

## Important Information for New Entrants

Please note that when making an application to our school, in line with published KCC Admission arrangements, it is important that all address evidence should be in the name of the applicant. So if all your supporting documentary evidence is only in one parent's name, please make sure they are "the applicant". It will make life much easier!

You will also need to prove that your child lived with you at the same address at the time of the official KCC application window (time from when applications open on-line until the closing date).

Applicants are asked to provide:

Either

a council tax statement for **two** consecutive years. For 2022 entrants, this means we will need both the 2021/2022 **and** 2022/2023 bills

**or**

a Signed Tenancy Agreement or Exchange of Contracts/Completion document which shows proof of address at the time of the application window

**plus**

at least one of these: • Child/Working Tax Credit/Child Benefit/JSA/Disability Benefit Letter or Statement • Driving Licence • Schedule of Motor Insurance • Utility bills such as Gas/Water/Electric/Sky/Virgin Media/BT/Broadband etc. • Payslip

We then need one other piece of evidence that documents your child's name at the same address, such as

\* Doctor/Hospital appointment letter in the child's name \* Savings account or bank statement in the child's name \* Child benefit statement \* Letter from their nursery / preschool / current school.

**Important Note:**

All documentation must be dated within the correct date range or prove you were living at the said address within the correct date range, so please take care to check you will be able to provide this before you apply.

Even if your child is offered a place, failure to supply sufficient supporting documentation of proof of address may result in the place being withdrawn.