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| Committee: | Harrow Admissions Forum. |
| Date: | 14 July 2009 |
| Subject: | Confirmation of Addresses |
| Responsible Officer: | Heather Clements, Director Schools and Children's Development |
| Portfolio Holder: | Councillor Anjana Patel |
| Exempt: | No |
| Enclosures: | No |

Section 1 – Summary

To advise Forum of current arrangements in place to confirm address when submitting an application for a school place

FOR INFORMATION

Section 2 – Report

In order to ensure that the admissions system and allocation of school places is scrupulously fair and seen to be so, it is necessary to validate applicant addresses.

Parents who are not successful in gaining a place at their preferred schools have asked for confirmation from the Admissions Service that all addresses have been verified. e.g for the 2007/2008 allocation, after a request from a parent the Admissions Service had to recheck with the Council Tax department, all applicants for Grimsdyke school in order to ensure that the admissions criteria had been properly applied.

Current arrangements for validating addresses are as follows:

Confirmation of Address

All applicants must provide proof of address at the time of application. Failure to provide adequate proof of address means that the application is not complete and cannot be processed.

All documents provided must be in the name of the person completing the application form:

- a copy of current council tax bill (This is recognised as the basic standard and is used by most authorities
- or
- a copy of tenancy agreement arranged through a letting agent/estate agent (private/informal letting agreements are not accepted)
- or
- a recent letter from the housing department/housing association.

If parents are not able to provide this evidence, they are asked to contact the Admissions Service to discuss what evidence may be acceptable.

In addition we can make checks on Harrow's Electoral Register to confirm that applicants are registered at the address provided* or we may ask for a copy of the current driving licence.**

**By law, a person must register every year, even if they do not intend to vote. If they register and are eligible their name will be on the Electoral Register. Not registering or knowingly providing false information may lead to a fine of up to £1,000.*

***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.*

Child benefit, medical cards, bank statements and utility bills are not accepted as proof of address as they are often out of date and a person can have their statements/letters redirected to a different address.

Primary and secondary booklets gives following advice to parents

Parents are advised that Harrow takes very seriously any attempt to gain an advantage in the admissions process by giving false information and will investigate possible fraudulent claims. If we offer a place at a school and then discover that the offer was made on fraudulent or misleading information (for example, a false claim to living at an address) we will withdraw the place offered. This has happened in previous years. Where a place has been offered based on false information, we can withdraw the offer even after your child has started at school. This will cause considerable distress, particularly for the child involved. Providing false information could lead to prosecution.

Arrangements in place for late applications (those received after the closing date):

If your family moved house after the closing date you will be asked to provide:

A letter from your solicitor confirming completion date which must be on or before (date...)

A formal tenancy agreement from a letting/estate agent, which comes into effect on or before **(date....** (Please note private letting agreements will not be accepted as proof of residence. Further documentary confirmation will be required. Please contact the Admissions Service for further details.)

If you are returning from abroad you will need to provide:

A council tax bill confirming re-occupation of your property before **(date....)** if your property has not been occupied.

Confirmation that tenancy ceased before (date....) and that you will re-occupy your property if it has been rented during your absence.

Confirmation from your employer that you will return to live in Harrow on or before (date....) if you were seconded abroad.

If a single parent has been ill for some time, or there has been a recent death of an immediate family member (evidence of this will be required).

Section 3 – Further Information

N/A

Section 4 – Financial Implications

None

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| Name: ...Emma Stabler.... | <input checked="" type="checkbox"/> | on behalf of the Chief Financial Officer |
| Date:8/7/09..... | | |

Section 5 - Contact Details and Background Papers

Contact: Madeleine Hitchens, Manager, Place Planning & Admissions –
020 8424 1398

Background Papers: N/A