

Address of Convenience Investigation Referral Form

We will investigate the following applications where there is doubt about the address being given:

- Where a new round application has been made to us as part of the normal intake to Reception, Year 3 and Year 7
- Where an in year application has been made to us on the CMA form

For new round applications we will decide whether we can accept an application as the Home local authority. However, in all cases, where there is dispute, the decision on which address should be used for the allocation of places will rest with the admission authority for the school.

We can't investigate cases where an in year application has been made directly to the school on an SMA form. In such cases any concerns should be sent directly to the school.

If you believe a parent/carer has used an address that the child does not live at to obtain a school place or used a temporary address while retaining a property elsewhere, please complete this form and we will investigate your referral.

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.

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

If no, please provide your details below

Question	Your answer
Name	
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	
Address	
Parent/Carer's Name	
Address (if you think this is different to the child named above)	
School/schools to which an application has been made	

Section 3: Reason for referral

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

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 by email:

schooladmissions@surreycc.gov.uk

or by posting it to:

School Admissions team, Surrey County Council, PO Box 475, Reigate, RH2 2HP

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 - Our [Privacy Notice](#) explains how we use the information about you and how we protect your privacy.