

Woodside Primary Academy

Admissions Policy

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 4th birthday.

Deferred entry

Parents can request that their child's admission is deferred until later in that school year or until their child reaches statutory school age in that school year. Legally, a child does not have to start school until the start of the term following their 5th birthday. However, once a place has been offered, parents cannot defer entry beyond the school year for which the application was originally accepted. When the parents of a 'summer-born' child (last term of the academic year) wish their child to start school in the autumn term following their 5th birthday, they will normally need to make an in-year application for a Year 1 place (see Children out of Year Group below).

Children out of Year Group

Waltham Forest's policy is for all children to be educated in their correct chronological year group, with the curriculum differentiated as necessary to meet individual needs. If parents/carers believe their child should be educated in a different year group they must, at the time of application, submit supporting evidence from relevant professionals working with the child and family stating why the child should be placed outside their normal age appropriate cohort.

For community and voluntary controlled schools, the Council as the relevant admission authority will, through a panel process, decide whether the application will be accepted on the basis of the evidence submitted. 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. The internal management and organisation of a school, including the placement of pupils in classes, is a matter for the Head teacher and senior leadership of individual schools.

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.

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.

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 schools are listed on the internet.
- 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 a statement of Special Educational Needs.

Where can I get help?

Admissions drop-in service:

Waltham Forest School Admissions Service

Sycamore House

Town Hall Complex

Forest Road

London E17 4JF

Open Monday – Friday 9.00am – 4.30pm

For advice to hand in forms, documents or to pick up forms.

For Telephone advice:

0208 496 3000

primary.admissions@walthamforest.gov.uk

www.walthamforest.gov.uk

Which schools can I apply for?

You can apply for any maintained (non-fee paying) school in England and Wales 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 www.schoolsfinder.direct.gov.uk which allows you to search for schools based on your home postcode.

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.

You must submit your application by 15 January 2018.

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

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. You can update your application as many times as you like before **11.59pm on 15 January 2018**. You can also find out the results of your online application on the evening of **16 April 2018**, 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 ask primary admissions to send you one.

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

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. 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 or because you are having domestic difficulties.

If parents are separated, the application should be made by the parent that the child normally lives with and who claims Child Benefit for the child. Where a child spends equal time with each parent, the exact arrangements should be made clear in a letter attached to your application. You must also provide a copy of any custody or residence order, and proof of which parent claims Child Benefit for the child. See page 8 for further details of other documents that can be provided.

What documents do I need to provide?

You need to provide documents that prove your child’s date of birth, prove your home address and prove that your child lives at the address with you.

Please provide:

- A copy of your Council Tax bill 2017/18 or Tenancy Agreement
- Or a copy of your most recent Housing Benefit letter 2017/18, naming all occupants.

A recent copy is one which is dated no earlier than 31 December 2016. Whichever document you choose to send must show the parent’s name, the address from which the application is being made and the name of your child and, in the case of Housing Benefit, all occupants listed.

If you are living in someone else’s house and the Council Tax bill is not in your name, please provide us with the current Council Tax bill or Housing Benefit letter of the person with whom you are living. The person you are living with must submit a letter stating that you and your child are living with them at their property. The letter must also state that they are in support of you applying from their address and must name all of the child’s siblings living at the address. We also require a document such as a recent bank statement, utility bill or benefits letters with your name as the addressee and showing the address given on the application.

If you apply online you can securely attach scanned documents to your application. You will receive an email confirming receipt of each document. If you applied on a paper form, you can send photocopies of your documents to the postal address at the front of this booklet.

Please remember to put your child’s full name and date of birth on any documents you send to us. We cannot return original documents. You can also scan and send to primary. admissions@walthamforest.gov.uk

If you do not provide these documents, we will not send you an offer letter on 16 April 2018. If you applied online you will not receive an email on 16 April 2018 and you will not be able to check the results of your application online.

Moving house

You must provide the address on your application form where your child is living on

15 January 2018:

- If you move house after 15 January 2018, please let us know immediately.
- If we receive the required proof of your new address by 12 February 2018 we will be able to use your new address to measure your home to school distances.
- If we receive the information after 12 February 2018 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.

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.

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.
- 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.

Remember that many 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

Barclay Primary School, Mission Grove Primary School and Hilly field Primary Academy now operate across two separate sites, but each school is still managed by the same Head teacher 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. Details of the site addresses are given in section 3.

Siblings

Sibling means a full, half, step, foster brother or sister living as part of the family unit. In all cases, the brother or sister must be living as part of a family unit with, and at the same address as, the child for whom the application is being made. Cousins, aunts or uncles are not siblings. If your child will have a sibling (brother or sister) still attending any of your preferred schools at the time of admission in September 2018, you must complete the siblings details box alongside the name of the school on the application form.

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 school.

A younger sibling attending the nursery attached to your preferred school will not be taken into account.

Exceptional 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. Where the medical condition affects mobility of either the child or parent, consideration will only be given to the nearest school to the home address. You must also provide evidence to support your application, as shown below.

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.

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

primary.admissions@walthamforest.gov.uk

We will also accept copies of the evidence by post. You must provide this evidence by the closing date of **15 January 2018**. There is no guarantee that you will get a place at your named school as we have to be convinced, from the independent evidence provided, that the child has an overwhelming need to attend a particular school.

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 2018

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 2018**.

You are responsible for ensuring that your application reaches Admissions before the deadline. If you intend to deliver a paper application in person, you must take it to Sycamore House, Town Hall Complex, Forest Road, Walthamstow E17 4JF during opening hours, Monday to Friday 9.00am-4.30pm. You will be given a date-stamped receipt which you should keep safe. Do not try to leave your application form outside normal working hours or at any other Council building as there is a risk that it will not reach Admissions before the deadline.

If your application form is received after the closing date and you do not have a receipt showing that you delivered it before the closing date, your application will be considered as late and you are unlikely to be offered your preferred school.

Late applications

Applications received after 15 January 2018 will be classed as late.

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.

Exceptional circumstances

If there are exceptional circumstances why your application was received after the deadline, please provide written evidence explaining why the application is late.

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 February 2018. 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 2018** 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. All requests for a change of preference are acknowledged by letter. If we are able to offer you a place based on your change of preference, your original offer will be withdrawn.

Admissions criteria for Waltham Forest community schools and Chingford Church of England Primary School

The following academies will apply the Waltham Forest community schools criteria –

**Chingford Hall Primary School
Hilly field Primary Academy
Roger Ascham Primary School
The Woodside Primary Academy
Sybourn Primary School
Barclay Primary School
Willow Brook Primary School Academy
Whittingham Primary Academy
Riverley Primary School
Walthamstow Primary Academy**

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.

Priority 1 – Looked-After Children or Children ‘At Risk’

Priority 2 – Medical or social reasons

Priority 3 – Siblings

Priority 4 – Staff Children

Priority 5 – Distance

For definitions see Important Notes below.

Special Educational Needs

Children who have a statement of Special Educational Needs are placed in schools under the terms of the Education Act 1996 and not through the admissions criteria referred to above. Children who have a statement of Special Educational Needs will be allocated a place at the school named on their statement.

Looked-After Children

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

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

Please note: this does not apply to children who were adopted before December 2005.

Children 'at risk'

A child is 'at risk' if they are currently on the Child Protection Register or are under consideration for inclusion on the register, as advised by Waltham Forest's Child Protection Officer.

Medical or social reasons

Medical or social reasons can only be taken into account where information is provided by the closing date, 15 January 2018. 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 reason, 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 Admissions Panel that will determine each case will be made up of the Admissions Manager and professionals (a GP, and a social worker), and will make the final decision based on the evidence provided.

Siblings

Sibling means:

- A full brother or sister
- A half-brother or sister
- A stepbrother or stepsister; and
- Foster brother or sister.

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 school.

George Mitchell School sibling – applies to children with a sibling who are still on roll in the primary/secondary phase in September 2018.

Distance

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) of the child's permanent home to the main gate of the school.
- All distances will be measured in miles using a computerised mapping system called Route finder 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.

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 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.

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 Woodriffe 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.

Whittingham Primary Academy

The following roads: Billet Road odd numbers 253 and above, even numbers 328 and above. Sinnott Road, Lawrence Avenue, Lee Close, McEntee Avenue, Sutton Road, Travers Close, Gurney Close, Waterhall Close, Sandpiper Close, Cormorant

Close, Greenshank Close, Valognes Avenue, Higham Hill Road, odd numbers 347 and above, even numbers 342 and above. Banbury Road even numbers 40 and above. Romany Gardens, Swanland Gardens, Cooper Avenue, Cogan Avenue,

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 and voluntary aided schools let us know who to offer a place by listing all pupils who have applied in the order of how well they meet their admissions arrangements.
- 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 2018 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 2018 Offer letters will be posted to applicants making a paper application.

17 April 2018 Offer letters should be received by applicants making a paper application.

Offer letters will be sent by first class on the last day of the summer term. Most of these letters will be received the following day on 17 April but because of variations in Royal Mail delivery we cannot guarantee this.

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 30 April 2018.

If you applied online, you can accept the school offered online by logging into your account and following the instructions. If you have received an offer letter, please complete the reply slip and send it back to the School Admissions Service by 30 April 2018.

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 2018. 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.

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.

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

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' sent with your offer details. 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 primary.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 will be asked if you want to remain on the waiting lists for any higher preference schools when you receive an offer of a school place.

When you accept or decline the school place offer, if you do not indicate whether you want to remain on any waiting lists, we will assume that you do not and will delete your details from the waiting lists of your higher preference schools:

- If you would like to remain on those higher preference waiting lists please tick the 'yes' box next to the school's name.
- If you want to accept the offered school and do not wish to be placed on the higher preference waiting lists, please tick the 'no' box.
- 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 primary.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. All waiting lists close on 19 December 2018. If you then want to make a fresh application, please complete an ICAF, available on www.walthamforest.gov.uk, listing your new school preferences.

If you want to be added to the waiting list for any higher preference school that is not in Waltham Forest you will need to contact the local authority where that school is located and ask 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 **15 May 2018** in order for appeals to be heard in May/June. If you submit your appeal after this deadline, it will be heard within 40 days. Appeals are heard by panels of people who have not taken part in deciding how places were offered on 16 April. 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. 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 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.

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.

Children with Special Educational Needs

Children with a statement of Special Educational Needs (SEN) should not apply using the Common Application Form. Instead, each parent must complete the application form sent to the home address by the SEN team in September 2018.

The SEN 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 but some parents may wish to make their final choices of school after having the opportunity to visit schools.

There are five special schools in Waltham Forest that are able to accommodate primary age children. These are Belmont Park School, Brookfield House School, Joseph Clarke School, Whitefield School & Centre and Williams Morris School.

Places at these schools are authorised by the SEN Panel following a statutory assessment or annual review process. Further advice is available from the SEN team 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:

Parent Partnership Service

Summerfield Centre

Leyton Green Road

Leyton E10 6DB

Tel: 020 8496 5230

Freephone: 0800 587 2521

Email: parent.partnership@walthamforest.gov.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.

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

From September 2014, 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 meal's form and return it to their child's school. The form is available from www.walthamforest.gov.uk on the free school meals page.

For further information please visit:

<https://www.walthamforest.gov.uk/Pages/Services/Schools-places-primary.aspx?!1=100005&!2=200130>