

# 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 or Education, Health and Care Plan (EHCP Plan) and you want to ask for a school transfer, you must contact the SEN Team on 020 8496 3000. 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. Your application form will only be processed if part B has been filled in and signed by the Head.

### 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. 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 three ways:

- Post:** School Admission Service, Harvey House, 1a Harvey Road, London E11 3DB
- Email:** [admissions@walthamforest.gov.uk](mailto:admissions@walthamforest.gov.uk)
- By hand:** Sycamore House, Town Hall Complex, Forest Road, London E17 4JF (Monday to Friday 9.00am–12.30pm and 1.30pm–4.30pm)

### 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, or a bank statement in the child's name\*\*)

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.

You should only fill in this form if you have parental responsibility for the child you are applying for a school place for. Please use black ink and BLOCK CAPITALS, tick any boxes that apply and sign the declaration. You must fill in part A and part B must be filled in by the child's current or previous school in England or Wales.

## Part A (to be filled in by you)

First name	Middle name								
<input type="text"/>	<input type="text"/>								
Last name									
<input type="text"/>									
Date of birth	Gender								
<table border="1"><tr><td>D</td><td>D</td><td>M</td><td>M</td><td>Y</td><td>Y</td><td>Y</td><td>Y</td></tr></table>	D	D	M	M	Y	Y	Y	Y	Male <input type="checkbox"/> Female <input type="checkbox"/>
D	D	M	M	Y	Y	Y	Y		
Address									
<input type="text"/>	Postcode								
How long have you lived at this address	Council Tax Number								
<input type="text"/>	<input type="text"/>								
Name of current or previous school									
<input type="text"/>									

<b>Can the child speak English?</b>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
<b>Is the Child in England or Wales now?</b>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
<b>Has the child ever attended a school in England/Wales?</b>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

Mr	<input type="checkbox"/>	Mrs	<input type="checkbox"/>	Ms	<input type="checkbox"/>	Miss	<input type="checkbox"/>	Dr	<input type="checkbox"/>
First name					Last name				
<input type="text"/>					<input type="text"/>				
Relationship to child			Email						
<input type="text"/>			<input type="text"/>						
Mobile number					Alternative number				
<input type="text"/>					<input type="text"/>				

<p><b>Is your address the same as your child's address?</b></p> <p>If no, please attach a letter explaining why?</p> <p><b>Do you have parental responsibility for your child?</b> (see Section 4 for details)</p> <p><b>Is your child in a private fostering agreement?</b></p> <p>This is an arrangement between the child's parent and a nominated person, who is not a close family member, and with whom the child has been living for more than 28 days.</p> <p><b>Are you a Crown Servant applying as a result of a posting?</b></p> <p>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.</p> <p><b>Child in Public Care or Adopted from Care</b></p> <p>If the child is in public care, this form must be completed by their social worker with the name of the local authority. If the child is adopted from care, you must provide a copy of the Court Order.</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
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### 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 children of members of staff, 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 who are recruited to fill a vacant post for which there is a demonstrable skill shortage. This criteria is applicable for Eden Girls School and Yardley Primary School.

**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 – 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 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

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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 (to be filled in and signed by Head of child's current or previous school)

Pupil's name

Year group

### Section 5 – Current or previous school details

Date transfer request form received

D	D	M	M	Y	Y	Y	Y
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Dates of attendance at this school

From

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

To

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

(Leave this date blank  
if child still attending)

### Attendance

Good

Average

Poor

Attendance  %

If attendance was lower than 85%, please give the reason why and the period(s) covered

Was an attendance and welfare officer involved?

Yes

No

### Special needs

School action

Yes

No

Statement/EHC Plan

Yes

No

School action+

Yes

No

IEP

Yes

No

### Common assessment framework

Has a CAF been carried out or is one being considered? Yes

No

If 'yes', please attach a copy of the CAF. If you do not have a copy, please give the reason why.

### Attainment

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

## Attainment – National Curriculum levels KS4 for year 10 and year 11 applications only

Has this child been studying for GCSEs or other KS4 examinations?

Yes

☐

No

☐

Subject	Examination board	Course code	Date course began

Without this evidence, it will be difficult for a mainstream school to offer a place.

### Section 6 – Other agencies involved

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

Educational Psychologist Service

☐

Child and Family Service

☐

Behaviour Support Team or PRU

☐

Social Care (see below)

☐

Looked After Team

☐

CAMHS

☐

Youth Offending Service

☐

Education other than provided at school

☐

Social worker's name

Phone number of local authority

Please add any other comments you think we may find helpful.

### Section 7 – Other support provided

Pastoral support plan (dates and comments)

Number of days lost due to fixed-term exclusion in the last academic year

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

Please add any other comments 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 at [admissions@walthamforest.gov.uk](mailto:admissions@walthamforest.gov.uk)**