

London Borough of Waltham Forest **In-Year School Admission applications**

Frequently Asked Questions

How do I make an In-year application for a Waltham Forest school?

In-year applications can be submitted using the online form in the Citizen Portal. This application form is available on our website under the following link: https://one.walthamforest.gov.uk/CitizenPortal_LIVE/

If I am not the parent of the child, can I make a school admission application?

If you do not have parental responsibility for the child, you **cannot** make an application. We can only accept applications from a person who is legally responsible for the child. If the child lives with relatives and not their parents, you must submit documents showing legal guardianship. If you do not have parental responsibility and you proceed with completing the form, admissions will not process the application and it will cause delays in acquiring a school place for the child. Please contact the admissions team by email admissions@walthamforest.gov.uk for further information.

Can I apply for more than one school?

You can apply for up to three Waltham Forest schools. Please note that some schools process their own in-year applications. Please refer to the following page for further information: <https://www.walthamforest.gov.uk/content/year-admissions>

How long will it take for school admissions to process my application?

It can take up to 15 school days to process your application once we have received a completed In-year application form and you have supplied all the supporting evidence.

How do I submit evidence?

You should upload your evidence in the Citizen Portal when you apply. This ensures your evidence is attached to your child's online application. Alternatively, if you apply using a paper application, you can send your evidence to the following email address Admissionsevidence@walthamforest.gov.uk.

What documents do I need to provide with the application form as supporting evidence?

You will need to provide copies of documents that provide evidence of:

1. **Your home address** (for example a central/local government letter* such as housing benefit, current 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 (for example a central/local government letter* such as child benefit, child tax credit or housing benefit, or a bank statement in the child's name**).

These examples are not an exhaustive list. If you have moved within the last 3–6 months, please also provide evidence of a closing of council tax account from your previous address. We reserve the right to request further evidence if required.

* This must be dated within the last 12 months

** This must be dated within the last 3 months

If your child is **looked after, previously looked after, or they are currently on or subject to a child protection plan**, they can be given priority for a school place under a school's admissions criteria. For looked after children the application must be completed by their social worker, together with a covering letter. Previously looked after children are children who were in the care and ceased to be in care as a result of being adopted or made subject to a child arrangements order or special guardianship order immediately after being looked after. For previously looked after children, you must provide a copy of their adoption order, child arrangements order or special guardianship order. Where a child is subject to a child protection plan, you should provide a letter from their social worker.

If there is an exceptional **medical or social reason** why you would like your child to attend a particular school, you must provide a document from a doctor, social worker, psychologist, or other relevant independent professional which confirms the exceptional medical or social need. The document **must** also demonstrate how the school is the only school which can meet the needs of your child. If you do not provide supporting evidence your child will not be considered under this priority.

What should I do if I cannot submit my supporting documents through the Citizens Portal or by email?

If parents are unable to submit documents through the Citizen's Portal or by email, they can submit photocopies of the documents by posting these to Waltham Forest Town Hall Complex, Forest Road, London, E17 4JF. **Please note** that we do not see visitors at this address so please do not bring your documents in person.

(Parents need to ensure all photocopies are stapled together, and the child's full name and DOB is also provided along with a covering letter explaining what application the documents are for).

How will I find out about the outcome of my child's application?

Once school admissions have processed the in-year application, you will receive the outcome of your application by letter which will be sent to you either by email or post.

I have forgotten my password. How can I request for my password to be changed?

You can request for a password change by clicking on "Forgotten your password" on the log-in page and following the steps by answering your "secret question". If you do not remember your secret question, please email the admissions team on: Admissions@walthamforest.gov.uk

Can I change the email address which I used to create my account with to a different one if I no longer use it or have forgotten it?

We are unable to change an email address for your account. We advise parents to make sure they remember the email address they applied with. If you do not remember your email address, you will have to create a new one and apply online again.

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If you would like any further information regarding in-year admissions process, please refer to the in-year admissions guidance on our website: <https://www.walthamforest.gov.uk/content/year-admissions>

If you have any further questions, please contact the admission team by email admissions@walthamforest.gov.uk or by telephone on 0208 496 3000.