

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 *
- **Child benefit or Working/Family tax credit documentation ***

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

- **Financial statement** eg pension, endowment, ISA **
- **Vehicle Registration Document** – Document V5 old style and V5C new 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)** eg Department for Works and Pensions, the Employment Service, Customs and Revenue, Job Centre, Job Centre Plus and Social Security *
- **DBS Disclosure Certificate ****

*Documentation should be less than 3 months old and issued before 18th April 2017

**Documentation should be issued within the last 12 months and before 18th April 2017

The above is based on guidance issued by the DBS on acceptable forms of documentation to show proof of address. This list is subject to amendment.

You will also need to submit:

- ✓ Baptism Certificate (if your child is Roman Catholic)
- ✓ Birth Certificate of child