# R22 School Admissions Common Application Form (CAF)

## Entry into Reception Class for 2022/23

If you need help with this form contact the School Admissions Service (contact details are at the back of the form).

- Only complete this form if you live in Waltham Forest.
- If your child has an Education, Health and Care Plan **do not complete this form,** please contact the Waltham Forest SEND Service on 020 8496 6503/6505.
- Please return the completed form to Waltham Forest School Admissions Service by 15 January 2022.
- Please use black ink and BLOCK CAPITALS, tick any boxes that apply and sign the declaration.

#### Section 1 – Child's details

First name	Middle name
Last name	
Date of birth	Gender
D D M M Y Y Y Y	Male Female
Address	
	Postcode
How long have you lived at this address	Council Tax Number
Name of current or previous school and postcode	
Section 2 – Parent/Guardian details	
Mr         Mrs         Ms         Miss         Dr	Mx
First name	Last name
Relationship to child Email	
Mobile number	Alternative number
Is your address the same as your child's address? If no, please attach a letter explaining why?	Yes No
<b>Do you have parental responsibility for your child?</b> (see back for details)	Yes No
Is your child in a private fostering agreement?	Yes No
This is an arrangement between the child's parent and a nominated perso close family member, and with whom the child has been living with for me	
Are you a Crown Servant applying as a result of a po	
If you are a member of the Armed Forces, you must supply an official le states relocation address and a unit postal address or quartering area a	
Looked After Children or Children 'At Risk'	Yes No
For admission purposes a 'looked after' child is a child currently in care care but became subject to an adoption order, child arrangement order	r or special guardianship
order, immediately after leaving care. If the child is in public care, this fo by their social worker with the name of the local authority. If the child is	
must provide a copy of the Adoption Order. A child is 'at risk' if they are to a Child Protection Plan.	

#### Section 3 – School preferences – please read before entering school details

- Waltham Forest schools are listed on **www.walthamforest.gov.uk** and in 'Starting Primary School 2022'. This brochure also includes explanations of the terms used on this form.
- Some schools require a Supplementary Information Form (SIF) which must be returned to the school.
- List up to six schools you want to apply for in the order in which you prefer them.
- If your child has a sibling at any of your preferred school(s) (who lives at the same address) please tick the box and write their details below. See brochure for full definitions of Sibling.
- If you tick medical or social you must attach a letter from a professional such as a doctor, consultant, psychologist or social worker who has worked with your child. Evidence must demonstrate how the specified school is the only school that can meet the defined needs of the child (See brochure for more details).
- If you tick School Staff Child, and the school has this criterion, the parent must have been employed at the school for two or more years at the time at which the application for admission is made, or recruited to fill a vacant post for which there is a demonstrable skills shortage. See brochure for details of supporting evidence required.
- A child is 'at risk' if they are currently on or subject to a Child Protection Plan.

1	School name	Postcode
	Sibling Medical/Social School Staff Child	Child 'at risk'
	Sibling first name Last name	
	Date of birth  Gender    D  D    M    Y <th>Year group</th>	Year group
2	School name	Postcode
	Sibling Medical/Social School Staff Children	
	Sibling first name Last name	
	Date of birth Gender	Voar group
	D     D     M     M     Y     Y     Y   Male Female	Year group
	Preference reason	
3	School name	Postcode
	Sibling Medical/Social School Staff Children	
	Sibling first name Last name	
	Date of birth   Gender     D   D   M   Y   Y   Y   Male   Female	Year group
	Preference reason	

4	School name	Postcode
	Sibling Medical/Social School Staff Children	
	Sibling first name Last name	
	Date of birth     Gender       D     M     M     Y     Y     Y       Preference reason     Female     Female	Year group
5	School name	Postcode
	Sibling Medical/Social School Staff Children	
	Sibling first name Last name	
	Date of birth Gender	Year group
	D         M         M         Y         Y         Y         Male         Female	
	Preference reason	
_		
0	School name	Postcode
	Sibling Medical/Social School Staff Children	
	Sibling first name Last name	
	Date of birth Gender	Year group
	D         M         M         Y         Y         Y         Male         Female	
	Preference reason	

### Section 4 – Declaration and signature of parent/guardian/social worker

- I have read and understood the admission criteria and want to apply for a place at each of the schools named in section 3, and have listed these schools in my order of preference.
- I have attached the required documents in support of my application as outlined in the brochure.
- I confirm that I am the person with parental responsibility for the child named in section 1 and that the information I have given is correct. I understand that applications are only accepted from a person who is legally responsible for the child and that if the child lives with relatives and not their parents, documents providing legal guardianship must be submitted.
- I understand that the London Borough of Waltham Forest takes very seriously any attempt to gain an
  advantage in the admissions process by giving false information and that the Local Authority will investigate all
  instances where a parent is thought to have provided false or misleading information in order to gain admission
  into a school.
- I understand checks may be carried out to verify any information provided on this application form and that if I
  give any false or misleading information or supporting documentation, in addition to possible prosecution, this
  application will no longer be valid and the Local Authority may withdraw the application and/or the offer of a
  school place, even if the child has already started school.
- I understand my address may be checked by reference to various records and, if necessary, by a council officer visiting the application address.

Signature	Date								
	D	D	Μ	Μ	Y	Y	Y	Υ	

We may pass the information you give on this form to schools inside or outside the borough or to other local authorities. We will pass the information to the school the child is offered a place at. We will deal with any personal information you provide in line with the Data Protection Act 2018. Full details can be found on our privacy notice on the Waltham Forest website: https://www.walthamforest.gov.uk/content/school-admissions-and-education-services-privacy-notice.

#### **Returning your application form**

Send the completed application form and any supporting documents to the School Admissions Service:

By post: School Admissions Service, Waltham Forest Town Hall, Forest Road, London E17 4JF

**By email:** admissions@walthamforest.gov.uk Your email will be acknowledged by an automatic reply message.

You are responsible for ensuring that your application reaches Admissions before the deadline. Please do not leave your application form outside normal working hours or at any other Council building, as there is a risk that it will not reach Admissions before the deadline. If your application form is received after the closing date it will be considered as a late application.