

Change of Preference Form

If you need help with this form contact 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 ring the Disability Enablement Service on 020 8496 6503/6505.
- This form should only be used if you wish to change your preferences from those listed on your original application (paper or online), after the closing date until waiting lists close on 31 December 2019.
- You are only permitted to change your preference order twice in this time period. It will only be processed after National Offer Day.
- Any previous preferences on earlier applications will be withdrawn, unless you restate them.
- 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

D	D	M	M	Y	Y	Y	Y
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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

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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 more than 28 days.

Yes No

Looked After Children or Children ‘At Risk’

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. If the child is adopted from care, you must provide a copy of the Court Order. A child is ‘at risk’ if they are currently on or subject to a Child Protection Plan.

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 2019' and 'Starting Primary School 2019'. These brochures also include explanations of the terms used on this form.
- 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 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).
- 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 brochures for full definitions of sibling for your preferred school(s).
- If you tick School Staff Children, 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.

1 School name Postcode

Sibling Medical/Social School Staff Children

Sibling first name Last name

Date of birth Gender Male Female Year group

Preference reason

2 School name Postcode

Sibling Medical/Social School Staff Children

Sibling first name Last name

Date of birth Gender Male Female Year group

Preference reason

3 School name Postcode

Sibling Medical/Social School Staff Children

Sibling first name Last name

Date of birth Gender Male Female Year group

Preference reason

4 School name Postcode

Sibling Medical/Social School Staff Children

Sibling first name Last name

Date of birth Gender Male Female Year group

Preference reason

5 School name Postcode

Sibling Medical/Social School Staff Children

Sibling first name Last name

Date of birth Gender Male Female Year group

Preference reason

6 School name Postcode

Sibling Medical/Social School Staff Children

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.
- 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 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.

Signature

Date

D	D	M	M	Y	Y	Y	Y
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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: <https://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:

By post: School Admissions Service, Waltham Forest Town Hall, Forest Road, London E17 4JF

By email: admissions@walthamforest.gov.uk

Your email will be acknowledged by an automatic reply message.