

Guidance Notes - Proof of Occupancy

The address you provide on your application must be your **child's** permanent address at the point of application. You must not use a business address, childminder's or relative's address, or any address other than your home address. Only in circumstances where the relative or carer has legal guardianship, and is the main carer, will a different address be considered as the main residence. Evidence will be requested to support this arrangement.

Split residence – Where a child lives with parents with shared responsibility, the address where the child spends the majority of the school week should be the used for the school application. If there is a genuine 50/50 shared agreement 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 is the residential address for the purpose of admission to the school.

You need to provide us with a copy of your Council Tax bill (including the reference number as shown on your annual bill or direct debit statement).

If it's discovered that the parent/carer/guardian has deliberately provided an address that is not the main residence of the child, any offer made that may have deprived other applicants of a place will be withdrawn. This may also apply if the child has already started in the school. If it is decided not to remove the child's offer, any future sibling link will not apply. If you own or rent more than one property, you should state this on your form. You will also need to provide proof of residence and occupancy for the address at which your child lives most of the time and which is considered as the main family home.

If you move into a property for a temporary period purely for the purpose of trying to be nearer to a school, we will use your normal, permanent residence for the purpose of processing the application.

You must notify Holland Park School's Admissions Team if you move address. Your new address will not be updated until proof has been provided. You will be required to provide proof of address upon an offer of a school place.