

Guidance on proof of address for in-year applications

The address you provide on your application must be your child's permanent address at the point of application. You must not use a business address, childminder's or relative's address, or any address other than your home address. Only in circumstances where the relative or carer has legal guardianship, and is the main carer, will a different address be considered as the main residence. We will require written evidence of any such arrangement. If you have a genuine shared-care arrangement with your child's other parent, the address of the parent who is claiming Child Benefit for the child must be used for the purpose of the application.

If you deliberately provide an address that is not the child's main residence of the child, we reserve the right to withdraw the offer of a place

If we offer you a place for your child we will ask you to give us proof of your address. We will check Council records to confirm that the address you have given on your application is your main home address. If there are any doubts about your address details we will request further evidence.

We will accept the following documents as proof of address:

- Council Tax bill - less than 6 months old
- Utility bill (Gas, Water, electricity but NOT mobile phone) – less than 3 months old
- Child Benefit/Child Tax Credit award letter – less than 3 months old
- Letter from social services, National Asylum Support Service (NASS), United Kingdom Border Agency (UKBA) or housing department confirming placement at your address