

Supporting Documentation Required

To ensure that offers of school places are made fairly, Slough Borough Council is committed to following strict home address verification procedures. When you apply for a school place, you **must** have parental responsibility for the child and submit the correct documentary evidence to avoid any unnecessary delay in the child's admission to school.

The following documentary evidence **must** be submitted with your application before a school place can be allocated and your child admitted into school:

1 Proof of where you live 2 Proof that the child lives with you (parent / carer) 3 Proof of birth date

Where there is any doubt of parental responsibility, we may also ask you to provide proof of parental responsibility.

Please note that if you can't or don't provide the documents, your application or any offers that may have been made will be withdrawn.

Acceptable proof of where you live

All documents must be dated at or before the time of making a school application

Please provide any **two** of the following: **(Original copies only)**

- A copy of a current tenancy agreement signed by all parties and arranged through a letting / estate agency **or** solicitor's letter showing exchange of contracts, if you have just moved house.
- Current private tenancy agreement (not arranged through a letting/estate agency) must be supported with **three** copies of utility bills.
- A copy of your Council Tax bill or letter for the current year
- A copy of a recent utility bill for your home address, showing usage - Gas, Electricity, Water, Telephone (**not** mobile phones)
- Copy of rent book for a current council tenancy
- Copy of letter from a housing association confirming that you and the child reside at the address
- Copy of house insurance dated within the last 12 months
- HMRC Tax notification documentation
- TV Licence (valid for the current year) with the name and address
- Benefit letter or Universal Credit notice
- Current driving licence
- Letter from National Asylum Support Service (NASS) OR UK Border Force (UKBA) confirming placement at their address

Recently moved house?

If you have recently moved house and your present address is different from the address on your application, you **must** provide us with a Closing Council Tax bill or Closing utility bill for gas, water or electricity for your previous address to prove that you were living at the address at the time of application.

If you do not provide the above proofs, we will assume your child does not live in the catchment area. Even if you prove that you live at the address yourself, we still need proof that your child lives there as well.

Please be aware that irrespective of the proof you provide, we may ask you to supply further evidence to verify your address or prove a sibling link.

Proof that the child lives with you

We would also require proof that the child lives with you. Therefore, please provide **at least two documents** to prove that your child lives with you. **For example;** a letter from your child's GP, dentist, hospital, optician; child's NHS registration card; medical letter or prescription within the last 12 months; immigration documents; child benefit letter for the current financial year showing the home address and child's name; letter from Social Care or housing department confirming your child's placement at the address; or a photocopy of any state benefit letter for the current financial year which clearly states your child's name and address.

Proof of Birth Date

One of the following documents must be provided:

- The child's birth certificate **or**
- The child's passport (this must be valid) **or**
- European Economic Area (EEA) identity cards **or**
- Home Office paperwork including the child's name and date of birth
- Prescription or medical letter.

Proof of Parental Responsibility

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

In law, having "Parental Responsibility" (PR) means all the rights, duties, powers, responsibility and authority that a parent of a child has in relation to the child and his property. For example, having the right to make important decisions about the child's life in areas like medical treatment and education. People other than a child's natural parents can acquire parental responsibility through;

- being granted a residence order
- being appointed a guardian

According to current law, a natural mother always has parental responsibility for her child. A father however, has this responsibility only if he is married to the child's mother or has acquired legal responsibility for this child in a manner detailed below.

Changes in the Adoption and Children Act 2002 mean that from 30 December 2005 unmarried and same-sex couples that have jointly adopted a child will also have equal rights with regard to parental responsibility.

Others can also acquire parental responsibility by holding a Residence Order, Emergency Protection Order, or the Local Authority via a Care Order.

Examples of documents that denotes parental responsibility include

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

If none of the documents can be provided

If you can't provide any of the documents above, a sworn affidavit, statutory declaration or affirmation must be provided. It must state the parent's and child's full name, address, the date you started living at that address and the child's date of birth.

The document must be signed by a solicitor holding a current practicing certificate issued by the Solicitors Regulation Authority.

Please note that Slough Borough Council cannot contribute towards the cost of obtaining this documentation.

Please note: it is an offence to give a false address. If we offer your child a school place based on information which then turns out to be false or misleading, we reserve the right to withdraw the offer and your application will be re-considered based on the correct facts. This may apply even if your child has started at the school offered.