

Walthamstow Academy Admissions Policy

Admission Arrangements for 2027/28

Introductory statement

Walthamstow Academy an 11-18 school in Waltham Forest. The school is a co-educational secondary academy with a sixth form. The school is part of United Learning¹.

Walthamstow Academy seeks to bring out 'The best in everyone'. The school serves all children in the local community. All children will be admitted without reference to ability or aptitude. There are no faith criteria as part of the admissions policy. Children from families of all faiths, or none, are very welcome.

Admission numbers

Year 7: The school has an admission number of **180** for entry in Year 7 in September 2027.

The school will accordingly admit this number of pupils if there are sufficient applications. Where fewer applicants than the published admission number for the relevant year group are received, places will be offered at the school to all those who have applied.

Year 12: Walthamstow Academy has 125 places in Year 12 and welcomes current Year 11 Walthamstow Academy 'internal' students and those who are currently attending a different school for Year 11. Of the 125 places, the PAN for 'external students' is **25** but if Walthamstow Academy students do not fill the 100 other spaces, then more spaces for external students will be available.

Admissions Committee

Responsibility for Admissions at Walthamstow Academy rests with the Academy's Local Governing Body, which has established an Admissions Committee to oversee admissions and to ensure they are conducted in line with the School Admissions Code 2021, and the School Admissions Appeal Code 2022.

Application process – Year 7 Admissions

Walthamstow Academy participates in the London Borough of Waltham Forest's process for co-ordinating school offers for Year 7. This means you will need to complete your local authority's common application form. The one for Waltham Forest can be found here: [Apply for secondary school | London Borough of Waltham Forest](#) . If you live in a different London Borough you will need to apply through the relevant link on their website.

¹ United Learning is a multi-academy trust. For more information about the trust visit www.unitedlearning.org.uk

Oversubscription criteria

When the school is oversubscribed, after the admission of pupils with an Education, Health and Care Plan naming the school, priority for admission will be given to those children who meet the criteria set out below, in priority order²:

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, including children who appear (to the trust) to have been in state care outside of England and ceased to be in state care as a result of being adopted. See Note A.
2. **Children who have specific medical needs, social needs and special needs** where the application is supported by written specific professional evidence from a consultant doctor, hospital specialist, social worker, or similar professional as to why admission to the academy is necessary. See Note B.
3. **Children who are children of staff in** either or both of the following circumstances:
 - i. where the member of staff has been employed at the school permanently for two or more years at the time at which the application for admission to the academy is made; and/or;
 - ii. the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage and has successfully completed the probationary period.
4. **Children with a sibling at Walthamstow Academy, including Sixth Form**, when the applicant joins. The term 'sibling' means a full, step, half, adopted or fostered brother or sister. The academy reserves the right to ask for proof of relationship. If the sibling is in Year 11 at the time of the Year 7 application, then that Year 11 student must have been offered and accepted a place in the Sixth Form. See Note C.
5. **Children who attend Walthamstow Primary Academy** and are in Year 6 at the time of the admission application deadline. See Note D.
6. **Children whose permanent address is nearest to the academy**. The distance which determines how close the child lives to the academy is measured using a straight line from the child's permanent address to the designated main gate of the academy. See Notes E and F.

Tie-break

If in categories 2-6 above a tie-break is necessary to determine which child is admitted, the child living closest to the school will be given priority for admission. We use the distance between the child's permanent home address and the school, measured in a straight line (see Note F).

If there are insufficient places to accommodate all applicants and after using all oversubscription criteria, applicants for the final place(s) cannot be split, the remaining place(s), will be allocated using a random allocation process (carried out by someone independent of the school) if the distance between a child's home and the academy is equidistant in any two or more cases.

² Please also refer to the Notes section

Random allocation will not be applied to multiple birth siblings (twins and triplets etc.) from the same family tied for the final place. When considering twins, triplets or other multiple births places, where the final place available was offered to a twin, triplet or multiple birth, a place will be offered above the published admission number to the other twin, triplet or multiple birth children whose twin, triplet or multiple birth was offered a place within the admission number.

Late applications

All applications received by the school after the deadline (as published by Waltham Forest on their Secondary School Places Application pages) will be considered to be late applications. Late applications will be considered after those received on time. If, following consideration of all applicants the school is oversubscribed, parents may request that their child is placed on the school's waiting list.

Admission of children outside of their normal age group

Parents may request that their child is admitted outside their normal age group, either due to being summer born or for any other reason specific to the child's circumstances, such as ill-health. The Academy is fully cognisant of its duties as detailed in paragraphs 2.18 – 2.20 of the School Admissions Code 2021 and will take steps to ensure compliance with the Code under the powers granted in paragraphs 3.6/3.7 of the Code.

To apply for admission outside of the normal age group, parents should include a request with their application, specifying why admission out of normal year group is being requested. When such a request is made, the Admissions Committee of the Academy will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned, taking into account the views of the Principal and any supporting evidence provided by the parent. When informing a parent of their decision on the year group the child should be admitted to, the Admissions Committee will set out clearly the reasons for their decision.

Where the Academy agrees to a parent's request for their child to be admitted out of their normal age group and, as a consequence of that decision, the child will be admitted to a relevant age group as part of the main admissions round (Year 7 or Year 12) the local authority and Academy will process the application as though it were any other application made as part of the main admissions round, and the same oversubscription criteria shall apply. Where the application falls outside the main admission round, then the in-year admission process shall apply (see below).

Parents have a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the Academy, but it is not in their preferred age group.

Waiting lists

The Academy will operate a waiting list. Where the school receives more applications for places than there are places available, a waiting list will operate until the end of the school year. This will be maintained by the Academy, and it will be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application.

Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant, they will be allocated to children on the waiting list in accordance with the oversubscription criteria. The waiting list will be reordered in accordance with the oversubscription criteria whenever anyone is added to or leaves the waiting list.

Application process – Sixth Form Admissions

The Academy operates a co-educational Sixth Form for a maximum of 250 students, with a capacity of 125 in each of Year 12 and Year 13. The Academy has adopted specific criteria in relation to minimum academic entrance requirements for admission to the post-16 provision. These criteria are the same for both internal transfers and external applicants.

Applications are made directly with the school via their Applica system. Further information on How to Apply is set out on the Academy's website here: <https://www.walthamstow-academy.org/sixth-form/how-to-apply>.

When the Sixth Form is undersubscribed, all applicants meeting the minimum academic entry requirements will be admitted.

The Academy will publish, at the beginning of the academic year prior to admission (e.g. September 2026 for those seeking admission in September 2027) academic entry criteria. This will be made available on the Academy's website at [Walthamstow Academy > Sixth Form](#). At the same time, it will publish the specific minimum requirements for individual courses. These academic entry requirements form part of the admission arrangements and will be published in the Sixth Form Prospectus and on the Academy's website.

When there are more external applicants who satisfy any academic entry requirements than places available, then the oversubscription criteria set out on page 2 will apply. The Academy will admit pupils with an Education, Health and Care plan in which the Academy is named, provided that they meet the minimum academic entry requirements of the Sixth Form of the Academy.

Offers for a place at the Sixth Form are not offers to study specific courses. The offer will be based upon predicted GCSE grades but will be conditional upon the applicant meeting the entry criteria in his/her summer exams. Where GCSE grades are unavailable then other measures of prior attainment may be deemed acceptable if they are gained through public examinations (for example, qualifications gained in a different country's education system).

Details relating to the predicted grades will be required on the application form. However, if eligible internal or external applicants then fail to meet the minimum course requirements after they have been offered a conditional place, they will either be given the option of pursuing any alternative courses for which they do meet the minimum academic requirements, or they will be deemed not to have been successful in their application. This will be discussed with the applicants when they come to visit on results day and / or once they have updated their details on Applica.

Places in individual subjects will be limited by the availability of specialist and teaching resources. Eligible pupils not offered a place on the course of their choice (either because they have not met the specific required grade for the course or because the course is full) will be offered an alternative if possible.

Each course has a maximum capacity of 30. Where course entry requirements are met, but the admission of a child into the Sixth Form would cause a course to have more than 30 students then admission to that course may be refused. In these cases, the following criteria will be applied in the order shown:

1. Looked after children (see Note A) will be given first preference.
2. Students who have been in Year 11 at the Academy will be given preference over students who attended Year 11 at other schools.
3. If two students are equally placed on the above criteria then suitability for the course/s chosen by the student will be assessed. The most suited students (based on prior attainment) will be admitted.
4. Distance from the academy will be used if students are equally placed on the above criteria.
5. The student who resides nearest to the academy's main gate will be admitted to the course, the distance measured will be the same as described in the academy's main oversubscription criteria (see Note F).

The Sixth Form admissions process will start in September 2026 and applications are due at the end of January 2027. There is no admission to Year 13 unless students have studied in Year 12 at the academy. Precise dates will be published on the academy's website on the Sixth Form page.

Unsuccessful external applicants and those existing Academy pupils refused admission into the Sixth Form will have the right of appeal to an independent Appeals Panel. The right of appeal for entry into the Sixth Form applies to both the pupil and the parent / carer.

In Year Admissions: Arrangements for Admitting Pupils outside of the normal admissions round

Applications outside of the normal admissions round are known as in-year admissions.

Parents are encouraged to apply for a place in-year their home Local Authority, which for Waltham Forest residents would be through completing this form here: [In-year admissions | London Borough of Waltham Forest](#). Parents will be notified by the Local Authority of the outcome of their in-year application within 10 school days of the receipt of the application, wherever possible.

If the year group applied for has a place available, the child will be admitted unless there are reasonable reason(s) not to admit in accordance with Schools Admissions Code³. If more applications are received than there are places available, the oversubscription criteria outlined above shall apply. Parents/carers whose application is turned down are entitled to appeal (see below).

³ The Academy may refuse to admit a child where there are places available on the grounds that admission would prejudice the provision of efficient education or the efficient use of resources.

Appeals

All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code. The appeal panel will be independent of the Academy. The arrangements for appeals will be in line with the School Admissions Appeals Code published by the Department for Education. The determination of the appeal panel will be made in accordance with the Code and will be binding on all parties.

Appeals should be filed via the home Local Authority, which for Waltham Forest residents is via the London Borough of Waltham Forest's website here: [Schools admissions appeals | London Borough of Waltham Forest](#)

If parents (or students appealing for Sixth Form admissions or who are over compulsory school age) decide to appeal, they will receive an advance notice of the hearing date. They will be invited to attend the appeal. The hearing will be conducted as informally as possible, and there will be an opportunity for parents/carers to put forward their case and ask questions. If the appeal is refused, the Local Governing Body will not consider a further appeal for admission in the same academic year, unless there is a significant material change in circumstances of the parent or child.

Fair Access Protocol

Walthamstow Academy participates in the In-Year Fair Access Protocol managed by the London Borough of Waltham Forest in order to minimize the number of students who are at risk of underachievement by being out of school. This is reviewed by the local Admissions Forum on a regular basis.

Publication Timeline

This Admissions Policy will be published on the Walthamstow Academy website by 15 March each year, for admission in September the following year. The academy acts in accordance with the School Admissions Code. The local authority handles all admissions to Year 7 and any associated appeals. The policy will also be made available to parents and carers upon request.

Notes:

A. Looked After Child

“Looked After Child” means any child who is in the care of a Local Authority in accordance with Section 22 (1) of the Children Act 1989. A child who was “previously a Looked After Child” means a child who after being Looked After became subject to an Adoption Order under the Adoption Act 1976 or under Section 46 of the Adoption and Children Act 2002, a Residence Order or Child Arrangement Order under Section 8 of the Children Act 1989 or Special Guardianship Order under Section 14A of the Children Act 1989. Applicants can be asked to provide additional evidence in order to verify the previously looked after status of a child. It is at the discretion of the Academy Trust what evidence is required. The final decision will be made by the Academy Trust. If any information supplied by an applicant is judged by the Academy Trust to be fraudulent or intentionally misleading, the Academy Trust may refuse to offer a place, or if already offered, may withdraw the offer.

A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation, or any other provider of care whose sole purpose is to benefit society. Applicants can be asked to provide additional evidence in order to verify the previously looked after status of a child. It is at the discretion of the Academy Trust what evidence is required. The final decision will be made by the Academy Trust. If any information supplied by an applicant is judged by the Academy Trust to be fraudulent or intentionally misleading, the Academy Trust may refuse to offer a place, or if already offered, may withdraw the offer.

B. Medical, Social and Special Needs:

The specific need which parents may ask to be taken into account must:

- relate directly to the student;
- be significant to the extent that it will or is likely to have an impact on the ability of the student to access the provision of education.

Parent(s) wishing to make application on the basis of this criterion must demonstrate that the Academy is specifically suited to meet the need described in the application and that no other school can meet this need. Applications made on the basis of this criterion must be accompanied by a report or letter from a relevant and appropriately qualified professional person. Such a person may be a doctor, social worker or educational psychologist. The Academy reserves the right to seek and take into account a second opinion from a suitably qualified professional person, such opinion to be gained at the expense of the Academy. Parent(s) are advised that they should provide full information with their application to enable it to be properly considered. It may not be possible for the Academy to consider late information.

For the avoidance of doubt, ‘social need’ does not include a parent’s wish that a child attends the school because of a child’s aptitude or ability or because their friends attend the school. ‘Medical need’ does not include mild medical conditions. Supporting evidence will need to be documented and set out on the Supporting Evidence Form which must be completed and submitted alongside the main application.

C. Sibling:

'Sibling' means a natural brother or sister, a half brother or sister, a legally adopted or fostered brother or sister or half-brother or sister, a step brother or sister or other child living in the same household as part of the same family who, in any of these cases, will be living at the same address at the date of their application for a place.

D. Feeder Primary School:

Children who are in Year 6 at Walthamstow Primary Academy receive priority within the Admissions Policy for Walthamstow Academy. The two schools are part of the same Academy Trust (United Learning) and benefit from a common curriculum and close links.

E. Permanent address

The home address is where a child normally lives. Where a child lives with parents with shared parental responsibility, each for part of a week, the address where the child lives is determined using a joint declaration from the parents stating the pattern of residence. If a child's residence is split equally between both parents, then parents will be asked to determine which residential address should be used for the purpose of admission to school. If no joint declaration is received where the residence is split equally by the closing date for applications, the home address will be taken as the address where the child is registered with the doctor. If the residence is not split equally between both parents then the address used will be the address where the child spends the majority of the school week.

Proof of residence may be requested, including but not limited to utility bills, council tax documents, and tenancy agreements. If false or misleading information is used to gain entry to the academy, the offer of a place will be withdrawn and the application cancelled.

F. Distance

The distance which determines how close the child lives to the academy is measured using a straight line from the child's permanent address (as defined by the Local Land and Property Gazetteer) to the designated main gate of the academy. The coordinates of the academy's main gate are taken to be Easting: 536960, Northing: 190960.