

# Consultation

on

## **CHANGES to Admissions Criteria and Processes**

for the school year  
**2004-2005**

For schools in the  
**London Borough of Barking and  
Dagenham**

# Introduction

## Dear Colleague

There are several reasons why we have decided that we should take a fresh look at the admissions criteria for pupils entering our schools. These include:

- There have been changes to the law which govern the way we administer the admissions process;
- The existing criteria have been unchanged for more than five years and, as the Best Value Review identified, we need to review them;
- The Best Value Review also suggested that we review our linked school arrangements: some Secondary schools have too many Primary schools linked to them for parents to get a clear view of the likelihood of the success of their applications;
- There are organisational changes planned for some split site schools.
- Our new secondary school – the Jo Richardson Community School – is scheduled to move to a permanent site on Castle Green
- We need to support the inclusion of vulnerable pupils, as was also highlighted in the Best Value Review.
- The OFSTED review highlighted the fact that we need to streamline the way that pupils are allocated to schools during term time.

All this means that we need to look at the whole of the Admissions process: the way parents obtain information about schools, the way applications are processed and how we allocate pupils when there are more applications to a school than places in that school. Inevitably there will be a need to make changes.

This document has been prepared to outline the recommendations we are making to change our Admissions Service. You will see that the main changes affect the process of transfer from primary to secondary schools, although there are others as well.

I am looking to provide an admission service that is clearer to parents; however, I cannot change the fact that we have oversubscribed schools. I hope the changes we are proposing will increase the numbers of parents who get one of their stated preferences.

The timescale for the consultation process is shown on page 21. It is very tight, but we need to ensure that the documents prepared for entry to schools in September 2004 contain accurate information and are with parents in time. We are making every effort to include a wide range of interested parties in the development phases.

Please take time to read this document, discuss it with your colleagues and give us your thoughts. Contact points for your responses and comments are shown on page 4. There will be two public meetings in May 2003 for parents and other interested parties.

The results of the consultation will be reported to the Admissions Forum and to the Executive. I look forward to seeing the results of your comments and incorporating them into a new streamlined admissions service.

Yours sincerely

Roger Luxton

Director of Education, Arts and Libraries.

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## What is the purpose of this paper?

There are two areas in which the Admissions process must change for pupils entering Reception or Year 7 in September 2004 (see page 5). This paper asks for your comments on those changes **by May 15th** so that we can develop a process that is informed by as many views as possible.

## Who are we asking?

We are asking for comments from all who are affected by the admissions process:

- Parents and carers,
- all Barking and Dagenham Schools,
- all Barking and Dagenham Governing Bodies,
- neighbouring Councils,
- schools on our borders,
- Diocesan Boards linked to our schools.

It will also be discussed at Council meetings:

- The Executive
- The Admissions FORUM

We are planning to hold two public meetings for parents:

- one in Barking and
- one in Dagenham.

## How can people respond to this document?

use the tear off response sheet included within this document or write to  
Roger Luxton  
Director of Education, Arts and Libraries  
Town Hall  
Barking IG11 7LU

Log on to [www.lbbd.gov.org/admissions](http://www.lbbd.gov.org/admissions) and respond on-line  
send an e-mail to response@.....

## The Changes: an Overview

### 1. We need to move to a co-ordinated approach to school admissions in Barking and Dagenham as a result of the Education Act (2002):

**Cohort Admissions:** *all parents of children starting Reception or Year 7 at the beginning of the school year need to have the same way of applying for any school in Barking and Dagenham and to be told of their allocated Barking and Dagenham school on the same day as everyone else;*

**Individual Admissions:** *all parents of children joining schools in Barking and Dagenham at any other time need to do so through the same central point and following the same procedures*

The proposals are described in the following pages. Primary details start on page 6; Secondary details start on page 10.

Your response sheet is on page 17

### 2. We need to update our Admissions Criteria in response to local changes:

**Cohort Admissions:** *the rules we use to allocate pupils to schools at the beginning of Reception and Year 7 when there are more applications than spaces in any school need to be clear to all and to reflect the current pattern of schooling in Barking and Dagenham;*

**Individual Admissions:** *the rules we use to allocate pupils to schools at any other time of the year need to be clear to all and to reflect the availability of spaces and the existing pattern of admissions across all schools*

Most of the changes relate to Primary-Secondary transfer (see page 10) and the admission of pupils during the school year (see page 7 for Primary and page 14 for Secondary).

There are some changes to entry at Reception time, but the criteria are not changed (see page 6).

**Please note: We are not proposing any changes to transfers between Infant and Junior schools.**

# Primary Admissions

## **1. The proposed changes: Admission to Reception Classes (September)**

**Primary 1:** to have one application form, sent to the Admissions Section at the Town Hall (see below);

**Primary 2:** to have spaces for three preferences on the application form (see page 7).

### ***The reasons for the changes***

### ***Primary 1***

**We are developing one Reception application form, to be returned to the Admissions Section at the Town Hall.**

In the Education Act (2002), the government required changes to ensure that, in each Local Education Authority (LEA), every child joining a school at the start of Reception should apply to one central place using one central form and get one offer of a school on the same day as other children of his/her age.

At the moment, in Barking and Dagenham, parents use one form to apply to LEA Community Schools and others to apply to each of the Voluntary Aided (Church) schools. The LEA form is returned to the Town Hall, the Church School forms are returned to the individual schools. If parents send forms to the Admissions Section at the Town Hall by mistake they can miss deadlines and lose their place.

We are working with the Roman Catholic and Church of England Primary Schools to develop a central form that will support a centralised application process for parents and will support the church schools' different admissions criteria.

***Co-ordination is a requirement of the 2002 Education Act. This detail is provided for your information.***

***The reasons for the changes***

***Primary 2***

**We are proposing to have space for three preferences on the form.**

Last year, parents could apply for two Infant or Primary schools on the LEA form and then to Church schools on the school's form. It was rare for parents to apply to more than three schools. By putting space for three schools on the form, we keep the current level of preference.

*If you agree, please turn to the form on page 17 and put a tick in the "Primary 2" Yes box.*

*If you disagree, please put a cross in the "Primary 2" No box.*

\*\*\*\*\*

***2. The proposed changes: Pupils joining Primary schools after September***

***Primary 3:*** to restrict "between-school transfers" to the first day of each term (see below)

***Primary 4:*** that all allocations to Infant, Junior, Primary schools during the school year are centralised through the Admissions Section at the Town Hall (see page 7);

***Primary 5:*** that all waiting lists for Infant, Junior and Primary schools are managed through the Admissions Section at the Town Hall (see page 8).

***❖ For information***

***Primary 6:*** we are establishing a panel to manage the allocation of pupils with additional, identified needs for support (see page 8).

***The reasons for the changes***

***Primary 3***

**We are proposing to restrict "between-school transfers" to the first day of each term.**

If pupils transfer schools in the middle of a term, this can be very disruptive for their academic and social development. Many parents who have been unsuccessful in obtaining a place at an oversubscribed school wish to keep a

place on “the other” school waiting list. This affects the chances of incoming pupils finding a place in a school near their home.

We propose to retain the ability of children to transfer between Barking and Dagenham schools, but to restrict this movement to the beginning of each term. The process will be managed so that any pupils wishing to transfer between Barking and Dagenham schools will be able to start at the beginning of a term. In this way we will reduce disruption to continuing education for pupils and schools and reduce waiting time for pupils coming in to the borough.

*If you agree with this, please turn to the form on page 17 and put a tick in the “Primary 3” **Yes** box.*

*If you disagree, please put a cross in the “Primary 3” **No** box.*

***The reasons for the changes***

***Primary 4***

**We are proposing that all allocations to Infant, Junior, and Primary schools are centralised through the Admissions Section in the Town Hall**

When people move into the Borough and do not know where the schools are, they ask many people for information: neighbours, friends, and people with whom they work. Sometimes they go to their local school; sometimes they ask at the Town Hall; sometimes they ask at the Civic Centre. The process needs to be centralised so that there is one place where all applicants come to for information and pupils allocated to places at schools in line with the standard published criteria. We are working with our Primary Church schools to develop the final details of these arrangements.

**Co-ordination is a requirement of the 2002 Education Act. This detail is provided for your information.**

***The reasons for the changes***

***Primary 5***

**We are proposing that all waiting lists for Infant, Junior and Primary schools are managed through the Admissions Section at the Town Hall**

At the moment, the Admissions Section does not keep the lists of vacant places at all Primary schools. This means that, when parents ask the



Admissions Section for information on places at Primary Schools, they have to be sent on to the school. This wastes everyone's time. We need:

- one place with the knowledge of all the vacant places for each year group
- one place where waiting lists are managed according to consistent criteria and procedures.

*If you agree with this, please turn to the form on page 17 and put a tick in the "Primary 5" **Yes** box.*

*If you disagree, please put a cross in the "Primary 5" **No** box.*

### ***The reasons for the changes***

### ***Primary 6***

#### **We are establishing a panel to manage the allocation of pupils with additional, identified needs for support**

Pupils with additional needs, such as Looked after Children, pupils with Statements of Special Educational Need, children who have been out of school for a length of time, children with English as an Additional Language and children of refugee or asylum seeking families, need specialist input to their allocation to a school. We propose that a specialist panel, including head teachers, meets fortnightly to make the appropriate decisions and to support a smooth induction to their future school. We intend that the work of this panel will ensure the appropriate initial support at school entry time and minimise the need for future school transfers.

The pupils awaiting discussion by the panel need to be ranked in terms of their priority for allocation to school. This ranking needs to be objective and based on the standard admissions Criteria. It needs to take into account the length of time that the pupil has been out of school and their readiness for school. It also needs to be informed by the individual medical and social needs of the pupil.

The allocation of these pupils will be monitored centrally by the Admissions Section to ensure an equitable distribution across Primary Schools.

***This section is provided for information only.***

## Secondary Admissions

### 1. *The proposed changes: Admission to Year 7 (Primary-Secondary Transfer)*

**Secondary 1:** to have one application form, to be returned to the Town Hall (see page 10);

**Secondary 2:** to have spaces for four preferences on the application form (see page 11);

**Secondary 3:** to move to an “equal preference” model of allocating pupils to schools (see page 11);

**Secondary 4:** to remove the Link School criterion and replace it with “Distance from home to school” (see page 12);

**Secondary 5:** for secondary schools with split sites, to measure distance from the home to the “Main site” (see page 13);

**Secondary 6:** to phase in the removal of the sibling criterion at primary-secondary transfer (see page 13).

#### *The reasons for the changes*

#### *Secondary 1*

#### We are proposing to have one Secondary transfer application form, to be returned to the Town Hall.

In the Education Act (2002), the government required changes to ensure that, in each LEA, every child joining a school at the start of Year 7 should apply to one central place using one central form and get one offer of a school on the same day as other children of his/her age.

At the moment, in Barking and Dagenham, parents use one form to apply to LEA Community Secondary Schools and another to apply to All Saints (a Voluntary Aided (Church)) Catholic Secondary School and Technology College. They send one form to the Town Hall and the other to All Saints.

We are working with All Saints Catholic School and Technology College to develop a single Year 7 application form which supports a centralised application process for parents and also supports All Saints’ admissions criteria.

***Co-ordination is a requirement of the 2002 Education Act. This detail is provided for your information.***

***The reasons for the changes***

***Secondary 2***

**We are proposing to have spaces for four preferences on the application form**

Last year, parents could apply for three Secondary schools on the LEA form and then to All Saints on the school's form. If we had spaces for four schools on the form we would keep the same number of preferences for parents.

*If you agree with this, please turn to the form on page 17 and put a tick in the "Secondary 2" Yes box.*

*If you disagree, please put a cross in the "Secondary 2" No box.*

***The reasons for the changes***

***Secondary 3***

**We are proposing to move to an "equal preference" model of allocating pupils to schools.**

At the moment there are too many people who are not getting any of the schools for which they expressed a preference. In 2002, Nnn% of parents got schools for which they did not express a preference (we cannot report on September 2003 because the places are not finally determined at present).

Also, an unsuccessful first preference can have a knock on effect on the other preferences. One example of this is shown below:

*the child living (next door to School A) whose parents put School B as first choice, School C as second choice and School A third. They were too far away from School B to get a place, School C filled up with "first preferences" and School A filled up with first and second preferences. They were allocated School D. So now, every day, they walk past School A to go to School D.*

This method of allocation is called the "First Preference First model". It has, historically, been used by LEAs to allocate pupils to schools. As over-subscription of schools increases, it can be difficult for parents to estimate their likelihood of success in gaining allocation to a school of their preference. The first preference can affect the usefulness of the other preferences.

There is another way of responding to parental preferences: the Equal Preference Model. LEAs in London are beginning to change to this method and it is the method proposed by DfES in their guidance. All preferences listed by a parent are investigated under the admission criteria and all the

potential offers are listed. The final offer to the parent is then the highest of the parental preferences. An example of this method, comparing it with the current method, is shown in the appendix (see page 18).

*If you agree with this, please turn to the form on page 17 and put a tick in the “Secondary 3” **Yes** box.*

*If you disagree, please put a cross in the “Secondary 3” **No** box.*

### ***The reasons for the changes***

### ***Secondary 4***

### **We are proposing to remove the Link School criterion and replace it with “Distance from home to school” (for Secondary transfer only)**

Currently there is a network of Link Schools: where pupils in named primary or junior schools get priority for named secondary schools. These links were based on the Barking and Dagenham of 8 years ago. Now we have new housing developments, new centres of population and different patterns of parental preference. We also need to take into account the proposed change of site of the new Jo Richardson Community School.

As well as this, the actual concept of Link School is confusing: many parents assume that being in a Link School guarantees their child a place at the named Secondary school. Increasingly this is not so. Distance has become the deciding factor for the allocation of the majority of pupils to oversubscribed schools.

We feel that it is clearer for parents if we remove the Link School criteria and retain the distance criteria. As an indication of the likelihood of successful allocation to each school, we will publish information on the average distances from each school of pupils allocated in preceding years.

*If you agree with this, please turn to the form on page 17 and put a tick in the “Secondary 4” **Yes** box.*

*If you disagree, please put a cross in the “Secondary 4” **No** box.*

***The reasons for the changes***

***Secondary 5***

**We are proposing to measure distance from the home to the “main site”, for secondary schools with split sites.**

We currently calculate distance from home to school by looking at the shortest walking route using recognised pathways. This is the approach recommended in the government guidance. However, when a school has a split site, we need to consider whether we measure from the upper or the lower school site.

Currently we use the lower site, arguing that this is where Year 7 pupils will be sited. However, we know that schools with split sites can, and do, change their organisational pattern. We need to move to a model that doesn't need to change every time the school organisational model changes. We are proposing that we measure to the “main site” and that this is clearly described in the brochure.

*If you agree with this, please turn to the form on page 17 and put a tick in the “Secondary 5” Yes box.*

*If you disagree, please put a cross in the “Secondary 5” No box.*

***Please note: For the September 2004 intake, we will be measuring distance to the Jo Richardson Community School from the Castle Green site.***

***The reasons for the changes***

***Secondary 6***

**We are proposing to phase in the removal of the sibling criterion (for Secondary transfer only).**

We regularly receive challenges to the sibling rule at Secondary transfer appeals. Families with only one child perceive prejudice: “why should we be penalised for choosing to have only one child?” is a question we hear a lot. Sometimes brothers and sisters would like nothing better than to be at different schools. There is also the problem that arises when families move house: the sibling rule provides priority access to the school even if the family has moved right across the Borough, or even completely out of the Borough.

We think that the sibling rule is important for Primary age children, but that it has less importance for Secondary age children and so **we will not be proposing similar changes in Primary phases.**

We also think that families need time to prepare for this change. The change will be phased in over the next five years: brothers and sisters of pupils of statutory school age attending Barking and Dagenham Secondary schools during the current (2002-3) academic year will retain a sibling priority.

*If you agree with this, please turn to the form on page 17 and put a tick in the "Secondary 6" **Yes** box.*

*If you disagree, please put a cross in the "Secondary 6" **No** box.*

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**2. The proposed changes: Pupils joining Secondary schools after September**

**Secondary 7:** to restrict "between-school transfers" to the first day of each term (see page 14);

**Secondary 8:** that all allocations to Secondary schools during the school year are centralised through the Admissions Section at the Town Hall (see page 15);

**Secondary 9:** that all waiting lists for Secondary schools are managed through the Admissions Section at the Town Hall (see page 15);

❖ **For information**

**Secondary 10:** we are establishing a panel to manage the allocation of pupils with identified needs for support (see page 16).

**The reasons for the changes**

**Secondary 7**

We are proposing to restrict "between-school transfers" to the first day of each term.

If pupils transfer schools in the middle of a term, this can be very disruptive for their academic and social development. Many parents who have been unsuccessful in obtaining a place at an oversubscribed school wish to keep a

place on “the other” school waiting list. This affects the chances of incoming pupils finding a place in a school near their home.

We propose to retain the ability of children to transfer between Barking and Dagenham schools, but to restrict this movement to the beginning of each term. The process will be managed so that any pupils wishing to transfer between Barking and Dagenham schools will be able to start at the beginning of a term. In this way we will reduce disruption to continuing education for pupils and schools and reduce waiting time for pupils coming in to the borough.

*If you agree with this, please turn to the form on page 17 and put a tick in the “Secondary 7” **Yes** box.*

*If you disagree, please put a cross in the “Secondary 7” **No** box.*

***The reasons for the changes***

***Secondary 8***

We are proposing that all allocations to Secondary schools during the school year are centralised through the Admissions Section at the Town Hall.

When people move into the Borough and do not know where the schools are, they ask many people for information: neighbours, friends and people they work with. Sometimes they go to their local school; sometimes they ask at the Town Hall; sometimes they ask at the Civic Centre. This needs to be centralised so that there is one place where all applicants come to for information. The system should be centralised and pupils allocated to places at schools in line with the standard published criteria.

***Co-ordination is a requirement of the 2002 Education Act. This detail is provided for your information***

***The reasons for the changes***

***Secondary 9***

We are proposing that all waiting lists for Secondary schools are managed through the Admissions Section at the Town Hall

At the moment, the Admissions Section does not keep the lists of all vacant places at all Secondary schools. This means that, when parents ask for information on places at Secondary Schools, staff in the Admissions Section have to check by contacting the schools. This wastes everyone's time. We need:

- one place with the knowledge of all the vacant places for each year group
- one place where waiting lists are managed according to consistent criteria and procedures.

*If you agree with this, please turn to the form on page 17 and put a tick in the "Secondary 9" **Yes** box.*

*If you disagree, please put a cross in the "Secondary 9" **No** box.*

***The reasons for the changes***

***Secondary 10***

**We are establishing a panel to manage the allocation of pupils with additional, identified needs for support**

Pupils with additional needs, such as Looked after Children, pupils with Statements of Special Educational Need, children who have been out of school for a length of time, children with English as an Additional Language and children of refugee or asylum seeking families, need specialist input to their allocation to a school. We propose that a specialist panel, including head teachers, meets fortnightly to make the appropriate decisions and to support a smooth induction to their future school. We intend that the work of this panel will ensure the appropriate initial support at school entry time and minimise the need for future school transfers.

The pupils awaiting discussion by the panel need to be ranked in terms of their priority for allocation to school. This ranking needs to be objective and based on the standard admissions Criteria. It needs to take into account the length of time that the pupil has been out of school and their readiness for school. It also needs to be informed by the individual medical and social needs of the pupil.

The allocation of these pupils will be monitored centrally by the Admissions Section to ensure an equitable distribution across Secondary Schools.

***This section is provided for information only.***



Please send your completed response sheet to:  
 Roger Luxton, Director of Education, Arts and Libraries, Town Hall, Barking IG11 7LU  
 Marked: ADMISSIONS CONSULTATION

Name

Postcode .....

Are you a parent or carer of children in a school in Barking & Dagenham?	YES*	Are you on the Governing Body of a school in Barking & Dagenham?	YES*	Do you teach at a school in Barking & Dagenham?	YES*
	NO*		NO*		NO*

## Response Sheet

\*Please circle the correct answer for you.

Proposed Changes	Description of the Change	Yes	No
Primary 1	that there should be one application forms for places in all Reception classes which should be sent to the Admissions Section at Barking Town Hall.	Co-ordination is required under the Act	
Primary 2	to have spaces for three preferences on the application form.		
Primary 3	to restrict "between-school transfers" to the first day of each term		
Primary 4	that all allocations to Infant, Junior and Primary schools during the school year are centralised through the Admissions Section at the Town Hall.	Co-ordination is required under the Act	
Primary 5	that all waiting lists for Infant, Junior and Primary schools are managed through the Admissions Section		
Primary 6	We are establishing a panel to manage the allocation of those pupils who are harder to place	For information	
Secondary 1	to have one application form, to be returned to the Town Hall	Co-ordination is required	
Secondary 2	to have spaces for four preferences on the application form		
Secondary 3	to move to an "equal preference" model of allocating pupils to schools		
Secondary 4	to remove the Link School criterion and replace it with "Distance from home to school"		
Secondary 5	for secondary schools with split sites, to measure distance from the home to the "Main site"		
Secondary 6	to phase in the removal of the sibling criterion at primary secondary transfer		
Secondary 7	to restrict "between-school transfers" to the first day of each term		
Secondary 8	that all Secondary allocations during the school year are centralised through the Admissions Section at the Town Hall.	Co-ordination is required	
Secondary 9	that all waiting lists for Secondary schools are managed through the Admissions Section		
Secondary 10	We are establishing a panel to manage the allocation of those pupils who are harder to place	For information	

**Thankyou for completing this form.  
 There is space overleaf for further comments.**

## Appendix: The Equal Preference Model

(taken from a L.B. Newham document)

The following examples illustrate improvements in school allocations as a result of moving to the Equal Preference model. The system will remove the 'chance' element for children, which currently depends on which school their parents/carers decide to name first.

### Case study 1

Girl attends Kensington Primary School and lives in the north east of the school's catchment area.

#### ❖ A. Current system of First Preference First .

Expressed preference	Offer possible?
1. Sarah Bonnell	No, live too far
2. Plashet	No, only 1 <sup>st</sup> pref. offered
3. Langdon (Link School)	No, only 1 <sup>st</sup> pref. offered
4. Kingsford	No, only 1 <sup>st</sup> pref. offered

**Result:** Parental preference not met at all, next nearest school with a vacancy offered: Little Ilford.

#### ❖ B. Proposed system of Equal Preference.

Expressed preference	Offer possible?
1. Sarah Bonnell	<b>No, live too far</b>
2. Plashet	<b>Yes, live close enough</b>
3. Langdon (Link School)	<b>Yes, link school</b>
4. Kingsford	<b>No, live too far</b>

**Result:** 2<sup>nd</sup> parental preference met. As it was possible to offer a place at 2 schools, Plashet offered due to higher placement on list.

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### Case Study 2

Girl attends William Davis and lives in the west of the school's catchment area.

#### ❖ A. Current system of strict order of parental preference.

Expressed preference	Offer possible?
1. St. Angela's	No, not a Roman Catholic
2. Stratford (link school)	No, only 1 <sup>st</sup> pref. offered
3. Royal Docks	No, only 1 <sup>st</sup> pref. offered
4. Lister	No, live too far for 4 <sup>th</sup> pref.

**Result:** Parental preference not met at all, next nearest school with a vacancy offered: Forest Gate.

❖ **B Proposed system of equal preference**

Expressed preference	Offer possible?
1. St. Angela's	No, not a Roman Catholic
2. Stratford (link school)	Yes, link school
3. Royal Docks	No, live too far
4. Lister	Yes, live close enough

**Result:** 2<sup>nd</sup> parental preference met. As more than one school place possible, order of named schools taken into account.

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❖ **Case Study 3**

Boy attends Drew, and lives in the west of the school's catchment area.

❖ **A. Current system of First Preference First**

Expressed preference	Offer possible?
1. St. Bonaventure's	No, not a Roman Catholic
2. Stratford	No, only 1 <sup>st</sup> pref. offered
3. Langdon	No, only 1 <sup>st</sup> pref. offered
4. Royal Docks (link sch.)	No, only 1 <sup>st</sup> pref. offered

**Result:** Parental preference not met at all, next nearest school with a vacancy offered: Cumberland.

❖ **B. Proposed system of equal preference**

Expressed preference	Offer possible?
1. St. Bonaventure's	No, not a Roman Catholic
2. Stratford	No, live too far
3. Langdon	No, live too far
4. Royal Docks (link sch.)	Yes, link school

**Result:** 4<sup>th</sup> Parental preference met.

## Appendix: Related Legislation and Guidance

The proposals for changes to the admission arrangements have been made to reflect the requirements of the 2002 Education Act 1998 and examples of good practice contained within the following documents.

- 2002 DfES The Draft Admissions Code of Practice
- 2002 DfES (final) Admissions Code of Practice
- 2002 DfES The Draft Appeals Code of Practice
- 2002 The Education (Variation of Admission Arrangements) (England) Regulations
- 2002 The Education (Objection of Admission Arrangements) (Amendment) (England) Regulations
- 2002 The Education (Determination of Admission Arrangements) (Amendment) (England)
- 2002 The Education (School Information) (England) (No.2) Regulations
- 2002 The Education (Admission Forums) (England) Regulations
- 2002 The Education (Co-ordination of Admission Arrangements) (Primary Schools) (England) Regulations
- 2002 The Education (Co-ordination of Admission Arrangements) (Secondary Schools) (England) Regulations
- 2002 The Education (Admission Appeals Arrangements) (England) Regulations
- Ten Briefing, PB 43102, New School Admissions Code of Practice

Additional information was considered from the DfES Research Brief No. 278, June 2001. ISBN 1 841 85 527 8.

- And the DfES Admissions Consultation document 2001.

## Appendix: the consultation process

1. The Working Party remit was to:
  - “Draw up a revised set of admissions criteria which
    - meets the current pattern of provision and need in the Borough and
    - leads to transparent, equitable and co-ordinated procedures for the September 2004 intake”
2. The working party:
 

Jenny Crossley	-	Head of Policy and Management Services
Kathryn Livingston	-	Consultant, Admissions and School Support
Janet Mitchell	-	Team Leader, Admissions
Cassandra Phillip	-	Deputy Team Leader, Admissions
Tanya Whigham	-	Policy and Planning Officer
David Botterill	-	Mobility Officer, Access & Attendance Services
Jim Simms	-	Headteacher, St Joseph's Catholic Primary School
Nick Munns	-	Headteacher, Becontree Primary School
Janet Betson	-	Headteacher, William Bellamy Junior School
Dave De Cruz	-	Headteacher, St Joseph's Catholic School
Mark Lloyd	-	Headteacher, Barking Abbey Comp. School
Roger Leighton	-	Headteacher, Sydney Russell Comp. School
Nick Weller	-	Headteacher, Eastbury Comp. School
3. The timetable for the development of the new Admissions Policy
  - Working Party meets to determine revised criteria
    - March 5<sup>th</sup>
    - March 13<sup>th</sup>
    - March 21<sup>st</sup>
  - Admissions FORUM met March 18<sup>th</sup>
  - Scrutiny Management Board met March 19<sup>th</sup>
  - Admissions FORUM met April 2<sup>nd</sup>
  - The Executive meets 15<sup>th</sup> April
  - Meeting of Chairs and Vice Chairs of Governing Bodies
  - Booklets sent out for consultation to other interested authorities April 16<sup>th</sup>
  - Parents' Meetings
    - May 13<sup>th</sup>
    - May 14<sup>th</sup>
  - Consultation responses and final scheme received by Admissions FORUM May 22<sup>nd</sup>
  - Consultation responses and final scheme received by The Executive (dates to be agreed)
4. And then..

Action	Date for Primary	Date for Secondary
Parents' booklet sent to printers		
Parents' booklets with parents		
Parents submit preferences		
Parents informed of places at Borough schools		
Pupils start school		