

This email is to advise that the Admission Team will be moving to The Magistrates building on the Town Hall complex on Monday 19th March 2018.

You should see no change in the service that you currently receive.

The changes for parents are minimal and detailed as follows;

- Appointments to see an admissions officer - the appointments will take place at The Magistrates, Town Hall Complex, 1 Farnan Avenue, Walthamstow, London E17 4NX. Parents will be advised of this at the time of booking the appointment.
- Dropping off applications and documents - The Magistrates will be the new drop off point for customer documents although we will be accepting documents at Sycamore House for a further 3 weeks. Customers who attend Sycamore House in the next 3 weeks will be advised to visit The Magistrates for all future visits
- The information above will be updated on the Council's website
- The Call Centre will be advising parents of the new location and drop off point as required

