

# In-Year Common Application Form for admission to a Waltham Forest School (iCAF)

## Guidance notes for those who are applying for a mid-year school place or who want to change schools

**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 a Statement of SEN or Education, Health and Care Plan (EHC Plan) and you want to ask for a school transfer, **do not complete this form.** You must contact the Disability Enablement Team on 020 8496 6503/6505. 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, ask them to fill in and sign part B of the form.

### Applying for a school place

Fill in part A of the application form. You must list all the schools in the order of preference you want to apply for. The admissions criteria for faith schools, academies, foundation and free schools may be different from community 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.

Once you have completed all sections in part A, you should ask the Head at the school your child is currently attending to fill in and sign part B of the form. If your child is not in school, then part B should be filled in by the Head at their most recent school.

The Information we ask for in part B is important as it could help the Admissions team decide if your child is eligible to be considered under our 'Fair Access Protocol'.

### What happens next?

#### If your child does not have a school place:

Your application form will be processed within 15 school days of receipt. We will tell you if we can offer a place at any of your preferred schools. If we cannot, we will offer a place at the nearest school with a vacancy. 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.

### Returning your application form

Send the completed application form to us in one of the following ways:

**Post:** School Admission Service, Waltham Forest Town Hall, Forest Road, London E17 4JF

**Email:** [admissions@walthamforest.gov.uk](mailto:admissions@walthamforest.gov.uk)

### Providing the correct proof

You will need to provide documents 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, an appointment letter with a professional (eg. Doctor, dentist, hospital) or a bank statement in the child's name\*\*). You should submit an official document or letter with your child's name and address.

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

## **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 reason, and demonstrate how the specified school is the only school that can meet the defined needs of the child.

## **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.

## **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.

## **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](http://www.walthamforest.gov.uk)**

An 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.



## Section 3 – School preferences – Please read before entering School details

- Waltham Forest schools are listed on [www.walthamforest.gov.uk](http://www.walthamforest.gov.uk).
- Some schools require a Supplementary Information Form (SIF) which must be returned to the school.
- List up to three schools you want to apply for in the order in which you prefer them.
- If you tick medical or social you must attach a letter from a professional such as a doctor, consultant, psychologist or social worker who has worked with your child. Evidence must demonstrate how the specified school is the only school that can meet the defined needs of the child.
- If your child has a sibling at any of your preferred school(s) (who lives at the same address) please tick the box and write their details below.
- If you tick School Staff Children, and the school has this criterion, the parent must have been employed at the school for two or more years at the time at which the application for admission is made, or were recruited to fill a vacant post for which there is a demonstrable skill shortage. 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.

**1** School name  Postcode

Sibling  Medical/Social  School Staff Children

Sibling first name  Last name

Date of birth  Gender Male  Female  Year group

Preference reason

**2** School name  Postcode

Sibling  Medical/Social  School Staff Children

Sibling first name  Last name

Date of birth  Gender Male  Female  Year group

Preference reason

**3** School name  Postcode

Sibling  Medical/Social  School Staff Children

Sibling first name  Last name

Date of birth  Gender Male  Female  Year group

Preference reason

## Section 4 – Other information:

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Has your child been permanently excluded from school?

Yes

No

If Yes, please let us know:

Name of School

Date of permanent exclusion

D	D	M	M	Y	Y	Y	Y
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## Section 5 – Declaration and signature of Parent/Guardian/Social Worker

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- I have read and understood the admission criteria and want to apply for a place at each of the schools named in section 3, and have listed these schools in my order of preference.
- I have attached the supporting documents as outlined in the guidance notes.
- I confirm that I am the person with parental responsibility for the child named in part A and that the information I have given is correct. I understand that applications are only accepted from a person who is legally responsible for the child and that if the child lives with relatives and not their parents, documents providing legal guardianship must be submitted.
- I confirm that the schools I have applied for on this form are my current preferences. This means I no longer want to apply for schools I named on previous forms and which I have not named on this form.
- I understand checks may be carried out to verify any information provided on this application form and that if I give any false or misleading information or supporting documentation, this application will no longer be valid and the Local Authority may withdraw the offer of a school place.

Signature

Date

D	D	M	M	Y	Y	Y	Y
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We may pass the information you give on this form to schools inside or outside the borough or to other local authorities. We will pass the information to the school the child is offered a place at. We will deal with any personal information you provide in line with the Data Protection Act 1998.

**Part B School to School information form for In Year Transfer  
(to be filled in and signed by Head of child's current or previous school)**

Pupil's name

Year group

**Current or previous school details**

School name

Dates of attendance at this school

From

D	D	M	M	Y	Y	Y	Y
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To

D	D	M	M	Y	Y	Y	Y
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(Leave this date blank if child still attending)

**Attendance**

Attendance  %

If attendance was lower than 90%, please give the reason why and the period(s) covered

Was an attendance and welfare officer involved?

Yes

No

**School Support**

SEND Support

Yes

No

Statement/EHC Plan

Yes

No

SEND category/needs

**Early Help**

Has an early help referral been made?

Yes

No

If 'yes', what was the outcome?

**Attainment**

Attainment for current National Curriculum Stage (KS1/KS2/KS3)

	EYFS	KS1	KS2	KS3
Above expected standard				
Expected standard				
Below Expected standard				

## Attainment for KS4 applications only

Subject	Examination board	Current Grade	Predicted Grade	Date course began

### Any additional support provided by the school

For example, PSP, Learning Support, Mentor, Counselling

Number of days absent due to fixed term exclusion in the last academic year:

Days  Occasions

Number of days placed in internal exclusion/isolations:

Days  Occasions

Has this child been permanently excluded? If yes, please provide details

### Other agencies involved

Please attach reports or provide details on an extra sheet for every box you tick.

Educational Psychologist Service	<input type="checkbox"/>	Early Help	<input type="checkbox"/>
PRU – state referral dates below	<input type="checkbox"/>	Social Care	<input type="checkbox"/>
Looked After Team	<input type="checkbox"/>	CAMHS	<input type="checkbox"/>
Youth Offending Service	<input type="checkbox"/>	Education other than provided at school	<input type="checkbox"/>
Speech and Language (SALT)	<input type="checkbox"/>		

Social worker's name

Phone number of local authority

Please add any other comments or information you think we may find helpful

**To help this child move easily into their future school, please give full contact details below so the school or local authority can discuss any of the information provided with you. Thank you for your help in filling in this form.**

Your name

Direct line or switchboard plus extension

School name

Local Authority number

Department for Education number

Signature

Date

D	D	M	M	Y	Y	Y	Y
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School stamp

### Checklist for school

Before returning this section to the parent, please make sure you have done the following:

- Met with the family and discussed the reason(s) for transfer.
- Filled in all relevant sections of this form.
- Added any comments which may be relevant, such as any medical or social issues relating to the child or additional support the child has been receiving in school.
- If the information provided is not sufficient, we or the future school will need to contact you to discuss the reasons for transfer.

**If you have any questions about filling in this form, please contact Waltham Forest School Admissions Service by telephone on 020 8496 3000 or by email to [admissions@walthamforest.gov.uk](mailto:admissions@walthamforest.gov.uk)**