

Admissions: Applying for an In-Year Admission at Parkside Primary School

In-year admissions is when a child is looking for a school place during the academic year.

You can apply when:

- you have moved to (or within) Waltham Forest and need a school place
- you want your child to move to another school in the same year group

If your child has an Education, Health and Care Plan (EHCP) and you want to change their school, contact the SEND Service on 020 8496 6503 or 020 8496 6505.

The local authority aims to process all applications for an in-year transfer within 10 school days. The school admissions service remains open during the school holidays. Admissions applications and email enquiries will continue to be processed.

Application guidance

Please read the documents below before submitting your application, to avoid any errors or delays.

- [How to register to use the application service](#) (PDF)
- [Help with completing the online application form](#) (PDF)
- [Online admissions application FAQs](#) (PDF)
- [In year policy](#) (PDF)

Please note that if you are making an application between 1 July and 31 August and you require your child to start in the new academic year in September, please put the start date as 1 September. Your application will be processed as soon as possible for your child to start at the beginning of the academic year.

If you need assistance, please contact the Admissions Team on 020 8496 3000 or email [admissions](#)

[In-Year Common Application Form \(iCAF\)](#) (PDF)

Applications for overseas children

Usually, children arriving from overseas have the right to attend schools in England. Schools will not refuse to admit a child because of their nationality or immigration status nor remove them from a roll.

If you are moving to the UK, you must check that you have either:

- a [right of abode](#) (you're allowed to live or work in the UK without any immigration restrictions), or

- a [Certificate of Entitlement](#) that the conditions of your immigration status otherwise allow you to access a state-funded school

Waiting lists for in year admissions

The outcome of your application will be done in writing. If your child is not offered a place at any of your preferred schools, their name can be placed on the waiting list. Please return the reply slip indicating which waiting lists you wish to join. If you do not, inform the local authority, your child's name will not be placed on the waiting list for your preferred schools.