

**Determined Admission Arrangements  
for entry at Key stage 4 schools  
for the academic year 2022-2023**

This document lists admission arrangements for the normal admission round (cohort admissions) and In-year admission round for key stage 4 schools. The relevant cohorts include admission for year 10 places at studio schools and university technical colleges (UTCs).

We have one of these schools in our area called ELUTECH

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# Cohort admissions arrangements

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## **The admissions scheme we use**

Every Local Authority (LA) is required by law to co-ordinate cohort admissions to their schools within their area. In 2005 all 33 London Local Authorities and the seven local authorities that border London, established the Pan-London Coordinated Admissions scheme to co-ordinate year 6 admissions to year 7 places at their 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. This scheme was extended in 2013 to include applications for studio schools and University technical colleges (UTCs). The co-ordinated process for this admission round began on 1 September 2021 and ends on 31 August 2022.

Elutec the UTC in Barking and Dagenham accepts applications directly outside of the Pan-London Coordinated Admissions scheme and states on its website 'Applicants whose forms are received by 15 January 2022 will notified whether or not they have a place on 1 March 2022. Applications received after 16 January 2022 will be considered as long as we still have places available.'

## **Applying for a 14-19 school place through the PLR co-ordinated process**

This 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 Year 10 school place at a UTC or Studio school. In July 2021, all parents of year 8 pupils in the borough were sent a letter, confirming when the transfer process will start. In addition to this leaflet, we electronically publish a copy of our admissions booklet 'Technical and training schools' on our website.

Parents or carers residing in this borough should apply for a school place by using an online Technical Common Application Form (TCAF) at [www.eadmissions.org.uk](http://www.eadmissions.org.uk) and links are also available on our main admissions page [www.barking-dagenham.gov.uk/admissions](http://www.barking-dagenham.gov.uk/admissions). The online system is hosted by London Grid for Learning (LGFL) and is financed through the LAs within the Pan London Co-ordinated Admissions Scheme.

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. All own admission authority schools that request Supplementary Information Form (SIF), must also be named on the TCAF.

## **Supplementary Information forms (SIFs)**

SIFs and requested documents must be returned direct to the school along with any documents that the school requests by the closing date. The Admissions Team are not responsible and will not accept supplementary forms on behalf of parents for any own admission authority schools. The governing bodies are the admissions authorities for this school, which will rank each application it receives according to

the school's admission criteria. SIFs are not valid unless a TCAF is also completed for that 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. For each preference listed on the TCAF, the Admission Authority for the school uses their admissions criteria to see if it can offer a place. If a place can be offered at two or more schools, we will give the place at the school ranked highest on the application form.

Own admission authority schools (like free or VA schools) are responsible for their own admissions. They receive core information from the LA of the TCAFs received that rank the school as a preference. Some will combine this data with the information provided on the SIFs sent directly to them. Each school will then rank the children in accordance with their published oversubscription criteria and then advise their ranking order of all applicants to the Admissions Team. This information is then used during the iteration process for offer.

All preferences and potential offers are collated and parents then receive an offer from their home LA at the school ranked highest at which a place is available. If a place cannot be offered from those schools ranked as a preference, the child will continue to attend their current secondary school. For on-time applications, school offers will be made on national offer day.

### **Transfer of data**

Where applications contain preferences for schools in other LAs, we will forward the details to maintaining LAs using central government's S2S secure data transfer system. For LAs within the Pan-London system, data will be transferred using the Pan London Register's (PLR) document exchange. All data must be transferred by the dates specified on page one. 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 is **10 December 2021**. Thereafter, data received for late applications will be sent to maintaining LAs every Friday.

The UTC in Barking and Dagenham, Elutec, accepts applications direct, outside of the Pan-London Coordinated Admissions scheme and states on its website 'Applicants whose forms are received by **15 January 2022** will notified whether or not they have a place on 1 March 2022. Applications received after 16 January 2022 will be considered as long as we still have places available.'

### **Children with statements of special educational need/Education Health Care Plans**

The 2021 School Admissions Code states 'schools are required to admit children with statements of special educational need/Education Health Care Plans (EHC) where the school concerned is named on the statement'. As a result, our Education Health Care Team, will process all applications for these children for places at studio schools and UTCs.

## 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 admitted as a pupil.

### Admission criteria for the UTC in Barking and Dagenham - Elutec

If there are more applications than there are places available at our school, we will use the criteria below, in priority order, for deciding which applications to accept.

- A. 'Looked-after children' or children who were previously looked after.
- B. The remaining places will be allocated by distance as follows.
  - 12.5% of places will be allocated with priority given to applicants who live closest to Elutec.
  - 12.5% of places will be allocated with priority given to applicants who live closest to Barking train station.
  - 15% of places will be allocated with priority given to applicants who live closest to West Ham train station.
  - 10% of places will be allocated with priority given to applicants who live closest to Limehouse train station.
  - 12.5% of places will be allocated with priority given to applicants who live closest to Dagenham Heathway train station.
  - 12.5% of places will be allocated with priority given to applicants who live closest to Romford train station.
  - 5% of places will be allocated with priority given to applicants who live closest to Ilford train station.
  - 6.67% of places will be allocated with priority given to applicants who live closest to Purfleet train station.
  - 6.67% of places will be allocated with priority given to applicants who live closest to Grays train station.
  - 6.66% of places will be allocated with priority given to applicants who live closest to Tilbury train station.

### Important notes

- Children with statements of special educational needs/Education Health Care Plans are dealt with under the terms of the Education Act 1996 and are not referred to in the criteria above. Children with a statement of special educational needs or an EHC plan naming Elutec will go to our school and we will allocate the remaining places according to the above criteria.
- All distances are measured in a straight line from each of the 10 points (listed above) to the centre point of the child's home address using Freemap online distance mapping system

If two or more children live exactly the same distance away from a measurement point (as listed above), we will use a lottery system (random allocation) to decide which child to offer a place at Elutec. This includes situations where two children live in the same block of flats.

## **Home Address**

We check addresses to prevent fraudulent applications. To do this, we need to check where the parent or carer and child are living. We already have address details if the child is at a Barking and Dagenham secondary school. However, we will need to see proof at the application stage in the following circumstances.

- the child's address on the application form is different from the address the child's Barking and Dagenham secondary school has on their records; or
- the child goes to a secondary school outside the borough

The allocated school will also ask to see these documents at the child's induction. The documents we accept to prove the child's and parent's or carer's address are listed. Parents must take one original document (no photocopies) from each of the three lists (A, B and C) below to their welcome meeting.

### **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)
- Full birth certificate - can be requested by the schools.
- Passport - can be requested by the schools.

### **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 carer's 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 can 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 week. In all cases we will process the TCAF based on the address of the parent or carer with whom the child is normally resides and where child benefit for the child is registered.

If parents or carers move address during the admissions process they must notify the School and the Admissions Team immediately of their new address and provide verification of the new address. This should be supported by evidence from 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 will accept the application as on-time up to **10 December 2021** 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 of other multiple birth, and their sibling cannot be offered a place, own admission authority schools should ensure that all the children are offered a place together at their school.

## Changing Preferences

Parents/carers can change their preferences as long as they either complete a new common application form (TCAF) or amend and resubmit their on-line application; however, the amended application must be received by the closing date.

## Offers

Offers are made annually on National offer day 1 March or the next available working day our residents who submitted on line applications will receive an email and see their results on line after 5pm on **1 March 2022**. Residents who submitted a paper TCAF will be sent the results of their applications by first class post on the same day.

Our correspondence informs all applicants residing within the borough of their highest offer of a school place and the general reasons why higher preferences were not offered. The information also confirms that we will provide more specific reasons if an application was declined for a Barking and Dagenham school if the parent or carer formerly requests this information.

## Post Offer

As year 10 cohort admissions affect statutory school age pupils, we only withdraw offers of school places once we have received confirmation of an alternative school place elsewhere.

When our resident accepts or declines a place in a school maintained by another LA, we will forward the information to the maintaining LA by **22 March 2022** (for on-time applicants). Information received from applicants after this date will be passed on to the maintaining LAs every Friday.

## Interest lists

### Elutec School

Elutec will automatically put your child on the school's 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 these using the schools' admission criteria. Your child will stay on the interest list for the school year (until July 2023). 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 (ICAF) for the new academic year and you will have the opportunity for a new appeal.

### All other schools

You will need to contact the relevant admission authority (local authority or school) for more details about how their waiting-list procedure works.

## Appealing against admission decisions

If parents or carers want to appeal for a school listed higher than the one offered to their child, they may appeal to an independent appeal panel (IAP). Appeals for places at Elutec are arranged on behalf of the school by Barking & Dagenham council.

Parents appealing for Elutec use the same appeal form as our other schools which is available on our website or from Dagenham Library. Each form is accompanied by guidance notes.

Once parents have submitted their completed form on-line or send it to the address printed on the front of the form, the independent appeal panel clerk will write and tell them the date of their 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 Elutec or the London Borough of Barking and Dagenham or the School Admissions Team. The appeal panel will accept comments in writing or in person at the appeal hearing.

If parents applied on time and submitted their appeal form by the published date, the appeal is considered within 40 school days of the deadline of **30 March 2022**. If the application was late, the appeal is considered with the appeals for applications we received on time if possible. If this is not possible, it is considered within 30 school days from the deadline for making appeals (as shown on the offer letter).

If you want to appeal for a place in a studio school or university technical college outside Barking and Dagenham, you will need to contact the relevant admissions authority (local authority or school) for more details about how to appeal.



## **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. LAs do not co-ordinate applications or offers for 'In-Year' admissions. Parents must apply to the local authority or UTC or school direct, where it is located, irrespective of where they live. The In-year application process begins on 1 September 2022 and ends on 31 August 2023.

### **The admissions scheme we use**

We co-ordinate admissions for in-year places for all schools within the LBBD area. 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 deal with your request for a school place.

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. LAs do not co-ordinate applications or offers for 'In-Year' admissions. Parents must apply to the local authority or school direct, where the school is located, irrespective of where they live. Parents cannot apply online for the 'In-Year' process. Information and application forms are only available from Dagenham Library and can be downloaded from our website. The 'In-year' process is outlined in the information booklet 'Finding a school place – Issue 6'.

### **Abbreviations used**

<b>Abbreviation</b>	<b>Full description</b>
EHC	Education Health Care Team
IAP	Independent Appeal Panel
LA	Local authority
LBBD	London borough of Barking and Dagenham
PAN	Published admission number
PLR	Pan-London Register
SIF	Supplementary Information form
TCAF	Technical Common application form
UTC	University Technical Colleges
VA	Voluntary aided

The information in this document is correct as at time of publication.  
Please see our website for any updates