PARENTS WILL NOT BE TOLD WHAT SCHOOL HAS BEEN OFFERED OVER THE TELEPHONE

National Offer Day is 1 March 2019 in all Local Authorities (LAs) for children who have applied for a Year 7 secondary school place for September 2019 entry. Each LA will let its residents know which school has been offered for their child.

When will I receive my child’s secondary school offer?

If you applied online by the closing date, 31 October 2018, you will receive an email with your child’s offer on 1 March 2019 (late afternoon/early evening)

For parents who applied via a paper application, we will post your offer letter on 1 March 2019 by first class post.

If we received your application after 31 October 2018 or you have made a Change of preference after 31 October 2018, we will inform you of the outcome of your application in April 2019.

At the same time as we tell you which school your child has been offered, we also provide our secondary schools with details of those children due to join them in September. The school will write to you directly, you do not need to contact the school that has been offered to your child.

What do I need to do once I know which school my child has been offered?

By 15 March 2019 you need to let us know what you want to do with the offer. You should tell us if you want to:

- Accept the place offered
- Decline the place offered
- Add your child to a waiting list for a school we could not offer

How can I respond to the offer?

If you applied online, you should log into the Eadmissions website and submit your response.

If you applied using a paper form, you should either reply via our admissions@walthamforest.gov.uk email or you can post us the reply slip in your offer letter. We cannot take your response over the phone.

If you made your application to another Local Authority, you should respond directly to them, even if your response concerns a Waltham Forest School: your home Local Authority will share the information with us. You need to respond by no later than 15 March 2019.
What happens if I do not respond to the offer?

If you do not tell us what you would like to do by 15 March 2019, we will contact you again to remind you that we need you to respond. At this time, if you do not reply, we will withdraw the school offer we have made, and offer the place to another child.

You have not offered my child a place at my preferred school. What can I do?

We understand that it will be disappointing for you and your child if we are not able to offer a place at one of your preferred schools.

If you wish to place your child on a waiting list, you must inform us. Your child’s name will NOT BE automatically added to waiting lists. You can request your child’s name be added to a waiting list online when you submit your response, or by emailing admissions@walthamforest.gov.uk.

You can also appeal for your preferred school(s). Please visit the School Admissions Appeal page for more information on how to appeal on https://www.walthamforest.gov.uk/content/schools-admissions-appeals

We recommend you accept the school place offered. Accepting the place will not affect the outcome of any appeal or your place on any waiting list and will ensure your child has a secondary school place for September.

If you do not need or want the place offered to your child

Your child may no longer need a place in a Waltham Forest secondary school. This might be because you are moving away or have a place for your child at an independent school. You must let us know by 15 March 2019 and confirm which school your child will be attending in September 2019. It is important that you decline our offer of a school place that your child does not need or want so that we can offer it to another child.

You can do this online by emailing us at admissions@walthamforest.gov.uk. This is also the case if you are responding to an offer that has been made in a later allocation round.

You may decide that you do not want to accept the place we have offered your child. If so, let us know what other arrangements you have made for your child’s education for September 2019. We recommend you accept our offer to ensure that your child has a school place for September 2019.

Please note, if our records show that you have still not secured a secondary school place for your child and you have not told us that you have made other arrangements, we will inform the Behavior, Attendance and Children Missing Education Team (BACME).

We would like to remind parents of all statutory school age children that it is your legal responsibility to ensure that your child receives a suitable education.

Waiting Lists

We do not automatically add the names of children to the waiting list for the Waltham Forest schools where we were not able to offer a place. You need to contact us via email on admissions@walthamforest.gov.uk if you wish your child to be put on the waiting list for a Waltham Forest School or complete the reply slip sent to you with the school offer.
What happens if a place becomes available for my child from the waiting list?

If a place becomes available at a school, and your child is at the top of the waiting list, we will automatically offer this place to your child. We will contact you in writing and let you know. You must respond to any offer from a waiting list within the time specified on the letter. If you do not respond, we may withdraw the place offered and remove your child from the waiting list. The place will then be offered to the next child on the waiting list.

Please note that your child’s position on a waiting list can go up or down as other children join or leave the list, depending on whether they have a higher priority in the admission criteria than your child.

Changing your preferences

Think carefully about whether you need to change your school preferences. We would normally only expect parents to change their preferences in exceptional circumstances, a house move for example. If you do need to change your preferences, be realistic in your expectations.

For further information about schools in Waltham Forest, see the Starting Secondary School 2019 brochure. Other Local Authorities will have information about the allocations for schools in their area on their websites.

Any changes in preferences can be made by completing a “Change of preference” form. This can be found on the Council’s website.

If you have any further queries please email the admissions team on admissions@walthamforest.gov.uk.

Thank you

Waltham Forest School Admissions