

# School Admissions: Application address

## Secondary School Application

The address that we will use to process your application will be your child's current permanent address on **31 October 2016**. We can only use one address. This must be the official address where your child spends most of their time Monday to Friday.

Please note that we may not accept a temporary address if you still possess a property that was previously used as a home address; nor accept a temporary address if it is used solely or mainly to obtain a school place.

We may also carry out additional checks with the new school to see whether the child's home address has changed since the application was completed and will investigate all applications where:

- there are any doubts about the information originally provided
- information has been received from a member of the public to suggest misleading information has been provided and a fraudulent application made
- the council tax account is in a different name from the applicant's.

**The provision of false or misleading information will result in the school place being withdrawn, and may lead to prosecution.**

## Whistleblowing

Islington Council takes a firm stand against any attempt to obtain a school place by fraud. If you provide false or deliberately misleading information whilst completing a school admissions application, or use a temporary address intentionally for the purpose of gaining an advantage over other applicants, your application will become void.

If you know someone who intends to use, or has used, a false address to obtain a school place, you can report this confidentially to the Islington School Admissions team on 020 7527 5515 or email [admissions@islington.gov.uk](mailto:admissions@islington.gov.uk)

## Shared parental responsibility

If parents live separately, but the child lives equally with both, then it is the parents' responsibility to make this clear at the time of the application and to provide supporting evidence in respect of both addresses, for example, a Residency Order from a court.

Please note that only one address can be used for school admission purposes and the final decision will rest with the Islington School Admissions team.

## Proof of address

- 1) Proof of your address – you need to provide
  - your Council Tax reference number (you can find this on your Council Tax bill) **or**
  - a copy of your most recent rent, mortgage statement or tenancy agreement **or**

- two documents which show your address, e.g. utility bill, bank statement, or a letter from your GP, hospital, dentist or optician.
- 2) Proof that your child lives with you - you need to provide:
- a copy of your most recent child benefit or family tax credit letter, as long as it shows your child's name and address **or**
  - two documents from the following: a letter from your child's GP, dentist, hospital, optician; NHS Medical Card; child trust fund document; or the page within your child's health record book that has his/her name and address.

All documents must be less than a year old. Documents can be uploaded with your online admissions application. Don't delay your application, even if you don't have all the proofs of address that we need – we'll contact you later with advice on what to do.