Sandringham School

Admissions

Guidance for Verification of "Permanent Home Addresses" for Oversubscription Criteria 5 (Children who live nearest to the school)

Background

Under Rule 5 places are allocated on the basis of applicants whose permanent home address is nearest to the school. The school, some local residents and other applicants are concerned that the "permanent addresses" given by some applicants may not be genuine, but rather only temporary for the specific purpose of securing a place at the school.

The school is concerned to ensure that applicants who provide misleading or fraudulent information for admissions do not deprive other children of their rightful place. The school has consulted with local residents, the local authority, the Department for Education, parents and applicants on our admissions criteria and has considered carefully the feedback from those consultations as well as the provisions of the current School Admissions Code.

So as not to disadvantage those applicants who genuinely live near to the school, specific guidance has been put in place to enable the school to judge consistently and objectively whether an address is the permanent home address of the applicant. In formulating this guidance, the school has (amongst other things) taken into account the need to treat all applicants fairly and not unfairly to disadvantage any group of applicants.

Nothing in this guidance alters any part of the School's Oversubscription Criteria.

In this guidance:

"Indicators" means the indicators suggesting that an address may not be a permanent address set out at the foot of this guidance

“Application form” means the Local Authority Application form

Date of application” refers to the closing date for school applications – normally 31st October.

Verification of Permanent Home Address of Applicant – Oversubscription Criteria 5

Parents/carers of applicants being considered under criteria 5 may be asked to provide evidence that the home address submitted is the permanent residence of the child as defined in the admissions arrangements. Such evidence may include but is not restricted to: -

- proof of ownership (a mortgage statement is acceptable) **or** a tenancy agreement covering the relevant period
- the address at which the applicant has resided in one year prior to the date of application. This should include evidence that all ties with the previous address(es) have been relinquished. For example, this could be a copy of the contract/transfer for sale of the property or documentation or correspondence confirming the termination of tenancy agreement and reasons for moving.
- a council tax statement covering the date of application
- an official letter relating to the applicant (for example a tax credit/child benefit statement, medical letter, bank/building society letter or other official statement/document containing the child's name)
- a recent electricity and gas bill (showing actual usage)
- Driving Licence of the parent/carer

If from:

- the above-mentioned evidence
- information given in the Application form
- information obtained by the school from the applicant's primary school and/or the Local Authority of the applicant and/or other sources i.e. electoral roll/192.com information received/obtained from any third party (provided that third party also supplies his or her name and address)
- the addresses of previous applicants

any two (2) Indicators are present (or, in the case of the first and second Indicators, from these alone) the information will be passed to the School Admissions Panel for consideration.

If, after considering the above evidence seeking any further clarification or making any further enquiries it feels necessary, the School Admissions Panel, acting reasonably, is not satisfied that the relevant address is the permanent home of the applicant, the offer will not be made or, if it has already been made, will be withdrawn or, another address that the School Admissions Panel considers to be the permanent address, as defined in the admissions arrangements, will be used for allocation purposes.

The School Admissions Panel may also withdraw school place offers if information is withheld at any point (before, during or after the application process).

Where an offer is made and the place accepted, addresses of applicants who obtain places under oversubscription Criteria 5 (children who live nearest to the school) will continue to be monitored during the first year that the applicant starts at the school.

Where any applicant has already started at the school and the school becomes aware that the applicant's address has changed from that given on the Application form, the school will ask for further information about such change. If, acting reasonably, the school are not satisfied that the address given on the Application form was the genuine permanent address of the applicant, the school will normally withdraw the place before the end of the applicant's first year at the school.

Indicators suggesting that the address may not be a permanent address:

1. The applicant has moved to the address given on the Application form within 12 months prior to the date of application whilst retaining a previous address that is further away from the school even if the previous address is leased to a third party.

2. The applicant is no longer living (or has not lived) at the address given in the Application form at any time from the date of application up to the end of December of the year in which the applicant is due to start/has started at the school.

3. The applicant does not appear to be living at the address given in the Application form at any time up to the end of December of the year in which the applicant is due to start/has started at the school.

4. The address of the applicant given on the Application form is the same address as any other applicant (under criteria 5) in the last two years.

5. Any tenancy or rental agreement does not extend from the date of application to at least December of the year in which the applicant is due to start at the school.

6. The address of the applicant given in the Application form differs from the address for the applicant held by the primary school and/or the Local Authority of the applicant.

7. The evidence provided does not show the same address as that given on the applicant's Application Form.

8. The electricity and gas bills for the address given in the Application Form show usage below reasonable expectation.

Any applicant who is aggrieved by the decision of the School Admissions Panel will, in the usual way, have a right of appeal. Parents wishing to appeal who applied through Hertfordshire's online system should log onto their online application and click on the link "register an appeal". Out of county residents and paper applicants should call the Customer Service Centre on 0300 123 4043 to request their registration details and log into www.hertfordshire.gov.uk/schoolappeals and click on the link "log into the appeals system.