

Address information

Proof of address for parent/carer

The address used must be where your child is registered (and living) at the time of application.

Your proof of address must be in the same name and address as those you have provided on your application.

Please provide **one** of the following proofs of address, providing a copy (not the original document).

- **Council tax reference number** on your application, please include your council tax account reference number.

If your name is not the registered name on the council tax account, please also name the council tax account holder and their relationship to the child.

If someone else pays your council tax, for example a landlord or parent, please attach to your application a copy of a recent utility bill or other identifying document (dated within the time stated) that shows your name and address.

Please note: The School Placement and Admissions team will confirm your council tax records when validating your address.

- **a copy of tenancy agreement** arranged through a letting agent/estate agent
- **a recent letter** from the housing department/housing association.
- **Temporary housing letter** issued by a Local Authority, Home Office, UK Border Agency - this needs to be dated and include at least one parent's details.
- **Home Office** immigration status documentation
- **Household/Car Insurance** A copy of your most recent household insurance (dated within the last 12 months)
- **Letter confirming entitlement to benefits** for example housing, Universal Credit, Jobseeker's Allowance (dated within the last three months)
- **Utility** bill gas, water and electricity (dated within the last three months)
- **Driving license*** A copy of your current driving licence
**It is a legal requirement to inform the DVLA changing a name and/or address. Failure to do so could result in a fine of up to £1,000.*

Please note: If you are providing a driving license, you will need to ensure another proof of address document listed above, is also supplied.

Business or carer/childminder's addresses are not acceptable as an address used on an application.

Proof of address for child

In addition to your proof of address documentation, we **may** also require evidence that your child is registered at the same address; please provide a copy of one of the following.

- Child Benefit notice** Showing child's details (if applicable/available)
- Hospital check up / appointment letters** (dated within the last six months)
- Medical card** if this is available, we do not expect applicants to pay for this
- Tax Credit Award notice** Showing child's details (if applicable/available)

Please **do not** send in original documentation, as it will not be returned.

Please note: The decision to validate the applicant's address for the purpose of school admission will be made by the individual admission authorities and may vary from school to school.

Where to send proof of address

If you are applying online, then these documents can be attached to your online application. Alternatively, you can email these to admissions@hillngdon.gov.uk on the understanding that the security of any unsecured/unencrypted sensitive information which is emailed to us is the responsibility of the sender.

If there is a question about the validity of the address, the School Placement and Admissions team reserve the right to request further documentation. Failure to provide adequate proof of address may result in the offer for your child being withdrawn.

If you are unable to provide any of the proof of address stated above, please contact the Admissions Team via admissions@hillngdon.gov.uk, to discuss other forms of evidence that can be accepted.

What happens if my child lives at two addresses?

If parents live separately, but the child lives equally with both, you must apply under the address of the parent in receipt of child benefit, or under the address the child is registered with at the doctors.