ADDRESS OF CONVENIENCE
ASSESSMENT PROTOCOL

Version 1

Academic Year
2015/16
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1. INTRODUCTION

1.1 This protocol sets out the procedure by which The London Borough of Havering School Admissions Team ("Havering") will investigate potential addresses of convenience.

1.2 An address of convenience is considered to be an address used for the purposes of gaining a school place which is not a child’s normal, permanent residence.

2. REQUIREMENT

2.1 Havering has a duty to ensure that school places are offered fairly and accurately, in line with the published admissions oversubscription criteria.

2.2 Havering has a legitimate interest in processing data that would prevent a school place being offered incorrectly.

2.3 Within Havering’s published admission arrangements for Community and Voluntary Controlled Schools, if a school is oversubscribed this usually involves consideration of the last criterion, namely distance from the school, priority being given to applicants living closest to the school. This distance is measured in a straight line from the centre of the pupil’s home address to the predefined point of the preferred school, and is calculated using the London Borough of Havering’s Geographical Information System.

2.4 All own admission authority schools within Havering (i.e. Voluntary Aided schools, Academies and Foundation Schools) also use distance as the final criterion of their admission arrangements. The method for measuring these distances will be set out in their determined admission arrangements.

2.5 In order to prioritise pupils correctly, all admission authorities must verify that distances are being measured from a child’s habitual residence and, therefore, that an application is being made from a child’s normal home address.

2.6 This protocol relates to the detection of addresses of convenience for any application processed by Havering, including applications received directly as well as those passed to Havering as part of the co-ordinated admission scheme.

2.7 Where an application names an own admission authority school, then any decision regarding the use of an address of convenience rests with the school’s governing body and not Havering. Havering will liaise with any own admission authority school with regards to an investigation.

3. HOME ADDRESS

3.1 A child’s home address is defined within Havering’s admission arrangements as being the child’s normal place of residence, and excludes any business, relative’s or child-minder’s address. Where there is a formal residence order or child arrangements order which states that legal custody is equally shared between parents/carers, then it is up to them to agree which address to use for the purpose of making a school place application. If legal custody is not equally shared, the address of the parent with the majority of custody will be used. If there is no formal
agreement in place the address at which any Child Benefit is claimed will be used. If Child Benefit is not claimed then the address at which the child is registered with a GP will be used.

3.2 The address to be used for the initial allocation of places to Reception, Year 3 and Year 7 will be the child’s address at the closing date for applications. Changes of address after the closing date may be considered in accordance with Havering’s co-ordinated scheme, if there are exceptional reasons behind the change, such as if a family has just moved to the area or if there has been a recent death of an immediate family member. However, it is not permissible to use an address of convenience, the definition of which is provided in Section 4.

3.3 After the initial round of allocations, any late applications or In Year applications will be considered from a child’s current permanent address. The address used for waiting lists will also be this address.

3.4 Any offer of a place on the basis of address is conditional upon the child living at the relevant address at the appropriate time i.e. the closing date for applications. For on time applications during the normal admissions round the address used must be the last date for notifying Havering of a change of address, as stated in the co-ordinated admissions scheme. For all other applications, this will be at the time any offer is made. Applicants have a responsibility to notify Havering School Admissions Team of any change of address.

3.5 As part of the application process, applicants are asked to provide proof of their home address. This is usually their council tax number or, if they are not responsible for council tax, alternative evidence such as a signed tenancy agreement and a utility bill.

4. ADDRESS OF CONVENIENCE - DEFINITION

4.1 An address of convenience is considered to be one which is used by a parent in order to gain a school place where the address is not the child’s normal, permanent home address. The normal permanent address is considered to be where the child resides for the majority of the school week and where the child’s primary guardian normally permanently resides.

4.2 Havering will investigate if the main carer of the child still possesses a property that has previously been used as a home address, Havering will also investigate if we suspect an address has been used solely or mainly to obtain a school place when an alternative address is still owned and available to them. In cases such as this, renting out the owned property would not deem it unavailable to the family.

4.3 There are no set criteria which define and confirm an address of convenience. It is for the admission authority to determine if, on the balance of probability, the address given on an application is the child’s normal, permanent address. Some examples of when an address of convenience may be considered are as follows:

- An applicant applies from an address where the child does not permanently reside, for example a relative’s address.
- A family rents a property, or live with relatives temporarily, and use this address in order to gain a school place, whilst retaining ownership of an alternative
property. In cases such as this, the property which is still owned by the family would normally be considered as the appropriate address to assess admission from, even if this property is not currently being occupied by the family.

- Where residence is split between two parents living at alternative addresses, an application is made from the address where the child does not spend the majority of the school week. A court order should be present which specifies the living arrangements. If residency is truly split equally, then parents must decide which address to apply from and only apply from one address.

4.4 There are a number of reasons why Havering may investigate an address. Some addresses may be checked when specific suspicions have been raised about the application, whilst others may be randomly checked. The reasons an address may be investigated can include, although are not restricted to, the following:

- Targeting specific applications for oversubscribed, popular schools
- Spot checking applications
- Applications where the applicant does not appear to be the child’s legal guardian
- Applications for children whose current school is not in the area of the home address
- Where information stored on Havering’s database indicates another family unit at the same address
- Where the applicant’s address does not match the address provided to the child’s current or preferred school
- Known short-term rental addresses near popular schools
- Those who have been resident at an address for less than 6 months and who previously resided at an address further away from a popular school
- Where a change of address is reported after an application is first submitted
- Where any other suspicions are raised about the permanence and authenticity of an applicant’s address

4.5 Any other authority, establishment or individual may refer the suspected use of an address of convenience to the Local Authority. Referrals should be made on the official online referral form (Address of Convenience Investigation – Referral Form) available via www.havering.gov.uk/admissions. The identity of any parent or member of the public making a referral will be kept confidential as part of any investigation and will not be divulged to any party being investigated (unless required by a court order). Anonymous referrals will be reviewed and investigations instigated where appropriate.

4.6 Specific evidence which indicates that an applicant may be using an address of convenience does not need to be present for Havering to investigate an address. Havering has a duty to ensure all school places are offered correctly and fairly, and therefore has a duty to ensure all addresses used for the purpose of allocating school places are accurate. Any address can be investigated at any time to ensure the authority fulfils its duty.

4.7 Havering has a legitimate interest in processing data that would prevent a school place being offered incorrectly. Schools have a corresponding legitimate interest in sharing data with Havering in order for the detection of such cases. Schools and Havering reserve the right to share any data which is deemed relevant as part of any investigation.
4.8 Where any suspicion of an address of convenience involves an address outside the administrative authority of Havering, then Havering reserves the right to liaise with relevant other local authorities as necessary.

5. ADDRESS VERIFICATION PROCESS

Initial Investigation Letter

5.1 When Havering has decided to investigate an address, contact will be made with the applicant informing them of the investigation. Examples are set out in Appendix A & B and will:

- Explain the reason why the address is under investigation
- Describe the council’s definition of an address of convenience
- Set out why the authority has a duty to investigate addresses
- Provide an overview of the procedure followed in order to investigate addresses

For addresses which are currently being used on an application and suspicions exist as to whether this is the child’s permanent address then Havering (Appendix A) will also:

- Request the applicant to complete a form (see appendix C) which asks for specific details about their address; i.e. how long have they lived at the property, do they own any other property etc.
- Request the applicant to provide copies of specific documentation to verify the address (see section 5.2)

5.2 The documents (copies) which will be sought to verify an address will be as follows:

**Group 1**

- Exchange of contracts / proof of completion showing the parent’s name and the full address of the property.
- Legal rental document showing the parent’s name and the full address and dated for no less than one year with at least 6 months remaining after the application date.
- Solicitor’s letter confirming recent house purchase or land registry confirmation (in this case, proof of the sale or rental of the parent’s previous address will also be required).
- Council Tax Bill showing the parent’s name as a liable person and must be for the current year.
- Current, valid full UK photo-card driving license with signature or ‘old style’ driving license. (Provisional licenses are not acceptable as proof of address).
- The child or parent’s UKBA Application Registration Card or IND Application Registration Card issued by the Home Office (either are acceptable).
- UK firearms licence

**Group 2**

- Bank, building society statement (not credit card) *(within the past 3 months)*
- Mortgage Statement showing the parent’s name and current address.
- Financial Statement eg. Pension, endowment, ISA (UK).
- Household utility bill eg. gas, electric, water or fixed line telephone but not a mobile phone bill *(within the past 3 months)*
- Original notification letter from the relevant benefits agency confirming the right to benefits or state pension showing the parent’s name and current address.
- HM Revenue & Customs (Inland Revenue) tax document eg tax assessment, statement of account, notice of coding. It must contain the parent’s full name and current address. P45s and P60s are not acceptable.
• Vehicle Registration Document (V5C) or old style (V5) showing the parent’s name and current address.
• TV licence (valid for the current year)
• Vehicle tax renewal document (issued within the last 6 months) showing the parent’s name.

Applicants under investigation will be asked to provide either one document from Group 1 and three documents from Group 2, or five documents from Group 2.

5.3 If a previous property is still owned by the applicant then evidence will be required showing that this property is no longer the habitual residence of the family. This will require evidence that the property is either let out on a long term rental (6 months plus), that the address is uninhabitable, or that the address is in the process of being sold and the family live permanently in an alternative property. This evidence is required to prove that an applicant was not living at this property at the time of making an application but does not, in itself, prove that an address of convenience has not been used.

5.4 Where suspicions exist for addresses used during the allocation of school places, and the applicant has subsequently moved, then specific documents will be sought (Appendix B). The School Admissions Team reserves the right to request any documents it feels necessary. The evidence required will need to prove that no other alternative address was owned or could have been used at this time.

5.5 The applicant will be given 10 days in order to provide the documents requested. This timescale is set to ensure that the applicant has enough time to collate and return the documents requested, but also short enough to ensure that the documents already exist and are not requested as a result of the investigation. During this period, an application will continue to be processed until a decision is made. This is to ensure that the application is not disadvantaged if the investigation confirms the original address stated is indeed the child’s permanent residence.

5.6 Havering reserves the right to cross check address information with other Havering departments, local authorities, current/previous schools, and any relevant agencies providing services for the aforementioned organisations.

No Response Received

5.7 If an application has yet to be processed or offered a school place, and no reply is received to the initial request for information, then correspondence will be sent to the applicant explaining that the application will not be processed until a response is received.

5.8 If an application has been processed and a school place offered, and no response is received to this request for information, then the applicant will be contacted and given a further 7 days to respond to the request. The correspondence will explain that, if no response is received within the specified timeframe, then their application will be withdrawn and any school place offered will be rescinded.

5.9 The details of applicants who have not accepted a school place will be passed to the Attendance, Behaviour and Traveller Support Service who will check to ensure any compulsory school aged children are receiving appropriate full time education. Parents of children of compulsory school age who are not receiving full time education are liable for prosecution.
Following Applicant Response

5.10 A panel consisting of the School Admissions Manager and 2 Senior School Admission Officers will assess the information and documentation provided within 10 days of receipt and will make a decision as to whether the address can be accepted as the child’s permanent residence or not. To come to a decision, the panel must consider the balance of probability as to where a child permanently resides.

5.11 If satisfied with the response, the investigation will be closed and the applicant informed of the decision in writing.

5.12 Havering reserves the right to re-open any closed case at any time if new and credible information is received which questions the validity of an address.

5.13 If, following receipt of information and documentation, the School Admissions Team is still unable to make a decision regarding the validity of an address, then further steps may be taken to investigate the address.

Additional Information Requests

5.14 If the information provided has raised further queries which need to be explored, then the School Admissions Team contact parents again to request further information or documentation to assist with the decision making process. Although Havering reserves the right to request as much information and documentation as it believes necessary to make a decision, the aim of this process is to ensure that parents are required to provide information as few times as possible in order to facilitate a prompt resolution to the investigation.

Address Visits

5.15 Where suspicions still lie as to the validity of an address, the School Admissions Team may make unannounced visits to the applicant’s address or any other address suspected to be the residence of the family. The aim of these visits will be to verify that the address information provided on the application is accurate.

5.16 All visits will be attended by two members of the School Admissions Team. No visit will be undertaken in a covert manner but they will be unannounced in order to best assess the regular occupant at a specific address.

5.17 If an address is unoccupied at the time of a visit, a letter will be left confirming that an attempted visit took place. This letter will ask the occupant to contact the School Admissions Team within 24 hours to confirm receipt of the letter and details of the occupant. It would be expected that an applicant living at the address stated on an application should reasonably be able to pick up correspondence left and respond within 24 hours. If contact takes longer than 24 hours, then the applicant must explain and evidence why they did not respond in the specified time.

Address of Convenience Decision

5.18 If, following investigation, the School Admissions Team are satisfied that, on the balance of probability, an address of convenience has not been used on the application, the investigation will be closed and the applicant informed of the decision
in writing. Once again, Havering reserves the right to re-open any closed case at any time if new and credible information is received which questions the validity of an address.

5.19 If, following either the initial investigation or any further investigation, the School Admissions Team concludes that, on the balance of probability, an address of convenience has been used on an application, correspondence will be sent to the applicant confirming this. This will clearly state the factors taken into account in order to make the decision as well as the steps which will now be taken with the application, as set out in section 6. It will also set out which address will be considered to be the family’s main home address for the purpose of their application for admission to school.

5.20 Applicants will be given a further 7 days to respond and make any final representations in order to allow for natural justice to take place. If no further substantial information is received by this time, then the authority’s decision will stand. Any further information or representations will be considered before a final decision is taken.

6. ADDRESS OF CONVENIENCE CONFIRMED

6.1 Where an address of convenience has been confirmed, the authority may take a variety of steps. The steps taken depend on the current status of the application as well as the type of application made. The various steps are set out below.

Application not yet processed

6.2 If an application has yet to be processed and has had no place offered, then the application will be withdrawn and the applicant requested to make a new application from the correct address.

6.3 If the suspected child’s home address falls outside Havering then the applicant will be directed back to their home authority if they are making an application during the normal round admission; i.e. entry the following September in either Year R, Year 3, or Year 7.

Place offered but pupil is not on school roll

6.4 The School Admissions Team will assess the allocation process to see if the use of an address of convenience has gained a place fraudulently. If a place would not have been gained had the address of convenience not been used then both the application and the place offered will be withdrawn. The parent will then be expected to make a new application from the child’s correct home address.

6.5 If it is believed, on the balance of probability, that the child’s normal home address falls within Havering and a school place offered is withdrawn then an alternative offer will be provided at the nearest school to the normal home address which has an available place. The applicant may wish to consider other schools with available spaces in the area or take on the responsibility of their child’s education by choosing Elective Home Education.
Place offered and pupil is on school roll

6.6 If it is believed that, on the balance of probability, a place has been gained fraudulently based on the use of an address of convenience, and the child in question has commenced at the school but attended for less than one academic term, then Havering reserves the right to withdraw the place offered. This is based on the traditional three term (Autumn, Spring, Summer) school year. An alternative school place will be offered prior to the withdrawal of a school offer. This will be the nearest school to the suspected home address of the child. The applicant may wish to consider other schools with available spaces in the area or take on the responsibility of their child’s education by choosing Elective Home Education.

6.7 If a place is withdrawn, then a child will be expected to leave the school no later than the end of the current half term, on the assumption that an alternative school place has been offered. If no alternative school place has been offered by Havering, then a child will not be expected to leave a school.

6.8 If a place is withdrawn, and an alternative place offered, then a child will be expected to leave the school whether the place is accepted or not by the parent/carer. If the alternative school is not accepted, then it will be the parent/carer’s duty to ensure their child receives full time education once they leave their current school, parents will need to evidence to the Local Authority that the child will attend an alternative school or that they have taken on the responsibility of their child’s education by choosing Elective Home Education. In this case, details of the pupil concerned will be forwarded to the Attendance, Behaviour and Traveller Support Service who will ensure that children of compulsory school age are receiving full time education.

6.9 If the child is attending a school in either Year 6, Year 10 or Year 11, or has been in attendance at a school for more than one term, based on the traditional 3 term school year, then the place will not be withdrawn.

6.10 In all cases where it has been deemed that a school place has been gained based on an address of convenience and the child continues to attend the school in question, then the admission authority reserves the right to deny sibling priority within the oversubscription criteria to any subsequent children applying for the school.

6.11 The School Admissions Team reserves the right to pass details relating to addresses of convenience to other council departments, where necessary, to assist in the detection of fraud, e.g. fraud, council tax, or audit teams.

Address to use on future applications

6.12 Following a decision that an address of convenience has been used, any subsequent application, should be made from the family’s normal home address. The LA will set out which address it expects this to be in the correspondence sent following an investigation.

6.13 If a family continues to reside at an alternative property which is not considered by the LA to be the family’s normal home address, for example where they continue to live in a rental property but own a property elsewhere, then the family will be expected to apply from their normal home address. If this is the case, the applicant should supply a covering letter explaining that they are living at an alternative
address and they wish this to be used for correspondence. The application will be assessed, for admissions purposes, from the normal home address.

**Right of Appeal / Complaints**

6.14 Applicants do not have the right to appeal against the council’s decision that an address of convenience has been used. They will, however, have their statutory right of appeal if, following an application a place is not offered at a preferred school.

6.15 Although applicants do not have a statutory right to appeal against an address of convenience decision, if they are unhappy with the decision reached then they can in the first instance request that the decision be reviewed by the Assistant Director, Learning and Achievement by writing to:

Assistant Director,
Learning and Achievement
Town Hall,
Main Road
Romford
RM1 3BD

If following the review the applicant remains unhappy they can make an official complaint to the Authority. To do this, applicants should visit: www.havering.gov.uk/Pages/Services/Make-a-complaint.aspx

6.16 At any time during this process an applicant may make a complaint against the Authority by contacting the Local Government Ombudsman (LGO); however, the LGO will normally expect for all stages of the council's complaints procedure to have been completed before considering a complaint. Further advice is available on their website, www.lgo.org.uk, or by calling their advice line, 0300 061 0614.

7. **STATISTICS**

7.1 The School Admissions Team will collate statistics on the number of addresses which are investigated for entry within each academic year group. This data will also note the reasons why addresses were investigated and the outcome of each investigation.

7.2 Statistical data, requested under the Freedom of Information Act, must be requested by emailing Accessinfo@havering.gov.uk

8. **REVIEW**

8.1 This protocol will be reviewed and updated as and when required to ensure that it accurately reflects the processes undertaken by Havering.

8.2 This protocol was introduced and published on 1 August 2015.
Appendix A - Initial investigation letter to applicants (for a child’s current address which is under investigation)

London Borough of Havering  
SCHOOL ADMISSIONS  
Town Hall  
Main Road,  
Romford  
RM1 3BD

Please call: School Admissions  
Telephone: 01708 434600  
Fax: 01708 434284  
e.mail: Schooladmissions@havering.gov.uk

Date: [INSERT DATE]

Pupil ID: [PUPIL ID]

Dear Parent / Carer,

I am writing in relation to the application you have submitted for a school place for [CHILD’S NAME], [DATE OF BIRTH].

The School Admissions Team is investigating whether the address you have provided on the application is your child's permanent home residence or an address of convenience. An address of convenience is considered to be one which is used by an applicant in order to gain a school place where the address is not the child's permanent home address.

The London Borough of Havering (the Council) has a duty to ensure that school places are offered fairly and accurately, in line with the published oversubscription criteria. In order to prioritise pupils correctly, we must verify that applications are made, and distances measured, from a child’s permanent home address. We will not generally accept a temporary address if a child’s main carer still possesses a property that has previously been used as a home address, nor if we believe the temporary address has been used solely or mainly to obtain a school place when an alternative address is still available.

The reason we are investigating your application is because:

- [DETAILS].

Havering has a duty to investigate any possible fraudulent application or undertake any spot checks it feels necessary. Whilst investigations are on-going, your application and any relevant school place offer will be unaffected.

In order to assist us with our investigations, could you please kindly:

A) Complete the enclosed form  
B) Return the form to us along with copies of the relevant documents as requested in Section 4 of the form.

We require this information to be sent to us by [10 DAYS FROM ESTIMATED RECEIPT OF]
THE LETTER.

Once this is received we will make a judgement as to whether, on the balance of probability, an address of convenience has been used. We reserve the right to follow up any information provided with further requests for any additional information or documentation we feel necessary in order to make an informed decision. We also reserve the right to undertake unannounced visits to any properties involved in an investigation, whether this is the applicant’s address or a suspected home address.

If we are satisfied that your child permanently resides at the address provided on your application, then no further action will be taken. We will write to inform you of this and any place offered will remain.

If, following investigation, we believe on the balance of probability that an application has been made using an address of convenience we will notify you of the decision in writing. You will be invited to provide further evidence at this stage if you so wish and any new, credible evidence will be considered if received. Havering reserves the right to withdraw school applications and/or school places offered if it is decided that an address of convenience has been used.

For further explanation of the reason why addresses are investigated, please read the Havering Address of Convenience Assessment Protocol which can be found on our website: www.havering.gov.uk/admissions.

We would like to reassure you that, at this stage, this is a routine investigation and no detrimental action will be taken in respect of your application prior to a decision being made.

Once again, we would like to remind you that we require a response to this letter by [SPECIFIED DATE]. If you do not respond by this date, then your application, and any place which may have been offered, may be withdrawn. Please feel free to contact us directly if you wish to discuss the matter further.

Yours sincerely,

Jonathan Goodwin
Senior School Admissions Officer
Appendix B - Initial investigation letter to applicants (for a child’s previous address which is now under investigation)

London Borough of Havering

SCHOOL ADMISSIONS
Town Hall
Main Road,
Romford
RM1 3BD

Please call: School Admissions

Telephone: 01708 434600
Fax: 01708 434284
e.mail: Schooladmissions@havering.gov.uk

Date: [INSERT DATE]

Pupil ID: [PUPIL ID]

Dear Parent / Carer,

I am writing in relation to the application you submitted for a school place for [CHILD’S NAME], [DATE OF BIRTH].

The School Admissions Team is investigating whether the address you provided on the application was your child’s permanent home residence at the time of allocation or if it was an address of convenience. An address of convenience is considered to be one which is used by an applicant in order to gain a school place where the address is not the child’s permanent home address.

The London Borough of Havering (the Council) has a duty to ensure that school places are offered fairly and accurately, in line with the published oversubscription criteria. In order to prioritise pupils correctly, we must verify that applications are made, and distances measured, from a child’s permanent home address. We will not generally accept a temporary address if a child’s main carer still possesses a property that has previously been used as a home address, nor if we believe the temporary address has been used solely or mainly to obtain a school place when an alternative address is still available.

The reason we are investigating your application is because:

- [DETAILS].

Havering has a duty to investigate any possible fraudulent application or undertake any spot checks it feels necessary. Whilst investigations are on-going, the current status of your application and any relevant school place offered will be unaffected.

In order to assist us with our investigations, could you please kindly:

- Return the further information form to us along with copies of the relevant documents as requested in Section 4 of the form.
- [LIST DOCUMENTS OR INFORMATION REQUIRED]
We require this information to be sent to us by [10 DAYS FROM ESTIMATED RECEIPT OF THE LETTER].

Once this is received we will make a judgement as to whether, on the balance of probability, an address of convenience has been used. We reserve the right to follow up any information provided with further requests for any additional information or documentation we feel necessary in order to make an informed decision. We also reserve the right to undertake unannounced visits to any properties involved in an investigation.

If we are satisfied that your child’s permanent address at the time of offer was the address provided on your application, then no further action will be taken. We will write to inform you of this and any place offered will remain.

If, following investigation, we believe on the balance of probability that your application was made using an address of convenience we will notify you of the decision in writing. You will be invited to provide further evidence at this stage if you so wish and any new, credible evidence will be considered if received. Havering reserves the right to withdraw a school application and any school place offered if it is decided than an address of convenience has been used.

For further explanation of the reason why addresses are investigated, please read the Havering Address of Convenience Assessment Protocol which can be found on our website: www.havering.gov.uk/admissions.

We would like to reassure you that, at this stage, this is a routine investigation and no detrimental action will be taken in respect of your application prior to a decision being made.

Once again, we would like to remind you that we require a response to this letter by [SPECIFIED DATE]. If you do not respond by this date, then your application and any place offered may be withdrawn. Please feel free to contact us directly if you wish to discuss the matter further.

Yours sincerely,

Jonathan Goodwin
Senior School Admissions Officer
Appendix C - Address of Convenience Investigation – Further Information Form

<table>
<thead>
<tr>
<th>Childs name</th>
<th>Date of Birth</th>
<th>/</th>
<th>/</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parent 1 name</td>
<td>Date of Birth</td>
<td>/</td>
<td>/</td>
</tr>
<tr>
<td>Parent 2 name</td>
<td>Date of Birth</td>
<td>/</td>
<td>/</td>
</tr>
</tbody>
</table>

Section 1: Current address (as stated on application)

1. **DECLARATION:**
   I certify that the information I give is true to the best of my knowledge and belief. I understand that if I give any false or deliberately misleading information on this form and/or supporting documents, or withhold any relevant information, this may render my application invalid and/or lead to the withdrawal of an offer of a school place for my child.

   For the avoidance of doubt, please can you state your, and your child’s, current address:

<table>
<thead>
<tr>
<th>Address:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Postcode:</td>
</tr>
</tbody>
</table>

2. From when did this become your current, permanent address? /

3. Do any other family members reside with you at this address? i.e. child’s grandparents / extended family etc… [ ] Yes [ ] No
   If yes, please provide details:

4. Do you own or rent this property? [ ] Own [ ] Rent [ ] Other
   *If you have selected other, please answer Q5 & Q6. Otherwise, move on to Section 2.*

5. If you do not own / rent this property, who does the property belong to?
   Name:
   Relationship to you:

6. What is the arrangement for you living at this address? (i.e. living with relatives)
<table>
<thead>
<tr>
<th>Section 2: Previous Address (If moved to current address within the past 12 months)</th>
</tr>
</thead>
<tbody>
<tr>
<td>7. If you moved to this address within the past 12 months, where did you live previously?</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>8. How long did you lived at this address?</td>
</tr>
<tr>
<td>9. Did you own or rent this property?</td>
</tr>
<tr>
<td><em>If you owned this property, please answer Q10. If you have answered other, please answer Q11 &amp; Q12. Otherwise, please move on to section 3.</em></td>
</tr>
<tr>
<td>10. If you owned this property, do you still own this property Yes ☐ No ☐</td>
</tr>
<tr>
<td><em>If yes, please fill in the details in Section 3. If no, please provide evidence of your house sale</em></td>
</tr>
<tr>
<td>11. If you did not own/rent this property, to whom did it belong? Name: Relationship to you:</td>
</tr>
<tr>
<td>12. What is the arrangement for you living at this address? (e.g. living with relatives)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Section 3: Any Other Properties</th>
</tr>
</thead>
<tbody>
<tr>
<td>13. Do you own any other properties? Yes ☐ No ☐</td>
</tr>
<tr>
<td>If yes, please provide details (address):</td>
</tr>
<tr>
<td>14. If yes, what is the current status of this property? Let ☐ Empty ☐</td>
</tr>
<tr>
<td><em>Please attach to this form evidence, either current tenancy agreement / empty property council tax notice</em></td>
</tr>
<tr>
<td>15. What do you intend doing with this property in the future? Do you plan to return to the property, if so when? Do you plan to sell the property, if so when? Other details?</td>
</tr>
</tbody>
</table>
### Section 4: Additional Evidence of Current Property (please provide copies)

Please provide either one document from Group 1 and three documents from Group 2, or five documents from Group 2. *Please ensure Group 2 documents are dated within the past 3 months where applicable.*

<table>
<thead>
<tr>
<th>Group 1</th>
<th>Please mark which you have provided</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Exchange of contracts / proof of completion showing the parent’s name and the full address of the property.</td>
<td></td>
</tr>
<tr>
<td>• Legal rental document showing the parent’s name and the full address and dated for no less than one year with at least 6 months remaining after the application date.</td>
<td></td>
</tr>
<tr>
<td>• Solicitor’s letter confirming recent house purchase or land registry confirmation (in this case, proof of the sale or rental of the parent’s previous address will also be required).</td>
<td></td>
</tr>
<tr>
<td>• Council Tax Bill showing the parent’s name as a liable person and must be for the current year.</td>
<td></td>
</tr>
<tr>
<td>• Current, valid full UK photo-card driving license with signature or ‘old style’ driving license. (Provisional licenses are not acceptable as proof of address).</td>
<td></td>
</tr>
<tr>
<td>• The child or parent’s UKBA Application Registration Card or IND Application</td>
<td></td>
</tr>
<tr>
<td>• Registration Card issued by the Home Office (either are acceptable).</td>
<td></td>
</tr>
<tr>
<td>• UK firearms licence</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Group 2</th>
<th>Please mark which you have provided</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Bank, building society statement (not credit card) <em>(within the past 3 months)</em></td>
<td></td>
</tr>
<tr>
<td>• Mortgage Statement showing the parent’s name and current address.</td>
<td></td>
</tr>
<tr>
<td>• Financial Statement eg. Pension, endowment, ISA (UK).</td>
<td></td>
</tr>
<tr>
<td>• Household utility bill eg. gas, electric, water or fixed line telephone but not a mobile phone bill <em>(within the past 3 months)</em></td>
<td></td>
</tr>
<tr>
<td>• Original notification letter from the relevant benefits agency confirming the right to benefits or state pension showing the parent’s name and current address.</td>
<td></td>
</tr>
<tr>
<td>• HM Revenue &amp; Customs (Inland Revenue) tax document eg tax assessment, statement of account, notice of coding. It must contain the parent’s full name and current address. P45s and P60s are not acceptable.</td>
<td></td>
</tr>
<tr>
<td>• Vehicle Registration Document (V5C) or old style (V5) showing the parent’s name and current address.</td>
<td></td>
</tr>
<tr>
<td>• TV licence (valid for the current year)</td>
<td></td>
</tr>
<tr>
<td>• Vehicle tax renewal document (issued within the last 6 months) showing the parent’s name.</td>
<td></td>
</tr>
</tbody>
</table>

**Name:** .................................................................

**Signature:** .............................................................. **Date:** ........../........../..........  

**Personal Information Policy**

Havering Council will handle information you have provided in line with the Data Protection Act (DPA) and will be used for school admission purposes. The information will be held in confidence with only the necessary people working within the combined children’s services able to access and handle it. The Council has a duty under the Children Act 2004 to work with partners to develop and improve services to children and young people in the area. As such, the Council may also use this information for other legitimate purposes and may share information (where necessary) with other Council departments and external bodies responsible for administering services to children and young people. The Council also has a duty to protect the public funds it administers, and to this end it may use the information you have provided on this form for the prevention and detection of fraud. Under the DPA you have the right to make a formal written request for access to personal data held about you or your child. For further information please contact the School Admissions Team.