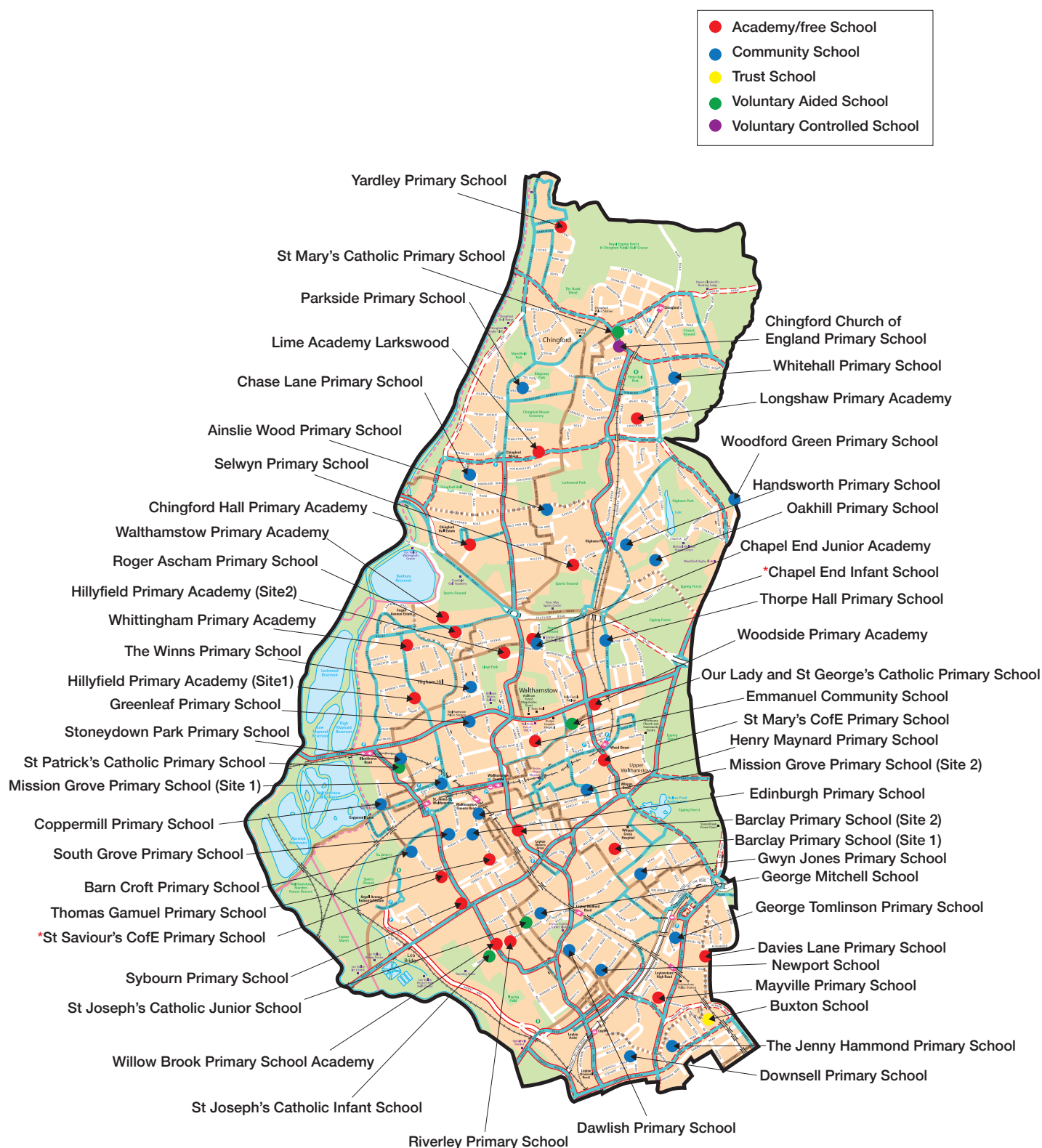


Waltham
Forest



Starting Primary School 2019





*Full school names are on pages 24-27

Introduction

If your child was born between **1 September 2014** and **31 August 2015** and lives in Waltham Forest you will need to apply to Waltham Forest School Admissions Service for a Reception place for them for **September 2019**.




Even if your child currently attends a nursery attached to a school you must apply for a Reception place for them.

Even if your child has a sibling already attending your preferred school you must apply for a Reception place for them.

If you live outside Waltham Forest, you will need to apply to the local authority in which you live.

If your child has an Education, Health and Care Plan (EHC Plan) you must contact the Disability Enablement Service on 020 8496 6503 or 020 8498 6505. They consider these applications separately from the process outlined in this brochure. For more information see page 33 in section 5 of this brochure.

If you have any questions, you can contact the School Admissions Service on:

-  **www.walthamforest.gov.uk**
-  **admissions@walthamforest.gov.uk**
-  **0208 496 3000**

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Applying for a school place for September 2019

Dear Parent or Carer,

I'm delighted that you are choosing a Waltham Forest school for your child.

We all want the best for our children, so selecting the right primary school is an important decision.

Waltham Forest benefits from having high performing primary schools right across the borough, and we are committed to ensuring the highest quality learning experiences for all our children and young people, and that Children and young people will be healthy and safe in all settings.

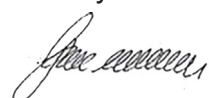
In Waltham Forest, we are passionate that all of our children and young people will:

- Be challenged to achieve the very best outcomes and be stimulated to develop their creativity and critical thinking.
- Be empowered to continue learning throughout their lives, and in particular be ready for secondary school life.
- Have an understanding of the political, economic and technological developments that will shape their world, characterised by their sense of social and environmental responsibility.
- Have the skills which will enable them to participate, influence and shape their futures.
- Have a strong principled understanding of and opposition to any form of discrimination and inequality.

In Waltham Forest we recognise and promote the power of partnership working: a partnership between families, providers, the Local Authority and other key professional groups in ensuring that the Waltham Forest offer is amongst the best in the country.

I hope this booklet is helpful and makes the application process as easy as possible. We want all children in Waltham Forest to achieve their full potential, to enjoy school and to develop their self-confidence as learners and, ultimately, as citizens of our borough. I hope you will be impressed with the schools you visit and that your child will thrive and be happy at the primary school they attend.

I wish you and your child every success.



Councillor Grace Williams

Waltham Forest Cabinet Member for Children and Young People

How and when to complete your application

You can make your application any time between **1 September 2018** and **15 January 2019** and the best way to apply is online at **www.eadmissions.org.uk**

Last year, over 95% of applications were made online, and 92.62% of those who applied on time received an offer of their first preference school. The process is easy to follow, quick and secure, and enables you to access other education and school websites. It also allows you to amend and check your application at any time – and as many times as you need to – before 15 January 2019. You will be able to see the results of your application online, without having to wait for an offer letter.

Whichever way you would like to apply, please make sure you submit your application by **15 January 2019**.

It is very important that you submit your application by this date, otherwise processing your application will be delayed.

Timeline for primary applications

Deadline	Activity
1 September 2018	Applications open
15 January 2019	Closing date for applications
16 April 2019	Offer letters will be posted to applicants making paper application
16 April 2019	Online applicants will be sent an email with the outcome during the evening
17 April 2019	Offer letters should be received by applicants making paper application
2 May 2019	Deadline to accept or decline offer
16 May 2019	Deadline for appeal requests to be submitted

When your child will start school

In Waltham Forest, we prefer all Reception children to start school in September at the start of the school year so that we can give them the best possible start to school.

All our infant and primary schools provide for the full-time education of all children in the September following their fourth birthday.

Deferred Entry and Part time Reception places

A child reaches compulsory school age the term after their fifth birthday. Some parents will feel their child is simply not ready to start school in the September following their fourth birthday and there is flexibility in the Admissions Code to allow for this. Parents can request that:

1. their child attends part-time until they reach compulsory school age. This must be requested directly with the school once a school place has been offered.
2. the date their child is admitted is deferred until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year for which it was made.
3. for summer born children, their child is admitted outside of their normal age group. See next section for more details on the process.

Nursery to Reception class

Children do not automatically transfer from nursery to a Reception class so you **must** complete an application for a Reception place.

Children being educated outside their normal age group

Waltham Forest's policy is that, in general, children should be educated in their normal age group, with the curriculum differentiated as appropriate, and that they should only be educated out of their normal age group in very limited circumstances.

Parents may seek a place for their child outside of their normal age group, for example, if the child has experienced problems such as ill health.

It is the parent's responsibility to provide any supporting evidence they wish to be considered in respect of their application.

A decision will be made on the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent's views; information about the child's academic, social and emotional development; where relevant their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. The views of the head teacher of the school(s) concerned must also be taken into account.

The governing body of schools responsible for their own admissions (academies, voluntary-aided, foundation and free schools) are ultimately responsible for making this decision for applications made to their school.

The internal management and organisation of a school, including the placement of pupils in classes, is a matter for the Headteacher and senior leadership of individual schools.

There is no guarantee that an application will be accepted. If the application is not accepted this does not constitute a refusal of a school place and there is no right to an independent statutory appeal. Similarly, there is no right of appeal for a place in a specific year group at the school.

Summer Born Children (born between 1 April 2015 and 31 August 2015)

School admission authorities are required to provide for the admission of all children in the September following their fourth birthday. While most parents are happy for their child to start school in the September following their fourth birthday, some parents will have concerns about whether their child will be ready for school at this point, and will consider delaying their entry until compulsory school age – for this group, that would be September 2020.

Parental requests for summer born children (born between 1 April and 31 August) to be admitted to Reception rather than Year 1 at the age of five, are different from any other parental request for admission out of the normal age group, as it is only in these circumstances that the child is being admitted to school for the first time. As well as considering the factors outlined above, the admissions authority will also consider the child's individual needs and abilities and to consider whether these can be best met in reception or year 1. It will also involve taking account of the potential impact on the child of being admitted to year 1 without first having completed reception year.

The views of the head teacher will be an important part of this consideration.

There is no expectation that parents must provide professional evidence in support of their request. As a minimum parents are expected to provide a statement as to why they have made their request.

In these circumstances, parents are required to make an application for their child's normal age group by 15 January 2019, but can also submit a request for admission out of the normal age group at the same time. There is no statutory barrier to children being admitted outside their normal age group, but parents do not have the right to insist that their child is admitted to a particular age group.

Parents who apply by the closing date will receive the response to their request before 16 April 2019. If the request

is agreed, their application for the normal age group may be withdrawn before a place is offered. If the request is refused, the parent must decide whether to accept the offer of a place for the normal age group, or to refuse it and make an in year application for admission to Year 1 for the September following the child's fifth birthday. Where a parent's request is agreed, they must make a new application as part of the main admission round the following year, by 15 January 2020.

If a school is happy to accept an application to educate a child out of year group, this is not a guarantee of a place. It just means the parent can apply along with all other parents for a school place in that academic year. It is important to consider what to do if your application is processed and you do not get offered a place at your preferred school. Currently no school has to agree to educate a child outside of their chronological year group even if it has been agreed at another school.

Before you make your application

Collect as much information as you can about your preferred schools:

- Look at the map on the inside cover of this booklet to see which are your nearest schools.
- Visit schools – most schools arrange open mornings or afternoons where parents can see the school at work. All schools contact details are provided in this booklet so that you can get in touch and arrange your visit.
- Read Ofsted reports at www.ofsted.gov.uk or on the school website.
- Read the prospectus for each school (available from the school).
- Look at the school website.

Many schools are oversubscribed each year, which means they receive more applications than they have places to offer. You need to consider how likely it is that your child will be offered a place at your preferred school:

- Read the admissions criteria for each school, as this will determine how places will be offered.
The admissions criteria for Waltham Forest community and voluntary controlled schools are listed on pages 11–12.
The criteria for other schools in Waltham Forest are listed on pages 13–22.
- See how places were allocated last year using the information on pages 30–31.
- Look in Section 3 to see how many places each school has available for September 2019 (Planned Admission Number).
- Consider how your child will travel to school.
- Try not to let others influence your decisions – the right school for your friend's child may not be the right school for your child.

The process outlined above is not applicable if your child has an Education, Health and Care Plan. Please see page 33 for more information.

Which schools can I apply for?

You can apply for any maintained (non-fee paying) school in England either online or on your home authority's paper application form.

How do I find out where schools are?

You can use the map on the inside front cover of this guide to find out where schools are in Waltham Forest. Alternatively you can use <https://www.compare-school-performance.service.gov.uk/> which allows you to search for schools based on your home postcode.

Athena Primary Academy

Reach2 has proposed to open a new 2FE Free School in Leyton for September 2019. Whilst a site has been secured, there remains a risk that the Trust may not secure all relevant approvals in order to receive reception pupils in September 2019. These plans are ongoing and the latest information may be obtained from the Waltham Forest Council website.



Completing the application form

If you live in Waltham Forest you must apply to Waltham Forest. You should list up to six schools which can be located in Waltham Forest or in other local authorities.

If you live outside Waltham Forest you will need to apply through the local authority in which you live. The contact details of neighbouring local authorities are in Section 4.

If you list schools outside Waltham Forest, the Waltham Forest School Admissions Service will make sure that the local authority where the school is located is given all the information from your application form.

Do not include any fee paying schools on your application.

You must submit your application by 15 January 2019.

Please note:

Please complete a separate application form for each child in the case of multiple birth children

Applications from Overseas

The following children are not entitled to a state education:

- children from non-European Economic Area (EEA) countries who are here as short-term visitors – these are children who live abroad but have been admitted to the UK for a short visit (for example as tourists or to visit relatives), and not to study
- children from non-EEA countries who have permission to study in the UK – these children are allowed to study in England on the basis that they attend an independent, fee-paying school

We will consider accepting applications from children whose family can evidence intent to return to and/or permanently reside in Waltham Forest prior to the start of the new academic year. These applications, if accepted, will be processed from the overseas address until sufficient evidence is received to show the child is permanently resident in Waltham Forest. Evidence must be submitted at the time of application. Evidence submitted after the date for late applications (12 noon on 8 February 2019) cannot be taken into account before National Allocation Day. If an applicant owns a property in Waltham Forest but is not living in it, perhaps because they are working abroad at the time of application, the Waltham Forest address will not be accepted for the purposes of admission until the child is resident at that address.

After allocation, if you take your child abroad, even with the intention of bringing them back to start in September, you must inform School Admissions. If you fail to do this, and it is brought to our attention that the child has gone abroad, any place offered may be withdrawn.

Crown Servant/Armed Forces

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.

Apply online

You can apply online at www.eadmissions.org.uk

Once you have registered you will be sent an email with your username and password. When you have completed your application and pressed the 'submit' button you will be sent an email with an application reference number confirming that you have completed your application. Once you have submitted your application you are then required to upload your proof of address documents in a Pdf format. You can update your application as many times as you like before **11.59pm on 15 January 2019**. You can also find out the results of your online application on the evening of **16 April 2019**, which is a day earlier than if you apply on a paper application form.

If you are unable to apply online, you may download a paper application form from www.walthamforest.gov.uk or contact us to send you one.

If you have completed a paper application form you will not be able to check your application form online.

We never give out any offer information over the telephone. If you complete a paper form you will receive your offer letter by post. Online applicants will not receive a letter.

Please note:

If you apply online you must **not** submit a paper form as well.

Supplementary Information Forms (SIFs)

Some schools need extra information which we do not collect on the Waltham Forest application form. Emmanuel Community School, St. Mary's Catholic Primary School, St. Joseph's Infant School, Our Lady and St. George's Catholic Primary School, St. Patrick's Catholic Primary School, St. Saviour's Church of England Primary School and St. Mary's Church of England Primary School will ask you to complete a Supplementary Information Form (SIF).

SIFs are available from the relevant schools' websites and should be returned to the school when completed.

If you are applying for a school outside of Waltham Forest you will need to check with that local authority to find out if you need to complete a SIF.

Filling in your form

We may undertake checks to verify any information provided on your application form. We ask for **copy documents** but reserve the right to ask to see originals at any stage in the process plus additional documents if required. If false or misleading information is provided then we have the right to:

- withdraw an offer of a school place; or
- if an offer has not been made, process the application with the correct information as a late application.

Your child's details

Name and date of birth – please give your child's name and date of birth exactly as it appears on their birth certificate.

Address – the address you provide must be your child's permanent address. This must not be an address of another family member or another adult who looks after your child and does not have parental responsibility for your child.

- We will not accept a business address or a second home as a 'normal permanent place of residence'.
- We will not accept temporary addresses, if for example, your permanent home is undergoing building works.

If parents are separated and have equal custody then they must select one parent's address to be used for the application. Parents will need to arrange between themselves who will be making the application. Only one application can be accepted for a child – where we receive a second application for a child we will process the first application, pending either a withdrawal of that application or confirmation by way of a joint statement by both parents or court order, to ensure the child has an active application for a school place. Where parents cannot reach an agreement on school preferences and no joint statement confirming which application is to proceed or court order clarifying whose school preferences shall be processed, we will proceed with the first application received. You will not be able to change to the other parent's address mid-year unless the current arrangements as dictated by the Courts have changed. You must also provide a copy of any custody or residence order.

We check that the address you give is where you and your child are living to prevent fraudulent applications.

Please note:

If you provide a temporary address, we will only accept it if the tenancy agreement is for longer than 12 months

Your details

Please provide the details of one parent or carer and your contact details. Please ensure you include your mobile and daytime telephone numbers and your email address as we may need to contact you.

What documents do I need to provide?

We check evidence submitted to prevent fraudulent applications. Information supplied during the application process may be shared with other departments and organisations for the prevention and detection of crime.

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, an appointment letter with a professional (e.g. Doctor, dentist, hospital) or a bank statement in the child's name**). You can submit an official document or letter with your child's name and address.

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

Additional evidence required for specific criteria

If you are applying under any of the following criteria please refer to pages 11–12 for details of the additional evidence required:

- Looked After Child
- Medical/Social
- School Staff Child

If you apply online you must scan and attach the above documents to your application. You will receive an email confirming receipt of each document. If you applied on a paper form, you must send **photocopies** of your documents with your application.

If you have problems attaching your scanned documents, please email us at admissions@walthamforest.gov.uk

Please note:

If you do not provide these documents, we may not send you an offer letter on 16 April 2019. If you applied online you may not receive an email on 16 April 2019 and you will not be able to check the results of your application online.

Fraudulent Applications

It is really important that the admissions system is fair to all applicants. It would be cheating to use a friend or relative's address, a business address or by temporarily renting a property near to a popular school. Each year a small number of parents try to get a school place by providing false information. We always investigate if we believe you have provided false or misleading information to gain admission to a school. Any school offer found to be based on a fraudulent or misleading application will be withdrawn.

Moving house

You must provide the address on your application form where your child is living on **15 January 2019**:

- If you move house after 15 January 2019, please let us know immediately.
- If we receive the required proof of your new address by 12 noon on 8 February 2019 and you are in residence; we will be able to use your new address to measure your home to school distances.
- If we receive the information after 12 noon on 8 February 2019 we will ensure that your offer letter is sent to your new address, if you applied on a paper application, but we will not be able to use this for the purposes of allocation.

If your new address is not in Waltham Forest you must also inform the admissions team in the local authority to which you are moving.

Guardianship

Guardianship only applies if the relatives can prove that they have full responsibility for the child and that the normal, permanent residence is not the parent's address.

If the child lives with the relatives on a full-time basis, both during the week and at weekend, this is more likely to be accepted as a formal arrangement. There must be proof that the relatives care for the child on a full-time basis by providing a residence order or documents to show who receives the Child Benefit.

If a child does not live with their birth parents and relatives look after the child, documentary evidence such as a will or a court order must be shown as proof that the relatives are the child's guardians.

Collecting children from school and looking after them until the parent collects them is not guardianship; nor does it apply if the child sleeps at the relative's house regularly but still lives part-time with the parents.

Listing schools on your form

- We strongly recommend that you list six schools on your application form. Please list them in the order you most prefer them. Page 23 explains why this is so important.
- Do not list independent or private schools on your application form as you need to apply directly to those schools and not through Waltham Forest.
- If your child already has a sibling (brother or sister) at one of your preferred schools, you must still list that school on your application form and provide their sibling's name and date of birth.
- If you only apply for one school, you will only be considered for that school.
- If you list the same school more than once it will not increase your chances of being offered that school.
- If we are unable to offer you any of your preferred schools we will allocate a place at the school nearest to your home that has an available place. This is known as an 'alternative offer'.
- No school will know the order in which you have listed them on your application form or which other schools you have named on the form, as this information is confidential prior to the allocation of places.

Please note:

People will ask for the same school so not everyone will be offered a place at their first preference school. Be realistic about your preferences. You are strongly advised to put your nearest school as one of your six preferences. This is because 'home-to-school distance' is usually how most of the places are allocated.

Schools with two sites

The following schools have two sites: Barclay Primary School, Mission Grove Primary School and Hillyfield Primary Academy. This means that the schools operate across two separate sites, but each school is still managed by the same Headteacher and Governing Body.

If you are applying for a place at any of these schools, you must tell us whether you prefer your child to go to site 1 or site 2 or both. You will need to make this clear on your application form. If you are applying online, the schools are listed separately and you should select the school site(s) you prefer. However, if you are making a paper application, you will need to write the name of the school with the postcode for the site you wish to apply for. If you wish your child to be considered for both sites, you must list these separately on your application. Details of the site addresses are given in section 3.

Siblings

If you have a sibling at your preferred school, you must state this on your application form and give full details. If you do not do this, your child may not be offered a place.

Please note the sibling criteria for community and voluntary controlled schools. Please check the exact sibling definition for all other schools under their criteria, which may be different.

In all cases the sibling must be living at the same address and must still attend the school at the time of admission of the child for whom the application is being made. If you do not provide the name and date of birth of your child's sibling when you make your application we will not be able to take it into account and it will affect your child's chances of being offered a place at that school.

Medical or social reasons

If you feel that you or your child has an exceptional medical or social need that requires your child to attend a particular school you must tick 'yes' to the relevant question on the application form. You must also provide evidence to support your application, as shown below.

See page 11 for further details on medical or social requests.

Medical

You and your GP must complete a medical form which can be requested from the School Admissions Service or downloaded from www.walthamforest.gov.uk. Please note your doctor may charge for this service. If you have written evidence from a relevant independent professional, such as a consultant or psychologist, please submit it.

Medical conditions affecting mobility will only be considered for the nearest school to the child's permanent address.

Social

The professional evidence from a relevant independent professional, such as a social worker or psychologist, must outline the specific social need for your child or family. You must tell us why the social need can only be met by your child attending the particular school.

You can scan and attach the relevant evidence as part of the online application process or scan and send it to admissions@walthamforest.gov.uk

We will also accept copies of the evidence by post.

You must provide this evidence by the closing date.

There is no guarantee that you will get a place at your preferred school as we have to be convinced, from the independent evidence provided, that the specified school is the only school that can meet the defined needs of the child.

Declaration and signature

When you have completed your application form, you must sign it to confirm the information you have provided is correct. There is an equivalent process if you apply online.

Submit your application by 15 January 2019

If you apply online:

Before you submit your online application read it through carefully to check you have completed all sections of the form.

Once you have submitted your form by pressing the 'submit' button you will receive an email confirming that your application has been successfully submitted.

If you apply on a paper form:

Before you submit your paper application read it through carefully to check you have completed all sections of the form.

Please make sure that you have put the correct postage on your envelope and that you allow enough time for your application form to reach us by **15 January 2019**.

You are responsible for ensuring that your application reaches Admissions before the deadline.

Late applications

Applications received after 15 January 2019 will be classed as late.

Late applications can still be made online until July 2019.

Late applications will be considered after all the applications received on time have been processed.

Late applicants are very unlikely to be offered one of their preferred schools.

Late for Good Reason

If there are exceptional circumstances why your application was received after the deadline, please provide evidence, along with your letter explaining why the application is late. Please note, a letter without supporting evidence will not be considered.

Where the School Admissions Service agrees that there are exceptional circumstances, late applications will be treated as on time and will not be disadvantaged if they are received by 12 noon on 8 February 2019. Postal delay is not considered to be an exceptional reason and the franked date-stamp mark on the envelope will not be considered as proof of postage.

Change of preferences

Before the closing date

If you have **applied online** you can make changes to your school preferences by returning to the online application website (www.eadmissions.org.uk) and editing your application.

If you have **applied on a paper application** form any changes you want to make to your school preferences before **15 January 2019** must be made on a new application form available from www.walthamforest.gov.uk.

After the closing date

Any changes you make to your school preferences after the closing date must be made on a Change of Preference Form available from www.walthamforest.gov.uk. This will be considered as a late change of preference and your application will be considered with other late applications.

You will only be allowed to change your school preferences twice after the closing date.

If we are able to offer you a place based on your change of preference we will write to you and your original offer will be withdrawn.



Admissions criteria for Waltham Forest community and voluntary controlled schools

Special Educational Needs

Children who have an Education, Health and Care (EHC) Plan are placed in schools under the terms of the Education Act 1996 and the Children and Families Act 2014. They are not considered under the Admission Criteria referred to below. These children and young people will be allocated a place at the school named on the EHC Plan.

Please note:

The following schools will apply the Waltham Forest community and voluntary controlled schools criteria –

Ainslie Wood Primary School
 Barn Croft Primary School
 Chapel End Infant School and Early Years Centre
 Chase Lane Primary School
 Chingford Church of England School
 Coppermill Primary School
 Dawlish Primary School
 Downsell Primary School
 Edinburgh Primary School
 George Mitchell School
 George Tomlinson Primary School
 Greenleaf Primary School
 Gwyn Jones Primary School
 Handsworth Primary School
 Henry Maynard Primary School
 The Jenny Hammond Primary School
 Mission Grove Primary School
 Newport Primary School
 Oakhill Primary School
 Parkside Primary School
 South Grove Primary School
 Stoneydown Park Primary School
 Thorpe Hall Primary School
 Whitehall Primary School
 The Winns Primary School
 Woodford Green Primary School

If there are more applications than there are places available at a school, we will use the following criteria, in priority order, to decide who should be offered a place. If you wish to apply under priorities 1–4, you must tick the box to indicate this on your application, and supply supporting documentation.

Priority 1 – Looked After Children or previously Looked After Children

Priority 2 – Medical or social reasons or Children ‘At Risk’

Priority 3 – Siblings

Priority 4 – School Staff Children

Priority 5 – Distance

1. Looked After Children or previously Looked After Children

A looked after child is a child who is or was:

- in public care i.e. in the care of a Local Authority; or
- being provided with accommodation by a Local Authority in accordance with Section 22 (1) of the Children Act 1989.

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, the application must be completed by their social worker with the name of the local authority, together with a covering letter. If the child is adopted from care, you must provide a copy of the Court Order.

2. Medical or Social reasons or Children ‘At Risk’

Medical or social reasons can only be taken into account where information is provided by the closing date. Failure to provide such information at that stage may affect whether or not the child is allocated a place at the preferred school under this criterion.

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 need, and demonstrate how the specified school is the only school that can meet the defined needs of the child.

In all cases the medical or social need must be permanent or long term.

For medical conditions affecting the mobility of the child or parent, consideration will only be given to the school nearest to the home address.

Examples of possible exceptional medical or social reasons:

- Any acute or chronic condition that would make it difficult for a child to attend any school other than the school closest to the child’s address.
- Any acute or chronic medical condition that requires regular, long-term attendance at a particular medical establishment which is closest to the school named.
- A child and their family who are considered ‘at risk’ due to circumstances beyond the family’s control such as fleeing domestic violence (housed in a refuge in Waltham Forest).

Consideration may then be given for the named child to be given a school away from the area of their previous home address for safeguarding purposes.

- An existing restraining order that may put a family 'at risk' if the school were to be outside the remit of distance agreed by the courts.

The decision for community and voluntary controlled schools will be made by a panel of officers based upon the evidence provided. The panel reserves the right to seek additional professional advice as necessary. Own Admission Authorities, for example Academies, Trusts, Faith Schools, are responsible for making this decision.

A child is 'at risk' if they are currently on or subject to a Child Protection Plan.

3. Siblings

Sibling means:

- A full brother or sister
- A half brother or sister
- A step brother or sister
- A foster brother or sister
- The child of a parent or carer's partner living at the same address

A brother or sister on roll in Reception to Year 6 at the time of the proposed admission up to a distance of 0.5 miles from the school if the family has moved since the last sibling was offered a place. This means that if you have a sibling already attending your preferred school, but have moved since the last child was offered a place, and you are now living at a distance further than 0.5 miles, your child's application will not be considered under sibling criteria.

In all cases the sibling must be living at the same address and must still attend the school at the time of admission of the child for whom the application is being made. If you do not provide the name and date of birth of your child's sibling when you make your application we will not be able to take it into account and it will affect your child's chances of being offered a place at that school.

Please note:

George Mitchell School sibling – applies to children with a sibling who is still on roll in the primary/secondary phase in September 2019.

4. School Staff Children

Children of members of staff who have been employed at the school for two or more years at the time at which the application for admission is made, or who are 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.

Please note:

If you wish to apply under priorities 1–4, you **must** tick the box to indicate this on your application, **and** supply supporting documentation.

5. Distance

Distance is measured from the child's permanent address to the main gate of the school.

- Distance is measured using a straight line (using the Local Land and Property Gazetteer).
- All distances will be measured in miles using a computerised mapping system called Routefinder GIS.
- If more than one applicant lives in a multi-occupancy building (for example, flats) priority will be given to the applicant whose door number is the lowest numerically and/or alphabetically.
- Where two or more applicants (who are not from multiple births) are found to live exactly the same distance from the school, a lottery tie-break draw will take place with the assistance of a third impartial party.

Please note:

All distances will be measured using this system, which is the only one that will be used in the allocation of school places by Waltham Forest School Admissions Service.

Multiple births

If the last child to be offered a place is one of multiple births, all multiple birth siblings will be admitted to the school as 'permitted exceptions' to the infant class size legislation which limits infant classes to no more than 30 children.

Mini catchment areas

In addition to the criteria listed for community and voluntary controlled schools, some schools in the borough have mini catchment or priority areas. These will give priority in the distance criterion to some roads, over other roads that may actually be nearer to the school.

Details of these areas are as follows:

Coppermill Primary School

The following roads: Elmfield Road; Rensburgh Road; Chester Road; York Road; Morland Road and Salop Road. Plus: Coppermill Lane, even numbers 104 and above, odd numbers 145 and above inc. Waterside and Edward Road, even numbers 106 and below, odd numbers 91 and below.

The Jenny Hammond Primary School

The following roads: Cann Hall Road, odd numbers 59 to 229, even numbers 78 to 224; Ramsey Road, odd numbers 175 and below, even numbers 164 and below; Trumpington Road, odd numbers 85 and below, even numbers 88 and below; Tavistock Road; Worsley Road; Elsham Road; Cary Road, odd numbers 11 and below, even numbers 10 and below; Selby Road, odd numbers 99 and above, even numbers 102 and above.

Gwyn Jones Primary School

The following roads: Queens Road; Kings Road; Corbicum; Lytton Road; Esther Road; Temple Close; Wadley Road; Ripley Mews; Percy Road and Woodrifle Road. Plus: Essex Road South, Essex Mansions and numbers 2–8; Hainault Road, odd numbers 157 and above, even numbers 114 and above; Fairlop Road, odd numbers 1–31, even numbers 2–22 and Wallwood Road, odd numbers 59 and above, even numbers 40 and above.

Admission criteria for Academies

This section relates to academies in Waltham Forest. These schools set their own admissions criteria. Applications for these schools should still be made online or on a paper application form and submitted to Waltham Forest School Admissions Service.

Schools following the Waltham Forest community and voluntary controlled schools criteria

The following schools follow the same criteria as a Waltham Forest community and/or voluntary controlled school. For full details see pages 11–12.

Davies Lane Primary School
Mayville Primary School
Selwyn Primary School

Schools following the Waltham Forest community and voluntary controlled schools criteria, except for the sibling definition

The following schools follow the same criteria as a Waltham Forest community and/or voluntary controlled school, except for the sibling criteria, which is stated below. For full details see pages 11–12.

Barclay Primary School
Hillyfield Primary Academy
Riverley Primary School
Roger Ascham Primary School
Sybourn Primary School
Thomas Gamuel Primary School
Willow Brook Primary School Academy
Yardley Primary School

Sibling means:

- A full brother or sister
- A half brother or sister
- A step brother or sister
- A foster brother or sister
- The child of a parent or carer's partner living at the same address

In all cases the sibling must be living at the same address and must still attend the school at the time of admission of the child for whom the application is being made. If you do not provide the name and date of birth of your child's sibling when you make your application we will not be able to take it into account and it will affect your child's chances of being offered a place at that school.

Schools following own admissions criteria

Chingford Hall Primary Academy, Longshaw Primary Academy and Whittingham Primary Academy

The Silver Birch Academy is the admissions authority for Chingford Hall Primary Academy, Longshaw Primary Academy and Whittingham Primary Academy.

Oversubscription criteria apply if there are more applications than places available. If the Academy is oversubscribed, after the admissions of pupils with an Education, Health and Care Plan where the Academy is named in the Plan, priority for admissions will be given to those children who meet the following criteria, in the order below:

1. Looked after children or previously looked after children who are immediately subject to adoption, a child arrangement order or special guardianship order
2. Medical reasons
3. Children with a sibling on roll at the time of admission
4. Children of staff who are employed by the Trust
5. Distance of the Academy from the child's permanent place of residence.

Sibling means:

- A full brother or sister
- A half-brother or sister
- A stepbrother or stepsister
- Foster brother or sister
- The child of a parent or carer's partner living at the same home address as the applicant's child.

In all cases the sibling must be living at the same address and must still attend the school at the time of admission of the child for whom the application is being made. If you do not provide the name and date of birth of your child's sibling we will not be able to take it into account and it will affect your child's chances of being offered a place at that Academy.

For all definitions, please see the websites for each Academy.

Lime Academy Larkwood

The Lime Academy Trust is the admissions authority for Lime Academy Larkwood.

Oversubscription criteria apply if there are more applications than places available in the normal reception round. If the Academy is oversubscribed, after the admission of pupils with an Education, Health and Care Plan where the Academy is named in the Statement or Plan, priority for admissions will be given to those children who meet the criteria set out below, in order:

1. Looked after children and children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order; and children at risk.
2. Medical reasons
3. Children of staff who are employed by the Trust

4. Siblings
5. Other children by the distance from the Academy, with priority for admission given to children who live nearest to the Academy.

Sibling means:

- A full brother or sister
- A half brother or sister
- A step brother or sister
- A foster brother or sister
- The child of a parent or carer's partner living at the same address

In all cases the sibling must be living at the same address and must still attend the Academy at the time of admission of the child for whom the application is being made. If you do not provide the name and date of birth of your child's sibling we will not be able to take it into account and it will affect your child's chances of being offered a place at the Academy.

For full definitions, please see the school website.

In Year Admissions

From September 2018, all applications for a place in any year group at Lime Academy Larkwood, outside of the "normal" September admission round for reception places (so called in-year admissions) should be made directly to Lime Academy Larkwood. The application form to be used will be available from the school or its website.

Walthamstow Primary Academy

Pupils with statements of Special Educational Need will not be subjected to the application of the over-subscription criteria. They will be allocated a place at Walthamstow Primary Academy if their statement nominates the school as being the most suitable, and the school can meet the child's needs appropriately.

When the school is oversubscribed priority for admission will be given to those children based on the criteria set out below, in the order shown:

1. Looked after children or children 'at risk'
2. Medical or Social reasons
3. Children who have a sibling (brother or sister) at the school when they are due to start school.

4. Children who live closest to the school.

'Sibling' means:

- A full brother or sister;
- A half-brother or half-sister;
- A stepbrother or stepsister; and
- An adopted or long-term fostered brother or sister; living at the same address and going to the named school.

All siblings must be named on the application form. If they are not listed on your form, they cannot be taken into account.

If a child is given a place at Walthamstow Primary Academy based on false or misleading information, the place will be withdrawn and legal action may be taken.

For full definitions please see the school website.

Woodside Primary Academy

When the school is oversubscribed (that is, there are more applications than places available), after the admission of pupils with an Education, Health and Care Plan that names the school, priority for admission will be given to those children based on the criteria set out below, in the order shown:

1. Looked after children or previously looked after children i.e. children in foster care, care homes or who were before being adopted
2. Children with siblings in the school
3. Children of school staff fulfilling a skills shortage role
4. Home-to-school distance – meaning that the remaining places are allocated in order of each child's proximity to the school.

'Siblings' are defined as "a full brother or sister, half brother or sister, adoptive brother or sister, foster brother or sister, or step-brother or sister, as well as a child of the partner of the applicant child's parent where they live together, and in all cases the sibling must live at the home address of the applicant child and is being brought up with the applicant child as their sibling". The sibling must be at the school at the point of proposed admission.

For full definitions, please see the school website.



Admission criteria for Trust and Voluntary Aided Schools

This section relates to those schools in Waltham Forest that set their own admission criteria. Applications for these schools should still be made online or on a paper application form and be submitted to Waltham Forest's School Admissions Service.

Please note that most of the following schools also require parents to complete and submit a supplementary information form (SIF). If a school requires a SIF it will be listed in the school section. SIFs can be obtained directly from the schools. Please submit your completed SIF straight to the relevant school by 15 January 2019.

Buxton School

Admission numbers

Buxton Primary phase will admit 120 pupils into Reception.

Children with Special Educational Needs

Children who have a statement or Education, Health and Care (EHC) Plan are placed in schools through the arrangements set out in the SEN Code of Practice and not through any admission criteria. Governing bodies are required by section 324 of the Education Act 1996 and the Children and Families Act 2014 to admit a child with a statement or EHC Plan that names that particular school. Parents of children with statements or EHC Plan should contact their child's casework officer for further information. Children who have a statement or EHC Plan naming a school will be allocated a place even if that school is full.

Where the number of applications for admission is greater than the number of places available, the following criteria will be applied in this order:

1. 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 residence, or special guardianship order, immediately after leaving care.

A child is 'at risk' if they are currently on or subject to a Child Protection Plan.

2. Medical or social reasons

Children for whom only this particular school is appropriate due to an exceptional medical or social reason. Applications under medical criteria will only be considered if they are supported by a written statement from a doctor. This must demonstrate that there is a very specific connection between the medical needs and this school. Applications under social reasons must be supported by a written statement detailing the specific reasons why this school meets any exceptional social needs of the child or family.

3. Sibling

For this purpose, sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent's/carer's partner. In all cases the sibling must be living at the same address and must still attend the school at the time of admission of the child for whom the application is being made.

4. School Staff Children

Children of members of staff who have been employed at the school for two or more years at the time at which the application for admission is made, or who are recruited to fill a vacant post for which there is a demonstrable skill shortage.

5. Distance

This is measured from the child's permanent address to the main gate of the school in Woodhouse Road:

- Distance is measured using a straight line (using the Local Land and Property Gazetteer).
- All distances will be measured in miles using a computerised mapping system called Routefinder GIS.
- If more than one applicant lives in multi-occupancy building (for example, flats) priority will be given to the applicant whose door number is the lowest numerically and/or alphabetically.
- Where two or more applicants (who are not from multiple births) are found to live exactly the same distance from the school, a lottery tie-break draw will take place with the assistance of a third impartial party.

Note: All distances will be measured using this system, which is the only one that will be used in the allocation of school places by Waltham Forest Admissions Service.

Appeals against non-admission

The Governors of the school are the admissions authority. If you are unsuccessful in securing a place at the school, the decision would have been made by the Governors.

All appeals will be coordinated by the school. Where the Governing Body is unable to offer a place because the school is oversubscribed, parents have the right of appeal to an independent appeal panel. Parents should notify the school as soon as possible after receiving the letter refusing a place, if they want to appeal. Parents will have the opportunity to submit their case to the panel in writing and also to attend in order to present their case. Your appeal will normally be heard within 40 school days of your appeal being lodged.

Waiting lists

Waiting lists will finish on 31 December for reception admission. Parents after this date will have to complete an iCAF application.

The waiting list will be prioritised according to the school's oversubscription criteria set out above.

Should a vulnerable child meeting these protocols require a place at the school, they will take precedent over any child on the waiting list.

In Year admissions

Any applications for a school made outside the normal year of entry must be made directly to Waltham Forest's School Admissions Service who will offer places on behalf of the Governing Body. The school is committed to Waltham Forest's In-Year Fair Access Protocols.

Emmanuel Community School (Free school)

The school will offer 30 Reception places.

As a non-selective Christian school, Emmanuel Community School is open to members of other faiths or no faith. In the event of oversubscription, no more than 50% of places will be offered based on Christian faith, as set out below:

1. Looked after children and previously looked after children:

A looked after child is a child in the care of the local authority or provided with accommodation by the local authority (as defined in Section 22 of the Children Act 1989) at the time of application.

Previously looked after children are children who were looked after but ceased to be so because they were adopted or became subject to a residence order or special guardianship order.

Any remaining places will be offered to applicants in the following order. Up to 15 places will be offered to applicants in categories 2 to 5.

2. Dedicated children with a sibling at Emmanuel Community School from families who have worshipped regularly at Emmanuel Community Church and are recorded partners of that church.
3. Dedicated children with a sibling at Emmanuel Community School from families who have worshipped regularly at any church affiliated to Churches Together in Britain and Ireland or the Evangelical Alliance and are recorded members of that church.
4. Dedicated children from families who have worshipped regularly at Emmanuel Community Church and are recorded partners at that church.
5. Dedicated children who have worshipped regularly at any church affiliated to Churches Together in Britain and Ireland or the Evangelical Alliance and are recorded members of that church.
6. Children with an exceptional medical or social need, to be accompanied by supporting submissions from the applicant's GP and/or consultant, social worker or education welfare officer, setting out the particular reasons why Emmanuel Community School is the most suitable school for the child and that the medical or social grounds are such that they cannot be met sufficiently at another school.
7. Children who have a sibling at Emmanuel Community School.
8. Children living closest to Emmanuel Community School. Distance is measured from the child's permanent address to the main gate of the school.
 - Distance is measured using a straight line (using the Local Land and Property Gazetteer).
 - All distances will be measured in miles using a computerised mapping system called Routefinder GIS.
 - All distances will be measured using this system, which is the only one that will be used in the allocation of school places by Waltham Forest Admissions Service.

Additional information

You will need to complete the school's supplementary information form which is available from the school or from the School Admissions Service. The completed form should be returned directly to the school office by 15 January 2019.

A child with a statement or Education, Health and Care Plan which names Emmanuel Community School will be admitted and will count towards the admission number of 30.

Where there are more applications satisfying any category 1 to 7, places will be offered in order of proximity to Emmanuel Community School at the date of application. Those living closer will be given higher priority.

The full admissions policy can be viewed at www.emmanuelcommunityschool.co.uk

Our Lady and St. George's Catholic Primary School

1. You will need to make your application either online or on the **Common Application Form** co-ordinated by the London Borough of Waltham Forest by 15 January 2019.
2. Applications for Our Lady and St George's Catholic Primary and Nursery School will also need to be supported by a **Supplementary Information Form (SIF)** which can be downloaded from the school website or collected from the Office. The following documents are required by the Governing Body to be submitted with the Supplementary Information Form (SIF)
 - A copy of the Birth Certificate
 - A Certificate of Catholic Practice provided by your Parish Priest. This will be returned to the school office by your Parish Priest. Non Catholic applicants must arrange for their Minister/Faith Leader to provide a statement confirming their practice. The Minister/Faith Leader should return this statement to the school office
 - A copy of the Baptismal Certificate (**must be shown to the priest as well**)
 - Proof of residence – all the documents listed below are required as follows:-
 - a. A recent original Council Tax bill
 - b. Child benefit statement
 - c. An original utility bill for the last quarter or current driving licence or original recent bank or building society statement
3. Any additional information, which is relevant to your application, should be submitted with your form.
4. Please notify the school of any change of circumstance or address, which may affect your application.
5. The Governors reserve the right to request any additional information, which they deem necessary to any application.
6. The parents of those children whom the Admissions Committee have agreed to admit to the school will be informed on 16th April and shall be required to confirm acceptance or otherwise of the offer by 2 May 2019.
7. Additional Information is available on the school website regarding diocesan guidance regarding the Certificate of Catholic Practice and Canon Law outlining further the definition of a practising Catholic.

The school is conducted by its Governing Body as part of the Catholic Church in accordance with its Trust Deed and Instrument of Government, and seeks at all times to be a witness to Jesus Christ.

ADMISSION POLICY FOR ACADEMIC YEAR 2019/2020

The governors of Our Lady & St George's Catholic Primary School have determined the following admission arrangements for entry to school.

The school was founded by the Catholic Church to provide education for children of Catholic families. The schools are conducted by governing bodies as part of the Catholic Church in accordance with their respective trust deeds and instrument of government, and seek at all times to be a witness to Jesus Christ.

Whenever there are more applications than places available, priority will always be given to applicants in accordance with the over subscription criteria listed below. All applications must include a declaration of positive support for the aims and ethos of the school.

The Governing Body has responsibility for admissions to the school and intend to admit 60 pupils to the reception in one intake in September.

Over subscription criteria

A. Where there are more applications for places than the number of places available, places will be offered according to the following order of priority:

1. Looked after children or children who were previously looked after (but immediately after being looked after became subject to an adoption, residence or special guardianship order) whose parents are prepared to support the aims and ethos of the school.
2. Children or their principal carers from practising Catholic families with strong medical or social reasons, which have a significant impact on the family well-being, supported by letters of recommendation from at least two of the following list : Parish Priest, GP, hospital consultant, head teacher, social worker, registered medical professional e.g. speech and language therapist.
3. Baptised Catholic children from practising Catholic families who are resident in the parishes of Our Lady and St George, Walthamstow and Christ the King, South Chingford.
4. Other baptised children from practising Catholic families living outside the parishes of Our Lady and St George, Walthamstow and Christ the King South Chingford.
5. Children from practising families whose church is in communion with the Catholic Church.
6. Other baptised Catholic children.
7. Christians of other denominations whose families support the aims and ethos of the school and whose application is supported by a minister of religion.
8. Children of other faiths and whose families support the aims and ethos of the school and whose application is supported by a religious leader.
9. Any other applicants.

B. Where the offer of places to all applicants in any of the categories listed above would lead to over subscription, the following provisions will be applied:

1. The attendance of a sibling at the school at the time of enrolment will increase the priority of an application within each category.
2. The Governing Body may increase the priority of an application within each category where evidence is provided at the time of application of an exceptional social, medical or pastoral need of the child which can be most appropriately met at this school.

C. Tie break

If, after applying the provisions of paragraph B, the offer of places to all remaining applicants in any sub category listed above in paragraph A would lead to over subscription, the places will be offered to those in that sub-category living closest to the upper school site (E17 3EA).

Distance is measured from the child's permanent address to the main gate of the school:

- Distance is measured using a straight line from the address (using the Local Land and Property Gazetteer)
- All distances will be measured in miles using a computerised mapping system called Routefinder GIS.
- All distances will be measured using this system, which is the only one that will be used in the allocation of school places by Waltham Forest Admissions Service.

Please see the school website www.olsgschool.org for Definition of Terms and Related Arrangements.

Accuracy of Information submitted. It should be noted that all offers are made on condition that the information received by the Governing Body is entirely accurate, if at any stage this is proved to be otherwise, the offer of a place may be withdrawn.

St. Joseph's Catholic Infant School

St. Joseph's Catholic Infant School provides the perfect environment for every child to develop to their full potential. Pupils say they 'feel safe in school' and in 2017 our school was ranked in the top 8% nationally for phonics.

Progress and attainment is significantly above the national average year on year. We represent a community school at its best.

The governing body will offer a priority in each category to children of practising Catholic families. We also welcome children who are non-Catholic but who want their child to benefit from an excellent education in a community built on kindness.

For applicants wishing to be considered under the category of practising or baptised Catholic a reference from the applicant's Parish Priest, where the applicants worships, is required. This must be completed by the Priest who will return the Supplementary Information Form (SIF) no later than 15 January. Non-Catholics applicants just need to complete the school's application form and can contact the school on 0208 539 3000. You will also be required to make an application to your Local Authority. Details on how to apply are on your local authority website.

Admissions Criteria

The school will offer 60 places using the following criteria:

1. Baptised Catholic Looked After and Previously Looked After Children

Baptised Catholic looked after and previously looked after children will be allocated places in this category by reference to the distance the child lives from the School, with those living nearest receiving higher priority.

To be included in this category, the Common Application Form must be accompanied by the child's **original baptismal certificate** and a **letter from the child's social worker** confirming the status of the child with their full name, date of birth and main home address, and submitted **on or before the application deadline**. Failure to do so will result in the child being placed into the next category that applies.

2. Baptised Catholic Children of Certified Practising Catholic Families with a Sibling at either the St. Joseph's Infant School or Junior School

Baptised Catholic children of certified practicing Catholic families (see below) who will have a sibling at the School **at the date of their admission** will be allocated places in this category.

To be included in this category, the parent must confirm the sibling's details in the Common Application Form which must be accompanied by the child's **original Catholic baptismal certificate** and a **Certificate of Catholic Practice** (see below) and submitted **on or before the application deadline**. Failure to do so will result in the child being placed into the next category that applies.

3. Baptised Catholic Children of Members of the School's Staff

To be included in this category, the parent must confirm that they are employed by the School in the Common Application Form which must be accompanied by the child's **original Catholic baptismal certificate** and submitted **on or before the application deadline**. Failure to do so will result in the child being placed into the next category that applies.

4. Other Baptised Catholic Children of Certified Practising Catholic Families

Other baptised Catholic children of certified practicing Catholic families will be allocated places in this category.

To be included in this category, the Common Application Form must be accompanied by the child's **original Catholic baptismal certificate** and a Certificate of Catholic Practice (see below) and submitted **on or before the application deadline**. Failure to do so will result in the child being placed into the next category that applies.

5. Other Baptised Catholic Children

Other Baptised Catholic looked after and previously looked after children will be allocated places in this category by reference to the distance the child lives from the School, with those living nearest receiving higher priority.

To be included in this category, the Common Application Form must be accompanied by the child's **original Catholic baptismal certificate** and submitted **on or before the application deadline**. Failure to do so will result in the child being placed into the next category that applies.

6. Children of families of other Christian denominations, who are in sympathy with the aims and ethos of the school and worship regularly at church, as supported by the minster

Other baptised Christian children of certified practicing Christian families will be allocated places in this category.

To be included in this category, the Common Application Form must be accompanied by the child's **original Christian baptismal certificate** and submitted **on or before the application deadline**. Failure to do so will result in the child being placed into the next category that applies.

7. Other Looked After and Previously Looked After Children

Other looked after and previously looked after children will be allocated places in this category by reference to the distance the child lives from the School, with those living nearest receiving higher priority.

To be included in this category, the Common Application Form must be accompanied by a **letter from the child's social worker** confirming the status of the child with their full name, date of birth and main home address, and submitted **on or before the application deadline**. Failure to do so will result in the child being placed into the next category that applies.

8. Other Children with a Sibling at St. Joseph's Infant School or Junior School

Other children who will have a sibling at the School at the date of their admission will be allocated places in this category.

To be included in this category, the parent must confirm the sibling's details in the Common Application Form which must be submitted **on or before the application deadline**. Failure to do so will result in the child being placed into the next category that applies.

9. Other Children of Members of the School's Staff

Other children with a parent who has been employed by the School (either at the Nursery or the School) for at least two years at the application deadline, or who were recruited to fill a vacant post for which there was a demonstrable skill shortage, will be allocated places in this category by reference to the distance the child lives from the School, with those living nearest receiving higher priority.

To be included in this category, the parent must confirm that they are employed by the School in the Common Application Form which must be submitted **on or before the application deadline**. Failure to do so will result in the child being placed into the next category that applies.

10. All Other Children

All other children will be allocated places in this category by reference to the distance the child lives from the School, with those living nearest receiving higher priority.

Full details regarding admissions can be found on the school website. This also includes definitions for each category.

St. Joseph's Catholic Infant School expects ALL applicants to provide true and accurate information. If it is later discovered that inaccurate or false information has been provided the offer of a school place will be withdrawn.

St. Mary's Catholic Primary School

The school is conducted by its governing body as part of the Catholic Church in accordance with its trust deed and instrument of government, and seeks at all times to be a witness to Jesus Christ.

The governors as a corporate body have sole responsibility for admissions to St Mary's Catholic Primary School and will admit 30 children to the Reception class.

The school has pupils of both genders from four to eleven years. The primary aim and purpose of the school is to support Catholic parents in the academic, spiritual and moral education of their children. The Governing Body therefore gives priority to baptised Catholic children of parents whose application is supported by a Certificate of Catholic Practice (CCP). This does not, however, prevent parents who are not of the Catholic faith applying for their children to be admitted to the school.

Applicants wishing to be considered under any of the faith based priority which relate to baptised Catholic children must also submit, documentary evidence of baptism and a completed CCP. The school will require sight of the child's original baptismal certificate by the application deadline.

It is the responsibility of parent(s)/carer(s) to ensure that the original CCP is returned to the school by the application deadline.

PARISH BOUNDARIES

The Waltham Forest Deanery boundary map for the Parish of Our Lady of Grace & St Teresa of Avila can be found on St Mary's School website under Admissions or on the Diocese of Brentwood website.

Oversubscription criteria

In the event that the school receives applications for the admission of more children than there are places available, the Governing Body will allocate places in the following order of priority:

1. Baptised Catholic Looked After and Previously Looked After Children
2. Baptised Catholic Children whose application is supported by a CCP living in the Parish of Our Lady of Grace and St Teresa of Avila with a Sibling at the School
3. Baptised Catholic Children whose application is supported by a CCP living in the Parish of Christ The King with a Sibling at the School
4. Baptised Catholic Children whose application is supported by a CCP with a Parent who is a permanent employee of the School
5. Other Baptised Catholic Children whose application is supported by a CCP living in the Parish of Our Lady of Grace and St Teresa of Avila
6. Other Baptised Catholic Children whose application is supported by a CCP in the Parish of Christ The King
7. Baptised Catholic Children whose application is supported by a CCP living in Other Parishes of Catholic Churches with a Sibling at the School
8. Other Baptised Catholic Children whose application is supported by a CCP living in Other Parishes of Catholic Churches
9. Other Baptised Catholic Children
10. Other Looked After and Previously Looked After Children
11. All Other Children

NOTES:

Looked after children / previously looked after children are children who are in the care of a local authority as defined by Section 22 of the Children Act 1989.

Siblings

The term "sibling" includes a full brother or sister, half brother or sister, adoptive brother or sister, foster brother or sister, or step-brother or sister, as well as a child of the partner of the

applicant child's parent where they live together, and in all cases the sibling must live at the home address of the applicant child and is being brought up with the applicant child as their sibling.

Child's home address

The address at which the child is living will be taken to be the address that the child lives at for 51% or more of his or her time from Monday to Friday during term time. It will usually be the address at which child benefit is claimed or, if ineligible, the address at which the child is registered with their G.P. The Governing Body reserves the right to request supporting documentary evidence of the child's home address if an issue arises in this respect.

Waiting List:

Once places have been allocated in the normal admission round, the school will operate a waiting list until 31 December. The children on the waiting list will be ranked strictly in accordance with the order of priority outlined above, and not in order of the date that their name was added to the waiting list. This means that a child's place on the waiting list may go down as more children are added to the list.

Thereafter, if a place becomes available adverts will be placed on the school website and in parish newsletters.

Distance:

Distance is measured in miles from the child's home address to the main gate of the school using a straight line from the address to the main gate of the school. Wherever possible such measurements are supplied by the London Borough of Waltham Forest.

If more than one applicant lives in a multi-occupancy building (for example, flats) priority will be given to the applicant whose door number is the lowest numerically and/or alphabetically.

Where two or more applicants (who are not from multiple births) are found to live exactly the same distance from the school, a lottery tie-break draw will take place with the assistance of a third impartial party.

Full details regarding admissions can be found in the school's admissions policy available on the school's website at www.stmaryschingford.com or directly from the school office.

St. Mary's Church of England Primary School

We are a caring, stimulating and enjoyable school. We provide an excellent education for all children. We aim to foster the growth and well being of the whole child: physical, emotional, intellectual and spiritual. We understand that such growth is best nurtured by a partnership between school, child and home. As the United Nations Declaration of the Rights of a Child puts it, 'Children learn what they live.' St Mary's is a Church of England school which is open to the whole community: non-faith, other-faith and Church of England families. Every year ninety new children enter the Reception classes at St Mary's while a number of others enter other year groups as vacancies arise. Like all schools, St Mary's has to prioritise admissions when more children apply than we have places available. When that occurs we use a list of criteria which are outlined below. Once a child has been admitted we invite parents and families to be actively involved in school life supporting their own child and, through that, strengthening and enriching our local community.

Where there are more applications received than places available, the Governors (working within the Notes and Definitions below) will allocate places according to the following criteria, in order of priority:

1. Children in public care ('looked after children') will be prioritised for St Mary's above all other admissions categories (see also Notes 1 & 2).
2. Children who are siblings will be accepted if their sibling is on roll at the School at the time of admission.
3. Children of parents who are active members of the Churches of St. Mary's, St. Stephen, St. Luke or St. Gabriel, Walthamstow (*known as "The Parish of Walthamstow"*), or who are resident in the Parish of Walthamstow and are actively involved in the work and worship of other Christian Churches within that ecclesiastical Parish boundary. (See Note 4 & definitions)
4. Children of parents who are staff of The C of E Federated Schools of St Mary's & St Saviour's in the following circumstances:
 - a) Where the member of staff has been employed at the school for two or more years at the time at which the application for admissions to the school is made, and/or
 - b) The member of staff is/has recruited to fill a vacant post for which there is a demonstrable skill shortage
5. Children of parents resident in the Parish of Walthamstow, or within the neighbouring parishes, who are actively involved in the work and worship of other Christian Churches within those Parishes.
6. Children of Parents resident in the Parish of Walthamstow who wish to send their children to a school with a Christian ethos.
7. Children of Parents resident outside of the Parish of Walthamstow who wish to send their children to a school with a Christian ethos.

NOTES:

Note 1: Under the Children Act 1989, a child is looked after by a local authority if he or she is in their care or is provided with accommodation for more than 24 hours by the authority. They fall into 4 main groups:

- (i) children who are accompanied under a voluntary agreement with their parents (section 20)
- (ii) children who are subject to a care order (section 21) or interim care order (section 38)
- (iii) children who are the subject of emergency orders for their protection (section 44 and 46)
- (iv) children who are compulsorily accommodated. This includes children remanded to the local authority or subject to a criminal justice supervision order with a residence requirement (section 21).

The term 'looked after children' therefore includes: children in children's homes, foster care, unaccompanied minors, and other emergency provisions. For 'looked after children', late applications or mid term transfer requests will receive the highest priority, second only to a Statement of Educational Need for vacant places at St. Mary's. Where the request is for a place where a sibling attends, including the foster carer's own children and other unrelated children resident in the same foster home, the School will consider the request even in cases where admission would result in the School exceeding the published admissions limit, in order to accommodate the child.

Note 2: Applications for places from children with a Statement of Educational Needs will be considered under category 1 above (i.e. prioritised along with 'looked after children' above all other admissions categories).

Note 3: In categories 3 and 5 "active members" means that at least one parent attends the Church for public worship a minimum of twice a month. **A Supplementary Information Form (SIF) must be submitted directly to the school, in addition to the Local Authority process. This is available via the school office or the school website.**

Note 4: A map showing the boundaries of the Church of England Parish of Walthamstow is available from the school office. Under the co-ordinated admissions scheme, the admissions committee requires THREE official documents showing proof of parents' or guardians' residence at the address shown on the application form. These must be:

1. the most recent Council Tax bill or tenancy agreement
and
2. your most recent Child Benefit/Child Tax Credit letter showing your child's name and your address
and
3. the most recent utility bill for the address showing your name (this must be one for Gas, electricity or Water, no other bill will be acceptable).

Note 5: Where the offer of places to all applicants in any sub category listed above would lead to over subscription, the places will be offered to those living closest to the school. Distance measured in a straight line and sourced from the Local Authority.

Additional information

If you wish to have your involvement in the work and worship considered by the Governors then you must take the school's Admission Form for Entry (SIF) to your Clerical Referee and ask them to write you a reference on pages three and four. Admission Forms for Entry (SIF) are available from the school office and on our website www.stmaryscofe.org in School Information/Admissions. Completed forms must be returned to the school office.

Please submit two official documents showing proof of the parent's or guardian's residence at the address on the Admission Form for Entry (SIF). One of these must be a Council Tax document and the other may be a gas or electricity bill, bank or building society letter or similar.

It is your responsibility to return the SIF to the school office by 5.00pm on 15 January 2019.

In Year admissions

Any applications for the school made outside the normal year of entry must be made directly to school. For more information please visit our website.

St Patrick's Catholic Primary School

St Patrick's Catholic Primary School was founded by the Catholic Church to provide education for children of Catholic families. The school is conducted by its Governing Body as part of the Catholic Church in accordance with its trust deed and instrument of government, and seeks at all times to be a witness to Jesus Christ.

It aims to give a thorough education in the context of the Catholic Faith of the family as it is believed and lived at home and at Church where the family worship each Sunday. Catholic education looks to the growth of the child, intellectually, socially, culturally, morally and spiritually, thus necessitating a very close bond between Church, School and Home.

Whenever there are more applications than places available, priority will always be given to Catholic applicants in accordance with the oversubscription criteria listed below. All applicants are required to declare their positive support for the aims and ethos of the school.

The Governing Body has sole responsibility for admissions to this school and intends to admit 60 pupils into the Reception Year. They invite applications for admission from those who desire Catholic Education for their children. Intakes of 30 children for each reception class will be admitted in September.

The Governing Body may increase the priority of an application within a category where evidence is provided **at the time of application** of exceptional social, medical, pastoral or other need of the child which can be most appropriately met at this school.

Oversubscription Criteria

Where there are more applications for places than the number of places available, places will be offered according to the following order of priority.

1. Looked after children or previously looked after children from Catholic families.
2. Other looked after or previously looked after children.
3. Baptised Catholic children from practising Catholic families who are resident and practising in the parish of Our Lady of the Rosary and St Patrick, Walthamstow.
4. Baptised Catholic children from practising Catholic families who are resident in the parish of Our Lady of the Rosary and St Patrick, Walthamstow.
5. Other baptised Catholic children from Catholic families.
6. Other baptised Catholic children who are resident in the parish of Our Lady and St Patrick, Walthamstow.
7. Other baptised Catholic children.
8. Catechumens and members of an Eastern Christian Church.
9. Christians of other denominations whose parents are in sympathy with the aims and ethos of the school and whose application is supported by a minister of religion.
10. Children of other faiths whose parents are in sympathy with the aims and ethos of the school and whose application is supported by a religious leader.
11. Any other applicants.

In the event of oversubscription in any category, the following criteria in the order given below will be used to determine priority.

- i. Those children who have brother(s) or sister(s) in the School in any but the final year.
- ii. Children of teaching staff who:
 - a) have been employed at the school for two or more years at the time of application for the school place or
 - b) the member of staff is recruited to fill a vacant post for which there is demonstrable skill shortage.

Application Procedures and Timetable

If you want to apply for a place in the Reception class at St Patrick's Catholic Primary School in the school year 2019/2020,

you must complete an application for the Local Education Authority. This is done via their eAdmissions website (<https://www.walthamforest.gov.uk/content/applying-primary-school-place>) by the closing date.

You must also complete the school application form obtainable only from the School Office. If you are a practising Catholic, please ask your priest for a completed Certificate of Catholic Practice. Please then return the school form and Certificate of Catholic Practice to the school office by the closing date. Parents will be notified of the outcome of their application by the Borough.

The full admissions information can be found on the school website www.st-patricks.waltham.sch.uk/admission-information/

St. Saviour's Church of England School

St Saviour's CofE Primary School provides high quality education for the whole community, in addition to church-goers. As well as Christian pupils, we serve those families with other faiths or no faith – all of whom are welcomed equally.

Before completing the Form Parents/Guardians are advised to read carefully the following notes.

St Saviour's School aims to give a thorough academic education in the context of the Christian Faith, while welcoming and celebrating other faiths. Education within a Voluntary Aided Anglican School is a partnership between Church, School and Home and, as such, parents/carers are asked to set an example to their children by supporting the Parish and the school where possible to reflect the Christian Ethos and Values – which are applicable across other faiths and for those with no faith.

The Governors intend to admit 60 pupils to the Reception class during each academic year. It is not possible to "reserve" places and parents/guardians who wish to apply for a place at the school for their child should complete the application form between 1 September 2018 and 15 January 2019 in the school year before the child is due to be admitted. Applications outside these times will be considered as casual applications.

Should the number of applications received exceed the number of places available, the Governors will apply the following criteria in order of priority.

1. Children in Public Care (Looked after Children) and children recorded in the Child Protection Register or who are 'at risk' as advised by the Local Authority's Child Protection Officer. Children with an Educational Health Care Plan (or statement of special educational) needs that says the child should go to a mainstream school. (see Notes 1 & 2)
2. Children who have siblings who are on the roll of the school at the intended time of admission.
3. Children of parents who are active members of St. Saviour's in the Ecclesiastical Parish of Walthamstow*. (See Note 3)
4. Children of parents who are staff of The C of E Federated Schools of St Mary's & St Saviour's in the following circumstances:
 - a) Where the member of staff has been employed at the school for two or more years at the time at which the application for admissions to the school is made, and/or
 - b) The member of staff is/has recruited to fill a vacant post for which there is a demonstrable skill shortage

5. Children whose parents are active member of another Anglican Parish in the deanery of Waltham Forest or of non-Anglican communities in the Borough of Waltham Forest, whose parent bodies are members of "Churches together in England"*. (See Note 3)
6. If any places remain available then places will be awarded using defined guidelines published by the London Borough of Waltham Forest to establish distance from the home to the school.

Note 1: Under the Children Act 1989, a child is looked after by a local authority if he or she is in their care or is provided with accommodation for more than 24 hours by the authority. They fall into 4 main groups:

- (i) children who are accompanied under a voluntary agreement with their parents (section 20)
- (ii) children who are subject to a care order (section 21) or interim care order (section 38)
- (iii) children who are the subject of emergency orders for their protection (section 44 and 46)
- (iv) children who are compulsorily accommodated. This includes children remanded to the local authority or subject to a criminal justice supervision order with a residence requirement (section 21).

The term 'looked after children' therefore includes: children in children's homes, foster care, unaccompanied minors, and other emergency provisions. For 'looked after children', late applications or mid term transfer requests will receive the highest priority, second only to a Statement of Educational Need for vacant places at St Saviour's. Where the request is for a place where a sibling attends, including the foster carer's own children and other unrelated children resident in the same foster home, the School will consider the request even in cases where admission would result in the School exceeding the published admissions limit, in order to accommodate the child.

Note 2: Applications for places from children with an Educational Health Care Plan (or Statement of Educational Needs) will be considered under category 1 above (i.e. prioritised along with 'looked after children' above all other admissions categories).

Note 3: In categories 3 and 5 "active members" means that at least one parent attends the Church for public worship a minimum of twice a month. **A Supplementary Information Form (SIF) must be submitted directly to the school, in addition to the Local Authority process. This is available via the school office or the school website.**

Note 4: Under the co-ordinated admissions scheme, the admissions committee requires THREE official documents showing proof of parents' or guardians' residence at the address shown on the application form. These must be:

1. the most recent Council Tax bill or tenancy agreement
and
2. your most recent Child Benefit/Child Tax Credit letter showing your child's name and your address
and
3. the most recent utility bill for the address showing your name (this must be one for Gas, electricity or Water, no other bill will be acceptable).

Note 5: Where the offer of places to all applicants in any sub category listed above would lead to over subscription, the

places will be offered to those living closest to the school. Distance measured in a straight line and sourced from the Local Authority.

Definitions

Actively Involved is defined, in accordance with national Church of England guidance as being 'at the heart of the church'. This means attending Sunday services at least twice a month or/and involved in weekday worship, with the exception of holidays and illness,

A **Christian Church** is defined as one which is part of a church in membership of, or holding observer status of, 'Churches Together in England' and/or has church membership of the 'Evangelical Alliance' and/or is a member of Affinity (formerly the British Evangelical Council).

Neighbouring Parishes: St. Peter-In-The-Forest, St John, St Michael and All Angels, St Mary's, St Barnabas with St James the Greater, St Andrew (Higham Hill), Emmanuel (Leyton), All Saints (Leyton), St Catherine and St Paul (Leyton) known as 'Cornerstone'. All churches mentioned are those in Walthamstow, unless stated differently.

A **sibling** is defined as a child living at the same address who is also: a full brother or sister related by blood or adoption, or half brother or sister related by blood or adoption, or step-sibling (for children in foster care please see Note 1 above).

The Parish of Walthamstow refers to the boundaries of the Church of England ecclesiastical parish, as defined by the Diocese of Chelmsford. A map outlining the boundaries may be obtained from the school office.

Unsuccessful Applications and the Outstanding Application Pool

In addition to their right of appeal, unsuccessful applicants will be offered the opportunity to be placed in an outstanding application pool. This outstanding application pool will be maintained in order of the over-subscription criteria set out above and not in the order which the applications are received or added to the pool.

The Appeals Procedure

St Saviour's is a popular School and parents will appreciate that, owing to over-subscription, it may at times not be possible to offer a place to everyone who applies. The 1980 Education Act gives parents the right to appeal against decisions of the Governors regarding admissions. Parents wishing to do so should notify both of the following:

The Education Appeals Committee

Democratic Services, Town Hall, Forest Road, Walthamstow, LONDON E17 4JF.

Chair of Governors

St Saviour's C of E Primary School, Verulam Avenue, Walthamstow, LONDON E17 8ER.

In Year admissions

Any applications for the school made outside the normal year of entry must be made directly to school. For more information please visit our website.

Section 2

How we will process your application

Applications are processed using a system known as equal preference. This means that for each of your preferences we will use the admissions criteria to work out whether we can offer your child a place at any of your preferred schools:

- The Governors of academies, foundation, free and voluntary-aided schools rank the applications for their school. This means they let us know who to offer a place by listing all pupils who have applied in the order of their admissions criteria.
- Other local authorities let us know which Waltham Forest residents can be offered places in their schools.
- If more than one place can be offered to your child, we will offer the highest possible preference. This is why it is so important to list schools in the order you most prefer.

Application received



Criteria applied to each preference



Places are offered up to the published admission number at each school



Highest possible preference offered to each child

Sometimes we cannot offer any school listed on a child's application form. This is because the schools listed are oversubscribed. Other applicants were successful in meeting the admissions criteria. For example, other applicants lived closer to the school.

If this happens we will offer your child a place at the nearest school to your home address that has an available place (an alternative offer). This could mean that your child is offered a place at a school some distance from your home.



The result of your application

Date	What will happen?
16 April 2019	Online applicants will be sent an email with the outcome of their application. Please wait until you have received the email before logging on to the eadmissions website.
16 April 2019	Offer letters will be sent by first class post to applicants making a paper application.
17 April 2019	Offer letters should be received by applicants making a paper application but because of variations in Royal Mail delivery we cannot guarantee this.

Please note:

Please note that we do not give out any offer information over the telephone.

Accepting the offer

You will need to confirm whether you want to accept the offer or not by 2 May 2019.

If you applied online, you can accept the school offered online by logging into your account and viewing 'My school admissions' page then select 'View outcome and respond'.

If you have received an offer letter, please complete the reply slip and send it back to the School Admissions Service.

If you have not been offered your preferred school, you are strongly advised to accept the school place you have been offered to ensure that your child has a school place for September 2019. Accepting the place offered will not affect your chances of being offered a place at a school you prefer more, either through the waiting list or through the appeal process.

Please note:

Failure to respond may result in losing the school place offered.

Declining the offer

If you do not want the place offered you can decline it online (if you applied online) or by filling in the reply slip on your offer letter. You are legally responsible for ensuring that your child receives full-time education from the term following their fifth birthday, so you must tell us what alternative arrangements you have made for their education e.g. home education.

Alternative offers

If we are unable to offer you any of your preferred schools we will allocate a place at the school nearest to your home that has an available place. If you wish to *decline* the alternative offer please refer to the 'How places were allocated breakdown'. This breakdown will list those schools in Waltham Forest with available places. Should you then decide another school with places would better meet your child's needs, you must contact the School Admissions Service at admissions@walthamforest.gov.uk for your child's alternative offer school to be changed. This must be done as soon as possible as the number of places available can change at any time.

Waiting Lists

Whether you apply online or on a paper form, you must let us know if you want to be on the waiting lists for any higher preference schools when you receive an offer of a school place.

- If you would like to be on those higher preference waiting lists please tick the box next to the school's name. If you are responding online please write the name of the school(s) in the response section
- If you want to accept the offered school and do not wish to be placed on the higher preference waiting lists, do not complete the waiting list section.
- If you wish to amend your preferred school(s), you must complete a change of preference form.
- Waiting lists for Waltham Forest schools are ordered in accordance with the admission criteria for each school.
- Places are allocated to children from the top of the waiting list as vacancies arise.
- Waiting list positions can change at any time depending on other applicants' circumstances and it is important to note that your child's position may go down as well as up if other applicants join the waiting list.
- The date of your application does not affect your waiting list position once it has been processed.
- Being on a waiting list is not a guarantee of a place at the school.

If you want to be placed on the waiting list for any lower preference schools, please contact the School Admissions Service at admissions@walthamforest.gov.uk

If you are offered a place from the waiting list, you will need to confirm whether you want to accept the place. This place will only be held for seven days. After seven days your offer will revert back to the original school you accepted and the higher offer will be withdrawn.

For Waltham Forest schools waiting lists close on 31 December 2019. If you then want to rejoin the waiting list for any school you will need to re-apply by completing an iCAF, available on www.walthamforest.gov.uk, listing your new school preferences. These waiting lists will then remain open until the end of June.

Your child will not remain on the waiting list after 31 December until a completed iCAF is received.

Please note:

If you want to be added to the waiting list for any preference school that is not in Waltham Forest you will need to contact the local authority where that school is located and ask for their procedure to be placed on the waiting list.

School admission appeals

If your child is not offered a place at one of the schools you listed on your application form you can appeal against this decision to an independent appeal panel. You will be given details of how to make an appeal with your offer.

The deadline for receipt of appeals is **16 May 2019** in order for appeals to be heard in June/July. If you submit your appeal after this deadline, it will be heard within 40 school days.

Appeals are heard by panels of people who have not taken part in deciding how places were offered on to National Offer Day. The clerk to the independent appeal panel will write to you with details of your appeal date. You will be invited to present your case in person and you will be allowed to bring a friend or representative to help you, if you wish. For further guidance regarding appeals please visit <https://www.gov.uk/schools-admissions/appealing-a-schools-decision>.

If you would like your case to also be considered under the Medical/Social 'criteria' and discussed by the relevant medical/social panel you need to request this in writing separately from the appeal. Any medical/social cases which are part of the appeal will not automatically go to the medical/social panel unless expressly asked by the parents.

We can normally only consider one appeal for each school within the same school year. In exceptional circumstances you may be able to appeal for the same school more than once, but there would have to be changes to your personal circumstances for this to be allowed.

If you are appealing for an academy, foundation, free or voluntary-aided school or a school in another local authority, you must check the closing date with that school or local authority, as they might be different. Your appeal must be sent directly to the school or local authority concerned.

Where possible, appeals for late applicants will be included with those being heard for the same admission round.

If you are unhappy with the outcome of your appeal you can seek independent legal advice, or complain to the Local Government Ombudsman.

Please note:

This appeals process is the only recourse for a parent and any lobbying of Councillors or MPs will not influence the school offer in advance of an appeal.

Section 3

Schools in Waltham Forest

School details	Headteacher	Status	PAN
Ainslie Wood Primary School Ainslie Wood Road, E4 9DD 020 8523 7913 www.ainsliewood.co.uk	Ms Kerry Scott	Community	60
Barclay Primary School Canterbury Road, E10 6EJ (Site 1) Hoe Street, E17 9AA (Site 2) 020 8539 6777 www.barclayprimary.net	Mr Justin James	Academy	120 (Site 1) 60 (Site 2)
Barn Croft Primary School Brunel Road, E17 8SB 020 8521 1145 www.barncroftprimaryschool.org	Ms Tracey Griffiths	Community	30
Buxton School Cann Hall Road, E11 3NN 020 8534 3425 www.buxtonschool.org.uk	Mrs Kathleen Wheeler	Trust	120
Chapel End Infant School and Early Years Centre Beresford Road, E17 4LN 020 8527 1388 www.chapelendinfants.com	Ms Janice Chaplin	Community	90
Chase Lane Primary School York Road, E4 8LA 020 8529 6827 www.chaselanepprimary.waltham.sch.uk	Miss Carolyn Houstoun	Community	90
Chingford Church of England Primary School Kings Road, E4 7EY 020 8529 7601 www.chingfordcofe.org.uk	Ms Lindsey Lampard	Voluntary Controlled	60
Chingford Hall Primary Academy Burnside Avenue, E4 8YJ 020 8527 7433 www.chingfordhallprimary.org.uk	Mrs Patricia Davies	Academy	60
Coppermill Primary School Edward Road, E17 6PB 020 8520 6267 www.coppermillprimary.co.uk	Mrs Figen Bektasoglu	Community	30
Davies Lane Primary School Davies Lane, E11 3DR 020 8539 2466 www.davieslane.co.uk	Ms Bronwen Chalmers	Academy	120
Dawlish Primary School Jesse Road, E10 6NN 020 8558 1566 www.dawlishprimary.co.uk	Ms Prue Barnes-Kemp	Community	30
Downsell Primary School Downsell Road, E15 2BS 020 8556 0103 www.downsellprimary.org	Mr Deena Chetty	Community	90
Edinburgh Primary School Queens Road, E17 8QR 020 8509 6180 www.edinburghprimary.co.uk	Ms Jane Harris	Community	90
Emmanuel Community School The Drive, E17 3BN 020 8520 0775 www.emmanuelcommunityschool.co.uk	Mr Peter Lewis	Free	30

School details	Headteacher	Status	PAN
George Mitchell School Primary site, Burchell Road, E10 5AZ 020 8539 6198 www.georgemitchellschool.co.uk	Mr Saeed Hussain	Community	60
George Tomlinson Primary School Harrington Road, E11 4QN 020 8539 3577 www.georgetomlinsonprimary.com	Ms Verity Carter	Community	90
Greenleaf Primary School Greenleaf Road, E17 6QW 020 8520 7963 www.greenleafschool.org.uk	Ms Kathryn Soulard	Community	60
Gwyn Jones Primary School Hainault Road, E11 1EU 020 8556 7904 www.gwynjonesschool.co.uk	Ms Toni Moore	Community	60
Handsworth Primary School Handsworth Avenue, E4 9PJ 020 8527 5991 www.handsworthprimary.org.uk	Ms Jill Augustin	Community	60
Henry Maynard Primary School Maynard Road, E17 9JE 020 8520 3042 www.henrymaynardprimary.co.uk	Mrs Linda Adair	Community	120
Hillyfield Primary Academy Hillyfield on the Hill (Site 1) Higham Hill Road, E17 6ED 020 8527 7934 Hillyfield at the Park (Site 2) Aveling Park Road, E17 4NR 020 8498 4920 www.hillyfieldacademy.com	Mr David Worrall	Academy	90 (Site 1) 120 (Site 2)
The Jenny Hammond Primary School Elsham Road E11 3JH 020 8519 3977 www.jennyhammond.waltham.sch.uk	Mrs Deborah Gibbon	Community	60
Lime Academy Larkwood New Road, E4 8ET 020 8529 4979 www.larkwoodlime.london	Ms Clare Reynolds	Academy	90
Longshaw Primary Academy Longshaw Road, E4 6LH 020 8529 5693 www.longshawprimarieschool.com	Mrs Patricia Davies	Academy	60
Mayville Primary School Lincoln Street, E11 4PZ 020 8539 5907 www.mayville.waltham.sch.uk	Ms Carnett Russell	Academy	60
Mission Grove Primary School Buxton Road, E17 7EJ (North – Site 1) Edinburgh Road, E17 7QB (South – Site 2) 020 8520 3487 www.missiongroveschool.com	Miss Katie Jennings	Community	90 (Site 1) 30 (Site 2)
Newport School Newport Road, E10 6PJ 020 8539 4552 www.newport.waltham.sch.uk	Ms Prue Barnes-Kemp	Community	120
Oakhill Primary School Alders Avenue, IG8 9PY 020 8527 3309 www.oakhillschool.org.uk	Ms Prue Barnes-Kemp	Community	30
Our Lady and St. George's Catholic Primary School Shernhall Street, E17 3EA 020 8520 8500 www.olschool.org	Ms Rosie McGlynn	Voluntary Aided	60

School details	Headteacher	Status	PAN
Parkside Primary School Wellington Avenue, E4 6RE 020 8559 4278 www.parksideprimaryschool.org	Ms Lisa Cousins	Community	90
Riverley Primary School Park Road, E10 7BZ 020 8539 4535 www.riverley-gst.org	Ms Gemma Sant	Academy	60
Roger Ascham Primary School Wigton Road, E17 5HU 020 8527 3157 www.rapsch.co.uk	Mr Matt Hanks	Academy	60
Selwyn Primary School Selwyn Avenue, E4 9NE 020 8527 3814 www.selwynprimarywaltham.co.uk	Ms Maureen Okoye	Academy	90
South Grove Primary School Ringwood Road, E17 8PW 020 8521 6000 www.southgrove.waltham.sch.uk	Ms Julie Maltwood	Community	60
St Joseph's Catholic Infant School Marsh Lane, E10 7BL 020 8539 3000 www.stjosephsinfantleyton.co.uk	Ms Ruth Boon	Voluntary aided	60
St Mary's Catholic Primary School Station Road, E4 7BJ 020 8529 4723 www.stmaryschingford.com	Miss Philomena Egan	Voluntary aided	30
St Mary's CofE Primary School Brooke Road, E17 9HJ 020 8521 1066 www.stmaryscofe.org	Mr Matt O'Brien	Academy	90
Stoneydown Park Primary School Pretoria Avenue, E17 6JY 020 8520 7026 www.stoneydownpark.org.uk	Ms Jayne Cominetti	Community	90
St Patrick's Catholic Primary School Longfield Avenue, E17 7DP 020 8509 4321 www.st-patricks.waltham.sch.uk	Mr Ruslan Protsiv	Voluntary aided	60
St Saviour's Church of England Primary School Verulam Avenue, E17 8ER 020 8520 0612 www.stsaviourscofe.org	Ms Kerry Munden	Academy	60
Sybourn Primary School Sybourn Street, E17 8HA 020 8539 4110 www.sybournprimary.net	Mr Andrew Bocchi	Academy	90
Thomas Gamuel Primary School Colchester Road, E17 8LG 020 8520 7031 www.thomasgamuel.net	Mr Andrew Bocchi	Academy	60
Thorpe Hall Primary School Hale End Road, E17 4DP 020 8527 4062 www.thorpehallprimary.com	Miss Susan Biggar	Community	90
Walthamstow Primary Academy Billet Road, Walthamstow, E17 5DP 020 3475 3490 www.walthamstowprimaryacademy.org.uk	Mr David Ellison	Free	60
Whitehall Primary School Normanton Park, E4 6ES 020 8529 3813 www.whitehallprimary.com	Mrs Jacqui Holder	Community	60

School details	Headteacher	Status	PAN
Whittingham Primary Academy Higham Hill Road, E17 5QX 020 8523 3228 www.whittinghamprimary.org.uk	Mrs Patricia Davies	Academy	60
Willow Brook Primary School Academy Church Road, E10 7BH 020 8539 1428 www.willowbrook-gst.org	Mr Graham Clifford	Academy	90
The Winns Primary School Fleeming Road, E17 5ET 020 8527 1872 www.thewinnsprimarieschool.co.uk	Mr Paul Ryan	Community	120
Woodford Green Primary School Sunset Avenue, IG8 0ST 020 8504 1629 www.woodfordgreenprimary.co.uk	Mr Peter-Jon Prince	Community	30
Woodside Primary Academy Wood Street, E17 3JX 020 8520 5168 www.woodsideprimaryacademy.com	Mr Shane Tewes	Academy	180
Yardley Primary School Hawkwood Crescent, E4 7PH 020 8529 3671 www.yardleyprimary.co.uk	Mr Chris Evans	Academy	60

Junior Schools in Waltham Forest

There are two junior schools in Waltham Forest. Please note that these schools are for year 2 to year 3 transfer only. Please do not put these schools on your form if you are making an application for a reception place.

School details	Headteacher	Status	PAN
Chapel End Junior Academy Roberts Road, London E17 4LS 020 8527 6876 www.chapelendacademy.org	Mr James Kenyon	Academy	90
St Joseph's Catholic Junior School Vicarage Road, London E10 5DX 020 8539 5971 http://webfronter.com/waltham-forest/sjjs/main/#m-liid_690537	Mr John Alexander	Voluntary Aided	60

Section 4

Neighbouring local authorities

If you want to apply for schools outside of Waltham Forest, contact the relevant local authority for information on those schools. Please remember that if you live in Waltham Forest you must list all preferences on your Waltham Forest application.

Barking and Dagenham

Tel: 020 8215 3004
Email: infos@lbbd.gov.uk
Website: www.lbbd.gov.uk/admissions

Enfield

Tel: 020 8379 5501
Email: enfield.school.admissions@enfield.gov.uk
Website: www.enfield.gov.uk

Essex County Council

Tel: 0345 603 2200
Email: admissions@essex.gov.uk
Website: www.essex.gov.uk/admissions

Hackney

Tel: 020 8820 7000
Email: admissions@learningtrust.co.uk
Website: www.learningtrust.co.uk

Haringey

Tel: 020 8489 1000
Email: schooladmissions@haringey.gov.uk
Website: www.haringey.gov.uk/schooladmissions

Havering

Tel: 01708 434600
Email: schooladmissions@haringey.gov.uk
Website: www.havering.gov.uk

Hertfordshire

Tel: 0300 123 4043
Email: hertsdirect@hertfordshire.gov.uk
Website: <https://www.hertfordshire.gov.uk/services/schools-and-education/school-admissions/school-admissions-and-transport.aspx>

Newham

Tel: 020 8430 2000
Email: pupil.services@newham.gov.uk
Website: www.newham.gov.uk

Redbridge

Tel: 020 8554 5000
(Telephone opening times are from 8.30am to 5.00pm)
Email: admissions@redbridge.gov.uk
Website: www.redbridge.gov.uk

Tower Hamlets

Tel: 020 7364 5006
Email: school.admissions@towerhamlets.gov.uk
Website: www.towerhamlets.gov.uk

Useful contacts for information and advice

Ofsted

The body that regularly inspects all schools in England that are mainly or wholly state-funded.
www.ofsted.gov.uk
enquiries@ofsted.gov.uk
0300 123 1231

Department for Education

The government department responsible for education and children's services
0370 000 2288
www.education.gov.uk

Advisory Centre for Education (ACE)

Offer a comprehensive range of advice and information on education issues.
www.ace-ed.org.uk
0300 0115 142 (Monday to Wednesday from 10am to 1pm; term time only)

Schools Finder

A government-funded website that provides detailed information about schools, including links to school performance data and the school profile
<https://www.compare-school-performance.service.gov.uk/>

Section 5

Other information

How School places were offered for 2018/19 reception allocation

Below is a table showing how places were allocated under each of the published admission criteria for each school on 16 April 2018

School name	PAN	Applications received	SEN / EHCP	LAC	Medical or Social	Sibling	Religious Criteria	Staff Child	Mini Catchment	Distance	Cut off Distance	LA Alternative Offer*	Places Available (vacancies)	Appeals heard	Appeals allowed
Ainslie Wood Primary School	60	267	0	0	1	17	n/a	0	n/a	42	0.61	0	0	2	0
Barclay Primary Academy (site 1)	120	365	0	1	3	41	n/a	1	n/a	75	0.509	0	0		
Barclay Primary Academy (site 2)	60	271	0	0	4	14	n/a	0	n/a	42	0.522	0	0		
Barn Croft Primary School	30	89	0	0	0	11	n/a	0	n/a	17	n/a	0	2		
Buxton School	120	167	0	0	0	27	n/a	0	n/a	43	n/a	1	49		
Chapel End Infants School and Early Years Centre	90	175	1	0	1	16	n/a	0	n/a	48	n/a	0	24		
Chase Lane Primary School	90	199	0	2	0	32	n/a	0	n/a	56	0.499	0	0	4	0
Chingford CofE Primary School	60	173	1	2	0	19	n/a	1	n/a	37	0.542	0	0	2	0
Chingford Hall Primary Academy	60	156	0	1	1	15	n/a	1	n/a	30	n/a	0	12		
Coppermill Primary School	30	130	1	0	0	5	n/a	0	10	9	n/a	0	5		
Davies Lane Primary School	120	330	4	2	0	40	n/a	2	n/a	72	0.814	0	0		
Dawlish Primary School	30	121	0	0	2	7	n/a	0	n/a	21	1.297	0	0		
Downsell Primary School	90	124	0	0	0	22	n/a	0	n/a	35	n/a	3	30		
Edinburgh Primary School	90	191	1	0	0	25	n/a	0	n/a	22	n/a	0	42		
Emmanuel Community School	30	80	0	1	0	14	15	n/a	n/a	n/a	n/a	0	0		
George Mitchell School	60	144	0	0	0	13	n/a	1	n/a	24	n/a	8	14		
George Tomlinson Primary School	60	214	0	0	0	9	n/a	1	n/a	45	n/a	1	4		
Greenleaf Primary School	60	338	0	1	4	18	n/a	0	n/a	37	0.311	0	0	2	0
Gwyn Jones Primary School	60	219	1	1	1	17	n/a	1	10	29	0.433	0	0	1	0
Handsworth Primary School	60	235	0	2	1	24	n/a	0	n/a	33	0.363	0	0	3	0
Henry Maynard Primary School	120	321	0	1	1	34	n/a	0	n/a	84	0.771	0	0		
Hillyfield Primary Academy (at the park)	120	264	0	0	2	42	n/a	1	n/a	59	n/a	0	16		
Hillyfield Primary Academy (on the hill)	90	263	2	1	4	36	n/a	0	n/a	47	0.626	0	0		
Lime Academy Larkwood	90	249	0	2	0	31	n/a	0	n/a	35	n/a	1	21		
Longshaw Primary School	60	77	0	0	0	6	n/a	0	n/a	17	n/a	3	34		
Mayville Primary School	60	159	0	0	0	16	n/a	0	n/a	21	n/a	0	23		

School name	PAN	Applications received	SEN / EHCP	LAC	Medical or Social	Sibling	Religious Criteria	Staff Child	Mini Catchment	Distance	Cut off Distance	LA Alternative Offer*	Places Available (vacancies)	Appeals heard	Appeals allowed
Mission Grove Primary School (site 1)	90	227	1	0	0	23	n/a	0	n/a	45	n/a	0	21		
Mission Grove Primary School (site 2)	30	98	0	1	0	11	n/a	0	n/a	11	n/a	0	7		
Newport School	120	268	0	0	0	34	n/a	0	n/a	85	n/a	0	1		
Oakhill Primary School	30	178	0	0	0	10	n/a	0	n/a	20	0.574	0	0		
Our Lady & St George's Catholic Primary School	60	116	0	0	0	21	29	n/a	n/a	2	n/a	0	8		
Parkside Primary School	90	187	0	0	1	21	n/a	1	n/a	54	n/a	3	10		
Riverley Primary School	60	245	0	2	2	29	n/a	1	n/a	26	0.381	0	0		
Roger Ascham Primary School	60	161	0	0	0	16	n/a	0	n/a	29	n/a	2	13		
Selwyn Primary school	90	163	0	0	0	26	n/a	0	n/a	38	n/a	1	25		
South Grove Primary school	60	200	2	0	0	24	n/a	1	n/a	33	0.486	0	0	1	0
St Joseph's Catholic Infant School	60	84	0	0	0	10	16	1	n/a	8	n/a	0	25		
St Mary's Catholic Primary School	30	114	0	0	0	14	16	n/a	n/a	n/a	n/a	0	0	1	0
St Mary's CofE Primary School	90	220	0	0	n/a	42	14	0	n/a	34	0.692	0	0		
St Patricks Catholic Primary School	60	116	0	0	0	24	23	1	n/a	6	n/a	0	6		
St Saviours CofE Primary School	60	108	0	1	n/a	15	23	0	n/a	10	n/a	0	11		
Stoneydown Park Primary school	90	178	0	0	0	25	n/a	0	n/a	40	n/a	0	25		
Sybourn Primary School	90	110	0	0	0	23	n/a	0	n/a	35	n/a	2	30		
The Jenny Hammond Primary School	60	169	1	0	1	18	n/a	0	5	35	0.395	0	0	2	0
The Winns Primary School	120	232	2	0	0	29	n/a	0	n/a	35	n/a	1	53		
Thomas Gamuel Primary School	60	83	0	0	0	16	n/a	0	n/a	17	n/a	1	26		
Thorpe Hall Primary School	60	135	0	0	0	23	n/a	0	n/a	27	n/a	1	9		
Walthamstow Primary Academy	60	117	0	0	0	9	n/a	0	n/a	13	n/a	1	36		
Whitehall Primary School	60	170	2	0	1	14	n/a	0	n/a	43	1.919	0	0		
Whittingham Primary Academy	60	145	0	2	1	26	n/a	0	n/a	31	1.048	0	0		
Willow Brook Primary School Academy	90	216	0	1	0	14	n/a	0	n/a	62	n/a	2	11		
Woodford Green Primary school	30	136	0	0	0	10	n/a	0	n/a	20	0.693	0	0		
Woodside Primary Academy	180	334	2	1	n/a	45	n/a	0	n/a	94	n/a	1	37		
Yardley Primary School	60	164	1	0	0	23	n/a	3	n/a	33	1.435	0	0		

Note: Figures are for guidance only. There is no guarantee that figures will be similar in future years. Data for appeals is based on those heard between National Offer Day and July 2018.

KEY

PAN	Number of available places in Reception for entry in September 2018
Applications received	Number of preferences expressed for a school (parents can list up to six preferences on their application)
LA Alternative Offer	Alternative offer – where none of an applicant's preferences can be met we offer a place at the nearest school to their home with an available place
Places offered	Number of Reception places offered on Allocation Day
Cut off distance	Home to school distance of the last child offered a place at a school

Cut off distances in miles for past three years

The table below shows how far away the pupil lived who was offered the last available place at the school on allocation day.

School	2016/17	2017/18	2018/19
Ainslie Wood Primary School		0.906	0.61
Barclay Primary School (site 1)	0.517	0.667**	0.509
Barclay Primary School (site 2).	0.729	0.339	0.522
Barn Croft Primary School			
Buxton School			
Chapel End Infant School			
Chase Lane Primary School	0.703		0.499
Chingford C of E Primary School	0.661	0.609	0.542
Chingford Hall Primary Academy			
Coppermill Primary School	0.081		
Davies Lane Primary School	0.508	0.484	0.814
Dawlish Primary School	0.249	0.547**	1.297
Downsell Primary School			
Edinburgh Primary School			
Emmanuel Community School (Free)			n/a
George Mitchell School		0.663	
George Tomlinson Primary School			
Greenleaf Primary School	0.178**	0.225	0.311
Gwyn Jones Primary School	0.324	0.409	0.433
Handsworth Primary School	0.244	0.259	0.363
Henry Maynard Primary School	0.36	0.692	0.771
Hillyfield on the Hill Primary Academy (site 1)	0.245	0.310***	0.626
Hillyfield in the Park Primary Academy (site 2)	0.628		
Lime Academy Larkwood (formerly Larkwood Primary Academy)	0.626		
Longshaw Primary Academy			
Mayville Primary School			
Mission Grove Primary School (site 1)	0.577	0.751	
Mission Grove Primary School (site 2)	4.374		
Newport Primary School	0.45	0.402	
Oakhill Primary School	0.371	0.356	0.574
Parkside Primary School	0.759		
Riverley Primary School	0.799	0.768	0.381
Roger Ascham Primary School	0.548		
Selwyn Primary School			
South Grove Primary School	0.412	0.314	0.486
St Mary's C of E			0.692
Stoneydown Park Primary School	2.593		
Sybourn Primary School			
The Jenny Hammond School	1.921	0.351	0.395
The Winns Primary School			
Thomas Gamuel Primary School			
Thorpe Hall Primary School			
Walthamstow Primary Academy			
Whitehall Primary School	0.786	0.934	1.919
Whittingham Primary Academy	0.705		1.048
Willow Brook Primary School Academy			
Woodford Green Primary School	0.704	0.738	0.693
Woodside Primary Academy			
Yardley Primary School	0.896	0.415	1.435

Where no cut off distance is shown for a school this means that all applicants who applied on time were offered a place there.

Figures are for guidance only. There is no guarantee that figures will be similar in future years. The number of applications for each school will differ each year, as will the addresses from which children are applying.

**Lottery tie break draw

*** Excepted pupil - the last child offered was a twin

Children with Special Educational Needs

Children with an Education, Health and Care Plan should not apply using the Common Application Form. Instead, each parent must complete the application form sent to the home address by the Disability Enablement Service in September 2018. The SEND primary transfer form must be completed and returned to the Disability Enablement Service by **5th October 2018**.

The SEND primary transfer form will give parents the opportunity to name two primary schools. Parents may have already named preferences for their child at the annual review meeting but some parents may wish to make their final choices of school after having the opportunity to visit schools.

There are three special schools in Waltham Forest that are able to accommodate Primary age children. These are Hornbeam Academy (Brookfield House Site (www.hornbeamacademy.org/brookfield-house) and Joseph Clarke School (www.whitefield.org.uk/jc) and Whitefield Schools & Centre (www.whitefield.org.uk/). Places at these schools are authorised by the Disability Enablement Service Phase Transfer Panel.

Further advice is available from the Disability Enablement Service based at:

Wood Street Health Centre (1st floor)
6 Linford Road
Walthamstow
E17 3LA
Tel: 020 8496 6503 / 6505

For free impartial advice on special educational needs you can contact:

Waltham Forest Special Educational Needs Disability Information Advice and Support Service (WFSENDIASS) – Citizens Advice Waltham Forest
220 Hoe Street
Walthamstow
London E17 3AY
Telephone: 020 3233 0251
Email: wfsendiass@walthamforestcab.org.uk

Fair Access Protocol

Some parents have difficulty in finding a school place for their child. That is why all local authorities are required to have a Fair Access Protocol.

Not all children for whom it is hard to find a school place will be challenging, but they will be vulnerable as long as a school place has not been found for them. Our protocol establishes a fair system for the admission of children who are genuinely 'hard to place' as well as minimizing the number of children in Waltham Forest at risk of underachievement through being out of school.

This Protocol is designed to:

- acknowledge the needs of vulnerable children not on the school roll of any school to be dealt with quickly and sympathetically
- reduce the time these children spend out of school
- ensure all schools admit children with challenging needs on a fair and transparent basis.

Please note:

Children who do not have a school place will always take precedence over those children on a waiting list but who are still on roll at a school.

Free school meals

All children in Reception, Year 1 and Year 2 in state-funded schools will be eligible for free school meals. This includes infant pupils in maintained infants and primary schools, free schools, academies, schools for pupils with special educational needs and pupil referral units.

We are asking all parents and carers of children in Reception, Year 1 and Year 2 whose children attend school in Waltham Forest to complete a universal infant free school meals form and return it to their child's school. The form is available from www.walthamforest.gov.uk on the free school meals page. You can also apply using a self service PC at North Chingford, Walthamstow, Leyton or Leytonstone libraries.

In Years Applications

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, you must contact the Disability Enablement Service on 020 8496 6503 or 020 8498 6505. They consider these applications separately from the process outlined below.

If you want to change schools

It is extremely important that a child has continuity in their education. For this reason, we strongly discourage unnecessary transfers between schools. If your child is already attending a school, but you feel that a move would be in their best interests, you should discuss your reasons for this with your child's current school. It is important that you try to resolve any difficulties by working with the school, rather than requesting a transfer. If you still want to go ahead with the transfer after this meeting, complete the form and send it to School Admissions.

Applying for a school place

To apply for an in year place, you should complete the online application form. The link is available from the Waltham Forest website (<https://www.walthamforest.gov.uk/content/yearadmissions>). If you prefer to complete a paper form, this is also available on the website.

You can list up to three preferences. You should list the schools in the order of preference. The admissions criteria for faith schools, academies, foundation and free schools may be different from community and voluntary controlled 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. For all school criteria, see pages 11–22. If you believe your child may fall under a higher criterion, you must provide documentation to show this.

If you complete the paper application form you must return it to the Admissions Service in one of the following ways:

Post: School Admission Service, Waltham Forest Town Hall, Forest Road, London E17 4JF

Email: admissions@walthamforest.gov.uk

Providing the correct proof

You will need to provide documents with your application 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 (for example a government produced letter* such as child benefit, child tax credit or housing benefit, or a bank statement in the child's name**). You can submit an official document or letter with your child's name and address.

You must also provide documentation to support any higher criterion you wish to apply for, e.g. medical or social.

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

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 criterion.

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 need, and demonstrate how the specified school is the only school that can meet the defined needs of the child.

What happens next?

Your application form will be processed within 15 school days. We will write to you to let you know if we can offer a place at any of your preferred schools.

If your child does not have a school place:

If we cannot offer any of your preferred schools, we will offer a place at the nearest school with a vacancy. The letter will let you know what you need to do next. You should return the reply slip indicating whether you accept or decline the place offered. If you have not received an offer of your first preference, you will also have the option of being placed on the waiting list. You must tick the box to indicate you wish to be placed on the waiting list. There will be contact details for the school offered. Once you have contacted the school they will make arrangements for your child to start within a few days.

If your child does not take up the school place, your child's details may be referred to the Education Welfare Service.

If your child is already in a Waltham Forest school:

If we cannot offer a place in any of your preferred schools, and your child is already attending a Waltham Forest School, we will write to you to let you know, and your child should remain on roll at their current school. If you wish to be placed on the waiting list for your preferred school(s), you must complete and return the reply slip received with your letter.

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. Waiting lists are kept in criteria order and it is possible to move both up and down a waiting list as other children are added and removed.

If you indicate that you wish your child to be placed on the waiting list, they will remain on this list until the end of the academic year in which you apply. If you wish your child's name to be removed from a waiting list, please let us know in writing.

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 appeal using an appeal form. For details please refer to our website: www.walthamforest.gov.uk

Any 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.

Infant to Junior Transfer

If your child attends an all through or a primary school, they will transfer from Year 2 to Year 3 automatically.

If your child attends an infant school, you will need to apply for a place at the linked junior school in order for your child to transfer.

The following are linked schools in Waltham Forest:

- St Joseph's Infant School and St Joseph's Junior School
- Chapel End Infant School and Chapel End Junior Academy

If your child currently attends one of the above infant schools, you will need to apply online at www.eadmissions.org.uk. Alternatively, you can complete and send a Junior Common Application Form (JCAF). This form is available on the Waltham Forest website. **Please note**, you must apply through the local authority where you live.

Parents may list up to 3 junior schools, in order of preference. You can also apply for junior schools in other local authorities on this form. Remember to check and see if the school you are applying for need you to fill in extra form(s), eg Supplementary Information Form (SIF). If they do, send these completed form(s) to the school before the closing date.

The last date for all London local authorities to receive application forms and schools to receive Supplementary Information Forms for entry to Junior Schools is **15 January 2019**.

If you live in another borough, you should contact your home authority for more information about transferring.

If you would like to apply for a year 3 place in one of our primary schools, you will need to follow the 'In-year admissions' process on our website.

Admissions criteria for Chapel End Junior Academy

Chapel End Junior Academy is part of REAch2 Academy Trust.

The school has an admission number of 90 for entry in Year 3.

After the admission of pupils with an Education, Health and Care Plan that names the school, priority for admission will be given to those children based on the criteria set out below, in the order shown:

1. Looked after children or previously looked after children i.e. children in foster care, care homes or who were before being adopted.
2. Children with siblings in the school. Siblings' are defined as "a full brother or sister, half brother or sister, adoptive brother or sister, foster brother or sister, or step-brother or sister, as well as a child of the partner of the applicant child's parent where they live together, and in all cases the sibling must live at the home address of the applicant child and is being brought up with the applicant child as their sibling". The sibling must be at the school at the point of proposed admission.
3. Children transferring from Chapel End Infant School. This is a named feeder school.
4. Children of school staff fulfilling a skills shortage role. This option is only available for teaching or leadership staff with a permanent contract to work at the school (and not employees in REAch2 regional or central teams); it will be subject to confirmation by an independent REAch2 regional non-executive that, on the evidence available, the post does indeed relate to a skills shortage in the area.
5. Home-to-school distance – meaning that the remaining places are allocated in order of each child's proximity to the school.

For more information and full definitions, please visit our website: www.chapelendacademy.org

Admissions criteria for St Joseph's Junior School

The School has an admission number of 60 for entry in year 3.

1. Baptised Catholic Looked After and Previously Looked After Children
Baptised Catholic looked after and previously looked after children will be allocated places in this category by reference to the distance the child lives from the School, with those living nearest receiving higher priority.
2. Baptised Catholic Children of Certified Practising Catholic Families with a Sibling at either the St. Joseph's Infant School or Junior School.
Baptised Catholic children of certified practicing Catholic families who will have a sibling at the School at the date of their admission will be allocated places in this category.
3. Baptised Catholic Children of Members of the School's Staff
To be included in this category, the parent must confirm that they are employed by the School in the Common Application Form which must be accompanied by the child's original Catholic baptismal certificate and submitted on or before the application deadline. Failure to do so will result in the child being placed into the next category that applies.
4. Other Baptised Catholic Children of Certified Practising Catholic Families
Other baptised Catholic children of certified practicing Catholic families will be allocated places in this category.
5. Other Baptised Catholic Children
Other Baptised Catholic looked after and previously looked after children will be allocated places in this category by reference to the distance the child lives from the School, with those living nearest receiving higher priority.
6. Children of families of other Christian denominations, who are in sympathy with the aims and ethos of the school and worship regularly at church, as supported by the minster.
Other baptised Christian children of certified practicing Christian families will be allocated places in this category.

7. Other Looked After and Previously Looked After Children

Other looked after and previously looked after children will be allocated places in this category by reference to the distance the child lives from the School, with those living nearest receiving higher priority.

8. Other Children with a Sibling at St. Joseph's Infant School or Junior School.

9. Other Children of Members of the School's Staff

Other children with a parent who has been employed by the School (either at the Nursery or the School) for at least two years at the application deadline, or who were recruited to fill a vacant post for which there was a demonstrable skill shortage, will be allocated places in this category by reference to the distance the child lives from the School, with those living nearest receiving higher priority.

10. All Other Children

All other children will be allocated places in this category by reference to the distance the child lives from the School, with those living nearest receiving higher priority.

Full details regarding admissions can be found on the school website. This also includes definitions for each category.



Section 6

Definitions

The following terms used throughout this booklet are defined as follows, except where individual arrangements spell out a different definition.

Academy

Academies are publicly funded independent schools, funded directly from the government, not the local authority. They are run by an academy trust which employs the staff. They have to follow the same rules on admissions, special educational needs and exclusions as other state schools. Some academies have sponsors such as businesses, universities, other schools, faith groups or voluntary groups.

Admission Authority

The body responsible for setting and applying a school's admission arrangements. For community or voluntary controlled schools, this body is the local authority unless it has agreed to delegate responsibility to the governing body. For foundation, free or voluntary aided schools, this body is the governing body of the school. For Academies, this body is the Academy Trust.

Admission Criteria

Conditions set by the admissions authority which are used to decide whether or not a place can be offered to a child.

All Through Schools

An All Through school provides both primary and secondary education. They accept children from four years of age and pupils can remain there until they are 16 or older if the school has a sixth form.

Common Application Form (CAF)

The form parents/guardians complete, listing their preferred choices of schools, and then submit to their local authority when applying for a school place for their child as part of the local co-ordination scheme. Parents/Guardians can apply for up to six schools.

Community School

A state school that is wholly owned and maintained by the LA. The local authority employs the school staff, owns the school's land and buildings, and is primarily responsible for admissions arrangements.

Distance

Distance is measured using a straight line from the child's permanent address to the main gate of the school. For more detailed information on distance, please refer to page 12.

DfE

Department for Education – the government department responsible for education and children's services.

Faith Schools

Faith schools are associated with a particular religion. Most faith schools are run like other state schools and follow the national curriculum except for religious studies, where they teach mainly about their own religion. They may also teach about other religions to ensure pupils have an awareness of other faiths. The admissions criteria may be different although anyone can apply for a place.

Free schools

Free schools are government funded and are not run by the local authority. They can be set up by groups such as charities; universities; independent schools; community and faith groups; teachers, parents; businesses. They have more freedom than local authority schools. They should take an 'all-ability' intake and cannot use academic selection processes.

Governing Body

School governing bodies are bodies corporate responsible for conducting schools with a view to promoting high standards of educational achievement.

In-year Common Application Form (iCAF)

The form parents complete listing their preferred choices of schools in Waltham Forest when applying for a school place for their child. This form is used for mid-term applications and parents can put up to three Waltham Forest Schools.

Junior Common Application Form (JCAF)

The form used by parents/guardians whose child attends a Waltham Forest infant's school and needs to apply for entry to the junior school. Parents can apply for up to three junior schools and can select out of borough junior schools.

LA

The Local Authority (LA) is the London Borough of Waltham Forest. It funds schools that are still managed by the local authority.

Looked After Children / Previously Looked After Children

Children who are in the care of local authorities as defined by Section 22 of the Children Act 1989. In relation to school admissions legislation a 'looked after child' is a child in public care at the time of application to a school.

Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).

Ofsted – Office for Standards in Education

The body that regularly inspects all schools in England that are mainly or wholly state-funded. Ofsted also provides public reporting and informed independent advice.

Oversubscription

Where a school has a higher number of applicants than the school's published admission number.

Oversubscription Criteria

This refers to the published criteria that an admission authority applies when a school has more applications than places available in order to decide which children will be allocated a place.

Preference(s)

The school(s) you would like your child to go to in the order that you prefer.

Published Admission Number (PAN)

The number of school places that the admission authority must offer in each relevant age group of a school for which it is the admission authority. Admission numbers are part of a school's admission arrangements.

School Staff Children

Children of members of staff who have been employed at the school for two or more years at the time at which the application for admission is made, or who are recruited to fill a vacant post for which there is a demonstrable skill shortage.

Sibling

Sibling means a full brother or sister, half brother or sister, step brother or sister, foster brother or sister, the child of a parent or carer's partner living at the same address or a brother or sister on roll in Reception to Year 6 at the time of the proposed admission up to a distance of 0.5 miles from the school if the family has moved since the last sibling was offered a place.

In all cases the sibling must be living at the same address and must still attend the school at the time of admission of the child for whom the application is being made. If you do not provide the name and date of birth of your child's sibling when you make your application we will not be able to take it into account and it will affect your child's chances of being offered a place at that school.

Please note, the above sibling criteria is for community and voluntary controlled schools.

Please check the exact sibling definition for all other schools under their criteria, which may be different.

Statement of SEN or Education, Health and Care Plan

A Statement of special educational needs or Education, Health and Care Plan is made by the local authority under Section 324 of the Education Act 1996 and the Children and Families Act 2014, specifying the special educational provision required for that child.

Supplementary information forms (SIFs)

A SIF is a form generated by a school that is its own admissions authority and requires additional information that is not on the CAF or iCAF.

Trust Schools

Trust schools are government-funded schools that receive extra support from a charitable trust such as a local business, community group or educational charity. They are funded in exactly the same way as other local authority maintained schools.

Type of Schools**Nursery School**

A school that caters for pupils aged 3 to 4.

Infant School

A school that caters for pupils aged 4 to 7.

Junior School

A school that caters for pupils aged 7 to 11.

Primary School

A school that caters for pupils aged 4 to 11.

VA (Voluntary Aided) Schools

These may be faith or religious schools. The Governing Body is responsible for running the school, setting the admissions criteria and arranging appeals.

VC (Voluntary Controlled) Schools

These may be faith or religious schools. The LA is responsible for running the school, setting the admissions criteria and arranging appeals.

Waiting Lists

A list of children held and maintained by the admission authority when the school has allocated all of its places, on which children are ranked in priority order against the school's published oversubscription criteria.

Please note:

These definitions are those used in the London Borough of Waltham Forest. Definitions may not be the same elsewhere.

We have tried to ensure that the information in this booklet is correct at the time of going to print.



Notes

[illegible]

[illegible]

