

How to apply for in-year admissions online

Starting an in-year transfer application

Welcome to the School Admissions Portal where you can apply for your child's in-year transfer application for a school place.

The online in-year admissions portal allows parents to apply for an in-year Waltham Forest school place for their child or children. Applicants do not need to be residing in Waltham Forest to apply.

Important Notes

1. Please do not use this form if you are applying for a school place to start in September 2025 for the following year groups. These applications should be made through the eAdmissions website:
 - Reception
 - Infant to Junior (year 3 in a junior school only)
 - Secondary school transfer (year 7)
2. Do not complete this form if you do not have parental responsibility or legal guardianship for the child. This form will not be processed if you do not have parental responsibility and will cause delays in acquiring a school place for the child.

Please contact the admissions team for further advice by emailing admissions@walthamforest.gov.uk or telephone 020 8496 3000 if you require any help with the online form.



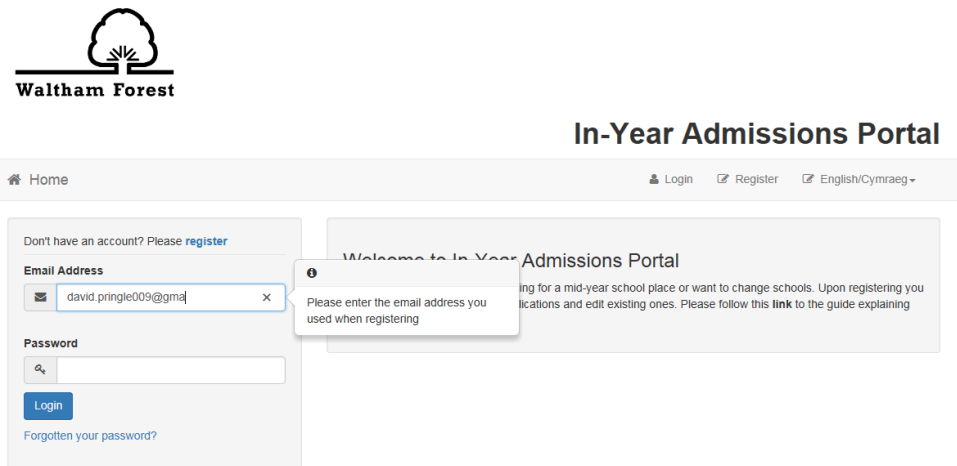
Website

The webpage for the in-year admissions portal is shown below:

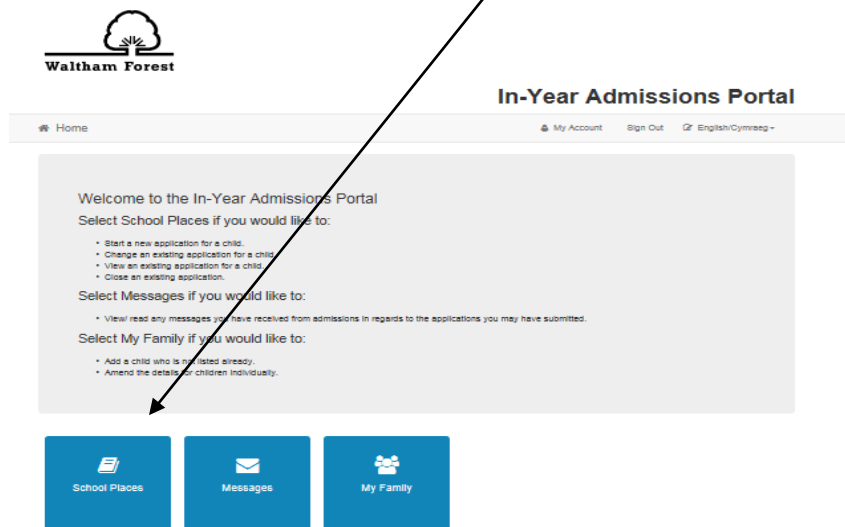
https://one.walthamforest.gov.uk/CitizenPortal_LIVE/Account/Login?ReturnUrl=%2FCitizenPortal_LIVE%2F

Parents/carers will be able to log into their accounts once they have registered and activated their account using their email address and password.

(Follow 'How to register online with the In-Year Admissions Portal' guidance if you have not already registered).



Once you have logged in, Click on 'school places' to start a new application for a child.



How to add a Child

When you click on school places, you must add a child **before** you can start an application.

To add a child, go to the bottom right-hand corner and click the **'Add your child'** button.

Add your child

Follow the steps and **complete all areas that have a red asterisk (*)**.

Add Child

We accept In-Year applications for children who are of statutory school age, 5-16 years old. Do not use this site for applications to transfer school e.g. end of Primary move to Secondary school in the following September.

Forename *

Middle Name

Surname *

Gender *

Date of Birth *

Relationship to Child *
Your relationship to this child (i.e. you are the Father of this child)

Parental Responsibility * Yes
 No
If your child lives with you click on the address below, or select Click to add new address

Select Address *

Add Child

We accept In-Year applications for children who are of statutory school age, 5-16 years old. Do not use this site for applications to transfer school e.g. end of Primary move to Secondary school in the following September.

Forename *

Middle Name

Surname *

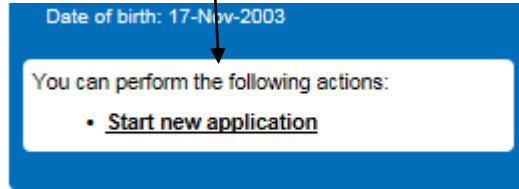
Gender *

Date of Birth *

How to start a new Application

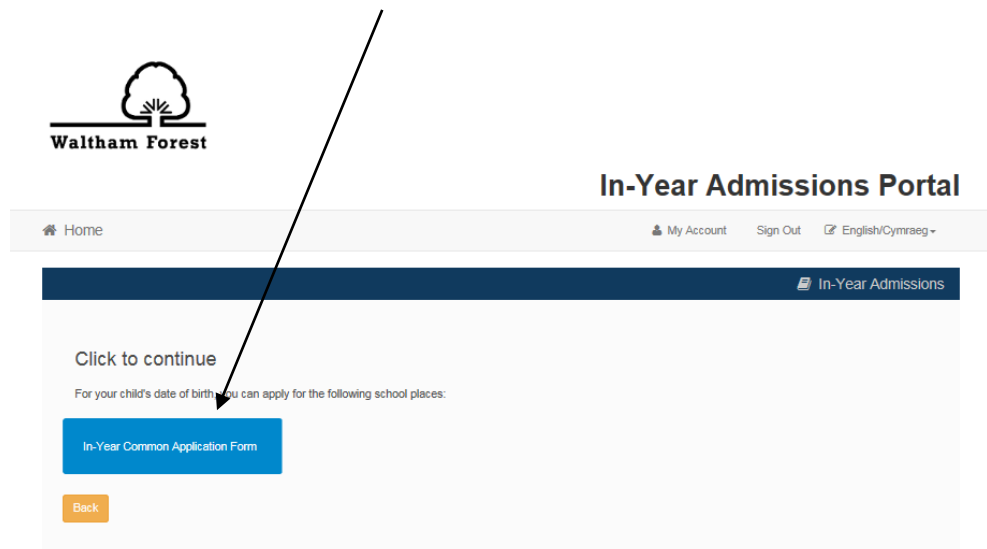
When you have successfully added your child, you will be able to create a new application.

Click on the **Start new application** link under the child's details as shown below:



You will then be taken to a webpage which will allow you to select and start completing an application.

Click on '**In-Year Common Application Form**'

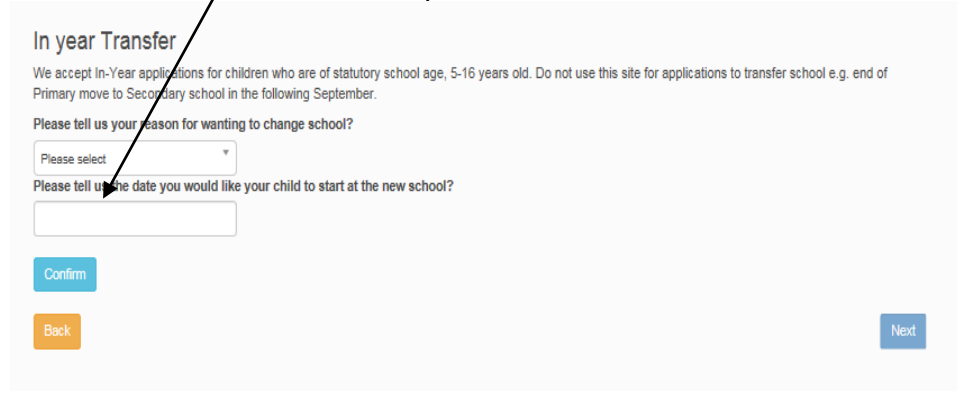


After you have clicked on the above, you will be taken through the application one step at a time. *(You will need to make sure you complete all parts correctly).*

Please select the reason from the drop-down menu as to why you wish your child to change schools and the date they require the school place. If you are applying for the next academic year, between 1 July and 31 August, please select 1 September.

(Please note that in-year applications can take up to 15 school days to be processed. So please be realistic with your date of when you wish your child to start education.)

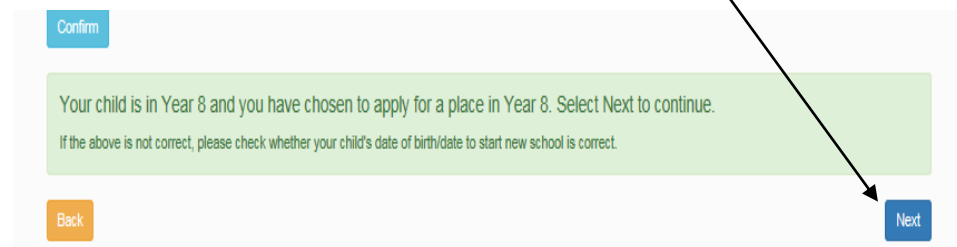
Then click '**Confirm**' in order to proceed.



The screenshot shows a form titled "In year Transfer". Below the title is a sub-header "In year Transfer" and a paragraph: "We accept In-Year applications for children who are of statutory school age, 5-16 years old. Do not use this site for applications to transfer school e.g. end of Primary move to Secondary school in the following September." Below this is the question "Please tell us your reason for wanting to change school?" followed by a dropdown menu with "Please select" and a downward arrow. Below the dropdown is the question "Please tell us the date you would like your child to start at the new school?" followed by a text input field. At the bottom of the form are three buttons: "Confirm" (blue), "Back" (orange), and "Next" (blue).

Once you click confirm, the system will check the academic year your child is eligible for. This will be calculated by taking the child's date of birth into consideration.

If the correct academic year is shown, please click **Next**.



The screenshot shows a confirmation message in a green box. The message reads: "Your child is in Year 8 and you have chosen to apply for a place in Year 8. Select Next to continue." Below this is a smaller line of text: "If the above is not correct, please check whether your child's date of birth/date to start new school is correct." At the bottom of the message are two buttons: "Back" (orange) and "Next" (blue). An arrow points from the text "please click Next" above to the "Next" button.

Additional Information

The next page asks for additional information, for example, if your child would be considered a staff child, looked after or a twin. Please ensure you complete this correctly otherwise it may delay your application.

Additional Child's Details

Is a parent of the child a member of staff employed by the school of choice for two or more years?
 No

Alternatively has a parent of the child been recruited by the school of choice to fill a vacant post which had a demonstrable skill shortage?
 No

Is your child registered as being in the care of a Local Authority e.g. are they fostered or a "Looked After" child?
 No

Is your child a twin or triplet, etc. (one of a multiple birth)?
 No

Council Tax Reference Number

Please enter the council tax reference for the property your child will be living at when they attend their new school.

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Then click **'Next'**.

Address Details

Click **Next** to progress to the address page.

It will confirm your address and also ask you if you are moving home in the near future. It will allow you to put in a new address and the date you will be moving to any new address you have provided.

If you are not moving, you can leave this question blank and click **'Next'**.

Please note you must provide evidence in regard to proof of address for yourself and your child.

You can email copies of all the documents requested by sending them to: Admissionsevidence@walthamforest.gov.uk

Address Details

You have previously indicated that Alisha's current address is Harvey House, 1A, Harvey Road, Leytonstone, London, E11 3DB. If this is not Alisha's current address, please update this via My Family. Then please navigate back to School Places and select to 'Continue this application'. It is very important that we know the correct current address for Alisha.

Moving Home?

If your child is moving from their current address before they start their new school, please supply the date of moving. (If your child is not moving home, please ignore this question and proceed to the Returning Service Families section below.)

Moving Date

Enter your new postcode and then click 'Find Address'. If your address is not listed, press the 'Enter Address Manually' and type the correct address into the boxes provided. If you don't have a Postcode please select 'I don't have a Postcode'.

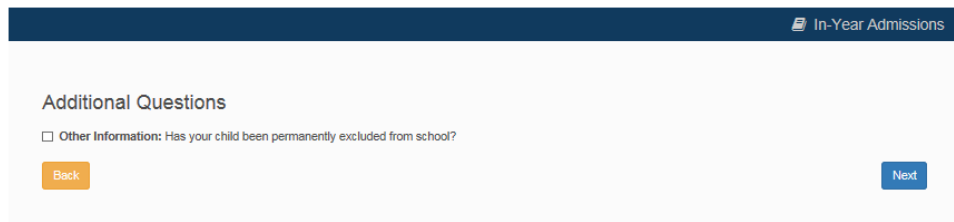
Postcode

The next question is only for members of service (e.g. Army) and Crown Servant (e.g. Diplomat's) families. If this does not apply to you, please ignore this question and click the NEXT button below.

Is Alisha a member of a Service or Crown Servant family, who are returning/moving to the address selected to take up duties?
 No

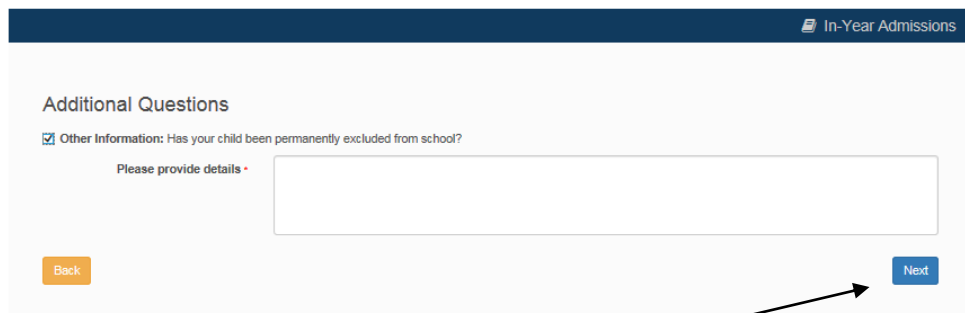
Additional Questions

Click **Next** to progress to the next page which will ask you additional questions about your child.



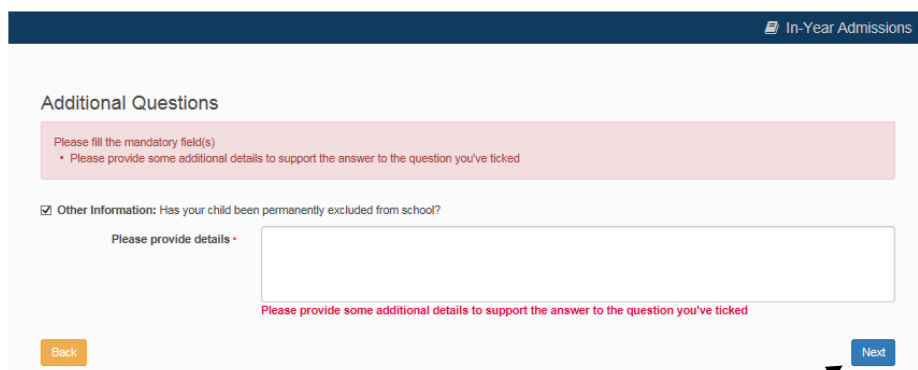
The screenshot shows the 'Additional Questions' section of the 'In-Year Admissions' form. The question 'Other Information: Has your child been permanently excluded from school?' is displayed with an unchecked checkbox. Below the question are two buttons: 'Back' (orange) and 'Next' (blue).

If you tick the check box to select 'yes' you will then be asked to provide further details. You must provide the name of the school that the child was excluded from and the dates when the child was excluded.



The screenshot shows the 'Additional Questions' section with the 'Other Information' checkbox checked. A text input field is present with the placeholder text 'Please provide details'. Below the input field are 'Back' and 'Next' buttons. An arrow points from the 'Next' button to the text below.

If you do not enter the details and click '**Next**', you will not be able to progress any further and you will be shown the prompt below:



The screenshot shows the 'Additional Questions' section with an error message in a pink box: 'Please fill the mandatory field(s)' and 'Please provide some additional details to support the answer to the question you've ticked'. The 'Other Information' checkbox is checked, and the text input field is empty. Below the input field, a red error message reads: 'Please provide some additional details to support the answer to the question you've ticked'. 'Back' and 'Next' buttons are visible at the bottom.

Once you have entered the information please click on '**Next**'

Childs Current School

You will be asked for your child's current school. Please search and select the name of your child's current school

Then click '**Next**' to proceed to the next section.

Child's Current School

Where does Alisha currently go to School? Use the search facility below to find Alisha's current school.

Find a School

To find the school you are looking for, search using a postcode, local authority, school name or a combination of these, then click Search. To select a school point and click.

Postcode

Schools located in

School Name (Tip: Part names give better results)

If, after searching, you are still unable to find the school, please tell us where your child is currently being educated by typing the name into the box below.

Currently educated at:

School Preference

When you click **Next** you will progress to another page called school preferences:

In-Year Admissions

School Preferences

Please read before entering School details

- Waltham Forest schools are listed on 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 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) (Sibling means: a full brother or sister, a half brother or sister, a step brother or sister, a foster brother or sister, or the child of a parent or carer's partner living 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.

Find a School

To find the school you are looking for, search using a postcode, local authority, school name or a combination of these, then click Search. To select a school point and click.

Postcode

Schools located in

School Name (Tip: Part names give better results)

You will then be able to search and select the first school you would like to apply for by entering the name of the school and clicking search.

When you click search the school will appear beneath the search and you will need to locate and double click on the school you would like and then click '**Next**'.

School Preferences

Please read before entering School details

- Waltham Forest schools are listed on 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 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) (Sibling means: a full brother or sister, a half brother or sister, a step brother or sister, a foster brother or sister, or the child of a parent or carer's partner living 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.

Find a School

To find the school you are looking for, search using a postcode, local authority, school name or a combination of these, then click Search. To select a school point and click.

Postcode Schools located in School Name (Tip: Part names give better results)

2 School(s) found

| School Name | Gender | Address | Website |
|-------------------------------|--------|-----------------------------------------------------------------------|---------|
| Greenleaf Primary School | CoEd | Greenleaf Road, London, E17 6QW | |
| Woodford Green Primary School | CoEd | Woodford Green Primary School, Sunset Avenue, WOODFORD GREEN, IGS DBT | |

You will then be taken to a page called 'preference reasons':

Sibling - this is where you can select if your child has a sibling (brother or sister) already attending the school you have selected as a preference.

Please see below:

Preference Reasons: Sibling

In order to support your application for a place at **Greenleaf Primary School** you can select appropriate reasons on the next pages.

Does your child have a sibling attending the school when your child starts?

Sibling means: Full brother or sister/ half brother or sister/ step brother or sister/ foster brother or sister/ the child of a parent or carer's partner living at the same address/ a brother or sister on roll in the school at the time of the proposed admission.

Click on **'Next'**. You will be asked to provide your preference reasons, please see below:

Waltham Forest

In-Year Admissions Portal

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In-Year Admissions

Preference Reasons

In order to support your application for a place at Yardley Primary School you can select the appropriate reasons below. You will have the opportunity to tell us in your own words of any additional reasons, or more about your selected reasons, on one of the next pages.

I am selecting this school because it is a Faith School

I am selecting this school for medical reasons

I believe my child lives in this school's catchment

I believe my child attends a feeder school to this school

I am selecting this school for social reasons

I am selecting this school because of the distance from my child's home to this school

I am selecting this school because it is a

I am selecting this school because Double is a child of a member of staff currently working at this school or school for two or more years

I believe my child can pass this school's entrance test

After you have selected your reasons please click on **Next**.

Other Reasons

Click **'Next'** you will progress to another page called other reasons

In-Year Admissions

Other Reasons

You may tell us of any other reasons to support your application. If you have selected Gwyn Jones Primary School for social or medical reasons you should give more details below. You may be contacted to discuss this further.

Other Reasons

There is a limit of 3000 characters for you to express other reasons. 3000 remaining...

Click **Next** to proceed.

You will then be taken to a page called 'your preferred schools', where you can view your preferred schools, change the order of your preferences and/or add another school.

Your Preferred Schools

You have selected the schools below. You may choose up to 3 schools and you may change your selection until you submit your application.

Use the arrows to rank your preferred schools; your most preferred school must be at the top ranked 1.

| Rank | School name | Re-order |
|------|---------------------------|-------------|
| 1 | Greenleaf Primary School | Edit Remove |
| 2 | Gwyn Jones Primary School | Edit Remove |

Back Next

[Add a new preferred school](#)

Click 'Next' to progress to the next stage once you have selected your schools.

Terms and Conditions

Terms and conditions and declaration, ***(Please read this carefully).***

Please check all is correct and then confirm below.



In-Year Admissions Portal

Home My Account Sign Out English/Cymraeg

In-Year Admissions

Application for First-Fake Child, Date of birth: 10/02/2010

You have completed your application and it has been saved. Using the options below, you can now either 'Submit' your application or you can 'Return to Your Application Later' if you don't want to submit it just yet.

Also you can see a printable summary of your application using the 'Preview' button.

Terms and Conditions

Before you submit your application you should read the following Terms and Conditions. This page also details our Data Protection statement.

To submit your application you must accept the terms and conditions at the bottom of the page.

All parents are advised to read the 'Information for Parents' that gives details of how applications are processed and the timetable for processing them. This information can be found by clicking on the following link:

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

The school preferences listed on your application are taken as your current preferences, and signify that parents no longer want to apply for schools named on any previous applications.

Applications are only accepted from a person who is legally responsible for the child and if the child lives with relatives and not their parents, documents providing legal guardianship must be submitted.

| | |
|-------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | <p>Terms and Conditions</p> <p>Before you submit your application you should read the following Terms and Conditions. This page also details our Data Protection statement.</p> <p>To submit your application you must accept the terms and conditions at the bottom of the page.</p> <p>All parents are advised to read the 'Information for Parents' that gives details of how applications are processed and the timetable for processing them. This information can be found by clicking on the following link: https://www.walthamforest.gov.uk/content/year-admissions</p> <p>The school preferences listed on your application are taken as your current preferences, and signify that parents no longer want to apply for schools named on any previous applications.</p> <p><u>Parental Responsibility:</u></p> <p>Applications are only accepted from a person who is legally responsible for the child and if the child lives with relatives and not their parents, documents providing legal guardianship must be submitted.</p> <p>PLEASE DO NOT PROCEED WITH THIS FORM IF YOU DO NOT HAVE PARENTAL RESPONSIBILITY OR LEGAL GUARDIANSHIP OF THE CHILD. THIS FORM WILL NOT BE PROCESSED AND WILL CAUSE DELAYS IN ACQUIRING A SCHOOL PLACE FOR THE CHILD.</p> <p>For further help and guidance, you can email your query to admissions@walthamforest.gov.uk or you can call 020 8496 3000 and ask for the Admissions Team.</p> <p><u>Moving Home:</u></p> <p>If in future you and the child move home, and your permanent home address changes, it is essential that you inform the Admissions Team immediately and you must provide evidence confirming the address change e.g. photocopy of a Council Tax bill or Tenancy Agreement for the property you have moved into. You can email your query to admissions@walthamforest.gov.uk or you can call 020 8496 3000 and ask for the Admissions Team if you require further advice or information.</p> <p><u>School Place Offers:</u></p> <p>Where we are able to offer more than one school, we will offer your highest ranked preferred school and withdraw all lower ranked offers. If we are unable to offer you any of your preferred schools, we will endeavour to offer you a place at the nearest available school to where you live. The council has no obligation to finding an alternative school for your child if they do not have permanent residence in this authority.</p> <p>If you are not offered a place at your preferred school you will have the right to an independent appeal. Please click on the link for further information.</p> <p>For further information about In-Year School Admissions click the link below to view our web site. https://www.walthamforest.gov.uk/content/year-admissions</p> <p>PLEASE NOTE: If a place in a preferred school has been obtained on the basis of 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.</p> |
| <p>Data Protection</p> | <p><u>Please read this section carefully</u></p> <div data-bbox="411 1077 1401 1205"> <p>Data Protection</p> <p>You have a right under the Data Protection Act (DPA) to request any information the council holds about you. This is called a subject access request. To see further details</p> </div> <div data-bbox="411 1227 1401 1328"> <p>School Place Offer</p> <p>The Local Authority will contact you to discuss your application. Please ensure that you have provided the correct contact details.</p> </div> <div data-bbox="411 1350 1401 1487"> <p>Preview Your Application</p> <p>To see a printer friendly version of your unsubmitted application, click the Preview button</p> <p>Preview</p> </div> |

Declaration

Please read the following declaration **before** you submit the application.

Submit Your Application

Please read the declaration below carefully, in order to accept you will need to click on the grey button to select yes. Then click on submit to complete this application. Note you can change any part of this form at any time by logging in and following the instructions.

If you are not ready to submit your application now, you can click 'Return Later' instead and you may return to your application at a later date. You will then have the opportunity to make changes until you submit it. The Local Authority will not process this application until it has been submitted.

Declaration: I declare that I have checked the information given in this application and believe it to be correct. I have read and understood the admission criteria and want to apply for a place at each of the schools I have named, and I have listed these schools in my order of my preference. I am aware that I have to submit supporting documents as outlined in the guidance notes to admissions. I confirm that I am the person with parental responsibility for the child named in this application 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/parental responsibility must be submitted as stated in the guidance notes. 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.

When you have read the declaration and accepted, please click on **'Submit Now'** to submit the form.

Application confirmation

You will now see the following page which will confirm that your form has been submitted to the school admissions service.

You will also be able to view and print a copy of your **submitted application form**.

In-Year Admissions

Application for First-Fake Child, Date of birth: 10/02/2010

Your application has been successfully submitted. You will shortly receive a confirmation email listing your school preferences. If additional information or evidence, e.g. medical/baptism certificates/supplementary information forms, is required for these schools, you will need to supply them.

To see a printer friendly version of your submitted application, click the Preview button.

You do not need to take any further action. However, if you want to change any of the details you have submitted, please contact us (see the 'Contact Us' link at the foot of the page).

You have now successfully completed an application for your child.

You will receive an automated *application submission* email as confirmation. If you do not receive this email please contact the admissions team on 020 8496 3000.

If you would like to see the progress of your child's application you can log back into your account and check by clicking on **Messages**.

This will allow you to check if any messages have been sent by the school admissions service about your application.

