

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

- **Council tax reference number**

On your application, please include your council tax reference number (seven 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**, 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 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 (dated within the last 12 months)

- **Letter confirming entitlement to benefits**

For example housing, income support, jobseekers (dated within the last three months)

- **Motor policy insurance**
A copy of your most recent motor policy insurance schedule (dated within the last 12 months)
- **Utility bill** (dated within the last three months)

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 Failure to provide adequate proof of address may result in the offer for your child being withdrawn.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 above as proof of address**, please contact the School Placement and Admissions team.

t. 01895 556644

e. contact@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** (dated within the last six months)
- **Medical card**
- **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.

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.