

Admissions Policy



2021/22

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1. Aims

This policy aims to:

- Explain how to apply for a place at the school
- Set out the school's arrangements for allocating places to the pupils who apply
- Explain how to appeal against a decision not to offer your child a place

2. Legislation and statutory requirements

This policy is based on the following advice from the Department for Education (DfE):

- [School Admissions Code 2021](#)
- [School Admission Appeals Code](#)

3. Definitions

The **normal admissions round** is the period during which parents can apply for state-funded school places at the school's normal point of entry, using the common application form provided by their home local authority.

Looked after children are children who, at the time of making an application to a school, are:

- In the care of a local authority, or
- Being provided with accommodation by a local authority in exercise of its social services functions

Previously looked after children are children who were looked after, but ceased to be so because they:

- Were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or
- Became subject to a child arrangements order, or
- Became subject to a special guardianship order

This includes children who appear to have been in state care outside of England and have ceased to be in state care due to being adopted.

4. How to apply

For applications in the normal admissions round you should use the application form provided by your home local authority (regardless of which local authority the schools are in). You can use this form to express your preference for a minimum of 3 state-funded schools, in rank order.

You will receive an offer for a school place directly from your local authority.

Please note, pupils already attending our nursery will not transfer automatically into the main school. A separate application must be made for a place in reception.

More information from Waltham Forest Local Authority about applying for a school place, click on the image blow:



More information about for prospective parents to Handsworth can be found on our [website](#).

5. In-year admissions

Parents and carers can apply for a place for their child at any time outside the normal admissions round.

If there are spaces available in the year group you are applying for, your child will be offered a place.

If there are no spaces available at the time of your application, your child's name will be added to a waiting list for the relevant year group. When a space becomes available, it will be filled by one of

the pupils on the waiting list in accordance with Waltham Forest oversubscription criteria. Priority will not be given to children on the basis that they have been on the waiting list the longest.

Applications for in-year admissions should be directed to Waltham Forest Admissions.

6. Nursery admissions

More information can be found about admissions to our nursery on our school [website](#). The Local Authority oversubscription criteria will be applied.

7. Monitoring arrangements

This policy will be reviewed and approved by the governing board every year.