Office of the Schools Adjudicator

Template for

Local Authority Report

to

The Schools Adjudicator

from

Waltham Forest Local Authority

to be provided by

31 October 2025

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Please email your completed report to: Office of the Schools Adjudicator by 31 October 2025 and earlier if possible

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Introduction

1. Section 88P of the School Standards and Framework Act 1998 (the Act) requires every local authority to make an annual report to the adjudicator. The Chief Adjudicator then includes a summary of these reports in the annual report to the Secretary of State for Education. The School Admissions Code (the Code) sets out the requirements for reports by local authorities in paragraph 6. Paragraph 3.30 specifies what must be included as a minimum in the report to the adjudicator and makes provision for the local authority to include any other matters. Paragraphs 6 and 3.30 of the Code require that each local authority publish its report locally.

2. **This year's report must cover the 2024/2025 academic year and be submitted to the Office of the Schools Adjudicator (OSA) by 31 October 2025.**

3. Please note that, in response to feedback on the previous template and in the light of consultation with a group of local authorities, changes have been made to various sections of this year's template.

Guidance on completing the template

4. We have included all the guidance on completing specific parts of the template in this section. There is no requirement for local authorities to include the introduction and the guidance in their published reports, but they are free to do so if they wish.

5. We should be grateful if in completing questions which ask for information about primary and secondary schools and/or pupils, local authorities would follow the approach to classification of schools used in statutory provisions and in the Department for Education Statistical First Release[1] and the Education Middle School (England) Regulations 2002[2].

6. The Code sets out some minimum requirements on the contents of each local authority report stating that each must cover as a minimum "information about how admission arrangements in the area of the local authority serve the interests of looked after children and previously looked after children, children with disabilities and children with special educational needs, including any details of where problems have arisen."

7. The Department for Education's aim through the annual reports from local authorities is to understand how well the admissions system is working nationally, rather than to hold individual local authorities to account. By understanding the effectiveness of the system, including outcomes, the Department hopes to identify areas where the admissions system is working well and areas where it could be improved. With that in mind, when the template asks, "how well does the admission system serve the needs of

[1] Department for Education Statistical First Release
[2] The Education Middle School (England) Regulations 2002

children," the Department appreciates that it is asking local authorities to make a subjective judgement, in the understanding that everyone's experience with the admission system will be different. The Department encourages local authorities in responding to the open questions and spaces for open comments to set out challenges that are proving difficult to overcome.

8. Guidance on specific questions and/or meaning of specific terms in this report:

    a. "in-year admissions": This means admissions (that is children admitted to a school and not applications for places):

        i. to a year group which is not a normal point of entry for the school concerned (for example to Year 2 for a five to eleven primary school); and

        ii. after the end of the statutory waiting list period (31 December) to a year group which is a normal year of admission for the schools concerned (such as Year R and Year 7).

    b. Not applicable means that there were no children falling within the relevant definition.

9. We welcome all comments that local authorities make in the comment boxes and we aim to reflect those comments in the Annual Report, but we ask for the comments to be entered under the right headings. Section 3 invites comment on any other matters not specifically addressed in this template if local authorities wish to do so. The views expressed in previous years also remain a matter of public record.

10. We ask that where possible, you return the template in Word instead of PDF formatting. A number of you have commented on the formatting of the template and we have tried to make it as accessible as possible, but we are aware that some local authorities use different versions of Word.

11. Where questions request a comparison with the previous year, any new local authorities formed as a result of reorganisation should note this on the form.

Information requested

Section 1 - Normal points of admission

A. Co-ordination

Which of the following best describes the level of challenge for your **main admissions round in 24/25 compared to 23/24**?

Year Group	Much less challenging	Less challenging	No change	More challenging	Much more challenging
Reception			X		
Year 7		X			
Other relevant years of entry			X		

Please give examples to illustrate your answer if you wish:

There has been little or no change for reception and junior. However, for secondary it was less challenging.

The previous year the SEND outcomes were not received before iterations started at the beginning of February. This caused extra work for the admissions teams, trying to ensure schools were full but not oversubscribed. The collaboration with the SEND team this year was much improved.

B. Looked after and previously looked after children

i. How well does the admissions system in your local authority area serve the interests of looked after children at **normal points of admission**?

☐ Not at all ☐ Not well ☒ Well ☐ Very well ☐ Not applicable

ii. How well do the admissions systems in other local authority areas serve the interests of children looked after by your local authority at **normal points of admission**?

☐ Not at all ☒ Not well ☐ Well ☐ Very well ☐ Not applicable

iii. How well does your admissions system serve the interests of children who are looked after by other local authorities but educated in your area **at normal points of admission**?

☐ Not at all ☐ Not well ☒ Well ☐ Very well ☐ Not applicable

iv. How well does the admissions system in your local authority area serve the interests of previously looked after children at **normal points of admission**?

☐ Not at all ☐ Not well ☐ Well ☒ Very well ☐ Not applicable

v. If you wish, please give examples of any good or poor practice or difficulties which exemplify your answers about the admission to schools of looked after and previously looked after children at **normal points of admission**:

C. Special educational needs and/or disabilities

i. How well served are children with special educational needs and/or disabilities who **have** an education, health and care plan that names a school at **normal points of admission**?

☐ Not at all ☒ Not well ☐ Well ☐ Very well ☐ Not applicable

Please provide any comments you wish to make on the admission of children with special educational needs and/or disabilities at normal points of admission:

A lack of sufficient specialist provision within the borough has led to an increase in number of children/young people (CYP) receiving home tuition.

We have seen an increase in some school's reluctance to admit CYP with SEND due to increased financial and capacity issues.

Section 2 - In-year admissions

A. Which of the following best describes the overall level of challenge for your in-year admissions in 24/25 compared to 23/24?

Phase	Much less challenging	Less challenging	No change	More challenging	Much more challenging
Primary				X	
Secondary				X	

If you wish, please explain the factors that have changed the level of challenge for your in-year admissions:

We have seen an increase in some school's reluctance to admit CYP with learning/developmental delay/SEND whose needs should be met via a graduated approach/ordinarily available practice rather than an EHCP, this appears to be linked to increased financial and capacity issues faced by schools.

There has also been resistance from some school in relation to admitting year 11 children. This means there is a delay in some of these children starting at a school.

B. Looked after children and previously looked after children

i. How well does the **in-year admission** system serve children who are looked after by your local authority and who are being educated in your area?

☐ Not at all ☐ Not well ☒ Well ☐ Very well ☐ Not applicable

ii. How well does the **in-year admission** systems in other local authority areas serve the interests of your looked after children?

☐ Not at all ☒ Not well ☐ Well ☐ Very well ☐ Not applicable

iii. How well does the **in-year admission** system serve the interests of children who are looked after by other local authorities but educated in your area?

☐ Not at all ☐ Not well ☒ Well ☐ Very well ☐ Not applicable

iv. How well does your **in-year admission** system serve the interests of previously looked after children?

☐ Not at all ☐ Not well ☐ Well ☒ Very well ☐ Not applicable

v. If you wish, please give examples of any good or poor practice or difficulties which support or exemplify your answers about **in-year admissions** for looked after and previously looked after children:

Increase in the number of schools demanding detailed information before considering an in-year admission for a looked after child – Both in Waltham Forest and in other local authorities.
The absence of a statutory timescale specifying the maximum number of days permissible between a school place being allocated and an admissions meeting or first official school day has allowed significant delays to occur, particularly in academy schools that handle their own in-year admissions.

C. Children with special educational needs and/or disabilities

i. How well served are children with special educational needs and/or disabilities who **have** an education, health and care plan that names a school when they need to be **admitted in-year**?

☐ Not at all well ☒ Not well ☐ Well ☐ Very well ☐ Not applicable

ii. How well served are children with special educational needs and/or disabilities who **do not have** an education, health and care plan when they need to be **admitted in-year**?

☐ Not at all well ☒ Not well ☐ Well ☐ Very well ☐ Do not know

iii. Please give examples of any good or poor practice or difficulties which support or exemplify your answers about **in-year admissions** for children with special educational needs and/or disabilities:

The SEND team/school admissions work closely in resolving placement issues, however we have seen an increase in some school's reluctance to admit CYP with SEND due to increased financial and capacity issues.

D. Fair access protocol

What proportion of the state-funded mainstream schools in your area have said that they agree to the local authority fair access protocol?

Primary
Between 0% and 49% ☐
Between 50% and 74% ☐
Between 75% and 89% ☐
Between 90% and 99% ☐
100% ☒

Secondary

Between 0% and 49% ☐
Between 50% and 74% ☐
Between 75% and 89% ☐
Between 90% and 99% ☐
100% ☒

If you have below 75% for either phase, please explain why:

i. How many children were admitted to schools in your area under the fair access protocol between 1 August 2024 and 31 July 2025?

Type of school	Number of Primary aged children admitted	Number of Secondary aged children admitted
Community and voluntary controlled	16	139
Foundation, voluntary aided and academies	0	28
Total	16	167

ii. If you have seen a change in the number of children referred to your Fair Access Protocol between 1 August 2024 and 31 July 2025 compared to the previous academic year please indicate what you consider the key reasons for this change to be?

197 children were referred to FAP for the academic year 2024/25 a decrease from 217 children referred for the academic year 2023/24.
Schools are providing earlier intervention and support prior to referral.

iii. How well do you consider children referred to the Fair Access Protocol are served in in your area?

☐ Not at all well ☐ Not well ☐ Well ☒ Very well ☐ Not applicable

iv. Please provide any comments you wish on the protocol not covered above:

E. Directions to maintained schools to admit children[3]

How many directions did the local authority make between 1 August 2024 and 31 July 2025 to maintained schools for which the local authority is not the admission authority to admit children (including children looked after by the local authority but resident in another area)?

Total number of children	Of which, looked after	Of which, not looked after
5 (all SEND children with EHCP)	nil	5

F. Other points on in-year admissions

i. For the schools for which the local authority co-ordinates in-year applications, in the year between 1 Aug 2024 and 31 July 2025 did you receive

☐ Significantly fewer applications than last year
☒ slightly fewer applications than last year
☐ about the same
☐ slightly more than last year
☐ significantly more than last year

ii. For what proportion of **primary** schools in your area did the local authority co-ordinate in-year admissions during the 2024/2025 academic year

Between 0% and 24% ☐
Between 25% and 49% ☐
Between 50% and 74% ☐
Between 75% and 100% ☒

[3] It is important that only Directions to maintained schools are included here. Numbers of Directions to academies are already held by the Department.

iii. For what proportion of **secondary** schools in your area did the local authority co-ordinate in-year admissions during the 2024/2025 academic year

Between 0% and 24% ☐
Between 25% and 49% ☐
Between 50% and 74% ☐
Between 75% and 100% ☒

iv. If you wish, please provide any comments about how **well in-year admissions** works for children who are **not** looked after or previously looked after and/or do **not** have SEND:

v. If you wish, please provide any other comments on the admission of children **in-year** not previously raised (you may wish to include here any comments about cases where it has not proved possible to find places for children):

Section 3 - Other matters

Are there any other matters that the local authority would like to raise that have not been covered by the questions above?

Section 4 - Feedback

We would be grateful if you could provide any feedback on completing this report to inform our practice for 2026.

Thank you for completing this template.

Please return to Office of the Schools Adjudicator by 31 October 2025