

# In-Year Common Application Form for Admission to a Waltham Forest School (iCAF)

## Guidance notes for those who are applying for a mid-year school place or who want to change schools

**By law, children aged between 5 and 16 must receive an education. This means that if your child is not in a school you must apply for a school or tell the local authority what alternative arrangements you are making for their education.**

If your child has an Education, Health and Care Plan (EHC Plan) and you want to ask for a school transfer, **do not complete this form.** You must contact the Waltham Forest SEND Service on 020 8496 6503/6505. They consider these applications separately from the process outlined below.

### If you want to change schools

A parent can apply for a place for their child at any school, at any time. It is extremely important for children to have continuity in their education. For this reason, we strongly urge parents to think carefully before making applications for transfers between schools. If your child is already attending a school, but you feel that a move would be in their best interests, we urge you to discuss your reasons for this with your child's current school. It is important, we believe, that you try to resolve any difficulties by working with the school where your child is attending as that could well avoid there being an unnecessary transfer.

If, however, you want to go ahead with a transfer then please complete this form and send it to school admissions. Please request your child's current school to fill in and sign part B of the form.

### Applying for a school place

Only those with parental responsibility can apply for a school place.

Please complete all questions in Part A of the application form. Failure to answer all questions and provide supporting proof of address, may delay the processing of your application and could result in the form being returned to you for completion.

Fill in part A of the application form. You can name up to 3 Waltham Forest schools. Please list all the schools in the order of preference you want to apply for. The admissions criteria for faith schools, academies, foundation and free schools may be different from community schools, and you may need to fill in other forms (Supplementary Information Forms). You can get these from the school and they must be returned to the school.

Once you have completed all sections in part A, you should ask the headteacher at the school your child is currently attending to fill in and sign part B of the form. If your child is not in school, then part B should be filled in by the headteacher at their most recent school.

The information we ask for in part B is important as it could help the Admissions Team decide if your child is eligible to be considered under our 'Fair Access Protocol'.

### Providing the correct proof

You will need to supply documents that provide evidence of:

1. Your home address (for example a government produced letter\* such as housing benefit, 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; you should submit an official document or letter with your child's name and address (for example a government produced letter\* such as child benefit, child tax credit or housing benefit, an appointment letter with a professional (eg. doctor, dentist, hospital) or a bank statement in the child's name\*\*).

If you have moved recently, please also provide evidence of a closing of council tax account from your previous address.

These examples are not an exhaustive list.

We reserve the right to request further evidence if required.

\* Must be dated within the last 12 months

\*\* Must be dated within the last 3 months

**If you fail to provide your supporting evidence, this may delay your application being processed.**

## Guardianship

If a child is not living with their natural parents and you are looking after the child, please provide written evidence that you are the legal guardian and have parental responsibility for that child. Evidence includes a Will or court order or a statutory declaration.

Guardianship only applies if you can prove that you have full care of the child and their normal, permanent home is with you. Guardianship does not apply if you take the child to and from school or look after the child until their parents collect them.

## Medical or social

Medical or social reasons can only be taken into account when information is provided with the application. Failure to provide such information at this stage may affect whether or not the child is allocated a place at the preferred school under this priority. Applications will only be considered under this category if they are supported by a written statement from a doctor, social worker, psychologist or other relevant independent professional. The information must confirm the exceptional medical or social reason, and demonstrate how the specified school is the only school that can meet the defined needs of the child.

## Returning your application form

You can return the completed application form in one of the following ways:

**Email:** [admissions@walthamforest.gov.uk](mailto:admissions@walthamforest.gov.uk)

**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).

## What happens next?

Your completed application form with supporting evidence will be processed within 15 school days of receipt. We will inform you if we can offer a place at any of your preferred schools. If we cannot, we will offer a place at the nearest school with a vacancy. Once you have contacted the school they will make arrangements for your child to start within a few days.

If your child is out of school and does not take up the school place offered, your child's details will be referred to the Behaviour, Attendance and Children Missing Education team.

## Waiting lists

Your child will only be placed on a waiting list if you request it on the Reply Slip, received with your response letter.

## Right of appeal

If we cannot offer your child a place at your preferred school you will be given the right to appeal against this decision.

You can only appeal once for each school within a school year. We may consider a second application and subsequent appeal if there has been a relevant and major change in your family's circumstances.

You must complete an appeal form. Please note that some schools arrange their own appeals. For details of how to appeal please go to our website:

**[www.walthamforest.gov.uk/schools-education-and-learning/apply-school-place/schools-admissions-appeals](http://www.walthamforest.gov.uk/schools-education-and-learning/apply-school-place/schools-admissions-appeals)**.

An appeal should be submitted within 21 school days of being informed that a place cannot be offered. Appeals are heard by an independent appeal panel.

# Waltham Forest In-Year Common Application Form (iCAF)

You should only fill in this form if you have parental responsibility for the child you are applying for a school place for. **Do not complete this form if your child has an Education, Health and Care Plan (EHC Plan)**, please ring the Waltham Forest SEND Service on 020 8496 6503/6505. Please use black ink and BLOCK CAPITALS, tick any boxes that apply and sign the declaration. You must fill in part A and part B should be filled in by the child's current or previous school in England.

I am applying for a school place (my child is not currently in school)

I am applying for a transfer between schools (my child is already in school)

## Part A (to be filled in by you)

### Section 1 – Child's details (This must be the name on their birth certificate or passport)

First name

Middle name

Last name

Date of birth

Gender

Male

Female

Address

Postcode

Date you moved to this address

Council Tax Number

Name of current or previous school

Can the child speak English?

Yes

No

Is the Child in England now?

Yes

No

Has the child ever attended a school in England?

Yes

No

### 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 Section 5 for details)

Yes

No

Is your child in a private fostering agreement?

Yes

No

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 with for more than 28 days.

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

Yes

No

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.

Looked After Children or Child

Yes

No

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.

## Section 3 – School preferences – Please read before entering School details

- Waltham Forest schools are listed on [www.walthamforest.gov.uk](http://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 in which you prefer them.
- If your child has a sibling attending 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).
- 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 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 were recruited to fill a vacant post for which there is a demonstrable skill 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  Child 'at risk'

Sibling first name  Last name

Date of birth  Gender Male  Female  Year group

DD/MM/YYYY

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

DD/MM/YYYY

Preference reason

**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

DD/MM/YYYY

Preference reason

## Section 4 – Other information:

Has your child been permanently excluded from school?

Yes

No

If Yes, please let us know:

Name of school your child was excluded from

Date of permanent exclusion

DD/MM/YYYY

Is your child's current or latest school a Pupil Referral Unit (PRU) or Alternative Provision (AP)?

Yes

No

## Section 5 – 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 supporting documents as outlined in the guidance notes, 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 part A 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 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 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, this application will no longer be valid and the Local Authority may withdraw the application and/or the offer of a school place.
- 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](http://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

DD/MM/YYYY

Please tick the relevant box for your preferred method of communication for the outcome of your application

Email

Post

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](http://www.walthamforest.gov.uk/content/school-admissions-and-education-services-privacy-notice).

**Part B School to School information form for In Year Transfer  
(to be filled in and signed by Head of child's current or previous school)**

Pupil's name

Year group

**Current or previous school details**

School name

Dates of attendance at this school

From

DD/MM/YYYY

To

DD/MM/YYYY

(Leave this date blank  
if child still attending)

**Attendance**

Attendance  %

If attendance was lower than 90%, please give the reason why and the period(s) covered

Was an attendance and welfare officer involved?

Yes

No

**School Support**

SEND Support Plan

Yes

No

Statement/EHC Plan

Yes

No

**Early Help**

Has an early help referral been made?

Yes

No

If 'yes', what was the outcome?

**Attainment**

Attainment for current National Curriculum levels (KS1/KS2/KS3)

	<b>EYFS</b>	<b>KS1</b>	<b>KS2</b>	<b>KS3</b>
Above expected standard				
Expected standard				
Below Expected standard				

## Attainment for KS4 applications only

Subject	Examination board	Current Grade	Predicted Grade	Date course began

### Any additional support provided by the school

For example, PSP, Learning Support, Mentor

Number of days absent due to fixed term exclusion in the last academic year:

Days  Occasions

Number of days placed in internal exclusion/isolations:

Days  Occasions

Has this child been permanently excluded? If yes, please provide details

### Other agencies involved

Please attach reports or provide details on an extra sheet for every box you tick.

Educational Psychologist Service	<input type="checkbox"/>	Early Help	<input type="checkbox"/>
PRU – state referral dates below	<input type="checkbox"/>	Social Care	<input type="checkbox"/>
Looked After Team	<input type="checkbox"/>	CAMHS	<input type="checkbox"/>
Youth Offending Service	<input type="checkbox"/>	Education other than provided at school	<input type="checkbox"/>

Social worker's name

Phone number of local authority

Please add any other comments or information you think we may find helpful

**To help this child move easily into their future school, please give full contact details below so the school or local authority can discuss any of the information provided with you. Thank you for your help in filling in this form.**

Your name

Direct line or switchboard plus extension

School name

Local Authority number

Department for Education number

Signature

Date

DD/MM/YYYY

School stamp

### **Checklist for school**

Before returning this section to the parent, please make sure you have done the following:

- Met with the family and discussed the reason(s) for transfer.
- Filled in all relevant sections of this form.
- Added any comments which may be relevant, such as any medical or social issues relating to the child or additional support the child has been receiving in school.
- If the information provided is not sufficient, we or the future school will need to contact you to discuss the reasons for transfer.

**If you have any questions about completing this form, please contact  
Waltham Forest School Admissions Service by phoning 020 8496 3000 or  
emailing to [admissions@walthamforest.gov.uk](mailto:admissions@walthamforest.gov.uk)**