

Secondary Transfer 2020 - Address Protocol

The home address provided on your application form must be the child's permanent place of residence on 31 October and will be that where an adult or adults with parental responsibility for the child live.

We will not accept a temporary address if you still possess a property that was previously used as a home address; nor will we accept a temporary address that is used solely or mainly to obtain a school place.

If you own a property, which is, or previously has been, used as a home address and you state that you are living at, and apply from a different address, we will consider the second address to be temporary. Therefore, we will use the address of the first property as the valid address for school admissions purposes. Where the owned property is being renovated, this will still be considered to be the child's permanent address.

If you own or rent a property, and you buy or rent another property or live with family or friends temporarily, and state that this is your and your child's home address, we will not use the second address for school admissions purposes.

All school admission applications for school places are subject to address checks to ensure school places are allocated fairly and in accordance with published admission arrangements. These checks may be made using council systems, agencies, fraud departments, other education settings, or other resources available to us. Applicants may also be asked to provide additional evidence to support their application.

It is for the home Local Authority to determine if, on the balance of probability, the address given on an application is a child's normal place of residence or is considered to be an address of convenience. Some examples of circumstances which may fall under this definition are as follows:

- using the address of a relative, friend, childminder or business
- using the address of a parent with whom the child spends the minority of the week
- use of a rented or second owned property address on a temporary basis which gains advantage in the admissions process whilst still continuing to own or rent an alternative property
- use of a local address whilst the child lives overseas

In making a decision, the following factors will be taken into account alongside any evidence seen during the address checking process:

- the preference schools and if they are oversubscribed
- if the address being used gains an advantage in the admissions process
- the distance of the properties to the preference schools
- the length of time the arrangement has been in place
- current education providers and services working with the family
- any state benefits in payment

If an address of convenience is found to have been used, the local authority will determine the address to be used based on the evidence found in their investigations.

If a fraudulent address or address of convenience is found to have been used after the allocation of places, any offer made will also be withdrawn, and this may be the case even if the child has started the school.

We may also carry out additional checks with the new school to see whether the child's home address has changed since the application and will investigate applications where:

- there are any doubts about the information originally provided
- information has been received from a member of the public to suggest that misleading information has been provided and a fraudulent application made
- the Council Tax is in a different name than the applicant's

Children living at two addresses

If parents live separately, the application should be made by the parent the child normally lives with from the address which s/he attends primary school.

Where a child lives with parents with shared parental responsibility, each for part of a week, the address where the child lives is determined using a joint declaration from the parents stating the pattern of residence.

If a child's residence is split equally between both parents, then parents will be asked to determine which residential address should be used for the purpose of admission to school and a copy of any custody or residency order submitted with the application.

If no joint declaration is received and the residence is split equally, the home address will be determined to be the address where the child is registered with the doctor. However, all evidence will be taken into account. If the residence is not split equally between both parents then the address used will be the address where the child spends the majority of the school week.

Custody issues cannot be resolved by the local authority. If parents are going through a separation or divorce and do not live together but share parental responsibility, the local authority will disclose details of a child's application if one of the parents requests this information.

The final decision about which address is to be used for admission purposes will be made by the Admissions Team

Applications from overseas

Applications with an overseas address will not be accepted for processing unless the Admissions Team is satisfied that there is evidence of a link to an address in Barnet and that a child will be resident at that address on or before the date of admission (i.e. start of September). The address must not be the address of a friend, relative or other address of convenience unless there is evidence it will be a permanent arrangement.

Evidence must include:

- Booked travel tickets
- End of lease/notice to tenants in property
- Start of employment contract in London/SE area

- End of employment contract abroad

The overseas address will apply until such time as there is evidence of a child's return to the linked address. In the event that a family does not return to the linked address provided by the start of September, submitted and any offer made will be withdrawn.

Children of UK service personnel

Families of UK Armed Forces personnel with a confirmed posting or Crown servants returning from overseas to live in Barnet can apply for a school place ahead of a move. However, the application must be accompanied by an official letter that declares the relocation date and a Unit postal address or quartering area address.

Change of address

We can only accept a change of address after you have moved. We will not use an intended future address (this includes where renovations are taking place prior to a move).

If you change address, please notify us immediately and provide the evidence required (see Proof of address below). If you do not tell us about a move, or an intended move that has failed to take place, we may withdraw any school place that has been offered.

A change of address will only be taken into account if it takes place before 12 December 2019. If we receive the required evidence before 12 December 2019, we will be able to use the new address to measure your home to school distance. If this information is received after 12 December, we will not be able to update your address until after 2 March 2020