Starting Primary School 2020
*Full school names are on pages 25–28
If your child was born between 1 September 2015 and 31 August 2016 and lives in Waltham Forest you will need to apply to Waltham Forest School Admissions Service for a Reception place for them for September 2020.

Even if your child currently attends a nursery attached to a school you must apply for a Reception place for them.

Even if your child has a sibling already attending your preferred school you must apply for a Reception place for them.

If you live outside Waltham Forest, you will need to apply to the local authority in which you live.

If your child has an Education, Health and Care Plan (EHC Plan) you must contact the Disability Enablement Service on 020 8496 6503 or 020 8498 6505. They consider these applications separately from the process outlined in this brochure. For more information see page 33 in section 5 of this brochure.

If you have any questions, you can contact the School Admissions Service on:

- www.walthamforest.gov.uk
- admissions@walthamforest.gov.uk
- 0208 496 3000

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Applying for a school place for September 2020

Dear Parent or Carer,

I’m delighted that you are choosing a Waltham Forest school for your child.

We all want the best for our children, so selecting the right primary school is an important decision.

A positive school experience can be transformational. It is our job to make sure all our young people benefit from that positive experience. Waltham Forest Council is committed to ensuring that we provide good quality education for all young people in the borough as part of our commitment to improving Life Chances for all young people. For more information please go to our website here: www.walthamforest.gov.uk/content/our-work-improve-life-chances

As a borough we already benefits from having high performing primary schools right across the borough, and we are committed to ensuring the highest quality learning experiences for all our children and young people, and that our children and young people will be healthy and safe in all settings.

In Waltham Forest, we are passionate that all of our children and young people will:

• Be challenged to achieve the very best outcomes and be stimulated to develop their creativity and critical thinking.

• Be empowered to continue learning throughout their lives, and in particular be ready for secondary school life.

• Develop the skills to navigate society, with a strong sense of their emotional wellbeing, and the support available.

• Have an understanding of the political, economic and technological developments that will shape their world, characterised by their sense of social and environmental responsibility.

• Develop the skills which will enable them to participate, influence and shape their futures.

• Have a strong principled understanding of and opposition to any form of discrimination and inequality.

We are committed to partnership working to achieve this working with you – our parents – as well as our young people, schools, colleges, business and partners and providers to ensure that we offer our young people an education that prepares them for the future.

I hope this booklet is helpful and makes the application process as easy as possible. We want all children in Waltham Forest to achieve their full potential, to enjoy school and to develop their self-confidence as learners and, ultimately, as citizens of our borough. I hope you will be impressed with the schools you visit and that your child will thrive and be happy at the primary school they attend.

I wish you and your child every success.

Councillor Grace Williams
Waltham Forest Cabinet Member for Children and Young People

How and when to complete your application

You can make your application any time between 1 September 2019 and 15 January 2020 and the best way to apply is online at www.eadmissions.org.uk

Last year, over 96% of applications were made online, and 89.45% of those who applied on time received an offer of their first preference school. The process is easy to follow, quick and secure, and enables you to access other education and school websites. It also allows you to amend and check your application at any time – and as many times as you need to – before 15 January 2020. You will be able to see the results of your application online, without having to wait for an offer letter.

Whichever way you would like to apply, please make sure you submit your application by 15 January 2020. It is very important that you submit your application by this date, otherwise processing your application will be delayed.
**Timeline for primary applications**

<table>
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<td>1 September 2019</td>
<td>Applications open</td>
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<td>15 January 2020</td>
<td>Closing date for applications</td>
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<tr>
<td>16 April 2020</td>
<td>Offer letters will be posted to applicants making paper application</td>
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<td>16 April 2020</td>
<td>Online applicants will be sent an email with the outcome during the evening</td>
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<td>Offer letters should be received by applicants making paper application</td>
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<td>30 April 2020</td>
<td>Deadline to accept or decline offer</td>
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<td>14 May 2020</td>
<td>Deadline for appeal requests to be submitted</td>
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**When your child will start school**

In Waltham Forest, we prefer all Reception children to start school in September at the start of the school year so that we can give them the best possible start to school.

All our infant and primary schools provide for the full-time education of all children in the September following their fourth birthday.

**Deferred Entry and Part time Reception places**

A child reaches compulsory school age the term after their fifth birthday. Some parents will feel their child is simply not ready to start school in the September following their fourth birthday and there is flexibility in the Admissions Code to allow for this. Parents can request that:

1. their child attends part-time until they reach compulsory school age. This must be requested directly with the school once a school place has been offered.
2. the date their child is admitted is deferred until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year for which it was made.
3. for summer born children, their child is admitted outside of their normal age group. See next section for more details on the process.

**Nursery to Reception class**

Children do not automatically transfer from nursery to a Reception class so you **must** complete an application for a Reception place.

**Children being educated outside their normal age group**

Waltham Forest’s policy is that, in general, children should be educated in their normal age group, with the curriculum differentiated as appropriate, and that they should only be educated out of their normal age group in very limited circumstances.

Parents may seek a place for their child outside of their normal age group, for example, if the child has experienced problems such as ill health.

It is the parent’s responsibility to provide any supporting evidence they wish to be considered in respect of their application.

A decision will be made on the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent’s views; information about the child’s academic, social and emotional development; where relevant their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. The views of the head teacher of the school(s) concerned must also be taken into account.

The governing body of schools responsible for their own admissions (academies, voluntary-aided, foundation and free schools) are ultimately responsible for making this decision for applications made to their school.

The internal management and organisation of a school, including the placement of pupils in classes, is a matter for the Head teacher and senior leadership of individual schools.

There is no guarantee that an application will be accepted. If the application is not accepted this does not constitute a refusal of a school place and there is no right to an independent statutory appeal. Similarly, there is no right of appeal for a place in a specific year group at the school.

**Summer Born Children (born between 1 April 2016 and 31 August 2016)**

School admission authorities are required to provide for the admission of all children in the September following their fourth birthday. While most parents are happy for their child to start school in the September following their fourth birthday, some parents will have concerns about whether their child will be ready for school at this point, and will consider delaying their entry until compulsory school age – for this group, that would be September 2021.

Parental requests for summer born children (born between 1 April and 31 August) to be admitted to Reception rather than Year 1 at the age of five, are different from any other parental request for admission out of the normal age group, as it is only in these circumstances that the child is being admitted to school for the first time. As well as considering the factors outlined above, the admissions authority will also consider the child’s individual needs and abilities and to consider whether these can be best met in reception or year 1. It will also involve taking account of the potential impact on the child of being admitted to year 1 without first having completed reception year.
The views of the head teacher will be an important part of this consideration.

There is no expectation that parents must provide professional evidence in support of their request. As a minimum parents are expected to provide a statement as to why they have made their request.

In these circumstances, parents are required to make an application for their child’s normal age group by 15 January 2020, but can also submit a request for admission out of the normal age group at the same time. There is no statutory barrier to children being admitted outside their normal age group, but parents do not have the right to insist that their child is admitted to a particular age group.

Parents who apply by the closing date will receive the response to their request before 16 April 2020. If the request is agreed, their application for the normal age group may be withdrawn before a place is offered. If the request is refused, the parent must decide whether to accept the offer of a place for the normal age group, or to refuse it and make an in year application for admission to Year 1 for the September following the child’s fifth birthday. Where a parent’s request is agreed, they must make a new application as part of the main admission round the following year, by 15 January 2021.

If a school is happy to accept an application to educate a child out of year group, this is not a guarantee of a place. It just means the parent can apply along with all other parents for a school place in that academic year. It is important to consider what to do if your application is processed and you do not get offered a place at your preferred school. Currently no school has to agree to educate a child outside of their chronological year group even if it has been agreed at another school.

Before you make your application

Collect as much information as you can about your preferred schools:

- Look at the map on the inside cover of this booklet to see which are your nearest schools.
- Visit schools – most schools arrange open mornings or afternoons where parents can see the school at work. All schools contact details are provided in this booklet so that you can get in touch and arrange your visit.
- Read Ofsted reports at www.ofsted.gov.uk or on the school website.
- Read the prospectus for each school (available from the school).
- Look at the school website.

Many schools are oversubscribed each year, which means they receive more applications than they have places to offer. You need to consider how likely it is that your child will be offered a place at your preferred school:

- Read the admissions criteria for each school, as this will determine how places will be offered.

The admissions criteria for Waltham Forest community and voluntary controlled schools are listed on pages 11–12.

The criteria for other schools in Waltham Forest are listed on pages 13–22.

- See how places were allocated last year using the information on pages 30–31.
- Look in Section 3 to see how many places each school has available for September 2020 (Planned Admission Number).

- Consider how your child will travel to school.
- Try not to let others influence your decisions – the right school for your friend’s child may not be the right school for your child.

The process outlined above is not applicable if your child has an Education, Health and Care Plan. Please see page 33 for more information.

Which schools can I apply for?

You can apply for any maintained (non-fee paying) school in England either online or on your home authority’s paper application form.

How do I find out where schools are?

You can use the map on the inside front cover of this guide to find out where schools are in Waltham Forest. Alternatively you can use https://www.compare-school-performance.service.gov.uk/ which allows you to search for schools based on your home postcode.

Athena Primary Academy

Reach2 has proposed to open a new 2FE Free School in Leyton for September 2020. Whilst a site has been secured, there remains a risk that the Trust may not secure all relevant approvals in order to receive reception pupils in September 2020. These plans are ongoing and the latest information may be obtained from the Waltham Forest Council website.
If you live in Waltham Forest you must apply to Waltham Forest. You should list up to six schools which can be located in Waltham Forest or in other local authorities.

If you live outside Waltham Forest you will need to apply through the local authority in which you live. The contact details of neighbouring local authorities are in Section 4.

If you list schools outside Waltham Forest, the Waltham Forest School Admissions Service will make sure that the local authority where the school is located is given all the information from your application form.

Do not include any fee paying schools on your application.

You must submit your application by 15 January 2020.

Please note:

Please complete a separate application form for each child in the case of multiple birth children

Applications from Overseas

The following children are not entitled to a state education:

- children from non-European Economic Area (EEA) countries who are here as short-term visitors – these are children who live abroad but have been admitted to the UK for a short visit (for example as tourists or to visit relatives), and not to study
- children from non-EEA countries who have permission to study in the UK – these children are allowed to study in England on the basis that they attend an independent, fee-paying school

We will consider accepting applications from children whose family can evidence intent to return to and/or permanently reside in Waltham Forest prior to the start of the new academic year. These applications, if accepted, will be processed from the overseas address until sufficient evidence is received to show the child is permanently resident in Waltham Forest. Evidence must be submitted at the time of application.

Evidence submitted after the date for late applications (12 noon on 10 February 2020) cannot be taken into account before National Allocation Day. If an applicant owns a property in Waltham Forest but is not living in it, perhaps because they are working abroad at the time of application, the Waltham Forest address will not be accepted for the purposes of admission until the child is resident at that address.

After allocation, if you take your child abroad, even with the intention of bringing them back to start in September, you must inform School Admissions. If you fail to do this, and it is brought to our attention that the child has gone abroad, any place offered may be withdrawn.

Crown Servant/Armed Forces

If you are a member of the Armed Forces, you must supply an official letter that states relocation address and a unit postal address or quartering area address.

Apply online

You can apply online at www.eadmissions.org.uk

Once you have registered you will be sent an email with your username and password. When you have completed your application and pressed the 'submit' button you will be sent an email with an application reference number confirming that you have completed your application. Once you have submitted your application you are then required to upload your proof of address documents in a PDF format. You can update your application as many times as you like before 11.59pm on 15 January 2020. You can also find out the results of your online application on the evening of 16 April 2020, which is a day earlier than if you apply on a paper application form.

If you are unable to apply online, you may download a paper application form from www.walthamforest.gov.uk or contact us to send you one.

If you have completed a paper application form you will not be able to check your application form online.

We never give out any offer information over the telephone. If you complete a paper form you will receive your offer letter by post. Online applicants will not receive a letter.

Please note:

If you apply online you must not submit a paper form as well.

Supplementary Information Forms (SIFs)

Some schools need extra information which we do not collect on the Waltham Forest application form. Emmanuel Community School, St. Mary's Catholic Primary School, St. Joseph's Infant School, Our Lady and St. George's Catholic Primary School, St. Patrick’s Catholic Primary School, St. Saviour's Church of England Primary School and St. Mary's Church of England Primary School will ask you to complete a Supplementary Information Form (SIF).

SIFs are available from the relevant schools’ websites and should be returned to the school when completed.

If you are applying for a school outside of Waltham Forest you will need to check with that local authority to find out if you need to complete a SIF.

Filling in your form

We may undertake checks to verify any information provided on your application form. We ask for copy documents but reserve the right to ask to see originals at any stage in the process plus additional documents if required. If false or misleading information is provided then we have the right to:

- withdraw an offer of a school place; or
- if an offer has not been made, process the application with the correct information as a late application.
Your child's details

**Name and date of birth** – please give your child’s name and date of birth exactly as it appears on their birth certificate.

**Address** – the address you provide must be your child’s permanent address. This must not be an address of another family member or another adult who looks after your child and does not have parental responsibility for your child.

- We will not accept a business address or a second home as a ‘normal permanent place of residence’.
- We will not accept temporary addresses, if for example, your permanent home is undergoing building works.

If parents are separated and have equal custody then they must select one parent’s address to be used for the application. Where a child lives with one of their separated parents for different parts of the week, we will consider the child’s home address to be where the child sleeps for most of the school week. If the child spends equal amounts of time at two addresses, the parents must agree which address they wish to be the child’s main address before we can process the application. Parents will need to arrange between themselves who will be making the application. Only one application can be accepted for a child. In the event that the Admissions Service receive a second application for the child we will process the application that was received first. We will only process the second application if the first application is withdrawn by way of a joint statement from both parents or by court order. This will ensure the child has an active application for a school place. Where parents cannot reach an agreement on school preferences and no joint statement confirming which application is to proceed or court order clarifying whose school preferences shall be processed, we will proceed with the first application received. You may also provide a copy of any custody or residence order in support of your application.

We check that the address you give is where you and your child are living to prevent fraudulent applications.

**Please note:**

If you provide a temporary address, we will only accept it if the tenancy agreement is for longer than 12 months.

Your details

Please provide the details of one parent or carer and your contact details. Please ensure you include your mobile and daytime telephone numbers and your email address as we may need to contact you.

What documents do I need to provide?

We check evidence submitted to prevent fraudulent applications. Information supplied during the application process may be shared with other departments and organisations for the prevention and detection of crime.

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 child benefit, child tax credit or housing benefit, an appointment letter with a professional (e.g. Doctor, dentist, hospital) or a bank statement in the child’s name**). You can submit an official document or letter with your child’s name and address.

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, an appointment letter with a professional (e.g. Doctor, dentist, hospital) or a bank statement in the child’s name**). You can submit an official document or letter with your child’s name and address.

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

Additional evidence required for specific criteria

If you are applying under any of the following criteria please refer to pages 11–12 for details of the additional evidence required:

- Looked After Child
- Medical/Social
- School Staff Child

If you apply online you must scan and attach the above documents to your application. You will receive an email confirming receipt of each document. If you applied on a paper form, you must send photocopies of your documents with your application.

If you have problems attaching your scanned documents, please email us at admissions@walthamforest.gov.uk

Please note:

If you do not provide these documents, we may not send you an offer letter on 16 April 2020. If you applied online you may not receive an email on 16 April 2020 and you will not be able to check the results of your application online.

Fraudulent Applications

The London Borough of Waltham Forest takes very seriously any attempt to gain an advantage in the admissions process by giving false information.

It is really important that the admissions system is fair for everybody. Nobody should be allowed to cheat by using a friend or relative’s address, a business address or by temporarily renting a property near to a popular school. Each year a number of parents try to get a school place by providing false information, which could result in them taking a place that should have gone to another child.

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. Your address will be checked by reference to various records and, if necessary, by a council officer visiting your address.

The local authority will investigate applications where there are any doubts about information provided by parents or where information has been received from another source. This may lead to prosecution. Likewise, if you enlist the assistance of another in making a false application, both you and the other may be prosecuted.

A false application may, in addition to prosecution, lead to the withdrawal of your child’s place in the school applied for, even if the child has already started school.
In addition, a sibling link will be withdrawn for any future siblings of any child who has started at a school and it as subsequently found that they have gained a place on the basis of a fraudulent application.

Moving house

You must provide the address on your application form where your child is living on 15 January 2020:

- If you move house after 15 January 2020, please let us know immediately.
- If we receive the required proof of your new address by 12 noon on 10 February 2020 and you are in residence; we will be able to use your new address to measure your home to school distances.
- If we receive the information after 12 noon on 10 February 2020 we will ensure that your offer letter is sent to your new address, if you applied on a paper application, but we will not be able to use this for the purposes of allocation.

If your new address is not in Waltham Forest you must also inform the admissions team in the local authority to which you are moving.

Guardianship

Guardianship only applies if the relatives can prove that they have full responsibility for the child and that the normal, permanent residence is not the parent’s address.

If the child lives with the relatives on a full-time basis, both during the week and at weekend, this is more likely to be accepted as a formal arrangement. There must be proof that the relatives care for the child on a full-time basis by providing a residence order or documents to show who receives the Child Benefit.

If a child does not live with their birth parents and relatives look after the child, documentary evidence such as a will or a court order must be shown as proof that the relatives are the child’s guardians.

Collecting children from school and looking after them until the parent collects them is not guardianship; nor does it apply if the child sleeps at the relative’s house regularly but still lives part-time with the parents.

Listing schools on your form

- We strongly recommend that you list six schools on your application form. Please list them in the order you most prefer them. Page 23 explains why this is so important.
- Do not list independent or private schools on your application form as you need to apply directly to those schools and not through Waltham Forest.
- If your child already has a sibling (brother or sister) at one of your preferred schools, you must still list that school on your application form and provide their sibling’s name and date of birth.
- If you only apply for one school, you will only be considered for that school.
- If you list the same school more than once it will not increase your chances of being offered that school.
- If we are unable to offer you any of your preferred schools we will allocate a place at the school nearest to your home that has an available place. This is known as an ‘alternative offer’.
- No school will know the order in which you have listed them on your application form or which other schools you have named on the form, as this information is confidential prior to the allocation of places.

Please note:

People will ask for the same school so not everyone will be offered a place at their first preference school. Be realistic about your preferences. You are strongly advised to put your nearest school as one of your six preferences. This is because ‘home-to-school distance’ is usually how most of the places are allocated.

Schools with two sites

The following schools have two sites: Barclay Primary School, Mission Grove Primary School and Hillyfield Primary Academy. This means that the schools operate across two separate sites, but each school is still managed by the same Headteacher and Governing Body.

If you are applying for a place at any of these schools, you must tell us whether you prefer your child to go to site 1 or site 2 or both. You will need to make this clear on your application form.

If you are applying online, the schools are listed separately and you should select the school site(s) you prefer. However, if you are making a paper application, you will need to write the name of the school with the postcode for the site you wish to apply for. If you wish your child to be considered for both sites, you must list these separately on your application. Details of the site addresses are given in section 3.

siblings

If you have a sibling at your preferred school, you must state this on your application form and give full details. If you do not do this, your child may not be offered a place.

Please note the sibling criteria for community and voluntary controlled schools. Please check the exact sibling definition for all other schools under their criteria, which may be different.

In all cases the sibling must be living at the same address and must still attend the school at the time of admission of the child for whom the application is being made. If you do not provide the name and date of birth of your child’s sibling when you make your application we will not be able to take it into account and it will affect your child’s chances of being offered a place at that school.

Medical or social reasons

If you feel that you or your child has an exceptional medical or social need that requires your child to attend a particular school you must tick ‘yes’ to the relevant question on the application form. You must also provide evidence to support your application, as shown below.

See page 11 for further details on medical or social requests.

Medical

You and your GP must complete a medical form which can be requested from the School Admissions Service or downloaded from www.walthamforest.gov.uk Please note your doctor may charge for this service. If you have written evidence from a relevant independent professional, such as a consultant or psychologist, please submit it.
Medical conditions affecting mobility will only be considered for the nearest school to the child’s permanent address.

Social
The professional evidence from a relevant independent professional, such as a social worker or psychologist, must outline the specific social need for your child or family. You must tell us why the social need can only be met by your child attending the particular school.

You can scan and attach the relevant evidence as part of the online application process or scan and send it to admissions@walthamforest.gov.uk

We will also accept copies of the evidence by post.

You must provide this evidence by the closing date.

There is no guarantee that you will get a place at your preferred school as we have to be convinced, from the independent evidence provided, that the specified school is the only school that can meet the defined needs of the child.

Declaration and signature
When you have completed your application form, you must sign it to confirm the information you have provided is correct. There is an equivalent process if you apply online.

Submit your application by 15 January 2020

If you apply online:
Before you submit your paper application read it through carefully to check you have completed all sections of the form.

Once you have submitted your form by pressing the ‘submit’ button you will receive an email confirming that your application has been successfully submitted.

If you apply on a paper form:
Before you submit your paper application read it through carefully to check you have completed all sections of the form.

Please make sure that you have put the correct postage on your envelope and that you allow enough time for your application form to reach us by 15 January 2020.

You are responsible for ensuring that your application reaches Admissions before the deadline.

Late applications
Applications received after 15 January 2020 will be classed as late.

Late applications can still be made online until July 2020.

Late applications will be considered after all the applications received on time have been processed.

Late applicants are very unlikely to be offered one of their preferred schools.

Late for Good Reason
If there are exceptional circumstances why your application was received after the deadline, please provide evidence, along with your letter explaining why the application is late. Please note, a letter without supporting evidence will not be considered.

Where the School Admissions Service agrees that there are exceptional circumstances, late applications will be treated as on time and will not be disadvantaged if they are received by 12 noon on 10 February 2020. Postal delay is not considered to be an exceptional reason and the franked date-stamp mark on the envelope will not be considered as proof of postage.

Change of preferences
Before the closing date
If you have applied online you can make changes to your school preferences by returning to the online application website (www.eadmissions.org.uk) and editing your application.

If you have applied on a paper application form any changes you want to make to your school preferences before 15 January 2020 must be made on a new application form available from www.walthamforest.gov.uk.

After the closing date
Any changes you make to your school preferences after the closing date must be made on a Change of Preference Form available from www.walthamforest.gov.uk. This will be considered as a late change of preference and your application will be considered with other late applications.

You will only be allowed to change your school preferences twice after the closing date.

If we are able to offer you a place based on your change of preference we will write to you and your original offer will be withdrawn.
Admissions criteria for Waltham Forest community and voluntary controlled schools

Special Educational Needs

Children who have an Education, Health and Care (EHC) Plan are placed in schools under the terms of the Education Act 1996 and the Children and Families Act 2014. They are not considered under the Admission Criteria referred to below. These children and young people will be allocated a place at the school named on the EHC Plan.

Please note:

The following schools will apply the Waltham Forest community and voluntary controlled schools criteria –

- Ainslie Wood Primary School
- Barn Croft Primary School
- Chapel End Infant School and Early Years Centre
- Chase Lane Primary School
- Chingford Church of England School
- Coppermill Primary School
- Dawlish Primary School
- Downsell Primary School
- Edinburgh Primary School
- George Tomlinson Primary School
- Greenleaf Primary School
- Gwyn Jones Primary School
- Handsworth Primary School
- Henry Maynard Primary School
- The Jenny Hammond Primary School
- Mission Grove Primary School
- Newport Primary School
- Oakhill Primary School
- Parkside Primary School
- South Grove Primary School
- Stonedown Park Primary School
- Thorpe Hall Primary School
- Whitehall Primary School
- The Winns Primary School

If there are more applications than there are places available at a school, we will use the following criteria, in priority order, to decide who should be offered a place. If you wish to apply under priorities 1–4, you must tick the box to indicate this on your application, and supply supporting documentation.

Priority 1 – Looked After Children or previously Looked After Children

Priority 2 – Medical or social reasons or Children ‘At Risk’

Priority 3 – Siblings

Priority 4 – School Staff Children

Priority 5 – Distance

1. Looked After Children or previously Looked After Children

Looked after children are children who are in the care of local authorities as defined by Section 22 of the Children Act 1989.

In relation to school admissions legislation a ‘looked after child’ is a child in public care at the time of application to a school. Previously looked after children are children who were looked after, but ceased to be so because they were adopted or became subject to a child arrangements order or special guardianship order, immediately after leaving care.

For looked after children, the application must be completed by their social worker with the name of the local authority, together with a covering letter. For previously looked after children, a copy of the order under which they left care must be provided. If the child is adopted from care, you must provide a copy of the Adoption Order.

2. Medical or Social reasons or Children ‘At Risk’

Medical or social reasons can only be taken into account where information is provided by the closing date. Failure to provide such information at that stage may affect whether or not the child is allocated a place at the preferred school under this criterion.

Applications will only be considered under this category if they are supported by a written statement from a doctor, social worker, psychologist or other relevant independent professional. The information must confirm the exceptional medical or social need, and demonstrate how the specified school is the only school that can meet the defined needs of the child.

In all cases the medical or social need must be permanent or long term.

For medical conditions affecting the mobility of the child or parent, consideration will only be given to the school nearest to the home address.

Examples of possible exceptional medical or social reasons:

- Any acute or chronic condition that would make it difficult for a child to attend any school other than the school closest to the child’s address.

- Any acute or chronic medical condition that requires regular, long-term attendance at a particular medical establishment which is closest to the school named.

- A child and their family who are considered ‘at risk’ due to circumstances beyond the family’s control such as fleeing domestic violence (housed in a refuge in Waltham Forest). Consideration may then be given for the named child to be given a school away from the area of their previous home address for safeguarding purposes.

- An existing restraining order that may put a family ‘at risk’ if the school were to be outside the remit of distance agreed by the courts.
The decision for community and voluntary controlled schools will be made by a panel of officers based upon the evidence provided. The panel reserves the right to seek additional professional advice as necessary. Own Admission Authorities, for example Academies, Trusts, Faith Schools, are responsible for making this decision.

A child is ‘at risk’ if they are currently on or subject to a Child Protection Plan.

3. Siblings

Sibling means:
- A full brother or sister
- A half brother or sister
- A step brother or sister
- A 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 Reception to Year 6 at the time of the proposed admission up to a distance of 0.5 miles from the school if the family has moved since the last sibling was offered a place. This means that if you have a sibling already attending your preferred school, but have moved since the last child was offered a place, you are now living at a distance further than 0.5 miles, your child’s application will not be considered under sibling criteria.

In all cases the sibling must be living at the same address and must still attend the school at the time of admission of the child for whom the application is being made. If you do not provide the name and date of birth of your child’s sibling when you make your application we will not be able to take it into account and it will affect your child’s chances of being offered a place at that school.

Please note:


4. School Staff Children

Children of members of staff who 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. 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.

Please note:

If you wish to apply under priorities 1–4, you must tick the box to indicate this on your application, and supply supporting documentation.

5. Distance

Distance is measured using a straight line from the centre of the child’s permanent address (as defined by the Local Land and Property Gazetteer) to the designated main gate of the school. If parents are separated and have equal custody then they must select one parent's address to be used for the application. Where a child lives with one of their separated parents for different parts of the week, we will consider the child’s home address to be where the child sleeps for most of the school week. If the child spends equal amounts of time at two addresses, the parents must agree which address they wish to be the child’s main address before we can process the application.

- Distance is measured using a straight line (using the Local Land and Property Gazetteer).
- All distances will be measured in miles using a computerised mapping system called Routefinder GIS.
- If more than one applicant lives in a multi-occupancy building (for example, flats) priority will be given to the applicant whose door number is the lowest numerically and/or alphabetically.
- Where two or more applicants (who are not from multiple births) are found to live exactly the same distance from the school, a lottery tie-break draw will take place with the assistance of a third impartial party.

Please note:

All distances will be measured using this system, which is the only one that will be used in the allocation of school places by Waltham Forest School Admissions Service.

Multiple births

If the last child to be offered a place is one of multiple births, all multiple birth siblings will be admitted to the school as ‘permitted exceptions’ to the infant class size legislation which limits infant classes to no more than 30 children.

Mini catchment areas

In addition to the criteria listed for community and voluntary controlled schools, some schools in the borough have mini catchment or priority areas. These will give priority in the distance criterion to some roads, over other roads that may actually be nearer to the school.

Details of these areas are as follows:

Coppermill Primary School
The following roads: Elmfield Road; Rensburgh Road; Chester Road; York Road; Morland Road and Salop Road. Plus: Coppermill Lane, even numbers 104 and above, odd numbers 145 and above inc. Waterside and Edward Road, even numbers 106 and below, odd numbers 91 and below.

The Jenny Hammond Primary School
The following roads: Cann Hall Road, odd numbers 59 to 229, even numbers 78 to 224; Ramsey Road, odd numbers 175 and below, even numbers 164 and below; Trumpington Road, odd numbers 85 and below, even numbers 88 and below; Tavistock Road; Worsley Road; Elsham Road; Cary Road, odd numbers 11 and below, even numbers 10 and below; Selby Road, odd numbers 99 and above, even numbers 102 and above.

Gwyn Jones Primary School
The following roads: Queens Road; Kings Road; Corbicum; Lytton Road; Esther Road; Temple Close; Wadley Road; Ripley Mews; Percy Road and Woodriffe Road. Plus: Essex Road South, Essex Mansions and numbers 2–8; Hainault Road, odd numbers 157 and above, even numbers 114 and above; Fairlop Road, odd numbers 1–31, even numbers 2–22 and Wallwood Road, odd numbers 59 and above, even numbers 40 and above.

Apply online at www.eadmissions.org.uk admissions@walthamforest.gov.uk
Admission criteria for Academies

This section relates to academies in Waltham Forest. These schools set their own admissions criteria. Applications for these schools should still be made online or on a paper application form and submitted to Waltham Forest School Admissions Service.

Schools following the Waltham Forest community and voluntary controlled schools criteria

The following schools follow the same criteria as a Waltham Forest community and/or voluntary controlled school. For full details see pages 11–12.

- George Mitchell School
- Mayville Primary School
- Woodford Green Primary School

Schools following the Waltham Forest community and voluntary controlled schools criteria, except for the sibling definition

The following schools follow the same criteria as a Waltham Forest community and/or voluntary controlled school, except for the sibling criteria, which is stated below. For full details see pages 11–12.

- Barclay Primary School
- Davies Lane Primary School
- Hillyfield Primary Academy
- Riverley Primary School
- Roger Ascham Primary School
- Selwyn Primary School
- Sybourn Primary School
- Thomas Gamuel Primary School
- Willow Brook Primary School Academy
- Yardley Primary School

Sibling means:
- A full brother or sister
- A half-brother or sister
- A stepbrother or stepsister
- Foster brother or sister
- The child of a parent or carer’s partner living at the same home address as the applicant’s child.

In all cases the sibling must be living at the same address and must still attend the school at the time of admission of the child for whom the application is being made. If you do not provide the name and date of birth of your child’s sibling, we will not be able to take it into account and it will affect your child’s chances of being offered a place at that school.

Schools following own admissions criteria

Salisbury Manor Primary (formerly Chingford Hall Primary Academy), Longshaw Primary Academy and Whittingham Primary Academy

The United Learning Trust is the admissions authority for Salisbury Manor Primary, Longshaw Primary Academy and Whittingham Primary Academy.

Oversubscription criteria apply if there are more applications than places available. If the Academy is oversubscribed, after the admissions of pupils with an Education, Health and Care Plan where the Academy is named in the Plan, priority for admissions will be given to those children who meet the following criteria, in the order below:

1. Looked after children or previously looked after children who are immediately subject to adoption, a child arrangement order or special guardianship order
2. Medical reasons
3. Children with a sibling on roll at the time of admission
4. Children of staff who are employed by the Trust
5. Distance of the Academy from the child’s permanent place of residence.

Sibling means:
- A full brother or sister
- A half-brother or sister
- A stepbrother or stepsister
- Foster brother or sister
- The child of a parent or carer’s partner living at the same home address as the applicant’s child.

In all cases the sibling must be living at the same address and must still attend the school at the time of admission of the child for whom the application is being made. If you do not provide the name and date of birth of your child’s sibling, we will not be able to take it into account and it will affect your child’s chances of being offered a place at that Academy.

For all definitions, please see the websites for each Academy.

Lime Academy Larkswood

Lime Trust is the admissions authority for Lime Academy Larkswood.

Oversubscription criteria apply if there are more applications than places available in the normal reception round. If the Academy is oversubscribed, after the admission of pupils with an Education, Health and Care Plan where the Academy is named in the Statement or Plan, priority for admissions will be given to those children who meet the criteria set out below, in order:

1. Looked after children and children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order; and children at risk.
2. Medical reasons
3. Children of staff who are employed by the Trust
4. Siblings

5. Other children by the distance from the Academy, with priority for admission given to children who live nearest to the Academy.

Sibling means:
• A full brother or sister
• A half brother or sister
• A step brother or sister
• A foster brother or sister
• The child of a parent or carer’s partner living at the same address

In all cases the sibling must be living at the same address and must still attend the Academy at the time of admission of the child for whom the application is being made. If you do not provide the name and date of birth of your child’s sibling we will not be able to take it into account and it will affect your child’s chances of being offered a place at the Academy.

If a child is given a place at Walthamstow Primary Academy based on false or misleading information, the place will be withdrawn and legal action may be taken.

For full definitions please see the school website.

In Year Admissions

All applications for a place in any year group at Lime Academy Larkswood, outside of the “normal” September admission round for reception places (so called in-year admissions) should be made directly to Lime Academy Larkswood. The application form to be used will be available from the school or its website.

Walthamstow Primary Academy

Pupils with statements of Special Educational Need will not be subjected to the application of the over-subscription criteria. They will be allocated a place at Walthamstow Primary Academy if their statement nominates the school as being the most suitable, and the school can meet the child’s needs appropriately.

When the school is oversubscribed priority for admission will be given to those children based on the criteria set out below, in the order shown:

1. Looked after children or children ‘at risk’
2. Medical or Social reasons
3. Children who have a sibling (brother or sister) at the school when they are due to start school.
4. Children who live closest to the school.

‘Sibling’ means:
• A full brother or sister;
• A half-brother or half-sister;
• A stepbrother or stepsister; and
• An adopted or long-term fostered brother or sister; living at the same address and going to the named school.

All siblings must be named on the application form. If they are not listed on your form, they cannot be taken into account.

Woodside Primary Academy

When the school is oversubscribed (that is, there are more applications than places available), after the admission of pupils with an Education, Health and Care Plan that names the school, priority for admission will be given to those children based on the criteria set out below, in the order shown:

1. Looked after children or previously looked after children i.e. children in foster care, care homes or who were before being adopted
2. Children with siblings in the school
3. Children of school staff fulfilling a skills shortage role
4. Home-to-school distance – meaning that the remaining places are allocated in order of each child’s proximity to the school.

‘Siblings’ are defined as “a full brother or sister, half brother or sister, adoptive brother or sister, foster brother or sister, or step-brother or sister, as well as a child of the partner of the applicant child’s parent where they live together, and in all cases the sibling must live at the home address of the applicant child and is being brought up with the applicant child as their sibling”. The sibling must be at the school at the point of proposed admission.

For full definitions, please see the school website.
Admission criteria for Trust and Voluntary Aided Schools

This section relates to those schools in Waltham Forest that set their own admission criteria. Applications for these schools should still be made online or on a paper application form and be submitted to Waltham Forest’s School Admissions Service.

Please note that most of the following schools also require parents to complete and submit a supplementary information form (SIF). If a school requires a SIF it will be listed in the school section. SIFs can be obtained directly from the schools. Please submit your completed SIF straight to the relevant school by 15 January 2020.

4. School Staff Children
Children of members of staff who 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.

5. Distance
This is measured from the child’s permanent address to the main gate of the school in Woodhouse Road:

- Distance is measured using a straight line (using the Local Land and Property Gazetteer).
- All distances will be measured in miles using a computerised mapping system called Routefinder GIS.
- If more than one applicant lives in multi-occupancy building (for example, flats) priority will be given to the applicant whose door number is the lowest numerically and/or alphabetically.
- Where two or more applicants (who are not from multiple births) are found to live exactly the same distance from the school, a lottery tie-break draw will take place with the assistance of a third impartial party.

Note: All distances will be measured using this system, which is the only one that will be used in the allocation of school places by Waltham Forest Admissions Service.

Appeals against non-admission
The Governors of the school are the admissions authority. If you are unsuccessful in securing a place at the school, the decision would have been made by the Governors.

All appeals will be coordinated by the school. Where the Governing Body is unable to offer a place because the school is oversubscribed, parents have the right of appeal to an independent appeal panel. Parents should notify the school as soon as possible after receiving the letter refusing a place, if they want to appeal. Parents will have the opportunity to submit their case to the panel in writing and also to attend in order to present their case. Your appeal will normally be heard within 40 school days of your appeal being lodged.

Waiting lists
Waiting lists will finish on 31 December for reception admission. Parents after this date will have to complete an iCAF application.

The waiting list will be prioritised according to the school’s oversubscription criteria set out above.

Should a vulnerable child meeting these protocols require a place at the school, they will take precedence over any child on the waiting list.

In Year admissions
Any applications for a school made outside the normal year of entry must be made directly to Waltham Forest’s School Admissions Service who will offer places on behalf of the Governing Body. The school is committed to Waltham Forest’s In-Year Fair Access Protocols.
Emmanuel Community School (Free school)

The school will offer 30 Reception places.

As a non-selective Christian school, Emmanuel Community School is open to members of other faiths or no faith. In the event of oversubscription, no more than 50% of places will be offered based on Christian faith, as set out below:

1. Looked after children and previously looked after children:
   A looked after child is a child in the care of the local authority or provided with accommodation by the local authority (as defined in Section 22 of the Children Act 1989) at the time of application.
   Previously looked after children are children who were looked after but ceased to be so because they were adopted or became subject to a residence order or special guardianship order.

Any remaining places will be offered to applicants in the following order. Up to 15 places will be offered to applicants in categories 2 to 5.

2. Dedicated children with a sibling at Emmanuel Community School from families who have worshipped regularly at Emmanuel Community Church and are recorded partners of that church.

3. Dedicated children with a sibling at Emmanuel Community School from families who have worshipped regularly at any church affiliated to Churches Together in Britain and Ireland or the Evangelical Alliance and are recorded members of that church.

4. Dedicated children from families who have worshipped regularly at Emmanuel Community Church and are recorded partners at that church.

5. Dedicated children who have worshipped regularly at any church affiliated to Churches Together in Britain and Ireland or the Evangelical Alliance and are recorded members of that church.

6. Children with an exceptional medical or social need, to be accompanied by supporting submissions from the applicant’s GP and/or consultant, social worker or education welfare officer, setting out the particular reasons why Emmanuel Community School is the most suitable school for the child and that the medical or social grounds are such that they cannot be met sufficiently at another school.

7. Children who have a sibling at Emmanuel Community School.

8. Children living closest to Emmanuel Community School. Distance is measured from the child’s permanent address to the main gate of the school.
   - Distance is measured using a straight line (using the Local Land and Property Gazetteer).
   - All distances will be measured in miles using a computerised mapping system called Routefinder GIS.
   - All distances will be measured using this system, which is the only one that will be used in the allocation of school places by Waltham Forest Admissions Service.

Additional information
You will need to complete the school’s supplementary information form which is available from the school or from the School Admissions Service. The completed form should be returned directly to the school office by 15 January 2020.

A child with a statement or Education, Health and Care Plan which names Emmanuel Community School will be admitted and will count towards the admission number of 30.

Where there are more applications satisfying any category 1 to 7, places will be offered in order of proximity to Emmanuel Community School at the date of application. Those living closer will be given higher priority.

The full admissions policy can be viewed at www.emmanuelcommunityschool.co.uk

Our Lady and St. George’s Catholic Primary School

1. You will need to make your application either online or on the Common Application Form co-ordinated by the London Borough of Waltham Forest by 15 January 2020.

2. Applications for Our Lady and St George’s Catholic Primary and Nursery School will also need to be supported by a Supplementary Information Form (SIF) which can be downloaded from the school website or collected from the Office. The following documents are required by the Governing Body to be submitted with the Supplementary Information Form (SIF)
   - A copy of the Birth Certificate
   - A copy of the Baptismal Certificate
   - Proof of residence – all the documents listed below are required as follows:-
     a. A recent original Council Tax bill
     b. Child benefit statement
     c. An original utility bill for the last quarter or current driving licence or original recent bank or building society statement

3. Any additional information, which is relevant to your application, should be submitted with your form.

4. Please notify the school of any change of circumstance or address, which may affect your application.

5. The Governors reserve the right to request any additional information, which they deem necessary to any application.

6. The parents of those children whom the Admissions Committee have agreed to admit to the school will be informed on 16th April and shall be required to confirm acceptance or otherwise of the offer by 30 April 2020.
ADMISSION POLICY FOR ACADEMIC YEAR 2020/2021

Where there are more applications for places than the number of places available, places will be offered according to the following order of priority.

Catholic looked after and previously looked after children. Catholic children who are resident in the parishes of Our Lady and St George, Walthamstow and Christ the King, Chingford.

Other Catholic children.

Other looked after and previously looked after children.

Catechumens and members of an Eastern Christian Church.

Children of other Christian denominations whose membership is evidenced by a religious leader.

Children of other faiths whose membership is evidenced by a religious leader.

Any other children.

Within each of the categories listed above, the following provisions will be applied in the following order.

i) Where evidence is provided at the time of application of an exceptional social, medical or pastoral need of the child which can most appropriately be met at this school, the application will be placed at the top of the category in which the application is made.

ii) The attendance of a brother or sister at the school at the time of enrolment will increase the priority of an application within each category so that the application will be placed at the top of the category in which the application is made after children in (i) above.

Please see the school website www.olsgschool.org for Definition of Terms and Related Arrangements.

Admissions Criteria

The school will offer 60 places using the following criteria:

1. Baptised Catholic Looked After and Previously Looked After Children

Baptised Catholic looked after and previously looked after children will be allocated places in this category by reference to the distance the child lives from the School, with those living nearest receiving higher priority.

To be included in this category, the Common Application Form must be accompanied by the child’s original baptismal certificate and a letter from the child’s social worker confirming the status of the child with their full name, date of birth and main home address, and submitted on or before the application deadline. Failure to do so will result in the child being placed into the next category that applies.

2. Baptised Catholic Children of Certified Practising Catholic Families with a Sibling at either the St. Joseph’s Infant School or Junior School

Baptised Catholic children of certified practicing Catholic families (see below) who will have a sibling at the School at the date of their admission will be allocated places in this category.

To be included in this category, the parent must confirm the sibling’s details in the Common Application Form which must be accompanied by the child’s original Catholic baptismal certificate and a Certificate of Catholic Practice (see below) and submitted on or before the application deadline. Failure to do so will result in the child being placed into the next category that applies.

3. Baptised Catholic Children of Members of the School’s Staff

To be included in this category, the parent must confirm that they are employed by the School in the Common Application Form which must be accompanied by the child’s original Catholic baptismal certificate and submitted on or before the application deadline. Failure to do so will result in the child being placed into the next category that applies.

4. Other Baptised Catholic Children of Certified Practising Catholic Families

Other baptised Catholic children of certified practicing Catholic families will be allocated places in this category.

To be included in this category, the Common Application Form must be accompanied by the child’s original Catholic baptismal certificate and a Certificate of Catholic Practice (see below) and submitted on or before the application deadline. Failure to do so will result in the child being placed into the next category that applies.

5. Other Baptised Catholic Children

Other Baptised Catholic looked after and previously looked after children will be allocated places in this category by reference to the distance the child lives from the School, with those living nearest receiving higher priority.

To be included in this category, the Common Application Form must accompanied by the child’s original Catholic baptismal certificate and submitted on or before the application deadline. Failure to do so will result in the child being placed into the next category that applies.

6. Children of families of other Christian denominations, who are in sympathy with the aims and ethos of the school and worship regularly at church, as supported by the minister
18 Application deadline 15 January 2020

Other baptised Christian children of certified practicing Christian families will be allocated places in this category.

To be included in this category, the Common Application Form must be accompanied by the child’s original Christian baptismal certificate and submitted on or before the application deadline. Failure to do so will result in the child being placed into the next category that applies.

7. Other Looked After and Previously Looked After Children

Other looked after and previously looked after children will be allocated places in this category by reference to the distance the child lives from the School, with those living nearest receiving higher priority.

To be included in this category, the Common Application Form must be accompanied by a letter from the child’s social worker confirming the status of the child with their full name, date of birth and main home address, and submitted on or before the application deadline. Failure to do so will result in the child being placed into the next category that applies.

8. Other Children with a Sibling at St. Joseph’s Infant School or Junior School

Other children who will have a sibling at the School at the date of their admission will be allocated places in this category.

To be included in this category, the parent must confirm the sibling’s details in the Common Application Form which must be submitted on or before the application deadline. Failure to do so will result in the child being placed into the next category that applies.

9. Other Children of Members of the School’s Staff

Other children with a parent who has been employed by the School (either at the Nursery or the School) for at least two years at the application deadline, or who were recruited to fill a vacant post for which there was a demonstrable skill shortage, will be allocated places in this category by reference to the distance the child lives from the School, with those living nearest receiving higher priority.

To be included in this category, the parent must confirm that they are employed by the School in the Common Application Form which must be submitted on or before the application deadline. Failure to do so will result in the child being placed into the next category that applies.

10. All Other Children

All other children will be allocated places in this category by reference to the distance the child lives from the School, with those living nearest receiving higher priority.

Full details regarding admissions can be found on the school website. This also includes definitions for each category.

St. Joseph’s Catholic Infant School expects ALL applicants to provide true and accurate information. If it is later discovered that inaccurate or false information has been provided the offer of a school place will be withdrawn.

St. Mary’s Catholic Primary School

The school is conducted by its governing body as part of the Catholic Church in accordance with its trust deed and instrument of government, and seeks at all times to be a witness to Jesus Christ.

The governors as a corporate body have sole responsibility for admissions to St Mary's Catholic Primary School and will admit 30 children to the Reception class.

The school has pupils of both genders from four to eleven years. The primary aim and purpose of the school is to support Catholic parents in the academic, spiritual and moral education of their children. The Governing Body therefore gives priority to baptised Catholic children of parents whose application is supported by a Certificate of Catholic Practice (CCP). This does not, however, prevent parents who are not of the Catholic faith applying for their children to be admitted to the school.

Applicants wishing to be considered under any of the faith based priority which relate to baptised Catholic children must also submit, documentary evidence of baptism and a completed CCP. The school will require sight of the child’s original baptismal certificate by the application deadline.

It is the responsibility of parent(s)/carer(s) to ensure that the original CCP is returned to the school by the application deadline.

PARISH BOUNDARIES

The Waltham Forest Deanery boundary map for the Parish of Our Lady of Grace & St Teresa of Avila can be found on St Mary's School website under Admissions or on the Diocese of Brentwood website.

Oversubscription criteria

In the event that the school receives applications for the admission of more children than there are places available, the Governing Body will allocate places in the following order of priority:

1. Baptised Catholic Looked After and Previously Looked After Children
2. Baptised Catholic Children whose application is supported by a CCP living in the Parish of Our Lady of Grace and St Teresa of Avila with a Sibling at the School
3. Baptised Catholic Children whose application is supported by a CCP living in the Parish of Christ The King with a Sibling at the School
4. Baptised Catholic Children whose application is supported by a CCP with a Parent who is a permanent employee of the School
5. Other Baptised Catholic Children whose application is supported by a CCP living in the Parish of Our Lady of Grace and St Teresa of Avila
6. Other Baptised Catholic Children whose application is supported by a CCP in the Parish of Christ The King
7. Baptised Catholic Children whose application is supported by a CCP living in Other Parishes of Catholic Churches with a Sibling at the School
8. Other Baptised Catholic Children whose application is supported by a CCP living in Other Parishes of Catholic Churches
9. Other Baptised Catholic Children
10. Other Looked After and Previously Looked After Children
11. All Other Children

NOTES:

Looked after children / previously looked after children are children who are in the care of a local authority as defined by Section 22 of the Children Act 1989.

Siblings

The term “sibling” includes a full brother or sister, half brother or sister, adoptive brother or sister, foster brother or sister, or step-brother or sister, as well as a child of the partner of the applicant child’s parent where they live together, and in all

Apply online at www.eadmissions.org.uk admissions@walthamforest.gov.uk
cases the sibling must live at the home address of the applicant child and is being brought up with the applicant child as their sibling.

**Child’s home address**

The address at which the child is living will be taken to be the address that the child lives at for 51% or more of his or her time from Monday to Friday during term time. It will usually be the address at which child benefit is claimed or, if ineligible, the address at which the child is registered with their G.P. The Governing Body reserves the right to request supporting documentary evidence of the child’s home address if an issue arises in this respect.

**Waiting List:**

Once places have been allocated in the normal admission round, the school will operate a waiting list until 31 December. The children on the waiting list will be ranked strictly in accordance with the order of priority outlined above, and not in order of the date that their name was added to the waiting list. This means that a child’s place on the waiting list may go down as more children are added to the list.

Thereafter, if a place becomes available adverts will be placed on the school website and in parish newsletters.

**Distance:**

Distance is measured in miles from the child’s home address to the main gate of the school using a straight line from the address to the main gate of the school. Wherever possible such measurements are supplied by the London Borough of Waltham Forest.

If more than one applicant lives in a multi-occupancy building (for example, flats) priority will be given to the applicant whose door number is the lowest numerically and/or alphabetically.

Where two or more applicants (who are not from multiple births) are found to live exactly the same distance from the school, a door number is the lowest numerically and/or alphabetically.

If more than one applicant lives in a multi-occupancy building (for example, flats) priority will be given to the applicant whose door number is the lowest numerically and/or alphabetically.

Where two or more applicants (who are not from multiple births) are found to live exactly the same distance from the school, a lottery tie-break draw will take place with the assistance of a third impartial party.

Full details regarding admissions can be found in the school’s admissions policy available on the school’s website at www.stmaryschingford.com or directly from the school office.

**NOTES:**

Note 1: Under the Children Act 1989, a child is looked after by a local authority if he or she is in their care or is provided with accommodation for more than 24 hours by the authority. They fall into 4 main groups:

(i) children who are accompanied under a voluntary agreement with their parents (section 20)

(ii) children who are subject to a care order (section 21) or interim care order (section 38)

(iii) children who are the subject of emergency orders for their protection (section 44 and 46)

(iv) children who are compulsorily accommodated. This includes children remanded to the local authority or subject to a criminal justice supervision order with a residence requirement (section 21).

The term ‘looked after children’ therefore includes: children in children’s homes, foster care, unaccompanied minors, and other emergency provisions. For ‘looked after children’, late applications or mid term transfer requests will receive the highest priority, second only to a Statement of Educational Need for vacant places at St. Mary’s. Where the request is for a place where a sibling attends, including the foster carer’s own children and other unrelated children resident in the same foster home, the School will consider the request even in cases where admission would result in the School exceeding the published admissions limit, in order to accommodate the child.

Note 2: Applications for places from children with a Statement
Application deadline 15 January 2020

Section 1

It aims to give a thorough education in the context of the Catholic Faith of the family as it is believed and lived at home and at Church where the family worship each Sunday. Catholic education looks to the growth of the child, intellectually, socially, culturally, morally and spiritually, thus necessitating a very close bond between Church, School and Home.

Whenever there are more applications than places available, priority will always be given to Catholic applicants in accordance with the oversubscription criteria listed below. All applicants are required to declare their positive support for the aims and ethos of the school.

The Governing Body has sole responsibility for admissions to this school and intends to admit 60 pupils into the Reception Year. They invite applications for admission from those who desire Catholic Education for their children. Intakes of 30 children for each reception class will be admitted in September.

The Governing Body may increase the priority of an application within a category where evidence is provided at the time of application of exceptional social, medical, pastoral or other need of the child which can be most appropriately met at this school.

Oversubscription Criteria

Where there are more applications for places than the number of places available, places will be offered according to the following order of priority.

1. Looked after children or previously looked after children from Catholic families.
2. Other looked after or previously looked after children.
3. Baptised Catholic children from practising Catholic families who are resident and practising in the parish of Our Lady of the Rosary and St Patrick, Walthamstow.
4. Baptised Catholic children from practising Catholic families who are resident in the parish of Our Lady of the Rosary and St Patrick, Walthamstow.
5. Other baptised Catholic children from Catholic families.
6. Other baptised Catholic children who are resident in the parish of Our Lady and St Patrick, Walthamstow.
7. Other baptised Catholic children.
8. Catechumens and members of an Eastern Christian Church.
9. Christians of other denominations whose parents are in sympathy with the aims and ethos of the school and whose application is supported by a minister of religion.
10. Children of other faiths whose parents are in sympathy with the aims and ethos of the school and whose application is supported by a religious leader.
11. Any other applicants.

In the event of oversubscription in any category, the following criteria in the order given below will be used to determine priority.

i. Those children who have brother(s) or sister(s) in the School in any but the final year.

ii. Children of teaching staff who:
   a) have been employed at the school for two or more years at the time of application for the school place or
   b) the member of staff is recruited to fill a vacant post for which there is demonstrable skill shortage.

Application Procedures and Timetable

If you want to apply for a place in the Reception class at St Patrick’s Catholic Primary School in the school year 2020/2021,
you must complete an application for the Local Education Authority. This is done via their eAdmissions website (https://www.walthamforest.gov.uk/content/applying-primary-school-place) by the closing date. You must also complete the school application form obtainable only from the School Office. If you are a practising Catholic, please ask your priest for a completed Certificate of Catholic Practice. Please then return the school form and Certificate of Catholic Practice to the school office by the closing date. Parents will be notified of the outcome of their application by the Borough.

The full admissions information can be found on the school website www.st-patricks.waltham.sch.uk/admission-information/

St. Saviour's Church of England School

St Saviour’s CoE Primary School provides high quality education for the whole community, in addition to church-goers. As well as Christian pupils, we serve those families with other faiths or no faith – all of whom are welcomed equally.

Before completing the Form Parents/Guardians are advised to read carefully the following notes.

St Saviour’s School aims to give a thorough academic education in the context of the Christian Faith, while welcoming and celebrating other faiths. Education within a Voluntary Aided Anglican School is a partnership between Church, School and Home and, as such, parents/carers are asked to set an example to their children by supporting the Parish and the school where possible to reflect the Christian Ethos and Values – which are applicable across other faiths and for those with no faith.

The Governors intend to admit 60 pupils to the Reception class during each academic year. It is not possible to “reserve” places and parents/carers who wish to apply for a place at the school for their child should complete the application form between 1 September 2019 and 15 January 2020 in the school year before the child is due to be admitted. Applications outside these times will be considered as casual applications.

Parents will be notified of the outcome of their application by the Borough.

Note: Under the Children Act 1989, a child is looked after by a local authority if he or she is in their care or is provided with accommodation for more than 24 hours by the authority. They fall into 4 main groups:

(i) children who are accompanied under a voluntary agreement with their parents (section 20)
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(iii) children who are the subject of emergency orders for their protection (section 44 and 46)
(iv) children who are compulsorily accommodated. This includes children remanded to the local authority or subject to a criminal justice supervision order with a residence requirement (section 21).

The term ‘looked after children’ therefore includes: children in children’s homes, foster care, unaccompanied minors, and other emergency provisions. For ‘looked after children’, late applications or mid term transfer requests will receive the highest priority, second only to a Statement of Educational Need for vacant places at St Saviour’s. Where the request is for a place where a sibling attends, including the foster carer’s own children and other unrelated children resident in the same foster home, the School will consider the request even in cases where admission would result in the School exceeding the published admissions limit, in order to accommodate the child.

Note 2: Applications for places from children with an Educational Health Care Plan (or statement of educational needs) will be considered under category 1 above (i.e. prioritised along with ‘looked after children’ above all other admissions categories).

Note 3: In categories 3 and 5 “active members” means that at least one parent attends the Church for public worship a minimum of twice a month. A Supplementary Information Form (SIF) must be submitted directly to the school, in addition to the Local Authority process. This is available via the school office or the school website.

Note 4: Under the co-ordinated admissions scheme, the admissions committee requires THREE official documents showing proof of parents’ or guardians’ residence at the address shown on the application form. These must be:

1. the most recent Council Tax bill or rent agreement
   and
2. your most recent Child Benefit/Child Tax Credit letter showing your child’s name and your address
   and
3. the most recent utility bill for the address showing your name (this must be one for Gas, electricity or Water, no other bill will be acceptable).

Note 5: Where the offer of places to all applicants in any sub category listed above would lead to over subscription, the places will be offered to those living closest to the school. Distance measured in a straight line and sourced from the Local Authority.

St. Saviour’s Church of England School

St Saviour’s CoE Primary School provides high quality education for the whole community, in addition to church-goers. As well as Christian pupils, we serve those families with other faiths or no faith – all of whom are welcomed equally.

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The Governors intend to admit 60 pupils to the Reception class during each academic year. It is not possible to “reserve” places and parents/carers who wish to apply for a place at the school for their child should complete the application form between 1 September 2019 and 15 January 2020 in the school year before the child is due to be admitted. Applications outside these times will be considered as casual applications.

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   and
2. your most recent Child Benefit/Child Tax Credit letter showing your child’s name and your address
   and
3. the most recent utility bill for the address showing your name (this must be one for Gas, electricity or Water, no other bill will be acceptable).

Note 5: Where the offer of places to all applicants in any sub category listed above would lead to over subscription, the places will be offered to those living closest to the school. Distance measured in a straight line and sourced from the Local Authority.
Definitions

**Actively Involved** is defined, in accordance with national Church of England guidance as being ‘at the heart of the church’. This means attending Sunday services at least twice a month or/and involved in weekday worship, with the exception of holidays and illness,

**A Christian Church** is defined as one which is part of a church in membership of, or holding observer status of, ‘Churches Together in England’ and/or has church membership of the ‘Evangelical Alliance’ and/or is a member of Affinity (formerly the British Evangelical Council).

**Neighbouring Parishes:** St. Peter-In-The-Forest, St John, St Michael and All Angels, St Mary’s, St Barnabas with St James the Greater, St Andrew (Higham Hill), Emmanuel (Leyton), All Saints (Leyton), St Catherine and St Paul (Leyton) known as ‘Cornerstone’. All churches mentioned are those in Walthamstow, unless stated differently.

**A sibling** is defined as a child living at the same address who is also: a full brother or sister related by blood or adoption, or half brother or sister related by blood or adoption, or step-sibling (for children in foster care please see Note 1 above).

**The Parish of Walthamstow** refers to the boundaries of the Church of England ecclesiastical parish, as defined by the Diocese of Chelmsford. A map outlining the boundaries may be obtained from the school office.

**Unsuccessful Applications and the Outstanding Application Pool**

In addition to their right of appeal, unsuccessful applicants will be offered the opportunity to be placed in an outstanding application pool. This outstanding application pool will be maintained in order of the over-subscription criteria set out above and not in the order which the applications are received or added to the pool.

**The Appeals Procedure**

St Saviour’s is a popular School and parents will appreciate that, owing to over-subscription, it may at times not be possible to offer a place to everyone who applies. The 1980 Education Act gives parents the right to appeal against decisions of the Governors regarding admissions. Parents wishing to do so should notify both of the following:

**The Education Appeals Committee**
Democratic Services, Town Hall, Forest Road, Walthamstow, LONDON E17 4JF.

**Chair of Governors**
St Saviour’s C of E Primary School, Verulam Avenue, Walthamstow, LONDON E17 8ER.

**In Year admissions**

Any applications for the school made outside the normal year of entry must be made directly to school. For more information please visit our website.
Section 2
How we will process your application

Applications are processed using a system known as equal preference. This means that for each of your preferences we will use the admissions criteria to work out whether we can offer your child a place at any of your preferred schools:

- The Governors of academies, foundation, free and voluntary-aided schools rank the applications for their school. This means they let us know who to offer a place by listing all pupils who have applied in the order of their admissions criteria.
- Other local authorities let us know which Waltham Forest residents can be offered places in their schools.
- If more than one place can be offered to your child, we will offer the highest possible preference. This is why it is so important to list schools in the order you most prefer.

The result of your application

<table>
<thead>
<tr>
<th>Date</th>
<th>What will happen</th>
</tr>
</thead>
<tbody>
<tr>
<td>16 April 2020</td>
<td>Online applicants will be sent an email with the outcome of their application. Please wait until you have received the email before logging on to the eadmissions website.</td>
</tr>
<tr>
<td>16 April 2020</td>
<td>Offer letters will be sent by first class post to applicants making a paper application.</td>
</tr>
<tr>
<td>17 April 2020</td>
<td>Offer letters should be received by applicants making a paper application but because of variations in Royal Mail delivery we cannot guarantee this.</td>
</tr>
</tbody>
</table>

Please note:
Please note that we do not give out any offer information over the telephone.

Accepting the offer

You will need to confirm whether you want to accept the offer or not by 30 April 2020.

If you applied online, you can accept the school offered online by logging into your account and viewing ‘My school admissions’ page then select ‘View outcome and respond’.

If you have received an offer letter, please complete the reply slip and send it back to the School Admissions Service.
If you have not been offered your preferred school, you are strongly advised to accept the school place you have been offered to ensure that your child has a school place for September 2020. Accepting the place offered will not affect your chances of being offered a place at a school you prefer more, either through the waiting list or through the appeal process.

Please note:
Failure to respond may result in losing the school place offered.

Declining the offer

If you do not want the place offered you can decline it online (if you applied online) or by filling in the reply slip on your offer letter. You are legally responsible for ensuring that your child receives full-time education from the term following their fifth birthday, so you must tell us what alternative arrangements you have made for their education e.g. home education.
Alternative offers

If we are unable to offer you any of your preferred schools we will allocate a place at the school nearest to your home that has an available place. If you wish to decline the alternative offer please refer to the ‘How places were allocated breakdown’. This breakdown will list those schools in Waltham Forest with available places. Should you then decide another school with places would better meet your child’s needs, you must contact the School Admissions Service at admissions@walthamforest.gov.uk for your child’s alternative offer school to be changed. This must be done as soon as possible as the number of places available can change at any time.

Waiting Lists

Your child’s name will automatically be added to the waiting lists for any higher ranked Waltham Forest schools that we were unable to offer.

• If you want to accept the offered school and do not wish to be placed on the higher preference waiting lists, please let us know in writing.
• If you wish to amend your preferred school(s), you must complete a change of preference form.
• Waiting lists for Waltham Forest schools are ordered in accordance with the admission criteria for each school.
• Places are allocated to children from the top of the waiting list as vacancies arise.
• Waiting list positions can change at any time depending on other applicants’ circumstances and it is important to note that your child’s position may go down as well as up if other applicants join the waiting list.
• The date of your application does not affect your waiting list position once it has been processed.
• Being on a waiting list is not a guarantee of a place at the school.

If you want to be placed on the waiting list for any lower preference schools, please contact the School Admissions Service at admissions@walthamforest.gov.uk

If you are offered a place from the waiting list, you will need to confirm whether you want to accept the place. This place will only be held for seven days. After seven days your offer will revert back to the original school you accepted and the higher offer will be withdrawn.

For Waltham Forest schools waiting lists close on 31 December 2020. If you then want to rejoin the waiting list for any school you will need to re-apply by completing an iCAF, available on www.walthamforest.gov.uk, listing your new school preferences. These waiting lists will then remain open until the end of June.

Your child will not remain on the waiting list after 31 December until a completed iCAF is received.

School admission appeals

If your child is not offered a place at one of the schools you listed on your application form you can appeal against this decision to an independent appeal panel. You will be given details of how to make an appeal with your offer.

The deadline for receipt of appeals is 14 May 2020 in order for appeals to be heard in June/July. If you submit your appeal after this deadline, it will be heard within 40 school days.

 Appeals are heard by panels of people who have not taken part in deciding how places were offered on to National Offer Day. The clerk to the independent appeal panel will write to you with details of your appeal date. You will be invited to present your case in person and you will be allowed to bring a friend or representative to help you, if you wish. For further guidance regarding appeals please visit https://www.gov.uk/schools-admissions/appealing-a-schools-decision.

If you would like your case to also be considered under the Medical/Social ‘criteria’ and discussed by the relevant medical/social panel you need to request this in writing separately from the appeal. Any medical/social cases which are part of the appeal will not automatically go to the medical/social panel unless expressly asked by the parents.

We can normally only consider one appeal for each school within the same school year. In exceptional circumstances you may be able to appeal for the same school more than once, but there would have to be changes to your personal circumstances for this to be allowed.

If you are appealing for an academy, foundation, free or voluntary-aided school or a school in another local authority, you must check the closing date with that school or local authority, as they might be different. Your appeal must be sent directly to the school or local authority concerned.

Where possible, appeals for late applicants will be included with those being heard for the same admission round.

If you are unhappy with the outcome of your appeal you can seek independent legal advice, or complain to the Local Government Ombudsman.

Please note:

This appeals process is the only recourse for a parent and any lobbying of Councillors or MPs will not influence the school offer in advance of an appeal.
## Section 3

### Schools in Waltham Forest

<table>
<thead>
<tr>
<th>School details</th>
<th>Headteacher</th>
<th>Status</th>
<th>PAN</th>
<th>Breakfast Club starts</th>
<th>Tea time Club ends</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Ainslie Wood Primary School</strong></td>
<td>Ms Kerry Scott</td>
<td>Community</td>
<td>60</td>
<td>07:30</td>
<td>18:00</td>
</tr>
<tr>
<td>Ainslie Wood Road, E4 9DD</td>
<td>020 8523 7913</td>
<td></td>
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<tr>
<td><a href="http://www.ainsliewood.co.uk">www.ainsliewood.co.uk</a></td>
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<td><strong>Barclay Primary School</strong></td>
<td>Mr Tom Mitchell</td>
<td>Academy</td>
<td>120 (Site 1)</td>
<td>07:30</td>
<td>18:00</td>
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<tr>
<td>Canterbury Road, E10 6EJ (Site 1)</td>
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<td>60 (Site 2)</td>
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<tr>
<td>Hoe Street, E17 9AA (Site 2)</td>
<td>020 8539 6777</td>
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<td><a href="http://www.barclayprimary.net">www.barclayprimary.net</a></td>
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<td><strong>Barn Croft Primary School</strong></td>
<td>Ms Tracey Griffiths</td>
<td>Community</td>
<td>30</td>
<td>07:30</td>
<td>18:00</td>
</tr>
<tr>
<td>Brunei Road, E17 8SB</td>
<td>020 8521 1145</td>
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<td><a href="http://www.barncroftprimaryschool.org">www.barncroftprimaryschool.org</a></td>
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<tr>
<td><strong>Buxton School</strong></td>
<td>Mrs Kathleen Wheeler</td>
<td>Trust</td>
<td>120</td>
<td>07:30</td>
<td>18:00</td>
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<tr>
<td>Cann Hall Road, E11 3NN</td>
<td>020 8534 3425</td>
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<td><a href="http://www.buxtonschool.org">www.buxtonschool.org</a></td>
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<tr>
<td><strong>Chapel End Infant School and Early Years Centre</strong></td>
<td>Ms Janice Chaplin</td>
<td>Community</td>
<td>90</td>
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<tr>
<td>Beresford Road, E17 4LN</td>
<td>020 8527 1388</td>
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<tr>
<td><a href="http://www.chapellenfants.com">www.chapellenfants.com</a></td>
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<tr>
<td><strong>Chase Lane Primary School</strong></td>
<td>Colin Jeffery</td>
<td>Community</td>
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<td><a href="http://www.chaselaneprimary.waltham.sch.uk">www.chaselaneprimary.waltham.sch.uk</a></td>
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<td><strong>Chingford Church of England Primary School</strong></td>
<td>Ms Lindsey Lampard</td>
<td>Voluntary Controlled</td>
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<td>020 8529 7601</td>
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<td><a href="http://www.chingfordcfe.org">www.chingfordcfe.org</a></td>
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<tr>
<td><strong>Coppermill Primary School</strong></td>
<td>Mrs Figen Bektasoglu</td>
<td>Community</td>
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<td>07:45</td>
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<tr>
<td>Edward Road, E17 6PB</td>
<td>020 8520 6267</td>
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<td><a href="http://www.coppermillprimary.co.uk">www.coppermillprimary.co.uk</a></td>
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<tr>
<td><strong>Davies Lane Primary School</strong></td>
<td>Ms Bronwen Chalmers</td>
<td>Academy</td>
<td>120</td>
<td>07:45</td>
<td>18:00</td>
</tr>
<tr>
<td>Davies Lane, E11 3DR</td>
<td>020 8539 2466</td>
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<tr>
<td><a href="http://www.davieslane.co.uk">www.davieslane.co.uk</a></td>
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<tr>
<td><strong>Dawlish Primary School</strong></td>
<td>Ms Prue Barnes-Kemp</td>
<td>Community</td>
<td>30</td>
<td>n/a</td>
<td>n/a</td>
</tr>
<tr>
<td>Jesse Road, E10 6NN</td>
<td>020 8558 1566</td>
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<td>Ms Julie Maltwood</td>
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<td><strong>St Patrick’s Catholic Primary School</strong></td>
<td>Mr Ruslan Protsiv</td>
<td>Voluntary aided</td>
<td>60</td>
<td>07:30</td>
<td>18:30</td>
</tr>
<tr>
<td>Longfield Avenue, E17 7DP</td>
<td><a href="http://www.st-patricks.waltham.sch.uk">www.st-patricks.waltham.sch.uk</a></td>
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<td><strong>St Saviour’s Church of England Primary School</strong></td>
<td>Amir Lemouchi</td>
<td>Academy</td>
<td>60</td>
<td>08:00</td>
<td>18:00</td>
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<td>Verulam Avenue, E17 8ER</td>
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<tr>
<td><strong>Sybourn Primary School</strong></td>
<td>Mr Andrew Bocchi</td>
<td>Academy</td>
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<td>18:30</td>
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<td>Sybourn Street, E17 8HA</td>
<td><a href="http://www.sybournprimary.net">www.sybournprimary.net</a></td>
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### Junior Schools in Waltham Forest

There are two junior schools in Waltham Forest. Please note that these schools are for year 2 to year 3 transfer only. Please do not put these schools on your form if you are making an application for a reception place.

<table>
<thead>
<tr>
<th>School details</th>
<th>Headteacher</th>
<th>Status</th>
<th>PAN</th>
<th>Breakfast Club Start</th>
<th>Tea Time</th>
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<tbody>
<tr>
<td><strong>Chapel End Junior Academy</strong>&lt;br&gt;Roberts Road, London E17 4LS&lt;br&gt;020 8527 6876&lt;br&gt;www.chapelendacademy.org</td>
<td>Mr Terry Sheen</td>
<td>Academy</td>
<td>90</td>
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<td><strong>St Joseph's Catholic Junior School</strong>&lt;br&gt;Vicarage Road, London E10 5DX&lt;br&gt;020 8539 5971&lt;br&gt;<a href="http://webfronter.com/waltham-forest/sjjs/main/#m-liid_690537">http://webfronter.com/waltham-forest/sjjs/main/#m-liid_690537</a></td>
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Section 4

Neighbouring local authorities

If you want to apply for schools outside of Waltham Forest, contact the relevant local authority for information on those schools. Please remember that if you live in Waltham Forest you must list all preferences on your Waltham Forest application.

Barking and Dagenham
Tel: 020 8215 3004
Email: admissions@lbbd.gov.uk
Website: www.lbbd.gov.uk/admissions

Enfield
Tel: 020 8379 5501
Email: esas@enfield.gov.uk
Website: www.enfield.gov.uk/admissions

Essex County Council
Tel: 0345 603 2200
Email: admissions@essex.gov.uk
Website: www.essex.gov.uk/admissions

Hackney
Tel: 020 8820 7000
Email: admissions@learningtrust.co.uk
Website: www.learningtrust.co.uk/admissions

Haringey
Tel: 020 8489 1000
Email: schooladmissions@haringey.gov.uk
Website: www.haringey.gov.uk/schooladmissions

Havering
Tel: 01708 434600 (Mon-Fri, 12–5pm)
Email: schooladmissions@havering.gov.uk
Website: www.havering.gov.uk/admissions

Hertfordshire
Tel: 0300 123 4043
Email: transfer.admissions@hertfordshire.gov.uk
Website: www.hertfordshire.gov.uk/admissions

Newham
Tel: 020 8430 2000
Email: pupil.services@newham.gov.uk
Website: www.newham.gov.uk

Redbridge
Tel: 020 8554 5000
(Telephone opening times are from 8.30am to 5.00pm)
Email: admissions@redbridge.gov.uk
Website: www.redbridge.gov.uk

Tower Hamlets
Tel: 020 7364 5006
Email: school.admissions@towerhamlets.gov.uk
Website: www.towerhamlets.gov.uk

Useful contacts for information and advice

Ofsted
The body that regularly inspects all schools in England that are mainly or wholly state-funded.
www.ofsted.gov.uk
enquiries@ofsted.gov.uk
0300 123 1231

Department for Education
The government department responsible for education and children’s services
0370 000 2298
www.education.gov.uk

Advisory Centre for Education (ACE)
Offer a comprehensive range of advice and information on education issues.
www.ace-ed.org.uk
0300 0115 142 (Monday to Wednesday from 10am to 1pm; term time only)

Schools Finder
A government-funded website that provides detailed information about schools, including links to school performance data and the school profile
https://www.compare-school-performance.service.gov.uk/
## Section 5

### Other information

#### How School places were offered for 2019/20 reception allocation

Below is a table showing how places were allocated under each of the published admission criteria for each school on 16 April 2019.

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<thead>
<tr>
<th>School name</th>
<th>PAN</th>
<th>Applications received</th>
<th>SEN / EHCP</th>
<th>LAC Medical or Social</th>
<th>Sibling</th>
<th>Religious Criteria</th>
<th>Staff Child</th>
<th>Mini Catchment</th>
<th>Distance</th>
<th>Cut off Distance</th>
<th>LA Alternative Offer*</th>
<th>Places Available (vacancies)</th>
<th>Appeals heard</th>
<th>Appeals allowed</th>
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<td>Mini Catchment</td>
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<td>Cut off Distance</td>
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<td>Places Available (vacancies)</td>
<td>Appeal</td>
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</tbody>
</table>

Note: Figures are for guidance only. There is no guarantee that figures will be similar in future years. Data for appeals is based on those heard between National Offer Day and July 2019.

**KEY**

- **PAN**: Number of available places in Reception for entry in September 2019
- **Applications received**: Number of preferences expressed for a school (parents can list up to six preferences on their application)
- **LA Alternative Offer**: Alternative offer – where none of an applicant’s preferences can be met we offer a place at the nearest school to their home with an available place
- **Places offered**: Number of Reception places offered on Allocation Day
- **Cut off distance**: Home to school distance of the last child offered a place at a school
# Cut off distances in miles for past three years

The table below shows how far away the pupil lived who was offered the last available place at the school on allocation day.

<table>
<thead>
<tr>
<th>School</th>
<th>2017/18</th>
<th>2018/19</th>
<th>2019/20</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ainslie Wood Primary School</td>
<td>0.906</td>
<td>0.61</td>
<td>0.454</td>
</tr>
<tr>
<td>Barclay Primary School (site 1)</td>
<td>0.667**</td>
<td>0.509</td>
<td>0.712</td>
</tr>
<tr>
<td>Barclay Primary School (site 2)</td>
<td>0.339</td>
<td>0.522</td>
<td>0.333</td>
</tr>
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<td>Barn Croft Primary School</td>
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</tr>
<tr>
<td>Buxton School</td>
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<td></td>
</tr>
<tr>
<td>Chapel End Infant School</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Chase Lane Primary School</td>
<td>0.609</td>
<td>0.542</td>
<td></td>
</tr>
<tr>
<td>Chingford C of E Primary School</td>
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<tr>
<td>Coppermill Primary School</td>
<td>0.484</td>
<td>0.814</td>
<td>0.502</td>
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<tr>
<td>Davies Lane Primary School</td>
<td>0.547**</td>
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<td>Downsell Primary School</td>
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</tr>
<tr>
<td>Edinburgh Primary School</td>
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<tr>
<td>Emmanuel Community School (Free)</td>
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<td>George Mitchell School</td>
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<td>George Tomlinson Primary School</td>
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<tr>
<td>Greentleaf Primary School</td>
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<td>0.771</td>
<td>0.695</td>
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<td>Gwyn Jones Primary School</td>
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<td>Handssworth Primary School</td>
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<tr>
<td>Henry Maynard Primary School</td>
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</tr>
<tr>
<td>Hillyfield on the Hill Primary Academy (site 1)</td>
<td>0.310***</td>
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<tr>
<td>Hillyfield in the Park Primary Academy (site 2)</td>
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<td>Lime Academy Larkswood</td>
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<td>Longshaw Primary Academy</td>
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<td>Mission Grove Primary School (site 1)</td>
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<td>Mission Grove Primary School (site 2)</td>
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<tr>
<td>Salisbury Manor Primary (formerly Chingford Hall Primary Academy)</td>
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<td>Selwyn Primary School</td>
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<td>St Mary’s C of E</td>
<td>0.351</td>
<td>0.395</td>
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<td>Stoneydown Park Primary School</td>
<td>0.934</td>
<td>1.919</td>
<td>0.493</td>
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<td>Sybourn Primary School</td>
<td>0.351</td>
<td>0.395</td>
<td>1.523</td>
</tr>
<tr>
<td>The Jenny Hammond School</td>
<td>0.934</td>
<td>1.919</td>
<td>0.493</td>
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<tr>
<td>The Winns Primary School</td>
<td>0.351</td>
<td>0.395</td>
<td>1.523</td>
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<td>Thomas Gamuel Primary School</td>
<td>0.351</td>
<td>0.395</td>
<td>1.523</td>
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<td>Thorpe Hall Primary School</td>
<td>0.351</td>
<td>0.395</td>
<td>1.523</td>
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<td>1.523</td>
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<td>Whitehall Primary School</td>
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<td>1.523</td>
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<td>Whittingham Primary Academy</td>
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<tr>
<td>Yardley Primary School</td>
<td>0.351</td>
<td>0.395</td>
<td>1.523</td>
</tr>
</tbody>
</table>

*Children offered under distance for Coppermill Primary School for 2019/20 all live in the mini-catchment area

**Lottery tie break draw

*** Excepted pupil – the last child offered was a twin

Where no cut off distance is shown for a school this means that all applicants who applied on time were offered a place there.

Figures are for guidance only. There is no guarantee that figures will be similar in future years. The number of applications for each school will differ each year, as will the addresses from which children are applying.
**Children with Special Educational Needs**

Children with an Education, Health and Care Plan should not apply using the Common Application Form. Instead, each parent must complete the application form sent to the home address by the Disability Enablement Service between April and September 2019. The SEND primary transfer form must be completed and returned to the Disability Enablement Service by 5th October 2019.

The SEND primary transfer form will give parents the opportunity to name two primary schools. Parents may have already named preferences for their child at the annual review meeting but some parents may wish to make their final choices of school after having the opportunity to visit schools.

There are three special schools in Waltham Forest that are able to accommodate Primary age children. These are Hornbeam Academy (Brookfield House Site (www.hornbeamacademy.org/brookfield-house) and Joseph Clarke School (www.whitefield.org.uk/jc) and Whitefield Schools & Centre (www.whitefield.org.uk). Places at these schools are authorised by the Disability Enablement Service Phase Transfer Panel or can be allocated via their multi agency panel held weekly.

Further advice is available from the Disability Enablement Service based at:

Wood Street Health Centre (1st floor)
6 Linford Road
Walthamstow
E17 3LA
Tel: 020 8496 6503 / 6505

For free impartial advice on special educational needs you can contact:

Waltham Forest Special Educational Needs Disability Information Advice and Support Service (WFSENDIASS) – Citizens Advice Waltham Forest
220 Hoe Street
Walthamstow
London E17 3AY
Telephone: 020 3233 0251
Email: wfsendiass@walthamforestcab.org.uk

**Fair Access Protocol**

Some parents have difficulty in finding a school place for their child. That is why all local authorities are required to have a Fair Access Protocol.

Not all children for whom it is hard to find a school place will be challenging, but they will be vulnerable as long as a school place has not been found for them. Our protocol establishes a fair system for the admission of children who are genuinely ‘hard to place’ as well as minimizing the number of children in Waltham Forest at risk of underachievement through being out of school.

This Protocol is designed to:
- acknowledge the needs of vulnerable children not on the school roll of any school to be dealt with quickly and sympathetically
- reduce the time these children spend out of school
- ensure all schools admit children with challenging needs on a fair and transparent basis.

**Please note:**

Children who do not have a school place will always take precedence over those children on a waiting list but who are still on roll at a school.

**Free school meals**

All children in Reception, Year 1 and Year 2 in state-funded schools will be eligible for free school meals. This includes infant pupils in maintained infants and primary schools, free schools, academies, schools for pupils with special educational needs and pupil referral units.

We are asking all parents and carers of children in Reception, Year 1 and Year 2 whose children attend school in Waltham Forest to complete a universal infant free school meals form and return it to their child’s school. The form is available from www.walthamforest.gov.uk on the free school meals page.

You can also apply using a self service PC at North Chingford, Walthamstow, Leyton or Leytonstone libraries.

**In Years Applications**

By law, children aged between 5 and 16 must receive an education. This means that if your child is not in a school you must apply for a school or tell the local authority what alternative arrangements you are making for their education.

If your child has an Education, Health and Care Plan (EHC Plan) and you want to ask for a school transfer, you must contact the Disability Enablement Service on 020 8496 6503 or 020 8498 6505. They consider these applications separately from the process outlined below.

**If you want to change schools**

It is extremely important that a child has continuity in their education. For this reason, we strongly discourage unnecessary transfers between schools. If your child is already attending a school, but you feel that a move would be in their best interests, you should discuss your reasons for this with your child's current school. It is important that you try to resolve any difficulties by working with the school, rather than requesting a transfer. If you still want to go ahead with the transfer after this meeting, complete the form and send it to School Admissions.

**Applying for a school place**

To apply for an in year place, you should complete the online application form. The link is available from the Waltham Forest website (https://www.walthamforest.gov.uk/content/yearadmissions). If you prefer to complete a paper form, this is also available on the website.

You can list up to three preferences. You should list the schools in the order of preference. The admissions criteria for faith schools, academies, foundation and free schools may be different from community and voluntary controlled schools, and you may need to fill in other forms (Supplementary Information Forms). You can get these from the school and they must be returned to the school. For all school criteria, see pages 11–22. If you believe your child may fall under a higher criterion, you must provide documentation to show this.

If you complete the paper application form you must return it to the Admissions Service in one of the following ways:

**Post:** School Admission Service, Waltham Forest Town Hall, Forest Road, London E17 4JF
**Email:** admissions@walthamforest.gov.uk

**Providing the correct proof**

You will need to provide documents with your application that provide evidence of:

1. Your home address (for example a government produced letter* such as housing benefit, 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 government produced letter” such as child benefit, child tax credit or housing benefit, or a bank statement in the child’s name”). You can submit an official document or letter with your child’s name and address.

You must also provide documentation to support any higher criterion you wish to apply for, e.g. medical or social.

If you have moved recently, please also provide evidence of a closing of council tax account from your previous address.

These examples are not an exhaustive list.

We reserve the right to request further evidence if required.

* Must be dated within the last 12 months

** Must be dated within the last 3 months

Guardianship

If a child is not living with their natural parents and you are looking after the child, please provide written evidence that you are the legal guardian and have parental responsibility for that child. Evidence includes a will or court order or a statutory declaration. Guardianship only applies if you can prove that you have full care of the child and their normal, permanent home is with you. Guardianship does not apply if you take the child to and from school or look after the child until their parents collect them.

Medical or Social

Medical or social reasons can only be taken into account when information is provided with the application. Failure to provide such information at this stage may affect whether or not the child is allocated a place at the preferred school under this criterion.

Applications will only be considered under this category if they are supported by a written statement from a doctor, social worker, psychologist or other relevant independent professional. The information must confirm the exceptional medical or social need, and demonstrate how the specified school is the only school that can meet the defined needs of the child.

What happens next?

Your application form will be processed within 15 school days. We will write to you to let you know if we can offer a place at any of your preferred schools.

If your child does not have a school place:

If we cannot offer any of your preferred schools, we will offer a place at the nearest school with a vacancy. The letter will let you know what you need to do next. You should return the reply slip indicating whether you accept or decline the place offered.

If you have not received an offer of your first preference, you will also have the option of being placed on the waiting list. You must tick the box to indicate you wish to be placed on the waiting list. There will be contact details for the school offered. Once you have contacted the school they will make arrangements for your child to start within a few days.

If your child does not take up the school place, your child’s details may be referred to the Education Welfare Service.

If your child is already in a Waltham Forest school:

If we cannot offer a place in any of your preferred schools, and your child is already attending a Waltham Forest School, we will write to you to let you know, and your child should remain on roll at their current school. If you wish to be placed on the waiting list for your preferred school(s), you must complete and return the reply slip received with your letter.

Waiting lists

Your child will only be placed on a waiting list if you request it on the Reply Slip received with your response letter. Waiting lists are kept in criteria order and it is possible to move both up and down a waiting list as other children are added and removed.

If you indicate that you wish your child to be placed on the waiting list, they will remain on this list until the end of the academic year in which you apply. If you wish your child’s name to be removed from a waiting list, please let us know in writing.

Right of appeal

If we cannot offer your child a place at your preferred school you will be given the right to appeal against this decision.

You can only appeal once for each school within a school year.

We may consider a second application and subsequent appeal if there has been a relevant and major change in your family’s circumstances. You must appeal using an appeal form. For details please refer to our website: www.walthamforest.gov.uk

Any appeal should be submitted within 21 school days of being informed that a place cannot be offered. Appeals are heard by an independent appeal panel.

Infant to Junior Transfer

If your child attends an all through or a primary school, they will transfer from Year 2 to Year 3 automatically.

If your child attends an infant school, you will need to apply for a place at the linked junior school in order for your child to transfer.

The following are linked schools in Waltham Forest:

- St Joseph’s Infant School and St Joseph’s Junior School
- Chapel End Infant School and Chapel End Junior Academy

If your child currently attends one of the above infant schools, you will need to apply online at www.eadmissions.org.uk. Alternatively, you can complete and send a Junior Common Application Form (JCAF). This form is available on the Waltham Forest website. Please note, you must apply through the local authority where you live.

Parents may list up to 3 junior schools, in order of preference. You can also apply for junior schools in other local authorities on this form. Remember to check and see if the school you are applying for need you to fill in extra form(s), e.g. Supplementary Information Form (SIF). If they do, send these completed form(s) to the school before the closing date.

The last date for all London local authorities to receive application forms and schools to receive Supplementary Information Forms for entry to Junior Schools is 15 January 2020.

If you live in another borough, you should contact your home authority for more information about transferring.

If you would like to apply for a year 3 place in one of our primary schools, you will need to follow the ‘In-year admissions’ process on our website.

Admissions criteria for Chapel End Junior Academy

Chapel End Junior Academy is part of REAch2 Academy Trust.

The school has an admission number of 90 for entry in Year 3.

After the admission of pupils with an Education, Health and Care Plan that names the school, priority for admission will be given to those children based on the criteria set out below, in the order shown:
1. Looked after children or previously looked after children
   i.e. children in foster care, care homes or who were before
   being adopted.

2. Children with siblings in the school. Siblings’ are defined
   as “a full brother or sister, half brother or sister, adoptive
   brother or sister, foster brother or sister, or step-brother or
   sister, as well as a child of the partner of the applicant child’s
   parent where they live together, and in all cases the sibling
   must live at the home address of the applicant child and is
   being brought up with the applicant child as their sibling”.
   The sibling must be at the school at the point of proposed
   admission.

3. Children transferring from Chapel End Infant School. This is
   a named feeder school.

4. Children of school staff fulfilling a skills shortage role.
   This option is only available for teaching or leadership staff
   with a permanent contract to work at the school (and not
   employees in REAch2 regional or central teams); it will be
   subject to confirmation by an independent REAch2 regional
   non-executive that, on the evidence available, the post does
   indeed relate to a skills shortage in the area.

5. Home-to-school distance – meaning that the remaining
   places are allocated in order of each child’s proximity to
   the school.

For more information and full definitions, please visit our
website: www.chapelendacademy.org

Admissions criteria for St Joseph's Junior School

The School has an admission number of 60 for entry in year 3.

1. Baptised Catholic Looked After and Previously Looked After
   Children

   Baptised Catholic looked after and previously looked after
   children will be allocated places in this category by reference
   to the distance the child lives from the School, with those
   living nearest receiving higher priority.

2. Baptised Catholic Children of Certified Practising Catholic
   Families with a Sibling at either the St. Joseph’s Infant
   School or Junior School.

   Baptised Catholic children of certified practicing Catholic
   families who will have a sibling at the School at the date of
   their admission will be allocated places in this category.

3. Baptised Catholic Children of Members of the School’s Staff
   To be included in this category, the parent must confirm that
   they are employed by the School in the Common Application
   Form which must be accompanied by the child’s original
   Catholic baptismal certificate and submitted on or before the
   application deadline. Failure to do so will result in the child
   being placed into the next category that applies.

4. Other Baptised Catholic Children of Certified Practising
   Catholic Families

   Other baptised Catholic children of certified practicing Catholic
   families will be allocated places in this category.

5. Other Baptised Catholic Children

   Other Baptised Catholic looked after and previously looked
   after children will be allocated places in this category by
   reference to the distance the child lives from the School,
   with those living nearest receiving higher priority.

6. Children of families of other Christian denominations, who
   are in sympathy with the aims and ethos of the school and
   worship regularly at church, as supported by the minster.

   Other baptised Christian children of certified practicing
   Christian families will be allocated places in this category.

7. Other Looked After and Previously Looked After Children

   Other looked after and previously looked after children will
   be allocated places in this category by reference to the
   distance the child lives from the School, with those living
   nearest receiving higher priority.

8. Other Children with a Sibling at St. Joseph’s Infant School
   or Junior School.

9. Other Children of Members of the School’s Staff

   Other children with a parent who has been employed by
   the School (either at the Nursery or the School) for at least
   two years at the application deadline, or who were recruited
   to fill a vacant post for which there was a demonstrable
   skill shortage, will be allocated places in this category by
   reference to the distance the child lives from the School,
   with those living nearest receiving higher priority.

10. All Other Children

    All other children will be allocated places in this category
    by reference to the distance the child lives from the School,
    with those living nearest receiving higher priority.

Full details regarding admissions can be found on the
school website. This also includes definitions for each
category.
Section 6
Definitions

The following terms used throughout this booklet are defined as follows, except where individual arrangements spell out a different definition.

Academy
Academies are publicly funded independent schools, funded directly from the government, not the local authority. They are run by an academy trust which employs the staff. They have to follow the same rules on admissions, special educational needs and exclusions as other state schools. Some academies have sponsors such as businesses, universities, other schools, faith groups or voluntary groups.

Admission Authority
The body responsible for setting and applying a school’s admission arrangements. For community or voluntary controlled schools, this body is the local authority unless it has agreed to delegate responsibility to the governing body. For foundation, free or voluntary aided schools, this body is the governing body of the school. For Academies, this body is the Academy Trust.

Admission Criteria
Conditions set by the admissions authority which are used to decide whether or not a place can be offered to a child.

All Through Schools
An All Through school provides both primary and secondary education. They accept children from four years of age and pupils can remain there until they are 16 or older if the school has a sixth form.

Common Application Form (CAF)
The form parents/guardians complete, listing their preferred choices of schools, and then submit to their local authority when applying for a school place for their child as part of the local co-ordination scheme. Parents/Guardians can apply for up to six schools.

Community School
A state school that is wholly owned and maintained by the LA. The local authority employs the school staff, owns the school’s land and buildings, and is primarily responsible for admissions arrangements.

Distance
Distance is measured using a straight line from the centre of the child’s permanent address to the main gate of the school. For more detailed information on distance, please refer to page 12.

DfE
Department for Education – the government department responsible for education and children’s services.

Education Health and Care Plan (EHC Plan)
An EHC plan is a document that describes a child or young person’s special educational, health and social care needs. It explains the extra help that will be given to meet those needs and how that help will support the child or young person to achieve what they want to in their life.

Faith Schools
Faith schools are associated with a particular religion. Most faith schools are run like other state schools and follow the national curriculum except for religious studies, where they teach mainly about their own religion. They may also teach about other religions to ensure pupils have an awareness of other faiths. The admissions criteria may be different although anyone can apply for a place.

Free schools
Free schools are government funded and are not run by the local authority. They can be set up by groups such as charities; universities; independent schools; community and faith groups; teachers; parents; businesses. They have more freedom than local authority schools. They should take an ‘all-ability’ intake and cannot use academic selection processes.

Governing Body
School governing bodies are bodies corporate responsible for conducting schools with a view to promoting high standards of educational achievement.

In-year Common Application Form (ICAF)
The form parents complete listing their preferred choices of schools in Waltham Forest when applying for a school place for their child. This form is used for mid-term applications and parents can put up to three Waltham Forest Schools.

Junior Common Application Form (JCAF)
The form used by parents/guardians whose child attends a Waltham Forest infant’s school and needs to apply for entry to the junior school. Parents can apply for up to three junior schools and can select out of borough junior schools.

LA
The Local Authority (LA) is the London Borough of Waltham Forest. It funds schools that are still managed by the local authority.

Looked After Children / Previously Looked After Children
Children who are in the care of local authorities as defined by Section 22 of the Children Act 1989. In relation to school admissions legislation a ‘looked after child’ is a child in public care at the time of application to a school.

Previously looked after children are children who were looked after, but ceased to be so because they were adopted or became subject to a child arrangements order or special guardianship order immediately after leaving care.

Ofsted – Office for Standards in Education
The body that regularly inspects all schools in England that are mainly or wholly state-funded. Ofsted also provides public reporting and informed independent advice.

Oversubscription
Where a school has a higher number of applicants than the school’s published admission number.
Oversubscription Criteria
This refers to the published criteria that an admission authority applies when a school has more applications than places available in order to decide which children will be allocated a place.

Preference(s)
The school(s) you would like your child to go to in the order that you prefer.

Published Admission Number (PAN)
The number of school places that the admission authority must offer in each relevant age group of a school for which it is the admission authority. Admission numbers are part of a school’s admission arrangements.

School Staff Children
Children of members of staff who 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.

Sibling
Sibling means a 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 or a brother or sister on roll in Reception to Year 6 at the time of the proposed admission up to a distance of 0.5 miles from the school if the family has moved since the last sibling was offered a place.

In all cases the sibling must be living at the same address and must still attend the school at the time of admission of the child for whom the application is being made. If you do not provide the name and date of birth of your child’s sibling when you make your application we will not be able to take it into account and it will affect your child’s chances of being offered a place at that school.

Please note, the above sibling criteria is for community and voluntary controlled schools.

Please check the exact sibling definition for all other schools under their criteria, which may be different.

Statement of SEN or Education, Health and Care Plan
A Statement of special educational needs or Education, Health and Care Plan is made by the local authority under Section 324 of the Education Act 1996 and the Children and Families Act 2014, specifying the special educational provision required for that child.

Supplementary information forms (SIFs)
A SIF is a form generated by a school that is its own admissions authority and requires additional information that is not on the CAF or ICAF.

Trust Schools
Trust schools are government-funded schools that receive extra support from a charitable trust such as a local business, community group or educational charity. They are funded in exactly the same way as other local authority maintained schools.

Type of Schools
Nursery School
A school that caters for pupils aged 3 to 4.

Infant School
A school that caters for pupils aged 4 to 7.

Junior School
A school that caters for pupils aged 7 to 11.

Primary School
A school that caters for pupils aged 4 to 11.

VA (Voluntary Aided) Schools
These may be faith or religious schools. The Governing Body is responsible for running the school, setting the admissions criteria and arranging appeals.

VC (Voluntary Controlled) Schools
These may be faith or religious schools. The LA is responsible for running the school, setting the admissions criteria and arranging appeals.

Waiting Lists
A list of children held and maintained by the admission authority when the school has allocated all of its places, on which children are ranked in priority order against the school’s published oversubscription criteria.

Please note:
These definitions are those used in the London Borough of Waltham Forest. Definitions may not be the same elsewhere.

We have tried to ensure that the information in this booklet is correct at the time of going to print.