

LBWF ONLINE IN-YEAR SCHOOL ADMISSION APPLICATIONS

FREQUENTLY ASKED QUESTIONS

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

In-year applications can be submitted using our online form. This application is available on our website under the following link:

https://one.walthamforest.gov.uk/CitizenPortal_LIVE/

How long will it take for school admissions to process my application?

It can take up to 15 school days to process your application once we have received a completed In-year application form and you have supplied all the supporting evidence.

How do I submit evidence?

You can upload your evidence to the following email address

Admissionsevidence@walthamforest.gov.uk.

How will I know if the evidence I submit will be linked correctly to my application form submitted online?

When sending documents via email parents need to ensure they provide the child's full details, for example, the child's full name and date of birth. This will ensure admissions link the evidence to the application form.

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

When a parent submits their evidence by email to Admissionsevidence@walthamforest.gov.uk they will receive an automated email response to inform them that their email has been delivered to admissions. Please note that only the first email you send to this address will receive an automated response. We will contact you if we require any further information.

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

You will need to provide copies of documents that provide evidence of:

1. **Your home address** (for example a central/local government letter* such as housing benefit, current council tax or NHS letter, or a recent utility bill or bank statement**, driving licence)
2. **Your child's date of birth** (for example a birth certificate)
3. **Your child's home address** which should be the same as your home address (for example a central/local government letter* such as child benefit, child tax credit or housing benefit, or a bank statement in the child's name**).

These examples are not an exhaustive list. If you have moved within the last 3–6 months, please also provide evidence of a closing of council tax account from your previous address. We reserve the right to request further evidence if required.

* This must be dated within the last 12 months

** This must be dated within the last 3 months

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

If you do not have parental responsibility for the child, you **cannot** make an application. We can only accept applications from a person who is legally responsible for the child. If the child lives with relatives and not their parents, you must submit documents showing legal guardianship. If you do not have parental responsibility and you proceed with completing the form, admissions will not process the application and it will cause delays in acquiring a school place for the child. Please contact the admissions team on 0208 496 3000 for further information.

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

Once school admissions have processed the in-year application, they will send you a letter by post.

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

If parents are unable to submit documents by email, they can submit photocopies of the documents by posting these to Waltham Forest Town Hall Complex, Forest Road, London, E17 4JF. Please note that we do not see visitors at this address so please do not bring your documents in person. (Parents need to ensure all photocopies are stapled together, and the child's full name and DOB is also provided along with a covering letter explaining what application the documents are for).



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

You can request for a password change by clicking on “Forgotten your password” on the log-in page and following the steps by answering your “secret question”. If you do not remember your secret question, please email the admissions team on: Admissions@walthamforest.gov.uk

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

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

Can I apply for more than one school?

You can apply for up to three Waltham Forest schools. Please note that some schools process their own in-year applications. Please refer to the following for further information: <https://www.walthamforest.gov.uk/content/year-admissions>

If you would like any further information in regard to the In-year admissions process, please refer to the In-year admissions guidance on our website:

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

IF YOU HAVE ANY FURTHER QUESTIONS, PLEASE CONTACT THE ADMISSION TEAM ON 0208 496 3000 OR EMAIL ADMISSIONS@WALTHAMFOREST.GOV.UK