



Admission Arrangements for entry in the academic year 2018-2019

St. Joseph's Catholic Primary School

(in Hard Federation with St. Joseph's RC School, Barking)

Connor Road, Dagenham, Essex, RM9 5UL

This document lists admission arrangements for the normal admissions round (cohort admissions) and In-year admissions round for our school. The relevant cohorts include admission to nursery and reception classes. In-year admissions relates to year groups year one to year six and reception applications made after the normal admission round.

Page 1 to 10 Cohort admissions arrangements

Page 11 to 15 In year admissions arrangements

Cohort admissions arrangements

The admissions scheme we use

Our school participates within the London Borough of Barking and Dagenham's (LBBD) co-ordinated admissions scheme. This scheme, called the Pan-London Co-ordinated Admissions scheme, includes all admission authorities within the 33 London Local Authorities and the seven local authorities that border London. The scheme was established in 2005 to co-ordinate Year 6 admissions to Year 7 places at secondary schools. The system is a voluntary extension of the legal requirement that all councils co-ordinate admissions to schools within their area. The scheme aims to simplify the application process for parents and increase the number of pupils who receive an offer from one of their preferred schools. The scheme was successfully extended for reception school places in the year 2010. The co-ordinated process for this admissions round begins on 1st September 2018 and ends on 31 August 2019 and we adhere to the timetable below.

Pan-London Coordinated Admissions scheme Timetable for Admissions to Reception in 2018 - 2019

Mon 15 Jan 2018	Deadline for receipt of our supplementary information form, Priest reference from and documents.
Mon 15 Jan 2018	Statutory deadline for receipt of applications (closing date)
Mon 5 Feb 2018	Deadline for the transfer of application information by the Home LA to the PLR (Pan-London Register) (ADT file)
Mon 12 Feb 2018	Deadline for the upload of late applications to the PLR
Tues 13 – 20 Feb 2018	Checking of application data
Wed 28 February 2018	Deadline for ranking information to be sent to LBBD LA.
Thurs 15 Mar 2018	Deadline for the transfer of potential offer information from Maintaining LAs to the PLR (ALT file).
Fri 23 Mar 2018	Final ALT file to PLR
Mon 26 Mar- Mon 9 Apr 2018	Offer data sent from LA to school for checking
Wed 11 Apr 2018	Deadline for on-line ALT file to portal
Mon 16 April 2018	National offer day for on-time applicants
Mon 30 April 2018	Deadline for receipt of acceptances
Tues 8 May 2018	Deadline for transfer of acceptances to maintaining LAs

Numbers of children admitted to the school

30 pupils will be admitted into Reception classes at this school during this academic year.

How to apply for a school place

Our school will publish information about how to apply for school places on our website as well as literature provided by LBBB. The LA will take all reasonable steps to ensure that every parent or carer who is resident in Barking & Dagenham and has a child in the relevant age group receives guidance information on how to apply for a reception school place. In addition to this 6 page guide, they electronically publish a copy of their admissions booklet 'Starting school full time' on their website. The 6 page guide will be issued to all parents and carers of children in the borough's school nurseries. In addition, children in the borough's private nurseries will be sent the guide by the Family Information Service Team.

Parents or carers must apply to their home borough using their common application form for a place at our school. Parents or carers living in LBBB should apply for a school place by using an online Common Application Form (CAF) at www.eadmissions.org.uk; links are also available on LBBB's main admissions page www.lbbd.gov.uk/admissions. The online system is hosted by London Grid for Learning (LGFL) and is financed through the LAs participating within the Pan London Co-ordinated Admissions Scheme. Help sessions for online applicants are provided by the LBBB's School Admissions Team once a week until the closing date at the Dagenham One Stop Shop listed below.

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

Parents or carers will be able to express up to six preferred schools that they wish their child to be considered for and rank them in order of preference. Parents must include all state-maintained schools or academies within the UK.

Supplementary Information form (SIF)

If a parent is applying for a place at our school under our faith criteria, they will need to complete a SIF form for the child as well as naming our school on their CAF.

All the Catholic primary schools use the same SIF form, and you will need to fill in one form for each child for each of these schools. Once you have filled in the SIF, you will need to return the form direct to our school office by **15 January 2018**.

If you want to be considered a **practising Catholic**, you must also fill in section A of the **diocesan priest's reference form** and take it to the priest at the church where you normally worship. Make sure you give your priest this form in plenty of time so that he can add his reference in section B and return it to the relevant school by **15 January 2018**. This form is available from any of the borough's Catholic schools or the LBBB website.

The SIF must be sent direct to our school with the following documents by the closing date:

- your child's birth certificate;
- proof of the child's identity and address as listed on page 7 and 8;
- proof of the parent's or carer's address as listed on page 7 and 8; and
- your child's baptism certificate

We will need to see the originals of all the documents listed above but you will also need to bring photocopies of these documents with you for the school to keep.

LA's Admissions Teams are not responsible and will not accept supplementary forms on behalf of parents for our school. Our governing body is the admissions authority and we will rank each application according to our admission criteria based on the information and documents provided by the parent or carer. SIFs are not valid unless a CAF is also completed for the child.

How we use preferences

We process all applications using the equal preference model. Under this model we consider each preference as if it were the only preference as we do not know where you have ranked our school on your CAF. The LBBB School Admissions Team will send us core information about your application form. We will combine this data with the information provided on the SIF (if applicable) you sent us. We then rank all applicants in accordance with our published oversubscription criteria and advise the ranking order of all applicants to the LBBB School Admissions Team.

All preferences and potential offers are collated and parents then receive an offer from their home LA at the school ranked highest where a place is available. For on-time applications, offers will be made on national offer day.

Transfer of data

All data will be transferred by the dates listed on page 13. The last date for the upload to the PLR of late applications which are considered to be on-time within the terms of the home LAs scheme as listed on page 11. Thereafter, data received for late applications will be processed by the school governors when a place becomes available. Data will be transferred using the current IT systems used between LBBB and its schools.

Late Applications (16 January – 31 August 2018)

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

Other than the cases listed above, applications for places received after the closing date will be considered after all on-time applications have been processed. It is therefore crucial for parents or carers to adhere to the deadline to stand a realistic chance of any of their preferences being met.

Children with educational health care (EHC) plans (formally statements of special educational need)

The 2012 School Admissions Code states 'schools are required to admit children with an educational health care (EHC) plan or statements of special educational need where the school concerned is named on the statement'. As a result, our school will work with LA EHC departments. Where mutually agreed we will first allocate places to children who have EHC plan/statement of special educational needs that name our school. The remaining places from the schools published admission number (PAN) are offered in accordance with our 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 our school is non-discriminatory.

Our Admissions criteria

When the number of applications exceeds the number of places available we apply the following criteria in priority order for deciding which applications to accept.

In the criteria below, every reference to 'Catholic' refers to someone who can provide a certificate to prove that they are a baptised Catholic. Catholic includes all the churches in communion with the Pope, including Eastern Rite Catholics, for example, Maronites.

Admission criteria

1. Baptised Catholic Children who are in care of a local authority or children who were 'looked after', but left local authority care because they were adopted or became subject to a residence order or special guardianship order and are baptised Catholics.
2. Catholic children of practising Catholic families who live in the parish of Holy Family, Oxlow lane, Dagenham, RM9 5XJ.
3. Catholic children of practising Catholic families living outside the parish of Holy Family, Oxlow lane, Dagenham, RM9 5XJ.
4. Catholic children living in the parish of Holy Family, Oxlow lane, Dagenham, RM9 5XJ.
5. Catholic children who do **not** live in the parish of Holy Family, Oxlow lane, Dagenham, RM9 5XJ.
6. Other looked-after children or children who were looked after but who left local authority care because they were adopted (or became the subject of a residence order or special guardianship order).
7. Baptised Orthodox children whose application is approved by their priest.
8. Children of other Christian denominations whose parents agree with the aims and ethos of the school and whose application is supported by a minister of religion.
9. Children of other faiths whose parents agree with the aims and ethos of the school and whose application is supported by a religious leader.
10. Children of parents who want their children to be educated in a Catholic school.

Important notes

- 1 In the case of children who are or were in the care of a local authority, you will need to provide a letter signed by a fully qualified social worker employed by that local authority.
- 2 Within each category the school will give priority to children who have siblings at the school at the time of admission (sibling means a full brother or sister, a half-brother or half-sister, a stepbrother or stepsister, or an adopted or long-term fostered brother or sister living at the same address).
- 3 If two or more children have an equal claim to a place in any one category, we will give priority to children who live closest to the school, measured in kilometres in a straight line (as the crow flies). We (the Barking and Dagenham Admissions Team) measure all distances using SIA's geographical information system (SMART) from the centre of the child's home to the school's main gate. If you live outside the area, we will use the same system to measure distances. When children have an equal claim to a place because their measurements

are the same (for example, from a block of flats), we will use a lottery system (random allocation) to offer places to children.

- 4 We cannot consider other factors not listed in the criteria. The governing body makes sure its decisions are consistent by using only the criteria listed above (which have been agreed following the consultation process).
- 5 If we discover that we have given your child a place at a school based on false or misleading information, we will withdraw the place and may take legal action.
- 6 In the criteria, 'Catholic' refers to someone who: is confirmed by their Parish priest through him providing a completed Catholic Certificate of Practice to be practising, according to regulations set by the Catholic Church (that is, attending Mass every Sunday and Holy Day of Obligation) and to have been practising for the past three years.

Home Address

We check addresses to prevent fraudulent applications. We will need to see original copies of the following to confirm your child's identity and your and your child's address as listed on the CAF. Parents must submit one original document (no photocopies) from each of the three lists (A, B and C) below with their SIF.

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

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

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

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

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

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

If the parent or carers do not own or rent their own home, but are living with someone who owns their home or rents it from the council or another landlord they will need to prove they live there. They will need to provide the owners current Council Tax bill or Council Tax Benefit letter or notice, together with a letter that must contain the following information.

- Their name;
- The address of the property;
- The fact that you and your child live in the property, and the date you moved there; and
- Confirmation that you and your child have permission to live in the property and how long you are allowed to live there.

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

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

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

If parents or carers move from one LA to another after submitting an on-time application under the terms of their former home authority's scheme, Barking & Dagenham LA will accept the application as on-time as listed on page 5 on the basis that an on-time application already exists.

Multiple births

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

Changing Preferences

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

Offers

For on-time applications, applicants will be notified of the outcome of their application by letter or email from their home LA on national offer day. Parents or carers must formally make a request to us if they require more specific reasons why we declined their application.

Post offer

Parents or carers are required to accept or decline the offer of a place to their home LA as listed on page 5, or within 10 days of the date of any subsequent offer. Parents or carers will be sent a reminder one week prior to the expiry date. Places will be withdrawn after the expiry date.

Interest lists

We will automatically put your child's name on our interest list with other children whose applications were turned down but are listed higher than the school your local authority offered you. If places become available, we then offer them using our admission criteria. Your child will stay on the interest list for a school year (until August 2019). If you still want to stay on the interest list after this date, you will need to fill out an In-Year common application form (and SIF and Priest reference form if applicable) for the new academic year. You will also have the opportunity for a new appeal.

Appealing against admission decisions

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

Once you send your appeal form to the address printed on the front of the form, the independent appeal panel clerk will write and tell you the date of your appeal. The appeal will be heard by an independent appeal panel, which will be made up of three people. None of these people will have any connection with the school or the LBBB School Admissions Team. The appeal panel will accept comments in writing or in person at the appeal hearing.

If you made your application on time and submitted your appeal form by the published date, we will hear your appeal within 40 school days of the deadline of submitting your appeal. If your application was late, we will hear your appeal with the appeals for applications we received on time if possible. If this is not possible, we will hear it within 30 school days from the deadline for making appeals (as shown on your offer letter).

Further appeals

We can only consider one application for each child, at each school within the same school year. If we turn down your application, you have the right to appeal. The appeal panel's decision is final and both you and the school must accept it.

In normal circumstances there is no right to a second appeal for the same school within the same school year. However, if there has been a significant and material change in your family's circumstances which you believe affects the level of priority under which your application was processed, for example if your family has moved house, we may consider a second application as long as you can provide evidence of your changed circumstances. If we accept your second application but a place is still not available at the school for your child, you will be able to make a second appeal.

Deferred entry or part-time attendance at our school

Children are normally admitted to schools in the September following their fourth birthday. However, a parent can defer entry or request that their child attend part-time until they reach statutory school age. Such requests must be made in writing to the LBBB's School Admissions Team, who in conjunction with our governors and the School Improvement Team will consider such requests. A parent cannot defer entry past the summer term of the child's reception year. A child reaches compulsory school age in the term following their fifth birthday and therefore by law at this time they must be attending a school. At this time the child may be a year one pupil, but must then apply for a Year 1 place via the 'In-Year' admissions process.

Summer born children

It is expected that a parent or carer will apply for a reception school place for their child in the normal admissions round. However some parents of children born in the summer months would rather their child not start school in the relevant year group but rather go back a year. Such requests must be made in writing in the child's normal round of admissions. The LBBB School Admissions Team, in conjunction with our governors and the School Improvement Team, will consider such requests.

Admission to Nursery Classes (Pre Schools)

We provide 26 nursery places. Children are considered for a part-time place in a nursery class in the September before their fourth birthday. Our nurseries also offer a number of free early-education places for eligible two-year-olds.

Applications must be made directly to us. We will use the admission criteria (on pages 6 to 7) to decide which applications to accept and which to turn down not to the length of time that your child's name has been on a waiting list. The closing date for applications is 15th January 2018. Places will be offered on 16th April 2018. Parents or carers cannot appeal against decisions made about nursery places.

Attendance at our nursery class does not guarantee a place at, or give priority for any school in the borough.

In-Year admissions arrangements

Applications outside the normal admissions round

When a parent or carer applies for a school place or requests to transfer to our schools for their child outside of normal admissions round, these applications are considered as 'In-Year' applications. The determined arrangements for these applications are also published on the school's and the council's website.

LAs do not have to co-ordinate applications or offers for 'In-Year' admissions however we do participate in LBBB's co-ordinated 'In-Year admissions scheme'.

The admissions scheme we use

Barking and Dagenham council co-ordinates admissions for in-year places to schools within their area. In the interest of safeguarding children, we participate in LBBB's co-ordinated admissions scheme. By law, children aged between five and 16 must receive an education. This means that your child must continue to go to their current school while we and the School Admissions Team deal with your request for a school place.

Numbers of children admitted to the school

30 pupils will be admitted into each year group at this school during this academic year.

How to apply for a school place

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

All schools located in Barking and Dagenham take part in a co-ordinated admissions scheme. This means that you must list our school on the LBBB In-year common application form (ICAF), ranking it in the order you prefer. Parents may list up to three preferences and the LBBB School Admissions Team will offer your child one school place and, where possible, this will be the highest-ranked school on your list.

What you need to do

There are four stages you need to go through to apply for a place at our school.

Stage 1 Fill in part A of the ICAF. Your child's previous or current UK school should fill in and sign section B of the form. Parents or carers will be able to express up to three preferred schools that they wish their child to be considered for and rank them in order of preference. Parents must include all state-maintained schools or academies within the borough.

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

Stage 2 Provide proof of your child's ID **and** proof of your and your child's address. See page 7 and 8 for which documents we need to see.

Stage 3 Bring your ICAF and the documents requested in stage two to LBBB's School Admissions Team via either of the address below.

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

Stage 4 If you are applying under our faith criteria, you will need to fill in extra forms called the 'In-year supplementary reference form' (ISIF) and a diocesan priest reference form (PRF).

In-Year Supplementary Information form (ISIF)

If a parent is applying for a place at our school under our faith criteria, they will need to complete a SIF form for the child as well as naming our school on their CAF.

All the Catholic primary schools use the same ISIF form, and you will need to fill in one form for each child for each of these schools. Once you have filled in the ISIF, you will need to return the form direct to our school office.

If you want to be considered a **practising Catholic**, you must also fill in section A of the **diocesan priest's reference form (PRF)** and take it to the priest at the church where you normally worship. Make sure you give your priest this form in plenty of time so that he can add his reference in section B and return it to the relevant school. This form is available from any of the borough's Catholic schools or the LBBB website.

The SIF must be sent direct to our school with the following documents by the closing date:

- your child's birth certificate;
- proof of the child's identity and address as listed on page 7 and 8;
- proof of the parent's or carer's address as listed on page 7 and 8; and
- your child's baptism certificate

We will need to see the originals of all the documents listed above but you will also need to bring photocopies of these documents with you for the school to keep.

LBBB's school Admissions Team is not responsible and will not accept SIF or PRF on behalf of parents for our school. Our governing body is the admissions authority and we will rank each application according to our admission criteria based on the information and documents provided by the parent or carer. SIFs are not valid unless a CAF is also completed for the child.

How we use preferences

We process all applications using the equal preference model. Under this model we consider each preference as if it were the only preference as we do not know where you have ranked our school on your CAF. The LBBB School Admissions Team will send us core information about your application from. We will combine this data with the information provided on the SIF (if applicable) you sent us. We then rank all applicants in accordance with our published oversubscription criteria and advise the ranking order of all applicants to the LBBB School Admissions Team.

Transfer of data

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

Children with educational health care (EHC) plans (formally statements of special educational need)

The 2012 School Admissions Code states 'schools are required to admit children with an educational health care (EHC) plan or statements of special educational need where the school concerned is named on the statement'. As a result, our school will work with LA EHC departments. Where mutually agreed we will first allocate places to children who have EHC plan/statement of special educational needs that name our school. The remaining places from the schools published admission number (PAN) are offered in accordance with our 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 our school is non-discriminatory.

Our Admissions criteria

When the number of applications exceeds the number of places available we apply the following criteria in priority order for deciding which applications to accept. Please see admission criteria pages for full criteria.

Home Address

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

Multiple births

Outside the normal admission round, if the last child to be offered a place is a twin or other multiple births, we cannot ensure that all the children are offered a place at our school.

Changing Preferences

Parents or carers can change their preferences as long as they either complete a new In-Year common application form (ICAF) or amend and resubmit their online application; however the request must be received by the closing date to be considered on-time.

Offers

Parents are notified of the outcome of their application by LBBD's School Admissions Team within 10 school days of their applications to our school. When a place becomes available at our school, the LBBD School Admissions Team will send us a list of all applicants at that time. Applications will then be processed by the school governors. The LBBD School Admissions Team will notify the parent or carer of a place at our school within 5 school days of us notifying the Team. Parents or carers must formerly request to us if they require more specific reasons why we declined their application.

Post offer

Parents or carers notify the LBBD School Admissions Team within 10 working days of their offer letter whether they accept or decline the offer. Parents or carers will be sent a reminder one week prior to the expiry date. Places will be withdrawn after the expiry date.

Interest lists

We will automatically put your child name on our interest list with other children whose applications were turned down but are listed higher than the school the LBBD School Admissions Team offered you. If places become available, we then offer them using our admission criteria. Your child will stay on the interest list for a school year (until August 2019). If you still want to stay on the interest list after this date, you will need to fill out an In-Year common application form, SIF and PRF for the new academic year. You will also have the opportunity for a new appeal.

Appealing against admission decisions

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

Once you send your appeal form to the address printed on the front of the form, the independent appeal panel clerk will write and tell you the date of your appeal. The appeal will be heard by an independent appeal panel, which will be made up of three people. None of these people will have any connection with the school or the LBBB School Admissions Team. The appeal panel will accept comments in writing or in person at the appeal hearing.

We will hear your appeal within 40 school days of LBBB School Admissions Team results letter declining a place at our school.

Further appeals

We can only consider one application for each child, at each school within the same school year. If we turn down your application, you have the right to appeal. The appeal panel's decision is final and both you and the school must accept it.

In normal circumstances there is no right to a second appeal for the same school within the same school year. However, if there has been a significant and material change in your family's circumstances which you believe affects the level of priority under which your application was processed, for example if your family has moved house, we may consider a second application as long as you can provide evidence of your changed circumstances. If we accept your second application but a place is still not available at the school for your child, you will be able to make a second appeal.

Abbreviations used

Abbreviation	Definition
LBBB	London borough of Barking and Dagenham

The information is correct as at time of publication please see website for any updates