R20 Common Application Form (CAF)

Entry into Reception Class for 2020/21

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

Only complete this form if you live in Waltham Forest.

to a Child Protection Plan.

- If your child has an Education, Health and Care Plan **do not complete this form,** please contact the Disability Enablement Team on 020 8496 6503/6505.
- Please return the completed form to Waltham Forest School Admissions Service by 15 January 2020.
- 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	
First name	Last name
THE THAT IS	Lastrianie
Relationship to child Email	
Mobile number	Alternative number
Woodie Harrison	/ itemative named
Is your address the same as your child's address?	Voc No No
If no, please attach a letter explaining why?	Yes No
Do you have parental responsibility for your child?	Yes No
(see back for details) Is your child in a private fostering agreement?	Yes No
This is an arrangement between the child's parent and a nominated pe a close family member, and with whom the child has been living for mo	erson, who is not
Are you a Crown Servant applying as a result of a polying are a member of the Armed Forces, you must supply an official lestates relocation address and a unit postal address or quartering area.	etter that
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 orde order, immediately after leaving care. If the child is in public care, this for 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	er or special guardianship rm must be completed a adopted from care, you

Waltham Forest

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 2020'.
 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 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 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 School Staff Children, 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 were recruited to fill a vacant post for which there is a demonstrable skill shortage. See brochure for details of supporting evidence required.

	evidence required.	
1	School name	Postcode
	Sibling Medical/Social School Staff Children	
	Sibling first name Last name	
	Date of birth Gender	Year group
	D D M M Y Y Y Y Male Female	9, 5 5,
	Preference reason	
<u>2</u>	School name	Postcode
	Sibling Medical/Social School Staff Children	
	Sibling first name Last name	
	Date of birth Gender	Voor group
	D D M M Y Y Y Y Male Female	Year group
	Preference reason	
3	School name	Postcode
	Sibling Medical/Social School Staff Children	
	Sibling first name Last name	
	Data of hith	V
	Date of birth Gender D D M M Y 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	Year group
	D D M M Y Y Y Y Male Female	
	Preference reason	
5	School name	Postcode
		T cottodo
	Sibling Medical/Social School Staff Children	
	Sibling first name Last name	
	Date of birth Gender	Year group
	D D M M Y Y Y Male Female	
	Preference reason	
	Tradicinal reason	
_		
6	School name	Postcode
	Sibling Medical/Social School Staff Children	
	Sibling first name Last name	
	Date of birth Gender	Year group
	D D M M Y 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
 to 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							
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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:

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.