

Address of Convenience Investigation – Referral Form

Section 1: Referrer's details

Details of any parent / member of the public who makes a referral will be kept confidential as part of the investigation. They will not be identified to the applicant being investigated. However, if you wish to make an anonymous referral, please select this option in your answer below.

Question	Your answer
Do you wish to make an anonymous referral?	Yes / No (delete as applicable)

Otherwise, please provide your details below

Question	Your answer
Name	
Address including postcode	
Contact details	
Telephone No.	
Email	
School/Establishment (If applicable)	

Section 2: Details of applicant to be investigated (please provide as much detail as known)

Question	Your answer
Child's Name	
Parent/Carer's Name	
Address	
School to which a school application has been made	

Section 3: Reason for referral

Question	Your answer
Do you believe the family have applied using an address in which they do not / did not live	Yes / No (delete as applicable)

Question	Your answer
Do you believe the family have applied using a temporary address whilst retaining a property elsewhere	Yes / No (delete as applicable)
Are you making the referral for any other reason	Yes / No (delete as applicable)

If yes, please provide full details below as to why you believe this family may be applying for a school place from an address of convenience:

--

Section 4: Confidentiality (for information only)

We have a duty to inform any applicant about an investigation taking place surrounding their address. As part of this correspondence, we will inform the applicant of the reason for referral. We will **NOT** however identify the name of any parent or member of the public who refers a case to us. Their identity will remain confidential and will not be provided, as part of the investigation, to the applicant. We will, however, identify details of any school that refers a case.

Please send this completed referral form to:

Surrey School Admissions, Quadrant Court, 35 Guildford Road, Woking, GU22 7QQ

DECLARATION

I certify that the information given is true to the best of my knowledge and belief. I am making this referral in order to assist Surrey County Council to exercise its duty to assess and allocate school places fairly and accurately in line with the relevant legislation.

Name	Signature	Date (dd/mm/yyyy)

Personal Information Policy - Surrey County Council ('The Council') respects your rights and is committed to ensuring that it protects your details, the information about your dealings with the Council and other information available to the Council ('your information'). In accordance with the Data Protection Act 2018 and the General Data Protection Regulation (GDPR), the Council will use your information, for the purpose of processing your application for a school place, to: (a) deal with your requests and administer its departmental functions, (b) meet its statutory obligations, and (c) prevent and detect fraud. The Council may share your information (but only the minimum amount of information necessary to do the above and only where it is lawful to do so) within the Council and other agencies (including schools, other admission authorities, other councils, central government departments, law enforcement agencies, statutory and judicial bodies, contractors that process data on its behalf and medical advisors). The Council may also use and disclose information that does not identify individuals for research and strategic development purposes. You can find out more about how we manage your data on the [privacy notice section of our website](#)