

LBWF ONLINE SCHOOL ADMISSION APPLICATIONS- FREQUENTLY ASKED QUESTIONS

How do I make an In-year application for a Waltham Forest school?

In-Year Applications can be submitted using our online form. This application is available on our Website under In-Year Admissions.

How long will it take for my application to be processed?

It can take up to 15 school days to process your application once we have received a completed In-Year application form and you have supplied all the supporting evidence: Link: https://one.walthamforest.gov.uk/CitizenPortal_LIVE/

How do I submit evidence?

Evidence can be uploaded to the following email address:
Admissionsevidence@walthamforest.gov.uk.

How will I know if the evidence I submit will be linked correctly to my application form submitted on line.

When sending documents via email parents need to make sure they provide the child's full details e.g. Child's full name and Date of Birth. This will ensure the evidence is linked to the application form.

How can I be sure that all of my supporting documents have been submitted successfully to admissions?

When a parent submits their evidence by email to Admissionsevidence@walthamforest.gov.uk they will receive an automated email response to inform them that their email has been delivered to admissions. You will be contacted if further information is required.

What Documents do I need to provide with my child's In-Year application form as supporting evidence?

You will need to provide copies of documents that provide;

Evidence of:

1. **Your home address** (for example a central/local government letter* such as housing benefit, current council tax or NHS letter, or a recent utility bill or bank statement**, driving licence)

2. **Your child's date of birth** (for example a birth certificate)

3. **Your child's home address** which should be the same as your home address (for example a central/local government letter* such as child benefit, child tax credit or housing benefit, or a bank statement in the child's name**). These examples are not an exhaustive list. If you have moved within the last 3–6 months, please also provide evidence of a closing of council tax account from your previous address. We reserve the right to request further evidence if required.

* This must be dated within the last 12 months

** This must be dated within the last 3 months

If I am not the parent of the child can I make a school admission application?

If you do not have Parental Responsibility for the child, you **cannot** make an application. Applications are only accepted from a person who is legally responsible for the child, if the child lives with relatives and not their parents, documents providing legal guardianship must be submitted. If you do not have Parental Responsibility and you proceed with completing the form this form will not be processed and will cause delays in acquiring a school place for the child. Please contact the Admissions Team on 0208 496 3000 for further information.

How will I find out about the outcome of my child's application?

Once the school online application has been processed, you will be sent a letter by post.

What should I do if I cannot submit my supporting documents by email?

If parents are unable to submit documents by email, they can submit photo copies of the documents in person at the following office: Waltham Forest Town Hall Complex, Sycamore House, Forest road, London, E17 4JF.

(Parents need to make sure all photocopies are stapled together and the child's full name and DOB is also provided along with a covering letter explaining what application the documents are for).

I have forgotten my password. How can I request for my password to be changed?

You can request for a password change by clicking on "Forgotten your password" on the logging in page and following the steps by answering your "secret question". If you do not remember your secret question please email the Admissions Team on: Admissions@walthamforest.gov.uk

Can I change the email address which I used to create my account with to a different one if I no longer use it or forgotten it?

Unfortunately we cannot change an email address for your account, we advise parents to make sure they remember the email address they applied with. If you do not remember your email address you will have to create a new one and apply online again.

Can I apply for more than one School?

Please refer to the following for information:

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

If you would like any further information in regards to the In-year Admissions Process please refer to the In-Year Admissions guidance on our Website:

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

If you have any further queries please contact the Admission Team on 0208 496 3000 or email at admissions@walthamforest.gov.uk