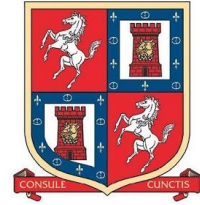




Gravesend Grammar School



Procedure for Establishing Proof of Address

The school may require parents to confirm that the address used in application is the permanent home address of the child. **We will contact you should we wish to do this.** We will require the following documentation:

1. Council Tax Bills
2. Utility Bills
3. Bank Statements
4. Rental Agreements/Mortgage Contracts
5. Electoral Roll data
6. Registration for the child at a local surgery
7. Documents linking your son to local clubs and organisations, e.g. sports clubs, scouts, library membership

In addition, a member of staff from the school will visit the child in his home at a time we would anticipate him being there. If the child is not at home, we will return at a different time. We will attempt a visit on three occasions.

The school will endeavour to carry out this process quickly to avoid unnecessary stress to the family. Once the evidence is gathered, the school will make a decision regarding the validity of the application and will write to the parents to confirm whether the child's place at the school has been maintained. In the event the place is withdrawn, the parents have the right to appeal to an independent panel who have the authority to direct the school to reinstate the child. Evidence that comes to light at a later time, even following the child's commencement at the school, that shows a place was gained using an incorrect address may result in the child's place being removed. It is important that parents check that they have completed their application correctly and must let the school know if they are in any doubt.