

Surrey County Council Address of convenience assessment protocol



for the majority of the time, either by private arrangement or as stipulated in a child arrangement order. Where the child spends an equal time

Applications for children whose current school is not in the area of the home address

Where information stored on our database indicates another family lives at the same address

current or preferred school

Known short-term rental addresses near popular schools

Those who have been resident at an address for less than 18 months and who 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 correspondence is returned to the Admissions Team by the Royal Mail as

Where any other suspicions are raised about the permanence and authenticity of an

4.4 Any individual or organisation may refer the suspected use of an a

also reserve the right to ask for original documents where there is a question about the authenticity of a copy.

5.4

Although we reserve the right to make any additional requests deemed necessary, the aim of this process is to ensure that requests are concise, thorough and kept to a minimum to facilitate a prompt resolution to the investigation.

Address Visits

- 5.12 We reserve the right to visit the address suspected to be the residence of the family in order to verify the accuracy of address information.
- 5.13 All visits will be attended by two members of the Admissions team. No visit will be undertaken in a covert manner but may be unannounced.

If we are unable to make contact with an occupant during a visit, a letter will be left confirming that an attempted visit took place. This letter will ask the occupant to contact us before the end of the next working day 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 respond to correspondence left within 24 hours.

Address of Convenience Decision

- 5.14 If we conclude that an address of convenience has been used then the investigation will be closed and the applicant informed of the decision in writing. We reserve the right to re-open any investigation at any time if new and credible information is received which questions the validity of an address.
- 5.15 If we conclude that, on the balance of probability, an address of convenience has been used then a letter will be sent to the applicant confirming this. This letter will clearly state the factors taken into account when making the decision as well as the steps which will now be taken with the application, as set out in section 6. It will also set out which address is considered the correct address.
- 5.16 This letter will give the applicant a further 7 days to respond and make any final representations in order to allow for natural justice to take place. If no further substantial information is received within 7 days, the decision will stand.

6. Address of convenience confirmed

- 6.1 Where an address of convenience has been confirmed we may take a variety of steps, depending on the current status of the application as well as the type of application made. These are set out below.

No place allocated

- 6.2 If an applicant has not yet been offered a school place then the application will be withdrawn and the applicant requested to make a new application from the correct address.
- 6.3 If the applicant is making an application during the normal round admission; i.e. entry the address falls outside Surrey, the applicant will be directed back to their home authority.

Place allocated but pupil yet to start

- 6.4 determined by us, then the offer will remain and no further action will be taken. If a place the application and the place offered will be withdrawn. The applicant will then be requested to make a new address.
- 6.5 If the applicant is making an application during the normal round admission; i.e. entry the address falls outside Surrey, the applicant will be directed back to their home authority.
- 6.6 Surrey then an alternative offer will be made at the nearest school with an available place if the child is without a school place.

Place allocated and pupil has started

- 6.7 If a place was gained based on the use of an address of convenience and the child has commenced at the school but attended for less than one academic term, we reserve the right to withdraw the place offered. If the place is withdrawn and the child is determined by us to live in Surrey, an alternative school place will be offered at the nearest school with an residence.
- 6.8 If a place is withdrawn a child will be expected to leave the school no later than the end of the current half term, assuming an alternative school place has been offered. If no alternative school place has been offered then a child will not be expected to leave a school.
- 6.9 If a place is withdrawn and an alternative place offered then a child will be expected to leave the school whether the place is accepted or not. If the alternative school is not accepted it will be the duty to ensure their child receives full time education once they started their education in the case of a child who is a resident of Surrey.

address, providing details of the alternative correspondence address as part of the application.

Right of Appeal / Complaints