

## **Required Documents for In-Year Application (ICAF)**

Once your child has been offered a school, the school will invite you and your child to attend a welcome meeting. At this meeting you will be asked to provide proof of your child's identity (including their legal name and date of birth) and the address where you and your child are living, as stated on the application.

Details of the documents you are required to provide are:

### **1. Proof of child's date of birth and name:**

You must provide **one** of the following documents:

- Child's passport (page with picture and child's name and date of birth) or
- Child's birth certificate or
- Child's European Economic Area (EEA) Identity Card or
- Asylum Register Card (ARC)

### **2. Proof of address / residency:**

The required address documents are dependent on your circumstances.

#### **a) You are living with relatives or friends.**

If you are residing with relatives or friends then you must provide

- i. A letter from the person you are living with explaining the situation and listing the names of all persons living at the address
- ii. Either a copy of the Council Tax bill (Current Year) for the person you are living with or, if the property you are living in is a rented property, you must provide a letter from the Landlord advising that you are allowed to live there
- iii. At least 2 documents (such as bank statement, driving licence, benefits letter or GP registration letter) showing your name and the address you are residing at.

#### **b) You have purchased the property within the last 6 months or rented / renewed a tenancy within the last 12 months.**

**You must provide**

- A copy of your exchange of contract / completion or a copy of your tenancy agreement

**And**

- Council Tax Bill for the current year
- A bank statement with the property address on dated within the last 3 months
- A utility bill for the property dated within the last 3 months

#### **c) You have owned the property for longer than 6 months.**

**You must provide**

- Council Tax Bill for the current year
- A bank statement with the property address on dated within the last 3 months
- A utility bill for the property dated within the last 3 months

#### **d) You are an asylum seeker or refugee and cannot provide documents from section a), b) or c) above.**

- A letter from the Home Office detailing the address you are living at.