

A guide to help you fill in an ICAF (In-year common application form)

Introduction

This leaflet is a quick guide for those who need to fill in an ICAF (In-year common application form). 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 is published in our booklet 'Finding a school place – Issue 3'.

There is a different process for dealing with applications for children with special needs or those aged 16 to 19. If your child has a statement of special educational need you must contact the SEN Team. If your child is aged 16 to 19 they must receive education, employment or training, and the 16 to 19 Careers Advice Service will deal with your request.

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 (the School Admissions Team) deal with your request for a school place.

All Barking and Dagenham schools take part in a co-ordinated admissions scheme. This means that you should list all the schools in Barking and Dagenham that you want to apply for on one application form (ICAF), ranking them in the order you prefer. We will only offer your child one school place and, where possible, this will be the highest-ranked school on your list. **If you want to apply for a school outside the borough, you will need to contact that borough and follow their application process. We will process your form within 10 working days of receiving it.**

- If there are spaces at the schools you have asked for, we will give your child a place at the school ranked the highest on your application form. We expect your child to start school within 10 school days of our offer letter.
- If we cannot offer your child a place at your preferred school, we will automatically put their name on the waiting list for the schools listed higher on your application form than the school we have offered your child a place at.

- We automatically create a new waiting list at the beginning of each term. You will need to write to ask us to put your child's name on the new term's waiting list. Our voluntary-aided faith schools will put your child's name on their waiting list for a school year. At the end of each school year, you will need to fill in a new ICAF if you still have not been offered a place from the waiting list at any of your preferred schools.
- You have the right to appeal for the schools you listed on your ICAF that we do not offer you a place at. If you decide to appeal for a place at these schools (including our faith schools), please take your results letter to one of our one-stop shops in Barking or Dagenham and ask for an appeal form. You must return your filled-in appeal form to the independent appeal panel clerk, whose address is printed on the front of the form.

Contact details for neighbouring local authorities

Essex County Council:

County Hall, Market Road, Chelmsford CM1 1QH
Phone: 0845 603 2200

London Borough of Havering:

School support & pupil services, 9th Floor,
Mercury House, Mercury Gardens,
Romford, RM1 3SL
Phone: 01708 434 600

London Borough of Newham:

Newham Dockside, 1000 Dockside Road,
London, E16 2QU
Phone: 020 8430 2000

London Borough of Redbridge:

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



What you need to do

There are four possible stages you need to go through to apply. The stage you follow depends on whether you want to apply for a place at one of our voluntary-aided faith schools or for a place at our other schools. If one of your preferences includes a faith school, you need to follow all four stages. For all other schools you need to follow stages 1, 2 and 4.

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. Make a copy of the form in case you need to refer to it in the future. The information we ask for in this section is important as it could help us decide if your child can be considered under our 'fair access protocol' (see our 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 will be carried out by the school we offer your child a place at.

2

Provide proof of your child's ID and proof of your and your child's address. See 'Important notes' for which documents we need to see.

3

If one of your preferences on your ICAF is a faith school, you may need to fill in an extra form called the 'In-year supplementary reference form' (SIF). Catholic schools may also need you to fill in a diocesan priest reference form (PRF). Please see 'Important notes' for more details. Make sure you read and follow the application process for faith schools listed in our booklet 'Finding a school place – Issue 3'. Send your SIF and PRF forms direct to the relevant schools.

4

Bring your ICAF and the documents we ask for (see stage 2) to either of our one-stop shops or post them to us (full addresses are on the back page).



Schools' details

Map number	School name
Primary schools (ages 4 to 11)	
1	Beam Primary, Oval Road North, Dagenham, RM10 9ED
2	Becontree Primary, Stevens Road, Dagenham, RM8 2QR
3	Eastbury Primary, Dawson Avenue, Barking IG11 9QQ
4	Five Elms Primary, Wood Lane, Dagenham, RM9 5TB
5	Gascoigne Primary, Gascoigne Road, Barking, IG11 7DR
6	Godwin Primary, Finneymore Road, Dagenham, RM9 6JH
7	Grafton Primary, Grafton Road, Dagenham, RM8 3EX
8	Henry Green Primary, Green Lane, Dagenham, RM8 1UR
9	Hunters Hall Primary, Alibon Road, Dagenham, RM10 8DE
10	James Cambell Primary, Langley Crescent, Dagenham, RM9 6TD
11	John Perry Primary, Charles Road, Dagenham, RM10 8UR
12	Leys Primary, Leys Avenue, Dagenham, RM10 9YR
13	Marsh Green Primary, South Close, Dagenham, RM10 9NJ
14	Monteagle Primary, Burnham Road, Dagenham, RM9 4RB
15	Northbury Primary, North Street, Barking, IG11 8JA
16	Parsloes Primary, Spurling Road, Dagenham, RM9 5RH
17	Richard Alibon Primary, Alibon Road, Dagenham, RM10 8DF
18	Ripple Primary School, Suffolk Road, Barking, IG11 7QS - Site 1 Ripple Primary School, Westbury site, Barking, IG11 7PT - Site 2
19	Rush Green Primary, Dagenham Road, Romford, RM7 0TL
20	Roding Primary, Hewett Road, Dagenham, RM8 2XS - Site 1 Roding Primary, Cannington Road, Dagenham, RM9 4BL - Site 2
21	Southwood Primary, Keppel Road, Dagenham, RM9 5LT
22	Thomas Arnold Primary, Rowdowns Road, Dagenham, RM9 6NH
23	Valence Primary, Bonham Road, Dagenham, RM8 3AR - Site 1 Valence Primary, St Georges Road, Dagenham, RM8 5AH - Site 2
24	William Bellamy Primary, Frizlands Lane, Dagenham, RM10 7HX

Map number	School name
All-through school (ages 4 to 19)	
51	Goresbrook School, Ripple Road, Dagenham, Essex, RM9 6XW (The school will be built on the former site of the Goresbrook Leisure Centre. For 2014/2015 school year, the school will only accept applications for reception aged children born between 01.09.2009 to 31.08.10)

Map number	School name
Infant schools (ages 4 to 7) and junior schools (ages 7 to 11)	
25	Dorothy Barley Infant, Davington Road, Dagenham, RM8 2LL Dorothy Barley Junior, Ivinghoe Road, Dagenham, RM8 2NB
26	Furze Infant, Bennett Road, Chadwell Heath, RM6 6ES
27	Manor School, Sandringham Road, Barking, IG11 9AG - Site 1 Manor School, Longbridge Road, Dagenham, RM8 2FL - Site 2 Manor Junior, Sandringham Road, Barking, IG11 9AG
28	Marks Gate Infant, Lawn Farm Grove, Chadwell Heath, RM6 5LL Marks Gate Junior, Rose Lane, Chadwell Heath, RM6 5NJ
29	Thames View Infants, Bastable Avenue, Barking, IG11 0LG This school has Academy Status
30	Thames View Junior, Bastable Avenue, Barking, IG11 0LG
31	Village Infant, Ford Road, Dagenham, RM10 9JS
32	Warren Junior, Gordon Road, Chadwell Heath, RM6 6DA

Faith Schools Primary schools (ages 4 to 11)	
F33	George Carey CofE Primary, Minter Road, Barking IG11 0FJ
F34	St Joseph's Catholic Primary – Barking The Broadway, Barking, IG11 7AR
F35	St Joseph's Catholic Primary – Dagenham Connor Road, Dagenham, RM9 5UL
F36	St Margarets C of E Primary, North Street, Barking, IG11 8AS
F37	St Peter's Catholic Primary, Goresbrook Road, Dagenham, RM9 6UU
F38	St Teresa Catholic Primary, Bowes Road, Dagenham, RM8 2XJ
F39	St Vincent's Catholic Primary, Burnside Road, Dagenham, RM8 2JN
Junior schools (ages 7 to 11)	
F40	William Ford C of E Junior, Ford Road, Dagenham, RM10 9JS

Map number	School name
Secondary Schools (ages 11-19)	
F41	All Saints Catholic School, Terling Road, Dagenham, RM8 1JT
42 42a	Barking Abbey School, Longbridge Road, Barking, IG11 8UF - lower site Barking Abbey School, Sandringham Road, Barking, IG11 9AG - upper site
43	Dagenham Park Church of England School, School Road, Dagenham, RM10 9QH
44	Eastbrook Comprehensive School, Dagenham Road, Dagenham, RM10 7UR
45	Eastbury Comprehensive School, Hulse Avenue, Barking, IG11 9UW
46	Jo Richardson Community School, Castle Green, Gale Street, Dagenham, RM9 4UN
47 47a	Riverside School, Thames Road, Barking, Essex, IG11 0HH - temporary site Permanent site due to open September 2016: East of Renwick Road
48 48a	Robert Clack School of Science, Green Lane, Dagenham, RM8 1AL - lower site Robert Clack School of Science, Gosfield Road, Dagenham, RM8 1JU - upper site
49	The Sydney Russell Comprehensive School, Parsloes Avenue, Dagenham, RM9 5QT
50	The Warren School, Whalebone Lane North, Chadwell Heath, RM6 6SB

Important information

Proof of address and identity

You will need to provide original documents to prove your child's identity (including their legal name and date of birth), and your and your child's address. This is because all offers are conditional and the school must confirm the information on your application form before they become definite offers. We need to see one document from each of the three lists below, and we will check the information you provide.

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

- HM Revenue & Customs documents such as a letter showing your entitlement to Child Benefit, Working Tax Credit or Child Tax Credit
- Your child's medical registration card
- Your child's Immigration and Nationality Directorate (IND) card (issued by the Home Office with your child's photo attached)

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

- Your current Council Tax bill
- Your current Council Tax Benefit letter or notice
- A solicitor's letter showing the completion details if you have just bought your home (the letter must be dated within the last three months)

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

- Your utility bill (gas, electricity or water) from within the last three months (we will not accept a mobile-phone bill or bills for internet connection)
- A statement from your bank, building society or a credit-card company from within the last three months

If you do not own or rent your own home, but are living with someone who owns their home or rents it from the council or from another landlord, you will need to prove that you live there. Please provide a copy of their current Council Tax bill or Council Tax Benefit letter or notice, together with written confirmation that you live with them. Please ask them to provide a letter containing 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
- Confirmation that you and your child have permission to live in the property and how long you are allowed to live there

Please check that your and your child's details match the information you give on your application form and on the documents you show us.

Guardianship

If a child is not living with their natural parents and you are looking after the child, we need to see written evidence that you are the legal guardian and have parental responsibility for that child. Evidence includes a will or a court order or statutory declaration. Guardianship only applies if you can prove that you have full care of the child and their normal, permanent home is with you. Guardianship does not apply if you just take the child to and from school or look after them until their parents collect them. If you cannot prove guardianship, we will refer your application to social services while we process your form.

Voluntary-aided faith schools

If you apply under their faith criteria, all our voluntary-aided faith schools (except for Dagenham Park and George Carey) will need you to fill in the supplementary information form for their school to show your commitment to your faith. Please read your preferred school's admission criteria and procedure before you apply. This information is available on our website and the 'Finding a school place booklet - Issue 3'.

a Church of England schools – If you are applying under the school's faith criteria, you and your minister must fill in the SIF for Church of England schools. You will need to fill in one form for each child for each of these schools. You will need to return the form direct to the school, with the documents listed in b below.

Catholic schools – All the Catholic 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 for any Catholic schools you are applying to, you will need to return the form direct to the school with the documents listed in b below. 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, so that he can add his reference in section B. You can only get this form from one of the borough's Catholic schools.

b You will also need to give the following documents to any of our faith schools that you are applying to:

- your child's birth certificate;
- proof of your and your child's address as listed below; and
- your child's baptism certificate (not necessary for applications to St Margaret's or William Ford school).

Please read the checklist below before you return your form.



- Read the 'In-year admission process' in the booklet 'Finding a school place – Issue 3' which is available on our website.
- Fill in our ICAF (In-year common application form).
- Bring proof of identification for the child and proof of your and your child's address as listed in the guidance notes and the booklet mentioned above.
- Bring all other forms and documents we ask for. This may be proof that your child is or was in the care of a local authority, or proof that you are the child's guardian (please see 'important notes' for more details).
- Fill in and return the supplementary information forms (SIFs) if you are applying for a place at our faith schools. Give all the documents you are asked for on the forms direct to the schools.
- If you post your form to us, enclose a stamped self-addressed envelope with your written documents if you want a receipt.



- Your application will be delayed if you do not provide all the information or proof we ask you for.
- We expect your child to start school within 10 school days of our offer letter.
- If any of the details about you or your child change, please tell us immediately in writing.
- If we can prove that we have offered your child a place based on false, misleading or inaccurate information, we will withdraw the place.

How to contact us



In person

Bring your form and the original documents we ask you for to the one-stop shop in the Barking Learning Centre (BLC) or the Dagenham Library. Both are open Monday to Friday from 9am to 5pm and Saturdays from 9am to 1pm.

The BLC – 2 Town Square, Barking, Essex, IG11 7NB
Dagenham Library – 1 Church Elm Lane, Dagenham, Essex, RM10 9QS

By post

If you send your application by post, we suggest you send it by recorded delivery as we must see original documents. Send us your ICAF with the original documents listed on page two of this guide. Please allow time for the paper form to be delivered if you send it by post. You must make sure you pay the correct postage charge, as we cannot accept any responsibility if you do not. Proof of posting is not proof that we have received your form. We accept no responsibility for documents lost in the post. If you do not hear from us within 15 days of posting your form, it is likely that we did not receive it. Also, we are not responsible if your documents get lost in the post when we return them to you, and you will need to contact the Post Office if this happens.

Our postal address is:
School Admissions Team, Town Hall, Barking, Essex, IG11 7LU.

By phone

Call 020 8215 3004. Our call centre is open Monday to Friday from 8am to 6pm.

By email

3000direct@lbbd.gov.uk

Website

www.barking-dagenham.gov.uk/admissions