

## Proof of address

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 documentation) to confirm that you are living at the address that you have provided on your application.

### Council tax reference number

On your application, please include your council tax reference number (7 digit number beginning with the number '3'). **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** (landlord, parent etc), please attach to your application a copy of a recent utility bill or other identifying document (dated within the time stated) which shows your name and address.

**Please note:** The School Placement and Admissions team will access your council tax records when validating your address. If you object to this access, you must state in writing at the time of application.

**Driving License** - a copy of your current driving licence

**Household Insurance** - a copy of your most recent household insurance - within the last 12 months

**Letter confirming entitlement to benefits** (housing, income support, jobseekers etc) - within the last 3 months

**Motor Policy Insurance** - a copy of your most recent motor policy insurance schedule - within the last 12 months

**Utility Bill** - within the last 3 months

If there is a question concerning the validity of the address, we 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 Failure to provide adequate proof of address may result in the offer for your child being withdrawn.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 above as proof of address** please contact the School Placement and Admissions team on 01895 556644. Alternatively you can email us on [admissions@hillingdon.gov.uk](mailto:admissions@hillingdon.gov.uk)

## Proof of address for child

In addition to your proof of address documentation, we 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** - within the last 6 months
- **Dentist Check Up Letter** - within the last 6 months
- **Medical Card**
- **Tax Credit Award Notice** - showing child's details (if applicable/available)
- **Child Trust Fund Statement / Bank Statement** - we only need to see the child's name and address on the document (within the last 12 months)

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