

For consultation Nov13

Changes to In-Year Admissions - Address details, Proof of Address, and Address Verification

Address details

The child's address is expected to be the address of your child's permanent residence. Your child must be living there at the time of application and you must provide proof of address in the name of the applicant. If you live at a different address please provide details and reasons for this and this will be considered. An intended future address cannot be taken as your current address. You must apply from your current address and update the In-Year Admissions team by email or letter when you have moved into your new home, providing the necessary proof as soon as possible. Any temporary address, holiday or second home, rented or otherwise, and any recent moves before application or moves back to a previous address after application, which appear to be being used to secure a place at a particular preference school will be investigated. Cases brought to the attention of the council by schools or members of the public will be checked.

You may not give the address of a relative or carer unless they have legal custody of the child. Where parents are separated and share custody, the parent with whom the child spends most of the school week/sleeps at most nights should make the application from that address. If the parent making the application lives at a different address from the child, a letter of explanation should be given and signed by both parents; this will be considered but not necessarily agreed.

An application can only be made from a single address and only one application made for each child.

You are required to update the In-Year Admission team of any change of address immediately.

Proof of Address

Please provide a copy of one of the following documents to be considered as evidence:-

- Preferred proof - Your current year's Council Tax bill in the name of the applicant for the current year
- OR
- Recent child benefit or child tax credit letter
- Letter confirming entitlement to Benefits (Housing, Income support, Jobseekers etc.)
- Registered tenancy agreement (private letting agency) with copies of 2 recent bills/documents, such as bank/mobile phone statement, utility bill (gas/water/electric) or wage slip
- Letter from Social Services, National Asylum Support Service (NASS), United Kingdom Border Agency (UKBA) or Housing Department confirming placement at your address

Please note that proof of home address must be in the parent's (applicant's) name at the address given on your application form and be dated within the last 6 months.

If you are living with friends or relatives, you will need to provide a copy of their council tax bill, a letter from the council tax payer confirming you are residing with them and will be for the foreseeable future, and two of the named documents above. You will need to supply good photocopies of documentation to confirm address. Failure to provide proof of your address or provision of an incorrect address may result in an offer being withdrawn.

Address Verification

Council officers will check your current and previous addresses against their records and reserve the right to seek evidence from parents, Council records, schools or any other source deemed appropriate. Where there is any doubt about the validity of an address they may make home visits and refer cases to the Audit and Investigation team. We will not accept a temporary address in your name or that of a relative or friend if it is decided after undertaking checks that it is not the permanent address of your child and is being used solely or mainly to obtain a school place. You would be formally advised of this in writing. A right of appeal would apply. School places offered on the basis of an address not agreed as the valid address may be withdrawn even after the child has started at the school.