

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

- Waltham Forest junior schools are Chapel End Junior Academy and St. Joseph’s Catholic Junior School.
- 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 in which you prefer them. **Only put junior schools and not primary schools.** You may also list junior schools outside of Waltham Forest.
- 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 Starting Primary School 2023 brochure).
- 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. You must provide a letter from the school in support of your application confirming that you are employed by them and fall within this criteria.
- 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 Male Female Year group

Preference reason

2 School name Postcode

Sibling Medical/Social School Staff Child Child ‘at risk’

Sibling first name Last name

Date of birth Gender Male Female Year group

Preference reason

3 School name Postcode

Sibling Medical/Social School Staff Child Child ‘at risk’

Sibling first name Last name

Date of birth Gender Male Female Year group

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, including any evidence in support of a child in care of a Local Authority or previously in care of a Local Authority or elsewhere; or in support of an exceptional medical or social reason.
- 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 will keep the local authority informed of any change of circumstances (eg change of address) and failure to do so may make this application invalid or lead to the offer of a place being withdrawn.
- 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.
- Waltham Forest Council is required by law to protect the public funds it distributes. We may share information provided to it with other bodies responsible for auditing or administering public funds, law enforcement agencies, or undertake local anti-fraud initiatives, to prevent and detect fraud or money laundering. Further details of how your information will be used by us and these fraud prevention agencies, and your data protection rights, can be found here <https://www.walthamforest.gov.uk/benefits-and-money-advice/how-report-fraud/national-fraud-initiative-and-fair-processing-information>.

I confirm I have completed all relevant sections of this application and I have read and accepted the above declaration.

Signature

Date

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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:

Post: School Admission Service, Waltham Forest Town Hall, Forest Road, London E17 4JF
(This is a postal address only. Please do not bring your application in person as we do not see visitors at this location. If you require assistance to complete this form, please visit your local library).

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.