

## HARINGEY ADDRESS OF CONVENIENCE PROTOCOL

### 1. INTRODUCTION

- 1.1. This protocol sets out the procedure by which the London Borough of Haringey's Education Services (School Admissions) will investigate potential addresses of convenience (see paragraph 2.1 for definition).
- 1.2. This protocol should be read in conjunction with the information contained in the Service's Primary and/or Secondary Admissions booklet(s).

### 2. ADDRESS OF CONVENIENCE - DEFINITIONS

- 2.1. An address of convenience is considered to be one which is used by a parent/carer, solely or mainly in order to gain an advantage in accessing a school place for a child where the address used is not the child's only or main residence. The only or main residence is considered to be where the child resides for the majority of the week and where the child's primary carer normally resides.
- 2.2. In Haringey, the Council is the admissions authority for the following secondary schools:

Gladesmore Community School
Highgate Wood Secondary School
Hornsey School for Girls
Park View School

- 2.3. In Haringey, the following schools are their own admission authorities:

Alexandra Park School
Duke's Aldridge Academy
Fortismere School
Greig City Academy
Harris Academy Tottenham
Heartlands High School
St. Thomas More Catholic School
Woodside High School

### 3. STATUTORY REQUIREMENTS

- 3.1. Haringey has a statutory duty to ensure that there are enough school places and that places are offered fairly, accurately, transparently, and in a timely manner, in line with the published admissions oversubscription criteria.
- 3.2. Demand for school places in Haringey has risen year on year in recent years and we take the duty to ensure that no school place is offered incorrectly very seriously.
- 3.3. Some of the borough's Community and Voluntary Controlled (VC) schools are very popular with more applications being made for places at the school than there are places available. In these instances, the school is 'oversubscribed' which means that some of the places offered will be based on the last criterion in the admission arrangements – that of distance. Where this criterion is used, priority will be given to children whose home address is closest to the preferred school. Home address is defined as the child's only or main residence. The distance is measured in a straight

line from the Ordnance Survey address point of the child's home to the Ordnance Survey address point of the school, calculated using a computerised mapping system. Measurements by alternative systems or to other points will not be taken into account in any circumstances. Where applicants have identical distance measurements, and who are not from multiple births, priority amongst them will be determined at random using a computerised system.

- 3.4. To ensure the highest level of prioritisation of pupils being considered under the distance criterion all admission authorities must verify that distances are being measured from a child's home address.
- 3.5. This protocol relates to the detection of addresses of convenience for any application processed by Haringey whether they are from a family resident in the borough, or the application has been passed to Haringey as part of the co-ordinated admission scheme.
- 3.6. Where an application names an own admission authority school (e.g., a Voluntary Aided school) the decision regarding the use of an address of convenience rests with the school's governing body and not Haringey. However, Haringey will share any information that it considers pertinent regarding the use of an address of convenience (operating within the confines of the Data Protection Act) and will liaise with own admission authority schools with regard to any investigation.

#### 4. HOME ADDRESS

- 4.1. A child's home address is defined within Haringey's admission arrangements as being the child's only or main residence, and excludes any business, relative's, or child-minder's address (other than the normal residence of the child's primary carer). Where there is a child arrangements order which states that the child will live an equal amount of time with each of two parents/carers, then it is up to those parents/carers to agree which address to use for the purpose of making a school place application. If under the order the child is not to live an equal amount of time with each of two parents/carers, the address of the parent/carer with whom under the order the child will live most of the time will be used. If the child lives some of the time with each of two parents/carers, and there is no child arrangements order governing with whom the child is to live and when they are to live with those persons, then the address at which any Child Benefit is claimed, or the address at which the child is registered with a GP will be considered. In all cases the final decision rests with the admission authority.
- 4.2. The address to be used for the initial allocation of places to reception, year 3 and year 7 will be the child's home address as at the last date for notifying Haringey of a change of address, as stated in the coordinated admissions scheme. Changes of address after this date may be considered in accordance with Haringey's coordinated scheme, **if there are exceptional reasons behind the change**, such as if a family has just moved to the area or if there has been a recent death of an immediate family member, and the details of each case will be considered individually. However, it is not permissible to use an address of convenience, the definition of which is provided in Section 2.1 above.
- 4.3. After the initial round of allocations, any late applications or in year applications will be considered using a child's only or main residence at the date the offer is made. The address used for waiting lists will also be this address.
- 4.4. Any offer of a place on the basis of address is conditional upon that address being the child's only or main residence at the appropriate time. For on time applications during the normal admissions round the address used must be the child's only or main residence as at the last date for notifying Haringey of a change of address, as stated in

the coordinated admissions scheme. For all other applications, the address used must be the child's only or main residence at the time any offer is made. Applicants have a responsibility to notify Haringey School Admissions of any change of address without delay.

- 4.5. As part of the application process, applicants are asked to provide two proofs of their home address. This is usually their council tax number or, if they are not responsible for council tax, alternative evidence such as a signed tenancy agreement, and a utility bill.

## 5. EXAMPLES AND INVESTIGATION

- 5.1. Haringey will investigate if the primary carer of the child still owns a property that has previously been used as a home address for the child. Haringey will also investigate if we suspect an address has been used solely or mainly to obtain a school place when an alternative address is still owned and available to the primary carer. In cases such as this, renting out the owned property on a short-term basis would not be treated as making it unavailable to the primary carer.

- 5.2. There are no set criteria which define and confirm an address of convenience. It is for the admission authority to determine if, on the balance of probability, the address given on an application is the child's only or main residence. Some examples of when an address of convenience may be considered are as follows:

- An applicant applies from an address where the child does not normally reside, for example a relative's address.
- A family rents a property, or lives with relatives temporarily and uses this address in order to gain a school place, whilst retaining ownership of an alternative property. In cases such as this, the property which is still owned by the family would normally be considered as the appropriate address to assess admission from, even if this property is not currently being occupied by the family.
- Where the child's residence is split between two parents/carers living at alternative addresses, an application is made from the address where the child does not live the majority of the week. A child arrangements order should be present which specifies the living arrangements. If residency under the order is split equally, then the parents/carers must decide which address to apply from and only apply from one address.

- 5.3. There are a number of reasons why Haringey may investigate an address. Some addresses may be checked when specific suspicions have been raised about the application, whilst others may be randomly checked. The reasons an address may be investigated can include, although are not restricted to, the following:

- Targeting specific applications for oversubscribed, popular schools
- Spot checking applications
- Applications where the applicant does not appear to be the child's primary carer
- Applications for children whose current school is not in the area of the address given
- Where information stored on Haringey's database indicates another family unit at the same address
- Where the applicant's address does not match the address provided to the child's current or preferred school
- Known short-term rental addresses near popular schools
- Where the applicant has been resident at the address in the short term (for example, for the duration of the application process) and the applicant previously

- resided at an address further away from a popular school
  - Where a change of address is reported after an application is first submitted
  - Where any other suspicions are raised about the permanence and authenticity of an applicant's address
- 5.4. Any other authority, establishment or individual may refer the suspected use of an address of convenience to the Local Authority. Referrals should be made on the official online referral form available via [www.haringey.gov.uk/fraudulent-applications](http://www.haringey.gov.uk/fraudulent-applications). The identity of any parent or member of the public making a referral will be kept confidential as part of any investigation and will not be divulged to any party being investigated (unless required by a court order). Anonymous referrals will be reviewed and investigations instigated where appropriate.
- 5.5. Specific evidence which indicates that an applicant may be using an address of convenience does not need to be present for Haringey to investigate an address. Haringey and school admission authorities have a duty to ensure all school places are offered correctly and fairly, and therefore have a duty to ensure all addresses used for the purpose of allocating school places are accurate. Any address can be investigated at any time to ensure the authority fulfils its duty.
- 5.6. Haringey has a legitimate interest in processing data, where that processing is necessary to prevent a school place being offered incorrectly. Schools have a corresponding legitimate interest in sharing data with Haringey if that is necessary for the detection of such cases.
- 5.7. Where any suspicion of an address of convenience involves an address outside the administrative authority of Haringey, then Haringey reserves the right to liaise with relevant other local authorities as necessary.

## 6. ADDRESS VERIFICATION PROCESS

### Initial Investigation Letter

- 6.1. When Haringey has decided to investigate an address, contact will be made with the applicant informing them of the investigation. Examples of initial investigation letters are set out in Appendix A & B and will:
- Explain the reason why the address is under investigation
  - Describe the Council's definition of an address of convenience
  - Set out why the authority has a duty to investigate addresses
  - Provide an overview of the procedure followed in order to investigate addresses
- 6.2. For addresses which are used on an application, the applicant has not reported a change of address after the application is first submitted and suspicions exist as to whether this is the child's only or main residence then Haringey (Appendix A) will also:
- Request the applicant to complete a form (see appendix C) which asks for specific details about their address; i.e. how long have they lived at the property, do they own any other property etc.
  - Request the applicant to provide copies of specific documentation to verify the address (see section 6.3)
- 6.3. The documents (copies) which will be sought to verify an address will be as follows:

#### Group 1

- Legal rental document showing the applicant's name and the full address.
- Solicitor's letter or land registry document confirming house purchase, showing the applicant's name and the full address of the property (in this case, proof of the sale or rental of the applicant's previous address will also be required).
- Council Tax Bill showing the applicant's name and full address as a liable person and must be for the year in which the application was made/the change of address was notified, whichever date is applicable.
- Current, valid (at the date the application was made/the change of address was notified, whichever date is applicable) full UK photo-card driving license with signature or 'old style' driving license. (Provisional licenses are not acceptable as proof of address).
- The child or parent's UK Application Registration Card issued by the Home Office or IND (Immigration and Nationality Directorate) Application (either are acceptable)
- UK firearms licence

## Group 2

- Bank or building society statement (not credit card)
- Mortgage Statement showing the applicant's name and full address Financial Statement showing the applicant's name and full address e.g. Pension, endowment, ISA (UK)
- Household utility bill e.g. gas, electric, water or fixed line telephone but not a mobile phone bill showing the applicant's name and full address (original notification letter from the relevant benefits agency confirming the right to benefits or state pension showing the applicant's name and full address.
- HM Revenue & Customs tax document e.g. tax assessment, statement of account, notice of coding. It must contain the applicant's name and full address. P45s and P60s are not acceptable.
- Vehicle Registration Document (V5C) or old style (V5) showing the applicant's name and full address.
- TV licence (valid for the year in which the application was made/the change of address was notified, whichever date is applicable)
- Current vehicle tax renewal document showing the applicant's name and full address.

With the exception of a TV licence or vehicle tax renewal document, all Group 2 documents must be dated no earlier than 3 months before the date the application was made or, if this occurred, no earlier than 3 months before the date the applicant notified the Council of a change of address after the application was submitted.

- 6.4. Applicants under investigation will be asked to provide either one document from Group 1 and three documents from Group 2, or five documents from Group 2.
- 6.5. If an alternative property was still owned by the applicant at the appropriate time then evidence will also be required showing that this property was at the appropriate time no longer available to the applicant. This will require evidence to be provided, such as documents showing that contracts had been exchanged for the sale of the property at the appropriate time. This evidence is required to prove that this property was not available to the applicant at the appropriate time, but does not, in itself, prove that an address of convenience has not been used. In cases such as this, renting out the owned property on a short-term basis (for example, for a year during the application process) would not be treated as making it unavailable to the primary carer.
- 6.6. Where the applicant has reported a change of address after an application is first submitted, and suspicions exist for the reported new address, then specific documents

will be sought (Appendix B). Haringey School Admissions reserves the right to request any documents it feels necessary. The evidence required will need to prove that no other alternative address was owned and available to the applicant at the appropriate time.

- 6.7. The applicant will be given 7 days in order to provide the documents requested. This timescale is set to ensure that the applicant has enough time to collate and return the documents requested, but also short enough to ensure that the documents already exist and are not generated as a result of the investigation. During this period, an application will continue to be processed until a decision is made. This is to ensure that the application is not disadvantaged if the investigation confirms the original address stated is indeed the child's only or main residence.

6.8. Applicants must also ensure that in addition to the documentation requested by Haringey, they include all the documents which they wish to submit as evidence to support their application, as their case will only be considered once before National Offer Day. All evidence submitted will be considered during the January prior to National Offer Day.

- 6.9. Haringey reserves the right to cross check address information with other Haringey departments, local authorities, current/previous schools, and any relevant agencies providing services for the aforementioned organisations.

#### **No Response Received**

- 6.10. If an application has yet to be processed or the applicant has yet to be offered a school place, and no reply is received to the initial request for information by 7 days from the estimated receipt by the applicant of that request, then the investigation and decision will be based upon the information the local authority holds.
- 6.11. If an application has been processed and a school place offered, and no response is received to this request for information by 7 days from the estimated receipt by the applicant of that request, then the applicant will be contacted and given a further 7 days to respond to the request. The correspondence will explain that, if no response is received within the specified timeframe, then the investigation and decision will be based upon the information the local authority holds, which may result in any school place offered being rescinded.
- 6.12. The details of applicants who have not accepted a school place will be passed to the Children Missing Education/Elective Home Education teams(s) who will check to ensure any compulsory school aged children are receiving appropriate full time education. Parents of children of compulsory school age who are not receiving full time education are liable for prosecution.

#### **Address of Convenience Decision Following Applicant Response**

- 6.13. For applications where Haringey is the admissions authority, a panel of officers will assess the information provided by applicants. For applications where the school is their own admission authority then documentation gathered by Haringey will be provided to the governors of the school to consider, and this may take additional time.

**6.14. First Panel Meeting – January prior to National Offer Day**

All the evidence applicants submit will be considered by the relevant admission authority in January before National Offer Day.

**6.15. Second Panel Meeting – April following National Offer Day**

Any new applications under investigation, or further evidence not considered because it was supplied after the January deadline, will be looked at in April following National Offer Day.

**6.16. The decision made by the relevant admission authority on which address to use for the purpose of a school application will be final.**

6.17. In all cases, the admission authority will make a decision as to:

- a) whether or not the claimed address can be accepted as the child's only or main residence at the appropriate time. To come to a decision, the panel must decide on the balance of probability where the child's only or main residence was or would be at the appropriate time; and
- b) if the admission authority is satisfied that the claimed address cannot be accepted as the child's only or main residence at the appropriate time, whether or not the claimed address was used by the parent/carer solely or mainly in order to gain an advantage in accessing a school place

This will be determined using all available information including evidence submitted by the applicant(s) and information that the Council holds relating to an address or to an applicant.

6.18. If the panel are satisfied that the claimed address can be accepted as the child's only or main residence at the appropriate time, or that the claimed address was not used by the parent/carer in order to gain an advantage in accessing a school place, the investigation will be closed, and the applicant informed of the decision in writing.

6.19. Haringey and admission authorities within the borough reserve the right to re-open any closed case at any time if new and credible information is received which questions the validity of an address.

6.20. If, following receipt of information and documentation, the admission authority is still unable to make a decision regarding the validity of an address, then further steps may be taken to investigate the address.

**Additional Information Requests**

6.21. If the information provided has raised further queries which need to be explored, then the Admissions Service will contact the applicant again to request further information or documentation to assist with the decision-making process. Although Haringey reserves the right to request as much information and documentation as it believes necessary to make a decision, the aim of this process is to ensure that applicants are required to provide information as few times as possible in order to facilitate a prompt resolution to the investigation.

**Address Visits**

6.22. Where suspicions lie as to the validity of an address, the Admissions Service may make unannounced visits to the applicant's claimed address, or any other address suspected

to be the normal residence of the child's primary carer or to be the address where the child resides for the majority of the week. The aim of these visits will be to verify that the address information provided in the application form is accurate.

- 6.23. All visits will be attended by two members of the School Admissions Team or their equivalent. No visit will be undertaken in a covert manner, but they will be unannounced in order to best assess the validity of an address.
- 6.24. If an address appears to be unoccupied at the time of a visit, a letter will be left confirming that an attempted visit took place. This letter will ask the occupant to contact the Admissions Service within 24 hours to confirm receipt of the letter and details of the occupant. It would be expected that an applicant living at the address stated on an application should reasonably be able to pick up correspondence left and respond within 24 hours. If contact takes longer than 24 hours, then the applicant must explain why and provide evidence why they did not respond within the specified time.

### **Notification of Confirmation of Address of Convenience Decision**

- 6.25. If, following either the initial investigation or any further investigation, the admission authority concludes that, on the balance of probability, an address of convenience has been used on an application, correspondence will be sent to the applicant confirming this decision. This will clearly state the factors taken into account in making the decision as well as the steps which will now be taken with the application, as set out in section 7. It will also set out which address will be considered to be the child's home address for the purpose of their application for admission to school.
- 6.26. Applicants may wish to submit further evidence and representations to the admission authority. If further information is submitted, then this will be considered by the admission authority at their earliest convenience. The original decision will still stand until any further consideration takes place.

## **7. STEPS TO BE TAKEN FOLLOWING ADDRESS OF CONVENIENCE DECISION**

- 7.1. Where an address of convenience decision has been made, the authority may take a variety of steps. The steps taken depend on the current status of the application as well as the type of application made. The various steps are set out below.

### **Application not yet processed**

- 7.2. If an application has yet to be processed and has had no place offered, then the application will be treated as having been made from the correct address, as determined by the admission authority.
- 7.3. If the child's determined home address falls outside Haringey then the applicant will be directed back to their home authority if they are making an application during the normal round admission (i.e. entry the following September in either Year R, Year 3, or Year 7), or processed by Haringey using the non-Haringey address, whichever is considered the best option upon discussion between local authorities.

### **Place offered but pupil is not on school roll**

- 7.4. The School Admissions Service will assess the allocation process to see if the use of an address of convenience has gained a school place. If the place would not have been gained had the correct home address been used, then the application offer will be withdrawn, and the application will be processed using the correct home address.
- 7.5. If it is believed, on the balance of probability, that the child's home address falls within

Haringey and a school place offered is withdrawn, then an alternative offer will be provided at the nearest school to the Haringey home address which has an available place. The applicant may wish to consider other schools with available spaces in the area or take on the responsibility of their child's education by choosing Elective Home Education.

### **Place offered and pupil is on school roll**

- 7.6. If it is believed by the admission authority that, on the balance of probability, a school place has been gained fraudulently based on the use of an address of convenience, and the child in question has commenced at the school then Haringey and schools reserve the right to withdraw the place. An alternative school place will be offered on withdrawal of the fraudulently obtained school place. This will be the nearest school to what is considered to be the correct home address of the child. The applicant may wish to consider other schools with available spaces in the area or take on the responsibility of their child's education by choosing Elective Home Education.
- 7.7. If the place is withdrawn, then the child may be expected to leave the school no later than the end of the half term in which the place is withdrawn, on the assumption that an alternative school place has been offered by that date. If no alternative school place has been offered by the child's home Local Authority, then an alternative school place will be allocated by Haringey.
- 7.8. In all cases where it has been deemed that a school place has been gained based on an address of convenience and the child continues to attend the school in question, then the Council reserves the right to deny sibling priority within the oversubscription criteria to any subsequent children applying for a place the school.
- 7.9. If a place is withdrawn, and an alternative place offered, then the child will be expected to leave the school whether the place is accepted or not by the parent/carer. If the alternative school is not accepted, then it will be the parent/carer's duty to ensure their child receives full time education once they leave their current school. The parent/carer will need to evidence to the Council that the child will attend an alternative school or that they have taken on the responsibility of their child's education by choosing Elective Home Education. In this case, details of the pupil concerned will be forwarded to the Children Missing Education Team who will ensure that children of compulsory school age are receiving full time education.
- 7.10. If the child is attending a school in Year 6, Year 10 or Year 11, then the place will not be withdrawn. This is based on advice set out in The School Admissions Code 2014.
- 7.11. The Admissions Service reserves the right to pass details relating to addresses of convenience to other Council departments, where necessary, to assist in the prevention or detection of fraud, e.g. Fraud, council tax, or audit teams.

### **Address to use on future applications**

- 7.12. Following a decision that an address of convenience has been used, any subsequent application, should be made using the child's correct home address. The LA will set out which address it expects this to be in the correspondence sent following an investigation.
- 7.13. If a family continues to reside at a property which is not considered by the LA to be the child's only or main residence, for example where they continue to live in a rental property but own an available property elsewhere, then the family will be expected to apply in respect of the child using the address of the available property elsewhere. If this is the case, the applicant should supply a covering letter explaining that they are

living at another address and they wish this to be used for correspondence. The application will be assessed, for admissions purposes, using the address of the available property elsewhere.

## Right of Appeal / Complaints

7.14. Applicants do not have the right to appeal against the Council's decision that an address of convenience has been used. They will, however, have their statutory right of appeal if, following an application a place is not offered at a preferred school.

7.15. Although applicants do not have a statutory right to appeal against an address of convenience decision, if they are unhappy with the decision reached by Haringey, where they are the admission authority, then they can in the first instance request that the decision be reviewed by the Assistant Director, Schools and Learning by emailing:

- [schooladmissions@haringey.gov.uk](mailto:schooladmissions@haringey.gov.uk)

Alternatively, you can send your request by post to:

- **School Admissions, Floor 5, 48 Station Road, Wood Green, N22 7TY**

7.16. The sole ground of review will be that, having regard to the factors notified to the applicant as those taken into account by panel in making the decision, no reasonable panel could have come to that decision. In the request the applicant will need to set out in detail the reasons why they say this ground of review applies. An application for review will not necessarily delay the Council's taking any of the steps set out in section 6 and 7.

7.17. If following the review, the applicant remains unhappy they can make an official complaint to the Council. To do this, applicants should visit: [www.haringey.gov.uk/contact/council-feedback/complaints-about-council](http://www.haringey.gov.uk/contact/council-feedback/complaints-about-council). The making of an official complaint will not necessarily delay the Council's taking any of the steps set out in section 6 and 7.

7.18. At any time during this process an applicant may make a complaint against the Council by contacting the Local Government Ombudsman (LGO); however, the LGO will normally expect for all stages of the Council's complaints procedure to have been completed before considering a complaint. Further advice is available on their website, [www.lgo.org.uk](http://www.lgo.org.uk), or by calling their advice line, 0300 061 0614.

7.19. If the applicant is unhappy with the decision made, where the school is their own admission authority, then they should make a complain to the school, in accordance with the school's own complaints procedure.

## 8. STATISTICS

8.1. The Admissions Service will collate statistics on the number of applications which are investigated in respect of entry within each academic year group. This data will also note the outcome of each investigation.

8.2. Statistical data, requested under the Freedom of Information Act, must be requested by emailing [schooladmissions@haringey.gov.uk](mailto:schooladmissions@haringey.gov.uk)

## 9. REVIEW

9.1. This protocol will be reviewed and updated as and when required to ensure that it accurately reflects the processes undertaken by the Council.

- 9.2. This protocol was introduced and published in September 2016.
- 9.3. This protocol was reviewed and updated in February 2023.

## Appendix A - Initial investigation letter to applicants (for a child's current address which is under investigation)

Dear «salutation»,

[Application Process] School Application - «Pupil\_forenames» «PUPIL\_SURNAME»  
(«pupil\_birthdate»)

I am writing in relation to the application you have submitted for a school place for «Pupil\_forenames» «Pupil\_surname».

Education Services is investigating whether the address you have provided on the application is an address of convenience. An address of convenience is considered to be one which is used by an applicant in order to gain an advantage in accessing a school place for a child where the address is not the child's only or main residence.

The London Borough of Haringey (the Council) has a duty to ensure that school places are offered fairly and accurately, in line with the published oversubscription criteria. In order to prioritise pupils correctly, we must verify that applications are made, and distances measured, from a child's only or main residence. We will not generally accept an address if a child's primary carer still owns a property that has previously been used as a home address for the child, nor if we believe the address has been used solely or mainly to obtain a school place when an alternative address is still owned by and available to the primary carer.

The reason we are investigating your application is because:

- [DETAILS]

The Council has a duty to investigate any possible fraudulent or intentionally misleading application or undertake any spot checks it feels necessary. Whilst investigations are on-going, your application and any relevant school place offer will be unaffected.

In order to assist us with our investigations, could you please kindly:

- a) Complete the enclosed form
- b) Return the form to us along with copies of the relevant documents as requested in the form,
- c) Include any other documentation you wish us to consider. You must ensure that in addition to the documentation requested by Haringey, you include all further documents which you wish to submit as evidence to support your application, as your case will only be considered once before National Offer Day. All evidence submitted will be considered during the January prior to National Offer Day, and any evidence submitted after the deadline below will not be considered until after National Offer Day.

We require this information to be sent to us by **[7 days following]**.

Once this is received we will make a judgement as to whether, on the balance of probability, an address of convenience has been used. We will write to you within two weeks of receiving your documentation to confirm receipt, however the complete investigation into your address may take longer. If you have applied for a school who are their own admission authority then it may take additional time for the school to consider your case.

We reserve the right to follow up any information provided with further requests for any additional information or documentation we feel necessary in order to make an informed decision. We also

reserve the right to undertake unannounced visits to any properties involved in an investigation, whether this is the applicant's claimed address or any other address suspected to be the normal residence of the child's primary carer or to be the address where the child resides for the majority of the week.

If we are satisfied that the address provided on your application is not an address of convenience, then no further action will be taken. We will write to inform you of this and any place offered will remain.

If, following investigation, the admission authority believe on the balance of probability that an application has been made using an address of convenience we will notify you of the decision in writing. The Council reserves the right to withdraw school places offered if it is decided that an address of convenience has been used.

For further explanation of the reason why addresses are investigated, please read the Haringey Address of Convenience Protocol which can be found on our website: [www.haringey.gov.uk/admissions](http://www.haringey.gov.uk/admissions).

We would like to reassure you that, at this stage, this is a routine investigation and no detrimental action will be taken in respect of your application prior to a decision being made.

Once again, we would like to remind you that we require a response to this letter by **[7 days following]**. If you do not respond by this date, then a decision will be made with the information that the Local Authority holds. Please feel free to contact us directly if you wish to discuss the matter further.

**PLEASE ENSURE ALL CORRESPONDANCE IS SENT VIA EMAIL,  
AS OFFICERS WORK REMOTELY**

School Admissions Service

**School Admissions Service**

5<sup>th</sup> Floor 48 Station Road

Wood Green

London N22 7TY

**T** 020 8489 1000

**E** [schooladmissions@haringey.gov.uk](mailto:schooladmissions@haringey.gov.uk)

**[www.haringey.gov.uk](http://www.haringey.gov.uk)**

## Appendix B - Initial investigation letter to applicants (where the applicant has reported a change of address after an application is first submitted)

Dear «salutation»,

[Application Process] School Application - «Pupil\_forenames» «PUPIL\_SURNAME» («pupil\_birthdate»)

I am writing in relation to the application you have submitted for a school place for «Pupil\_forenames» «Pupil\_surname».

Education Services is investigating whether the new address you have provided after submitting your application is an address of convenience. An address of convenience is considered to be one which is used by an applicant in order to gain an advantage in accessing a school place for a child where the address is not the child's only or main residence.

The London Borough of Haringey (the Council) has a duty to ensure that school places are offered fairly and accurately, in line with the published oversubscription criteria. In order to prioritise pupils correctly, we must verify that applications are made, and distances measured, from a child's only or main residence. We will not generally accept an address if a child's primary carer still owns a property that has previously been used as a home address for the child, nor if we believe the address has been used solely or mainly to obtain a school place when an alternative address is still owned by and available to the primary carer.

The reason we are investigating your application is because:

- [DETAILS]

The Council has a duty to investigate any possible fraudulent or intentionally misleading application or undertake any spot checks it feels necessary. Whilst investigations are on-going, your application and any relevant school place offer will be unaffected.

In order to assist us with our investigations, could you please kindly:

- a) Complete the enclosed form
- b) Return the form to us along with copies of the relevant documents as requested in the form,
- c) Include any other documentation you wish us to consider. You must ensure that in addition to the documentation requested by Haringey, you include all further documents which you wish to submit as evidence to support your application, as your case will only be considered once before National Offer Day. All evidence submitted will be considered during the January prior to National Offer Day, and any evidence submitted after the deadline below will not be considered until after National Offer Day.

We require this information to be sent to us by **[7 days following]**.

Once this is received we will make a judgement as to whether, on the balance of probability, an address of convenience has been used. We will write to you within two weeks of receiving your documentation to confirm receipt, however the complete investigation into your address may take longer. If you have applied for a school who are their own admission authority then it may take additional time for the school to consider your case.

We reserve the right to follow up any information provided with further requests for any additional information or documentation we feel necessary in order to make an informed decision. We also

reserve the right to undertake unannounced visits to any properties involved in an investigation, whether this is the applicant's claimed address or any other address suspected to be the normal residence of the child's primary carer or to be the address where the child resides for the majority of the week.

If we are satisfied that the new address you provided after submitting your application is not an address of convenience, then no further action will be taken. We will write to inform you of this and any place offered will remain.

If, following investigation, the admission authority believe on the balance of probability that the new address you provided was an address of convenience we will notify you of the decision in writing. The Council reserves the right to withdraw school places offered if it is decided that an address of convenience has been used.

For further explanation of the reason why addresses are investigated, please read the Haringey Address of Convenience Protocol which can be found on our website: [www.haringey.gov.uk/admissions](http://www.haringey.gov.uk/admissions).

We would like to reassure you that, at this stage, this is a routine investigation and no detrimental action will be taken in respect of your application prior to a decision being made.

Once again, we would like to remind you that we require a response to this letter by **[7 days following]**. If you do not respond by this date, then a decision will be made with the information that the Local Authority holds. Please feel free to contact us directly if you wish to discuss the matter further.

**PLEASE ENSURE ALL CORRESPONDANCE IS SENT VIA EMAIL,  
AS OFFICERS WORK REMOTELY**

School Admissions Service

**School Admissions Service**

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**E** [schooladmissions@haringey.gov.uk](mailto:schooladmissions@haringey.gov.uk)

**[www.haringey.gov.uk](http://www.haringey.gov.uk)**

**Address of Convenience Investigation  
Further Information Form**



**DECLARATION:**

I certify that the information I give is true to the best of my knowledge and belief. I understand that if I give any false or deliberately misleading information on this form and/or in supporting documents, or withhold any relevant information, this may render my application invalid and/or lead to the withdrawal of an offer of a school place for my child.

- ❖ Ensure that you include all the documents requested below, as well as any further documentation you wish to submit as evidence to support your application, as your case will only be considered once before National Offer Day. All evidence submitted will be considered during the January prior to National Offer Day.

**First Panel Meeting – January prior to National Offer Day**

All the evidence applicants submit will be considered by the relevant admission authority in January before National Offer Day.

**Second Panel Meeting – April following National Offer Day**

Any new applications under investigation, or further evidence not considered because it was supplied after the January deadline, will be looked at in April following National Offer Day.

The decision made by the relevant admission authority on which address to use for the purpose of a school application will be final.

- ❖ Please complete the following questions, attaching documents where requested. Please use further sheets where necessary to include further explanation/details etc.

Child's name		Date of Birth	
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Parent 1 name		Date of Birth	
Parent 2 name		Date of Birth	

**Section 1: Current address**

*(as stated on application/as reported to the Council after submission of the application)*

- ❖ Please also attach to this form evidence, either a current tenancy agreement or mortgage statement etc. relating to the purchase or rental of your current address.

1.	For the avoidance of doubt, please can you state your, and your child's, current address:	Address:			
		Postcode:			
2.	From what date did this become your current address?				
3.	Please provide the reason(s) why you have moved into this address.				
4.	Do any other family members reside with you at this address? i.e. child's grandparents/extended family etc.	Yes <input type="checkbox"/>	No <input type="checkbox"/>		
	If yes, please provide details:				
5.	Do you own or rent this property?	Own <input type="checkbox"/>	Rent <input type="checkbox"/>	Other <input type="checkbox"/>	
	<i>If you have selected other, please answer Q6 &amp; Q7. Otherwise, move on to Section 2.</i>				
6.	If you do not own / rent this property, who does the property belong to?				
7.	What is the arrangement allowing you to live at this address? (i.e. living with relatives)				

Section 2: Previous Address (If moved to current address within the past 12 months)				
8.	If you moved to your current address within the past 12 months, where did you live previously?	Address:		
		Postcode:		
9.	How long did you live at this previous address?	Years		Months
10.	Did you own or rent this property?	Own <input type="checkbox"/>	Rent <input type="checkbox"/>	Other <input type="checkbox"/>
<i>If you owned this property, please answer Q11. If you have answered other, please answer Q12 &amp; Q13. Otherwise, please move on to section 3.</i>				
11.	If you owned this property, do you still own this property?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
<i>If yes, please fill in the details in Section 3. If no, please provide evidence of your house sale</i>				
12.	If you did not own/rent this property, to whom did it belong?	Name:		
		Relationship to you:		
13.	What was the arrangement allowing you to live at this address? (e.g. living with relatives)			

Section 3: Properties You Own		
<i>(Please use further sheets where necessary to include further explanation/details etc.)</i>		
❖ Please also attach to this form evidence, either a current tenancy agreement or empty property council tax notice etc. for each property you own.		
14.	Do you own any properties?	Yes <input type="checkbox"/> No <input type="checkbox"/>
15.	If yes, please provide details of each, including addresses:	

16.	If yes, what is the current status of each of these properties? <i>(e.g., are they let, empty, undergoing building work etc.)</i>
17.	What do you intend doing with these properties in the future? Do you plan to return to these properties, if so when? Do you plan to sell these properties, if so when?

<b>Section 4: Additional Evidence of Current Address (please provide copies)</b>	
❖ Please provide either one document from Group 1 and three documents from Group 2, or five documents from Group 2.	
<i>*Please ensure Group 2 documents are dated within the past 3 months where applicable.</i>	
Please note, Haringey may contact you later to request further documents or evidence	
<b>Group 1</b>	Please mark which you have provided ↓
• Legal rental document showing your name and the full address	<input type="checkbox"/>
• Solicitor's letter or land registry document confirming house purchase, showing your name and the full address of the property (in this case, proof of the sale or rental of the parent's previous address will also be required).	<input type="checkbox"/>
• Council Tax Bill showing your name and full address name as a liable person and must be for the year in which the application was made/ the change of address was notified, whichever date is applicable.	<input type="checkbox"/>

<ul style="list-style-type: none"> <li>• Current, valid (at the date the application was made/ the change of address was notified, whichever date is applicable) full UK photo-card driving license with signature or 'old style' driving license. (Provisional licenses are not acceptable as proof of address).</li> </ul>	
<ul style="list-style-type: none"> <li>• The child's or your UK Application Registration Card issued by the Home Office or IND (Immigration and Nationality Directorate) Application</li> </ul>	
<ul style="list-style-type: none"> <li>• UK firearms license</li> </ul>	
<b>Group 2</b>	Please mark which you have provided ↓
With the exception of a TV license or a vehicle tax renewal document, all Group 2 documents must be dated no earlier than 3 months before the date the application was made/ the change of address was notified, whichever date is applicable	
<ul style="list-style-type: none"> <li>• Bank, building society statement (not credit card)</li> </ul>	
<ul style="list-style-type: none"> <li>• Mortgage Statement showing your name and full address.</li> </ul>	
<ul style="list-style-type: none"> <li>• Financial Statement showing your name and full address e.g. Pension, endowment, ISA (UK).</li> </ul>	
<ul style="list-style-type: none"> <li>• Household utility bill e.g. gas, electric, water or fixed line telephone but not a mobile phone bill showing your name and full address</li> </ul>	
<ul style="list-style-type: none"> <li>• Original notification letter from the relevant benefits agency confirming the right to benefits or state pension showing your and full address.</li> </ul>	
<ul style="list-style-type: none"> <li>• HM Revenue &amp; Customs tax document e.g., tax assessment, statement of account, notice of coding. It must contain your name and full address. P45s and P60s are not acceptable.</li> </ul>	
<ul style="list-style-type: none"> <li>• Vehicle Registration Document (V5C) or old style (V5) showing your name and full address.</li> </ul>	
<ul style="list-style-type: none"> <li>• TV license (valid for the year in which the application was made/ the change of address was notified, whichever date is applicable)</li> </ul>	
<ul style="list-style-type: none"> <li>• Current vehicle tax renewal document showing your name and full address</li> </ul>	

**Section 5: Your Further Evidence**

*(Please use further sheets where necessary to include further explanation/details etc)*

- ❖ You must ensure that in addition to the documentation requested by Haringey, you include all further documents which you wish to submit as evidence to support your application, as your case will only be considered once before National Offer Day. All evidence submitted will be considered during the January prior to National Offer Day, and any evidence submitted after the deadline below will not be considered until after National Offer Day.
  
- ❖ If necessary, please include a personal statement expanding on the reasons why you have moved to your current address.

18. Details of all further evidence and documentation you have submitted:

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Personal Information Policy –**

Haringey Council will handle information you have provided in line with the Data Protection Act (DPA). It will be used for school admission purposes. The information will be held in confidence with only the people working within the combined children’s services who need to do so able to access and handle it. The Council has a duty under the Children Act 2004 to work with partners to develop and improve services to children and young people in the area. As such, the Council may also use this information for other legitimate purposes and may share this information (where necessary) with other Council departments and external bodies responsible for administering services to children and young people. The Council also has a duty to protect the public funds it administers, and to this end it may use the information you have provided on this form for the prevention and detection of fraud. Under the DPA you have the right to make a formal written request for access to personal data held about you or your child. For further information please contact the School Admissions Team.

Haringey Council holds and processes personal information about residents and service users so that we can deliver and manage the services we provide to you. We hold any personal information you give us – whether online via e-forms or through other means - securely and will only use it for council purposes.

We will only share your information where that is necessary to deliver the services we provide to you; unless the law requires us to share the information or where it is necessary to protect public funds or detect and prevent fraud or other criminal activity. We will not share your information with third parties for commercial or marketing purposes.

Our full privacy statement can be found on our website at [www.haringey.gov.uk/contact/privacy-statement](http://www.haringey.gov.uk/contact/privacy-statement).