

Entry into Secondary School for 2025/26

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 contact the Waltham Forest SEND Service on 020 8496 6503/6505.
- Please return the completed form to Waltham Forest School Admissions Service by **31 October 2024**.
- 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 person, who is not a close family member, and with whom the child has been living for with more than 28 days.

Yes

No

Are you a Crown Servant applying as a result of a posting?

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.

Yes

No

Looked After Child or Previously Looked After Child

For admission purposes a ‘looked after’ child is a child currently in care or a child who was in care but became subject to an adoption order, child arrangement order or special guardianship order, immediately after leaving care. If the child is in public care, this form **must** be completed by their social worker with the name of the local authority. 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.

Yes

No



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 2025'. This brochure also includes explanations of the terms used on this form and evidence required in support of application.
- 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. See brochure for full definitions of Sibling.
- 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 for more details).
- 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. See brochure for details of supporting evidence required.
- 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 Child 'at risk'

Sibling first name Last name

Date of birth Gender Male Female Year group

Preference reason

2 School name Postcode

Sibling Medical/Social School Staff Child Child 'at risk'

Sibling first name Last name

Date of birth Gender Male Female Year group

Preference reason

Continued on next page.

3 School name Postcode

Sibling Medical/Social School Staff Child Child 'at risk'

Sibling first name Last name

Date of birth Gender Male Female Year 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 Male Female Year group

Preference reason

5 School name Postcode

Sibling Medical/Social School Staff Child Child 'at risk'

Sibling first name Last name

Date of birth Gender Male Female Year group

Preference reason

6 School name Postcode

Sibling Medical/Social School Staff Child Child 'at risk'

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

- 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 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

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: 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:

Email: admissions@walthamforest.gov.uk

Your email will be acknowledged by an automatic reply message.

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).

You are responsible for ensuring that your application reaches Admissions before the deadline. Please do not leave your application form outside normal working hours or at any other Council building, as there is a risk that it will not reach Admissions before the deadline. If your application form is received after the closing date it will be considered as a late application.