School Admissions Change of Preference Form 2024

If you need help with this form contact the School Admissions Service (contact details are at the back of the form).

- Only complete this form if you live in Waltham Forest.
- If your child has an Education, Health and Care Plan **do not complete this form,** please ring the Waltham Forest SEND Service on 020 8496 6503/6505.
- This form should only be used if you wish to change your school preferences from those listed on your original reception or year 7 application (paper or online), after the closing date and until the waiting lists close on 31 December 2024.
- You are only permitted to change your preference order twice in this time period. It will only be processed after National Offer Day.
- Any previous preferences on earlier applications will be withdrawn, unless you restate them.
- Please use black ink and BLOCK CAPITALS, tick any boxes that apply and sign the declaration.

Section 1 – Child's details

First name	Middle name
Last name	
Date of birth	Gender Male Female
Address	
	Postcode
How long have you lived at this address	Council Tax Number
Name of current or previous school and postcode	
Section 2 – Parent/Guardian details	
Mr Mrs Ms Miss Dr	
First name	Last name
Relationship to child Email	
Mobile number	Alternative number
Is your address the same as your child's address? If no, please attach a letter explaining why?	Yes No
Do you have parental responsibility for your child? (see back for details)	Yes No
Is your child in a private fostering agreement? This is an arrangement between the child's parent and a nominated personal close family member, and with whom the child has been living with for member.	
Looked After Child or Previously Looked After Child For admission purposes a 'looked after' child is a child currently in care of care but became subject to an adoption order, child arrangement order order, immediately after leaving care. If the child is in public care, this for by their social worker with the name of the local authority. For previously copy of the order under which they left care must be provided. If the child you must provide a copy of the Adoption Order.	or special guardianship m must be completed looked after children, a

Section 3 – School preferences – please read before entering school details

- Waltham Forest schools are listed on www.walthamforest.gov.uk and in 'Starting Secondary School 2024' and 'Starting Primary School 2024'. These brochures also include explanations of the terms used on this form.
- Some schools require a Supplementary Information Form (SIF) which must be returned to the school.
- List up to six schools you want to apply for in the order in which you prefer them.
- 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 are applying under sibling criteria for a community or voluntary controlled primary school, please include the name of the youngest child attending the main school (not the nursery). See the brochures for full definitions of sibling for your preferred school(s).
- 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 (see brochure).
- If you tick School Staff Child, 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 recruited to fill a vacant post for which there is a demonstrable skills 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.
- A child is 'at risk' if they are currently on or subject to a Child Protection Plan.

1	School name	Postcode
	Sibling Medical/Social School Staff Child Sibling first name Last name	Child 'at risk'
	Date of birth Gender Ye D D M Y Y Y Ye Male Female	ear group
2	School name	Postcode
	Sibling Medical/Social Sibling first name Last name	Child 'at risk'
	Date of birth Gender Ye D D M Y Y Ye Male Female Image: Compare the second sec	ear group
3	School name	Postcode
	Sibling Medical/Social School Staff Child	Child 'at risk'
	Sibling first name Last name	
	Date of birth Gender Ye D D M Y Y	ear group
	Preference reason	

4	School name Postcode						
	Sibling Medical/Social School Staff Child	Child 'at risk'					
	Sibling first name Last name						
	Date of birth Gender Yea	ar group					
	D D M M Y Y Y Male Female						
	Preference reason						
5	School name	Postcode					
	Sibling Medical/Social School Staff Child	Child 'at risk'					
	Sibling first name Last name						
	Date of birth Gender Yea	ar group					
	D D M M Y Y Y Male Female						
	Preference reason						
6	School name	Postcode					
	Sibling Medical/Social School Staff Child	Child 'at risk'					
	Sibling first name Last name						
	Date of birth Gender Yea	ar group					
	Preference reason						

Section 4 – Declaration and signature of parent/guardian/social worker

- 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 required documents in support of my application as outlined in the brochure, including any evidence in support of a child in care of a Local Authority or previously in care of a Local Authority or elsewhere; or in support of an exceptional medical or social reason.
- I confirm that I am the person with parental responsibility for the child named in section 1 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 will keep the local authority informed of any change of circumstances (eg change of address) and failure to do so may make this application invalid or lead to the offer of a place being withdrawn.
- I understand that the London Borough of Waltham Forest takes very seriously any attempt to gain an
 advantage in the admissions process by giving false information and that the Local Authority will investigate all
 instances where a parent is thought to have provided false or misleading information in order to gain admission
 into a school.
- 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, in addition to possible prosecution, this
 application will no longer be valid and the Local Authority may withdraw the application and/or the offer of a
 school place, even if the child has already started school.
- I understand my address may be checked by reference to various records and, if necessary, by a council officer visiting the application address.
- Waltham Forest Council is required by law to protect the public funds it distributes. We may share information provided to it with other bodies responsible for auditing or administering public funds, law enforcement agencies, or undertake local anti-fraud initiatives, to prevent and detect fraud or money laundering. Further details of how your information will be used by us and these fraud prevention agencies, and your data protection rights, can be found here https://www.walthamforest.gov.uk/benefits-and-money-advice/how-report-fraud/national-fraud-initiative-and-fair-processing-information.

I confirm I have completed all relevant sections of this application and I have read and accepted the above declaration.

Signature	Date								
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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 2018. Full details can be found on our privacy notice on the Waltham Forest website: https://www.walthamforest.gov.uk/content/school-admissions-and-education-services-privacy-notice.

Returning your application form

Send the completed application form and any supporting documents to the School Admissions Service:

- **Post:** School Admission Service, Waltham Forest Town Hall, Forest Road, London E17 4JF (This is a postal address only. Please do not bring your application in person as we do not see visitors at this location. If you require assistance to complete this form, please visit your local library).
- **Email:** admissions@walthamforest.gov.uk Your email will be acknowledged by an automatic reply message.