

Secondary School Application – Support Information

Please remember to bring the following information and documents to your session:

1. **Your log in and password details for your eAdmissions account.** If you do not have an eAdmissions account, please set one up before attending your appointment as no account details will mean the session cannot go ahead.
2. Two documents **confirming legal guardian (parent/ carer) address**
3. One document **confirming child's address**
4. One document **confirming child's date of birth**

Confirming your address

You can either provide:

- **two** documents from Section A, **or**
- **one** document from Section A and **one** document from Section B.

Section A

Document	Notes
Council Tax statement or letter	This must be supplied if you are the council taxpayer and must be for the current financial year
Tenancy agreement	Must be current and include the pages that show the names of the tenants. If this is a new address, you must supply a letter from solicitor confirming exchange of contracts. (If child is named on this it can be used as a proof of address for child if no other child documents are available)
Benefit letter or Universal Credit notice	Must be for the current financial year

Section B

Document	Notes
Income Support or benefit letter or Universal Credit notice (if not used above)	Must be for the current financial year
TV licence	Must be for current year
Utility bill	Must not be more than 3 months old. <i>Mobile phone bills will not be accepted</i>
Driving licence	Must be current

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Confirming your child's address

You must provide one of the following documents to confirm your child's name and address:

Document	Notes
Child Tax Credit Award or Universal Credit notice	Must be for current financial year. Please copy all pages of the letter to include the home address, parents name and child's details.
Child Benefit letter	Must be for current financial year. All pages of the letter to include the home address and child's name. HMRC will provide you with a confirmation letter of this on request even if you do not receive payment.
Child NHS registration card	Must show your child's name and address
Medical letter or prescription	Must not be more than 12 months old
Immigration documents	Must show address
Letter signed by "No recourse to public fund" team	Must state child and parent/carer's name and address
Letter signed by social services - If child is a LAC	Must state the child and carer's name and address

Confirming your child's date of birth

You must provide one of the following documents to confirm your child's date of birth:

Document	Notes
Birth certificate	Must be a full copy
Passport	Must be current
EU national identity card	Must be current
Prescription or medical letter	Must have the child's name and date of birth printed on it

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If none of the documents can be provided

If you can't provide any of the documents above, a sworn affidavit, statutory declaration or affirmation must be provided.

It must state parent and child's full name, address, the date you started living at that address and the child's date of birth.

The document must be signed by a solicitor holding a current practising certificate issued by the Solicitors Regulation Authority.

If you do not need support with your application form can you please ensure that you list Sunnyhill Primary School as your child's current school – this allows the school to see if/when you have completed your child's application form and will stop me from contacting you unnecessarily.

Please follow the link below for access to all of the supplementary school forms – these forms need to be completed and taken directly to the Secondary School itself by the date listed on the form. Please read these carefully as the dates vary from school to school:

<https://www.lambeth.gov.uk/secondary-school-supplementary-information-forms-202021>

Please note, Dunraven, Lilian Baylis & La Retraite RC Girls all have **online supplementary forms** to complete, you can access these through the school's websites or through the link above.

Many thanks,

Nicola Condon

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