

## School Admissions

### List of valid proof of address documents:

Parents are required to provide proof of address when accepting their child's school place. This must prove residence at the given home address on the allocation date.

Two of the following should be provided:

- **Council tax statement** \*\*
- **Utility bill**- electricity, gas, telephone, water – inc mobile phone contract/bill \*
- **Working/ Family tax credit documentation** \*

If you are unable to provide two of the above, you should also provide 4 of the followings documents:

- **Financial statement** e.g. pension, endowment, ISA \*\*
- **Vehicle Registration Document** – Document V5 old style and V5Cnew style only
- **Driving licence** – photocard style only
- **P45/P60 statement (UK)** \*\*
- **Bank/Building Society statement\***
- **Court Claim form (UK)** – document issued by Court Services\*\*
- **TV licence\*\***
- **Addressed Payslip\***
- **Credit Card statement\***
- **Mortgage statement\*\***
- **Insurance certificate\*\***
- **A document from Central/Local Government/Government Agency/Local Authority giving entitlement (UK)** – e.g. Department for Works and pensions, the Employment service, Customs and Revenue, Job Centre, Job Centre Plus and Social Security\*
- **CRB Disclosure Certificate\*\***

\* Documentation should be less than 3 months old and issued before 16 April 2020

\*\*Documentation should be issued within the last 12 months, and before 16 April 2020