

## PART E – APPENDIX

### LIVING IN A SCHOOL CATCHMENT AREA - EXPLANATORY NOTES

- 1) In order to qualify as living within the catchment area of a given school the County Council will need to be satisfied that you actually do live within that area at the relevant time.
- 2) If you are in the process of moving to live in the relevant catchment area at the time of your application you need to provide the Pupil Admissions and Transfers Section with some firm independent evidence of when you will actually begin to live there. This evidence must be provided before the relevant closing date for applications. See [Section 3.10](#) regarding late applications for Primary schools and Section 4.6 regarding late applications for Junior and Middle schools.
- 3)
  - a) If your move into the catchment area involves the purchase of a property there you will need to provide appropriate written independent evidence (in the form of a letter from your solicitors if you are using solicitors) that contracts for the purchase have been exchanged and of the actual or expected completion date.
  - b) If your move into the catchment area involves the renting of a relevant property you will need to provide appropriate independent written evidence (eg from an estate agent or solicitor) of the tenancy agreement or lease including the start date.
  - c) If your move into the catchment area involves your returning to live in property you already own you will need to provide appropriate independent written evidence of the date when you will resume living in the property and that you intend to remain living there for the present.
  - d) If your move into the catchment area involves any other circumstances you will need to provide appropriate written independent evidence of the date when you begin to live there, the arrangements you will have for living there and the length of time for which you envisage staying there.
- 4) Please note that unless the written evidence which you provide proves, to the satisfaction of the County Council, that you will actually have commenced living in the catchment area by the relevant admission date for your child at the school to which you have applied, your application cannot be considered as a first priority within the criteria of the admissions policy.
- 5) Please also note confirmation of living within the catchment area does not guarantee a place for your child at the relevant school.
- 6) It is vital that you inform Pupil Admissions and Transfers Section of any change of your address throughout the admission process.
- 7) Where information provided by the parents in support of their preference is found to be fraudulent or intentionally misleading this could lead to the withdrawal of any place that has been allocated. If you knowingly give false information in order to obtain a particular school place you could be guilty of an offence under the Perjury Act 1911. Due to problems in previous years it may be necessary for the Admissions Service to carry out checks to confirm that information given in relation to children's home addresses is genuine. Parents may be asked to produce documentary evidence of the address given.