

BUSINESS SUPPORT SCHOOL
ADMISSIONS

**How to apply for In-Year
Admissions online**



Starting an In Year Transfer application

Welcome to the School Admissions Portal where you can apply for your child's In Year transfer application for a school place.

The online In-Year Admissions portal allows parents to apply for an In-year school place for their children within Waltham Forest. Applicants do not need to be residing in Waltham forest to apply for this process.

Important Notes

1. Please do not use this form if you are applying for a school place in 2017/18 for the following:
 - Reception Year
 - Infant to Junior Year
 - Secondary School transfer
2. Do not complete this form if you do not have Parental Responsibility or legal guardianship or the child. This form will not be processed if you do not have Parental Responsibility and will cause delays in acquiring a school place for the child.

PLEASE CONTACT THE ADMISSIONS TEAM FOR FURTHER ADVICE ON 020 8496 3000 IF YOU REQUIRE ANY HELP WITH THE ONLINE FORM.

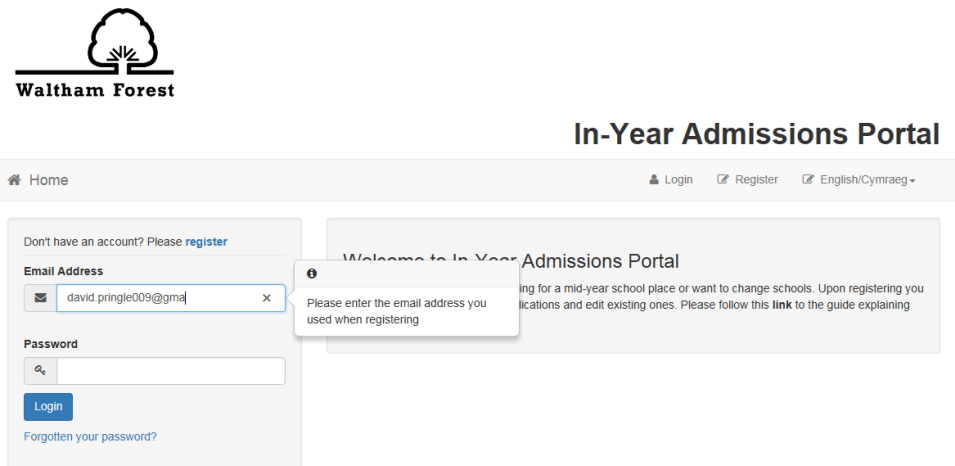
Website

The Webpage for the In-Year Admissions Portal is shown below:

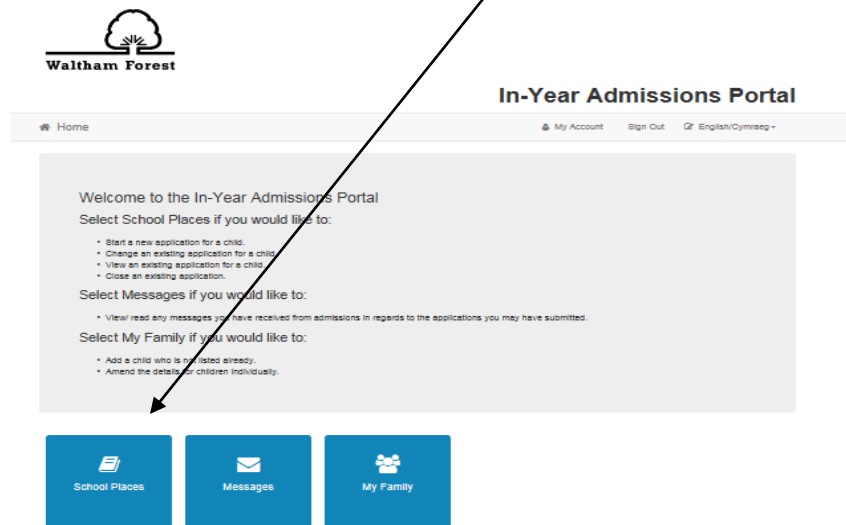
https://one.walthamforest.gov.uk/CitizenPortal_LIVE/Account/Login?ReturnUrl=%2FCitizenPortal_LIVE%2F

Parents will be able to Log into their accounts once they have registered and activated their account using the email their email address and password.

(Follow “How to Register online with the In-Year Admissions Portal” guidance if you have not already Registered).



Once you have logged in, Click on School Places to start a new application for a child.



How to add a Child

When you click on School places, you must add a child **before** you can start an application.

To add a child, go to the bottom right hand corner and click the “**Add your child**” button.

Add your child

Follow the steps and **complete all areas that have a red asterisk (*)**.

Add Child

We accept In-Year applications for children who are of statutory school age, 5-16 years old. Do not use this site for applications to transfer school e.g. end of Primary move to Secondary school in the following September.

Forename *

Middle Name

Surname *

Gender *

Date of Birth *

Relationship to Child *

Your relationship to this child (i.e. you are the Father of this child)

Parental Responsibility * Yes No
If your child lives with you click on the address below, or select Click to add new address

Select Address *

1A Harvey House Harvey Road Leytonstone London E11 3DB

[Click to add new address](#)

[Cancel](#) [Add your child](#)

Add Child

We accept In-Year applications for children who are of statutory school age, 5-16 years old. Do not use this site for applications to transfer school e.g. end of Primary move to Secondary school in the following September.

Forename *

Middle Name

Surname *

Gender *

Date of Birth *

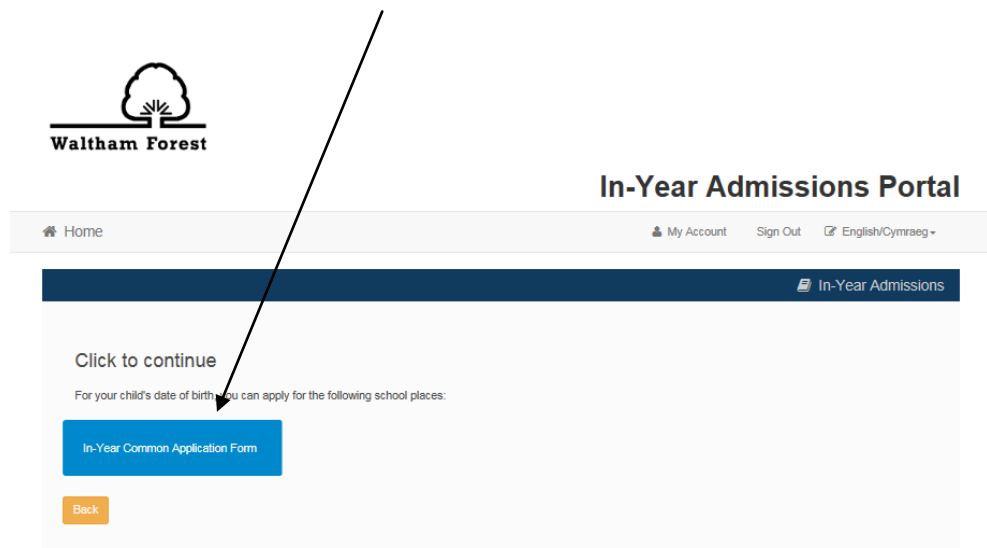
How to start a new Application

When you have successfully added your child you will be able to create a new application.
Click on the **Start new application** link under the child's details as shown below:



You will then be taken to a webpage which will allow you to select and start completing an application.

Click on **"In-Year Common Application Form"**

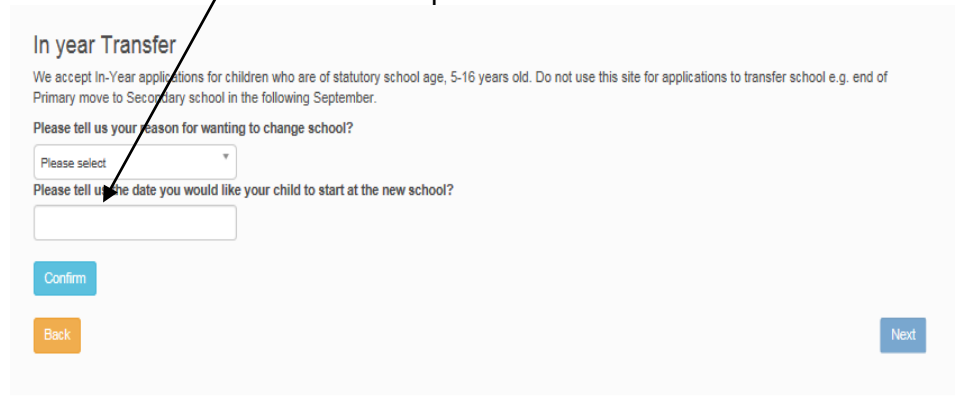


After you have clicked on the above, you will be taken through the application one step at a time. *(You will need to make sure you Complete all parts correctly).*

Please select the reason from the drop down menu for why you wish your child to change schools and the date they require the school place for.

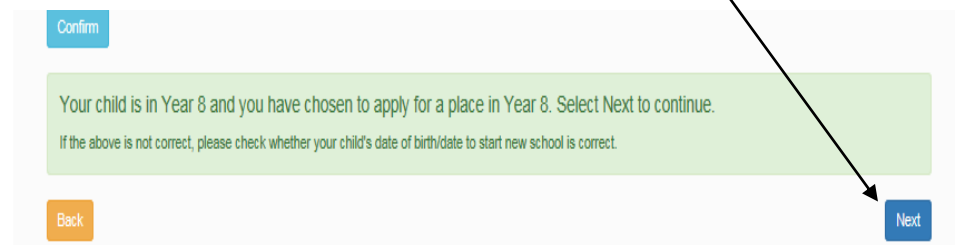
(Please note that in year applications can take up to 15 schools days to be processed. So please be realistic with your date of when you wish your child to start education.)

Then click **Confirm** in order to proceed.



Once you click confirm, the system will check what academic year your child is eligible for. This will be calculated by taking the child's Date of Birth into consideration.

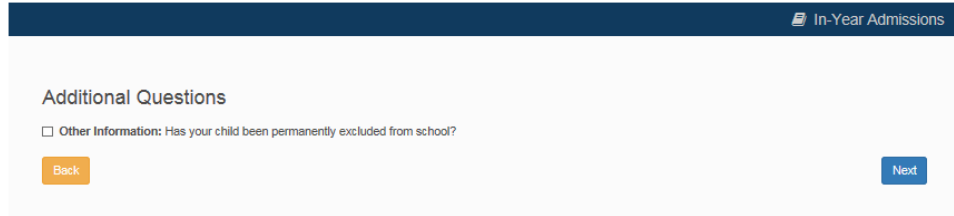
If the correct academic year is shown please click **Next**.



<p>Additional Information</p>	<p><u>The next page asks for additional information</u> i.e. if your child would be considered a staff child, looked after or a twin.</p> <p>Please make sure you complete this correctly otherwise it may delay your application.</p> <div data-bbox="400 506 1294 958" data-label="Form"> </div> <p>Then click “Next”.</p>
<p>Address Details</p>	<p>Click Next to progress to the address page.</p> <p>It will confirm your address and also ask you if you are moving home in the near future.</p> <p>It will allow you to put in a new address and the date you will be moving to the new address you have provided.</p> <p>If you are not moving you can leave this Question blank and click “Next”.</p> <p>Please note you must provide evidence in regards to proof of address for yourself and your child.</p> <p>You can email copies of all the documents requested by sending them to: Admissionevidence@walthamforest.gov.uk</p> <div data-bbox="400 1608 1347 1980" data-label="Form"> </div>

Additional Questions

Click **Next** to progress to another page which will ask you additional Questions about your child.



In-Year Admissions

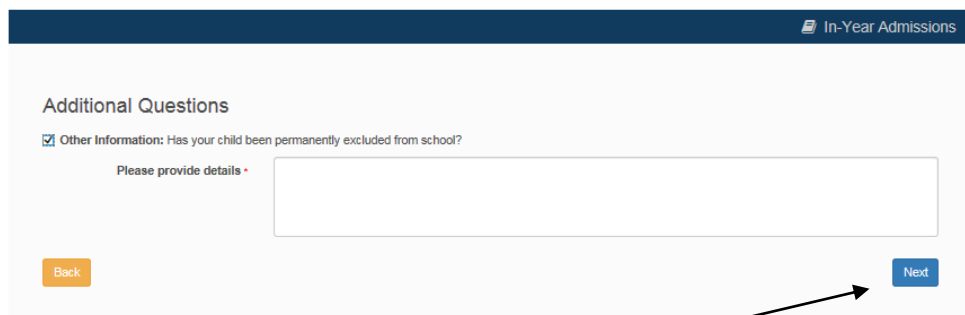
Additional Questions

Other Information: Has your child been permanently excluded from school?

Back Next

If you tick the check box to select Yes you will then be asked to provide Further details.

You must provide The name of the school that the child was excluded from and dates of when the child was excluded.



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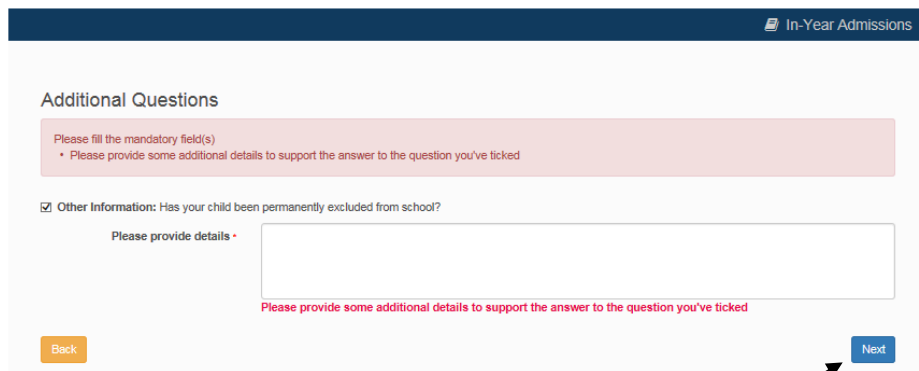
Additional Questions

Other Information: Has your child been permanently excluded from school?

Please provide details *

Back Next

If you do not enter the details and click “**Next**”, you will not be able to progress any further and you will be shown the prompt below:



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Additional Questions

Please fill the mandatory field(s)
• Please provide some additional details to support the answer to the question you've ticked

Other Information: Has your child been permanently excluded from school?

Please provide details *

Please provide some additional details to support the answer to the question you've ticked

Back Next

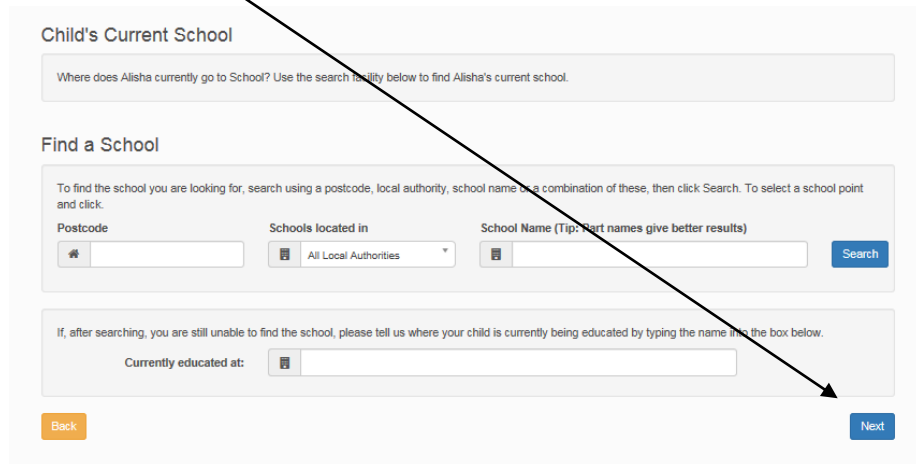
Once you have entered the information please click on “**Next**”

**Childs
Current
School**

You will be asked for your child's current school.

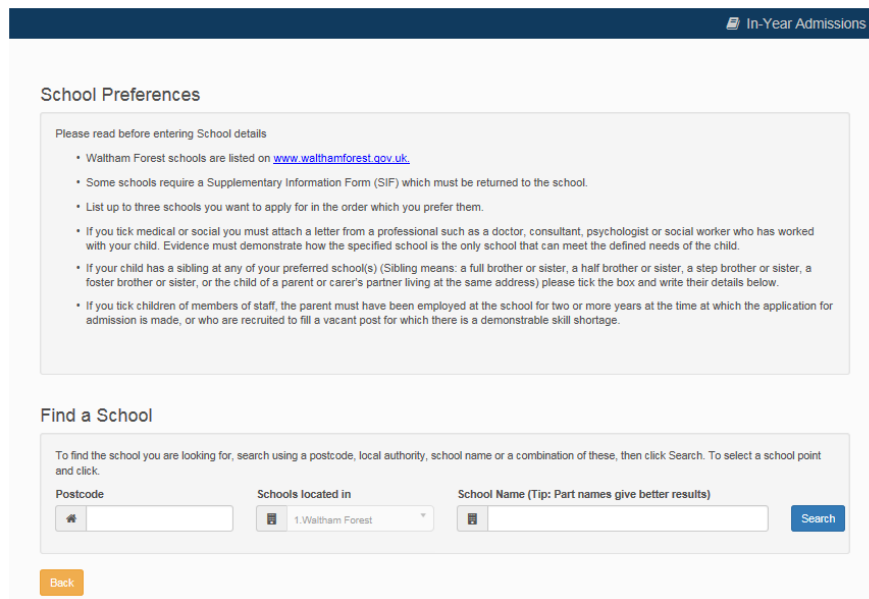
Please search and select the name of your child's current school

Then click **"Next"** to proceed to the next section.



**School
Preference**

When you click **Next** you will progress to another page called School Preferences:



You will then be able to Search and select the first school you would like to apply for by entering the name of the school and clicking search. When you click Search the school will appear beneath the search and you will need to locate and Double click on the school you would like and then click **"Next"**.

In-Year Admissions

School Preferences

Please read before entering School details

- Welham Forest schools are listed on www.welhamforest.gov.uk.
- Some schools require a Supplementary Information Form (SIF) which must be returned to the school.
- List up to three schools you want to apply for in the order which you prefer them.
- 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.
- If your child has a sibling at any of your preferred school(s) (Sibling means: a full brother or sister, a half brother or sister, a step brother or sister, a foster brother or sister, or the child of a parent or carer's partner living at the same address) please tick the box and write their details below.
- If you tick children of members of staff, 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 who are recruited to fill a vacant post for which there is a demonstrable skill shortage.

Find a School

To find the school you are looking for, search using a postcode, local authority, school name or a combination of these, then click Search. To select a school point and click.

Postcode:

Schools located in:

School Name (Tip: Part names give better results):

3 School(s) found

School Name	Gender	Address	Website
Greenleaf Primary School	CoEd	Greenleaf Road, London, E17 6QW	
Woodford Green Primary School	CoEd	Woodford Green Primary School, Sunset Avenue, WOODFORD GREEN, IG8 0BT	

You will then be taken to a page called Preference Reasons: Sibling this is where you can select if your child has a sibling attending the school you have selected as a preference. Please see below:

In-Year Admissions

Preference Reasons: Sibling

In order to support your application for a place at **Greenleaf Primary School** you can select appropriate reasons on the next pages.

Does your child have a sibling attending the school when your child starts?

Sibling means: Full brother or sister/ half brother or sister/ step brother or sister/ foster brother or sister/ the child of a parent or carer's partner living at the same address/ a brother or sister on roll in the school at the time of the proposed admission.

Click on “Next” you will be asked to provide your preference reasons, please see below:

Waltham Forest

In-Year Admissions Portal

Home My Account Sign Out English/Cymraeg

In-Year Admissions

Preference Reasons

In order to support your application for a place at Yardley Primary School you can select the appropriate reasons below. You will have the opportunity to tell us in your own words of any additional reasons, or more about your selected reasons, on one of the next pages.

I am selecting this school because it is a Faith School

I am selecting this school for medical reasons

I believe my child lives in this school's catchment

I believe my child attends a feeder school to this school

I am selecting this school for social reasons

I am selecting this school because of the distance from my child's home to this school

I am selecting this school because it is a

I am selecting this school because Double is a child of a member of staff currently working at this school of choice for two or more years

I believe my child can pass this school's entrance test

After you have selected your reasons please Click on **Next**.

Other Reasons

Click “Next” you will progress to another page called Other Reasons

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Other Reasons

You may tell us of any other reasons to support your application. If you have selected Gwyn Jones Primary School for social or medical reasons you should give more details below. You may be contacted to discuss this further.

Other Reasons

There is a limit of 3000 characters for you to express other reasons. 3000 remaining...

Click **Next** to proceed .

You will be then taken to a page called Your Preferred Schools where you can view your preferred schools, change the order of your choices and /or add another school.

Click **“Next”** to progress to the next stage once you have selected your schools.

Terms and Conditions

Terms and Conditions and Declaration,
(Please read this carefully).

Please check all is correct and then confirm below.



In-Year Admissions Portal

Home

My Account

Sign Out

English/Cymraeg

In-Year Admissions

Application for First-Fake Child, Date of birth: 10/02/2010

You have completed your application and it has been saved. Using the options below, you can now either 'Submit' your application or you can 'Return to Your Application Later' if you don't want to submit it just yet.

Also you can see a printable summary of your application using the 'Preview' button.

Terms and Conditions

Before you submit your application you should read the following Terms and Conditions. This page also details our Data Protection statement.

To submit your application you must accept the terms and conditions at the bottom of the page.


All parents are advised to read the 'Information for Parents' that gives details of how applications are processed and the timetable for processing them. This information can be found by clicking on the following link:

<https://www.walthamforest.gov.uk/content/year-admissions>

The school preferences listed on your application are taken as your current preferences, and signify that parents no longer want to apply for schools named on any previous applications.

Applications are only accepted from a person who is legally responsible for the child and if the child lives with relatives and not their parents, documents providing legal guardianship must be submitted.

	<p>Terms and Conditions</p> <p>Before you submit your application you should read the following Terms and Conditions. This page also details our Data Protection statement.</p> <p>To submit your application you must accept the terms and conditions at the bottom of the page.</p> <p>All parents are advised to read the 'Information for Parents' that gives details of how applications are processed and the timetable for processing them. This information can be found by clicking on the following link: https://www.walthamforest.gov.uk/content/year-admissions</p> <p>The school preferences listed on your application are taken as your current preferences, and signify that parents no longer want to apply for schools named on any previous applications.</p> <p>Parental Responsibility:</p> <p>Applications are only accepted from a person who is legally responsible for the child and if the child lives with relatives and not their parents, documents providing legal guardianship must be submitted.</p> <p>PLEASE DO NOT PROCEED WITH THIS FORM IF YOU DO NOT HAVE PARENTAL RESPONSIBILITY OR LEGAL GUARDIANSHIP OF THE CHILD. THIS FORM WILL NOT BE PROCESSED AND WILL CAUSE DELAYS IN ACQUIRING A SCHOOL PLACE FOR THE CHILD.</p> <p>For further help and guidance, you can email your query to admissions@walthamforest.gov.uk or you can call 020 8496 3000 and ask for the Admissions Team.</p> <p>Moving Home:</p> <p>If in future you and the child move home, and your permanent home address changes, it is essential that you inform the Admissions Team immediately and you must provide evidence confirming the address change e.g. photocopy of a Council Tax bill or Tenancy Agreement for the property you have moved into. You can email your query to admissions@walthamforest.gov.uk or you can call 020 8496 3000 and ask for the Admissions Team if you require further advice or information.</p> <p>School Place Offers:</p> <p>Where we are able to offer more than one school, we will offer your highest ranked preferred school and withdraw all lower ranked offers. If we are unable to offer you any of your preferred schools, we will endeavour to offer you a place at the nearest available school to where you live. The council has no obligation to finding an alternative school for your child if they do not have permanent residence in this authority.</p> <p>If you are not offered a place at your preferred school you will have the right to an independent appeal. Please click on the link for further information.</p> <p>For further information about In-Year School Admissions click the link below to view our web site. https://www.walthamforest.gov.uk/content/year-admissions</p> <p>PLEASE NOTE: If a place in a preferred school has been obtained on the basis of false or misleading information or supporting documentation, this application will no longer be valid and the Local Authority may withdraw the offer of a school place.</p>
<p>Data Protection</p>	<p style="text-align: center;"><u>Please Read this section carefully</u></p> <div data-bbox="411 1218 1401 1346" style="border: 1px solid #ccc; padding: 10px; margin-bottom: 10px;"> <p>Data Protection</p> <p>You have a right under the Data Protection Act (DPA) to request any information the council holds about you. This is called a subject access request. To see further details</p> </div> <div data-bbox="411 1368 1401 1469" style="border: 1px solid #ccc; padding: 10px; margin-bottom: 10px;"> <p>School Place Offer</p> <p>The Local Authority will contact you to discuss your application. Please ensure that you have provided the correct contact details.</p> </div> <div data-bbox="411 1491 1401 1630" style="border: 1px solid #ccc; padding: 10px;"> <p>Preview Your Application</p> <p>To see a printer friendly version of your unsubmitted application, click the Preview button</p> <p><input type="button" value="Preview"/></p> </div>

<p>Declaration</p>	<p>Please read the following Declaration before you submit the application.</p> <div data-bbox="411 409 1353 835" style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p>Submit Your Application</p> <p>Please read the declaration below carefully, in order to accept you will need to click on the grey button to select yes. Then click on submit to complete this application. Note you can change any part of this form at any time by logging in and following the instructions.</p> <p>If you are not ready to submit your application now, you can click 'Return Later' instead and you may return to your application at a later date. You will then have the opportunity to make changes until you submit it. The Local Authority will not process this application until it has been submitted.</p> <p>Declaration: I declare that I have checked the information given in this application and believe it to be correct. I have read and understood the admission criteria and want to apply for a place at each of the schools I have named, and I have listed these schools in my order of my preference. I am aware that I have to submit supporting documents as outlined in the guidance notes to admissions. I confirm that I am the person with parental responsibility for the child named in this application 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/parental responsibility must be submitted as stated in the guidance notes. I confirm that the schools I have applied for on this form are my current preferences. This means I no longer want to apply for schools I named on previous forms and which I have not named on this form. 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, this application will no longer be valid and the Local Authority may withdraw the offer of a school place.</p> <p> <input type="checkbox"/> Yes <input type="button" value="Return Later"/> <input type="button" value="Submit Now"/> </p> <p><input type="button" value="Back"/></p> </div> <p>When you have read the declaration and accepted, please click on “Submit Now” to submit the form.</p>
<p>Application confirmation</p>	<p>You will now see the following page which will confirm that your form has been submitted to the Admissions Service.</p> <p>You will also be able to view and print a copy of your submitted Application form.</p> <div data-bbox="411 1220 1390 1503" style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p style="text-align: right;"> In-Year Admissions</p> <p>Application for First-Fake Child, Date of birth: 10/02/2010</p> <p>Your application has been successfully submitted. You will shortly receive a confirmation email listing your school preferences. If additional information or evidence, e.g. medical/baptism certificates/supplementary information forms, is required for these schools, you will need to supply them.</p> <p>To see a printer friendly version of your submitted application, click the Preview button. <input type="button" value="Preview"/></p> <p>You do not need to take any further action. However, if you want to change any of the details you have submitted, please contact us (see the 'Contact Us' link at the foot of the page).</p> </div>

You have now successfully completed an application for your child.

You will receive an automated *Application Submission email* as confirmation. If you do not receive this submission email please contact the **Admissions Team on 020 8496 3000.**

If you would like to see the progress of your child's application you can log back into your account and check by clicking on **Messages**. This will allow you to check if any messages have been sent by the Admissions Service about your application.

