

Dame Alice Owen's School

Admissions

Guidance for Verification of "Permanent Home Addresses" for Oversubscription Criteria 2/7(Local Places) Secondary Transfer 2026/27

Nothing in this guidance alters any part of the School's Admissions Arrangements.

Background

Under two of the School's over subscription criteria (numbers 2/7) places are allocated on the basis of children whose permanent home address is closest to the School. The School, some local residents and other interested parties are concerned that the "permanent addresses" submitted on the application form may not be genuine, but rather only temporary for the specific purpose of securing a place at the School.

The School is concerned to ensure that applicants who provide misleading or fraudulent information for admissions do not deprive other children of their rightful place. The School has consulted with local residents, the local authority, the Department for Education, parents/carers and applicants and has considered carefully the feedback from those consultations as well as the provisions of the current School Admissions Code.

So as not to disadvantage those children who genuinely live near to the School, the Governors have put in place specific guidance to enable them to judge consistently and objectively whether an address is the permanent home address of the child. In formulating this guidance, the School has (amongst other things) considered the need to treat all applicants and their children fairly and not unfairly to disadvantage any group of applicants and/or their children.

In this guidance:

"Applicant" means parent/carer of the child

"Indicators" means the Indicators suggesting that an address may not be a permanent address set out at the foot of this guidance

"Application form" means the Local Authority Application form

"Date of application" refers to the closing date for school applications – normally 31st October.

Verification of Permanent Home Address of Applicant – Oversubscription Criteria 2/7

Applicants may be asked to provide evidence that the home address submitted is the permanent residence of their child as defined in the admissions arrangements. Such evidence may include but is not restricted to:-

- proof of ownership (preferably Land Registry or a mortgage statement is acceptable) **or** a tenancy agreement covering the date of application and preferably extending to at least December of the year in which the applicant has started at the school.
- the address(es) at which the child has resided in the three years prior to the date of application. This should include evidence that all ties with the previous address(es) have been relinquished. For example, this could be a copy of the contract/transfer for sale of the property or documentation or correspondence confirming the termination of tenancy agreement/closing utility bill statement.
- council tax statements covering the three years prior to the date of application
- an official letter relating to the applicant (for example a tax credit/child benefit statement, medical letter, bank/building society letter or other official statement/document containing the child's name)
- a recent electricity and gas bill (showing actual usage)
- Driving Licence of the applicant
- Proof of when actual residency took place (for example a removal company booking and/or mail redirection service and/or opening utility bill statement)

If from:

- the above mentioned evidence
- information given in the Application form
- information obtained by the School from the child's primary school and/or the Local Authority of the child and/or other sources ie electoral roll/192.com
- information received/obtained from any third party (provided that third party also supplies their name and address)

any two (2) Indicators are present (or, in the case of the first and second Indicators, from these alone) the information will be passed to the Admissions Committee on behalf of the Governing Body.

If, after scrutinising the above evidence and seeking any further clarification or making any further enquiries it feels necessary, the Admissions Committee, acting reasonably, is not satisfied that the relevant address is the permanent home of the **child**, the offer will not be made or, if it has already been made, will be withdrawn or, another address that the Governors' consider to be the permanent address, as defined in the admissions arrangements, will be used for allocation purposes.

The Governors may also withdraw school place offers if fraudulent or intentionally misleading information is given (before, during or after the application process).

Failure to supply requested evidence may be considered as intentionally misleading and may therefore result in an offer not being made.

Where an offer is made and the place accepted, addresses of children who obtain places under oversubscription Criteria 2/7(Local Places) will continue to be monitored during the first term that the child starts at the School.

Where any **child** has already started at the School and the School becomes aware that the child's address has changed from that given on the Application form, the Governors will ask for further information about such change. If, acting reasonably, the Governors are not satisfied that the address given on the Application form was the genuine permanent address

of the child, the school will normally withdraw the place before the end of the child's first term at the school.

Indicators suggesting that the address should not be considered as a permanent address:

If Indicators 1 OR 2 are present, the Governors will consider the child's address to be temporary and refuse to allocate a place (as set out in our Admissions Arrangements).

1. **The child** has moved to the address given on the Application form within 36 months prior to the date of application, but a property that was a previous home address and is further from the school has been retained (where it is less than 50 miles from the school) regardless of whether the previous home address is leased to a third party **OR**
2. **The child** is no longer living (or has not lived) at the address given in the Application form at any time from the date of application up to the end of December of the year in which the child is due to start/has started at the School

If any two Indicators from numbers 3 – 8 are present the information will be passed to the Admissions Committee on behalf of the Governing Body for further consideration.

3. **The child** does not appear to be living at the address given in the Application form at any time up to the end of December of the year in which the child is due to start/has started at the School
4. Any tenancy or rental agreement does not extend from the date of application to at least December of the year in which the child has started at the School
5. The address of **the child** given in the Application form differs from the address held by the primary school and/or the Local Authority
6. **The child's** address given in the Application form is more than 3 miles from the primary school of the child
7. The evidence provided does not show the same address as that given on the Application Form
8. The electricity and gas bills for the address given in the Application Form show usage below reasonable expectation

Any applicant who is aggrieved by the decision of the Admissions Committee on behalf of the Governing Body will, in the usual way, have a right of appeal.

The Governing Body
Dame Alice Owen's School
February 2025