

DOCUMENTARY EVIDENCE

PLEASE DO NOT SEND ORIGINAL DOCUMENTS

Copies of documents are sufficient

As part of the school admission process, you may be asked to provide various documentary evidence to support your application. Further guidance on what is considered as acceptable proof is detailed below.

Proof of Address (Please provide one document from the list below)

Proof of address provided **must** be in the name of the person making the application

If the documents listed below are used as Proof of Address they must be dated within 3 calendar months

- A copy of your Council Tax bill for the current year or Utility bill.
- A copy of a rental agreement for a minimum of six school weeks signed and dated by both the tenant and the landlord.
- A letter from your Solicitor confirming exchange of contracts on the new property you are purchasing stating the full postal address. Preferably with a completion date.
- If you are moving in with a friend or relative, we will need a letter from the friend/relative confirming that you are coming to stay with them (mentioning you all by full name) and we will also need to see a recent utility bill for the friend/relative dated within the last three months.
- A copy of the notice to quit (if returning to a property you own, that is currently tenanted)

Proof of the child's date of birth (Please provide one of the below)

- The child's birth certificate or
- The child's passport (this must be valid) or
- European Economic Area (EEA) Identity card