DOCUMENTARY EVIDENCE

PLEASE DO NOT SEND ORIGINAL DOCUMENTS

Copies of documents are sufficient

As part of the school admission process, you may be asked to provide various documentary evidence to support your application. Further guidance on what is considered as acceptable proof is detailed below.

Proof of Address (Please provide one document from the list below)

Acceptable proof of Address

Proof of address provided **must** be in the name of the person making the application

• A copy of your Council Tax bill for the current year;

• TV Licence (valid for the current year) with the name and address of the applicant;

• A photocopy of the Child Benefit statement, showing parent's name, the child's name and the home address for the current year or dated within the last 12 months

If the documents listed below are used as Proof of Address they must be dated within 3 calendar months

• A copy of a rental agreement for a minimum of six school weeks signed and dated by both the tenant and the landlord.

• A copy of a recent utility bill for your home address, showing usage – gas, electricity, water, telephone. (Not mobile phones)

• A copy of your driving licence issued within the last three months showing your new address

• Copy letter from a Housing Association confirming that you and the child are living at the address.

• HMRC Tax notification documentation.

• Credit Card statements dated within the last three months.

• Bank/Building Society/ statement dated within the last three months.

• Letter from National Asylum Support Service (NASS) or UK Border Force (UKBA) confirming placement at the address.

• A photocopy of the child's medical card, showing the home address.

• Home Office paperwork (including child's name and date of birth).

• A letter from your Solicitor confirming exchange of contracts on the new property you are purchasing stating the full postal address. Preferably with a completion date.

• A Deed of Assignment.

• If you are moving in with a friend or relative we will need a letter from the friend/relative confirming that you are coming to stay with them (mentioning you all by full name) and we will also need to see a recent utility bill for the friend/relative dated within the last three months.

• A copy of the notice to quit (if returning to a property you own, that is currently tenanted)

Proof of the child's date of birth (Please provide one of the below)

- The child's birth certificate or
- The child's passport (this must be valid) or
- European Economic Area (EEA) Identity card