monteagle Primary , Burnham Road, Dagenham, RM9 4RB	120
Parsloes Primary , Spurling Road, Dagenham, RM9 5RH	90
Richard Alibon Primary , Alibon Road, Dagenham, RM10 8DF	58
Ripple Primary School , Suffolk Road, Barking, IG11 7QS (Site 1)	90
Ripple Primary School , Westbury site, Barking, IG11 7QS (Site 2)	60
Roding Primary , Hewett Road, Dagenham, RM8 2XS (Site 1)	54
Roding Primary , Cannington Road, Dagenham, RM9 4BL (Site 2)	90
Southwood Primary , Keppel Road, Dagenham, RM9 5LT	90
St Joseph's Catholic Primary – Barking The Broadway, Barking, IG11 7AR	60

St Joseph's Catholic Primary – Dagenham Connor Road, Dagenham, RM9 5UL	60
St Margaret's C of E Primary , North Street, Barking, IG11 8AS	60
St Peter's Catholic Primary , Goresbrook Road, Dagenham, RM9 6UU	60
St Teresa Catholic Primary (The) , Bowes Road, Dagenham, RM8 2XJ	30
St Vincent's Catholic Primary , Burnside Road, Dagenham, RM8 2JN	30
Thomas Arnold Primary , Rowdowns Road, Dagenham, RM9 6NH	56
Valence Primary , Bonham Road, Dagenham, RM8 3AR (Site 1)	60
Valence Primary , Halbutt Street, Dagenham, RM8 5AH (Site 2)	90

Appendix 3

Schools details and proposed admissions number 2013-14 Junior schools (ages 7 to 11)

School name	Places
Dorothy Barley Junior, Ivinghoe Road, Dagenham, RM8 2NB	112
Grafton Junior, Grafton Road, Dagenham, RM8 3EX	120
Manor Junior, Sandringham Road, Barking, IG11 9AG	120
Marks Gate Junior, Rose Lane, Chadwell Heath, RM6 5NJ	88
Northbury Junior, North Street, Barking, IG11 8JA	120

Rush Green Junior, Dagenham Road, Romford, RM7 0RL	112
Thames View Junior, Bastable Avenue, Barking, IG11 0LG	120
William Ford C of E Junior, Ford Road, Dagenham, RM10 9JS	84
William Bellamy Junior, Frizlands Lane, Dagenham, RM10 7HX	120
Warren Junior, Gordon Road, Chadwell Heath, RM6 6DA	112

PAN-LONDON CO-ORDINATED ADMISSIONS SCHEME SCHEDULE 3B

Timetable for Admissions to Reception in 2013/14

Tue 15 Jan 2013	Statutory deadline for receipt of applications
Fri 1 Feb 2013	Deadline for the transfer of application information by the Home LA to the PLR (ADT file)
Fri 15 Feb 2013	Deadline for the upload of late applications to the PLR.
Mon 18 – Fri 22 Feb 2013	Checking of application data
Mon 18 Mar 2013	1 st ALT file for the transfer of potential offer information from Maintaining LA's to the PLR (ALT file).
Fri 22 Mar 2013	Final ALT file to PLR
Mon 25 Mar- Thur 11 Apr 2013	Checking of offer data
Fri 12 Apr 2013	Deadline for on-line ALT file to portal
Wed 17 April 2013	Offer letters posted.
Thurs 2 May 2013	Deadline for receipt of acceptances
Thurs 16 May 2013	Deadline for transfer of acceptances to maintaining LAs