



WILLOW  
BROOK  
PRIMARY

Admissions Arrangements  
for starting in  
September 2024

Deadline	Activity
1 September 2023	Applications open
15 January 2024	Closing date for applications
16 April 2024	Offer letters will be posted to applicants making paper application
16 April 2024	Online applicants will be sent an email with the outcome during the evening
17 April 2024	Offer letters should be received by applicants making paper application
30 April 2024	Deadline to accept or decline offer
16 May 2024	Deadline for appeal requests to be submitted

Willow Brook Primary does not support the use of selective admissions policies based on aptitude or academic achievement.

All schools have an agreed admission number of pupils for entry. A school will accordingly admit up to its' Pupil Admission Numbers (PAN) pupils in the relevant age group each year if sufficient applications are received. All applicants will be admitted if up to the PAN or a fewer number of pupils have applied.

## The PAN for Willow Brook Primary is 90.

Willow Brook follows Waltham Forest Council's Admissions Criteria, as listed below. For more information please visit [Waltham Forest's website](#).

If a school is oversubscribed, after the admission of any pupils with a Statement of Special Educational Needs or Education, Health and Care Plan (EHCP) where the school is named in the Statement or Plan, priority for admission will be given to those children who meet the criteria set out below, in the following order:

- Priority 1 – Looked-After 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

## Looked After Children

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

- a. in the care of a Local Authority; or
- b. 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. In order to be given highest priority for admission, a child has to fall within the definition of 'looked after' in section 22 (1) of the Children Act 1989.

As this Act applies to England and Wales, a child has to be looked after by an English or Welsh local authority in order to be given highest priority.

## Previously Looked After Children

Previously looked after children are children who were looked after, but ceased to be so because they were adopted, this includes children who were adopted under the Adoption Act 1976 (see

section 12 adoption orders) and children who were adopted under the Adoption and Children's Act 2002 (see section 46 adoption orders).

This also includes children who became subject to a 'child arrangements order' or 'special guardianship order'. Child arrangements orders are defined in s.8 of the Children Act 1989, as amended by s.12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order. A 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

### Medical or Social Reasons

Medical or social reasons can only be taken into account where information is provided by the closing date for applications. Failure to provide such information at that stage may affect whether 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 mobility, consideration will only be given for the school nearest to the child's home.

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 closest school 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.
- For primary applications, families who have a sibling on roll in reception to year 6 but have been forced to move due to no fault of their own and are now living at a distance further than 0.5 miles, since their last child was offered a place.

The decision for community and voluntary controlled schools will be made by a panel of officers based upon the evidence produced. The Panel reserves the right to seek additional professional advice where necessary.

### Children 'at risk'

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

### 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

For primary applications, children with 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 there is a sibling already attending the preferred school, but the family have moved since the last child was offered a place and now live further than 0.5 miles, the 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, 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.'

### School Staff Children

School staff children will be given priority under this criterion:

- 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 admission to the school is made and/or;
- b. the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

### Distance

Distance is measured using a straight line from the centre of the child's permanent address (as defined by the Local Land and Property Gazetteer) to the designated main gate of the school. We have to make a decision of where the child's home address is because the allocation of school places under the Admissions Policy, where the criteria of distance is used, is determined by reference to the child's 'home address'. Where a child lives with each of their separated parents for different parts of the week, we will consider the child's home address on any application to be where the child sleeps for most of the school week. Where this is an equal time this will be determined by reference to the parents' address who receives the Child Benefit. In cases where the recipient of child benefit is clearly not a main carer of the child, or no one receives Child Benefit, we will consider all of the circumstances and make a determination as to the 'home' address which will be used and provide our reasons for doing so.

- 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 that will be used in the allocation of school places by Waltham Forest School Admissions Service.
- 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.

### How Applications for Multiple Birth Children Are Dealt With

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.

### Tie-breaker

The tie-breaker is to decide between two applications that cannot otherwise be separated. The tie-break for two or more applications will be a lottery tie-break draw (where names are drawn at random out of a blind draw) which will take place with the assistance of an impartial third party (LA officer), who does not work for the school admissions team.

## Parental Responsibility and whose application will be considered where more than one is received

If one parent has parental responsibility (as evidenced by documentation) that parent's application is the one that will be accepted. If parents are separated and both have parental responsibility, then they must determine between them who will make the application and if they cannot agree then either parent may seek to have that determined by a Court. In the event of a dispute between parents who do not have this matter resolved by the Court we will accept the application by the parent with whom the child resides the majority of the school week. Where that is equal we will determine whose application is progressed with reference to the parent who is in receipt of Child Benefit. If no one is in receipt of child benefit then we will consider all of the circumstances and make a determination as to the application which will be accepted and provide our reasons for doing so. This will ensure the child has an active application for a school place. Where the parent applying does not live in the same address as the child, we will require evidence of child's home address.

Applicants will not be able to change to the other parent's address mid-year unless the current arrangements as set out in any Court Order have changed. Applicants must also provide a copy of any custody or resident order.

## Waiting Lists

Children are automatically added to the waiting lists for any higher ranked Waltham Forest schools that we are unable to offer.

- If you want to accept the offered school and do not wish to be placed on the higher preference waiting lists, please let us know in writing.
- 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](mailto: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 2024. 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](http://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.**

## 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 2024** 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 [www.gov.uk/schoolsadmissions/appealing-a-schools-decision](http://www.gov.uk/schoolsadmissions/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. Details of how to appeal and an appeal form should be available on the school and/or local authority website. 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.