



## ASHMOLE ACADEMY

### Check List for Ascertaining “Child's Home Address” for Oversubscription (Distance) Secondary Transfer September 2025

**Nothing in this guidance alters any part of the School's Admissions Policy.  
This needs to be read in conjunction with The Ashmole Academy Admission Policy  
September 2025**

#### **Background**

Under the Ashmole Academy's (the “Academy”) oversubscription criteria places may need to be allocated on the basis of the child's permanent home address, which is defined as the address where the child lives and sleeps for more than 50% of his or her time from Monday to Friday during term-time at the time of the application deadline (“the child's home address”). Where places are allocated on the basis of the child's home address, this is done by reference to the proximity of the child's home address to the Academy, with those living nearer receiving higher priority. The Academy, some local residents and parents of applicants are concerned that the child's home address given by some parents may not be genuine, but rather only temporary for the specific purpose of securing a place at the Academy.

The Academy is concerned to ensure that parents who provide misleading or fraudulent information for admissions do not deprive other applicants of their rightful place. The Academy has consulted with local residents, the local authority, parents and parents of applicants and has considered carefully the feedback from those consultations as well as the provisions of the current School Admissions Code.

So as not to disadvantage those applicants who genuinely live near to the Academy, the Governors have put in place specific guidance to enable them to judge consistently and objectively whether an address provided by the applicant's parents in the application is the child's home address. In formulating this guidance, the Academy has (amongst other things) taken into account the need to treat all applicants fairly and not unfairly to disadvantage any group of applicants, and in particular to have regard to the need to make reasonable adjustments as required under equalities legislation.

#### **Verification of Permanent Home Address of Applicant – (Distance)**

Parents of applicants whose place will be dependent on the child's home address may be asked to provide evidence that the address submitted in the application is the child's home address. Such evidence may include but is not restricted to:-

1. Proof of ownership (Preferably Land Registry or a mortgage statement is acceptable) **or** a tenancy agreement covering the date of application to the end of the first term of the year in which the applicant has started at the school.
2. The address(es) at which the applicant has resided in the 12 months prior to the date of application is the home address. For example, this could be a copy of the contract/transfer for sale of the property or documentation or correspondence confirming the termination of tenancy agreement.

3. A council tax statement covering the 12 months prior to the date of application.
4. An official letter relating to the applicant (for example a tax credit/child benefit statement, medical letter, bank/building society letter or other official statement/document containing the applicant's name).
5. A recent electricity and gas bill (showing actual usage).
6. Driving licence of the parent/carer.
7. Proof of when actual residency took place (for example, a removal company booking and/or mail redirection service).

If from:

- The above mentioned evidence
- Information given in the application form
- Information obtained by the school from the applicant's primary school and/or the Local Authority of the applicant and/or other sources
- Information received/obtained from any third party (provided that third party also supplies their name and address)

any two documents indicate that an address provided in the application may not be the child's home address, the information will be passed to the Admissions Committee on behalf of the Governing Committee (which is a sub committee of the Governing Committee).

If, after scrutinising the above evidence and seeking any further clarification or making any further enquiries that the Admissions Committee considers necessary, the Admissions Committee establishes that the address provided in the application form is not the child's home address and was instead given fraudulently or with the intention to mislead, the offer will not be made or, if it has already been made, will be withdrawn, in accordance with the School Admission Code. This Code provides that where an offer is withdrawn on the basis of misleading information, the application will be considered afresh, and a right to appeal ordered if an offer is refused.

Failure to supply requested evidence may be considered as constituting an intention to provide misleading information and may therefore result in an offer not being made or being withdrawn. Failure to provide information may also be considered as an attempt to obtain a place fraudulently, and may result in an offer not being made, or a place being withdrawn within the applicant's first term at the Academy.

Where an offer is made and the place accepted, addresses of applicants who obtain places on the basis of the child's home address will continue to be monitored during the applicant's first term at the Academy in order to establish whether his or her place has been obtained fraudulently or by the provision of misleading information.

Where any applicant has already started at the Academy and the Academy becomes aware that the applicant's address has changed from that given on the application form, the Governors will ask for further information about such change. If the Governors establish that the address given on the application form was not the child's home address at the application deadline and the place was obtained fraudulently, the Academy reserves the right to withdraw the place before the end of the applicant's first term at the Academy.

**Indicators suggesting that the address should not be considered as the child's home address:**

If the evidence submitted establishes that the address provided in the application form is not the child's home address, the Governors will consider the application address to be a temporary address and refuse to allocate a place (as set out in the Academy's Admissions Policy.)

The evidence the Governors may use to establish whether, or use as a basis to investigate further and to seek explanations from the applicant's parents or applicant as to whether, the application address is or is not the child's home address may include, but is not restricted to, evidence that:

1. The applicant has moved to the address given on the application form within 12 months prior to the date of application, but a property that was a previous home address and is further from the Academy has been retained (where it is less than 50 miles from the Academy) regardless of whether the previous home address is leased to a third party.
2. The applicant is no longer living (or has not lived) at the address given in the application form at any time from the date of application up to the end of December of the year in which the applicant is due to start/has started at the Academy.
3. The applicant does not appear to be living at the address given in the application form at any time up to the end of December of the year in which the applicant is due to start/has started at the Academy.
4. Any tenancy or rental agreement does not extend from the date of application to at least December of the year in which the applicant has started at the Academy/is due to start.
5. The address of the applicant given in the application form differs from the address of the applicant held by the primary school and/or the Local Authority of the applicant.
6. The evidence provided as requested by the Governing Committee does not show the same address as that given on the applicant's application form.
7. The electricity and gas bills for the address given in the application form show usage inconsistent with it being the child's home address.

Any applicant who is aggrieved by the decision of the Admissions Committee on behalf of the Governing Committee will, in the usual way, have a right of appeal.

The Governing Committee  
Ashmole Trust