

Enrolment Proof - Help

	Which documents can we accept?	Points to note	Additional Guidance Notes
Proof of Address	Utility Bills, Tenancy Agreements, Mortgage Statements	<p>The address can also be checked using the CAG System.</p> <p>The proof must be in the same name of the main carer for the child.</p>	Where Parental responsibilities are split, we have always deemed the person in receipt of the Child Benefit / Tax Credits to be the main carer for the child.
			If Dad lives in Catchment, but Mum is the Main Carer, the address you will have to use is Mum's as she is the main Carer or vice versa.
			If the parent / carer lives in someone else's house, the proof of address should be in the name of that person (whoever's house it is) and that person should provide a covering letter stating that the parent / carer and the child(ren) are living with them in their home at the address provided.
Full Birth Certificate	You should only accept full birth certificates (the one with the parent details on).	Abbreviated ones are not acceptable	If this is the case, some form of documentation from Social Work/Courts etc should be obtained.
	This is the easiest way of confirming the name of the parent. However, if this cannot be provided, something from child benefit or tax credits would be acceptable (as long as it has the child's name and the name of the parent/carer who is applying for school clearly stated on it).	There will also be cases where it is not the parent who is applying for school for the child (foster carer/kinship carer etc).	
Baptism Certificate	Can you please also ascertain if the child is baptised as RC even if you are not an RC school. If they are, please ask for a copy of the Baptism certificate.		