

## 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 and the proof must be in the name of a parent/carer.

#### Group 1

Two of the following should be provided:

- **Council tax statement \*\***
- **Copy of Mortgage Statement or Rental Agreement (financial details can be blacked out)**
- **Utility bill**- electricity, gas, telephone, water – inc mobile phone contract/bill \*
- **Working/ Universal Credit documentation \***

If you are unable to provide two documents from Group 1, you should also provide 1 document from Group 2 and two further documents from either Group 2 or Group 3:

#### Group 2

- **P45/P60 statement (UK) \*\***
- **Bank/Building Society statement\***
- **Court Claim form (UK) – document issued by Court Services\*\***
- **DBS Disclosure Certificate\*\***

#### Group 3

- **Financial statement** e.g. pension, endowment, ISA \*\*
- **Vehicle Registration Document** – Document V5 old style and V5C new style only
- **Driving licence** – photocard style only
- **TV licence\*\***
- **Addressed Payslip\***
- **Credit Card 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\***

\* Documentation should be less than 3 months old and issued before 17 April 2023

\*\*Documentation should be issued within the last 12 months, and before 17 April 2023