

38. Proof of Address/ more than one address

In all cases, evidence of permanent residence of a pupil at the time of application is required. Any place approved on the basis of residence will be withdrawn if the pupil is no longer permanently resident at the address at the beginning of the school term to which the application relates.

Where the family states that they are already resident at the address used on the application form, this will be checked by the School Access Team with council Tax records and other sources. Any place approved on the basis of the address provided will be withdrawn if this address is found to be incorrect or if the pupil is not permanently resident at the address at the beginning of the school term to which the application relates. Where parents/carers have shared responsibility for a child, and the child lives with more than one parent/carer for part of the school week then the home address will be determined as the address where the child lives for the majority of the school week (i.e. 3 out of 5 days available). Parents will be required to provide documentary evidence to support the address they wish to be considered for allocation purposes. This will be legal documentation, Child Benefit confirmation, evidence from Social Services, Health Professionals or other professionals.

If a parent advises when applying that they will be moving to a new address after the closing date but before they are due to take up the school place, this new address will only be taken into consideration if documentary evidence is provided with the application form prior to the closing date. This evidence will be exchange of contract, proof of purchase or a rental agreement. If this information is not provided, the address used for considering the application will be the current address. **Due to the high number of applications being processed, the School Access Team will not contact the parents to request this information if it is missing. It is the responsibility of the parent to provide it.**