**School Admissions overview**

Barking and Dagenham School Admissions Team, coordinates all mainstream school places for children from Reception to year 11.

Barking and Dagenham School Admissions Team, coordinates with other London Boroughs for all mainstream school places for children starting school for the first time in Reception, transferring from infant to junior school in year 3 and transferring from primary education to secondary education in year 7.

We administer the admission arrangements for pupils who wish to transfer to our Technical College from year 10.

We also coordinate ‘In -year’ admissions and transfers for every school in Barking and Dagenham that take place during the school year from September to July.

There are 43 infant, junior, primary, five all-through schools, seven secondary schools and One UTC (University Technical College). Most of these are maintained community schools, however, some of these are Academies or Free Schools and others are voluntary controlled or voluntary aided (faith) schools.

The Admissions team administers approximately 12000/12500 applications each year.

The Admissions Team covers the following areas, please see the table on page 3 for more in depth information.

**Starting School – Reception**

Information for 2023 entry available from the 1 November 2022

A video has been developed to help parents/carers with the application process <https://youtu.be/p2PBVLnKdlc>

**Moving to Junior School**

Information for 2023 entry available from the 1 November 2022

**Moving to Secondary School**

[Moving to Secondary School 2023 ebooklet.pdf (lbbd.gov.uk)](https://www.lbbd.gov.uk/sites/default/files/2022-09/Moving%20to%20Secondary%20School%202023%20ebooklet.pdf)

A video has been developed to help parents/carers with the application process <https://www.youtube.com/watch?v=LQJhRSwMyi0>

**Technical and training schools and colleges**

[Apply for a technical or training school | London Borough of Barking and Dagenham (lbbd.gov.uk)](https://www.lbbd.gov.uk/schools-and-learning/school-admissions/apply-technical-or-training-school)

**In year admissions and Fair Access**

[023197 LBBD FSP ebooklet 2022 FINAL.pdf](https://www.lbbd.gov.uk/sites/default/files/2022-10/023197%20LBBD%20FSP%20ebooklet%202022%20FINAL.pdf)

**School appeals**

<https://www.lbbd.gov.uk/residents/schools-and-learning/school-admissions/school-admission-appeals/>

All information on how each admissions phase is administered and the criteria is available on the Barking and Dagenham website, where a guide and booklet and a form are available to download [School admissions | London Borough of Barking and Dagenham (lbbd.gov.uk)](https://www.lbbd.gov.uk/schools-and-learning/school-admissions#2b06ac73)

**Applications**

The way all applications are dealt with must comply with the Governments Schools Admissions code 2021 [School admissions code 2021 (publishing.service.gov.uk)](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1001050/School_admissions_code_2021.pdf). Applications for school places can be submitted online. A new application must be made for each academic year.

**Appeals**

Parents/Carers have the right to appeal against our decision to decline a place at a school they have applied for where it is listed as a higher preference than the school we have offered. The appeal will be considered by an independent appeal panel and arrangements for the hearing are made by the Councils Law and Governance department. An appeal panel’s decision is final and binding on all parties and cannot be overruled by the School Admissions Team. Appeals must be conducted in accordance with the Governments School Admission Appeals Code 2012 <https://www.gov.uk/government/publications/school-admissions-appeals-code> .

**Interest lists**

If we cannot allocate a preferred school, we will place the pupil on the interest list for any preference ranked higher than the one offered. Interest lists are deleted at the end of each term. Parents/carers can request to remain on the interest list for the following term by email, letter or completing the interest list form available on the website from December 2022.

**Applications**

Applications are processed using the published criteria for each phase.

All applications are processed using an equal preference model. Parents/carers will always be offered the highest preference that is available. If we are unable to offer a preference we will offer the nearest school to the home address with a vacancy (NSV).

**Children with Education Health Care plans (EHC)**

Children who have an education health care plan are dealt with by the EHC team.

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Area of admission** | **Name of e-booklet (available on website)** | **Age range** | **Open dates begin year before child starts school** | **Closing date. Applications****are late after these dates** | **How to apply** | **Offer date****(next working day if a weekend)** | **Reply date** |
| **Starting School - Reception place** | Starting school full-time & Quick guide | 3 & 4 year olds | 1 November | 15 January | Each of the first 4areas of **cohort admissions** allow online applications. Parents/carers need to contact the Admissions Team if their address is not available on the system. From the 15 July applications will need to be made on the borough system | 16 April | 2 May .For Late applications - 10 days from receipt |
| **Moving to junior school** | Moving to junior school | 6 & 7 year olds | 1 November | 15 January | 16 April | 2 May.  |
| **Moving to Secondary School (from year 6)** | Moving to Secondary School & Quick guide | 10 & 11 year olds | 1 September | 31 October | 1 March | 15 March - For Late applications 10 days from receipt |
| **Technical and training schools/colleges** | Technical & training schools Youth Career’s Advice Service also offer advice to those making applications for these schools. | 13 & 14 year olds | 1 September | 31 October | 1 March | 15 March - For Late applications 10 days from receipt |
| **In Year Admissions** | Finding a school place & Quick guide | 4-16 year olds | All year round | N/A | Online  | 10 school days of receipt | 10 school days of receipt |
| **Fair Access Casework** | Fair Access protocol included in In Year admissions section | 4-16 year olds | All year round | N/A | online | 10 school days of receipt | 10 school days of receipt |
| **School Appeals** | Appeals guidance notes and form | 4-16 year olds and sixth-form | All year round | All year round | Appeals form must be completed online | N/A | Deadlines set in School Admission Appeals Code |

**Common queries from parents**

1. **I did not get the school I wanted for my child.**
2. All places at school are allocated strictly according to the published criteria for community infant, junior, primary phases of all through schools the criteria are below:

Priority 1 - Children who are or were in the care of a local authority.

Priority 2 - Children who have a sibling (brother or sister) at the school

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

 (junior school places).

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

Criteria for all community secondary schools:

Priority 1 - Children who are or were in the care of a local authority.

Priority 2 - Children who live closest to the school, measured in kilometres in a straight line (as the crow flies).

Faith schools, academies and free schools are their own admission authorities and their criteria are available within the relevant booklets on the website. Links to these booklets are available on page 1.

**Q. I have been waiting for a long time and have still not got the school I want for my child.**

A. Pupils are placed on the interest list for any schools that are a higher preference than we have offered. Positions on the interest lists can move down as well as up depending on other children being added or withdrawn from the list. Priority cannot be given to children based on the date their application was processed. Being on an interest list doesn’t guarantee an eventual offer of a place because a space may never become available or the child may not be the next person on the list if a place does become free. Information relating to interest lists in our booklets for each phase, links on page 1.

**Q. Why have I been allocated a school I did not choose.**

A. If we are unable to allocate a preferred school we will allocate the nearest school to the home address with a vacancy (this may not be the closest school to the home address).

**Q. The school I have been allocated is too far.**

A. If we are unable to allocate a preferred school we will allocate the nearest school to the home address with a vacancy (this may not be the closest school to the home address). Parents have the right to appeal our decision, for any school listed as a higher preference.

**Q. I have lost my appeal.**

A. An appeal panel’s decision is final and binding on all parties and cannot be overruled by the School Admissions Team.