

Proof of Address

The Local Authority (LA) takes any attempt to obtain a school place through fraudulent means very seriously.

Obtaining a school place through deception is unfair and denies other children their legitimate claim to take up that place.

If we find that a school place was obtained using a false address, we will withdraw (remove) the offer under the School Admissions Code 2021. We will then offer that place to the child who should have been rightfully offered it in the first instance.

We undertake checks through a variety of sources to verify data provided on school application forms.

The decision to remove an offer of a school place that has been proved to have been obtained fraudulently is final and will not be reviewed. There is no right to appeal against the decision. However, your application will be considered afresh with the correct information, and you will have the right to appeal if an offer is refused based on that correct information.

Address of convenience

The LA will only use a child's legal guardian's* address, their child's only or main residence, for their child's application for a school place. The following examples below are considered addresses of convenience and informal living arrangements, which will not be accepted:

- A relative's address, which is not the child's legal guardian's address or their main residence
- A friend's address, which is not the child's legal guardian's address or their main residence
- Temporary addresses (used to improve your priority for a school place)

Important: If it is discovered that a school place has been offered based on an address of convenience, that school place will be removed under the School Admissions Code 2021.

What is considered acceptable proof of address

See below examples of acceptable proofs of address:

- A copy of your most recent Council Tax bill
- A Solicitor's letter confirming contracts have been exchanged for your purchase of a property specifying a completion date, and then you need to be living at this address
- A signed and dated Tenancy Agreement from either the LA or a known Sandwell Housing Association, and the commencement date of the tenancy.

All documents should be in the applicant's name.

If you cannot provide any of the above, please provide 2 items of identification from the below list in the parent/carers name:

- A copy of your household insurance
- A recent utility bill (gas, water, electricity)
- A recent bank statement
- A recent mobile phone bill
- A recent television (TV) licence
- A registration letter from your GP

Neither of the above lists are comprehensive. We may contact you to request additional proof where necessary.

If you cannot provide any documents from the 'acceptable' list, you should send whatever you can, we will take these into consideration and contact you if we require further information or proof.

We understand that families can sometimes find themselves in difficult circumstances where it is not easy for them to access documentation.

Change of address

If you move house following submission of an application for any school place, you must contact us immediately as it may affect your child's application.

Evidence will be required to show your new address. This would need to be validated by proof of address as explained above.

If you have moved to another LA please still provide all the relevant documentation and proof to us so we can forward the information to them to process your child's school place application**.

Once the LA has confirmed the above, we will forward the application to them. The LA will then be in contact with you regarding your school place offer.

If you have any questions or need advice or support, please contact us on tel. no. 0121 569 6765, or email us at:

annual_schooladmissions@sandwell.gov.uk – For new year of entry in September (Reception, Infant to Junior and Secondary)

inyear_admissions@sandwell.gov.uk – For transferring from one school to another.

* A legal guardian is either a child's direct parent or a person that has been legally appointed to care for them.

** New year of entry applications only