

London Borough of Waltham Forest In-year Co-ordinated Scheme

Waltham Forest Council's scheme for the coordination of the in-year admissions process for community, voluntary controlled and own admission authority schools in 2024/2025

Section 1: Applications

1. Applications for an in-year place in Waltham Forest schools can be made directly to Waltham Forest School Admissions Team using the digital in-year application form (iCAF) available from the website: [In-year admissions | London Borough of Waltham Forest](#). If applicants are unable to apply online, they can apply using the paper application form, available on the above page.

2. Waltham Forest residents applying for places at schools outside Waltham Forest will need to apply directly to the local authority (LA) in whose area the school is located.

3. Parents whose children are currently educated out of their normal age group and wish this to continue or are now seeking a place out of their normal age group should put their request in writing to the Waltham Forest school admissions team or other governing body/academy trust when they are making their application. The request can be supported by evidence from relevant professionals working with the child/family that states why it is in the child's best interests to be placed outside their normal age-appropriate cohort.

For community and voluntary controlled schools, Waltham Forest school admissions, as the admission authority, will decide whether the request to be educated out of cohort will be agreed on the basis of the information submitted. Decisions will be based on the individual circumstances of each case taking account of the applicant's views and those of the head teachers at the preferred schools, the child's social, academic, and emotional development and whether the child has been previously educated out of their year group. For academies and religious schools, the academy trust or governing body will make the decision.

4. The school admission authorities in Waltham Forest will not use supplementary information forms, except where the information available through the iCAF is insufficient to rank the application against the published oversubscription criteria. In accordance with the School Admissions Code 2021, where supplementary forms are used by the admissions authorities within Waltham Forest, the school admission team will seek to ensure that these only collect data which is required to assess the application against the published oversubscription criteria.

5. Where supplementary information forms are used, they will be available from the school concerned and on Waltham Forest Council's website. Parents will be advised that they must complete the supplementary form so that the governing body of a school can fully consider their application. The supplementary information form must be returned directly to the school.

6. If a school in Waltham Forest receives a supplementary information form, the parent must also list the school on the Waltham Forest form. All applicants must complete a LBWF in-year application form for their application to be considered.
7. Parents/carers will be able to express a preference for up to three schools.
8. The order of preference given on the iCAF will not be revealed to the schools listed.
9. School admissions verifies the applicant's home address for all applications received. If the school admissions team cannot verify the validity of an applicant's address, it will advise the respective school admissions authority.
10. The school admissions team is responsible for carrying out the verification that each applicant's date of birth is correct.
11. School admissions will check the status of Looked After Children and Previously Looked After Children (children who are in the care of a local authority in England or elsewhere and children who have been adopted or made subject to a Child Arrangement Order or Special Guardianship Order immediately after being looked-after by a local authority in England or elsewhere). The school admissions team will also check the status of children 'at risk' and subject to a "Child Protection Plan" in respect of applications for schools that give priority to these children.

Section 2: Processing

12. School Admissions will record a pupil's preferences in the order expressed on their application on the database and, where appropriate, will pass on the pupil's data to the admission authority schools to consider and rank the pupils in accordance with the school's published oversubscription criteria.
13. For all applicants, school admissions will provide the allocated school with the information contained in the iCAF (see Schedule 1 below).
14. Once a week, Waltham Forest schools will return by email to school admissions vacancy information listing the available places in each year group. Own admission authority schools will also be required to return to school admissions the list of pupils who have applied to the school(s) ranked in accordance with the published oversubscription criteria.
15. Where information is available indicating that the pupil has 'challenging behaviour' as defined in the School Admissions Code 2021, the school may decide to refer the case back to Waltham Forest school admissions for consideration under the Waltham Forest Council Fair Access Protocol (FAP).
16. Incomplete applications will only be considered valid once school admissions receives all the required information.
17. In some cases, the allocated school might, if appropriate, request background information from the current/previous school to support the enrolment meeting. This should not delay putting a child on roll in a school.

Section 3: Offers

18. School Admissions will use the number of school places listed on the vacancy form referred to in paragraph 15 above and fill the school places from the schools' ranked waiting lists. If a pupil has more than one potential offer, school admissions will cancel all but the highest ranked offer. Schools will be given 3 days' notice of the offer before the formal offer letter is sent out to the applicant. If there are sufficient places available, places will be offered to all the children.

19. School Admissions will also write to all parents who have not been offered places at their preferred schools informing them of their right to appeal to an independent appeal panel in accordance with the School Standards and Framework Act 1998. If a child is not enrolled in a school and no other school places are available, a place may be allocated via the Fair Access Protocol (FAP). If a child is in year 10 (summer term) or year 11, a referral may be made to an alternative education provision.

20. The above letters will be sent by school admissions on behalf of the governing bodies/Academy Trust in the cases of admission authority schools, and the academy trusts in the cases of academies and free schools.

21. If a pupil has been offered a place at one of their preferred schools, all lower preferences will be withdrawn. The pupil will not be placed on a waiting list for any higher preference school unless the parent/carer of the applicant requests otherwise in response to their offer.

22. Parents/carers will be expected to accept or decline the offer of a place and state whether they wish their child to be placed on any higher preference waiting list within 10 school days of the offer being made. However, in exceptional circumstances parents may request additional time (maximum 48 hours) to consider the offer.

23. Parents/carers should contact the school to arrange their child's admission. Schools will be expected to set up a meeting and/or interview to enrol the pupil as soon as possible after notification from the school admission team. Pupils will be considered to be on roll from the start date agreed at the enrolment meeting. Schools are expected to put children on their roll within a reasonable amount of time after allocation.

24. Whenever a school is not able to contact the parent the school must inform the school admissions team.

25. Pupils will be removed from all waiting lists at the end of each academic school year on 30 June. Parents/carers will have to re-apply if they wish for their child to continue to be considered for any school waiting lists for the next academic school year.

Section 4: Pupils who are resident in another LA

26. Waltham Forest school admissions will notify the home local authority (LA) of the application and appeal outcomes of their residents. Waltham Forest school

admissions will notify the home LA whenever a place is not taken up and the pupil is out of school.

27. If a child lives outside of Waltham Forest and is deemed to be out of school and cannot be offered a place at a Waltham Forest preference school, Waltham Forest school admissions will provide the parents with details of schools with vacancies in Waltham Forest, if requested by the parent/carer.

Section 5: Exchange of additional information with home LA

28. Any background data received relating to an out-of-borough pupil will be shared with the pupil's home local authority (LA) if a place cannot be offered.

29. Any other information received relating to an out-of-borough pupil which Waltham Forest school admissions considers relevant to the provision of education or the safeguarding of the pupil, will also be shared with the home LA.

30. The Pan-London support site will be used as a secure platform to electronically exchange relevant information with other LAs.