

School Admission process

A guide for LBBD schools

Issued October 2014

Version 6



Contents

Reception Admissions Process	2 – 5
Year 6-7 Admissions Process	6 – 9
In-year Admissions Process	10 – 13
Appendix	14 - 19
1 Allocation data for in-year process	14
2 Enrolment procedures	15 - 19
3 Glossary of terms	20
Useful contact details	21-22

Reception admissions process

Relevant documents

- 'The Starting school full-time' leaflet. The leaflet will be sent to schools direct from publishers in to distribute to nursery children at the start of Nov.
- Posters advertising the admissions process (direct from publishers each Nov).

General

The reception process starts on 1 September and ends on 31 August each year. However we will not publicise this process until the start of Nov each year.

Leaflets

Please distribute the 4 page leaflet to each nursery pupil on the first working day in November. The OSS will issue copies from the same date.

Booklets

Booklets will only be available online. A photocopy can be made available if parents request in writing to us.

Translation

Our translation services are no longer being provided for this task.

SEN Pupils

The SEN team will issue their own information pack for SEN pupils in due course. Please contact SENART on 020 8227 2400 for questions about these pupils.

Returning CAF's – Common application form

Parents/ carers must apply for a school place online no later than 15 January. Paper forms will only be issued by the admissions team if parents try to apply online and cannot see their exact address in the list presented or the schools they want to apply for are not listed. In this instance they must contact us before 5pm on the closing date, otherwise the application will be late.

On-Line forms: Apply at www.barking-dagenham.gov.uk/admissions no later than midnight on 15 January every year. Parents must register with the 'eAdmissions' site by setting up an account with an email address and password before they can make an application. The application will only be valid when the 'Submit' button is pressed. Parents will then be issued with a 16 digit application reference number (beginning 301 for LBBB residents). If they do not have this number, the application was not successful.

The admissions team are holding online help sessions (see page 3 for dates and times) at the one-stop shops to help parents fill in their online applications.

Parents should note that the support desk for the online website is manned 9-5pm, Monday – Friday only. Their contact details are listed on the relevant LBBB web pages. Phone number is 020 8255 5555 option 1 and e-mail is support@eadmissions.org.uk

Publicity

Information & guidance

Please promote the admissions process at your assemblies, newsletters etc.

The FIS team will also be available to perform the choice Advice role and can be available at your talks if you organise mutually available dates.

Please contact them on 020 8227 5395 or e-mail: fis@lbbd.gov.uk

The FIS team can also check to see if your nursery children have applied on-time.

Key Dates

November – 15 January	- Online help sessions from 9.00am until 4.30pm Dagenham Library on Tuesdays and at Barking Learning Centre on Thursdays.
15 January	- Closing date for parents to apply. Parents should receive an application reference number (16 digits/letters long) if they have successfully submitted their application online.
3 weeks after closing date	- VA Schools sent list of all applicants – Children who are not on this list cannot be considered in the first round of offers. - Please contact us if there are any anomalies with this list.
27 Feb	- VA schools should send ranked list of applicants back to LA
April	- 3 days before offer date, we will send each school a list of all on time applicants offered a place at your school.
April	- Parents notified of outcome if their CAF's were received on- time. Online applicants see results that evening, those who applied using a paper form will receive their notices later as letters can take up to 2 days for delivery.
May	- Parents must submit their appeals within 20 days of receiving their offers if they want their appeal heard by the first round of appeals that is within 40 days of the deadline listed in the road to learning booklet.
Jun – July	- Appeals will be heard. Parents may attend.

Results will not be given out by the call centre or OSS (One-stop shops). They may only discuss information contained in their email or letter.

Administration

Proof of Address

Proof of the address listed on the CAF must be shown to each school at a child's induction day. The parent/carer must supply documents listed on page 11, and must also show these documents if the child's address listed on their CAF is different to that on your records.

Please check that the name and address of the child on the CAF matches the information given on the documents they show you. Similarly, the guardian named on the application must be listed on the council tax bill or tenancy agreement. If this is problematic please refer the parent to the Admissions Team.

A child can apply for a place if they are outside the UK, but their application address must be the overseas one.

Checklist

- Checklists are no longer required, but log the date the leaflet was issued at your school for appeals purposes.
- All the children on your waiting list should be signed posted to making an online application. Please provide parents with a copy of the 4 page leaflet or issue the template letter otherwise they will miss out on a reception school place.

Receipts

Parents must follow the receipt process outlined in the booklet, about getting a receipt. Receipts are issued as follows.

- Parents/carers will get a receipt, if they apply on-line and the contact centre (020 8215 3004) can confirm whether or not we have received their on-line application.
- The OSS will issue a receipt for all paper CAF's submitted to them.
- Parents must include a stamped, self addressed envelope with their posted paper CAF and the Admissions Team will issue a receipt

Late applications

We are unable to chase pupils who have not handed in their form, until January. Therefore, please help the FIS team who will also contact you for information when chasing pupils who have not applied.

Our concerns are for children with siblings at your school that have not submitted or listed the sibling on a CAF, as these children frequently win their appeals and take your school over your admission number. Please prompt parents who have siblings at your school to complete their applications before the closing date.

Please note, applications received after the closing date are considered as late. However in exceptional circumstances, the admissions panel may consider whether late applications may be processed in the first round, please refer parents to the booklet for further details about this process.

Extra forms – SIF's and PRF's (Not for George Carey School)

If parents do not **complete the CAF and return the extra forms and documents** the VA schools ask for, their application for our VA schools will not be complete and the child is less likely to get a place at a VA School.

If one of the parent's preferences is for a voluntary aided school the family must also complete the **supplementary information form (SIF)** for that VA school if applying under the faith criteria and show original documents they ask for by the closing date.

If parents want to apply for one of our Catholic schools and want to be considered as a practising catholic, they will also need to complete and return a **Priest's reference form (SIF)** which are only available from Catholic schools.

The full admission criteria, SIF's and documents each VA school needs are listed in the Starting school full-time booklet.

Offer process

We will send you the list we have offered a place to at your school 3 days before the offer date. If you notice any errors or omissions, please let us know as quickly as possible so that we can make corrections before the offers are issued on 16 April.

Post-offer process

Once we have offered parents a place they will be given 14 days (30 April) to accept the place we have offered them. **If we do not receive their reply we will withdraw our offer and that child's place will be offered to another pupil.** Therefore please chase your parent to ensure they accept their place online or by writing to us.

Once a parent has accepted a place, our offer letter confirms that the offered school will contact the parent during the summer term to invite the child to view the school and give the family a start date. Please ensure that your invitations include the proof of address that you must see.

Any parent, who applied after the closing date, is told that the offered school will contact them in due course. During term time we expect this to be within 10 school days.

Non-attendance

If children are on your allocated list and do not turn up for school, please follow the process below.

- If this is during the cohort process, refer that child to the Admissions Team for investigation and they will remove as appropriate.
- If this is during the in-year process (from September of each year), and the child is Statutory school age (SSA) refer that child to your Attendance Team for investigation and they will remove as appropriate – See appendix 2.
- If this is during the in-year process (from September of each year), and the child is NOT of SSA please notify the Admissions Team of the outcome of your and the Attendance Team's investigation – See appendix 2.

Waiting lists (community, George Carey, Goresbrook & Thames View Infants)

Waiting lists are deleted at the end of each term. Once schools open in September, pupils will need to attend the school allocated. Should a place become available, we will offer from the waiting list and the in-year process is followed.

Deferred or Part-time entry

The law permits parents to either admit their child part-time or defer their entry to school until the child reaches compulsory school age. For children born Apr to Aug of the academic year, they would need to start classes in the summer term at the latest as they may not defer entry until year 1. If they wish to defer until year 1 the place would need to be withdrawn and a new application made for the year 1 place in the Aug/Sep of the relevant school year.

Year 6-7 admissions process

Relevant documents

- 'Moving to Secondary School' leaflet. The leaflet will be sent to schools direct from publishers in Sept to distribute to your year 6 children immediately.
- Posters advertising the admissions process (direct from publishers each Sept).

General

- Admissions will forward a leaflet for you to distribute to your year 5 pupils in July each year. This leaflet is to give parents advance warning of the system.
- The online system will open on 1 September and close on 31 October annually.

Leaflets

Please distribute the 4 page guide to each year 6 pupil on the first working day in September. The OSS will issue copies from the same date.

Booklets

Booklets will only be available online. A photocopy can be made available if parents request in writing to us.

Translation

Our translation services are no longer being provided for this task.

SEN Pupils

The SEN team will issue their own information pack for SEN pupils in due course. Please contact SENART on 020 8227 2400 for questions about these pupils.

Returning CAF's – Common application form

Parents/ carers must apply for a school place online no later than closing date of 31 October. Paper forms will only be issued by the admissions team if parents try to apply online and cannot see their exact address in the list presented or the schools they want to apply for are not listed. In this instance they must contact us before 5pm on the closing date, otherwise the application will be late.

On-Line forms: Apply at www.barking-dagenham.gov.uk/admissions no later than midnight on 31 October every year. Parents must register with the 'eAdmissions' site by setting up an account with an email address and password before they can make an application. The application will only be valid when the 'Submit' button is pressed. Parents will then be issued with a 16 digit application reference number (beginning 301 for LBBB residents). If they do not have this number, the application was not successful.

The admissions team are holding online help sessions (see page 7 for dates and times) at the one-stop shops to help parents fill in their online applications.

Parents should note that the support desk for the online website is manned 9-5pm, Monday – Friday only. Their contact details are listed on the relevant LBBB web pages. Phone number is 020 8255 5555 option 1 and e-mail is support@eadmissions.org.uk

Publicity

Information meetings

We will hold a meeting to offer advice to parents about the admissions process and would be grateful if you would promote this meeting at assemblies, newsletters etc. The FIS team will also be available to perform the choice Advice role. Please contact them on 020 8227 5395, Email: fis@lbbd.gov.uk The FIS team can also check to see if your year 5 children have applied on-time.

Key Dates

September	- LA Meeting, 7pm start at Barking Theatre
Sept - Oct	- Online help sessions from 9.30am until 4.30pm Dagenham Library on Tuesdays and at Barking Learning Centre on Thursdays.
31 October	- Closing date for parents to apply. Parents should receive an application reference number (16 digits/letters long) if they have successfully submitted their application online.
17 Nov	- VA Schools sent list of all applicants – Children who are not on this list cannot be considered in the first round of offers. - Please contact me if there are any anomalies with this list.
26 Jan	- VA schools should send ranked list of applicants back to LA
February	- We will send schools a list of all on time applicants allocated to your school 3 days before offer date.
2 March	- Notification for on-time CAF's. Online applicants see results that evening, those who applied using a paper CAF will receive their notices later as letters take up to 2 days for delivery (4 March).
16 March	- Parents must submit their appeals within 20 days of receiving their offers if they want their appeal heard by the first round of appeals that is within 40 days of the deadline listed in the Right secondary school.
June – July	Appeals will be heard. Parents may attend.

Results will not be given out by the call centre or OSS (One-stop shops). They may only discuss information contained in their email or letter.

Administration

Proof of Address

Proof of address is only required with the child's application if the pupil does not attend one of our schools or the child's address given on their CAF is different to that registered at your school as of first week of each July. (This information will be supplied to us from the information schools have listed within your MIS systems). If the child's address listed on their CAF is different to that on your records, the parent/carer must supply the documents listed on page 11 with their application before you can change it.

Please check that the name and address of the child on the CAF matches the information given on the documents they show you. Similarly, the guardian named on the application must be listed on the council tax bill or tenancy agreement. If this is problematic please refer the parent to the Admissions Team.

A child can apply for a place if they are outside the UK, but their application address must be the overseas one.

Checklist

- Checklists are no longer required, but make a note of date the leaflet was issued for appeals purposes.

Receipts

Parents must follow the receipt process outlined in the booklet, about getting a receipt. Receipts are issued as follows.

- Parents/carers will get a receipt, if they apply on-line and the contact centre (020 8215 3004) can confirm whether or not we have received their on-line application.
- The OSS will issue a receipt for all paper CAF's submitted to them.
- Parents must include a stamped, self addressed envelope with their posted paper CAF and the Admissions Team will issue a receipt

Late applications

The FIS team will also contact you for assistance when chasing pupils who have not applied. They will send you a list of all applicants, 2 weeks before the closing date.

It would also be useful if you could send reminders to parents nearer to the closing date via your assemblies, newsletters etc.

Post offer process

Destination schools

Parents are not given the opportunity to accept or decline a place as the child is of compulsory school age. Our offer letter confirms that the offered school will contact the parent during the summer term to invite the child to view the school and give the family a start date.

Any parent, who applied after the closing date, is told that the offered school will contact them in due course. During term time (in-year process) we expect this to be within 10 school days.

Prior to the offer date, we send each primary/junior school a list of their children and their destination schools for that September. If children have left or are missing on your list, contact us with their details so that we may delete or allocate a school place.

Each secondary school will also be sent a list of all the children that are expected to start their school that September.

Non-attendance – for secondary schools

If children are on your allocated list and do not turn up for school, please follow the process below.

- If this is during the cohort process, refer that child to the Admissions Team for investigation and they will remove as appropriate.
- If this is during the in-year process (from September of each year), refer that child to your Attendance Team for investigation and they will remove as appropriate.

CTF's – for secondary schools

We will produce CTF of year 6 pupils for secondary schools at the beginning of June. The file will contain data of all children whose applications were received up until 31 May. The files will only include pupils where the UPN number is known. Only one CTF will be sent and for new pupils, the schools will need to contact the previous school for details.

Waiting lists

Waiting lists are deleted at the end of each term. Once schools open in September, pupils will need to attend the school allocated. Should a place become available, we will offer from the waiting list and the in-year process is followed.

In year admissions process

What to do

Application for school places must be made to each admission authority (school or local authority) where the school is located. Parents or carers must supply proof of their address and proof of the child's address and ID. If these are unavailable at the time of application, the form is still accepted and processed and any offers made are 'conditional' as long as parents show proof of address as listed on page 11.

The 'In-year' admissions process is available on our website and details are published in the booklet, 'Finding a school place – Issue 3'. The issue number will change in September each year if there have been any changes in the forth-coming school year.

Parents will need to fill in Section A of the 'In-year common application form (ICAF)' and the child's former UK school will fill in Section B. If parents want to apply for a place at a VA school under the faith criterion, they will also need to fill in the supplementary information form (SIF) and diocesan priest reference form (PRF) for catholic schools. VA schools will also need further documents as listed on page 13 (eg baptismal and/or first communion certificates).

Quick guide

Stage 1 Fill in the LBBDD 'in-year common application form'(ICAF). The parent or carer must fill in section A and the child's previous or current UK school should fill in section B of the ICAF.

Stage 2 Return your form to either of our one stop shops (address on page 20), with proof of the child's ID **and** proof of the parent's or carer's and child's address. See page 11 for which documents we need to see.

Stage 3 If one of the preferences on the ICAF includes a voluntary aided (faith school) parents may need to fill in extra forms – SIF). A PRF may also be needed for a place at catholic schools.

The application process for voluntary aided schools is listed on page 13.

Administration for schools

Documents required

If anyone enquires about a place at your school, please refer them to the OSS to complete the necessary forms. They **must** also supply one of the following documents from each section, and these documents must also be shown to you at the child's induction day. This is because **all offers are conditional and the information on the application should be verified at the school.**

To show the child's identity (ID).

1. HMRC documents such as Child benefit 'entitlement' letter, working tax credit or tax credit (this details the child's name and date of birth)
2. Medical registration card
3. IND card (issued by the Home Office with photo attached)
4. Home Office paperwork (including child's name and date of birth)
5. Full birth certificate - can only be requested by the schools not Admissions.
6. Passport - can only be requested by the schools not Admissions.

To show parent/carer's address, we need one document from list A and one from list B

List A documents

- Council tax bill dated this financial year
- Council Tax Benefit letter or notice dated this financial year
- Solicitor's letter of completion from last three months

List B documents

- 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.

Parents must make sure the name and address match the information given on the application form. If their current address means they are living with someone who lives in either privately rented or council property, we also need 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 provide:

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

Please note:

- If a parent notifies you of a change of address, please ask for the above proof before changing the details on your MIS database for any year group.
- If the address details are different to that on the admissions records we have sent you, please refer the family back to admissions in case it's a fraudulent application. If the parents have moved since Admissions issued the offer, the family must show you proof of the old **and** new address.

When a child should be admitted

Admissions will process all applications within 10 working days of receipt. We then send you a list of children allocated to your school every Friday. A copy of this list is shown in appendix 2 for your reference. Our offer letter is also sent to parents at the same time (that Friday) and we ask the parent to contact the school for a start date. If you have not heard from the family by the end of that week we suggest that you contact them for a start date.

To ensure safeguarding of the child, schools must admit the child within 10 school days of us notifying you. Please enter this pupil on your 'admissions roll' rather than the 'current roll' under the Z code whilst awaiting the child to attend school; this should help alleviate some concerns about potential absenteeism figures. Please see appendix 2 for the document that has been distributed by the Attendance Team to all schools regarding enrolment procedures.

Anomalies

Your list will also include children who have been offered a place at your school, but the parent will not be made aware of this offer. This is because the pupil has been offered a place from the waiting list or fits under the hard to place protocol, and negotiations will take place with several schools before we can make a final offer. Therefore these places have been reserved for these pupils. These children will appear on your weekly list, but under the criteria '**ALT, RES or FAP**'. Please do not process these applications or send out induction information to the family until you have received confirmation of the offer from Admissions (either In-Year Team or caseworkers). Some parents also receive a 2nd or 3rd offer if their higher preference becomes available. These also appear as 'ALT or RES' while we wait to see if the offer is accepted.

Section B of the application form will only be shared with schools if a child is allocated under the FAP process.

What the admissions team needs from schools

Vacancy figures

In order to allocate places quickly, we will need to know your vacancy figures by **midday Wednesday** each week at the latest. Please email this information to our central 'in-box' admissions@lbbd.gov.uk.

Please make sure when sending over these figures that you minus the places you are holding for the children that admissions have allocated to your school (including those that appear as reserved on your weekly allocation list). **We cannot remove a school place once an allocation has been made due to incorrect vacancy numbers being given, therefore please double check this information before sending to us.**

Please note if we do not receive your figures by **Wednesday we will use the number on roll at the school from information supplied via your MIS system, therefore we could over allocate if you have not input children who are due to start at your school.** We will also be looking at the pupil movement sheets that should be sent to the Attendance Team for monitoring.

On roll date

Once the allocated pupil is on roll at your school, either email back the original excel list (which has a column to show the pupil's on roll date) or email the information directly to the admissions 'in-box'. If this information is not submitted, we will refer the matter to the Access and Attendance Team as the child will be regarded as a non-starter. In addition it will affect quality of service provided to you and ultimately delay processing times.

Transfer from one school to another

The parent should fill in section A of the In-Year common application form (ICAF) and either the school head of year or head teachers should fill in section B. Please ask the parent to submit the form to either OSS so they can be issued with a receipt.

Proof of address (as listed on page 11) will be required if the family have moved.

The Admissions Team will process application within 10 working days of receipt.

VA school Administration (but NOT George Carey)

You may issue the supplementary information form (SIF) and diocesan priest reference form (PRF) to any applicant, but they must also fill in the LBBB ICAF. Once parent and priest/minister have completed the form, it will be returned to the school. If places become available, please notify the In-Year team who will send you a full list of all applicants up to that date. You must then rank all the children using the schools' admission criteria. Children cannot be ranked if they have not filled-in an ICAF even if they have filled in the school's SIF and PRF if applicable.

The child will stay on the waiting list for a school year (until August each year). After that time parents will need to fill out a new application form for the new academic year and include SIF & PRF if applicable. They then have the opportunity for a new appeal.

Appeals process

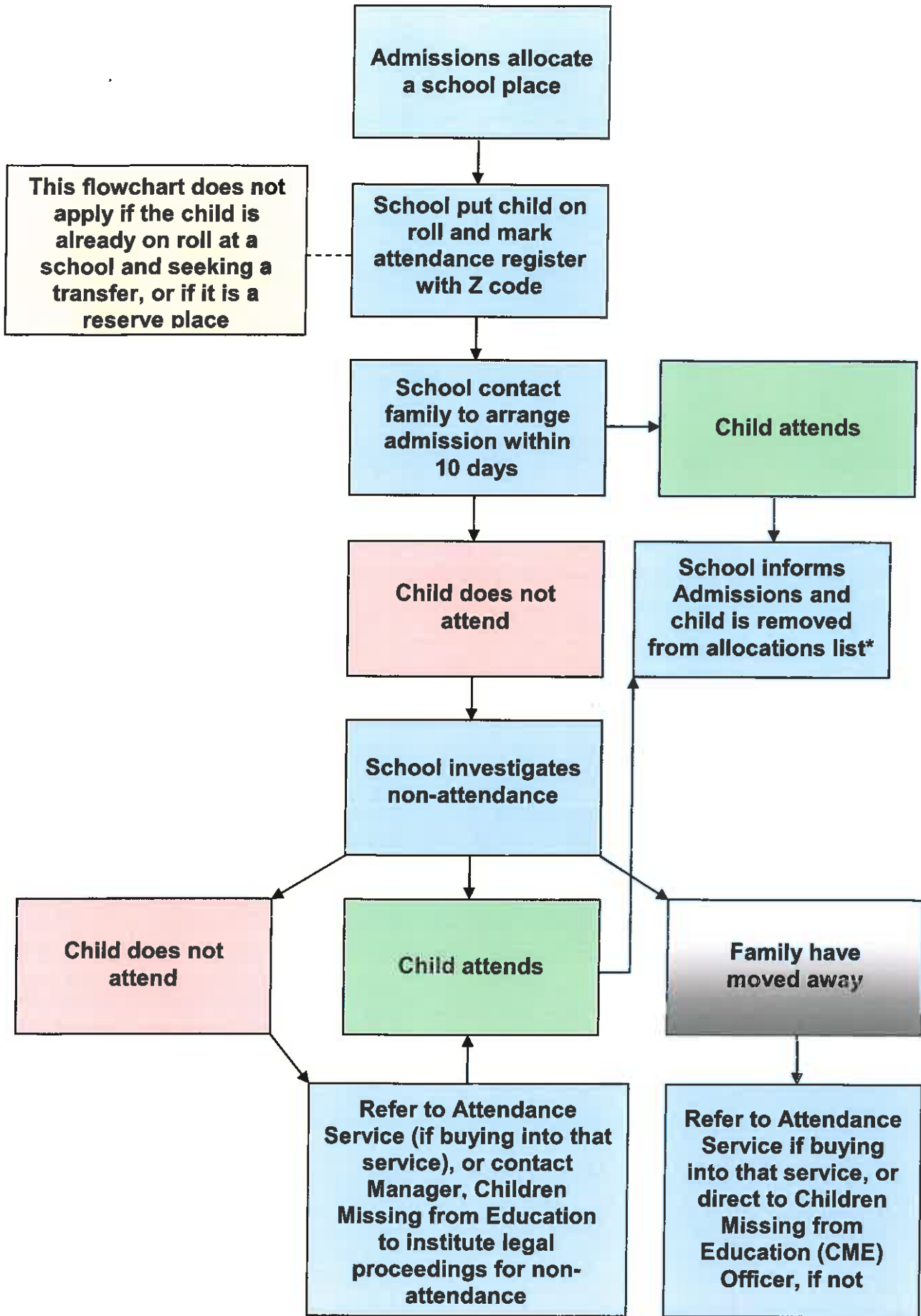
Any child who has been declined a place at a VA school, would have been notified by the Admissions Team (not the school). We do this automatically; based on vacancy list you provide weekly that all year groups are full. If places become available, the process above should be followed. If not and the parents wish to appeal, they just need to fill in the relevant appeal form available from either OSS. The completed form will be sent to Democratic services who will notify schools accordingly. Schools will then need to prepare an appeal statement. Please contact Pam Wilson within the Admissions Section, if you need relevant details for your appeal statement.

Documents required by VA Schools at the application stage

- SIF (for those applying under the faith criteria to faith schools)
- PRF for practising Catholics who apply to catholic schools
- the child's birth certificate;
- proof of the child's identity and address (listed on page 11);
- proof of the parent or carer's address (listed on page 11); and
- the child's baptism certificate (not necessary for applications to St Margaret's).

SEN Pupils – with full statements of special educational needs

These pupils applications are not processed by the admissions team. If you have any questions about these pupils please contact SENART on 020 8227 2400. Under current legislation, if agreed by SENART these pupils can be allocated over your admission number.



This flowchart does not apply if the child is already on roll at a school and seeking a transfer, or if it is a reserve place

*Child stays on Admissions' allocation list until on roll at a school, or confirmed CME / moved out of borough.
 If child is on list for 20 days – Admissions Officer to escalate to Admissions Manager.

Children allocated a school place and the school's responsibility for enrolling the child at the school

Guidance on adding or removing a child's name from the roll of a school has been issued to all Infant, Junior, Primary and Secondary school head teachers within Barking & Dagenham to ensure clear clarification regarding school responsibility for pupil registration. This guidance is currently undergoing revision and a new addition is the flowchart '**Ensuring Attendance of Children Allocated to a School**'.

The Education (Pupil Registration) (England) Regulations 2006 govern the admissions and attendance registers that all schools must keep.

Currently all schools submit their vacancy figures for each year group on a weekly basis to the Admissions Team, who in response allocate pupils and produce a weekly report to the schools with the pupils' details. These pupils' names will continue to remain on the weekly reports (even if no vacancies have been advised) until Admissions have been informed that the child is on roll or can be removed for other legitimate reasons. If the child's name remains on the list for more than twenty days, the case will be escalated to Admissions managers. This process is in place to ensure Safeguarding for children allocated a school place but are not on roll at a school.

Regulation 5 (3) of The Education (Pupil Registration) (England) Regulations 2006 states the following;

'A pupil is a pupil at the school from the beginning of the first day on which the school has agreed or been notified, that the pupil will attend the school.'

This means that schools are responsible, **from the point when the Admissions Team have informed them**, for pupils who have been allocated to them. **(This does not relate to children on roll at a school and seeking a transfer)**. The details of these children must be entered into the school admission register and they must be marked in the school attendance register. These children can be marked with a 'Z' code until they either actually attend, or are legitimately removed from the roll of the school. As soon as the child has attended the registration code must be changed to reflect the child's attendance status i.e present or absent (and if absent what type of absence). This start date must be given to the Admissions Team to ensure the child's name is removed from the weekly reports.

As you are all aware, by law schools are required to record in the attendance register - once at the beginning of the morning session and once in the afternoon - whether the pupil is present, absent, engaged in an approved, supervised educational activity off-site, or unable to attend due to **exceptional circumstances** as defined in regulation 6(5)

Admission procedures Weekly Reports

- Every Wednesday morning all schools **must** send an e-mail to Admissions@lbbd.gov.uk to advise the Admissions Team of any vacancies. Schools must also notify even if there are no vacancies.
- Once the Admissions Team have been advised of any vacancies, they will allocate a place to the next person on the school's waiting list.
- Every Friday an allocation report is sent to all schools advising names of children where placements have been offered within each particular year group. A vacancy only exists when a class falls below the standard admissions number.
- When viewing the reports concentrate on the column – CRIT-, this is the criteria used to allocate a school place and **you will need to ensure you deal with everything except those appearing as Alt (alternative offer) or RES (reserved)**. Children's names will continue appearing on the list until the school advise the 'In year' team by e-mail (above) that the child is on roll. This system is in place to ensure no children are lost within the education system.

Criteria Breakdown;-

RES - Places Reserved –

If a child's name appears with RES – this means that a place has been negotiated with the school and our caseworker. Schools should not contact the family. **YOU DO NOT NEED TO DO ANYTHING WHEN YOU SEE 'RES' ALONGSIDE THE PUPILS NAME ON THE REPORT.**

ALT– Alternative offer made

If a child's name appears as ALT- It could be that a previous school has already been offered and the parent needs to advise the team if they want the alternative school. It could also be that the parent has been offered a higher preference and the team are waiting to see if the parent would like to accept the place.

DIST– Distance

If a child's name appears as DIST- this means the child has been offered a place at the school based on distance.

SIB – Sibling

If a child's name appears as SIB- this means the child has been offered a place at the school and has a sibling already attending.

FAP –Fair Access Protocol

If a child's name appears with FAP – this means that negotiations have taken place with the head teacher/deputy for a child to be admitted under the Fair Access Protocol.

VA – Voluntary Aided

If a child's name appears with VA – this means the child has been offered a place at the church school.

NSV/ ALLOC – Nearest School with a vacancy-

If a child's name appears with NSV or ALLOC– this means child has been offered a place at your school as admissions were unable to offer the parent their preferred school and has offered your school as the nearest school to the home address where a vacancy exists within the particular year group required.

Child's name may appear more than once

The system used for allocating places may on occasions display a child's name more than once with different criteria. This may happen when a place has been offered at a preferred school ranked lower or NSV and then a week or so later a place may have become available at a **higher** preference.

E.g.

- Jo Bloggs –appears on week 1 report as NSV or Dist
- Jo Bloggs –appears on week 2 report twice, as NSV or DIST & the second entry could be under DIST-RES, SIB or VA

NON ARRIVAL OF A CHILD ALLOCATED A PLACE

When a school place has been offered, **ALL SCHOOLS MUST NOW ENSURE THAT THE CHILD IS IMMEDIATELY ENTERED ON ROLL USING 'Z' CODE.**

Parents are advised to contact the school within **10 days from the date of their letter**. If a parent fails to make contact, the school should then chase by phone/letter. If a parent says they do not want the place offered and the child is of statutory school age, the school **must involve their attendance officer** who should arrange to contact the family. For those children who are not of statutory school age (Reception) schools should ensure that written confirmation is received from the parent stating that they do not want the place, or they want it deferred until after their 5th birthday and a copy must be sent to the Admissions Team. If the family has moved address and the attendance officer has made enquiries via housing etc, the Attendance Officer **MUST** email Jane Trevor, Sue Chappell, and Greg Vaughan with the collated information. Children will only be removed from the school report if you have advised Admissions they are on roll, or you advise Admissions that the school has checked with the parent and they have confirmed they are to remain at their current school, or an attendance officer has advised child has moved address – being home tutored etc;-

If the school has been made aware that the child is to remain at their current school and has checked with the school that the child is still on roll, please advise Admissions by e-mail admissions@lbbd.gov.uk who will then withdraw that place and remove the child's details from the allocation report.

Glossary of terms used

Heading Definition

Terms used on allocation spreadsheets

Address	Child's current address
Country of Origin	Only listed if the child is born outside the UK
Crit.	Criteria under which the application was processed
Curr. Estab.	Current or child's previous school name
Current School DCSF No.	Current or child's previous school DfE number
Current School LA No.	Current or child's previous school local authority number
Guardian Name	Guardian's Name
Guardian Phone No.	Guardian phone number
Main Language	This information will be the child's first language
Offer Date	Date Admissions offered the place to parent
Offered Estab.	School place that has been offered
On roll date	Date schools' must list to inform admissions when they started school
Sibling	Name of the brother or sister attending your school
Yr	Child's year group

Description of criteria fields – The criterion under which the application was processed

ALLOC	This school place is issued by the admissions team because it is the nearest to the pupils home with a space and was not requested by parent.
ALT	Alternative offer as place is now available from the waiting list
DIST	Distance between home and school address
EXC	Excluded pupil
FAP	Children placed under the 'Fair access protocol'
LAC	Looked after children
RES	Reserved
SEN	Child with special educational needs
SIB	Sibling
VA	VA school criteria applies

Current establishments fields

back in the UK	Child has previously attended UK school
home tuition	Child previously tutored at home
new arrival	Child new to the country
pupil out of school	Child's previous school details not given or was never educated – usually for reception pupils

General abbreviations in this document

ICAF	In-year common application form (also for transfers)
ISIF	In-year supplementary information form
PRF	Priest reference form
SSA	Statutory school age

Useful contact details

Access to Admissions team for members of the public

We are not accessible to the public directly and therefore parents are asked to contact us by phone, by post, email, or call in to the one-stop shop at either Barking or Dagenham.

By post Children's Services Department Admissions Team Town Hall, Barking, Essex, IG11 7LU	E-mail: 3000direct@lbbd.gov.uk Phone: 020 8215 3004	In person at our one-stop shops: Both are open: Monday to Friday 9am until 5pm and Saturdays 9am until 1pm Barking Learning Centre 2 Town Square, Barking Essex, IG11 7NB or Dagenham Library 1 Church Elm Lane, Dagenham, Essex, RM10 9QS
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Useful contact details for other service areas

Access and Attendance Team

E-mail: accessattendance@lbbd.gov.uk
Phone: 020 8227 2711

Family Information Service – FIS Team

E-mail: fis@lbbd.gov.uk
Phone: 020 8227 5395

Neighbouring borough's contact details

LB Havering

9th floor, Mercury House,
Mercury Gardens,
Romford, RM1 3SL
Phone: 01708 434 600

LB Newham

Newham Dockside,
100 Dockside Road,
LONDON, E16 2QU
Phone: 020 8430 2000

LB Redbridge

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

Admission Team contact details

The Admissions team processes applications for children of statutory school age – reception to year 11. If you have a query for the Admissions Team, quote the **ID number, name and DOB of the child**, so that we can answer or redirect calls quickly.

All the admissions team full phone numbers begin with 020 8227 and our direct line number is below for reference. However the collective number for the In-year team is 020 8227 3406 but to dial the team individually using the internal telephone system, only use the long extension number listed below. Please do not give out these numbers to parents, they should contact the one-stop shop or call centre if they need assistance.

Enquiry type	Staff Contact	Extension No.
Strategic Admissions Manager	Bal Gill	2293
Admissions Manager	Lisa O'Dwyer	3102
Project Manager – Cohort (& Deputy)	Cassandra Phillip	5551
Appeals	Pam Wilson	3146
Case Worker	Anne-Marie Hartnett	3020
Case Worker	Sharon Fevrier	5536
In-Year Admissions	Any staff member	3406
In-Year Admissions	Sue Card	727281
In-Year Admissions	Karen Griffins	727282
In-Year Admissions	Trish Fuller	727283
Reception Admissions	Pam Gane	3026
Secondary Transfers	Danny Moore	3024

Email for schools: admissions@lbbd.gov.uk

Email for parents: admissions@lbbd.gov.uk

Web: www.barking-dagenham.gov.uk/admissions

Admission booklets at a glance

- Starting School full time is for the Reception admissions processes
- Moving to Junior School for Year 2-3 admissions processes
- Moving to Secondary School is for the Year 6 to 7 admissions process
- Technical and Training School is for the Year 9 to 10 admissions process
- Finding a school place for In-year admissions process