



Documentary Evidence

Please do not send original documents - Copies of documents are sufficient.

As part of the school admission process, you will be asked to provide various documentary evidence to support your application. To ensure that offers of school places are made fairly.

Please ensure that you have the correct documentation required in order to avoid any unnecessary delay in the child's admission to school.

Proof of Address (Please provide one of the below documents)

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

A copy of your **Council Tax** bill for the current year

Documents below must be dated within 3 calendar months.

- A copy of a **Rental Agreement/Tenancy Agreement** for a minimum of six school weeks signed and dated by both the tenant and the landlord.
- A letter/email from your **Solicitor confirming exchange of contracts or completion** for the property you are purchasing stating the full postal address. Preferably with a completion date.
- If you are moving in with a friend or relative you must provide a letter from the friend/relative confirming that you will be staying with them (naming the applicant and all children 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 **Notice to Quit** (if returning to a property you own, that is currently tenanted)
- Current Gas or Electricity Bill
- Tied/Work Accommodation with letter from employer.

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

Evidence of a Child in Care or Previously in Care status (Please provide a copy of one of the following):

- Any Child Arrangement Order;
- A Special Guardianship Order;
- Written confirmation from an involved council employee (ideally the assigned Social Worker);
- Documents saying, they are CURRENTLY in public care;

- Document saying they are formerly in public care when the applicant notes this on their application.

Documentary evidence of adoption

In all cases parents should have one of these documents:

- a) An adoption order from a UK court;
- b) Official documentation from the relevant court or state authorities in the country of Adoption, confirming that the child was adopted.
 - i) a certified document obtained from the embassy of the country of origin;
 - ii) a letter from an adoption agency;
 - iii) a letter from another agency or organisation that has been involved with the child.
- c) Adoption Certification/new Birth Certification

Proof of Parental Responsibility (Please provide one of the below)

Where there is any doubt about parental responsibility, we will ask you to provide proof of parental responsibility. In such cases, whatever you choose to provide we will be entirely up to you. However, it must indicate that you have parental responsibility.

Examples of documents that denotes parental responsibility include:

- The child's Birth Certificate
- Parental Responsibility Agreement entered into by birth parents
- Copy of a Court Order giving parental responsibility
- Child Arrangement Order in respect of the child
- Adoption Order
- Upon taking office as a formally appointed guardian of the child

This should be accompanied with proof that you are the person so named e.g. Passport

Please do not send original documentation as we cannot guarantee the return, copies of documents are sufficient.

Guidance taken from Cambridgeshire County Council Documentary Evidence Information April 2024

Brampton Road, Huntingdon PE29 3BN

Tel: 01480 375700 www.hinchingbrookeschool.net communications@hinchbk.cambs.sch.uk

